

**MINUTES OF THE MONTHLY MEETING OF THE**  
**TRINIDAD PLANNING COMMISSION**  
**WEDNESDAY, February 19<sup>th</sup>, 2014**

**I. CALL TO ORDER/ROLL CALL (6:03pm)**

Commissioners Present: Becker, Johnson, Pinske, Stockness, Vanderpool  
Commissioners Absent: none  
Staff: Parker, Caldwell

**II. APPROVAL OF MINUTES**

*January 22, 2013*

Correction: page 2/4, clarify that the kitchen in the Trinidad Elementary School project will only be unusable during construction.

***Motion to approve the minutes as corrected. (Becker/Stockness).***

***Passed unanimously (5-0).***

**III. APPROVAL OF AGENDA**

***Motion (Pinske/Becker) to approve the agenda.***

***Passed unanimously (5-0).***

**IV. ITEMS FROM THE FLOOR**

None.

**V. AGENDA ITEMS**

- 1. Poulton 2013-01 Extension:** Extension of Design Review and Coastal Development approval for minor modifications to an existing 3-bdrm, 2-story 1,650 sq. ft. single-family residence, including small (approximately 150 s.f. total) additions for closets, enclosure of an existing porch, interior remodeling and new decks. Located at 811 Underwood Drive; APN: 042-041-14.

Parker provides some background regarding the project. She noted that the year long approval condition had been poorly worded for this project. The included condition required construction to have been completed within a year, and the normal requirement is that only building permits must be secured within a year. The applicants did get a building permit, but then health issues prevented them from immediately completing the project. Parker recommended granting the requested extension.

***Motion (Becker/Pinske) to adopt and approve the project as conditioned in the staff report.***

***Passed unanimously (5-0).***

- 2. Verizon AC unit:** Concurrence on a staff determination that replacement of 2 AC units on an existing equipment shed is exempt from the requirement to obtain a Coastal Development Permit. Located at the Trinidad Head cellular facility; APN: 042-121-05.

Parker explained the project and the reasons that staff had found it to be exempt from permit requirements including that it fell under repair and maintenance, and there were no

extraordinary conditions that would preclude the exemption. Staff is asking for a concurrence on the project due to the controversial nature of the cellular site on Trinidad Head. This hearing will provide a public forum for people to express any concerns or opposition, and it will inform the public of the determination should they choose to appeal it.

Kevin Brennan, a representative from the Verizon network group, is present. Commissioner Stockness gets clarification that this project should occur as soon as possible since the unit requires daily maintenance at this point. The representative does not know long this AC unit has been on the Head; these units can last 15-20 years. It is located on the west side of the building and Planner Parker notes that people can walk up the driveway to the fence that surrounds the cellular facility.

Representative Brennan describes the unit and also notes that one of the pictures included in the Commissioners' packets is from another site with the old and replaced units.

*Public Comment*

None.

*Commissioner Comment*

Commissioner Johnson asks if Planner Parker has run the project by the Coastal Commission. She responds that she felt it was unnecessary as the determination seemed clear-cut.

Commissioner Vanderpool asks what is in the building and the Verizon representative states that it contains radio equipment and that the new AC unit also has a dehumidifier which will optimize the radio equipment's performance.

The Commission edits the motion included in the staff report to read:

***Motion (Stockness/Becker) to adopt and approve the project based on the information submitted by Verizon included in this memo and public testimony, I move to concur with staff's determination that the proposal is exempt from the requirement to obtain a Coastal Development Permit.***

***Passed unanimously (5-0).***

**3. Officer Elections:** Nomination and election of a new Planning Commission Chair and Vice Chair to serve 2-year terms.

The previous election did not meet the current code, which staff was not aware of due to an amendment since her version of the Municipal Code. The revised language states that the Chair shall serve a 2-year term on a rotating basis, and each Commissioner will not serve more than one term.

Commissioner Johnson notes that he was working off the precedent set by previous Commissions and was also not aware of the amended language.

Commissioner Stockness nominates Commissioner Pinske as Chair.  
Commissioner Johnson nominates Commissioner Becker as Vice Chair.

***Motion to appoint the new Chair and Vice Chair effective at the next meeting.***  
***Passed unanimously (5-0).***

The newly appointed Commissioners are delighted with their appointments.

**4. General Plan Update:** Community Design Element continued discussion (*please see/bring materials from the last meeting(s)*).

As per the Commission's homework assignment to consider community design issues, Commissioner Johnson states his top five issues to examine/include in Community Design:

- size and bulk of structures
- lighting
- floor plan to lot ratio
- preservation of open space
- view protection

Commissioner Stockness states that her top issues include:

- view protection
- landscaping
- pruning annually (which includes heights of trees, structure and mass and blocked coastal views)

Commissioner Stockness asks about the Tsurai Management area and how it is managed. Commissioner Johnson notes that the Tsurai area has a Management Plan and it can be reviewed, but the City Council has approved it. Planner Parker points out that the Tsurai Management Plan suggests that a comprehensive vegetation management plan for the area be developed. The Commission can and should incorporate policies from the Management Plan into the general plan, but that area also should be primarily addressed in the Cultural Element. The Tsurai Management Area is owned by the City and the City has land use authority (which goes through the Coastal Commission).

The Commission discusses whether policies for historic resources should be included in the Community Design or the Cultural Element. The Commission also discusses the differences between historical and cultural resources. Planner Parker states that in town there is some overlap and grey area, but that in general, post-European artifacts and resources are considered historic. Also, when it comes to preservation of historic structures, it is often a design review / aesthetic issue, and therefore the two are often combined. The Commission has many options to consider for a historic element. An specific inventory or identification of preservation or development is not needed at this point.

Commissioner Johnson questions identifying buildings as historical and what restrictions that could put on structures. He would like a goal to encourage redesign, reuse of buildings.

Planner Parker states that Kathy Bhardwaj's neighborhood survey of Trinidad is interesting and includes a description of building characteristics and defines micro-neighborhoods. She will email a copy of that report to the Commission. Commissioner Stockness and Planner Parker agree that a joint workshop with the City Council and Planning Commission would be beneficial for this Element.

The Commission reviews the materials. Discussions include:

- Undergrounding utilities and the time it would take the City to build the funds. Since this is a huge financial undertaking, a policy should include the goal of *eventually* undergrounding all utilities.
- Fence heights will be addressed in the Zoning Ordinance
- Planner Parker reminds the Commission that the General Plan is "general"
- Add "structures" to B. Community Design and the Coastal Act
- Define what and specifically state where scenic view corridors exist
- Planner Parker will send out the Views and Vegetation map

- Commissioner Stockness would like to add landscaping into Design Review
- The City keeps abreast of THP and Green Diamond activities
- Commissioner Stockness is concerned about signs

The Planning Commission will email their comments to Planner Parker.

Commissioner Stockness asks if a Coastal Commission representative has ever attended a Planning Commission General Plan meeting. Planner Parker says no, but she will be contacting him to talk about the General Plan.

## **VI. COUNCIL & STAFF REPORT**

The City Council considered the Housing Element at their last meeting and had no objections.

Commissioner Pinske is concerned about the status of the Memorial Lighthouse and thinks a solution is needed to address safety and appearance before tourist season. Planner Parker responds that it is currently in the hands of the Coastal Commission and that previous meetings had been stalled.

Commissioner Vanderpool suggests the City create an arborist position on City staff. Planner Parker notes, while that would be nice, City staff and budget is pretty limited. There are likely other priorities that would come before an arborist such as assistant clerk or enforcement official. New positions have to be budgeted for by the City.

## **VII. ADJOURNMENT**

Meeting adjourned at 7:45 pm.

### **Submitted by:**

**Sarah Caldwell**

Secretary to Planning Commission

### **Approved by:**

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**Richard Johnson**

Planning Commission Chair