



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET · UKIAH · CALIFORNIA · 95482
120 WEST FIR STREET · FT. BRAGG · CALIFORNIA · 95437

JULIA KROG, DIRECTOR
TELEPHONE: 707-234-6650
FAX: 707-463-5709
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pbs@mendocinocounty.org
www.mendocinocounty.org/pbs

June 30, 2023

PUBLIC NOTICE OF PENDING ACTION & SITE VIEW
MENDOCINO HISTORICAL REVIEW BOARD PERMIT

The Mendocino Historical Review Board, on Monday, July 10, 2023, will perform a site view of the proposed project, beginning at 4:00 PM, or as soon as the Board may assemble. Concluding the site view, the Board will convene for their regular meeting in the Mendocino Community Center, 10525 School Street (the corner of School and Pine Streets), Mendocino, California, at 7:00 p.m. or as soon thereafter as the item may be heard, for the below described project that is located in the Town of Mendocino.

CASE#: MHRB_2023-0005

DATE FILED: 5/23/2023

OWNER: B&E REAL PROPERTY INVESTMENT

APPLICANT: CRAIG PAINTON, MENDO PACK & SHIP

REQUEST: Mendocino Historical Review Board request for a 36 inch by 14 inch single-faced wood sign painted white (background), and black, blue, and red (lettering). Sign copy to read "MENDO PACK & SHIP" (above), and "FEDEX • UPS" (below).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 45121 Ukiah St, Mendocino; APN: 119-235-07

SUPERVISORIAL DISTRICT: 5

STAFF PLANNER: MARK CLISER

The staff report and notice will be available 10 days before hearing on the Department of Planning and Building Services website at: <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/mendocino-historic-review-board>.

As you are an adjacent property owner and/or interested party, you are invited to appear at the hearing and provide comments. Written comments should be submitted by mail to the Department of Planning and Building Services Commission Staff, at 860 North Bush Street, Ukiah, or 120 West Fir Street, Fort Bragg, California. In order to minimize the risk of exposure, the public may participate digitally in meetings by sending comments to pbscommissions@mendocinocounty.org by July 09, 2023 or orally via telecomment in lieu of personal attendance. All correspondence should contain reference to the above noted case number. All public comment will be made available to the Board, staff, and the general public as they are received and processed by staff, and can be viewed as attachments to this meeting agenda at <https://www.mendocinocounty.org/government/planning-building-services/meeting-agendas/mendocino-historic-review-board>

The decision of the Mendocino Historical Review Board shall be final unless a written appeal is submitted to the Board of Supervisors with a filing fee within 10 calendar days thereafter. If appealed, the decision of the Board of Supervisors to approve the project shall be final. If you would like to be notified of the Mendocino Historical Review Board action, please submit a written request to this office.

If you challenge the above case in court, you may be limited to raising only those issues described in this notice or that you or someone else raised at the public hearing, or in written correspondence delivered to the Mendocino Historical Review Board Secretary at or prior to, the public hearing.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. Mendocino County complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code

Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department of Planning and Building Services by calling (707) 234-6650 or (707) 964-5379 at least five days prior to the meeting.

Additional information regarding the above noted case may be obtained by calling the Planning and Building Services Department at 964-5379, Monday through Friday.

JULIA KROG, Director of Planning and Building Services



**MENDOCINO HISTORICAL REVIEW BOARD
STAFF REPORT**

**MHRB_2023-0005
JULY 10, 2023**

OWNER B&E REAL PROPERTY INVESTMENT
23 MOTT DRIVE
ALAMO, CA

APPLICANT: MENDO PACK & SHIP
PO BOX 1877
MENDOCINO, CA

PROJECT DESCRIPTION: Mendocino Historical Review Board request for a 36 inch by 14 inch single-faced wood sign painted white (background), and black, blue, and red (lettering). Sign copy to read "MENDO PACK & SHIP" (above), and "FEDEX • UPS" (below).

STREET ADDRESS: 45121 Ukiah, St., Mendocino; APN: 119-235-07.

PARCEL SIZE: 7,575± square feet

ENVIRONMENTAL DETERMINATION: Class 11 categorical exemption for accessory structures such as on-premise signs.

HISTORIC STRUCTURES: On Site: Lisbon-Paoli Hotel, Category I
North: Gregory House, Category I
Well's Shoe Shop, Category IIa
South: Dwelling, Category IIa
East: Dougherty House, Category I
West: Non-Historic Dwelling

PAST MHRB PERMITS: 85-04 Weaver Sign; 88-48 Brown/Cardwell Sign; 90-37 Decker Sign; 94-28 Brown Repair; 97-39 Brown Demo & New Construction; 99-30 Brown H/C Parking, Fence, Trash Enclosures; 00-25 Brown Exterior Alterations

HISTORIC ORDINANCE STANDARDS: The Mendocino Historical Preservation District Ordinance provides standards for the MHRB 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 MENDOCINO TOWN ZONING CODE: Chapter 20.712.015 *Sign Standards*, Section 20.760.050 *Standards*, and Section 20.760.030(F).

APPLICABLE SECTIONS OF MHRB GUIDELINES: Signs, page 10.

APPLICANT'S STATEMENT: "Moving sign on same building."

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

- (a) The exterior appearance and design of the proposed sign is in harmony with the exterior appearance and design of the existing structures within the District and with that of existing subject structure; and
- (b) The appearance of the proposed sign will not detract from the appearance of other property within the District.

RECOMMENDED CONDITIONS:

- 1. This action shall become final and effective on the 11th 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 has 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. Sign copy shall not include telephone numbers, web addresses, references to social media, or other similar information
- 6. Replacement sign colors shall be the same shape and size, and similar in color, brightness, tone, and hue. Florescent, metallic, iridescent, or otherwise "modern" colors shall be avoided. Replacement signs shall be in the same location on the property.
- 7. Alterations or copy changes to approved sign shall be brought to the attention of Planning & Building Services prior to any changes.

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: \$2674.00 (Check payable to County of Mendocino).

Appeal Period: Appeals must be received within 10 days of Review Board Action.

ATTACHMENTS:

- A. MHRB_2023-0004 Application

**COUNTY OF MENDOCINO
DEPT. OF PLANNING & BUILDING
SERVICES**

**120 WEST FIR STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379
Fax: 707-961-2427**

Case No(s)

MHRB-2023-0005

Date Filed

5/23/23

Fee \$

\$553.00

Receipt No.

PRJ-056589

Received by

Tia Sav

Office Use Only

MHRB APPLICATION FORM

Name of Applicant

Mendo Pack B Ship
Craig Panton

Name of Property Owner(s)

B&E Real Property
Investment

Name of Agent

Applewood Property
Management

Mailing Address

P.O. Box 1877
Mendocino, CA 95460

Mailing Address

Mailing Address

P.O. Box 1864
Mendocino, CA 95460

Telephone Number

707-937-4471

Telephone Number

Telephone Number

707-937-1915

Assessor's Parcel Number(s)

119 235 07

Parcel Size

Square Feet

7576

Acres

Street Address of Project

45121 Ukiah St.

TYPE OF DEVELOPMENT

(Check appropriate boxes)

- Demolition. Please indicate the type and extent of demolition. (see next page)
- Construction of a structure.
- Addition to a structure.
- Alteration of exterior of structure.
- Construction, installation, relocation or alteration of outdoor advertising sign.
- Outdoor lighting.
- Walkways, driveways, parking areas, and grading.
- Exterior painting of a structure.
- Other.

PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information to the Planning & Building Services Department and the MHRB. Please answer all questions. For those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A". **NOTE: The more complete and clear the submitted information, the more quickly your application can be processed.**

1. Describe your project in detail.

- **For demolition**, identify the items to be demolished, the percentage of the structure(s) to be demolished, and explain reason for demolition.
- **For new signs**, provide scaled drawings, describe wording, dimensions, materials, colors, and mounting detail. Indicate specific location on site plan.
- **For new copy on existing signs**, provide wording, graphics, font style, colors, and photographs of existing sign(s).
- **For exterior painting**, describe existing and proposed colors. Provide paint chips for proposed colors.
- **For exterior lighting**, include description/detail of fixtures and indicate locations on the site plan.
- **For new construction**, additions or architectural alterations, include plans, elevations, dimensions, height(s), materials, colors, finishes, trim and window details, walkways and paving locations.
- **For walkways, driveways, paving and grading**, provide dimensions, location and materials.

Moving Sign on same building

2. If the project includes new construction, please provide the following information:

- What is the total lot area presently covered by building(s), decks, walkways, water tanks, and other structures? _____sq. ft.
- What is the total floor area (internal) of all structures on the property? _____ sq. ft.
- If located within the Mendocino Mixed Use (MMU) zoning district, What is the total floor area on the parcel that is devoted to residential use? _____ sq. ft.

If you need more room to answer any question, please attach additional sheets

New Location for sign.
36" x 14"



MENDO PACK & SHIP

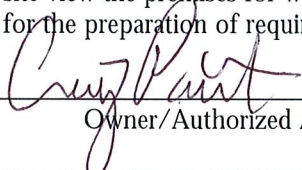
FedEx • UPS

36" x 14"

SUBMIT ONLY ONE COPY

CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the County.
2. I hereby grant permission for County Planning and Building Services staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.


5/23/2023

 Owner/Authorized Agent Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW.

AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

 Owner Date

MAIL DIRECTION

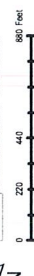
To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

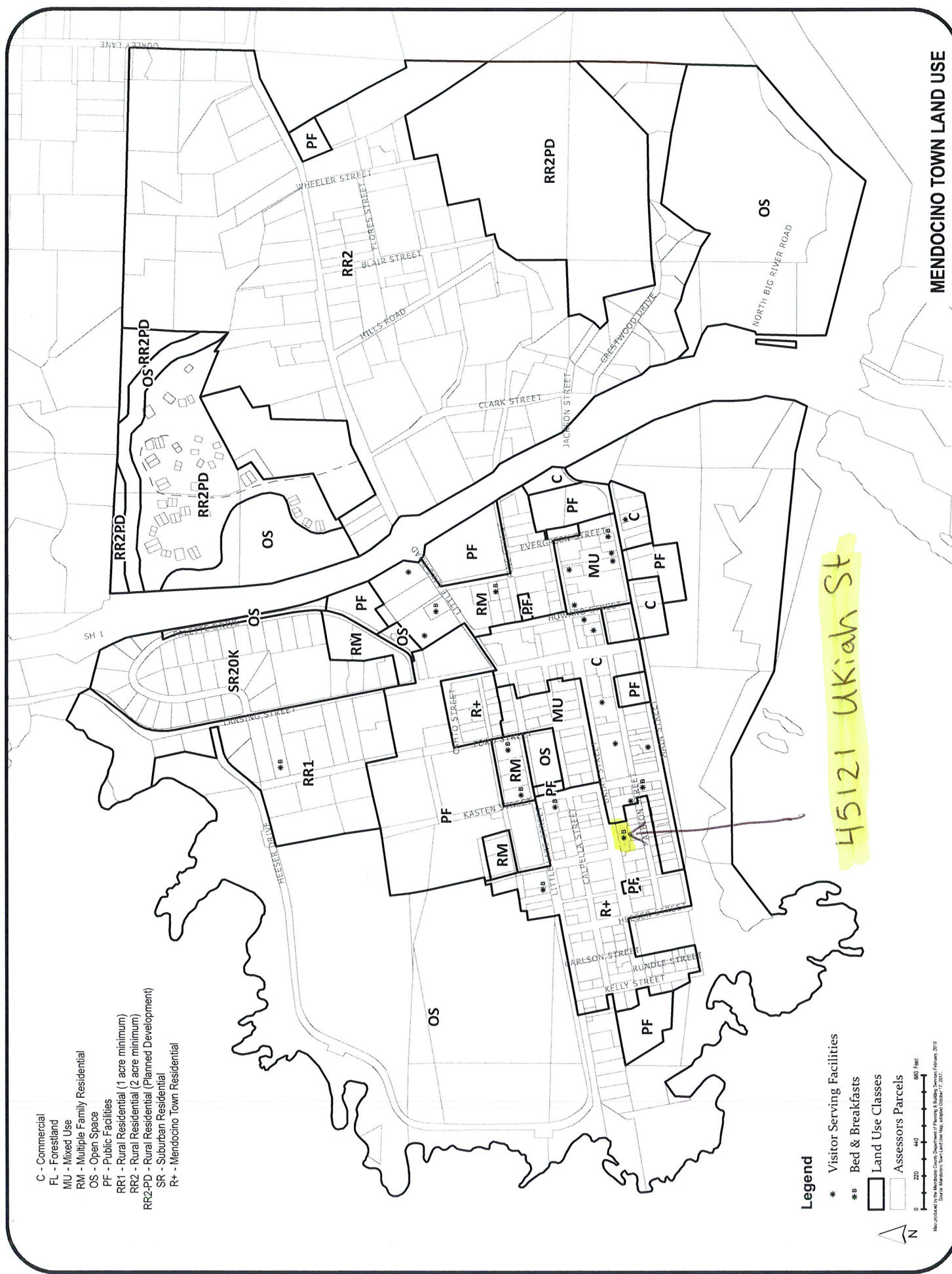
MENDOCINO TOWN LAND USE

- C - Commercial
- FL - Forestland
- MU - Mixed Use
- RM - Multiple Family Residential
- OS - Open Space
- PF - Public Facilities
- RR1 - Rural Residential (1 acre minimum)
- RR2 - Rural Residential (2 acre minimum)
- RR2-PD - Rural Residential (Planned Development)
- SR - Suburban Residential
- R+ - Mendocino Town Residential

- * Visitor Serving Facilities
 - *B Bed & Breakfasts
- Land Use Classes
 Assessors Parcels



Map produced by the Mendocino County Department of Planning & Community Development, February 2019.
 Data provided by the County Assessor's Office, February 2019.



SUBMIT ONLY ONE COPY

INDEMNIFICATION AND HOLD HARMLESS

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date: 5/23/2023

Craig Paul
Applicant

Mendocino Historic Review Board

Application Submittal Guidelines

July 2004

The purpose of these guidelines is to make clear the various elements and level of clarity needed in order for an application to be considered complete and accepted for placement on an MHRB hearing agenda. Following these guidelines will make the review of your application easier for boardmembers at the public hearing. If you have any questions, do not hesitate to contact County Planning staff at the address below.

1. Applications must be legible – either typed or neatly printed
2. Where drawings and plans are necessary, those shall be detailed and clear in a manner such that all aspects of the proposal are obvious
3. Provide before and after plans of proposals where appropriate (i.e. additions, remodeling where locations of windows, doors, etc. would change)
4. Lot square footage and lot coverage according to the definition in the Town of Mendocino zoning code must be provided for all applications requesting new lot coverage
5. Dimensions of all proposed construction, demolition and modification shall be provided both on the plans and in the project description
6. Description of materials to be used in the proposed work
7. For proposals involving exterior painting, six color samples for each color must be provided
8. Project location must be indicated on the map included with the application
9. Please double check address and Assessor's Parcel Number

Failure to observe these guidelines could result in the application being rejected as incomplete until the deficiencies are resolved.

Mendocino County Planning and Building Services staff thanks you for your cooperation.

Mendocino Historical Review Board
c/o Mendocino County Planning and Building Services
120 West Fir Street, Fort Bragg CA 95437
Tel. 707.964.5379

MHRB PERMIT APPLICATION SUBMITTAL CHECKLIST

THE FOLLOWING APPLICATION MATERIALS MUST BE SUBMITTED TO THE COASTAL OFFICE OF THE DEPARTMENT OF PLANNING & BUILDING SERVICES.

To ensure completeness, please check off each box under the letter "A" as each item is completed. Please submit this checklist with your application. The County will check off each box under the letter "C" as each item is verified as complete.

Please provide **7 copies** of items 1 - 4, on 8 ½" x 11" paper (or if a larger size, folded to 8 ½" x 11") collated and stapled into individual packets.

- | | | |
|-------------------------------------|--------------------------|--|
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. MHRB Application Form and Project Description Questionnaire |
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Location Map (on attached base map, fill in affected parcel and label) |
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Plot Plan (See attached example) |
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Architectural building elevations, floor plans, and sign details. Include dimensions, materials, colors, finishes, and exterior light fixtures. For new signs include exactly how the sign is to be mounted and/or supported. For project-specific informational requirements, please refer to the project description questionnaire. |

-
- | | | |
|--------------------------|--------------------------|---|
| A | C | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. For new construction and/or additions greater than 120 square feet in size, please provide three (3) sets of full-scale plans. |

- | | | |
|--------------------------|--------------------------|--|
| A | C | |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Filing Fees (Check with Planner for fee amount). Checks should be payable to the County of Mendocino. |

- | | | |
|-------------------------------------|--------------------------|--|
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. One (1) Signed Copy of Site View Authorization/Authorization of Agent/Mail Direction Form |

- | | | |
|-------------------------------------|--------------------------|---|
| A | C | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. One (1) Signed Copy of the Indemnification Agreement |



Mendocino County

Planning and Building Services

860 North Bush Street
Ukiah, CA 95482
(707) 234-6650

120 West Fir Street
Fort Bragg, CA 95437
(707) 964-5379

Paid By: Mendo Pack and Ship
45121 Ukiah St.

MENDOCINO

CA 95460

Project Number: MHRB_2023-0005

Project Description: BUSINESS SIGN

Site Address: 45121 UKIAH ST

MHRB_2023-0005

Receipt: PRJ_056589

Date: 5/23/2023

Pay Method: CHECK 1093

Received By: TIA SAR

<u>Fee Description</u>	<u>Account Number</u>	<u>Qty</u>	<u>Fee Amount</u>
GENERAL PLAN	1100-2851-826188		\$175.00
			\$175.00
PROJECT SPECIFIC FEES	1100-2851-822609		\$250.00
MHRB SIGN COPY-SINGLE BUSINESS SIGN			\$250.00
RECORDS MANAGEMENT	1222-2852-826260		\$128.00
			\$128.00
Total Fees Paid:			\$553.00