
**MENDOCINO COUNTY LODGING
BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD
AGENDA**

APRIL 2, 2019 – 1:00 P.M.

**PLANNING AND BUILDING SERVICES
120 W FIR STREET, FORT BRAGG, CA 95437
TELECONFERENCE AT 860 N BUSH STREET, UKIAH, CA 95482**

1) CALL TO ORDER

2) ROLL CALL

3) PLANNING AND BUILDING SERVICES

3A. APPROVAL OF THE DRAFT MARCH 14, 2019 MINUTES

4) COMMUNICATIONS RECEIVED AND FILED

5) MATTERS FROM THE PUBLIC: *MEMBERS OF THE PUBLIC ARE WELCOME TO ADDRESS THE ADVISORY BOARD ON ITEMS NOT LISTED ON THE AGENDA AND WITHIN THE JURISDICTION OF THE ADVISORY BOARD. THE ADVISORY BOARD IS PROHIBITED BY LAW FROM TAKING ACTION ON MATTERS NOT ON THE AGENDA, BUT MAY ASK QUESTIONS TO CLARIFY THE SPEAKER'S COMMENT AND/OR BRIEFLY ANSWER QUESTIONS. THE ADVISORY BOARD LIMITS TESTIMONY ON MATTERS NOT ON THE AGENDA TO 3 MINUTES PER PERSON AND NOT MORE THAN 10 MINUTES FOR A PARTICULAR SUBJECT AT THE DISCRETION OF THE BOARD CHAIR.*

IF YOU WISH TO SUBMIT WRITTEN COMMENTS, PLEASE PROVIDE 10 COPIES IN ADVANCE TO THE COUNTY DEPARTMENT OF PLANNING & BUILDING SERVICES COMMISSION STAFF, LOCATED IN THE ADMINISTRATION CENTER AT 860 N. BUSH ST, UKIAH, CA 95482.

6) REGULAR CALENDAR

6A. APPROVAL OF THE DRAFT ANNUAL REPORT FOR FY 2019-2020.

7) MATTERS FROM THE ADVISORY BOARD

8) ADJOURNMENT



AIRPORT LAND USE COMMISSION AGENDA

APRIL 4, 2019
2:00 P.M.

Mendocino County Administration Center Board of Supervisors Chambers 501 Low Gap Road, Ukiah, California

ORDER OF AGENDA

1. **Roll Call**
2. **Determination of Legal Notice**
3. **Airport Land Use Commission Administration**
 - 3a. Election of Chair and Vice Chair
4. **Matters from the Public.** The Airport Land Use Commission welcomes participation in Commission meetings. This item is limited to matters under the jurisdiction of the Commission that are not on the posted agenda and items which have not already been considered by the Commission. No action will be taken.
5. **Regular Calendar**
 - 5a. Introduction and Presentation from the Mead & Hunt, consultant, Regarding Update to the Airport Comprehensive Land Use Plan. Discussion will include:
 - Introduction- Staff and Consultants
 - ALUC Roles and Responsibilities During the Update
 - Scope of Work and Overview of Ukiah Airport
 - Establishment of a Technical Advisory Working Group and Appointment of ALUC members to serve on an Ad Hoc Committee to coordinate with the Working Group
 - Best Practices for a Successful Airport Comprehensive Land Use Plan Update
6. **Matters from Staff**
 - 6a. Approval of December 6, 2018 Minutes
7. **Matters from Commission**
8. **Adjournment**

ADDITIONAL INFORMATION/REPORT AVAILABILITY. The staff report and notice are available on the Department of Planning and Building Services website at:

www.mendocinocounty.org/government/planning-building-services/meeting-agendas/airport-land-use-commission

Additional information regarding the above noted items may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. Mendocino County complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department of Planning and Building Services by calling (707) 234-6650 at least five days prior to the meeting.



**ARCHAEOLOGICAL COMMISSION
AGENDA**

**APRIL 10, 2019
2:00 PM**

**Department of Planning and Building Services
860 North Bush Street, Ukiah, California
Public Conference Room**

ORDER OF AGENDA

1. ROLL CALL

- 2. ARCHAEOLOGICAL COMMISSION ADMINISTRATION:** The applications listed below will be reviewed by the Archaeological Commission. You are invited to attend and provide any information pertinent to these applications. If you have photographs of the site, you are encouraged to bring them.

3. SURVEY REQUIRED

None.

4. REVIEW OF SURVEY

4a. CASE#: CDP_2018-0018

DATE FILED: 6/19/2018

OWNER: KENNETH & ROSWIHTA SCHAFFER

APPLICANT/AGENT: WYNN COASTAL PLANNING, INC.

REQUEST: Coastal Development Permit to construct a 5,164 sq. ft. single family residence including a 3,293 sq. ft. porch/deck, an attached 612 sq. ft. garage and an attached 2,034 sq. ft. private art gallery. Also to be constructed is a 1,000 sq. ft. family care unit with 1,299 sq. ft. of porch/decking, a 40 sq. ft. chicken coop and run, a 64 sq. ft. personal observatory and two 144 sq. ft. pump houses.

LOCATION: In the Coastal Zone, 60± miles north of the unincorporated town of Albion, west of State Highway 1 (SH 1), located at 3980 N. Highway 1 (APN: 123-030-09).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

STAFF PLANNER: KEITH GRONENDYKE

4b. CASE#: CDP_2019-0004

DATE FILED: 1/18/2019

OWNER/APPLICANT: GREG & NOLA CASSERLY

AGENT: SCHLOSSER NEWBERGER ARCHITECTS

REQUEST: Standard Coastal Development Permit to allow for alterations to the existing single family residence including: demolition of the roof and walls, adding new decks, walkways, a 640 sq. ft. garage, and a 640 sq. ft. guest cottage. Additionally, repaving and reconfiguration of the driveway, replacing the water system and leach fields, and adding new parking spaces.

LOCATION: In the Coastal Zone, 4.3± miles south of Fort Bragg center, on the west side of State Route 1 (SR 1), opposite Gibney Lane (CR 246), located at 16224 N. Hwy 1, Caspar (APN: 017-400-09).

STAFF PLANNER: SAM VANDEWATER

4c. CASE#: CDP_2019-0005

DATE FILED: 2/8/2019

OWNER: JAMES V. REGA

APPLICANT/AGENT: DIANA WIEDEMANN ARCHITECT

REQUEST: Standard Coastal Development Permit to convert a circa 1970 barn to a single family residence and install ancillary development.

LOCATION: In the Coastal Zone, 2± miles south of the town of Elk, on the east and west sides of State Highway 1 (SH 1), 2± miles south of its intersection with Philo-Greenwood Road (CR 132), located at 10001 S. Highway 1 (APNs: 131-030-03, -06, -23, -24, and 131-010-25).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

STAFF PLANNER: JULIANA CHERRY



4d. **CASE#:** CDP_2019-0006

DATE FILED: 2/11/2019

OWNER: STATE OF CALIFORNIA

APPLICANT: BRIAN DEWEY

AGENT: JOEL BONILLA

REQUEST: Standard Coastal Development Permit to allow for the construction of two accessible concrete parking stalls, two accessible picnic sites, an accessible bathroom structure, an accessible water station or fountain, some bench seating, and directional signage. Additionally, the permit would allow for the upgrading of paths of travel to/from concrete surfaces, 2,230 linear feet of an existing trail (to accessible standards), and trailhead shelter. The project would also restore and naturalize 3,400 sq. ft. of volunteer trail.

LOCATION: In the Coastal Zone, 4.5± south of Fort Bragg center, on the west side of State Route 1 (SR 1), 150± ft. north of its intersection with Caspar Road (CR 596), located at 15360 N Hwy 1, Caspar (APN: 017-450-11).

STAFF PLANNER: SAM VANDEWATER

5. MISCELLANEOUS REVIEW

5a. **CASE#:** CDP_2016-0004

DATE FILED: 1/25/2016

OWNER: STATE OF CALIFORNIA

APPLICANT: CALIFORNIA STATE PARKS C/O BRIAN DEWEY

AGENT: BRAD MICHALK

REQUEST: Standard Coastal Development Permit to make a series of facility improvements at Van Damme State Park campsite, parking, and trail areas. Improvements include, but are not limited to: construction of new ADA parking stalls, installation of CXT vault restrooms, removal of slide debris and installation of retaining wall, replacement of interpretive information signs, and streambank stabilization.

LOCATION: In the Coastal Zone, on the west and east sides of State Route 1 (SR 1), 2.5± mi. south of Mendocino, and 0.25± mi. north of Little River, located at 8001 N. Hwy 1, Little River (APNs: 121-100-10, -08, 121-090-01, 121-260-02, and 121-360-02).

STAFF PLANNER: SAM VANDEWATER

6. MATTERS FROM COMMISSION

None.

7. ADJOURNMENT

APPEAL PROCESS FOR ARCHAEOLOGICAL COMMISSION

Applicants or other persons who are dissatisfied with a decision of the Commission may appeal the action to the Board of Supervisors. An appeal must be made in writing along with the applicable fee to the Clerk of the Board within 10 days of the Commission's decision. The appeal issue will be placed on the next available Board of Supervisors' agenda for consideration and the appellant will be notified of the time and date. Appeals to the Board of Supervisors do not necessarily guarantee that the Commission's decision will be overturned.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Mendocino County complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternate formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department of Planning and Building Services by calling (707) 234-6650 at least five days prior to the meeting.



ZONING ADMINISTRATOR AGENDA

APRIL 11, 2019
10:00 A.M.

**MENDOCINO COUNTY ADMINISTRATION CENTER
501 LOW GAP ROAD, UKIAH, CALIFORNIA
PLANNING AND BUILDING SERVICES – PUBLIC CONFERENCE ROOM**

1. Meeting Called to Order - 10:00 a.m.
2. Determination of Noticing.
3. Regular Calendar.

3a. CASE#: AP_2018-0061

DATE FILED: 7/20/2018

OWNER: THATCHER BUTTE LLC

APPLICANT: TOLABUS STEIN

REQUEST: Administrative Permit request for a large mixed light cannabis cultivation site (Type 2B (10000 ft²); AG_2017-0779) of no more than 10,000 ft² of canopy.

LOCATION: Within the Mendocino National Forest, 14.6 ± miles southeast of Covelo town center, lying on the east side of Forest Rte. 21 No8, 6.7 miles west of its intersection Forest Road No. M1. Addressed at 34450 Etsel Ridge Road, Covelo, CA (APNs: 035-400-03 & 035-400-04).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

STAFF PLANNER: JESSE DAVIS

3b. CASE#: U_2018-0013

DATE FILED: 5/17/2018

OWNER/APPLICANT: RONALD RICE

REQUEST: Minor Use Permit to establish a cottage industry. The cottage industry would involve the storage and selling of olive oil from on-site olive trees that are then processed off-site in Hopland. A new 2 story structure, as described below, would be utilized for the storage and retail sale of the olive oil. Also requested is a variance to allow the placement of a new 2 story 1,000± sq. ft. accessory structure consisting of an olive oil storage vault, tasting room, and ADA accessible bathroom on the 1st floor and office/living space along with 1 or 2 bathrooms on the 2nd floor. The new structure would be located partially within the existing garage footprint (i.e. located the same distance from the front property line), but would have a larger floor area. The garage is shown to be 15 ft. from the front property line, which is within the 50 ft. required front setback area as measured from the property line.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 0.35± miles, northwest of the unincorporated town of Yorkville, directly across from the intersection of Hibbard Rd. (CR 121) and State Hwy. 128 (SH 128), located at 23401 State Hwy. 128, Yorkville (APNs: 049-120-31, 049-130-14 & 049-080-59).

STAFF PLANNER: KEITH GRONENDYKE

3c. CASE#: U_2018-0016

DATE FILED: 7/20/2018

OWNER: ANDERSON VINEYARDS INC.

APPLICANT: ROBERT GIBSON

AGENT: JIM R BARRETT

REQUEST: Use Permit to allow for the construction of 3 duplexes to be used as Farm Labor Housing.

ENVIRONMENTAL DETERMINATION: Negative Declaration

LOCATION: 4.4± miles north of Philo center, on the east side of Hwy. 128 (SH 128), 1.6± miles north of its intersection with Philo Greenwood Rd. (CR 132), located at 4501 Hwy. 128, Philo (APN: 026-330-45).

STAFF PLANNER: MIO MENDEZ



3d. **CASE#:** U_2018-0025

DATE FILED: 10/19/2018

OWNER/APPLICANT: ELENA SAVITCHEVA

REQUEST: Use Permit to allow for a cannabis cultivation permit (Type C-A: Indoor) of no more than 2,500 ft² of mature canopy within three (3) structures per Mendocino County Code Section 20.242.040 (C)(1)(c). This property is subject to the 'Sunset Clause'.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: 4.9 ± miles southwest of Fort Bragg City center, lying on the south side of Digger Creek Drive (Private), 0.1± miles southwest of its intersection with Simpson Lane (CR 414), located at 30717 Digger Creek Dr., Fort Bragg (APN: 019-420-42).

STAFF PLANNER: MARK CLISER

4. **Matters from Staff.**

5. **Matters from the Public.** The Zoning Administrator welcomes participation in meetings. This item is limited to matters under the jurisdiction of the Zoning Administrator that are not on the posted agenda and items that have not already been considered by the Zoning Administrator. No action will be taken.

6. **Adjournment.**

APPEAL PROCESS. Persons who are dissatisfied with a decision of the Zoning Administrator may appeal the decision to the Board of Supervisors. An appeal must be made in writing along with a fee to the Clerk of the Board within 10 days of the Zoning Administrator's decision. The appeal will be placed on the next available Board agenda and the appellant will be notified of the time and date. Appeals to the Board do not guarantee that the Zoning Administrator's decision will be overturned. In some cases, the Board may not have the legal authority to overturn the decision.

ADDITIONAL INFORMATION/REPORT AVAILABILITY. The staff report and notice are available on the Department of Planning and Building Services website at www.co.mendocino.ca.us/planning. Additional information regarding the above noted items may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

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www.mendocinocounty.org/pbs



SUBDIVISION COMMITTEE AGENDA

APRIL 11, 2019
9:00 A.M.

PLANNING AND BUILDING SERVICES 860 NORTH BUSH STREET, UKIAH – MULTIPURPOSE ROOM

ORDER OF AGENDA

1. ROLL CALL

2. BOUNDARY LINE ADJUSTMENTS

2a. **CASE#:** B_2019-0001 (Continued from March 14, 2019)

DATE FILED: 1/7/2019

OWNER/APPLICANT: CHRISTOPHER GARLINGTON

REQUEST: Boundary Line Adjustment to transfer 1.21± acres from Parcel 1 (APN: 046-031-37) to Parcel 2 (APN: 046-031-38). Parcel 1 will decrease to 20.53± acres and Parcel 2 will increase to 32.61± acres.

LOCATION: 1.8± miles southeast of the community of Philo on the east side of Vista Ranch Road (Private), 0.25± miles northeast of its intersection with County Road 151, located at 6721 and 6731 Vista Ranch Rd., Boonville (APNs: 046-031-37, & -38).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

STAFF PLANNER: RUSSELL FORD

2b. **CASE#:** B_2011-0017

DATE FILED: 5/6/2011

OWNER: JOHN & MYRNA FOSTER

APPLICANT: JOHN FOSTER

REQUEST: Boundary line adjustment to 3 parcels in Laytonville. Parcel 1 (014-210-72) will be increased from 3.3± acres to 8.93± acres; Parcel 2 (014-210-73) will be reduced from 8.4± acres to 1.27± acres; and Parcel 3 (014-210-74) will be increased from 3.9± acres to 5.12± acres.

LOCATION: 1± miles southwest of Laytonville center, on the south side of North Road (CR 319E), 0.2± miles west of its intersection with Branscomb Road (CR 429), located at 1155, 1221, & 1101 North Rd., Laytonville (APNs: 014-210-72, -73, & -74).

STAFF PLANNER: SAM VANDEWATER

2c. **CASE#:** B_2019-0008

DATE FILED: 3/4/2019

OWNER/APPLICANT: LAURA GERMAN

AGENT: RON FRANZ

REQUEST: Boundary Line Adjustment to transfer 2.2± acres from Parcel 2 (APN: 182-220-01) to Parcel 1 (APN: 182-260-12). Parcel 1 will increase to 28.8± acres and Parcel 2 will decrease to 1.8± acres.

LOCATION: 1± mile east of Talmage on the east side of Guidiville Reservation Road (CR 203-B) 0.15± miles north of its intersection with Mill Creek Road (CR 203) at 2101 Guidiville Reservation Rd., Talmage (APNs: 182-220-01 & 182-260-12).

ENVIRONMENTAL DETERMINATION: Categorically Exempt

STAFF PLANNER: RUSSELL FORD



- 2d. **CASE#:** B_2019-0009
DATE FILED: 3/4/2019
OWNER: SEAN & ANNETTE MITCHELL AND CHARLES & KRISTIN MARINO
APPLICANT: SEAN & ANNETTE MITCHELL
AGENT: VANCE RICKS
REQUEST: Boundary Line Adjustment to transfer 60± acres from Parcel 2 (APNs: 053-290-02, 053-300-08, -09) to Parcel 1 (APN: 053-290-01). Parcel 1 will increase to 100± acres and Parcel 2 will decrease to 185± acres.
LOCATION: 3.8± miles southeast of the community of Piercy on the north side of US 101, 1.5± miles south of its intersection with SR 271, located at 73201 N. Highway 101, Piercy (APNs: 053-290-01, -02, 053-300-08, -09).
ENVIRONMENTAL DETERMINATION: Categorically Exempt
STAFF PLANNER: RUSSELL FORD
- 2e. **CASE#:** B_2019-0010
DATE FILED: 3/6/2019
OWNER: LINDA BUDISH
APPLICANT: DAN GREEN
REQUEST: Boundary Line Adjustment to merge two parcels within the Brooktrails Vacation Village. Parcel 1 (APN: 099-053-03) and Parcel 2 (APN: 099-053-04) will be combined to a single legal parcel of 0.5± acres.
LOCATION: Within Brooktrails Vacation Village, 2.75± miles northwest of the City of Willits on the north side of Robin Circle (CR 604-D), 0.2± miles east of its intersection with Primrose Drive (CR 604), located at 25093 & 25099 Robin Cir., Willits (APNs: 099-053-03, -04).
ENVIRONMENTAL DETERMINATION: Categorically Exempt
STAFF PLANNER: RUSSELL FORD
- 2f. **CASE#:** B_2019-0013
DATE FILED: 3/11/2019
OWNER: TIMOTHY & LAURA HAENDLE AND TIMOTHY & JOEI HAENDLE
APPLICANT: TIMOTHY & LAURA HAENDLE
AGENT: SHN ENGINEERING
REQUEST: Boundary Line Adjustment to adjust the boundaries between three existing parcels. Parcel 1 (APN: 147-052-13) will decrease to 37.2± acres, Parcel 2 (APN: 147-052-14) will remain the same at 41.71± acres, and Parcel 3 (APN: 147-052-10) will increase to 42.89± acres.
LOCATION: 5.5± miles south of the City of Willits, on the west side of Walker Lake Road (private), 2.4± miles south of its intersection with Blackhawk Drive (CR 371), located at 16520 & 16540 Walker Lake Rd., Willits (APNs: 147-052-10, -13, -14).
ENVIRONMENTAL DETERMINATION: Categorically Exempt
STAFF PLANNER: RUSSELL FORD

3. MINOR SUBDIVISIONS

- 3a. **CASE#:** MS_2011-0002
DATE FILED: 5/6/2011
OWNER: JOHN & MYRNA FOSTER
APPLICANT: JOHN FOSTER
AGENT: JIM RONCO
REQUEST: Boundary Line Adjustment to reconfigure three (3) legal parcels and a Minor Subdivision of an 8.93± acre parcel to create 4 lots of 1.08±, 1.12±, 1.33± and 1.74± net acres and a remainder of 2.79± acres. See also B_2011-0017.
LOCATION: In the Laytonville area, lying on the south side of North Road (CR 319E), 400± feet west of its intersection with Branscomb Road (CR 429), located at 1163, 1155, 1221 North Rd., Laytonville (APNs: 014-210-72, -73, & -74x).
ENVIRONMENTAL DETERMINATION: Negative Declaration
STAFF PLANNER: SAM VANDEWATER



- 3b. CASE#:** MS_2018-0001
DATE FILED: 1/4/2018
OWNER/APPLICANT: SCOTT BROWN
REQUEST: Subdivision of a 10.3± acre parcel into 3 parcels of 2±, 2±, and 6.3± acres.
LOCATION: 2.5± southeast of Fort Bragg center, on the north side of Thomas Lane (private), 0.3± mile east of its intersection with Benson Lane (CR 415E), located at 31120 Thomas Ln., Fort Bragg (APN: 019-333-18).
STAFF PLANNER: SAM VANDEWATER

4. MATTERS FROM STAFF

None.

5. ADJOURNMENT

ADJOURNMENT/APPEAL PROCESS FOR BOUNDARY LINE ADJUSTMENT

Applicants or other persons who are dissatisfied with a decision of the Subdivision Committee for a Boundary Line Adjustment may appeal the action to the Planning Commission. An appeal must be made in writing along with the applicable fee to the Department of Planning and Building Services within 10 days of the Committee's decision. The appeal issue will be placed on the next available Planning Commission agenda, and the appellant will be notified of the time and date. Appeals to the Commission do not necessarily guarantee that the Committee's decision will be overturned. In some cases, the Commission may not have the legal authority to overturn the decision of the Committee.

ADDITIONAL INFORMATION/REPORT AVAILABILITY. The staff report and notice are available on the Department of Planning and Building Services website at www.co.mendocino.ca.us/planning. Additional information regarding the above noted items may be obtained by calling the Department of Planning and Building Services at 234-6650, Monday through Friday, 8:00 a.m. through 5:00 p.m. Should you desire notification of the Planning Commission decision you may do so by requesting notification in writing and providing a self-addressed stamped envelope to the Department of Planning and Building Services.

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<http://www.mendocinocounty.org/pbs>



COASTAL DEVELOPMENT PERMITS AGENDA

APRIL 25, 2019
10:00 A.M.

FORT BRAGG PUBLIC LIBRARY 499 EAST LAUREL STREET, FORT BRAGG, CALIFORNIA

1. Meeting Called to Order - 10:00 a.m.
2. Determination of Noticing.
3. Regular Calendar.
 - 3a. **CASE#:** CDP_2017-0032 (**Continued from 3/28/2019**)
DATE FILED: 6/27/2017
OWNER: RUTH ANN JANE GARDNER LIFE ESTATE
APPLICANT: GARY & ANN FRITZ
AGENT: SPADE NATURAL RESOURCES CONSULTING
REQUEST: Coastal Development Standard Permit to remove a travel trailer and shed; and to construct a 1,848-square-foot residence, detached garage, accessory structures and change a test well to a production well within 50-feet of sensitive coastal resources.
LOCATION: In the Coastal Zone, 2± miles east of Mendocino (town) lying directly south of Little Lake Road (CR 408). Accessed via Canterbury Lane (Private). Located at 43007 Little Lake Rd., Mendocino, CA, 95460. APN: 119-430-20
ENVIRONMENTAL DETERMINATION: Mitigated Negative Declaration
STAFF PLANNER: JULIANA CHERRY
4. Matters from Staff.
5. **Matters from the Public.** The Coastal Permit Administrator welcomes participation in meetings. This item is limited to matters under the jurisdiction of the Administrator that are not on the posted agenda and item
6. Adjournment.

APPEAL PROCESS. Persons who are dissatisfied with a decision of the Coastal Permit Administrator may appeal the action to the Board of Supervisors. An appeal must be made in writing along with the applicable fee to the Clerk of the Board within 10 days of the Coastal Permit Administrator's decision. The appeal issue will be placed on the next available Board of Supervisor's agenda for consideration, and the appellant will be notified of the time and date. Appeals to the Board of Supervisors do not necessarily guarantee that the Coastal Permit Administrator's decision will be overturned. In some cases, the Board of Supervisors may not have the legal authority to overturn the decision of the Administrator.

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