

**City of Blue Lake
Planning Commission Minutes
August 17, 2015**

The Blue Lake Planning Commission Meeting was called to order at 7:00 p.m. at Skinner Store

Commissioners Present: Earl Eddy, Karen Nessler, David Glen, and Richard Platz

Commissioners Absent: None

Staff Present: City Planner Garrison Rees, Planning Commission Secretary Cheryl Gunderson, and City Manager John Berchtold

Staff Absent: None

Public Present: Robert Rousseau, Marvin Goss, Ryan Rousseau, Kenna Kay Hyatt, and Breanne Allison

1. Approval of Minutes: July 20, 2015

- a. Motion (Nessler, Eddy) to approve July minutes as is.
- b. Motion passed unanimously.

2. Public Input on Non-Agenda Items

- a. Marvin Goss inquired about whether Jana Ganion of the Blue Lake Rancheria would be making a presentation on their climate action planning efforts to the Planning Commission. He additionally requested that the Rancheria and City work on adding an earlier and later bus for students traveling to HSU and CR and residents working in Arcata and Eureka.
- b. Ryan Rousseau inquired about having his property annexed into City limits.

3. Approval of the Agenda

- a. Motion (Platz, Glen) to approve agenda as is.
- b. Motion passed unanimously.

Discussion/ Action:

4. Planning Commission Review: 025-035-006/2013 Rousseau Minor Subdivision. City Engineer Certification of Improvements per §709(A) of the Subdivision Ordinance.

- a. Planner Rees presented the certifications from the City Engineer and Public Works Supervisor regarding the improvements recently constructed for the Rousseau Minor Subdivision. Planner Rees noted that the certifications stated that the improvements had been constructed to meet the City's standards.
- b. Planner Rees explained to the applicant that there are two conditions remaining to be completed for the project: 1) the removal of the garage; and 2) no-parking fire lane signage. These need to be done prior to recording of the Parcel Map for the subdivision.
- c. Mr. Rousseau indicated that he would be in compliance with both conditions within a matter of days.
- d. The Planning Commission reviewed the report, with no action necessary.

5. Planning Commission Discussion: City of Blue Lake Strategic Growth Council (SGC) Sustainable Communities Planning Grant No. 3012-552. Task 2(F) Ordinance Update Discussion.

- a. Planner Rees explained that several sections of the Zoning Ordinance were not reviewed at the meeting in July. In addition, work has been done on Section 612 (Signs) that was not in the Planning Commission packet for the last meeting.
- b. Planner Rees presented an overview of the current draft of the Zoning Ordinance to the Commissioners which include new revisions as well as prior recommendations from the Planning Commission. The sections containing prior recommendations include Section 602 (Accessory Uses) and Section 610 (Off-Street Parking Facilities). The sections with new revisions include Section 606 (Home Occupations), Section 612 (Signs), Section 617 (Yards), and Section 629 (Major Vegetation Removal).
- c. Planner Rees went through the various sections of the Zoning Ordinance in numerical

order with the Commissioners.

- d. The Commissioners discussed the Supplemental Application for a Business License Located Outside of a Commercial/Industrial Designation in Section 606 (Home Occupations). Chair Platz explained that referencing the Supplemental Application does not create a new process that must be followed by applicants.
- e. Planner Rees explained that the Supplemental Application was referenced under the applications section because it is a form that many applicants fill out when applying for a business license. The form is used to determine if a Home Occupation Permit is required.
- f. The Commissioners recommended that the section be revised to be clearer about the use of the Supplemental Application.
- g. Chair Platz requested that the table in Section 610 (Off-Street Parking Facilities) regarding parking spaces for industrial uses be revised to state that the City Planner shall determine whether 1 space per 1.35 shift employees or 1 space per 800 sq. ft. of gross floor area is used to determine the off-street parking requirement.
- h. The Commissioners requested that the table in Section 610 (Off-Street Parking Facilities) regarding parking spaces required for adult schools, private schools, elementary schools, and day-care facilities be rewritten with individual lines designated for students, teachers and employees for better understanding. Otherwise, applicants may be confused as to how many parking spaces are required.
- i. The Commissioners discussed ownership of the property at the roundabout in regards to permitting signs posted on the property. Commissioner Glen requested that two new exempt categories be included in Section 612 for temporary signs including yard sales and special events. It was additionally recommended that time and size limitations also be included for these temporary signs. Commissioner Glen expressed concern about placing time limits on campaign signs since they could be considered a form of free speech.
- j. Planner Rees explained the reasoning for revising Section 617 (Yards) to clarify how far porches can project off the front wall of a structure. The Commissioners agreed that a minimum setback for residential properties should be added to Section 617 (Yards) such as "landing places or porches shall not be closer than five (5) feet from the front property line."
- k. The Commissioners requested that the statement, "...that do not result in the loss of any layer of vegetation and do not require earth disturbance" in Section 629(A)(1) (Major Vegetation Removal) be removed.
- l. Planner Rees thanked the Commissioners for being willing to meet again next Monday (August 24th) for a special meeting to review more revisions to the Zoning Ordinance.
- m. City Manager Berchtold explained that the City Council was interested in receiving a list of priorities from the Commission concerning which sections of the General Plan and Zoning Ordinance that should be moved forward for adoption. The Commissioners and Staff discussed the schedule for upcoming meetings and when a public hearing could be held for the priority items.
- n. The Commissioners agreed to attend a special meeting on August 24th to review additional sections of the Zoning Ordinance and create a priority list for recommendation to the City Council.

6. Miscellaneous Planner Items.

- a. Planner Rees discussed the new application for the expansion of Blue Lake Roundstock.
- b. City Manager Berchtold stated that he will begin working part-time for the City beginning in early September.
- c. Additional discussion occurred concerning upcoming meetings for reviewing revisions to the General Plan and Zoning Ordinance.

7. Upcoming Planning Commission Meetings for the next 3 months will be on September 21st, October 19th, and November 16th.

- a. All Commissioners in attendance will be available to attend upcoming meetings, with the exception of Chairman Platz, who may be unavailable for the November meeting.

8. Adjournment by 9:00 pm unless extended by the Planning Commission.

- a. Motion (Nessler/Eddy) to adjourn.
- b. Motion passed unanimously.
- c. Meeting adjourned at 8:27 p.m.