



Planning Commission

Regular Meeting **AGENDA**

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August 12, 2020 - 6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.a. Approval of May 27, 2020 Regular Meeting Minutes

Recommended Action: Approve Minutes of the May 27, 2020 Regular Meeting.

Attachments:

1. 2020-05-27 PC Draft Minutes

4.b. Approval of July 22, 2020 Regular Meeting Minutes

Recommended Action: Approve the Minutes of the July 22, 2020 Regular Meeting.

Attachments:

1. 2020-07-22 PC Draft Minutes

5. APPEAL PROCESS

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by August 22, 2020.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

The Planning Commission welcomes input from the audience. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

7. SITE VISIT VERIFICATION

8. VERIFICATION OF NOTICE

9. PLANNING COMMISSIONERS REPORT

10. DIRECTOR'S REPORT

11. CONSENT CALENDAR

12. NEW BUSINESS

- 12.a. Consideration of Appeal of City Engineer's Approval of a Minor Subdivision to Divide the Existing ±0.60-acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01. File No. 19-4992

Recommended Action: Staff recommends the Planning Commission uphold the City Engineer's approval of the minor subdivision, dividing the existing ±0.60 acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01, based on the findings listed in the February 4, 2020 City Engineer Hearing Staff Report and the findings in the Staff Report dated July 2, 2020.

Attachments:

1. ATT 1_CE Hearing Staff Report
2. ATT 2_CEM_Draft Minutes_02042020
3. ATT 3_Appeal Application
4. ATT 4_Correspondence - Applicant
5. ATT 5_Public Correspondence_Nicholson
6. ATT 6_589 N School St_Appeal Draft Findings

13. UNFINISHED BUSINESS

- 13.a. Update to Consideration of Draft Objective Development and Design Standards for New Residential Development, including duplexes, triplexes, four-plexes, and multi-family projects with five or more units, and recommendation to City Council

Recommended Action: Staff recommends the Planning Commission approve a recommendation of approval of the proposed Objective Development and Design Standards, to the City Council.

Attachments:

1. ATT 1_Draft Minutes_20200722
2. ATT 2_UVFD Comments
3. ATT 3_Draft Objective Standards

14. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon

request.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Mireya G. Turner, Planning Manager

August 7, 2020

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
Regular Meeting
Held remotely via GoTo Meeting
May 27, 2020
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission met at a Regular Meeting on May 27, 2020, having been legally noticed on May 20, 2020. Chair Christensen called the meeting to order at 6:00 p.m.

CHAIR CHRISTENSEN PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Ruth Van Antwerp, Linda Sanders, Mike Whetzel, and Chair Laura Christensen; **Staff Present:** Craig Schlatter, Community Development Director; Mireya Turner, Interim Senior Planner; and Alicia Tlelo-Martinez, Assistant Planner. Commissioner Hilliker was absent for the entire meeting.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Christensen.

4. APPROVAL OF MINUTES

Approval of the May 13, 2020 Regular Meeting Minutes.

Motion/Second: Commissioner Whetzel/Commissioner Sanders approved the May 13, 2020 Regular Meeting Minutes. Motion carried by the following roll call vote: AYES: Van Antwerp, Sanders, Whetzel, and Christensen. NOES: None. ABSENT: Commissioner Hilliker. ABSTAIN: None.

5. APPEAL PROCESS

No matters eligible for appeal were heard.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comment was received.

7. SITE VISIT VERIFICATION

Confirmed by Commissioners.

8. VERIFICATION OF NOTICE

Confirmed by Staff.

9. PLANNING COMMISSIONERS' REPORT

Presenter: Chair Christensen.

10. PLANNING COMMISSION DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

11. CONSENT CALENDAR

There were no Consent items.

12. NEW BUSINESS

- a. Request for Recommendation regarding the Draft Ordinance Adding and Amending Various Sections of the Ukiah City Code to Comply with California Government Code Section 65852.2 Regulating Accessory Dwelling Units (ADUs)

Interim Senior Planner Mireya Turner presented the staff report.

There were no members of the public present wishing to speak.

Following discussion, the Planning Commission voiced consensus on a number of comments.

Commissioner Whetzel made a motion to forward the draft ordinance to the City Council without a recommendation, and requested staff forward the comments above to the City Council.

Motion/Second: Commissioner Whetzel/Commissioner Sanders approved forwarding the draft ordinance to the City Council without a recommendation, and requested staff forward the comments above to the City Council; carried by the following roll call vote: AYES: Van Antwerp, Whetzel, Sanders and Chair Christensen, NOES: None ABSENT: Hilliker. ABSTAIN: None.

13. UNFINISHED BUSINESS

There were no items to consider.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:06 p.m.

Mireya G. Turner, Interim Senior Planner

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
Regular Meeting
Held remotely via GoTo Meeting
July 22, 2020
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission met at a Regular Meeting on July 22, 2020, having been legally noticed on July 17, 2020. Chair Christensen called the meeting to order at 6:00 p.m.

CHAIR CHRISTENSEN PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Ruth Van Antwerp, Linda Sanders, Mike Whetzel, Mark Hilliker, and Chair Laura Christensen; **Staff Present:** Craig Schlatter, Community Development Director and Mireya Turner, Interim Senior Planner.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Christensen.

4. APPROVAL OF MINUTES

a. Approval of Minutes of the June 10, 2020 Regular Meeting

Motion/Second: Commissioners Hilliker/Whetzel approved the Minutes of the June 10, 2020 Regular Meeting, carried the following roll call vote: AYES: Van Antwerp, Whetzel, Hilliker, Sanders and Chair Christensen, NOES: None ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

No matters eligible for appeal were heard.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comment was received.

7. SITE VISIT VERIFICATION

Site visit verification was not required.

8. VERIFICATION OF NOTICE

Confirmed by Staff.

9. PLANNING COMMISSIONERS' REPORT

Presenter: Chair Christensen.

10. PLANNING COMMISSION DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

11. CONSENT CALENDAR

There were no Consent items.

12. NEW BUSINESS

- a. Consideration of Draft Objective Development and Design Standards for New Residential Development, including duplexes, triplexes, four-plexes, and multi-family projects with more than five units, and recommendation to City Council

Interim Senior Planner Mireya Turner presented the staff report.

After discussion, the Commission expressed consensus on the following comments:

- Add/modify language to clarify and differentiate between 10.a.3 Landscaping, and 11.b.3 Site Landscaping
- Modify 11.b.4 to read as follows, "In addition to the Exterior Lighting standards in Subsection (A)(15), public open space areas shall incorporate accent lighting. Accent lighting may include string lighting in trees or crisscrossed over pedestrian area via, courtyards, or plazas; ~~tree-up-lighting~~; lighting in fountains; or lighting of significant structures or architectural design features."
- Modify B.7.c.1 Roof Design and Materials, to read as follows, "Non-reflective standing seam metal roofs in shades of tan, brown, black, *light blue, red, and green.*"

Motion/Second: Commissioners Hilliker/Whetzel approved the comments listed above; carried by the following roll call vote: Van Antwerp, Whetzel, Hilliker, Sanders and Chair Christensen, NOES: None ABSENT: None. ABSTAIN: None.

The Planning Commission continued the item to a future meeting, to allow time for staff to research questions posed by the Commission.

13. UNFINISHED BUSINESS

There were no items to consider.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:36 p.m.

Mireya G. Turner, Interim Senior Planner



AGENDA ITEM NO. 12a
Community Development Department
Planning Services Division
300 Seminary Ave.
Ukiah, CA 95482

Date: July 2, 2020
To: Planning Commission
From: Mireya G. Turner, Associate Planner
Subject: Consideration of Appeal of City Engineer's Approval of a Minor Subdivision to split the existing ± 0.60 -acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01. File No. 19-4992.

ATTACHMENTS

1. February 4, 2020 City Engineer Hearing Staff Report and Attachments
2. February 4, 2020 City Engineer Hearing Draft Minutes
3. Appeal Application
4. Correspondence_Applicant
5. Public Correspondence_Nicholson
6. Draft Findings

SUMMARY

The City Council has requested the Planning Commission consider Councilmember Jim Brown's appeal of the City Engineer's approval of the Minor Subdivision Map Project, located at 589 North School Street, to divide the existing ± 0.60 -acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01. File No. 19-4992.

Staff recommends Planning Commission uphold the decision of the City Engineer to approve the Minor Subdivision, splitting the existing ± 0.60 -acre (26,136 sf) parcel into three parcels at 589 North School Street, based on the findings listed in the February 4, 2020 City Engineer Hearing Staff Report and the findings within this Staff Report.

BACKGROUND

An application was received on November 18, 2019 on behalf of My Nga Thi Vo, property owner, for the subdivision of one ± 0.60 acre (26,136 sf) parcel into three parcels at 589 N. School St. The resulting parcel sizes would be: Parcel 1: 6,161 sf gross & net, Parcel 2: 6,254 sf gross and net, and Parcel 3: 13,781 sf gross and 12,190 sf net.

The parcel is vacant with numerous trees. A portion of the site is in the FEMA 100-year floodplain due to its proximity to Orr Creek, with flood depth less than one (1) foot on small portions of the

Staff Report
Appeal of City Engineer's Approval of Minor Subdivision
589 North School Street
File No: 19-4992

property. The Project Site is within the City utilities service area, and has direct access onto North School Street.

The parcel carries a General Plan land use designation of Low Density Residential and is within the Single-family Residential (R-1) Zoning District. The surrounding area is currently developed with residential and commercial uses, and the neighboring residential parcels vary in size from ±0.13 acres to ±0.32 acres. The proposed Minor Subdivision would not change the zoning or use of the parcel, and the resulting parcels, 0.14 acres each for Parcels 1 and 2, and 0.28 for Parcel 3, are consistent with the size and use of the surrounding area. All proposed lots meet the minimum "R-1" lot size of 6,000 square feet, and the minimum width of 60 feet.

With resulting residential parcels on a natural ground of average gradient less than fifteen percent (15%), and having lots with areas of six thousand to ten thousand (6,000-10,000) square feet, this project is consistent with the Type I Subdivision criteria as described in UCC §8041. Conditions have been added to the project to ensure compliance with the Subdivision Ordinance standards, including street frontage improvements, public utility access, street trees, park fees, and on-site circulation standards.

The project was reviewed by the following agencies: City of Ukiah Community Development Building Division, City of Ukiah Public Works Department, City of Ukiah Electric Utility Department, County of Mendocino Transportation Department, and Pacific Gas and Electric. Their comments were included in the staff report and conditions added to the Conditions of Approval. The Staff Report, Findings, and Conditions of Approval are included within **Attachment 1**.

Emails and letters were received from the public regarding the project. This public correspondence was added to the website posting, and presented to the City Engineer prior to the hearing.

On February 2, 2020, the City Engineer conducted the public hearing. No one present provided public comment regarding the project. After closing the public hearing, the City Engineer approved the minor subdivision, based upon the Findings and Conditions attached to the staff report. The Draft Minutes for this meeting are included as **Attachment 2**.

On February 10, 2020, Council Member Jim Brown submitted an appeal of the City Engineer's decision, referring to the objections in the public input, and listing decreased property values and flooding as reasons for the appeal. The Appeal form is included as **Attachment 3**.

All correspondence received since February 4, 2020 is included in **Attachments 4 and 5**.

Draft Findings to uphold the City Engineer's approval of the minor subdivision project are included in **Attachment 6**.

DISCUSSION

According to the letter from the appellant, *"The letters of opposition on file and many more concerned neighborhood residents are concerned what effects a minor subdivision would have. We believe a sound compromise is outlined in the submitted letters."*

The letter also includes two additional concerns as basis for the appeal. The concerns from the letters of opposition, the appellant's additional concerns, the proposed compromise, and staff's response, are included below.

1. *While not opposed to development of said property, dividing the property into three parcels is unreasonable. Two parcels is acceptable, keeping the property as one parcel is desirable.*

Staff Response: The project approved by the City Engineer includes subdivision of a single parcel into three resulting parcels. An alternate project has not been proposed by the Applicant, nor considered by staff.

2. *Congestion, both traffic and populous would be horrific if approved and developed. Parking is already a problem on this section of School St.*

Staff Response: The project was reviewed by the Public Works Department. A traffic study was not requested. Minimum parking requirements are not evaluated for a minor subdivision. Should the parcels be developed in the future, however, the Ukiah City Code Section 9021A states,

"The minimum parking area required in Single-Family Residential (R-1) Districts is two (2) on-site independently accessible parking spaces for each dwelling unit."

The proposed parcels meet the minimum area required for parcels within the Single-family Residential (R-1) zoning district.

3. *Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.*

Staff Response: Local residency is not required by the Ukiah Municipal Code, and cannot be considered, nor evaluated, by staff. Staff can neither confirm nor deny the current, past, or future residence of the applicant, nor is this information requested on the City's application.

4. *Said parcel is located near the corner of N. School and Ruddock streets, a location where many young children play daily. Adding more traffic and parked vehicles on the street will further place children out of view of traffic coming around an already dangerous curve.*

Staff Response: A traffic study was not required for this project. A condition requiring street frontage improvements, including the extension of curb, gutter and sidewalk to meet ADA requirements, and repair of any damaged curb was approved by the City Engineer.

5. *Subdividing property will add to current water runoff issue for adjacent property located on Orr Creek side.*

Staff Response: Within the application submitted by the Applicant and included in **Attachment 1**, the Applicant has not proposed housing development with the subdivision. If an application for housing development is submitted in the future, the project(s) would be subject to floodplain provisions of the California Building Code and National Flood

Insurance Program requirements. Such provisions would require the potential for flooding and water runoff issues be addressed at that time.

6. *Current homes on the street only have space to accommodate 1 vehicle per driveway, forcing all remaining cars to park on the street. Adding more vehicles will further complicate parking for current residents.*

Staff Response: Please see Response #2. Additionally, no housing development has been proposed as a part of this application.

7. *Further congestion denies current residents the charm of downtown Ukiah living.*

Staff Response: Please see Response #2. Additionally, no housing development has been proposed as a part of this application.

8. *Three parcels would probably add at least six more cars to a street that is overrun with too many parked cars and is too narrow for the traffic already here. It is an absurd idea and the opposite of what should happen on this street. Notably, most of my neighbors have no garages and must park on the street, so adding three more homes would put an even greater burden on an area that needs less congestion, not more.*

Staff Response: Please see Response #2. Additionally, no housing development has been proposed as a part of this application.

9. *A minor subdivision in this location would decrease property values for nearby property owners. Property owners should have the right to protect property values.*

Staff Response: Evaluation of economic impact is not required by the Ukiah Municipal Code, and was not considered by staff.

10. *Flooding in this area is a concern. Three houses on this lot may increase the probability of flooding.*

Staff Response: Please see Response #5.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act (CEQA) defines a project as an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and which is any of the following (Sections 15378, 21065):

- (a) An activity directly undertaken by any public agency.
- (b) An activity undertaken by a person which is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies.
- (c) An activity that involves the issuance to a person of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies.

Consideration of an appeal of the City Engineer's approval of the minor subdivision is not a project within this CEQA definition, and therefore, a CEQA determination is not required.

NOTICING

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C):

- Published in the Ukiah Daily Journal on August 2, 2020
- Posted on the Project site on July 31, 2020
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing
- Mailed to property owners within 300 feet of the project parcels on July 8, 2020

RECOMMENDATION

Staff recommends the Planning Commission uphold the City Engineer's approval of the Minor Subdivision to split the existing ±0.60-acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01, based on the Findings in the City Engineer Hearing Staff Report, dated February 4, 2020 and included as Attachment 6.



Attachment 1

AGENDA ITEM NO. 6a
Community Development Department
300 Seminary Ave.
Ukiah, CA 95482

Date: February 4, 2020
To: Tim Eriksen, City Engineer
From: Mireya G. Turner, Associate Planner
Subject: Request for approval of a Minor Subdivision to split the existing ±0.60-acre (26,136 sf) parcel into three parcels at 589 North School Street, APN 002-146-01. File No. 19-4992.

SUMMARY

OWNER:	My Nga Thi Vo
APPLICANT/AGENT:	Ron Franz
LOCATION:	Adjacent to intersection of North School Street and Ruddock Avenue. Address: 589 North School Street, APN 002-146-01.
TOTAL ACREAGE:	Current: ±0.60 acres (26,136 sf) Proposed: Parcel 1 (6,161 sf gross & net), Parcel 2 (6,254 sf gross & net), and Parcel 3 (13,781 sf gross, 12,190 sf net)
GENERAL PLAN:	Low Density Residential (LDR)
ZONING DISTRICT:	Single-family Residential (R-1)
AIRPORT COMPATIBILITY:	Outside the Airport Master Plan Compatibility Zoning Map
ENVIRONMENTAL DETERMINATION:	Categorical Exemption, CEQA Guidelines § 15315, Class 15, Minor Land Divisions
RECOMMENDATION:	Conditional Approval (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2)
STAFF PLANNER:	Mireya G. Turner

Staff Report
Minor Subdivision
589 North School Street
File No: 19-4992



PROJECT DESCRIPTION AND BACKGROUND

Project Description. An application was received from Ron Franz on behalf of My Nga Thi Vo for City Engineer approval of a Minor Subdivision to split the existing ± 0.60 acre parcel into three parcels at 589 North State Street, APN 002-146-01. Proposed Parcels would be: Parcel 1: 6,161 sf gross & net, Parcel 2: 6,254 sf gross and net, and Parcel 3: 13,781 sf gross and 12,190 sf net. Access, drainage and public utilities easements are included as conditions of the subdivision. No new development is proposed with this project. Application materials are included as **Attachment 3**.

Setting. The parcel is vacant with numerous trees. A portion of the site is in the FEMA 100-year floodplain due to its proximity to Orr Creek, with flood depth less than one (1) foot on small portions of the property. The parcel is essentially flat. It is surrounded by residential development to the North, West, and South; and by commercial to the East. An aerial view of the site and area is provided in **Figure 1** below and a Zoning Map is provided in **Figure 2**.

The parcel is currently within the City utilities service area, and accessed directly via North School Street. The parcel carries a General Plan land use designation of Low Density Residential and is zoned Single-family Residential.

Figure 1. Aerial View

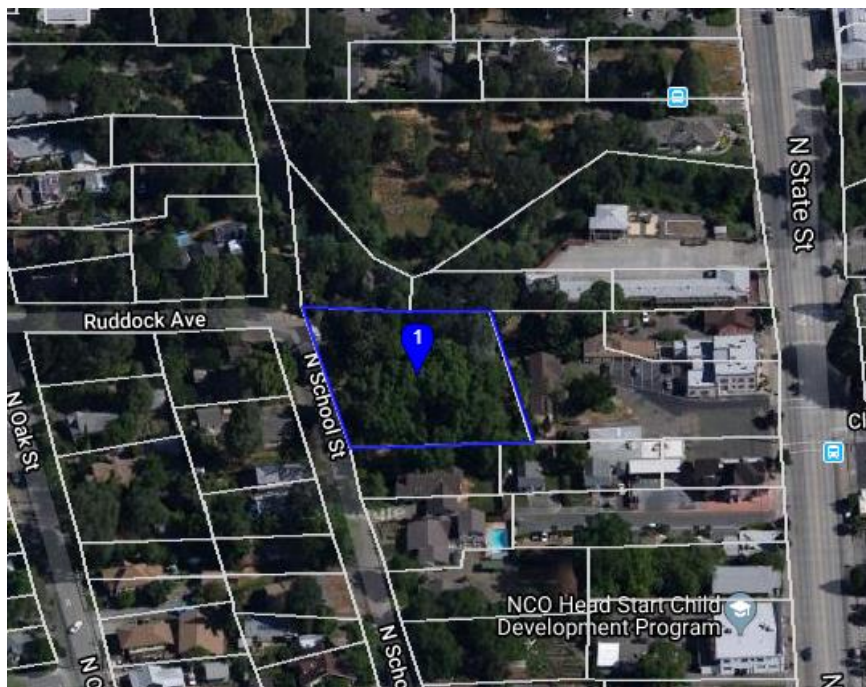


Figure 2. Zoning



STAFF ANALYSIS

General Plan, Zoning, and Subdivision Ordinance. The parcel carries a General Plan land use designation of Low Density Residential and is zoned Single-family Residential (R-1). The surrounding area is currently developed with residential and commercial uses, and the neighboring residential parcels vary in size from ± 0.13 acres to ± 0.32 acres. The proposed Minor Subdivision would not change the zoning or use of the parcel, and the resulting parcels, 0.14 acres each for Parcels 1 and 2, and 0.28 for Parcel 3, are consistent with the size and use of the surrounding area. All proposed lots meet the minimum R-1 lot size of 6,000 square feet, and the minimum width of 60 feet.

With resulting residential parcels on a natural ground of average gradient less than fifteen percent (15%), and having lots with areas of six thousand to ten thousand (6,000-10,000) square feet, this project is consistent with the Type I Subdivision criteria as described in UCC §8041. Conditions have been added to the project to ensure compliance with the Subdivision Ordinance standards, including street frontage improvements, public utility access, street trees, park fees, and on-site circulation standards.

Airport Compatibility: The parcel is located outside of the Ukiah Municipal Airport Master Plan Compatibility Zoning Map, and was not sent to the County of Mendocino airport staff for review.

Agency Comments. Project referrals were sent to the following responsible and trustee agencies with interest or jurisdiction over the project: City of Ukiah Community Development Building Division, City of Ukiah Public Works Department, City of Ukiah Electric Utility Department, County of Mendocino Transportation Department, and Pacific Gas and Electric. Comments received are

included in **Attachment 4**; agencies' recommended Conditions of Approval are included in **Attachment 2**.

ENVIRONMENTAL REVIEW

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15315, Class 15, Minor Land Divisions, for division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcel to local standards are available, the parcel was not involved in a division of a larger parcel within the last two years, and the parcel does not have an average slope greater than 20 percent.

REVIEW PROCESS

Decision Timeline. The proposed project is subject to the requirements of the Permit Streamlining Act (PSA). The PSA requires that a decision be made on the project within 60 days of the application being deemed complete.

This application was submitted to the Community Development Department on November 18, 2019, and was deemed complete on December 16, 2019. As such, a decision must be made on the project no later than February 14, 2020. The applicant may request a one-time extension of the decision timeline.

Public Notice. A notice of public hearing was provided in the following manner:

- Mailed to neighboring property owners on January 22, 2020.
- Posted on the subject project parcel and in the glass case located at 300 Seminary Avenue on January 23, 2020.
- Published in the Ukiah Daily Journal on January 23, 2020.

RECOMMENDATION

Staff recommends that the City Engineer review and conditionally approve the Minor Subdivision based on the draft Findings found in **Attachment 1** and subject to the draft Conditions of Approval found in **Attachment 2**.

ATTACHMENTS

1. Draft Minor Subdivision Findings
2. Draft Minor Subdivision Conditions of Approval
3. Application Materials
4. Agency Comments

ATTACHMENT 1

**DRAFT FINDINGS
MINOR SUBDIVISION
589 NORTH SCHOOL STREET; APN 002-146-01
FILE NO: 19-4992**

The following findings are supported by and based on information contained in the Staff Report, the application materials and documentation, and the public record:

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
2. The parcels established as a result of this Minor Subdivision are consistent with the General Plan Low Density Residential (LDR) land use designation.
3. The proposed Minor Subdivision and Tentative Map, as conditioned, complies with the requirements of the Single-family Residential (R-1) zoning district.
4. The Minor Subdivision and Tentative Map will create three lots which are appropriate for the surrounding area and land uses based on the following:
 - a. Proposed parcels and use are consistent with the requirements of the Single-family Residential zoning district.
 - b. Proposed parcels will have access directly onto a public street and utilities are available to serve the site.
 - c. Proposed parcels will be located within a developed residential area, surrounded by residential and commercial development.

Public Notice. A notice of public hearing was provided in the following manner:

- Mailed to neighboring property owners on January 22, 2020
- Posted on the subject project parcel and in the glass case located at 300 Seminary Avenue on January 23, 2020
- Published in the Ukiah Daily Journal on January 23, 2020.

**DRAFT CONDITIONS OF APPROVAL
MINOR SUBDIVISION
589 NORTH SCHOOL STREET; APN 002-146-01
FILE NO: 19-4992**

Approval is granted for the Minor Subdivision based on the application submitted to the Community Development Department received November 18, 2019, and as shown on the Parcel Map dated November 19, 2019 contained therein, except as modified by the following Conditions of Approval:

City of Ukiah Special Conditions

1. All fees related to the Minor Subdivision application must be paid prior to the final approval and the recordation of the Parcel Map.
2. Prior to issuance of building permits, a copy of the recorded Parcel Map shall be provided to the Community Development Department.
3. An address assignment or address change application shall be submitted to the Community Development Department.
4. Future proposed development will be subject to Community Development Department review and will likely require additional planning and building permits.
5. In the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.

City of Ukiah Standard Conditions

6. This approval is not effective until the 10-day appeal period applicable to this Minor Subdivision Map has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
7. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.

8. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
9. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.

Public Works Department Conditions

10. The subject property lies within the 100-year flood plain. No fill material shall be allowed within the floodway if it encroaches onto the subject properties. Building permits for existing and new structures shall be subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements.
11. Street frontage improvements shall be constructed along North School Street, including the extension of curb, gutter and sidewalk to meet ADA requirements, and repair of any damaged curb. The sidewalk shall be constructed in accordance with improvement plans prepared by a Registered Civil Engineer and approved by the City Engineer. The applicant shall be responsible for the relocation or replacement of utilities as necessary to accommodate the construction of street frontage improvements. Public sidewalks located outside of the street right-of-way will require a sidewalk easement dedicated to the City.
12. Street trees shall be installed, spaced approximately every 30' on North School Street, within 5' of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer. Existing trees in unsatisfactory condition shall be replaced.
13. Each parcel shall be served individually upon the development of the parcel with appropriate public utilities required for the type of development within the parcel.
14. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. The plan shall include the detailed design of post-construction storm water best management practices (BMPs) in compliance with the City of Ukiah's Phase I Storm Water Permit and the Low Impact Development Technical Design Manual (LID Manual), in effect at the time of development. A Standard Urban Storm Water Mitigation Plan (SUSMP) shall be provided to support the design of the proposed drainage system.
15. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction costs.
16. All parcels of the proposed subdivision are subject to payment of park fees pursuant to City Code Section 8400 et seq. Note that park fees are applicable to residential development.

17. The tentative map shall expire twenty-four (24) months from the date of its approval or conditional approval unless extended in accordance with the City of Ukiah Subdivision Ordinance and the Subdivision Map Act.
18. A Parcel Map shall be prepared and submitted to the City Engineer for review and approval, along with payment of all parcel map processing and review fees, and shall be prepared and recorded in a manner consistent with Ukiah Municipal Code requirements.
19. The Parcel Map submitted for recordation shall include all necessary easements or such easements shall be recorded by separate instrument.
20. All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.

Electric Utility Department Conditions

21. This property location is currently served from existing overhead primary/secondary facilities and may require additional infrastructure to be installed as the parcels get developed in the future.
22. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At this time, specific service requirements, service voltage and developer costs and requirements will be determined.
23. There shall be an easement provided to the EUD for any electric service that transverses through the property or around any City owned Electric equipment.

Pacific Gas & Electric Company General Conditions

24. PG&E does not provide depth information about our existing electric and gas facilities (i.e gas main and services, etc). Underground facilities are generally 24" to 36" deep. However, the depths may have changed due to street reconstruction and general area changes. If, after receiving our maps, you determine depth information is needed to better plan future street improvements, you should pothole or take appropriate action as needed.

Before you start any trenching on your project, please call Underground Service Alert (USA) at 811 at least 48 hours prior to any excavation, to have your work area marked for underground facilities. Call USA (811) to obtain exact location of facilities and pothole to verify depth of our lines (if required). Please note that a standby PG&E employee is required during any excavation within 10 feet of a gas transmission line. If you discover a conflict or if you determine our facilities need to be lowered/raised, please contact your PG&E Representative, file an application online at www.pge.com/customerconnections, or call 877-743-7782.

City of Ukiah

Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.com

Web: www.cityofukiah.com

Planning Services

Phone: (707) 463-6203

Fax: (707) 463-6204

Planning Permit Application 4992

PROJECT NAME: Minor Subdivision			
PROJECT ADDRESS/CROSS STREETS: 589 N. School Street		AP NUMBER(S): 002-146-01	
APPLICANT/AUTHORIZED AGENT: Ron Franz	PHONE NO: 707-462-1087	FAX NO: —	E-MAIL ADDRESS: rfranz@comcast.net
APPLICANT/AUTHORIZED AGENT ADDRESS: 2335 Appolinaris Drive		CITY: Ukiah	STATE/ZIP: CA 95482
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: My Nga Thi Vo	PHONE NO: Son = Aramis Penland = 650-	FAX NO: 521-6242	E-MAIL ADDRESS: penland.aramis@gmail.com
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: 1155 Merrill Street #206		CITY: Menlo Park	STATE/ZIP: CA 94025
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☒ YES ☐ NO			
☐ AIRPORT LAND USE COMM. DETERMINATION 100.0800.611.003	\$	☐ REZONING 100.0800.611.001	\$
☐ ANNEXATION 100.0800.611.001	\$	☐ REZONING - PLANNED DISTRICT 100.0800.611.001	\$
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT - AMENDMENT 100.0400.449.001	\$
☐ BOUNDARY LINE ADJUSTMENT 100.0800.610.001	\$	☐ SITE DEVELOPMENT PERMIT - MAJOR 100.0400.449.001	\$
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT - MINOR 100.0400.449.001	\$
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC MASTER PLAN 100.0800.611.003	\$
☐ PRELIMINARY REVIEW (PC) 100.0800.611.003	\$	☐ SUBDIVISION EXCEPTION 100.0800.610.001	\$
☐ PRELIMINARY REVIEW (PRC) 100.0800.611.003	\$	☒ TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$
☐ PRELIMINARY REVIEW (STAFF) 100.0800.611.003	\$	☐ TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$
☐ USE PERMIT - AMENDMENT 100.0400.449.001	\$	☐ VARIANCE - MAJOR 100.0400.449.001	\$
☐ USE PERMIT - MAJOR 100.0400.449.001	\$	☐ VARIANCE - MINOR 100.0400.449.001	\$
☐ USE PERMIT - MINOR 100.0400.449.001	\$	☐ ZONING AMENDMENT - MAP 100.0800.611.001	\$
☐ ZONING AMENDMENT - MAP 100.0800.611.001	\$	☐ ZONING AMENDMENT - TEXT 100.0800.611.001	\$
☐ ZONING AMENDMENT - TEXT 100.0800.611.001	\$	☐ OTHER	\$
☐ OTHER	\$	☐ OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MAJOR PERMIT DEPOSIT:	\$
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$
APPLICATION NUMBER(S):		FILING DATE:	
		TOTAL AMOUNT PAID: \$	
		RECEIPT NUMBER:	

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, frontage improvements, etc.

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COMMUNITY DEVELOPMENT

Project Description

The purpose of the project description is to assist Staff in understanding the project. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

3 lot minor subdivision as per attached tentative map

Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

Use Information

Please provide the following information related to the use of the site and building:

Description of Building & Site			
Parcel Size:	Building Size:	Number of Floors:	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☐ Office (business/professional)			
☐ Office (medical/dental)			
☐ Retail			
☐ Light Industrial			
☒ Residential	Site is vacant - no buildings		
☐ Other:			
Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts:	Days and Hours of Shifts:		
Number of Employees/Shift:			
Loading Facilities: ☐ Yes ☐ No	Type/Vehicle Size: N/A		
Deliveries: ☐ Yes ☐ No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply)	Sales area: ☐ Yes ☐ No	Unloading of deliveries: ☐ Yes ☐ No	Storage: ☐ Yes ☐ No
☐ Yes ☐ No	Square Footage: ☐ Yes ☐ No	Square Footage: ☐ Yes ☐ No	Square Footage: ☐ Yes ☐ No
Noise Generating Use? ☐ Yes ☐ No	Description:		

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
City's Architectural & Historic Inventory: ☐ YES ☐ NO	Age of Building:	Demolition Policy:
Hillside: ☐ YES ☐ NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:
Tree Policies		
General Plan Open Space Conservation ☐ NO ☐ YES GOAL/POLICY #:	Community Forest Management Plan ☐ NO ☐ YES GOAL/POLICY #:	
Landscaping and Streetscape Design Guidelines ☐ NO ☐ YES GUIDELINE #:	Commercial Development Design Guidelines ☐ NO ☐ YES GUIDELINE #:	
Tree Protection and Enhancement Policy ☐ NO ☐ YES NOTES:	Tree Planting and Maintenance Policy ☐ NO ☐ YES NOTES:	
UCC: Street Tree Policy, Purpose and Intent ☐ NO ☐ YES NOTES:	Other:	
Notes		

Submittal Requirements

1. Items marked (X) are required for a complete application unless their deletion is approved by staff.
2. Other information may be required at the discretion of staff in order to fully evaluate the project and/or to conduct required environmental review for the project.
3. Please review the application packet prior to submittal to the City. Application packets that do not include the required materials may not be accepted for processing.

Submittal Document	Application Type									
	BLA	GPA	PRELIM	REZ	REZ-PD	SDP	TPM	TSM	UP	VAR
Project Description	X	X	X	X	X	X	X ✓	X	X	X
Building Elevations (1)			X		X	X			X	X
Floor Plan			X		X	X			X	X
Grading Plan					X	X	X ✓	X		
Landscape Plan (2)			X CONCEPT		X	X	NO grading		X	X
Site Plan (3)	X	X	X	X	X	X			X	X
Details - Architectural						X				
Details - Fence					X	X			X	
Details - Sign					X	X	site offset		X	
Site Contours (4)					X	X	X ✓	X	X	
Street Sections							N/A	X		
Tentative Map (6)							X ✓	X		
Preliminary Title Report	X			X			X ✓	X		
Colors & Materials Board			X CONCEPT		X	X			X	
Number of Plan Sets - Initial Submittal (5)										

- (1) Building Elevations. Drawing must include all elevations (front, rear, and sides). One set of colored drawings is required.
- (2) Landscape Plan. Plan must show all proposed trees, shrubs, and ground covers. Location, size and species must be indicated.
- (3) Site Plan. Must be prepared to scale and include: a north arrow, all property lines, adjoining streets, creeks, ponds, drainage ditches, existing curb, gutter, and sidewalk, existing and proposed buildings (with square footage noted), parking spaces, all existing trees, existing and proposed fences, buildings on adjacent parcels, existing fire hydrants within 600-feet, access and utility easements (with widths), location and width of all easements (access, drainage, utility, etc.) location of existing and proposed trash enclosures, and the percentage of average slope of the property. Site contours may also be required (see table above).
- (4) Site Contours. When required, site contours should be indicated on the site plan and grading plan. A separate site contour plan is not required.
- (5) Staff will determine the number of plans needed for the initial submittal. Once the application is complete, the number of plans sets required for the public hearing will be determined by staff. Plans are required to be provided prior to the hearing.
- (6) See Minor Subdivision Submittal Requirements or Major Subdivision Submittal Requirements handout for Tentative Map requirements.

BLA - Boundary Line Adjustment

REZ - Rezoning

TPM - Tentative Parcel Map/Minor Subdivision

VAR - Variance

GPA - General Plan Amendment

REZ-PD - Rezoning to Planned Development

TSM - Tentative Subdivision Map/Major Subdivision

Prelim - Preliminary Review

SDP - Site Development Permit

UP - Use Permit

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT - CITY OF UKIAH, CALIFORNIA

I, My Nga Thi Vo, owner authorize Ron Franz
to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

My Nga Thi Vo
PROPERTY OWNER SIGNATURE DATE 11/13/2019

I, My Nga Thi Vo, am the ☒ owner / ☐ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge.
I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

My Nga Thi Vo
☒ OWNER / ☐ AUTHORIZED AGENT DATE 11/13/2019

INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions or Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

MY NGA THI VO
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT
(PLEASE PRINT NAME)
My Nga Thi Vo
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT DATE 11/13/2019
(SIGNATURE)

Revised 12/3/2012



Redwood Empire Title Company of Mendocino County

405 S. Orchard Avenue, P. O. Box 238

Ukiah, CA 95482

Phone: (707)462-8666 • Fax: (707)462-5010

Our No.: 20190610KB

Your No.:

Seller: Penland-Vo Survivors Trust

Buyer:

When replying Please Contact:

ESCROW OFFICER: Kathy Brorsen

kbrorsen@redwoodtitle.com

PRELIMINARY REPORT

Property Address: 589 N School Street, Ukiah, CA 95482

In response to the above referenced application for a policy of title insurance, Redwood Empire Title Company of Mendocino County hereby reports that it is prepared to issue, or cause to be issued, as of the date hereof, a Policy or Policies of Title Insurance describing the land and the estate or interest therein hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an Exception below or not excluded from coverage pursuant to the printed Schedules, Conditions and Stipulations of said Policy forms.

The printed Exceptions and Exclusions from the coverage and Limitations on Covered Risks of said Policy or Policies are set forth in Exhibit A attached. Copies of the Policy forms should be read. They are available from the office which issued this report.

Please read the exceptions shown or referred to below and the exceptions and exclusions set forth in Exhibit A of this report carefully. The exceptions and exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.

It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects and encumbrances affecting title to the land.

This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

Dated as of March 28, 2019 at 07:30 AM.

Steve Burlesci
Chief Title Officer

sburlesci@redwoodtitle.com

The form of policy of title insurance contemplated by this report is:

CLTA Standard 1990 Owners Policy

Underwritten by Old Republic National Title Insurance Company

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SCHEDULE A

1. The estate or interest in the land hereinafter described or referred to covered by this Report is:

a Fee

2. Title to said estate or interest at the date hereof is vested in:

My Nga Thi Vo, as Trustee of the Penland-Vo Survivor's Trust created UTD September 16, 2006

3. The land referred to in this report is situated in the State of California, County of Mendocino and is described as follows:

Beginning at the Northwest corner of the lot conveyed by Nancy J. Orr to William Murphy by Deed dated October 13th, 1897, recorded in Liber 72 of Deeds, Page 265, Mendocino County Records, and running thence Southerly along the West line of the land so conveyed to said Murphy 80 feet to the North line of the land conveyed by Charles Bartlett to E.T. Garner by Deed dated October 23th, 1911, recorded in Liber 125 of Deeds, Page 230, Mendocino County Records; thence Westerly along the North line of the land so conveyed to E.T. Garner 207 feet to the East line of School Street; thence Northerly along the East line of School Street 160 feet to the South line of the land now or formerly owned by Mrs. E.J. Foster; thence East along the South line of said land now or formerly owned by Mrs. E.J. Foster 200 feet to the Northwest corner of the land now or formerly owned by Charlotte Collins; and thence Southerly in a direct line to the point of beginning.

Being a portion of Lot Two (2) of Healey's Survey and Map of the Yokayo Rancho.

EXCEPTING THEREFROM that portion conveyed in the Deed executed by Ardis Roberts to Charlotte Collins recorded September 11, 1936 in Book 106, Page 474 of Official Records, described as follows:

Beginning at the Northeast corner of that certain lot of land described in deed made by Ester Michaelson to Ardis Roberts, dated July 11, 1936, recorded July 15, 1936 in Book 106 of Official Records, Page 335, Mendocino County Records, said point of beginning being the Northwest corner of the lot of land described in deed made by Orpha Banker to Charlotte Collins, dated October 1, 1927, recorded October 4, 1927 in Book 24 of Official Records, Page 286, Mendocino County Records; thence Westerly along the Northerly line of above mentioned lot so conveyed to Ardis Roberts, a distance of 40 feet; thence Southerly in a direct line to a point in the South line of said lot of Ardis Roberts, distant 40 feet Westerly from the Southwest corner of the lot of land described in a Decree of Distribution in the Matter of the Estate of William Patrick Murphy, deceased; thence Easterly along said Southerly line of the lot of Ardis Roberts 40 feet to the Southwest corner of said Murphy Estate; thence Northerly along the Westerly line of said Murphy Estate, and the Westerly line of the lot of Charlotte Collins to the point of beginning.

APN: 002-146-01

SCHEDULE B

At the date hereof exceptions to coverage in addition to the printed Exceptions and Exclusions in the said policy form would be as follows:

1. Taxes and assessments, general and special, for the fiscal year 2019 - 2020, a lien not yet due or ascertainable.
2. The lien of supplemental taxes, if any, assessed pursuant to the provisions of Section 75, et seq. of the Revenue and Taxation Code of the State of California.
3. Any facts, rights, interests or claims that may exist or arise by reason of matters, if any, disclosed by that certain Record of Survey filed March 8, 1983 in in Map Case 2, Drawer 40, Page 27 Mendocino County Records.
4. Terms and conditions contained in The Penland-Vo Family Trust dated September 15, 2006 and The Penland-Vo Survivor's Trust created UTD September 15, 2006
NOTE: The requirement that **BOTH**:
 - a. a Certification of Trust be furnished in accordance with California Probate Code Section 18100.5; and
 - b. a complete copy of the trust instrument(s), together with a statement that the trust has not been revoked or otherwise terminated, be furnished for this Company's review.The Company reserves the right to make additional exceptions and/or requirements upon review of either of the above.

END OF SCHEDULE B

INFORMATIONAL NOTES:

1. Taxes and assessments, general and special, for the fiscal year 2018 - 2019, as follows
Assessor's Parcel No.: 002-146-01
Code No.: 003-031
1st Installment: \$176.47, Paid
2nd Installment: \$176.47, Paid
2. NOTE: According to the public records, there have been no deeds conveying the property described in this report recorded within a period of 24 months prior to the date hereof except as follows:

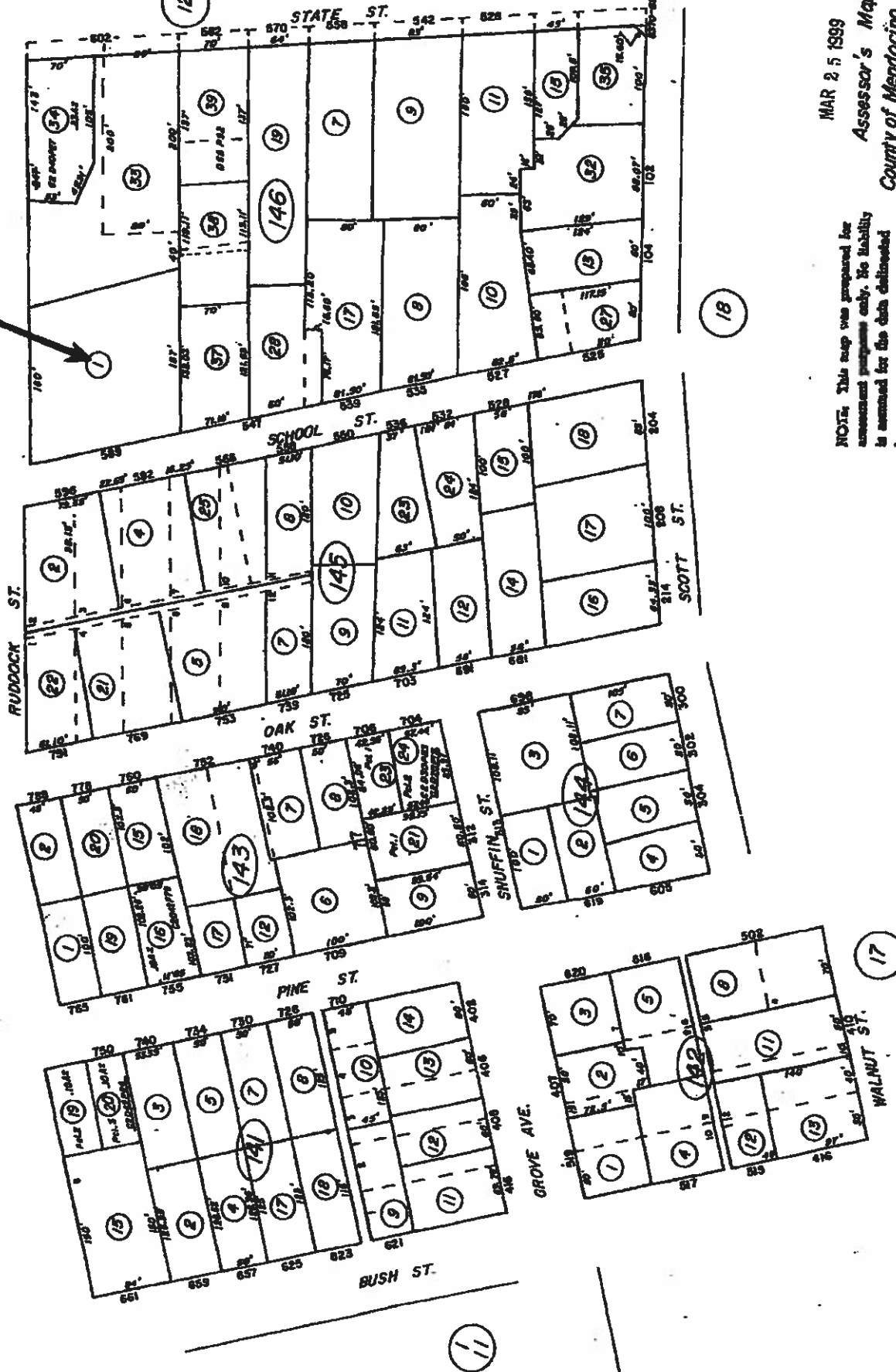
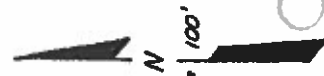
An Affidavit- Death of Trustee executed by My Nga Thi Vo, recorded May 15, 2018 as 2018-05567 of Official Records and re-recorded March 6, 2019 as 2019-02438 of Official Records

A Trustee's Deed executed by My Nga Thi Vo, as Trustee of the Penland-Vo Family Trust dated September 15, 2006 to My Nga Thi Vo, as Trustee of the Penland-Vo Survivor's Trust created UTD September 16, 2006, recorded May 15, 2018 as 2018-05568 of Official Records and re-recorded March 6, 2019 as 2019-02439 of Official Records

UKIAH CITY Bks. 76, 77, Bks. L, G Ukiah North Addition, Bk. 1 Cottage Addition

3-031

2-14



MAR 25 1939
Assessor's Map
County of Mendocino, Calif.
March, 1948

NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated herein.

Notice: This is neither a plat nor a survey. It is furnished merely as a convenience to aid you in locating the land indicated herein with reference to streets and other land. No liability is assumed by reason of any reliance hereon.

Ruddock St

Attachment 3a

Notes

Property is 589 N. School Street, Ukiah.

AP = 002-146-01

Utilities exist to the property. There is an existing sewer service and water service and gas line to the property that served a house that burned down.

There are no easements on the property. New easements will be created as needed along the existing utility lines.

The site is basically flat.

A portion of the site is in the FEMA 100 year floodplain per Panel 06045C1514F dated June 2, 2011. Flood depth is less than 1 foot on small portions of property. Base flood level = 627.0

Owner

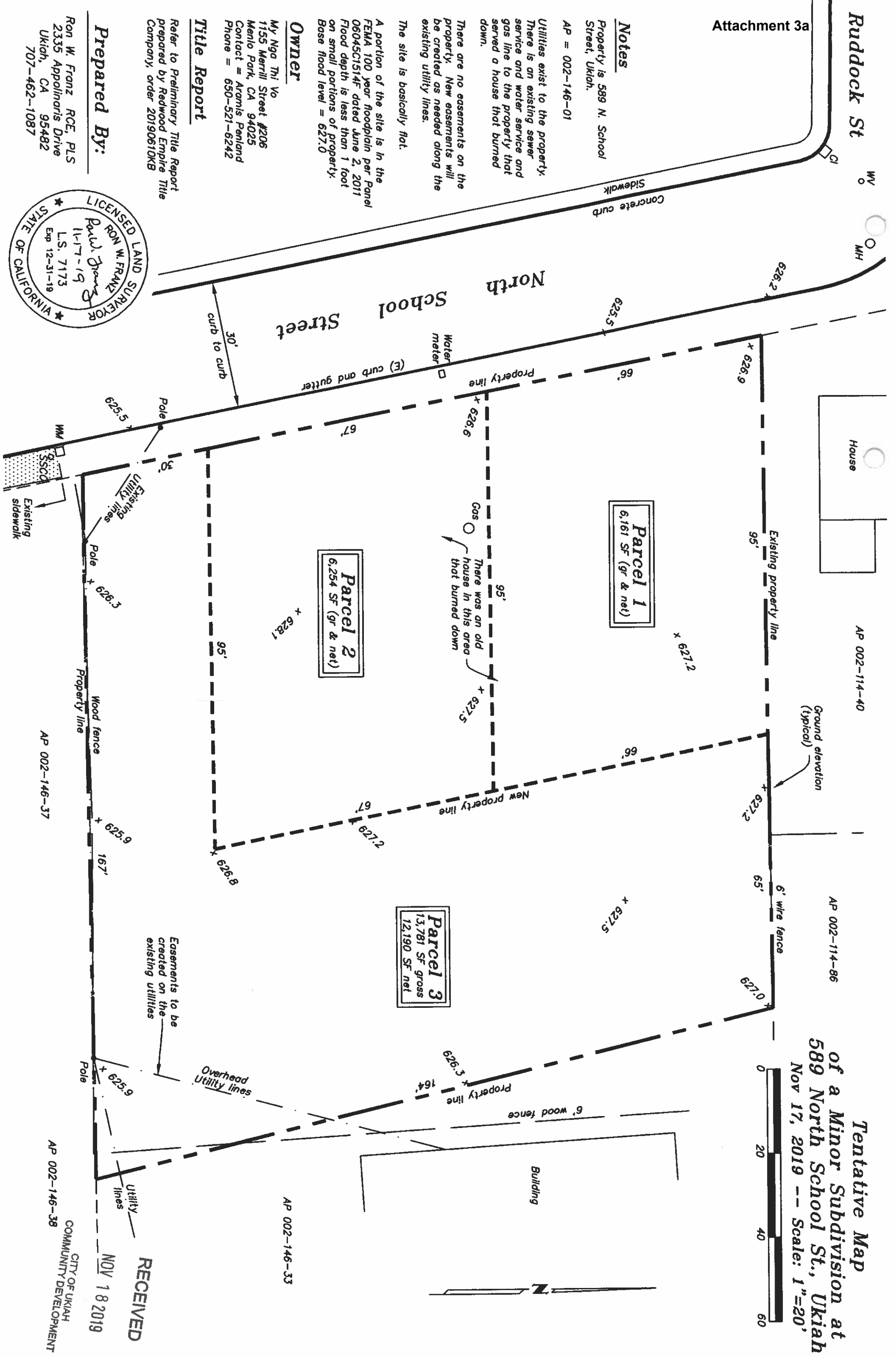
My Nga Thi Vo
1155 Merrill Street #206
Menlo Park, CA 94025
Contact = Aramis Penland
Phone = 650-521-6242

Title Report

Refer to Preliminary Title Report prepared by Redwood Empire Title Company, order 20190610KB

Prepared By:

Ron W. Franz RCE, PLS
2335 Appolinaris Drive
Ukiah, CA 95482
707-462-1087



Tentative Map
of a Minor Subdivision at
589 North School St., Ukiah
Nov 17, 2019 -- Scale: 1"=20'

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CITY OF UKIAH
COMMUNITY DEVELOPMENT

PROJECT REVIEW REFERRAL

Please provide comments by: December 5, 2019

The City of Ukiah Planning and Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. You are invited to comment on any aspect of the proposed project, including information required before you can finalize your comments and recommended conditions of approval for the project.

TO:

- | | |
|--|---|
| <p>Craig Schlatter, Director</p> <p>X Michelle Irace, Planning Manager</p> <p>Matt Keiser, City Building Official</p> <p>X Jarrod Thiele, City Public Works Dept.</p> <p>X Kevin Jennings, Fire Marshall</p> <p>Sean Kaeser, Ukiah Police Dept.</p> <p>Nancy Sawyer, Community Service Officer</p> <p>X Jimmy Lozano & Scott Bozzoli, Electrical</p> <p>Ukiah Municipal Airport Operations Manager,</p> <p>Greg Owen</p> <p>Airport Land Use Commission</p> <p>Mendocino County Air Quality</p> <p>Mendocino County Environmental Health</p> | <p>X Mendocino County Planning and Building</p> <p>Mendocino County Public Health</p> <p>Mendocino Transit Authority</p> <p>US Army Corps of Engineers</p> <p>Regional Water Quality Control Board</p> <p>CA Dept. of Fish and Wildlife</p> <p>CA Dept. of Transportation</p> <p>Sonoma State Northwest Information Center</p> <p>AT & T</p>
<p>PG & E (gas)</p> <p>X PG & E (Land Rights)</p> <p>Other:</p> |
|--|---|

FROM PROJECT PLANNER:

Mireya G. Turner, Associate Planner
mturner@cityofukiah.com
 (707) 463-6203

PROJECT INFORMATION:

Date Filed:	11-18-2019	Date Referred:	11/19/19
Prev. Projects on Site:		Resubmittal:	N/A
File #(s)	19-4992	Agent:	Ron Franz
Project Name:	Vo Temporary Parcel Map	Address:	2335 Appolinaris Drive
Site Location:	589 North School Street		Ukiah, CA 95482
APN:	002-146-01	Phone:	707 462-1087
Zoning:	R1	Email:	rfranz@comcast.net
General Plan:	Low Density Residential		

DESCRIPTION: The existing parcel is ±0.60 acres and is proposed to be subdivided into three parcels. Proposed Parcel 1 would be 6,161 sf, Parcel 2 would be 6,254 sf, and Parcel 3 would be 12,191 sf (net). No new development is proposed at this time.

ATTACHMENTS: Application, tentative map, parcel map, zoning map, Preliminary Title Report

Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

Name and Affiliation/Department (please print) _____

- ☐ No Comment
- ☐ Comments / Conditions of Approval Attached

Signature

Date

**** Please attach any Conditions of Approval with your response ****



PROJECT REVIEW REFERRAL

Please provide comments by: December 5, 2019

The City of Ukiah Planning and Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. You are invited to comment on any aspect of the proposed project, including information required before you can finalize your comments and recommended conditions of approval for the project.

TO:

X Craig Schlatter, Director X Michelle Irace, Planning Manager Matt Keiser, City Building Official X Jarrod Thiele, City Public Works Dept. X Kevin Jennings, Fire Marshall Sean Kaeser, Ukiah Police Dept. Nancy Sawyer, Community Service Officer X Jimmy Lozano & Scott Bozzoli, Electrical Ukiah Municipal Airport Operations Manager, Greg Owen Airport Land Use Commission Mendocino County Air Quality Mendocino County Environmental Health	X Mendocino County Planning and Building Mendocino County Public Health Mendocino Transit Authority US Army Corps of Engineers Regional Water Quality Control Board CA Dept. of Fish and Wildlife CA Dept. of Transportation Sonoma State Northwest Information Center AT & T PG & E (gas) X PG & E (Land Rights) Other:
---	--

FROM PROJECT PLANNER:

Mireya G. Turner, Associate Planner
mtturner@cityofukiah.com
 (707) 463-6203

PROJECT INFORMATION:

Date Filed: 11-18-2019 Prev. Projects on Site: File #(s): 19-4992 Project Name: Vo Temporary Parcel Map Site Location: 589 North School Street APN: 002-146-01 Zoning: R1 General Plan: Low Density Residential	Date Referred: 11/19/19 Resubmittal: N/A Agent: Ron Franz Address: 2335 Appolinaris Drive Ukiah, CA 95482 Phone: 707 462-1087 Email: rfranz@comcast.net
---	---

DESCRIPTION: The existing parcel is ±0.60 acres and is proposed to be subdivided into three parcels. Proposed Parcel 1 would be 6,161 sf, Parcel 2 would be 6,254 sf, and Parcel 3 would be 12,191 sf (net). No new development is proposed at this time.

ATTACHMENTS: Application, tentative map, parcel map, zoning map, Preliminary Title Report

Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

Name and Affiliation/Department (please print) Jimmy Lozano - Electric Utility Department

☐ No Comment

X Comments / Conditions of Approval Attached

Jimmy Lozano

11/19/2019

Signature

Date

**** Please attach any Conditions of Approval with your response ****



Comments / Conditions of Approval:

Hi Mireya,

Regarding the Project Referral for - Tentative Parcel Map, File 19-4992 at 589 North School Street.

Ukiah Electric Utility Department (EUD) has the following comments and/or requirements:

- 1) The property location is currently served from existing Overhead primary/secondary facilities and may require additional infrastructure to be installed as the parcels get developed in the future.
- 2) All future site improvements shall be submitted to the Electric Utility Department for review and comment. At this time, specific service requirements, service Voltage and developer costs and requirements will be determined.
- 3) There shall be an easement provided to the EUD for any electric service that transverses through the property and/or around any City owned Electric equipment.

Should they have any questions please call Jim Lozano at 467-5774

Thanks, Jimmy

Interoffice Memorandum



To: Mireya Turner, Associate Planner
From: Jarod Thiele, Public Works Management Analyst *JT*
Date: November 20, 2019
Re: PRC comments for Minor Subdivision File #19-4992 Located at 589 North School Street

The Department of Public Works has reviewed the above noted project and recommends the following conditions of approval for the minor subdivision:

1. The subject property lies within the 100-year flood plain. No fill material shall be allowed within the floodway if it encroaches onto the subject properties. Building permits for existing and new structures shall be subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements.
2. Street frontage improvements shall be constructed along North School Street, including the extension of curb, gutter and sidewalk to meet ADA requirements, and repair of any damaged curb. The sidewalk shall be constructed in accordance with improvement plans prepared by a Registered Civil Engineer and approved by the City Engineer. The applicant shall be responsible for the relocation or replacement of utilities as necessary to accommodate the construction of street frontage improvements. Public sidewalks located outside of the street right-of-way will require a sidewalk easement dedicated to the City.
3. Street trees shall be installed, spaced approximately every 30' on North School Street, within 5' of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer. Existing trees in unsatisfactory condition shall be replaced.
4. Each parcel shall be served individually upon the development of the parcel with appropriate public utilities required for the type of development within the parcel.
5. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. The plan shall include the detailed design of post-construction storm water best management practices (BMPs) in compliance with the City of Ukiah's Phase I Storm Water Permit and the Low Impact Development Technical Design Manual (LID Manual), in effect at the time of development. A Standard Urban Storm Water Mitigation Plan (SUSMP) shall be provided to support the design of the proposed drainage system.

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CITY OF UKIAH
COMMUNITY DEVELOPMENT

6. The project engineer shall provide direct oversight and inspection during project construction, with special attention to implementation of best management practices for sediment and erosion control, and the proper grading, installation, and landscaping of the stormwater BMPs. Upon completion of the work, a report shall be submitted by the project engineer to the Department of Public Works stating that the improvements have been completed in accordance with the approved plans and conditions of approval, shall function as intended, and all areas have been permanently stabilized to prevent sediment and erosion.
7. Maintenance and inspection of all post-construction best management practices (BMPs) are the responsibility of the property owner. In accordance with the LID Manual, a legally binding, signed maintenance agreement approved by the City of Ukiah is required for the proposed stormwater treatment areas and all post-construction BMPs, and shall be recorded prior to final approval of the building permit.
8. All areas of on-site circulation shall be paved with a minimum of 2 inches of AC on 6 inches base, concrete, or other surfacing as approved by the City Engineer. This includes all existing and proposed private driveways and parking areas.
9. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction costs.
10. All parcels of the proposed subdivision are subject to the payment of park fees pursuant to City Code Section 8400 et seq. Note that park fees are applicable to residential development.
11. The tentative map shall expire twenty-four (24) months from the date of its approval or conditional approval unless extended in accordance with the City of Ukiah Subdivision Ordinance and the Subdivision Map Act.
12. A Parcel Map shall be prepared and submitted to the City Engineer for review and approval, along with payment of all parcel map processing and review fees, and shall be prepared and recorded in a manner consistent with Ukiah Municipal Code requirements.
13. The Parcel Map submitted for recordation shall include all necessary easements or such easements shall be recorded by separate instrument.
14. All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Attention: Mireya G. Turner
Re: 589 N. School St.
Minor Subdivision application.

I / we are opposed to the proposed minor subdivision application of 589 N. School St. While not opposed to development of said property, dividing the property into three parcels is unreasonable. Two parcels is acceptable, keeping the property as one parcel is desirable.

Congestion, both traffic and populous would be horrific if approved and developed. Parking is already a problem on this section of School St.

Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

*Janet M. Dwyer
200 Rudder Avenue
Ukiah*

RECEIVED

JAN 31 2020

CITY OF UKIAH
COMMUNITY DEVELOPMENT

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

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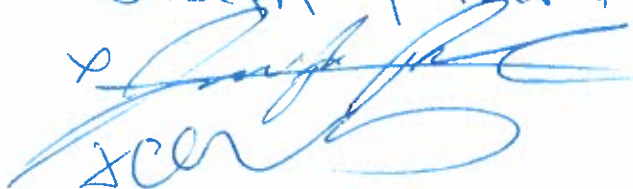
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Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

558 N. School Street

Joseph Parker & Chelsea Vieters

x 
x 

RECEIVED

JAN 31 2020

CITY OF UKIAH
COMMUNITY DEVELOPMENT

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

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Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

 539 B School Street.

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JAN 31 2020

CORRECTION

AGENT

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Attention: Mireya G. Turner
Re: 589 N. School St.
Minor Subdivision application.

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Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

Sharon Weller
Sharon Weller

PLEASE See Attached Addendum

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JAN 31 2020

CITY OF UKIAH
COMMUNITY DEVELOPMENT

Addendum

Further reasons we, as current homeowners on North School Street are opposed to minor subdivision of 589 North School Street:

- 1. Said parcel is located near the corner of N. School and Ruddock streets, a location where many young children play daily. Adding more traffic and parked vehicles on the street will further place children out of view of traffic coming around an already dangerous curve.**
- 2. Property is classified as a "Special Flood Hazard Area" by FEMA and;**
- 3. Subdividing property will add to current water runoff issue for adjacent property located on Orr Creek side.**
- 4. Current homes on the street only have space to accommodate 1 vehicle per driveway, forcing all remaining cars to park on the street. Adding more vehicles will further complicate parking for current residents.**
- 5. Further congestion denies current residents the charm of downtown Ukiah living.**

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JAN 31 2020

CITY OF UKIAH
COMMUNITY DEVELOPMENT

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Attention: Mireya G. Turner
Re: 589 N. School St.
Minor Subdivision application.

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Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

ELIZABETH J. SWANEY
Elizabeth J. Swaney
557 N. SCHOOL ST.
UKIAH, CA 95482

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JAN 31 2020

CITY OF UKIAH
CITY CLERK'S OFFICE

January 29, 2020

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Attention: Mireya G. Turner
Re: 589 N. School St.
Minor Subdivision application.

I / we are opposed to the proposed minor subdivision application of 589 N. School St. While not opposed to development of said property, dividing the property into three parcels is unreasonable. Two parcels is acceptable, keeping the property as one parcel is desirable.

Congestion, both traffic and populous would be horrific if approved and developed. Parking is already a problem on this section of School St.

Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

Jim + Diane Brown
Jim Brown
Diane Brown
596 N. School St.

RECEIVED

JAN 31 2020

CITY OF UKIAH
COMMUNITY DEVELOPMENT

Mireya Turner

From: David Spain <dspain58@me.com>
Sent: Monday, February 3, 2020 6:53 PM
To: Mireya Turner
Subject: 589 N School St. subdivision

Ms. Turner:

This email is in response to the proposed minor subdivision on 589 N. School St., directly across from where I presently reside at 582 N. School St. Although I understand the need for housing in Ukiah, the property in question should be kept as-is, an undivided lot, mostly due to the traffic and parking congestion along our section of School Street.

Three parcels would probably add at least six more cars to a street that is overrun with too many parked cars and is too narrow for the traffic already here. It is an absurd idea and the opposite of what should happen on this street. Notably, most of my neighbors have no garages and must park on the street, so adding three more homes would put an even greater burden on an area that needs less congestion, not more.

Please deny the application as presented.

Regards,

David Spain

582 N. School St. | Ukiah, CA 95482 | 707.489.3908

Mireya Turner

From: Trinity Hart <trinitysagehart@gmail.com>
Sent: Monday, February 3, 2020 8:00 PM
To: Mireya Turner
Subject: 589 N. School St. Subdivision Proposal

Ms. Turner:

This email is in response to the proposed subdivision application for 589 N. School St., directly across from where I presently reside at 582 N. School St. Although I understand the need for housing in Ukiah, the property in question should really be kept as-is, an undivided lot, mostly due to the traffic and parking congestion along our section of School Street.

Three parcels would likely add at least six more cars to a street that is overrun with too many parked cars and is too narrow for the traffic already here. It is an absurd idea and the opposite of what should happen on this street. Notably, most of my neighbors have no garages and must park on the street, so adding three more homes would put an even greater burden on an area that needs less congestion, not more.

Please take this concern into consideration and deny the application as presented, leaving this parcel suitable for one single-family home.

Sincerely,

Trinity Hart

582 N. School St. Ukiah, CA 95482 | 707-489-5849

Mireya Turner

From: Jessica Pearson <jrpearson707@gmail.com>
Sent: Monday, February 3, 2020 6:24 PM
To: Mireya Turner
Subject: 582 N. School St.

City of Ukiah
300 Seminary Ave
Ukiah, CA 95482

Attention: Mireya G. Turner
Re: 589 N. School St.
Minor Subdivision application.

We are opposed to the proposed minor subdivision application of 589 N. School St. While not opposed to the development of the said property, dividing the property into three parcels is unreasonable. Two parcels are acceptable, keeping the property as one parcel is desirable.

Congestion, both traffic and populous would be horrific if approved and developed. Parking is already a problem in this section of School St.

Although irrelevant, the applicant has never lived on the property or in Ukiah. They would not be aware of the problems that would arise if three houses were built on this single piece of property.

Please deny the application as presented.

Jessica and Nick Pearson
Home Owners
582 N. School Street
Ukiah, Ca 94482

February 3, 2020

Mireya Turner, MPA
Associate Planner
300 Seminary Avenue
Ukiah, CA 95482

Subject: Proposed Minor Subdivision at 589 N. School St., Ukiah, CA

Dear Mireya,

I am kindly writing this letter on behalf of my family, and my mother, My Nga Vo, who owns the property at 589 N. School St. in Ukiah, California. This letter is meant to provide some context from our family regarding our history with the property, why we would like to subdivide, as well as some comments we would like to respectfully share in response to complaints received by neighbors of the property. This letter is submitted to be added to the public record at your discretion.

My father, Norman Penland, was born in Talmage, California in 1923. At the age of 2, he moved with his mother to Ukiah to the 589 N. School St. property, which was passed down from my great grandparents to my grandmother and then to my father. My father spent the majority of his life, nearly 60 years, living on the property until he permanently relocated to the Bay Area in the 1980s. My sister and I were born shortly thereafter, though spent several summers or long weekends, along with my mother and father, in Ukiah and in the house that formerly stood on the property. I recall wading in the creek next door to the property, or going to a nearby park and climbing a rocket ship in the playground, or visiting the local Truck Stop for my favorite meal, as fond memories from my childhood. In 2005, my father had a major stroke that left him permanently disabled. My family, rather than send him to a senior citizen home, took care of him in our home for the next 13 years of his life until he passed in 2018. During this time period, despite his disabled condition, I remember driving my dad to Ukiah and pushing him around in his wheelchair to see the property one last time before he passed.

When my father relocated to the Bay Area, he had the intent of either moving his family back to Ukiah one day, or subdividing the property and selling it. As the years passed, when it became clear that we wanted to keep our permanent family home in the Bay Area, the intent to subdivide became the most practical option. Near the point that my father was going to act on this, he had his stroke, and with our focus on his health and significant medical needs, we did not move forward with the subdivision and selling process during the rest of his lifetime. After my father passed in 2018, and after a period of mourning, we have now decided to follow through on one of his original intents and subdivide the property.

I am conveying all of the above to hopefully provide the City of Ukiah, as well as neighbors of the property, some context as to who my family is and our relation to the property. In the neighbors' letters of complaint, there is a sentence that states "Although irrelevant, the applicant has never lived on the property or in Ukiah." Though my current nuclear family (my mother, my sister, and myself) did not live on the property in a permanent fashion, my father did for decades, and I do believe if some of the neighbors saw me, they might recognize the once 5 and 10 year old boy who would visit the property in the summers. It was my father's intent to subdivide the property, and thus we do not feel the neighbor's argument that we have no personal connection to the property, and would not understand the implications of a subdivision, are fair or warranted. My father knew that property better than anyone who has ever lived.

We understand that change can be disruptive, and are empathetic of the disruptions that might be caused by a process of subdivision and creation of three lots as proposed. We are grateful that in the neighbors' letters, that they would be accepting of a two-lot proposal. We wanted to clarify though, in case it is helpful in alleviating concerns, that the third lot in the three-lot proposal would be a flag lot placed in the back of the property. This third lot would not be directly located on N. School St. and it would include parking at the back of the property. We hope that this configuration would reduce some of the concerns

about the day-to-day disruption that a third lot, versus the two-lot proposal that the neighbors would be willing to accept, might bring. If anything, perhaps a family residing in the flag lot at the back of the property, would only perhaps drive a car in and out of the property a few times per day maximum, which would hopefully present minimal disruptions to the neighbors. As such, and in response to the neighbors' letters of complaint which states that "Congestion, both traffic and populous would be horrific if approved and developed," we truly hope that this third flag lot, as opposed to two lots, would not cause anywhere near the level of disruption being assumed, and that the disruption would be minimally felt and observed.

My mother received word of the February 4th public hearing just last week on January 28th, when she received a letter in the mail from the City of Ukiah. She immediately called me and my sister and we tried to see if there was any way we could attend the hearing in person, as we wanted to be there to share our views, and kindly answer any concerns brought up. Unfortunately, my mother has had significant health issues the last three months, including a major surgery and two-week hospitalization before Thanksgiving, as well as a diagnosis of lymphoma in her blood that has required intense treatment. As a result of this, my mother and sister, who is caring for her, are unable to travel to Ukiah to attend the public hearing. As for me, I live in Washington D.C. and work for the United States Agency for International Development (USAID), and was unfortunately unable to break work commitments to fly home on sudden notice to attend. We really wanted to be at this hearing, though unfortunately can't, and hope that this letter, if shared at the hearing, helps provide some of our thoughts in lieu of attendance.

One final thing I wanted to mention, for whatever its worth, is that my family are hard-working, honest-a-good people. My mother worked as a biologist for decades trying to develop cures to diseases such as cancer, my sister worked at the UC Berkeley, and I work for USAID helping the poorest of the poor around the world. We are not a wealthy family, and are hoping that the money raised from selling the subdivided N. School St. property will be the primary source of funds for my mother's retirement, especially if her health condition and medical treatment costs escalate.

Thank you again to the City of Ukiah for working with us throughout this subdivision process. Thank you also to the neighbors for your understanding of the details we are providing, which we hope are helpful. We are happy to answer any other questions anyone might have.

Sincerely,



Aramis Penland



My Nga Vo

**CITY OF UKIAH
City Engineer Public Hearing MINUTES
Conference Room #3
300 Seminary Avenue
Ukiah, CA 95482
February 4, 2020
10:00 a.m.**

STAFF PRESENT

Tim Eriksen, City Engineer
Jason Benson, PE, Senior Engineer
Michelle Irace, Planning Manager
Mireya G. Turner, Associate Planner

OTHERS PRESENT

Jerry Baarsch

1. CALL TO ORDER

City Engineer Tim Eriksen called the meeting to order at 10:02 a.m. in Conference Room No.3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

City Engineer Time Eriksen presiding.

2. SITE VISIT VERIFICATION

Staff confirmed.

3. APPROVAL OF MINUTES

a. The Minutes of January 17, 2019.

City Engineer Tim Eriksen approved the January 17, 2019 minutes, as submitted.

4. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is February 14, 2020 at 5:00 p.m.

5. VERIFICATION OF NOTICE

Staff confirmed.

6. PUBLIC HEARING

a. Request for approval of a Minor Subdivision to split the existing ±0.60-acre (26,136 sf) Parcel into Three Parcels at 589 North School Street; APN 002-146-01. Proposed: Parcel 1: (6,161 sf gross & net), Parcel 2 (6,254 sf gross & net), and Parcel 3: (13,781 sf gross, 12,190 sf net); File 19-4992

Presenter: Associate Planner Mireya G. Turner.

Note: Page 3 of the Staff Report mistakenly reports the project was sent to the County of Mendocino Transportation Department for review. It should read, "County of Mendocino Planning and Building Department".

PUBLIC HEARING OPENED: 10:10 A.M.

Speakers: Jerry Baarsch

PUBLIC HEARING CLOSED: 10:13.M.

City Engineer Tim Eriksen approved a Minor Subdivision to split the existing ±0.60-acre parcel into three parcels at 589 North School Street with Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 10:15 a.m.

Michelle Irace, Planning Manager

ATTACHMENT 1

**DRAFT FINDINGS
MINOR SUBDIVISION
589 NORTH SCHOOL STREET; APN 002-146-01
FILE NO: 19-4992**

The following findings are supported by and based on information contained in the Staff Report, the application materials and documentation, and the public record:

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
2. The parcels established as a result of this Minor Subdivision are consistent with the General Plan Low Density Residential (LDR) land use designation.
3. The proposed Minor Subdivision and Tentative Map, as conditioned, complies with the requirements of the Single-family Residential (R-1) zoning district.
4. The Minor Subdivision and Tentative Map will create three lots which are appropriate for the surrounding area and land uses based on the following:
 - a. Proposed parcels and use are consistent with the requirements of the Single-family Residential zoning district.
 - b. Proposed parcels will have access directly onto a public street and utilities are available to serve the site.
 - c. Proposed parcels will be located within a developed residential area, surrounded by residential and commercial development.

Public Notice. A notice of public hearing was provided in the following manner:

- Mailed to neighboring property owners on January 22, 2020
- Posted on the subject project parcel and in the glass case located at 300 Seminary Avenue on January 23, 2020
- Published in the Ukiah Daily Journal on January 23, 2020.

ATTACHMENT 2

**DRAFT CONDITIONS OF APPROVAL
MINOR SUBDIVISION
589 NORTH SCHOOL STREET; APN 002-146-01
FILE NO: 19-4992**

Approval is granted for the Minor Subdivision based on the application submitted to the Community Development Department received November 18, 2019, and as shown on the Parcel Map dated November 19, 2019 contained therein, except as modified by the following Conditions of Approval:

City of Ukiah Special Conditions

1. All fees related to the Minor Subdivision application must be paid prior to the final approval and the recordation of the Parcel Map.
2. Prior to issuance of building permits, a copy of the recorded Parcel Map shall be provided to the Community Development Department.
3. An address assignment or address change application shall be submitted to the Community Development Department.
4. Future proposed development will be subject to Community Development Department review and will likely require additional planning and building permits.
5. In the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.

City of Ukiah Standard Conditions

6. This approval is not effective until the 10-day appeal period applicable to this Minor Subdivision Map has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
7. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the

City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.

8. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
9. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.

Public Works Department Conditions

10. The subject property lies within the 100-year flood plain. No fill material shall be allowed within the floodway if it encroaches onto the subject properties. Building permits for existing and new structures shall be subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements.
11. Street frontage improvements shall be constructed along North School Street, including the extension of curb, gutter and sidewalk to meet ADA requirements, and repair of any damaged curb. The sidewalk shall be constructed in accordance with improvement plans prepared by a Registered Civil Engineer and approved by the City Engineer. The applicant shall be responsible for the relocation or replacement of utilities as necessary to accommodate the construction of street frontage improvements. Public sidewalks located outside of the street right-of-way will require a sidewalk easement dedicated to the City.
12. Street trees shall be installed, spaced approximately every 30' on North School Street, within 5' of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer. Existing trees in unsatisfactory condition shall be replaced.
13. Each parcel shall be served individually upon the development of the parcel with appropriate public utilities required for the type of development within the parcel.
14. Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. The plan shall include the detailed design of post-construction storm water best management practices (BMPs) in compliance with the City of Ukiah's Phase I Storm Water Permit and the Low Impact Development Technical Design Manual (LID Manual), in effect at the time of development. A Standard Urban Storm Water Mitigation Plan (SUSMP) shall be provided to support the design of the proposed drainage system.
15. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction costs.
16. All parcels of the proposed subdivision are subject to payment of park fees pursuant to City Code Section 8400 et seq. Note that park fees are applicable to residential development.

17. The tentative map shall expire twenty-four (24) months from the date of its approval or conditional approval unless extended in accordance with the City of Ukiah Subdivision Ordinance and the Subdivision Map Act.
18. A Parcel Map shall be prepared and submitted to the City Engineer for review and approval, along with payment of all parcel map processing and review fees, and shall be prepared and recorded in a manner consistent with Ukiah Municipal Code requirements.
19. The Parcel Map submitted for recordation shall include all necessary easements or such easements shall be recorded by separate instrument.
20. All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.

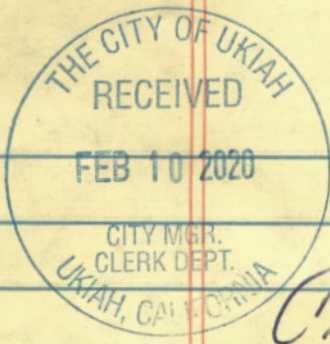
Electric Utility Department Conditions

21. This property location is currently served from existing overhead primary/secondary facilities and may require additional infrastructure to be installed as the parcels get developed in the future.
22. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At this time, specific service requirements, service voltage and developer costs and requirements will be determined.
23. There shall be an easement provided to the EUD for any electric service that transverses through the property or around any City owned Electric equipment.

Pacific Gas & Electric Company General Conditions

24. PG&E does not provide depth information about our existing electric and gas facilities (i.e gas main and services, etc). Underground facilities are generally 24" to 36" deep. However, the depths may have changed due to street reconstruction and general area changes. If, after receiving our maps, you determine depth information is needed to better plan future street improvements, you should pothole or take appropriate action as needed.

Before you start any trenching on your project, please call Underground Service Alert (USA) at 811 at least 48 hours prior to any excavation, to have your work area marked for underground facilities. Call USA (811) to obtain exact location of facilities and pothole to verify depth of our lines (if required). Please note that a standby PG&E employee is required during any excavation within 10 feet of a gas transmission line. If you discover a conflict or if you determine our facilities need to be lowered/raised, please contact your PG&E Representative, file an application online at www.pge.com/customerconnections, or call 877-743-7782.



FEB. 10, 2020

City of Ukiah

City of Ukiah code 1203, Appeal

Re: Appeal of Public Works Directors
Decision To Approve minor
Subdivision in The Block of 500
N. School St., Ukiah, Ca.

ON Behalf of the property
Owners And Tenants of the
500 Block of N. School And Surrounding
Areas, And myself, I Am Appealing
The Public Directors decision to approve
a minor subdivision on N. School
St.

The Letters of opposition on file,
And many more concerned neighborhood
residents Are concerned what effects
A minor subdivision would have. We
Believe a sound compromise is outlined
in The Submitted Letters.

Respectfully Submitted

Juno Brown
City of Ukiah
Council member.

Additional Concerns:

1) A minor subdivision in this location, would decrease property values for nearby property owners.

Property owners should have the right to protect property values.

2) Flooding in this area is a concern. Three houses on this lot may increase the probability of flooding.

My name is Quelani Penland, I am from Berkeley, CA. I am the daughter of Norman Penland, who passed away two years ago, and my mother, My Nga Vo. I am here to represent and show my support for my parents and their plans for the parcel on 589 N. School St. My mother expresses her regret that she could not attend tonight's meeting. In October she was diagnosed with a chronic disease, which sometimes makes travel difficult.

It was my father's wish to subdivide the property into lots and sell the the empty lots. Since his passing, we are moving forward with his wish. At this time, there is no plan for our family to build on these lots. The plan for our family is only to sell the empty lots.

We want to thank the City of Ukiah for their assistance guiding our family and our surveyor, Ron Franz, through the subdivision process and making sure our proposal meets the city requirements. We also want to thank the City Council in taking the time to review this subdivision proposal, as well as considering the concerns of the neighbors. In addition, we want to express that we understand and respect the right for the neighbors to address their concerns. Mr. Brown has shared with my family some of the neighbors' concerns and we thank you for reaching out. It has given us an additional awareness of our neighbors' concerns and the different ways development can impact a neighborhood. *It may be possible some of these concerns like noise, parking can be addressed via city ordinances or are already.*

However, in the end, our family's goal is to move forward with our father's wish to subdivide and sell the empty lots. We hope that in the long run it will be beneficial to the community to no longer have an empty lot there, and to have folks living on that property once again. *In conclusion,* ~~Again,~~ we would like to thank the City of Ukiah for helping us through the subdivision process and helping us through the different city requirements.

- Planning Committee Mtg
- March 25
- 6 PM

March 30, 2020

City of Ukiah
Planning Manager
planning@cityofukiah.com
300 Seminary Avenue
Ukiah, CA 95482

RE: Minor Subdivision Application
589 N School St, Ukiah, CA 95482
APN: 002-146-01
File Number: 19-4992

Community Development and Planning Department,

This letter is in support of the proposed subdivision at 589 N School St, as proposed. Please add this to the file for the record.

The current parcel is ± 0.60 acres at 26,136 sf. The proposed Parcel 1 is 6,161 sf, Parcel 2 is 6,254 sf, and Parcel 3 is 13,781 sf. All of the lots exceed the City's Zoning Code for R-1 parcel size requirements of 6,000 sf. It is also in accord with the City's Housing Element of the General Plan which allows 7 dwelling units maximum per acre of density requirements.

The City's land use policy has long opposed sprawl onto unincorporated and especially ag lands, and has encouraged infill development as the responsible approach to growth. For more than twenty-five years through community workshops and City Council approved initiatives the City has made it a General Plan Goal to increase density in the core of Ukiah and support infill development which reduces automobile use and promotes a more walkable, bikeable community.

With the well-recognized housing crisis so frequently in the news and the topic of conversations throughout the valley, this proposed subdivision is a poster child for these important infill growth policies and should be encouraged in all our residential neighborhoods, not opposed.

Respectfully,



Alan Nicholson
P.O. Box 577
Talmage, CA. 95481
707. 972. 8879

**DRAFT FINDINGS
MINOR SUBDIVISION
589 NORTH SCHOOL STREET; APN 002-146-01
FILE NO: 19-4992**

The following findings are supported by and based on information contained in the Staff Report, the application materials and documentation, and the public record:

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
2. The parcels established as a result of this Minor Subdivision are consistent with the General Plan Low Density Residential (LDR) land use designation.
3. The proposed Minor Subdivision and Tentative Map, as conditioned, complies with the requirements of the Single-family Residential (R-1) zoning district.
4. The Minor Subdivision and Tentative Map will create three lots which are appropriate for the surrounding area and land uses based on the following:
 - a. Proposed parcels and use are consistent with the requirements of the Single-family Residential zoning district.
 - b. Proposed parcels will have access directly onto a public street and utilities are available to serve the site.
 - c. Proposed parcels will be located within a developed residential area, surrounded by residential and commercial development.



DATE: August 7, 2020
TO: Planning Commission
FROM: Mireya G. Turner, Planning Manager
SUBJECT: Update to Consideration of Draft Objective Development and Design Standards for New Residential Development, including duplexes, triplexes, four-plexes, and multi-family projects with five or more units, and recommendation to City Council

ATTACHMENTS

1. Draft Minutes of the July 22, 2020 Planning Commission meeting
2. Ukiah Valley Fire Authority Comments
3. Public Review Draft of proposed Objective Development and Design Standards

SUMMARY

At the July 22, 2020 Planning Commission meeting, the Commission requested Staff research and return with answers to three questions. The Commission voted to approve consensus on their comments to the City Council, but declined to consider a recommendation for the Council, pending the report from Staff. Following is this report, including Staff's recommendation that Planning Commission recommend City Council approve the Objective Development and Design Standard. The draft Minutes of the meeting are included as **Attachment 1**.

STAFF ANALYSIS

The Planning Commission requested answers to the following three questions. Staff's response follows each question, in italics.

1. Was the Ukiah Valley Fire Authority included in the agency review of the Objective Standards?

*The draft Objective Standards was sent to the Ukiah Valley Fire Authority. Their comments are included as **Attachment 2**.*

2. Is Section 14.a.4.b, "Carports shall be located no more than 50 feet from the dwelling units they serve," consistent with the draft Flexible Parking Standards?

The draft Flexible Parking Standards includes three options, and the

Staff Report
Object Development and Design Standards



implementation of AB 744, to improve affordability of multi-family residential development through relaxation of current parking standards. These options are as follows:

Maximums in Lieu of Minimums – placing a maximum number of allowed parking spaces, rather than requiring a minimum number of spaces;

Unbundled Parking – the practice of selling or leasing parking spaces separate from the purchase or lease of the residential use;

AB 744 – a State law signed in 2015, reduces number of required parking spaces for affordable housing development in areas with easy and convenient access to public transportation. The Ukiah Municipal Code allows for a reduction of up to 20% of total required parking spaces for affordable housing projects;

Reduction in Residential Parking Minimums – reduces the number of minimum spaces required per dwelling unit and by type of housing.

The Flexible Parking Standards do not address carports. The Ukiah Municipal Code does not require carports over parking spaces for residential development. The standard of a maximum distance of a carport to its corresponding dwelling unit does not present a conflict with the draft Flexible Parking Standard options.

3. Is Section 14 b.1, “Guest Parking. A minimum of three guest parking spaces shall be provided for every six dwelling units,” consistent with the draft Flexible Parking Standards?

Maximums in Lieu of Minimums – By requiring a minimum number of parking for guests, and requiring a maximum of total parking spaces, the number of spaces reserved for guests could encroach on the number of spaces allotted for residents.

Unbundled Parking – Selling or leasing parking spaces would not affect requiring guest parking spots.

AB 744 – It is not clear if the reduced total of required parking spots would include the guest parking totals. There could be a conflict.

Reduction in Residential Parking Minimums – This does not address guest parking spaces. There could be a conflict.

RECOMMENDATION

Staff recommends the Planning Commission review and approve a recommendation of approval of the proposed Objective Development and Design Standards, to the City Council.

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
Regular Meeting
Held remotely via GoTo Meeting
July 22, 2020
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission met at a Regular Meeting on July 22, 2020, having been legally noticed on July 17, 2020. Chair Christensen called the meeting to order at 6:00 p.m.

CHAIR CHRISTENSEN PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Ruth Van Antwerp, Linda Sanders, Mike Whetzel, Mark Hilliker, and Chair Laura Christensen; **Staff Present:** Craig Schlatter, Community Development Director and Mireya Turner, Interim Senior Planner.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Christensen.

4. APPROVAL OF MINUTES

a. Approval of Minutes of the June 10, 2020 Regular Meeting

Motion/Second: Commissioners Hilliker/Whetzel approved the Minutes of the June 10, 2020 Regular Meeting, carried the following roll call vote: AYES: Van Antwerp, Whetzel, Hilliker, Sanders and Chair Christensen, NOES: None ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

No matters eligible for appeal were heard.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comment was received.

7. SITE VISIT VERIFICATION

Site visit verification was not required.

8. VERIFICATION OF NOTICE

Confirmed by Staff.

9. PLANNING COMMISSIONERS' REPORT

Presenter: Chair Christensen.

10. PLANNING COMMISSION DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

11. CONSENT CALENDAR

There were no Consent items.

12. NEW BUSINESS

- a. Consideration of Draft Objective Development and Design Standards for New Residential Development, including duplexes, triplexes, four-plexes, and multi-family projects with more than five units, and recommendation to City Council

Interim Senior Planner Mireya Turner presented the staff report.

After discussion, the Commission expressed consensus on the following comments:

- Add/modify language to clarify and differentiate between 10.a.3 Landscaping, and 11.b.3 Site Landscaping
- Modify 11.b.4 to read as follows, "In addition to the Exterior Lighting standards in Subsection (A)(15), public open space areas shall incorporate accent lighting. Accent lighting may include string lighting in trees or crisscrossed over pedestrian area via, courtyards, or plazas; ~~tree-up-lighting~~; lighting in fountains; or lighting of significant structures or architectural design features."
- Modify B.7.c.1 Roof Design and Materials, to read as follows, "Non-reflective standing seam metal roofs in shades of tan, brown, black, *light blue, red, and green.*"

Motion/Second: Commissioners Hilliker/Whetzel approved the comments listed above; carried by the following roll call vote: Van Antwerp, Whetzel, Hilliker, Sanders and Chair Christensen, NOES: None ABSENT: None. ABSTAIN: None.

The Planning Commission continued the item to a future meeting, to allow time for staff to research questions posed by the Commission.

13. UNFINISHED BUSINESS

There were no items to consider.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:36 p.m.

Mireya G. Turner, Interim Senior Planner

Mireya Turner

From: Ian Broeske
Sent: Monday, August 3, 2020 7:23 PM
To: Mireya Turner
Subject: Re: Objective Design and Development Standards

Mireya,

The only thing I would comment on is signage and access. We have verbiage in the safety section of the city code on address signage and access.

Here are the codes from the city.

Not sure how you would like to word them in your handout.

Section appendix D, section D102.1, of the California fire code is amended by adding subsection D102.2.

Section D102.2 – Obstruction And Control Of Fire Apparatus Access.

General. The required width of any fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances established under appendix D shall be maintained at all times. No owner, lessee of the land or proprietor, partner, officer, director, manager, or agent of any business or other activity carried on upon the land shall, after receiving notice thereof, permit or otherwise allow, and no person shall cause any activity, practice or condition to occur or exist, or continue to exist, upon said land which shall lessen, obstruct or impair the access required under this code.

Entrances to roads, trails or other accessways which have been closed with gates and barriers in accordance with section D103.5 shall not be obstructed by parked vehicles.

(Ord. 898, §1, adopted 1990; Ord. 960, §1, adopted 1995; Ord. 1018, §1, adopted 1999; Ord. 1102, §1, adopted 2007)

Section 505.1, Address Identification, of Chapter 5 is hereby amended to read as follows:

Section 505.1 Address Identification. Approved numbers and/or addresses shall be placed and maintained on all new and existing buildings and at appropriate additional locations as to be plainly visible and legible from the street or roadway fronting the property from either direction of approach. Said number, or address shall contrast with its background and shall meet the minimum standards as to size: 4" high with a 0.5" stroke for residential buildings, 6' high and a 0.5" stroke for commercial and multi-residential buildings, 12" high with a 1" stroke for industrial buildings. Additional numbers shall be required where deemed necessary by the fire code official, such as rear access doors, building corners, and entrances to commercial centers. The fire code official may establish different minimum sizes for numbers for various categories of projects.

Section 505.4 is hereby added to read as follows:

Section 505.4 – Map Directories. A lighted directory map, meeting current fire department standards, shall be installed at each driveway entrance to multiple unit residential projects and mobile home parks constructed after January 1, 2011, where the numbers of units in such projects exceed 15.

Section 505.5, Response Map Updates, of Chapter 5 is hereby added to read as follows:

Section 505.5 Response Map Updates. Any new development, which necessitates updating of emergency response maps by virtue of new structures, hydrants, roadways or similar features, shall be required to provide map updates in a format (PDF and / or CAD format as approved by the fire code official) or compatible with current department mapping services, and shall be charged a reasonable fee for updating all response maps associated with this development.

Thanks,

Ian Broeske
Acting Fire Marshal / Fire Investigator

Ukiah Valley Fire Authority
1500 South State Street
Ukiah, CA 95482-6709
C) 707-380-4811
P) 707-462-7921
F) 707-462-2938
ibroeske@cityofukiah.com
<http://www.cityofukiah.com/uvfa-who-we-are/>

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On Aug 3, 2020, at 8:58 AM, Mireya Turner <mturner@cityofukiah.com> wrote:

<ODDS_Public Review Draft.pdf>



Objective Design and Development Standards

FOR NEW RESIDENTIAL CONSTRUCTION

Revised Public Review Draft – June 18, 2020

Informational Icons



The following design and development standards with the leaf logo indicate alignment with sustainability practices.



The following design and development standards with the law enforcement logo indicate alignment with Crime Prevention Through Environmental Design (CPTED) practices.

California is in the midst of a housing crisis in which communities throughout the State are challenged with accommodating their fair share of housing production. The housing shortage has prompted the State legislature and Governor to enact new laws requiring cities and counties to streamline housing approval by establishing a by-right, ministerial approval process for all new residential construction, excluding single-family homes. Key to ministerial approval is the replacement of subjective design guidelines and discretionary review with objective design standards and ministerial approval.

In October of 2019, the City of Ukiah adopted an updated Housing Element for the 2019-2027 planning cycle. This update brought about substantive changes in format and content from the previously adopted Element to address the multitude of State law changes. Following Housing Element adoption, Ukiah has prepared objective design standards that remove barriers to and reduce costs for new residential construction, excluding single-family homes, while still protecting the residential character of its neighborhoods.

A. Development Standards.

1. Setbacks.

- a. **Front.** The front setback shall comply with the base zone front setback requirements.
- b. **Setback Landscaping.** Areas between the required setback and street improvements shall be landscaped per the landscaping requirements in Subsection (A)(11).
- c. **Side (Interior).**
 - (1) **Minimum Side Setbacks.** There is no minimum interior side setback, provided that structures comply with the Building and Fire Code standards for structure separation.
 - (2) **Zero Setback.** If zero setbacks are proposed, the side setback opposite the zero setback shall be a minimum of five feet.
- d. **Rear.** The rear setback shall comply with the base zone rear setback requirements.

- 2. **Property Access.** There shall be vehicular access from a dedicated and improved street, easement, or alley to off-street parking areas.

- 3. Street Frontage.** Every primary residential structure shall have frontage on a public street or an access-way which has been approved for residential access by the City.
- 4. Structure Orientation.** Structures shall incorporate site design that reduces heating and cooling needs by orienting structures (both common facilities and dwelling units) on the parcel to reduce heat loss and gain, depending on the time of day and season of the year. 🌿
- 5. Structure Height.** Structure height shall comply with the base zone maximum allowable height.
- 6. Alternative Energy Applications.** All structures shall be designed to allow for the installation of alternative energy technologies including but not limited to active solar, wind, or other emerging technologies, and shall comply with the following standards: 🌿
 - a.** Installation of solar technology on structures such as rooftop photovoltaic cell arrays shall be installed in accordance with the State Fire Marshal safety regulations and guidelines.
 - b.** Roof-mounted equipment shall be located in such a manner so as to not preclude the installation of solar panels.
- 7. Utility Lines.** All utility lines from the service drop to the structure shall be placed underground.
- 8. Mail and Package Delivery Location.** For multi-family development projects greater than four dwelling units, mailboxes and package delivery areas shall be in locations that are visible by residents at the interior of a structure entrance, elevator lobby, or stairwell. 🗑️
- 9. Primary Entrances.**
 - a. Entry Lighting.** All primary structure entrances shall include dusk to dawn lighting for safety and security per Subsection A(15). 🗑️
 - b. Interior-Facing Structures.**
 - (1)** The primary entrance of each interior-facing structure shall be oriented toward paseos, courtyards, pathways, and active landscape areas.
 - (2)** For safety, units not facing the street shall be oriented to provide visual access to entryways, pedestrian pathways, recreation areas, and common facilities from dwelling units. 🗑️
 - c. Street-Facing Structures.** Structures at the street shall have a front entry oriented to the street.
- 10. Open Space.** The following development standards apply to multi-family developments greater than four dwelling units.
 - a. Public Open Space.**
 - (1) Public Open Space.** Not less than 10 percent of the gross acreage of the total project shall be set aside as public open space to allow for active and passive recreation opportunities and that includes shading elements to benefit all residents of the project. Open space ownership and maintenance shall be the responsibility of the property owner(s).
 - (2) Connections.** Public open space areas shall be directly connected to all interior space areas (i.e., community room, recreation room, exercise center), trash and recycling enclosures, laundry facilities (if applicable), structure entrances, parking areas, and mail delivery areas by pedestrian-oriented pathways.

- (3) Landscaping.** A minimum of 15 percent of the required public open space shall be landscaped with materials and plantings consistent with the standards in Subsection (A)(11) (Landscaping) and the subject parcels underlying base zone landscaping requirements.
- (4) Lighting.** In addition to the Exterior Lighting standards in Subsection (A)(15), public open space areas shall incorporate accent lighting. Accent lighting may include string lighting in trees or crisscrossed over pedestrian area via, courtyards, or plazas; tree up-lighting; lighting in fountains; or lighting of significant structures or architectural design features.
- (5) Public Gathering Space.** Public open space areas shall include a minimum of two of the following public gathering spaces:
 - a) Patio seating area for a minimum of eight people. Patio seating can be fixed chairs and tables, table/bench combination, or landscape materials (i.e., slabs of stone or rock);
 - b) Water feature in the form of a fountain, bubblers, or water play pad;
 - c) BBQ area no smaller than 200 square feet with a minimum of three BBQs and tables; or
 - d) Pedestrian plaza no smaller than 200 square feet with a minimum of four benches.
- (6) Recreation Facilities.** A maximum of 25 percent of the required public open space area may be paved for recreation facilities including but not limited to basketball courts, tennis courts, common playground, or swimming pools.

b. Private Open Space.

- (1) Ground Floor Units.** Each ground floor dwelling unit shall include a minimum of 80 square feet of private open space in the form of a covered or uncovered patio to allow for light, air, and privacy.
- (2) Above Ground Floor Units.** Each above ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a terrace, balcony, or rooftop patio to allow for light, air, and privacy.

11. Landscaping.

- a. Landscaping Plans.** Existing features, such as trees, creeks, and riparian habitats shall be incorporated into landscaping plans.

b. Site Landscaping.

- (1)** All street trees shall be planted consistent with the Standard Planting Detail on file with the City Engineer.
- (2)** Vegetation (i.e., bushes, shrubs, flowers) shall be maintained at a height of no more than three feet when located adjacent to pedestrian pathways and building facades and placed in such a manner that does not obstruct lighting. 🌿
- (3)** In addition to the landscaping standards associated with the subject parcels underlying base zone, multi-family development projects greater than four dwelling units shall include a minimum of 20 percent onsite landscaping.

c. Landscaping Plant Selection.

- (1)** Landscape planting shall consist of at least 75 percent native, drought-tolerant plants and/or flowering plants. 🌿

- (2) All tree plantings shall be equivalent to a 15-gallon container or larger.
- (3) Street trees shall be selected from the approved species on the Ukiah Master Tree List – Required Street Tree List.

12. Personal Outdoor Storage Spaces. A minimum of 10 square feet (80 cubic feet) of personal outdoor storage space shall be provided for each dwelling unit. Personal outdoor storage areas shall be covered and able to be locked.

13. Bicycle Parking.

- a. Class I Bicycle Parking.** One Class I bicycle parking space (i.e., bicycle locker) is required for every 15 dwelling units. The Class I bicycle space shall be located within or directly adjacent to the required public open space area.
- b. Class II Bicycle Parking.** For multi-family development projects greater than four dwelling units, one Class II bicycle parking space (i.e., inverted U-rack, ribbon rack, wave rack) is required for every three dwelling units. The Class II bicycle space shall be located within or directly adjacent to the required public open space area.

14. Parking and Circulation.

a. Parking Areas.

(1) Parking Lot Design and Location.

- a) Parking is prohibited within required sight distance areas.
- b) Multi-family development projects greater than 15 dwelling units shall not site more than 50 percent of the total parking stalls in a single parking area.
- c) Multi-family development projects greater than four dwelling units shall not provide parking areas between the building(s) and the primary street frontage.
- d) Parking areas within a site shall be internally connected and use shared driveways.

(2) Parking Lot Landscaping. The following development standards apply to multi-family developments greater than four dwelling units.

- a) Parking areas with 12 or more parking stalls shall have a tree placed between every four parking stalls with a continuous linear planting strip, rather than individual planting wells, unless infeasible.
- b) Parking areas shall provide shade trees in landscaped areas and along pedestrian pathways. Parking areas shall be designed to provide a tree canopy coverage of 50 percent over all paved areas within 10 years of planting.
- c) Parking areas shall use concrete curbing or raised planting areas to protect landscaped areas from encroaching vehicles.
- d) At least 75 percent of parking lots trees shall be deciduous species.

(3) Parking Lot Lighting. The following development standards apply to multi-family development projects greater than four dwelling units.

- a) Parking lots shall include pole mounted lighting that shall be no more than 16 feet in height.
- b) Parking lot lighting shall be directed downward to minimize glare.

(4) Carports.

- a) Carports shall be reserved for vehicles and shall not be used as storage space.

- b) Carports shall be located no more than 50 feet from the dwelling units they serve.

b. Required Parking.

- (1) Guest Parking.** A minimum of three guest parking spaces shall be provided for every six dwelling units.
- (2) Parking Standards.** Multi-Family dwelling parking standards shall be consistent with the parking regulations in Article 17 (Off-Street Parking and Loading).

15. Exterior Lighting.

- a. Pedestrian-oriented lighting shall be provided in active pedestrian areas (i.e., paseos, interior sidewalks, pathways, etc.) for safety and security. 🧑🏿🧑🏿
- b. Pedestrian pathway (excluding street fronting sidewalks) lighting features shall not exceed 10 feet in height.
- c. Active pedestrian areas shall incorporate free-standing lighting separate from structures.
- d. Pedestrian pathways, elevator lobbies, parking areas, stairwells, and other common areas shall have minimum illumination levels of 0.5 foot-candles at the pathway surface to clearly show walking conditions. 🧑🏿🧑🏿
- e. Overhead sports court lighting shall illuminate only the intended area. Light trespass onto neighboring parcels is prohibited.
- f. Outdoor lighting shall use energy efficient lighting technology and shall be shielded downward to reduce glare and light pollution. 🌿

16. Trash and Recycling Enclosures. The following trash and recycling enclosure development standards apply to multi-family development projects greater than four dwelling units.

- a. Masonry walls with finished metal doors.
- b. Vehicle and pedestrian access gates.
- c. Downward lighting for safety and security. 🧑🏿🧑🏿

17. Structure Identification. Structure identification numbers shall be placed along pedestrian pathways and roads and shall be readable from a distance of at least 60 feet. 🧑🏿🧑🏿

18. Signage and Information. Developments shall comply with the Sign Standards in Division 3, Article 7 of the Municipal Code (Signs). In addition, all directional signage and informational kiosks (i.e., development maps) shall be located at the entrances of individual buildings and at convergences of main pedestrian pathways. 🧑🏿🧑🏿

B. Design Standards.

1. Carports.

- a.** For multi-family development projects greater than four dwelling units, carports shall not be visible from the street.
- b.** Carports shall include the approved color palette, materials, and design elements of the structure.

2. Color Palettes.

- a.** All structures shall include at least one primary color, one secondary color, and two accent colors, in addition to the color of the roofing material.
- b.** Each structure elevation shall include two colors in the selected color palette.
- c.** Projects that include more than 10 dwelling units shall include at least two-color palettes, where no single-color palette shall be used on more than 50 percent of the dwelling units.

3. Fences and Walls. The following materials are prohibited for all fences and walls:

- a.** Electrified;
- b.** Barb wire/razor wire;
- c.** Sharp objects such as spires and glass;
- d.** Cyclone or chain link; and;
- e.** Vinyl.

4. Glazing. Structures shall incorporate the use of energy efficient glazing to reduce heat loss and gain. 🌿

5. Common Mailboxes. Common mailboxes shall be painted using the approved color palette for the overall development.

6. Trash and Recycling Enclosures. Masonry walls and metal doors shall be painted in accordance with the approved color palette for the overall project.

7. Roof Design and Materials.

- a.** Horizontal eaves longer than 20 feet in length shall be broken up by gables, building projections, or other forms of articulation.
- b.** Roof overhangs shall be a minimum of 12 inches.
- c.** The following are allowable roofing materials:
 - (1)** Non-reflective standing seam metal roofs in shades of tan, brown, and black;
 - (2)** Cool foam roofs (white);
 - (3)** Clay tile; and
 - (4)** Architectural composition shingles.

8. Screening. All screening of ground-mounted and roof-mounted equipment shall be painted in accordance with the approved color palette for the project.

9. Stairways/Stairwells. Exterior stairways/stairwells that are not enclosed shall not be visible from the public right-of-way. 🚶🚶

10. Structure Massing. Structures that have a length longer than 30 feet shall include facades with varying modulation with a minimum depth of 2 feet at intervals of no more than 10 feet.

11. Structure Materials and Elements.

- a. Drainpipes, parapets, and ledges shall not be located near windows, corridors, and balconies. If such placement is not feasible, they shall face parking lots, public spaces, and roads. 🚰
- b. All structures shall include a minimum of two primary materials (i.e., stone, wood, masonry, or metal) on each structure elevation. Each material shall comprise at least 20 percent of the elevations excluding windows and railings.
- c. The following primary structure materials are prohibited:
 - (1) Heavy timber, exposed logs in their natural state;
 - (2) Stucco textured foam, synthetic stucco, vinyl or vinyl clad materials; and
 - (3) Unfinished galvanized metals.