

Mendocino Historical Review Board

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



MENDOCINO HISTORICAL REVIEW BOARD ACTION MINUTES – SEPTEMBER 9, 2019

Before the Mendocino Historical Review Board Fair Statement of Proceedings (Pursuant to California Government Code Section 25150)

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.

Draft minutes may be approved, possibly with corrections, at the January 6, 2020 MHRB meeting.

1. Call to Order.

The Review Board convened at 7 p.m. for its regularly scheduled meeting.

2. Roll Call.

Present

Review Board Members: Kappler, Lamb, Roth, and Potash.

Planning and Building Services Staff: Director Schultz and Planner Cherry

3. Determination of Legal Notice.

Hearing was property noticed.

4. Approval of Minutes.

4a. None.

5. Correspondence.

None.

6. Report from the Chair.

The Chair did not provide a report. Review Board Member Lamb spoke about volunteering to be on the Review Board.

7. Public Expression.

Mr. O'Brien inquired why the September MHRB Agenda was not published in the Mendocino Beacon.

Mr. Edmundson suggested public service announcements to get the word out.

Ms. Lee, Publisher of the Mendocino Beacon, stated that they do want to publish the MHRB meeting agenda and believes that there may be a timing issue. The deadline to publish in the Mendocino Beacon is noon on Fridays and that the September MHRB Agenda was not posted to the County website before noon on Friday, August 30.



8. Consent Calendar.

None.

9. Public Hearing Items.

***9a. CASE#: MHRB_2019-0001 (Site View @ 6:15 pm)**

DATE FILED: 1/9/2019

OWNER/APPLICANT: MENDOCINO ROTARY FOUNDATION

AGENT: JEROLD KARABENSH

REQUEST: Historical Review Board Permit request to establish a park, classified as MCC Section 20.620.030, install two free standing signs, and to allow for annual events on Easter Sunday, Independence Day, and the second Friday in December.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 44920 Main St, Mendocino (APN 119-250-08)

SUPERVISORIAL DISTRICT: 5

STAFF PLANNER: JULIANA CHERRY

Recusal: Review Board Member Roth recused himself and left the meeting room.

(*Review Board Members Kappler, Lamb, and Potash attended a 6:15 PM site view. Also, present were Planner Cherry, Ms. Debra Lenox, members of Mendocino Rotary, and Ms. Kate Lee.)

Presentation: Planner Cherry presented staff's recommendation to approve the request. Ms. Lenox presented on behalf of the applicant and provided an example of the proposed Core-Ten Steele roof color (rust); described the location of the bike racks and the content of the proposed signs; described the location of the sidewalks and founder stones; and stated that there would be six events annually (Planned events would not include tents).

Staff clarified that recommended condition #7 is intended to assist in determining whether an MHRB Permit would be required for an event that included a tent, outdoor lighting, sign, or other. The recommendation is not to condition an event, but to determine whether structures require Review Board approval.

Staff clarified that the referenced MHRB Permit number should be MHRB_2019-0001 (and should not be MHRB_2019-0002 as written in Condition #5 and #6).

Staff explained sign requirements: height, quantity, and total allowed area.

Public expression:

Unnamed person asked about whether pop-up tents would require MHRB permitting.

Mr. Edmundson states tent events affected the character of the Town; stated his appreciation for the Review Board's volunteerism; and stated the proposed sign height is too tall.

Mr. Ray Alarcon described Sherriff Allman's sign recommendations and corrected the spelling of Jerold Karabensh's name on the agenda.

Mr. Tony Graham questioned the jurisdiction of the Review Board.

Review Board Discussion: Potash inquired whether the applicant supported the recommended conditions and asked about sign height standards. Potash described the use of compact gravel in parks and its suitability within the Historic District.

Kappler requested clarification regarding the scope of the Review Board's permit approval for the proposed project. Kappler stated that tents are subject to Review Board approval; events (without out structures) are not subject to Review Board permitting.



Lamb mentioned that the other applicants have received MHRB permits for multiple events that have tents; thus grouping multiple tent-events under one permit. Lamb supported a lowering the sign height.

Review Board Action: Upon motion by Vice Chair Lamb, seconded by Review Board Member Kappler, and carried by unanimous voice vote (3-0), the project MHRB_2019-0001 is approved subject to the facts and findings and conditions of approval contained in the staff report with the following clarifications: the Main Street sidewalk would pebble-salt washed (as shown during the meeting), a four-foot maximum sign height, the sign would be double-faced, the core-ten steel roof would be rust color, a 42-inch maximum fence height, two wood swing-sets comparable to the those at the Community Center would be allowed, and six events with tents would be allowed annually during the next five years (or until 2024). Noting that recommended conditions #5 and #6 would be corrected to reference MHRB Permit 2019-0001 (and not MHRB Permit 2019-0002).

10. Matters from the Board.

- 10a.** As the Review Board decisions shall be supported by findings, including MCC Section 20.760.065(C), discussion of outsourcing the historical research portion of MHRB Application to assist the Review Board consider proposals that would alter or demolish an existing structure.. Further, MCC Section 20.760.060(A) allows the processing of applications to include referring the application to any county department, State or federal agency, or other individual or group that the Department believes may have relevant authority or expertise. Referring the application to the Kelly House Museum may assist the Review Board in establishing facts to support MCC Section 20.760.065 *Findings*.

Presentation: Karen McGrath, Director-Curator of the Kelley House Museum, spoke about the Kelley House Museum and its curated collection of historical documents and records.

Director Schultz affirmed that, on a trail-basis, applications suited to additional historic research would be referred to the Kelley House Museum to gather additional historic information.

Mr. Edmundson expressed support for reaching historic sites in Town and spoke in support of local resources, such as the Kelley House Museum staff.

Mr. O'Brien expressed that application fees are already too high.

Mr. Hauck expressed support for Mr. O'Brien's position regarding application fees.

- 10b.** Discussion of and Possible Approval of an Amendment to the Policy to Simplify the Color Approval Process for Exterior Paints. The Board initiated amendment is to add a third color for exterior doors.

Review Board Members requested staff present at the October meeting a revised draft policy with recommendations regarding the color of exterior doors.

- 10c.** Added during the meeting.

Review Board Member Kappler inquired whether (1) the Director would prepare a policy regarding the removal of trees in Town or if the Director would clarify his decision to approve the removal of a tree adjacent to Marion Bush's home and located at 45098 Covelo St (See MHRB 2019-0006) and (2) the Director would provide additional information about minor changes to the William's House and MHRB Permit 2018-0003. In response, the Director clarified that the property owner submitted documentation that tree located at 45098 Covelo St was dying. With this additional information, the Director was able to grant permission to the property owner to remove the tree and directed Staff to refund the paid MHRB application fees. The property owner 10575 Lansing Street, or MHRB 2018-0003, has not requested to revise the scope of their approved project.



11. Matters from the Staff.

- 11a.** Direction regarding minor amendments to MHRB 2018-0002 MCCSD, which authorized (1) construction of a 50,000 gallon tank; (2) construction of a 1,000 sq. ft. building; (3) installing signs and striping for parking; and (4) removing aluminum window and air vents on the southeast corner of the press building.

Planner Cherry presented a memorandum listing appropriate exemptions pursuant with MCC Chapter 20.760.

- 11b.** Discussion of MCC Section 20.760.040(K), which allows changes to existing roofing materials to be exempt from the provisions of Chapter 20.760, provided that the Planning and Building Services Department has determined that the roof is to be of wood shingles, or composition or other fire retardant material, which gives the appearance of wood.

Planner Cherry presented a memorandum listing appropriate exemptions pursuant with MCC Chapter 20.760. Director Schultz provided additional detail regarding MCC Section 20.760.040(K). Mr. Murray, of Redwood Roofers, presented styles and colors of roof singles typically installed in Town (e.g. black and weathered wood). Mr. Edmundson stated that the regulation language changed between 1992 (MCC Section 20.760.040(J) and 2017 (MCC Section 20.760.040(K). (Staff notes the 1992 language presented by Mr. Edmundson is not the 1995 adopted regulation; and the 1995 regulation was not amended in 2017).

12. Adjourn

The Review Board adjourned at 9:15 PM.

ADDITIONAL INFORMATION/REPORT AVAILABILITY. APPLICATIONS MAY BE REVIEWED AT THE MENDOCINO COMMUNITY CENTER AND AT THE MENDOCINO COMMUNITY LIBRARY. The staff report is available on the Department of Planning and Building Services website at www.mendocinocounty.org/pbs. Additional information regarding the above noted items may be obtained by calling the Department of Planning and Building Services at 964-5379 or 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Mendocino Historical Review Boards decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. Mendocino County complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department of Planning and Building Services by calling (707) 234-6650 at least five days prior to the meeting.

APPEAL PROCESS. Persons who are dissatisfied with a decision of the MHRB may appeal the decision to the Board of Supervisors. An appeal must be made in writing along with a fee to the Clerk of the Board within 10 days of the MHRB's decision. The appeal will be placed on the next available Board agenda and the appellant will be notified of the time and date. Appeals to the Board do not guarantee that the MHRB's decision will be overturned. In some cases, the Board may not have the legal authority to overturn the decision.