

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

*Approved February 8, 2012 by 4-0 vote*

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

**January 11, 2012**  
**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, Janette Heartwood, Jim Lowry, and Genevieve Schmidt (Chappelle absent).

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

**II. ORAL COMMUNICATIONS.** NONE.

**III. CONSENT CALENDAR.**

A. December 14, 2011 minutes and project actions were approved by a 4-0 vote (Chappelle absent).

**IV. PUBLIC HEARINGS.**

A. **Continued Projects.** NONE.

B. **New 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, and office area. Proposed 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 first of two scheduled Design Review hearings, and is intended to provide project comments and recommendations on: (1) the proposed architectural design, detail, and bulk/mass of the new building addition; (2) proposed site layout and traffic circulation; and (3) the appropriateness of future expansion locations. The Commission may provide comments on other required project elements under Design Review authority. A second Design Review hearing to review the complete, detailed project site and building design, that includes Commission and Committee recommendations, would be scheduled prior to final project action by the Planning Commission.

ON A MOTION MADE BY COMMISSIONER SCHMIDT, SECONDED BY LOWRY AND A 4-0 VOICE VOTE, THE COMMISSION CONTINUED THE PROJECT TO THE FEBRUARY 8, 2012 HDRC MEETING. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-011-DR-UP2.

2. **Do It Best Lumber Design Review and Minor Use Permit, 1296 11<sup>th</sup> Street, File Number 112-004-DR-MUP.**

Project proposes a new 9,420 square foot retail/storage building to be used for the hardware and lumber sales, a Master Sign Plan, off-street parking, landscaping, outdoor lighting, fencing, and solid waste/recycling, and utilities and infrastructure including bioswales and off-site sidewalk improvements. Project includes proposed demolition of a small shed and shed structures adjacent to the existing circa 1926 commercial/office building on the property's M Street frontage. The applicant has provided a Historic Report for the project. Project requires Design Review approval for the proposed new building, signage, site improvements, and demolition of structures on the property. The applicant also seeks a Minor Use Permit for exceptions to required building and fencing setback standards.

ON A MOTION MADE BY COMMISSIONER HEARTWOOD, SECONDED BY SCHMIDT AND A 3-0 VOICE VOTE (CHAPPELLE ABSENT AND LOWRY ABSENT FOR VOTE), THE COMMISSION APPROVED FINDINGS FOR THE DEMOLITION PORTION OF THE PROJECT. A SECOND MOTION WAS MADE BY COMMISSIONER SCHMIDT, SECONDED BY HEARTWOOD AND A 3-0 VOICE VOTE (CHAPPELLE AND LOWRY ABSENT) TO APPROVE THE PROJECT WITH CONDITIONS. SEE ACTION FOR THIS ITEM LOCATED IN THE ARCATA COMMUNITY DEVELOPMENT DEPARTMENT, File No.: 112-004-DR-MUP.

**V. BUSINESS ITEMS.**

- A. Discussion of reappointment or vacancy of HDRC member positions was deferred to a following HDRC meeting.
- B. Staff and Commissioner Schmidt discussed developing native plant and landscaping reference materials applicable to small landscape spaces such as walkways and parking lots for commercial and industrial properties. Director Larry Oetker recommended continuing discussion of this item to further clarify the scope of this topic.

**VI. CORRESPONDENCE, COMMISSION & STAFF COMMUNICATIONS.**

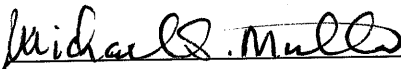
- A. Director Larry Oetker informed the Commission Chair of the annual meeting of Commission and Committee Chairs. Commissioner Barstow recommended a change in format for the HDRC Annual Report.

**VII. ADJOURNMENT. 7.45 PM**

**VIII. ATTENDANCE**

	01-11-2012	01-25-2012	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	11-09-2011	11-23-2011	12-14-2011	12-28-2011	
CH: John Barstow	X																								
V-CH: Janette Heartwood	X																								
Renée Chapelle	O																								
Jim Lowry	X																								
Genevieve Schmidt	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.