

# 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 – June 7, 2021

**VIRTUAL MEETING (pursuant to state executive order N-29-20)**  
Before the Mendocino Historical Review Board Fair Statement of  
Proceedings (Pursuant to California Government Code Section 25150)

DRAFT ACTION MINUTES – SPECIAL MEETING June 7, 2021

These are action minutes. For a complete transcript of the meeting, please request a copy of the digital recording. The meeting recording is available for viewing on the Mendocino County YouTube page, at <https://www.youtube.com/MendocinoCountyVideo> and a 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 July 12, 2021 MHRB meeting.

### 1. Call to Order.

The Review Board convened at 2:00 p.m. for its scheduled special meeting.

### 2. Roll Call.

#### 2a. Roll Call

##### Present

Review Board Members: Madrigal, Saunders, Kappler, and Roth.

Planning and Building Services Staff: Assistant Director Krog, Planner Sar (presenting), Planner Waldman (presenting), Planner Cliser (presenting), and Board Services Supervisor Feenan.

### 3. Determination of Legal Notice.

Hearing was properly noticed.

### 4. Approval of Minutes.

No action.

### 5. Correspondence.

No correspondence.

### 6. Report from the Chair.

Chair Roth encouraged persons to volunteer and join the Review Board.



**7. Public Expression.**

Kelly Grimes stated one of the challenges to applicants is after the MHRB Permit is issued and the building permit revisions are received, the property owner may need to obtain a MHRB Permit amendment and the zoning code does not offer an amendment process. Mr. Grimes offered some suggestions, including leaving the MHRB Permit open (to allow for minor amendments). Chair Roth mentioned that leaving a permit open may conflict with the adopted appeal process prior to issuance of the permit.

**8. Consent Calendar.**

No consent items.

**9. Public Hearing Items.**

**9a. CASE#:** MHRB\_2021-0006

**DATE FILED:** 3/3/2021

**OWNER/APPLICANT:** MENDOCINO BAPTIST CHURCH

**AGENT:** JAMES KIRBY

**REQUEST:** Clarification to Mendocino Historical Review Board Permit request to renovate existing lawnmower shed and foyer; on the south side, add awning, storage, and deck; and repair sidewalk and driveways, and install compacted crushed rock.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 45171 Little Lake St, Mendocino (APN 119-160-11)

**STAFF PLANNER:** TIA SAR

**PRESENTERS:** Planner Sar provided the staff presentation. Agent James Kirby was not present (but joined the meeting later as noted in the minutes).

**PUBLIC COMMENT:** Kelly Grimes commented on the proposed access ramp (and the approval process in general).

**REVIEW BOARD DISCUSSION:** Review Board discussed the clarification. Roth asked about the changes to the west wall of the entrance porch, as it appeared that the access ramp led to a wall and not an entrance.

**REVIEW BOARD ACTION:** Upon motion by Review Board Member Madrigal and seconded by Kappler, the matter was continued to the July 12 MHRB Meeting.

**9b. CASE#:** MHRB\_2021-0008

**DATE FILED:** 3/17/2021

**OWNER/APPLICANT:** JAMES SHANNON

**AGENT:** SAM WALDMAN, ARCHITECT

**REQUEST:** Mendocino Historical Review Board Permit request to construct a three-story water tower, containing a workshop/studio with decking and a water tank, cedar shingle wood siding, painted doors, windows and trim. Note: Located within Historical Zone B and visible from Historical Zone A.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44750 Jackson St (APN 119-130-13) and 44770 Jackson St, Mendocino (APN 119-270-05)

**STAFF PLANNER:** JESSIE WALDMAN



**PRESENTERS:** Planner Waldman presented the project. Sam Waldman represented the applicant.

**PUBLIC COMMENT:** Written comments were received from: LeBlanc, Shannon, Brazill, and Gibson; and the comments were posted on the meeting web page.

Kelly Grimes asked about overhang treatment and non-combustible treatment.

James Shannon, the applicant, spoke in support of the project.

Sam Waldman, the agent, noted heat treated wood could be used as soffit material.

**REVIEW BOARD DISCUSSION:** Chair Roth asked about WUI-compliant material and Planner Waldman stated that the material will be both wood and WUI compliant. Sam Waldman gave several examples of WUI compliant materials; he clarified that heat-treated plywood or redwood can be used for soffits and siding. Planner Waldman referred to Historic Review Board Guidelines pages 7-8 that lists acceptable and inappropriate exterior building materials. Chair Roth requested Staff prepare a memorandum on MHRB Guidelines as they related to the use of synthetic materials, health and safety concerns, and WUI recommendations. Saunders asked for clarification on the use of wood within MHRB guidelines that also meet fire requirements. Madrigal requested input from fire safety – do same standards apply in Zone 2 as in Zone 1? Saunders expressed support for the project. Kappler supported approving both colors and allowing the applicant to make a final decision later. Madrigal supported allowing Harvest Cranberry as a color option. Chair Roth also supported approving both colors.

**REVIEW BOARD ACTION:** A motion to approve the project was offered by Review Board Member Saunders, with modifications to recommended conditions #9 and #10, and was seconded by Member Kappler. The motion unanimously passed by voice vote (4-0).

**9a.** *Returned to item 9A* with James Kirby joining the meeting. Chair Roth explained the Review Board's action to the applicant. The applicant stated he understood, saying that he had submitted the Building Permit application (and would confirm that the building plan set addressed the Review Board's concerns). Updated information would be submitted to staff in advance of the July meeting.

**9c. CASE#:** MHRB\_2021-0010

**DATE FILED:** 4/7/2021

**OWNER/APPLICANT:** ANDREA SHEPARD

**AGENT:** SCHLOSSER NEWBERGER ARCHITECTS

**REQUEST:** Mendocino Historical Review Board permit to construct a 12.5 x 12 foot redwood deck with wrap around steps. Note: The site is listed as a Category I historic resource in Appendix 1 of the Mendocino Town Plan.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44901 Pine St, Mendocino (APN 119-150-21)

**STAFF PLANNER:** MARK CLISER

**PRESENTERS:** Planner Cliser presented the project. Todd Newberger represented the applicant.

**PUBLIC COMMENT:** No public comment received.

**REVIEW BOARD DISCUSSION:** Members expressed support for the project.

**REVIEW BOARD ACTION:** Review Board Member Kappler moved to approve the project and the motion was seconded by Member Kappler. The motion passed by unanimous voice vote.



**10. Matters from the Board.**

**10a.** Reports from Review Board Members

**10b.** Discussion about returning to regular meetings following the conclusion of the Public Health Order.

Chair Roth mentioned the availability of Planning staff and a preference to have a hybrid meeting with audio/visual broadcast during a public (in person) meeting. Madrigal asked whether other Members were interested in keeping the 2 pm time. Kappler is okay with 2 pm, but is not certain how the community might feel. Kappler asked about microphones (for hearing impaired). Saunders mentioned the conflict is between staff availability during office hours and the convenience of in-person meetings in the evening. Madrigal mentioned that other public meetings occur during the work day. Roth would like to meet in person sooner than later and he prefers the 2 pm meeting time. Saunders pointed out evening meetings would be easier for public to attend. Julia Acker stated that Brown Act revisions may include a hybrid option.

Roth asked what it would take to revise the bylaws; Assistant Director Julia Krog offered to complete some research on amending the bylaws with County counsel.

Rick Sacks finds evening meetings far more convenient and costs are not a valid consideration.

**11. Matters from the Staff.**

**11a.** Status update: Letter to the Board of Supervisors regarding membership requirements for the Review Board from October 5, 2020.

Assistant Director Krog stated staff would report back to the Review Board about adding the matter to a future Board of Supervisor's meeting agenda.

**11b.** Sign Copy Exemptions and MCC Section 20.760.040(H) from May 3, 2021 meeting.

Assistant Director Krog presented a historic document, provided by Rick Sacks. She mentioned similarities and dissimilarities with staff's June 7 memorandum. The historic document identified the previous Review Board's direction regarding sign copy exemptions. Rick Sacks encouraged Ed O'Brian to comment. Ed O'Brian, retired Chair 1989, offered previous Review Board practices when reviewing sign permit applications. He described that business logo/branding is associated with colors and design; where sign shape and orientation are linked to architectural features. Saunders did not have comments excepting that several shades is very subjective. The Review Board asked to continue the matter to the July meeting, expressing a preference to consider the new information and prepare additional direction to staff.

**12. Adjournment 4:08 pm**