

**CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.
AGENDA - CLOSED SESSION**

Location:	City Hall 834 Main Street Ferndale CA 95536	Date:	THURSDAY, January 9, 2014
		Time:	6:30 pm
		Posted:	January 2, 2014

1. CALL CLOSED SESSION TO ORDER – Mayor
2. Pursuant to Government Code 54954.5, Public Employee Performance Evaluation, City Manager
3. ADJOURN CLOSED SESSION

**CITY OF FERNDALE – HUMBOLDT COUNTY CALIFORNIA – U.S.A.
AGENDA - REGULAR CITY COUNCIL MEETING**

Location:	City Hall 834 Main Street Ferndale CA 95536	Date:	January 9, 2014
		Time:	7:00 pm
		Posted:	January 2, 2014

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

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

This City endeavors to be ADA compliant. Should you require assistance with written information or access to the facility, or a hearing amplification, please call 786-4224 24 hours prior to the meeting.

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

1. CALL MEETING TO ORDER – Mayor
2. PLEDGE ALLEGIANCE TO THE FLAG
3. ROLL CALL – City Clerk: John Maxwell; Ken Mierzwa; Stuart Titus; Michael Sweeney; Daniel Brown
4. REPORT OUT OF CLOSED SESSION
5. CEREMONIAL
6. MODIFICATIONS TO THE AGENDA
7. STUDY SESSIONS
8. PUBLIC COMMENT. (This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for

consideration, unless a finding is made by at least 2/3^{rds} of the Council 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.)

- 9. CONSENT CALENDAR. (All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Unless a specific request is made by a Councilmember, staff or the public, the Consent Calendar will not be read. There will be no separate discussion of these items. However, if discussion is required, that item will be removed from the Consent Calendar and considered separately under "Call Items.")
 - a. Approval of Minutes of the December 5, 2013 Regular City Council Meeting Page 5
- 10. CALL ITEMS
- 11. PRESENTATION / Community Forum
- 12. PUBLIC HEARING
 - a. Ordinance No. 2013-04, An Ordinance Amending Zoning Ordinance 02-02 Design Review, Sign and Parking Regulations Page 9
- 13. BUSINESS
 - a. 580 Main Street Update Page 11
 - b. Update from Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park Page 15
 - c. Update from Ad Hoc Committee to Review and Recommend Potential Uses of the Old Nilsen Property Page 16
 - d. Resolution No. 2014-01 Establishing City Council Meeting Schedule from February 2014 through January 2015 Page 17
 - e. Resolution No. 2014-02 Annual Events and Parades Street Closures Page 19
 - f. Review, confirm and appoint representatives to Committees, Boards and JPA's. Page 22
 - g. Schedule Annual Study Session with City Council, Planning Commission and Design Review Commission to Review Goals and Objectives and Committee Roles Page 24
- 14. CORRESPONDENCE Page 26
- 15. REPORTS
 - a. City Manager Report Page 31
- 16. ADJOURN

**This notice is posted in compliance with Government Code §54954.2.
The next Regular Meeting of the Ferndale City Council will be held on Thursday,
February 6, 2014 in the City Hall at 7:00 p.m.**

Section 1

CALL MEETING TO ORDER

Section 2

PLEDGE ALLEGIANCE

Section 3

ROLL CALL

Section 4

CLOSED SESSION REPORT OUT

Section 5

CEREMONIAL

Section 6

MODIFICATIONS TO THE AGENDA

Section 7

STUDY SESSIONS

Section 8

PUBLIC COMMENT

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction.

Items requiring Council 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 Council (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 9

CONSENT CALENDAR

All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion.

Is there anyone on the Council, Staff or the public that would like to pull an item off the Consent Agenda for scrutiny? Those items will be considered separately under "Call Items."

City of Ferndale, Humboldt County, California USA
City Council Minutes for December 5, 2013

Mayor Stuart Titus called the Regular City Council Meeting to order at 7:05PM. Present were Councilmen Ken Mierzwa, John Maxwell, Michael Sweeney and Daniel Brown along with staff City Manager Jay Parrish, City Clerk Elizabeth Conner and Police Chief Brett Smith. Those present pledged allegiance to the flag. The City Clerk called roll and all council members were present. Report out of Closed Session: Mayor Titus stated that there was no reportable action out of tonight's closed session.

Ceremonial: A Proclamation for Human Rights Awareness Month was read.

Modifications to the Agenda: None

Study Sessions: None

Public Comment: None

Consent calendar: No pulled items. Accept Accounts Payable October 2013 and Approve Council Minutes of November 7, 2013. **MOTION: (Titus/Mierzwa) Unanimous.**

Call Items or Presentations: None

Public Hearing:

Ordinance No. 2013-04, an Ordinance Amending Zoning Ordinance 02-02 Design Review, Sign and Parking Regulations: City Manager Jay Parrish recommend that the item be continued until the Council's meeting in January as the Planning Commission had not yet voted on this item. Planning Commission member Dean Nielsen was in the audience and commented that the Planning Commission was working on the parking issue and that it would be good if two members of the Planning Commission could participate in any ad hoc committee's on the parking issue. Council member Sweeney commented that it seems like this ordinance is important for making the Zoning Code consistent with the Design Review Standards. **MOTION** to continue to public hearing on Ordinance No. 2013-04 to the January 2014 City Council Meeting **(Titus/Sweeney) Unanimous.**

Business:

Design Review Committee Applicant: Staff reported that the Planning Commission had reviewed the application of Paul Gregson, heard from the applicant and recommended that the City Council appoint Mr. Gregson to the DRC. The application was to fill the vacancy created when member Dane Cowen left the Commission. Mayor Titus thanked Mr. Gregson for his interest and application to the committee. **MOTION** to appoint Paul Gregson to the Design Review Committee **(Maxwell/ Mierzwa) Unanimous.**

580 Main Street Update: City Manager Jay Parrish reported that contract City Planner Rheaume reported that we are still waiting for the applicant to complete her application for Design Review. City Manager Parrish said the Planner has communicated to the applicant what specific items are needed to complete the application. City Manager further explained that until a complete application is received, it is not yet known what the other specific steps or costs will be, including whether or not the project will need an additional CEQA review because it will depend on how many changes there were from the original application that was given DR approval. The applicant, Nancy Trujillo, stated that she believed she had done all she had been asked to do and didn't understand why she was being held up now. She said that she wanted to know what the total fees would be before going further. Staff discussed that until the full application was received, it was unknown what fees would apply and that if the project had no changes from the original DR application there would be no additional costs. Council member

Mierzwa commented that the City was responsible for CEQA compliance and would need to proceed accordingly. Council member Mierzwa added that the Planner should provide a fee schedule to the City, for this applicant and others, so that applicants could plan for these fees. The applicant said she was unclear about the status of her building permit; Mayor Titus assured the applicant that staff would help clarify that issue. Council member Brown stated the project needs to go through DR first, because if they do not approve the amended project a CEQA review would be moot; only until we have a completed application and DRC review will the City be able to tell the applicant what type of CEQA review will be required and the cost. Staff reiterated that DR will need a complete application to review and vote; that the applicant has been informed in writing what specifically is needed to complete the application and that staff is ready to help her complete the application and to schedule a DRC meeting as soon as possible to accommodate review of the application in a timely manner.

Authorizing Formation of an Ad Hoc Committee to Review and Recommend Potential Uses of the Old Nilsen Property: City Manager Jay Parrish introduced the item by explaining that since the City has accepted the Property through a grant deed on September 5, 2013 many potential uses for the property have been discussed by a variety of people. Along with potential uses, City Manager Parrish also mentioned that other ideas have come up related to the possibility of having a Ferndale non-profit control and manage the property. Public Comment was taken. Dean Nielsen, a Planning Commission Member, agreed that an Ad Hoc committee on this would be a good idea and said that members of the Planning Commission would like to be involved in the Ad Hoc Committee. Nancy Trujillo suggested that someone from Fish and Game be invited to sit on the Ad Hoc Committee as well. A member of the audience, Doug Brower, volunteered to serve on the Ad Hoc Committee. Mayor Titus said there is a lot of community interest, energy and good ideas on this project and now would be a good time to capture it. He also said that the City Council, the Planning Commission and Chamber of Commerce all need to be involved. Council member Maxwell said it's important that the committee is very inclusive and that it might make the committee larger and more cumbersome, but will likely save time and effort if more people are involved from the beginning. Council members Sweeney and Brown volunteered to serve on the Ad Hoc Committee. **MOTION:** Authorize formation of an Ad Hoc Committee to Review and Recommend Potential Uses of the Old Nilsen Property and direct staff to write the appropriate resolution **(Maxwell/Brown) Unanimous.**

Resolution 2013- 41 Adoption and Approval of the Humboldt Operational Area Hazard Mitigation Plan 2013 Update: City Manager Jay Parrish introduced the item and discussed that a large group of people from representing all the local jurisdictions, service districts and other agencies working to update the Hazard Mitigation Plan for the county as a whole, including Ferndale. City Manager Parrish also mentioned that this time Ferndale included an energy component into their plan. Council member Sweeney clarified that this will allow jurisdictions to apply for funding to mitigate potential hazards. City Manager Parrish said that some of the jurisdictions have grant funds pending and that once this plan is approved, those funds can be paid out and new grants can be applied for. Council member Maxwell asked for clarification about which "staff" would be authorized to make 'non-policy changes" to the HMP if needed. City Manager Parrish explained that this would be Humboldt County Planning staff not City staff and Council member Maxwell indication that he was comfortable with that arrangement. **MOTION:** Approve and Adopt by Resolution of the Humboldt Operational Area Hazard Mitigation Plan 2013 Update **(Sweeney/Maxwell) 4 Ayes, 0 Noes, 1 Recusal** (Council member Mierzwa recused himself due to work relationships with some of the consulting firms on the project.)

Resolution No. 2013-40 Authorizing Formation of an Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park (APN 101-051-01) and Silva Parcels (APN 101-051-24 & 101-051-03), and Expenditure for Time and Materials Not to Exceed \$2,000: City Manager Parrish gave some background on the project and the need for it. The City has an opportunity to solve this issue as the Silva's, as owners of the property, may be amenable to exchanging land through a Lot Line Adjustment. The property is in the County and is under a Williamson Act contract that expires on February 23, 2014. The County is also interested in having the City own the hillside section and maintain through potential revegetation. City Manager Parrish said there will be further costs incurred for this project, especially for the reclamation of the gravel pit. The \$2,000 being authorized in this resolution is for a surveyor to take overhead photos and propose a lot division in order to give the City Council enough information to make a decision. Council Member Mierzwa said he is pleased to see this opportunity come forward as this has been a thorn in the city's side for a long time and Russ Park is very important to the City in that it is mentioned in regional tour books and it is important ecologically. Council members suggested that the Ad Hoc Committee be comprised of City Council members, some Russ Park members, and members of the public. Mayor Titus and Council Members Mierzwa volunteered to serve on this ad hoc committee. **MOTION:** to approve Resolution No. 2013-40 Authorizing Formation of an Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park (APN 101-051-01) and Silva Parcels (APN 101-051-24 & 101-051-03), and Expenditure for Time and Materials Not to Exceed \$2,000 **(Sweeney/Maxwell) Unanimous.**

City Manager Evaluation: Mayor Titus reported that there was no reportable action and that the Council will continue with the evaluation of the City Manager.

Deputy Finance Clerk Recruitment Update: City manager Parrish reported that staff has advertised for the position in the newspaper, conducted interviews, will interview more candidates next week and expects to hire within two weeks.

The next City Council Meeting is scheduled **for January 9, 2014 at 7PM.**

Mayor Titus adjourned the meeting at 8:37 PM.

Respectfully submitted,
Elizabeth Conner, City Clerk

Section 10
CALL ITEMS

*These are items pulled from the consent agenda
for discussion and a separate motion.*

Section 11
PRESENTATIONS

Section 12
PUBLIC HEARING

Meeting Date:	January 9, 2014	Agenda Item Number	12.a.
Agenda Item Title:	Public Hearing: Ordinance No. 2013-04, An Ordinance Amending Zoning Ordinance 02-02		
Presented By:	City Manager, Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Continue the Public Hearing to February 7, 2014 City Council Meeting		

RECOMMENDATION: Continue the Public Hearing on Ordinance No. 2013-04, An Ordinance Amending Zoning Ordinance 02-02 to the February 7, 2014 City Council Meeting.

BACKGROUND: On November 7, 2013, the City Council approved the second reading of and adopted Sign Ordinance 2013-02. The Sign Ordinance allows for review of signs by the Design Review Committee under certain circumstances, even if the sign is not located in the Design Review Zone. The Ordinance also exempts certain signs from Design Review requirements, even in the Design Review Zone. To allow for this, Zoning Ordinance 02-02 needs to be amended accordingly.

Staff prepared Ordinance 2013-04 amending Zoning Ordinance 02-02 in order to bring the Zoning Ordinance into compliance with the new Sign Ordinance. To maximize the efficient use of staff, Planning Commission, and City Council time, staff incorporated other amendments to the Ordinance to recommend for consideration and possible adoption. These include amendments to §6.05 regarding the overall Design Control Combining Zone and §7.16 regarding parking regulations.

The Planning Commission reviewed the proposed amendments at two public hearings and directed staff to remove the proposed amendments to parking regulations pending further City review. Staff removed all proposed parking regulation amendments from the proposed Ordinance and presented the amendments during a public hearing at the Special Planning Commission Meeting of December 9, 2013. The Commission continued the public hearing until their next regularly scheduled meeting on January 15, 2014 to allow all Commissioners enough time to read the proposed amendments.

DISCUSSION: Per Zoning Ordinance 02-02 Article 8, until the Planning Commission submits a recommendation to the City Council regarding Ordinance No. 2013-04 Amending Zoning Ordinance 02-02 Design Review and Sign Regulations, the Council may not consider or adopt the proposed amendments.

FISCAL IMPACT: None

Section 13

BUSINESS

Meeting Date:	January 9, 2014	Agenda Item Number	13.a.
Agenda Item Title	580 Main Street Update		
Presented By:	City Manager, Jay Parrish		
Type of Item:	<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive and file report from City Manager, Jay Parrish related to the 580 Main Street Project.

BACKGROUND

City Council held a Special Closed Session Meeting on October 17, 2013 to consider initiation of litigation against Gable Properties, LLC, regarding the property located at 580 Main Street, Ferndale, California (noncompliance with Building Code and Public Nuisance). Council directed the City Attorney to discuss the matter with counsel for Gable Properties and to provide an update at the November 7th Council Meeting. The City Attorney and counsel for Gable Properties reached an agreement, and the Council concurred, that the City would allow Gable Properties until the December 5th City Council meeting to obtain a building permit to apply siding before initiating litigation to abate the nuisance.

On November 21st, Nancy Trujillo, on behalf of Gable Properties, LLC, submitted a Building Permit application and a corresponding Design Review Use Permit application to apply siding and paint the building at 580 Main Street. The applicant proposed materials and colors other than those approved by the Design Review Use Permit issued in January 2013. Due to the change, a new Design Review Use Permit was required, along with a CEQA review. The City has issued the Building Permit pending Design Review Use Permit approval and receipt of the name of applicant's contractor.

At the City Council Meeting of December 5, 2013, the Ferndale City Council received and filed an update on 580 Main Street. As per the recommendation of City Attorney Gans, the Council decided to allow the applicant the month of December to complete the Design Review process and directed staff to provide an update at the January 9, 2014 meeting.

On December 11, 2013 the applicant submitted all materials and fees required to complete the Design Review Use Permit application and the application was considered at the Design Review Commission meeting of December 19, 2013. At that meeting, the DRC approved the materials and colors but did not make the findings required to make a CEQA exemption finding. The Design Review Use Permit cannot be issued without the required findings including the CEQA addendum and the matter will now be put before the Planning Commission at their next regularly scheduled meeting on January 16, 2014.

FINANCIAL IMPACT:

None.

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

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EMERY F. MITCHELL (1896 - 1991)
WALTER J. CARTER (1949 - 1993)
R.C. DEDEKAM (1929—2011)

December 30, 2013

COPY
Larry Kluck
Mathews, Kluck, Walsh & Wykle, LLP
100 M Street
Eureka, CA 95501

Re: City of Ferndale
Gable Properties, LLC
580 Main Street, Ferndale, California

Dear Mr. Kluck:

Responding to your letter dated December 20, 2013, my understanding regarding the status of the permit review process is as follows:

The Design Review Committee (“DRC”) met on December 19, 2013, to review your client’s revised application for siding installation on the 580 Main Street building. The DRC action was not complete, in that they did not make required findings in Attachment A of their packet, as stated in the recommended motion language in the staff report. Because this is a discretionary action, findings must be made. This matter will be placed on the Planning Commission agenda for the January, 2014 meeting, and the Commission will be requested to make the findings, including adopting the Addendum to the Negative Declaration previously prepared for the project prior to the change in materials/design. The proposed findings the Commission will likely be requested to make are attached.

Very truly yours,

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

Russell S. Gans

RSG/jg

Cc: Jay Parish, City Manager

RECEIVED
JAN 02 2014

BY:.....

Attachment A
FINDINGS OF FACT

Staff feels the Design Review Committee can make the following findings to allow for the recommendation that the Planning Commission adopt the Negative Declaration and approve the Design Review Use Permit:

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 Addendum to the Initial Study/Negative Declaration (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 Addendum 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

Staff recommends Design Review 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 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.

Meeting Date:	January 9, 2014	Agenda Item Number	13.b.
Agenda Item Title	Update from Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park		
Presented By:	City Manager, Jay Parrish		
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive and file report from City Manager, Jay Parrish related to the activities of the Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park.

BACKGROUND

At the City Council Meeting of December 5, 2013, the Ferndale City Council approved Resolution No. 2013-42 Authorizing Formation of An Ad Hoc Committee to Analyze Potential Lot Line Adjustment between Russ Park (APN 101-051-01) and Silva Parcels (APN 101-051-24 & 101-051-03) and appointed Mayor Titus and Council Member Mierzwa to the Ad Hoc Committee.

FINANCIAL IMPACT:

The Council approved \$2000 to start the initial assessment for planning activities. There will be added expenses should the Council determine to move forward with the LLA.

Meeting Date:	January 9, 2014	Agenda Item Number	13.c.
Agenda Item Title	Update from Ad Hoc Committee to Review and Recommend Potential Uses of the Old Nilsen Property		
Presented By:	City Council Members Brown and Sweeney		
Type of Item:	<input type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information
Action Required:	<input checked="" type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Receive and file report from Council Members Brown and Sweeney on the activities of the Ad Hoc Committee to Review Potential Uses of the Old Nilsen Property.

BACKGROUND

At the City Council Meeting of December 5, 2013, the Council appointed Council Members Dan Brown and Michael Sweeney to the Ad Hoc Committee to Review and Recommend Potential Uses of the Old Nilsen Property.

FINANCIAL IMPACT:

None.

Meeting Date:	January 9, 2014	Agenda Item Number	13.d.
Agenda Item Title:	Resolution No. 2014-01 Establishing City Council Meeting Schedule from February 2014 through January 2015		
Presented By:	Elizabeth Conner, City Clerk		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	Approve Resolution on Voice Vote.		

RECOMMENDATION

Approve Resolution No. 2014-01 Establishing City Council Meeting Schedule from February 2014 through January 2015.

BACKGROUND:

The city must by resolution confirm its meeting schedule for the year. The City Council of the City of Ferndale desires to continue the meetings on the first Thursday of the month at 7 p.m., located at City Hall, 834 Main Street, Ferndale.

Please note that the first Thursday of 2015 falls on January 1, New Years Day. Therefore, as per Government Code 36808/GC 54954, which says that if the first Thursday falls on a legal holiday, the meeting shall be held on the next business day, Monday, at the same hour, the first meeting in 2015 shall be held on Monday January 5, 2015 at 7pm.

FISCAL IMPACT:

None

RESOLUTION NO. 2014-01

A RESOLUTION OF THE FERNDALE CITY COUNCIL ESTABLISHING THE MEETING SCHEDULE FOR THE FERNDALE CITY COUNCIL FOR FEBRUARY 2014 THROUGH JANUARY 2015

WHEREAS, Ordinance 06-03 establishes that the meeting schedule of the City Council shall be set by resolution; and

WHEREAS, the City Council of the City of Ferndale desires to continue the meetings on the first Thursday of the month at 7 p.m., located at City Hall, 834 Main Street, Ferndale; and

WHEREAS, If the first Thursday falls on a legal holiday, the meeting shall be held on the next business day, Monday, per Government Code 36808/GC 54954 at the same hour; and

WHEREAS, the City Council of the City of Ferndale desires to adopt a meeting schedule.

NOW, THEREFORE BE IT RESOLVED, by the Ferndale City Council, that the City Council shall meet on the following dates in 2014 and 2015:

Thursday, February 6, 2014

Thursday, March 6, 2014

Thursday, April 3, 2014

Thursday, May 1, 2014

Thursday, June 5, 2014

Thursday, July 3, 2014

Thursday, August 7, 2014

Thursday, September 4, 2014

Thursday, October 2, 2014

Thursday, November 6, 2014

Thursday, December 4, 2014

Monday, January 5, 2015

PASSED AND ADOPTED by the City Council of the City of Ferndale on January 9, 2014, moved by Council Member _____ and seconded by Council Member _____ and by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Stuart Titus, Mayor

Attest:

Elizabeth Conner, City Clerk

Meeting Date:	January 9, 2014	Agenda Item Number	13 e.
Agenda Item Title:	Resolution No. 2014-02 Annual Events and Parades Street Closures		
Presented By:	Elizabeth Conner, City Clerk		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION

Approve Resolution No. 2014-02 Annual Events and Parades Street Closures.

DISCUSSION:

As in the past, staff is requesting that the street closures listed in the Resolution and Attachment be exempt from Section 7.05 of the zoning ordinance which requires a use permit for any assemblage of persons and vehicles. Instead, the closures will require a City issued "Parade or Assembly" Permit, as well as an Encroachment Permit either from CalTrans (for Main Street closure) or from the City (for any other street closure).

The parade and event dates herein are based on the Ferndale events page of the Ferndale Chamber of Commerce. Staff will communicate in writing with parade and event organizers to let them know that they will not need to apply for a Use Permit but they will need to apply for Encroachment Permits from CalTrans for Main Street closures and from the City for other street closures, a Parade or Assembly Permit from the City and provide the City with required insurance certificates.

FINANCIAL IMPACT:

None.

RESOLUTION NO. 2014-02**ANNUAL EVENTS AND PARADES STREET CLOSURES FROM JANUARY 1, 2014 THROUGH DECEMBER 31, 2014**

WHEREAS, the following parades, festivals, events and placement of banners will take place in the City of Ferndale from January 1, 2014 through December 31, 2014:

16	February	Firemen's Games
9	March	Annual Foggy Bottoms Milk Run – Foot Race
10	May	Annual Bicycle Tour of the Unknown Coast
12	May	Kinetic Classic
8	June	Portuguese Holy Ghost Festa
26	May	Veteran's Memorial Day Parade
26	May	Annual Kinetic Sculpture Race
7	June	Annual Pet Parade
4	July	Annual 4 th of July Parade and Picnic
6-7	September	Bargain Lovers' Weekend
TBA	October	High School Homecoming Parade
31	October	Annual Harvest Festival and Chili Cook-Off
TBA	November	Victorian Holidays
5	December	Hospitality Night
7	December	Lighting of America's Tallest Living Christmas Tree
14	December	Christmas Lighted Tractor Parade

WHEREAS, it is necessary, in order to install banners, provide traffic control and to accommodate the crowd and participants during the stated events, to alter vehicular movement and/or close portions of Main Street; Berding Street between Fern and Lewis; and Francis Street from Eugene Street southwest to the end of Francis Street and,

WHEREAS, the above closures shall be exempt from the City of Ferndale Use Permit Application as currently required in the Zoning Ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Ferndale that Main Street, Berding Street and Francis Street be closed as stated in the attachment, and

BE IT FURTHER RESOLVED, That the Chief of Police is hereby empowered and instructed to enforce this Resolution, and that this Resolution shall not be effective, with respect to the State of California, Department of Transportation, without prior approval, in writing, from the Department of Transportation when and to the extent required by the vehicle code of the State of California.

PASSED AND ADOPTED by the City Council of Ferndale on January 9, 2014 on a motion made by Council Member _____ and seconded by Council Member _____ by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Stuart Titus, Mayor

Attest:

Elizabeth Conner, City Clerk

ATTACHMENT 2014

- **February 16: Firemen's Games.** Ferndale's volunteer firemen compete in old fashioned firefighting techniques: bucket brigade, quick dressing, and hose coupling. Main Street, noon to 3pm.
- **March 9: 37th Annual Foggy Bottoms Milk Run.** Main Street from Ocean and Main to Main and City Limits starts at Noon.
- **May 10: 36th Annual Bicycle [Tour of the Unknown Coast](#).** Events for the whole family! 10-, 20-, and 50-mile courses plus California's toughest "century," the 100-mile loop through the redwoods, tracing the Lost Coast to the Victorian Village of Ferndale. Start times: 100-mile, 7am; 50-mile, 8 a.m.; 20-mile, 10am; 10-mile, 11:30am.
- **May 12: Kinetic Classic.** This kid powered art race is all about the next generation of kinetic kooks. Join the Rutabaga Royal Family on Main Street for the noon kick-off parade, and stick around for all the kinetic action.
- **June 8: 90th Annual Portuguese Holy Ghost Festa.** Sunday Parade on Main Street from the intersection of Ocean and Main to the intersection of Washington and Main during the period of 9:00am to 1:00pm. The parade time will be two 20 minute periods.
- **May 25: Memorial Day Parade.** Ferndale veterans and other organizations coordinate the 10am parade on Main Street from the Veterans Building on Main Street to the intersection of Ocean and Main.
- **May 26: 46th Annual Kinetic Sculpture Race** finish line in the Victorian Village of Ferndale (finishing any time after noon Monday)
- **June 7: Pet Parade.** Children 12 and younger parade costumed pets down Main Street to Firemen's Park for prizes at 10:30am.
- **July 4: Annual 4TH of July Parade.** Close Main Street from Ocean Ave to Arlington during the period of 12 noon to 2pm.
- **September 6-7: Bargain Lovers' Weekend.** Close Francis Street from Main Street to U.S. Bank ATM driveway from 8am to 6pm.
- **October TBA: Ferndale High School Homecoming.** Parade starts at 9am. Exact date to be determined at a later date. Parade to be from the intersection of Arlington and Main to the intersection of Ocean and Main. The parade time will be approximately 20 minutes.
- **October 31: St. Mark's Annual Harvest Festival and Chili Cook-Off.** 5:30-8:30pm at St. Mark's. Close Berding Street closed from Fern to Lewis.
- **December 5: Hospitality Night Open House.** Close the portion of Francis Street from Main Street to the U.S. Bank ATM driveway. 6 to 9 pm.
- **December 7: Lighting of America's Tallest Living Christmas Tree.** 5:30pm. Close Francis Street from Eugene St. to S.W. end of Francis Street.
- **December 14: 22st Annual Christmas Lighted Tractor Parade.** Lineup/Staging will be on the west side of Fifth Street just north of A Street, going back to the HC Fairgrounds. Parade starting point is Ocean and Main. Parade may advance from staging area to starting point at 6:45pm. Route from Staging is south on Fifth Street, left (southeast) on Ocean and a left (northeast) on Main to left (west) on Arlington and back to starting point for disassembly. Parade begins at 7pm.

Meeting Date:	January 9, 2014	Agenda Item Number	13f.
Agenda Item Title:	Review, confirm and appoint representatives to Committees, Boards and JPA's		
Presented By:	Mayor Titus		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

BACKGROUND:

Annually, the Mayor has the option of reconfirming the appointment of representatives to committees, boards and JPA's, or changing the appointees or alternates.

RECOMMENDATION

Approve the Mayor's recommendations for appointees and alternates to the various organizations to which the city belongs.

DISCUSSION:

This is a time for the Mayor and City Council Members to review the meeting schedules of the various committees, boards and JPA's, City Council members interests, and current appointments and alternates to discuss and consider any potential changes to the current assignments.

FINANCIAL IMPACT:

None

Organization / Title	AKA	2014 Appointee	2014 Alternate	Contact
Vice Mayor, City Council 1 st Thursday, 7pm City Hall, Ferndale	CC	Titus		
Emergency Services 1 st Thursday, even number months, 1:30pm Jail Administration Bldg 5 th & J (Up Blue Stairs) Eureka	OES	Titus	()	826 4 th Street Eureka 95501 268.2500 Dan Larkin- Program Coordinator (Form 700 not required)
Humboldt Waste Management Authority 2 nd Thursday, 5:30pm Eureka City Hall Council Chambers Eureka	HWMA	Maxwell	Mierzwa	1059 W. Hawthorn Eureka 95501 268.8680 Tyler Egerer (Form 700 required for both)
Redwood Regional Economic Development Commission Last Mon of month; 6:30pm; except Nov. and Dec. Prosperity Center 520 E Street, Eureka	RREDC	Mierzwa	Maxwell	520 E Street Eureka 95501 445.9651 Don Ehnebuske - Director (Form 700 required for both)
Humboldt County Association of Governments 3 rd Thursday, 4pm HCAOG Conference Room 611 I Street, Suite B, Eureka	HCAOG	()	Titus	427 F Street Ste 220 Eureka 95501 444.8208 Marcella Clem – Executive Director (Form 700 required for both)
Redwood Coast Energy Authority 3 rd Monday, 3:15pm (except Jan/Feb meet 4 th Monday) 633 3 rd Street	RCEA	Parrish	()	517 5 th Street Eureka 95501 269-1700 Matthew Marshall - Director (Form 700 required for both)
Hazard Materials Response Quarterly Eureka Fire Dept.	HMRA	Parrish	Maxwell	HCDEH (Attn: Melissa Martel) 100 H St, Ste 100, Eureka 95501 268.2203 (Form 700 required for both)
Library Board 4 th Wednesday, Jan, Apr, Jul, Oct 7pm Ferndale Library		()		807 Main Street Ferndale, CA 95536 786.9559 (Form 700 not required)
Drainage Committee Quarterly in March, June, Sept. and Dec. 2 nd Thursday of the Month City Hall, Ferndale	DC	Titus	Mierzwa	(Form 700 not required)
Street Priority Committee		()	Maxwell	Titus as Alternate (Form 700 not required)
Local Agency Formation Commission 3 rd Wednesday of the Month, 9am Every other month, beginning with January County Board of Supervisors Chambers, Eureka	LAFCo	()		Colette Metz Humboldt LAFCo Administrator 1125 16 th St, Ste 202 Arcata CA 95521 445-7508 Ph 825-9181 Fax administrator@humboldtiafco.org (Form 700 required for both)

Meeting Date:	January 9, 2014	Agenda Item Number	13.g.
Agenda Item Title	Schedule Annual Study Session with City Council, Planning Commission and Design Review Commission to Review Goals and Objectives and Committee Roles		
Presented By:	City Manager, Jay Parrish		
Type of Item:	<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information
Action Required:	<input type="checkbox"/> No Action	<input checked="" type="checkbox"/> Voice Vote	<input type="checkbox"/> Roll Call Vote

RECOMMENDATION:

Schedule Annual Study Session with City Council, Planning Commission and Design Review Commission to Review Goals and Objectives and Committee Roles.

BACKGROUND

Periodically, and usually on an annual basis, the City Council of Ferndale schedules a joint study session between members of the City Council, Planning Commission and Design Review Commission to Review Goals and Objectives and Committee Roles. As there are new members of the Design Review Committee and it has been a while, it seems like a good time to schedule such a session.

FINANCIAL IMPACT:

None.

Section 14

CORRESPONDENCE

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

Subject: letter of resignation
From: Leah Daniels <angelara00@yahoo.com>
Date: 12/31/2013 8:25 AM
To: cityclerk@ci.ferndale.ca.us
CC: ayuxtam@yahoo.com

To the City Manager, Planning Commission members, Design Review Committee members,
and Mayor of Ferndale

It is with regret that I send this letter of resignation for my positions on the Design Review Committee and the Planning Commission. I have accepted a building restoration project out of the area that will affect my ability to attend meetings and be informed about our town's building and planning issues over the coming weeks and months.

I have enjoyed being involved with the City of Ferndale in these capacities and look forward to becoming involved again when circumstances will allow me to volunteer again and perform the tasks properly.

Thank you, and very best wishes.

Sincerely,
Marc Daniels

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

CLIFFORD B. MITCHELL (1927—2010)
PAUL A. BRISSO
NANCY K. DELANEY
JOHN M. VRIEZE
WILLIAM F. MITCHELL
RUSSELL S. GANS
NICHOLAS R. KLOEPPPEL

JAY M. HARRIS, Associate
VICTOR M. FERRO, of Counsel

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EUREKA, CA 95502

EMERY F. MITCHELL (1896 - 1991)
WALTER J. CARTER (1949 - 1993)
R.C. DEDEKAM (1929—2011)

December 30, 2013

COPY
Larry Kluck
Mathews, Kluck, Walsh & Wykle, LLP
100 M Street
Eureka, CA 95501

Re: City of Ferndale
Gable Properties, LLC
580 Main Street, Ferndale, California

Dear Mr. Kluck:

Responding to your letter dated December 20, 2013, my understanding regarding the status of the permit review process is as follows:

The Design Review Committee (“DRC”) met on December 19, 2013, to review your client’s revised application for siding installation on the 580 Main Street building. The DRC action was not complete, in that they did not make required findings in Attachment A of their packet, as stated in the recommended motion language in the staff report. Because this is a discretionary action, findings must be made. This matter will be placed on the Planning Commission agenda for the January, 2014 meeting, and the Commission will be requested to make the findings, including adopting the Addendum to the Negative Declaration previously prepared for the project prior to the change in materials/design. The proposed findings the Commission will likely be requested to make are attached.

Very truly yours,

MITCHELL, BRISSO, DELANEY & VRIEZE, LLP

Russell S. Gans

RSG/jg
Cc: Jay Parish, City Manager

RECEIVED
JAN 02 2014

BY:.....

Attachment A
FINDINGS OF FACT

Staff feels the Design Review Committee can make the following findings to allow for the recommendation that the Planning Commission adopt the Negative Declaration and approve the Design Review Use Permit:

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 Addendum to the Initial Study/Negative Declaration (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 Addendum 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

Staff recommends Design Review 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 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.

Section 15

City Manager's Report

City of Ferndale, Humboldt County, California USA
City Manager's Report for January 9, 2013 City Council Meeting.
Reporting to December 20, 2013

CITY MANAGER'S REPORT

Meetings

- Kiwanis meeting 1st and 3rd Tuesday of the month at 4:30 pm
- City Council meeting –December 5th –Study session 6:00 pm- Regular meeting from 7:00 – 9:30 pm
- SRWC meeting- December 9th- 2:00-4:00 pm
- City Manager meeting December 19th - 3:00-5:00 pm. Christmas meeting
- Drainage meeting December 12th -4:30-5:30 p.m.
- Numerous conversations with Chamber of Commerce President Karen Pingitore and a couple other citizens regarding replacement of the Main Street streetlights. I have compiled information on designs as well as potential costs so that we have an idea of what replacement of ten light posts might cost. We are still in the preliminary stages of whether this might be affordable.
- Daily interaction with Chief Smith regarding police activities.
- Daily interaction with Public Works.
- Daily interaction with Wastewater Chief Operator Steve Coppini regarding a myriad of issues concerning his department including CIP, sewer line under Francis Creek where County is going to put new bridge in at Port Kenyon, irrigation agreement with Elias Sousa and Eastside drainage configuration as it relates to SRRP.
- Monthly meetings and conversations with HWMA executive director Jill Duffy regarding solid waste issues and several meetings to discuss JPA issues.
- Conversation with Cal Recycle to receive moneys related to curbside pickup.
- Meetings with staff to go over workload and efficiency. We have engaged Elizabeth Conner as temporary City Clerk, who helped us during the Ferndale Housing acquisition, to help us through the transition period until the new City Clerk is up to speed. The new Financial Officer and Administrative Assistant should be getting their feet on the ground by then. I want to give a word of thanks to all of staff and PlanWest for their extra attentiveness in the last few months
- Numerous meetings with Mayor Titus and Council to go over a myriad of City issues on an individual basis.
- The Council conducted the first reading of the new Sign Ordinance at our October meeting and approved the second reading at the December meeting. We do have a couple of small changes included in the subsequent meetings.
- Multiple conversations and meetings with Rio Dell CM and Fortuna CM to discuss common issues .
- HMP Steering Committee; Conversations and emails with Cybelle Immitt regarding the progress on the HMP. We have sent the plan to the state for their input. Sometime in early January we should hear back from them.
- Several discussions with Gerald Silva regarding Russ Park LLA agreement. I am working to setup a meeting with Ad Hoc committee to walk the potential lot line adjustment parcels so we can get an on the ground assessment of what the new configuration might mean for the park. We are
- Numerous conversations with Russ Gans, our attorney to go over various City issues.

- Numerous meetings with Elias and Rick Souza regarding the SRRP and City issues. I am hoping to extend present agreement with them to accept the City's effluent for irrigation purposes on their agricultural lands.
- Check signing and invoice review for the City. Staff has worked together to fill the void left in our finance department until the new Finance Officer starts work on Monday, January 6th.
- Conversations with John Driscoll, Jared Huffman's representative, and numerous conversations with Supervisor Rex Bohn.
- Numerous meetings with individual councilmen and the mayor regarding City issues, and updates about representation on the various joint power authorities and issues that relate to our membership in those organizations.
- Several discussions with Jo Ann Rennie, executive director of Parsac, related to risk management issues, programs instituted through them, and grants that are available through them. Notified them that we received a new piece of property and made sure it is included in our coverage. We are hoping to bring the updated Personnel Policy Manual so we can get reimbursed by a grant through them.
- Councilmen Sweeney and Brown have had at least one meeting regarding 345 Main Street property that we acquired last fall as an Ad Hoc committee tasked with determining alternatives for best use of the property by the City.
- Numerous conversations with Cybelle Immitt, a senior planner for the County. Cybelle led a coalition of cities and agencies back in 2008 through the process to develop Hazard Mitigation Plans (HMP) for those agencies and the County. She is once again leading our updating effort of that previous plan which had a shelf life of five years. The goal of this planning effort is to update data for the natural hazards that could impact the planning area to determine the level of risk, update the identification of actions and activities that can reduce any losses from those hazards, and reinvigorate the coordinated process of implementing the plan. Back in December of last year the Council approved a match of \$2,500 dollars to continue our participation in this program to update the HMP. The fiscal match was waived as a consequence of representation on the steering committee. We have met every month since December and have made great progress. The website is up and running and we have put out a survey that should help us in our efforts. The council passed this plan at the December meeting and now we are waiting for the state and federal review to see if they have any suggested changes.
- 12/30/13 – 3:30 pm. Meeting with Donna Chambers, Jeremy Svehla, Curtis Ihle and Steve Coppini to go over Eastside drainage configuration alternatives as they relate to SRRP.
- Several discussions with Dick Hooley regarding kitchen meter reading at the community center. It is not exactly clear what happened but it seems the City has been paying for the kitchen meter instead of the hall. The result of that has been an over charge of the city by Sequoia Gas, and a corresponding under charge for the Senior Resource Center. This goes back to when the meter was originally installed. Preliminary conversations indicate that the city is due restitution and that the Senior Resource Center is in talks with Sequoia Gas regarding their bill. The interaction has pointed out that we should look at our rental agreement as it relates to compensation to the Senior Resource Center when we rent out the kitchen, and our present agreement does not take that into account, or when they use the heater in the hall for their exercise class.
- Have participated in a number of meetings with Barbara Perra, representing Agency 1 on Aging, related to possible senior housing project. This is in preliminary stages and we have participated in an effort to support and give planning and zoning information. As is incorporated in our Housing Element, the City is always promoting senior housing. A prime example of this was the Navy Housing acquisition which has turned out to be everything we hoped it would be and an

asset to the community. The last count I received from the non-profit organization running it was that 80 students are living there and attending our local schools, and each house pays their share of our sewer rate.

- Numerous conversations with Gerald Silva regarding the possible Lot Line Adjustment with Russ Park. The Russ Park Ad Hoc Committee comprised of the Mayor and Vice-Mayor, David Yarrington our surveyor, and Gerald Silva. Once again, this is an exploration of a possible agreement that would eliminate needing to cross their land to get to Russ Park through the Eugene Street route.

CITY CLERK ACTIVITY:

Nov 20, 2013 to Dec 20, 2013

Meetings

- Daily Meetings with City Manager regarding work schedule.
- Attended:
 - Regular City Council Meeting 12/05/13
 - Regular Planning Commission Meeting 11/20/13
 - Special Planning Commission Meeting 11/25/13
 - Special Planning Commission Meeting 12/9/13
- Wrote agenda items and compiled packets for:
 - Regular City Council Meeting 12/05/13
 - Regular Planning Commission Meeting 11/20/13
 - Special Planning Commission Meeting 11/25/13
 - Special Planning Commission Meeting 12/9/13
- Transcribed meeting minutes and uploaded meeting videos for:
 - Regular City Council Meeting 12/05/13
 - Regular Planning Commission Meeting 11/20/13
 - Special Planning Commission Meeting 11/25/13
 - Special Planning Commission Meeting 12/9/13
- Posted all meeting agendas and public notices on City Hall and Post Office bulletin boards.
- Uploaded meeting packets to City website.

Projects

- Daily work with front counter and telephones: assisted the public with questions, information, rentals, permits and licenses.
- Received training in the following areas: processing dog and business licenses, building permits, deposits, packet creation, phone and counter protocol, rental facilities and City calendar, filing systems, City databases, processing correspondence, and posting of public notices and meeting materials.
- Wrote advertising notices and job descriptions for Deputy City Clerk/Finance Officer and Administrative Assistant and posted on Ferndale's web site.
- Helped prepare job interview questions for Deputy City Clerk interviews.
- On-going communications with contract Planners.
- On-going correspondence with FPPC re current and future Form 700 filings.

- Prepared introductory packet to new DRC member Gregson.
- Sent reminders to PC and DRC members about upcoming meetings.
- Researched tax status of Ferndale Housing and wrote summary.
- Sent and received emails daily (cityclerk@ci.ferndale.ca.us).
- Wrote and processed City correspondence daily.
- Worked with Joe Mellet from the County to correct sewer charges.
- Processed rental applications and fees for City Hall and Community Center. Updated City Calendar daily. Made copies of the City Calendar and distributed to Public Works.
- Returned cleaning deposits to Community Center and City Hall rental applicants.
- Processed dog licenses: mail and over the counter.
- Processed yearly business licenses: mail and over the counter.
- Organized and filed paperwork from Deputy City Clerk's office and hallway.
- Signed and filed resolutions and ordinances of the City Council and the Planning Commission:
 - PC Resolution Number PC 2013-43 Make the Finding for Conditionally Approving a Variance from Zoning Ordinance 02-02 7.16 Pertaining to Off-Street Parking Requirements for Relocation of Medical Clinic from 538 Washington Street to 638 Main Street, Assessor Parcel Number: 031-142-004: filed signed copies in Resolutions binder and folder, the property folder and send copies to project applicant.
 - Resolution Number 2013-41 Authorizing the Adoption of the Humboldt Operation Area Hazards Mitigation Plan 2013 Update: filed signed copies in Resolutions binder and folder, the project folder and sent a copy to County staff working on the project.
 - Resolution Number 2013-42 Authorizing Formation of an Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park (APN 101-051-01) and Silva Properties (APN 101-051-24 & 101-051-03), and Expenditure of for Time and Materials not to Exceed \$2,000: filed signed copies in Resolutions binder and folder and the project folder.
 - Ordinance 2013-02, Sign Ordinance: completed ordinance checklist, filed signed copies in ordinance binder and ordinance folder.
 - Ordinance 2013-03, Medical Marijuana Dispensary and Cultivation Ordinance: completed ordinance checklist, filed signed copies in ordinance binder and ordinance folder.
- Assisted in processing design review application for:
 - 580 Main Street

CITY PLANNER ACTIVITY

Task 1 – General Planning

- Coordinated with City Manager and City Clerk on planning and development projects.
- Attended 11/20 Planning Commission Meeting. Prepared and presented Noise and Air Quality Element Chapters 1-3 and Planning Commission Reading of Ordinance No. 2013-04 Amending Zoning Ordinance 02-02 Design Review, Sign and Parking Regulations.

- Prepared Planning Commission Reading of Ordinance No. 2013-04, An Ordinance Amending Zoning Ordinance 02-02 Design Review, Sign and Parking Regulations for 11/25 Special Planning Commission meeting.
- Attended 12/9 Special Planning Commission Meeting. Prepared and presented 638 Main Street Request for Variance from Zoning Ordinance 02-02 §7.16 Pertaining to Off Street Parking Spaces and Planning Commission Reading of Ordinance No. 2013-04 Amending Zoning Ordinance 02-02 Design Review and Sign Regulations.
- Prepared agenda items for 12/5 City Council meeting, including Resolution No. 2013-42 Authorizing Formation of an Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park and Silva Parcels and Expenditure for Time and Materials, Public Hearing on Ordinance No. 2013-04 continuation item and an update on 580 Main Street.
- Reviewed City hiring policy for temporary positions.
- Reviewed past City actions and deliberations on parking issues.
- Reviewed current and enacted sign regulations for temporary sign standards.
- Attended 12/19 Design Review Committee Meeting. Prepared and presented 580 Main Street DR Use Permit agenda item containing environmental review documents, project report and relevant application materials.

Task 2 – Reimbursable Fee Planning

- 638 Main Street Variance to Parking Requirements – processed application, corresponded with applicant, noticed public hearing, prepared and presented project report, prepared and sent Notice of Planning Commission Approval.
- 580 Main Street Design Review Use Permit Amendment – reviewed application for completeness. Corresponded with applicant re: application completeness, process, fees. Coordinated with City Attorney, City Manager and City Clerk on correspondence, process and fees. Conducted environmental review. Prepared Addendum to the Initial Study/Negative Declaration and project report.

Task 3 – Special Projects

- Revised Russ Park scope and cost estimate. Researched sixe and parcel boundaries of park, City limits, and surrounding parcels. Coordinated with surveyor and LAFCo on actual locations. Confirmed that County is aware of discrepancies.
- Prepared and presented Ordinance 2013-04 Amending Zoning Ordinance 02-02 Sections Pertaining to Design Review, Sign and Parking Regulations at 11/20 Planning Commission Public Hearing. At Commission and City Manager’s request, removed all proposed parking regulations. Prepared and presented Ordinance 2013-04 Amending Zoning Ordinance 02-02 Sections Pertaining to Design Review and Signs at 12/9 Special Planning Commission Meeting Public Hearing. Hearing continued until 1/16/2014.

Task 4 – General Plan Review Fund

- Prepared and presented for Planning Commission review Noise & Air Quality Element Chapter 1 Introduction, Chapter 2 Definitions, and Chapter 3 Settings and Context. Continued agency and Native American Government coordination. Continued work on Chapter 4 Noise.

Additional Authorizations

- Coordinated with City Manager to prepare Resolution No. 2013-42 Authorizing Formation of an Ad Hoc Committee to Analyze Potential Lot Line Adjustment of Russ Park (APN 101-051-01) and Silva Parcels (APN 101-051-24 & 101-051-03), and Expenditure for Time and Materials Not to Exceed \$2,000. Council authorized.
- Continued implantation of Housing Element Implementation Plan 2013. Prepared Zoning Ordinance Amendments and Density Bonus as required per state housing regulations. Sent to City Attorney for legal review.
- Coordinated with City Attorney on Nuisance Ordinance update.

CITY ENGINEER

Sewer Projects –

- Working with Steve to determine the problems with the sewer line on Main St (in front of the High School).
 - Potential locations for future cleanouts are being considered. Once these locations are determined, cost estimates and correspondence with adjacent property owners will take place to determine feasibility.
- Wastewater Treatment Facility – Wetland Maintenance, Monitoring and Reporting
 - The first year conditions were surveyed. The report and maintenance plan is prepared and is being modified slightly based on recent conversations with the Coastal Commission. Final revised version is expected to be completed and submitted in December.

Pedestrian Improvement Project -

- Rose Street: (Phase 2)
 - The project has been advertised and bids have been opened. The project was awarded to V & C Construction. The contracts are being executed however; the construction was placed on hold until the summer of 2014.

Applications –

- 2nd Hadley Merger (7 parcels) –The applicant provided the requested additional information. The application will remain incomplete while the City Engineer's Office waits for Department of Fish & Wildlife approval on Parcel 'C' for the drainage improvements. The agent is in the process of completing the drainage plans. Additionally, the City Engineer's Office is requesting additional information related to the legal descriptions. Once the application is complete, the City Engineer's Office will move forward with referring the project and completing the staff report before scheduling a hearing with the City Council.
- Westfall/Witham Lot Line Adjustment/Subdivision - This project included a two parcel subdivision and lot line adjustment located off Rose Avenue. On September 18, 2013, the Planning Commission approved the Lot Line Adjustment for Assessor Parcel Numbers (APNs) 031-241-09 and 031-241-10. The Notice of Lot Line Adjustment and

Certificate of Subdivision Compliance for both parcels are complete and we are in the process of recording the Notice of Lot Line Adjustment and Certificate of Subdivision Compliance at the Humboldt County Recorder's Office. The applicant has completed all of the conditions of approval for this project. This project will be considered complete once the aforementioned documents are recorded. It is anticipated this project will be complete in January 2014 (per the applicant's request).

At the same hearing, the Planning Commission approved a minor subdivision of APN 031-241-09. The Conditions of Approval were modified during the hearing by the Planning Commission. The Commission requested to remove Condition of Approval 3 related to recording a new deed to establish the appropriate ownerships. The City Engineer's Office recognized this was unnecessary as both parcels will remain under the same ownership and waived Condition of Approval Number 3. Condition of Approval Number 9 originally required that new water service for each parcel be installed at the same time. Because the new parcel will not be developed immediately, the City Engineer's Office, at the request of the Planning Commission, modified Condition Number 9 to allow the applicant to defer the installation of water service to Parcel Number 2 until which time an application for any structures or earthwork activity is proposed to the City of Ferndale. The City Planning and Engineering Offices are currently working with the applicant to satisfy the Conditions of Approval for this project. We anticipate the Conditions of Approval will be satisfied sometime during 2014.

- o Mr. Willis Hadley - Francis Street Project: A letter has been forwarded to the owner regarding the requirements that need to be met in order for the application to be approved. Additional information has been submitted and is under review.
- o Mr. Willis Hadley – Building Permit Application (Fence) – The application has been submitted and a conditional approval letter has been returned to the applicant. Additional information has been received regarding a new landscape/flood barrier wall. The request has been forwarded to the Drainage Committee for comment.
- o Carl Havener Grading Permit Application – The application submittal information was incomplete. The applicant was notified and asked to provide the necessary information.

General Engineering –

- o Working on a proposed capital improvement report (roads and drainage)
 - Met with Tim and discussed scope of projects to be included but still need to prioritize and prepare estimated for the work. Draft CIP submitted for review.
- o Cal Trans Maintenance on SR 211 (Review of SHOPP drawings)
 - Continued coordination and inspections (as needed) will take place until the projects are completed.
- o Misc. Document review.

- Prepared a project description for a new PSR project to do a safety and ADA accessibility study for the pedestrian corridors throughout the City. We have prepared a map and are in the process of reviewing the existing facilities (sidewalks, curb ramps, handicap parking, crosswalks, etc...). Once completed, we will prepare a report and then prioritize the deficiencies based on expected use and recommendations from the City. The request was discussed at the TAC meeting and the HCAOG board approved the use of \$7,500 for this study.

Meetings and Committees –

- Drainage Review Committee
 - Attended December Meeting
- HCAOG Meeting
 - Attended December Meeting

Reporting and Correspondence –

- Prepared monthly staff report
- General correspondence and meetings with City Staff

WASTEWATER OPERATIONS FOR OCT-NOV 2013;

- Monthly samples prepared and sent to North Coast Labs
- CPO spread dirt and gravel at old site to complete slab pour
- CPO and OIT Thrap interview new OIT candidates. CPO hired Kevin Bradshaw as new part time OIT
- General maintenance performed around facility by CPO and OITs; i.e. clean bar screen, grease equipment, wash and clean vehicles, tractor and gator
- CPO and OIT Thrap respond to sewer call at Pizza Company. Problem determined to be on their property
- Moved irrigation pipes to east side of Sousa Dairy
- Hach Company serviced and calibrated equipment
- Weekly safety meetings held, including public works employees
- CPO and OIT Thrap assist Public Works to clear drainage pipe on Arlington, corner of Berding and Eugene
- Sewer call at High School. CPO and OIT Bradshaw snake main line.
- Filed online SSO report
- CPO returned borrowed polymer tank to City of Rio Dell
- Dewater throughout the month for approximately 32 total hours
- Pulled turbidity pump from UV basin. Pump burned up, replaced with sump pump
- OIT Thrap performs lab tests daily to measure efficiency of plant
- Monthly eSMR (electronic State Monthly Report) prepared and submitted
- OIT Thrap plumbed disc filters for drainage to be able to clean
- OITs Thrap and Bradshaw clean disc filters
- Coliform tests to Fortuna each Tuesday and BOD/TSS samples to Fortuna on 2nd Thursday of the month
- CPO measured manholes on California and Van Ness for future consideration for creek bypass in the spring
- OIT Thrap pressure washed catwalk

- CPO coordinated with workers in creek on discharge date. Discharge to creek on hold as long as possible so work in creek with CDF crew can continue as long as weather cooperates.
- CPO talked with Rick Sousa about continued irrigation while creek work progresses. All parties in agreement to continue irrigation until weather becomes an issue
- Turn sludge at drying facility
- OIT Thrap cleaned walls and catwalks
- The facility received a total of 25 septic dumps from Roto Rooter & Wyckoff's totaling 35,500 gallons and generating \$5,868 in revenue for the facility.
- Total flows through the collection system were 3.97 MG. Of that, .25 MG was pumped to the equalization pond.
- Influent flows that were treated through the facility totaled 3.72 MG for the month of October. 3.15 MG was irrigated to Sousa ranch. The average irrigation flow was .102 MGD.

PUBLIC WORKS PROJECTS:

- Swept up leaves and gravel on Francis and Berding Street.
- Placed Icy signs on Bluff ST as needed.
- Cleaned gutters on Shaw, Berding, and Ocean AVE.
- Cleaned out drainage ditch at City parking lot.
- Removed all vegetation in front of parking bumpers.
- Jetted out Eugene and Berding cross drains.
- Cleaned out culverts on Ocean and Main St.
- Rebuilt drainage inlet box and bulk head on Bluff St.
- Put up Christmas lights on City Hall light poles.
- Changed air filter for the community center's furnace.
- Picked up dirt and leafs on Washington St and Rose AVE.
- Picked up leafs on City Hall and Library lawns.
- Went to Eureka for supplies for bathrooms.
- Dropped a load of rock for the ally across for Valley Lumber.
- Cleaned up Public Works Shop for Christmas tree lighting.
- Trimmed hedge at Police Station.
- Cleaned up Public works shop from Christmas tree lighting.
- Took riding lawnmower to Fernbridge Tractor for repair.
- Contacted PG&E for street light that was out on Francis Street.
- Replaced circuit breaker at the Library.
- Fixed water leak at Police station.
- Started painting project on Public Works office.
- Icy signs on Bluff St were stolen.
- Took chainsaws to Wildwood saw for annual tune up.
- Went to Fortuna and got new tires put on the dump truck.
- Replaced trash/recycle cans at Red Front store and City parking lot.
- Removed pile of brush on Hooley ally.
- Helped the Sewer Department repatching a section of asphalt at elementary school.
- Removed dead deer on Bluff St and Nichols Way.
- Moved archive boxes from City Hall to Sewer Plant for storage.
- Adjusted stove burners at the Community Center.

POLICE DEPARTMENT

- Provided traffic control for Christmas tree lighting and tractor parade.
- We have been placing the radar trailer at various locations where we have received speeding complaints.
- Chief Smith attended Kiwanis meetings/functions.
- Chief Smith attended the monthly LECAH meeting.
- The police department continues targeted enforcement of peripheral areas impacting the Ferndale quality of life.
- Chief Smith is working with other local police chiefs in obtaining additional funding through AB109 monies.

Police Statistics – November 2013

SERIOUS CRIMES	Number	Cleared
Homicide	0	
Rape	0	
Robbery	0	
Larceny	1	
Assault	0	
Burglary	0	
Vehicle Theft	0	
TOTAL	1	
SECONDARY CRIMES	5	
Calls for Service	61	
Reports Written	11	
Traffic Citations	1	
Other Citations	1	
Parking Citations	0	
Warnings	25	
ARRESTS	4	
AGENCY ASSISTS	10	
TRAFFIC COLLISIONS	0	

Section 16

ADJOURN