

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

Location:	City Hall	Date:	August 21, 2013
	834 Main Street	Time:	7:00pm Regular Meeting
	Ferndale CA 95536	Posted: 8/15/13	

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	June 19, 2013	Page 2
5.0	Public Comment	Page 4
6.0	Public Hearing	
6.1	925 Bluff Street – Use Permit, Vacation Rental	Page 5
7.0	Business	
7.1	Building and Land Use Permits	Page 13
7.2	Design Review Committee Report	Page 14
7.3	Design Review Committee Applicants	Page 15
7.4	Public Facility Land Use Permits and Building	Page 18
8.0	Correspondence and Oral Communications	Page 20
9.0	City Planner’s and Deputy City Clerk’s Staff Reports	Page 46
10.0	Design Review Minutes.....	Page 51
11.0	Adjournment – Next regular meeting September 18, 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 June 19, 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 7:00pm. Commissioners Uffe Christiansen, Marc Daniels, 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 changes to the agenda, it was noted that in item 7.4, a vice-chair had already been elected: Lino Mogni.

There was some discussion on when the official minutes are released. The City Clerk assured the Commission that the draft minutes are printed in the packet that the Commission receives; the packet is posted online for the public to review. The video that is taken during the meetings is available to anyone who asks for it directly after the meeting. **MOTION:** Approve the May 15, 2013 minutes. **(Nielsen/Daniels) Unanimous vote.** There was no public comment.

Planning Commission and Design Review Committee Orientation: Planner Melanie Rheaume went over the slides of the presentation. There were no questions or comments.

City Council Authorization to Complete Sign Ordinance: City Planner Melanie Rheaume discussed the information item on the Sign Ordinance. The Council has given direction to Planwest to complete the project begun three years ago, to complete the ordinance, consolidate, pare down and prepare a draft to come back to the Planning Commission for approval to present to the City Council. The City Council will have two readings before acceptance of the ordinance. There will be plenty of opportunity for the public to weigh in.

Election of Chair: Chair Jorgen von Frausing-Borch got 3 votes; Dean Nielson got two votes. Jorgen von Frausing-Borch will **continue as chairman**. Lino Mogni was elected as vice-chair at the last meeting.

There was nothing on the Design Review Committee Report.

Design Review Committee Applicants. There were no applicants and the City Clerk was directed to advertise again.

Planning Reference Book Update: City Clerk Nancy Kaytis-Slocum advised the commission that the remainder of the General Plan Elements had been posted online. She asked the commissioners to keep this item for reference.

The meeting was adjourned at 8:20pm. The next regular meeting will skip July, and be on August 21, 2013.

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

PC Meeting:	March 20, 2013	Case No.: UP-1328
Applicant:	Sharon Tubb	Agenda Item 6.1
Project Address:	925 Bluff Street (APN 031-211-002)	
Zoning:	Agriculture-Exclusive (AE)	

PROJECT DESCRIPTION: Request for a Use Permit to allow for vacation rental use of an attached granny unit and a detached library unit located at 925 Bluff Street (APN 031-211-002). The project site is zoned Agriculture-Exclusive (AE).

ENVIRONMENTAL REVIEW: This project has been reviewed for compliance with the California Environmental Quality Act (CEQA). The proposed project qualifies for a CEQA Class 1, Section 15301 Categorical Exemption from preparation of environmental documents. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or no expansion of use.

CONTACT: Planwest Partners, Contract City Planner. Phone: 707.825.8260; Fax, 707.825.9181 and Email: melanier@planwestpartners.com

STAFF RECOMMENDATION: Staff has included findings of fact (Attachment A) necessary to take an action on the Use Permit. If the Planning Commission accepts the findings of fact or makes comparable findings, then staff recommends the Planning Commission approve the Use Permit, subject to the conditions of approval listed in Attachment B.

Recommended Motion: "Adopt Resolution No. PC 2013-29 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 an attached granny unit and a detached library unit located at 925 Bluff Street."

PROJECT SUMMARY: The applicant owns the approximately 10 acre lot at 925 Bluff Street. The subject property is zoned Agriculture-Exclusive (AE). There are five off-street parking spaces provided. The applicants propose to use an attached granny unit and a detached library unit (approximately 800 and 648 square feet respectively) as vacation rentals by offering the units for overnight transient lodging for compensation.

APPLICABLE REGULATIONS: The following sections are from Zoning Ordinance, 02-02:

§5.16 Agriculture-Exclusive or AE Zone. The Agriculture Exclusive or AE Zone is intended to be applied in fertile areas in which agriculture is and should be the desirable predominant use and in which the protection of this use from encroachment from incompatible uses is essential to the general welfare. The following regulations shall apply in all Agriculture-Exclusive or AE Zones:

§5.16.1 Principal permitted uses:

- a. All general agricultural uses, except those specified in 5.16.2.

- b. Farm dwellings, nurseries, greenhouses and roadside stands.

§5.16.2 Uses permitted with a Use Permit:

- a. Hog farms, turkey farms, frog farms and fur farms.
- b. Animal feed yards and sales yards.
- c. Agricultural and timber products processing plants.
- d. Rental and sales of irrigation equipment and storage incidental thereto.
- e. Animal hospitals.
- f. Agricultural and farm labor camps.
- g. Bed and breakfast inns.

§5.16.3 Other regulations:

- a. No subdivisions or residential developments, whether by official map, record or survey or recorded subdivision, shall be permitted in Agriculture-Exclusive or AE Zones.
- b. Minimum lot area: 4 acres.
- c. Minimum lot widths: 100 feet.
- d. Maximum ground coverage: 35%.
- e. Minimum yards: front, 30 feet; rear, 20 feet; side, 10% of the lot width on each side, but not more than 20 feet shall be required.
- f. Farm outbuildings shall not be less than 20 feet from any dwelling unit on the premises.

§10.01 Use permits may be granted upon application to the Planning Commission for any use for which a use permit is permitted or required by these regulations, or for any use which, while not specifically enumerated in these regulations is, in the opinion of the Planning Commission, similar to and compatible with the uses permitted in the zone in which the subject property is situated.

§3.78.2 (This section amended by Ord. 07-01 on 2/12/07) Use, Conditional: A principal or accessory use of land or of structures thereon which may be essential or desirable to the public convenience or welfare in one or more zones, but which may also impair the integrity and character of the zone or adjoining zone, or be detrimental to the public health, morals or welfare unless additional restrictions on the location and extent of use are imposed and enforced. Such use shall become a "principal permitted use" or "accessory permitted use" when all specific additional restrictions are completed and permanently satisfied in

conformance with an approved use permit. Should such restrictions be of a continuing nature, the use will remain “conditional” so long as the restrictions are complied with, but shall become an “illegal use” whenever and so long as the restrictions are not complied with. Conditional Use Permits run with the land (End of section amended by Ordinance 07-01 on 2/12/07).

§7.16.2 Parking spaces shall be provided as follows:

- a. Dwellings: one (1) for each dwelling unit.
- b. Hotels, motels, inns, bed and breakfast inns, boarding houses: one (1) for each individual living quarter or dwelling unit.

ANALYSIS:

Zoning and Permit Requirements:

The Ferndale Zoning Ordinance does not directly define or address the proposed type of transient vacation rental use. However, the AE zone allows for guest houses and bed and breakfast inns with a Use Permit. The proposed use is most similar to a bed and breakfast type use in that they have similar short-term rental that is more transient in nature than typical rental of single family residences or secondary dwelling units. Bed and breakfasts are allowed in all residential and agricultural zones per Zoning Ordinance §7.06.

As stated in Zoning Ordinance §10.01, Use Permits may be granted for any use which, while not specifically enumerated in the regulations, is similar to and compatible with the uses permitted in the zone. Previously the Planning Commission has approved vacation rental Use Permits in the R1 and R2 zones, Community Commercial Design Control zone, and the Agriculture Exclusive zone. In addition to these vacation rentals there have been bed & breakfasts approved in various residential and agriculture zones throughout the City.

Conditional Use Permits, as provided for by Zoning Ordinance §3.78.2, may be granted by the Planning Commission for a use “which may be essential or desirable to the public convenience or welfare in one or more zones, but which may also impair the integrity and character of the zone or adjoining zone, or be detrimental to the public health, morals or welfare unless additional restrictions on the location and extent of use are imposed and enforced.” In order to reduce the potential negative effects of a more transient use, the Planning Commission has in the past placed conditions on Vacation Rental Use Permits, including imposing a two night minimum stay and a requirement that the subject property be rented out to only one group at a time. These conditions have been included in the Conditions of Approval (attached).

Surrounding General Plan Land Use and Zoning Designations:

The subject property fronts on Bluff Street just east of Strawberry Lane (see attached Assessor’s Map). The adjacent lot to the north is similarly zoned Agriculture Exclusive. The adjacent lots to the east are zoned Agriculture Exclusive and Residential Two-Family Special Building Site Combining 2 (R-1-B-2; 10,000 sq. ft. minimum lot size). The adjacent lots to the south are zoned Residential One-Family Special Building Site Combining 3 (R-1-B-3; 20,000

sq. ft. minimum lot size) and Public Facility (Russ Park). The adjacent lots to the east are zoned Residential One-Family Special Building Site Combining 3 (R-1-B-3; 20,000 sq. ft. minimum lot size).

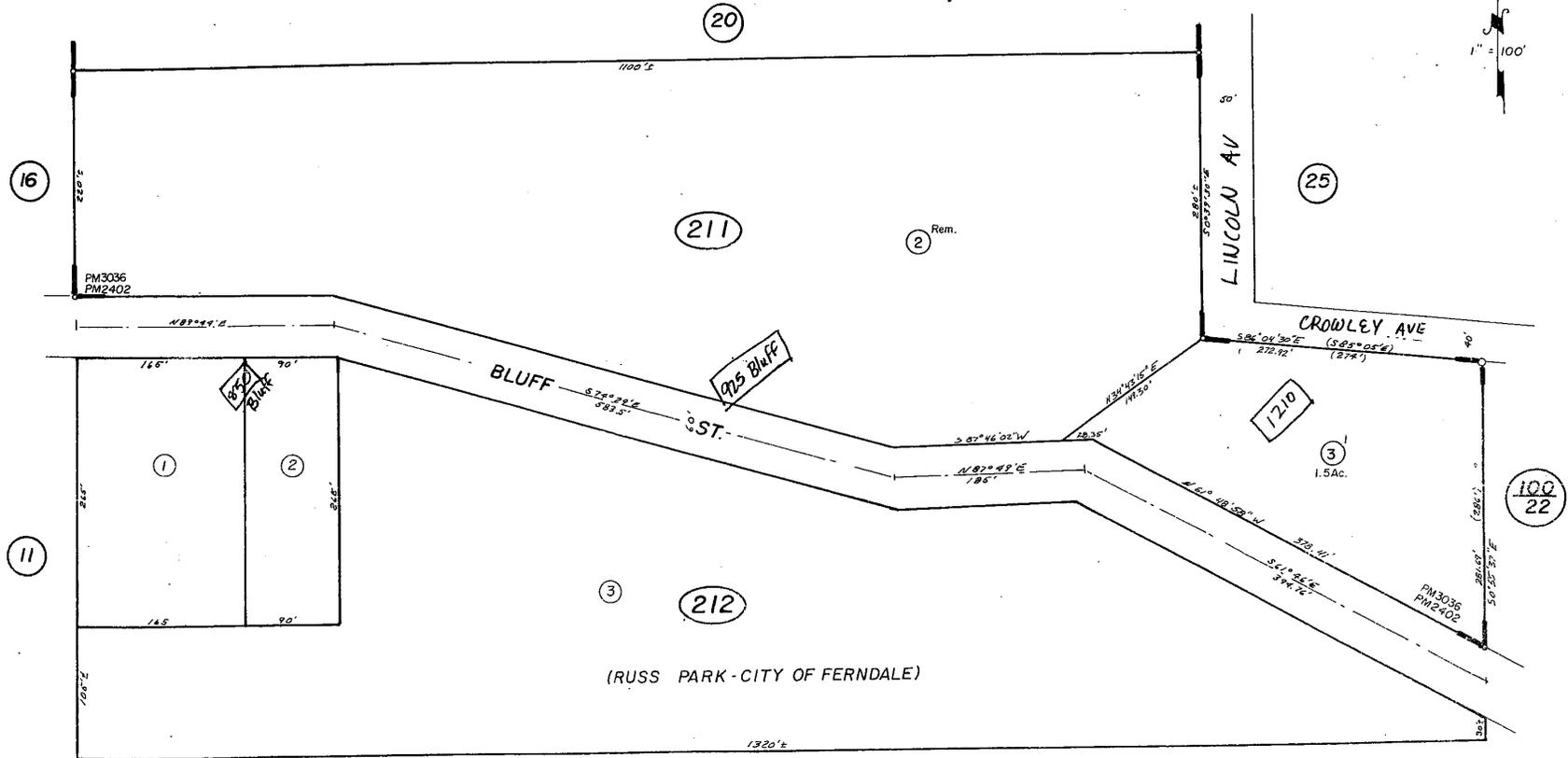
Aesthetics and Character:

The proposed project will not change the exterior appearance of the house or lot. The vacation rental type use is more transient in nature than typical Agriculture-Exclusive uses; however, it is similar to bed and breakfast type use which is allowed in agricultural zones. Sufficient off-street parking is available (there are currently five parking spaces). Therefore, the proposed use is compatible with and similar to the residential character of the neighborhood.

POR. NE 1/4 SEC. 11, T 2N R 2W HB & M
CITY OF FERNDALE

THIS IS NOT AN OFFICIAL RECORD
FOR INFORMATION PURPOSES ONLY
HUMBOLDT COUNTY ASSESSOR

31-21



PM 2402 PM Bk. 21, Pg. 70
PM 3036 of PM Bk. 28, Pg. 27-28

Assessor's Map Bk. 31 - Pg. 21
County of Humboldt, Calif.

Attachment A**FINDINGS OF FACT**

Staff feels the Planning Commission can make the following findings to allow for Use Permit approval:

1. This project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 1 Categorical Exemption per Section 15301 Categorical Exemption from preparation of environmental documents. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures.
2. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associated with the AE zone.
3. The existing project, as outlined and with conditions:
 - Is similar and compatible to other uses allowed in similar zones;
 - Maintains the integrity and character of the zone (or neighborhood);
 - Is not detrimental to the public health, safety, or welfare;
 - Does not significantly impact the general peace, safety, comfort, health and welfare of the zone; and,
 - Is compatible with and does not detract from the character and aesthetics of the adjacent zones.

Attachment B
CONDITIONS OF APPROVAL

Staff recommends Planning Commission Use Permit approval shall be subject to the following conditions. The violation of any term or requirement of this conditional approval may result in the revocation of the permit:

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with processing and finalizing this Use Permit and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale before the Use Permit is considered final and approved.
2. The proposed use shall be in conformance with the approved permit application and with the information and analysis contained in the associated staff report and conditions of approval on file with the City. Should the proposed site use deviate from that as allowed by this approval, then the applicant may be required to first receive Planning Commission approval for such changes.
3. Should the applicant or any other future owner of the subject property who uses the property as approved under this permit not conform to the requirements of these conditions, then said non-conformance shall constitute a violation of this use permit and shall become null and void, until either the issues have been addressed to the City's satisfaction, or the permit is revoked.
4. All proposed and/or future use authorized hereunder shall be in conformance with all applicable City ordinances, regulations and codes, including but not limited to Zoning Ordinance 02-02, the Uniform Building Code, any Fire Codes and/or Public Health & Safety Code, applicable to the nature and type of proposed use.
5. Prior to operation, the applicant shall obtain a letter from the Ferndale Fire Chief and the Ferndale Building Inspector verifying that the home meets occupation requirements. Copies of these letters shall be given to Ferndale City Hall.
6. Applicant shall obtain a business license for the Vacation Rentals, and pay appropriate Transient Occupancy Taxes to the City.
7. Rental shall be for a minimum of two nights.
8. The residence shall be rented out to one group at a time. Rooms shall not be rented out individually.

**RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF FERNDALE
Resolution Number PC 2013-29**

**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 AN ATTACHED
GRANNY UNIT AND A DETACHED LIBRARY UNIT LOCATED AT
925 BLUFF STREET, ASSESSOR PARCEL NUMBER: 031-211-002**

WHEREAS, Sharon Tubb has submitted an application and evidence in support of approving the Use Permit to allow for vacation rental use of an attached granny unit and a detached library unit located at 925 Bluff Street; and

WHEREAS, the project is exempt from California Environmental Quality Act per Section 15301 of Article 19 "Categorical Exemptions;" and

WHEREAS, the City has reviewed the submitted application and evidence for conformance with General Plan policy, goals and regulations and applicable Zoning Ordinance as required to allow for the Use Permit; and

WHEREAS, the staff report includes evidence in support of making all of the required findings for approving the Use Permit; and

WHEREAS, the documents and materials on which this decision is based are on file at the office of the City Clerk,

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ferndale approves the Use Permit to allow for vacation rental use at 925 Bluff Street, subject to the conditions contained in Attachment B.

PASSED AND ADOPTED by the Planning Commission of the City of Ferndale this 21st day of August, 2013 by the following vote:

The motion was made by COMMISSIONER _____ and seconded by COMMISSIONER _____.

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Attest:

City Clerk / Deputy City Clerk

Jorgen Von Frausing-Borch, Chairman

Section 7: BUSINESS

<i>BUSINESS ITEM 7.1</i>		<i>May, 2013</i>
<i>Building Permits</i>		
516	Shamsi Ct	Heater
176	Francis	replace drive entrance along s/w
176	Francis	sw @ house
543	Main	replace rotten trim behind awning
495	Main	caps on retaining wall
831	Main	SDU Kitchen
1101	Main	Gas Lines
1199	Grant	Reroof barn
541	Berding	Reroof
922	Main	Reroof
1345	Main	Inside remodel
330	Ocean	replace 28' sidewalk
1057	5th Street	remodel
430	Ocean	repaint
888	Howard	carport off the existing garage
<i>Land Use Permits</i>		
	Francis	Merger
831	Main	Secondary Dwelling Unit
495	Main	Privacy Fence
452	Main	replace particle board w/ non slip tile
1289	Madison	demolish porch/sun room/fence, replace porch and fence
543	Main	illuminated signs and sandwich board in window
1913	Main	woodshed made of pallets
393	Main	remove lean to and build second exit for upstairs
1234	Rose	Minor Subdivision and Lot Line Adjustment
1210	Rose	Lot Line Adjustment
495	Main	build flood barrier landscape wall
1289	Madison	house,garage color change, SE door entry change
17	Francis	Drainage for Francis Crk Farm Also see B1218
925	Bluff	Vacation Rental
424	Main	remove siding and replace with Hardi Lap
332	Ocean	repaint new colors

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:	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:	August 21, 2013	Agenda Item Number	7.3
Agenda Item Title:	Design Review Committee Applicants		
Presented By:	Nancy Kaytis-Slocum, City Clerk		
Type of Item:	x	Action	Discussion 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 August 14, 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.

July 11, 2013

RECEIVED
JUL 11 2013

BY:.....

Planning Commission

Gentlemen:

I'm interested in serving on the design review committee.

Please accept this letter as my application.

Charles Collins
1319 MAIN ST
PO BOX 208
FELNDALE, CA 95536
208-651-6247

Meeting Date:	August 21, 2013	Agenda Item Number	7.4
Agenda Item Title:	Public Facility Land Use and Building Permit Applications		
Presented By:	Melanie Rheaume, Contract City Planner		
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	Receive and file.		

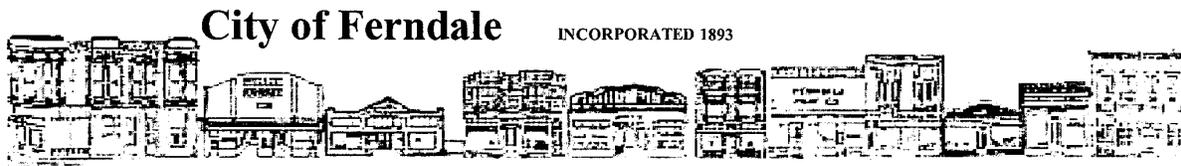
RECOMMENDATION:

Receive and file.

BACKGROUND:

During a recent Design Review Meeting, the question came up on whether Public Facilities must have land use and/or building permits. Melanie Rheaume, our contract planner, advises that there is nothing in the Zoning Code that exempts public facilities from having to apply for land use permits. We checked with Arnie Kemp, the Building Official, and found that Building Permits and inspections are necessary for public facilities.

Section 8: CORRESPONDENCE



MEMORANDUM

Date:	July 16, 2013
To:	Arnie Kemp, Plan Checker
From:	Nancy Kaytis-Slocum, City Clerk <i>Nancy Kaytis-Slocum</i>
Subject:	Planning & Zoning Regulations, concerns or issues
Re:	Building Permit to scale down front porch, add columns and small shed roof canopy; demolish sunroom to add small porch, stairs/balusters in its place, 1289 Madison Street, APN 030-182-001; Zoning is Residential Two Family, Design Review (R2D)

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, no other clearance needed.
2. Development Standards
 - a. Setback requirements (ZO §5.04.3e) have not been met for the existing house and existing porch. The existing porch, which extends 4' into the setback area will be replaced with a smaller, narrower porch, but will still extend 4' into the front setback area. I would consider this a grandfathered situation. The side setbacks on Madison Street are non-compliant, but grandfathered.
 - b. The building floor area/percentage of site area is within the 40% requirement (ZO §5.04.3d).
 - c. Building height is within the 35' maximum (ZO §5.04.3g).
 - d. One parking space is required per ZO §7.16.1a and at least one is provided
3. Land coverage will be reduced, therefore no additional drainage charges will be added.
4. Design Review has been approved on 7/11/13.
5. Subdivision Compliance – 1894 Foster & Bulmer Subdivision; no issues.
6. This parcel is not in a flood zone.
7. The project qualifies for a Class 1 Section 15301 categorical from CEQA environmental document preparation.

The proposed project conforms to the Ferndale General Plan and the regulations of the Zoning Ordinance and does not raise any additional Planning 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
Copy: Planning Department

City of Ferndale INCORPORATED 1893



August 7, 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 there are no further actions required for the Design Review Use Permit and you may apply for a Building Permit, which is the last City action needed to complete this important Main Street façade repair.

As with all Use Permit applications, you were sent a final letter notifying you of Planning Commission action (see attached letter dated January 23, 2013). That final letter wraps up the City's responsibilities and thus ends the billing period for the application. The City has sent you the final and complete bills for this Use Permit (Contract Planner fees are included in the City bills).

The correspondence from Gable Properties dated August 1, 2013 contains numerous questions. Responding to each would take considerable staff time and, most importantly, would not affect your ability to apply for a Building Permit. In response to your prior letter requesting answers to similar questions dated April 15, 2013, I responded with the attached letter dated May 8, 2013. It reaffirms that the Use Permit was approved, the CEQA process was complete, the final bill had been sent, and that you may submit a Building Permit application.

You and the City have completed all Use Permit requirements. The City must advise you that further staff time, materials, and expense spent at your request on this already-issued Use Permit will be billed to you at the rate listed on the City's Fees and Fines Schedule. Rather than doing so, I encourage you to apply for a Building Permit as soon as possible, as this is the best way to demonstrate that all Use Permit actions and accountings are complete.

Sincerely,

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

Enclosed: Letter dated January 23, 2013
Letter dated May 8, 2013
File: 580 Main Street - Correspondence
Cc: City Clerk
City Manager

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

City of Ferndale INCORPORATED 1893



January 23, 2013

Nancy Trujillo
Sylvia Sterling Trust of 1995
P.O. Box 193
Ferndale, CA 95536

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

Dear Ms. Trujillo,

On January 16, 2013 the Planning Commission of the City of Ferndale conducted a Public Hearing and adopted Resolution No. PC 2013 - 01 making the required findings of fact, listed in Attachment A, for adopting the Negative Declaration and approving the Design Review Use Permit for Assessor Parcel Number 031-143-004, subject to the conditions of approval listed in Attachment B, to allow for replacement of stucco with finger jointed, shiplap style redwood material with 11.25" coverage on the front (Main Street) and north (Shaw Street) sides of the building; priming and painting the siding and trim in a contrasting color scheme similar to the original stucco and trim board; replacing the existing signs with spacers rather than embedded in the siding; and reinstalling the original striped awnings. Copies of both Attachments are included.

If there are no appeals filed by you or any other interested party within 10 days of the Planning Commission's action and provided that you, or any other future owner or operator complies with, and continues to comply with, the Conditions of Approval as attached here, the Design Review Use Permit is hereby issued.

The City conducted a California Environmental Quality Act (CEQA) review for the Design Review Use Permit and adopted a Negative Declaration (ND). I have enclosed a copy of the Notice of Determination for the Negative Declaration, which was filed with the County Recorder's Office and completes the City's CEQA obligations. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval under CEQA.

If you have any questions or concerns, please do not hesitate to call City Hall at (707) 786-4224.

Sincerely,

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

Attachment A
FINDINGS OF FACT

The Planning Commission made the following findings to allow for Negative Declaration adoption and Design Review Use Permit approval:

1. The Design Review Use Permit for the project is a discretionary action of the City, and is subject to the California Environmental Quality Act (CEQA). An Initial Study (attached) was prepared to assess environmental factors that could potentially be affected by the project. On the basis of the whole record, there is no substantial evidence that the project will have a significant effect on the environment. The Negative Declaration reflects the City's independent analysis and judgment.
2. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associated with the C-2-D Zone (Zoning Ordinance §5.08 and 6.05).
3. The proposed design, materials, and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
4. The existing project, as outlined and with conditions
 - Appears to be similar and compatible to other uses allowed in similar zones;
 - Does not appear to impair the integrity and character of the zone (or neighborhood);
 - Does not appear to be detrimental to the public health, safety, or welfare;
 - Appears to be compatible with the maintenance of a healthful residential living environment and the predominantly residential character of the area;
 - Does not significantly impact the general peace, safety, comfort, health and welfare of the zone/residential communities;
 - Is compatible with and does not detract from the character and aesthetics of the adjacent zones; and
 - Will not be unsightly, obnoxious or undesirable in appearance to the extent that it will hinder the harmonious development of the zone, impair the desirability of the zone for the uses permitted therein, limit the opportunity to attain optimum use and value of the land and improvements or otherwise adversely affect the general property and welfare.

Attachment B
CONDITIONS OF APPROVAL

Approval of the Design Review Use Permit is conditioned on the following terms and requirements. The violation of any term or requirement of this conditional approval may result in the revocation of the permit.

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with processing and finalizing the Design Review Use Permit, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale before the Permit and uses allowed are considered final and approved.
2. All proposed work shall be in conformance with the approved permit application and with the information and analysis contained in the associated staff report and conditions of approval on file with the City. Should the work deviate from that as allowed by this approval, then the applicant may be required to first receive Design Review Committee approval for such changes.
3. Should the applicant or any other future owner of the subject property not conform to the requirements of these conditions, then said non-conformance shall constitute a violation of this Design Review Use Permit and shall become null and void until either all the issues have been addressed to the satisfaction of the City, or the permit is revoked.
4. All proposed and/or future development, improvements, and construction authorized hereunder shall be in conformance with all applicable City ordinances, regulations and codes, including but not limited to Zoning Ordinance 02-02, including the Design Review requirements, the Uniform Building Code, any Fire Codes and/or Public Health & Safety Code, applicable to the nature and type of proposed use and/or construction. A City building permit is required for any construction associated with the proposed project with the burden on the applicant to comply.

Notice of Determination

Appendix D

To:

Office of Planning and Research
For U.S. Mail: Street Address:
P.O. Box 3044 1400 Tenth St.
Sacramento, CA 95812-3044 Sacramento, CA 95814

From:

Public Agency: City of Ferndale
Address: P.O. Box 1095
Ferndale, CA 95536
Contact: Melanie Rheaume, Contract City Planner
Phone: (707) 825-8260

County Clerk

County of: Humboldt
Address: 825 5th Street, Fifth floor
Eureka, CA 95501

Lead Agency (if different from above):

Address:
Contact:
Phone:

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): N/A

Project Title: 580 Main Street (Design Review Use Permit for the reapplication of siding materials and reinstallation of awnings). Case No. DR 1223

Project Location (include county): Ferndale, Humboldt County

Project Description:

Replace stucco with finger jointed, shiplap style redwood material with 11.25% coverage on the front (Main Street) and north (Shaw Street) side of the building; prime and paint the siding and trim in a contrasting color scheme similar to the original stucco and trim board; replace the existing signs with spacers rather than embedded in the siding; and reinstall the original striped awnings. These actions require City of Ferndale design review approval. The existing signage and stucco siding have been removed from the building for safety.

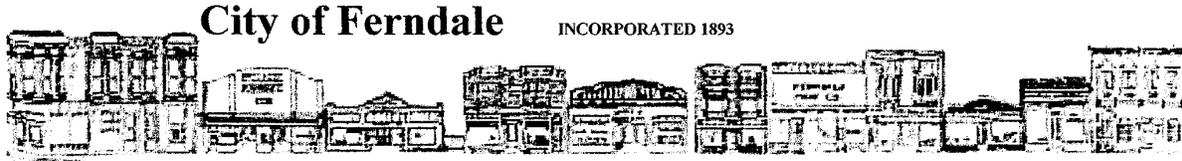
This is to advise that the City of Ferndale has approved the above described project on January 16, 2013 and has made the following determinations regarding the above described project:
(Lead Agency or Responsible Agency)

- 1. The project [] will [X] will not have a significant effect on the environment.
2. [] An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA. [X] A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [] were [X] were not made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [] was [X] was not adopted for this project.
5. A statement of Overriding Considerations [] was [X] was not adopted for this project.
6. Findings [X] were [] were not made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at: Ferndale City Hall, 834 Main Street, Ferndale, CA 95536

Signature (Public Agency) [Signature] Title Contract City Planner

Date January 23, 2013 Date Received for filing at OPR



MEMORANDUM

Date:	June 17, 2013
To:	Arnie Kemp, Plan Checker
From:	Nancy Kaytis-Slocum, City Clerk <i>Nancy Kaytis-Slocum</i>
Subject:	Planning & Zoning Regulations, concerns or issues
Re:	Building Permit for an addition and remodel to make house a 3/1 ½ from a 2/1 and re-roof for Sharon Zanone, 1226 Main Street, APN 030-182-006; Zoning is Residential Two Family, Design Review (R2D)

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, no other clearance needed.
2. Development Standards
 - a. Setback requirements (ZO §5.04.3e) have been met for the existing house and proposed addition to the house.
 - b. The building floor area/percentage of site area at 20% is within the 40% requirement (ZO §5.04.3d).
 - c. Building height at 21' is less than the 35' maximum (ZO §5.04.3g).
 - d. NOTE: One parking space is required per ZO §7.16.1a; a legal parking spot is not provided.
3. Additional land coverage is 248 sq. ft.; therefore a drainage fee of \$124 has been added.
4. Design Review is necessary; it is on the 6/20/13 Design Review Agenda.
5. Subdivision Compliance – 1894 Foster & Bulmer Subdivision; no issues.
6. This parcel is not in a flood zone.
7. The project qualifies for a Class 1 Section 15301 categorical from CEQA environmental document preparation.

Dweller is driving over the low curb and parking on the lawn to the right of the house; however, there is no driveway approach. According to the Nuisance Ordinance 06-04; Section 4.03, Real Property Maintenance, situations not allowed: 4.03.3(f) A vehicle or vehicles parked or stored in a front or side yard, except on a driveway or a paved area or behind a solid fence or wall a minimum of six (6) feet in height, on lots in a residentially zoned district. And (g) Parking of vehicles on dirt, grass, or yard surfaces not intended and approved for parking. **Therefore, an off-street parking space must be provided, as well as a driveway approach.**



DATE: June 10, 2013

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

RE: Application for Building Permit – Proposed Construction of a Fence/Wall within the
100-year floodplain
Approved - Subject to conditions
APN 031-085-009

Dear Mr. Hadley,

This office has reviewed the material submitted with the above referenced application. Your proposed project is located near Francis Creek and is located in the mapped 100-year flood plain. The City of Ferndale's Floodplain Management Ordinance 08-02, Section 1.04.5, requires that any new construction "*Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas.*" For nonresidential construction, Section 7.02, states that, "*All new construction or substantial improvements of nonresidential structures shall either be elevated to ...or above base flood elevations*", or must meet the criteria specified in Sections 7.02.1-3; however, the criteria specified in those sections which do not entirely apply to this particular situation.

According to the information provided and the Flood Insurance Rate Map (FIRM), Panel No. 060445 0001 C, the proposed wooden privacy fence will be located within the floodplain. As described above, this fence cannot block the flow of the floodwaters. The drawing provided indicates that the proposed fence will be raised approximately 10 inches above the ground level. According to the FIRM, the 100-year flood elevation for this area of Francis Creek is approximately 54.1 feet (NGVD 29). The drawing provided shows a ground elevation of approximately 55.3 feet; however, the NGVD 88 datum was used. In order to convert to the NGVD 29 datum, 3.2 feet must be subtracted. When converted, the ground elevation is approximately 52.1 feet and the Base Flood Elevation (BFE) is 54.1 feet. In order to be out of the BFE, the bottom of the fence must be 2.0 feet above ground.

With regards to the concrete block wall, there is no permit on record for this wall however, records indicate that it was there prior to the Flood Ordinance adopted in 1991. Additional research has found reference to an existing concrete-bank, flood protection measure that has been recognized in FEMA's Flood Insurance Study for the City of Ferndale, dated January 7, 1998. For this reason, we feel as though the impact of the existing concrete wall has already been accounted for and used to determine the 100-year flood elevation within this area. Based on the survey provided and historical documentation of the proposed aesthetic "cap", the original

495 Main
✓ covers

elevation of the wall (before the portion of the cap was installed) is approximately 54.8 feet (NGVD 29), which is above the flood elevation.

Based on the information provided, this office is willing to approve this application under the following conditions:

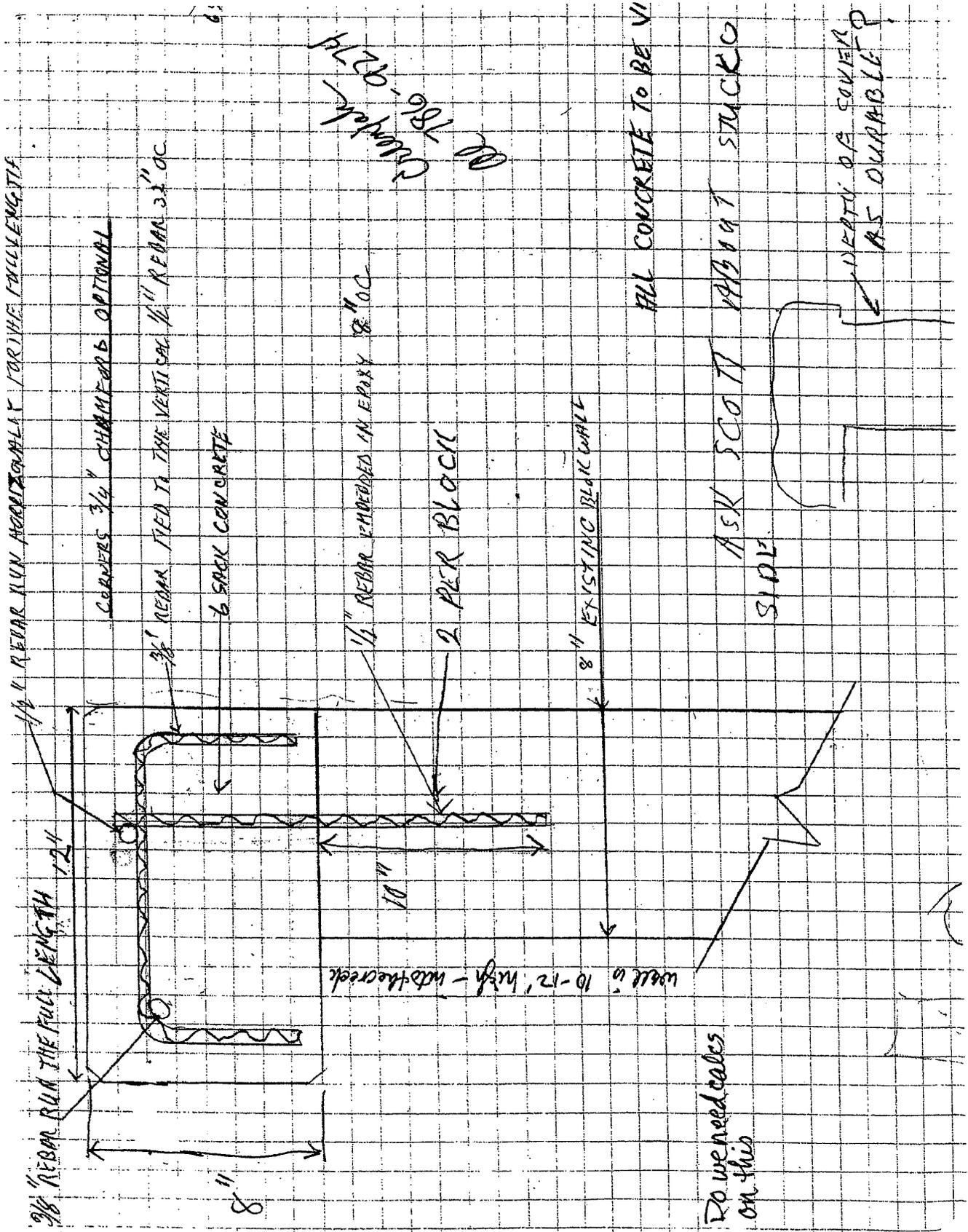
1. a. The proposed fence design must be modeled and certified by a professional civil engineer stating that the obstruction will not adversely affect the properties upstream or downstream or result in damaging increases in erosion, flood heights or velocities; and have structural components capable of resisting hydrostatic and hydrodynamic loads; or
 - b. The bottom of the proposed privacy fence must be installed at or above the 100-year flood elevation (54.1 feet, NGVD 29) and after completion, the bottom of fence elevation must be certified by a registered professional to be at or above the flood elevation.
2. The maximum height of the fence must be restricted to 6'. According to the City of Ferndale's Zoning Ordinance 02-02, Section 7.08.3 states that, "*...no fence, or wall used as a fence, shall exceed a height of six (6) feet on any portion of a City lot.*"
3. The proposed concrete cap on the existing concrete block wall can be completed, but must continue to be installed using the design submitted in July 2004 (see attached).

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

Sincerely,



Praj White, P.E.
City Engineer





July 11, 2013

David Yarrington
P.O. Box 125
Ferndale, CA 95536

RE: Westfall/Witham LLA & Subdivision (SD 1323 & LLA 1324)
Request for Additional Information
APN's 031-241-09 and -10

Dear Mr. Yarrington,

Thank you for submitting the Westfall/Witham LLA & Subdivision (SD 1323 & LLA 1324) application on behalf of Mr. Andrew Westfall to the City of Ferndale. The City Engineer has requested additional information be submitted prior to accepting the application as complete.

To complete our review, we request the applicant submit the following information:

1. In regard to the Lot Line Adjustment (LLA), the City of Ferndale requires an Owners' Statement is submitted, one for each property involved in the proposed project. It appears the Owners' Statement in the application package is for the subdivision. The Owners' Statement for the Lot Line Adjustment is attached. Please submit an Owners' Statement for both APN 031-241-09 and 031-241-10.
2. The City of Ferndale Subdivision Ordinance, #99-04, §1.703(5) requires a written statement from the Applicant explaining the reason(s) for the proposed Lot Line Adjustment be submitted with the application package. This statement did not appear to be included with the application package.
3. The City of Ferndale Subdivision Ordinance, #99-04, §1.502.2 sets forth the requirements for the Tentative Map. The following pieces of information appear to be missing or incomplete:
 - Please show the path of dry utilities, including septic and water location for the Witham Parcel (APN 031-241-10)(§1.502.2(h)(1)).

✓ Corres
Westfall SD 1323
Witham LLA 1324

- The location, width and purpose of all proposed and existing easements (§1.502.2(h)(6) & §1.502.2(i)(3)).
- Sensitive habitat areas including ponds, natural waterways, marshes, etc. (§1.502.2(h)(10)).
- Show land uses on adjacent parcels per the City of Ferndale General Plan and Zoning Map (§1.502.2)(h)(12).
- The approximate proposed lot layout and the approximate dimensions of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot. An estimate of proposed grading and fill volumes shall be provided (§1.502.2(i)(5)).
- A statement that all easements of record are shown on the tentative map and will appear on the recorded subdivision map.

The City of Ferndale Subdivision Ordinance #99-04 §1.502.3 sets for the requirements for data and reports that should accompany the Tentative Map. Please submit the following data or reports with the revised Tentative Map:

1. Soils Report (§1.502.3)(a)
2. Utility Certification (§1.502.3)(e)

Please submit the revised Tentative Map and data requested above at your earliest convenience. Once we receive these items, will we be able to continue processing your permits. If you have any questions regarding this matter, please contact City Hall at (707) 786-4224.

Sincerely,



Melanie Rheaume, Planwest Partners
Contract City Planner

File: SD 1323 / LLA 1324
Correspondence

Cc: City Clerk
City Engineer

City of Ferndale
P.O. Box 1095; Ferndale, CA 95536

707.786.4224 – phone
707.786.9314 – fax

OWNER’S STATEMENT

Assessor’s Parcel Number _____ Date _____
Address _____

The following information is required by the various City Departments. Failure to furnish the required information will delay action.

LEGAL DESCRIPTION: (All ownerships comprising the Lot Line Adjustment.) Use extra sheet if necessary.

Property One:

Property Two:

DOMESTIC WATER: Source _____

SEWAGE: Method of Sewage Disposal _____

GRADING: Show on tentative map existing contours.

Is any grading of lots contemplated? _____

If yes, show preliminary grading design on the tentative map.

STREET IMPROVEMENTS: Are standard street improvements contemplated? _____

ZONING: Present _____ Proposed _____

USE: Indicate lot numbers under proposed use.

Single Family		Commercial	
Multiple		Industrial	
Other		Agricultural	

City of Ferndale INCORPORATED 1893



July 9, 2013

David Yarrington
P.O. Box 125
Ferndale, CA 95536

Re: Parcel Merger of existing APN 031-132-03 and 013-132-17, located between 619 and 703 Main Street, Ferndale, CA.

Dear Mr. Yarrington,

On July 8, 2013 a public hearing was held for the requested Parcel Merger of APN 031-132-03 & 013-132-17, located between 619 and 703 Main Street. The merger was approved, subject to the attached conditions of approval.

Once the conditions of approval have been satisfied, the City Engineer will complete a final check of the Parcel Merger Map and documentation. A Notice of Merger and Certificate of Subdivision Compliance cover sheet should be prepared for submittal to the County Recorder with the Final and/or Parcel Map. You will be responsible to pay applicable County fees. The applicant has also been notified.

If you have any questions or concerns, please do not hesitate to call me at (707) 825-8260.
Sincerely,

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

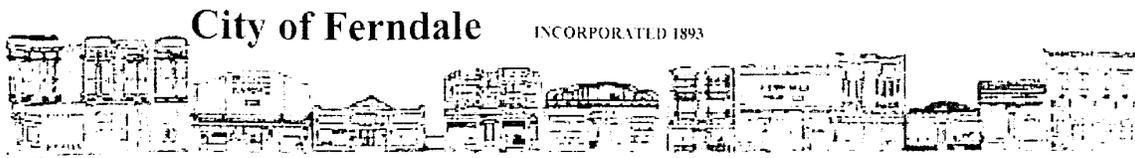
Enc: Findings of Fact
Conditions of Approval
File: Hadley Merger
✓ Correspondence
Cc: Willis Hadley
City Clerk
City Engineer

FINDINGS OF FACT

1. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale Subdivision Ordinance §1.11, which states "Contiguous legal parcels owned by own and the same owner can be combined into one parcel, thus constituting a "Merger."
2. The proposed project as outlined and conditioned conforms to and is consistent with Subdivision Map Act §66499.21, §66499.22 and §66499.23.
3. The proposed project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 5 Categorical Exemption per §15305 of CEQA Guidelines. Class 5 exempts minor alterations to land use limitations, such as Lot Line Adjustments, variances, and reversions to acreage on land with a slope of less than 20% that do not result in changes in land use or density.
4. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associated with the C-2-D zone.
5. The existing project, as outlined and with conditions:
 - Maintains the integrity and character of the zone (or neighborhood);
 - Is not detrimental to the public health, safety, or welfare;
 - Is compatible with the maintenance of a healthful residential living environment and the predominantly residential character of the area;
 - Does not significantly impact the general peace, safety, comfort, health and welfare of the zone/residential communities; and
 - Is compatible with and does not detract from the character and aesthetics of the adjacent zones.

CONDITIONS OF APPROVAL

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the merger, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Notice of Merger being submitted to the County Recorder for filing.
2. The Merger shall be reflected in a Final and/or Parcel Map, one of which will be recorded. The Map will need to be reduced to 8.5 x 11 and should be recorded with Notice of Merger & Certificate of Subdivision Compliance cover sheet. (Ferndale Subdivision Ordinance 1.1103).



July 9, 2013

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

Re: Parcel Merger of existing APN 031-132-03 & 013-132-17, located between 619 and 703 Main Street, Ferndale, CA.

Dear Mr. Hadley,

On July 8, 2013 a public hearing was held for the requested Parcel Merger of APN 031-132-03 & 013-132-17, located between 619 and 703 Main Street. The merger was approved, subject to the attached conditions of approval.

Once the conditions of approval have been satisfied, the City Engineer will complete a final check of the Parcel Merger Map and documentation. A Notice of Merger and Certificate of Subdivision Compliance cover sheet should be prepared for submittal to the County Recorder with the Final and/or Parcel Map. You will be responsible to pay applicable County fees. Your agent (David Yarrington) has also been notified.

If you have any questions or concerns, please do not hesitate to call me at (707) 825-8260.

Sincerely,

A handwritten signature in black ink, appearing to read "Melanie Rheaume", is written over a horizontal line.

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

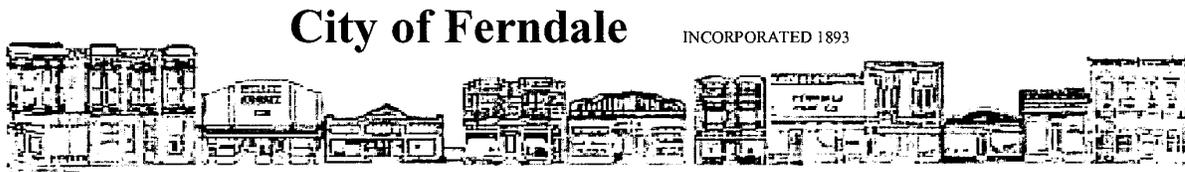
Enc: Findings of Fact
Conditions of Approval
File: Hadley Merger
✓ Correspondence
Cc: David Yarrington
City Clerk
City Engineer

FINDINGS OF FACT

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2. The proposed project as outlined and conditioned conforms to and is consistent with Subdivision Map Act §66499.21, §66499.22 and §66499.23.
3. The proposed project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 5 Categorical Exemption per §15305 of CEQA Guidelines. Class 5 exempts minor alterations to land use limitations, such as Lot Line Adjustments, variances, and reversions to acreage on land with a slope of less than 20% that do not result in changes in land use or density.
4. The proposed project as outlined and conditioned conforms to and is consistent with the Ferndale General Plan and conforms to the Ferndale Zoning Ordinance and the requirements associated with the C-2-D zone.
5. The existing project, as outlined and with conditions:
 - Maintains the integrity and character of the zone (or neighborhood);
 - Is not detrimental to the public health, safety, or welfare;
 - Is compatible with the maintenance of a healthful residential living environment and the predominantly residential character of the area;
 - Does not significantly impact the general peace, safety, comfort, health and welfare of the zone/residential communities; and
 - Is compatible with and does not detract from the character and aesthetics of the adjacent zones.

CONDITIONS OF APPROVAL

1. The applicant shall be responsible to pay all applicable fees, deposits or charges associated with the processing and finalizing of the merger, and/or otherwise owed to the City of Ferndale. All applicable or other required fees shall be paid to the satisfaction of the City of Ferndale prior to the Notice of Merger being submitted to the County Recorder for filing.
2. The Merger shall be reflected in a Final and/or Parcel Map, one of which will be recorded. The Map will need to be reduced to 8.5 x 11 and should be recorded with Notice of Merger & Certificate of Subdivision Compliance cover sheet (Ferndale Subdivision Ordinance 1.1103).



DATE: July 8, 2013

TO: David Yarrington
P.O. Box 125
Ferndale, CA 95536

RE: Hadley Application for Parcel Merger
Update Parcel Merger Map Requested
APNs 031-051-15 et al

Dear Mr. Yarrington,

Thank you for submitting the Merger Application on behalf of Mr. Willis D. Hadley to the City of Ferndale. Upon review of the application materials, we find the application to be incomplete. First, the Tentative Map seems to be missing the following information as required by the City of Ferndale Subdivision Ordinance #99-04:

1. Section 1102(d) (2) requires the Preliminary Title Report shall be dated no more than sixty (60) days prior to the filing of the application. The date of the Preliminary Title Report included in this application is February 22, 2013 and the date of the application is June 5, 2013. Please submit a new Preliminary Title Report dated within 60 days of the application.
2. Section 1.1102(d)(4) requires that the Tentative Map include accurate location of all property lines include existing and proposed lot lines. We are requesting you submit a map showing all the existing parcel lines.
3. Section 1.1102(d)(5) requires accurate location of all existing and proposed right-of-ways, easements, existing and proposed structures and adjacent streets and roads appear on the parcel map. Please update the map to include these items.
4. Section 1.1102(d)(6) requires all Assessor's Parcel Numbers and current zoning be shown on the map. Specifically, APN 031-061-03 appears to be missing from the map. Please ensure all APNs included in the parcel merger appear and are labeled correctly on the map (attachments to the Tentative Map will be acceptable):

Additionally, more information is required for the City of Ferndale to process the application. The following is a list of the additional information we are requiring (see next page):

*✓ correct
Hadley 7-parcel merger*

Mr. David Yarrington

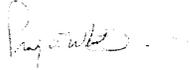
07/08/2013

Page 2

1. Please explain the necessity or purpose of the parcel merger.
2. Please describe how Del Oro Company will be maintaining access to their parcels.
3. Please provide additional maps for the smaller scale parcels that show the details in a larger scale.
4. Please provide permit status with the Department of Fish and Wildlife pertaining to the drainage improvements on Parcel No. 3 as indicated on the Parcel Merger Map.
5. The symbols for APN 031-051-18 appear to be mislabeled. Please revise as necessary.

Please submit a revised Tentative Map and the additional information requested above to enable us to continue processing this application. If you have any questions regarding this matter, please contact me at 444-3800, extension 7440.

Sincerely,



Praj White, P.E.

City Engineer

cc: Willis Hadley, Applicant
Melanie Rheaume, City Planner, Planwest Partners

City of Ferndale

INCORPORATED 1893



DATE: July 9, 2013

TO: Melanie Rheume, City Planner
City of Ferndale
c/o Planwest Partners
1125 16th St # 200
Arcata, CA 95521

RE: **Westfall/Witham LLA & Subdivision (SD 1323 & LLA 1324)**
Request for Additional Information
APNs 031-241-09 and -10

Dear Ms. Rheume,

Thank you for referring the Westfall/Witham LLA & Subdivision (SD 1323 & LLA 1324) application with our office. We are requesting additional information be submitted prior to accepting the application as complete.

To complete our review, we request the applicant submit the following information:

1. In regard to the Lot Line Adjustment (LLA), the City of Ferndale requires an Owners' Statement is submitted, one for each property involved in the proposed project. It appears the Owners' Statement in the application package is for the subdivision. The Owners' Statement for the Lot Line Adjustment is attached. Please submit an Owners' Statement for both APN 031-241-09 and 031-241-10.
2. The City of Ferndale Subdivision Ordinance, #99-04, §1.703(5) requires a written statement from the Applicant explaining the reason(s) for the proposed Lot Line Adjustment be submitted with the application package. This statement did not appear to be included with the application package.
3. The City of Ferndale Subdivision Ordinance, #99-04, §1.502.2 sets forth the requirements for the Tentative Map. The following pieces of information appear to be missing or incomplete:
 - Please show the path of dry utilities, including septic and water location for the Witham Parcel (APN 031-241-10)(§1.502.2(h)(1)).
 - The location, width and purpose of all proposed and existing easements (§1.502.2(h)(6) & §1.502.2(i)(3)).

✓ covers
Westfall SD 1323
Witham CA 1324

Ms. Melanie Rheaume

07/09/2013

Page Two

- Sensitive habitat areas including ponds, natural waterways, marshes, etc. (§1.502.2(h)(10).
- Show land uses on adjacent parcels per the City of Ferndale General Plan and Zoning Map (§1.502.2(h)(12).
- The approximate proposed lot layout and the approximate dimensions of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot. An estimate of proposed grading and fill volumes shall be provided (§1.502.2(i)(5).
- A statement that all easements of record are shown on the tentative map and will appear on the recorded subdivision map.

The City of Ferndale Subdivision Ordinance #99-04 §1.502.3 sets for the requirements for data and reports that should accompany the Tentative Map. Please submit the following data or reports with the revised Tentative Map:

1. Soils Report (§1.502.3)(a)
2. Utility Certification (§1.502.3)(e)

Please submit the revised Tentative Map and data requested above at your earliest convenience. Once we receive these items, will we be able to continue processing your permits. If you have any questions regarding this matter, please contact me at 444-3800, extension 7440.

Sincerely,



Praj White, P.E.

City Engineer

cc (via email): Nancy Kaytis-Slocum, City Clerk



MEMORANDUM

DATE: August 5, 2013
TO: Jay Parrish, City Manager
City of Ferndale
FROM: Melanie Rheaume, Contract City Planner
SUBJECT: Treatment of Backs and Sides of Buildings in the Design Review
Combining Zone

Now and again the question arises as to whether or not the Design Review Committee may approve the use of more economical materials on the backs and sides of buildings in the Historic District. The Committee has in the past recommended approval of such projects in conformance with State and local regulations, including the City's Zoning Ordinance and the California Environmental Quality Act.

On November 15, 2012, the Planning Commission unanimously approved a request for a Design Review Use Permit to cover existing siding with Hardipanel® siding on the back of the building at 535 Main Street. The Design Review Committee had previously reviewed the proposed project and unanimously passed a motion to recommend that the application be forwarded to the Planning Commission with the Committee's recommendation for approval of the proposed project.

Ferndale ordinances and policies do not currently specify what materials may be used for historic building repairs. The practice is to apply decorative, detailed materials that are more reflective of period craftsmanship on building facades visible from the street, but the City lacks a clear policy to guide this practice. The 535 Main Street application to use Hardipanel® siding provided an opportunity for the City to discuss this issue.

The following describes the project and the conclusions the Design Review Committee and Planning Commission arrived at to approve this request to apply more economical materials to the back and sides of buildings.

535 MAIN STREET DESIGN REVIEW USE PERMIT

PROJECT DESCRIPTION:

The City had received an application for a building permit proposing to cover existing asbestos 4' x 8' panel siding with 4' x 8' Hardipanel® siding on the back of the building at 535 Main Street. The existing asbestos panels were approximately 50 years old. The back of the building fronts on Francis Creek and is not visible from Main Street. The back and portions of the sides of the building may be seen from Shaw Street. Originally constructed in 1901, the building at 535 Main Street is listed on the National Register of



Historic Places and is considered a historical resource and a contributing building in the Main Street Historic District.

APPLICABLE REGULATIONS AND ANALYSIS:

California Environmental Quality Act

Because issuing a Design Review Use Permit constitutes a discretionary action of the City, the proposed project was subject to CEQA. Planning staff determined that the proposed project was eligible for a Class 31 Categorical Exemption under CEQA guidelines §15331 Historical Resource Restoration/ Rehabilitation. The Class 31 Categorical Exemption “consists of projects limited to maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of the Interior's Standards.”

The following are the relevant excerpts from the Secretary of the Interior's Standards:

- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

The National Register description of the building does not mention any materials or features on the rear of the building as distinctive or as characterizing the property. The material replaced on the back and sides of the building was asbestos paneling, not the original material nor one that is consistent with the architectural period.

The Design Review Committee and Planning Commission concurred with staff that the asbestos siding did not contribute to the historic character of the property and was not a distinctive historic feature, therefore the proposed project was considered categorically exempt as per CEQA guidelines §15331.

Zoning Ordinance

Zoning Ordinance 02-02 §6.05.5 directs the Design Review Committee and Planning Commission to “consider the proposed structure or building in conjunction with the appearance and design of other structures and/or buildings in the zone in an endeavor to provide that the proposed structure or building will not be unsightly, obnoxious or undesirable in appearance to the extent that it will hinder the harmonious development of the zone, impair the desirability of the zone for the uses permitted therein, limit the opportunity to attain optimum use and value of the land and improvements or otherwise adversely affect the general property and welfare.”



According to Zoning Ordinance 02-02 §6.05.1, Design Review procedures were established to:

- Ensure that the architectural design of structures and their materials and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
- Ensure that new structures and/or modification, alteration, enlargement of existing structures occur in a manner consistent with Ferndale General Plan policies.

These objectives do not preclude the use of non-historic materials where their use would be “visually harmonious with and conceptually consistent in character and scale” with the buildings in the immediate vicinity. Because other buildings in the Historic District tend to treat the portions of buildings visible from Main Street differently than the less visible portions, and the building at 535 Main Street followed this practice, the proposed project was considered to comply with this Design Review objective.

The proposed project was found to be consistent with Ferndale General Plan Historical and Cultural Resources Element goals and policies, including:

Goal 1: Preserve Ferndale’s distinctive and valued historic district, structures, and sites representing various periods of the City’s history; and

Policy 1.4: Encourage the use of the Secretary of Interior Standards and the State Historic Building Code as guidelines for the preservation and rehabilitation of historic properties.

In determining that the proposed project was categorically exempt from CEQA, the argument was made that the proposed project was consistent with the Secretary of the Interior’s Standards, and that the existing asbestos panels had no historical significance.

CONCLUSION:

Approval of the 535 Main Street siding project demonstrated that findings could be made to allow for application of more economical materials on the rear and sides of buildings. However, it is important to remember that similar findings may not be applicable to all projects. The Design Review Committee is tasked with thoroughly reviewing each proposed project’s conformance with applicable State and local regulations (including CEQA and Ferndale’s Zoning Ordinance).

Section 9: Staff Reports

CITY PLANNER July:

Task 1 – General Planning

- Coordinated with City Manager and City Clerk on Fee Schedule Update.
- Attended 6/6 City Council meeting. Prepared and presented staff report and Resolution 2013-09 authorizing Planning staff to assist the Sign Ordinance Committee in completing Draft Sign Ordinance Sections 1003, 1006, and 1007, and reorganize, revise, and consolidate completed sections. Prepared and presented Housing Element Implementation Plan and staff report.
- Attended 6/19 Planning Commission meeting. Prepared and presented staff report reviewing new Planning Commissioner and Design Review Committee Member orientation conducted on 5/15. Prepared and presented Sign Ordinance Completion staff report.
- Corresponded with property owner on proposed project in City Right of Way. Coordinated with City staff on best approach.
- Coordinated with City Clerk on inquiry regarding setback requirements in R-1B-2 zone, public hearing and noticing requirements, GIS data library, Zoning Ordinance definitions, and PC meeting minutes. Provided Ferndale Zoning Map with enhanced color differentiation.
- Received and reviewed correspondence from Governor's Office of Planning and Research regarding Ferndale's General Plan status. Corresponded with agency representative.
- Revised Planning Application Checklist to clarify Parcel Merger roles and responsibilities.
- Responded to inquiry from AT&T representative regarding backup generator permitting requirements for 989 Milton Ave.

Task 2 – Reimbursable Fee Planning

- Coordinated with City Clerk and Engineer on application for Parcel Merger. Initiated Planner's Report. Mailed notice of Public Hearing to applicant and property owner and sent to Ferndale Enterprise for publication.

Task 3 – Special Projects

- Sign Ordinance Update
 - Coordinated with City Manager and members of the Sign Ordinance Committee on direction and completion of draft Sign Ordinance. Reviewed complete draft Sign Ordinance sections. Prepared Resolution 2013-17 authorizing Planning staff to assist the Sign Ordinance Committee in completing Draft Sign Ordinance sections and to reorganize, revise, and consolidate completed sections. Council authorized completion. Initiated completion of Sections 1003, 1006, and 1007.
- Permits & Fees Update
 - 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.
 - Coordinated with City Clerk on Fees and Fines Schedule update. Updated Planner section.
- General Plan Implementation & Scoping

- Prepared General Plan Housing Element Implementation Plan for Housing Element and State housing regulation compliance. Presented at 6/6 CC Meeting. Initiated preparation of authorization for implementation.
- Hazard Mitigation Planning
 - Continued coordination with City Manager on HMP update.
 - Energy Assurance Plan – coordinated with CaLEAP representatives to identify gaps in City Key Assets’ energy resiliency. Coordinated with City Manager on projects and actions to address gaps.

CITY PLANNER August:

Task 1 – General Planning

- Corresponded with property owner on proposed project in City Right of Way. Coordinated with City staff on best approach.
- Responded to inquiry from AT&T representative regarding backup generator permitting requirements for 989 Milton Ave.

Task 2 – Reimbursable Fee Planning

- Hadley Merger: Coordinated with City Clerk and Engineer on application for merger of two parcels located between 619 and 703 Main Street. Prepared Planner’s Report and Project Report for 7/8 City Council meeting and Public Hearing. Sent applicant and agent notice of Council action.
- Hadley Merger 2: Coordinated with City Engineer’s office on application for merger of seven parcels at the south end of Francis Street. Initiated application review. Application incomplete.
- Westfall Witham Minor Subdivision and Lot Line Adjustment: Coordinated with City Engineer’s office on application for Lot Line Adjustment and Minor Subdivision at 1210 and 1234 Rose Ave. Initiated application review. Routed materials to City Engineer. Prepared and sent correspondence to applicant and agent re: application incomplete.

Task 3 – Special Projects

- Sign Ordinance Update
 - Continued revision, completion, and consolidation of draft Sign Ordinance.
- Permits & Fees Update
 - 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.
 - Coordinated with City Clerk on Fees and Fines Schedule update. Updated Planner section.
- Hazard Mitigation Planning
 - Continued coordination with City Manager on HMP update.
 - Energy Assurance Plan – coordinated with CaLEAP representatives to identify gaps in City Key Assets’ energy resiliency. Coordinated with City Manager on projects and actions to

address gaps. Attended CaLEAP workshop on 7/1. Revised draft EAP to reflect additional information and insights from workshop.

- Regional Housing Needs Allocation
 - Reviewed correspondence and calculations from Humboldt County Association of Governments (HCAOG).
 - Met with HCAOG Executive Director Marcella Clem on 7/11 to review allocation and implications. Consulted with City Manager on Ferndale's allocations by income category.
- Deputy City Clerk Staffing Services
 - Coordinated with City Manager on proposal and authorization for temporary change in City of Ferndale staffing whereby the City Manager adopts the title of City Clerk and Planwest Partners, Inc expands current duties to provide Deputy City Clerk services at the City Managers direction. Met with City Manager and Mayor to discuss. Prepared staff report and Resolution 2013-20. City Council unanimously approved.
 - Prepared Deputy City Clerk Services Transition Plan Initial Implementation for July 10th meeting with City Manager and City Clerk. Met at City Hall to begin implementation. Reviewed City Clerk and Deputy City Clerk duties and developed tentative schedule. Updated Deputy City Clerk Duties checklist.

CITY CLERK ACTIVITY: July

Meetings

- Daily meetings with City Manager regarding work schedule.
- City Council Meeting 6/6/13
- Planning Commission meeting 6/19/13.

Projects

- Continue sewer charge process: received water usage report from DelOro Water
- Discussed retaining wall caps with City Manager and City Engineers.
- Continue Creek Cleanout: PW submitted list of affected properties.
- Reviewed Design Review Minutes. Placed newspaper ad for Design Review Committee member, placed notices on bulletin boards.
- Researched retaining wall, going back to records from 1995, sent info to City Engineer.
- Sent in six months of reports of "Building or Zoning Permits issued for new Privately-owned housing units" to the US Census Bureau.
- Transcribed notes from the Administrative Review / Orientation 5/15/13 meeting. Sent to Planwest for review.
- Processed Building and Land Use Permit applications,
 - Merger for Willis Hadley at end of Francis Street
 - Second Dwelling Unit (SDU) for 831 Main Street approved administratively
 - Building Permit for SDU at 831 Main Street
 - 1057 Fifth Street – addition.
 - 176 Francis Street – sidewalk and driveway repair
- Made appropriate changes to the web-page
- Counter and phones

- Reconcile deposits
- Updated Master Mailing List addresses from cards returned on three APN's
- Prepared City Council Agenda packet for June 6, 2013
 - Reviewed Deputy City Clerk minutes
- Prepared Drainage Committee Agenda packet for June 13, 2013
- Prepared Planning Commission Agenda packet for June 19, 2013
- Continue to train deputy city clerk on procedures.

CITY CLERK ACTIVITY - August

Meetings

- Daily meetings with City Manager regarding work schedule and listening to reports on City Manager meetings.
- City Council 6/25/13; 7/8/13; 7/23/13

Projects

- Sent out letters to property owners adjacent to Francis Creek regarding cleanout.
- Advertised for Public Works Worker and Restroom Custodian positions.
- Transcribed minutes for the Drainage Committee meeting dictated by Jay Parrish.
- Analyzed 17/48 Francis Street and combined files and folders, separated projects and wrote email explaining this item.
- Met with George Williamson, Melanie Rheaume, and Jay Parrish regarding City Clerk responsibilities. Met with George Williamson and Christinia Wile on City Clerk responsibilities.
- Beginning to train Planwest's Christina Wile on City Clerk responsibilities
 - Filing in address files
 - Files in City Clerk's office
 - Building permits
 - Land use permit
 - Reports – strong motion fee reports
 - Filing system on Computers
 - Business Licenses
 - Dog Licenses
- Processed Building and Land Use Permit applications
 - 1345 Main Street – convert 2 bdrms + 1 bath downstairs to create master suite.
 - 1226 Main Street – Addition & Remodel to make house a 3/1 ½ from 2/1; re-roof
 - 888 Howard Street – Carport off existing garage
- Made appropriate changes to the web-page
- Checked with NVB on signatures after I retire
- Checked with Post Office on keys for boxes
- Counter and phones
- Reconcile deposits
- Prepared City Council-Drainage Committee Agenda packet for July 23, 2013
- Prepared Planning Commission Agenda packet for June 19, 2013
 - Transcribed minutes from the June 19, 2013 meeting
 - Printed and filed the May, 2013 minutes
- Prepared City Council Agenda Packet for 7/8/13 City Council Meeting
 - Transcribed minutes

- Filed Ordinances and Resolutions from the meeting
 - Resolution 2013-19 Hadley Merger – made copy for file; completed land use packet and filed
 - Resolution 2013-20 City Clerk Services, copy in Planwest file.
 - Purchasing Ordinance 2013-01 – notice in newspaper, have Mayor sign. Distribute copies. Amend Ordinance List. File original.
 - Resolution 2013-21, Adopting the FY 13-14 Operating Budget
 - Filed with copy of Operating Budget presented during the 7/8/11 study session.
 - Resolution 2013-22, Adopting the FY 13-14 Fees and Fines Schedule
 - Made copies and distributed
 - Changed forms that list the fees and fines, copied and replaced old forms.

Section 10: Design Review

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 6/20/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:39 a.m. Committee Members Marc Daniels and Mark Giacomini were present along with City Manager Jay Parrish and Deputy City Clerk Lacy Pedrotti. Committee Member Lino Moggi was absent.

495 Main Street: Build a 6'6" privacy fence with a 2ft gap at the bottom for flood water.

MOTION: Approved the visual of the fence since it is over 6 feet, this applicant must go to the Planning Commission for the final approval to build. **(Mark Giacomini/Marc Daniels)**

Unanimous

452 Main Street: Replace failing painted particle board entry with 2"x2" grey non-slip tile.

MOTION: Approved the removal of the particle board and install grey non-slip tile to the entry of the building. **(Mark Giacomini/Marc Daniels) Unanimous**

1226 Main Street: City Staff misunderstood what Holgersen Construction was requesting.

Design Review Committee approved plans on 5/23/13. Holgersen was submitting extra copies of plans to City Planner and City Inspector. No action required.

543 Main Street: Business owner replaced the awning and found wood rot. Contractor decided to use Hardi Board. Discussion on the use of Hardi Board vs. Hardi Plank. Chairman Dane Cowan directed Staff to find the legal description of materials that can be used on Main Street and the Historical District.

Discussion: Veteran Hall is not the City of Ferndale property it belongs to the County. The public facility is constructing a 4ft plus cement wall (monument) and does not need to go through Design Review.

There was no further business to discuss. Meeting adjourned at 9:35 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 6/27/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:31 a.m. Committee Members Marc Daniels and Mark Giacomini were present along with Deputy City Clerk Lacy Pedrotti. Committee Member Lino Moggi joined meeting at 8:50am.

Minutes: May 23 and June 20, 2013 were all approved with a spelling correction on May 23, 2013 minutes "partial" to "particulate." **(Marc Daniels/Mark Giacomini) Unanimous**

1289 Madison: George Warren (Contractor) represented property owners. Remove brow roof and wrap porch (in front of house) along with sunroom (on side of house) and chain link fence (in front of house). Replace porch with flat roof and turned columns the new fence will be setback and made of wood. George Warren was advised that the color sample that was sent to Design Review last year along with any banisters or railings need to be resubmitted to Design Review. **MOTION:** Approved new porch, fence and removal of the sunroom. **(Mark Giacomini/Marc Daniels) Unanimous**

Design Review Approval Sign Off:

Applicant	St#	Street	DR#	DR Final
Leonardi Dennis	161	Francis	DR1220	Dane Cowan
Leonardi Dennis	161	Francis	DR1227	Dane Cowan
Brower Doug	543	Main	DR1302	Dane Cowan
Warner Michael	724	Main	DR1212	Dane Cowan
Warner Michael	724	Main	DR1231	Dane Cowan
Warner Michael	724	Main	DR1307	Dane Cowan
Simon Brian	832	Herbert	DR1306	Mark Giacomini
Morris Tom	1085	Main	DR1217	Dane Cowan
Keller Bruce	375A	Main	DR1313	Dane Cowan

Discussion: Chairman Dane Cowan directed Staff to add Vic-Chair for Design Review to next agenda as an Action Item.

Next Thursday is July 4, 2013 no meeting since it would be a Special Design Review Meeting.

There was no further business to discuss. Meeting adjourned at 9:02 am.

Respectfully submitted,
Lacy Pedrotti, Deputy City Clerk, City of Ferndale

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 7/11/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:31 a.m. Committee Members Marc Daniels, Mark Giacomini and Lino Mogni were present along with Deputy City Clerk Lacy Pedrotti.

543 Main: Doug Brower (merchant) was present requesting approval of his illuminated "Open" sign and "Espresso" sign in the front window along with a sandwich board in the front window with his menu listed. **MOTION:** Approve illuminated signs and sandwich board in the front window. **(Lino Mogni/Mark Giacomini) 2 in favor, 2 abstain.** Send to Planning Commission.

1319 Main: Charles Collum (resident) was present requesting approval of a woodshed made of wood pallets with the dimensions of 7'x 8' x 18'. **MOTION:** Application as reads denied. **(Mark Giacomini/Marc Daniels) Unanimous vote.** Design Review recommendation is to keep the pallet woodshed below the existing fence.

495 Main: Flood barrier landscape wall that is not a permanent structure and only 2.5 feet tall. **MOTION:** Accept the visual impact of structure only. **(Marc Daniels/Mark Giacomini) 3 in favor 1 abstain.**

393 Main: Remove of dilapidated built on lean to (added in 1960's) at the back of the building. **MOTION:** Accept demolition of lean to. **(Lino Mogni/Mark Giacomini). Unanimous vote.**

Discussion: Chairman Dane Cowan submitted a letter requesting a Leave of Absence for the next three months starting July 18, 2013 to the Design Review Committee.

There was no further business to discuss. Meeting adjourned at 9:15 am.

Respectfully submitted,

Lacy Pedrotti, Deputy City Clerk
City of Ferndale

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 7/25/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:35 a.m. Committee Members Lino Mogni and Mark Giacomini were present along with City Clerk Nancy Kaytis-Slocum. Committee Member Marc Daniels was absent.

Minutes: Minutes from the June 27 and July 11, 2013 meetings were approved.”

(Daniels/Mogni) Unanimous.

1289 Madison: George Warren (Contractor) represented property owners. Change paint colors: house, china white, large garage: French Grape Field and China White trim; change interior passage door on Southeast corner to Exterior entry door. **MOTION:** Approve project as presented. **(Giacomini/Mogni) Unanimous.**

424 Main Street: After some discussion on use of hardiplank on historical buildings, it was noted that its use can be approved on backs and sides of buildings where it cannot be seen by the public, but that the Design Review Committee still has approval of the aesthetics. **MOTION:** Approve the use of hardi-lap on the rear of the building at 424 Main Street. **(Mogni/Giacomini) Unanimous.**

332 Ocean: **MOTION:** Approve paint colors at 332 Ocean. **(Giacomini/Mogni) Unanimous.**

Selection of Vice-Chair: **Mark Giacomini** was nominated and received three votes. He is the new vice-chairman.

Design Review Sign offs: There were no new sign-offs.

Committee member comments: When a sign off is complete, it was suggested that staff call the applicant or send a copy of the signed-off application.

The meeting was adjourned at 9:06AM

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 8/1/13 - 8:30am meeting

Chairman Dane Cowan opened the meeting at 8:40 a.m. Committee Members Mark Giacomini and Lino Mogni were present along with City Clerk Nancy Kaytis-Slocum. Marc Daniels was absent.

436 Brown: There was some discussion on whether government buildings are exempt from having to go through Design Review or even have to get a building permit. The secretary will get an opinion from the City Planner. **MOTION**: Approve removal of failed siding, replace siding with horizontal hardi, paint, replace windows and remove slide door. **(Giacomini/Mogni)**
Unanimous.

There was no further business to discuss. Meeting adjourned at 8:57 am.

Respectfully submitted,

Nancy Kaytis-Slocum, City Clerk
City of Ferndale

Section 11: Adjourn