



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**  
860 NORTH BUSH STREET · UKIAH · CALIFORNIA · 95482  
120 WEST FIR STREET · FT. BRAGG · CALIFORNIA · 95437

JULIA KROG, DIRECTOR  
PHONE: 707-234-6650  
FAX: 707-463-5709  
FB PHONE: 707-964-5379  
FB FAX: 707-961-2427  
[pbs@mendocinocounty.gov](mailto:pbs@mendocinocounty.gov)  
[www.mendocinocounty.gov/pbs](http://www.mendocinocounty.gov/pbs)

March 28, 2025

## **PUBLIC NOTICE OF PENDING ACTION AND SITE VIEW MENDOCINO HISTORICAL REVIEW BOARD PERMIT**

The Mendocino Historical Review Board, on Monday, April 7, 2025, will perform a site view of the proposed project, beginning at 2:30 PM, or as soon as the Board may assemble. Concluding the site view, the Board will convene for their regular meeting in the Mendocino Community Center, 10525 School Street (the corner of School and Pine Streets), Mendocino, California, at 6:00 p.m. or as soon thereafter as the item may be heard, for the below described project that is located in the Town of Mendocino.

**CASE#:** MHRB\_2025-0005

**DATE FILED:** 03/04/2025

**OWNER:** Mendo Realty Partners

**APPLICANT/AGENT(S):** Greg Burke, Sarah Schoeneman & Justin Nadeau

**REQUEST:** Mendocino Historical Review Board Permit request to replace ten (10) windows with vinyl/aluminum windows. Note: Mendocino Town Plan Appendix 1 lists the site as a Category IIa Historic Resource (Fraser House c 1911).

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**LOCATION:** 44761 Main Street, Mendocino; APN: 119-250-33

**SUPERVISORIAL DISTRICT:** 5 (Williams)

**STAFF PLANNER:** Jessie Waldman

The staff report and notice will be available 10 days before hearing on the Department of Planning and Building Services website at: <https://www.mendocinocounty.gov/departments/planning-building-services/boards-and-commissions/public-hearing-bodies-page-2>.

As you are an adjacent property owner and/or interested party, you are invited to appear at the hearing and provide comments. Written comments should be submitted by mail to the Department of Planning and Building Services Commission Staff, at 860 North Bush Street, Ukiah, or 120 West Fir Street, Fort Bragg, California. In order to minimize the risk of exposure, the public may participate digitally in meetings by sending comments to [pbscommissions@mendocinocounty.gov](mailto:pbscommissions@mendocinocounty.gov) by April 6, 2025 or orally via telecomment in lieu of personal attendance. All correspondence should contain reference to the above noted case number. All public comment will be made available to the Board, staff, and the general public as they are received and processed by staff, and can be viewed as attachments to this meeting agenda at <https://www.mendocinocounty.gov/departments/planning-building-services/boards-and-commissions/public-hearing-bodies-page-2>.

The decision of the Mendocino Historical Review Board shall be final unless a written appeal is submitted to the Board of Supervisors with a filing fee within 10 calendar days thereafter. If appealed, the decision of the Board of Supervisors to approve the project shall be final. If you would like to be notified of the Mendocino Historical Review Board action, please submit a written request to this office.

If you challenge the above case in court, you may be limited to raising only those issues described in this notice or that you or someone else raised at the public hearing, or in written correspondence delivered to the Mendocino Historical Review Board Secretary at or prior to, the public hearing.

**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 or (707) 964-5379 at least five days prior to the meeting.

Additional information regarding the above noted case may be obtained by calling the Planning and Building Services Department at 707-964-5379, Monday through Friday.

JULIA KROG, Director of Planning and Building Services



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**MENDOCINO HISTORICAL REVIEW BOARD  
STAFF REPORT**

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**APRIL 7, 2025  
MHRB\_2025-0005**

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**OWNER:** MENDO REALTY PARTNERS  
PO BOX 14  
MENDOCINO, CA 95460

**APPLICANT/AGENT(S):** GREG BURKE, SARAH SCHOENEMAN &  
JUSTIN NADEAU  
PO BOX 14  
MENDOCINO, CA 95460

**PROJECT DESCRIPTION:** Mendocino Historical Review Board Permit request to replace ten (10) windows with vinyl/aluminum windows. Note: Mendocino Town Plan Appendix 1 lists the site as a Category IIa Historic Resource (Fraser House c 1911).

**STREET ADDRESS:** 44761 Main Street, Mendocino; APN: 119-250-33

**PARCEL SIZE:** 0.30± acres or 13,173 sq. ft.

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt

**HISTORIC STRUCTURES:** On Site: Fraser House Category IIa  
North: Evergreen Cemetery Category S  
South: None  
East: None  
West: Henry Ferrill House Category IIa

**STAFF PLANNER:** JESSIE WALDMAN

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**PAST MHRB PERMITS:** MHRB Permit 1984-0074 (Signs); MHRB Permit 1986-43B (Signs); MHRB\_2021-0001 (Sign & Exterior Color); MHRB\_2022-0019 (Windows).

**HISTORIC ORDINANCE STANDARDS:** The Mendocino Historical Preservation District Ordinance provides standards for the MHRB to consider when reviewing applications. Relative to this application, the following issues are raised and should be addressed:

Building Size, Height, Proportions and Form	Roof Shape
Relationship of Building Masses and Open Spaces	Color(s)
Relationship to Surrounding Structures	Sign Size
✓ Materials and Textures	Number of Signs
Architectural Details and Style	Placement/Location
Facade Treatment	Lighting
Proportions of Windows and Doors	Paving/Grading
Landscaping	

**APPLICABLE SECTIONS OF MHRB GUIDELINES:** VII – Structural Guidelines: Windows and Doors (pg. 8).

**APPLICABLE SECTIONS OF MENDOCINO TOWN ZONING CODE (MTZC):** Section 20.760.030(A) *Work in Historical Zone A Requiring Approval*; Section 20.760.050 *Standards*.

**STAFF NOTES:** Mendocino Historical Review Board Permit, MHRB\_2022-0019, was approved on July 11, 2023, to replace vinyl windows at the existing building with wood-framed, truly divided windows and painted to match existing “white” trim to resolve Mendocino Town Violation, MV\_2022-0012.

This project requests a Mendocino Historical Review Board Permit to replace ten (10) windows with vinyl/aluminum windows, as shown on Attachment B. All other windows will be wood-framed, truly divided windows and painted to match existing “white” trim. No alterations to the other accessory structures are proposed.

**RECOMMENDED MHRB FINDINGS:** The Review Board shall not approve or conditionally approve any application for proposed work unless it affirmatively makes the findings a through c, pursuant to MTZC Section 20.760.065.

- (a) Pursuant to MTZC Section 20.760.065(A), exterior renovations to project site are in harmony with the exterior appearance and design of existing structures within the District and with that of the existing subject structure, if any; and
- (b) Pursuant to MTZC Section 20.760.065(B), exterior alterations to project site will not detract from the appearance of other properties within the District; and
- (c) Pursuant to MTZC Section 20.760.065(C), alterations to project site will not unnecessarily damage or destroy a structure of historical, architectural, or cultural significance.

**RECOMMENDED CONDITIONS:**

1. This action shall become final and effective on the 11<sup>th</sup> day following the decision unless an appeal is filed pursuant to Section 20.760.072 of the Mendocino Town Zoning Code. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and or use of the property in reliance on such permit has been completed prior to its expiration.
2. The application along with supplemental exhibits and related material shall be considered elements of this permit, and compliance therewith is mandatory.
3. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction. The applicant shall secure all required building permits for the proposed project as required by the Building Inspection Division.
4. This permit shall be subject to revocation or modification upon a finding of any one or more of the following:
  - a. That such permit was obtained or extended by fraud.
  - b. That one or more of the conditions upon which such permit was granted have been violated.
  - c. A final judgment of a court of competent jurisdiction has declared one (1) or more conditions to be void or ineffective or has enjoined or otherwise prohibited the enforcement or operation of one (1) or more such conditions.
5. Any Building Permit request shall include all conditions of approval of this Mendocino Historical Review Permit. Conditions shall be printed on or attached to the plans submitted.
6. All exterior window frames on the north, east and west elevations of the structure shall be made from wood, with the exception of ten (10) windows on the southern elevation of the structure as identified in Attachment B. Window frames shall be painted to match existing “white” trim. Windows shall be

truly divided lights. Exterior building materials shall not include use of imitation or synthetic materials, such as aluminum or vinyl siding, imitation stone, imitation brick, plastic laminated beams, concrete block or boards, stucco or asbestos shingles or panels, or plywood panels. Single pane picture windows, horizontal awning windows, sliding windows and windows with horizontally oriented panes are not appropriate.

7. Ten (10) exterior windows on the southern elevation of the structure may be vinyl/aluminum windows, as shown on Attachment B. All other windows will be wood-framed, truly divided windows and painted to match existing "white" trim.

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The Review Board's action and this permit will not be final and effective and work may not commence on the project until after a ten-day appeal period has ended. You will be notified if a timely appeal is filed.

Appeal Fee: \$2,674.00 (Check payable to County of Mendocino).

Appeal Period: Appeals must be received within 10 days of Review Board Action.

**ATTACHMENTS:**

- A. MHRB\_2025-0005 Application
- B. MHRB\_2025-0005 Elevations
- C. Sverko 119-250-33 Files (Online Only)

**COUNTY OF MENDOCINO  
DEPT. OF PLANNING & BUILDING  
SERVICES**

120 WEST FIR STREET  
FORT BRAGG, CA 95437  
Telephone: 707-964-5379  
Fax: 707-961-2427

Case No(s) MHRB-2025-0005  
Date Filed 3-4-2025  
Fee \$ \$962.00  
Receipt No. PRJ-065868  
Received by EDWARD MANUJ

Office Use Only

**MHRB APPLICATION FORM**

Name of Applicant Mendo Realty Partners		Name of Property Owner(s) Greg Burke Sarah Schoeneman Justin Nadeau	Name of Agent
Mailing Address P.O. Box 14 Mendocino, CA 95460		Mailing Address P.O. Box 14 Mendocino, CA 95460	Mailing Address
Telephone Number 707.937.5822		Telephone Number 707.937.5822	Telephone Number
Assessor's Parcel Number(s) 119-250-33			Email
Parcel Size <input type="checkbox"/> Square Feet <u>.3</u> <input checked="" type="checkbox"/> Acres		Street Address of Project 44761 Main Street, Mendocino, CA	

**TYPE OF DEVELOPMENT**  
(Check appropriate boxes)

- Demolition. Please indicate the type and extent of demolition. (see next page)
- Construction of a structure.
- Addition to a structure.
- Alteration of exterior of structure.
- Construction, installation, relocation or alteration of outdoor advertising sign.
- Outdoor lighting.
- Walkways, driveways, parking areas, and grading.
- Exterior painting of a structure.
- Other.

**RECEIVED**

MAR 04 2025

# PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information to the Planning & Building Services Department and the MHRB. Please answer all questions. For those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A". **NOTE: The more complete and clear the submitted information, the more quickly your application can be processed.**

## 1. Describe your project in detail.

- **For demolition**, identify the items to be demolished, the percentage of the structure(s) to be demolished, and explain reason for demolition.
- **For new signs**, provide scaled drawings, describe wording, dimensions, materials, colors, and mounting detail. Indicate specific location on site plan.
- **For new copy on existing signs**, provide wording, graphics, font style, colors, and photographs of existing sign(s).
- **For exterior painting**, describe existing and proposed colors. Provide paint chips for proposed colors.
- **For exterior lighting**, include description/detail of fixtures and indicate locations on the site plan.
- **For new construction**, additions or architectural alterations, include plans, elevations, dimensions, height(s), materials, colors, finishes, trim and window details, walkways and paving locations.
- **For walkways, driveways, paving and grading**, provide dimensions, location and materials.

Amend condition of approval #6 of MHRB-2022-0019, and approved on July 10, 2023 as shown on attached letter written July 11, 2023.

Custom windows with Truly Divided Lights are on order and will be installed as approved w/ **WOOD**.  
See Attached Elevations.

Remaining vinyl windows and one aluminum window are in the rear of the building and not visible from the street or to the general public. Request amendment to allow the remaining windows to not be replaced.

## 2. If the project includes new construction, please provide the following information:

- What is the total lot area presently covered by building(s), decks, walkways, water tanks, and other structures?  n/a  sq. ft.
- What is the total floor area (internal) of all structures on the property?  n/a  sq. ft.
- If located within the Mendocino Mixed Use (MMU) zoning district, What is the total floor area on the parcel that is devoted to residential use?  n/a  sq. ft.

*If you need more room to answer any question, please attach additional sheets*

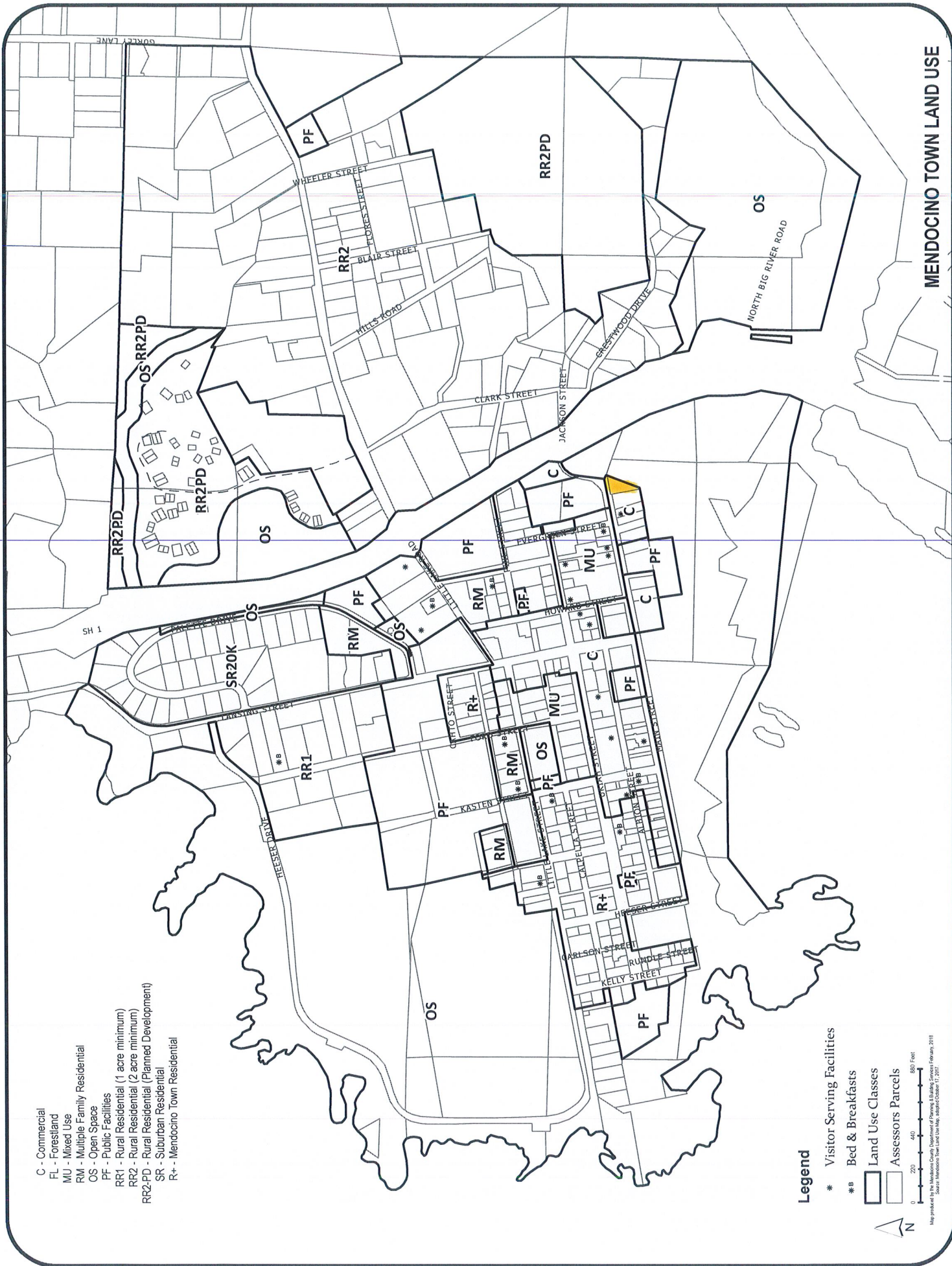
# MENDOCINO TOWN LAND USE

- C - Commercial
- FL - Forestland
- MU - Mixed Use
- RM - Multiple Family Residential
- OS - Open Space
- PF - Public Facilities
- RR1 - Rural Residential (1 acre minimum)
- RR2 - Rural Residential (2 acre minimum)
- RR2-PD - Rural Residential (Planned Development)
- SR - Suburban Residential
- R+- Mendocino Town Residential

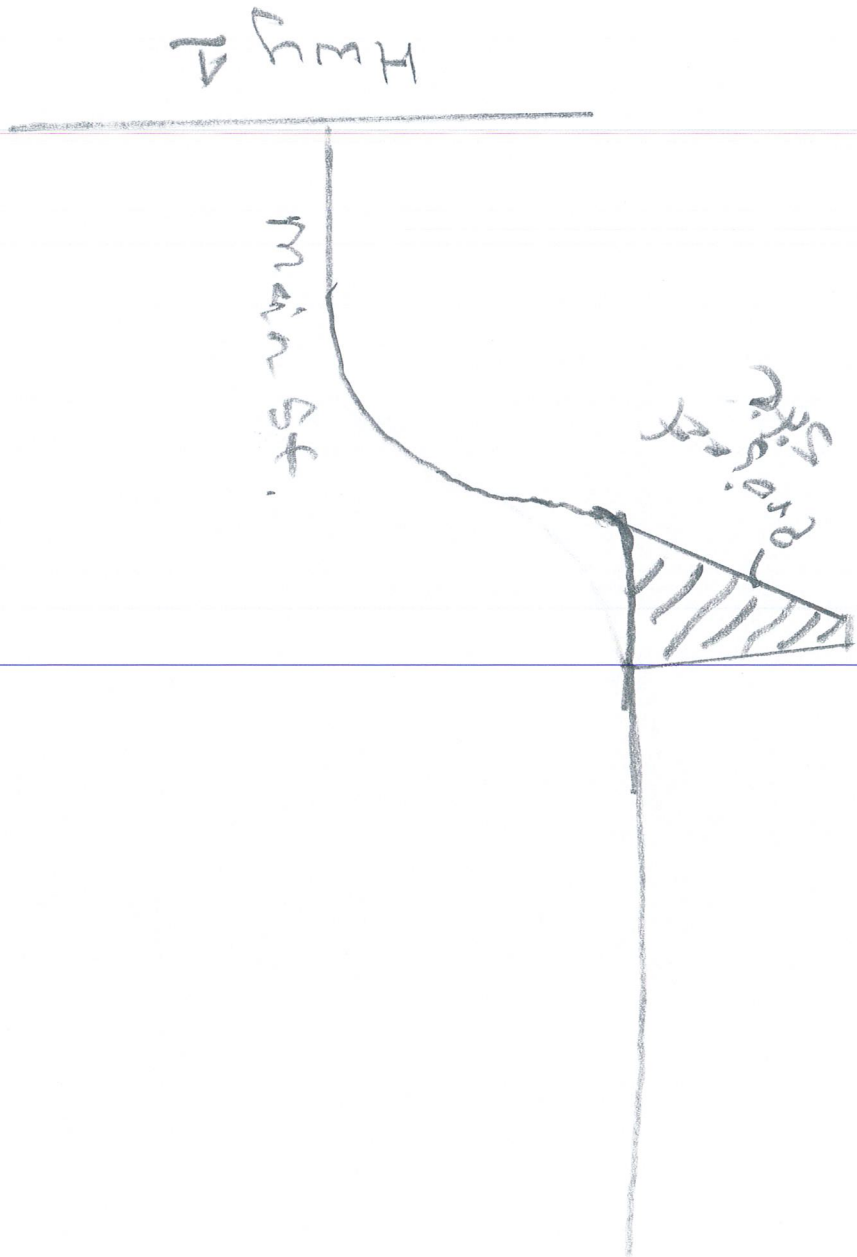
- Legend**
- \* Visitor Serving Facilities
  - \*B Bed & Breakfasts
  - Land Use Classes
  - Assessors Parcels



Map produced by the Mendocino County Department of Planning & Mapping, January 2018.  
Source: Mendocino County Assessor's Office, Assessor's Parcel Data, 1/1/2017



Location Map



# Plot Plan



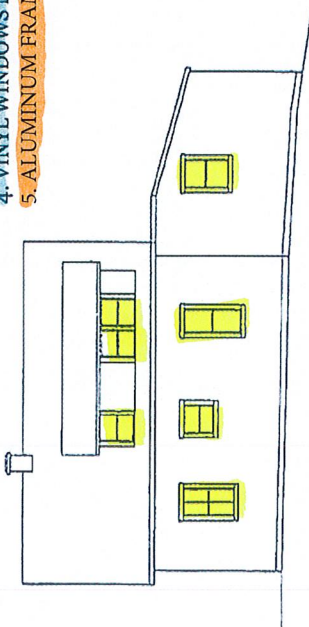
RECEIVED

MAY 23 2020

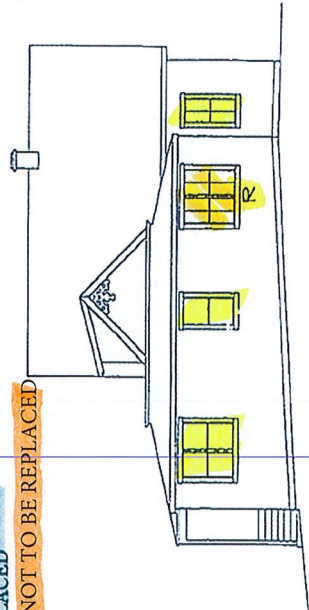
PLANNING & BUILDING DEPT  
FORT BRAGG CA

NOTE:

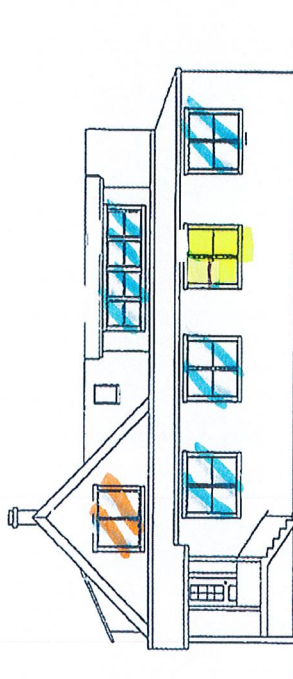
- 1. (E) = EXISTING
- 2. (E) VINYL WINDOWS TO BE REPLACED ARE IDENTIFIED BY "R" IN NEED
- 3. ALL OTHER EXTERIOR FINISHES TO REMAIN UNCHANGED
- 4. VINYL WINDOWS NOT TO BE REPLACED
- 5. ALUMINUM FRAME WINDOW NOT TO BE REPLACED



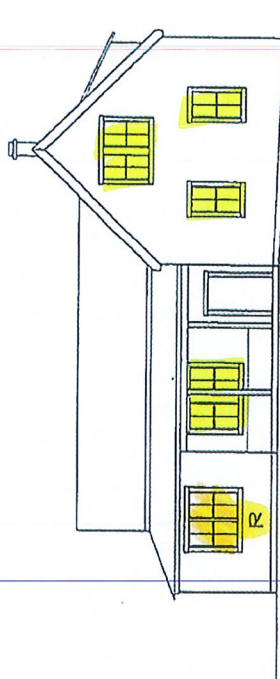
(E) WEST ELEVATION  
SCALE: 3/8" = 1'-0"



(E) EAST ELEVATION  
SCALE: 3/8" = 1'-0"



(E) SOUTH ELEVATION  
SCALE: 3/8" = 1'-0"



(E) NORTH ELEVATION  
SCALE: 3/8" = 1'-0"

SHEET  
1/1

MHB-2022-0019

Drafting by H.O.L.  
(707) 913-0129 • holl@holl.com

REPLACEMENT OF VINYL WINDOWS

for MENDO REALTY  
1061 Main Street, Mendocino CA  
AP# 119-250-33

DATE: 03-27-19

DRAWN BY: LK  
CHECKED:  
REVISED:  
JOB NUMBER: