

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 – November 6, 2023

DRAFT ACTION MINUTES – NOVEMBER 6, 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 December 4, 2023 MHRB meeting.

1. Call to Order.

The Review Board convened at 4:00 p.m. for its scheduled site views. The sites viewed were Agenda Items 9a*, 8d* and 8c*. All Review Board Members were present at the Item 9a* site view. Review Board Member Kappler was not present at the Item 8d* and 8c* site views. The site views concluded at 4:56 p.m.

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

2. Roll Call.

Present:

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

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

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

4. Approval of Minutes.

4a. September 2023 Draft Minutes were adopted with minor corrections and revisions. Review Board Member Kappler read his email with revisions for the record. His changes included revisions to Agenda Item 9b: Review Board Discussion, *Board Member Kappler added that, according to County Counsel, this Board cannot modify the Conditions of Approval adopted as part of the permit and the property owner would need to operate the tent in conformance with all adopted Conditions of the permit. This means that in view of Conditions 2, 14 & 16, the tent would only be permitted during the existence of a Public Health Order (which does not now exist) and then only during the rainy season. Given this interpretation by Planning & Building Services and County Counsel, any extension granted by this Board would be a nullity and I (Kappler) would therefore not be in favor of an extension.* Chair Roth requested the inclusion *Chair Roth asked staff on permits applied for tents. Staff confirmed four (4) applications have been applied for ...* to Agenda Item 9b: Review Board Discussion. Chair Roth also requested confirmation regarding the order of Item 9c and Item 9b, where both audio and video recordings reflect that Item 9c was heard before Item 9b. Following a motion by Review Board Member

Kappler to approve the September 2023 Draft Minutes with revisions, and seconded by Vice Chair Madrigal, Review Board unanimously approved the motion (4-0) by voice vote.

- 4b. October 2023 Draft Minutes** were adopted with minor corrections and revisions. Review Board Member Kappler read his email with revisions for the record. Review Board Member Kappler also included revisions to Agenda Item 9a: Review Board Action: replace *“including exterior colors, less windows and to maintain large barn doors”* with *“including fewer windows and retaining barn-style doors”*. Review Board Member Saunders added revisions to replace *“By roll call vote, the Review Board unanimously approved the motion (5-0)”* with *“Review Board Member Saunders amended the motion to also approve the new proposed paint colors for the barn and the replacement of the corrugated roof with a composite roof. By roll call vote, the Review Board unanimously approved the amended motion (4-0)”*. Following a motion by Review Board Member Kappler to approve the October 2023 Draft Minutes with revisions, which was seconded by Vice Chair Madrigal, by voice vote, the Review Board unanimously approved the motion (4-0).

5. Correspondence. None.

- 6. Report from the Chair.** Chair Roth expressed thanks to Ishvi Aum for his service and stated Aum elected to remain on another Board and gave up his seat on the Review Board. Chair Roth announced the Review Board vacancy.

7. Public Expression.

- 7a.** Sarah Bodnar inquired about the sign copy policy and the Review Boards definition of the work “similar” color and design.

- 7b.** Ishvi Aum requested the Review Board look at an at large set forth MHRB Requirements. Aum also discussed the color schemes for the sign copy policy.

Chair Roth and Review Board Member Saunders both stated the goal of the sign copy policy is to streamline the sign changes for new business owners. Chair Roth and Vice Chair Madrigal requested Staff bring Review Board Member requirements to the December 2023 MHRB Hearing.

- 7c.** Rick Sacks discussed limitations for Planning Staff to use discretion regarding similar colors and fonts from past sign copy requests.

8. Consent Calendar.

PRESENTER: Chair Roth opened the Consent Calendar Items.

REVIEW BOARD DISCUSSION: None.

PUBLIC COMMENTS: Debra Lennox emailed a more detailed drawing of driveway for Item 8e. Planner Waldman provided clarification regarding Ms. Lennox’s email for Item 8e.

- 8a. CASE#:** MHRB_2022-0012
DATE FILED: 10/25/2022
OWNER: DONNA BAYLISS
APPLICANT/AGENT: GARY RATWAY
REQUEST: Minor Alterations to MHRB_2022-0012 for changes to south elevation of garage. Changes include removal of French doors request and inclusion of single door and two windows.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 45351 Capella Street, Mendocino; APN 119-214-06
SUPERVISORIAL DISTRICT: 5 (Williams)
STAFF PLANNER: MARK CLISER

- 8b. CASE#:** MHRB_2022-0007
DATE FILED: 8/18/2022
OWNER/APPLICANT: DAN ROBINSON
REQUEST: Minor Alterations to MHRB_2022-0007 for the depositing of gravel for a 3± inch topcoat on the existing driveway.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 45080 Little Lake Street, Mendocino; APN: 119-160-34
SUPERVISORIAL DISTRICT: 5 (Williams)
STAFF PLANNER: STEVEN SWITZER
- *8c. CASE#:** MHRB_2023-0016
DATE FILED: 8/31/2023
OWNER/APPLICANT: MENDOCINO LITTLE RIVER CEMETERY
AGENT: RICK SACKS, THE SIGN SHOP
REQUEST: Mendocino Historical Review Board request for an 18-inch by 51-inch by 2-inch thick, single-faced wood sign with a dark stained surface and white lettering positioned outside gate to cemetery on Main Street. Sign copy to read “EVERGREEN” (above), “CEMETERY” (beneath), and “EST. 1864” (bottom line). Sign will be mounted on two 4 by 4 redwood posts. Total height of sign will be 3 feet.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 44760 Main Street, Mendocino; APN: 119-250-22 & 119-150-26
SUPERVISORIAL DISTRICT: 5 (Williams)
STAFF PLANNER: MARK CLISER
- *8d. CASE#:** MHRB_2023-0017
DATE FILED: 9/1/2023
OWNER: MACKENZIE SKYE & ROBERT SCHMITT
APPLICANT: EDWARD JONES
AGENT: BRUCE FOURNIER
REQUEST: Mendocino Historical Review Board request for a 3-foot wide by 2-foot high by 2-inch-thick redwood sign with 1.5 by 3.5-inch border trim (white). Carved lettering sign in white to read “Edward Jones” (above) “Investments” (below) with green background. A 36-inch wide by 6-inch-high drop-down sign below with white lettering and green background; sign to read “Bruce Fournier AAMS” (above) and “Financial Advisor” (below). Maximum height of sign is 53 inches, mounted on 3.5-inch by 3.5-inch posts painted white and mounted to concrete footing and situated on west side of stairs. Sign is being relocated from east side of stairs. This location is listed in the Mendocino Town Plan Appendix 1 as a Category IIa Historic Structure.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 45020 Ukiah Street, Mendocino; APN: 119-234-11
SUPERVISORIAL DISTRICT: 5 (Williams)
STAFF PLANNER: MARK CLISER
- 8e. CASE#:** MHRB_2021-0003
DATE FILED: 2/12/2021
OWNER/APPLICANT: JULIE LOOK, JOHN CAVANAUGH
AGENT: DEBRA LENNOX
REQUEST: Minor Alterations to MHRB_2021-0003 & MHRB_2021-0018 for the confirmation of consistency of an encroachment permit for a residential driveway approach.
ENVIRONMENTAL DETERMINATION: Categorically Exempt
LOCATION: 45270 Albion Street, Mendocino; APN: 119-217-06
SUPERVISORIAL DISTRICT: 5 (Williams)
STAFF PLANNER: JESSIE WALDMAN

REVIEW BOARD ACTION: Vice Chair Madrigal moved to approve all consent calendar items, which was seconded by Review Board Member Kappler. By roll call vote, the Review Board unanimously approved the motion (4-0).

9. Public Hearing Items

***9a. CASE#:** MHRB_2023-0011

DATE FILED: 8/7/2023

OWNER/APPLICANT: CHARLIE BAUGHN

AGENT: KELLY B. GRIMES, ARCHITECT

REQUEST: Mendocino Historical Review Board Permit for a new single-family residence with deck, two car garage, fenced utility enclosure, driveway, and exterior downcast lighting.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 10970 Ford Street, Mendocino; APN 119-170-13

SUPERVISORIAL DISTRICT: 5 (Williams)

STAFF PLANNER: STEVEN SWITZER

PRESENTERS: Planner Switzer presented the request for a new single-family residence with a concurrent variance for a reduced front yard setback. Staff noted contemporary design elements and referenced Code of Federal Regulations, TI 36, Ch. I, Part 68, that in part provides contemporary designs should not be discouraged when such designs do not destroy significant historical, architectural, or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, and environment.

The applicant/agent, Kelly Grimes, stated he is available for questions from the Board.

PUBLIC COMMENTS: None present. Written comments submitted by Linda & Kirby Yowell (email) Jerome & Nancy Ives (letter).

REVIEW BOARD DISCUSSION: Review Board Member Kappler asked where the solar panels will be located and would the applicant prefer a French door rather than the proposed slider door. Grimes stated solar panels would be located on the south facing roofs. Grimes asked if the question is about divided glass, he believes that his clients would be glad to add divided lights to the slider doors. Vice Chair Madrigal inquired on materials of proposed lattice and railing and recommended roof material be matte. Grimes stated the lattice and railing posts would be made of wood and roofing material would patina with age. Chair Roth commended the applicants on their design considerations respecting the views from neighboring parcels. All Review Board Members appreciated the applicant proposing a single-story residence and design efforts to minimize impacts to the viewshed. Staff prepared and presented a special condition of approval to address the divided light sliding doors.

REVIEW BOARD ACTION: Vice Chair Madrigal moved to approve the application based on the findings recommended in the Staff Report, with the added condition that sliding door(s) shall have divided lights. The motion was seconded by Review Board Member Saunders. By roll call vote, the Review Board unanimously approved the motion (4-0).

10. Matters from the Board.

10a. Vice Chair Madrigal asked Staff if site visits are required for sign permits. Planner Waldman stated that historically the Review Board has conducted site visits for new signs. Madrigal also asked Staff if any complaints have been submitted regarding the activity going on at the corner of Main and Heeser Streets. Planner Waldman stated at this time staff has not, and offered the reminder of an encroachment permit having been approved as part of a requirement for a Minor Subdivision at that location. Planner Waldman stated staff would be conducting a site Visit tomorrow to review consistency.

10b. Review Board Member Saunders inquired on tent applications and their status. Planner Waldman stated the four (4) applications are being reviewed.

11. Matters from the Staff.

11a. Planner Waldman reminder the Review Board that the holidays are approaching, where Items are planned for the December 2023 hearing and the January MHRB Hearing is set for January 8, 2024, as the 1st is a National Holiday.

12. Adjournment: Chair Roth adjourn the meeting at 8:04 p.m.