

McKinleyville Municipal Advisory Committee

In person at MUSD Conference Room at 2275 Central Avenue, McKinleyville and
ZOOM PLATFORM - ONLINE MEETING
March 22, 2023 6:00 pm

MINUTES

1. Call to Order: Roll call Attendance, Acknowledgement of Indigenous Lands, Flag Salute, MMAC Meeting Ground Rules.

Members Present: Lisa Dugan, Kevin Jenkins, Twila Sanchez, Pat Kaspari, Greg Orsini, Maya Conrad.

Members Attending via Zoom (Just Cause): Bonnie Oliver, Kevin Dreyer.

Members Absent: None

2. Review and Approve Minutes: February 22, 2023

The minutes of the February 22 meeting of the MMAC were reviewed. Greg Orsini moved to approve the minutes as submitted. Kevin Jenkins seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Lisa Dugan, Bonnie Oliver, Greg Orsini, Pat Kaspari, Twila Sanchez, Kevin Jenkins.

No: None

Abstention: Kevin Dreyer

MOTION APPROVED

3. Community Safety Updates:

Lt. Josh McCall of the Humboldt County Sherriff's Office provided McKinleyville related statistics for February 2023 which were all down slightly from January. There were 1033 calls for service and 20 arrests in the greater McKinleyville area. Maya Conrad commended the Sherriff's Department staff for all the special services they provided to Humboldt County during recent snowstorms.

4. Public Comment on items not on the Agenda: None

5. Discussion / Information / Action Items

A. Continued Discussion on the 12-7 -22 McKinleyville Town Center Q-Zone Draft:

Humboldt County Building and Planning Director John Ford continued reviewing and gathering input on the draft Town Center Ordinance, beginning with Sect. 4.2 Standards for Landscaping along Thoroughfares through Sect. 5.2.2 Off Street Parking Requirements. The following are several comments and observations from the MMAC and Community Members related to these sections.

- Section 4.2.1 Street Trees: Street trees have a traffic calming effect that would benefit the Town Center area and they make the pedestrian experience more enjoyable. Tree performance standards should be spelled out (possibly in an appendix) including species (non-invasive, deep roots, non-hazardous debris drop) and planting standards to minimize sidewalk and paving damage. The question of who would provide care for trees in the street right of way was discussed. MCSD or a local Arborist could be “hired” to do this, possibly funded with a Landscape Assessment District mechanism.
- Section 5.1 Design Guidelines & 5.1.1 Design Review: MMAC members, community members and Director Ford had a lengthy discussion on whether the requirement of a “Design Review Committee” (as called for in the McKinleyville Community Plan) to develop building design guidelines should be included in the ordinance or whether the “Form Based Code” standards included in this draft, based on MMAC and community input, satisfies this requirement. The discussion included observations that a Form Based Code would provide should provide objective design standards that can be applied to future projects as part of the HC Planning Division’s plan review process and that Design Review Committees and standards are often more subjective in their application.

Also discussed was whether building materials should be specified, and how this could be done without limiting future material developments and creative use of materials. Concern was voiced that overspecification can lead to every building looking the same.

MMAC and community members expressed concern that the “Zero Clearance Certificate issued by the Director of Planning and Building” (i.e. Planning & Building Division) takes control over Town Center building design out of the community.

A community member read quotes from the City of Eureka’s Old Town District zoning ordinance which included language that they believed should be included in McKinleyville’s Town Center Ordinance related to design review including “relational aspects of projects will be reviewed and inharmonious projects will not be allowed”.

Greg Orsini moved to revise the text of section 5.1 of the draft Town Center Ordinance to eliminate reference to a Design Review Committee with the following as provided by Director Ford:

***Design Review** – Review for compliance with the provisions of this ordinance shall be through a Zoning Clearance Certificate issued by the Director of Planning and Building. Requests to deviate from the provisions of this section may be allowed subject to the approval of a Conditional Use Permit by the Planning Commission.*

Maya Conrad seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Lisa Dugan, Kevin Dreyer, Bonnie Oliver, Greg Orsini, Pat Kaspari, Kevin Jenkins

No: Twila Sanchez

Abstention: None

MOTION APPROVED

Pat Kaspari moved incorporate language from the City of Eureka’s Old Town Zoning Ordinance into **Section 1 Purpose and Intent** portion of the McKinleyville Town Center Ordinance draft and to refer to Section 1 in **Section 5.1 Design Guidelines**.

Kevin Jenkins seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Lisa Dugan, Kevin Dreyer, Bonnie Oliver, Greg Orsini, Pat Kaspari, Twila Sanchez, Kevin Jenkins

No: None

Abstention: None

MOTION APPROVED

- **Section 5.2 Parking Requirements:** A MMAC Member asked for clarification on where the values on Table 5.2.2 came from. Director Ford clarified that the table was developed by Planner John Miller and represents a significant decrease in required parking space numbers than what is in the currently applicable planning code. Some members of the MMAC and the community were concerned that there would be enough parking to support the Town Center businesses. Director Ford clarified that the parking numbers in the table were minimums, not maximums and developers could provide more parking. Some members of the MMAC and community suggested that there be no parking minimums because so much of the Town Center area is already paved and dedicated to parking and some future business developments may not require that extent of parking. Designation of a centralized shared parking area or district (possibly a garage) is a concept that was discussed by the MMAC, community members and Director Ford. Concern was expressed that Accessible parking spaces and short term drop off & pick up spaces be provided. Director Ford said he would come back to the MMAC with some options related to parking requirements.

Discussion on the Draft Ordinance will continue at the next MMAC meeting, starting with section 5.2.3.

B. Mid-Year Budget Update / Coming Year Budget Request (continued from 2/22/23)

MMAC continued to discuss the Year-to-Date Expenditure information provided by Treasurer Kevin Jenkins. He reported that he was able to purchase the MMAC’s Meeting Owl within the amount approved by MMAC in their 2/22/23 meeting. He also reported that the Clerk of the Board’s office says the MMAC balance is down to \$300 for this year which does not reflect the \$5000 budget that was approved (or so we understood) by the Board of Supervisors in September. Kevin and Supervisor Madrone are looking into the issue. There was also discussion of whether and how the Clerk of the Board’s office records their time spent on MMAC related work and if the MMAC Treasurer can have access to this information.

Other possible future expenditures were discussed including MMAC member “business cards” that could be handed out at community events. Kevin Jenkins is purchasing sandwich board style MMAC Meeting signs to help the community know about and find our meetings.

Greg Orsini moved to authorize Chair Lisa Dugan and Treasurer Kevin Jenkins to draft a MMAC budget request for the 2023/24 fiscal year of \$5000 plus carryover of any unspent funds from the current fiscal year, to be sent to Supervisor Madrone. Maya Conrad seconded the motion.

Roll Call Vote:

Yes: Maya Conrad, Lisa Dugan, Kevin Dreyer, Bonnie Oliver, Greg Orsini, Pat Kaspari, Twila Sanchez, Kevin Jenkins

No: None

Abstention: None

MOTION APPROVED

Discussion of other expenditures, report on our current account status and review of the Proposed Budget for the 2023/24 fiscal year to the Board of Supervisors will continue to the next MMAC meeting.

C. Indigenous Land Acknowledgement: Continued to a future meeting.

D. Meeting Signage: Included in 5.B discussion.

E. Letter of Support for Life Plan Humboldt

Greg Orsini, who serves on the Life Plan Humboldt Board of Directors, gave a brief presentation on Life Plan Humboldt and asked the MMAC to consider writing a letter of support for the project, to be sent to California Assembly Member Jim Wood and California State Senator Mike McGuire. Specifically, Life Plan Humboldt is seeking support for a CA State funding grant application, for funds to help with initial property purchase and planning / design costs. Some MMAC members raised the concern that such a letter might give the appearance of Conflict of Interest, as we are still working on the Town Center Ordinance, where the proposed Life Care Humboldt property is located. Chair Lisa Dugan agreed to ask Humboldt County Counsel about the issue and will report back to us on Counsel's advice at our April meeting.

F. Subcommittee Reports: None.

6. Board General Comments & Event Announcements: Lisa Dugan shared that The Center in McKinleyville received the award for McKinleyville Chamber of Commerce's Employer of the Year at their annual awards dinner earlier in March.

7. Next Meeting: Our next regular meeting will be Wednesday, April 26, 2023, at 6:00 pm, at the MUSD Conference Room at 2275 Central Avenue, McKinleyville and Zoom format.

8. The meeting was adjourned at 9:05 pm.

Respectfully submitted,
Bonnie Oliver