

The Planning Commission of the City of Fort Bragg met in regular session on the above date at 6:00 p.m., in the Fort Bragg Town Hall, 363 N. Main Street, Fort Bragg, and the following items were discussed in the order presented.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Commissioners Don Snyder, Georgia Lucas, Jennifer Catone, Meg Courtney, and Mark Hannon.
Absent: None.
Staff Present: Linda Ruffing, Community Development Director; Jason Dose, Planner II; and Nancy Philips, Administrative Secretary.

APPROVAL OF MINUTES

Moved by Lucas, seconded by Snyder, to approve the December 8, 2004, minutes as written.

VOTE: Ayes: Commissioners Snyder and Lucas.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

CONDUCT OF BUSINESS

1. Swearing-in of New Planning Commissioners

City Clerk Cynthia VanWormer swore in the new members of the Planning Commission: Jennifer Catone, Meg Courtney, and Mark Hannon.

2. Election of Officers

Motion by Lucas, seconded by Courtney, to nominate Snyder as Chair.

VOTE: Ayes: Commissioners Snyder, Lucas, Catone, Courtney, and Hannon.

Motion by Snyder, seconded by Catone, to nominate Lucas as Vice Chair.

VOTE: Ayes: Commissioners Snyder, Lucas, Catone, Courtney, and Hannon.

PUBLIC HEARINGS

- 3. DR 6-04; BDC Inc (owner/applicant); Rob Borcich (agent); 811 North Main Street; APN 008-034-10; Design Review to authorize a 400 sq. ft. addition (16' x 25') on the north side of the existing commercial structure. Siding, paint, windows, and roofing would match the existing structure.**

The Agenda Item Summary Report prepared for this item was reviewed with the Planning Commission by Planner Dose.

Discussion: Commissioner Snyder commented that the plans included with the application are not of the same quality typically provided and, in fact, are akin to a "bar napkin" rendering. Staff indicated that the plans are very rudimentary, however, given the extraordinarily simple nature of the proposed addition and the fact that it would match the existing structure, a judgment call was made to accept the plans as drawn. Staff noted that most applications reviewed by the Commission are considerably more complex and require more professional-quality plans to illustrate the proposed development. Commissioners agreed that, in this instance, the hand-drawn sketch was sufficient.

Chair Snyder opened the public hearing at 6:15 p.m.

Public comment on this agenda item was received from:

1. **Rob Borcich, agent, indicated that he was also the draftsman and stated that the drawing is to scale. He noted that a professional draftsman is preparing the plans for the building permits but his sketch was submitted in order to process the Design Review application quickly to satisfy the timeframe of tenants of the proposed addition. He noted that the rear parking lot was paved 1½ months ago, and before that it was gravel. They will stripe the parking lot to meet parking requirements prior to the addition being constructed.**

Chair Snyder closed the public hearing at 6:20 p.m.

Discussion: The following items were noted during discussion of this issue:

- A. Commissioners agreed that the project is straightforward. There is a time and place for a rough sketch and, in this instance, it is acceptable.
- B. Commissioner Courtney noted that there was a lot of parking on the site without relief from the asphalt.
- C. Staff responded that oftentimes with new development, landscaping is required. However, in this instance the parking lot exists and landscaping is not necessary to screen the addition, therefore additional parking lot landscaping was not recommended.

Moved by Lucas, seconded by Courtney, to approve DR 6-04 based on the following findings and conditions.

FINDINGS

1. **The proposed project is in conformity with the certified Local Coastal Program (LCP) including the policies of the LCP Manual and applicable regulations of the Fort Bragg Municipal Code.**
2. **The proposed project is consistent with the purpose and intent of the Highway and Visitor Serving Commercial (CH) zoning district, as well as all other provisions of Title 18 – Land Use & Development Code of the Fort Bragg Municipal Code.**
3. **The proposed use is specifically enumerated as a conditionally permitted use in the CH zoning district.**
4. **The proposed project is exempt from Coastal Development Permit requirements pursuant to the California Code of Regulations Section 13253 part 4.**
5. **For the purposes of the environmental determination, the requested modifications are considered exempt from further environmental review pursuant to CEQA Guidelines Section 15301 – Class 1 – Existing Facilities.**
6. **The proposed addition is designed in a manner which integrates with the existing structure and follows the general scale, proportion, massing, and detailing of the existing structure.**
7. **The proposed addition is designed in a manner which provides an attractive exterior appearance.**

SPECIAL CONDITION

1. **Prior to final occupancy of the addition the applicant shall stripe at least four more parking spaces on the site. The striping and location of parking spaces shall be compliant with the regulations found in the Land Use and Development Code.**

STANDARD CONDITIONS

1. **This action shall become final on the 11th day following the decision unless an appeal to the City Council is filed pursuant to Land Use & Development Code Chapter 18.92 (Appeals).**

2. The use and occupancy of the premises shall be established and maintained in conformance with the requirements of this permit and all applicable provisions of the Land Use & Development Code.
3. The application, along with supplemental exhibits and related material, shall be considered elements of this permit, and compliance therewith is mandatory, unless an amendment has been approved by the City.
4. This permit shall be subject to the securing of all necessary permits for the proposed development from City, County, State and Federal agencies having jurisdiction. All plans submitted with required permit applications shall be consistent with this approval. All construction shall be consistent with all Building, Fire, and Health code considerations as well as other applicable agency codes.
5. The applicant shall secure all required building permits for the proposed project as required by the Building Department.
6. This permit shall be subject to revocation or modification upon a finding of any one or more of the following:
 - (a) That such permit was obtained or extended by fraud.
 - (b) That one or more of the conditions upon which such permit was granted have been violated.
 - (c) That the use for which the permit was granted is so conducted as to be detrimental to the public health, welfare or safety or as to be a nuisance.
 - (d) A final judgment of a court of competent jurisdiction has declared one or more conditions to be void or ineffective, or has enjoined or otherwise prohibited the enforcement or operation of one or more conditions.
7. This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries. Should, at any time, a legal determination be made that the number, size or shape of parcels within the permit described boundaries are different than that which is legally required by this permit, this permit shall become null and void.
8. This Design Review approval shall lapse and become void twelve months from the date of approval unless, before the expiration of twelve months, a building permit is issued and construction has commenced and diligently pursued towards completion excepting that the Design Review approval may be extended by the Director for an additional period of 12 months; provided, no changes in conditions or requirements have occurred before the expiration of 12 months from the date of the original approval, and an application for an extension is filed with the Department at least 30 days before the date of expiration.

VOTE: Ayes: Commissioners Snyder, Lucas, Catone, Courtney, and Hannon.

CONDUCT OF BUSINESS

4. Matters from Chair/Commission/Staff

- A. Director Ruffing informed the Commission that the City has budgeted funds for Commissioners to attend training seminars and workshops. She noted that the Community Development Department also has an extensive library of planning reference books. Ruffing encouraged the three new Commissioners to please feel free to ask any and all questions and indicated that she and the Community Development Department staff are always available to answer questions about planning issues, procedures and other matters before the Commission. She stated that she hopes to schedule an Commission workshop in March to discuss the Code and Commissioner duties, and to have the City Attorney explain the requirements of the Brown Act and issues around conflicts of interest to Commissioners.

- B. Director Ruffing noted that the next meeting agenda would include the Commission's recommendations for the annual Mayor's Well Done Awards.

ADJOURNMENT

Chair Snyder adjourned the meeting at 6:30 p.m.