

# Mendocino Historical Review Board

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



## Mendocino Historical Review Board Adopted Action Minutes – May 1, 2023

### ACTION MINUTES – MAY 1, 2023 – ADOPTED JUNE 12, 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 June 12, 2023 MHRB SPECIAL meeting.

#### 1. **Call to Order.**

The Review Board convened at 4:00 p.m. for its scheduled site views. The site views concluded at 4:45 p.m. Sites were visited in the following order: Agenda Item 9c, 9a, 9b, and 9d. All Review Board members, other than Chair Roth, were present.

The Review Board reconvened at 7:01 p.m. for its scheduled regular meeting.

#### 2. **Roll Call.**

##### **Present:**

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

Planning and Building Services Staff: Planner Cherry, Planner Switzer, Planner Waldman, Planner Sar and Director Krog.

##### **Absent:**

Review Board Members: Chair Roth by pre-arrangement.

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

Vice Chair Madrigal reordered the agenda to hear agenda item 11a after agenda item 8.

#### 4. **Approval of Minutes.**

**4a. March 2023 Draft Minutes** were adopted with minor corrections (e.g. Agenda Item 8b: Change “visit” to “site”. Remove “Vice Chair Madrigal commented that the application description is consistent with MHRB standards, but the product specification sheet is inconsistent). Following a motion by Review Board Member Kappler, which was seconded by Review Board Member Aum, the Review Board unanimously approved the March meeting minutes with corrections (4-0), unanimously.

**4b. April 2023 Draft Minutes** were adopted with minor corrections (e.g. Agenda Item 9b: Change

“where” to “were”, Agenda Item 10a: Correct spelling of Deirdre Lamb name, and Agenda Item 10c: Remove “: Vice Chair Madrigal commented the fence would be slightly visible from Ukiah Street” from of Review Board Discussion. Following a motion by Review Board Member Kappler, which was seconded by Review Board Member Aum, the Review Board unanimously approved the March meeting minutes with corrections (4-0), unanimously.

5. **Correspondence.** None.

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

7. **Public Expression.** None.

8. **Consent Calendar.** None.

\*11. **Matters from the Staff.**

**\*11a. May 2023 update regarding “Urgency Ordinance No. 4472 Regarding Temporary Business Modifications During the COVID-19 Pandemic, Approved by the Mendocino County Board of Supervisors on October 20, 2020.”**

**PRESENTER:** Director Krog provided the ordinance allows for a 90-day period beyond the ending of the Urgency Ordinance No. 4472 for applicants to apply for the appropriate discretionary permits, such as MHRB permits, Coastal Development Permits (CDP) and/or Coastal Development Use Permits (CDU). Krog stated the authority remains with the Board of Supervisors, where MHRB could implement operative conditions for longer time frames, giving MHRB\_2020-0012 (Patterson’s) as an example.

**PUBLIC COMMENT:** Roger Abramson, Beth Bosk, Dannek Murphy, Stephanie Simonich, Debra Lennox, Teddy Winslow, Claire Amanno, Peter Lopez, Susan Keller, Richard Green, Sarah Sharaf, Sandra McEloy, Fred Cox.

Teddy Winslow submitted multiple envelopes of survey cards to the Review Board and handed over to Director Krog taken at the Good Life Café, and Trillium restaurants, approximately 400 cards in each envelop in total.

Tony Graham presented the State Assemble Bill AB17?

Written comments submitted by Ed O’Brien, Deirdre Lamb, William Zimmer.

Vice Chair Madrigal received emails where no names were provided at the MHRB Hearing.

Dannek Murphy of Mendocino City Community Services District (MCCSD) informed the Review Board that investigations to demands of water and sewer are not yet complete, but under evaluation.

**REVIEW BOARD DISCUSSION:** Review Board Member Aum introduced the concept that the Review Board could propose to waive the requirement of temporary tents being reviewed and approved by the Board. Review Board Member Kappler maintained that MHRB review and approval is required according to Mendocino County Code and confirmed each tent would be a case-by-case review. Kappler requested Planning Staff to prepare a memorandum regarding Review Board authority in regards to the temporary tents, including the details of the verbal update provided by Staff at the meeting, a copy of the Press Release that the Director was sending out later that week, and any information that can be provided about AB1217 (2023) that was mentioned during public comment.. Kappler requested this be on the June MHRB Hearing. Review Board Saunders acknowledged public comments regarding investigation of water and sewer impacts, the benefits to local economy and ideas of alternative design ideas for consistency with MHRB design guidelines.

**REVIEW BOARD ACTION:** Vice Chair Madrigal thanked the Public and Review Board Members for their comments and participation. The item was informational only to advise the Review Board that Urgency Ordinance No. 4472 was no longer effective and applications to permit any temporary modifications made under the Ordinance would need to be submitted within 90 days of the Press Release to be sent out by the Department by the end of the week. Vice Chair Madrigal concluded the discussion on this matter, noting that the item would come back to them in June.

**5-minute Break – meeting reconvened at 8:16 p.m.**

**9. Public Hearing Items**

**9a. CASE#:** MHRB\_2022-0014 (Continued from March 6, 2023)

**DATE FILED:** 11/8/2022

**OWNER/APPLICANT:** MARCIA TRIMBLE

**AGENT:** DEBRA LENNOX

**REQUEST:** Mendocino Historical Review Board Permit for new single-family residence, decks and porches, pump shed, fenced utility enclosures, two off-street parking spaces, trellis, gates, fencing, gravel walkways, and exterior downcast lighting.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44900 UKIAH ST; APN: 119-150-34

**SUPERVISORIAL DISTRICT:** 5 (Williams)

**STAFF PLANNER:** STEVEN SWITZER

**PRESENTER:** Planner Switzer. Debra Lennox provided 3D renderings at Site Visit & Hearing and proposed changes to the exterior paint from “Misty Grey (2124-60)” to “Mayonnaise (OC-85)” and moved the accessory structures from 0-feet to 3-feet from the northern property line.

**PUBLIC COMMENT:** Tom Thompson, Deirdre Lamb, Todd Newberger for Andrea Shepard. Written comments submitted by Andrea Shepard, Todd Cole & Deirdre Lamb.

**REVIEW BOARD DISCUSSION:** Review Board Member Aum expressed concerns on the proposed flat roof deck at the entry and the exterior stairs at the water tower. Review Board Member Aum inquired if posts would be used to support the exterior stairs at the water tower and the agent confirmed they would not be required.

**REVIEW BOARD ACTION:** Review Board Member Kappler moved to approve the project with the revised recommended findings and conditions (revised Finding C and revised Condition #8). Review Board Member Saunders seconded the motion. By voice vote, the Review Board unanimously approved the motion (4-0).

**9b. CASE#:** MHRB\_2022-0017(Continued from March 6, 2023)

**DATE FILED:** 12/1/2022

**OWNER:** JUDITH BROWN

**APPLICANT:** PETER LOPEZ

**AGENT:** MOLLIE WARREN

**REQUEST:** An after-the-fact Mendocino Historical Review Board Permit request to install walkways with Basalite Plank Pavers and patios on the driveway and backyard with Basalite Artisan Slate Circle. Install one (1) electric-vehicle charging station enclosed in wooden cabinets Note: Mendocino Town Plan Appendix 1 lists the site as a Category III Historic Resource, “Daniel’s House.”

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44861 Ukiah St, Mendocino (APN 119-250-12)

**SUPERVISORIAL DISTRICT:** 5 (Williams)

**STAFF PLANNER:** TIA SAR

**PRESENTER:** Planner Sar summarized the revised design with the recommendation of an additional Condition of Approval #17, which would state “*Vehicle-charging cabinets shall be stained redwood. 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.*” The Memorandum, dated May 1, 2023, stated Condition #15, where this would become Condition #17 if added to the projects May 1<sup>st</sup> Staff Report .

**PUBLIC COMMENT:** None.

**REVIEW BOARD DISCUSSION:** Review Board Member Saunders supported the design revisions. Review Board Member Kappler wished that the owners had come to Review Board before making changes, rather than after, but still supported the modified design.

**REVIEW BOARD ACTION:** Review Board Member Aum moved to approve the project with the recommended findings, conditions, and the inclusion of Condition #17. Review Board Member Kappler seconded the motion. By voice vote, the Review Board unanimously approved the motion (4-0).

9c. **CASE#:** MHRB\_2022-0019 (Continued from March 6, 2023)

**DATE FILED:** 12/05/2022

**OWNER:** MENDO REALTY PARTNERS

**APPLICANT:** GREG BURKE, SARA SCHOENEMAN & JUSTIN NADEAU

**REQUEST:** After-the-fact Mendocino Historical Review Board application to replace (vinyl) windows with truly divided wood-framed windows. Note: Mendocino Town Plan Appendix 1 lists the site as a Category IIa Historic Resource (Fraser House c 1911).

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44761 Main Street, Mendocino (APN: 119-250-33)

**SUPERVISORIAL DISTRICT:** 5 (Williams)

**STAFF PLANNER:** JESSIE WALDMAN

**PRESENTER:** Planner Waldman presented a request for continuance for either the June or July Hearing dates knowing the 4<sup>th</sup> of July Holiday is a Tuesday. Applicants have been working with their contractor for the proposed replacement window styles.

**PUBLIC COMMENT:** None.

**REVIEW BOARD DISCUSSION:** Vice Chair Madrigal moved the item to later in the meeting for further discussion regarding the July Hearing date.

9d. **CASE#:** MHRB\_2023-0003

**DATE FILED:** 2/03/2023

**OWNER:** GREEN REAL ESTATE ENTERPRISES

**APPLICANT:** TEDDY WINSLOW

**AGENT:** THE SIGN SHOP

**REQUEST:** Mendocino Historical Review Board Request to install an approximately 2 foot wide by approximately 3-foot tall sign with a brown stained background and pale yellow and gold text reading "Goodlife" (pale yellow) at the top of the sign and "Mercantile & Grocery" (gold) at the bottom. A blue coffee cup emanating steam is located between the two word blocks. The top word features a larger size and is slightly curving, while the bottom words are printed in straight lines

**ENVIRONMENTAL DETERMINATION:** Class 11 categorical exemption for accessory structures such as on premises signs. Categorically Exempt

**LOCATION:** 10483 Lansing Street, Mendocino (APN 119-150-07)

**SUPERVISORIAL DISTRICT:** 5

**STAFF PLANNER:** KEITH GRONENDYKE

**PRESENTER:** Planner Cherry, Teddy Winslow.

**PUBLIC COMMENT:** None.

**REVIEW BOARD DISCUSSION:** None.

**REVIEW BOARD ACTION:** Review Board Member Kappler moved to approve the application, based on the findings recommended in the May 1st Staff Report. The motion was seconded by Review Board Member Aum. By voice vote, the Review Board unanimously approved the motion (4-0).

**10. Matters from the Board.**

**\*10-. Not on May Agenda: Appreciation of Planner Juliana Cherry**

**PRESENTER:** Vice Chair Madrigal announced that Ms. Juliana Cherry is concluding her time as the Executive Secretary serving the Review Board. In the absence of Chair Roth, Vice Chair Madrigal read a written statement from Chair Roth to Ms. Cherry, which thanked her for her experience and attention to the Historical District and the Town of Mendocino.

Director Krog presented a Certificate of Appreciation to Ms. Cherry's contributions to preserving the history of Mendocino.

Juliana Cherry thanked the Review Board and Director Krog for the opportunity to participate in the historical preservation of the Town of Mendocino over the past 9 plus years. Ms. Cherry said it has been her pleasure to work with the Review Board.

**\*10b. Madrigal and Aum: Streamlining commercial sign permits and MCC Sec. 20.760.050(A)(8) and following. (Continued from March 6, 2023 & May 1, 2023)**

**PRESENTER:** Planner Cherry.

**REVIEW BOARD DIRECTION:** Vice Chair Madrigal requested staff to prepare a policy amendment based on the Review Board's discussion and present their recommendations on June 5, 2023.

**11. Matters from the Staff.**

**\*11b. Not on May Agenda: May 2023 Update regarding "Urgency Ordinance Allowing and Establishing Requirements for Temporary Installation and Use of Water Tanks During 2021 Drought Emergency in Mendocino."**

**PRESENTER:** Director Krog, Planner Cherry.

**PUBLIC COMMENT:** Deirdre Lamb.

**REVIEW BOARD DISCUSSION:** Review Board Member Kappler clarified 30-day versus 90-day period beyond the ending of the Urgency Ordinance No. 4494.

**REVIEW BOARD DISCUSSION:** The item was informational only to advise the Review Board that Urgency Ordinance No. 4494 has expired and owners/applicants will have a 30-day period to apply for necessary permits to retain improvements and each water tank will be reviewed as a case-by-case. Vice Chair Madrigal concluded the discussion on this matter, where no action was made at this hearing.

**\*10. Matters from the Board.**

**\*10a. July MHRB Special Meeting for July 10, 2023**

**REVIEW BOARD DISUSSION:** Review Board Member Saunders supported the second Monday, July 10, 2023 in lieu of the July 3, 2023 regularly scheduled meeting.

**REVIEW BOARD ACTION:** Vice Chair Madrigal with unanimous support of the Review Board requested a Special Meeting for MHRB be set for July 10, 2023 in lieu of the July 3, 2023 regularly scheduled meeting.

**\*9. Public Hearing Items (Continued from earlier in this meeting)**

**\*9c. CASE#:** MHRB\_2022-0019 (Continued from March 6, 2023)

**DATE FILED:** 12/05/2022

**OWNER:** MENDO REALTY PARTNERS

**APPLICANT:** GREG BURKE, SARA SCHOENEMAN & JUSTIN NADEAU

**REQUEST:** After-the-fact Mendocino Historical Review Board application to replace (vinyl) windows with truly divided wood-framed windows. Note: Mendocino Town Plan Appendix 1 lists the site as a Category IIa Historic Resource (Fraser House c 1911).

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44761 Main Street, Mendocino (APN: 119-250-33)

**SUPERVISORIAL DISTRICT:** 5 (Williams)

**STAFF PLANNER:** JESSIE WALDMAN

**PRESENTOR:** Planner Waldman.

**REVIEW BOARD DISUSSION:** None.

**REVIEW BOARD ACTION:** Review Board Member Aum moved to continue the application to July 10, 2023. The motion was seconded by Review Board Member Saunders. By voice vote, the Review Board unanimously approved the motion (4-0).

**\*10. Matters from the Board.**

**\*10a. Report from Reports from Individual Review Board Members: Aum, Saunders, Kappler, and Madrigal**

**Review Board Member Aum** requested a discussion on Temporary Event Tents be added to the July 2023 MHRB agenda.

**12. Adjournment:**

**REVIEW BOARD ACTION:** Review Board Member Aum moved to adjourn the meeting. Review Board Member Saunders seconded the motion. The motion unanimously passed by voice vote (4-0). The meeting adjourned at 9:12 p.m.