

**CITY OF ARCATA**  
**HISTORIC AND DESIGN REVIEW COMMISSION MEETING MINUTES**

*Approved 03-23-2011 by unanimous vote*

**COUNCIL CHAMBER**  
**736 F Street, Arcata, CA 95521**

**March 9, 2011**  
**Wednesday, 4:00 p.m.**

A complete record of this meeting can be viewed by visiting the City's Website ([www.cityofarcata.org](http://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 (Marc Delany resigned).  
**STAFF:** Saskia Burnett, Michael Mullen, and Larry Oetker.

**II. ORAL COMMUNICATIONS. NONE.**

**III. CONSENT CALENDAR.**

A. Minutes and actions of February 23, 2011 were approved (Schmidt motion, Heartwood seconded,) with a 3-0-1 voice vote (Barstow abstained because absent).

**IV. PUBLIC HEARINGS.**

A. Continued Projects.

1. **Arcata Bay Crossing, 250 "E" Street, File Number 101-087.**

The Arcata Bay Crossing project proposes development of a transitional housing facility located at 250 "E" Street, Arcata. Project proposes construction of a two-story, 10,000 square foot building that would provide up to 40 beds for the facility. This is the second of two HDRC project reviews to consider site layout, circulation and parking, building design, green building, landscaping, solid waste/recycling and outdoor lighting.

A MOTION WAS MADE BY COMMISSIONER HEARTWOOD, SECONDED BY SCHMIDT AND A 4-0 VOICE VOTE, TO APPROVE THE PROJECT WITH CONDITIONS, RECOMMENDATIONS AND OPTIONS. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 101-087-DR.

B. New Projects.

1. **Storage Shed, 1260 Spring Street, File Number 101-103.**

Project proposes construction of a detached storage shed within the front setback area of a single family residential property located in the Bayview Neighborhood Conservation Area. An approximately 93.5 square foot, 12-foot high shed would be sited behind existing parking spaces, with stairs connecting from the shed and parking area to the front entrance of the residence.

A MOTION WAS MADE BY COMMISSIONER SCHMIDT, SECONDED BY CHAPPELLE AND A 4-0 VOICE VOTE, TO APPROVE THE PROJECT WITH CONDITIONS AND RECOMMENDATIONS, AND BASED ON FINDINGS MADE BY THE COMMISSION. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 101-103-DR.

**V. BUSINESS ITEMS, CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS.**

A. Commissioners noted the third local Arcata history lecture on Thursday, March 10, 2011 from 7 to 8:30 pm, Senior Room, Arcata Community Center, Community Park Way.

B. Commissioners noted that the first of three Historical Resources Workshops is scheduled for Saturday March 12, and with 2 workshops continuing on March 19 and March 26, 2011, from 12 to 5:00 pm at the D Street Neighborhood Center. HDRC Commissioners members are encouraged to attend.

C. Commissioners and Staff discussed the status of the Design Manual. Commissioners asked Staff to provide members with a website link or email copies of existing Design Review checklists for items that pertain under HDRC's review authority, to discuss at a future meeting.

**VI. ADJOURNMENT – 6.25 P.M.**

**VII. ATTENDANCE FOR HDRC MEETINGS.**

	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
<b>CH: John Barstow</b>	X	X	*	O	X																			
<b>V-CH: Janette Heartwood</b>	X	X	*	X	X																			
<b>Renée Chapelle</b>	X	X	*	X	X																			
<b>Marc Delany</b>	X	X	*	X	R																			
<b>Genevieve Schmidt</b>	X	X	*	X	X																			

**Note: CH = Chair John Barstow; V-CH = Vice Chair Janette Heartwood. Staff Liaison: Michael Mullen**  
 X = present; O = absent; R= resignation; \*= 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.