

CITY OF ARCATA
HISTORIC AND DESIGN REVIEW COMMISSION MEETING MINUTES

Approved February 22, 2012 by a 4-0-1 vote

COUNCIL CHAMBER
736 F Street, Arcata, CA 95521

February 8, 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 (Renée Chappelle absent).

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

II. ORAL COMMUNICATIONS. NONE.

III. CONSENT CALENDAR.

A. January 11, 2012 minutes and project actions were approved, with revisions to project action IV.B.2, by a 4-0 vote (Chappelle absent).

B. **Consent Project. Carlin-Stillman Building Remodel, 853 H Street, File Number 112-017-DR.** Project proposes remodel of the west (rear) building façade of an Arcata Plaza commercial property that is occupied by Rookery Books and North Soles Footwear. Project proposes to: replace existing T-1-11 siding with horizontal Hardi-plank siding; replace aluminum windows with new fiberglass windows; relocate downspouts, vents and the utility box; replace skirting, window, door and corner trim; and repaint the remodeled facade. The property, which is located within the local Arcata Plaza Historic District, is identified in Susie Van Kirk's reference "The Plaza" as the former Humboldt Manufacturing Company/Bistrins property. Project meets applicable City standards.

THE PROJECT WAS CONTINUED TO THE FEBRUARY 22, 2012 HDRC MEETING DUE TO A LACK OF QUORUM (COMMISSIONERS LOWRY AND SCHMIDT RECUSED, AND CHAPPELLE ABSENT). SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-017-DR.

IV. PUBLIC HEARINGS.

A. **Continued Projects.**

1. **Cypress Grove Chevre Expansion, 1330 Q Street, File Number 112-011-DR-UP2.**

Project proposes construction of a new 24,350 square foot building addition to the existing Cypress Grove Chevre building to provide additional floor area for processing primarily goat cheese, a cooler, a tank building, storage, and office area. Project includes site improvements and future expansion locations on the property. A Use Permit and "Type B" Design Review will be required for the project. This is the second of two scheduled Design Review project hearings to review the project's building design, site plan layout and future expansion areas, and provide Commission recommendations to the Planning Commission. Revised application materials for 02-08-2012 HDRC review include: a revised site plan; revised building elevations; and a landscape plan.

ON A MOTION MADE BY COMMISSIONER LOWRY, SECONDED BY SCHMIDT AND A 4-0 VOICE VOTE (CHAPPELLE ABSENT), THE COMMISSION MADE "TYPE B" DESIGN REVIEW RECOMMENDATIONS OF PROJECT APPROVAL TO THE PLANNING COMMISSION WITH RECOMMENDED CONDITIONS OF APPROVAL, AND RECOMMENDED FINDINGS. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-011-DR-UP2.

B. New Projects.

1. **Green Futures Soils Products Office Building, 4651 West End Road, 101-094-DR.**
 Applicant seeks approval for a 12 by 48-foot detached modular office/sales building on an industrial property located in the West End Road industrial area. The HDRC approved DR Permit #101-094-DR on November 10, 2010 for exterior improvements to an industrial building to accommodate Green Futures Soil Products. The office building was recently placed on the site adjacent to the upgraded building. Design Review approval is required for new construction and commercial or industrial structures that require a building permit per Arcata Land Use Code §9.72.040.B.1.

ON A MOTION MADE BY COMMISSIONER LOWRY, SECONDED BY HEARTWOOD 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.: 101-094-DR.

V. BUSINESS ITEMS.

- A. Staff informed the Commission that a draft of the 2011 HDRC Annual Report would be available for review at the following HDRC meeting.
- B. HDRC Chair John Barstow confirmed that he will attend the City Council meeting with Commission and Committee Chairs scheduled for February 29, 2012, 4 p.m., in the City Council Chamber.
- C. The Community Development Director confirmed that Commissioners Lowry and Chappelle need to submit forms to indicate their intended reappointment or vacancy of HDRC member positions.

VI. CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS.


- A. The Commission and staff discussed scheduling a HDRC special meeting date on a regularly scheduled meeting date when there is a light agenda to discuss topics of interest to Commissioners. Discussion could include (but not be limited to) their areas of interest, issues or topics, such as solar panels, mechanical equipment, and enforcement of DR Permit conditions, or other design issues. This meeting would be noticed and the public welcome to attend but the meeting will not be televised.
- B. Director Larry Oetker updated the Commission on the status of the Coastal Commission review of Arcata's Land Use Code/Local Coastal Program.

VII. ADJOURNMENT - 5:45 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																					
V-CH: Janette Heartwood	X	*	X																					
Renée Chappelle	O	*	O																					
Jim Lowry	X	*	X																					
Genevieve Schmidt	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.