



Zoning Administrator

Regular Meeting **AGENDA**

This meeting will be held remotely via the following link:
<https://global.gotomeeting.com/join/766724189>

You can also dial in using your phone.
United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 766-724-189

November 17, 2020 - 1:00 PM

1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the Zoning Administrator regarding minor 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 November 27, 2020, at 5:00 p.m.

4. **APPROVAL OF MINUTES**

4.a. Approve Minutes of the November 6, 2020 Hearing

Recommended Action: Approve the Minutes of the November 6, 2020 Hearing

Attachments:

1. ZAM_20201106_Draft

5. **SITE VISIT VERIFICATION**

6. **PUBLIC HEARING**

- 6.a. Consideration of Proposed Modification to Major Use Permit/Site Development Permit for Redwood Community Services Winter Homeless Shelter

Recommended Action: Staff recommends approval of the Modification to the existing Major Use Permit/Site Development Permit for the expansion of use of the Redwood Community Services Winter Homeless Shelter to include the former retail area within the existing building, based on the Findings and subject to the Conditions of Approval included in the Staff Report, dated November 13, 2020.

Attachments:

1. RCS_Findings
2. RCS_Conditions of Approval
3. RES 2020-47
4. Application and Site Plans
5. Agency Comments Received
6. Public Correspondence
7. Public Correspondence_Barra_20201112
8. Public Correspondence_Fisette_20201113
9. Public Correspondence_Golden_20201114
10. Public Correspondence_Fisette_20201115
11. Public Correspondence_Marino_20201116
12. Correspondence_RCS_20201117
13. Public Correspondence_Fisette_20201117
14. Public Correspondence_FisetteK_20201117

7. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

The Zoning Administrator 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.

8. 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
November 13, 2020

**CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held Remotely through Teleconference
November 6, 2020
10:00 a.m.**

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Mireya Turner, Planning Manager

OTHERS PRESENT

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 10:00 a.m. via teleconference.

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

Staff confirmed timely noticing of all public hearings posted on today's agenda.

3. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is November 16, 2020 at 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF MINUTES – August 27, 2020

Zoning Administrator Craig Schlatter approved the Minutes of August 27, 2020, as presented.

6. SITE VISIT VERIFICATION

Zoning Administrator Craig Schlatter stated he performed an in-depth site visit within the last two months.

7. PUBLIC HEARING

- a. Consideration of Request to Modify an Existing Minor Use Permit to Increase the Area of Use within the Emerald Sun Cannabis Processing, Manufacturing, and Distribution Facility at 1825 Airport Road (APN 180-110-07); File No. 20-5658

Planning Manager Mireya Turner presented the staff report.

Zoning Administrator Schlatter opened the public hearing at 10:16 a.m. There was no one present wishing to speak and the public hearing was closed at 10:16 a.m.

Zoning Administrator Craig Schlatter approved the Modification to the Minor Use Permit to allow expansion of use within the existing Cannabis facility at 1825 Airport Road (APN 180-110-07), based on the Findings and subject to the Conditions in the staff report dated

October 27, 2020, and contingent on receipt of an updated Site Plan, clearly delineating any areas of ongoing wine storage.

- b. Consideration of Proposed Minor Site Development Permit to Allow the Construction of a Parking Lot at 620 & 630 Kings Court; APNs 002-340-24 & 25; File No. 16-2109

This item was continued to a future date.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:19 a.m.

DRAFT

**AGENDA ITEM NO. 6a**

Department of Community Development
300 Seminary Ave.
Ukiah, CA 95482
planning@cityofukiah.com
(707)463-6268

DATE: November 13, 2020

TO: Zoning Administrator

FROM: Mireya G. Turner, Planning Manager

SUBJECT: Proposed Minor Modification of an Existing Major Use Permit/Site Development Permit to Increase the Area of Use within the existing Winter Homeless Shelter at 1045 South State Street; APN 003-083-02. File No. 19-4667

SUMMARY

OWNER: Redwood Community Services
631 S. Orchard Ave.
Ukiah, CA 95482

APPLICANT / AGENT: Dan Anderson, CEO, Redwood Community Services

REQUEST: Modification to existing Major Use Permit/Site Development Permit to expand use into a portion of the existing Winter Homeless Shelter and Day Services Structure

DATE DEEMED COMPLETE: October 23, 2020

LOCATION: 0.82 mile south of Talmage Road and adjacent (east) of the Ukiah Municipal Airport; 1825 Airport Road; APN: 180-110-07

TOTAL ACREAGE: ±0.45 acres

GENERAL PLAN: Commercial

ZONING DISTRICT: "C-2" Heavy Commercial

AIRPORT COMPATIBILITY: B1 (Approach/Departure Zone and Adjacent to Runway)

ENVIRONMENTAL DETERMINATION: Exempt, pursuant to CEQA Guidelines §15301, Class 1, Existing Facilities

RECOMMENDATION: Conditional Approval based on the Findings and Conditions of Approval (**Attachments 1 and 2**)

Staff Report
Redwood Community Services Winter Homeless Shelter
Modification to Major Use Permit/Site Development Permit
1045 South State Street
File No. 19-4667



AGENDA ITEM NO. 6a

Department of Community Development
300 Seminary Ave.
Ukiah, CA 95482
planning@cityofukiah.com
(707)463-6268

BACKGROUND

On July 26, 2017, the Planning Commission approved a Major Use Permit and Site Development Permit for operation of a Community Center and Winter Homeless Shelter at 1045 South State Street. The Use Permit allowed for renovation of 4,600 sf of the 7,000 sf structure, operation of a winter shelter for six (6) months per year (with a maximum of 60 overnight guests), and operation of a community center for the provision of services including as showers, laundry, counseling and medical. Prior to 2020, the Shelter Staff reported housing a maximum of 48 guests, due to the limited spacing available.

In response to the COVID-19 emergency, the City Manager, in his capacity as the Director of Emergency Services, extended operation of the Winter Shelter through April 30, 2021, with a temporary expansion of use into the now-vacant retail space to allow accommodation of greater spacing between the beds. These actions were confirmed by the City Council via Resolutions 2020-14, 18, 29 and 47. Use of the structure as a homeless shelter past the April 30, 2021 expiration date is not part of this application. However, future use of the former retail space as part of the Winter Homeless Shelter, requires an approved Modification to the Use Permit. All conditions of the existing Major Use Permit/Site Development Permit remain in effect. Resolution 2020-47 is included as **Attachment 3**.

PROJECT DESCRIPTION

An application has been received from Dan Anderson, CEO, Redwood Community Services, for approval of a modification to an existing Major Use Permit to allow permanent expansion of the emergency shelter into 1,800 sf of vacant space within the existing building, formerly used for retail. The applicant proposes using this additional space for sleeping area for the Winter Homeless Shelter guests. No additional exterior building improvements or signage are proposed. No other changes to the existing minor use permit are proposed. All Conditions of Approval for the existing use permit remain in effect. The Application and Site Plan are included as **Attachment 4**.

SETTING

The project parcel is located at the corner of Thomas and South State Streets, approximately 473 feet north of Talmage Road. It is accessible via South State Street. A six foot privacy fence lines the parcel boundary along Thomas Street. The project is bordered by vacant parcels to the north and south, a residence to the east. A vacant parcel and motel are across South State Street, to the west. A summary of surrounding land uses is provided below in Table 1, an aerial image of the site is provided in Figure 1.

Staff Report
Redwood Community Services Winter Homeless Shelter
Modification to Major Use Permit/Site Development Permit
1045 South State Street
File No. 19-4667

Table 1: Surrounding Land Uses			
	GENERAL PLAN	ZONING	USES
North	Commercial	"C-2" Heavy Commercial	Vacant
East	Commercial	"C-2" Heavy Commercial	Residential
South	Commercial	"C-2" Heavy Commercial	Vacant
West	Commercial	"C-2" Heavy Commercial	Vacant, Motel

Figure 1. Figure 3. Aerial View



AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with jurisdiction over the Project: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, and City of Ukiah Electric Utility Department. No new conditions were requested. Agency comments received are included in **Attachment 5**.

STAFF ANALYSIS

GENERAL PLAN. The parcel carries a General Plan Land Use designation of Commercial, and is zoned Heavy Commercial ("C-2"). The General Plan describes the Commercial Land Use Designation as, *"those areas of the General Plan where commerce and business may occur."* *"Primary uses include retail, service businesses, general commercial, shopping centers, shopping malls, public facilities, places of public assembly, parking lots, and residential uses."*

Staff Report
 Redwood Community Services Winter Homeless Shelter
 Modification to Major Use Permit/Site Development Permit
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The 2019-27 Housing Element Goal H-2 is to “expand housing opportunities for all economic segments of the community, including special needs populations.” A subsection of the Special Needs Population is persons and/or households experiencing homelessness. The Planning Commission found the project to be consistent with the General Plan in its approval of the Shelter’s Use Permit on July 26, 2017. The proposed expansion of use within the existing building in order to continue the provision of services under the additional needed space for COVID-19 restrictions does not conflict with the General Plan.

ZONING ORDINANCE. The project site is located within the “C-2” Heavy Commercial Zoning District. Emergency shelters and facilities are allowed with an approved use permit within this zoning district. At its July 26, 2017 meeting, the Planning Commission deemed the emergency shelter, “to be in general compliance with the standards as set forth in Article 8, Heavy Commercial (C-2) and Article 15.5 Homeless Facilities. The approval of the requested modification will result in the same type of use within a larger portion of the existing structure, and remains consistent with the zoning district guidelines.

AIRPORT COMPATIBILITY. The project site is located within the B1 Compatibility Zone (Approach/Departure Zone and Adjacent to the Runway) of the Ukiah Municipal Airport Master Plan and the County’s Airport Comprehensive Land Use Plan (ACLUP). The B1 Compatibility Zone is identified as having of some risk, with aircraft approaching the runway. Normally acceptable uses within the B1 Compatibility Zone include single-story offices and low intensity retail, manufacturing and food processing.

This project will not change the footprint of the existing structure. In its comments, the County of Mendocino recommended approval for this project, as seen in Attachment 4.

ENVIRONMENTAL REVIEW

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 Class 1, Existing Facilities which “*Consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The types of "existing facilities" itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of an existing use.*

(a) *Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances.”*

The alterations or repairs also must not involve significant amounts of hazardous materials, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive. Based on the following, the proposed project is eligible to use this exemption.

- The site is developed with an existing building and parking lot, and utilities and services are already available at the site.
- No expansion of the existing building footprint is proposed as part of the project; and
- The location is not environmentally sensitive and does not include any drainage courses or bodies of water (such as creeks or streams).

Staff Report
Redwood Community Services Winter Homeless Shelter
Modification to Major Use Permit/Site Development Permit
1045 South State Street
File No. 19-4667

NOTICE

Notice of the Public Hearing was provided in the following manner, as required by UCC §9262(C):

- Published in the Ukiah Daily Journal October 31, 2020
- Posted on the Project site November 6, 2020
- Posted at the Civic Center (glass case) 72 hours prior to hearing; and,
- Mailed to property owners within 300 feet of the parcels included in the Project on November 6, 2020.

Correspondence received from the public regarding this project has been included as **Attachment 6**.

RECOMMENDATION

Staff recommends the Zoning Administrator 1) conduct a public hearing; 2) approve the Modification to the existing Major Use Permit/Site Development Permit for the expansion of the Winter Homeless Shelter use to include the former retail area of the exiting building, based on the facts and findings found in the Staff Report and Findings, and subject to the Conditions of Approval.

ATTACHMENTS

1. Draft Use Permit Findings
2. Draft Conditions of Approval
3. Resolution 2020-47
4. Application and Site Plan
5. Project comments from other departments and agencies
6. Public Correspondence received

**FINDINGS TO MODIFY THE MAJOR USE PERMIT FOR
REDWOOD COMMUNITY SERVICES HOMELESS SHELTER
1045 S. STATE STREET
FILE NO. 19-4667**

Recommendation for the Approval of the Modification of the Major Use Permit: The Planning Department's recommendation for approval of the Modification of the Major Use Permit (17-2748) to expand the Winter Shelter use into the portion of the existing structure formerly used as retail. The Project is based, in part, on the following findings:

1. The proposed land use is consistent with the provisions of the Ukiah City Code as well as goals and policies of the City General Plan.

The proposed expansion of the Winter Homeless Shelter ("Project") is consistent with the goals, policies, and siting criteria of the Ukiah General Plan Housing Element, in that it provides homeless services on an immediate need basis. Furthermore, the existing use permit contains a program to provide assistance to those in need of essential services, including referrals to counseling and other programs.

2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety, and general welfare.

The Project is consistent with the provisions of Article 15.5 of the Ukiah Municipal Code because it is an addition to the approved use of the existing Winter Shelter, with all existing Conditions of Approval to remain in effect. Additionally, it is a permitted use in the Heavy Commercial (C-2) Zoning District.

The granting of the Use Permit and Major Site Development Permit not will cause significant adverse environmental impacts. The site does not contain any wetlands, creeks, endangered species, or habitat.

**CONDITIONS OF APPROVAL
MODIFICATION TO MAJOR USE PERMIT/SITE DEVELOPMENT PERMIT
REDWOOD COMMUNITY SERVICES WINTER HOMELESS SHELTER
1045 SOUTH STATE STREET
FILE NO: 19-4667**

Standard Conditions:

1. All use, construction, or occupancy shall conform to the application approved by the Planning Commission, and to any supporting documents submitted therewith, including maps, sketches, renderings, building elevations, landscape plans, and alike.
2. 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.

Fire Department Conditions:

3. Applicant shall be required to obtain any permit or approval, which is required by law, regulation, or ordinance, be it required by Local, State, or Federal agency. Specifically, the following fire protection measures shall be completed by the applicant, and approved by the Ukiah Fire Marshal, prior to the opening of the shelter facility:
 - A. One Class 2-A rated fire extinguisher for each building of project, dormitory, showers, and general office space.
 - i. If no obstructions are present, an exterior extinguisher can service both the showers and office spaces if located on the exterior landing. Exterior extinguishers shall be securely mounted in a protective case.
 - ii. Dormitory extinguisher shall be located in the interior, in close proximity to the exits. T19 Sec. 567 & 568.
 - B. Interior, internally illuminated exit signs with emergency lighting shall be located at exits. This signage shall be hard wired with a battery backup capable of operation for a period of not less than 90 minutes. CFC Sec. 1011.3 & 1011.6.3
 - C. All exit access, exits, and exit discharges shall be continuously maintained and free from obstructions. CFC Sec. 1030.2
 - D. Any drapes, hangings, curtains, and other decorative material that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame retardant condition with a flame-retardant solution approved by the State Fire Marshal. T-19 Sec. 3.08

Conditions of Approval
Modification to Major Use Permit/Site Development Permit
Redwood Community Services Winter Homeless Shelter
1045 S. State Street
File No. 19-4667

- 1
2 E. New and existing buildings shall have approved address numbers placed in a
3 position to be plainly legible from the street or road fronting the property. CFC Sec.
4 505.1.
5
6 F. Prior to receiving an occupancy certificate, the Fire Marshal shall provide an
7 inspection verifying that all conditions for life and safety have been met, and that
8 access to the exits are clearly open and unobstructed. All cots must be in place so
9 that the Fire Marshall can visually see the layout and egress.
10

11 **Building Department Conditions:**

12
13 4. The applicant shall obtain a Building Permit prior to occupancy, or any work requiring a
14 permit in the facility. The following items will be required upon submittal of the Building
15 Permit:
16

- 17 A. 1 building permit application
18 B. 3 copies of a plot plan showing the property lines, the parking lot, and any
19 structures on the parcel, as well as distances from these items to the property
20 line.
21 C. 3 sets of plans including the building data (building square footage, shelter
22 square footage, occupancy load, etc), a site plan, an existing floor plan, a
23 proposed floor plan, and any other plans or details needed to perform a plan
24 review for the change of use, change of occupancy, and/or remodel.
25

26 5. In addition to any particular condition, which might be imposed, any construction shall
27 comply with all building, fire, electric, plumbing, occupancy, and structural laws, regulations
28 and ordinances in effect at the time a Building Permit application was submitted.
29

30 **Planning Department Conditions:**

31
32 6. The operation of the winter homeless shelter shall be permitted during winter for a duration
33 of six (6) months commencing the first day of operation.
34

35 7. The approved Homeless Services Community Center Program Plan shall be strictly
36 followed and enforced by the applicants. Failure to do so may cause revocation of the Use
37 Permit.
38

39 8. Prior to opening the winter homeless shelter, City staff shall inspect the interior and
40 exterior portions of the facility to ensure that all pertinent components of the approved
41 Homeless Services Community Center Program Plan are in effect.
42

43 9. Shelter staff shall be diligent in disbursing shelter clients from the site, and away from
44 adjoining residences and businesses, a minimum of 1 hour before opening and 1 hour after
45 closing. Loitering is prohibited.
46

1 10. An outdoor area shall be provided for guests that wish to leave the shelter to take breaks
2 from the close quartering of the shelter facility. Shelter staff shall monitor the use of this area
3 to ensure that guests do not cause excessive noise, littering, or other nuisance impacts.
4

5 11. The grounds around the shelter shall be routinely cleared of litter and debris, and the site
6 shall be kept in a neat and clean condition. Additionally, prior to commencing operation of the
7 shelter, the site shall be cleared of all existing debris including but not limited to: scrap metal,
8 inoperable vehicles, and boats.
9

10 12. Shelter staff shall meet with the Ukiah Police Department personnel to discuss proper
11 police contact procedures and law enforcement patrol schedules.
12

13 13. Shelter staff shall provide, bi-weekly meetings with neighbors of the shelter property and
14 staff phone numbers for emergency contacts.
15

16 14. The shelter facility shall be limited to a maximum of 60 overnight guests. The hours of
17 operation are 6:00 p.m. to 9:00 a.m.
18

19 15. The Director of Community Development and Planning shall report to the Planning
20 Commission once every six months during the first two years of the shelter operation. The
21 Director's report shall include a record of any complaints received from the public or shelter
22 occupants and an assessment on the most effective ways to modify the plan to address valid
23 complaints.
24

25 16. Prior to issuance of building permit, the applicant shall resubmit the Program Plan for
26 review and approval by the City.
27
28

29 **Public Works Condition:**
30

31 16. Existing sewer laterals planned to be utilized as part of this project shall be cleaned and
32 tested, and repaired or replaced if required. Sewer connection fees shall be paid at the time
33 of building permit issuance.

34 17. Capital Improvement fees for water service are based on the water meter size. A fee
35 schedule for water meter sizes is available upon request.

36 18. If food preparation or other activities result in the discharge of fats, oils, or grease into
37 the sanitary sewer, a grease interceptor will be required.

38 19. All driveway and parking areas shall be paved with asphaltic concrete, concrete, or
39 other alternative surfacing, subject to approval by the City Engineer.

40 20. All work within the public right-of-way shall be performed by a licensed and properly
41 insured contractor. The contractor shall obtain an encroachment permit for work within, or

1 otherwise affecting, this area. Encroachment permit fee shall be \$45 plus 3% of estimated
2 construction costs.

3 21. If the building permit value is equal to or greater than one-third of the value of the
4 existing structure, the construction, repair or upgrade of curb, gutter, and sidewalk to meet
5 current ADA standards, and the addition of street trees along the subject property street
6 frontages, may be required pursuant to Section 9181 of the Ukiah Municipal Code and to
7 the satisfaction of the City Engineer.

8
9 **Electric Department:**

10
11 22. The existing 100A Service Panel that feeds the proposed shelter (Building C) may be
12 suitable to serve the needs of the shelter, based on the information from the Applicant/Owner.
13 The City of Ukiah Electric Utility Department would normally recommend that the
14 Applicant/Owner determine estimated power demand load/kVA and load calculation
15 information for the proposed service panel/project.

- 16
17 a) Connected kVA and Load calculations – will help to determine if the existing
18 transformer bank or overhead secondary service size is sufficient for the 100A
19 Service Panel that will feed Building C and the two (2) additional buildings at 1045
20 South State Street.

21
22 23. There is one (1) existing overhead secondary wire, which currently feeds all three (3)
23 buildings at 1045 South State Street and may or may not need to be upgraded in order to
24 fulfill the Project's service panel requirements.

25
26 24. All future site improvements shall be submitted to the Electric Utility Department for
27 review and comment. At that time, specific service requirements, service voltage, and
28 developer costs and requirements will be determined.

29
30 25. Any fees associated with the addition or replacement of any existing or upgraded
31 electrical facilities (transformers, secondary conductors) to the proposed building site at 1045
32 South State Street will be the responsibility of the applicant/owner.
33
34

RESOLUTION NO. 2020-47

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH, CALIFORNIA, CONFIRMING THE EMERGENCY ORDER OF THE CITY MANAGER OF THE CITY OF UKIAH, IN HIS CAPACITY AS THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY, EXTENDING THE PERIOD OF OPERATION OF WINTER SHELTER FOR THE HOMELESS LOCATED AT 1045 SOUTH STATE STREET TO APRIL 30, 2021.

WHEREAS, on March 4, 2020, the Governor of the State of California responded to the COVID-19 pandemic by issuing a Proclamation of State of Emergency under the authority of California Government Code Section 8625; and

WHEREAS, on March 18, 2020, in Resolution No. 2020-14, in response to the Governor's proclamation and the threat of the spread of COVID-19 in the City, the City Council ratified the proclamation of a local emergency pursuant to Government Code Section 8550, et seq., and Ukiah City Code Section 5125; and

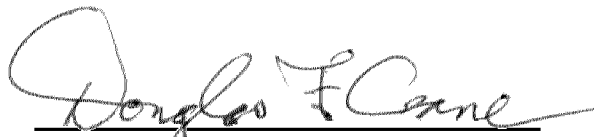
WHEREAS, under the Local Emergency Declaration in Resolution No. 2020-14, during the existence of this local emergency, the City Manager or his designee is authorized to take whatever action is authorized under the Ukiah City Code and state and federal law, subject to any required authorization from the City Council, consistent with the Resolution and its basic purposes; and

WHEREAS, under Ukiah City Code Sections 5221.F and 5130, in a declared local emergency the City Manager has the authority to promulgate orders and regulations to provide for the protection of life and property, where necessary to preserve the public order and safety. All such orders and regulations to be effective must be in writing and signed by the promulgating official and must be confirmed at the earliest opportunity by the City Council.

NOW, THEREFORE, IT IS ORDERED by the Council of the City of Ukiah that the Emergency Order (Exhibit A) of the City Manager, in his capacity as the Director of Emergency Services for the City, extending the operation period of the Inland Winter Shelter through April 30, 2021, and orders contained therein.

PASSED, ADOPTED and APPROVED this 19th day of August, 2020 by the following vote on roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, Orozco, and Mayor Crane
NOES: None
ABSTAIN: None
ABSENT: None


Douglas F. Crane, Mayor

ATTEST:


Kristine Lawler, City Clerk



EMERGENCY ORDER OF THE CITY MANAGER OF THE CITY OF UKIAH, IN HIS CAPACITY AS THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY, EXTENDING OPERATION OF WINTER SHELTER FOR THE HOMELESS LOCATED AT 1045 SOUTH STATE STREET THROUGH APRIL 30, 2021

A. Background:

1. On March 4, 2020, the Governor of the State of California responded to the COVID-19 pandemic by issuing a Proclamation of State of Emergency under the authority of California Government Code Section 8625.
2. On March 18, 2020, in Resolution No. 2020-14, in response to the Governor's proclamation and the threat of the spread of COVID-19 in the City, the City Council ratified the proclamation of a local emergency pursuant to Government Code Section 8550, et seq., and Ukiah City Code Section 5125.
3. Under the Local Emergency Declaration in Resolution No. 2020-14, during the existence of this local emergency, the City Manager or his designee is authorized to take whatever action is authorized under the Ukiah City Code and state and federal law, subject to any required authorization from the City Council, consistent with the Resolution and its basic purposes.
4. Under Ukiah City Code Section 5130, in a declared local emergency the City Manager has the authority to promulgate orders and regulations to provide for the protection of life and property, where necessary to preserve the public order and safety. All such orders and regulations to be effective must be in writing and signed by the promulgating official and must be confirmed at the next regular meeting of the City Council.
5. The Governor and Mendocino County Health Officer have issued a series of orders to mitigate the risk of COVID-19 infection, and the State of California has made additional funding available to increase shelter capacity and services for the homeless.
6. Per Public Health guidance, individuals experiencing homelessness are strongly urged to obtain appropriate shelter as soon as possible, and governmental and other entities, to the extent feasible, are encouraged to make such shelter available, particularly for vulnerable populations.
7. The current City of Ukiah Major Use Permit issued for the Winter Homeless Shelter operated by Redwood Community Services, Inc. ("RCS") and located at 1045 South State Street in Ukiah states that operation of the Shelter is permitted "during winter for a duration of six (6) months commencing the first day of operation." The Homeless Services Community Center Program Plan included as Exhibit A to the Use Permit states that the Winter Homeless Shelter shall operate from November 1, 2019 through April 30, 2020.

8. In order to comply with the April 10, 2020 Mendocino County Public Health Order and to ensure the health and safety of individuals experiencing homelessness, RCS facilitated the expansion of the habitable area at the Winter Homeless Shelter into the adjacent former retail space in order to accommodate more beds.

12. On May 22, 2020, the City Manager, in his capacity as the Director of Emergency Services for the City, approved an emergency order allowing RCS to continue the term of its Use Permit to operate the Inland Winter Homeless Shelter until August 31, 2020 in order to provide for the health and safety of individuals experiencing homelessness.

13. To ensure the continuity of services, the City and RCS wish to extend the operation period of the Winter Homeless Shelter during this local emergency until April 30, 2021.

B. Order

IT IS ORDERED by the City Manager, in his capacity as the Director of Emergency Services for the City of Ukiah, as follows:

1. The period of operation of the Winter Homeless Shelter located at 1045 South State Street in Ukiah shall be extended to April 30, 2021, provided that the Shelter is operated in substantial conformance with the conditions imposed in Permit 2748 UP-PC issued for the Winter Homeless Shelter.

2. RCS shall be authorized to continue to operate the Winter Homeless Shelter expansion in the adjacent former retail space, provided that, if RCS intends to operate in this adjacent space past April 30, 2021, they shall seek an amendment to their use permit to include the new occupied space and increase in the number of beds.

3. RCS shall implement all COVID-19 social distancing requirements and other mitigation directives/guidelines ordered or advised by the County of Mendocino's Public Health Officer that are applicable to RCS's operation and use. RCS shall be responsible for obtaining directives and guidance from the Mendocino County Health & Human Services Agency.

4. RCS shall facilitate provision of all available County homeless services and resources through the Mendocino County Health & Human Services Agency for individuals utilizing the Shelter, as required by the current Homeless Services Community Center Program Plan or as amended during the extended operational period provided for under this order or subsequent orders.



Sage Sangiacomo, City Manager
Director of Emergency Services, City of Ukiah

Date: August 14, 2020

Page 2 of 2



September 14, 2020

City of Ukiah
Community Development Department
300 Seminary Avenue
Ukiah, CA 95482

Use Permit Application: 1045 South State Street, Ukiah CA
Request for Change of Use from Retail to Transient Homeless Shelter

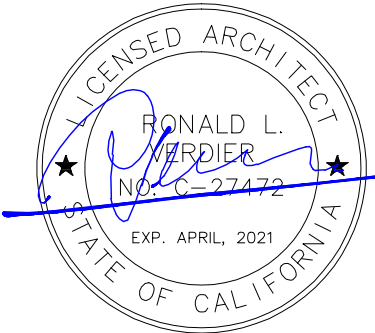
Redwood Community Services, Inc. (RCS) is requesting that the City of Ukiah reclassify the area located in the front section of the Building Bridges (B2) Homeless Shelter, located at 1045 S. State Street, Ukiah CA, from Retail Use to Transient Homeless Shelter Use. This section of the Homeless Shelter building (previously used for a motorcycle business) consists of 1,850 square feet. This area is mostly open floor space with one enclosed office area. The City of Ukiah is currently allowing temporary emergency use of this space by the Building Bridges Homeless Shelter program so that social distancing requirements can be met for shelter guests during the Covid 19 pandemic. Attached to this request is a proposed floor plan that shows how this area will be connected to the existing Homeless Shelter.

RCS is not requesting in this application any other changes to the current Use Permit for the Building Bridges program and its location. RCS has received HEAP funding through the Mendocino County Homeless Services Continuum of Care (MCHSCoC) to complete the remodel work on the Homeless Shelter. These funds need to be spent by the end of 2020. For this reason, RCS needs to expedite the building permit process so is therefore only asking for a Change of Use for the retail space of the shelter building in this application. RCS is also reevaluating the previously proposed Redwood Village Project based on feedback from the City of Ukiah and the County of Mendocino. At this time we are asking that our previous requests be put on hold until we can make changes to our plans so that they are more consistent with allowed uses in the B1 zoning.

Thank you for your assistance in this matter.

Cordially,
Dan Anderson

Director of Capital Development and Special Projects
631 S. Orchard Ave
Ukiah, CA 95482
(707)272-9913



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Revisions _____ Date _____

Issued for Plan Check 24 August 2020

**Redwood Community
Services, Inc.**
Homeless Services
Community Center Remodel and
Change of Occupancy

1045 South State Street
Ukiah, CA 95482

APN: 003-083-02, 12-16

Drawing Title

NEW FLOOR PLAN

Scale As Noted

Date July 2020

Drawn RV

Job Number
1807

Drawing Number

A2.3

DOOR ACCESSIBILITY REQUIREMENTS

- MINIMUM MANEUVERING CLEARANCES AT DOORS AND GATES SHALL COMPLY WITH 11B-404.2.4 MANEUVERING CLEARANCES. MANEUVERING CLEARANCES SHALL EXTEND THE FULL WIDTH OF THE DOORWAY AND THE REQUIRED LATCH SIDE OR HINGE SIDE CLEARANCE §11B-404.2.4;
- THRESHOLDS, IF PROVIDED AT DOORWAYS, SHALL BE 1/4 INCH HIGH MAXIMUM. RAISED THRESHOLDS AND CHANGES IN LEVEL AT DOORWAYS SHALL COMPLY WITH 11B-302 FLOOR OR GROUND SURFACES AND 11B-303 CHANGES IN LEVEL §11B-404.2.5;
- HANDLES, PULLS, LATCHES, LOCKS, AND OTHER OPERABLE PARTS ON DOORS AND GATES SHALL COMPLY WITH 11B-309.4 OPERATION. OPERABLE PARTS OF SUCH HARDWARE SHALL BE 34 INCHES MINIMUM AND 44 INCHES MAXIMUM ABOVE THE FINISH FLOOR OR GROUND. WHERE SLIDING DOORS ARE IN THE FULLY OPEN POSITION, OPERATING HARDWARE SHALL BE EXPOSED AND USABLE FROM BOTH SIDES §11B-404.2.7;
- THE FORCE FOR PUSHING OR PULLING OPEN A DOOR OR GATE OTHER THAN FIRE DOORS SHALL BE AS FOLLOWS §11B-404.2.9:
 - INTERIOR HINGED DOORS AND GATES: 5 POUNDS MAXIMUM.
 - SLIDING OR FOLDING DOORS: 5 POUNDS MAXIMUM.
 - REQUIRED FIRE DOORS: THE MINIMUM OPENING FORCE ALLOWABLE BY THE APPROPRIATE ADMINISTRATIVE AUTHORITY, NOT TO EXCEED 15 POUNDS.
 - EXTERIOR HINGED DOORS: 5 POUNDS MAXIMUM;
- SWINGING DOOR AND GATE SURFACES WITHIN 10 INCHES OF THE FINISH FLOOR OR GROUND MEASURED VERTICALLY SHALL HAVE A SMOOTH SURFACE ON THE PUSH SIDE EXTENDING THE FULL WIDTH OF THE DOOR OR GATE. PARTS CREATING HORIZONTAL OR VERTICAL JOINTS IN THESE SURFACES SHALL BE WITHIN 1/16 INCH OF THE SAME PLANE AS THE OTHER AND BE FREE OF SHARP OR ABRASIVE EDGES. CAVITIES CREATED BY ADDED KICK PLATES SHALL BE CAPPED §11B-404.2.10.

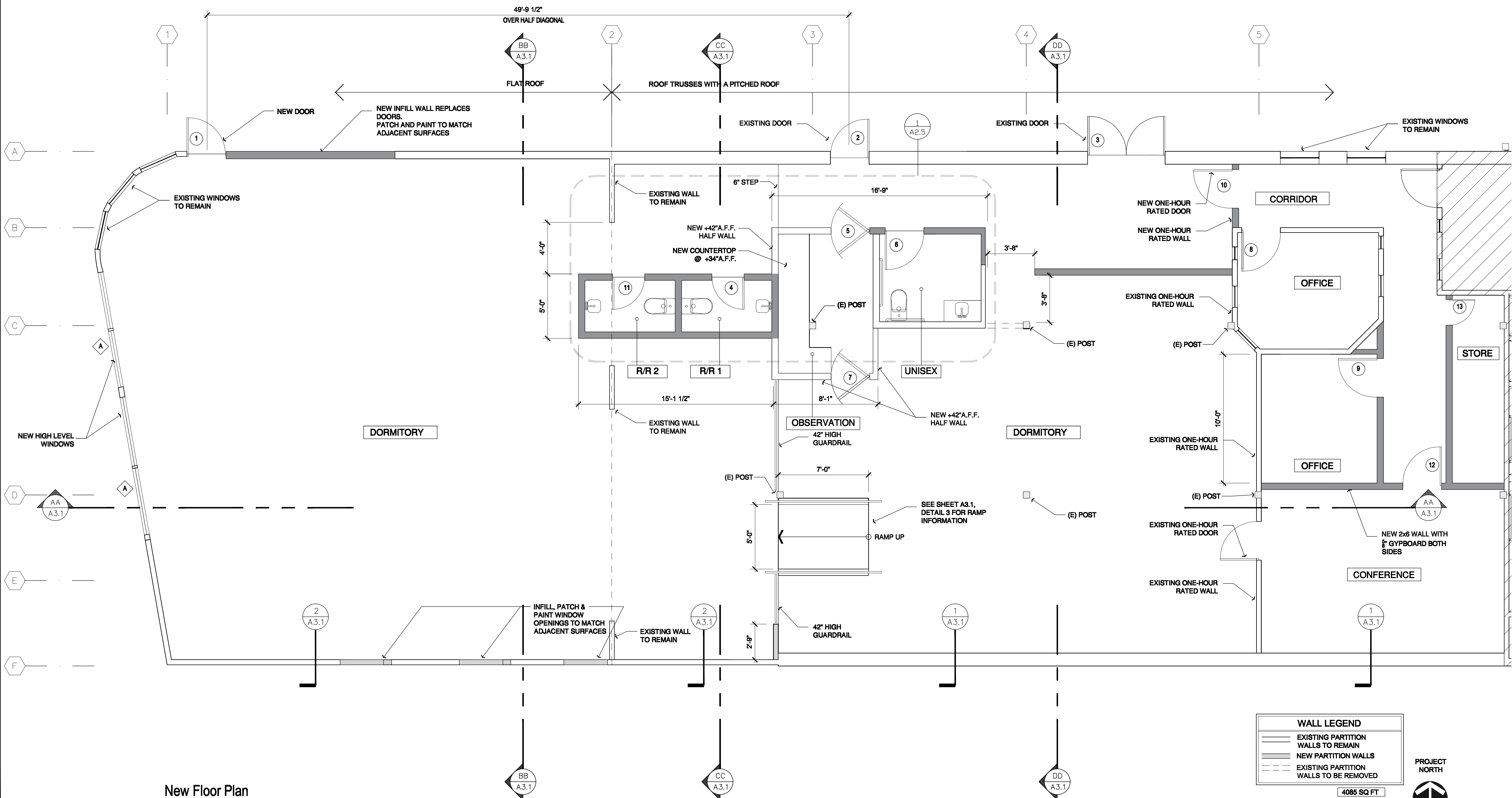
WINDOW SCHEDULE

No.	TYPE	OPERATION	SIZE W x H	MATERIAL	QUAN.	GLAZING	TEMP	FINISH interior exterior	COMMENTS
A	1	FIXED	9'-0" x 2'-0"	FIBERGLASS	2	DUAL	YES		
NOTES: 1. PROVIDE DUAL PANE WINDOWS WITH A MINIMUM OF ONE TEMPERED PANE MEETING THE REQUIREMENTS OF SECTION 2406 SAFETY GLAZING									

DOOR SCHEDULE

	TYPE	SIZE W x H	MATERIAL	CORE	THICKNESS	GLAZING	LOCATION	COMMENTS
1	A	3'-0" x 8'-8"	METAL	SC	1 3/4"		EXTERIOR	ADA COMPLIANT WITH PANIC HARDWARE
2		3'-0" x 8'-8"	METAL				EXTERIOR	EXISTING, ADA COMPLIANT
3	C	PAIR 3'-0" x 8'-8"	METAL	SC	1 3/4"	DBL. PANE	EXTERIOR	DOUBLE DOORS, MAIN ENTRANCE, ADA COMPLIANT, PANIC HARDWARE, EXISTING
4	A	2'-6" x 8'-8"	WOOD	SC	1 3/4"		INTERIOR	RESTROOM 1
5	D	3'-0" x 3'-4"	WOOD	SC	1 3/4"		INTERIOR	OBSERVATION ROOM, HALF HEIGHT
6	A	3'-0" x 8'-8"	WOOD	SC	1 3/4"		INTERIOR	UNISEX RESTROOM
7	D	3'-0" x 3'-4"	WOOD	SC	1 3/4"		INTERIOR	OBSERVATION ROOM, HALF HEIGHT
8	B	3'-0" x 8'-8"	WOOD	SC	1 3/4"	DBL. PANE	INTERIOR	OFFICE
9	B	3'-0" x 8'-8"	WOOD	SC	1 3/4"	DBL. PANE	INTERIOR	OFFICE
10	A	3'-0" x 8'-8"	WOOD	SC	1 3/4"		INTERIOR	CORRIDOR
11	A	2'-6" x 8'-8"	WOOD	SC	1 3/4"		INTERIOR	RESTROOM 2
12	B	3'-0" x 8'-8"	WOOD	SC	1 3/4"	DBL. PANE	INTERIOR	CONFERENCE ROOM
13	A	2'-0" x 8'-8"	WOOD	SC	1 3/4"		INTERIOR	STORE

NOTE:
ALL DOORS WITH GLAZING TO BE TEMPERED.
KICK PLATES TO ALL INTERNAL DOORS.



New Floor Plan

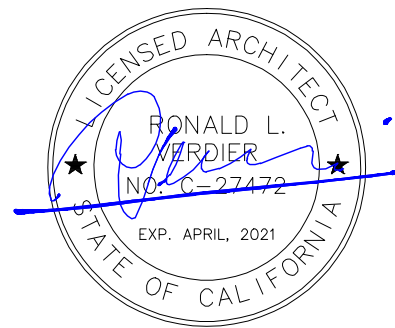
SCALE: 1/4" = 1'-0"

WALL LEGEND

- EXISTING PARTITION WALLS TO REMAIN
- NEW PARTITION WALLS
- EXISTING PARTITION WALLS TO BE REMOVED

PROJECT NORTH

4085 SQ. FT.



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Revisions Date

Issued for Plan Check 24 August 2020

**Redwood Community
Services, Inc.**
Homeless Services
Community Center Remodel and
Change of Occupancy

1045 South State Street
Ukiah, CA 95482

APN: 003-083-02, 12-16

Drawing Title

OVERALL FLOOR PLANS

Scale As Noted

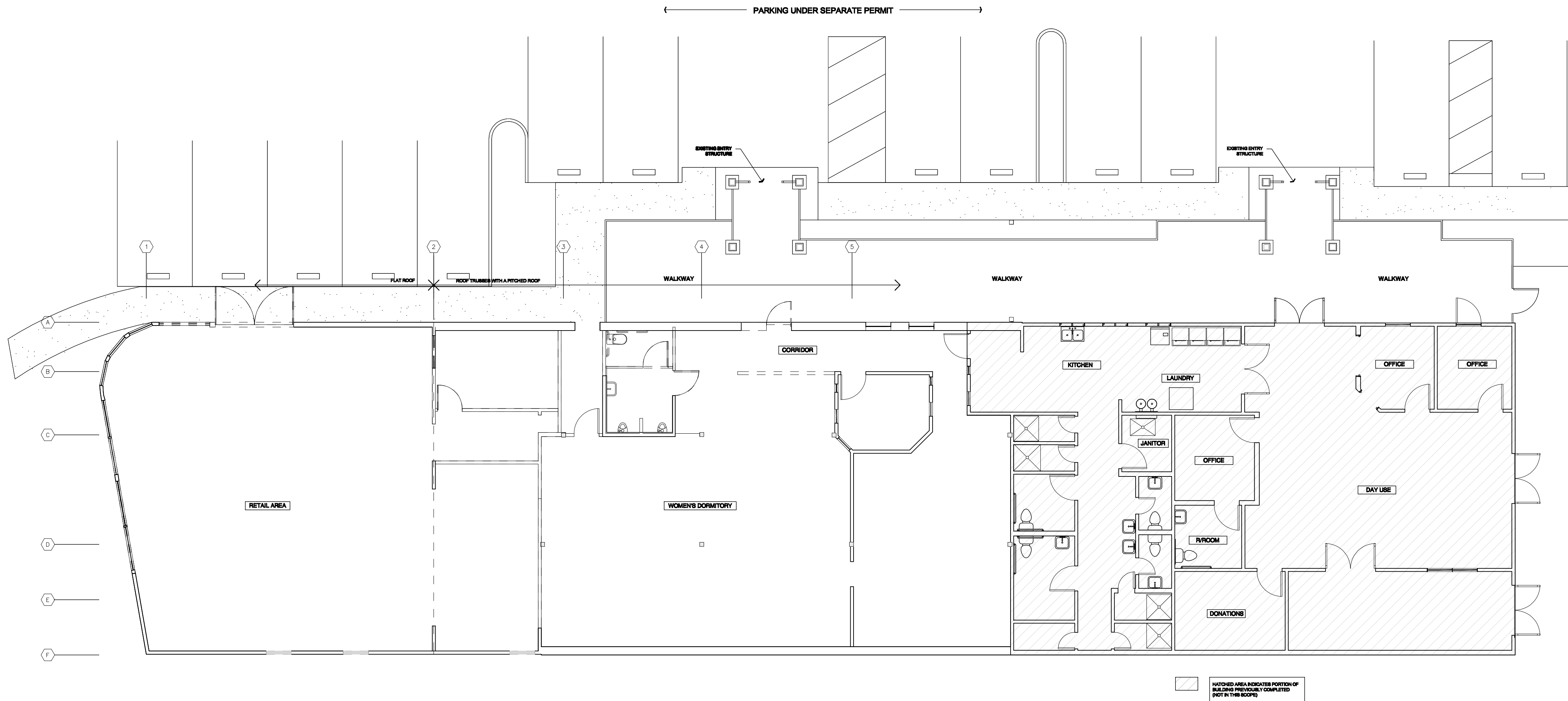
Date July 2020

Drawn RV

Job Number 1807

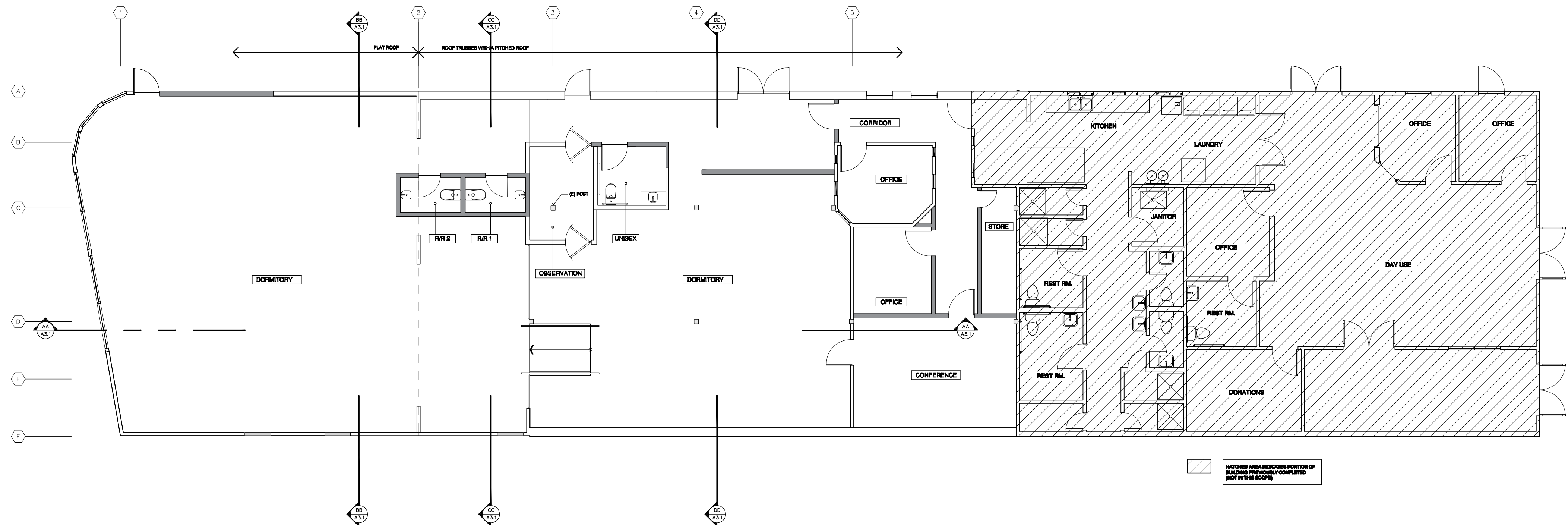
Drawing Number

A2.1



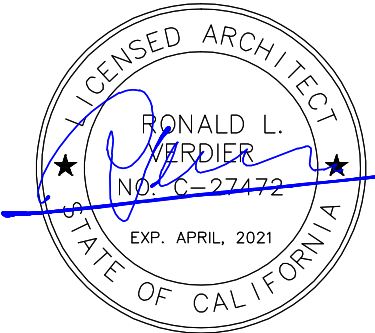
Overall Floor Plan - Existing Conditions

SCALE: 1/8" = 1'-0"



Overall Floor Plan - Proposed

SCALE: 1/8" = 1'-0"



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**Redwood Community
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Homeless Services
Community Center Remodel and
Change of Occupancy

1045 South State Street
Ukiah, CA 95482

APN: 003-083-02, 12-16

Drawing Title

SITE PLAN

Scale As Noted

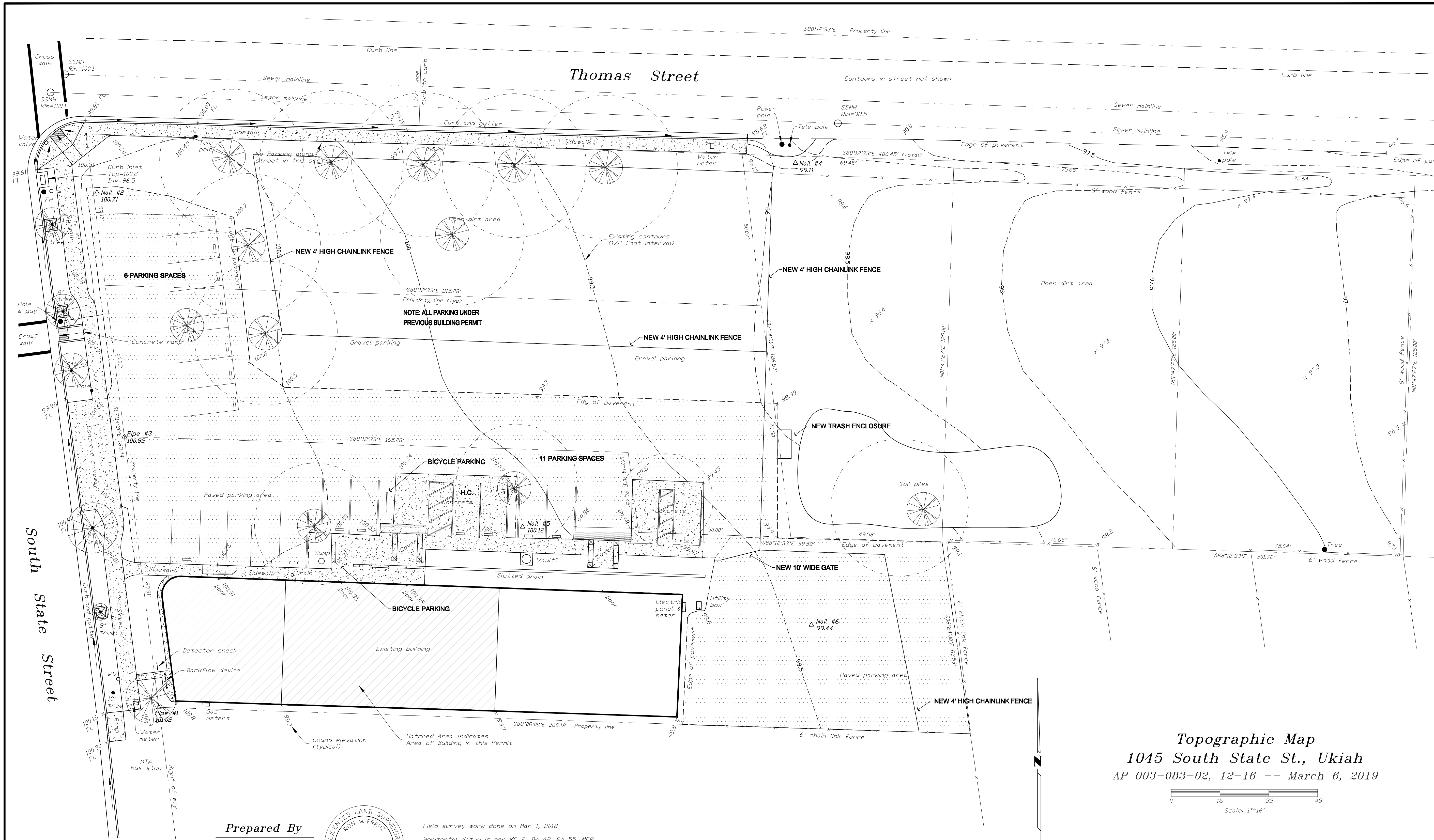
Date July 2020

Drawn RV

Job Number
1807

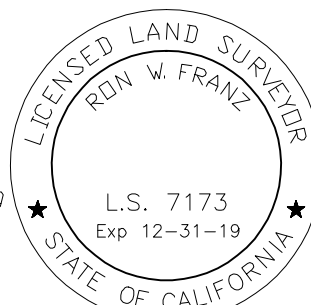
Drawing Number

A1.1



Prepared By

Ron W. Franz, RCE, PLS
Franz Engineering & Surveying
2335 Appolinaris Drive
Ukiah, Ca 95482
707-462-1087



Field survey work done on Mar 1, 2018

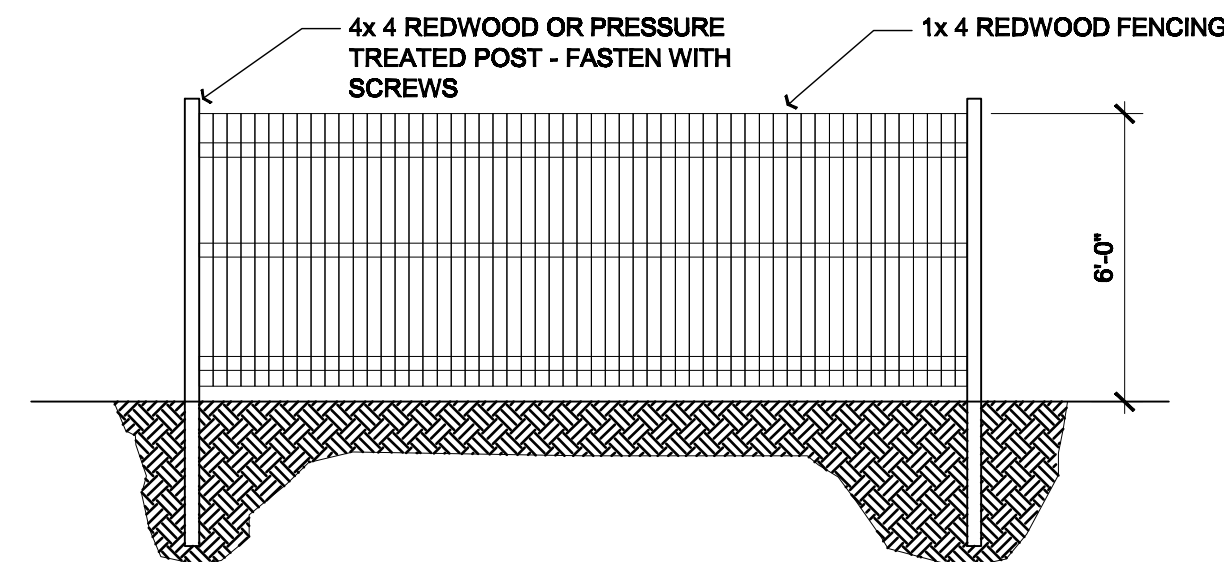
Horizontal datum is per MC 2, Dr 42, Pg 55, MCR

Vertical datum is assumed, pipe #1 = 101.02

Spot elevations at all field shots are not shown
hereon for clarity but are available for design

Site Plan

SCALE: 1/4" = 1'-0"



1 Trash Enclosure
SCALE: 1/4" = 1'-0"

REVISED PROJECT REVIEW REFERRAL
Please provide comments by: October 7, 2020

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

TO:			
X	City Planning Director	X	Mendocino County Planning and Building
X	City Building Official		Mendocino County Surveyor/Assessor
X	City Public Works Dept.		Mendocino Transit Authority
X	Ukiah Valley Fire Authority		US Army Corps of Engineers
X	City Police Dept. Captain		Regional Water Quality Control Board
	City Police Dept. Community Service Officer		CA Dept. of Fish and Wildlife
X	City Electric Utility Dept.		CA Dept. of Transportation
	Ukiah Municipal Airport Operations Manager		Sonoma State Northwest Information Center
	Airport Land Use Commission		AT & T
	Mendocino County Air Quality		PG & E (gas)
	Mendocino County Environmental Health		PG & E (Land Rights)
X	City Manager's Office		
FROM PROJECT PLANNER: Mireya G. Turner, Planning Manager			

REVISED PROJECT INFORMATION:	
Project Name & Permit #:	RCS Emergency Shelter Expansion, #19-4667
Site Address & APN:	1045 S. State St., APN 003-083-02
General Plan:	"C2" Heavy Commercial
Zoning:	(C) Commercial
Airport Compatibility Zone:	"B1" Approach/Departure Zone and Adjacent to Runway
Date Filed:	07/15/2019
Resubmittal:	Project revised 9/15/2020
Date Referred:	Revised Referral on 9/23/20
Prev. Projects on Site (include file #)	RCS Winter Shelter and Day Resource Center
Applicant/Agent Name:	Dan Anderson, CEO, Redwood Community Services
Phone:	707.467.2010
Email:	AndersonD@RedwoodCommunityServices.org
Project Summary: The applicant proposes to expand the emergency shelter use into the remaining space of the existing building. All other aspects of the project: increase shelter services to a year-round, 24-hour shelter, and make amendments to the Program Manual, have been removed from the Project Description. The revision has been made to expedite the project to meet funding deadlines. Temporary expansion of the shelter use into the former motorcycle shop area, through April 30, 2021, was approved by Emergency Order of the City of Manager in his capacity as the Director of Emergency Services, and confirmed by the City Council (see attached).	

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 City of Ukiah Electric Utility Department

- ☐ No Comment
☒ Comments / Conditions of Approval Attached

Signature Jimmy Lozano

Date 09/24/2020

Comments / Conditions of Approval:

Hi Mireya,

Regarding Project Review Referral for RCS Emergency Shelter Expansion File # 19-4667 (1045 S. State Street),

The Electric Utility Department offers the following comments/conditions :

- 1) Should the applicants decide to upgrade to a larger panel or increase the electric load in the future, they will need to contact the Electric Utility Office.
- 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) Developer will need to provide EUSERC approved electrical equipment that is to be used on this project .
- 4) In the event that the existing Electric Main Service Panel/s need to be upgraded to a larger size, applicant shall provide projected load calculations to the COUEUD for the project expansion.
- 5) Developer/customer shall incur all costs of this future project to include (labor, materials, equipment). Should they have any questions please call Jim Lozano at 467-5774.

Thank you, Jimmy

REVISED PROJECT REVIEW REFERRAL
Please provide comments by: October 7, 2020

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

TO:			
☒	City Planning Director	☒	Mendocino County Planning and Building
☒	City Building Official		Mendocino County Surveyor/Assessor
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☒	City Police Dept. Captain		Regional Water Quality Control Board
	City Police Dept. Community Service Officer		CA Dept. of Fish and Wildlife
☒	City Electric Utility Dept.		CA Dept. of Transportation
	Ukiah Municipal Airport Operations Manager		Sonoma State Northwest Information Center
	Airport Land Use Commission		AT & T
	Mendocino County Air Quality		PG & E (gas)
	Mendocino County Environmental Health		PG & E (Land Rights)
☒	City Manager's Office		
FROM PROJECT PLANNER: Mireya G. Turner, Planning Manager			

REVISED PROJECT INFORMATION:	
Project Name & Permit #:	RCS Emergency Shelter Expansion, #19-4667
Site Address & APN:	1045 S. State St., APN 003-083-02
General Plan:	"C2" Heavy Commercial
Zoning:	(C) Commercial
Airport Compatibility Zone:	"B1" Approach/Departure Zone and Adjacent to Runway
Date Filed:	07/15/2019
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Prev. Projects on Site (include file #)	RCS Winter Shelter and Day Resource Center
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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 : Jesse Davis / Senior Planner, County of Mendocino

☒ Comments / Recommend Approval

Signature

Date

10-08-2020

Comments / Recommend Approval

Mireya,

Homeless individuals and families have a range of special housing needs described in Mendocino County's Continuum of Care Plan and 2019-2027 Housing Element, including the need for emergency shelters.

While not located within the County's jurisdiction, the expansion of this facility is appropriate and necessary. Its location is provided with needed physical infrastructure, public transportation and the supportive health, welfare, social, and employment services that comprehensively address the roots and perniciousness of homelessness.

The County of Mendocino continues to be supportive of these endeavours and provides a recommended approval for this project to progress. Thank you for the opportunity to review this request and provided comment.

Best Regards,
Jesse Davis



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

To: Mireya Turner, Senior Planner-Special Projects
CC: Chief J. Wyatt, Capt. S. Kaeser, C. Schlatter
From: CSO N. Sawyer

Project Review Address: **1045 S. State Street**, (Based on info provided) #Munis 2512(prior project)

APN #: 003-083-02

Project Name: **RCS-Emergency Shelter expansion #19-4667**

Crime Prevention through Environmental Design (CPTED) Site Survey: **June 10, 2020**

Disclaimer

The recommendations provided are strictly suggestions to help reduce the chances of a crime being committed against the property. This survey is intended to assist you in improving the overall level of security and includes opportunities to reduce potential crime, improve safety and security measures. The information contained herein is based on guidelines set by the California Crime Prevention Training Institute and the observations of the individual officer(s) conducting the survey. It is not intended to imply the existing security measures, or proposed security measures are absolute or perfect.

All new construction or retrofits should comply with existing building codes, zoning laws and fire codes. Prior to installation or modifications, the proper licenses and variances should be obtained and inspections should be conducted by the appropriate agency. It is the responsibility of the owner/operator to ensure compliance with all Federal, State, and Local laws.

Confidentiality

Portions of this CPTED report may contain confidential information that may be privileged pursuant to California Evidence Code section 1040. Such privileged information may be potentially withheld pursuant to California Government Code section 6252.

Introduction

1045 S. State Street-Site has one large existing building on close to 2 acres of land and additional fencing. The existing structure has been extensively remodeled to house the Homeless Services Community Center which includes night use area for men and women, day use area, bathrooms/showers, laundry facilities, limited lockers and storage. Improvements made include additional paved parking/driveway area, entrance awnings, Hog-wire and wood fencing to surround completed project, terrace and garden area.

State Street runs north and south and is a main artery in Ukiah. State Street borders the west of the location. Also located on State Street near the site is a Regency Inn, Quality Inn, Express Mart w/gas station, Chevron



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt

Chief of Police

gas station w/retail and a café/restaurant. An MTA bus stop sits to the south of the location on State Street. Talmage Road is located south of the site w/a small strip mall and car wash. Perry Street borders to the east and houses industrial type businesses. Thomas Street borders the northerly side of the site and is mostly residential.

CPTED Principles/Key Concepts

Crime Prevention through Environmental Design (CPTED) is a proactive crime-fighting technique in which the proper design and effective use of parks, open spaces, building(s) and their surroundings lead to a reduction in crime as well as an improvement in the quality of life for citizens of the community.

Access Control:

Properly located entrances, exits, fencing, landscaping and lighting to direct foot and motor traffic in ways that discourage crime.

Surveillance:

Generally, criminals do not want to be seen. Placing physical features, activities and people in ways that minimize the ability to see what is going on discourages crime. Landscaping and lighting are two methods used to provide natural surveillance. The three main types of surveillance are natural, organized (security), and mechanical (alarms, video surveillance).

Territorial Reinforcement:

Define the boundary between private and public areas to send a message to illegitimate users that they are not to be there and provide a sense of ownership to legitimate users.

Lighting:

Minimum maintained lighting standards providing nighttime illumination of parking lots, walkways, entrances, exits and related areas to promote a safe environment.

Landscaping:

Landscaping to follow two foot six foot rule. Trim all ground cover to two feet and tree canopies should be trimmed to six feet or higher if tree will allow unwanted climbing onto building or fences. This will allow visual/natural surveillance through fencing.

Maintenance:

Well maintained landscaping, lighting and property cleanliness shows a property is well-cared for and someone is responsible for the upkeep. A property that is not maintained may indicate the management is not concerned about the property and be willing to overlook criminal activity. See the "broken window theory".



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

CPTED-Based suggestions for 1045 S. State Street

Access Control:

- Place address numbers displayed in accordance with building and zoning codes to facilitate/expedite public safety responses.
- State Street and Thomas Street driveways-use painted arrow markings designating entry and exit.
- Keep existing fencing and gates in good repair.

Surveillance:

- Install interior video camera surveillance in day use area facing entrance and offices, also exterior surveillance facing parking lot and side yard.
- Post signage stating location is under active video surveillance monitoring.
- With facility open 24/7, will there be any plans for audible security alarm and monitoring???
- Staff trained in Security and Safety policies and procedures for interior and exterior of site.

Territorial Reinforcement:

- Install signage designating the front entryway into building.
- Will there be any State Street signage monument defining location and address at driveway entrance???

Lighting:

- Exterior lighting shall be designed in coordination with the landscaping plan to minimize interference between the light standards and required illumination and the landscape trees and required shading.
- Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties.
- All building exterior lighting and parking lot lighting should be functioning and kept in good repair. (Consult with Planning Department to meet Illumination Engineering Society (IES) minimum standard for open parking and buildings.)
- Any plans for parking lot lighting? Using Metal Halide?

Maintenance-

- Report any graffiti to UPD @ 463-6262. After reporting, clean-up/paint over as soon as possible. Spray on graffiti remover can be purchased at hardware supply stores.
- Dumpster location should have locking device to keep unauthorized dumping or scavenging
- Keep property free of debris/garbage.
- Weekly inspection of exterior building and property to limit unauthorized usage of property.
- If any rooftop entrances to building, place locking mechanism to limit illegal entrance from rooftop.
- Any exterior electrical outlets can have locking plates or decommission for non-use to limit illegal usage.
(If applicable to location)
- Any exterior water faucets should have a locking box cover or decommission for non-use to limit illegal usage.



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

Landscaping:

- All mature landscaping shall follow the two-foot, six-foot rule. All landscaping shall be ground cover, two feet or less and lower tree canopies of mature trees shall be above six feet. This increases natural surveillance and eliminates hiding areas within the landscape.
- Tree canopies shall not interfere with or block lighting. This creates shadows and areas of concealment. The landscaping plan shall allow for proper illumination and visibility regarding lighting and surveillance cameras through the maturity of trees and shrubs.
- If landscaping for screening is desired, this shall be accomplished by hostile vegetation such as holly.

Respectfully submitted,
Nancy Sawyer, ICPS, CPD
Community Service Officer
Ukiah Police Department
Phone: 707-467-5708
nsawyer@cityofukiah.com

6/10/20: njs

Mireya Turner

From: Martha Barra <rvv@pacific.net>
Sent: Wednesday, November 4, 2020 8:50 PM
To: Mireya Turner
Cc: Craig Schlatter; Shannon Riley
Subject: RE: Hearing for Shelter Expansion at 1045 South State Street

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Mireya,

1. Do you have drawing plans for the expansion of the facility for Building Bridges? Have those plans been approved by Building and Planning?
2. For what purpose will the expansion be used?
3. Who is the contractor for the additional construction? If RCS/RQMC is the contractor, are they paying prevailing wages?
4. Does Building and Planning have suggested specific restrictions on the use permit to be issued for the expansion?
5. It appears there are little if any rules and regulations. It is the consensus of the Ukiah Police that if there were established rules, and security was hired on a 24/7 basis to enforce the rules, the results would be (1) less calls to the local police department (2) less impact on the neighboring properties (3) rules give structure for the "guests" themselves (4) a feeling of a safer environment for the ones using the facility. Could this requirement be a condition of this subsequent requested use permit?
6. This is promoted as a Day Center with classes, workshops, etc., etc. Will the new extension be used for that purpose? From all the loitering around the B2 building, adjacent properties, etc., it appears the property is not being utilized to the full extent possible.
7. Have neighbors been contacted to verify that RCS has re-started having meetings to address the grievances the neighbors have about B2? (That was part of the original use permit requirements.)
8. Are the restrictions on the number of occupancies being enforced?

My intent is not to make this a contentious issue, but to offer some suggestions for safeguards to make sure the facility and its residents have **less impact** on the rest of the Ukiah community. The businesses and property owners in the vicinity of Building Bridges have horror stories to relate about the egregious infringements on their properties and businesses. Every day, there is lots of garbage on the "Golden property" to the south of B2. This, plus the loitering on that adjacent property, is making a bad impression on visitors entering Ukiah, and daily passers-by who travel South State daily. How are we going to attract viable businesses to Ukiah when this is the first impression they are faced with?

I have faith that we, as a community, can do better.

Mireya, thanks for all your help on this matter.

Martha
 (707)489-3085

From: Mireya Turner <mturner@cityofukiah.com>
Sent: Monday, October 26, 2020 9:22 AM

Mireya Turner

From: Martha Barra <rvv@pacific.net>
Sent: Monday, November 9, 2020 9:49 PM
To: Mireya Turner; martha@barraofmendocino.com
Cc: Craig Schlatter; Shannon Riley
Subject: RE: Hearing for Shelter Expansion at 1045 South State Street

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Mireya, thanks for answering the questions the best you could. I truly appreciate it.

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I know very well this is a very difficult situation, but we can do better. And doing better starts with the administration of RCS. I look forward to receiving your staff report that accompanies the agenda on this matter.

Best regards,

Martha Barra
(707)489-3085

From: Mireya Turner <mturner@cityofukiah.com>
Sent: Monday, November 9, 2020 3:02 PM
To: martha@barraofmendocino.com; 'Martha Barra' <rvv@pacific.net>
Cc: Craig Schlatter <cschlatter@cityofukiah.com>; Shannon Riley <sriley@cityofukiah.com>
Subject: RE: Hearing for Shelter Expansion at 1045 South State Street

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Cordially,



Mireya G. Turner, MPA

Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

P: 707.463.6203

www.cityofukiah.com/community-development

From: Martha Barra <martha@barraofmendocino.com>
Sent: Thursday, November 5, 2020 2:01 PM
To: Mireya Turner <mturner@cityofukiah.com>; 'Martha Barra' <rvv@pacific.net>
Cc: Craig Schlatter <cschlatter@cityofukiah.com>; Shannon Riley <sriley@cityofukiah.com>
Subject: RE: Hearing for Shelter Expansion at 1045 South State Street

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I still have a note to send you the staff report as soon as it becomes available.

Cordially,



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<image001.png>

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My intent is not to make this a contentious issue, but to offer some suggestions for safeguards to make sure the facility and its residents have **less impact** on the rest of the Ukiah community. The businesses and property owners in the vicinity of Building Bridges have horror stories to relate about the egregious infringements on their properties and businesses. Every day, there is lots of garbage on the “Golden property” to the south of B2. This, plus the loitering on that adjacent property, is making a bad impression on visitors entering Ukiah, and daily passers-by who travel South State daily. How are we going to attract viable businesses to Ukiah when this is the first impression they are faced with?

I have faith that we, as a community, can do better.

Mireya, thanks for all your help on this matter.

Martha
(707)489-3085

From: Mireya Turner <mturner@cityofukiah.com>
Sent: Monday, October 26, 2020 9:22 AM
To: Martha Barra <rvv@pacific.net>
Subject: RE: Hearing for Shelter expansion

That sounds great. I have added you to my calendar on the date I post the agenda, so I won't forget.

Cordially,



Mireya G. Turner, MPA
 Planning Manager
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 300 Seminary Avenue, Ukiah, CA 95482
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Subject: Hearing for Shelter expansion

Dear Ms. Barra,
Attached please find the public hearing notice for the Zoning Administrator Hearing for the proposed Modification of the Use Permit, to allow shelter use to expand into the previous retail space.
Please let me know if you have any difficulty accessing the attachment.

Cordially,

<[image003.png](#)>

Mireya G. Turner, MPA
Planning Manager
Department of Community Development
300 Seminary Avenue, Ukiah, CA 95482
P: 707.463.6203
www.cityofukiah.com/community-development

Mireya Turner

From: Bill Fisette <wfisette@gmail.com>
Sent: Friday, November 13, 2020 2:14 PM
To: Mireya Turner
Subject: Fwd: B2 shelter

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Sent from my iPad

Begin forwarded message:

From: Bill Fisette <wfisette@gmail.com>
Date: November 13, 2020 at 12:08:34 PM PST
To: Sage Wolf <wolfs@redwoodcommunityservices.org>
Cc: Craig Schlatter <cschlatter@cityofukiah.com>, Steve Scalmanini <sscalmanini@yahoo.com>, Mo Mulheren <themoyouknow@gmail.com>, dougcrane@cityofukiah.com
Subject: B2 shelter

Hi Sage, apparently your staff at B2 hasn't noticed so I want to bring it to your attention that you have a consistent group of people living on the ground at the southwest corner of your building. I'm not sure what your policy is on this but I thought I should let you know. Bill Fisette





Sent from my iPad

Mireya Turner

From: Bill Fisette <wfishette@gmail.com>
Sent: Friday, November 13, 2020 3:05 PM
To: Mireya Turner
Subject: RCS meetings

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Mireya, I want you to know that RCS has NEVER had meetings with the neighbors to address grievances, let alone re-started them. I have contacted Sage Wolf with neighbors complaints many, many times, but no contacts or meetings have ever been initiated by RCS. I've only recently become aware that they were supposed to do this. The neighbors are quiet, working families, trying to get by. Building Bridges has injected their neighborhood with increased transients, trash, loud profane arguments, loitering, and behavior not conducive to a family environment. If they are allowed to expand the situation will get worse. Pity the poor people subjected to this. Thank you for listening, Bill Fisette

Sent from my iPad

November 14, 2020

To the City of Ukiah managers, planners and council members,

My sister and I own the property adjacent to the Building Bridges facility. We applaud the compassionate services they provide the homeless community and believe that immediate additions to their operations are needed to ensure the welfare and safety of the neighborhood.

The purpose of this letter is to inform you of our direct experience and the remedies we are requesting.

Our tenant, David Seng, operator of Ukiah Signs at 1091 State Street since 2016, is closing his business due to influence the Building Bridges' client community has on his customers and operations. Daily he requests that people loitering and sleeping at the front of his business move on. He intends to write his own letter detailing his experiences.

By client community I refer to the Building Bridges clients and the client friends they attract. This week, when the person I employ to patrol our property next to the Building Bridges facility asked the homeless people on our property to move off the property, they told him that the Building Bridges staff told them that the lot is an extension of Building Bridges' facility. While no staff may have said this, the homeless people's use of the Building Bridges name indicates a clear a relationship between their presence on our property and the Building Bridges facility.

I respectfully request that the operators of the Building Bridges facility be required to provide the following services for the other properties on the block on which their facility is located. These actions will mitigate the negative unintended consequences the neighborhood is suffering as a result of their compassionate services to the homeless.

1. Provide daily 24-hour security patrols for the area bounded by State St., Thomas St., Perry St., and Talmage Road.
2. Provide bi-monthly trash removal services for this same area.
3. Install and maintain security lights on their buildings that illuminate the adjacent properties around their buildings, because the homeless often camp in these outdoor areas.

Taking the above actions will not put David Seng and Ukiah Signs back in business. However, it will make it easier to lease the building when it is vacant.

A vacant building next to Building Bridges would create a drain on city services including the Police and Fire departments, and put an unhealthy population at further risk. I have direct experience of what happens to a building when the homeless community moves into it. Fires are started inside (note the butane torch in an attached photo), walls and furnishings are destroyed, plumbing and electrical fixtures are stripped and broken.

By taking the requested actions, Building Bridges will demonstrate its desire to be a good neighbor and accept responsibility for the distress and expense their facility is causing neighborhood businesses and residents.

Attached to this letter are site photographs to help you understand and

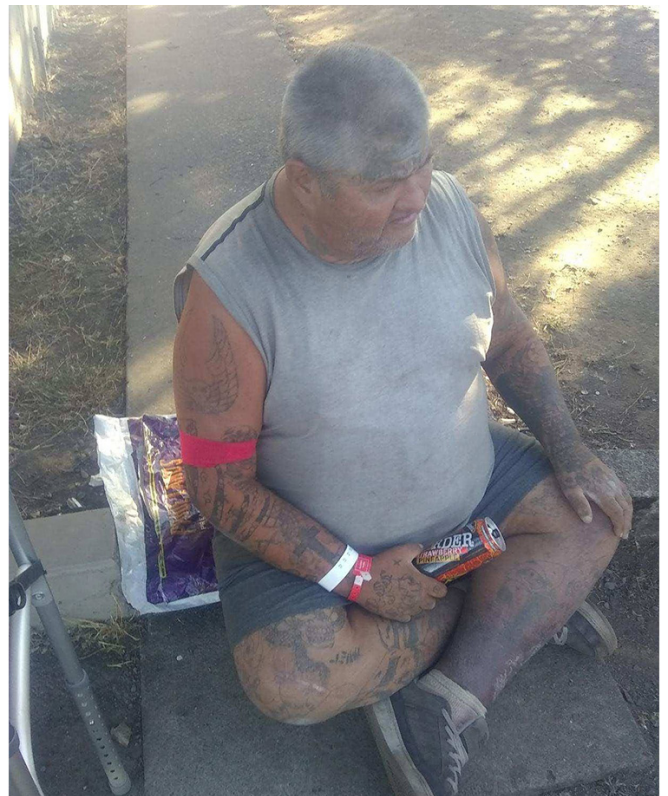
1. illustrate the scope of the challenge the neighborhood businesses and families face
2. inform you of the costs associated with cleaning up after the Building Bridges' community being paid by the business and property owners
3. re-familiarize you with some of the safety issues inherent with ignoring the behavior of the Building Bridges community.

Building Bridges is doing an inadequate job of managing **and evolving** their operations to address the evolving unintended negative consequences their client community is having on the State Street neighborhood.

This does not bode well for any other neighborhood into which they expand their operations.

Respectfully,
Mary Golden

Impact on David Seng's Ukiah Signs business.



These Building Bridges community members are sitting on walkways at the entrance of Ukiah Signs. Customers and employees must walk on these paths to enter the store.



These people are gathering at the back of the Ukiah Signs property. The fence is part of the Ukiah Signs fenced yard. There are more people standing and sitting outside the frame of this photo.



This activity is happening within yards of Ukiah Signs business and is visible from State Street and by Ukiah Signs customers.

Impact on Property Owners



The constant presence of a significant number of the homeless community on the property make it difficult to find a tenant who will lease the land. This represents a financial loss to property owners of opportunity cost, plus the increased investment that is required to patrol the area and clean up the debris the homeless leave behind.

This land could be used more productively and would be attractive to tenants or developers if the challenges presented by the presence of the Building Bridges community were not so dramatic.



These pictures are taken on our property behind the Building Bridges facility. This scene is clearly visible from State Street, one of Ukiah's main streets.

I am requesting that Building Bridges install on their building flood lights that illuminate this field 24/7.

Impact on Property Owners



These pictures are taken at the Ukiah Signs building. Similar quantities of debris left behind by the Building Bridges homeless community needs to be removed and taken to the dump on a regular basis.

I am requesting that Building Bridges become responsible for the regular patrolling and removal of this homeless debris from the private property surrounding their facility.

Impact on Property Owners



This picture is taken behind the abandoned car wash building and reflects why I request that the scope of the patrols and debris removal include this area of the block.



The homeless community contributes graffiti to the neighborhood walls asking "Where do we go?" and making drug commentary (8 Ball commonly refers to meth or coke).

This makes it challenging to attract tenants.



These pictures are taken in the field adjacent Ukiah Signs. The Building Bridges facility appears in the background.



These activities make it challenging to attract tenants.

Impact on Public Safety and Civic Leadership's Image



This fire was started in Nov, when fire danger is low. At other times of the year, the danger of a fire in the field's dry grass and spreading to nearby buildings is high.



The butane torch this gentleman is using is a potential fire hazard that is portable.

A portable fire hazard can be used inside vacant buildings such as the soon to be vacant Ukiah Signs building.



Used needles and other drug paraphernalia are commonly found in areas used by the Building Bridges community.



Impact on Public Safety and Civic Leadership's Image



These people tell us that Building Bridges staff told them that the our lot is an extension of the Building Bridges facility.

While no staff may have said this, the homeless people's use of the Building Bridges name indicates a clear a relationship between their presence on our property and the Building Bridges facility.



These people need help, as do the neighborhood businesses and families.

Mireya Turner

From: Bill Fisette <wfishette@gmail.com>
Sent: Sunday, November 15, 2020 9:19 PM
To: Sage Wolf
Cc: Craig Schlatter; Steve Scalmanini; Maureen Mulheren; Doug Crane; Mireya Turner
Subject: B2 shelter

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Hi Sage , thank you for the quick response to my letter. May I respond to your responses..... I have been in touch with Mary Golden, owner of the property just south of B2 and she has been paying for someone to clean up the messes on her property. Maybe if you had dumpsters available at B2 it might help the situation. What happened to neighborhood cleanup days on Monday and Friday? I was told it had gone by the wayside because of lack of guest involvement . B2 staff should not be going around cleaning up the messes created by the guests, the guests should be cleaning up their own messes or maybe not creating them in the first place. Consider having on-site security at B2 to implement and enforce rules of behavior. How about having some porta-potties outside that are cleaned regularly so that the guests that are shooed outside after hours have somewhere to relieve themselves instead of on the neighbors property? Businesses and residents that live close by have rights too, and the current situation is NOT acceptable and must be changed!

Thank you for attention to these pressing matters, Bill Sent from my iPad

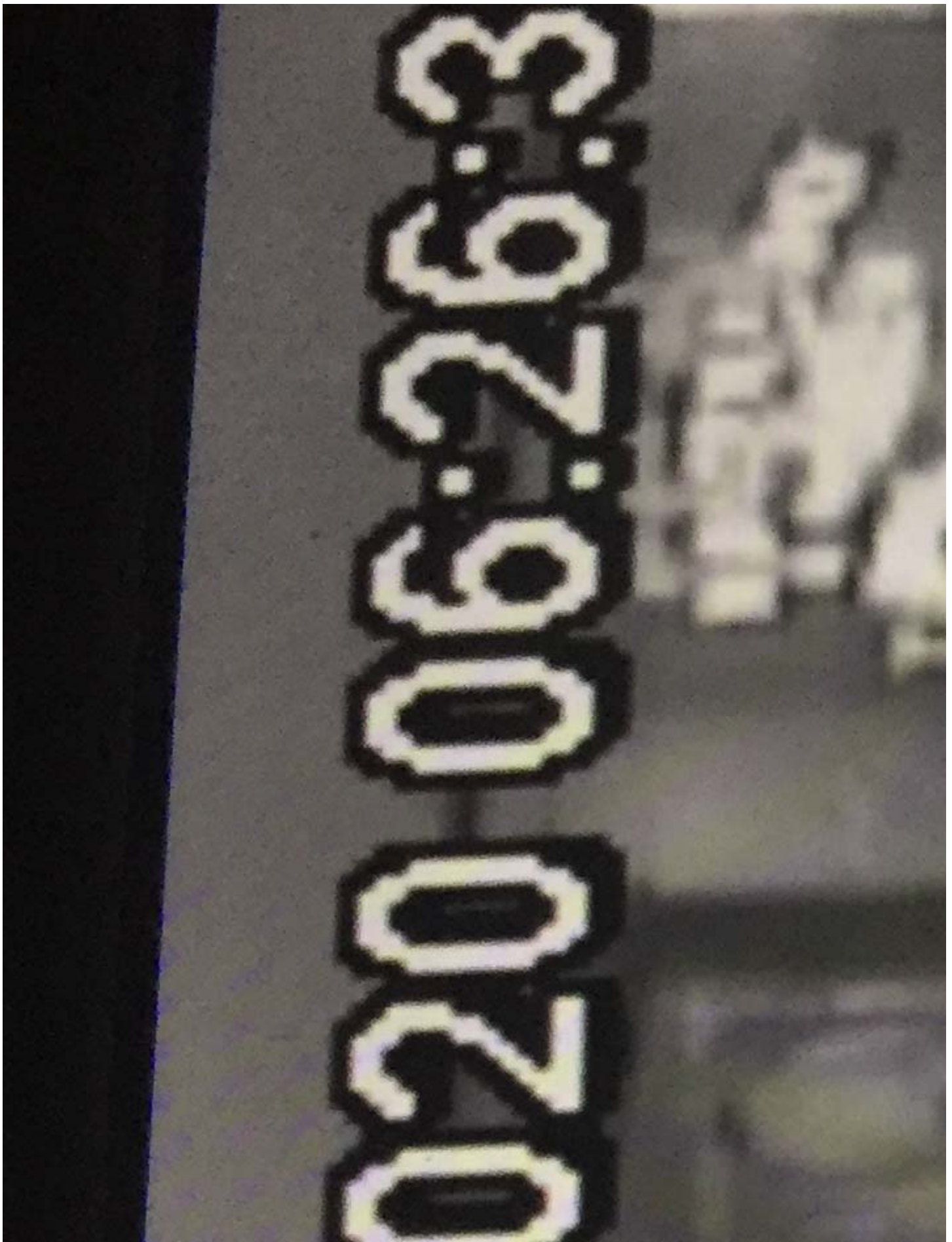
Mireya Turner

From: Ron Marino <bottleshopdeli@sbcglobal.net>
Sent: Monday, November 16, 2020 10:23 AM
To: Shannon Riley; cshlatter@cityofukiah.com; Mireya Turner; Sage Sangiacomo; sscalamini@yahoo.com; Maureen Mulheren; Doug Crane
Subject: Bottle Shop Deli 11-14-2020

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

This was our entrance on Saturday 11-14-2020. Bread was unable to be delivered and janitor will not clean when this happens which has been happening very frequently. Frankly, I'm extremely frustrated and something needs to be done!!!

Ron Marino



Sent from my iPhone

Mireya Turner

Subject: B2 Community Forum
Location: <https://us02web.zoom.us/j/84379808914?pwd=bTVmRTBuVXlwcWxrZlJPWWZBRU52QT09>
Start: Wed 10/28/2020 5:30 PM
End: Wed 10/28/2020 6:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Sage Wolf

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

The Building Bridges (B2) Community Forum is an opportunity for the Ukiah community to provide feedback to B2. Representatives from B2 and the B2 Council will be present to listen to input and report on how things are going at the homeless resource center. Please share the information about this meeting to anyone who would be interested in attending. Thank you.

Join B2 Community Forum Zoom Meeting every fourth Wednesday of the month from 5pm—6pm.

<https://us02web.zoom.us/j/84379808914?pwd=bTVmRTBuVXlwcWxrZlJPWWZBRU52QT09>

Meeting ID: 843 7980 8914

Passcode: 212570

One tap mobile

+16699006833,,84379808914#,,,,,0#,,212570# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Mireya Turner

Subject: B2 Council
Location: <https://us02web.zoom.us/j/88217782996?pwd=THQ2bjg1ZTJNeGFCNkVaYndDU3JkUT09>
Start: Wed 10/14/2020 1:00 PM
End: Wed 10/14/2020 2:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Sage Wolf

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The Building Bridges (B2) Council is a steering committee for the B2 homeless resource center. Please join to support the project, review challenges and successes, and problem solve solutions.

Council Members:

- Redwood Community Services (Sage Wolf, Tawny Bailey, or Dan Twyman)
- Mendocino County Health & Human Services Agency (Veronica Wilson)
- City of Ukiah (Shannon Riley)
- Ukiah Police Department (Sean Kaeser)
- MCAVHN (Libby Guthrie or Grace Peeler Stankeiwicz)
- Manzanita Services (Wynd Novotny, Sharon Govern, or Sarah Martin)
- MCHC (Clinic; Elizabeth Van Vranken)
- Adventist Health Ukiah Valley (Heather Lopez, Lisa Fowler, or Matt Gal)
- Legal Services of Northern California (Angelica Millan)
- Mendocino County Youth Project (Amanda Archer)
- Guest representative (person with lived experience with homelessness: Donald Damp)
- Neighbor (resident, property owner, business owner: Bill Fisette)

Join the B2 Council Zoom Meeting on the second Wednesday of each month from 1pm—2pm.

<https://us02web.zoom.us/j/88217782996?pwd=THQ2bjg1ZTJNeGFCNkVaYndDU3JkUT09>

Meeting ID: 882 1778 2996

Passcode: 746525

One tap mobile

+16699006833,,88217782996#,,,,,0#,,746525# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Mireya Turner

From: bill fisette <wffisette@gmail.com>
Sent: Monday, November 16, 2020 3:51 PM
To: Mireya Turner
Subject: Fwd: Additional photo

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

Begin forwarded message:

From: Mary Golden <mary@goldengroupsolutions.com>
Date: November 16, 2020 at 1:55:11 PM PST
To: Mireya Turner <mtturner@cityofukiah.com>
Cc: Craig Schlatter <cshlatter@cityofukiah.com>, Sage Sangiacomo <ssangiacomo@cityofukiah.com>, Shannon Riley <sriley@cityofukiah.com>, Mo Mulheren <themoyouknow@gmail.com>, Doug Crane <dougcrane@cityofukiah.com>, Steve Scalmanini <sscalmanini@yahoo.com>
Subject: Additional photo

Ms. Turner,

This morning I took this picture of feces in the fence at the Ukiah Signs storefront on State St.

This is one of the public health hazards I'm requesting the Building Bridges management clean up during their patrol and debris removal activities.

Would you please add this to the photos I emailed earlier.

Thank you,
Mary Golden



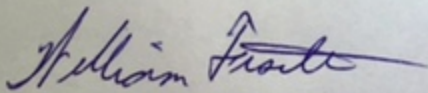
Mireya Turner

From: Bill Fisette <wfisette@gmail.com>
Sent: Monday, November 16, 2020 9:01 PM
To: Mireya Turner
Subject: Building Bridges Shelter

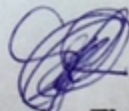
[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

City of Ukiah Zoning Administrator Meeting 11/17/20.

We have rental properties on Thomas St Ukiah and are writing to oppose any expansion of the facility and suggest withdrawing their use permit until the situation there is brought under control and into conformance with their use permit. The changes the shelter has brought into our neighborhood have been bad and have negatively affected the lives of the families living there. The increased littering, loud profane arguments, loitering, and trespassing on our properties have been more than one neighborhood should be expected to endure. Please require that Building Bridges Shelter institute some rules and regulations for their guests to follow and have onsite security their to enforce the rules. The situation as it currently exists is out of control and needs to be addressed. Thank you,



William Fisette



Alejandra Fisette

Sent from my iPad

Mireya Turner

From: Bill Fisette <wfisette@gmail.com>
Sent: Monday, November 16, 2020 9:25 PM
To: Mireya Turner
Subject: B2

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

**CITY OF UKIAH:
FOR ZONING ADMINISTRATOR HEARING ON
NOVEMBER 17, 2020, AT 1:00 P.M.**

WE, the undersigned, are residents of Thomas Street, in Ukiah, and the closest residential neighbors to the Building Bridges shelter. We recognize that winter is here, and the occupants of the shelter need a place to sleep, but the disruption the shelter has brought into our neighborhood is unfair, and we feel unsafe in our homes. We have suffered through profanity, trespass (even inside our own homes), excessive garbage that we must clean up, and other detrimental impacts. Sometimes, the police must be called. We are asking the Zoning Administrator to put conditions as part of the continued use permit to make sure our neighborhood is kept safe and clean. Our children should not be made to tolerate such illegal behavior.

Thank you,

1 ALBERTO GONZALEZ G.
address: 120 Thomas St. Ukiah, CA.

LUIS M LOPEZ, - Martha cese
2 130 Thomas St
address UKIAH

3 Leonardo Cruz Yaneth Penaloza
address 120.5 Thomas St UKIAH

4 Kerna penaloza
address 126 D UKIAH Thomas St,

Page two

Thomas Street Neighborhood

For November 17, 2020 Zoning Administrator hearing

5. Fernando Magana Avila,
address 126 A Thomas St. Ukiah

6. JOSÉ Luis MORALES / Carmen JOSÉ MORALES
address 124 Thomas St. Ukiah, CA

7. Yarese Hernandez / F.V.S.
address 126 Thomas St Apt B
Ukiah, CA 95482

8. Jana Beltran Non Beltran,
address 126 C Thomas St. Ukiah

Sent from my iPad

Mireya Turner

From: Kathy Fisette <kafisette@gmail.com>
Sent: Monday, November 16, 2020 7:45 PM
To: Mireya Turner
Subject: B2 Shelter

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Sent from my iPad