



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING & BUILDING SVCS.

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MINOR ALTERATIONS IN THE TOWN OF MENDOCINO POLICY

PURPOSE: Minor alterations¹ to approved MHRB Permits shall be reviewed by the Department to determine their consistency with MHRB adopted findings and conditions², MCC Chapter 20.760, and the goals and policies of the Mendocino Town Plan, as appropriate.

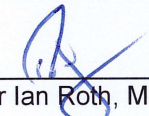
AUTHORITY: Coastal Element Chapter 4.13, *Mendocino Town Plan, Subsection 4.3, Mendocino Town Design Guideline Policies* includes Policy DG-1, "All new development shall be designed to be compatible with the historical design character of the town." Pursuant to **MCC Chapter 20.760 –Historical Preservation District for Town of Mendocino**, the Review Board's 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. **MCC Section 20.760.020 – Establishment, Power, Duties and Responsibilities of Historical Review Board** states, in part, the Review Board duties are to review all applications for development.

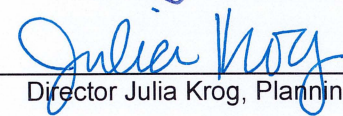
POLICY: For the duration of this policy, the Department will assess whether proposed minor alterations are consistent with and are in substantial conformance with an effective MHRB permit, provided the following apply:

- 1) Proposed minor alterations shall not conflict with MCC 20.760.050 –Standards, adopted findings and conditions of the MHRB Permit, and the Mendocino Town Plan, including its Appendix 7.
- 2) Proposed minor alterations to an MHRB Permit shall be considered by the Review Board prior to issuance of a building permit application or its amendment, and before the MHRB permit expires² or final building permit inspection occurs. (*Building permit amendments may encompass minor design changes.*)

PROCEDURE: Prior to issuance of a building permit or building permit amendment, and before the MHRB permit expires² or final building permit inspection occurs, a property owner may propose minor alterations for consideration by the Review Board. These matters will be considered as a Consent Calendar item during an MHRB Meeting. Minor alterations that are inconsistent with the approved MHRB Permit findings and conditions shall require a new MHRB Permit, given MCC Chapter 20.760 requires permit approval for work in the Historic District and the design changes are not minor.

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

Policy Reviewed By:  _____ Date: 4/24/2023
Chair Ian Roth, Mendocino Historical Review Board

Policy Approved By:  _____ Date: 4/4/2023
Director Julia Krog, Planning and Building Services

NOTE: The Review Board shall have the final determination in the event that there are ambiguities that cannot be readily determined related to a particular structure or development and its respective MHRB Permit.

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