

STUDY SESSION

Location:	City Hall	Date:	September 19, 2012
	834 Main Street	Time:	6:30 PM
	Ferndale CA 95536	Posted: 9/13/11	

1. CALL STUDY SESSION TO ORDER – Chairman Jorgen Von Frausing Borch
 - a. Speaker: Sherry Constancio, P.E. of the California Department of Water Resources Eureka Flood Center will be speaking on her department’s role in flood forecasting and impacts from main stem river flooding.
 - b. General Plan Update 6:30 pm
2. ADJOURN STUDY SESSION

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

Location:	City Hall	Date:	September 19, 2012
	834 Main Street	Time:	7:00pm Regular Meeting
	Ferndale CA 95536	Posted: 9/13/12	

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 –July 18, 2012.....	Page 2
4.0	Public Comment	Page 3
5.0	Public Hearing	None
6.0	Business	
6.1	Revocable Easement-E-Street	Page 4
6.2	Draft Flooding & Drainage chapter of the Safety Element Update	Page 7
7.0	Correspondence and Oral Communications	None
8.0	City Planner’s and Deputy City Clerk’s Staff Reports	Page 18
9.0	Design Review Minutes	Page 20
10.0	Sign Committee Minutes	None
11.0	Adjournment – Next regular meeting October 17, 2012	Page 20

City of Ferndale, Humboldt County, California USA
Minutes for Planning Commission Meeting of August 29, 2012

Call to Order: Chair Jorgen Von Frausing-Borch called the Planning Commission meeting to order at 7:02pm. Commissioners Dan Brown, Uffe Christiansen, Trevor Harper, and Lino Mogni along with staff City Manager Jay Parrish, Deputy City Clerk Brianna Smith, and City Planner Melanie Rheume. Those in attendance pledged allegiance to the flag. MOTION: (Brown/Christiansen). The July 18, 2012 minutes were unanimously approved.

Modifications to the agenda: City Manger Parrish asked that Item 6.3 the Revocable Easement for E-Street be moved to the first item. No Public Comment.

Revocable Easement for E-Street: City Planner Melanie Rheume briefly gave a background on the E-Street Revocable Easement. She Let the Commissioners know that the applicant had asked the City to wave the fee for the Easement. It was added that since this issue was brought forth by City officials that it didn't seem fair for the applicant to pay. City Planner Melanie Rheume asked that the PC Commissioner look over the draft easement. A Commissioner asked how this issue affects the Fosters, who also use the fence. City staff explained that the Fosters were in full support in keeping the fence, but have not requested anything. Mr Hooley gave some background on the fence. He explained to the Commissioners that he had installed the fence after he had some conversations with then Public Works Director Mr. Taubitz in 2001. He had asked Mr. Taulbitz if he needed permission from the City to clean up the area and install a fence between his property and the Foster's property. His informal response was that he saw no need to get formal approval. Ron Smith, who lives at the West end of E-St who could not be at the meeting expressed to Mr. Hooley that he has no concerns with the fence and would like to see it left up. A Commissioner had a question to as who the owner of E-Street was? It was explained that The City is the owner E-Street. It was asked why the City doesn't deem themselves the owner of the fence? Staff explained that the Revocable Easement puts the onus off the City. Commissioners had concern about the legal aspects of the Revocable Easement and asked if it had been looked over by legal counsel. It was explained that it had not been, but that this document had been used by other cities and had been altered to fit the situation. All Commissioners agreed that they wouldn't feel comfortable recommending this to Council as is and that they would like more legal information and would like to know more about Adverse Possession and its role. MOTION: (Brown/Mogni) Tabled until legal advice is obtained. Unanimous

Geological and Tsunami Hazards and Safety Presentation-Troy Nicolini: Will be rescheduled at a later date.

Safety Element Update: It was asked that Study Sessions at 6:30 were reinstated do to speakers that will be giving presentations at the September, October, November and February meetings. City Planner Melanie Rheume gave an update on the Safety Element. She went over The Setting and Context section which includes identification and overview of geological, storm, flood, fire and other potential hazards in the Ferndale Planning area. The next section that was looked at was the Geological and Seismic Hazards and the Potential Liquefaction Area of the Ferndale Planning area. Figures for Soil Instability and the Tsunami Evacuation area were looked at. City Planner Melanie Rheume also briefly discussed Acceptable risk and Emergency Preparedness.

The next regular meeting will be September 19, 2012. The meeting was adjourned at 8:09PM.
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

None

Section 6: BUSINESS

Meeting Date:	Sept. 19, 2012	Agenda Item Number	6.1
Agenda Item Title:	Retraction of Hooley Revocable Easement Request		
Presented By:	Melanie Rheaume, Contract City Planner		
Type of Item:	Action	Discussion	x Information
Action Required:	Receive and File		

RECOMMENDATION: Receive and File

BACKGROUND:

There is a fence spanning "E" St. between 1009 Main St. and 949 Main St. that was constructed around 10 years ago by Richard Hooley, resident and property owner at 1009 Main Street. The fence is within a City street right of way (ROW), which is not being used for public access at this time, but is dedicated for this purpose.

The City has received complaints about the fence. In response, the City sent Mr. Hooley a letter on July 11, 2012, informing him of two options to comply with Ferndale ordinances: (1) removing the fence and restoring ROW to original condition or (2) applying for an encroachment permit and paying associated fees. Mr. Hooley replied on August 1, 2012 with a letter requesting that the City grant him a revocable easement for the fence. During the August Planning Commission meeting, the Commission asked this item be tabled for a legal opinion. On September 10, 2012, Mr. Hooley sent a letter to the City Manager retracting his request for a revocable easement and will remove the fence by 11/15/12.

Because of this response from Mr. Hooley, staff recommends no further action on this item.

To: Ferndale City Manager

From: Richard Hooley

Subject: retracting request for revocable easement. Ref. Letter submitted 8/1/12 requesting the easement.

Date: 9/10/12

On 8/1/12 I submitted a request for a revocable easement for the area of the fence across the west end of "E" st. This request was submitted to the planning commission on 8/29/12. It is apparent that some members of the commission are determined to create a major issue out of this simple request and asked for a legal review. I believe the cost to the city for legal briefs etc. could be better utilized on more important matters. As a result I am retracting my request and will remove the fence by 11/15/12. Since the city has no need for this street, at this time, and has not maintained the property I will continue to maintain the half of the street that leads to my garage and assume that, in the absence of further notification from the city, that this will be acceptable.

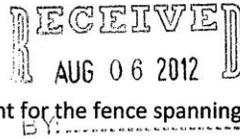
Respectfully submitted; Richard Hooley

To: Ferndale City Manager

From: Richard Hooley

Subject: Request for a revocable easement for the fence spanning "E" St. between 1009 Main St. and 949 Main St.

Date: 8/1/12



The subject fence has been the topic of discussion between the city and some number of local citizens. In fact, as I understand it, at least one formal complaint has been submitted and several verbal complaints have followed. It seems that the original concern was that the Fire Department could not access the creek to draft water in an emergency. Other concerns seem to center around a thought that if the fence remains, a precedent will be set that would allow any street to be "taken over" by some property owner. As a matter of interest I believe the expressed concerns are being instigated by some in retaliation for my letter to the Fair Board addressing the unacceptable behavior, by some on the board, in trying to muzzle the local news paper. I would like to address these concerns but first I want to provide the city with a little background on why and how the fence came into being.

I purchased the property at 1009 Main St. in Sept. 1999 with the goal of returning it back to something that my wife and I, along with the rest of the community, could be proud of. I believe I have accomplished that goal. Of course the surrounding properties, "E" St. being one, can have a significant detrimental effect on the area if it is left untended and not maintained in a reasonable manner. When I moved here "E" St. was nothing more than a weed infested path that had been poorly graveled some time in the distant past. There was a large growth of blackberry bushes that covered the entire area, making it extremely difficult to access my garage. In short the city had not taken care of this street and unknown persons had used the area for a dumping ground for all sorts of "junk". In fact it appeared that the city had abandoned this street, which seemed reasonable since it dead ends approximately 25 feet short of the creek. The only use for this street is by myself and the Fosters, at 949 Main St., to access our garages and Mr. Smith, who owns the land starting at the west end of "E" St. In my continuing effort to enhance this community I talked with Mr. Taubitz in 2000/2001, who was a council member and acted as the Director of Public Works, and asked him if I needed to get permission from the city to clean up the area and install a fence between my property and the Fosters' property to "hide the unsightly area from Main St". His informal response was that he saw no need to get formal approval as long as I did not install any permanent structures and recognized that I would have to remove the fence if the city decided to extend "E" St. sometime in the future. In appreciation for my cleanup effort Mr. Taubitz had the public works crew haul away all the brush that I had cut down. I hauled approximately 1 ton of "hard" debris to the disposable site in Fortuna. The fence was later erected to further enhance the appearance of the area and has been in place since sometime in 2001/2002. I might add that the neighbors have repeatedly expressed their appreciation for the improvement and no one in the community has ever expressed any concern in all these years.

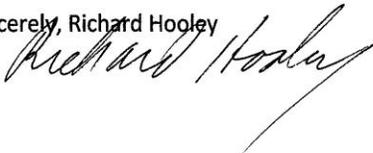
As you know "E" St. ends approximately twenty five feet from the creek. The city map also shows an alley that starts at Van Stone and runs north to end at "E" St. While shown on the map this alley does not exist and has been absorbed into the adjacent properties sometime in the distant past. While this alley remains City property I would not recommend that it be restored as an alley any more than I would expect the city to properly improve "E" St. with sidewalks and paved driving surface. I have improved the driving surface by removing the weeds and over graveled the old driving surface with crushed gravel and the Fosters have maintained the grass area on the south side. The "street" is maintained by myself and the Fosters' with no expectation of assistance from the City.

As we all know the fence has been in place over ten years and only after the letter to the Fair Board has any concern been expressed. I sincerely hope the city does not let itself become an instrument of this retaliation and evaluates the subject in an objective manner.

The facts are that "E" St. is only used by the two adjacent homes, the fence hides a less desirable view from Main St., the fence can be removed if and when a need exists, the city does not have to erect a barrier at the west end of the street, the city does not have to expend resources on maintenance of the street, and the city retains ownership of the property for any future development. This is a win- win for everyone. I believe this street is unique and leaving the fence in place does not set a precedent for other areas in the city.

In order to preserve all of the positive attributes listed above I request that the city issue a revocable easement, at no cost to the requester, allowing the fence to remain in place. This easement would be in the name of Richard Hooley 1009 Main St. It is understood that this easement would be revocable at anytime at the discretion of the city.

Sincerely, Richard Hooley



Meeting Date:	September 19, 2012	Agenda Item Number	6.2
Agenda Item Title:	Ferndale General Plan Safety Element Update: Chapter 5.0 Flooding & Drainage Hazards		
Presented By:	Melanie Rheaume, Contract City Planner		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Review and file		

RECOMMENDATION: Review the attached draft Flooding & Drainage Hazards chapter of the General Plan Safety Element Update; provide input, and direct staff to proceed with next chapters.

BACKGROUND:

On June 7th, the City Council concurred with the Planning Commission and approved the General Plan Safety Element Update Scope of Work. At the June 20th meeting the Planning Commission reviewed and approved the overall schedule outlining the tasks, meetings, deliverables, and coordination to accomplish the approved Scope. At the July 18th meeting, the Commission reviewed and provided input on the initial draft of the Safety Element Update including the overall element format, Table of Contents, Introduction, and Definitions. At the August 29th meeting, the Commission reviewed and provided input on the initial draft Settings & Context and Geologic & Seismic Hazards chapters.

DISCUSSION:

The initial draft of the Flooding & Drainage Hazards chapter is attached.

The Flooding & Drainage Hazards chapter addresses the potential for flooding within the planning area, including a flooding and floodplain management overview, flooding conditions, historical conditions, and existing improvements. The Element identifies flood hazard areas and establishes ways to avoid unreasonable flood risks. The chapter includes a floodplain map from FEMA data, and lays the framework for the remaining sections of the Safety Element update by establishing general policies to keep new development out of floodplains or to mitigate and protect against flood impacts if development is to be located in such areas; minimizing impacts on existing development where possible; establishing policies regarding capital improvements or acquisitions necessary to ensure flood protection; and establishing flood management policies which may include both structural and non-structural approaches to flood control using a multi-objective watershed approach.

The rest of the Element Chapters will be prepared per the schedule and are listed in this attachment with scoping language. Note that since the draft is currently in progress future tense is used in regards to anticipated coordination; subsequent to Element adoption this will be changed.

NEXT STEPS:

The initial draft of the Fire Hazards chapter will be prepared for the October meeting.

5.0 Flooding & Drainage Hazards

Primary flood related hazards in the planning area include river and creek flooding and drainage system overflows, mostly due to storm waters. Annual average rainfall in Ferndale is 40 to 60 inches, with 80% of that falling in the six-month period of November through April (Humboldt County 2007).

Ferndale and parts of the planning area have historically experienced storm water and drainage issues. Runoff associated with heavy winter rains has caused chronic flooding and sedimentation problems in the relatively flat terrain in the City, as well as in the area north of the City near the Salt River. The City has recognized that continued growth can only take place in or adjacent to those portions of the city experiencing chronic flooding, and that management of storm water runoff is in the public interest (City of Ferndale 2004).

Drainage management becomes increasingly important as new development converts additional areas in a watershed to impermeable surfaces. Though Ferndale is growing at a relatively slow rate, each additional unit adds impervious surfaces to the City's total. These impervious surfaces reduce infiltration and convey stormwater faster, increasing peak flows. Increased peak flows can accelerate erosion or require the conversion of natural drainage ways into higher capacity conveyances that can more rapidly transport stormwater.

To address these issues, the City Council formed a Drainage Committee in 1989. In 1990 the City adopted a Drainage Master Plan, updated in 2003, which recognized the need to complete many major drainage improvements within the City limits. The Plan established a list of recommended drainage improvement projects, addressed drainage revenues and the drainage fee rate structure, and recommended changes to the City's drainage ordinance to better address the City's current needs. The Drainage Master Plan also recognized the limits imposed by both the Salt River and the Eel River estuary, in that these areas greatly influence drainage within the City (City of Ferndale 2004).

There are three storm drainage watersheds that affect Ferndale and the planning area: the Francis Creek Watershed, the East Side Drainage Watershed, and the West Side Drainage Watershed. These in turn contribute to the Salt River Watershed and then on to the Eel River Watershed (City of Ferndale 2004).

Francis Creek's flood carrying capacity is restricted by culverts, bridges, sediment build-up, and debris (see Figure 5). Sediment erosion in the upland areas south of Ferndale contributes to the flooding problem by filling local streams and the Salt River with silt, reducing their capacity to carry peak storm runoff. While flooding and sedimentation are natural processes, the frequency and rate of sediment deposition have increased because of land use activities in the Wildcat Hills (City of Ferndale 2004).

Flooding from Francis Creek has been historically documented at regular intervals and varying intensities. In the winter of 1995-96, Francis Creek overflowed its banks, flooding Main Street and spreading silt over the city's streets and sidewalks and causing extensive damage to buildings.

Spurred by this flood damage, the City obtained funding from the Federal Emergency Management Agency (FEMA), Caltrans, and the state Office of Emergency Services for the Francis Creek Hazard Mitigation Project, a \$3 million public works project consisting of removing or widening bridges and widening the creek bed to allow for higher flow rates without flooding. The project began in the year 2000 and was completed just before the extreme storm events of December 16 and 27, 2002. The December 16 storm produced peak flows in Francis Creek that were estimated to be at least 850 cubic feet per second (cfs). The December 27 storm was even greater; over 8 inches of rain fell on the Francis Creek watershed in a 24 hour period, producing flows in Francis Creek estimated to be at least 1,000 cfs. Francis Creek was able to handle the December 16 storm flow without any problems. At least one foot of clearance was reported at all creek banks and bridges. The December 27 storm event produced some minor overtopping of Francis Creek; but no property damage was reported (City of Ferndale 2004).

The **East Side Drainage System** (see Figure 5) consists of a network of street gutters, storm sewers, culverts, and drainage channels that convey runoff to a natural low profile drainage swale referred to as the East Side Channel. The East Side Channel lies about 2,000 feet east of Francis Creek and flows north to Market Street and Van Ness Street where it converges with a County maintained ditch. This Channel drains the easterly portion of the City and collects overflows from both Francis Creek to the west and Williams Creek to the east (City of Ferndale 2004).

The flood mitigation projects completed on Francis Creek in 2000-2002 should alleviate some of the previous flooding problems experienced in East Side Drainage watershed (City of Ferndale 2004).

The **West Side Drainage System** (see Figure 5) consists of a network of street gutters, drainage channels, and culverts. The west side drainage area is absent of any storm sewers except for the former Navy housing and a small internal drainage system at the County Fairgrounds. The remaining acreage contains a series of drainage channels all running northerly to Port Kenyon road (City of Ferndale 2004).

According to the City of Ferndale 2004 Drainage Master Plan, the West Side drainage channels are draining at maximum capacity and any increase in storm water will only contribute to additional unmanaged run-off. In addition, the drainage ditches are densely vegetated, especially during the spring months. This vegetation significantly decreases the hydraulic efficiency of the channels and their capacity to convey stormwater runoff (City of Ferndale 2004).

The **Salt River Ecosystem Restoration Project** is a multi-year, multi-agency, landowner-driven endeavor that addresses drainage issues in the Salt River Watershed. Prompted by the increasingly frequent flooding, reduced drainage capacity, and sediment deposition that has negatively impacted water quality and agricultural endeavors, the Salt River Ecosystem Restoration Project includes a large tidal wetland restoration component that will improve the health of the estuary system while also improving the hydrology of the river.

The Humboldt County Resource Conservation District (HCRCD) is overseeing the Salt River restoration project, managing relations between the many agencies and property owners involved, and procuring funding. The project would also involve channel restoration for lower Francis Creek, with other improvements on Williams, Coffee and Reas creeks (HCRCD 2010).



Salt River Ecosystem Restoration Project.
Photo Credit: NCIWMP 2009.

The **Eel River** experiences periodic flooding which affects the planning area. The 1955 and 1964 floods caused extensive damage to the floodplain, although Ferndale's historic and business districts were not affected (Schneider 1995). Ferndale resident Viola Russ McBride (1906-96) wrote the following of the 1964 flood:

"Although Ferndale had been spared, it had become a ghost town. The dairy ranchers who supported the town had been all but ruined. Store after store was empty. Buildings were for sale for almost nothing. The old Red Front Store, now Abraxas, sold for less than \$1,000!" (Ferndale Enterprise 2012).

The Eel River and other flood prone areas have been mapped by FEMA. The maps provide the basis for regulating flood plains in conformance with the **National Flood Insurance Program** (NFIP). The National Flood Insurance Act, adopted by the U.S. Congress in 1968, made federally subsidized flood insurance available to property owners if their communities participate in the NFIP. A community establishes its eligibility to participate in the NFIP in two ways: by adopting and enforcing floodplain management measures to regulate new construction and by ensuring that substantial improvements within Special Flood Hazard Areas (SFHA's) are designed to eliminate or minimize future flood damage.

An SFHA is an area within a floodplain having a 1 percent or greater chance of flood occurrence within any given year. SFHAs are delineated on flood hazard boundary maps issued by FEMA for individual communities. The Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 1994 make flood insurance mandatory for most properties in SFHAs.

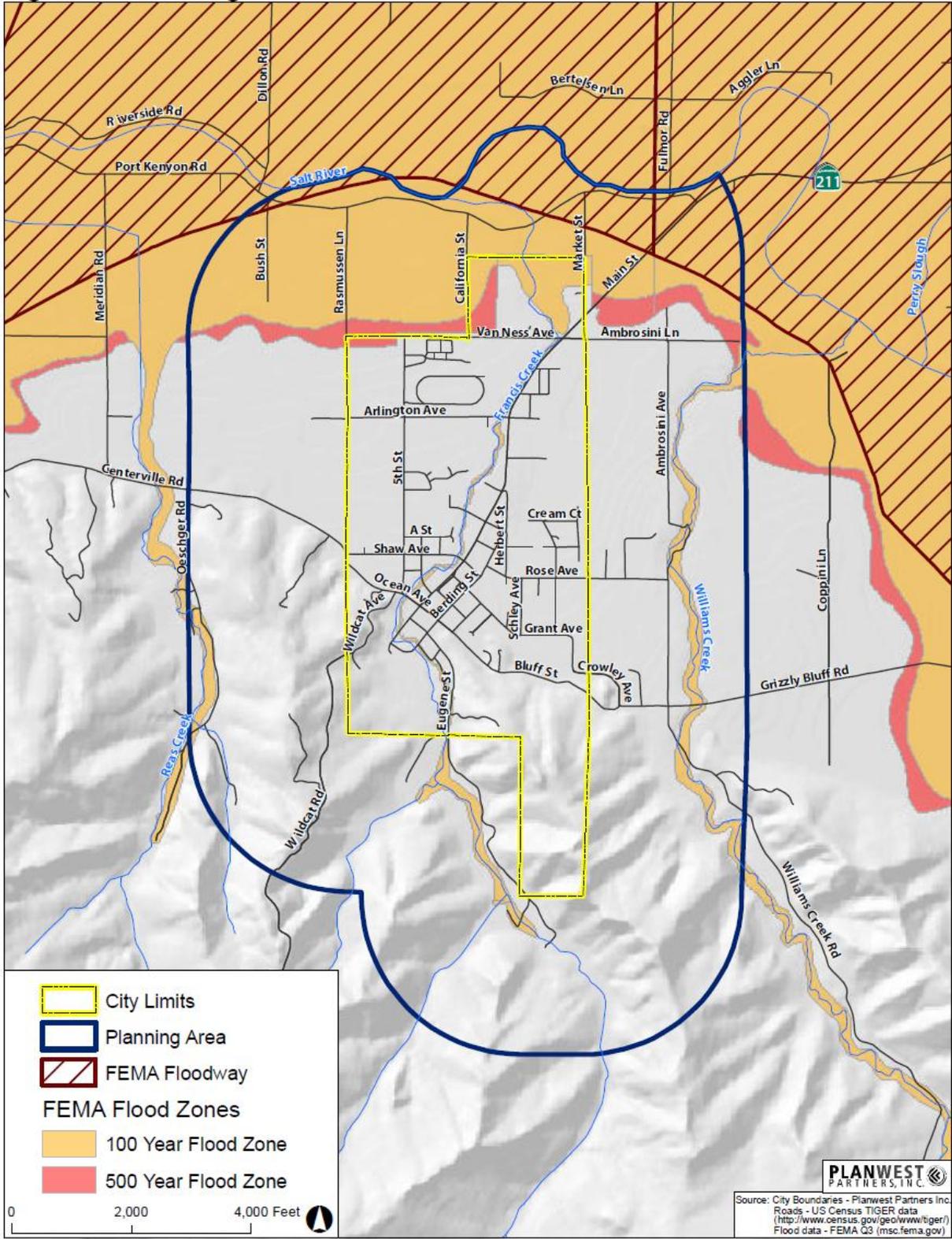
Flood Insurance Rate Maps, also prepared by FEMA, delineate potential flood zones. Flood hazards related to storm events generally are described in terms of 100- or 500-year flood. A

100-year flood is defined as a major flood event that has a one percent or greater chance of occurring during any one year. Flood hazard planning practices addresses such storms, as well as 500-year events. As implied, the 100- and 500-year floods are the largest flood events that may be expected to occur within 100-year and 500-year periods, respectively. These floods are considered severe but ones which can be reasonably predicted and therefore reasonably mitigated.

Figure 6 shows the extent of flooding potential in the planning area. The northern portion of the planning area is within the 100-year and 500-year flood zones, as are portions of the planning area along Reas, Williams, and Francis creeks. Sea level rise due to global warming is expected to expose more of the City to flood hazards. In particular, the 100-year and 500-year flood zones are expected to extend farther south into the City (Pacific Institute 2009).

The hazards associated with **dam inundation or failure** are not considered a significant threat to Ferndale (Humboldt County 2007). Dam inundation occurs when structural damage to a dam results in a flood, and can be caused by earthquake, erosion, design flaw, or storm water overflow. Scott Dam, which creates Lake Pillsbury on the Eel River, is located more than 100 miles southeast of the City. Over this distance, water surges created by dam failure would disperse considerably before reaching the planning area (Humboldt County 2007). Although failure of this dam would increase water levels downstream, it is expected that the levels would remain below the 100-year flood level and damage would be minor (Humboldt County 2007). The County maintains an emergency response plan for Scott Dam.

Figure 6 - Flooding Hazards



MINIMIZING RISKS

The City requires that all new development and significant renovations abide by the most recently adopted City, State, and Federal flooding and drainage requirements to protect injury and structural damage due to floods.

To prepare and mitigate hazards from flooding, both Humboldt County and the City of Ferndale participate in the National Flood Insurance Program. In order to maintain compliance with the requirements of the program, the City has encoded floodplain management regulations in Ordinance 08-02. The Ordinance specifies flood damage prevention measures for the regulation of land use and development in areas subject to flood inundation and establishes a development permit for any development within an area of special flood hazard, as defined in the Ordinance.

Property owners in potential flood areas can make modifications to their houses to reduce the impacts of flooding. FEMA has identified several flood protection measures that can be implemented by property owners to reduce flood damage. These include installing waterproof veneers on the exterior walls of buildings; putting seals on all openings, including doors, to prevent the entry of water; raising electrical components above the anticipated water level improvements; and installing backflow valves that prevent sewage from backing up into the house through the drainpipes.

The City should continue to improve and maintain storm drain systems to convey water flows and minimize damage from flood events as suggested by the Drainage Master Plan. The Plan established a list of recommended drainage improvement projects, addressed drainage revenues and the drainage fee rate structure, and recommended changes to the City's drainage ordinance to better address the City's current needs.

6.0 Fire Hazards

NOTE: To be developed per schedule.

SCOPE: This section and related policies and implementation strategies will be prepared in coordination with the Ferndale Volunteer Fire Department. Levels of service, including minimum road widths and clearances around structures will be addressed as well as fire safety of building construction and defensible space and its benefits balanced with City conservation goals.

7.0 Hazardous Materials

NOTE: To be developed per schedule.

SCOPE : This section will address those establishments identified within and near the planning area which store these materials and the potential for hazardous material spills.

8.0 Acceptable Risk

NOTE: To be developed per schedule.

SCOPE : This section will define the term 'acceptable risk' as the level of risk that a majority of citizens and insurance companies will accept without asking for governmental action to provide protection. Various structures and land uses will be classified according to how the population of Ferndale would be affected in the event of loss or failure of each facility, and a level of acceptable damage will be established for each facility type. This information will be used to identify best locations for the various land uses in relation to Ferndale's hazard areas.

9.0 Emergency Preparedness

NOTE: To be developed per schedule.

SCOPE : This section will consider the steps that can be taken to cope with major emergencies such as a major earthquake, extensive flooding, or large scale threats to the public health and safety. It will be consistent with the County Hazard Mitigation Plan and will discuss collaboration with the Regional Training Institute (RTI) - Community Disaster Preparedness. The Institute's mission is to offer a centralized system for conducting Community Emergency Response Team (CERT) training in addition to other preparedness classes.

10.0 Goals, Policies and Implementation Programs

NOTE: To be developed per schedule.

SCOPE: Goals, policies, and implementation programs will be developed to provide a policy basis for measures Ferndale can take to prevent loss of life, reduce injuries and property damage, and minimize economic and social dislocations which could result from earthquake, fire, or other natural and man-made disasters. The contract planner and City staff will work with the Planning Commission and City Council to craft policies and implementation strategies for reduction of risk and mitigation or abatement of those hazards and for emergency preparedness and disaster response through land use planning. Policies may address the intensity of development in hazardous areas, clearly define the scope of hazard mitigation measures by type of land use,

requirements (if any) for geotechnical and geologic investigations to mitigate geologic hazards and clear procedures for geotechnical and geologic report review.

11.0 References

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Section 7: CORRESPONDENCE

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

Section 8: REPORTS

CITY PLANNER:

Meetings, Planning & Coordination:

- Coordinated with City Manager, City Clerk, and Deputy City Clerk on planning and development projects.
- Continued review of Sign Ordinance Update materials and progress.
- Coordinated with City Engineer and City Clerk on 1101 Main Street Lot Line Adjustment finalization and timeline. Advised realtor of timeline.
- Continued coordination on alleviating issues stemming from Russ Park access across private land.
- Reviewed letter from Ferndale resident requesting that the City grant a revocable encroachment permit for a fence in a public right of way. Advised City Manager of estimated cost.
- Attended 7/26 Design Review meeting and presented Design Review Manual Preparation Scope and Staff Report as well as Design Review Use Permit Application Process revisions and Staff Report.
- Wrote and mailed application incomplete letter to applicant for stucco removal at 580 Main St.
- Coordinated with City Clerk on process for notifying resident of Design Review Combining Zone violation for removal of a contributing feature from a listed building in the Historic District.
- Responded to property owner questions about the potential to subdivide property located on Main Street; corresponded by email and phone to answer additional questions related to zoning standards.
- Responded to property owner questions regarding converting an existing structure on the property into a dwelling space. Coordinated with City Clerk to advise resident on options.
- Coordinated with City Clerk and City Manager to draft letter to Ferndale resident outlining City requirements for a building permit for stucco removal in the Historic District.

Projects:

- General Plan Update—Prepared General Plan Safety Element Settings & Context and Geologic and Seismic Hazards chapters for presentation at 8/29 Planning Commission meeting. Contacted Troy Nicolini and arranged for him to make a brief presentation on Geologic Hazards during meeting. Continued agency coordination and presentation scheduling for future meetings.
- Design Review Use Permit Application Process – Attended 7/26 Design Review Committee meeting and presented staff report and revised application process with revisions marked and explained. Made additional changes to application process as directed by Committee and prepared staff report for 8/23 meeting.

DEPUTY CITY CLERK:**MEETINGS:**

- Daily meetings with City Manager to discuss various office issues
- Coordinated with City Manager and City Planner on planning and developmental projects.
- Regular Design Review Meeting- June 28, 2012
- Planning Commission Meeting- July 18, 2012
- Special Design Review Meeting- July 19, 2012

PROJECTS:

- Assembled Regular Design Review Agenda/Packet for June 28, 2012 Meeting.
- Assembled City Council Agenda/Packet for July 5, 2012 Meeting.
- Assembled Special Design Review Agenda/Packet for July 18, 2012 Meeting.
- Assembled Planning Commission Agenda/Packet for July 19, 2012 Meeting.
- Posted Regular Design Review Agenda; uptown/at city hall.
- Posted Special Design Review Agenda; uptown/at city hall.
- Posted Planning Commission Agenda; uptown/at city hall.
- Posted City Council Agenda; uptown/at city hall/online.
- Set up for Planning Commission Meeting,
- Set up for Sign Committee Meeting.
- Typed Minutes for the Special Design Review Meeting- July 19, 2012.
- Typed Minutes for Planning Commission Meeting- July 18, 2012.
- Uploaded PC video.
- Business Licenses.
- Dog License.
- City Hall/Community Center Rentals.
- Electronic Deposits.
- Cash Deposits.
- Field Observation Reports
- Counter work/Answer Phones/Messages

Land Use, Building and Encroachment Permits Issued

<i>B1229</i>	<i>730 5th St</i>	<i>Water heater</i>
<i>B1230</i>	<i>1289 Madison</i>	<i>Windows/Replace Steps</i>
<i>B1231</i>	<i>927 Main</i>	<i>4 external light poles</i>
<i>B1232</i>	<i>1390 Rose</i>	<i>Re-roof</i>
<i>DR1217</i>	<i>1085 Main</i>	<i>Painting house</i>
<i>DR1218</i>	<i>820 Herbert</i>	<i>Re-roof</i>

Section 9: Design Review

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 08/9/12 8:30am meeting

Chairman Dan Brown opened the meeting at 8:33 a.m. Committee Members Michael Sweeney, Lino Moggi, Michael Bailey and Dane Cowan along with staff City Manager Jay Parrish and Deputy City Clerk Brianna Smith were present.

219 Francis Street- Chairman Dan Brown went over the letter that City Manager Parrish sent to Teruko McCarthy with the Committee. City Manager Jay Parrish explained to the committee that the resident at 219 Francis Street had removed her door without going through the proper process and doing further research found the door to be historically significant. City Manager Parrish explained that he had spoke with Ms. McCarthy and let her know that she needed to file a Design Review Application and that since her house is a contributing building in the Historical District, that staff will refer the project to the City Planner for a CEQA review, if she would like. Also it was explained if she restores the door to its original place then City review would not be required.

The meeting adjourned at 9:13AM. The next meeting regular meeting will be August 23, 2012

Respectfully submitted:

Brianna Smith
Deputy City Clerk

Section 10: Sign Committee

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 08/16/12 2:30pm meeting

NO QUORUM

Section 11: Adjourn