

CITY OF ARCATA
HISTORIC AND DESIGN REVIEW COMMISSION MEETING MINUTES

Approved May 23, 2012 by unanimous vote

COUNCIL CHAMBER
736 F Street, Arcata, CA 95521

May 9, 2012
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, Jim Lowry, and Genevieve Schmidt.
STAFF: Saskia Burnett, and Director Larry Oetker.

II. ORAL COMMUNICATIONS. NONE.

III. CONSENT CALENDAR.

A. April 25, 2012 Minutes were approved by a 4-0 vote (Lowry Motion, Schmidt seconded; Commissioner Chappelle absent). April 25, 2012 project actions were reviewed and accepted by the Commission.

IV. PUBLIC HEARINGS.

A. **Continued Projects.**

1. **Wells Fargo Master Sign Plan, 1103 G Street, File Number 112-029-DRS.** Project proposes a Master Sign Plan that reflects the latest sign branding image for the Arcata branch Wells Fargo Bank located on the "G"/11th Street intersection in the downtown commercial area. Proposed Master Sign Plan signage for Design Review includes: (1) an illuminated channel letter sign on the south wall elevation to replace the existing sign; and (2) minor change in size to the cabinet wall sign located on the west building elevation. The project was continued from the April 25, 2012 HDRC hearing to allow the project to be considered as a Master Sign Plan. The property is located in the Arcata Heights Neighborhood Conservation Area.

ON A MOTION MADE BY COMMISSIONER LOWRY, SECONDED BY SCHMIDT AND A 4-0 VOICE VOTE (CHAPPELLE ABSENT), THE COMMISSION APPROVED THE PROJECT WITH CONDITIONS. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-029-DRS.

B. **New Projects. NONE.**

V. BUSINESS ITEMS.

A. The Commission and staff discussed the status of the 2009 Design Award projects and future Design Award categories, criteria and process. Commissioners recommended reviewing the 2009 Design Award candidate projects in a HDRC Study Session.

B. The Director updated the Commission on the status of two appeals: the Internews appeal (File # 112-026-DRS); and Cypress Grove Chevre expansion appeal.

C. The Director informed Commissioner of the City Attorney's opinion that the HDRC's current practice of approving project actions at a meeting after the action has been taken is incorrect. Staff will therefore make a procedural change to the agenda that would instead involve review and acceptance of project actions at a following meeting, under Business Items. Staff and Commissioners discussed the process to ensure accurate wording of project conditions.

D. The Director and Commissioners discussed a letter from the Historic Landmarks Committee (HLC) dated May 5, 2012 that disputes the August 2010 Zoning Administrator's Interpretation regarding (1) Design Review for buildings 50 years of older, and (2) In-kind

replacement. The Director informed the Commission that the HLC will seek the City Council's determination on the ZA Interpretation. The Council hearing date on this matter is yet to be determined.

- E. The Director updated the Commission on the status of pending projects, including Footprint Recycling that is expected to be scheduled for a June 2012 Planning Commission hearing. The HDRC were informed that four townhouses in Hallen Drive that were recently destroyed by fire could be replaced with only a Building Permit if a one-to-one replacement is proposed, similar to that approved for the Tea Gardens apartment fire damage.


VI. CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS. NONE.

VII. ADJOURNMENT - 5:40 P.M.

VIII. ATTENDANCE.

	01-11-2012	01-25-2012	02-08-2012	02-22-2012	03-14-2012	03-28-2012	04-11-2012	04-25-2012	05-09-2012	05-25-2012	06-13-2012	06-27-2012	07-11-2012	07-25-2012	08-08-2012	08-22-2012	09-12-2012	09-26-2012	10-10-2012	10-24-2012	11-14-2012	11-28-2012	12-12-2012	12-26-2012
CH: John Barstow	X	*	X	X	X	*	X	X	X															
V-CH: Janette Heartwood	X	*	X	X	X	*	X	X	X															
Renée Chapelle	O	*	O	X	X	*	O	O	O															
Jim Lowry	X	*	X	X	X	*	O	X	X															
Genevieve Schmidt	X	*	X	X	X	*	X	X	X															

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, HDRC Staff Liaison.