

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

Location:	City Hall	Date:	April 1, 2015
	834 Main Street	Time:	7:00 pm
	Ferndale CA 95536	Posted:	March 26, 2015

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 - Welcome New Commissioner Ellin Beltz
- 3.0 Modifications to the Agenda
- 4.0 Approval of previous minutes
 - 4.1 Minutes of February 18, 2015 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 Selection of Planning Commission Chair & Vice Chair..... Page 7
 - 6.2 Select and Appoint Planning Commissioner to Design Review ... Page 8
 - 6.3 Building and Land Use Permits Feb 10. 2015–Mar 25, 2015 Page 9
 - 6.4 Design Review Committee Report & Minutes Page 10
- 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
May 6, 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
Minutes for Planning Commission Meeting of February 18, 2015

Call to Order — Chair Jorgen von Frausing-Borch called the Planning Commission Meeting to order at 6:55pm. Commissioners Dean Nielsen, Michael Warner, Lino Mogni, and Paul Gregson were present along with staff Planner Stephen Avis and Deputy City Clerk Kristene Tavares. Chair von Frausing-Borch welcomed newly appointed Commissioner Paul Gregson, and staff introduced and welcomed new Planner Stephen Avis. 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 – Commissioner Nielsen asked staff to correct sentence under Item 6.2 regarding the speed limit in the quarter mile of affected area. Staff will make changes. **Motion:** To approve the minutes of the January 21, 2015 Regular Meeting with change. **(Nielsen/Mogni) 4-0-1** (Gregson abstained due to not being a member of the Planning Commission at the January Meeting)

5.0 Public Comment –

None 6.0 Business

6.1 Interview Planning Commission Applicants and Recommend Appointment of Applicants to the City Council. Chair von Frausing-Borch asked the applicants in attendance to move into the lounge area until it was time for their interview. Chair von Frausing-Borch turned the meeting over to Vice-Chair Dean Nielsen at 7:02pm due to von Frausing-Borch being one of the applicants. Commissioner Mogni also left the room as he was an applicant as well. Before interviews were started staff and Commissioners discussed the recommendation procedure and candidate ballots. Staff and Commissioners agreed on a ranking system (1-4) with one being the highest recommendation to City Council. Commissioners will also include why they ranked applicants in their order on the individual ballots. The first applicant called in to interview was Ellin Beltz. Second to interview was Jorgen von-Frausing-Borch. Third interview was Lino Mogni, and the final interview was Stephen Schwartz. All applicants were asked a series of questions by Commissioners Gregson, Nielsen and Warner. After the Commissioners interviewed the applicants they ranked each individual. Commissioner Gregson's ranking of the applicants was as follows: (1) Jorgen von Frausing-Borch, (2) Ellin Beltz, (3) Stephen Schwartz, (4) Lino Mogni. Commissioner Nielsen ranked applicants as follows: (1) Stephen Schwartz, (2) Jorgen von Frausing-Borch, (3) Ellin Beltz, (4) Lino Mogni and Commissioner Warner ranked the applicants as follows: (1) Stephen Schwartz, (2) Ellin Beltz, (3) Jorgen von Frausing-Borch, (4) Lino Mogni. Vice-Chair Nielsen invited the applicants to stay for the remainder of the meeting. Commissioner Gregson mentioned that there would be a vacancy on Design Review Committee and encouraged applicants that were not chosen for Planning Commission to apply for the upcoming vacancy. Vice Chair Nielsen turned the meeting back over to Chair von Frausing-Borch at 8:17pm.

6.2 Planning Commission Meeting Date Change: Staff informed Planning Commissioners that the City Council had voted to change their meeting dates to the third Thursday of the month. This now moves the Planning Commission meeting date to the first Wednesday of the month.

6.3 Planning Commission Next Meeting Date: Staff explained that due to the meetings now being changed to the first Wednesday of the month, the next meeting would be would only be March 4, 2015, which would only be two weeks away and a packet would have to go out within a week. Staff also explained that Commissioners could choose to have the next meeting on April 1, 2015 as staff has no projects for the March 4, 2015 meeting. **MOTION:** to have the next Regular Planning Commission Meeting on April 1, 2015. **(Mogni/Nielsen)**
Unanimous

6.4 Appointment of Planning Commissioner to Design Review: Staff explained that since Commissioner Brower had resigned it left the Design Review Committee with a vacancy of one appointed Planning Commissioner. Commissioner Warner had stepped in as an alternate until a new Commissioner could assume the vacancy. Commissioner Gregson stated he would like to continue on Design Review as a Planning Commissioner. **MOTION:** to appoint Commissioner Gregson to serve on the Design Review Committee. **(Warner/Nielsen)**
Unanimous

6.5 Building and Land Use Permits: No Comments

6.6 Design Review Committee Report & Minutes: Chair von Frausing-Borch explained to Commissioner Gregson, since he was the newly appointed Design Review representative, that this agenda item is where any items in Design Review that may need to be discussed by the Planning Commission would take place. If further attention is needed by the Planning Commission, it would be placed as a Business Item at the next meeting.

7.0 Correspondence- None

8.0 Commissioner Comments- Commissioner Warner commented that he would be willing to put together some training materials and guidelines for the Design Review Committee. Chair von Frausing-Borch mentioned that it would be good to bring that to the upcoming orientation. Commissioner Nielsen commented that he had spoken with Caltrans regarding the speed limit within the quarter mile affected area at the entrance of town. Caltrans informed Nielsen of the intent to do a traffic survey to look at the traffic situation in the affected area. Chair von Frausing-Borch mentioned the speed limit in the affected area was discussed at the last City Council Meeting and that City Manager Parrish was going to be looking into options as well. Commissioner Warner also stated that he was in contact with Caltrans as well and would share his findings with City Manager Parrish.

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

Meeting was adjourned at 8:43 pm.

Respectfully Submitted

Kristene Tavares
Deputy City Clerk

DRAFT

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:	April 1, 2015	Agenda Item Number	6.1
Agenda Item Title	Election of Chair and Vice-Chair of the Planning Commission		
Presented By:	Kristene Tavares, Deputy 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:

Elect a Chair and Vice-Chair of the Planning Commission

BACKGROUND:

The Planning Commission Ordinance 05-05, Article 4, Powers and Duties, Section 4.02 reads: "The Commission shall elect its Chairman and Vice-Chairman from among the appointed members of the Commission."

The Chair and Vice-Chair is elected every year in April.

Meeting Date:	April 1, 2015		Agenda Item Number	6.2		
Agenda Item Title	Appointment of Planning Commissioner to Design Review					
Presented By:	Kristene Tavares, Deputy 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:

Discuss and Appoint Planning Commissioner for Design Review Meetings.

BACKGROUND:

Per Zoning Ordinance 02-02, Section 6.05.4, the Planning Commission appoints two members of the Commission to sit on the Design Review Committee. Commissioner Gregson is one member and the Design Review Committee is now in need of an additional member.

Business Item 6.3 - Building and Land Use Permits

<i>BUSINESS ITEM</i>		<i>February 10, 2015 – March 25, 2015</i>
<i>Building Permits</i>		
1467	Main	Remodel
1085	Grant	Furnace Install/Gas Line Replacement
461	Berding	Guest House Rebuild
1221	Rose	Water Heater
505	Fern	Rot Repair/Pest Repair
500	Schley	Bathroom Addition
176	Francis	Tankless Water Heater
450	Berding	Carport

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:	April 1, 2015	Agenda Item Number	6.4
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 01/29/2015.
2. Minutes of Design Review Committee Meeting on 02/24/2015.
3. Minutes of Design Review Committee Meeting on 03/12/2015.

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 1/29/15 - 8:30am meeting

Chairman Mark Giacomini opened the meeting at 8:30 a.m. Committee Members Paul Gregson, Marc Daniels, and Michael Warner were present along with Deputy City Clerk Kristene Tavares. Committee Member Lino Mogni was not present (unexcused absence).

Approval of Previous Minutes: **MOTION** to **APPROVE** January 22, 2015 meeting minutes.
(Warner/Gregson) Unanimous

There were no Modifications to the Agenda.

There were no Public Comments.

450 Berding Street: The Design Review Committee at the January 22, 2015 made a motion to table this application to install a pre-fabricated Carport at the end of the driveway, near the garage so they could have an opportunity to speak with the Property Owners regarding changing the design. Property owner Bethel Laborde, and contractor Dale Petersen were present. Property Owner Mike Stuart joined us via telephone. Committee Member Warner discussed the previous Design Review meeting to the Property Owners and Contractor. The Committee discussed options with the Property Owners and Contractor to make the carport more in context with the city and the integrity on Victorian being very intact, especially in this particular neighborhood. Committee members Gregson and Daniels brought in examples of different structures. Committee Member Gregson suggested that painting the aluminum beams black might help give it more of a rod iron or cast iron look for the setting. Chair Giacomini disagreed with Gregson that he didn't think painting it would help it to fit in the Victorian context. Giacomini also stated that it wasn't the committee's job to redesign it. Property Owners can submit a new design that fits more into the setting or they can appeal it to the Planning Commission. Property owner Laborde stated that she was very glad that they were able to sit down with the Committee and go over ideas and options. She would like to table her application and be able to resubmit different design options in a few weeks. Committee Members and Staff discussed date options for Special Meeting. **MOTION** to table the application until February 24, 2015, when the committee will hold a Special Meeting.
(Gregson/Daniels) Unanimous

There was no Correspondence.

Committee Member Comments: Regular Meeting cancelled due to Staff being out of area, as well as Committee Members unable to attend.

Meeting adjourned at 9:03 a.m.

Respectfully submitted,

Kristene Tavares, Deputy City Clerk
City of Ferndale

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 2/24/15 - 8:30am meeting

Chairman Mark Giacomini opened the meeting at 8:38 a.m. Committee Members Paul Gregson and Marc Daniels were present along with Deputy City Clerk Kristene Tavares. Committee Member Lino Moggi was not present (unexcused absence). There is now one Design Review Committee Member opening as Committee Member Gregson is a now a Planning Commissioner representative.

Approval of Previous Minutes: **MOTION to APPROVE** January 29, 2015 meeting minutes. **(Daniels/Gregson) Unanimous**

There were no Modifications to the Agenda.

There were no Public Comments.

450 Berding Street: The Design Review Committee was presented with a new carport design that is more conducive with the historical aspect of the home. Chair Giacomini commented that the new design is very nice and Committee Member Gregson thanked the owner of the property for researching the new design and resubmitting the application. Property owner commented that the carport will not be freestanding but an extension of the garage. **MOTION to APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to install/build a new carport at the end of the driveway near the garage. **(Gregson/Daniels) Unanimous**

There was no Correspondence.

Committee Member Comments: Commissioner Gregson commented that he is now the Planning Commission representative and he will be reporting to the Planning Commission on Design Review activities. Gregson also commented that he would like to get more information together on Solar Panels for Design Review Approvals. Committee members all agreed this information would be helpful.

Meeting adjourned at 8:51 a.m.

Respectfully submitted,

Kristene Tavares, Deputy City Clerk
City of Ferndale

City of Ferndale, Humboldt County, California USA

Design Review Minutes for the 03/12/15 - 8:30am meeting

Chairman Mark Giacomini opened the meeting at 8:32 a.m. Committee Members Lino Mogni and Marc Daniels were present along with Deputy City Clerk Kristene Tavares. Committee Member Paul Gregson was not present (excused absence).

Approval of Previous Minutes: **MOTION to APPROVE** February 24, 2015 meeting minutes.
(Daniels/Giacomini) Unanimous

There were no Modifications to the Agenda.

There were no Public Comments.

461 Berding Street: The Design Review Committee was presented with an application to rebuild a new guesthouse on the property. The Committee reviewed the plans and the old building that is to be replaced. Staff explained the old building was to be demolished. **MOTION to APPROVE** the Design Review Use Permit, subject to the conditions of approval listed in Attachment B, to rebuild a new guesthouse on the property. **(Mogni/Daniels) Unanimous**

There was no Correspondence.

Committee Member Comments: Chair Giacomini stated there is an at large position open on the Design Review. Staff explained that the vacancy is being advertised and publicly noticed today. Applications will be accepted until March 23, 2015. Applications will then be sent to Planning Commission for their meeting on April 1, 2015.

Meeting adjourned at 8:39 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