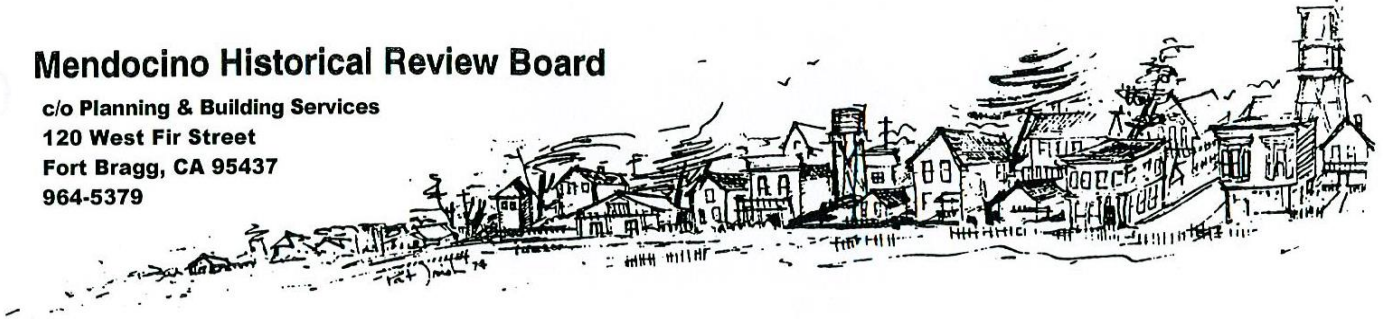


# Mendocino Historical Review Board

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



## Mendocino Historical Review Board Action Minutes – July 12, 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 July 12, 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 August 2, 2021 MHRB meeting.

### 1. Call to Order.

The Review Board convened at 2:05 p.m. for its scheduled special meeting.

### 2. Roll Call.

#### Present

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

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

### 3. Determination of Legal Notice.

Hearing was properly noticed.

### 4. Approval of Minutes.

**4a.** May 3, 2021 Meeting Minutes – Staff pulled the May minutes from the agenda, as preliminary drafts were inadvertently distributed. By unanimous voice vote the May minutes were continued to the August meeting.

#### **4b.** June 7, 2021 Meeting Minutes:

Modifications by Vice Chair Kappler on item 7: Staff was asked to present at the next meeting options to modify (or keep open) an MHRB Permit; and on item 9c: the motion to approve MHRB 2021-0010 was seconded by Board Member Madrigal.



Upon motion by Board Member Madrigal, seconded by Vice Chair Kappler, and carried by a voice vote (4-0), the Review Board approved the June 7, 2021 minutes with the above noted changes.

**5. Correspondence.**

No correspondence.

**6. Report from the Chair.**

Chair Roth encouraged persons to volunteer and join the Review Board as 5<sup>th</sup> Board Member. Chair Roth shared discussion with Ryan Rhodes of Mendocino City Community Services District regarding grants for residents for water tanks.

Assistant Director Krog provided clarification on emergency ordinance allowing and establishing requirement for temporary installation and use of water tanks during the 2021 drought emergency.

The Review Board requested information from staff about guidelines for temporary water tanks in Town during drought emergency.

**7. Public Expression.**

No requests for public expression

**8. Consent Calendar.**

No consent items.

**9. Public Hearing Items.**

**9a. CASE#:** MHRB\_2021-0006 (Continued from June 7, 2021)

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

**OWNER:** MENDOCINO BAPTIST CHURCH

**APPLICANT:** MENDOCINO BAPTIST CHURCH

**AGENT:** JAMES KIRBY

**REQUEST:** A clarification to Mendocino Historical Review Board Permit 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

**SUPERVISORIAL DISTRICT:** 5

**STAFF PLANNER:** TIA SAR

**PRESENTERS:** Planner Sar provided the staff presentation. The owner, applicant, and agent were not present.

**PUBLIC COMMENT:** No public comment

**REVIEW BOARD DISCUSSION:** Review Board discussed the clarification. Vice Chair Kappler asked for clarification on ramp access to front doors leading up to west wall of entrance.

**REVIEW BOARD ACTION:** A motion by Vice Chair Kappler, and seconded by Board Member Saunders, to approve the project clarification, as presented by Planner Sar. The motion unanimously passed by voice vote (4-0).



**9b. CASE#:** MHRB\_2021-0009

**DATE FILED:** 3/24/2021

**OWNER/APPLICANT:** GROVER WICKERSHAM

**AGENT:** KELLY GRIMES, ARCHITECT

**REQUEST:** Mendocino Historical Review Board Permit request to reroof the Carriage House and Studio with new corten standing seam roofing material, extend the picket fence and repair portions of the fence, replace gutters with aluminum gutters, and replace windows with dual-pane, white aluminum-clad wood-window frames, and extend the walk way and cover existing pathways with stone and brick. Note: This location is listed in the Mendocino Town Plan Appendix 1 as a Category I Historic Structure, the “Blair House.”

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 45110 Little Lake St, Mendocino (APN 119-160-10)

**SUPERVISORIAL DISTRICT:** 5

**STAFF PLANNER:** TIA SAR

**PRESENTERS:** Planner Sar presented the project. Kelly Grimes represented the applicant.

**PUBLIC COMMENT:** No public comment

**REVIEW BOARD DISCUSSION:** All Review Board Members agreed to visit the site visit and view samples of the types of materials proposed.

**REVIEW BOARD ACTION:** A motion by Chair Roth, and seconded by Board Member Madrigal, to continue the project to August 2, 2021. Chair Roth directed Mr. Grimes (architect) to provide material samples to the Review Board during the site visit. The group tentatively agreed to schedule the site visit before the August 2nd meeting. The motion unanimously passed by voice vote (4-0).

**10. Matters from the Board.**

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

Vice Chair Saunders mentioned concerns about temporary outdoor dining tents in Town (that were installed due to Covid) and when permission for the tents will end. Staff agreed to research request and present information during the next meeting.

Board Member Madrigal will follow up with Board of Supervisors regarding the Board’s letter to increase MHRB membership.

Board Member Saunders reiterated conversation with Ryan Rhodes of Mendocino City Community Services District regarding grants for residents for water tanks.

**11. Matters from the Staff.**

**11a. CASE#:** MHRB\_2020-0016

**DATE FILED:** 12/14/2020

**OWNER:** FELICIA RICE

**AGENT:** KELLY GRIMES, ARCHITECT

**REQUEST:** Clarification of Mendocino Historical Review Board Permit request to replace an existing 126 SF shed with a 18 ft. by 20 ft. workshop with a painted board and batten exterior and clerestory windows. Note: Mendocino Town Plan Appendix 1 lists the site as a Category I Historic structure.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 45320 Capella St, Mendocino; APN: 119-213-11.

**SUPERVISORIAL DISTRICT:** 5



**STAFF PLANNER:** JULIANA CHERRY

**PRESENTERS:** Planner Cherry presented the matter. Owner Felicia Rice and Kelly Grimes (architect) were present.

**PUBLIC COMMENT:** No public comment

**REVIEW BOARD DISCUSSION:** All Review Board Members supported the project clarification.

**REVIEW BOARD ACTION:** A motion was made by Chair Roth to accept the revised architectural drawings as consistent with the Review Board's action approving MHRB Permit 2020-0016. The motion was seconded by Board Member Saunders. The motion unanimously passed by voice vote (4-0).

**11b. Sign Copy Exemptions and MCC Section 20.760.040(H) from June 7, 2021 meeting.**

Planner Cherry presented a memorandum and requested directorion from the Review Board about potential exemptions for signs in the Historic District. Rick Sacks provided public comments on the item.

Chair Roth and Review Board Member Saunders summarized comments and asked staff to consider similar colors as the same.

At approximately 3:45 pm Board Member Madrigal left the meeting, but a quorum remained.

**11c. Goals, Standards, Guidelines, and Exterior Building Materials**

Planner Cherry presented a memorandum and requested direction from the Review Board about exterior building material types.

Public comment was provided by Kelly Grimes.

The Review Board offered direction to staff.

Planner Cherry summarized the discussion: at the Review Board's request, staff will meet with local architects and discuss potential revisions to recommended conditions and use of exterior materials; Staff will more frequently ask Building Division staff to review MHRB applications prior to preparing a Staff Report; and applicant's will be encouraged to meet with Building Division staff prior to applying for an MHRB Permit. The Review Board would like to consider exterior building materials on a case-by-case basis.

**12. Adjournment 4:27 pm**