

## **HISTORIC DISTRICT -**

### **DESIGN REVIEW APPLICATION PROCESS**

#### **APPLICABILITY**

All external changes to any structure within the Ferndale Main Street Historic District require a Design Review Use Permit granted by the Design Review Committee or Planning Commission. Per Zoning Ordinance Section 6.05 a Design Review Use Permit must be obtained before any structure may be erected, structurally altered, or in any way remodeled or improved so as to change the outward appearance. The City has adopted these provisions, by ordinance, to preserve the nationally recognized features of Ferndale's historic downtown district.

*Design Review is not required for*

- *Paint and repair which does not change the historical integrity and external appearance of the structure or which restores the structure to the original condition.*
- *Emergency repair*
- *Structures not within Design Control Qualified (-D) Zone*

#### **PURPOSE**

The Design Review procedures are established to:

- Ensure that new structures and/or modification, alteration, enlargement of existing structure occur in a manner consistent with Ferndale General Plan policies.
- Preserve the natural beauty of the town's site and setting.
- Ensure that the architectural design of structures and their materials and colors are visually harmonious with and conceptually consistent in character and scale with surrounding area.
- Ensure that the design and location of signs and their material and colors are visually harmonious with surrounding development.
- Allow the City to make appropriate determination of environmental effects.

#### **APPLICATION FORMS**

Historic District Design Review Permit applications are available at Ferndale City Hall, or on the City's website at <http://ci.ferndale.ca.us>. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return it along with the application fee to City Hall for processing.

#### **PROCESS**

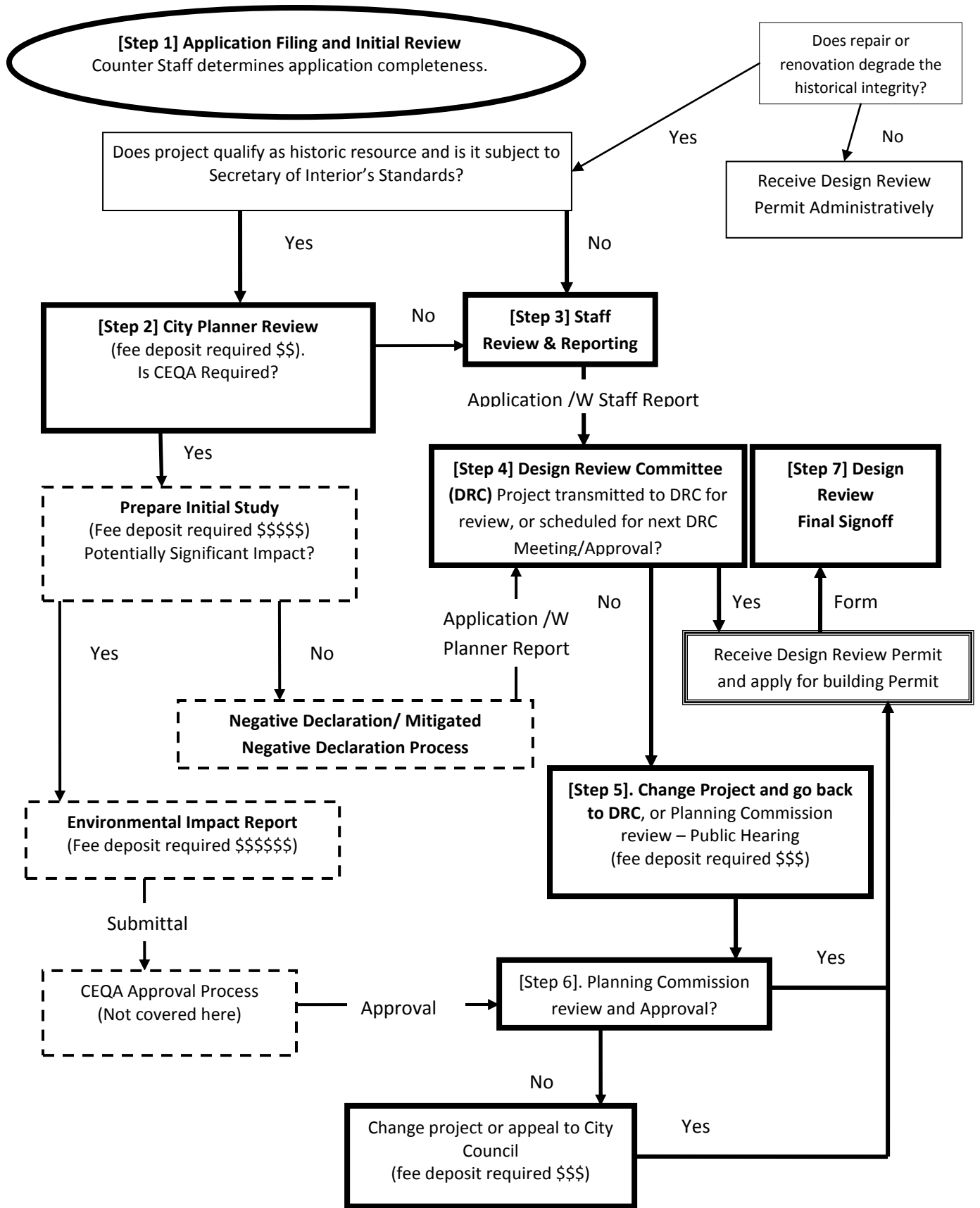
##### **Step 1: Application Filing and Initial Review**

Once your application has been submitted and fees (if any) collected, Staff will perform an initial application review. Each application must be accompanied by drawings, plans and written material as identified in the attached Historic District Supplemental Application Form. Please follow this form carefully when preparing your application as this is what staff relies on to determine completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can continue.

In lieu of moving further through this process, at any point in the following considerations, the applicant can opt to change their application to conform to the Secretary of the Interior's Guidelines.

#### **QUICK CHECKLIST FOR SUBMITTAL**

- Standard Application Form
- Historic District Supplemental Application Form
- Fee Deposit



### **Staff Considerations:**

- A. If your application is within the Secretary of the Interior's guidelines, your application will go to the Design Review Committee without a fee.
- B. If your application falls outside of the Secretary of the Interior's guidelines, then a fee deposit will be required before the application goes to the Planner for environmental review.
- C. If environmental review shows that your application is exempt from CEQA, a short report will be prepared by the Planner to go with your application to the Design Review Committee.
  - a. The design review committee can either approve or not,
  - b. An appeal fee deposit will be required for your application to go to the Planning Commission for appeal
  - c. An appeal fee deposit will be required for your application to go to the City Council for appeal
- D. If environmental review shows that your application is NOT exempt from CEQA, a fee deposit is required for the preparation of an Initial Study, which will result in either
  - a. A fee deposit for preparation of a Negative Declaration or Mitigated Negative Declaration showing that your project will have less than significant impact on the environment or
  - b. A large fee deposit for An Environmental Impact Report to be prepared

### **Step 2 City Planner Review**

The City Planner will review the project in accordance with the California Environmental Quality Act (CEQA) to determine if the project is statutorily or categorically exempt from CEQA, or if further environmental review is required. If the project is exempt from CEQA, then Step 2 is complete. If the project is not exempt from CEQA, then the required environmental document must be prepared and circulated for agency and public comment.

Qualified historic properties will be reviewed for compliance with the Secretary of Interior's Standards for Treatment of Historic Properties and are eligible to use the California Historical Building Code (2007). If a project complies with the Secretary of Interior's Standards and Guidelines for Rehabilitating Historic Properties, the project may be exempt from CEQA review (Class 31 CEQA exemption). A summary of the Secretary of Interior's Standards for Rehabilitation is attached.

### **Step 3: Staff Review and Reporting**

Staff will prepare a written report that discusses the required findings and presents staff's and the Planner's recommendations. The findings will determine whether the proposed project is consistent with the Secretary of the Interior's Standards for the Treatment of Historical properties.

### **Step 4: Design Review Committee Review Authority**

The Design Review Committee has the authority to approve or deny Historic District Design Review applications. Three of the five Committee members must approve the application for a Design Review Use Permit to be issued. Once the application is approved, the next step is to apply for a building permit for construction, if necessary.

If the project is not approved by a majority of the Design Review Committee you have the option of changing your project, or going before the Planning Commission (at a fee set by the Annual Fee Resolution). The Planning Commission will review the project at a noticed public hearing and can grant approval with conditions or deny the application.

**Step 5: Change Project and go back to Design Review Committee, or Initiate Planning Commission review – Public Notice and Hearing is required when your project goes before the Planning Commission or City Council.**

A Notice of Public Hearing will be sent to all property owners within 300 feet of your property. The notice, which must be mailed at least 10 calendar days prior to the hearing will state the date, time, and place for the public hearing. You and/or your agent should attend the public hearing in case there are project specific questions. At the public hearing, any person may present verbal and/or written testimony for or against the project. The Planning Commission will take into account the whole record, including all of the public testimony before making their decision.

**Step 6: Planning Commission Review and Decision (if required)**

Staff will prepare a written report that describes the proposed project, discusses the legal findings, presents staff's recommendations, and lists conditions for approval. The findings will determine whether project is in accord with the objectives and purposes of the Zoning Ordinance. A copy of the staff report will be sent to you prior to the public hearing. The Planning Commission may make a decision at the hearing, or may continue the matter if more information is needed.

**Step 7: Design Review Final Signoff**

A copy of the original form is returned to the Design Review Committee members after staff processes the building permit. The form is used as a tickler to review the completed project for compliance, final signoff and filing by city staff.

**APPEALS**

You as the owner, or any other person, can appeal decisions of the Design Review Committee to the Planning Commission, or decisions of the Planning Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted to the City Clerk in writing and be accompanied by the required fees. [Note, more explanation, as in refer to Appeal Section of the Zoning Ordinance.

**FEES**

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. Fees are minimum and non-refundable. If a project is determined to require more time than covered by the minimum fee, then an estimate of additional time required and estimated actual cost will become the basis for a supplemental application fee. If the supplemental fee exceeds actual costs to the City, the balance will be refunded. Applicant shall pay all costs to City prior to filing of final decision on project application. [Note, refer to existing fee schedule resolution.]

**ADDITIONAL INFORMATION**

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or [cityclerk@ci.ferndale.ca.us](mailto:cityclerk@ci.ferndale.ca.us)

**CITY OF FERNDALE HISTORIC DISTRICT**  
**Supplemental Application Form**

A complete application consists of required forms, plans, and required fees and deposits, as described below. Each application must be accompanied by drawings, plans and such written matter as may be necessary to show the front, side and rear elevations and the colors and materials to be used, and to show any other information that may be required by the Design Review Committee in order that it may adequately evaluate the proposed structure or design.

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact Ferndale City Hall at the address and phone number shown above. Office hours are Monday – Thursday 9 a.m. – 4 p.m.

Provide the following information:

- |   | <b>Done</b>              | <b>N/A</b>               |
|---|--------------------------|--------------------------|
| 1. A completed Standard Application form.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A description of the proposed project including all proposed building exterior changes.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Submit one copy of the site plans on sheet(s) no smaller than 8-1/2 x 11".<br>Use separate sheets if necessary. Site plans must include the following information: | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Name and address of applicant/owner  |                          |                          |
| b. Date, north arrow, scale   |                          |                          |
| c. Entire parcel boundary with dimensions   |                          |                          |
| d. Adjacent public and private streets and driveways  |                          |                          |
| e. All existing and proposed buildings and site features (significant trees and topographic features must be included.)   |                          |                          |
| f. Proposed structure requiring exception.  |                          |                          |
| g. Other data as may be required by the Design Review Committee to make the required findings for permit approval.  |                          |                          |
| 4. Submit one copy of building elevations drawn to a standard engineer or architect scale including the following information:  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Doors, windows, stairs, porches, decks, etc.   |                          |                          |
| b. Building or structure (including signs) height   |                          |                          |
| c. Walls, roofs, overhangs, windows, doors and other architectural features   |                          |                          |
| d. Exterior building materials  |                          |                          |
| e. Exterior colors or treatments  |                          |                          |

*(Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs)*

## **SECRETARY OF INTERIOR'S STANDARDS SUMMARY:**

Qualified historic properties (listed or determined eligible for listing) should be reviewed for compliance with the Secretary of Interior's Standards for Treatment of Historic Properties and are eligible to use the California Historical Building Code (2007). If a project complies with the Secretary of Interior's Standards and Guidelines for Rehabilitating Historic Properties, the project may be exempt from CEQA review (Class 31 CEQA exemption). Following is the Secretary of Interior's Standards for Rehabilitation summary:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.