

City of Ferndale, Humboldt County, California USA

Minutes for Planning Commission Meeting of September 18, 2013

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

Study Session — Chair Jorgen Von Frausing-Borch called the Study Session to order at 6:07 pm. Commissioners Uffe Christiansen, and Dean Nielsen were in attendance. Commissioner Marc Daniels joined the meeting at 6:25 pm. Lino Moggi was absent. Sign Ordinance Committee member Michael Sweeney, staff Deputy City Clerk Christina Wile and City Planner Melanie Rheame were also present.

Karen Pingitore, President of the Chamber of Commerce, expressed her support of the draft ordinance, stating that the draft incorporates her input provided on behalf of the business community. Councilman and Sign Ordinance Committee member Michael Sweeney stated that the draft meets the requirement to have a defensible document protecting the City from liability issues while maintaining a user-friendly format and distributed a flowchart for navigating the Ordinance that he suggested become part of the application for a new business license.

Former Sign Ordinance Committee and Design Review Committee member Michael Baily stated that the ordinance is enforceable, explainable, well accepted by the business community.

Chairman Von Frausing-Borch requested that Sandwich boards should be located within a block of the associated business location. Discussion by members of the Commission and attendees ensued, and no direction to change the Ordinance was given.

Planning Commission and attendees concurred on several suggested revisions, and staff was directed to make the following changes to the draft ordinance:

- §6.2.3.5 – Increase maximum flag pole height in a residential zone to 20 feet.
- §3.1.3 – Revise Historical Signs to include all signs older than 50 years and specify that exemption is nullified if signs are relocated.
- §8.6 – Specify that signs may be placed in the Right of Way with encroachment permit from Caltrans.
- §8.6.1 – Specify that Right of Way includes sidewalk.
- §8.7.2.2 – Change “should” to “shall.”
- §8.7.2.3 – Change “should” to “shall.”
- §10.3.3.2 – Remove “nonresidential property.”

The Study Session was closed at 7:05 pm.

Call to Order — After a five minute break, Chairman Jorgen Von Frausing-Borch called the Regular Planning Commission to order at 7:09 pm. Commissioners Uffe Christiansen, Dean Nielsen, and Marc Daniels, along with staff Deputy City Clerk Christina Wile and City Planner Rheame were present. Those in attendance pledged allegiance to the flag.

Ceremonial — None.

3.0 Update Agenda

3.1 Proposed changes, modifications to agenda items — None

3.2 Commissioners comments — None

4.0 Approval of previous minutes

4.1 August 21 2013 — **MOTION: (Nielsen/Christiansen) Unanimous.** The August 21, 2013 minutes were unanimously approved.

5.0 Public Comment — None

6.0 Public Hearing

6.1 Westfall-Witham Lot Line Adjustment — City Planner Rheame presented the Project Report. Commissioner Nielsen expressed concerns that, considering that Parcel 1 could potentially be subdivided into 5 or 6 more lots, the existing 20 foot road would be too narrow and may pose public safety/traffic issues. Commissioner Nielsen suggested the proposed project and Tentative Map should include a 30 foot wide easement along the existing driveway to accommodate future improvements. Chairman Von Frausing-Borch asked if the current road meets fire safety requirements. City Planner Rheame informed the Commissioners that the City Engineer, the Fire Department and other agencies were sent the map and did not have comments about the road width.

Public comment: There are no plans to further subdivide the land in the back of the property. There are potentially 5 parcels back there. Commissioner Nielsen clarified that he would like to see a 30 foot easement, not require the applicant to build a 30 foot wide road.

6.2 Westfall-Witham Minor Subdivision — City Planner Rheame presented the Project Report. Public Comment: request that the Commission strike condition of approval number 3. This was erroneously included from LLA. There will only be one owner after subdivision. Condition number 9 requires for new water service to each parcel. Public would like to know if this is not considered public right of way. Public would like to defer the water service of the vacant parcel. Chairman Von Frausing-Borch informed the Commission that this has been done before. The Commission directed staff to modify the conditions as requested.

MOTION to adopt Resolution No. PC 2013-36 making the required findings of fact listed in Attachment A, to approve the Tentative Parcel Map as requested, subject to the conditions of approval listed in Attachment B, to subdivide one parcel located at 1234 Rose Avenue into two lots, Parcels 1 and 2 with changes to conditions of approval numbers 3 and 9.

(Daniels/Christensen) In favor: Daniels, Christensen, Von Frausing-Borch; Opposed: Nielsen

7.0 Business

7.1 Review draft Sign Ordinance and Make Recommendation to Council — Commissioners felt that this item was thoroughly covered in the Study Session. **MOTION** to approve the Draft Sign Ordinance as modified and recommend to the City Council **(Nielsen/Daniels) Unanimous.**

7.2 Design Review Committee Applicants — The Planning Commission received Doug Brower's letter of interest and application request from Deputy City Clerk Christina Wile. These documents were received by City Staff after the packet was compiled, but before the Design Review Vacancy closed. Planning Commissioners conducted a brief interview with Mr. Brower. The remaining two applicants were not present. The Planning Commission ranked all three applicants and returned their vote to Deputy City Clerk Wile. The Commission appointed Mr. Doug Brower to the Design Review Committee. This appointment will go before City Council on October 3, 2013.

7.3 Noise and Air Quality Element Scope — City Planner Rheame presented Noise and Air Quality Element Scope and recommended that the Commission review and recommend the scope to the City Council. **MOTION (Nielsen/Daniels) Unanimous.**

7.4 Design Review Committee Alternate — Commissioner Dean Nielsen was appointed as Design Review Alternate.

7.5 Selection of Planning Commission Secretary — Deputy City Clerk Christina Wile was appointed as Secretary of the Planning Commission.

7.6 Fire Suppression Sprinkler Code Update — Deputy City Clerk Christina Wile introduced the topic and explained that fire sprinklers are only required for new construction, remodeled houses or additions to older houses would not require sprinklers. Commissioner Nielsen asked if a separate water meter is required for water sprinklers. The City Building Official Arnie Kemp will be consulted on this matter.

7.7 Building and Land Use Permits — No action.

7.8 Design Review Committee Report — No Report.

8.0 Correspondence and Oral Communications — No action.

9.0 City Planner's and Deputy City Clerk's Staff Reports — No action.

10.0 Design Review Minutes — No action.

11.0 Adjournment – Next regular meeting October 16, 2013 — Meeting adjourned at 8:08 pm.

Respectfully submitted,

Christina Wile

Deputy City Clerk