

Mendocino Historical Review Board

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



Mendocino Historical Review Board DRAFT Action Minutes – October 2, 2023

DRAFT ACTION MINUTES – OCTOBER 2, 2023

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 clarifications, at the November 6, 2023 MHRB meeting.

1. Call to Order.

The Review Board convened at 4:30 p.m. for its scheduled site view. All Review Board Members present, with exception of Review Board Member Madrigal. The site view concluded at 4:47 p.m. The site visited was Agenda Item 9a. All Review Board Members were present, other than Madrigal (absent) and Review Board Member Aum, as he recused himself as he is the landowner.

The Review Board reconvened at 7:00 p.m. for its scheduled regular meeting.

2. Roll Call.

Present:

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

Planning and Building Services Staff: Planner Waldman and Planner Cliser.

3. Determination of Legal Notice. The meeting was properly noticed.

4. Approval of Minutes.

4a. **July 2023 Draft Minutes** were adopted with minor corrections, including Agenda Item 9c: revise Review Board Discussion, *Chair Roth summarized the options for the Review Board and expressed concern about a tie vote since there were only 4 members present, which could result in denial of the requested application.* Following a motion by Review Board Member Aum, which was seconded by Review Board Member Saunders, by voice vote, the Review Board unanimously approved the motion (5-0).

5. Correspondence. Planner Waldman presented a letter to MHRB from Planning and Building Services Director Krog regarding the BOS Action on 9/12/2023, BOS Minutes regarding tents. Staff also stated they received an email from John Cavanaugh dated 9/29/2023, regarding window materials. Staff also announced phone calls have been received from MCCSD regarding MCCSD Monthly Board of Director's meeting invitation to be held on October 3, 2023 at 5 pm. Dennak Murphy, of MCCSD, restated MCCSD invitation to the Review Board.

6. **Report from the Chair.** None.

7. **Public Expression.**

7a. John Cavanaugh; Bill Zimmer.

8. **Consent Calendar.** None.

9. **Public Hearing Items**

9a. **CASE#:** MHRB_2023-0014

DATE FILED: 8/8/2023

OWNER: ISHVI AUM

APPLICANT/AGENT: SUNNY CHANCELLOR

REQUEST: Mendocino Historical Review Board Permit request for removal of barn door and addition of windows to south elevation; Replacement of barn door with new entry, new downcast can lighting in new entry, and addition of windows to east elevation; Replacement of shingle siding on north elevation with horizontal board; Replacement of corrugated roof with composite roof. Note: This parcel is listed in the Mendocino Town Plan Appendix 1 and includes a Category I Historic Structure, the Pete Anderson House, and a Category IIa Historic Structure, Mendosa's Warehouse.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 10546 Lansing St, Mendocino (APN: 119-160-31)

SUPERVISORIAL DISTRICT: 5

STAFF PLANNER: MARK CLISER

Review Board Member Aum recused himself as he is the landowner.

PRESENTERS: Planner Cliser presented the applicants request for exterior alterations.

The applicant/agent, Sunny Chancellor, thanked Cliser for the presentation, stated the proposed exterior siding would be from an approved color from the Exterior Paint Colors in Town of Mendocino Policy, dated May 2023 and added that he is available for questions from the Board.

PUBLIC COMMENTS: William Zimmer, John Cavanaugh and Simone Pisas. Main concerns were regards to the alternations of the barn by adding windows and questioned the purpose of the exterior alterations.

Written comments submitted by Kathleen Cameron, Lee Edmundson and Deirdre Lamb. Main concerns were regards to the alternations of the barn by adding windows and questioned the purpose of the exterior alterations and the building's historical accountability.

MCCSD left voice message at Planning and Building Services with concerns regarding proposed change of use, noticing an increase on water and sewer demands.

REVIEW BOARD DISCUSSION: At the site visit, Review Board Members requested proposed exterior finish colors, architectural design and reasons for multiple roofing materials.

Chair Roth closed the Public Comments and opened up Review Board Discussion with questions for the applicant.

Review Board Member Kappler requested Staff explain Historical Categories and if the list is being amended which would include the warehouse. Planner Waldman read the designations from Appendix 1 of the Coastal Element Chapter 4.1 and noted that Planning and Building Services is working on the updated Historical List. Kappler requested clarification of proposed

materials and colors to windows, doors and siding. Kappler recommended the look of the barn be kept historical by maintaining the large barn doors and expressed concern about adding new windows to the southern elevation taking away from a barn look. Kappler requested Chair Roth explain the mixed roofing materials. Chair Roth provided that past MHRB_2015-0024 denied change of roofing material to composite shingles and shall remain metal. Planning and Building Services reviewed and approved a reroof building permit, BF_2017-0858 to be composition shingles allow under MHRB exemptions rather than adhering to the MHRB_2015-0024 Conditions of Approval. This change of roofing material was made in error, by not adhering the past MHRB Permit Conditions.

Review Board Member Madrigal requested Staff provide direction regarding MHRB role and uses allowed. Planner Waldman stated that all discretionary permits are required to be presented to the MHRB for comment, while use types are not under the purview of the MHRB. Madrigal also questioned the proposed materials and architectural design at both the southern and Eastern elevation.

Review Board Member Saunders requested the reason for the changes to the structure, particularly the use type, the mixed roofing materials and proposed window and door materials.

REVIEW BOARD ACTION: Review Board Member Kappler moved to continue the item to a date certain of December 4, 2023, to allow the applicant time to consider design alternatives, including exterior colors, less windows, and to maintain large barn doors and roofing materials, and for Staff to revise the Staff Report recommended Condition 11 to be condition 10 and to state “*All new window frames and doors shall be made from wood*” and Condition 12 to be 11 and to bring the matter back to the Review Board for reconsideration. The motion was seconded by Review Board Member Madrigal. By roll call vote, the Review Board unanimously approved the motion (5-0).

5-minute Break – meeting reconvened at 8:22 p.m.

10. Matters from the Board.

10a. Review Board Member Aum request Staff provide direction to the Review Board for the following Items:

1. Owners, not just residents be allowed to hold one (1) seat at the Review Board; and
2. Direction on allowed window materials; and
3. Process to revise MHRB Guidelines.
 - a. **Planner Waldman** stated, Staff would aim for these items to be on the December 2023 Hearing Agenda.

10b. Review Board Member Saunders requested it be stated for the record, “MHRB has not received correspondence from owners or restaurant operators regarding tent designs for the MHRB to consider”.

11. Matters from the Staff.

11a. Discussion and possible action regarding Draft policy for commercial sign exemptions in the town of Mendocino.

PRESENTER: Planner Cliser presented the draft policy and memorandum, dated September 19, 2023, requesting MHRB review and direction.

PUBLIC COMMENTS: None.

REVIEW BOARD DISCUSSION: Review Board Member Madrigal asked about current review times, where the draft policy states 72 hours, and whether this is 72 clock hours (3 days) or 72 business hours (3 business days). Planner Cliser stated no current time frames are required at

this time; the policy would be setting the precedence of 72 hour review time for planning. Staff Planner Waldman added that the review time could be amended to state “business days” to eliminate weekends, holidays and office hour limitations.

Review Board Member Aum asked for the removal of items (2) and (4) of the policy to allow previously approved signs to change colors and move locations. Planner Waldman provided the need for an Ordinance Amendment would be necessary to modify Mendocino County Code Section 20.760.040(H). Review Board Member Aum requested information on the process to amend the Ordinance. Planner Waldman stated that Staff would need time to confirm the exact ordinance amendment process and could be available to present to the MHRB at a later date. Review Board Member Aum requested a brief summary be presented at a future MHRB hearing.

REVIEW BOARD ACTION: Review Board Member Madrigal moved to approve the policy with the revision to replace “72 hours (*excluding weekends*)” to “3 *business days*”. Review Board Member Saunders seconded the motion. By roll call vote, the Review Board approved the motion, where Kappler abstained from the vote. (4-0-1).

12. **Adjournment:** Chair Roth adjourn the meeting at 8:45 p.m.