

AGENDA
CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.
REGULAR PLANNING COMMISSION MEETING

Location:	City Hall	Date:	January 18, 2012
	834 Main Street	Time:	7:00 p.m. Regular Meeting
	Ferndale CA 95536	Posted:	1/12/12

The City endeavors to be ADA compliant. Should you require assistance with written information or access to the facility please call 786-4224 24 hours prior to the meeting.

1.0	Open meeting / flag salute / roll call	
2.0	Update Agenda	
2.1	Proposed changes, modifications to agenda items	
2.2	Commissioners comments	
3.0	Approval of previous minutes – November 16, 2011.....	Page 2
4.0	Public Comment	Page 3
5.0	Public Hearing	None
6.0	Business	
6.1	Interview Planning Commission applicants	Page 4
6.2	Review Housing Element	Page 7
7.0	Correspondence and Oral Communications	Page 10
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City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of November 16, 2011

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:00p.m. Commissioners Dan Brown, Trevor Harper and Lino Mogni as well as staff Deputy City Clerk Brianna Smith and City Planner's George Williamson and Melanie Rheaume were present. Those in attendance pledged allegiance to the flag. MOTION: (Jorgen/Brown). The October 19,2011 minutes were unanimously approved as amended. No public comment.

Public Hearing- Use Permit (393 Main Street): City Planner George Williamson gave an update. MOTION: Adopt Resolution No. PC 2011-43 making the required findings of fact listed in Attachment A, and approve the Use Permit, subject to the conditions of approval listed in Attachment B, to allow for wood and metal workshop for handicraft manufacture and a showroom at 393 Main Street. (Harper/Brown). Unanimous.

Proposed Expectations Statement and Proposed Action Plan: Commissioner Harper gave an update on the Sign Committee and went through the expectation statement and the action plan with the Planning Commission. MOTION: Approve the Purposed Expectation Statement and the Purposed Action Plan. (Von Frausing-Borch/Brown). Unanimous.

The next regular meeting will be January 18, 2012. The meeting was adjourned at 7:22 pm.

Respectfully submitted,

Brianna Smith
Deputy City Clerk

Section 4: PUBLIC COMMENT

This time is for persons who wish to address the Commission on any matter not on this agenda and over which the Commission has jurisdiction.

Items requiring Commission action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rd of the Commission (three of the five members) that the item came up after the agenda was posted and is of an urgent nature requiring immediate action.

This portion of the meeting will be approximately 30 minutes total for all speakers, with each speaker given no more than five minutes.

Please state your name and address for the record. (This is optional.)

Section 5: Public Hearing

Section 6: BUSINESS

Meeting Date:	January 18, 2012		Agenda Item No:	6.1	
Agenda Item Title:	Interview Planning Commission Applicants				
Presented by:	Jorgen Von Frausing-Borch				
Type of Item:	x	Action		Discussion	Information
Action Required:		No Action	x	Voice Vote	Roll Call Vote

RECOMMENDATION:

Interview applicants for the Planning Commission openings and make recommendations to the City Council.

BACKGROUND:

A vacancy was created when a Commissioner resigned from the Planning Commission on June 15, 2011. We have received one application for the vacancy in the Planning Commission. The appointee will fill the term through March of 2013. The deadline for application submittal was January 11, 2012. Per the Planning Commission Ordinance 05-05, the Planning Commission will interview applicants for the position of Planning Commissioner and make recommendations to the City Council:

§5.04 Appointments

- 5.04.1 A new commissioner shall be appointed to fill a vacancy within ninety (90) days from the next regularly scheduled City Council meeting. The City Clerk shall advertise the vacancy (via notice in newspaper, public posting) and notify Ferndale residents to contact the City Clerk for an application, which can be picked up at City Hall or mailed to the applicant.
- 5.04.2 Applications must be received by the City Clerk by ten (10) calendar days from the date of posting of the vacancy. Applications must be forwarded to the remaining members of the Planning Commission the next business day after the closing date of the announcement. The Planning Commission will interview applicants at their next regular or special meeting. A priority ranking of the Commission’s recommendations as well as reasons supporting the ranking will be forwarded the following business day to the City Council via the City Clerk.

5.04.3 The City Clerk shall include the recommendation list and reasons to support the ranking of candidates as an action agenda item for the next regular City Council meeting. The Council may interview the applicants, or rely on the Planning Commission recommendations. A member of the Commission will be present to summarize the qualifications and merits that support their ranking, and to answer questions posed by the City Council. The Council will vote, in open session, for the new Commissioner in the order of ranking by the Commission. The first person that receives a majority will be selected to fill the vacancy. If a majority is not obtained, or if there are no applicants, the vacancy will be re-advertised and the ninety- (90) day clock resets.

§5.05 Vacancies - Vacancies shall be filled by appointment for the remaining portion of the term, or for four (4) years, starting March 1st, for expired terms.

January 10, 2012

Planning Commission

Re: Position on the Planning Commission

Please consider me for the Planning Commission position. I have been a member of the Ferndale Community for 12 years. It would be a pleasure to be of service.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Uffe Christiansen', with a long horizontal flourish extending to the right.

Uffe Christiansen

132 Ocean Avenue

Ferndale CA 95536

(707) 786-4743

Meeting Date:	January 18, 2012	Agenda Item Number	6.2
Agenda Item Title:	Housing Element Update		
Presented By:	George Williamson, Contract City Planner		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Recommendation to City Council		

RECOMMENDATION:

Review HCD proposed implementation language, provide comments to staff on how to approach property owner contact and possible incentives, and recommend to City Council for submittal to Department of Housing and Community Development (HCD).

DISCUSSION:

The Draft Housing Element Update has been prepared to comply with the Department of Housing and Community Development (HCD) requirements. The Housing Element focuses on strategies to preserve and improve housing. A certified Housing Element allows the City to apply for various housing program grants (CDBG, HOME, etc.); is an effective way to implement regional housing goals; and provides an opportunity to build support for, and review, local housing goals.

HCD staff has complied with Ferndale's request to have the revised draft housing element review expedited. To complete state review, HCD requested that one last item in the housing element be added in the program to encourage and facilitate small lot development. (Housing Element Program I. Adequate Sites, #7, page 5-5). The language below is recommended:

Housing Element Program I. Adequate Sites, #7, page 5-5

7) The City will at least annually contact property owners and developers, including affordable developers, to encourage development and consolidation on identified target sites (see table 29) to accommodate the housing needs of lower income households. To encourage development and consolidation on target sites, the City will adopt incentives by September 30, 2012 for consolidation of smaller sites including priority processing, parking reductions, modification of development standards and ministerial lot line adjustments. When available, the City will consider providing or assisting with applying for financial resources to facilitate lot consolidation.

The draft language has been submitted to HCD for review. A letter received on December 30, 2011 (attached) verifies that this language brings the Housing Element into compliance with HCD statutory requirements and therefore will comply with State housing element law when the revisions are adopted and submitted to the HCD. Given the additional implementation work that would be involved - setting priorities for smaller lot consolidation and making annual contact with property owners of lots that could be potentially consolidated - this matter is referred back to the Planning Commission for direction.

Subsequent to Planning Commission review and recommendation, this matter will be returned to the City Council for action tentatively scheduled for February 2, 2012. If approved by the City Council, this language will be incorporated into the housing element and the City will schedule implementation and develop specified incentives accordingly for later in 2012. When the Element is adopted, it will be submitted one last time to HCD for certification.

This is the last review of the Housing Element itself; once the Element is certified staff will work with the Planning Commission to develop implementation measures, such as revisions to the Zoning Ordinance and City review process, in order to assure that affordable housing is brought forward.

STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWN JR. Governor

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

1800 Third Street, Suite 430
P. O. Box 952053
Sacramento, CA 94252-2053
(916) 323-3177 / FAX (916) 327-2643
www.hcd.ca.gov



December 30, 2011

Mr. Jay Parrish
City Manager
City of Ferndale
P. O. Box 1095
Ferndale, CA 95536

RE: Review of the City of Ferndale's Revised Draft Housing Element Update

Dear Mr. Parrish:

Thank you for submitting Ferndale's revised draft housing element received for review on November 15, 2011 along with revisions on December 12 and 30, 2011. The Department is required to review draft housing elements and report the findings to the locality pursuant to Government Code Section 65585(b).

The revised draft element addresses the statutory requirements described in the Department's March 1, 2011 review. For example, the element now demonstrates adequate sites to accommodate the City's regional housing needs allocation for lower-income households. As a result, the revised element will comply with State housing element law (Article 10.6 of the Government Code) when these revisions are adopted and submitted to the Department, pursuant to Government Code Section 65585(g).

The Department appreciates the hard work and dedication of Ms. Vanessa Blodgett and Mr. George Williamson of Planwest Partners in preparation of the housing element and looks forward to receiving Ferndale's adopted housing element. If you have any questions or need additional technical assistance, please contact Robin Huntley, of our staff, at (916) 323-3175.

Sincerely,

A handwritten signature in cursive script that reads "Glen A. Campora".

Glen A. Campora
Assistant Deputy Director

Section 7: CORRESPONDENCE

**Correspondence Files are available for review at City Hall during regular business hours,
Monday through Thursday, 9am to 4pm.**

City of Ferndale

INCORPORATED 1893

POB 1095; Ferndale CA 95536



December 15, 2011

Kelly Kukuk
881 Arlington
Ferndale, Ca 95536

Subject: Home Occupation Permit/ Business License

Dear Ms. Kukuk,

This letter will confirm the City's approval of your Home Occupation Permit.

The violation of any applicable City requirement, including but not limited to the following may result in the revocation of the permit:

1. The Applicant shall be responsible to pay all applicable fees, deposits or charges associated with processing and finalizing this Home Occupation Permit, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale before the home occupation permit and uses allowed are considered final and approved.
2. The requested home occupation shall be operated in conformance with all other applicable City Ordinances and Regulations.
3. The requested home occupation shall meet the requirements of the building inspector and the fire department.
4. Applicant must show proof of liability insurance on which a rider has been placed for the Home Occupation Permit, at time of business license renewal.
5. The Applicant must secure a business license from the City Clerk.

The Zoning Ordinance Home Occupation standards are provided below for your reference.

§3.38: Home Occupation: Any use which, as determined by this ordinance, is customarily carried on within a dwelling or unattached structure by the inhabitants thereof and which is clearly incidental and secondary to the residential use of the dwelling.

§7.11 Home Occupations: Home occupations, as defined herein, shall be permitted as appurtenant and accessory uses to any residential uses. If applicant complies with this section of the Zoning

Ordinance, the permit will be issued administratively (over the counter). This section of the ordinance is not retroactive. The Home Occupation Permit shall:

- 7.11.1 Be a legal and lawful business; and
- 7.11.2 Produce no evidence of its existence in the external appearance of the dwelling or premises including but not limited to exterior displays such as signs, or in the creation of offensive noise, vibration, smoke, dust, odors, heat or glare, parking or traffic, or other nuisances to a degree greater than normal for the neighborhood.
- 7.11.3 Is confined completely within the dwelling or unattached structure and occupies no more than twenty five percent (25%) of the total floor space of the main dwelling (or its equivalent in an unattached structure).
- 7.11.4 Be an owner- or renter-occupied home and business.
- 7.11.5 Meet the requirements of the building inspector and fire district of jurisdiction and
- 7.11.6 Possess a current business license. If license expires, H.O.P. expires.
- 7.11.7 At time of business license renewal, produce a copy of the applicant's Liability Insurance on which a rider has been placed for the Home Occupation.

If you have any questions or concerns, please don't hesitate to call me 786-4224.

Sincerely,



Brianna Smith
Deputy City Clerk

File: Correspondence
881 Arlington

CC: Planning Commission ✓

Section 8: REPORTS

CITY PLANNER:

Meetings, Planning & Coordination

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Responded to questions about the City's home occupation permit process and requirements.
- Responded to questions about Zoning Ordinance regulations regarding banners.
- Researched secondary residential units in A-E zone.
- Responded to question regarding City process for a home day care facility in an R-1 zone, by researching State requirements and reporting results.
- Prepared staff report for Housing Element Update. Scheduled for 1/5 CC hearing.
- Attended 12/1 City Council meeting to present four agenda items. Prior to those items, heard agenda item on Bear River Wind Project (BRWP) petitions and concerns of Ferndale residents.
- Subsequent to 12/1 City Council meeting, discussed County scoping process for BRWP with City Manager and options for City to comment on permitting process. Discussed City actions that could be taken, for going on record with County to have City concerns addressed in the BRWP EIR/EIS.
- Fresnel Lens Relocation & Restoration— Reviewed history and potential next steps as provided by community member. Prepared Draft Action Plan Outline to Relocate Fresnel Lighthouse Lens from County Fairgrounds to the Ferndale Museum, Restore and Permanently Exhibit. Researched Coast Guard's Fresnel Lens Policy and Historic Lens Guidelines and incorporated applicable elements into Draft Action Plan.

Projects

- General Plan Update –Historical and Cultural Resources Element (HCRE). Presented staff report and Resolution of Approval prepared for element at 12/1 City Council hearing. Relayed Planning Commission & Design Review Committee recommendation to add graphics/ illustrations of various architectural styles to HCRE and received approval for that work. HCRE unanimously approved by City Council.
- General Plan Update - Housing Element Update – Presented staff report and certification review status at 12/1 City Council hearing. Revised Draft Housing Element to reflect CC adoption of increased R2 density change. Had conversation with Dept. of Housing and Community Development (HCD) staff asking for verification of City Council Actions on density increase and Ferndale Housing occupancy schedule. Completed final draft for City Council adoption and submitted redline/strikeout version to HCD as part of certification review. Applied for expedited processing. Started preparation of staff report for 1/5 CC hearing. Assisted with public notice preparation.
- General Plan & Zoning Amendments (GP/ ZA) - Presented staff report and Resolution of Approval prepared for increased density in R2 designation (14 to 15 du/ac) and zoning overlay allowing duplex units in Ferndale Housing project as permitted uses. Amendments unanimously approved by City Council.
- California Environmental Quality Act (CEQA) compliance - Presented staff report and Resolution of Approval prepared for CEQA Negative Declaration on HCRE, Housing Element Update, and GP/ ZA for R2 density change and H- Combining Zone at 12/1 City Council meeting. Consolidated CEQA review of four discretionary actions as cost saving measure.

- CEQA Fee waiver - Submitted No Effect Determination (NED) Fee Waiver to the Department of Fish and Game (DFG). Initiated conversations with DFG staff asserting that Housing Element Update has no potential effect on fish, wildlife or habitat, despite the fact that NED's are usually not granted for Housing Element Updates. DFG Issued fee waiver, saving the City \$ 2,044.00 in filing fees. Prepared Notice of Determination (NOD); filed with County Clerk and State Clearinghouse and sent copy to Bear River and Wiyot Tribes to maintain government to government coordination.

DEPUTY CITY CLERK:

Meetings

- City Council Meeting- 12/1/2011
- Special Design Review Meeting- 12/8/2011
- Sign Committee Meeting- 12/15/2011

Projects

- Assembled City Council Packet.- 12/1/2011
- Assembled Special Design Review Packet.- 12/8/2011
- Assembled Sign Committee Meeting- 12/15/2011
- Uploaded Council Packet to web.
- Uploaded Planning Packet to web.
- Set-up for City Council Meeting Meetings-12/1/2011
- Set-up for Sign Committee Meeting- 12/15/2011
- Typed Minutes for City Council Meeting.-12/1/2011
- Typed Minutes for Special Design Review Meeting.-12/8/2011
- Typed Minutes for Sign Committee Meeting. -12/15/2011
- Upload Council Video to computer.
- Answer Phones/ Messages/Greet Visitors & helping to answer various questions.
- Home Occupational Permit with assistance of City Clerk and City Planner.
- Wrote a letter to Kelly Kukuk regarding her Home Occupational Permit.
- Business Licenses.
- Coordinated with City Manager and Financial Manager on various office issues
- Coordinated with City Manager and Financial Manager on Agenda items.
- Coordinated with Building Inspector on Building Permits.
- Made Electronic Deposits.
- Made Cash Deposit
- Field Observation Complaint forms.
- Reported Street Light Outage to PG&E.
- Coordinated with City Planner on temporary banners.
- Faxed List of all Finalized Building Permits and Sent to Assessor for November.

- Various Filing.
- Reservations for the Community Center and City Hall.

Building and Encroachment Permits Issued

<i>1221</i>	<i>Rose</i>	<i>Re-roof- N. side only</i>
<i>1385</i>	<i>Lincoln</i>	<i>Re-roof garage</i>
<i>521</i>	<i>Main</i>	<i>Remove interior wall covering, sheet- rock, paint, new light fixtures.</i>
<i>600</i>	<i>Berding</i>	<i>Re-roof</i>

Section 9: Sign Committee

City of Ferndale, Humboldt County, California USA

Sign Ordinance Committee Minutes for the 12/15/2011 2:30pm meeting

Chairman Michael Bailey opened the meeting at 2:36 pm. Committee members Michael Sweeney, Karen Pingitore, and Phil Ostler were present along with staff City Manager Jay Parrish and Deputy City Clerk Brianna Smith. Committee member Trevor Harper was absent.

No public comment.

November 3, 2011 Minutes: MOTION: Approve minutes as amended. (Pingitore/Sweeney). All in favor.

Background, Purpose and Scope: Discussed were the Background, Purpose, and Scope statements that Michael Bailey and Michael Sweeney submitted. The committee all agreed on major edits in the Background, Purpose and Scope statements. Michael Bailey and Michael Sweeney will work to resolve the differences and bring it back to the committee at the next regular meeting for approval.

The next regular meeting will be January 19 at 2:30 pm. The meeting was adjourned at 4:15pm.

Respectfully submitted,

Brianna Smith
Deputy City Clerk

Section 10: Adjourn