

Mendocino Historical Review Board

c/o Planning & Building Services
120 West Fir Street
Fort Bragg, CA 95437
964-5379



MENDOCINO HISTORICAL REVIEW BOARD

MEETING MINUTES – REGULAR MEETING

February 6, 2017

These are action minutes. For a complete transcript of the meeting, please request a copy of the digital recording. Audio recording of this meeting is available at the Planning and Building Department upon request. There is a fee of \$10.00 per recording.

1. **Call to Order.** The Review Board convened at 7:00 PM for its regularly scheduled meeting.
2. **Roll Call.** Review Board Members present: Cindy Arch, Dan Potash, Deirdre Lamb. Absent: None (Board Member Bill Sherman resigned the previous week).
3. **Determination of Legal Notice.** The meeting was properly noticed.
4. **Minutes approval:** Defer action on December 5, 2016 minutes until next meeting.
5. **Correspondence.** Resignation letter from Bill Sherman.
6. **Report from the Chair.** None.
7. **Public Expression.** Lee Edmundson discussed the status of the adoption of Secretary of Interior Guidelines on Solar Panels that the Town Plan Update recommended to be incorporated into the MHRB Guidelines. Mr. Edmundson heard the Planning Commission had not met on the recommendation. He questioned whether the MHRB could do anything to move the process forward. He requested that the MHRB request that Planning Commission act on the recommendation so that it could be incorporated into the Update.
8. **Consent Calendar.** Review Member Potash requested that three items on the Consent Calendar be pulled and heard. The three items moved were: MHRB_2016-0028, MHRB_2016-0031, and MHRB_2017-0001.
9. **Public Hearing Items.**

CASE#: MHRB_2016-0028 (Moved from Consent Calendar). A Mendocino Historical Review Board Permit request to install a six-square-foot painted wood sign with copy "Southern Exposure salon studio hair 707-937-4430 Eminence Organic Skin Care Est 1980" and with blue and cream colors.



Sally Stewart presented her request. She noted that she was moving business to new location and replacing sign her old sign with a smaller sign. She noted that phone number had always been on sign. Mr. McCusker, Mr. Edmundson, Mr. Cohe, and Mr. Sacks spoke in regard to the item.

Review Board Member Lamb made motion to approve seconded by Review Board Member Potash. The Review Board approved MHRB 2016-0028 by a 3-0 vote.

CASE#: MHRB_2016-0031 (Moved from Consent Calendar). A Mendocino Historical Review Board Permit request to install three signs and one wooden menu box for Mendocino Taqueria.

Mr. Sacks presented information on the request. The request was for a 6.0 square foot sign in same place on Lansing as previous sign, a second sign on building and a third sign on walkway from Ukiah Street. Member Potash questioned need for second sign off Lansing. Member Lamb questioned if there was a way to incorporate signs. No questions from public. Board discussed the item.

Review Board Member Arch questioned second entrance sign. Mr. Kinser confirmed code allows. Board Member Potash had a question about directory signs. Board Member Potash questioned whether sign on Ukiah Street would be on same property; off-site signs are not allowed.

Review Board Member Potash made a motion to approve request subject to confirmation that sign on Ukiah Street was on same property as the business. Review Board Member Lamb seconded. The Review Board approved MHRB 2016-0031 by a 3-0 vote

CASE#: MHRB_2017-0001 (Moved from Consent Calendar). A request for a Mendocino Historical Review Board Permit to replace sliding doors with wooden French doors; replace windows with wooden double-hung windows; and replace an existing second-floor deck balustrade.

Mr. Saramaglia (agent) presented the request and provided elevations.

Review Board Member Lamb made motion to approve as requested except adding that "wooden French doors to be painted same color as trim", seconded by Review Board Member Potash. The Review Board approved MHRB 2017-0001 by a 3-0 vote.

9a. CASE#: MHRB_2016-0029. continued at the applicant's request. No date specified.

9b. CASE#: MHRB_2016-0030. A Mendocino Historical Review Board Permit request to (1) install two wooden casement windows and (2) install one 20-by-30-inch wooden sign with copy "Nicholson House Inn."

Mr. Sacks presented the sign portion of the project. Mr. McCusker presented information on the two casement windows. Mr. Edmundson discussed the history of the property relative to use of the property as a B&B and boarding house. Board Member Potash questioned height of signs. Mr. Sacks discussed safety issues regarding lower height blocking roadway visibility. Mr. Kinser cited code regarding height of free standing signs.



In response to question from Chair Arch regarding windows and day and night use of room, Mr. McCrusher said the room was strictly for daytime use. Kelly Grimes spoke in regard to adding the windows and noted that it was a slippery slope to add windows to an outbuilding and could lead to future conversion of outbuilding. Mr. Edmundson questioned whether approval could be conditioned to limit to daytime use. The Board further discussed the item. Member Lamb questioned the age of the outbuilding. Member Potash thought the MHRB could condition approval to limit to daytime use.

Review Board Member Potash made a motion to approve the requested sign portion of MHRB 2016-0030 but limiting the height of the wooden sign to six (6) feet. Review Board Member Lamb seconded. The Review Board approved MHRB 2017-0001 by a 3-0 vote.

Review Board Member Lamb made a motion to continue the window portion of MHRB 2016-0030 until after a site evaluation (at 5:30) to the next MHRB meeting. Review Board Member Potash seconded. The motion was approved by a 3-0 vote

10. Matters from the Board.

Board Member Potash requested the MHRB ask County Counsel if MHRB can approve applications subject to a certain use (e.g., daytime use of a building only). The MHRB agreed and requested that staff seek the information from County Counsel.

Board Member Lamb discussed membership on the Board and the limitations to membership due to the geographic restrictions on Board membership. She read a letter from Lee Edmundson on the subject of establishing a municipal advisory committee (MAC), term limits, expanding eligibility to include property owners, and adding Point of View Estates to MHRB recruitment area. Board Members discussed expanding eligibility and sending recommendation to Board of Supervisors. Board Member Lamb stated that there is a need to expand the range of membership. Lack of quorum is a major issue. Board Member Potash would like to see members with historic preservation background. Chair Arch did not agree with either Review Board member objectives. There was further discussion on where and when to put on the agenda. Member Potash stated that the action by MHRB would be a letter to the Board of Supervisors. Mr. Edmundson discussed possibility of alternates on the MHRB. MHRB requested it be placed on agenda for next month.

11. Matters From the Staff.

Case#: U-2016-0016. Mr. Kinser presented a Coastal Development Minor Use Permit authorizing the conversion of a second floor 900 square foot residential use into use as a Single Unit Rental.

Chair Arch requested information on how many units could be converted to SURs and VHRs. Mr. Kinser stated there could be 20 SURs and 10 VHRs under the new plan. Board Member Lamb asked if there was a list of VHRs and SURs including waiting list. Mr. Kinser said that could be provided. Mr. Grimes noted that enforcement needs to be strengthened.



Board Member Lamb asked what types of comments were sought on U-2016-0016. Mr. Kinser stated that appropriate comments might include parking, signage, and changes to exterior.

- 12. Adjourn.** The meeting concluded at 8:35 pm.