



Zoning Administrator

Regular Meeting

AGENDA

Civic Center Annex ♦ 411 W. Clay St., Conf. Rm. #5 ♦ Ukiah, CA 95482

October 22, 2019 - 11:00 AM

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.a. Approval of August 21, 2019 Draft Minutes

Recommended Action: Review and approve Draft Minutes of August 21, 2019 ZA Meeting

Attachments:

1. ZAM_08212019-Draft

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 1, 2019 at 5:00 p.m.

4. SITE VISIT VERIFICATION

5. 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.

6. VERIFICATION OF NOTICE

7. PUBLIC HEARING

- 7.a. Request for approval of a Minor Use Permit to allow the operation of Mendocino Animal Hospital at 290 E. Gobbi St.; APN 002-311-35; File No. 19-4814.

Recommended Action: Conditional approval

Attachments:

1. Staff Report
2. ATT 1 Draft Findings
3. ATT 2 Draft COA
4. ATT 3 Application Materials
5. ATT 4 Referral Responses

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.

**CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Civic Center Annex Conference Room #5
411 W. Clay St.
Ukiah, CA 95482
August 21, 2019
3:00 p.m.**

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Michele Irace, Planning Manager
Alicia Tlelo, Assistant Planner

OTHERS PRESENT

Paul Jackson
Niels Larsen
Tom Liden

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 3:00 p.m. in Conference Room No. 5, Ukiah Civic Center Annex, 411 W. Clay St., Ukiah, California.

Zoning Administrator Craig Schlatter presiding.

2. SITE VISIT VERIFICATION

Zoning Administrator Craig Schlatter confirmed he had visited the site listed on today's agenda.

3. APPROVAL OF MINUTES – June 27, 2019

Zoning Administrator Craig Schlatter approved the Minutes of June 27, 2019 with no corrections.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is September 2, 2019 at 5:00 p.m.

6. VERIFICATION OF NOTICE

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

7. PUBLIC HEARING

- a. Request for approval of a Minor Use Permit to allow the operation of Next Level Gaming, a video game lounge, arcade, and retail space at 145 E. Church St. APN 002-267-07; File No. 19-4645.

Presenter: Assistant Planner Alicia Tlelo

PUBLIC HEARING OPENED: 3:12 p.m.

Commenters: Paul Jackson, Niels Larsen, and Tom Liden

PUBLIC HEARING CLOSED: 3:19 p.m.

Zoning Administrator Craig Schlatter approved a Minor Use Permit to allow the operation of Next Level Gaming, a video game lounge, arcade, and retail space at 145 E. Church St. APN 002-267-07; File No. 19-4645.

ATTACHMENT 1

FINAL FINDINGS TO ADOPT A MINOR USE PERMIT TO ALLOW THE OPERATION OF NEXT LEVEL GAMING, A VIDEO GAME LOUNGE, ARCADE, AND RETAIL SPACE AT 145 E. CHURCH ST. (APN 002-267-07) FILE NO. 19-4645

The following findings are supported by and based on information contained in this staff report, the application materials and documentation, and the public record, in accordance with UCC Section 9262:

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

There are no General Plan goals or policies relating specifically to minor alteration of ongoing commercial uses. However, the existing commercial use is consistent with the General Plan Economic Development Element policies and goals supporting commercial activity. In addition, supporting local commercial businesses is identified as one of the purposes of the Downtown Zoning Code. With an approved Use Permit the proposed project that includes a video game lounge, arcade, and retail space is a permitted use within the UC zoning district.

2. The proposed project, as conditioned, is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare based on the following:

Surrounding uses include a variety of commercial /retail businesses and the site has historically been used for commercial and recreational businesses. The proposed project is compatible with the surrounding use and would not be detrimental to the public's health, safety and general welfare.

In addition, the project has been reviewed by Public Works, the Fire Marshal, the City Electric and Police Departments with no major concerns.

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 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` including

(a) Interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances. The key consideration is whether the project involves negligible or no expansion of an existing use. 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 the building is served by existing utilities.
- The project proposes to make minor interior alterations to the existing commercial building.
- 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).

Based on the above analysis, the findings required for the Minor Use Permit can be made.

Notice of Public Hearing

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

- Posted in two places the project site on August 8, 2019;
- Mailed to property owners within 300 feet of the project site August 7, 2019;
- Published in the Ukiah Daily Journal on August 10, 2019; and
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing.

ATTACHMENT 2

FINAL CONDITIONS OF APPROVAL TO ADOPT A MINOR USE PERMIT TO ALLOW THE OPERATION OF NEXT LEVEL GAMING, A VIDEO GAME LOUNGE, ARCADE, AND RETAIL SPACE AT 145 E. CHURCH ST. (APN 002-267-07) FILE NO. 19-4645

Approval is granted for the operation of a video game lounge, arcade, and retail space at 145 E. Church St. within an existing building, based on the project description submitted to the Community Development Department and as shown on the Site Plan date stamped July 5, 2019, except as modified by the following conditions of approval.

This Use Permit is granted subject to the following operating characteristics.

- Installation of 15-20 arcade machines and a redemption area for tickets earned.
- Retail area to sell hats, shirts, snacks and small toys.
- Minor interior improvements such as painting the interior walls adding display cases.

- Hosting birthday parties and tournaments on weekends.
- Restriping the three-space parking lot in the rear of the building and adding new signage.
- Days and hours of operation will be Thursday through Sunday 4:00 p.m. to 9:00 p.m.
- Each shift will be staffed with two employees.

The applicant does not propose exterior building alterations at this time and the existing building's footprint would not be expanded. No new landscaping is proposed and the existing landscaping on S. Main St. will remain.

The project is subject to the following Conditions of Approval.

Standard City Conditions of Approval

1. Business operations shall not commence until all permits required for the approved use, including but not limited to business license, tenant improvement building permit, have been applied for and issued/finaled.
2. No permit or entitlement shall be deemed effective unless and until all fees and charges applicable to this application and these conditions of approval have been paid in full.
3. The property owner shall obtain and maintain any permit or approval required by law, regulation, specification or ordinance of the City of Ukiah and other Local, State, or Federal agencies as applicable. All construction shall comply with all fire, building, electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
4. A copy of all conditions of this planning permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest.
5. All Conditions of Approval shall be printed on the first page of the Building Permit Plan set.
6. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions 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 the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. 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.

Planning Division Conditions of Approval

7. Application for and approval of a Sign Permit from the Community Development Department is required prior to installation of any signage.

8. If the applicant wishes to improve the façade of the building or propose other exterior alterations to the site, the applicant shall consult with the Community Development Department and obtain all required permits, as necessary.
9. As outlined in Article 20, Administrative and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
10. The Applicant shall be required to obtain any required permits from the Mendocino County Environmental Health Department for food sales. A copy of the permit shall be provided to the Planning Division prior to commencement of operations.

Building Division Conditions of Approval

11. Building permits may be required. Please contact the Building Division for more information at (707) 46467-5786. If required, submit plans and a building permit application. Please submit three complete plan sets, two wet stamped and signed. All Conditions of Approval shall be printed on the first page of the building plans.
12. The design and construction of all site alterations shall comply with the 2016 California Building Code, 2016 Plumbing Code, 2016 Electrical Code, 2016 California Mechanical Code, 2016 California Fire Code, 2016 California Energy Code, 2016 Title 24 California Energy Efficiency Standards, 2016 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.

Public Works Department Conditions of Approval

13. 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.
14. All sidewalks adjacent to this parcel on Church Street and Main Street should be ADA compliant. A Building Permit that has a value of more than one-third the value of the improved structure will trigger the requirement to upgrade these sidewalk facilities."
15. Fees for sewer and water may be required depending on project specific conditions.
16. Upon receipt of the requested information, specific conditions will be applied.

Electric Utility Department Conditions of Approval

17. 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.
18. The main switchboard/service panel, pull section, and CT cabinet must be in accordance with current EUSERC standards. The contractor shall submit service equipment

specification sheets with appropriate EUSERC references for City approval prior to purchase and installation.

19. Developer/Customer shall incur all costs for any additional upgrades to our distribution facilities on this future project to include (labor, materials, equipment).

Fire Marshal Conditions of Approval

20. Address shall be clearly posted on exterior of building front street or roadway.
21. Two Class 2-A rated fire extinguishers shall be located in main gathering room, one additional in rear exit hallway.
22. Emergency exit lighting shall be required at front entrance, intermediate door, and rear door. Each unit must have battery back-up.
23. Recommended walk-through prior to opening as to clearly identify listed needs and locations of such.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 3:25 p.m.



DATE: October 22, 2019
TO: Zoning Administrator
FROM: Alicia Tlelo, Assistant Planner
SUBJECT: Request for approval of a Minor Use Permit to allow the operation of Mendocino Animal Hospital at 290 E. Gobbi St.; APN 002-311-35; File No. 19-4814.

SUMMARY

OWNER: Charlotte Burns
3700 Leland Lane
Ukiah, CA 95482

APPLICANT / AGENT: Nick Channell
1219 Despina Dr.
Ukiah, CA 95482

REQUEST: Minor Use Permit to allow the operation of Mendocino Animal Hospital.

DATE DEEMED COMPLETE: October 2, 2019

LOCATION: 290 E. Gobbi St.; APN 002-311-35

TOTAL ACREAGE: 0.45 acres

GENERAL PLAN: Commercial (C)

ZONING DISTRICT: Community Commercial (C1)

ENVIRONMENTAL DETERMINATION: Exempt, pursuant to CEQA Guidelines Article 19 §15301(a), Class 1, Existing Facilities

RECOMMENDATION: Conditional Approval. Findings are included as **Attachment 1** and Conditions of Approval are included as **Attachment 2**.



BACKGROUND

Mendocino Animal Hospital has been in operation since the 1950's and is currently located at 1240 Airport Park Blvd. They are relocating their offices to the existing building at 290 E. Gobbi St. The existing 5,500 sf commercial building for the proposed project is currently home to Tapestry Family Services.

PROJECT DESCRIPTION

An application has been received from Nick Channell for Zoning Administrator approval of a Minor Use Permit to allow a veterinarian hospital at 290 E. Gobbi St. (see **Attachment 3**, Application Materials). The project would be located within the existing building and include the following:

- Veterinarian services provided would include annual physicals, vaccinations, dental cleaning and extractions, x-rays, ultrasonography, endoscopy, soft tissue and orthopedic surgery and hospitalization.
- Retail area to sell over the counter retail items in the lobby.
- Interior improvements and alterations such as painting the interior walls, new flooring, changing the buildings current layout and adding display cases.
- Supply deliveries three to four times a week.
- Days and hours of operation will be Monday through Friday 7:30 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 5:00 p.m.
- Each shift will be staffed with approximately 20 employees.

Exterior building alterations are not proposed at this time, and the existing building's footprint would not be expanded. No new landscaping is proposed and the existing landscaping will remain.

SETTING

The project site is located on E. Gobbi St. and is accessible via S. State St. and Marshall St. The ±0.45-acre site is currently developed with a 5,500 sf commercial building, a 31 space parking lot, landscaping and an approximately six by ten ft. wall mounted mural. An aerial image of the site is provided in Figure 1 below.

The project is adjoined on all sides by commercial uses including retail stores, and a residential subdivision to the south directly across the street. Table 1 includes a summary of adjacent land uses.

Table 1: Surrounding Land Uses			
	GENERAL PLAN	ZONING	USES
North	Commercial (C)	Community Commercial (C1)	Vacant Lot
East	Commercial (C)	Heavy Commercial (C2)	Mendocino Air Quality
South	Commercial (C)	Community Commercial (C1)	Vacant Lot
West	Commercial (C)	Community Commercial (C1)	Incognito

Figure 1. Aerial Map

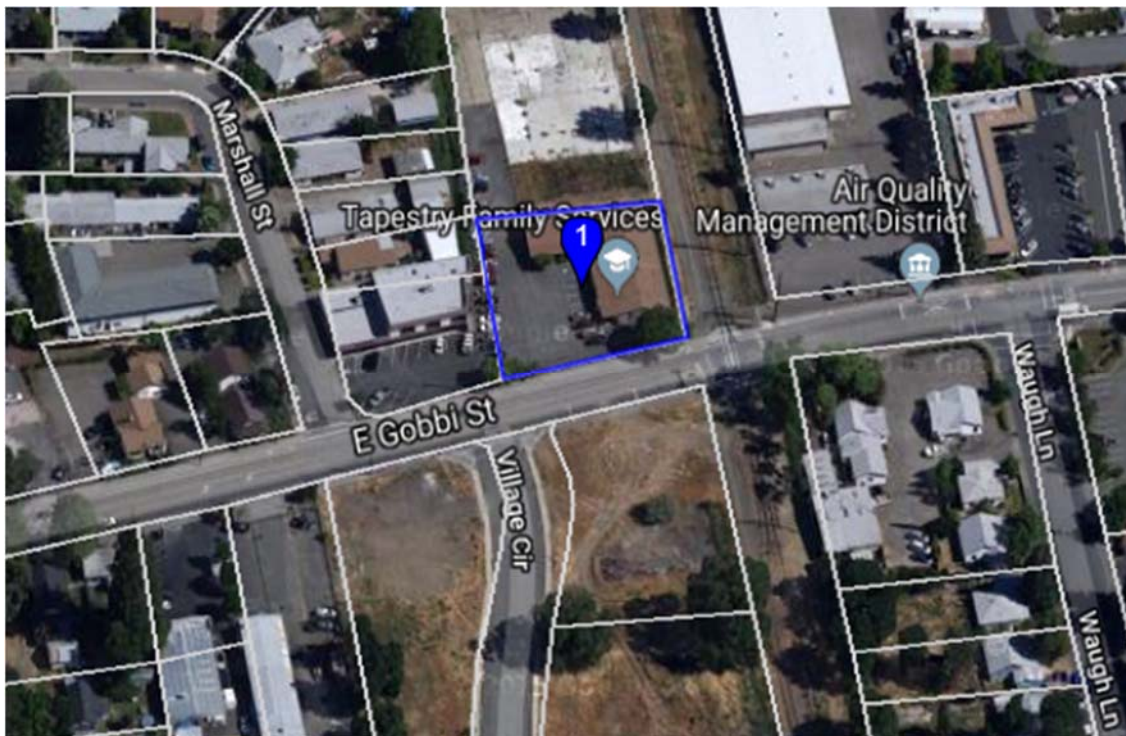


Figure 2. Zoning Designation



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, City of Ukiah Building Division, City of Ukiah Electric Department, Mendocino County Environmental Health, Mendocino County Public Health and Mendocino Transit Authority. The agencies' comments are included in **Attachment 4** and recommended Conditions of Approval are contained in **Attachment 2**. No comments were received by the remaining agencies.

STAFF ANALYSIS

GENERAL PLAN. The General Plan land use designation of the parcel is Commercial. This land use designation identifies lands where commercial uses may locate. The site is already developed with a commercial building that has historically been used for commercial uses. In addition, the project is consistent with goals and policies within the Economic Development Element of the General Plan, as it would allow a business to operate within City limits that would contribute to



the local economy and provide local services to the citizens of the City of Ukiah and the greater Ukiah Valley.

ZONING ORDINANCE. The project is in the Community Commercial (C1) zoning district as described in Ukiah Municipal Code §9080-9088, and subject to the requirements contained therein. The zoning ordinance includes development standards for setbacks, building height, site area, yard setbacks, landscaping and parking. The project site is already developed with the building, 31 parking spaces, signage, as well as street trees and landscaping. No additions to the exterior of the building or site are proposed as part of this project. Signage will be updated per the City's Municipal Code. The project is consistent with all applicable zoning code regulations.

Use Permit. Veterinarian offices are permitted with a Use Permit per UCC Section 9082. In order to approve a Use Permit, the findings included in UCC section 9262(E) are required to be made. The required findings and staff's analysis are included in **Attachment 1**.

ENVIRONMENTAL REVIEW

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 Class 1, Existing Facilities which consists of the operation, repair, maintenance, or minor alteration of existing public or private structures, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The exemption may be used if the project does not involve significant amounts of hazardous materials, is located 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 the building is served by existing utilities.
- The project proposes to make interior alterations to the existing commercial building.
- 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).

PUBLIC NOTICE

A notice of public hearing was provided in the following manner, as required by UCC §9262(C):

- Posted in two places on the project site on October 9, 2019;
- Mailed to property owners within 300 feet of the project site on October 9, 2019;
- Published in the Ukiah Daily Journal on October 12, 2019; and



- Posted at the Civic Center (glass case) 72 hours prior to the public hearing.

As of the writing of this staff report no correspondence had been received as a result of the public notice.

RECOMMENDATION

Staff recommends the Zoning Administrator 1) conduct a public hearing; 2) approve the Minor Use Permit based on the facts and findings found in the Staff Report and Findings, and subject to the Draft Conditions of Approval.

ATTACHMENTS

1. Draft Minor Use Permit Findings
2. Draft Minor Use Permit Conditions of Approval
3. Application Materials
4. Project comments from other departments and agencies

**FINDINGS TO ADOPT A MINOR USE PERMIT TO ALLOW
THE OPERATION OF MENDOCINO ANIMAL HOSPITAL
WITHIN AN EXISTING BUILDING AT
290 E. GOBBI ST. (APN 002-311-35);
FILE NO. 19-4525**

The following findings are supported by and based on information contained in this staff report, the application materials and documentation, and the public record, in accordance with UCC Sections 9262

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

There are no General Plan goals or policies relating specifically to repair/remodel of ongoing commercial uses. However, the existing commercial use is consistent with the General Plan Economic Development Element policies and goals supporting commercial activity. With an approved Use Permit the proposed project that includes a veterinarian hospital is a permitted use within the C1 zoning district.

2. The proposed project, as conditioned, is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare based on the following:

Surrounding uses include a variety of commercial uses and the site has historically been used for family and mental health services. The proposed project would not intensify the historic commercial use and would not negatively impact the commercial uses in the surrounding neighborhood.

In addition, the project has been reviewed by Ukiah Valley Fire Authority, City of Ukiah Public Works, City of Ukiah Police Departments, City of Ukiah Building Division, City of Ukiah Electric Department, Mendocino County Environmental Health Department, Mendocino County Public Health and Mendocino Transit Authority with no major concerns.

3. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 Class 1, Existing Facilities which consists of the operation, repair, maintenance, or minor alteration of existing public or private structures, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The exemption may be used if the project does not involve significant amounts of hazardous materials, is located 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.
- The project proposes to make interior alterations to the existing commercial

290 E. Gobbi St.
Mendocino Animal Hospital
Minor Use Permit
File No. 19-4814

building.

- 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).

Based on the above analysis, the findings required for the Minor Use Permit can be made.

Notice of Public Hearing

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

- Posted in two places the project site on October 10, 2019
- Mailed to property owners within 300 feet of the project site on October 10, 2019
- Published in the Ukiah Daily Journal on October 12, 2019
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing

**DRAFT CONDITIONS OF APPROVAL TO ADOPT A MINOR USE PERMIT TO ALLOW
THE OPERATION OF MENDOCINO ANIMAL HOSPITAL
WITHIN AN EXISTING BUILDING AT
290 E. GOBBI ST. (APN 002-311-35)
FILE NO. 19-4814**

Approval is granted for the operation of a veterinarian hospital at 290 E. Gobbi St. within an existing building, based on the project description submitted to the Community Development Department and as shown on the Site Plan dated September 5, 2019, except as modified by the following conditions of approval.

This Use Permit is granted subject to the following operating characteristics.

- Veterinarian services provided would include annual physicals, vaccinations, dental cleaning and extractions, x-rays, ultrasonography, endoscopy, soft tissue and orthopedic surgery and hospitalization.
- Retail area to sell over the counter retail items in the lobby.
- Interior improvements and alterations such as painting the interior walls, new flooring, changing the buildings current layout and adding display cases.
- Supply deliveries three to four times a week.
- Days and hours of operation will be Monday through Friday 7:30 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 5:00 p.m.
- Each shift will be staffed with approximately 20 employees.

The project is subject to the following Conditions of Approval.

Standard City Conditions of Approval

1. Business operations shall not commence until all permits required for the approved use, including but not limited to business license, tenant improvement building permit, have been applied for and issued/finaled.
2. No permit or entitlement shall be deemed effective unless and until all fees and charges applicable to this application and these conditions of approval have been paid in full.
3. The property owner shall obtain and maintain any permit or approval required by law, regulation, specification or ordinance of the City of Ukiah and other Local, State, or Federal agencies as applicable. All construction shall comply with all fire, building, electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
4. A copy of all conditions of this planning permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest.

290 E. Gobbi St.
Mendocino Animal Hospital
Minor Use Permit
File No. 19-4814

5. All Conditions of Approval shall be printed on the first page of the Building Permit Plan set.
6. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions 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 the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. 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.

Planning Division Conditions of Approval

7. Application for and approval of a Sign Permit from the Community Development Department is required prior to installation of any signage.
8. If the applicant wishes to improve the façade of the building or propose other exterior alterations to the site, the applicant shall consult with the Community Development Department and obtain all required permits, as necessary.
9. As outlined in Article 20, Administrative and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.

Building Division Conditions of Approval

10. Building permits may be required. Please contact the Building Division for more information at (707) 467-5786. If required, submit plans and a building permit application. Please submit three complete plan sets, two wet stamped and signed. All Conditions of Approval shall be printed on the first page of the building plans.
11. The design and construction of all site alterations shall comply with the 2016 California Building Code, 2016 Plumbing Code, 2016 Electrical Code, 2016 California Mechanical Code, 2016 California Fire Code, 2016 California Energy Code, 2016 Title 24 California Energy Efficiency Standards, 2016 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.

Public Works Department Conditions of Approval

12. Pursuant to Section 9181C of the Ukiah City Code, the applicant shall be required to construct frontage improvements (including an ADA compliant concrete sidewalk, street trees, and repairs to existing curb, gutter and sidewalk if necessary), to the satisfaction of the City Engineer where the Building Permit value is equal to or greater than one-third (1/3) of the value of the existing structure.

290 E. Gobbi St.
Mendocino Animal Hospital
Minor Use Permit
File No. 19-4814

13. 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.

Electric Utility Department Conditions of Approval

14. This property will be served from existing overhead facilities; however, the City of Ukiah Electric Utility will be undergoing a major project to underground its facilities along Gobbi Street in the next 4-6 months. Eventually all addresses along Gobbi Street between South Orchard Avenue and South State Street will be fed from Pad Mount Transformers. Should the project need to upgrade to a larger panel or increase the electric load in the future, they will need to contact the Electric Utility Office.
15. 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.
16. Developer/Customer will need to provide EUSERC approved electrical equipment that is to be used on this project.
17. Developer/Customer shall provide projected load calculations to the EUD.
18. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment).

Mendocino County Environmental Health Conditions of Approval

19. Applicant must complete a Hazardous Materials Management Plan if hazardous materials are on site over threshold amounts in the state reporting system at www.cers.calepa.ca.gov. Threshold amounts are as follows: Liquids of 55 gallons or more, solids 500 pounds or more and gases 200 cubic feet or more.

City of Ukiah

Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.comWeb: www.cityofukiah.comAPP # 4814
CID # 46798Planning Services
Phone: (707) 463-6203
Fax: (707) 463-6204

RECEIVED

SEP 05 2019

Planning Permit Application

CITY OF UKIAH
COMMUNITY DEVELOPMENT

PROJECT NAME: <i>Mendocino Animal Hospital</i>			
PROJECT ADDRESS/CROSS STREETS: <i>290 East Cobb Street</i>		AP NUMBER(S): <i>002-311-35-00</i>	
APPLICANT/AUTHORIZED AGENT: <i>Nick Chanell</i>	PHONE NO: <i>707 321-5109</i>	FAX NO:	E-MAIL ADDRESS: <i>nickchanell@icloud.com</i>
APPLICANT/AUTHORIZED AGENT ADDRESS: <i>1219 Despina Drive</i>		CITY: <i>Ukiah</i>	STATE/ZIP: <i>CA 95482</i>
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: <i>Charlotte Burns</i>	PHONE NO: <i>(707) 367-1553</i>	FAX NO:	E-MAIL ADDRESS: <i>vetcharlotte@yahoo.com</i>
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: <i>3700 Leland Lane</i>		CITY: <i>Ukiah</i>	STATE/ZIP: <i>CA 95482</i>
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☒ NO			
☐ AIRPORT LAND USE COMM. DETERMINATION 100.0800.611.003	\$	☐ REZONING 100.0800.611.001	\$
☐ ANNEXATION 100.0300.611.001	\$	☐ REZONING - PLANNED DISTRICT 100.0300.611.001	\$
☐ 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 100.0300.611.001	\$	☐ SITE DEVELOPMENT PERMIT - MINOR 100.0400.449.001	\$
☐ MINOR PERMIT 100.0400.449.001	\$	☐ SPECIFIC MASTER PLAN 100.0800.611.003	\$
☐ PRELIMINARY REVIEW (PC) 100.0800.611.003	\$	☐ SUBDIVISION EXCEPTION 100.0300.610.001	\$
☐ 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	\$	☒ USE PERMIT - MINOR 100.0400.449.001	\$ <i>600.-</i>
☐ USE PERMIT - MAJOR 100.0400.449.001	\$	☐ VARIANCE - MAJOR 100.0400.449.001	\$
☐ VARIANCE - MINOR 100.0400.449.001	\$	☐ ZONING AMENDMENT - MAP 100.0300.611.001	\$
☐ ZONING AMENDMENT - TEXT 100.0300.611.001	\$	☐ OTHER	\$
☐ OTHER	\$	☐ OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ <i>50</i>	MAJOR PERMIT DEPOSIT:	\$
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$ <i>1000.00</i>
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$ <i>1050.00</i>
FILING DATE: <i>9-5-19</i>		TOTAL AMOUNT PAID: \$ <i>1050.00</i>	
RECEIPT NUMBER:			
APPLICATION NUMBER(S):			

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.

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.

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: <u>5500</u>	Number of Floors: <u>1</u>	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☐ Office (business/professional)			
☒ Office (medical/dental)	<u>Veterinary</u>		
☐ Retail			
☐ Light Industrial			
☐ Residential			
☐ Other:			
Operating Characteristics			
Days and Hours of Operation:	<u>M-F 7:00-6 Sat 8-5 Sun closed</u>		
Number of Shifts: <u>1</u>	Days and Hours of Shifts: <u>M-F 7:00-6 Sat 8-5 Sun closed</u>		
Number of Employees/Shift: <u>20</u>			
Loading Facilities: ☐ Yes ☒ No	Type/Vehicle Size: <u>Passenger cars</u>		
Deliveries: ☒ Yes ☐ No	Type: <u>UPS, FedEx</u>	Number (day/week/month): <u>3-4/week</u>	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:	Square Footage:	Square Footage:
Noise Generating Use? ☐ Yes ☐ No	Description:		

To Be Completed by Staff

General Plan Designation: <u>Commercial</u>	Zoning District: <u>C-1</u>	Airport Land Use Designation: <u>B2</u>
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		

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT - CITY OF UKIAH, CALIFORNIA

I, Charlotte Burns, owner authorize Nick Channell
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).

Charlotte Burns 9/5/19
PROPERTY OWNER SIGNATURE DATE

I, _____, 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.

☐ OWNER / ☐ AUTHORIZED AGENT DATE

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 of 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.

Charlotte Burns
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT
(PLEASE PRINT NAME)

Charlotte Burns 9/5/19
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT DATE
(SIGNATURE)

Mendocino Animal Hospital has been in the community since the mid 1950's. We operate Monday through Friday, 7:30 am to 6:00 pm and Saturday 8:00 am to 5:00 pm. Our team of 30 consists of local veterinary professionals and support staff. Most of our team is considered full time. Due to rotating schedules, there are usually only about 20 employees working on any given day.

Common services we provide to our patients:

- Annual physical exams
- Vaccinations
- Dental cleaning and extractions
- x-ray
- Ultrasonography
- Endoscopy
- Soft tissue and orthopedic surgery
- Hospitalization

Our supplies are typically delivered by means of UPS, Fed Ex or California Overnight about 3 times a week in a typical van type vehicle. On Wednesday or Thursday in the late afternoon we receive delivery from a 10 wheel tractor/trailer of pet food. We stock a small number of over the counter retail items that would be positioned in the lobby. Most of our deliveries are consumables that are stored in the back related to the services provided mentioned above.

The property doesn't have any real landscape except for some planter boxes close the building. We likely will not do much to what is existing for a while. The majority of the property is asphalt which is ideal for us to provide enough parking for our team and our clients and was a major factor in trying to find a new suitable location

As far as signage, we would like to hang something similar to what we currently have on Airport Park BLVD where the Tapestry mural is.

We have no plans of changing the parking spots at this time.
There are currently 31 parking spaces.

Incognito

Rail Trail



Gobbi Street

PLAN PROPOSED

RECEIVED

SEP 05 2019

CITY OF UKIAH
COMMUNITY DEVELOPMENT

CHARLES PARSONS DESIGN
CHARLIE@CHARLESPARSONSDSIGN.COM
860/857-1615

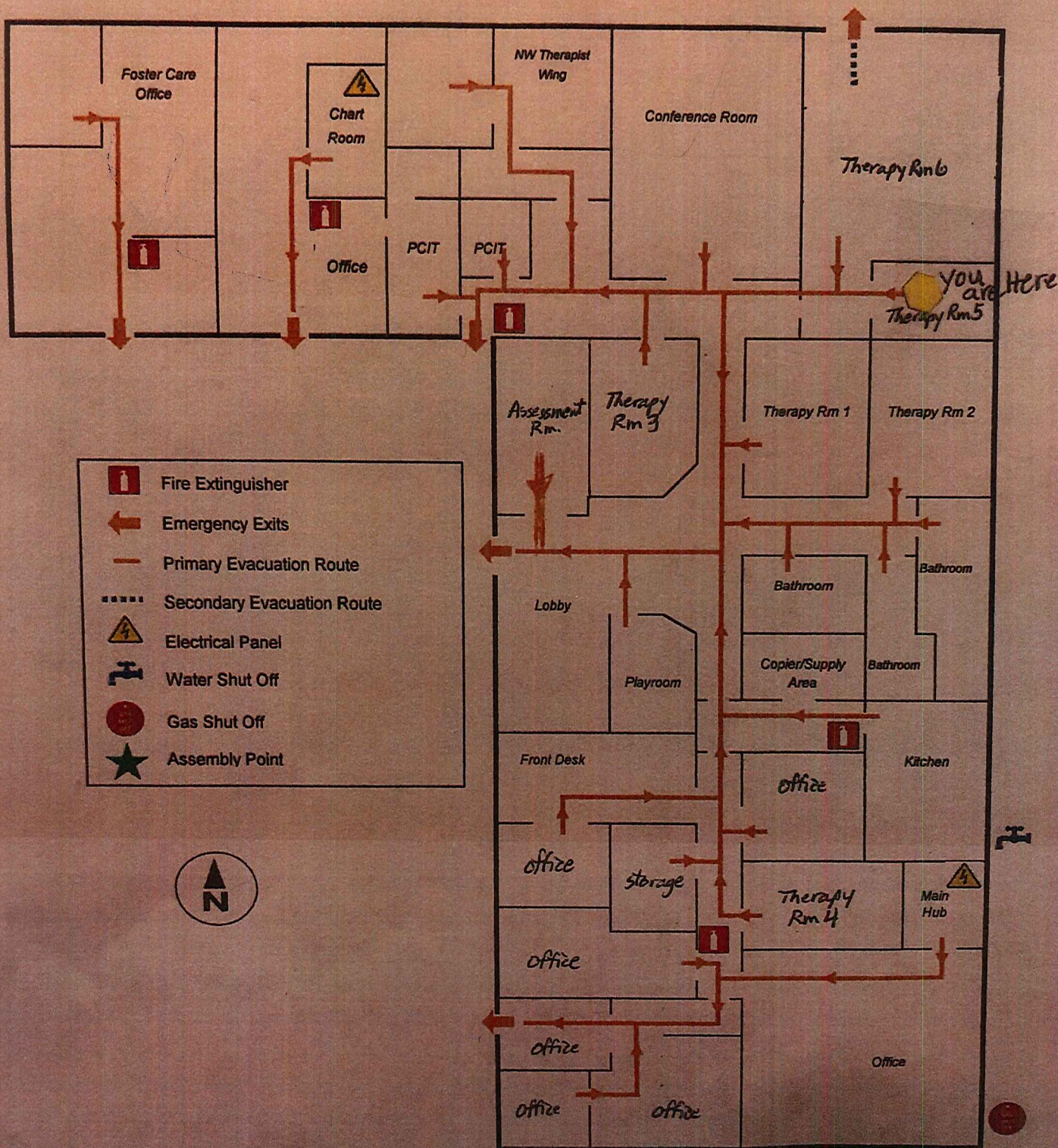
CHARLOTTE BURNS
3700 LELAND LANE
UKIAH 93428-1553

DESIGN FOR ANIMAL CLINIC & OFFICES
290 E GOBBI ST
UKIAH CA 93482

DATE:
SCALE:
SIGNATURE:

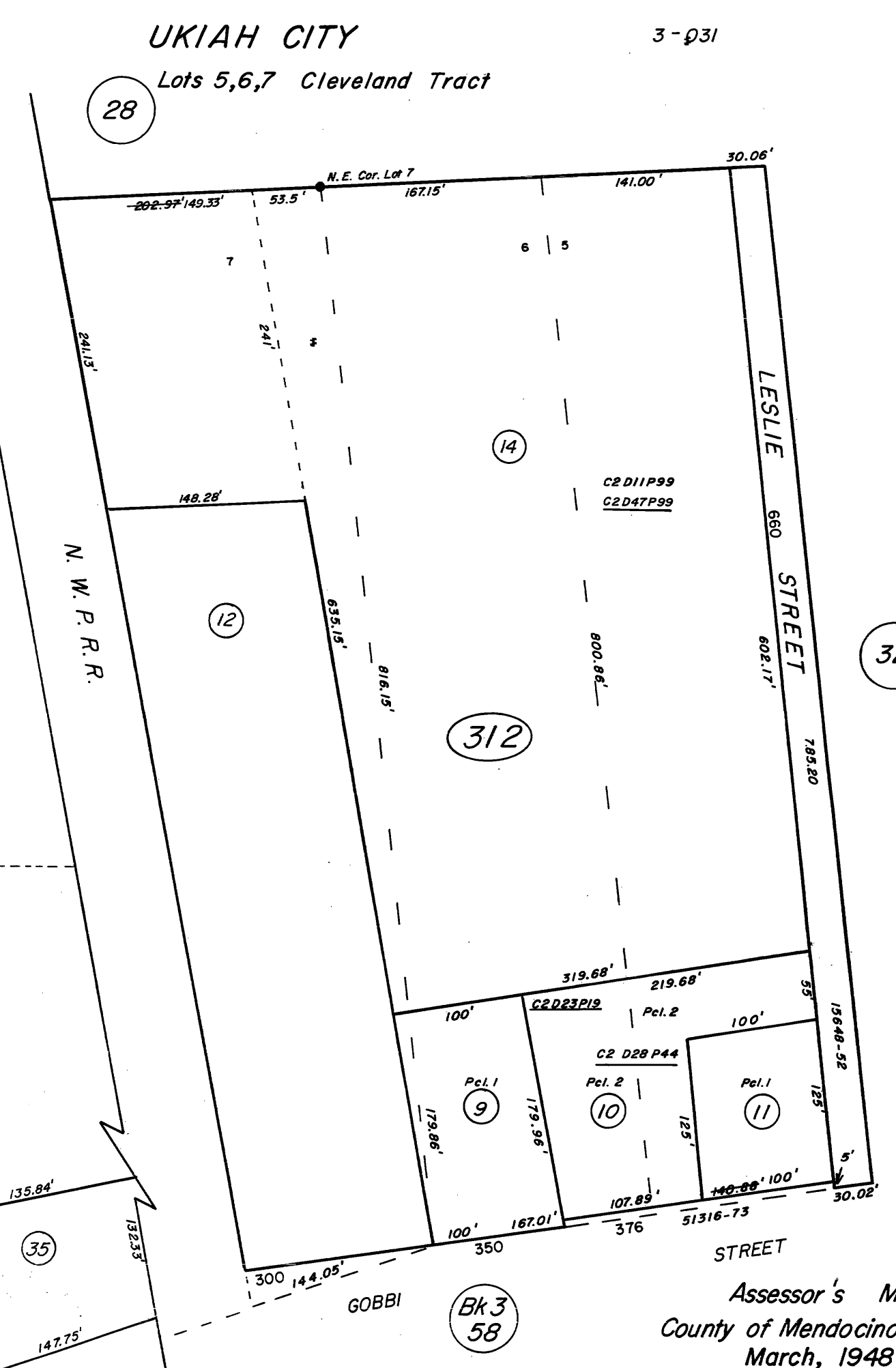
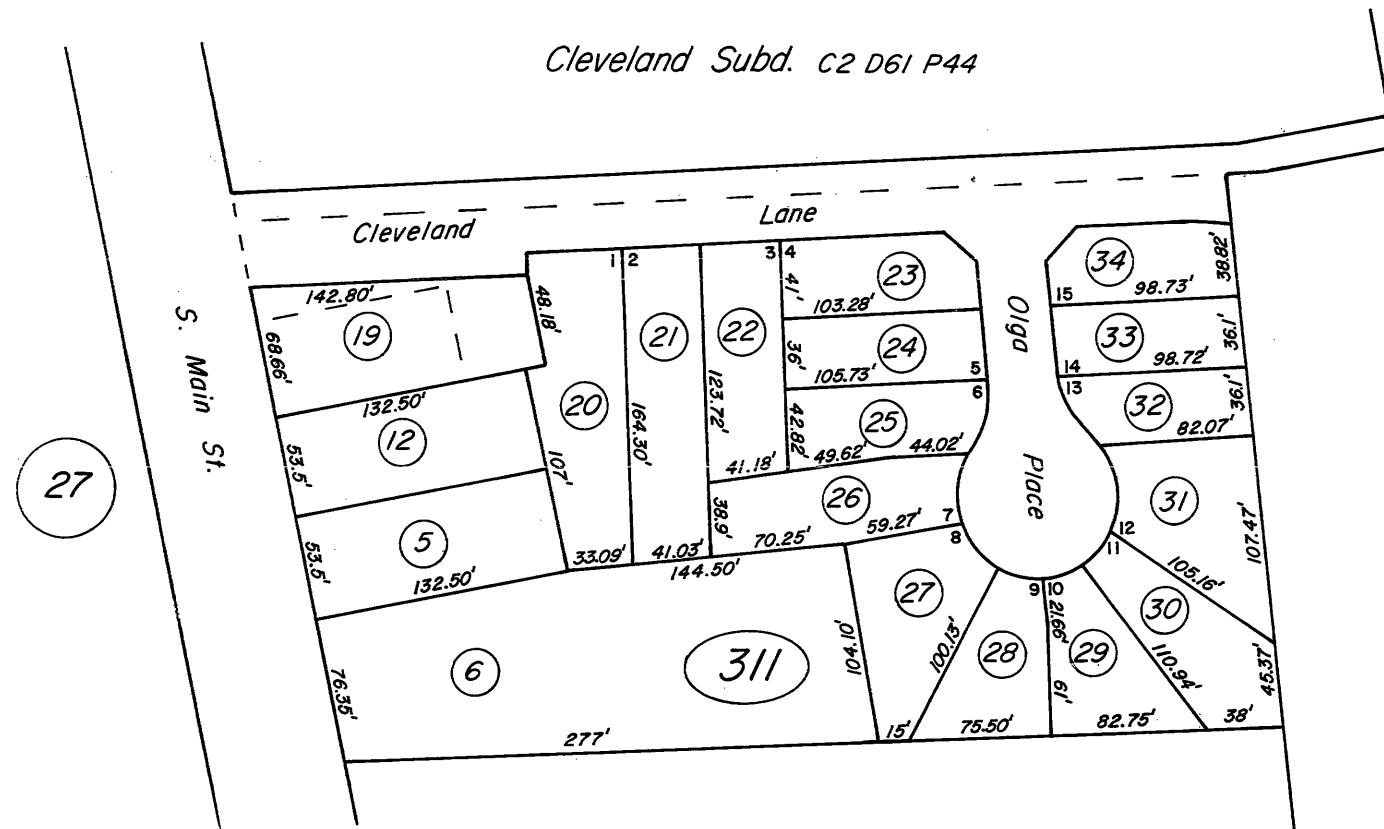
Existing

Emergency Evacuation Route



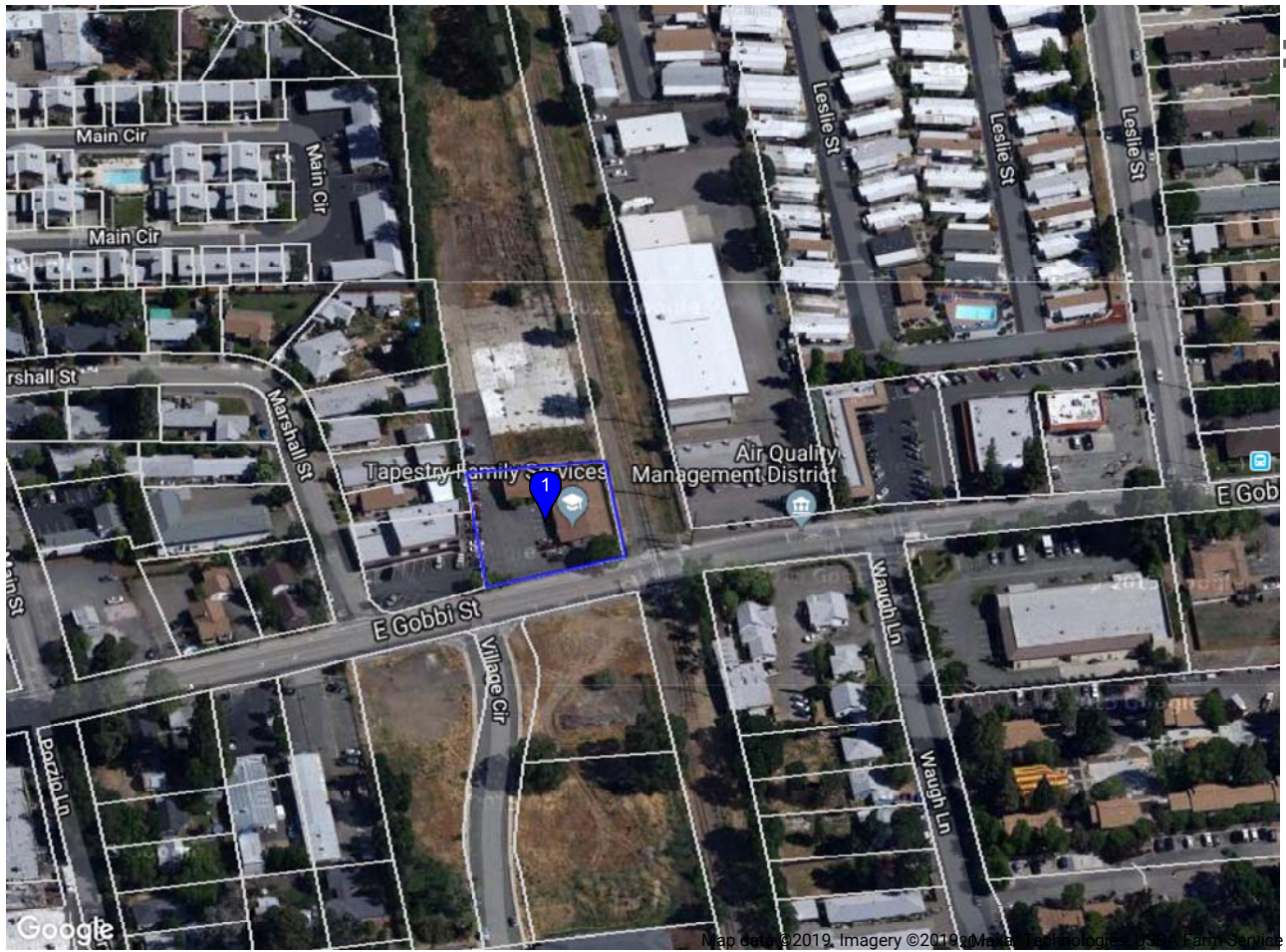
Gobbi Street





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

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



© 2015 ParcelQuest www.parcelquest.com (888) 217-8999

Map data ©2019. Imagery ©2019 Mapbox Technologies, Inc. Parcel Services Agency



☒ 1 Property Address: UKIAH CA 95482

Ownership

County: **MENDOCINO, CA**
 Assessor: **KATRINA BARTOLOMIE, ASSESSOR**
 Parcel # (APN): **002-311-35-00**
 Parcel Status: **ACTIVE**
 Owner Name: **NIESEN WALTER**
 Mailing Address: **2080 VALLEY RD WILLITS CA 95490**
 Legal Description:

Assessment

Total Value:	\$625,000	Use Code:	0013	Use Type:	OFFICE
Land Value:	\$195,000	Tax Rate Area:	003-031	Zoning:	
Impr Value:	\$430,000	Year Assd:	2019	Census Tract:	116.00/1
Other Value:		Property Tax:		Price/SqFt:	
% Improved:	68%	Delinquent Yr:			
Exempt Amt:		HO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	01/02/2004	11/21/2001	11/09/2001	01/02/2004
Document Number:	00016	22946	22942	00016
Document Type:				
Transfer Amount:	\$745,000	\$800,000	\$231,500	
Seller (Grantor):				

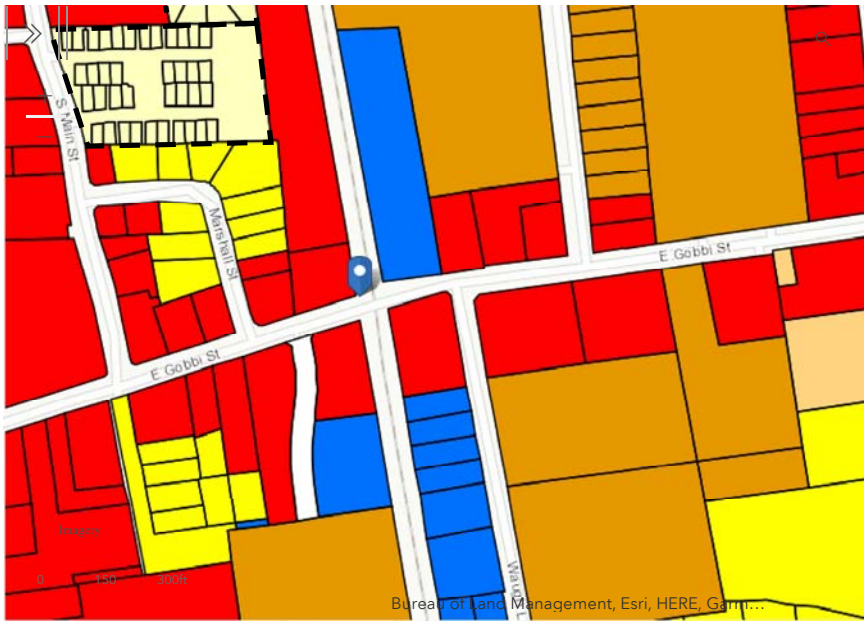
Property Characteristics

Bedrooms:		Fireplace:		Units:	
Baths (Full):		A/C:		Stories:	
Baths (Half):		Heating:		Quality:	
Total Rooms:		Pool:		Building Class:	
Bldg/Liv Area:		Park Type:		Condition:	
Lot Acres:	0.452	Spaces:		Site Influence:	
Lot SqFt:	19,730	Garage SqFt:		Timber Preserve:	
Year Built:				Ag Preserve:	
Effective Year:					









Alicia Tlelo

From: Matthew Keizer
Sent: Wednesday, September 11, 2019 1:41 PM
To: Alicia Tlelo
Subject: RE: 290 E. Gobbi St._MiUP Referral Packet

1. A permit will be required for any T.I. or construction work. If needed please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.

Useful City Hand outs and submittal documents links below.

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Application-for-Unreasonable-Hardship-Determination-for-Accessibility.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2019/02/Building-Permit-Application-02102014-fillable.pdf>

http://www.co.mendocino.ca.us/aqmd/pdf_files/ADRN-2791-revised.pdf

http://www.cityofukiah.com/NewWeb/wp-content/uploads/2019/02/Special-Inspection-Agreement-2016-CBC_complete-fillable.pdf

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/AB3002Notice.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Commercial-Building-Permit-Submittal-Documents1.pdf>

2. The design and construction of all site alterations shall comply with the 2016 California Building Code, 2016 Plumbing Code, 2016 Electrical Code, 2016 California Mechanical Code, 2016 California Fire Code, 2016 California Energy Code, 2016 Title 24 California Energy Efficiency Standards, 2016 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.

From: Alicia Tlelo <atlelo@cityofukiah.com>
Sent: Wednesday, September 11, 2019 1:25 PM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Jarod Thiele <jthiele@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Andrew Stricklin <astricklin@cityofukiah.com>; Daniel Flores <dflores@cityofukiah.com>; Kevin Jennings <kjennings@cityofukiah.com>; Sean Kaeser <skaeser@cityofukiah.com>; Nancy Sawyer <nsawyer@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>; germanom@mendocinocounty.org; beelerj@mendocinocounty.org; downeys@mendocinocounty.org; bperry@ncoinc.org
Cc: Michelle Irace <mirace@cityofukiah.com>; Mireya Turner <mturner@cityofukiah.com>
Subject: 290 E. Gobbi St._MiUP Referral Packet

Hello,

The City has received an application for Mendocino Animal Hospital located at 290 E. Gobbi St. and is soliciting comments from other departments and agencies. Please find the attached referral package with project materials and let me know if you have any questions. Comments would be appreciated by September 25, 2019.

Thank you,

Alicia Tlelo



Alicia Tlelo
Assistant Planner
300 Seminary Avenue
Ukiah, CA 95482
Tel: (707) 463-6268
Fax: (707) 463-6204
atlelo@cityofukiah.com

PROJECT REVIEW REFERRAL

Please provide comments by: September 25, 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:

	Craig Schlatter, Community Dev. Director	Mendocino County Dept. of Transportation
	Michelle Irace, Planning Manager	Mendocino County Planning and Building
X	Matt Keiser, Building Official	X Mendocino County Public Health
X	Jason Benson, Senior Civil Engineer	X Mendocino Transit Authority
X	Kevin Jennings, Fire Marshall	Regional Water Quality Control Board
X	Sean Kaeser, Investigations Commander	CA Dept. of Fish and Wildlife
X	Nancy Sawyer, Community Service Officer	CA Dept. of Transportation
X	Tim Eriksen, Public Works Director	Sonoma State Northwest Information Center
	Sean White, Director of Water and Sewer	AT & T
X	Jimmy Lozano & Scott Bozzoli, Electrical	PG & E (gas)
	Airport Land Use Commission	PG & E (Land Rights)
	Mendocino County Air Quality	Ukiah Municipal Airport Operations Manager
X	Mendocino County Environmental Health	
X	North Coast Opportunities, Brandy Perry	

FROM PROJECT PLANNER:

Alicia Tlelo, Assistant Planner
attlelo@cityofukiah.com
(707) 463-6268

PROJECT INFORMATION:

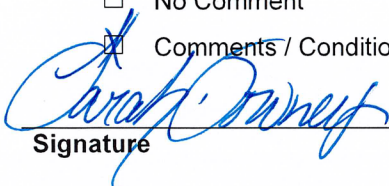
Date Filed:	September 5, 2019	Date Referred:	September 5, 2019
Prev. File #:	N/A	Resubmittal:	N/A
File #(s)	19-4814	Applicant:	Nick Channell
Project Name:	Mendocino Animal Hospital		1219 Despina Dr.
Site Location:	290 E. Gobbi St.		Ukiah, CA 95482
APN:	002-311-35		
Zoning:	C-1	Phone:	(707) 321-5109
General Plan:	Commercial	Email:	nickchannell@icloud.com

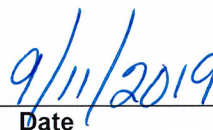
DESCRIPTION: Mendocino Animal Hospital will be a veterinary medical/dental office that will consist of 30 local veterinary professionals and support staff. The services provided would include annual physical exams, vaccinations, dental cleaning and extractions, x-rays, ultrasonography, endoscopy, soft tissue and orthopedic surgery and hospitalization. The retail component will include over the counter retail items that will be positioned in the lobby for purchase.

ATTACHMENTS: Project Application, Project Description with photos, Site Plans, Location Map.

Please indicate whether you have comments and sign and date below.

- ☐ No Comment
☒ Comments / Conditions of Approval Attached


Signature


Date

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

Comments / Conditions of Approval:

Should applicant maintain hazardous materials on site over threshold amounts, applicant must complete a Hazardous Materials Management Plan in the state reporting system, www.cers.ca.epa.ca.gov

Threshold amounts are as follows:

Liquids: 55 gallons or more

Solids: 500 lbs or more

Gases: 200 cu.ft. or more

- Sarah Downey
EH Technician
Mendocino County

PROJECT REVIEW REFERRAL

Please provide comments by: September 25, 2019

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TO:

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X	Matt Keiser, Building Official	X	Mendocino County Public Health
X	Jason Benson, Senior Civil Engineer	X	Mendocino Transit Authority
X	Kevin Jennings, Fire Marshall		Regional Water Quality Control Board
X	Sean Kaeser, Investigations Commander		CA Dept. of Fish and Wildlife
X	Nancy Sawyer, Community Service Officer		CA Dept. of Transportation
X	Tim Eriksen, Public Works Director		Sonoma State Northwest Information Center
	Sean White, Director of Water and Sewer		AT & T
X	Jimmy Lozano & Scott Bozzoli, Electrical		PG & E (gas)
	Airport Land Use Commission		PG & E (Land Rights)
	Mendocino County Air Quality		Ukiah Municipal Airport Operations Manager
X	Mendocino County Environmental Health		
	North Coast Opportunities, Brandy Perry		

FROM PROJECT PLANNER:

Alicia Tlelo, Assistant Planner
atlelo@cityofukiah.com
(707) 463-6268

PROJECT INFORMATION:

Date Filed:	September 5, 2019	Date Referred:	September 5, 2019
Prev. File #:	N/A	Resubmittal:	N/A
File #(s)	19-4814	Applicant:	Nick Channell
Project Name:	Mendocino Animal Hospital		1219 Despina Dr.
Site Location:	290 E. Gobbi St.		Ukiah, CA 95482
APN:	002-311-35		
Zoning:	C-1	Phone:	(707) 321-5109
General Plan:	Commercial	Email:	nickchannell@icloud.com

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ATTACHMENTS: Project Application, Project Description with photos, Site Plans, Location Map.

Please indicate whether you have comments and sign and date below.

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

Jimmy Lozano

9/11/2019

Signature

Date

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

Comments / Conditions of Approval:

Hi Alicia,

At this time, the City of Ukiah Electric Utility has the following comments/requirements for the project:

- 1) This property will be served from existing overhead facilities, however the City of Ukiah Electric Utility will be undergoing a major project to underground it's facilities along Gobbi Street in the next 4-6 months. Eventually all addresses along Gobbi Street between South Orchard Avenue and South State Street will be fed from Pad Mount Transformers. Should the project need 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/Customer will need to provide EUSERC approved electrical equipment that is to be used on this project.
- 4) Developer/Customer shall provide projected load calculations to the EUD
- 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

Alicia Tlelo

From: Kevin Jennings
Sent: Wednesday, September 18, 2019 8:06 AM
To: Alicia Tlelo
Subject: RE: 290 E. Gobbi St._MiUP Referral Packet

I have no concerns regarding this project proposal as it truly doesn't change the general use of the building or occupancy classification with regards to Fire and Life Safety concerns. As they progress I am sure that some remodel work may be required and at that time fire and life safety issues will be brought up. As the building currently sits they meet all the necessary requirements, and more than likely will not need much in any future endeavor.

Thanks, Kevin

From: Alicia Tlelo <atlelo@cityofukiah.com>
Sent: Wednesday, September 11, 2019 1:25 PM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Jarod Thiele <jthiele@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Andrew Stricklin <astricklin@cityofukiah.com>; Daniel Flores <dflores@cityofukiah.com>; Kevin Jennings <kjennings@cityofukiah.com>; Sean Kaeser <skaeser@cityofukiah.com>; Nancy Sawyer <nsawyer@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>; germanom@mendocinocounty.org; beelerj@mendocinocounty.org; downeys@mendocinocounty.org; bperry@ncoinc.org
Cc: Michelle Irace <mirace@cityofukiah.com>; Mireya Turner <mturner@cityofukiah.com>
Subject: 290 E. Gobbi St._MiUP Referral Packet

Hello,

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Thank you,

Alicia Tlelo



Alicia Tlelo
Assistant Planner
300 Seminary Avenue
Ukiah, CA 95482



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

To: Alicia Tielo, Assistant Planner
CC: Chief J. Wyatt, Capt. S. Kaeser, M. Irace-Planning Manager
From: CSO N. Sawyer

Project Review Address: **290 E. Gobbi St.** (Based on plan provided & site visit)

APN #: 002-311-35 File #: 19-4814

Project Name: **Mendocino Animal Hospital** (new location)

Crime Prevention through Environmental Design (CPTED) Site Survey: **September 25, 2019**

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 6255

Introduction

290 E. Gobbi St.-

Site currently has one office type L shaped building with parking lot to the west and northwest of the building. Gobbi Street borders to the south of the property and is an artery connecting to major artery State St. and Hwy 101. Also south of the property is a vacant lot. North of the property is another vacant lot. Bordering east of the property is the community Rail Trail path and west of the property is small retail and offices.



Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

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.

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".

CPTED-suggested for 290 E. Gobbi Street

Access Control:

- Place address numbers displayed in accordance with building and zoning codes to facilitate/expedite public safety responses.
- Keep non-reception exterior doors into building locked to deter unauthorized entry into facility.
- Keep Wi-Fi password protected to limit usage from outsiders during and after business hours.
- Keep current fencing and gates in good repair. Keep gates locked to deter trespassing.

Surveillance:

- Install audible security alarm, surveillance and monitoring.
- Post signage stating location is under active video surveillance monitoring and alarm/monitoring.
- Keep frontage windows free of large signs to encourage natural surveillance.

300 Seminary Avenue | Ukiah, California 95482
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Ukiah Police Department

Safety, Professionalism, Community Service

Justin Wyatt
Chief of Police

Territorial Reinforcement:

- Have signage at location to define location with designation and address. (update signage)
- Keep dumpsters locked to limit unauthorized dumping or scavenging or keep in locked/gated area.
- Post No trespassing signage on north fencing and east fencing.

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.)

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.
- Keep property free of debris/garbage.
- Weekly and/or 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.
- Any exterior water faucets should have a locking box cover or decommission for non-use to limit illegal usage.

Landscaping:

- TRIM shrubs on east side of building. Trim to below the windows and trim at the base in a V pattern to limit areas of concealment.
- 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, Crime Prevention

Ukiah Police Department

Phone: 707-467-5708

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9/25/19: njs

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Interoffice Memorandum



To: Alicia Tlelo, Assistant Planner
From: Jarod Thiele, Public Works Management Analyst
Date: October 2, 2019
Re: Project Review Committee Referral File No. 4814, Mendocino Animal Hospital Minor Use Permit, Located at 290 E. Gobbi Street

The Department of Public Works has reviewed the above referenced project and recommends the following conditions of approval:

1. Pursuant to Section 9181C of the Ukiah City Code, the applicant shall be required to construct frontage improvements (including an ADA compliant concrete sidewalk, street trees, and repairs to existing curb, gutter and sidewalk if necessary), to the satisfaction of the City Engineer where the Building Permit value is equal to or greater than one-third (1/3) of the value of the existing structure.
2. 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.