

Special Meeting

STUDY SESSION

| | | | |
|-----------|-------------------|-----------------|----------------|
| Location: | City Hall | Date: | May 15, 2013 |
| | 834 Main Street | Time: | 5:00 PM |
| | Ferndale CA 95536 | Posted: 5/13/13 | |

1. CALL STUDY SESSION TO ORDER – Chairman Jorgen Von Frausing Borch. Speaker George Williamson, Contract City Planner to provide an orientation to Planning Commissioners and Design Review Committee Members.
2. ADJOURN STUDY SESSION

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

| | | | |
|-----------|-------------------|----------------|------------------------|
| Location: | City Hall | Date: | May 15, 2013 |
| | 834 Main Street | Time: | 7:00pm Regular Meeting |
| | Ferndale CA 95536 | Posted: 5/9/13 | |

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 | Ceremonial | |
| 3.0 | Update Agenda | |
| 3.1 | Proposed changes, modifications to agenda items | |
| 3.2 | Commissioners comments | |
| 4.0 | Approval of previous minutes | |
| 4.1 | April 17, 2013 | Page 3 |
| 5.0 | Public Comment | Page 5 |
| 6.0 | Public Hearing..... | None |
| 7.0 | Business | |
| 7.1 | Building and Land Use Permits..... | Page 6 |
| 7.2 | Housing Element Implementation Plan for Housing Element and State Housing regulation compliance..... | Page 7 |
| 7.3 | Design Review Approval of door at 361 Main Street (Ferndale Clothing Company) FYI | Page 11 |
| 7.4 | Election of Chair and Vice-Chair of the Planning Commission..... | Page 12 |
| 7.5 | Design Review Committee Report | Page 12 |
| 7.6 | Appointment to the Design Review Committee | Page 13 |
| 7.7 | Planning Reference Book Update | Page 14 |
| 8.0 | Correspondence and Oral Communications | Page 15 |
| 9.0 | City Planner’s and Deputy City Clerk’s Staff Reports | Page 23 |
| 10.0 | Design Review Minutes..... | Page 24 |
| 11.0 | Sign Committee Minutes..... | None |
| 12.0 | Adjournment – Next regular meeting June 19, 2013 | Page 24 |

Section 2: CEREMONIAL

Section 3: UPDATE AGENDA

Proposed changes, modifications to agenda items

Commissioner's comments

Section 4: APPROVAL PREVIOUS MINUTES

City of Ferndale, Humboldt County, California USA

Minutes for Planning Commission Meeting of April 17, 2013

[Note: These are Action Minutes; a video of the meeting is available at City Hall M-Th 9-4]

Call to Order: Chair Jorgen Von Frausing-Borch called the Regular Planning Commission meeting to order at 7:05pm. Commissioners Uffe Christiansen, Lino Mogni and Dean Nielsen along with staff City Clerk Nancy Kaytis-Slocum and City Planner Melanie Rheume were present. Those in attendance pledged allegiance to the flag. The Oath of Office was given to Uffe Christiansen. Marc Daniels was not in attendance and this item was postponed.

MOTION: (Christiansen/Nielsen). The March 20, 2013 minutes were unanimously approved, as were the April 2, 2013 (Christiansen/Nielsen). There was no public comment.

Public Hearing opened 7:15pm: General Plan Safety Element Draft. Planner Melanie Rheume gave an overview. There was no public comment. Commissioners ask for clarification on the number of hazardous contamination sites in Ferndale (see pages 3-4 and 7-3). Commissioners determined that, once the number of hazardous contamination sites was clarified the initial draft Safety Element could be considered complete and ready for environmental review. The Public Hearing was closed at 7:30, with no action on this first public hearing.

Selection of next General Plan Element: Planner Melanie Rheume discussed the four remaining required General Plan elements: Land Use, last updated in 1986; Transportation (Circulation) & Public Facilities Element, last updated in 1967 and 1975; Conservation & Open Space Element, last updated in 1986; and Noise & Air Quality Element, noise element last updated 1975, Air Quality is a new element. There was much discussion about the elements. MOTION (Mogni/) Table this until the next meeting. Motion died for lack of a second. MOTION (Christiansen/Nielsen) Recommend to the City Council Noise & Air Quality Element. Motion carried with three yeas, and Mogni abstaining.

Potential Changes to Vacation Rental Use Permit Process: Planner Melanie Rheume presented the two options available, and after some discussion, the Commission decided to leave the process as is with no further direction to staff.

General Plan Progress Report: Planner Melanie Rheume discussed the progress report. Commissioner Dean Nielsen questioned the regional housing allocation, and the planner explained that the County-wide allocation comes from the State Department of Housing and Community Development.

Draft Sign Ordinance review: Sign Ordinance Chair Michael Bailey was present to answer questions. Commissioner comments included: belief that the new draft sign ordinance as presented is overregulation; a brief discussion of why the sign ordinance update began; belief that the City needs a new or clarified sign ordinance because the current sign section of the Zoning Ordinance is not comprehensive; and that the existing sign ordinance is not enforceable without proper definitions. Commissioner Nielsen requested a list of the signs that would be out of compliance if the proposed ordinance were adopted. The Planner and City Clerk advised that creating a list of those businesses that are out of compliance with the existing ordinance should be discussed with the City Manager and City

Attorney. The City Clerk suggested that the Commissioners review sections 3.66 and 7.23 of the Zoning Ordinance which deal with signs before the next meeting. There was no further action on this item.

Design Review Committee Report: Chairman Jorgen von Frausing-Borch explained that when we have two members of the Planning Commission assigned to the Design Review Committee, the Planning Commission will have a permanent agenda item that one of the two PC members of the Design Review Committee give a report on items they have discussed during the month, in addition to the Design Review minutes, which are included in every Planning Commission packet.

724 Main Street: City Clerk Kaytis-Slocum read from the previous Planning Commission packets that had mentioned 724 Main Street. They included the June 20, 2012, July 18, 2012, January 16, 2013 and February 20, 2013 Planning packets. Discussion ensued about whether the Design Review minutes have enough detail in them and whether the Planning Commission can have renderings of what the projects look like. The City Clerk explained that the City Council and the City Manager have directed staff to take "Action" minutes, which are not verbatim but capture the spirit of the pertinent conversation. Chairman von Frausing-Borch agreed that if the commissioners have questions beyond what is mentioned in the Design Review minutes, one of the two Commissioners assigned to the Design Review Committee could report details.

Postponed to next meeting: Appointment to the Design Review Committee; Election of Chair and Vice-Chair of the Planning Commission.

Under Building and Land Use Permits, the City Clerk explained that she will bring the Building Permit book to the commission meetings in case anyone wants to know about permits that have been issued after this item was created and published.

Under Planner and City Clerk staff reports, City Clerk Kaytis-Slocum mentioned that Planner George Williamson wanted to set up a 2-3 hour meeting for Orientation of the Planning Commissioners and Design Review Committee Members. The City Clerk will contact commissioners and design review committee members regarding the date.

The next regular meeting will be May 15, 2013 at 7pm. The meeting was adjourned at 9:15 pm.

Respectfully submitted,

Nancy Kaytis-Slocum

City Clerk

Section 5: 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 6: Public Hearing

1. OPEN PUBLIC HEARING
 - a. Announce agenda item number and state the subject
 - b. Invite staff to report on the item, including any recommendation
 - c. Ask members of the Council or Commission if they need clarification. If so, the questions should be asked of the person reporting on the item.
 - d. Invite Public Comment. Mayor or Chair may limit the time for speakers to 3 minutes
2. CLOSE PUBLIC HEARING
 - a. Invite a motion from the governing body and announce the name of the person making the motion
 - b. Invite a second from the governing body and announce the name of the person seconding the motion
 - c. Make sure everyone understands the motion by having it repeated by
 - i. The maker of motion
 - ii. The Chair
 - iii. The Secretary
 - d. Invite discussion by members of the governing body
 - e. Take a vote; ayes and then nays are normally sufficient
 - f. Announce the result of the vote and announce what action (if any) the body has taken.
 - g. Indicate names of members who voted in the minority of the motion

Section 7: BUSINESS

| | | |
|--------------------------|-----------|------------------------------|
| <i>BUSINESS ITEM 7.1</i> | | <i>May 15, 2013</i> |
| <i>Building Permits</i> | | |
| 1035 | Rose | Fire Damage |
| 430 | McKinley | Replace Propane Water Heater |
| 191 | Shaw | Reroof |
| 543 | Cleveland | Replace 100amp Panel |
| 660 | Berding | Renovate inside and out |
| <i>Land Use Permits</i> | | |
| 1226 | Main | reroof, addition, remodel |
| 660 | Berding | replace windows and doors |
| 1226 | Main | reroof, addition, remodel |
| 665 | Main | Merger |

NOTE: Staff will bring the Building Permit Book to the Planning Commission meetings so that any of the commissioners, or public, can view any permits that have been issued.

| | | | |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | May 15, 2013 | Agenda Item Number | 7.2 |
| Agenda Item Title: | Housing Element Implementation Plan for Housing Element and State Housing regulation compliance | | |
| Presented By: | Contract City Planner | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Recommend Implementation Plan to City Council | | |

RECOMMENDATION: Recommend the attached General Plan Housing Element Implementation Plan to the City Council.

BACKGROUND: Now that the General Plan Housing Element Update is complete and certified by the Department of Housing and Community Development, there are Element programs and directives to implement. At the April 4th meeting, the City Council approved Resolution 2013-09 authorizing Planning staff to prepare a General Plan Housing Element Implementation Plan for Housing Element and State housing regulation compliance.

DISCUSSION: According to California Government Code §65400 (a) “After the legislative body has adopted all or part of a general plan, the planning agency shall... Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.” In order to comply, City Staff prepared the attached Implementation Plan to organize the above policies and measures into manageable phases, with actions required to complete each phase clearly defined and assigned.

CITY OF FERNDALE GENERAL PLAN HOUSING ELEMENT IMPLEMENTATION PLAN 2013

PART 1: AMEND THE ZONING ORDINANCE OF THE CITY OF FERNDALE

The City of Ferndale Housing Element policies and programs include several Zoning Ordinance amendments to ensure City compliance with State housing regulations.

Task 1.1 Prepare Zoning Ordinance Amendments

City staff will conduct research and seek Planning Commission guidance to prepare the following Zoning Ordinance (ZO) amendments:

- a) Permit more than four units of multi-family housing by right in R3 and R4 zones.
- b) Include definitions of an emergency shelter, transitional housing, and supportive housing and allow for emergency shelters by right in specific land use designations/zones. Consider the Public Facility (PF) land use designation/zone where emergency shelters could be allowed without discretionary approval for SB2 compliance.
- c) Establish reasonable accommodation procedures for persons with disabilities to ensure equal access to housing.
- d) Redefine 'family' to ensure that equal access to housing is provided.
- e) Address use of "manufactured housing" vs. "mobile home" terms.
- f) Permit manufactured homes in certain residential zones.

Task 1.2 Propose and Adopt Zoning Ordinance Amendments

City staff will make an environmental determination as required by CEQA. City staff will propose the amendments and required CEQA document to the Planning Commission at a regularly scheduled meeting. Public and Commission input will be incorporated. The Planning Commission will then conduct a Public Hearing to consider recommending the proposed amendments to the City Council, who will then consider the ZO amendments.

PART 2: CITY ACTIONS

This phase includes short-term actions required of the City for compliance with Housing Element policies and programs and with State housing regulations.

Task 2.1 Identify Adequate Sites

The following steps will further the City's goal of providing adequate sites for all types of residential dwellings:

- a) City staff will research small lot development methods and identify small lots appropriate for consolidation. Staff will present identified lots to the Planning Commission. Lots approved by the Planning Commission will become target sites for consolidation.
- b) City staff will research incentives for consolidation of small lots, including priority processing, parking reductions, modification of development standards and ministerial lot line adjustments, as well as the feasibility of providing or assisting with applying for financial resources to facilitate lot consolidation. Staff will present findings to the Planning Commission. Staff will process selected incentives for adoption as appropriate.
- c) Staff will develop a GIS database that reflects all vacant and underutilized parcels in the City and provide a link to the database on the City's website.

Task 2.2: Develop Incentives for Affordability and Accessibility

The following steps will further the City's goal of addressing accessibility to safe, sanitary, and affordable permanent housing for all City residents:

- a) City staff will research and analyze governmental and non-governmental constraints to affordable housing. Staff will present findings to the Planning Commission.
- b) City staff will research and evaluate effectiveness of incentives for development of lower-income housing, including ELI households, and determine aspects of development that should be incentivized. Staff will consider prioritizing Single Room Occupancy units, Family Room Occupancy Units, and other affordable units; providing density bonuses, streamlining permitting processes, and reducing or waiving permit fees. Staff will present findings to the Planning Commission and process selected incentives for implementation as appropriate.
- c) City staff will research funding opportunities, including CDBG and Federal HOME first time homebuyers' assistance programs, and present findings to the Planning Commission.
- d) City staff will research fair housing information, including tenant and landlord rights and responsibilities, mediation, and fair housing services. Staff will disseminate the information and resources to the public, including posting fliers at in public places and posting links on the City's website.

Task 2.3: Explore Incentives & Assistance for Preservation, Rehabilitation, and Energy Efficiency.

The following steps will further the City's goal of supporting and encouraging housing preservation, rehabilitation, and energy efficiency in new and existing housing.

- a) City staff will research funding sources for preservation, rehabilitation, and energy efficiency in new and existing housing and develop a referral list of public and private grant/loan assistance programs. Staff will consider applying for Federal and State grants to address housing rehabilitation needs. City staff will coordinate with RCAA to take advantage of their Housing Rehabilitation program.
- b) City staff will research and compile information on how to incorporate energy saving features and materials and energy efficient systems and designs into residential development. Staff will disseminate the information and resources to the public, including posting fliers at in public places and posting links on the City's website.

- c) City staff will research and analyze conservation incentives, including services offered by local organizations, and present findings to the Planning Commission.

PART 3: ONGOING ACTIVITIES

Some Housing Element programs include ongoing City responsibilities. Completion of Part 1 and Part 2 of this Implementation Plan will likely add to the following list of ongoing actions.

Ongoing Task 3.1 Maintain Adequate Sites

- d) Once the City has identified small lots suited for consolidation (Phase 2 Task 1a), City staff will annually contact property owners and developers, including affordable developers, to encourage development and consolidation on identified target sites.
- e) Staff will maintain and update the GIS database that reflects all vacant and underutilized parcels in the City (Phase 2 Task 1c).
- f) City staff will assist prospective developers with site identification for lower-income housing, including ELI households, and assist with entitlement processing and funding applications.

Ongoing Task 3.2 Maintain Equal Access

- g) City staff will maintain State fair housing complaint forms and refer complaints to appropriate agencies such as California Department of Fair Employment and Housing.

Ongoing Task 3.3 Promote Preservation, Restoration, and Energy Efficiency

- h) Staff will promote energy conservation educational programs and sustainable building techniques, including supporting RCEA efforts to provide community education on energy issues.

| | | | |
|--------------------|---|-------------------------------------|---|
| Meeting Date: | April 17, 2013 | Agenda Item Number | 7.3 |
| Agenda Item Title: | Design Review Approval of door at 361 Main Street | | |
| Presented By: | Nancy Kaytis-Slocum, City Clerk | | |
| Type of Item: | <input type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |
| Action Required: | Receive and file | | |

ACTION REQUIRED: Receive and File

DISCUSSION:

During last month's meeting, a Planning Commissioner mentioned that 361 Main Street has a door on the building that was not approved by the Design Review Committee. The lease-holder of the building, Karen Pingitore of Ferndale Clothing Company, asked to have Design Review approval presented to the Planning Commission to clear up any confusion about the door, which was approved.

A door was installed on the fire-damaged building that was a split decision in the initial Design Review Process (a two-member approval group). Planwest, our contract planner, gave the opinion that the door should be re-considered by the newly formed Design Review Committee (a five-member group).

On 3/24/11, the Design Review Committee made the following Motion: (Bailey/Mogni) Approve door at 361 Main Street. Bailey, Cowan and Mogni in favor. Dan Brown abstained. On 3/29/11, the owners of the building, Lowell Daniels and Jenny Oaks, and the lease holder of the building, Karen Pingitore, Ferndale Clothing Company, were notified that the door had been approved.

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|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date: | May 15, 2013 | Agenda Item Number | 7.4 |
| Agenda Item Title: | Election of Chair and Vice-Chair of the Planning Commission | | |
| Presented By: | Nancy Kaytis-Slocum, City Clerk | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Elect a Chair and Vice-Chair of the Planning Commission | | |

RECOMMENDATION:

Elect a Chair and Vice-Chair of the Planning Commission

BACKGROUND:

The Planning Commission Ordinance 05-05, Article 4, Powers and Duties, Section 4.02 reads: "The Commission shall elect its Chairman and Vice-Chairman from among the appointed members of the Commission. The Commission shall appoint a Secretary who need not be a member of the Commission."

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|--------------------|------------------------------------|--|---|
| Meeting Date: | May 15, 2013 | Agenda Item Number | 7.5 |
| Agenda Item Title: | Design Review Committee Report | | |
| Presented By: | Chairman Jorgen Von Frausing-Borch | | |
| Type of Item: | <input type="checkbox"/> Action | <input checked="" type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |
| Action Required: | Receive and file information | | |

RECOMMENDATION:

Receive and File

BACKGROUND:

Chairman Von Frausing-Borch and staff have discussed having the two Design Review Committee members report on items of interest. This will be a permanent item on the agenda.

| | | | |
|--------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | May 15, 2013 | Agenda Item Number | 7.6 |
| Agenda Item Title: | Appointment to the Design Review Committee | | |
| Presented By: | Jorgen von Frausing-Borch | | |
| Type of Item: | <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |
| Action Required: | Make an appointment from the Planning Commission membership to the Design Review Committee | | |

RECOMMENDATION:

Appoint a member of the Planning Commission to the Design Review Committee

BACKGROUND:

Staff had previously been directed to bring this item back to the Commission when there is a full complement of Planning Commissioners. The Zoning Ordinance, Design Review Section requires that the Planning Commission appoint two members to the Design Review Committee. Lino Mogni is one member, and another shall be appointed.

Zoning Ordinance 02-02, (changed by Ordinance 09-01):

Section 6.05 Design Control Combining or –D Zone

6.05.4 Design Review Use Permits for structural or Building alterations, remodeling or improvements so as to change the outward appearance of the structure of building, including changes in exterior paint color, shall be subject to the following procedures:

- a. The Planning Commission shall appoint two of its members as Design Review Committee members.

| | | | |
|--------------------|---|--------------------|---------------|
| Meeting Date: | May 15, 2013 | Agenda Item Number | 7.7 |
| Agenda Item Title: | Planning Reference Book Update | | |
| Presented By: | Nancy Kaytis-Slocum, City Clerk | | |
| Type of Item: | Action | Discussion | x Information |
| Action Required: | Receive and file information. Please place this page with your reference booklet. | | |

RECOMMENDATION:

Receive and File. Please place this page with your reference booklet.

BACKGROUND:

In an effort to have all the Planning Commissioners on the same page, City Manger Jay Parrish has asked that this be a permanent item on the Planning Agenda. The following list covers the remainder of the book. Please note that most of the information you can use as a Commissioner is online, and updated as necessary.

| Section | Date Information Distributed |
|---|------------------------------|
| Handbook for City Council Appointed Commissioners, Committee Members and Board Members | 3/20/13 |
| Zoning Ordinance - http://ci.ferndale.ca.us , click on laws | 5/15/13 |
| Subdivision Ordinance - http://ci.ferndale.ca.us , click on laws | 5/15/13 |
| Planning Commissioners Handbook, replaced by a series of Institute for Local Government publications addressing land use and the environment in California. http://www.ca-ilg.org/document/planning-commissioners-handbook | 5/15/13 |
| The Brown Act - http://www.cacities.org/Resources/Open-Government ; click on OPEN & PUBLIC IV: A Guide to the Ralph M. Brown Act (2d Edition, Revised July 2010) | 5/15/13 |
| Political Reform Act - www.fppc.ca.gov/index.php?id=51 | |
| The General Plan | |
| Housing Element - http://ci.ferndale.ca.us , click on General Plan | 5/15/13 |
| Safety Element - http://ci.ferndale.ca.us , click on General Plan | 5/15/13 |
| Historical & Cultural Resources Element - http://ci.ferndale.ca.us , click on General Plan | 5/15/13 |
| Land Use Element | |
| Transportation (Circulation) & Public Facilities Element | |
| Conservation & Open Space Element | |
| Noise & Air Quality Element | |
| Public Safety & Hazards Element | |
| Application Guide to Development Permits – http://ci.ferndale.ca.us , click on permits | 5/15/13 |

Section 8: CORRESPONDENCE



CITY OF FERNDALE

OATH OF AFFIRMATION OF ALLEGIANCE PLANNING COMMISSION

I, MARC DANIELS, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.


Marc Daniels, Planning Commissioner

The above oath was taken and subscribed to before me this 29th day of April, 2013


Nancy Kaytis-Slocum
City Clerk, City of Ferndale



April 9, 2013

TO: Residents of
Herbert and Berding St.
Ferndale, CA 95536

Dear Residents:

The City of Ferndale has been awarded a Transportation Enhancement grant for Pedestrian Improvements along Rose Ave. The project limits begin at Mckinley Avenue and end at Berding Street. The Project includes new sidewalk, curb ramps, crosswalks and modifications to the existing sidewalk. A concept drawing depicting potential areas of work/impacts has been included with this letter and will be discussed just prior to the Planning Commission meeting at Ferndale City Hall on Wednesday, April 17th, at 6:00pm.

The office of City Engineer is looking to inform the affected property owners, answer questions and solicit input.

Your input is appreciated and your attendance is encouraged.

Sincerely,

A handwritten signature in black ink, appearing to read "Praj White", with a long horizontal flourish extending to the right.

Praj White, P.E.
City Engineer

Gable Properties
P O Box 1044
Ferndale, CA 95536



April 15, 2013

cert# 7011 0470 0002 9875 4746

Lacy Pedrotti
City of Ferndale
P O Box 1095
Ferndale, CA 95536

RE: Packet of materials received for 580 Main Street

Dear Lacy:

Thank you for the packet. I do need to clarify with you that a great majority of the documents you provided to me are first time documents. Never before provided to either the Sterling Trust of 1995 or Gable Properties. That is one of the reasons I questioned why I would be charged for documents that I believed should have been provided with the permit fees.

In my February 14th correspondence I once again requested to know if the Planners File on all of the permits issued to date is closed? I have received no response to this request. **I also need to know what the permit fees are that are still outstanding that have not been billed since the last payment on ck # 5774 Sterling Trust which covered permit fees thru January, 2013. I have asked that monthly billings occur, but that has not happened either. It is my understanding that our City Manager does not feel a need to bill permit fees monthly. So we are now into April, approaching May, there were fees paid in February by either the planner or the city, for this project to Fish and Game and that clearance still does not appear to be on hand. What is it going to take to know the \$\$ outstanding and to know when this is going to be closed?** The recording with the county needs to be done correctly and accepted. And time billed for incorrectly submitted documents should not be charged to Sterling or Gable.

As spring continues to pass and we begin to get into the better weather it is ever more increasingly important to get this part of the file CLOSED. To know that the County documents previously filed have been accepted with regards to the county recording of the negative declaration and that we can move on.

This process, of not knowing what fees are, not receiving monthly billings, and simply not knowing is an open blank check and is a very uncomfortable feeling for us as applicant(s). And I am reluctant to proceed with siding until I know that the first phase of this project is completed. It is simply not good business practices.

I would very much like to gradually move forward with the next phase(s) of this project. But will not until the city has billed me current and received all documentation back, provided copies of same to me for my file and issued a letter that the file is closed and all fees billed and paid.

I trust you can understand my position.

.....

With regards to a document review of what you provided me, I offer the following:

Missing are copies of the minutes of the Planning Commission. I will get them on line, hopefully

So let me start out with each document in order you put them in the packet.

1. Receipt of Filing of Environmental Fees Cash Receipt dated 2.6.13 referencing a specific document # 931611
 - a. Document is not attached
 - b. This is a first time document and I should not have been charged for this page
 - c. Melanie told me in February that she was waiting for the determination to come back from Fish and Game. Yet it appears that she just filed it when we had a phone conversation.... What is that about? Is this the fee for the November document?
 - d. What is the status of the fish and game file? Have they cleared it yet.
 2. Recorder Document to County of Humboldt , rejected by county
 - a. This is a first time document and I should not have been charged for these 3 pages
 - b. Document was rejected – has it been refilled?
 - c. Applicant is not Nancy Trujillo applicant was Sylvia Sterling Trust of 1995 as of 1.25.13 This needs to be corrected.
 3. Document stamped by County of Humboldt dated 12.5.13 with stamp noting posted thru 2.4.2013.
 - a. This is a first time document and I should not have been charged for these 16 pages filed with the county as one document.
 - b. **This document says that you intend to adopt a declaration of Environmental Significance?** I do not understand this? All along this has been a non significant environmental impact. And since the document referenced above in #2 did not get recorded then it will appear that there is a significant impact. I really needs some sort of written clarification sent to the county and myself.
 4. Notice of Determination Appendix D (Single sheet) dtd 1.23.13
 - a. This is a first time document and should not have been billed for it. 1 page
 - b. Apparently this was sent to the county clerk. Was it send with any other documents because they are not attached together so I cannot tell.
 5. E mail dated 1.28.13 Requesting clarification of fees charged
 - a. This e mail was sent because Willis' building was also being looked at at the same time and the address referenced in the Plan West bill was that of Willis' property but you billed 580 Main. I believe this may have been misbilled. It was never resolved in writing.
-

6. Resolution PC 2013 -01 Findings of Fact on Use Permit Application
 - a. This is a first time document and I should not have been charged for 3 pages.
7. Draft CEQA study dated Dec 2012 with cover page (back side) signed by Mr. Williamson.
 - a. This is a first time document and I should not have been charged for 14 pages
8. Public Hearing Posting
 - a. This is a first time document and I should not have been charged for 2 pages
9. Internal E mail document no date with comment of No per Collette
 - a. This is a first time document and I should not have been charged for 2 pages
10. Intenal note page 10.15
 - a. This is a first time document I should not have been charged for one page.
11. No Effect Determination Request Fish and Game dated 11.30.12
 - a. This is a new document and I should not be charged with the copies associated with this document. I believe they total 20
 - b. How is it that this document is dated November 2012 but the fee for it was not paid till February 2013?

Lacy, thank you for your attention to the detailed letter.

Sincerely,



Nancy Trujillo, Manger
Gable Properties.

City of Ferndale INCORPORATED 1893



May 8, 2013

Nancy Trujillo
Gable Properties
P.O. Box 1044
Ferndale, CA 95536

Re: Design Review Use Permit for 580 Main Street, Ferndale, CA.

Dear Ms. Trujillo,

The Design Review Use Permit for 580 Main Street was approved on January 13, 2013. The status of your permit is Approved and Valid. This means it is time to proceed with applying for a building permit.

I have reviewed correspondence to the City expressing concerns regarding the Design Review Use Permit, including the correspondence from Gable Properties dated April 15, 2013.

You requested and received a copy of your application file. While files are public record, some materials are for internal routing purposes. Throughout the application process, the City provided you with copies of all materials that were required and/or contained pertinent information, either as attachments to correspondence or within the agenda packets for the public meetings at which your project was reviewed.

The City processed your application in accordance with state and local planning regulations. The City has received a receipt from each agency with which documents were filed. These are on file at City Hall.

Valid permits, such as the one issued on January 16, 2013, are kept on file for the record. These files are open to the public and accessed by staff as needed.

Planning staff has not submitted any charges for application processing for 580 Main St. subsequent to receipt of documents filed with outside agencies. The City has issued you your final bill for the Design Review Use Permit.

We had a number of productive conversations and correspondence during application review, which helped in sharing information and processing this application. If you have further questions or concerns, please do not hesitate to call me.

Sincerely,



Melanie Rheaume, Planwest Partners
Contract City Planner
melanier@planwestpartners.com

File: 580 Main Street
Correspondence

cc: City Clerk
City Manager



DATE: April 18, 2013

TO: Willis Hadley
P.O. Box 885
Ferndale, CA 95536

RE: **Application for Merger
Request for Additional Information
APN 031-131-03 & APN 031-131-17**

Dear Mr. Hadley,

This office has reviewed the material submitted with the above referenced application and has found the application to be incomplete. Please submit the following information:

1. Environmental Information Form (See attached), and
2. A brief description explaining why the merger is being requested.

If you have any questions regarding this matter, please contact me at 444-3800, extension 7440.

Sincerely,

Praj White, P.E.
City Engineer

File: 665 Main
✓ correspondence
Copy: David Yarrington
Att: Environmental Info Form

Section 9: Staff Reports

CITY PLANNER:

Meetings, Planning & Coordination

- Coordinated with City Manager and City Clerk on planning and development projects.
- Continued review of Sign Ordinance Update materials and progress.
- Coordinated with City Engineer on proposal to update permit processes. Initiated preparation of authorization of Planning AND Engineering staff time and materials to review and assess current processing procedures and fees and devise a plan to efficiently implement necessary revisions.
- Continued coordination on the Humboldt Operational Area Multi-Agency Multi-Hazard Mitigation Plan (HMP) Update. Continued integration of the HMP with the City of Ferndale General Plan Safety Element Update. Prepared and presented authorization of Planning staff time and materials to assist the City Manager as needed in updating the HMP, serve as Energy Assurance Coordinator to facilitate Energy Assurance Plan (EAP) preparation, and ensure consistency in the Safety Element Update, HMP Update, EAP, Ferndale General Plan, and Emergency Operations Plan at 4/4 City Council meeting.
- Continued coordination with City Clerk on Vacation Rental Use Permit application at 176 Francis Street. Sent Notice of Planning Commission Action to applicant.
- Coordinated with City Clerk on parking requirements for Building Permit application at 1126 Main Street.
- Prepared authorization of Planning staff time and materials to prepare a General Plan Housing Element Implementation Plan for Housing Element and State housing regulation compliance. Initiated preparation of plan.
- Prepared General Plan Annual Progress Report as required by California Government Code Section 65400 and presented at 4/4 City Council Meeting.
- Conducted environmental review for Pedestrian Improvement Project Phase 2.
- Met with Mayor and City Manager to discuss ongoing City planning projects and upcoming proposals.
- Initiated review of Hadley Merger. Directed application materials to City Engineer.
- Researched PC inquiry about vacation rental use permit revisions. Prepared staff report outlining options for requiring that applicants obtain verification of compliance from the Ferndale Fire Chief and Building Inspector before submitting an application for a Vacation Rental Use Permit.
- Coordinated with staff and City Manager on correspondence and inquiries regarding approved 580 Main Street Design Review Use Permit.

Projects

- General Plan Update
 - Prepared Draft General Plan Safety Element Chapter 10.0 Goals, Policies, and Implementation Programs. Noticed and conducted Public Hearing at 4/17 Planning Commission meeting. Initiated incorporation of Commissioners' input.
 - Prepared General Plan Update Scope and staff report to assist the Planning Commission's selection of an element to recommend to the City Council for updating next.
- Hazard Mitigation Plan Update
 - Assisted City Manager in completing HMP Progress Report required of all jurisdictions participating in the update.

- Initiated contact with CaLEAP representatives. Began data gathering for Energy Assurance Plan preparation.

CITY CLERK ACTIVITY

Meetings

- Daily meetings with City Manager regarding work schedule.
- Planning Commission meeting 4/17/13.

Projects

- Counter and phones
- Reconcile deposits
- Filed "Report on Municipal Initiative Measures" with Secretary of State, Elections office
- Reposted 2/20/13 and 3/20/13 Planning Commission packets to show DRAFT on sign ordinance proposal.
- Updated Master Mailing List addresses from cards returned on three APN's
- Filled Public Information Request regarding Claims against the City from HSU journalism student
- Prepared City Council Agenda packet for 4/4/13
 - Reviewed Deputy City Clerk minutes
- Planning Commission
 - Transcribed minutes from the 3/20/13 meeting
 - Printed and filed the February 20, 2013 minutes
 - Filed Resolution No. PC 2013-07 making the required findings of fact listed in Attachment A to approve the Use Permit, subject to the conditions of approval listed in Attachment B, and allow for vacation rental use of the existing residence located at 176 Francis Street.
 - Collected information from Fire Department and Building Inspector on inspections at 176 Francis Street for file.
 - Issued Business License for a Vacation Rental at 176 Francis Street
 - Prepared Planning Commission Agenda packet for 4/17/13
 - Met with Planning Chair for additional items on agenda
 - Transcribed minutes from the 4/17/13 meeting.
- Continue to train deputy city clerk on procedures.
- City Council Meeting Follow-up
 - Reviewed Deputy City Clerk's minutes
 - Filed Resolutions from the meeting

Section 10: Design Review

No quorum at the 4/25/13 or the 5/9/13 meetings

Section 12: Adjourn