



Planning Commission

Regular Meeting **AGENDA**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/473756525>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122); Access Code: 473-756-525

Join from a video-conferencing room or system.

Dial in or type: 67.217.95.2 or inroomlink.goto.com; Meeting ID: 473 756 525

Or dial directly: 473756525@67.217.95.2 or 67.217.95.2##473756525

April 28, 2021 - 6:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

4.a. Approval of April 14, 2021 Regular Meeting Minutes - Draft

Recommended Action: Approve the Draft Minutes of April 14, 2021, a Regular Meeting

Attachments:

1. April 14, 2021 Planning Commission Minutes - Draft

5. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by May 10, 2021.

6. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

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

7. **SITE VISIT VERIFICATION**

8. **VERIFICATION OF NOTICE**

9. PLANNING COMMISSIONERS REPORT

10. DIRECTOR'S REPORT

10.a. Director's Report

Recommended Action: Receive Report

Attachments: None

11. CONSENT CALENDAR

12. NEW BUSINESS

13. UNFINISHED BUSINESS

13.a. Planning Commissioner's Orientation Packet

Recommended Action: Review and Discuss the Planning Commissioner's Orientation Packet.

Attachments:

1. Planning Commission Orientation Packet updated 04-09-21, Attachment 1

13.b. Major Advanced Planning Projects Report

Recommended Action: Receive Report.

Attachments: None

14. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available online at: www.cityofukiah.com/meetings/ at the end of the next business day.

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, and online at: www.cityofukiah.com/meetings/ not less than 72 hours prior to the meeting set forth on this agenda.

April 23, 2021

Stephanie Abba
Deputy City Clerk

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
Regular Meeting**

Meeting held Virtually: <https://global.gotomeeting.com/join/473756525>

Ukiah, CA 95482

April 14, 2021

6:00 p.m.

1. CALL TO ORDER

The regular meeting of the City of Ukiah Planning Commission was called to order by Chair Christensen at 6:00 p.m. on GoToMeeting: <https://global.gotomeeting.com/join/473756525>. The meeting was legally noticed on Friday, April 9, 2021.

CHAIR CHRISTENSEN PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Douglas Johnson, Michelle Johnson, Ruth Van Antwerp, Mark Hilliker, and Laura Christensen. **Absent:** None **Staff Present:** Craig Schlatter, Community Development Director; Mireya Turner, Planning Manager; Michelle Irace Planning Manager; Jesse Davis, Planning Manager; and Stephanie Abba, Deputy City Clerk.

Craig Schlatter, Community Development Director, asked the Commission Chair to move Item 12. New Business to Item 3 in order to swear in the new commissioners before the rest of the meeting.

3. NEW BUSINESS

a. Oaths of Office for the New Commissioners, Michelle Johnson and Douglas Johnson

Presenter: Craig Schlatter, Community Development Director

Craig Schlatter, Community Development Director, introduced Michelle Johnson and Douglas, (Rick), Johnson. Deputy City Clerk, Stephanie Abba, Administered the Oath of Office to Michelle Johnson and Douglas Johnson.

4. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited.

5. APPROVAL OF MINUTES

a. Approval of February 24, 2021, and March 24, 2021, Regular Meeting Minutes.

Motion/Second Hilliker/Van Antwerp to approve the Minutes of February 24, 2021, a Regular Meeting. and Minutes of March 24, 2021 a Regular Meeting. Motion carried by the following roll call vote: AYES: Hilliker, Van Antwerp, and Chair Christensen. NOES: None. ABSENT: None. ABSTAIN: Johnson, and Johnson.

6. APPEAL PROCESS

No matters eligible for appeal were heard.

7. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

No public comment was received.

8. **SITE VISIT VERIFICATION**

Site Verification was not needed.

9. **VERIFICATION OF NOTICE**

Confirmed by Staff

10. **PLANNING COMMISSIONERS' REPORT**

No Report Received

11. **DIRECTOR'S REPORT**

Presenter: Craig Schlatter, Community Development Director

Report Received.

12. **CONSENT CALENDAR**

No items on consent calendar.

13. **UNFINISHED BUSINESS**

a. Third 6-month Report Regarding Community Center and Winter Homeless Shelter at 1045 South State Street.

Presenter: Craig Schlatter, Community Development Director

Public Comment:

No Public Comment was Received.

Report Received.

14. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:43 P.M.

Stephanie Abba, Deputy City Clerk



AGENDA ITEM NO. 10a.
Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: April 23, 2021
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **10a. Director's Report**

This report will be a detailed verbal report on the status and projects of the Community Development Department, as well as an update on general City projects of interest. Topics are expected to include the following:

- Update of current Major Use Permits and Site Development Permits in-process; and estimated dates of Planning Commission hearings
- List of minor planning permits approved by the Zoning Administrator within the last three months
- Housing Division projects and updates
- Building Division status, including number of permits issued and inspections conducted and comparisons to previous years' data
- General City projects of interest



AGENDA ITEM NO. 13.a.
Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: April 23, 2021
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: 13.a. Planning Commissioner Orientation

Background:

Working closely with Planning Commissioners, Staff developed a Planning Commissioner Orientation Packet for new Commissioners in November of 2019. This Orientation was updated in April 2021 (Attachment 1).

Discussion:

Staff will present the Orientation to Commissioners. The presentation is designed similarly to a workshop, with opportunity for questions and discussion between Staff and Commissioners.

Planning Commission Orientation

NOVEMBER 19, 2019

UPDATED APRIL 9, 2021



Outline

- Planning Commission duties and role
- Decision making process and rules of conduct / order of agenda
- Brown Act and ethics
- Staff roles and overview of Community Development Department
- Key links to City codes/ordinances, planning documents, past meetings, and historical and archival information
- Informational links for Land Use Planning and Training Opportunities
- Glossary of terms and acronyms





Planning Commission Duties and Role

Ukiah City Code, Chapter 4, Article 4.

Planning Commission Duties

- Section 1157, Duties of the Commission: “It shall be the function and duty of the planning commission to prepare, make and adopt, subject to the provisions of law, a master plan for the physical development of the city, and of any land situated outside the boundaries thereof which in the commission’s judgment bears relation to the planning thereof. (Ord. 396, §3, adopted 1947).” – And –
- Section 1158, Other Powers and Duties of Commission: “The planning commission shall have such other powers and duties as are prescribed by law, and shall be governed by the procedure provided by law. (Ord. 396, §4, adopted 1947)”
- The duties above include review and approval and/or recommendation to City Council of certain discretionary planning permits such as use permits, site development permits, variances, zoning text amendments/rezoning, appeals, rezoning, etc. as described in Chapter 2, Article 20 Administration and Procedures, of Ukiah City Code (UCC).
- Other requirements for specific project types are contained throughout the UCC, representing the codification of various ordinances.



Role of the Planning Commission

- Reviews certain discretionary development applications
- Primary decision-making body for many project proposals (subject to appeal to the City Council)
- Provides a public and deliberative venue for residents and other community stakeholders to learn about planning issues and project proposals and provide input
- Hears appeals of Zoning Administrator and Community Development Director determinations
- Makes recommendations to the City Council on the development of key planning/policy documents, including but not limited to the Ukiah General Plan, zoning ordinances, and other specific City and regional planning documents





Decision Making and Rules of Conduct / Order of Agenda

Decision Making

- Objectively determine facts and draw conclusions from those facts
- Base decisions on existing policy (set by City Council) and law
- Consider staff analyses, including agency goals and policies, along with community input
- Make recommendations and decisions based upon findings of fact



Rules of Conduct / Order of Agenda

- Existing Rules of Conduct last adopted November 8, 2017 via Resolution No. 2017-01.
 - The Rules provide procedural guidelines for the conduct of planning commission meetings, such as public expression, rules of decorum, duties of the Commission, etc.
 - The Rules also set forth an Order of Agenda for Planning Commission meetings.
- Please visit the link below for Planning Commission Rules of Conduct / Order of Agenda:

<http://www.cityofukiah.com/city-boards-commissions-committees/>

Note: click on the box for Planning Commission at the above link.





Brown Act and Ethics

Brown Act

- PURPOSE: “Assure that local government agencies conduct the public’s business openly and publicly.” (CA League of Cities, 2016)
- TRANSPARENCY: Foundational value for ethical government practices. The Brown Act is a floor, not a ceiling, for conduct.
- MORE INFORMATION:
“Open and Public V, a Guide to the Ralph M. Brown Act,” California League of Cities, 2016:
<https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>
CA Attorney General’s publication:
https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/2003_Intro_BrownAct.pdf



Brown Act

■ MEETINGS

Regular – regularly scheduled meetings. Must formally set the time and place for regular meetings in bylaws, by resolution, or some similar formal rule.

Special – meetings called by the agreement of a majority of the agency body (e.g. Planning Commission) to discuss a specific issue. May be called at any time, but notice must be received at least 24 hours prior to the meeting by all members of the Board and media outlets that have requested notice in writing.

Emergency – meetings held, as allowed in Section 54956.5 of the Brown Act, to deal with emergency situations.

■ AGENDAS

Posting – At least 72 hours prior to a regular meeting

Content – Contain brief description, enough to enable a determination of the general nature of the subject matter. Cannot take action/discuss any item NOT on the agenda.

■ COMMUNICATION

Emails, Memos/Briefings, Conferences/Events, Telephone, Text



Conflicts of Interest

- A public official may not participate in a decision – including trying to influence a decision – if the official has financial or, in some cases, other strong personal interests in that decision.
 - Note that influencing of a decision can include physical presence during deliberations regarding the decision.
- The law sets only minimum standards. Officials should ask themselves whether members of the public will question officials' participation in certain proceedings. If they might, officials should consider excusing themselves voluntarily from that particular decision-making process.



Ethics

- No personal financial gains.
- Transparency and disclosure.
- No use of public resources for personal or political purposes.
- Fair process and decision making conducted openly for the public. Projects will be deliberated and a decision made during the public meeting.
- Fair Political Practices Commission (FPCC)- regulation of campaign financing, conflicts of interest, lobbying, and governmental ethics.
 - Requires annual disclosure of economic interests (Form 700).





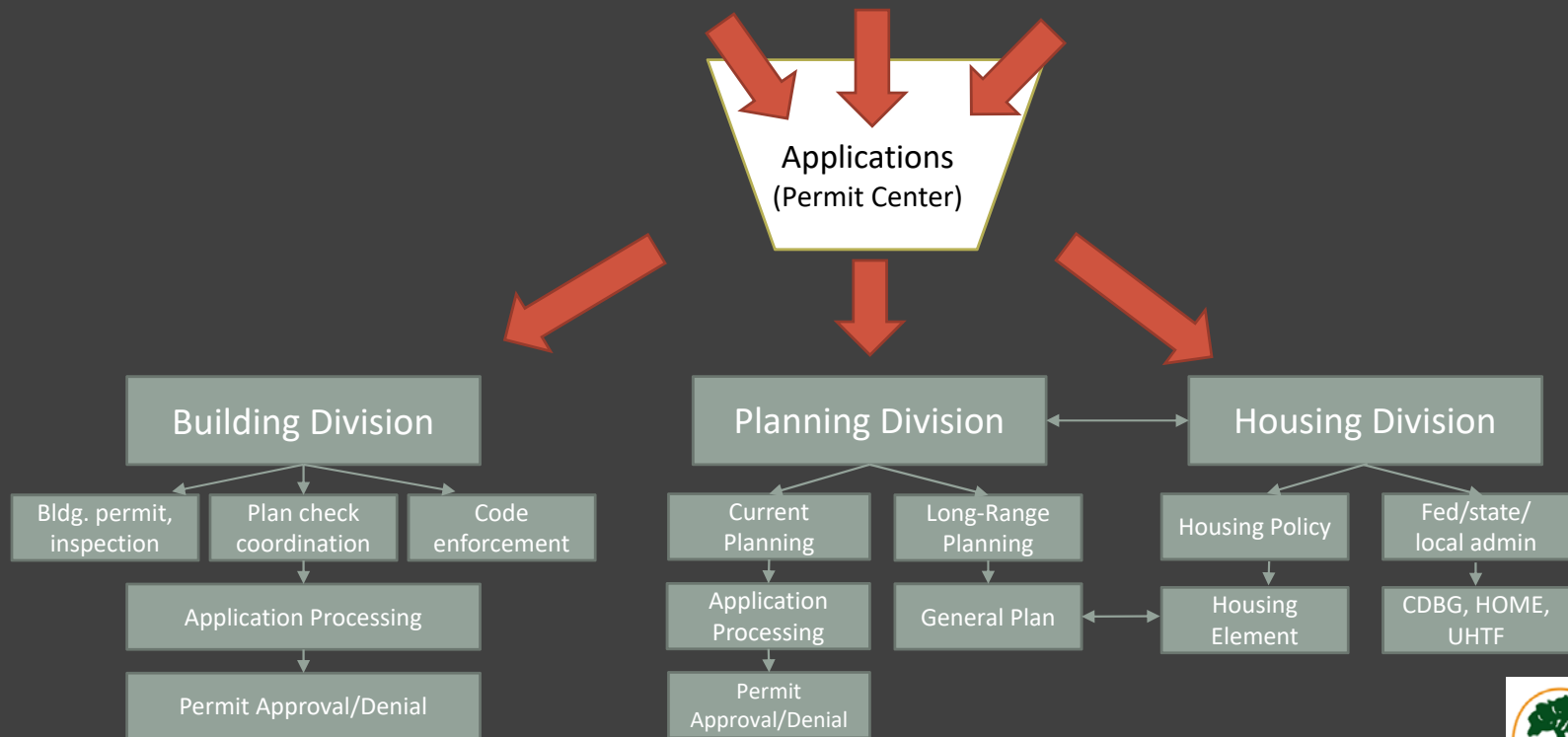
Staff Roles and Department Overview

Staff Roles

- Recording Secretary (Deputy City Clerk)
 - Maintains the public record, including the video recording and archives
 - Works with Department staff to finalize and post the Agenda packets and prepare draft minutes
 - Coordinates the meeting, including arranging audio visual and other technological needs
 - As of 2019, Planning Commission clerking responsibilities are coordinated by the City Clerk's Office
- Community Development Director
 - Principal advisor to Planning Commission in community development matters
 - Prepares and presents Director's reports
 - Coordinates with Planning Division staff and Clerk to prepare agenda packet content
 - Serves as Zoning Administrator; makes Director Determinations and other authoritative interpretations of applicable laws, regulations, and policies (decisions subject to appeal to Planning Commission)
- Planning Services Division – Planning Managers
 - Reviews and analyzes project applications to ensure consistency with adopted policy and regulation
 - Prepares and presents staff reports to Planning Commission



Community Development Department Overview and Essential Services



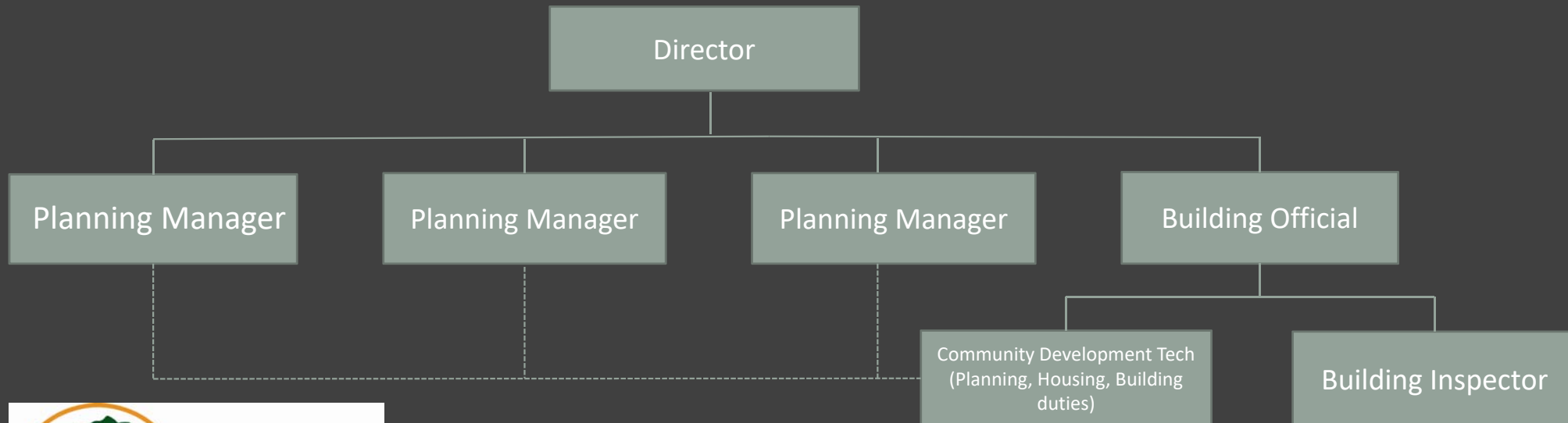
Community Development Department Staff Contact Information

Name/Title	Email	Phone
Craig Schlatter, Director	cschlatter@cityofukiah.com	463-6219
Mireya Turner, Planning Manager	mturner@cityofukiah.com	463-6203
Jesse Davis, Planning Manager	jdavis@cityofukiah.com	463-6207
Michelle Irace, Planning Manager (PT)	mirace@cityofukiah.com	Email only
Matthew Keizer, Building Official	mkeizer@cityofukiah.com	467-5718
Steven Oropeza, Building Inspector II	soropeza@cityofukiah.com	463-6206
Erica Christopherson, Community Development Technician	echristopherson@cityofukiah.com	463-6268

Department website: www.cityofukiah.com/community-development



Organizational Chart





Key Links to Important Codes, Historical Information, and Land Use Planning Resources

Key Links to City Codes and Ordinances, Planning Documents, Past Meetings

- Zoning Code – Ukiah City Code, Division 9 Planning and Development, Chapter 2 Zoning:
[http: www.Codepublishing.com/CA/Ukiah](http://www.Codepublishing.com/CA/Ukiah) (click on Division 9, Chapter 2)
 - Ordinances adopted by City Council are eventually codified in UCC, but for those ordinances not codified (in the interim) the Community Development Department lists those ordinances online on the Documents and Maps portion of its website: <http://www.cityofukiah.com/documents-and-maps/>
- Planning Documents
 - The Documents and Maps webpage (see above) contains both commonly requested guidelines and other planning documents, ordinances, lists, and useful information, including:
 - 2040 General Plan Update: <http://Ukiah2040.com>
 - General Plan (including the certified Housing Element)
 - Airport compatibility requirements
 - Design guidelines, creek maintenance, historic and architectural inventory, tree lists, maps, storm water information
 - Interactive map of zoning districts with property search feature
- All current and historical / archival meetings of the Planning Commission can be found here:
<http://www.cityofukiah.com/meetings/>
 - The above link contains both audio/visual recordings and agenda packets from past meetings.
 - Additional archival information can be obtained from the Department and/or City Clerk's Office.



Links to Land Use Planning Resources

- American Planning Association: www.planning.org
 - Principal organization for the field of professional planning. Contains resources for planners, zoning boards, planning commissions, etc.
- Institute for Local Government – “A Guide to Local Planning”
<https://www.ca-ilg.org/document/guide-local-planning>
 - Describes emerging issues in local planning and provides overview of planning framework
- Governor’s Office of Planning and Research
<http://opr.ca.gov/>
 - CEQA, General Plan Guidelines, State Clearinghouse
- California Department of Housing and Community Development – Policy and Research
<https://www.hcd.ca.gov/policy-research/index.shtml>
 - Housing Element, specific housing and community development planning policy topics
- Training opportunities for Commissioners
 - League of CA Cities: <https://www.cacities.org/Education-Events/Planning-Commissioners-Academy>
 - CA Chapter of APA Annual Conference: <https://www.apacalifornia-conference.org/>
 - Sonoma State University Annual Planning Commissioners Conference: <http://gep.sonoma.edu/research-activity-centers/center-sustainable-communities-csc/annual-planning-commissioners>



Glossary of Terms and Acronyms

- Mendocino County and Ukiah-specific Terms
 - ALUC – Mendocino County Airport Land Use Commission
 - ACLUP – Mendocino County Airport Comprehensive Land Use Plan
 - DRB – Ukiah Design Review Board
 - MCOG – Mendocino Council of Governments
 - MSR – Municipal Service Review
 - MendoLAFCo – Mendocino Local Agency Formation Commission
 - MiUP – Minor Use Permit; MiSDP – Minor Site Development Permit
 - MaUP – Major Use Permit; MaSDP – Major Site Development Permit
 - RHNA – Regional Housing Needs Allocation
 - SOI – Sphere of Influence

- Land Use and Planning Terms – Institute for Local Government, 2010 Glossary
 - https://www.ca-ilg.org/sites/main/files/file-attachments/2010_-_landuseglossary.pdf



AGENDA ITEM NO. 13.b.
Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: April 23, 2021
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **13.b. Report on Major Advanced Planning Projects**

Background:

At the April 14, 2021 regular meeting of the Planning Commission, the Commission requested an update on the major advanced planning projects of which the Community Development Department is currently engaged.

Discussion:

Staff will present a verbal report on the status of the following major advanced planning projects:

- 2020 Ukiah Municipal Airport Land Use Compatibility Plan
- City of Ukiah Annexation Policies and Municipal Service Review/Sphere of Influence
- Western Hills Open Land Acquisition and Limited Development Project

The Commission is encouraged to ask questions.