

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

Location:	City Hall	Date:	December 17, 2014
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	December 10, 2014

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 Call meeting to order / Flag salute / Roll call
- 2.0 Ceremonial
- 3.0 Modifications to the Agenda
- 4.0 Approval of previous minutes
 - 4.1 Minutes of October 15, 2014 Regular Meeting Page 3
- 5.0 Public Comment
- 6.0 Business (Note: This is the time for commissioners to report any Ex Parte communications on this agenda item.)
 - 6.1 Interview Planning Commission Applicant and Recommend
Appointment of Applicant to the City Council Page 6
 - 6.2 Building and Land Use Permits Oct 9 – Dec. 10, 2014 Page 11
 - 6.3 Design Review Committee Report & Minutes..... Page 12
- 7.0 Correspondence None
- 8.0 Commissioner Comments
- 9.0 City Planners and Deputy City Clerk’s Staff Reports
- 10.0 Adjournment

**The next regular meeting of the Ferndale Planning Commission will be on
January 21, 2015 at 7:00 pm.**

Section 1: CALL MEETING TO ORDER

Section 2: CEREMONIAL

Section 3: MODIFICATION TO THE AGENDA

Section 4: APPROVAL OF PREVIOUS MINUTES

City of Ferndale, Humboldt County, California USA
DRAFT Minutes for Planning Commission Meeting of October 15, 2014

Call to Order — Chair Jorgen Von Frausing-Borch called the Planning Commission Meeting to order at 6:57 pm. Commissioners Lino Mogni, Dean Nielson, Mike Warner and Doug Brower were present along with staff Deputy City Clerk Kristene Tavares, Contract City Planners George Williamson and Leslie Marshall. Those in attendance pledged allegiance to the flag.

2.0 Ceremonial - None.

3.0 Modifications to the Agenda – None.

4.0 Approval of previous minutes – Chair Von Frausing-Borch excused Commissioner Nielson's absence. **MOTION:** to approve the minutes of the September 17, 2014 Regular Meeting **(Warner/Brower) 4-0-1** (Nielson recused due to absence)

5.0 Public Comment –

None 6.0 Public Hearing

6.1 Consider Recommending Draft Ordinance 2014-06 Amending Zoning Ordinance 02-02 Parking and Non-Conforming Use Regulations to City Council for Adoption. Contract City Planner Leslie Marshall presented an overview of the proposed Amendment capturing the changes recommended by the commissioners at the September 17, 2014 Planning Commission Meeting. Commissioners would like the additional changes made to 7.16.8 a, strike out the words “by city staff if applicant provides the following” and replace with the phrase “as follows”. In Section 7.16.8 a., i and ii, insert “City Staff may approve” in the beginning of each sentence. Section 7.16.8 a. iv, should read “Alternatives unable to be approved by staff will be submitted for review by Planning Commission.” Section 7.16.8 a., v, should read “Approved alternatives will go on record as an entitlement on the property deed, submitted through the city clerk.” Add Section 7.16.8 a., vi, to read “Any change in land use effecting alternative parking arrangement agreements must be approved through city staff, or the Planning Commission.” Section 7.16.8 c., ii, strike “at city hall” and add “on record as an entitlement on the property deed.”, and 7.16.9 strike “planner” and insert “staff”. **MOTION:** To recommend Ordinance 2014-06 Amending Zoning Ordinance Off-Street Parking Regulations and Non-Conforming Uses with recommended changes to the City Council for consideration and possible adoption. **(Warner/Brower) 4-1-0 (Mogni)**

6.2 Discuss and Review Draft Noise & Air Quality Element Update- City Planner Leslie Marshall presented the background of the Noise and Air Quality Element. City Planner George Williamson included that there they still have contour mapping and emissions reduction but wanted to present Commissioners with draft. Commissioners questioned staff on the necessity of including Air Quality in the General Plan update. Commissioners voiced that the city meets the state requirements and we should not set our own benchmark for our community unless the community is interested in doing so. Staff explained to Commissioners that, at the September 2013 City Council Meeting both City Council and Planning

Commissioners decided to update this element next. Staff also explained that the element presented tonight was just an overview of the basic components of this element and wanted to get input before moving forward. Commissioners would like clarification from the September 2013 City Council meeting as well as any other meetings leading up to the decision on choosing Noise & Air Quality as the next element. Commissioners began discussing the Noise part of the element. Commissioners stated the speed limit in Ferndale City Limits is 25 mph except the quarter mile on the north side of the city and the 16 residences within that quarter mile are upset due to the acceleration/deceleration of the traffic. One Commissioner stated he had talked to Jay and the Police Chief about the problem and was informed it was a Cal-Trans issue because the problem was on Highway 211 which belongs to Cal Trans. Commissioner would like clarification on this as he believes the city sets the speed limits within the city limits. Commissioners would like to see the acceleration/deceleration lanes be fully located out of the city limits and possibly adopting an ordinance making the speed limit 25 mph within Ferndale city limits. Commissioners also asked staff about the decibel monitoring and how it was taken and regulated. Staff explained that it was done by the State of California and the standards set forth statewide. Commissioners stated that Ferndale is a unique community and is largely residential as opposed to a cluster of industry and our receptors are more accustomed to silence. The Humboldt Co Fairgrounds was also mentioned as a problematic noise issue that should be addressed especially during events. Commissioners asked how to address the noise issues. Planner Williamson explained that we need to document the impact. If the noise in any problematic area exceeds the threshold that this community wants to set, then Commissioners and Staff can explain what solutions may rectify the problem and that would be a good start. Planner Williamson also referred Commissioners to a Cal-Trans document called "Context Sensitive Solutions" that may help with solutions to noise reduction. Staff will be sure to include this document when this business item is up for discussion again. Williamson also stated that once the Air Quality and Noise Element is on the agenda as a Public Hearing, it will attract community members and they will be able to make suggestions and come up with possible solutions as well.

7.0 Business

7.1 Building and Land Use Permits-No Comments

7.2 Design Review Committee Report & Minutes-No Comments

8.0 Correspondence-No Comments

9.0 Commissioner Comments-No Comments

10.0 City Planner's and City Clerk's Staff Report-No Comments

Meeting was adjourned at 8:47 pm.

Respectfully Submitted

Kristene Tavares
Deputy 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: BUSINESS

Meeting Date:	December 17, 2014		Agenda Item No:	6.1	
Agenda Item Title:	Interview Planning Commission Applicant and Recommend Appointment of Applicant to the City Council				
Presented by:	Chair Von Frausing-Borch and Deputy City Clerk Kristene Tavares				
Type of Item:	x	Action		Discussion	Information
Action Required:		No Action	x	Voice Vote	Roll Call Vote

RECOMMENDATION:

Interview applicant for the Planning Commission opening and make recommendation to the City Council.

BACKGROUND:

There is currently one vacancy on the Planning Commission. The vacancy was created when Commissioner Brower was elected to the City Council. That remainder of that term runs through March 1, 2016.

The Deputy City Clerk advertised the vacancy in the newspaper and posted the notices on three public bulletin boards in Ferndale. The deadline for application submittal was December 1, 2014. One letter of interest in serving on the Commission was received.

Per the Planning Commission Ordinance 05-05, the Planning Commission will interview applicants for the position of Planning Commissioner and make recommendations for appointment to the City Council:

§5.04 Appointments

- 5.04.1 A new commissioner shall be appointed to fill a vacancy within ninety (90) days from the next regularly scheduled City Council meeting. The City Clerk shall advertise the vacancy (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.
- 5.04.2 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 remaining members of the Planning Commission the next business day after the closing date of the announcement. The Planning Commission will interview applicants at their next regular or special meeting. A priority ranking of the Commission's recommendations as well as reasons supporting the ranking will be forwarded the following business day to the City Council via the City Clerk.
- 5.04.3 The City Clerk shall include the recommendation list and reasons to support the ranking of candidates as an action agenda item for the next regular City Council meeting. The Council may interview the applicants, or rely on the Planning Commission recommendations. A member of the Commission will be present to summarize the qualifications and merits that support their ranking, and to answer questions posed by the City Council. The Council will vote, in open session, for the new Commissioner in the order of ranking by the Commission. The first person 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 ninety- (90) day clock resets.

§5.05 Vacancies - Vacancies shall be filled by appointment for the remaining portion of the term, or for four (4) years, starting March 1st, for expired terms.

Attachments:

1. Copy of the Notice of Planning Commission Vacancy
2. Copy of Notice of Planning Commission Vacancy from newspaper
3. Letter of interest from Paul Gregson

CITY OF FERNDALE PUBLIC NOTICE

Planning Commission Vacancy

Notice is hereby given that the Ferndale Planning Commission has a vacancy. Please contact city hall for an application or write a letter of interest and submit by 4:00pm on 12/1/14 to City Hall (Mon-Thurs 9-4pm) or adminasst@ci.ferndale.ca.us. Applicants should plan to attend the 12/17/14 Planning Commission meeting for an interview. Call 786-4224 for more information.

Kristene Tavares, Deputy City Clerk
November 20, 2014

CITY OF FERNDALE PUBLIC NOTICE

Planning Commission Vacancy

Notice is hereby given that the Ferndale Planning Commission has a vacancy. Please contact city hall for an application or write a letter of interest and submit by 4:00pm on 12/1/14 to City Hall (Mon-Thurs 9-4pm) or adminasst@ci.ferndale.ca.us. Applicants should plan to attend the 12/17/14 Planning Commission meeting for an interview. Call 786-4224 for more information.

Kristene Tavares, Deputy City Clerk
November 20, 2014

Public Notice**Notice of Vacancy
Ferndale Planning
Commission**

Notice is hereby given that the Ferndale Planning Commission has a vacancy. If interested, please submit a letter indicating why you are interested and your relevant experience or qualifications by 4:00pm Monday, 12/01/14. Please deliver to City Hall (Mon-Thurs 9-4pm), mail to City of Ferndale, POB 1095, Ferndale 95536 or email to adminasst@ci.ferndale.ca.us. Applicants should plan to attend the 12/17/14 Planning Commission meeting for an interview. Call 786-4224 for further information.

Jay Parrish
City of Ferndale
City Manager

December 1, 2014

Dear Jay,

I am applying for the current opening on the Planning Commission. I have been a member of the Design Review committee for the past year, and have found the experience fulfilling and rewarding. This has resulted in my learning a great deal about the City of Ferndale's government operations, and would like to further contribute to the community I reside in.

I feel my experience serving on the Design Review Committee, and my work background make me qualified to fulfill the duties and responsibilities of the post. I have a Bachelor of Science degree in Civil Engineering and a Master of Science degree in Environmental Engineering from U.C. Berkeley with an emphasis in water and wastewater treatment, as well as environmental chemistry. Since graduating my fields of expertise have been water/wastewater processes as well as collection and distribution systems. I also have experience performing flood analysis. I am familiar with General Plans having used them repeatedly to estimate water demands and sewer contribution for water and wastewater Master Plans.

Since relocating to the area I have attended Ferndale's City Council Meetings regularly to become acquainted with the community, and to develop a better understanding of its politics and policies. I have also been attending several water and wastewater District Board meetings throughout Humboldt County to expand my understanding of the problems and needs of small utility districts. While attending these meetings I have developed a respect for the people who volunteer their time and energies to serve on District and City Boards, and also come to realize the value they provide to their communities. Therefore, I have elected to donate additional time so I can hopefully serve on both the Design Review Committee and Planning Commission.

Thank you for your consideration.

Regards,



Paul A. Gregson

Business Item 6.2 - Building and Land Use Permits

<i>BUSINESS ITEM</i>		<i>October 9, 2014 –December 10, 2014</i>
<i>Building Permits</i>		
430	Berding	Re-Roof
405	A Street	Re-Roof
495	Main	Concrete Wall
405	A Street	Solar Install
550	Washington	Re-Roof
367	Shaw	Water Heater

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:	December 17, 2014	Agenda Item Number	6.3
Agenda Item Title	Design Review Committee Report & Minutes		
Presented By:	Kristene Tavares, Deputy City Clerk		
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 Design Review Committee members.

BACKGROUND:

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

ATTACHMENTS:

1. Minutes of Design Review Committee Meeting on 09/25/2014

City of Ferndale, Humboldt County, California USA
Design Review Minutes for the 09/25/14 - 8:30am meeting

Chairman Mark Giacomini opened the meeting at 8:31 a.m. Committee Members Paul Gregson, Doug Brower and Marc Daniels were present along with Deputy City Clerk Kristene Tavares. Committee Member Lino Moggi was not present.

Approval of Previous Minutes: **MOTION** to **APPROVE** September 04, 2014 meeting minutes. **(Gregson/Brower) Unanimous**

There were no Modifications to the Agenda.

There were no Public Comments.

580 Main Street: The Design Review Committee was presented with picture and dimensions of the proposed sign. Some Committee Members did not think the color of the sign nor the "I" were in character with the historic appearance of the town. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to place a metal 2 sided 18" X 18" Visitor Information Sign at 580 Main Street. **1-3-0 (Giacomini) MOTION DENIED** Design Review Committee has recommended the sign be more conducive to the historical aesthetics of the town. Instead of an "I", that the phrase "Visitor Information be used and color of the sign be more visually harmonious and conceptually consistent with the surrounding area.

495 Main Street: The Design Review Committee was presented with plans and a drawing of the proposed flood diversion wall. Project was approved previously in July 2013, but was scrapped. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to build a 30" high concrete flood diversion wall poured in sections for possible removal at a later date at 495 Main Street. **(Daniels/Gregson) Unanimous**

427 Main Street: The Design Review Committee was presented with plans and a drawing of the proposed solar panel install. Committee members commented that these would not be visible from street. **MOTION** to make the required findings of fact listed in Attachment A to **APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to install twenty-two (22) Solar World 275W solar panels on the roof for the purpose of generating electricity at 427 Main Street. **(Gregson/Brower) 3-0-1 (Daniels recused himself as he is the contractor for this job)**

Solar Panel Information: The Design Review Committee was presented with information that staff was instructed by the Planning Commission to share with this Committee. A committee member commented on the excellence and preciseness of a local business.

Design Review Approval Sign-Offs: DR1338 was signed-off

There was no Correspondence.

Committee Member Comments: Staff advised the Design Review Committee that both the November and December regular meetings fell on holidays. November meeting will be held November 20th and the December meeting will be held December 18th.

Meeting adjourned at 9:11 a.m.

Respectfully submitted,

Kristene Tavares, Deputy City Clerk
City of Ferndale

Section 7: CORRESPONDENCE

Section 8: COMMISSIONER COMMENTS

Section 9: STAFF REPORTS

Section 10: ADJOURNMENT