

**City of Blue Lake  
Planning Commission Minutes  
Special Meeting  
December 16, 2015**

**The Blue Lake Planning Commission was called to order at 7:02 p.m. at Skinner Store**

**Commissioners Present:** Earl Eddy, Karen Nessler, and David Glen

**Commissioners Absent:** Richard Platz

**Staff Present:** City Planner Garrison Rees, Planning Commission Secretary Cheryl Gunderson, and Assistant City Manager Vicki Hutton.

**Staff Absent:** None

**Public Present:** Mark Schaeffer and Terry Malloy.

- 1. Approval of Minutes: November 9, 2015 Special Meeting**
  - a. Motion (Nessler, Eddy) to approve the November 9, 2015 Special Meeting minutes as written.
  - b. Motion passed unanimously.
- 2. Public Input on Non-Agenda Items**
  - a. None
- 3. Approval of the Agenda**
  - a. Motion (Eddy, Nessler) to approve agenda as written.
  - b. Motion passed unanimously.

**Discussion/ Action:**

- 4. Public Hearing/Planning Commission Action: 025-121-034, -003/2015 Lot Line Adjustment between two existing parcels to add an approximately 4,317.5 s.f. portion of parcel 025-121-003 (411 Chartin Rd) to parcel 025-121-034 (403 Chartin Rd). Resulting lot sizes will be approximately 22,510 s.f. (025-121-003) and 22,580 s.f. (025-121-034). This project is categorically exempt from CEQA per §15305 (Class 5) of the CEQA Guidelines exempting minor alterations in land use limitations including minor lot line adjustments.**
  - a. Planner Rees presented the staff report to the Commission on the lot line adjustment between the Schaeffer and Strobel properties. He explained that it is proposed in the future to utilize the additional property for storage. The project proposal is in compliance with Section 503(C) of the City's Subdivision Ordinance. Staff recommends the following Conditions of Approval: 1) The applicant pay all fees and charges for the application; 2) The applicant provide current title reports to the City Engineer for the two parcels involved; 3) The lot line adjustment map must be revised to comply with the requirements of Section 503(A) of the City's Subdivision

Ordinance; 4) The lot line adjustment shall be recorded; 5) The applicant shall remove/relocate any accessory structures to meet resulting setback requirements from the newly created property line; 6) The applicant shall comply with all requirements of Section 606 (Home Occupations) of the Zoning Ordinance for the conducting of businesses on the project parcels; and 7) The applicant shall comply with all requirements of the Public Works Department relating to the paved apron and sidewalk prior to recording.

- b. The Public Hearing was opened by Commissioner Eddy.
- c. Terry Malloy of 519 Chartin Road and neighbor of the applicant commented that the storage related to the Westhaven Solar on Mr. Schaeffer's property was causing visual impacts to his property. Mr. Malloy requested that the equipment, porta potties, and storage containers be moved away from his property line, and that a wooden fence be installed that will provide screening of the storage related to Westhaven Solar.
- d. Planner Rees explained to Mr. Schaeffer that his home occupation (i.e. Westhaven Solar) is approaching non-compliance with the City's Home Occupation Permit requirements by causing impacts to neighboring properties. Planner Rees strongly encouraged Mr. Schaeffer to properly screen the storage for Westhaven Solar and take any other measures necessary to limit the impacts of his home occupation. Planner Rees explained that if the impacts of the home occupation are not minimized then the City will request that Mr. Schaeffer find a commercial location for his business.
- e. Commissioner Eddy closed the Public Hearing.
- f. Planner Rees presented Resolution No. 5-2015 to the Planning Commission which contains the findings for approval of the Schaeffer-Strobel Lot Line Adjustment application.
- g. Motion (Eddy, Nessler) to adopt Resolution No. 5-2015 approving the Schaeffer-Strobel Lot Line Adjustment application.
- h. Motion passed unanimously.

**5. Planning Commission Discussion: City of Blue Lake Strategic Growth Council (SGC) Sustainable Communities Planning Grant No. 3012-552. Final Grant Report.**

- a. Planner Rees presented the final SGC Grant Report to the Commissioners. He explained that he will be submitting it to the funding agency before the end of the month.
- b. The Commissioners thanked Planner Rees for the work that he did over the last three years on the grant.
- c. Planner Rees in turn thanked the Commissioners for all of their hard work and being willing to attend extra meetings and review a large volume of work over the last several months.

**6. Miscellaneous Planner Items.**

- a. Planner Rees informed the Commissioner's of upcoming project applications.
- b. Planner Rees explained that the City Council has narrowed the pool of applicants for the City Manager position down to 2.

**7. Upcoming Planning Commission Meetings for the next 3 months will be on January 18<sup>th</sup> February 15<sup>th</sup> and March 21<sup>st</sup>.**

- a. All Commissioners in attendance will be available to attend upcoming meetings, with

- the exception of Chair Platz, who may be unavailable for the next three meetings.
- b. Planner Rees noted that the upcoming meetings may be cancelled if no development applications are received.

**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 7:48 p.m.