

CITY OF ARCATA
HISTORIC AND DESIGN REVIEW COMMISSION MEETING MINUTES

Approved June 22, 2011 by unanimous vote

COUNCIL CHAMBER
736 F Street, Arcata, CA 95521

July 13, 2011
Wednesday, 4:00 p.m.

A complete record of this meeting can be viewed by visiting the City's Website (www.cityofarcata.org) and clicking on "Watch Live Meetings" to access the Historic and Design Review Commission Archives to view the Granicus Telecast. Approved minutes are found on the Commission/Committee website.

- I. ROLL CALL.** Commissioners: John Barstow, Renée Chappelle, Janette Heartwood and Genevieve Schmidt (one member vacancy). The Commission asked Staff how many applications had been received for the vacant HDRC position and when interviews would be held. Staff informed the Commission that two applications had been received and City Council interviews are scheduled for July 20, 2011.

STAFF: Michael Mullen, Saskia Burnett, and Larry Oetker.

II. ORAL COMMUNICATIONS. NONE.

III. CONSENT CALENDAR.

- A. June 22, 2011 minutes and project actions were approved (Schmidt motion, Heartwood seconded), with a 4-0 voice vote (one member vacancy).

THE COMMISSION MADE A MOTION (COMMISSIONER CHAPPELLE, SECONDED BY HEARTWOOD) TO REMOVE CONSENT PROJECT ITEM III.B (DICKINSON REMODEL AND SECOND UNIT) FOR DISCUSSION. A REQUEST FROM THE ADJACENT PROPERTY OWNER WAS SUBMITTED TO THE 07-13-2011 ZONING ADMINISTRATOR HEARING TO HEAR THE MINOR USE PERMIT AND HILLSIDE DEVELOPMENT PERMIT PORTION OF THE PROJECT BY THE PLANNING COMMISSION.

- B. **Consent Project: Dickinson Remodel and Second Unit, 1299 Bayview Street, File Number 101-118-DR.** Take action on a proposed remodel of an existing 1,589 square foot single family residence and construction of a new 1,155 sf second unit on the property. Site improvements include off-street parking and terracing with a series of retaining walls, and stairs/walkways. Revised project includes: (1) a modified interior floor plan that would add about 1,010 sf of new residential floor area at basement level, providing a total floor area of 2,599 sf for the existing residence; and (2) an additional setback from the west property line for the proposed second unit. Property is located in the Bayview Neighborhood Conservation Area and is subject to Hillside Development standards due to slope areas over 15 percent. Project meets applicable Arcata Land Use Code zoning district development and second unit standards.

A SECOND MOTION WAS MADE BY COMMISSIONER CHAPPELLE, SECONDED BY HEARTWOOD AND A 4-0 VOICE VOTE TO APPROVE THE DESIGN REVIEW PERMIT PORTION OF THE DICKINSON PROJECT WITH CONDITIONS AND THREE ADDITIONAL CONDITIONS BY THE HDRC AT THE 07-13-11 HEARING. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 101-118-DR.

IV. PUBLIC HEARINGS.

- A. **Continued Projects. NONE.**

B. **New Projects.**

1. **Hitchcock Staircase at D.D. Averell House, 1243 H Street, File Number 101-124-DR.** Project proposes the addition of an exterior staircase to provide access for a second floor unit contained within the existing residence. The residence is a Noteworthy structure known as the D.D. Averell House. Property is located within the Arcata Heights Neighborhood Conservation Area.

A MOTION WAS MADE BY COMMISSIONER CHAPPELLE, SECONDED BY HEARTWOOD AND A 4-0 VOICE VOTE TO CONTINUE THE PROJECT (1) TO REFER THE PROJECT TO THE HLC FOR THEIR COMMENTS AND RECOMMENDATIONS, AND (2) TO ALLOW A REVISED PROJECT DESIGN TO BE SUBMITTED. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT. File No.: 101-124-DR.

V. BUSINESS ITEMS.

- A. The HDRC elected John Barstow as Commission Chair and Janette Heartwood as Vice-Chairs on a motion by Commissioner Chappelle, seconded by Schmidt and a 4-0 voice vote.
- B. The Commission determined that the August 10, 2011 HDRC meeting should be retained and not cancelled.
- C. Director Larry Oetker explained the proposed revisions to the Land Use Code mobile food vendor standards under consideration by the Planning Commission and City Council. The Commission indicated their support for the proposed revisions.
- D. Director Larry Oetker discussed issues raised in the July 12, 2011 Study Session with the City Council and Planning Commission, and outlined LCP status and issues discussed by the City Council and Planning Commission at the July 12, 2011 Special Meeting.
- E. Commissioner Barstow requested that a joint meeting be scheduled soon with the HLC to discuss draft guidelines for one to one replacement materials and other historic resource issues. Several Commissioners expressed a desire to review draft guidelines done so far on roofing materials by the HLC, rather than wait for all of the draft guidelines for siding, windows and door replacement materials to be completed.

VI. CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS. NONE.

VII. ADJOURNMENT - 6 P.M.

VIII. ATTENDANCE.

	01-12-2011	01-26-2011	02-09-2011	02-23-2011	03-09-2011	03-23-2011	04-13-2011	04-27-2011	05-11-2011	05-25-2011	06-08-2011	06-22-2011	07-13-2011	07-27-2011	08-10-2011	08-24-2011	09-14-2011	09-28-2011	10-12-2011	10-26-2011	11-16-2011	11-30-2011	12-14-2011	12-28-2011
CH: John Barstow	X	X	*	O	X	X	X	X	X	X	O	X	X											
V-CH: Janette Heartwood	X	X	*	X	X	X	X	X	X	X	X	X	X											
Renée Chappelle	X	X	*	X	X	X	X	X	X	X	X	X	X											
Genevieve Schmidt	X	X	*	X	X	O	X	X	X	X	X	X	X											
Vacancy																								

Note: CH = Chair John Barstow; V-CH = Vice Chair Janette Heartwood. Staff Liaison: Michael Mullen
 X = present; O = absent; * = no meeting; S = special meeting (not considered regular attendance). Per Section 2204.B of the Arcata Municipal Code, "If any member of a commission is absent for four regularly scheduled meetings in a calendar year, the secretary to the commission shall certify that fact to the Council and the Council shall thereafter declare the position on the commission to be vacant."

Attest: Michael S. Mullen
 Michael S. Mullen, HDRC Staff Liaison.