

**REGULAR AGENDA
CITY OF FERNDALE - HUMBOLDT COUNTY U.S.A.
DESIGN REVIEW COMMITTEE MEETING**

Location	834 Main Street Ferndale, CA 95536	Date:	March 28, 2024
		Time:	8:30 am

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

A person addressing the Design Review Committee will be limited to five (5) minutes unless the Chair 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 Design Review Committee.

This 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.

TO SPEAK ON ANY ISSUE, PLEASE BE ACKNOWLEDGED BY THE CHAIR BEFORE SPEAKING

1. CALL MEETING TO ORDER – DEPUTY CITY CLERK WILL DO ROLL CALL
2. MODIFICATIONS TO THE AGENDA
3. APPROVAL OF PREVIOUS MINUTES
 - A. Approval of the February 22, 2024, Meeting Minutes Page 3
4. PUBLIC COMMENT. (This time is for persons who wish to address the Committee on any matter not on this agenda and over which the Committee has jurisdiction).
5. BUSINESS
 - A. 387 Main Street (Awning) Page 5
 - B. 543 Ocean Ave (Addition/Dormers/Exterior Upgrades) Page 11
 - C. 606 Main Street (Signage) Page 28
 - D. Design Review Informational Items Page 34
 - E. Design Review Sign Off Sheet..... Page 35
6. CORRESPONDENCE Page 38
7. COMMITTEE MEMBER COMMENTS
8. ADJOURN

**This notice is posted in compliance with Government Code §54954.2.
The next Regular Meeting of the Ferndale City Design Review Committee
will be April 25, 2024**

CALL MEETING TO ORDER

MODIFICATION TO THE AGENDA

APPROVAL OF PREVIOUS MINUTES

CITY OF FERNDALE, HUMBOLDT COUNTY, CALIFORNIA, USA**Design Review Committee Action Minutes for the 2/22/24 Agenda – 8:30am Meeting**

Committee Chair Ellin Beltz opened the meeting at 8:32am. Committee members Ellin Beltz, Mark Daniels, and Jorgen Von Frausing-Borch were present, along with Deputy City Clerk Lauren Boop.

Modifications to the Agenda: None

Approval of Previous Minutes:

Approved (Daniels/ Von Frausing-Borch) Unanimous

Public Comments: No Comment

A. Design Review Sign Off Sheet

Committee Chair Ellin Beltz directed the committee at the last meeting to take the list and investigate each applicant project to determine if it is complete. The committee discussed the list and agreed all projects prior to August 2023 were completed save 2: Michael Warner – 484 Main Street, and Jeana McClendon 330 Ocean Ave. The committee requested letters be sent from the City to both applicants inquiring into the status of these incomplete projects. It was also noted that the 330 Ocean Ave property

Committee Chair Ellin Beltz requested the city consider a postcard the applicants would receive upon approval from their project to return to the city and committee notifying when the project is complete.

Committee Chair Ellin Beltz brought up the concept of a Design Review Brochure to provide the public information on the committee's duties and processes. She will begin design work to be discussed at the next meeting in March.

Correspondence: None.

Committee Member Comments: None

Meeting adjourned at 8:56 am

Respectfully submitted,

Lauren Boop

PUBLIC COMMENT

BUSINESS

Meeting Date:	March 28, 2024			Agenda Item Number		5.a	
Agenda Item Title	385 Main Street						
Presented By:	Paul Beatie and/or Staff						
Type of Item:	x	Action		Discussion		Information	
Action Required:		No Action	x	Voice Vote		Roll Call Vote	

PROJECT DESCRIPTION: Request for a Design Review Use Permit to construct awning over doorway at 385 Main Street (APN 031-083-006).

ENVIRONMENTAL REVIEW: This project has been reviewed for compliance with the California Environmental Quality Act (CEQA). The proposed project qualifies for a CEQA Class 1, Section 15301 Categorical Exemption from preparation of environmental documents. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or no expansion of use. Although the building is in the Historic District, Section 15300.2(f) Exceptions does not apply, as the project will not cause a substantial adverse change in the significance of a historical resource.

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

Recommended Motion: "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 construct an awning over a doorway as stated in the application."

PROJECT SUMMARY: The applicant proposes to construct an awning with wood frame and metal flashing and roofing. Exposed wood will be painted to match existing color of building.

ATTACHMENTS: Findings of Fact, Conditions of Approval, Drawing, and Site Photo

Attachment A
FINDINGS OF FACT

The following findings of fact are required for approving the Design Review Use Permit.

1. Because the Design Review Use Permit for the project is a discretionary action of the City, this project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a CEQA Class 1, Section 15301 Categorical Exemption from preparation of environmental documents. This exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures involving negligible or no expansion of use.
2. The proposed design, materials, and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
3. The existing project, as outlined and with conditions:
 - Conforms to and is consistent with the Ferndale General Plan;
 - Conforms to the Ordinance 2013-02 Ferndale Sign Ordinance;
 - Does not impair the natural beauty of the town's site and setting; 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, or 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 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 for paying 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.

CITY OF FERNDALE
PLANNING DEPARTMENT

DR 2404

STANDARD APPLICATION FORM

Please provide the following information as it applies to your application. For questions, call 786-4224.

1. Type of Application Date:
- 2/29/24

☐	Bed & Breakfast Inn	☐	Minor Subdivision (4 parcels or less)
☐	Exception to Development Standards	☐	Second Dwelling Unit
☐	Historic District Design Review	☐	Street Vacate
☐	Home Occupation Permit	☐	Use Permit
☐	Lot Line Adjustment	☒	Use Permit – Design Review
☐	Merger	☐	Variance
☐	Major Subdivision (5 parcels or more)	☐	Zoning & General Plan Amendment

2. Name of Property Owner: Paul Beatie Phone: 930-320-8314
Address: PO Box 1350 POBox _____
3. Name of Applicant (if different): _____
Address: _____ Phone: _____
4. Property Location: 387 Main Street #4
Accessor Parcel Number(s): _____
Description: blue building next to city parking lot
Lot Area: _____
5. Present Use of Property: Apartments & commercial space
Present Zoning: _____
6. Description of Proposed Project: construct awning over doorway
wood frame w/ metal flashing and roofing,
paint exposed wood to match building

Filing Fee: A filing fee of \$_____ has been paid as part of the application. (Refer to Resolution 00-21 for fees and charges for review and processing of development permits.) I hereby certify that to the best of my knowledge the information in this application and all attached exhibits is full, complete and correct, and I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for denying the application, or suspending or revoking a permit issued on the basis of these of subsequent representations, or for the seeking of such other and further relief as may seem proper to the City.

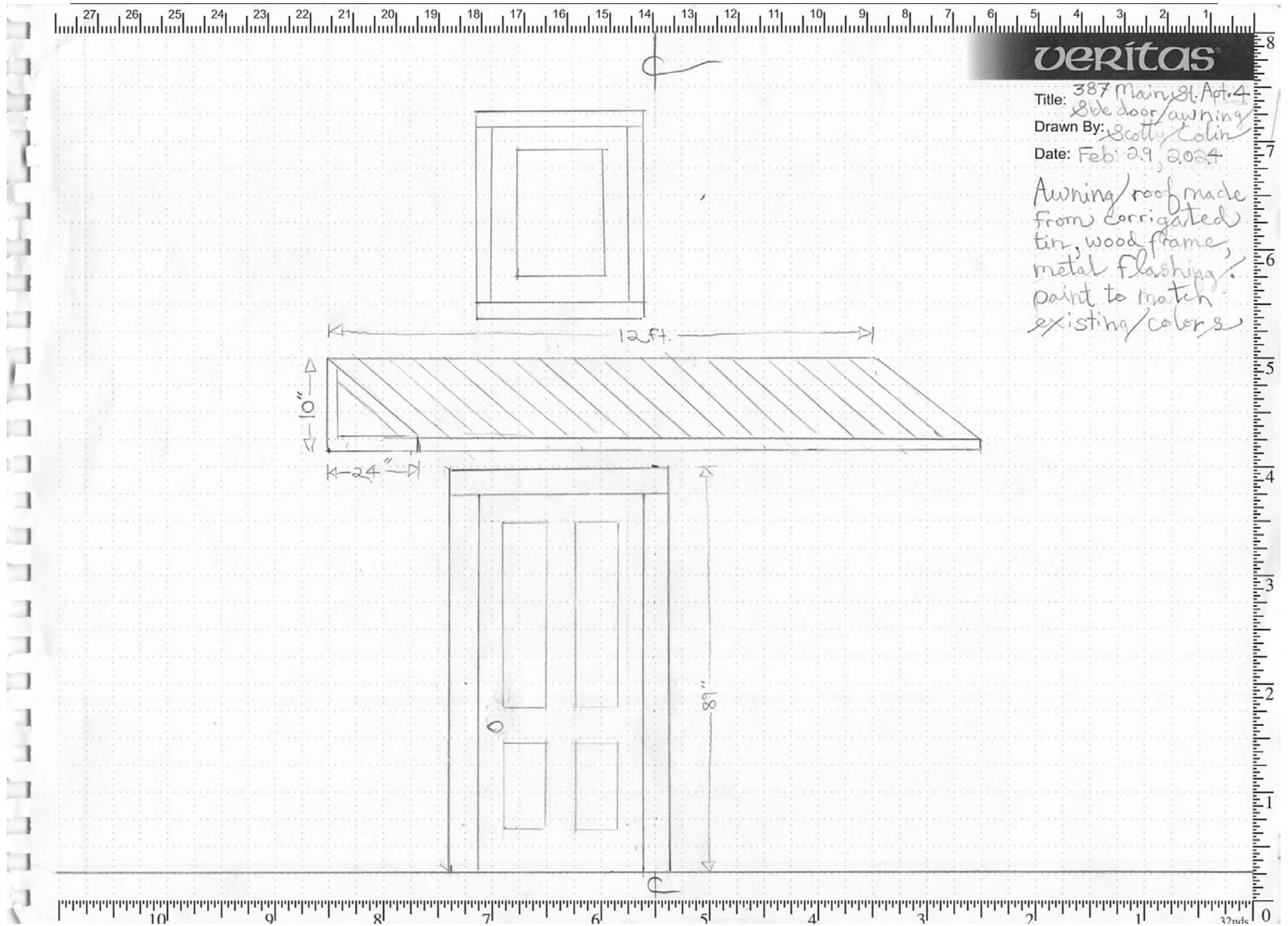
Paul Beatie
Signature of Applicant or Agent

2/29/24
Date

Authorization of Agent: I hereby authorize _____ to act as my representative
and bind me in all matters concerning this application. (Form 100208)

FOR STAFF USE ONLY			
Full Ap Rec'd	Sent to DR	Returned	Ap notified
MAR 04 2024			Project Final
By <u>adff</u>			





Meeting Date:	March 28, 2024	Agenda Item Number	5.b
Agenda Item Title	543 Ocean Ave		
Presented By:	Tim Moreno and/or Staff		
Type of Item:	x	Action	Discussion Information
Action Required:		No Action	X Voice Vote Roll Call Vote

PROJECT DESCRIPTION: Request for a Design Review Use Permit to add a second story addition to rear side of residence, addition of dormers to front of residence, and additional exterior upgrades to residence at 543 Ocean Ave (031-095-005).

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

RECOMMENDED MOTION: “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 construct second story addition, dormers, and perform exterior upgrades to the residence as stated in the application.”

ATTACHMENTS: Findings of Fact, Conditions of Approval, Site Photos, and Plans

Attachment A
FINDINGS OF FACT

The following findings of fact are required for approving the Design Review Use Permit.

1. The proposed design, materials, and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
2. The existing project, as outlined and with conditions:
 - Conforms to and is consistent with the Ferndale General Plan;
 - Does not impair the natural beauty of the town's site and setting; 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, or 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 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.

DR 2405

CITY OF FERNDALE
PLANNING DEPARTMENT

STANDARD APPLICATION FORM

Please provide the following information as it applies to your application. For questions, call 786-4224.

1. Type of Application

Date: 3/17/24

☐	Bed & Breakfast Inn
☒	Design Review Use Permit
☐	Exception to Development Standards
☐	Home Occupation Permit
☐	Lot Line Adjustment
☐	Merger

☐	Major Subdivision (5 parcels or more)
☐	Minor Subdivision (4 parcels or less)
☐	Second Dwelling Unit
☐	Use Permit
☐	Variance
☐	Zoning & General Plan Amendment

2. Name of Property Owner:

Tim Moreno & Brytann Busick

Address:

543 Ocean Ave, Ferndale, CA

3.

Name of Applicant (if different):

same as above

Address:

same as above

Phone:

707-237-1335

4.

Property Location:

same as above

Assessor Parcel Number(s):

031-094-005

Description:

Lot Area:

0.12 acres

5.

Present Use of Property:

single family residence

Present Zoning:

R-1-D

6.

Description of Proposed Project:

see addendum

Filing Fee: A filing fee of \$_____ has been paid as part of the application. (Refer to Resolution 00-21 for fees and charges for review and processing of development permits.) I hereby certify that to the best of my knowledge the information in this application and all attached exhibits is full, complete and correct, and I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for denying the application, or suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City.

Tim Moreno

Signature of Applicant or Agent

3/17/24

Date

Authorization of Agent: I hereby authorize _____ to act as my representative

and bind me in all matters concerning this application.

(Form 121106)

RECEIVED	
FOR STAFF USE ONLY	
MAR 19 2024	
Full Ap Rec'd	By _____

Sent to Comm.

Returned

Ap notified

Project Final

Addition of second story over existing single story in rear of house. See plan elevations for details. Addition of dormers on existing roof section in front of house. See plans for details. Removal of asbestos shingle siding to reveal existing underlying original V-groove shiplap 1x8" siding. Using Hardie horizontal siding on rear wall of house. Replacing windows with milgard vinyl windows. See plans for placement and style. 1" x x paint grade trim boards around windows/doors to match existing. White paint on exterior. White aluminium seamless gutters. Architectural composition shingle roofing. Replacement of garage siding as per plan details. Garage to be painted to match house. Replacement of garage roof as per plan details. Installation of new garage door.

Tim Merens & Brytann Busick
543 Ocean Ave, Ferndale, CA 95536

Verification of house number visible from street



Tim Moreno & Brytann Busick
543 Ocean Ave, Ferndale, CA 95536

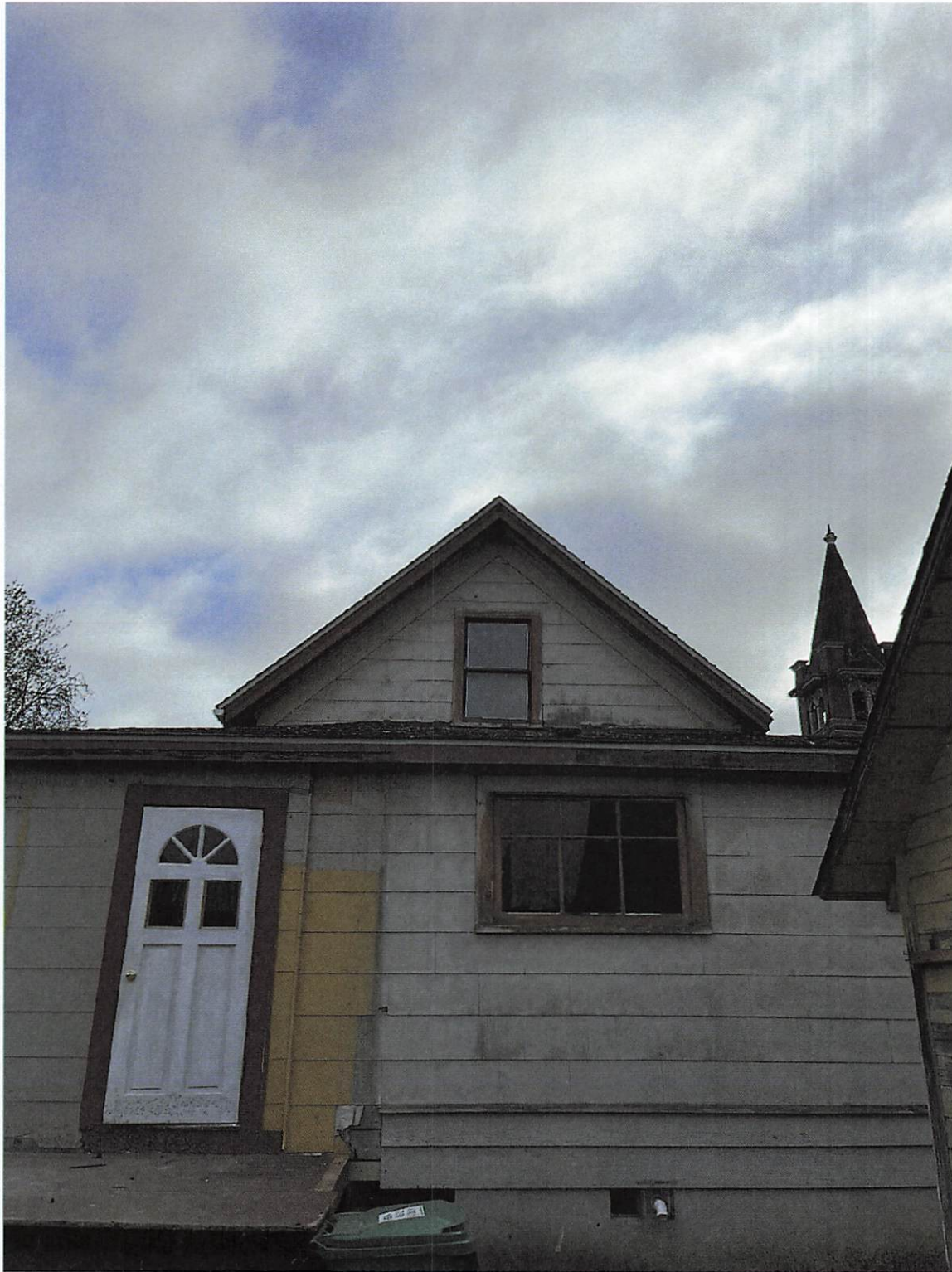
View of front of existing house



View of east side of existing house



View of rear of existing house



View of west side of existing house



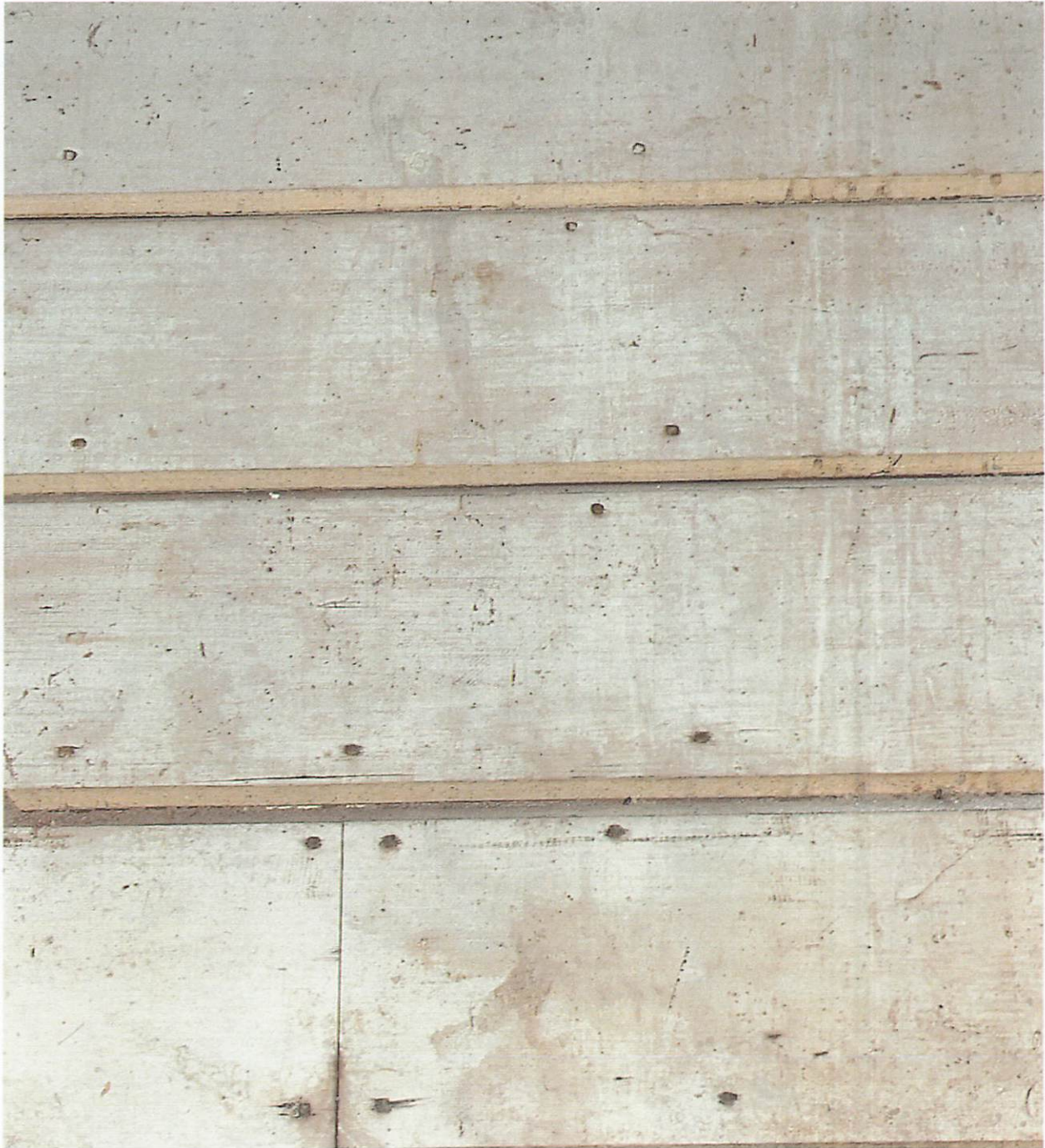
View of front (east facing) of existing garage



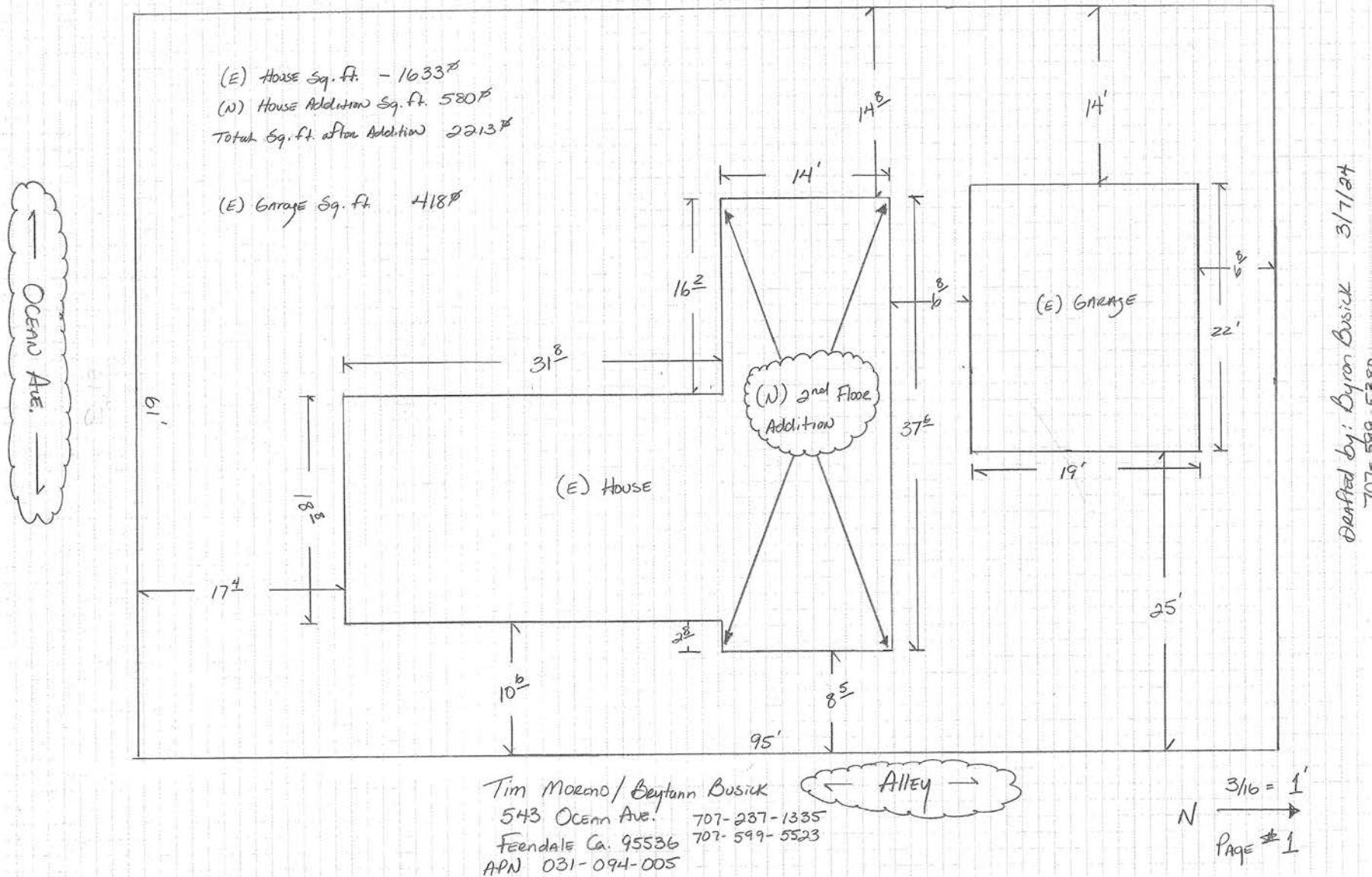
View of rear (west facing) of existing garage



Example of existing original v-groove shiplap siding underlying asbestos shingles which will be exposed by removal of shingles and painted.



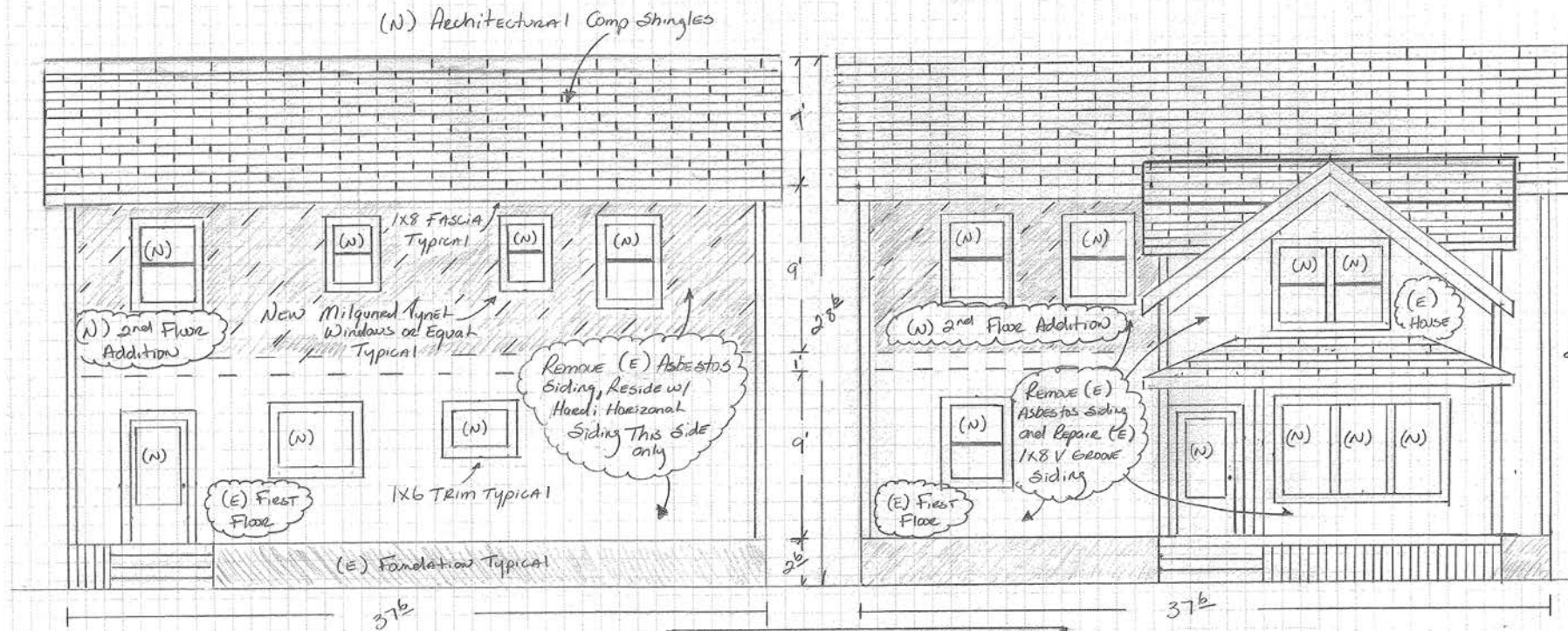
- P.1 - Plot Plan / NOTES
 P.2 - N-S House Elevations
 P.3 - E-W House Elevations
 P.4 - 1st/2nd Floor Floor Plans
 P.5 - Garage Floor Plan / Elevations



Notes

- #1 - All New Electrical to be per Calif. Building Code.
- #2 - All New Plumbing to be per Calif. Building Code
- #3 - All Windows to be Milquard Vinyl Windows Per Plans
- #4 - Architectural Comp Shingles
- #5 - Remove (E) Asbestos Shingle Siding and Replace (E) V Groove Redwood Siding w/ Groove Asbestos Siding @ South, East and West walls
- #6 - New Horizontal Hardi Siding @ North wall House only.
- #7 - Replace, Repair and Add 1x6 Paint Grade Trim as needed
- #8 - Replace, Repair and Add 1x8 Paint Grade Fascia as needed

- #9 - Replace, Repair (E) Porches as needed.
- #10 - New 2nd story Addition 15'6" x 37'6" @ North Side of House
- #11 - Replace, Repair (E) Gneage as needed.
- #12 - New Doormats as per plans @ (E) Roof.
- #13 - New Insulation - Spray foam and Batt in walls and Ceilings
- #14 - New Stairway Per Code
- #15 - All New EXTERIOR walls 2x4 @.F. with 1/2 sheetrock plywood
- #16 - All New Ceiling Joists to be 2x6 @.F.
- #17 - All New Roof Rafters to be 2x8 @.F. with 5/8 CDX Plywood



NORTH/REAR

707-237-1335 707-599-5523
 Tim MORENO / Brytann BUSICK
 543 Ocean Ave.
 Ferndale, Ca. 95536
 APN 031-094-005

SOUTH/Front

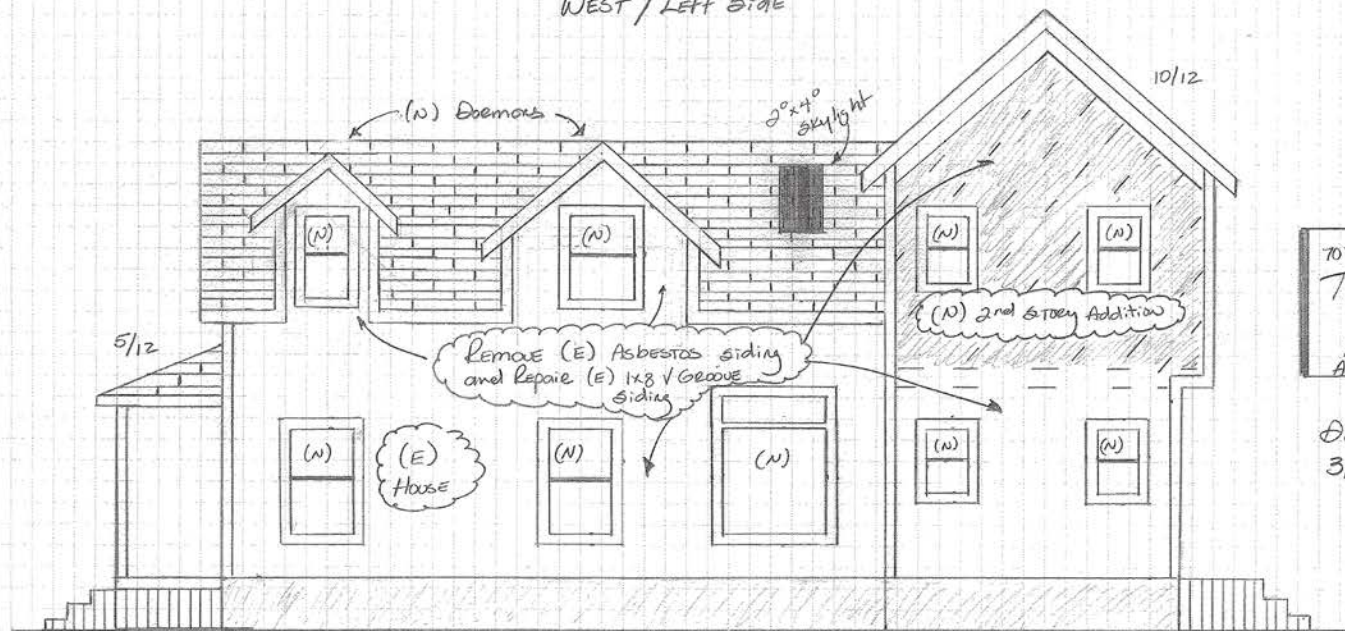
Drafted By 3/7/24
 Byron Busick 707-599-5380

Scale
 1/4" = 1'

Page # 2



WEST / Left Side

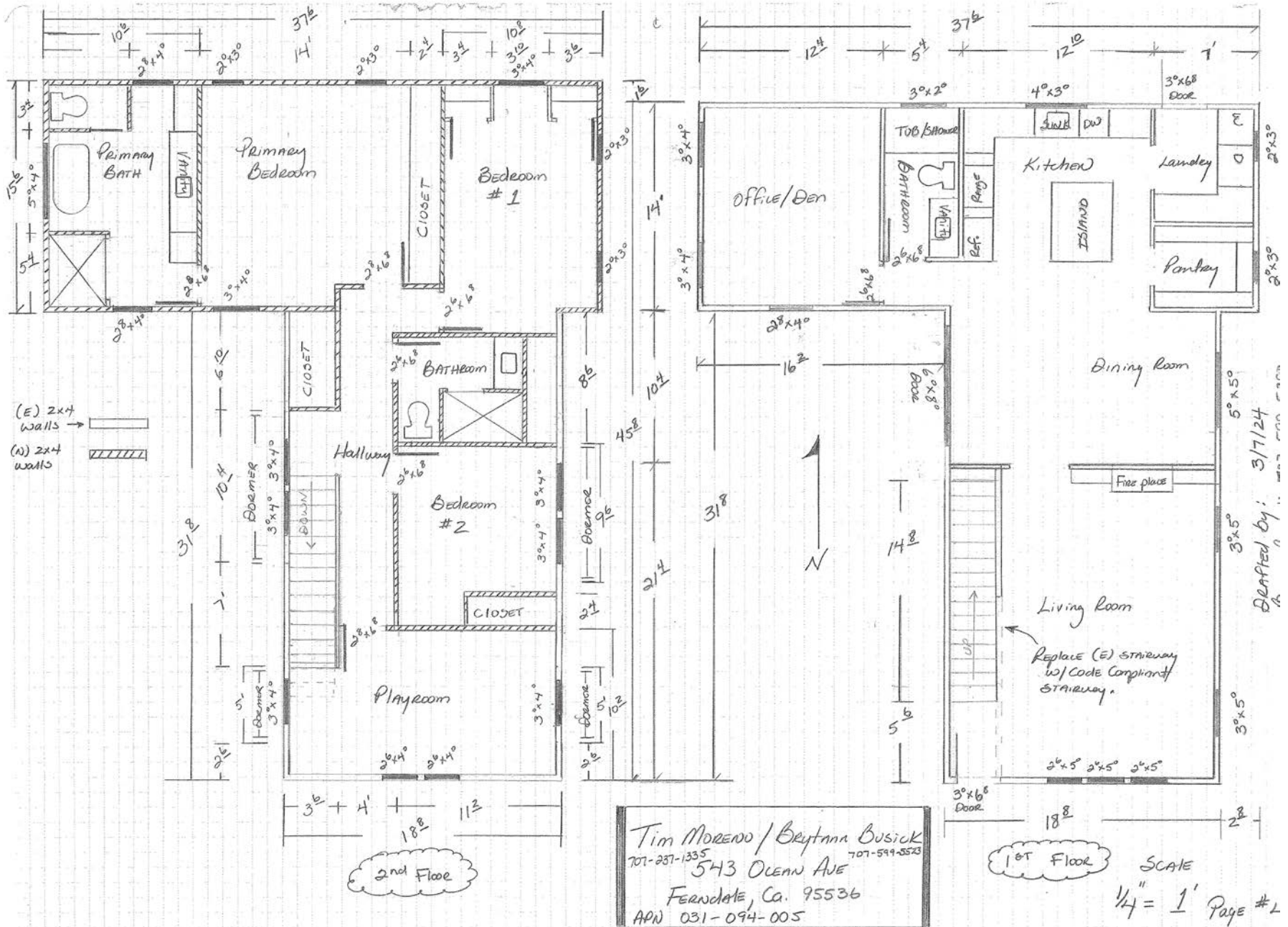


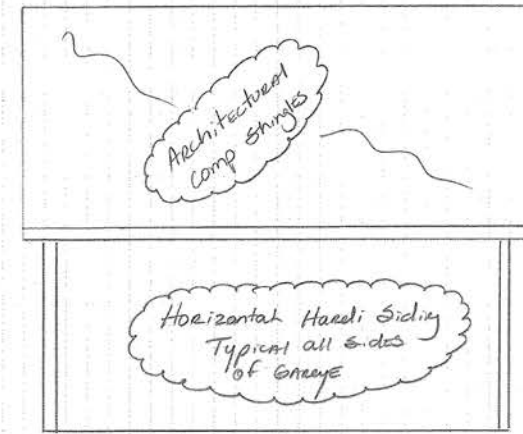
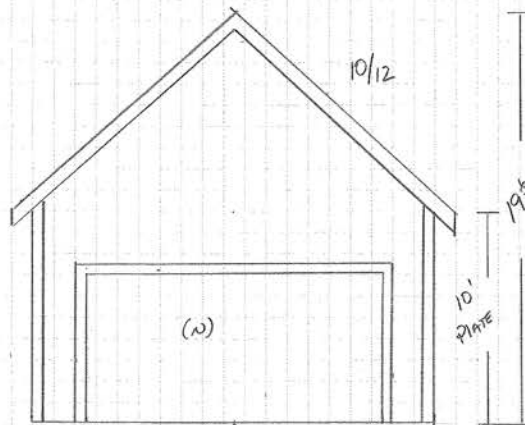
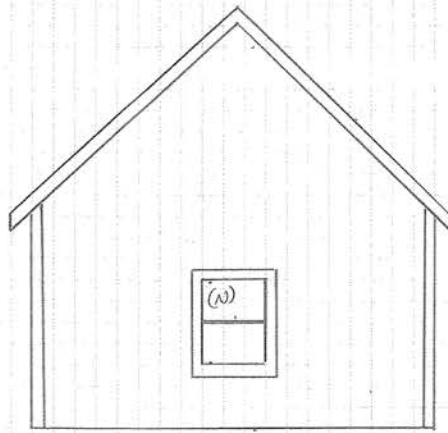
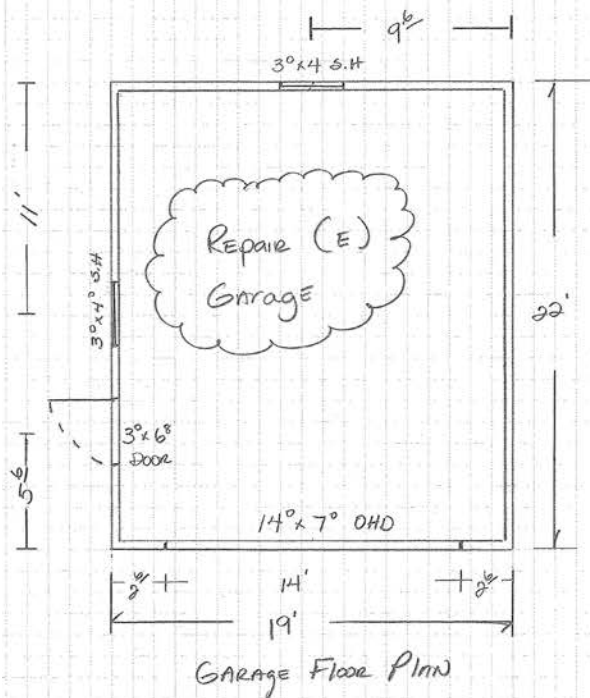
EAST / Right Side

707-237-1335 707-599-55
Tim Moreno / Bryan Bu
543 Ocean Ave.
Fremont, Ca. 95536
APN 031-094-005

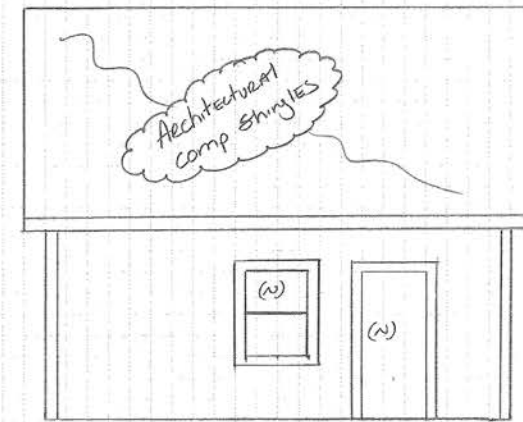
Drafted by: Byron Busick
3/7/24 707-599-5380

SCALE
1/4" = 1'
Page #3





North Side Right



SOUTH Side LEFT

Tim Moreno / Beytann Busick
 707-237-1335 707-599-5523
 543 Ocean Ave.
 Ferndale, Ca. 95536
 APN 031-094-005

Drafted by 3/7/24
 Byron Busick 707-599-53

PAGE # 5

Meeting Date:	March 28, 2024			Agenda Item Number		5.c	
Agenda Item Title	606 Main Street						
Presented By:	Patch Fraga and/or Staff						
Type of Item:	x	Action		Discussion		Information	
Action Required:		No Action	X	Voice Vote		Roll Call Vote	

PROJECT DESCRIPTION: Request for a Design Review Use Permit to place business signage on the front of the building at 606 Main Street (031-095-005).

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

RECOMMENDED MOTION: “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 business signage on the front of the building as stated in the application.”

ATTACHMENTS: Findings of Fact, Conditions of Approval, Proposed Signage Drawing, Site Photo

Attachment A
FINDINGS OF FACT

The following findings of fact are required for approving the Design Review Use Permit.

1. The proposed design, materials, and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
2. The existing project, as outlined and with conditions:
 - Conforms to and is consistent with the Ferndale General Plan;
 - Does not impair the natural beauty of the town's site and setting; 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, or limit the opportunity to attain optimum use and value of the land and improvements or otherwise adversely affect the general property and welfare.
3. The proposed project conforms to maximum aggregated area for signage on a commercial building.

Attachment B
CONDITIONS OF APPROVAL

Staff recommends Design Review Use Permit approval 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.

Permit Sign Request - 606 Main Street

Business Name: Patches' Pastries

Business Address: 606 Main Street, Ferndale, CA 95536

Mailing Address: 1505 Main St, Fortuna, CA 95540

Applicant Name: Patch Fraga

Contact Number: 707-599-7337

Contact Email: info@patchespastries.com

Size: W 83 inches x H 14 inches

Application Requirements: Each application shall include all of the following:

- *A site plan and building elevations, drawn to scale, accurately showing the proposed location of each sign in relation to other signs on the site and building, including each present and planned sign of any type, whether or not requiring a permit.*

Sign is located at 606 Main Street, Ferndale CA 95536 in Zone C-2-D

- **Pre-Temporary Banner (Look at Purchase of Cat Shack):**



- **Temporary Banner Look:**



Permit Sign Request - 606 Main Street

○ Proposed Sign Look:

Sign Width: 83 Inches---- Building: 132 Inches



Building Width: 132 inches

Building Height: 124 inches

The building address is displayed and can be seen from the street.

- *Plans for the sign, drawn to scale, accurately detailing the design and proposed appearance of the sign, including mounting and lighting details;*



Material: Aluminum Sign

Coating: Protective Laminate (Glossy)

Shape: Square / Rectangle

Printed Sides: Single Sided

Drilled Holes Diameter: 3/8"

Drilled Holes Location: Corners & Top & Bottom Center

Size: 14" Tall x 83" Wide

Lighting - Currently, we have solar outdoor patio lights on the top and bottom of the part of the building that holds the sign. They automatically turn off and on with light exposure.

Mounting: Bracket and/or Heavy Duty Screws

Permit Sign Request - 606 Main Street

- *A complete color scheme for the sign;*

Our brand colors are pinks/blues/purples. While our temporary banner featured a pink background, I felt moving forward with a black background looks more professional and will be more accommodating if we decided to put an application in, in the future to re-paint the building. The font used in our logo is the original font we have been using for the past 3 years.

- *Written permission from the property owner for the placement of the proposed sign on the site;*

I, Phillip Ostler, property owner of 606 Main Street have given Patch Fraga, owner of Patches' Pastries, permission to use the proposed sign above for their new business at this location.

Signature: 

- *Computation of the total sign area, the area of each individual sign, the height of each sign, and the total number of existing and proposed signs on the parcel; and*

Other Existing Signs: Temporary Banner to be taken down on **Mar 28, 2024**, Cat Shack sign has been removed

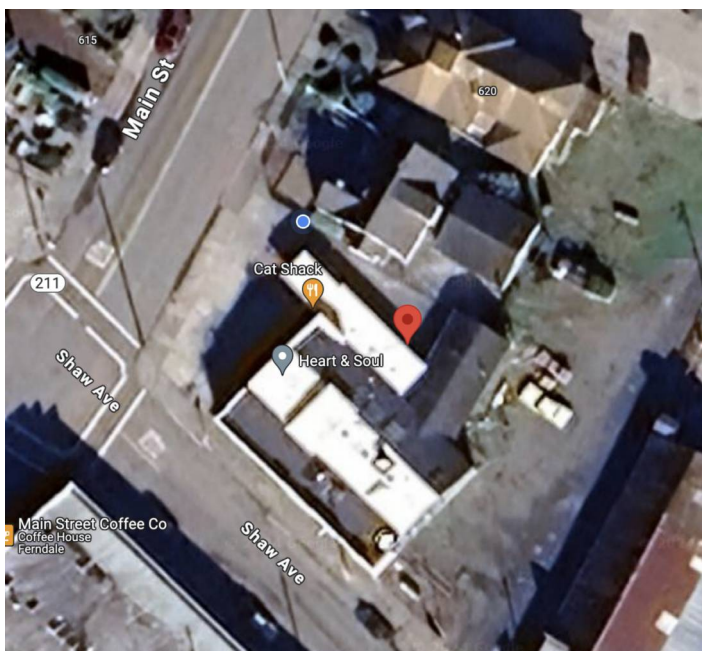
Height: 14 inches

Width: 83 inches

Total Sign Area: 1162 in²

Street View of the location,

North
/\



Meeting Date:	March 28, 2024	Agenda Item Number	5.d
Agenda Item Title	Discuss Design Review Informational Items		
Presented By:	Staff		
Type of Item:	☐ Action	☒ Discussion	☐ Information
Action Required:	☒ No Action	☐ Voice Vote	☐ Roll Call Vote

DISCUSSION:**The following have been questions and discussion items brought up at recent Meetings.**

Currently, the city has a Design Review Brochure that the Committee is interested in updating. Staff will take any updates the committee would like to see on the current brochure (or a new one) and review them (it). Please keep in mind that we will likely not be printing out a brochure, but will definitely replace it (currently the Design Review Historical Brochure) on the website as a helpful guide to assist applicants. The Committee will need to be sure that any updates provided for review by staff are relevant to the Design Review Process and that are in conjunction with Ferndale Zoning Ordinance which governs the Design Review Zoning as well last in conjunction with the standards the Council has set forth for the application process.

It is imperative for the Committee to take into consideration that when the Council enacted the Design Review Committee and Process, it was to be a simple and easy to use process that did not overburden nor hinder the projects timeline. Thus, the application process is to be both cost and time efficient. The Council's decision, at the time, was to enact a committee that could meet once a month regularly, and, if needed, special meetings so a project was never held up unnecessarily, to await a regular meeting. Special meetings are not greatly different from regular meetings. The main differences are the following: only require a 24hr posting requirement; Special Meetings can only have business items that cannot wait for a regular meeting; there is no Public Comment Period (items not on the agenda). Staff will always do their best to ensure a special meeting is not necessary, however, if a special meeting is called, it is because a project is ready to begin and waiting for Design Review approval immediately.

A "final" postcard was requested to be handed out to applicants by the Committee at the February Meeting. Staff will look into this as an option; however, we are trying to get away from as much paper supply items as we can (everything is so expensive these days!). We can try a trial run on this and see if applicants comply. We have added a sentence to our approval letter asking applicants to please email or call when project is completed (I have even gotten away from sending these hard copy). Staff designed the sign-off sheet to assist with keeping track of projects. Since most of the Design Review Projects are within view of the community, hopefully we can continue to recognize these projects when they are completed just by sight and we can take it off our sign off sheet.

Permit expirations and timeframes are a touchy subject. The city tends to try to be very lenient with construction as getting a contractor to comply or even schedule is difficult for people to say the least. Even people doing the work themselves have many constraints these days with the price of goods and on top of everything the weather cooperating. Permits are issued for a project, not necessarily to a person. So even if the property changes hands, it will still be valid. If changes are needed it would be up to the new owner to request any changes to an approved Design Review or Building Permit issued.

Hope this helps answer questions. I am always available by email if any committee member a question.

Meeting Date:	March 28, 2024			Agenda Item Number		5.e	
Agenda Item Title	Discuss Design Review Approval Sign-Offs						
Presented By:	Staff						
Type of Item:		Action	x	Discussion		Information	
Action Required:	x	No Action		Voice Vote		Roll Call Vote	

BACKGROUND: In the past, Design Review Committee has taken this opportunity to discuss any open Design Review Use Permits that have been completed and are awaiting finalization. Staff will provide the sign off list at the meeting.

<u>DESIGN REVIEW SIGN-OFFS</u>							
Date	Applicant	Address		DR#	Description	Approved	Finalized
2018							
11/5/2018	Michael Warner	484	Main	DR1823	Deck/Elevator	X	
2023						X	
1/23/2023	Jeana McClendon	330	Ocean	DR2304	Paint/New Door	X	
8/17/2023	Paul Beatie	385	Main	DR2309	Garage Door	X	
8/20/2023	Dana Webb	746	Main	DR2310	Solar/Fence/Roof Line	Partial	
9/14/2023	Vinson Soto	131	Berding	DR2311	Paint	X	
10/26/2023	Doug Frink	514	Shaw	UP2312	Three new units	X	
2024							
1/25/2024	Ferndale Arts	535	Main	DR2401	Signage	X	
3/4/2024	Paul Beatie	387	Main	DR2404	Awning		
3/19/2024	Tim Moreno	543	Ocean	DR2405	Additon/Exterior Upgrades		
3/19/2024	Patch Fraga	606	Main Street	DR2406	Signage		

CORRESPONDENCE

CITY OF FERNDALE

POB 1095

FERNDALE, CA 95536

"A Historic Victorian Village"

March 20, 2024

Michael Warner
POB 291
Ferndale, CA 95536

Re: Design Review Use Permit (DR1823)

Dear Michael,

A Design Review Use Permit was issued for a project at 484 Main Street on 11/5/2018.

If work has been completed, or if you no longer plan on continuing your project, please email City Hall at cityclerk@ci.ferndale.ca.us or call (707)786-4224 so we can close out your permit.

Any work that isn't completed should be done as soon as possible. Please provide the city with a proposed finish date so we can update your permit.

Thank you for your attention to this matter. Please contact me at the above email or phone number if you have any questions.

Sincerely,

Kristene Hall
City Clerk

CC: 484 Main Street File
Correspondence File

CITY OF FERNDALE

POB 1095

FERNDALE, CA 95536

"A Historic Victorian Village"

March 20, 2024

Amelia Burroughs
POB 291
Ferndale, CA 95536

Re: Design Review Use Permit (DR2304)

Dear Amelia,

A Design Review Use Permit was issued for a project at 330 Ocean Ave on 02/23/2023.

If work has been completed, or if you no longer plan on continuing the project, please email City Hall at cityclerk@ci.ferndale.ca.us or call (707)786-4224 so we can close out the permit.

Any work that isn't completed should be done as soon as possible. Please provide the city with a proposed finish date so we can update your permit.

Thank you for your attention to this matter. Please contact me at the above email or phone number if you have any questions.

Sincerely,

Kristene Hall
City Clerk

CC: 543 Ocean Ave File
Correspondence File

COMMITTEE COMMENTS

ADJOURN