



# COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING & BUILDING SVCS.

860 NORTH BUSH STREET • UKIAH, CALIFORNIA 95482  
120 WEST FIR STREET • FORT BRAGG, CALIFORNIA 95437

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### MEMORANDUM

**DATE:** MARCH 6, 2023

**TO:** MENDOCINO HISTORICAL REVIEW BOARD

**FROM:** PLANNER STEVEN SWITZER & PLANNER JULIANA CHERRY

**SUBJECT:** REQUEST FOR GUIDANCE: DRAFT POLICY REGARDING MINOR ALTERATIONS IN TOWN OF MENDOCINO WITH CASE STUDY EXAMPLE FROM MHRB\_2020-0007 YONEDA.

**BACKGROUND:** Given recent community interest and disruptions to supply chain operations, staff finds that a Minor Alterations Policy in the Town of Mendocino would be a responsive and beneficial approach towards preserving the architecture and character of the Historic District. Currently, alterations to issued MHRB permits are returned to the approving body for consideration. In accordance with MCC Chapter 20.760, minor and major alterations are subject to securing a MHRB permit and Review Board approval. To address these issues and provide a distinction between minor and major alterations, staff provides a draft policy and case study for consideration and review.

**CASE STUDY (MHRB\_2020-0007):** The requested and approved project included the following design details: shingle exterior siding on west (street facing), south, and east facades. The roof would be extended east. On the east side of the carriage house, the patio door would be to the right. On the basis of MHRB Permit 2020-0007, a building permit was issued in July 2020. The contractor requested a final building inspection in January 2023 and in accordance with MHRB Permit 2020-007 Condition No. 5, Planning staff conducted a site visit prior to the final inspection of the refurbished garage. See attached photographs of finished exterior details.

The final exterior work follows the basic shape and form of the approved project. Noting minor changes to the double swinging doors (west) design; the addition of a decorative door (not functional) affixed on the right side of the east elevation; and relocating the eastside working door from right to left. The black stovepipe was not installed. A decorative, cement stoop was constructed in front of the eastside working door. Rather than installing shingle exterior siding, the contractor finished the carriage house with board and batten.

#### **RECOMMENDATIONS:**

- (1) Provide staff direction about the scope of the suggested policy and suggested procedure.
- (2) Discuss the exterior design alterations to the Jerome House carriage house and provide direction to staff about whether the modifications harmonize with other historic resources in the District and that the modifications do not detract from the appearance of other property within the District.

#### **ATTACHMENTS:**

- A. Draft Minor Alterations in Town of Mendocino Policy
- B. Issued MHRB\_2020-0007 Permit and January 2023 Photographs
- C. [MHRB\\_2020-0007 July 20, 2020 Staff Report](#)



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DRAFT MINOR ALTERATIONS IN THE TOWN OF MENDOCINO POLICY

PURPOSE: Determinations of consistency for minor alterations1 shall be reviewed by the Department if they are consistent with the intent of and are in substantial conformance with the effective MHRB permit2, MCC Chapter 20.760, and the Secretary of the Interior's Standards for the Treatment of Historic Properties, as appropriate.

AUTHORITY: Coastal Element Chapter 4.13, Mendocino Town Plan, Subsection 4.3, Mendocino Town Design Guideline Polices includes Policy DG-1, "All new development shall be designed to be compatible with the historical design character of the town." Pursuant to MCC Chapter 20.760 -Historical Preservation District for Town of Mendocino, the Review Board's power, duty, power, and responsibility is to preserve the architecture and character of the Historic District, protect the landmark status of buildings, and ensure development is compatible with surrounding development. As provided by MCC Section 20.760.040 -Exemptions, some activities shall not be subject to Review Board approval. Further, MCC Section 20.760.035 -Work in Historical Zone B Requiring Approval, provides that none of the activities identified in MCC Section 20.760.030 shall be commenced or continued without prior approval of the Review Board.

POLICY: For the duration of this policy and prior to the expiration of a MHRB permit the Department will determine whether minor alterations are consistent with the intent of and are in substantial conformance with the EFFECTIVE MHRB permit provided the following conditions apply:

- 1) Minor alterations do not conflict with MCC 20.760.050 -Standards, conditions of the MHRB Permit, and the Mendocino Town Plan Appendix 7 -Design Guidelines.
2) Minor alterations shall only be approved prior to issuance of a building permit or building permit amendment. (Field changes during construction are excluded)

PROCEDURE: Prior to issuance of a building permit or building permit amendment, and before the MHRB permit expires, a property owner may request that the Department prepare a minor alteration determination for MHRB consent calendar review. Minor alterations that are found not to comply with the approved MHRB permit shall be considered and processed as major alterations, subject to securing a MHRB permit and final action by the Review Board.

Policy Prepared By: Juliana Cherry, Planner III, & Steven Switzer, Planner I

Policy Approved By: Chair Ian Roth, Mendocino Historical Review Board Date:

Policy Approved By: Director Julia Krog, Planning and Building Services Date:

NOTE: The information above is not guaranteed. The Review Board and/or Director of the Department of Planning and Building Services shall have the final determination in the event that there are ambiguities that cannot be readily determined related to a particular structure and respective MHRB Permit. This policy is subject to change without prior written notice, as deemed appropriate by the Review Board and/or Director of Planning and Building Services.

1 "Alteration" means the addition to, removal of, repair, glazing, painting or removal of paint, and similar modifications of a structure or outdoor advertising sign, or any part thereof, in Historical Zone A and Historical Zone B, as defined in MCC 20.608.020(L).

2 Each issued MHRB approval shall expire and become null and void at the expiration of two (2) years after the application is granted. For the MHRB approval to remain valid, progress toward completion of the project must be continuous; provided, that any approval that has vested shall not expire. MCC 20.760.075

# Mendocino Historical Review Board

## MEMORANDUM ATTACHMENT B

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



### MENDOCINO HISTORICAL REVIEW BOARD PERMIT

Date: July 31, 2020  
Permit: MHRB # 2020-0007

**APPLICANT:** ELIANA LEILANI YONEDA and KELLY GRIMES

On JULY 20, 2020, the Mendocino Historical Review Board granted ELIANA LEILANI YONEDA and KELLY GRIMES this permit to refurbish garage exterior, including garage doors, windows, siding, and extending an overhang at 45150 Capella St, Mendocino (APN 119-231-03).

**FINDINGS:** (A) Pursuant with MCC Sec. 20.760.065(A), the rehabilitated garage would be similar to the existing in dimension and configuration. The proposed would have a negligible effect on existing historic resources and the District's architecture. (B) Pursuant with MCC Sec. 20.760.065(B), the proposed would not detract from the appearance of other property within the District. (C) Pursuant with MCC Sec. 20.760.065(C), the site is designated a Category I historic resource and maintenance of the garage structure would not damage a historic structure.

#### **STANDARD CONDITIONS:**

1. This action shall become final and effective on the 11<sup>th</sup> day following the decision unless an appeal is filed pursuant to Section 20.760.072 of the Mendocino County Code. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and or use of the property in reliance on such permit have been completed prior to its expiration.
2. The application along with supplemental exhibits and related material shall be considered elements of this permit, and compliance therewith is mandatory.
3. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction. The applicant shall secure all required building permits for the proposed project as required by the Building Inspection Division.
4. This permit shall be subject to revocation or modification upon a finding of any one (1) or more of the following:
  - a. That such permit was obtained or extended by fraud.
  - b. That one or more of the conditions upon which such permit was granted have been violated.
  - c. A final judgment of a court of competent jurisdiction has declared one (1) or more conditions to be void or ineffective, or has enjoined or otherwise prohibited the enforcement or operation of one (1) or more such conditions.
5. To establish that site-work satisfies the requirements of MHRB Permit 2020-0004 and the Review Board's action, the property owner shall request a Planning and Building Services Final Inspection prior to the expiration of this permit. Prior to this MHRB Permit's expiration (if no Building Permit is obtained) and at the request of the property owner, PBS will furnish, following a site inspection of completed work,

a functionally equivalent document demonstrating that the requirements of MHRB Permit 2020-0004 have been satisfied.

6. Any Building Permit request shall include MHRB Permit 2020-0004 (attached to or printed on the plans submitted).
7. Outdoor lighting shall be shielded. Illumination shall be reflected downward and positioned in a manner that does not allow light glare to extend beyond the property boundaries.
8. The house, studio and garage roof material color shall be dark brown.
9. The use of imitation or synthetic materials, such as aluminum or vinyl siding, imitation stone, imitation brick and "Rustic", used brick, plastic, laminated beams and laminated wood panels, concrete block, stucco, asbestos or asphalt shingles or panels, and plywood panels is prohibited. Window frames and doors should be made from wood.
10. The exterior garage walls shall be finished with clear stained wood to retain the unpainted appearance of the garage.

Issued on behalf of the Mendocino Historical Review Board.

By:   
JULIANA CHERRY, EXECUTIVE SECRETARY

July 31, 2020  
DATE




















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**MENDOCINO HISTORICAL REVIEW BOARD  
STAFF REPORT**


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**JULY 20, 2020  
MHRB\_2020-0007**


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**OWNER** ELIANA LEILANI YONEDA  
PO BOX 131  
MENDOCINO, CA 95460

**APPLICANT:** ELIANA LEILANI YONEDA  
45150 CALPELLA ST  
MENDOCINO, CA 95460

**AGENT:** KELLY B. GRIMES, ARCHITECT  
P.O. BOX 598  
LITTLE RIVER, CA 95456

**PROJECT DESCRIPTION:** Mendocino Historical Review Board request to refurbish garage exterior, including garage doors, windows, siding, and extending an overhang. Note: Mendocino Town Plan Appendix 1 lists the site as Category I historic resource "Jerome House."

**STREET ADDRESS:** 45150 Calpella St, Mendocino (APN: 119-231-03).

**PARCEL SIZE:** 8,000 Square Feet

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**HISTORIC STRUCTURES:** Site: Category I Jerome House 45150 Calpella St  
North: Category III 10591 Williams St at Little Lake  
North: Category III Dwelling, 45131 Little Lake Road  
East: Category I Valadao House 45130 Calpella St  
South: Category IIa 45150 Ukiah St  
South: Category IIa Vieira House 45190 Ukiah St  
West: Category III, Pereira House 10580 William St

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**PAST MHRB PERMITS:** 91-28 re-roof, 95-29 re-roof, 2011-20 windows and others, 2013-23 outbuilding restoration, and 2015-06 residential addition.

**HISTORIC ORDINANCE STANDARDS:** The Mendocino Historical Preservation District Ordinance provides standards for the Review Board to consider when reviewing applications. Relative to this application, the following issues are raised and should be addressed:

- |   |                    |
|---|--------------------|
| ✓ Building Size, Height, Proportions and Form   | Roof Shape         |
| Relationship of Building Masses and Open Spaces | ✓ Color(s)         |
| ✓ Relationship to Surrounding Structures        | Sign Size          |
| ✓ Materials and Textures                        | Number of Signs    |
| ✓ Architectural Details and Style               | Placement/Location |
| ✓ Facade Treatment                              | Lighting           |
| ✓ Proportions of Windows and Doors              | Paving/Grading     |
| Landscaping                                     |                    |

**APPLICABLE SECTIONS OF MHRB GUIDELINES:** Building Design (pages 7-9)

**APPLICANT'S STATEMENT:** 1. Raise and install concrete slab and foundation under the building. 2. Rebuild garage doors similar to existing. 3. Replace windows and doors with wood-framed units as shown

## STAFF REPORT FOR MHRB PERMIT

MHRB\_2020-0007  
MHRB-2

on the elevations. Add one new window to match others on South elevation. 4. Replace all rotten material both framing and finish with like material. 5. Extend overhang on East side of building. 6. Re-roof entire building with comp shingles to match residence and studio on site. 7. See architectural drawings submitted with this application. Architectural drawing Sheet A-2 clarifies the scope of the proposed rehabilitation of the garage, as follows:

Garage West Elevation: Rebuild double-swinging doors with redwood doors and a classic barn door appearance.

Garage East Elevation: Replace existing door with new 3'-0" wood Dutch door.

Garage North Elevation: Add a black stovepipe to the garage roof. Reuse vertical siding and replace rotten material. Replace rotten ends as needed with horizontal board with copper z-flash along top edge.

Garage South Elevation: Replace existing door with new 3'-0" full glass patio door with divided lights. Replace horizontal siding with wood shingles (applied to west and east elevations, as well). Replace two existing windows with three new wood windows of similar dimension. Replace double-hung window with new wood double-hung window of the same dimension. Extend the roof overhang four additional feet.

**EXEMPTIONS:** The following proposed activities are exempt from the provisions of MCC Chapter 20.760.

- Sec. 20.760.040(C) *Routine maintenance of existing structures where materials used match existing, and where no alteration of height, dimensions, or exterior architecture of such structures will occur.*

Application statement 4 (proposing to replace all rotten material, both framing and finish, with like material) would be exempt.

- Sec. 20.760.040(J) *Outdoor lighting for doorways and stairs provided that the lighting is shielded, reflected downward and positioned in a manner that does not allow light glare to extend beyond the boundaries of the parcel on which it is placed.*

The application does not propose exterior lamps, but they may be installed at a later date. Recommended Condition #7 establishes that all exterior lamps shall be shielded, reflected downward, and positioned in a manner that does not allow for light glare.

- Sec. 20.760.040(K) *Changes to existing roofing materials 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.*

Application statement 6, proposing to re-roof the entire garage with comp shingles to match the residence and studio on site, may be exempt. The residence and studio roof colors appear to be dark brown and the garage roof appears to be grey. Recommended Condition #8 allows the residence, studio, and garage roof color to be dark brown.

- Sec. 20.760.040(L) *New concrete foundations under existing structures where the new foundation does not raise the height of the existing building by more than six inches, and where there will be no more than ten inches of concrete visible.*

Application statement 1, proposing to raise and install concrete slab and foundation under the garage, is exempt, because the change in the garage height would be limited to 6-inches (See sheet A2).

**STAFF NOTES:** The exterior color of the garage is not specified. It is unclear whether the existing color would be retained or an alternative color painted. Recommended Condition #9 allows the property owner to apply a clear stain to retain the unpainted wood appearance of the existing garage.

## STAFF REPORT FOR MHRB PERMIT

MHRB\_2020-0007  
MHRB-3

To conform with VII Structural Guidelines and 3 Exterior Building Materials, recommended Condition #10 would prohibit the use of imitation or synthetic materials, such as aluminum or vinyl siding, imitation stone, imitation brick and "Rustic", used brick, plastic, laminated beams and laminated wood panels, concrete block, stucco, asbestos or asphalt shingles or panels, and plywood panels. Window frames and doors should be made from wood.

The 1987 Design Guidelines state that residential windows are typically tall, double hung, wood frame windows. Dormers, oriel bay, bow and small accent windows are common. "... *horizontal awning windows, sliding windows, and windows with horizontally oriented panes are not appropriate* (page 8)." Building design guidelines include the following about vertical emphasis, "*The structures of the Historic District are definitely vertical in appearance. This appearance is created by the general proportions of door and window openings. Buildings should be of a vertical appearance* (page 7)." Recommended Condition #11 allows the existing south elevation windows to remain.

**REQUIRED FINDINGS:** The Review Board shall not approve or conditionally approve any application for proposed work unless it affirmatively makes the following findings:

- (A) Pursuant with MCC Sec. 20.760.065(A), the rehabilitated garage would be similar to the existing in dimension and configuration. The proposed would have a negligible effect on existing historic resources and the District's architecture.
- (B) Pursuant with MCC Sec. 20.760.065(B), the proposed would not detract from the appearance of other property within the District.
- (C) Pursuant with MCC Sec. 20.760.065(C), the site is designated a Category I historic resource and maintenance of the garage structure would not damage a historic structure.

**STANDARD CONDITIONS:**

1. This action shall become final and effective on the 11<sup>th</sup> day following the decision unless an appeal is filed pursuant to Section 20.760.072 of the Mendocino County Code. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and or use of the property in reliance on such permit have been completed prior to its expiration.
2. The application along with supplemental exhibits and related material shall be considered elements of this permit, and compliance therewith is mandatory.
3. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction. The applicant shall secure all required building permits for the proposed project as required by the Building Inspection Division.
4. This permit shall be subject to revocation or modification upon a finding of any one (1) or more of the following:
  - a. That such permit was obtained or extended by fraud.
  - b. That one or more of the conditions upon which such permit was granted have been violated.
  - c. A final judgment of a court of competent jurisdiction has declared one (1) or more conditions to be void or ineffective, or has enjoined or otherwise prohibited the enforcement or operation of one (1) or more such conditions.
5. To establish that site-work satisfies the requirements of MHRB Permit 2020-0007 and the Review Board's action, the property owner shall request a Planning and Building Services Final Inspection prior to the expiration of this permit. Prior to this MHRB Permit's expiration (if no Building Permit is obtained) and at the request of the property owner, PBS will furnish, following a site inspection of completed work, a functionally equivalent document demonstrating that the requirements of MHRB Permit 2020-0007 have been satisfied.

**STAFF REPORT FOR MHRB PERMIT**

**MHRB\_2020-0007  
MHRB-4**

6. Any Building Permit request shall include MHRB Permit 2020-0007 (attached to or printed on the plans submitted).
  7. Outdoor lighting shall be shielded. Illumination shall be reflected downward and positioned in a manner that does not allow light glare to extend beyond the property boundaries.
  8. The house, studio and garage roof material color shall be dark brown.
  9. The exterior garage walls shall be finished with clear stained wood to retain the unpainted appearance of the garage.
  10. All new or replaced exterior doors and window frames shall be made from wood. New or replacement exterior building materials shall not include use of imitation or synthetic materials, such as aluminum or vinyl siding, imitation stone, imitation brick, plastic laminated beams, concrete block or boards, stucco or asbestos shingles or panels, or plywood panels.
  11. Horizontal awning windows, sliding windows, and windows with horizontally oriented panes are not appropriate. Windows and doors shall have a vertical appearance. The two existing south-facing garage windows may remain and shall retain their existing height and width dimension.
- 

**ATTACHMENTS:**

- A. Application
- B. Sverko historical information for APN 119-231-03

The Review Board's action and this permit will not be final and effective and work may not commence on the project until after a ten day appeal period has ended. You will be notified if a timely appeal is filed.

Appeal Fee: \$1,616.00 (Check payable to County of Mendocino).  
Appeal Period: Appeals must be received within 10 days of Review Board Action.

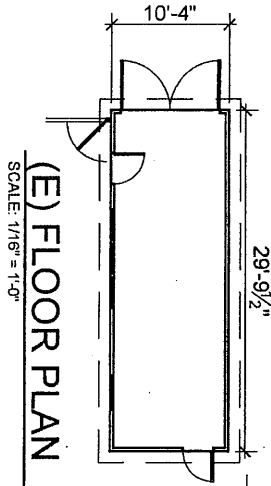
YONEDA SITE  
45150 CALPELLA ST.  
MENDOCINO, CA  
AP# 119-231-03

LOT COVERAGE  
LOT SIZE (80'x100') 8000 SQFT

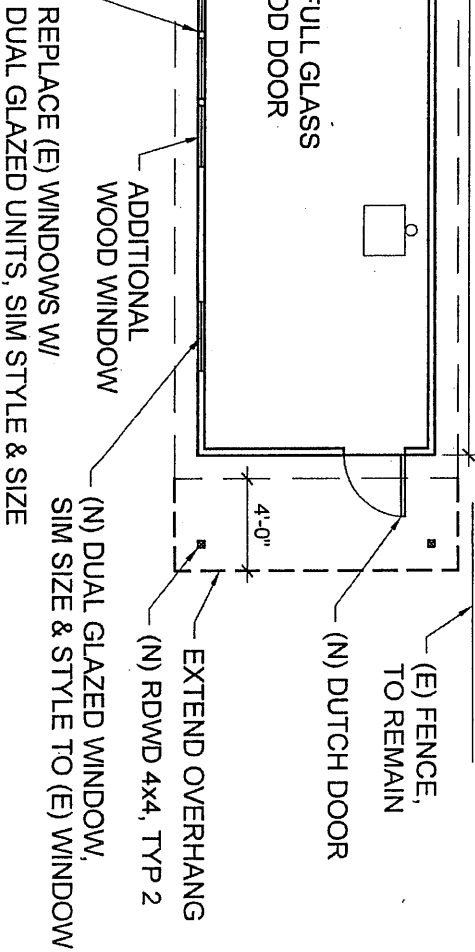
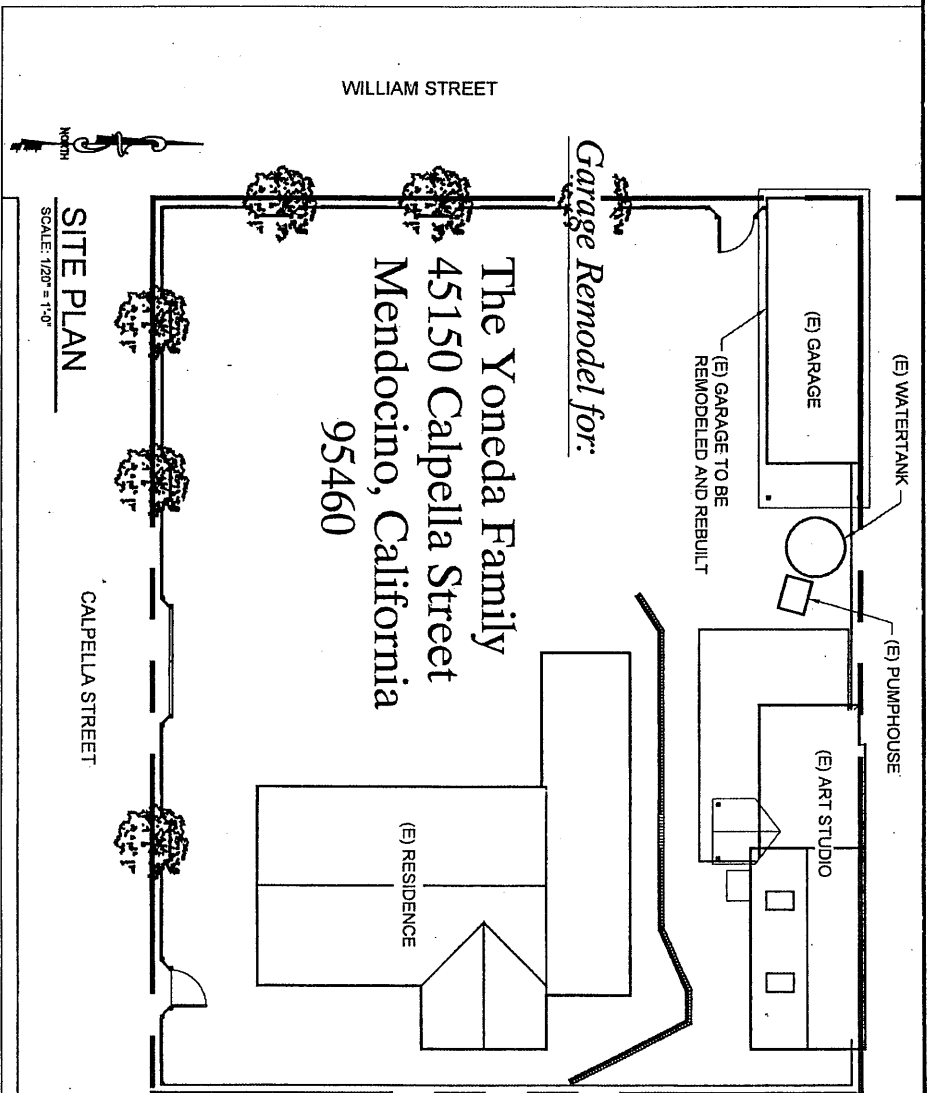
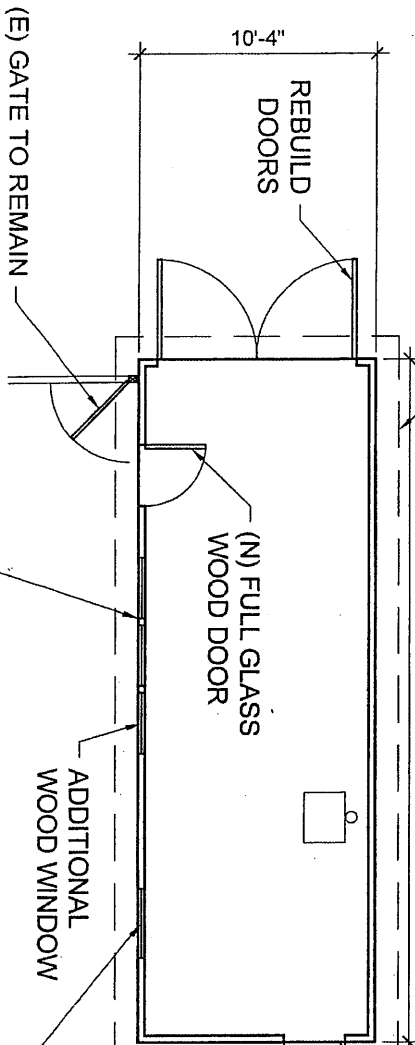
GARAGE 313 SQFT  
(E) RESIDENCE 1095 SQFT  
ART STUDIO 414 SQFT  
PUMPHOUSE &  
WATERTANK 46 SQFT

TOTAL COVERED 1868 SQFT

23% LOT COVERAGE

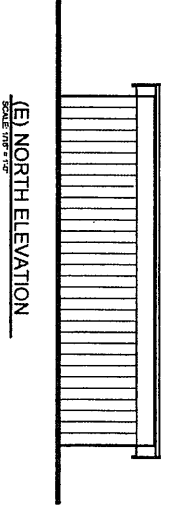
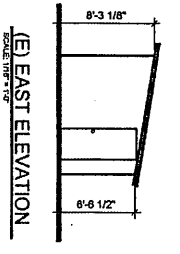
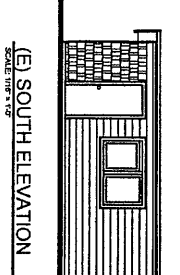
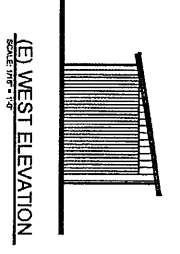


(E) ROOF OVERHANG  
ABOVE

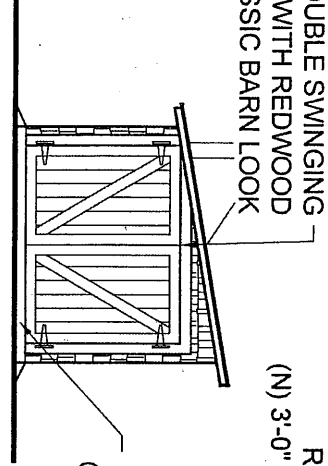


<p>AP# 119-231-03</p> <p>45150 CALPELLA ST. MENDOCINO, CA 95460</p> <p>THE YONEDA FAMILY</p> <p>A REMODELED GARAGE FOR</p>	<p>FLOOR PLANS EXISTING AND PROPOSED</p> <p>A1</p>
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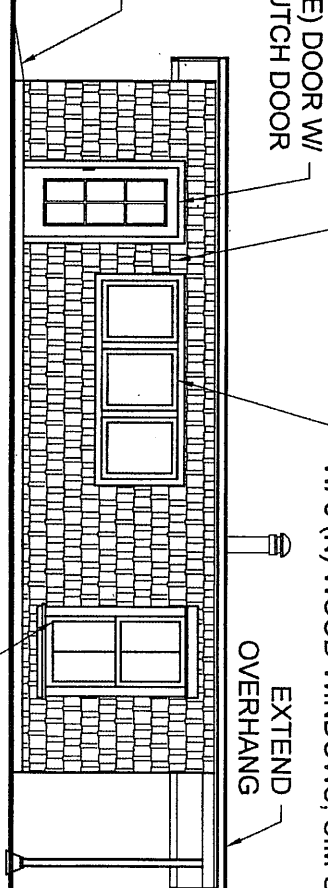


REBUILD DOUBLE SWINGING  
DOORS WITH REDWOOD  
DOORS W/ CLASSIC BARN LOOK



(N) WEST ELEVATION  
SCALE: 1/8" = 1'-0"

(N) SHINGLES, TYP 3 SIDES  
REPLACE (E) DOOR W/  
(N) 3'-0" WOOD DUTCH DOOR

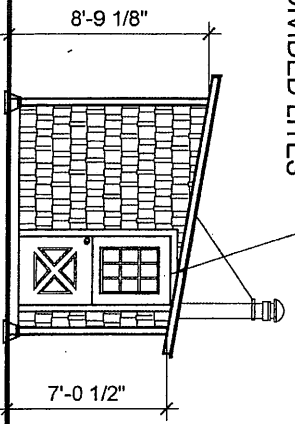


(N) SOUTH ELEVATION  
SCALE: 1/8" = 1'-0"

REPLACE (E) TWO WINDOWS  
W/ 3 (N) WOOD WINDOWS, SIM SIZE

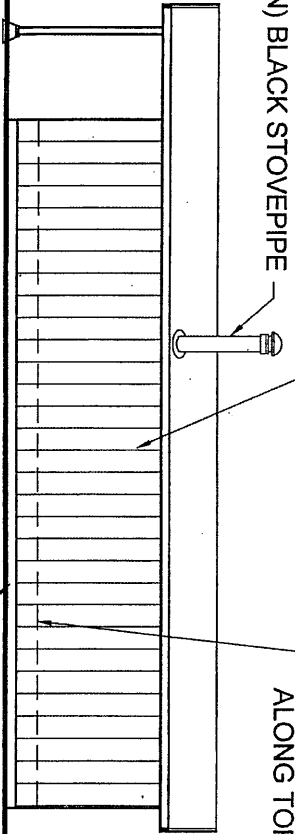
REPLACE (E) D.H.  
W/ (N) WOOD D.H.  
WINDOW

REPLACE (E) DOOR  
W/ (N) 3'-0" FULL GLASS  
PATIO DOOR W/  
DIVIDED LITES



(N) EAST ELEVATION  
SCALE: 1/8" = 1'-0"

REUSE AS MUCH ORIGINAL  
VERTICAL SIDING AS POSSIBLE  
(N) BLACK STOVEPIPE



(N) NORTH ELEVATION  
SCALE: 1/8" = 1'-0"

REPLACE ROTTEN  
ENDS AS NEEDED W/ HORIZONTAL  
BOARD W/ COPPER Z FLASH  
ALONG TOP EDGE

6" CONC CURB AROUND  
PERIMETER OF BUILDING,  
TYP ALL SIDES

Logo and contact information for the architectural firm.

THE YONEDA FAMILY  
4810 CALIFORNIA ST.  
MENDOCINO, CA  
95640

AP # 119-231-03  
EXTERIOR ELEVATIONS  
EXISTING AND  
PROPOSED

A2  
of 4 SHEETS