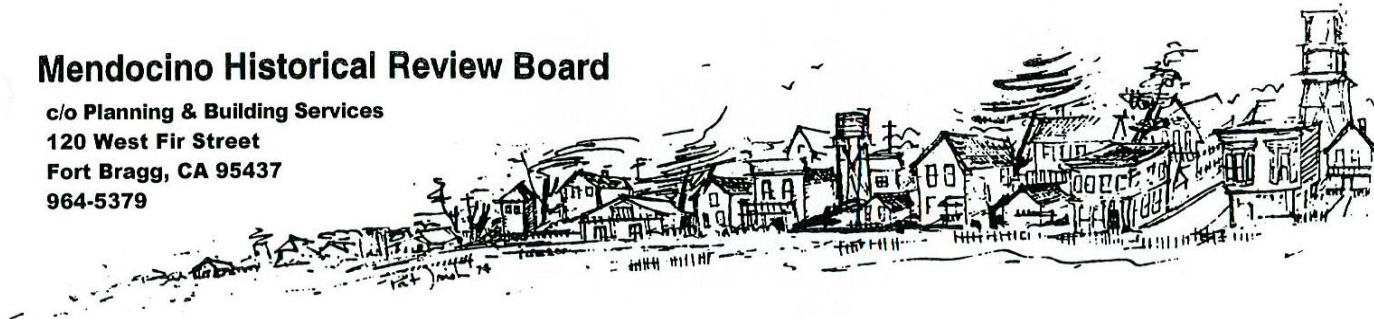


# Mendocino Historical Review Board

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



## Mendocino Historical Review Board Action Minutes – May 3, 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 May 3, 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 September 13, 2021 MHRB meeting.

### 1. Call to Order.

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

### 2. Roll Call.

#### Present

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

Planning and Building Services Staff: Planner Cherry, Planner Waldman (presenting) and Planner Sar (presenting), and Board Services Supervisor James Feenan.

### 3. Determination of Legal Notice.

Hearing was properly noticed.

### 4. Approval of Minutes.

**4a. February 2021** Minutes approved with amendment by voice vote 3-0-1 (Madrigal abstaining).

**4b. March 2021** Minutes unanimously approved by voice vote (4-0).

**4c. April 2021** Minutes unanimously approved by voice vote (4-0).

### 5. Correspondence.

No correspondence.

[6. *The agenda did not include Item #6*]



**7. Report from the Chair.**

Chair Roth encouraged persons to volunteer and join the Review Board. He supports continuing to broadcast MHRB Meetings online, even after the Public Health Order ceases and he supports keeping the 2:00 pm meeting time.

**8. Public Expression.** None.

**9. Consent Calendar.** None.

**12a. Request for guidance regarding Sign Copy Exemptions and MCC Section 20.760.040(H)**

**PRESENTERS:** Planner Cherry presented a memorandum and asked for direction from the Review Board about exemptions for signs in the Historic District.

**PUBLIC COMMENT:** Rick Sacks provided comments about past sign copy changes and suggested procedures for consideration by the Review Board (and staff).

**REVIEW BOARD DISCUSSION:** Review Board Members offered clarifications and direction to staff, including a request that the Director prepare a policy or procedure about Sec. 20.760.040(H); that staff develop a typical sign condition prohibiting telephone numbers, web addresses, and social media; on future sign permits; revising the often used condition limiting transfer of the permit conditions to a new business; and refining the May memorandum to include the guidance provided by the Review Board to staff.

**REVIEW BOARD ACTION:** Review Board requested a revised memorandum be presented at the June or July meeting.

**10. Public Hearing Items.**

**10a. CASE#:** MHRB\_2021-0002

**DATE FILED:** 2/12/2021

**OWNER/APPLICANT:** KENNEBUNKPORT FAMILY TRUST

**REQUEST:** A Mendocino Historical Review Board Permit request to re-design a 2,709 square-foot, two-story, single family residence on a developed lot in the Mendocino Mixed Use District. (Note: This location is listed in the Mendocino Town Plan Appendix 1 as a Category IIa Historic Structure.)

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 45020 Ukiah (CR 407C) St., Mendocino; APN: 119-234-11

**STAFF PLANNER:** JESSIE WALDMAN

**PRESENTERS:** Planner Waldman provided the staff presentation. Robert Schmitt, the applicant, provided a presentation of the proposed residential development.

**PUBLIC COMMENT:** No public comments were received.

**REVIEW BOARD DISCUSSION:** Review Board Members Kappler, Madrigal, and Saunders offered encouragement. Chair Roth asked about the east elevation and the water heater access door.

**REVIEW BOARD ACTION:** Upon motion by Review Board Member Kappler, and seconded by Member Saunders, the project was unanimously approved by voice vote (4-0) with the conditions as recommended by staff.



**10b. CASE#:** MHRB\_2021-0006

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

**OWNER:** MENDOCINO BAPTIST CHURCH

**AGENT:** JAMES KIRBY

**REQUEST:** A 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 Street, Mendocino; APN: 119-160-11

**STAFF PLANNER:** TIA SAR

**PRESENTERS:** Planner Sar presented on behalf of staff. James Kirby and Paul Douglas (architect) presented on behalf of the project.

**PUBLIC COMMENT:** No public comments were received

**REVIEW BOARD DISCUSSION:**

Vice Chair Kappler requested clarification of the crushed gravel sidewalk and the awning.

Board Member Madrigal expressed concern about ADA compliance issues that may come up after project is approved. Planner Cherry suggested adding a condition that when the Building Official requires changes, then the project could come back to the Review Board.

Board Member Saunders requested clarification of the northern entry and location of ADA access.

**REVIEW BOARD ACTION:** Review Board member Madrigal moved to approve MHRB\_2021-0006 with the addition of condition 13. The motion was seconded by Review Board Member Saunders. The motion passed with a unanimous voice vote (4-0).

**10c. CASE#:** MHRB\_2021-0007

**DATE FILED:** 3/8/2021

**OWNER/APPLICANT:** ERIC & ROBYN LEEDS

**AGENT:** KELLY GRIMES

**REQUEST:** A Mendocino Historical Review Board Permit request to construct one shed with unpainted redwood, vertical lap siding, wood doors and wood window frames, and roofing material to match the house and garage. (Note: This site is listed as a Category IIa Historic Resource in Appendix 1 of the Mendocino Town Plan.)

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 10560 Kelly Street, Mendocino; APN: 119-211-05

**STAFF PLANNER:** JULIANA CHERRY

**PRESENTERS:** Planner Cherry presented on behalf of staff. Kelly Grimes presented on behalf of the project applicants

**PUBLIC COMMENT:** No tele-comments were received. One comment by mail was received.

**REVIEW BOARD DISCUSSION:**

Vice-Chair Kappler expressed concern that applicant moved forward with development prior to obtaining approval from Board.



Board Member Madrigal offered support for the project.

Board Member Saunders offered support for the project.

Chair Roth shared Kappler's concern regarding after-the-fact projects.

**REVIEW BOARD ACTION:** A motion by Review Board Member Kappler, and seconded by Member Madrigal, to approve the project with the recommended findings and conditions. The motion passed (4-0).

**11. Matters from the Board.**

**11a. Biannual nominations for Historic Preservation Award.**

**PRESENTERS:** Planner Cherry presented the two nominations: 10580 Kelly Street residential restoration and 45141 Calpella Street barn restoration.

**REVIEW BOARD DISCUSSION:** Chair Roth suggested acknowledging both nominees. Review Board Members discussed the merits of each preservation award nominee. Chair Roth suggested presenting the awards in person, at a future in-person meeting.

**REVIEW BOARD ACTION:** A motion to acknowledge both nominees by Review Board Member Kappler, and seconded by Member Saunders with Board Member Madrigal abstaining, passed with a majority vote (3-0-1).

**12. Matters from the Board**

Vice Chair Kappler wanted to know the status of the Review Board's letter to the Board of Supervisors regarding eligibility for becoming an MHRB member. Review Board Member Madrigal offered to follow-up on this inquiry.

**13. Matters from the Staff.**

**12a. Request for guidance regarding Sign Copy Exemptions and MCC Section 20.760.040(H)**  
Item was moved to follow agenda item 9.

**13. Adjournment 5:00 pm**