

CITY OF ARCATA
HISTORIC AND DESIGN REVIEW COMMISSION MEETING MINUTES

Approved May 9, 2012 by unanimous vote

COUNCIL CHAMBER
736 F Street, Arcata, CA 95521

April 25, 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, Janette Heartwood, Jim Lowry, and Genevieve Schmidt (Commissioner Renée Chappelle absent).

STAFF: Saskia Burnett, and Director Larry Oetker.

II. ORAL COMMUNICATIONS. NONE.

III. CONSENT CALENDAR.

A. April 11, 2012 minutes were approved and project actions of April 11, 2012, with corrections, and 03-14-12 consent project action III.B (file # 112-018-DR), based on revised site plan dated 04-10-12, were accepted by a 4-0 vote (Schmidt Motion, Heartwood seconded; Commissioner Chappelle absent).

IV. PUBLIC HEARINGS.

A. **Continued Projects.** NONE.

B. **New Projects.**

1. **Marshall Second Unit, 1100 Tilley Court, File Number 112-028-DR.** Project proposes development of a two-story, detached 991 sf second unit on a residential property that contains a 1,920 sf single family residence. The project requires a Minor Use Permit for exceptions to the Land Use Code §9.24.050 Residential Low Density zone district front setback standard and §9.42.170.E.1, and 2, Second Unit height limit and maximum floor area development standards. The property is not a designated Landmark Historic or Noteworthy structure, and is not located in a Neighborhood Conservation Area.

STAFF ADVISED THE COMMISSION OF A CORRECTION TO THE PROJECT DESCRIPTION THAT A MINOR USE PERMIT EXCEPTION IS NOT REQUIRED FOR THE FRONT SETBACK EXCEPTION PER LUC §9.24.050.

ON A MOTION MADE BY COMMISSIONER HEARTWOOD, 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.: 112-028-DR.

2. **Wells Fargo Signage, 1103 G Street, File Number 112-029-DRS.** Project proposes to update signage to reflect the latest branding image for the Arcata branch Wells Fargo Bank located on the "G"/11th Street intersection in the downtown commercial area. Project 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. Project signage proposing logo/design and sign copy replacement within existing sign structures will not require Design Review. The property is located in the Arcata Heights Neighborhood Conservation Area.

ON A MOTION MADE BY COMMISSIONER SCHMIDT, SECONDED HEARTWOOD AND A 4-0 VOICE VOTE (CHAPPELLE ABSENT), THE PROJECT WAS CONTINUED TO THE MAY 9, 2012 HDRC HEARING AT THE APPLICANT'S REQUEST TO ALLOW THE PROJECT TO BE CONSIDERED AS A MASTER SIGN PLAN (COMMISSIONER CHAPPELLE ABSENT). SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-029-DR.

V. BUSINESS ITEMS.

- A. The Community Development Director informed the Commission about proposed changes to project application submittal requirements and procedures to ensure that applicants meet copyright protection laws relating to project plans and materials.

VI. CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS.

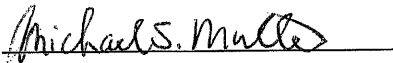
- A. Staff updated the Commission on the 04-24-12 historic preservation webinar. Commissioners inquired if webinars could be reviewed online at another day/time.
- B. The Director informed the Commission that the Planning Commission's decision to approve the Cypress Grove Chevre expansion project was appealed and that the appeal hearing is scheduled for the May 16, 2012 City Council meeting.
- C. The Director informed the HDRC that a request to initiate an appeal of the HDRC's Internews sign project decision is on the May 2, 2012 City Council agenda. If there is a majority vote by Councilors, an appeal hearing of the Internews project will be scheduled for the May 16, 2012 City Council meeting.
- D. The Commission was informed that the Sunset Avenue Fire Station project was approved at the April 24, 2012 Planning Commission hearing.
- E. The Director informed the Commission that the current practice of approving project actions at a following HDRC meeting will reviewed by the City Attorney, and that this review could result in a procedural change involving acceptance rather than approval of project actions. Commissioner Heartwood stated that she likes the current practice of reviewing project actions and requesting project wording revisions if desired.
- F. Commissioner Heartwood commented on the lack of landscaping and removal of existing trees for the Sandpiper Mobile Home Park project site.
- G. The Commission requested that Coast Central Credit Union be asked to provide staking for trees planted in new landscaping that was required for the project.

VII. ADJOURNMENT: 4:55 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																
V-CH: Janette Heartwood	X	*	X	X	X	*	X	X																
Renée Chapelle	O	*	O	X	X	*	O	O																
Jim Lowry	X	*	X	X	X	*	O	X																
Genevieve Schmidt	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.