

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

|           |                   |                 |                        |
|-----------|-------------------|-----------------|------------------------|
| Location: | City Hall         | Date:           | June 19, 2013          |
|           | 834 Main Street   | Time:           | 7:00pm Regular Meeting |
|           | Ferndale CA 95536 | Posted: 6/13/13 |                        |

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  | May 15, 2013 .....  | Page |
| 5.0  | Public Comment .....  | Page |
| 6.0  | Public Hearing .....  | None |
| 7.0  | Business  |      |
| 7.1  | Building and Land Use Permits .....                               | Page |
| 7.2  | PC and DRC Orientation 5/15/13 report.....                        | Page |
| 7.3  | City Council Authorization to complete sign ordinance .....       | Page |
| 7.4  | Election of Chair and Vice-Chair of the Planning Commission ..... | Page |
| 7.5  | Design Review Committee Report.....                               | Page |
| 7.6  | Design Review Committee Applicants.....                           | Page |
| 7.7  | Planning Reference Book Update .....                              | Page |
| 8.0  | Correspondence and Oral Communications .....                      | Page |
| 9.0  | City Planner’s and Deputy City Clerk’s Staff Reports .....        | Page |
| 10.0 | Design Review Minutes.....  | Page |
| 11.0 | Adjournment – Next regular meeting July 17, 2013                  |      |

## 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 May 15, 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 Rheaume were present. Those in attendance pledged allegiance to the flag. Under Proposed Changes, Correspondence was moved after 7.3.

**MOTION**: Approve the April 17, 2013 minutes. **(Nielsen/Mogni) Unanimous vote.** There was no public comment.

Under Building and Land Use Permits, Chairman von Frausing-Borch asked about the land use item "merger" and why there was not more information on it in the packet. City Clerk Kaytis-Slocum explained that an application had been received for the merger, and that it is now going through the preliminary stages of the process. The Planning Commission will eventually have an agenda item before them for a decision.

Housing Element Implementation Plan for Housing Element and State Housing Regulation Compliance.

City Planner Rheaume explained that by Government Code §65400(a), the Planning Commission is required to "investigate and make recommendations to the legislative body (the City Council) regarding reasonable and practical means for implementing the general plan or element of the general plan ..."

Planner Rheaume presented the implementation plan. **MOTION**: Recommend the City of Ferndale General Plan Housing Element Implementation Plan 2013 to the City Council. **(Christiansen/Nielsen) Unanimous vote.**

Design Review Approval of door at 361 Main Street. As an information item, staff explained that the door at 361 Main Street had been approved on 3/24/11 by the Design Review Committee. Ms. Pingitore objected to the inappropriate personal comments that were made about her at the last Planning Commission meeting, and wanted to be sure that the Commission knew that her door had been approved.

Correspondence: City Clerk Kaytis-Slocum asked if anyone had questions about the correspondence listed in the packet: Marc Daniels oath of office for Planning Commissioner; Letter from city engineer Praj White to the residents of Herbert and Berding Streets regarding the Pedestrian Improvements along Rose Avenue; Letter from Nancy Trujillo addressed to Lacy Pedrotti regarding packet of materials received for 580 Main Street; Letter to Nancy Trujillo from Melanie Rheume regarding 580 Main Street; Letter from Praj White to Willis Hadley regarding application for Merger. Chairman von Frausing-Borch related that he'd advised Nancy Trujillo to take her questions to City Staff or the City Council, and thanked Planner Rheume for her clear and concise letter to Ms. Trujillo, and felt that Planner Rheume's letter addressed all of Ms. Trujillo's concerns.

Planner Melanie Rheume expressed regret at having to leave the meeting, but she's been asked to leave the meeting when her items are complete.

Election of Chair and vice-chair of Planning Commission: Chairman von Frausing-Borch announced he would like to continue as chair unless someone else wanted the job. Commissioner Mogni nominated Dean Nielsen, which was seconded by Commissioner Christiansen. Commissioner Christiansen also seconded Commissioner von Frausing-Borch's nomination. When the vote was taken, it was tied, with Mogni and Christiansen for Dean Nielsen, Nielsen and von Frausing-Borch for von Frausing-Borch. Selection of the chairman will come back to the next meeting. Commissioner Christiansen nominated Commissioner Mogni for vice chair, which was seconded by Commissioner Nielsen. The vote was unanimous.

Design Review Committee Report: As the last two meetings did not have a quorum, there was no report.

Appointment to the Design Review Committee: Marc Daniels was nominated by Commissioner von Frausing-Borch and seconded by Commissioner Nielsen. Unanimous vote.

Planning Reference Book Update: City Clerk Kaytis-Slocum went over the Planning Reference Book update, and asked that the commissioners save this page from their packets showing online references so that they will be able to access information whenever they need it. She also informed the commissioners that the remaining General Plan elements would be scanned and posted online, to be replaced as General Plan Elements are updated. Chair von Frausing-Borch asked that these reference locations also be made available to the public.

There were no questions on the City Planner's or City Clerk's Staff Reports. The next meeting will be on June 19, 2013. The meeting was adjourned at 7:55pm.

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 2/3<sup>rd</sup> 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, 2013</i>                     |
| <i>Building Permits</i>  |         |                                      |
| 835                      | Main    | Drywall Removal                      |
| 386                      | Berding | Paint, block sidewalk (encroachment) |
| 1100                     | Main    | Memorial Wall                        |
| 450                      | Schley  | Replace Window                       |
| <i>Land Use Permits</i>  |         |                                      |
| 375A                     | Main    | Sign                                 |
| 1226                     | Main    | reroof, addition, remodel            |

**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:      | June 19, 2013                     | Agenda Item Number                  | 7.2   |
| Agenda Item Title: | PC & DRC Orientation May 15, 2013 |                                     |   |
| Presented By:      | Contract City Planner             |                                     |   |
| Type of Item:      | <input type="checkbox"/> Action   | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |
| Action Required:   | Review and File                   |                                     |   |

**RECOMMENDATION:** Review the attached Planning Commission and Design Review Committee Orientation Slides.

**BACKGROUND:** At the May 2, 2013 City Council Meeting, the Council authorized Planning staff to conduct a new Planning Commissioner and Design Review Committee Member orientation during a study session immediately prior to the May 15, 2013 Planning Commission meeting.

**DISCUSSION:** City Planner, George Williamson presented the attached slides during the aforementioned study session and provided Planning Commissioners and Design Review Committee Members with information on the following:

- Planning Commission and Design Review roles and responsibilities;
- Relationship to City staff, consultants, City Council, the public, and other legislative bodies;
- Local planning process, including zoning, permitting, and subdivision of land;
- The General Plan framework;
- City ordinances and standards, i.e., Zoning Ordinance and Subdivision Ordinance;
- Permitting procedures, including hearings, deliberation, noticing, and decision making;
- Public Hearing and open meeting requirements, including the Brown Act; and
- Agenda Packets – what to expect prior to hearings and how to prepare.



## WORKSHOP AGENDA

- PART 1            PURPOSE OF LAND USE PLANNING**
- PART 2            PLANNING COMMISSION ROLES & RELATIONSHIPS**
- PART 3            DESIGN REVIEW COMMITTEE ROLES & RELATIONSHIPS**
- PART 4            THE GENERAL PLAN**
- PART 5            ZONING & PERMITTING**
- PART 6            SUBDIVISION OF LAND**
- PART 7            DESIGN ELEMENTS & SPATIAL DATA RESOURCES**



## DESIRED OUTCOMES

**By the end of this workshop, we hope you will have...**

**An understanding** of the importance of land use planning and community development;

**A greater familiarity with:**

Planning Commission and Design Review roles and responsibilities

The General Plan framework;

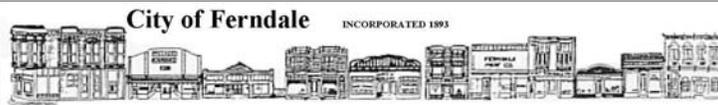
City ordinances and standards, i.e., Zoning Ordinance and Subdivision Ordinance; and

Permitting procedures, including hearings, deliberation, noticing, and decision making.



## PART 1: THE PURPOSES OF LAND USE PLANNING

- Establishing a Path to the Future for the Community Interest
- Development Guidance
- Economic Development
- Historic Preservation
- Environmental Conservation



## PART 2: PLANNING COMMISSION ROLES & RESPONSIBILITIES

- Planning Commission Function, Key Roles & Local Planning Process
- Relationship to City Staff, Applicants, Interest Groups, Consultants, Public, City Council and Other Legislative Bodies
- Public Hearing and Open Meeting Requirements (Brown Act)
- Deliberation and Decision-making
- Agenda Packets – What to Expect Prior to Hearings and How to Prepare



## PLANNING ACTIONS

- General Plan Updates and Amendment
- Zoning Updates and Amendment
- Tentative Map, including Phased and Vesting Maps
- Parcel Map
- Lot Line Adjustment
- Use Permit
- Variance
- Design Review Use Permit

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

|           |                   |         |                        |
|-----------|-------------------|---------|------------------------|
| Location: | City Hall         | Date:   | January 16, 2013       |
|           | 834 Main Street   | Time:   | 7:00pm Regular Meeting |
|           | Ferndale CA 95536 | Posted: | 1/10/13                |

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|      |   |         |
|------|---|---------|
| 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 15, 2012.....                                  | Page 2  |
| 4.0  | Public Comment .....  | Page 4  |
| 5.0  | Public Hearing  |         |
| 5.1  | 580 Main Street Initial Study/Negative Declaration and Design Review Use Permit ..... | Page 5  |
| 6.0  | Business  |         |
| 6.1  | Building and Planning Applications.....   | Page 60 |
| 6.2  | General Plan Safety Element Update Draft Risk Assessment Chapter .                    | Page 61 |
| 6.3  | General Plan Safety Element Update Risk Assessment Policy Examples                    | Page 72 |
| 6.4  | Sign Ordinance Committee Section 1004.3, 1004.4, 1004.5, 1004.6, 1005.2. ....         | Page 73 |
| 7.0  | Correspondence and Oral Communications .....  | None    |
| 8.0  | City Planner's and Deputy City Clerk's Staff Reports .....                            | Page 88 |
| 9.0  | Design Review Minutes.....  | Page 92 |
| 10.0 | Sign Committee Minutes .....  | Page 96 |
| 11.0 | Adjournment – Next regular meeting February 20, 2013                                  |         |



## PART 3: DESIGN REVIEW COMMITTEE ROLES & RESPONSIBILITIES

- DRC Function, Key Roles & Local Planning Process
- Relationship to City Staff, Applicants, Consultants, public, Planning Commission and Other Legislative Bodies
- Public Hearing and Open Meeting Requirements (Brown Act)
- Discretionary Review Subject to CEQA
- Deliberation and Decision-making
- Agenda Packets – What to Expect Prior to Hearings and How to Prepare

**REGULAR AGENDA  
CITY OF FERNDALE - HUMBOLDT COUNTY U.S.A.  
DESIGN REVIEW COMMITTEE MEETING**

|                 |  |                |                  |
|-----------------|--|----------------|------------------|
| <b>Location</b> | City Hall<br>834 Main Street<br>Ferndale, CA 95536 | <b>Date:</b>   | October 25, 2012 |
|                 |  | <b>Time:</b>   | 8:30 am          |
|                 |  | <b>Posted:</b> | 10/18/12         |

We welcome you to this meeting. Members of the Public may be heard on any business item on this Agenda before or during the Design Review Committee consideration of the item. The public may also directly address the Design Review Committee on any item of interest to the public that is not on the Agenda during the public comment time; however, the Design Review Committee generally cannot take action on an item not on the Agenda.

A person addressing the Design Review Committee will be limited to five (5) minutes unless the Chair grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Design Review Committee.

This 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.

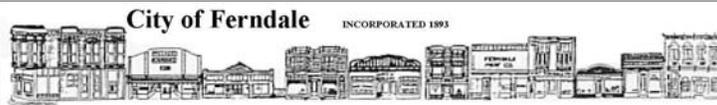
**TO SPEAK ON ANY ISSUE, BE ACKNOWLEDGED BY THE CHAIR BEFORE PROCEEDING TO THE PODIUM, STATE YOUR NAME AND ADDRESS FOR THE RECORD (optional), AND DIRECT YOUR COMMENTS ONLY TO THE COMMITTEE.**

1. CALL MEETING TO ORDER – CHAIR DAN BROWN
2. MODIFICATIONS TO THE AGENDA
3. APPROVAL OF PREVIOUS MINUTES
  - A. September 27, 2012 ..... Page 2
  - B. October 4, 2012..... Page 3
  - C. October 11, 2012..... Page 3
4. PUBLIC COMMENT. (This time is for persons who wish to address the Committee on any matter not on this agenda and over which the Committee has jurisdiction. Items requiring Committee action not listed on this agenda will be placed on the next regular agenda for consideration, unless a finding is made by at least 2/3rds of the Committee 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.)
5. BUSINESS
  - A. 535 Main Street..... Page 4
  - B. Next Meeting Date ..... Page 10
  - C. Design Review Finals ..... Page 10
6. CORRESPONDENCE .....
7. COMMITTEE MEMBER COMMENTS
8. ADJOURN



## PART 4: GENERAL PLANNING

- The General Plan
- Office of Planning & Research (OPR) General Plan Guidelines
- Public Participation
- Consultations, Agency Involvement
- California Environmental Quality Act



## THE GENERAL PLAN

The Ferndale General Plan is a comprehensive, integrated, and internally consistent statement of Ferndale's environmental preservation, economic development, land use, public safety, housing, and development goals, policies, and programs.

It is intended to address goals and needs for a period of approximately fifty years from the date of adoption. All other land use ordinances and policies flow from the General Plan.



## THE GENERAL PLAN

The General Plan includes the following:

1. A statement of community character, setting, existing conditions, and overall goals.
2. The General Plan Elements. For each of these there are written goals, policies, and implementation programs.



## GENERAL PLAN REQUIRED ELEMENTS

|                      |   |                    |
|----------------------|---|--------------------|
| Land Use Element     | - | Updated 1986       |
| Conservation Element | - | Updated 1986       |
| Noise Element        | - | Updated 1975       |
| Circulation Element  | - | Updated 1967       |
| Open Space Element   | - | Updated 1986       |
| Safety Element       | - | Update in Progress |
| Housing Element      | - | Updated 2012       |

Source: State of California General Plan Guidelines



## OTHER GENERAL PLAN ELEMENTS

Historical & Cultural Resources Element

- Adopted 2012

Air Quality Element

- May be tied to Noise Element

## CALIFORNIA ENVIRONMENTAL QUALITY ACT

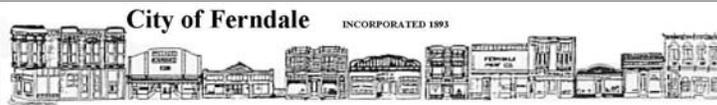
Purposes

- Inform the decision-makers;
- Inform the public; and
- Avoid or mitigate impacts, if feasible.



## PART 5: ZONING AND PERMITTING

- Zoning Purposes & Legal Basis
- Structure of Zoning Ordinances & Types of Zoning Decisions
- Use Permits, Variances & Other Permitting/ Zoning Issues
- Appeal Process
- Distinction between “Principally Permitted Use” and “Conditional Permits”
- Other Permits (Encroachment, Grading, Building, etc)



## ZONING ORDINANCE

Act of city specifying how property in specific use (residential, commercial) zones may be used. The zoning ordinance defines:

- (1) the purpose for which the ordinance is adopted;
- (2) the various zoning classifications and their permitted uses;
- (3) Standards, such as for building height and yard setbacks;
- (4) the procedure for handling nonconforming uses;
- (5) the procedure for granting amendments, variances, and hearing appeals;
- (6) the purpose and procedure for Design Review;
- (7) penalties for violation of the ordinance.



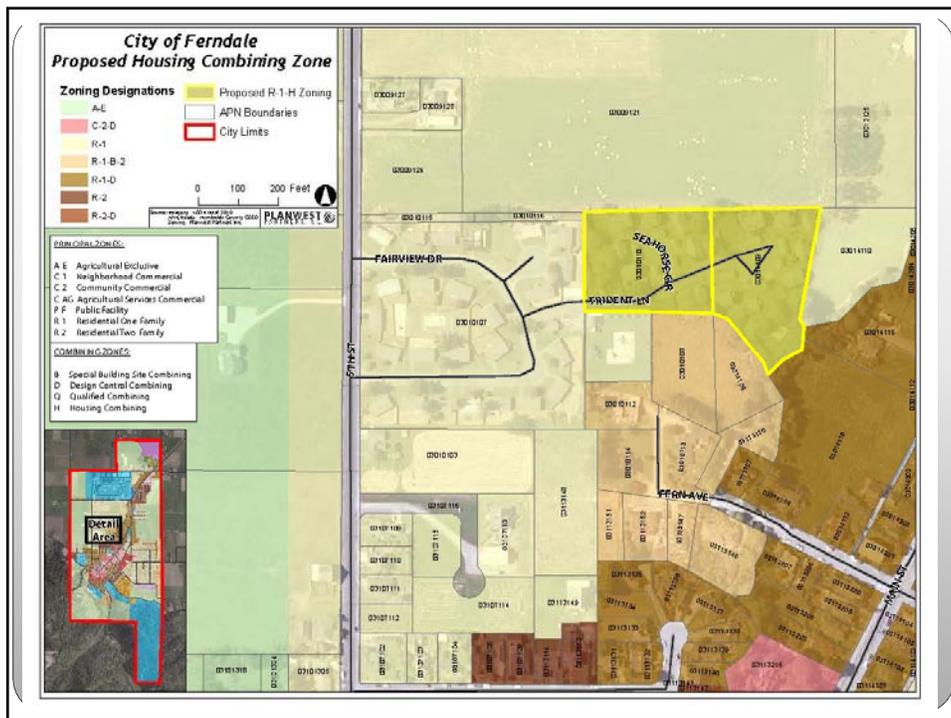
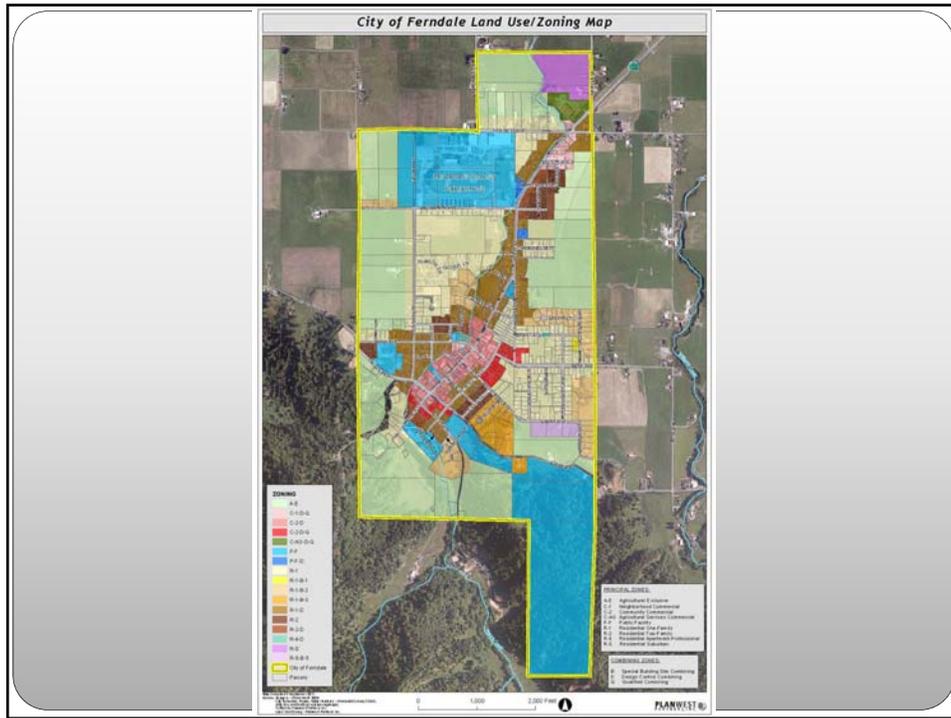
## ZONING ORDINANCE

- Article I Adoption, Short Title and Purpose
- Article II Statutory Authority / Enforcement Authority
- Article III Definitions
- Article IV Establishment and Designation of Zones
- Article V Regulations for the Principal Zones
- Article VI Regulations for the Combining Zones
- Article VII General Provisions and Special Permits



## ZONING ORDINANCE

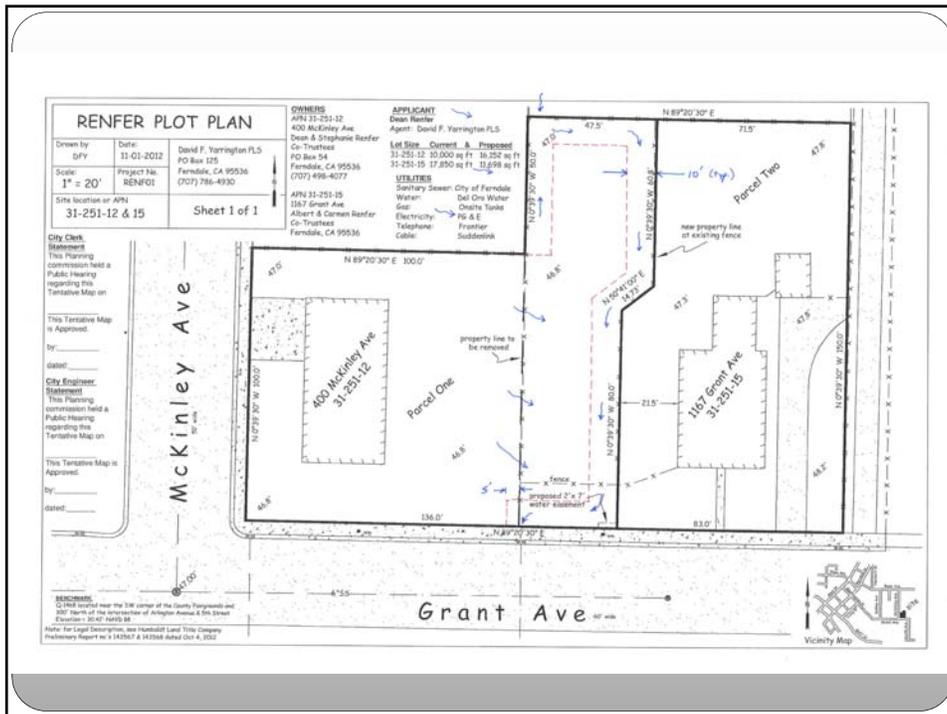
- Article VIII Amendments
- Article IX Variance
- Article X Use Permits
- Article XI Appeals
- Article XII. Non-Conforming Uses
- Article XIII Enactment





## OTHER LOCAL ORDINANCES

- **Subdivision Ordinance:** Specifies the standards and conditions under which a tract of land can be subdivided, adjusted, or merged.
- **Sign Ordinance:** Currently being developed. Specifies the policies and conditions under which a sign may be erected.





## DISCRETIONARY VS. MINISTERIAL

### A. Discretionary review/action:

Process that allows the local government decision makers (planning commission or city council) to review a specific development proposal, and make a decision (action), to either approve, or to deny the project.

### B. Ministerial action:

This is an action in which the local government has no discretion. Usually a ministerial act involves the mandatory issuance of a permit if certain conditions or regulations are met. An example would be if a development project has been approved by a city council, then issuing a building permit is a ministerial act. The building permit must be issued if the conditions of the development approval have been met.



## PART 6: SUBDIVISIONS

- Purposes of Land Subdivision Regulation
- Legal Authority
- Role of the Planning Commission
- The Subdivision Review Process
- Guaranteeing Developer Performance
- Subdivision Design and Improvement Issues



## SUBDIVISION ORDINANCE

- 1.1 General Provisions
- 1.2 Definitions
- 1.3 Responsibilities
- 1.4 Maps Required
- 1.5 Subdivision Maps
- 1.6 Parcel Map Subdivisions
- 1.7 Lot Line Adjustments
- 1.8 Dedications and Reservations
- 1.9 Subdivision Improvements
- 1.10 Reversions to Acreage
- 1.11 Parcel Mergers
- 1.12 Correction and Amendments of Maps
- 1.13 Enforcement of Ordinance Provisions
- 2.0 Penalties



## INFRASTRUCTURE, SERVICES, SITE, ENVIRONMENTAL & COMMUNITY DESIGN, GIS DATA

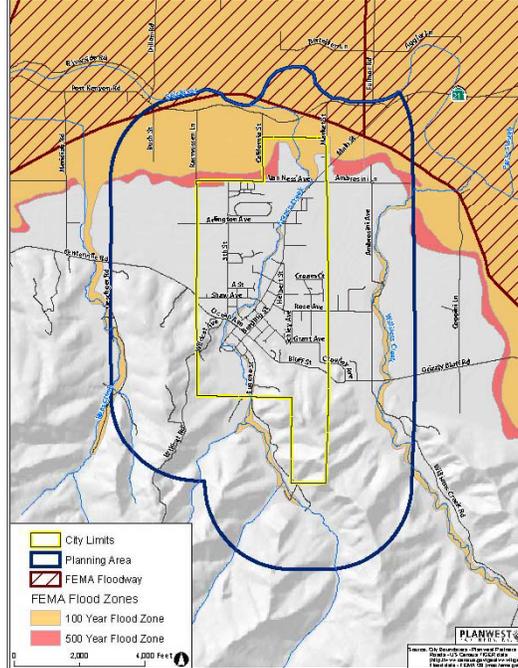
- Site Planning
- Environmental Features & Sustainable Design
- Infrastructure & Services Review and Conditioning
- Community Character
- GIS Data



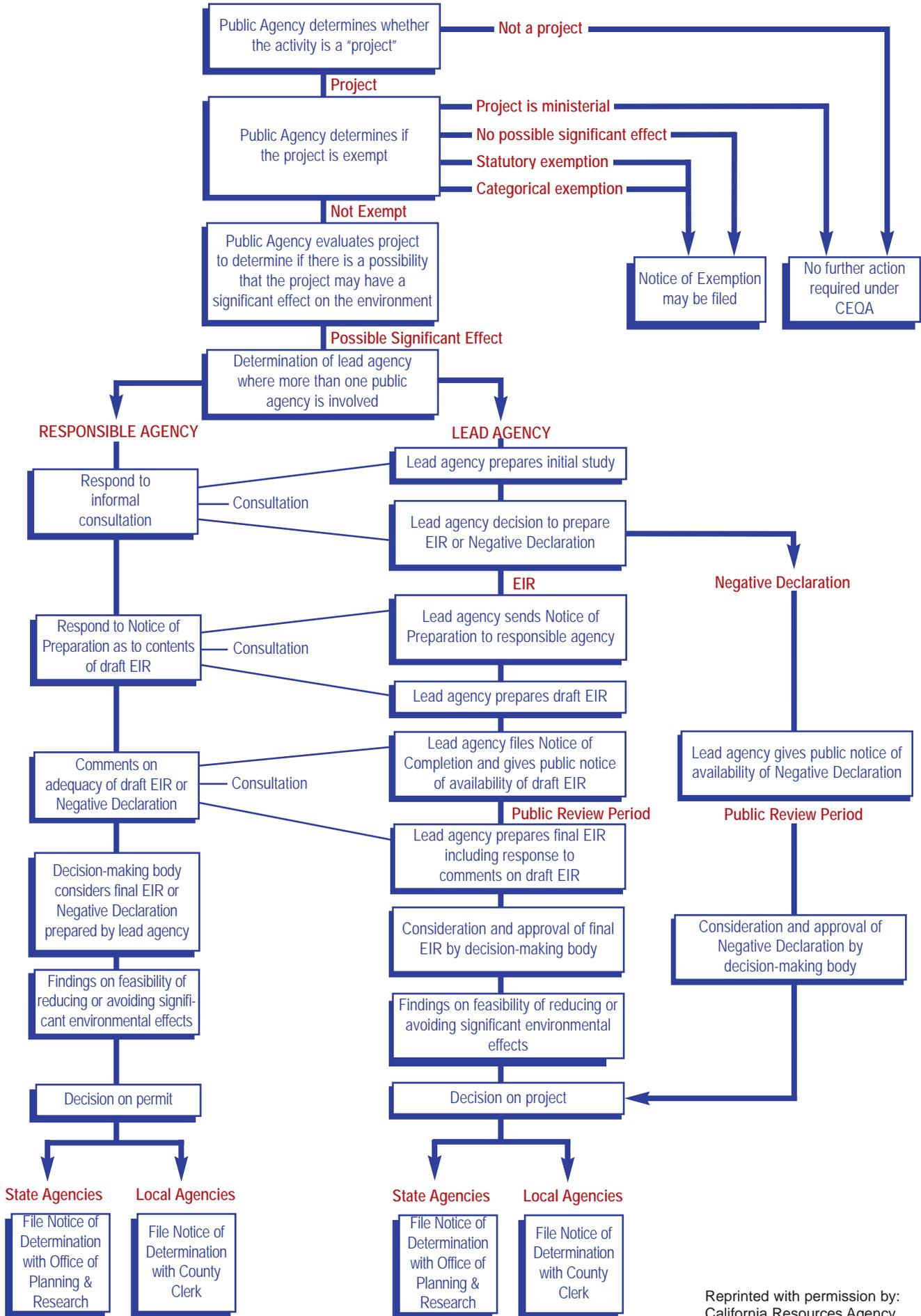
## GIS DATA LIBRARY

- Base Data
- Imagery/Aerial Photography
- Land Use and Zoning
- Infrastructure
- Natural Resources/Biological
- Hazards
- Topography
- Other

Figure 5 - Flooding Hazards



# CEQA PROCESS FLOW CHART



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California Resources Agency

|                    |   |                                     |   |
|--------------------|---|-------------------------------------|---|
| Meeting Date:      | June 19, 2013   | Agenda Item Number                  | 7.3   |
| Agenda Item Title: | City Council Authorization to Complete Sign Ordinance |                                     |   |
| Presented By:      | Contract City Planner                                 |                                     |   |
| Type of Item:      | <input type="checkbox"/> Action                       | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |
| Action Required:   | Receive and File                                      |                                     |   |

**RECOMMENDATION:** Receive and file.

**BACKGROUND:** Signage in Ferndale is currently regulated by Zoning Ordinance §7.23. In 2010, the Design Review Committee recognized a need to update the sign regulations, and, after hearing the Committee’s recommendation, the Planning Commission assigned the task to an ad hoc committee. In 2011, the current Sign Ordinance Committee was formed to undertake a comprehensive sign ordinance update. The Committee began drafting a stand-alone Sign Ordinance based on the following outline:

- 1000 Table of Contents
- 1001 Background, Purpose and Scope
- 1002 Sign Definitions
- 1003 Zoning Requirements
- 1004 General Sign Regulations, Requirements and Restrictions
- 1005 Other Sign Regulations
- 1006 Use Permits
- 1007 Administration

The Committee has completed §1000, 1001, 1002, 1004, and 1005, and has requested Planning staff assistance in drafting §1003, 1006, and 1007. At the June 6, 2013 meeting the City Council approved Resolution Number 2013 – 17 authorizing Planning staff time and materials not to exceed \$6,500 to assist the Sign Ordinance Committee in completing Draft Sign Ordinance Sections 1003, 1006, and 1007, and reorganize, revise, and consolidate completed sections.

**DISCUSSION:** In completing the select sections of the Draft Sign Ordinance, the Sign Ordinance Committee has laid the groundwork for a comprehensive ordinance that addresses signs common to Ferndale as well as signs that may be proposed in the future. In order to complete the remaining sections for a concise, consistent Sign Ordinance as directed by the City Council, Planning staff will review the completed sections, reorganize select sections (for instance, language in other sections to be covered in §1007 Administration will be moved to eliminate repetition), revise as needed for consistency and clarity, and consolidate where possible. Sections 1006 and 1007 will be completed as one consolidated section addressing administration and permitting. Section 1003 will primarily consist of a table of sign type allowed by zone. Once the draft is complete, Planning staff will meet with the Sign Ordinance Committee to receive input. The Draft Sign Ordinance will be delivered to the Sign Ordinance Committee within 3 months of authorization. The Committee will then resume responsibility for proposing the draft ordinance to the Planning Commission and City Council.

|                    |   |                                     |                                      |
|--------------------|---|-------------------------------------|--------------------------------------|
| Meeting Date:      | June 19, 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.”

|                    |   |  |   |
|--------------------|---|--|---|
| Meeting Date:      | June 19, 2013   | Agenda Item Number                             | 7.5   |
| Agenda Item Title: | Design Review Committee Report – Lino Mogni, Marc Daniels |  |   |
| 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:**

Lino Mogni and Marc Daniels are Planning Commission members who are also members of the Design Review Committee. Either or both will report on items of interest from the Design Review Committee meetings.

|                    |  |                    |                           |
|--------------------|--|--------------------|---------------------------|
| Meeting Date:      | June 19, 2013  | Agenda Item Number | 7.6                       |
| Agenda Item Title: | Design Review Committee Applicants   |                    |                           |
| Presented By:      | Nancy Kaytis-Slocum, City Clerk  |                    |                           |
| Type of Item:      | x  | Action             | Discussion<br>Information |
| Action Required:   | Interview Design Review Committee applicants and make recommendation to the City Council for appointment |                    |                           |

**RECOMMENDATION:**

Interview Design Review Committee applicants and make recommendation to the City Council for appointment to the Committee.

**BACKGROUND:**

With the resignation of Michael Bailey from the Design Review Committee, staff placed an advertisement in the Ferndale Enterprise and placed notices on the bulletin boards at Ferndale City Hall and near the post office, with a deadline of June 18, 2013. Staff will bring applications, if any, to the Planning Commission meeting, where the applicant(s) can be interviewed.

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.
- b. The Planning Commission shall interview and recommend to the City Council appointment of three members from the 95536 zip code, preferably with design background in planning, architecture, landscape architecture, historical restoration, or other similar experience related to the design of physical improvements and buildings in the following manner:
  - i. The City Clerk shall advertise the vacancy(ies) (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.

- ii. 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 members of the Planning Commission by the next regular or special meeting. The Planning Commission will interview applicants and make appointments at their next regular or special meeting.
- iii. A priority ranking of the Commission's recommendations as well as reasons supporting the ranking will be forwarded to the City Council for their next regular or special meeting.
- iv. The first person(s) 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 clock resets.

|                    |   |                    |               |
|--------------------|---|--------------------|---------------|
| Meeting Date:      | June 19, 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.

June: The remainder of the General Plan Elements have been scanned, and posted online.

| <b>Section 6/11/13</b>  | <b>Date Information Distributed</b> |
|---|-------------------------------------|
| Handbook for City Council Appointed Commissioners, Committee Members and Board Members  | 3/20/13                             |
| Zoning Ordinance - <a href="http://ci.ferndale.ca.us">http://ci.ferndale.ca.us</a> , click on laws  | 5/15/13                             |
| Subdivision Ordinance - <a href="http://ci.ferndale.ca.us">http://ci.ferndale.ca.us</a> , 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. <a href="http://www.ca-ilg.org/document/planning-commissioners-handbook">http://www.ca-ilg.org/document/planning-commissioners-handbook</a> | 5/15/13                             |
| The Brown Act - <a href="http://www.cacities.org/Resources/Open-Government">http://www.cacities.org/Resources/Open-Government</a> ; click on OPEN & PUBLIC IV: A Guide to the Ralph M. Brown Act (2d Edition, Revised July 2010)  | 5/15/13                             |
| Political Reform Act - <a href="http://www.fppc.ca.gov/index.php?id=51">www.fppc.ca.gov/index.php?id=51</a>   | 5/15/13                             |
| The General Plan - - <a href="http://ci.ferndale.ca.us">http://ci.ferndale.ca.us</a> , click on General Plan  |                                     |
| 2012 Housing Element  | 5/15/13                             |
| 2013 Safety Element   | 5/15/13                             |
| 2012 Historical & Cultural Resources Element  | 5/15/13                             |
| 1986 Land Use Element   | 6/11/13                             |
| 1967 Transportation (Circulation) & Public Facilities Element -   | 6/11/13                             |
| 1978 Scenic Highway   | 6/11/13                             |
| 1978 Noise & Air Quality Element  | 6/11/13                             |
| Application Guide to Development Permits – <a href="http://ci.ferndale.ca.us">http://ci.ferndale.ca.us</a> , click on permits   | 5/15/13                             |

## **Section 8: CORRESPONDENCE**



**CITY OF FERNDALE  
Environmental Information Form**

Date Filed 6/04/13  
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: Willis D. Hadly P.O. Box 885 Ferndale, CA 95536
2. Address of project: South end of Francis Street  
Assessor's Block and Lot Number: 31-051-15, 17, 18 & 31-121-3, 6, 7 & 31-041-3
3. Name, address, and phone number of person to be contacted concerning this project: DAVID F. YARRINGTON, P.O. Box 125, Ferndale, CA 95536 786-4930
4. Indicate number of the permit application for the project to which this form pertains: N/A
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: N/A
6. Existing zoning district: R-1 & A-E
7. Proposed use of site (project for which this form is filed): N/A  
No changes from current useage

PROJECT DESCRIPTION

8. Site Size: 62 AC
9. Square footage —
10. Number of floors of construction. N/A
11. Number of off-street parking spaces provided. N/A
12. Attach plans. N/A
13. Proposed scheduling (time line). N/A
14. Associated project N/A
15. Anticipated incremental development N/A
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. N/A
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities N/A
18. If industrial, indicate type, estimated employment per shift, and loading facilities. N/A
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. N/A

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. *N/A*

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

| Yes | No |     |  |
|-----|----|-----|--|
|     | ✓  | 21. | Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
|     | ✓  | 22. | Change in scenic views or vistas from existing residential areas or public lands or roads.                                 |
|     | ✓  | 23. | Change in pattern, scale or character of general area of project.  |
|     | ✓  | 24. | Significant amounts of solid waste or litter.  |
|     | ✓  | 25. | Change in dust, ash, smoke, fumes or odors in vicinity.  |
|     | ✓  | 26. | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns        |
|     | ✓  | 27. | Substantial change in existing noise or vibration levels in the vicinity.  |
|     | ✓  | 28. | Site on filled land or on slope of 10 percent or more.   |
|     | ✓  | 29. | Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.                    |
|     | ✓  | 30. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.)                                    |
|     | ✓  | 31. | Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)                             |
|     | ✓  | 32. | Relationship to a larger project or series of projects.  |

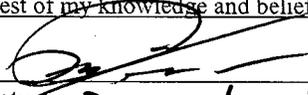
ENVIRONMENTAL SETTING:

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc;), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

6/04/13  
Date

  
Signature DAVID HARRINGTON  
For Willis Hadley



**David F. Yarrington P.L.S.**

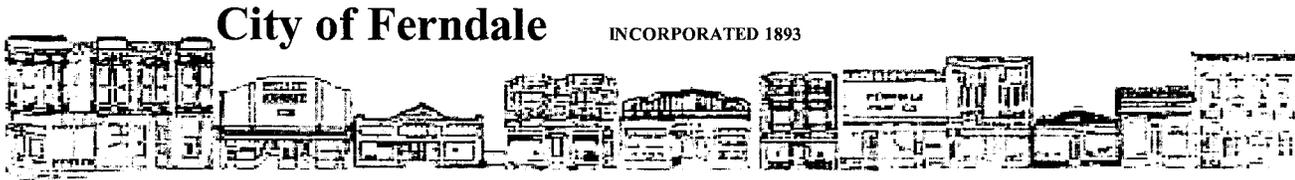
PO Box 125 Ferndale, CA. 95536 (707) 786-4930

June 4, 2013

Re: Hadley Parcel Merger

Submittal notes for City Planner/Engineer

1. The largest of the 7 parcels comprising this parcel merger is located partly within and partly without the city limits of the City of Ferndale. The County of Humboldt has jurisdiction for this portion of the parcel. I did meet with them to determine their participation in approval for the merger process. Being as the parcel within their area is currently complete, i.e. not being merged with another parcel in the County, they asked that the City of Ferndale take the application for processing, and Humboldt County would like to be notified of the application so they may give their approval concurrently with the City approval. The contact at Humboldt County Planning Division is Steve Lazar (707) 445-7541
2. The Legal description provided is very complicated. When you are ready for review, I will provide the necessary supporting documents.



June 6, 2013

Mr. and Mrs. Andrei & Sherry Hedstrom  
P.O. Box 1003  
Ferndale, CA 95536

Re: Secondary Dwelling Unit at 831 Main Street; APN 030-143-003; Zone Reside  
Single Family, Design Review (R1D)

Dear Mr. and Mrs. Hedstrom:

I have reviewed the site plan for the proposed conversion of an existing guest room into a secondary dwelling unit using the following criteria listed in Section 7.21.4 of the Zoning Ordinance (as amended by Ordinance 03-03):

- a. The Secondary Dwelling Unit (SDU) is permitted in the R1 Zone
- b. The applicants are owners-occupants of the subject property
- c. The lot complies with the minimum site area of an R1 lot at 150' wide x 100' deep.
- d. The SDU is accessory to a principal one-family dwelling.
- e. The SDU is attached to (within the walls of) the principal dwelling.
- f. The floor area of 525.5 sq. ft. does not exceed 640 sq. ft. maximum.
- g. Square footage of the principal dwelling is more than 640 sq. ft.
- h. The SDU, being within the existing dwelling, will comply with applicable development standards.
- i. No more than one SDU will exist on the property.
- j. The lot contains at least two parking spaces, one for each dwelling.
- k. The proposed SDU includes permanent separate provisions for living, sleeping, eating, cooking and sanitation, and has a separate entrance.
- l. The SDU is not metered separately from the main dwelling.
- m. The SDU plans will be approved by the Building Official before construction begins.
- n. The SDU does not exceed the allowable density for the lot and is consistent with the general plan and zoning designation for the lot.
- o. The SDU will not result in an adverse impact to water and sewer services, traffic flow, and will not have an adverse impact on any real property listed in the California Register of Historic Places.
- p. Compatibility with existing neighborhood in terms of form, height, material and landscaping is not applicable, as the SDU is entirely within the walls of the existing dwelling.

The City of Ferndale approves the Secondary Dwelling Unit with the following conditions:

1. The applicants shall be responsible to pay all applicable fees, deposits or charges associated with processing and finalizing this Secondary Dwelling Unit permit and the associated Building Permit, and otherwise owned to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale before the permit(s) referenced, and use(s) allowed are considered final and approved.
2. The effect of this Secondary Dwelling Unit permit is to approve conversion of an existing bedroom/bathroom into a secondary dwelling unit. The proposed project, as described in the plans submitted is entirely within the existing main dwelling.
3. Unless the Secondary Dwelling Unit permit, as made possible under this action, is granted by the City and the use and development described and permitted by this action is initiated within 6 months and completed within 12 months from the effective date of this action, then the approval granted under this action shall be suspended and all privileges granted hereunder shall lapse; provided that the Planning Commission, upon written application prior to said date, may grant additional extension(s) for the initiation and/or completion of the use and development described and permitted, upon showing of good cause.
4. All proposed construction and/or reconstruction and site development and use described and authorized here, shall be in conformance with the approved permit and the accompanying and or the latest approved plans.
5. All proposed construction and/or reconstruction and site development and use described here and authorized shall be in conformance with all applicable City ordinances, regulations and codes, as amended, including but not limited to Zoning Ordinance 02-02, Uniform Building Code, and Fire Code and/or Public Health and Safety Code regulations, applicable to the nature and type of proposed construction and uses.
6. Applicants will be required to obtain a Building Permit for any proposed internal or external construction, reconstruction & renovation per the Uniform Building Code for any proposed or future internal or external construction, changes additions, alterations or modifications to the subject structure or other subject structures on the site.
7. The SDU shall not be sold or owned separately from the principal residential unit but may be rented.

If you have any questions regarding this project, please call me.

Sincerely



Nancy Kaytis-Slocum, City Clerk

File: Correspondence  
Contract Planner  
Applicant's File  
Applicant  
PC Packet

SDU-1310

CITY OF FERNDALE  
PLANNING DEPARTMENT

STANDARD APPLICATION FORM

Please provide the following information as it applies to your application. For questions, call 786-4224.

1. Type of Application Date: 6/5/13

|                          |                                       |                                     |                                       |
|--------------------------|---------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> | Bed & Breakfast Inn                   | <input type="checkbox"/>            | Minor Subdivision (4 parcels or less) |
| <input type="checkbox"/> | Exception to Development Standards    | <input checked="" type="checkbox"/> | Second Dwelling Unit                  |
| <input type="checkbox"/> | Design Review                         | <input type="checkbox"/>            | Street Vacate                         |
| <input type="checkbox"/> | Home Occupation Permit                | <input type="checkbox"/>            | Use Permit                            |
| <input type="checkbox"/> | Lot Line Adjustment                   | <input type="checkbox"/>            |                                       |
| <input type="checkbox"/> | Merger                                | <input type="checkbox"/>            | Variance                              |
| <input type="checkbox"/> | Major Subdivision (5 parcels or more) | <input type="checkbox"/>            | Zoning & General Plan Amendment       |

2. Name of Property Owner: Andrei & Sherry Hedstrom Phone: 415-652-2673  
 Address: 831 main st POBox 1003
3. Name of Applicant (if different): DCI Builders / Dennis DeBlaggio  
 Address: \_\_\_\_\_ Phone: 707-786-5456
4. Property Location: same  
 Accessor Parcel Number(s): 030-143-003  
 Description: House / Bed & breakfast  
 Lot Area: \_\_\_\_\_
5. Present Use of Property: Residential Home  
 Present Zoning: R1D
6. Description of Proposed Project: install kitchen

Filing Fee: A filing fee of \$555 has been paid as part of the application. (Refer to Resolution 00-21 for fees and charges for review and processing of development permits.) I hereby certify that to the best of my knowledge the information in this application and all attached exhibits is full, complete and correct, and I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for denying the application, or suspending or revoking a permit issued on the basis of these of subsequent representations, or for the seeking of such other and further relief as may seem proper to the City.

ck 48013  
\$555  
6/5/13  
(m)

D-DeBlaggio Signature of Applicant or Agent  
6/5/13 Date

Authorization of Agent: I hereby authorize \_\_\_\_\_ to act as my representative and bind me in all matters concerning this application. (Form 100208)

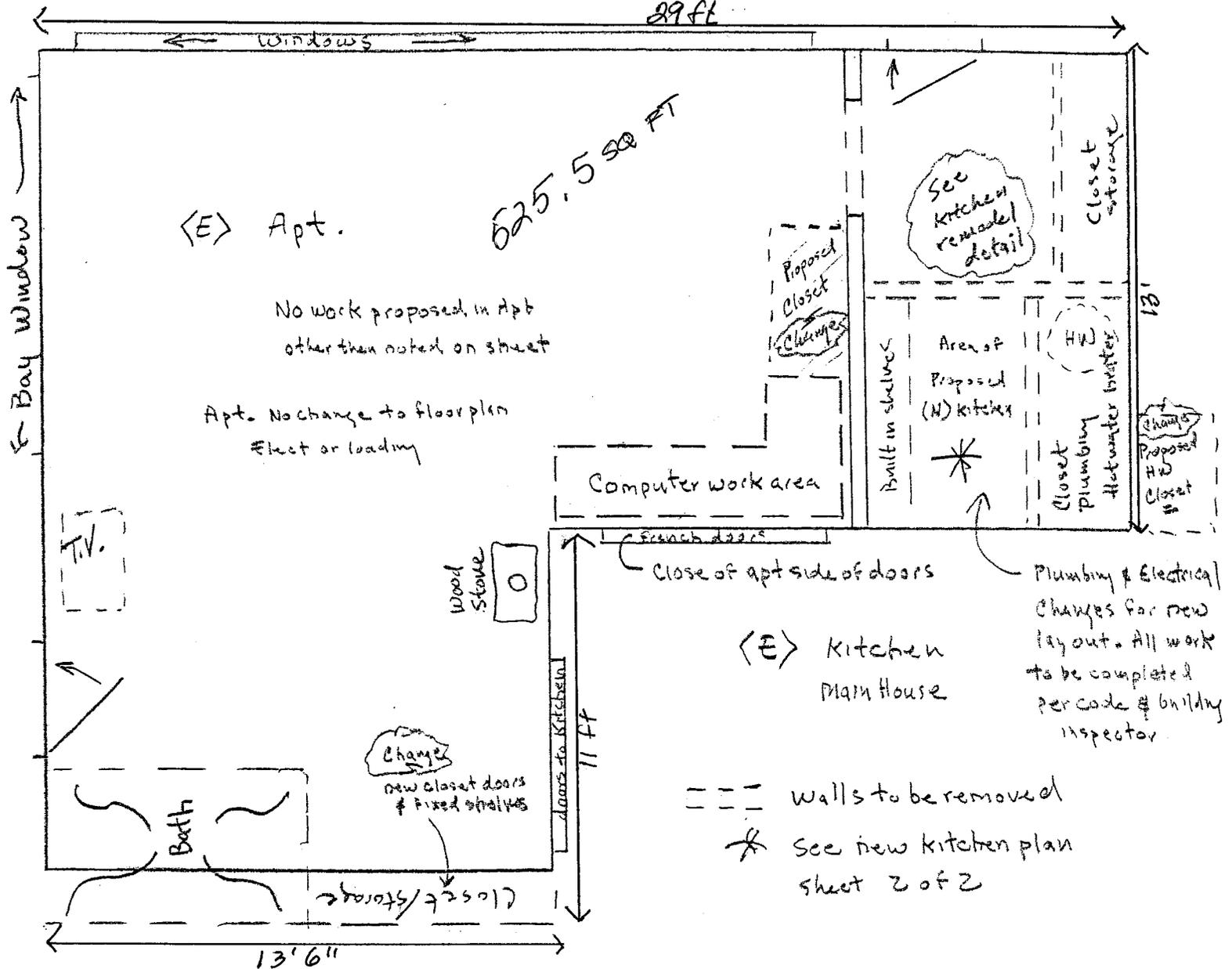
|                                     |            |                                     |             |                          |                          |
|-------------------------------------|------------|-------------------------------------|-------------|--------------------------|--------------------------|
| FOR STAFF USE ONLY                  |            |                                     |             |                          |                          |
| <input checked="" type="checkbox"/> | <u>n/a</u> | <input checked="" type="checkbox"/> | <u>n/a</u>  | <input type="checkbox"/> | <input type="checkbox"/> |
| Full Ap Rec'd                       | Sent to DR | Returned                            | Ap notified | Project Final            |                          |

*approved Administratively*

Hedstrom / Andrei & Sherry

831 Main St. Ferndale P.O. Box 1003  
Ca. 95536 Phone: Sherry 415-652-2673

revised 5/28/13  
See kitchen layout  
& cabinet plan



Building/remodel notes

- No Bearing walls to be removed
- No changes to exterior to be seen from street
- No changes to existing windows & doors
- existing plumbing & Electrical to be modified for new kitchen layout. Existing lighting to remain
- GFI to be installed for kitchen area per code
- no changes to foundation or structure loading
- No changes or remodel work to Main house

Scale 1/4" = 1'

Sheet 1 of 2

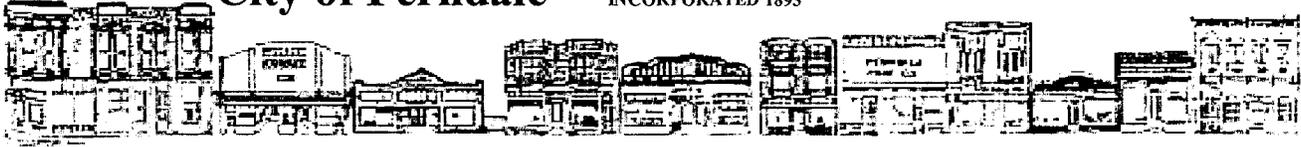


Dennis DelBiaggio  
General Contractor  
707-786-5450

118 Port Kenyon Rd.  
P.O. Box 112  
Ferndale, CA 95536

dcbuilders.com

Fax: 707-786-4566



MEMORANDUM  
CITY OF FERNDAL CITY CLERK DEPARTMENT

|          |  |
|----------|--|
| Date:    | June 6, 2013   |
| To:      | Arnie Kemp, Building Inspector   |
| From:    | Nancy Kaytis-Slocum, City Clerk <i>Nancy Kaytis-Slocum</i>   |
| Subject: | Planning & Zoning Regulations, concerns or issues  |
| Re:      | Building Permit for Andrei & Sherry Hedstrom to add a kitchen to an existing room and bathroom area, to complete a Secondary Dwelling Unit (SDU) inside the existing dwelling; APN 030-143-003; Zone: Residential Single Family Design Control (R-1-D) |

This memo will document the City's files regarding the City Clerk's review of any planning and/or zoning issues or concerns, or any additional comments associated with the above-referenced project. The following findings and/or determinations are submitted as general information to both the Applicant and the City and are based on a review of the submitted Plot Plan (copy attached and on file at City Hall).

1. The Land Use is principally permitted. The SDU application was administratively approved 6/6/13. There are no other land use issues.
2. Development Standards have been met:
  - a. Setback requirements (ZO §5.03.3d) have been met, there is no new construction outside the existing footprint of the principal dwelling.
  - b. The site area, building ratio is within the 35% limit (ZO §5.03.3e)
  - c. The residence is within the 35' height limitation (ZO §5.03.3f)
  - d. The building floor area/percentage of site area is within the 35% requirement (ZO §5.03.3e).
3. Design Review is not necessary as all building is inside the existing dwelling.
4. Subdivision Compliance – No issues.
5. A portion of the rear of the property is within the 100 year flood zone.
6. The project is subject to CEQA and is a statutory exemption pursuant to Pub. Res. Code 21080(b)(1).

The proposed project conforms to the Ferndale General Plan and the regulations of the Zoning Ordinance and does not raise any additional City Clerk Department issues or concerns.

Please feel free to call with any questions you may have or clarifications you may need.

File: Applicant's File  
Correspondence  
Applicant  
City Planner  
PC Packet

## **Section 9: Staff Reports**

### **CITY PLANNER:**

#### ***Task 1 – General Planning***

- Coordinated with City Manager and City Clerk on budget and invoicing formatting.
- Continued review of Sign Ordinance Update materials and progress.
- Coordinated with City Engineer on proposal to update permit processes. Drafted authorization of staff time and materials to review and assess current processing procedures and devise a plan to efficiently implement necessary revisions.
- Prepared General Plan Housing Element Implementation Plan for Housing Element and State housing regulation compliance.
- Attended 5/15 Planning Commission meeting and study session. Conducted orientation for Planning Commission and Design Review Committee. Prepared and presented Housing Element Implementation Plan and staff report.
- Prepared and sent correspondence to property owner at 580 Main Street regarding permit requirements.
- Coordinated with City Clerk on Fees and Fines Schedule update. Initiated update of Planner section.
- Met with City Manager to discuss draft Sign Ordinance, budgeting, and PC/DRC orientation.

#### ***Task 2 – Reimbursable Fee Planning***

#### ***Task 3 – Special Projects***

- Coordinated with City Manager and members of the Sign Ordinance Committee on direction of draft Sign Ordinance. Initiated review of complete draft Sign Ordinance sections. Met with Michael Bailey and Michael Sweeney on 5/20/2013 to discuss draft Scope of Work and Authorization for staff time and materials to complete draft Sign Ordinance.
- Hazard Mitigation Plan Update/Energy Assurance Plan
  - Continued coordination with CaLEAP representatives. Compiled data and prepared draft Energy Assurance Plan.

#### ***Task 4 – General Plan Review***

- General Plan Update
  - Revised Draft General Plan Safety Element to incorporate Planning Commission input.
  - Initiated General Plan Update Scope and staff report notifying City Council of Planning Commission recommendation to update the Noise & Air Quality Element next.

### **CITY CLERK ACTIVITY**

#### ***Meetings***

- Daily meetings with City Manager regarding work schedule.
- Joint Council, Planning, Design Review Orientation meeting 5/15/13
- Planning Commission meeting 5/15/13.
- Design Review meeting 5/16/13

## ***Projects***

- Prepared letter to property owner regarding construction noise
- Wrote letter to property owner regarding overgrown bush on sidewalk
- Reviewed file on property to ascertain if off-street parking provided
- Made appropriate changes to the web-page
- Followed purchasing procedure:
  - RFP for Bio-solids
  - RFP for Auditing Services
- Counter and phones
- Reconcile deposits
- 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
- Prepared City Council Agenda packet for May 2, 2013
  - Reviewed Deputy City Clerk minutes
- Planning Commission
  - Prepared Planning Commission Agenda packet for 5/15/13
  - Transcribed minutes from the May 15, 2013 meeting
  - Printed and filed the April 17, 2013 minutes
- 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

**City of Ferndale, Humboldt County, California USA**

Design Review Minutes for the 5/16/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:30 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with City Clerk Nancy Kaytis-Slocum. Michael Bailey was absent. The Planning Commission has appointed Marc Daniels as the 2<sup>nd</sup> Planning Commission member to the Design Review Committee.

Modifications to the agenda, pull item 5A, Signage at City Hall Green. Item 5B should read 375A Main Street.

375 A Main Street: Applicant Bruce Keller brought photos of how the sign will look, with “Artisan Alley” facing the parking lot, and “Studios” facing the alley. The letters are 10” wooden cut-outs. **MOTION**: Approve the signage for 375A Main Street as presented at the meeting. **(Giacomini/Cowan) Motion carried with an abstain (no) from Mogni.**

1226 Main Street: Niel Holgersen of Holgersen Construction was present at the meeting. Although new plans were presented, the committee asked for a written description of the project, as well as the plans be brought back to the next meeting.

There was no further business to discuss. Meeting adjourned at 9:10 am.

Respectfully submitted, Nancy Kaytis-Slocum, City Clerk

**City of Ferndale, Humboldt County, California USA**

Design Review Minutes for the 5/23/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:38 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with City Manager Jay Parrish and Deputy City Clerk Lacy Pedrotti. On 5/15/13 the Planning Commission appointed Marc Daniels to the Design Review Committee. Michael Bailey has resigned.

Modifications to the agenda pull item 5A, 1226 Main Street to the front of the agenda

1226 Main Street. Applicant Niels Holgersen (contractor) was present at meeting to answer any questions asked. **MOTION:** Approve the addition and remodel to make house from 2 bedroom 1 bath to 3 bedroom to 1 1.5 bath as presented at the meeting. **(Giacomini/Mogni)**  
**Unanimous.**

Minutes: March 18, April 11, and May 16, 2013 were all approved in a group **Motion:**  
**(Giacomini/Mogni). Unanimous.**

Design Review Sign Off: Chairman Dane Cowan requested that the list of applicants be available in every packet with two columns (Approved and Not Approved).

Discussion: Reviewed that the Design Review application is only good for 180 days/6 months which is the same as the Building Permit expiration with the availability of one free 180/6months permit/application. Chairman Cowan requested this be clearly stated on the Design Review packet.

There was no further business to discuss. Meeting adjourned at 8:56 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk  
City of Ferndale

**Section 11: Adjourn**