



## Planning Commission

### Regular Meeting **AGENDA**

*Please click the link below to join the webinar:*

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*Phone: 1-669-900-9128 or 1-346-248-7799*

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*Webinar ID: 912 6454 3193*

*January 26, 2022 - 6:00 PM*

- 
1. **CALL TO ORDER**
  2. **ROLL CALL**
  3. **PLEDGE OF ALLEGIANCE**
  4. **APPROVAL OF MINUTES**
  5. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by February 7, 2022.

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

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

7. **SITE VISIT VERIFICATION**
8. **VERIFICATION OF NOTICE**
9. **PLANNING COMMISSIONERS REPORT**
10. **DIRECTOR'S REPORT**
11. **CONSENT CALENDAR**
12. **NEW BUSINESS**

- 12.a. Request for Consideration of a Proposed Major Use Permit to Allow the Development of a new 2,137 sf Valvoline Quick Lube Facility at 1280 Airport Park Boulevard; APN 180-080-90 (previously 180-080-29); File No. 21-6505.

***Recommended Action: Staff Recommends Planning Commission approve the proposed Major Use Permit, based on the Findings in Attachment 1, and subject to the Conditions of Approval in Attachment 2 included in the Staff Report, dated January 18, 2022.***

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application & Project Description
4. Site Plans
5. Agency Comments
6. DRB Draft\_20211208 Special Meeting Minutes
7. Applicant Response to DRB Recommendation
8. Email Correspondence from Applicant Re: Parking

- 12.b. Request for Consideration of Proposed Major Use and Site Development Permit to Allow Operation of a Cannabis Retail/Dispensary in a New Building at 1102 & 1104 South State Street; APNS 003-130-09 & 003-530-11; File No. 21-6370

***Recommended Action: Staff recommends the Planning Commission approve the Major Use and Site Development Permit, based on Findings and subject to the Conditions of Approval included in the Staff Report, dated January 18, 2022.***

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application materials
4. DRB Minutes\_2021\_11\_08
5. Agency Comments

**13. UNFINISHED BUSINESS**

**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 at the Civic Center 300 Seminary Ave. Ukiah, CA 95482; and online at: [www.cityofukiah/meetings/](http://www.cityofukiah/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, not less than 72 hours prior to the meeting set forth on this agenda.

Dated: January 19, 2022

Stephanie Abba, Planning Commission Secretary

**After you sign into Zoom**

**Zoom Instructions**

1. Via Computer as an Attendee: To raise your hand, click the Raise Hand Icon on the bottom of the Zoom window. When you click the Raise Hand Icon, a hand icon will appear in the Top Left Corner of the Zoom window. When you want to lower your hand, you can click the hand icon again and your hand will be lowered. When you are called upon to speak you simply click on the Mic icon. When done speaking please Mute your Microphone.
2. Via phone call using cellphone or landline: When the meeting begins, and they begin to discuss the

item you wish to comment on, Press \*9 to raise your hand. When you are called upon to speak, you will be prompted to unmute your mic, press \*6 to unmute.



**DATE:** January 18, 2022  
**TO:** Planning Commission  
**FROM:** Michelle Irace, Planning Manager  
**SUBJECT:** Request for Consideration of a Proposed Major Use Permit to Allow the Development of a new 2,137 sf Valvoline Quick Lube Facility at 1280 Airport Park Boulevard; APN 180-080-90 (previously 180-080-29); File No. 21-6505.

**SUMMARY**

**OWNER:** Gary Akerstrom  
Redwood Business Park of Ukiah

**APPLICANT:** Jeff Yokum

**LOCATION:** 1280 Airport Park Boulevard; APN 180-080-90 (previously 180-080-29)

**TOTAL ACREAGE:** ±0.46 ac (20,000 sf)

**GENERAL PLAN:** Master Plan Area (MPA)- Airport Industrial Park Planned Development (AIP-PD)

**ZONING DISTRICT:** Planned Development Commercial (AIP-PD Light Manufacturing/Mixed Use)

**ENVIRONMENTAL DETERMINATION:** Categorical Exemption, pursuant to CEQA Guidelines Article 19, Section 15303, New Construction of Commercial Structures and 15304 Minor Alterations to Land

**RECOMMENDATION:** Conditional Approval, based on the Findings in **Attachment 1** and Conditions of Approval in **Attachment 2**

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605





## **PROJECT DESCRIPTION AND BACKGROUND**

*Location.* The proposed Project is to be located on a vacant, undeveloped parcel (APN 180-080-90) at 1280 Airport Park Boulevard. The ±0.46 ac (20,000 sf) Project parcel was originally a part of APN 180-080-29 and was created by Minor Subdivision 20-5835, which was approved by the City Engineer on February 16, 2021 (approved Tentative Map is included in the application materials in **Attachment 3**).

*Project Description.* The Project proposes to construct a new building on a vacant lot to house a Valvoline quick lube facility. The Project would include the following components (see application materials in **Attachment 3** and Site Plans in **Attachment 4**):

- Construction of a new 2,137 sf building (±23 ft tall at its highest point);
- 2,137 sf basement to allow technicians to complete oil and lube services underneath the vehicles while customers to drive into the facility at ground level;
- Building design elements consisting of a mixture of stucco, lap siding and rock/cobblestone veneer;
- Exterior building colors of beige/tan and slate grey with blue accents;
- Small tower on the north east corner that would serve as an architectural feature;
- New driveway from Airport Park Boulevard to connect to the north side of the proposed building;
- Three service bays and stacking for up to 12 vehicles in the rear of the parcel;
- 13 parking spaces on-site;
- 185 sf total of corporate Valvoline signage including three signs on the north and east elevations (totaling 132.5 sf), and a nine-foot tall monument sign (53 sf signage face) along Airport Park Boulevard;
- Five-foot meandering pedestrian walkway along the north side of the property, as well as sidewalk, gutter and curb improvements along Airport Park Boulevard;
- 4,280 sf of landscaping;
- Low-Impact Development features on the east and south sides of the building to control storm water run-off;
- Down-shielded lighting; and
- An outdoor employee seating area.

Construction is anticipated to take three to four months to complete. Standard construction methods and equipment will be used. The main floor of the building will be two feet above current grade and the basement will be seven feet deep, requiring only five feet of soil to be excavated

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605

(approximately 360 yards). The majority of the soil will remain on-site to create slope away from the building for storm water purposes; and any additional soil will be hauled offsite and disposed of in accordance with applicable regulations. Construction hours would be in accordance with the Ukiah City Code (7:00 A.M to 7:00 P.M.).

Hours of operation of the new business are proposed to be 7:00 A.M. to 5:00 P.M., Monday through Sunday and the business would be staffed by six employees. Deliveries will be provided via small trucks that will pull into the vehicle staging area. Noise will be minimized through the use of placing the small 5 horsepower air compressor needed for services in a sound proof closet. The oil pumps and lifts associated with services provided operate on air and not emit noise. Fluids will be stored in the basement within approved storage tanks, in accordance with County Environmental Health, state and federal regulations.

## SETTING

The site is a relatively flat vacant lot vegetated with grass and small shrubs. Past disturbance of the site includes past construction and material staging for surrounding existing development, as well as unimproved access roads and parking areas. The parcel carries a General Plan land use designation of Master Plan Area (MPA) and is zoned Planned Development-Commercial. The associated Planned Development is the Airport Industrial Park Planned Development (AIP-PD). The AIP-PD further identifies the parcel as Light Manufacturing/Mixed Use. The parcel fronts Airport Park Boulevard, and with the exception of the Ukiah Municipal Airport located to the west of the Project site, is surrounded by commercial and retail businesses located within the AIP-PD. **Table 1** provides a summary of existing land uses, **Figure 1** provides an aerial image of the Project's location, and **Figure 2** provides an AIP-PD zoning map.

*Table 1, Surrounding Land Uses*

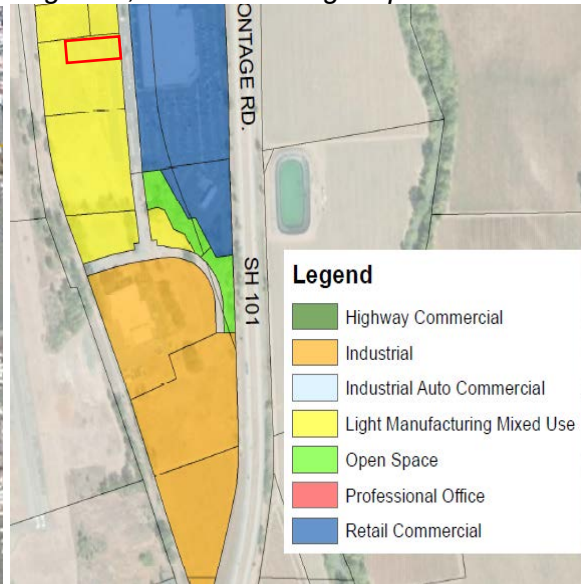
|       | <b>AIP ZONING:</b>            | <b>USE:</b>                                                                              |
|-------|-------------------------------|------------------------------------------------------------------------------------------|
| NORTH | Light Manufacturing/Mixed Use | Commercial/Retail (Holiday Inn and Suites, Tractor Supply, Les Schwab Tire Center, etc.) |
| EAST  | Retail Commercial             | Commercial/Retail (Costco Wholesale, Fowler Auto Center, Friedman Brothers, etc.)        |
| SOUTH | Light Manufacturing           | Vacant and Retail (Emerald Sun)                                                          |
| WEST  | Public Facilities             | Ukiah Municipal Airport                                                                  |

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605

Figure 1, Location Map



Figure 2, AIP-PD Zoning Map



## AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with interest or jurisdiction over the Project: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Electric Utility Department, City of Ukiah Community Development Department- Building Division, Ukiah Municipal Airport Operations Manager, Mendocino County Environmental Health, and Mendocino County Air Quality Management District. These agencies' comments are included in **Attachment 5**. The agencies' recommended Conditions of Approval are contained in **Attachment 2**.

## STAFF ANALYSIS

### General Plan and Zoning Consistency

*General Plan.* The parcel carries a General Plan Master Plan Area Land Use designation and is part of the Airport Industrial Park Planned Development (AIP-PD), regulated by the AIP\_PD Ordinance (adopted in 2013 through Ordinance No. 1141 and last amended April 7, 2021 with Ordinance 1213; available online at: <http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/07/1213-Amending-the-Airport-Park-Planned-Industrial-Development.pdf>). As noted in the AIP-PD Ordinance, the AIP-PD provides a mixture of industrial, commercial, low density residential, office, and open space land uses within a Planned Development (PD), consistent with the City of Ukiah's 1995 General Plan Master Plan land use designation. Many of the goals and policies identified in the General Plan are incorporated into the AIP-PD Ordinance. Additionally, the proposed Project meets the following General Plan goals related to economic development.

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605

*Goal GP-2: Promote business development, emphasizing local ownership of businesses in order to keep capital and growth within the community.*

*Goal ED-1: Support a strong local economy.*

**Zoning.** The parcel is zoned Planned Development-Commercial for the AIP-PD, and is further identified as Light Manufacturing/Mixed-Use within AIP-PD. This designation is intended to provide for an opportunity of diverse land uses to locate near each other that would typically be viewed as incompatible. However, because of site planning and design, these diverse land uses can function in harmony without adversely impacting one another. All new development within this designation requires Planning Commission approval of a Major Use Permit. Per AIP-PD Section 13(L)(1), a Site Development Permit shall not be required for any development proposal requiring a Use Permit. Within the Use Permit review process, all site development issues and concerns shall be appropriately analyzed.

**Design and Development Standards.** The AIP-PD contains two set of design standards within the Light Manufacturing/Mixed Use designation: one set for commercial development and one set for manufacturing/industrial uses. The Project is considered to be more of an industrial use; and design standards for manufacturing/industrial uses are less prescriptive than commercial design standards. However, the AIP-PD notes that projects along the Airport Park Boulevard frontage shall be held to a higher design standard (compared to projects not along the frontage) due to their visibility and location. The AIP-PD also notes that although manufacturing/industrial uses should generally be located on the western portion of parcels near the railroad tracks, such uses can be appropriately sited along the frontage, so long as the AIP-PD commercial design guidelines are met. As such, the commercial design standards contained within AIP-PD Section 13(F)(5) are applicable to the Project.

The AIP-PD General Requirements for all projects within the Light Manufacturing/Mixed Use designation (Section 13(F)(2)) are also applicable to the Project. **Table 2** below includes a list of all design and site planning standards and a summary of how the Project meets those standards (see Sheets CS, Site Plan; L1, Landscape Plan; and A2/A3, Elevations and Signage included in **Attachment 4**).

Although a Site Development Permit is not required, Staff requested Design Review Board (DRB)'s review of the Project for compatibility with the AIP-PD design criteria and overall Project design. On December 8, 2021, the DRB reviewed the Project and unanimously recommended the Project's design for Planning Commission approval, with a suggestion for the applicant to add 15 ft awnings over all three service bays on the east and west sides of the building for passive cooling reasons. Minutes from the Design Review Board meeting are included as **Attachment 6**. The applicant considered the DRB's 15 ft awning suggestion but ultimately chose to not incorporate the suggestion for the following reasons, as stated in the written response in **Attachment 7**:

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605

- “1. My engineer Mike Smith and Myself fundamentally disagree with the overhangs offering any significant passive cooling in this situation. With the Building being only 30 ft wide and having 6- 12ft wide by 14 ft tall doors opposing each other and open all day for cars to enter and exit as well as the air moving freely through the building. Furthermore, there will be no HVAC or climate control in those areas, which to my understanding is why this type of overhang would be meant for, to help increase efficiency.
2. The recommendation would raise significant structural issues if even possible to equip a 30 ft wide building with a 15 ft overhang on each side.
3. It would be a structural hardship to even try and design the building to support such features and almost double the Roof size.
4. Our plans do include nice size awnings over all the windows in the office area that will have HVAC systems in place to heat and cool.
5. To support such features the entire building would have to be re designed and engineered with a substantially higher roof line.
6. With the high open doors during business hours any shade provided by the overhangs to limit heat absorbing in the concrete floor would only be at most an hour or two per day at midday. The rest of the day there would be sun shining in anyway.
7. Most all the employees will be working in the basement where there is full Mechanical ventilation.
8. It would a huge financial burden on Me the owner to redesign the entire building. Also would have to get approval from Valvoline since these are approved Valvoline plans they have already approved.
9. The aesthetics of the building would be horrible, imagine having a 30 ft building with another 15 ft overhang on each side. Cannot wrap our heads around how that would look good. I believe it would look horrible and we want a nice-looking building for all.”

Table 2. Applicable AIP-PD Design Standards

| Criterion(a)           | AIP-PD Development Requirement(s)                                                                                                                                               | Proposed by Project                                                                                                               | Project's Compatibility Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Front setback          | At least 25 ft from Airport Park Boulevard. Window, porches, landing spaces, or other similar architectural features may extend up to two feet into the setback.                | ±86 ft from Airport Park Boulevard.                                                                                               | Compatible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Side and rear setbacks | Shall be determined in the discretionary review process. Factors to consider include traffic circulation, landscaping, compatibility with surrounding uses and structures, etc. | Sides: ±10 ft from southern property line and ±20 ft from northern property line.<br><br>Rear: ±82 ft from western property line. | Compatible. The proposed Project includes adequate setbacks to ensure traffic circulation, accommodation of required landscaping, and compatibility with surrounding uses. Specifically, the proposed setbacks exceed those typically required for commercial and industrial zoned parcels outside of the AIP-PD. The Project has also been reviewed by the Public Works Department, which noted it does not have concerns regarding traffic and circulation (See Parking/Access criterion discussion below). |
| Height limit           | 40 ft, provided it complies with the side-slope criteria for the airport.                                                                                                       | Main building is approximately 18 ft tall, and 23 ft tall at its highest point.                                                   | Compatible; proposed building is below the 113 ft maximum height calculated by the slope criteria and meets all airport compatibility criteria. See Airport Compatibility section                                                                                                                                                                                                                                                                                                                             |

|                      |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                      |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | below for more information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Minimum lot area     | 20,000 sf.                                                                                                                                                         | 20,000 sf.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Compatible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Maximum lot coverage | Up to 40%.                                                                                                                                                         | 10.6%.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Compatible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Building Orientation | Buildings shall be shaped and oriented to support passive solar energy and be compatible with surrounding land uses in terms of noise, privacy, and functionality. | <p>From the applicant: "We believe our building is oriented the best for the Ukiah climate. We all know the airport is known for the cross winds which come from the west to east. With our three roll up doors the breeze will go right through the oil change center nicely. Also, there are no windows situated to the south so south wall has no windows. Also, the 6 large roll up doors will be all glass so solar energy will be maximized in the winter and we can open them all in the summer." More information is included in Attachment 7.</p> <p>The applicant also states that the "only piece of equipment is a small 5 HP air compressor that will be located in a sound proof closet. The oil pumps and lifts all operate on air, which does not emit noise."</p> | <p>Compatible. As noted here and in Attachment 7 the building has been oriented and includes design features and to facilitate passive solar and energy conservation.</p> <p>In terms of noise, as noted in the applicant's response to this criteria, the equipment needed to run the business would not generate excessive levels of noise.</p> <p>In terms of privacy, there are currently no other buildings immediately adjacent to the Project site. However, the building would be 18-23 ft high, which is not likely to impose on the privacy of adjacent future uses.</p> |
| Architectural Design | Various recommendations to ensure uniqueness while maintaining compatibility with surrounding uses.                                                                | The exterior of the building will be a mixture of stucco, lap siding, rock/cobblestone veneer, and decorative wall scones. There will be a small tower on the north                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Compatible. On December 8, 2021, the DRB reviewed the Project and unanimously recommended the Project's design for                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                        |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                            |
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|                        |                                                                                                                                                                                                                                                                                   | <p>east corner that serves as an architectural feature. Windows provide visual breaks in the building. Exterior building colors would include beige/tan and slate grey with blue accents.</p>                                                                                                                                                                      | <p>Planning Commission approval, with a suggestion for the applicant to add 15 ft awnings over all three service bays on the east and west sides of the building for passive cooling reasons. See Design and Development Standards section above for more information.</p> |
| Signs                  | <p>Various recommendations to ensure compatibility with buildings and surrounding uses, as well as Ukiah City Code Section 3227 for signs.</p> <p>Parcel frontage is 100 linear ft; Therefore, 150 sf of signage is allowed.</p> <p>Monument sign may not exceed 12 ft.</p>       | <p>185 sf total of corporate Valvoline signage. Three signs would be placed on the north and east elevations (totaling 132.5 sf), and a 9 ft tall monument sign (53 sf signage face) would be installed along Airport Park Boulevard. Preliminary sign details are included in the site elevations; a Sign Permit will be required as a Condition of Approval.</p> | <p>Incompatible. Proposed signage exceeds the 150 sf allowance by 35 sf.</p> <p>See Signage section below for Staff's analysis and findings to support the request for relief from this section.</p>                                                                       |
| Pedestrian Orientation | <p>Pedestrian walkways shall be included to link parking areas, buildings, sidewalks and adjacent public rights-of-ways; pedestrian paths shall be landscaped to include features such as planters, low-level lighting, outdoor seating areas, and pedestrian oriented signs.</p> | <p>There is a 5 ft meandering walkway along the north side of the property, as well as a sidewalk connection along Airport Park Boulevard. Landscaping is provided along the pedestrian facilities. Outdoor employee seating area is provided on the south side of the building.</p>                                                                               | <p>Compatible. See site plan on Sheet CS and Landscaping Plan on Sheet L1.</p>                                                                                                                                                                                             |
| Lighting               | <p>Various regulations to ensure lighting is harmonious with building</p>                                                                                                                                                                                                         | <p>Lighting will be down shielded and not spill over onto adjacent properties.</p>                                                                                                                                                                                                                                                                                 | <p>Compatible. See Photometric Plan on Sheet E1.2</p>                                                                                                                                                                                                                      |

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605



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|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                   | design and does not spill out onto adjacent properties or the night sky.                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                |
| Energy Conservation               | Passive solar orientation required and active solar orientation is strongly encouraged. Sunlight shall be used for heating when possible and deciduous trees or vegetation shall be planted on south side of building to increase efficiency. | Building oriented to maximize Ukiah climate and deciduous trees proposed to increase shade in summer and maximize sun in winter. See response for "Building Orientation" criteria above for more information. Per the applicant, "Additional capacity has been designed into the roof structure that allow a PV system to be installed." | Compatible. See analysis in Building Orientation criteria above. In terms of active solar, the roof is designed to accommodate solar panels in the future.                                                                                                     |
| Outdoor Storage/Service Areas     | Outdoor storage shall be located in the rear of the site and screened. Trash and recycling areas shall be designed in harmony with building and consistent with Ukiah City Code.                                                              | No outdoor storage proposed. Trash enclosure is proposed in the rear of the parcel. Per the applicant, "The trash enclosure is shown on the plans and materials schedule with concrete masonry, will be painted to match the building. Also Landscaping is designed into masking the structure"                                          | Compatible. Trash enclosure would be located in the rear away from public view, and screened with an enclosure to match the building. In addition, landscaping is proposed around the structure for additional aesthetics and screening.                       |
| Public Utility & Access Easements | Five-foot utility easements shall be provided and five-foot sidewalk easements shall be provided along frontages.                                                                                                                             | Easements include: secondary roads and the pedestrian area along airport park blvd; 12.5 ft along entire west side; 15 ft along entire north side; and 15 ft along entire east side.                                                                                                                                                     | Compatible. All required public utility and access easements are included as Conditions of Approval for the Proposed Project and Minor Subdivision 20-5835, and will be included on the Parcel Map for final review by the City Engineer prior to recordation. |

|                |                                                                                                                                                                                                     |                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                   |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Landscaping    | Several landscaping standards including, but not limited to, 20% minimum lot coverage, placing one tree between every 4 parking spaces, landscaping along frontages, irrigation systems.            | Project proposes 4,280 sf (21.1%) of landscaping; trees are provided between every 4 spaces; street trees and perimeter landscaping provided with irrigation, etc. | Consistent; see site plan on Sheet CS and Landscaping Plan on Sheet L1.                                                                                                                                                                                                                                                                                           |
| Parking/Access | Per UCC Section 9198(B)(5), three parking spaces required for each of the first five bays and two parking spaces for each additional bay. Project proposes three bays, so nine spaces are required. | Project proposes 13 parking spaces.                                                                                                                                | Compatible. See Sheet CS.                                                                                                                                                                                                                                                                                                                                         |
|                | Per AIP-PD Section F(2)(b), every attempt shall be made to create parking that cannot be seen from public streets                                                                                   | Seven parking spaces are located in the rear of the parcel, but six parking spaces are proposed along the Airport Park Boulevard                                   | Applicant notes that the six parking spaces need to be located along the frontage due to the narrow shape of the parcel, the access easements on the north and west boundaries, and in order to provide functional circulation. See Parking and Traffic section below for Staff's full analysis and findings to support the request for relief from this section. |
|                | One (1) bicycle space is required per 10 employees and one (1) bicycle space is required per 50 parking spaces.                                                                                     | No bicycle parking spaces are proposed, nor required based on number of employees and vehicle parking spaces provided.                                             | Compatible; none required.                                                                                                                                                                                                                                                                                                                                        |
|                | Access standards including but not limited to, driveway and lane width, driveway                                                                                                                    | Access would be provided by a 25 ft wide driveway on the north side of the building that connects to                                                               | Compatible. Access and Circulation was considered as a part of Minor Subdivision 20-5835,                                                                                                                                                                                                                                                                         |

|  |                                                                                                                                                                    |                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                               |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>approach, turning lane standards, and pedestrian facilities are identified within the City's Subdivision ordinance, as well as Section 13(I) of the AIP-PD.</p> | <p>Airport Park Boulevard via a 30 ft wide driveway. See Sheet CS</p> | <p>approved by the City Engineer. The Project has also been reviewed by the Public Works Department and they noted that they have no concerns regarding traffic and circulation. See Sheet CS and traffic analysis discussion below related to parking and circulation. Final access improvements will be reviewed by the City Engineer prior to recordation of the Parcel Map and prior to construction.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

As noted in Table 2 above, the Project meets all of the AIP-PD criteria with the exception of the following, which the Applicant is requesting relief from:

**Signage.** The AIP-PD relies on UCC Section 3227 for allowable amount of signage per parcel. Based on the parcel's Parcel size and frontage, 150 sf of signage is allowed. However, the Applicant proposes 185 sf of signage. Per AIP-PD Section 13(F)(5)(G)(5), relief from the sign standards may be granted through the discretionary review process provided a finding is made that the proposed sign is compatible with the scale and character of the development on adjacent and nearby parcels and would not have an adverse impact on the health and safety of the general public.

Staff finds that the exceedance (35 sf) of signage would not have an adverse impact on health and safety of the general public, as it would not block or hinder visibility to vehicles or impact circulation. Specifically, the proposed nine-foot monument sign is smaller than the 12-foot height regulation in the AIP-PD intended to reduce visual hazards. Staff also finds that the proposed signage is similar to the size and scale of the proposed building, as well as surrounding development and associated signage. Specifically, most businesses along the Airport Park Blvd. frontage have one monument sign, as well as one to three building signs, similar in size and scale to the Project's proposed signage. The proposed signage meets all other AIP-PD and UCC requirements. As such, Staff finds that the exceedance of allowed signage can be supported and the required finding can be made (see **Attachment 1**).

**Parking and Traffic.** Per AIP-PD Section 13(F)(2)(b), every attempt shall be made to create parking that cannot be seen from public streets. Seven parking spaces are located in the rear of the parcel, but six parking spaces are proposed along the Airport Park Boulevard. The AIP-PD

notes that based upon the design of the parking lot, and the use that it is serving, relief from parking requirements may be approved through the discretionary review process. The Applicant notes that the six parking spaces need to be located along the frontage due to the narrow shape of the parcel, the access easements on the north and west boundaries, and in order to provide functional circulation (see 1/12/22 email correspondence between the applicant and Staff regarding parking in **Attachment 8**). Specifically, the parcel is narrow (100 ft) in comparison than most parcels (ranging in width of 112 to 500 ft wide) along Airport Park Blvd., and the easements required by the Public Works Department and the AIP-PD, further reduce the size, and specifically width, of the parcel to 85 ft wide (refer to the APN page in **Attachment 3**). The UCC requires nine parking spaces and the Project proposes 13. However, even with the removal of the four extra spaces in the front, three would remain. Additionally, as noted by the applicant, because the customers will remain in their vehicles, the parking spaces up front are not anticipated to be occupied on a regular basis. The AIP-PD criteria states “every attempt shall be made”, as opposed to explicitly stating that parking in the front is prohibited. While “every attempt” can be seen as subjective, Staff has determined that the applicant has made every reasonable attempt to minimize parking areas being seen from Airport Park Blvd., given the site constraints (narrow size and required easements) and nature of the proposed Project. As such, Staff finds that the request to include six spaces along the frontage can be supported. See Findings included in **Attachment 1**.

The Project has been reviewed by Staff, as well as the Public Works Department to analyze the Project’s impacts to traffic and circulation. Staff relied upon the Office of Planning and Research’s (OPR) Technical Advisory on *Evaluating Transportation Impacts in CEQA* (Technical Advisory; 2018) and the Mendocino Council of Governments’ (MCOG) *Senate Bill 743 Vehicle Miles Traveled Regional Baseline Study* (Baseline Study; 2020) which are intended to provide recommendations and screening thresholds for evaluating traffic impacts by the way of Vehicle Miles Traveled (VMT). One useful tool within these documents for small scale commercial Projects, such as the proposed Project, are the thresholds identified to determine when such projects should be expected to cause a less-than-significant impact without conducting a detailed traffic study.

Specifically, as noted in OPR’s Technical Advisory, absent substantial evidence indicating that a project would generate a potentially significant level of VMT, or inconsistency with a general plan or other transportation related document, projects that generate or attract fewer than 110 trips per day generally may be assumed to cause a less-than- significant transportation impact. This is further supported by the MCOG Baseline Study, which states that the analysis of smaller, less complex projects can be simplified by using screening criteria. If a project meets any of the criteria, including the following, outlined in Section 3.3 of the Baseline Study, it may be presumed to cause a less-than-significant VMT impact without further study: *Project meets the following exemption criteria: project is a local-serving retail or other local serving employment project less than 50,000 square feet (larger retail projects may also qualify due to distance from other population centers) and is consistent with the jurisdiction’s general plan and the Regional Transportation Plan.*

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605  
13

As noted in the Project Description, access would be provided via a driveway from Airport Park Boulevard and the facility would include three service bays with stacking for up to 12 vehicles in the rear of the parcel. With the business being open nine hours a day, the facility would have the capacity to accommodate 12 cars or customers per hour, or a maximum of 108 oil changes per day. Based on this information, the Project would not exceed the threshold criteria identified in the MCOG Baseline Study and OPR's Technical Advisory.

Because the Project involves construction of a small (less than 50,000 sf) building to house a low VMT-generating (less than 110 VMT), local-serving retail business located within a heavily developed area, and does not conflict with the City's General Plan or other local plans intended to address circulation, the Project can be presumed to not result in a significant impact to traffic. As such, a subsequent detailed traffic study is not required.

Findings required to approve a Use Permit are typically included in UCC Section 9262. However, the AIP-PD incorporates UCC Section 9262 findings into the AIP-PD Ordinance and includes a separate set of findings for projects proposed within the AIP-PD. Specifically, findings required to approve a Use Permit in the AIP-PD Light Manufacturing/Mixed-Use Designation are included in AIP-PD Section 13(F)(4)). In addition, two special findings related to relief from UCC signage regulations and AIP-PD parking design criteria are included. Staff has determined that all required findings to approve the Use Permit can be made (see **Attachment 1**).

### **Airport Compatibility**

The Project site is located within Airport Compatibility Zone 6 (Traffic Pattern) of the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP) that was adopted by the Mendocino County Airport Land Use Commission (ALUC) on May 20, 2021, and adopted by the Ukiah City Council on June 16, 2021. Zone 6 includes areas within the standard traffic pattern and pattern entry routes where aircraft altitude is typically 1,000 to 1,500 feet above the runway. Noise and risk exposure for uses within Zone 6 are identified as low. According to Table 3A of the UKIALUCP, many commercial and industrial uses, including gas stations, auto parking and service station, are listed as normally acceptable within Zone 6, so long as they meet the following criteria: 35 ft height limit (Project proposes 28 ft at its highest point); and at least 15% open land (Project proposes 17,863 sf, or 89% of open land).

In addition, to the 35 ft height limit, the Project meets the slope criteria identified in the UKIALUCP to ensure new construction does not create a hazard to airspace, as identified the Federal Aviation Administration (FAA). The parcel is located approximately 710 ft east of the nearest point to the runway, and the proposed building would be approximately 792 ft from the nearest point of the runway. According to UKIALUCP Figure 3B, the Project site is located within the 7:1 Transitional Surface Airspace Protection Zone. Structures that do not exceed the 7:1 (seven feet horizontal per one-foot vertical) slope criteria do not pose hazards to the airspace. Using this criteria, the building would not pose a hazard to airspace so long as it is less than 113 ft high ( $792/7 = 113$  ft); the 23 ft building is well below this criteria.

Lastly, the UKIALUCP has density and intensity restrictions for each zone depending on land use type. Per UKIALUCP Policy 3.5.2(b)(1), because the proposed use is considered "normally acceptable" within Zone 6, the density associated with the use is assumed to meet the criteria

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605  
14

indicated for Airport Zone 6 and calculation of the usage intensity is not required. Lastly, per UKIALUCP Policy 3.2.8(b), a recording of an Overflight Notification is required as a condition for approval of new residential or nonresidential project in Compatibility Zone 6; this requirement has been included as Condition of Approval No. 4. (see **Attachment 2**).

In summary, the proposed land use and Project meet all of the criteria listed for Airport Compatibility Zone 6 and are not included in the list of land use actions requiring mandatory formal ALUC review listed in Chapter 2 of the UKIALUCP. As such, the Project is determined to be consistent with the UKIALUCP and does not require formal ALUC review.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is subject to the California Environmental Quality Act (CEQA). The Project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19, Section 15303, New Construction of Commercial Structures, and 15304, Minor Alterations to Land. It is noted that the 15303 exemption can be applied to up to four commercial buildings not exceeding 10,000 sf in floor area on sites zoned for such use, if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive. The 15304 exemption may be applied for projects including grading, trenching and backfilling which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes.

Staff has determined the exemption is appropriate, as the Project is located in an urbanized area and zoned for commercial and industrial uses; that it consists of a commercial structure less than 10,000 sf; involves minor grading and trenching; does not propose the removal of trees; is not in an environmentally sensitive area; and all needed public services and facilities are available to the site. As noted throughout this Staff Report, existing regulations, Conditions of Approval, and site design relating to the use and storage of hazardous materials, air quality, noise, and traffic would ensure that the Project would not impact the environment. As such, the Project qualifies for use of the aforementioned CEQA exemption.

## **NOTICE**

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

- Published in the Ukiah Daily Journal on January 15, 2022;
- Posted on the Project site on January 11, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing; and
- Mailed to property owners within 300 feet of the Project parcels on January 11, 2022.

## **RECOMMENDATION**

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605  
15

Staff Recommends Planning Commission 1) Conduct a public hearing; and 2) Approve the proposed Major Use Permit, based on the Findings in **Attachment 1**, and subject to the Conditions of Approval in **Attachment 2**.

### **ATTACHMENTS**

1. Draft Findings
2. Draft Conditions of Approval
3. Project Application
4. Site Plans
5. Agency Comments
6. Draft Minutes of the 12/8/21 Design Review Board Meeting
7. Applicant Response to DRB Recommendation
8. 1/12/22 Email Correspondence Regarding Parking

Staff Report  
Major Use Permit  
Valvoline Quick Lube  
1280 Airport Park Boulevard  
File No.: 21-6605  
16

**DRAFT FINDINGS TO  
APPROVE A MAJOR USE PERMIT TO ALLOW  
THE DEVELOPMENT OF A NEW ±2,137 SF VALVOLINE QUICK LUBE FACILITY  
AT 1280 AIRPORT PARK BOULEVARD; APN 180-080-90 (PREVIOUSLY 180-080-29);  
FILE NO. 21-6505**

The Community Development Department's recommendation for conditional approval of a Major Use Permit to allow the construction of a new ±2,137 sf building on a vacant lot to house a Valvoline quick lube facility, as described in the application materials and Staff Report dated January 18, 2022, is based in part on the following findings, in accordance with UCC §9262 and the Airport Industrial Park Planned Development (Ordinance No. 1213).

**Airport Industrial Park Planned Development Major Use Permit Findings for Light Manufacturing/Mixed-Use Designation (Section 13(F)(4))**

1. The proposed land use is consistent with the goals and policies of the Ukiah General Plan, the provisions of the Airport Industrial Park Planned Development Ordinance, the Ukiah Municipal Code, and the Ukiah Airport Master Plan.

*The proposed project is consistent with the General Plan's Master Plan Area land use designation, as it is intended to cover land proposed for specific plans, area plans, or as planned unit developments. The project site carries a Zoning Designation of Planned Development-Commercial for the Airport Industrial Park Planned Development (AIP-PD). As noted in the AIP-PD Ordinance, the AIP-PD provides a mixture of industrial, commercial, low density residential, office, and open space land uses within a Planned Development (PD), consistent with the City of Ukiah's 1995 General Plan Master Plan land use designation. Many of the goals and policies identified in the General Plan are incorporated into the AIP-PD Ordinance. Additionally, the proposed Project meets the following General Plan goals related to economic development.*

*Goal GP-2: Promote business development, emphasizing local ownership of businesses in order to keep capital and growth within the community.*

*Goal ED-1: Support a strong local economy.*

*The parcel is further identified as Light Manufacturing/Mixed-Use within AIP-PD. This designation is intended to provide for an opportunity of diverse land uses to locate near each other that would typically be viewed as incompatible, but because of creative site planning and design, can function in harmony without adversely impacting one another. All new development within this designation requires Planning Commission approval of a Major Use Permit. Per AIP-PD Section 13(L)(1), a Site Development Permit shall not be required for any development proposal requiring a Use Permit. With the exception of two design criteria the applicant is seeking relief from (see Findings 5 and 6 below, the Project is consistent with all applicable regulations contained within the Ukiah City Code and AIP-PD.*

*Additionally, as further described in the Staff Report, the proposed land use and project are consistent with the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP), as it is listed as a use that is "normally acceptable" within Airport Compatibility Zone 6 (Traffic Pattern) and meets all development criteria contained therein.*



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

*The proposed project would be located in a highly developed commercial area known as the Airport Business Park, which is heavily developed with similar land uses and intensity, including other automobile-centric businesses. As noted in the Staff Report, existing regulations, Conditions of Approval, and site design relating to the use and storage of hazardous materials, air quality, noise, and traffic would ensure that the project would not impact to the public's health, safety or general welfare. Lastly, the project has been reviewed by the following agencies to ensure compliance with local, state and federal regulations pertaining to public health and safety: Ukiah Valley Fire Authority, City of Ukiah Public Works, City of Ukiah Police Dept., City of Ukiah Electrical Utility, City of Ukiah Community Development Department- Building Division, Ukiah Municipal Airport Operations Manager, Mendocino County Environmental Health, and Mendocino County Air Quality Management District. Comments have been included as Conditions of Approval, as appropriate.*

3. There is sufficient variety, creativity, and articulation to the architecture and design of the structure to avoid monotonous and/or a box-like uninteresting external appearance.

*The exterior of the building will be a mixture of stucco, lap siding, rock/cobblestone veneer, and decorative wall scones. There will be a small tower on the north east corner that serves as an architectural feature. Windows provide visual breaks in the building. Exterior building colors would include beige/tan and slate grey with blue accents. Landscaping is provided throughout the site and along the frontage. The project was reviewed by the Design Review Board on December 8, 2021, and unanimously recommended Planning Commission approval of the project with a recommendation to add 15 ft awnings over all three service bays on the east and west sides of the building for passive cooling reasons. As described in the Staff Report, the Applicant has chosen to not implement this recommendation for structural, economic, and aesthetic reasons. Additionally, the Applicant has already incorporated siting and design features to accommodate passive cooling and heating, as described in Table 2 of the Staff Report, as well as the Applicant's response in Attachment 7 to the Staff Report.*

4. For all uses other than light manufacturing, there is uniqueness and an exemplary approach to the site planning, design, and architecture, consistent with the Site Planning and Design Standards contained herein, that results in a quality and sophisticated development.

*See Finding No. 4 above related to site design. Additionally, the AIP-PD contains two set of design standards within the Light Manufacturing/Mixed Use designation: one set for commercial development and one set for manufacturing/industrial uses. The project is considered to be more of an industrial use; design standards for manufacturing/industrial uses are less prescriptive. However, the AIP-PD notes that projects along the Airport Park Boulevard frontage shall be held to a higher standard (than those not along the frontage) due to their visibility and location. As such, the project was reviewed for consistency with the commercial design standards (AIP-PD Section 13(F)(5)) and meets all of them, with the exception of the two they are seeking relief from (see Findings No. 5 and 6).*

#### **Allowable Signage-Special Finding**

5. The AIP-PD relies on UCC Section 3227 for allowable amount of signage per parcel. Based on the parcel's Parcel size and frontage, 150 sf of signage is allowed. However, the Applicant proposes 185 sf of signage. Per AIP-PD Section 13(F)(5)(G)(5), relief from the sign standards may be granted through the discretionary review process provided a finding is made that the proposed sign is compatible with the scale and character of the

development on adjacent and nearby parcels and would not have an adverse impact on the health and safety of the general public.

*Staff finds that the exceedance (35 sf) of signage would not have an adverse impact on health and safety of the general public, as it would not block or hinder visibility to vehicles or impact circulation. Specifically, the proposed nine-foot monument sign is smaller than the 12-foot height regulation in the AIP-PD intended to reduce visual hazards. Staff also finds that the proposed signage is similar to the size and scale of the proposed building, as well as surrounding development and associated signage. Specifically, most businesses along the Airport Park Blvd. frontage have one monument sign, as well as one to three building signs, similar in size and scale to the Project's proposed signage. The proposed signage meets all other AIP-PD and UCC requirements. As such, Staff finds that the minimal exceedance of allowed signage can be supported and the required finding can be made.*

### **Sting of Parking Facilities-Special Finding**

6. Per AIP-PD Section 13(F)(2)(b), every attempt shall be made to create parking that cannot be seen from public streets. The AIP-PD allows for flexibility of design criteria through the discretionary process. Based upon the design of the parking lot, and the use that it is serving, relief from parking requirements may be approved through the discretionary review process.

*As proposed, seven parking spaces are located in the rear of the parcel, but six parking spaces are proposed along the Airport Park Boulevard. The Applicant notes that the six parking spaces need to be located along the frontage due to the narrow shape of the parcel, the access easements on the north and west boundaries, and in order to provide functional circulation (see Staff Report and email correspondence in Attachment 8). Specifically, stacking for vehicles is proposed in the rear of the parcel to ensure all traffic remains on-site and does not result in traffic impacts to Airport Park Boulevard. The parcel is narrow (100 ft) in comparison than most parcels (ranging in width of 112 to 500 ft wide) along Airport Park Blvd., and the easements required in the AIP-PD and by the Public Works Department, further reduce the size, and specifically width, of the parcel to 85 ft wide (refer to the APN page in Attachment 3). The UCC requires nine parking spaces and the Project proposes 13. However, even with the removal of the four extra spaces in the front, three would remain. Additionally, as noted by the applicant, because the customers will remain in their vehicles, the parking spaces up front are not anticipated to be occupied on a regular basis. Lastly, the AIP-PD criteria states "every attempt shall be made", as opposed to explicitly stating that parking in the front is prohibited. While "every attempt" can be seen as subjective, Staff has determined that the applicant has made every reasonable attempt to minimize parking areas being seen from Airport Park Blvd., given the site constraints (narrow size and required easements) and nature of the proposed Project. As such, Staff finds that the request to include six spaces along the frontage can be supported.*

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is subject to the California Environmental Quality Act (CEQA). The Project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19, Section 15303, New Construction of Commercial Structures, and 15304, Minor Alterations to Land. It is noted that the 15303 exemption can be applied to up to four commercial buildings not exceeding 10,000 sf in floor area on sites zoned for such use, if not involving the use of significant amounts of hazardous

substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive. The 15304 exemption may be applied for projects including grading, trenching and backfilling which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes.

Staff has determined the exemption is appropriate, as the Project is located in an urbanized area and zoned for commercial and industrial uses; that it consists of a commercial structure less than 10,000 sf; involves minor grading and trenching; does not propose the removal of trees; is not in an environmentally sensitive area; and all needed public services and facilities are available to the site. As noted throughout this Staff Report, existing regulations, Conditions of Approval, and site design relating to the use and storage of hazardous materials, air quality, noise, and traffic would ensure that the Project would not impact the environment. As such, the Project qualifies for use of the aforementioned CEQA exemption.

### **NOTICE**

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- Mailed to property owners within 300 feet of the project parcels on January 11, 2022.

**DRAFT CONDITIONS OF APPROVAL FOR A  
MAJOR USE PERMIT TO ALLOW  
THE DEVELOPMENT OF A NEW ±2,137 SF VALVOLINE QUICK LUBE FACILITY  
AT 1280 AIRPORT PARK BOULEVARD; APN 180-080-90 (PREVIOUSLY 180-080-29);  
FILE NO. 21-6505**

The following Conditions of Approval shall be made a permanent part of the Major Use Permit, shall remain in force regardless of property ownership, and shall be implemented in order for this entitlement to remain valid.

*Approved Project Description:* The Applicant proposes the construction of a new ±2,137 sf building on a vacant lot to house a Valvoline quick lube facility, as described in the application materials and Staff Report dated January 18, 2022. In addition, as described in the Staff Report and Findings, the approval includes relief from UCC signage regulations and AIP-PD parking design criteria.

**CITY OF UKIAH SPECIAL CONDITIONS**

1. Minor Subdivision 20-5835 (approved by the City Engineer on February 16, 202) must be recorded prior to issuance of building permits. A copy of the Final Map shall be submitted to the City Engineer for review. All original Conditions of Approval associated with Minor Subdivision 20-5835 remain in effect and have been incorporated herein.
2. Concurrent with the Building Permit, an address assignment application shall be submitted to assign the address of 1280 Airport Park Blvd. to the parcel.
3. In accordance with Public Resource Code 21082, in the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.
4. Per Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP) Policy 3.2.8(b), recordation of an Overflight Notification is required as a condition for approval for new construction in Compatibility Zone 6 prior to occupancy. This notification serves as a form of buyer awareness documentation recorded in the chain of title of a property stating that the property may be subject to annoyances and inconveniences associated with the flight of aircraft to, from, and around a nearby airport. The notification shall be of a format similar to that indicated in Appendix G of the UKIALUCP and shall contain the following language dictated by state law with regard to Airport Proximity Disclosure in conjunction with real estate transfer.<sup>1</sup> The notification shall be evident to prospective purchasers of the property and shall appear on the

<sup>1</sup> <http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/06/Ukiah-Municipal-Airport-Land-Use-Compatibility-Plan-2021.pdf>

property deed.

*NOTICE OF AIRPORT IN VICINITY: This property is presently located in the vicinity of an airport, within what is known as an Airport Influence Area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase and determine whether they are acceptable to you.*

#### **CITY OF UKIAH STANDARD CONDITIONS**

5. This approval is not effective until the 10-day appeal period applicable to this Major Use Permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
6. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.
7. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
8. Building permits shall be issued within two years after the effective date of the Use Permit or same shall be null and void.
9. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
10. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC. Prior to the placement/installation of any sign(s), the applicant shall make application for and receive approval of a sign permit. Any signage shall be in substantial conformance with the Airport Industrial Park Planned Development Ordinance design and development standards.
11. A Final Landscaping Plan shall be submitted prior to issuance of Building Permit, in accordance with all applicable City codes. All landscaping shall be irrigated and maintained to a satisfactory condition throughout the life of the project.
12. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.
13. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.
14. As outlined in Article 20, Administration 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**

15. A Building Permit will be required. Please submit plans, building permit application. Please submit 5 complete plan sets, two wet stamped and signed.
16. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.

## **ELECTRIC UTILITY DEPARTMENT CONDITIONS**

17. The COUE currently has infrastructure on the site. In some cases, infrastructure may need to be installed/extended beyond the customers parcel, in order to serve existing parcels in the future.
18. All site improvements shall be submitted to the Electric Utility Department through the Building Permit process for review and comment. At this time, specific service requirements, service voltage and developer costs and requirements will be determined.
19. Developer/Customer will need to provide EUSERC approved electrical equipment that will be installed at the project location. The contractor shall submit service equipment specification sheets with appropriate EUSERC references for City approval prior to purchase and installation.
20. Developer shall provide projected load calculations to the COUEUD.
21. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment).
22. The COU Electric Department will require utility easements for any underground distribution extended into the parcel/s beyond the existing PUE. Easements must be surveyed and deeded or defined on the subdivision map and recorded with the County Recorder Office of Mendocino County.

## **UKIAH VALLEY FIRE AUTHORITY CONDITIONS**

23. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.

## **UKIAH POLICE DEPARTMENT CONDITIONS**

24. Provide UPD dispatch with current appropriate business contact names and telephone numbers for after-hours contact.

## **DEPARTMENT OF PUBLIC WORKS CONDITIONS**

25. A maintenance agreement must be in place as part of this permit. This agreement must address, at a minimum, access, parking and landscaping and be submitted for review by the Public Works Director prior to issuance of Building Permit.
26. The following easements shall be prepared by a licensed Land Surveyor or registered Civil Engineer. The easements shall be submitted to the City Engineer for review, approval and

recordation of the Minor Subdivision map. This must be completed and finalized prior to issuance of a Building Permit.

- a. Drainage
  - b. Reciprocal Access/Access
  - c. Utility easements
  - d. Public access easement for the ADA compliant sidewalks.
  - e. 5-foot minimum pedestrian access from the western property line to the City right of way. This access is not shown on the existing plan set but will be provided to the City Engineer, for his approval.
27. The applicant shall submit a separate onsite Grading and Drainage Plan, an Erosion and Sediment Transport Control Plan, and drainage calculations showing that the proposed drainage facilities are adequate. All reports and plans shall be prepared by a licensed Civil Engineer, for review and approval by the City Engineer prior to issuance of Building Permit.
  28. The applicant shall install street trees spaced approximately every 30' that are within 5' of the back of sidewalk. These street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer.
  29. All areas of circulation should be paved with a minimum of 2" of AC on 6" of Base. If heavy truck traffic is anticipated for the solid waste company, delivery trucks, or other heavy vehicles the pavement section should be calculated appropriately to ensure that it can withstand the loading.
  30. The frontage of this property does not have any sidewalk. The developer will be required to construct sidewalk. To accomplish this, the developer shall provide Improvement Plans for the sidewalk installation, prepared by a licensed Civil Engineer, and submitted prior to recordation of the parcel map and issuance of Building Permits.
  31. 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 3% of estimated construction costs. The construction costs will be determined by an engineer's estimate. However, the City Engineer may accept, at his discretion, contractor's estimate determining the construction cost.
  32. Driveway approach into the project shall be an ADA standard commercial driveway with no curb returns.
  33. Maintenance and inspection of all post-construction best management practices (BMPs) are the responsibility of the property owner. In accordance with the LID Manual, a legally binding, signed maintenance agreement approved by the City of Ukiah is required for the proposed Storm water treatment areas and all post-construction BMPs, and shall be recorded prior to final approval of the building permit.
  34. Applicable City water & sewer connection fees shall be paid at the time of building permit issuance.

#### **MENDOCINO COUNTY ENVIRONMENTAL HEALTH DEPARTMENT CONDITIONS**

35. Within 30 days of opening, the facility must be entered into the California Environmental Reporting System ([cers.calepa.ca.gov](http://cers.calepa.ca.gov)).
36. An inspection prior to operation is required by County Environmental health. Call (707) 234-

6625 for more information.

37. In accordance with the Aboveground Petroleum Storage Act (APSA), if more than 1,320 gallons of oil will be on-site, a Spill Prevention Control and Countermeasures (SPCC) Plan is required. If the facility is considered a non-qualified facility (10,000 gallons or more) the SPCC Plan must be approved and stamped by a certified professional engineer.

#### **MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT CONDITIONS**

38. Stationary and Portable Equipment and Mobile Vehicles:

- a. Any stationary onsite diesel IC engines 50 horsepower or greater (i.e. large power generators or pumps) or any propane or natural gas engines 250 horsepower or greater may require a permit from the District.
- b. Portable diesel powered equipment that may be used during the proposed project are required to be registered with the state Portable Equipment Registration Program (PERP) or obtain permits from the District.
- c. Projects located adjacent to sensitive receptors (schools, child care facilities, health care facilities, senior facilities, businesses, and residences, etc.) during the construction phase of this project have the potential for exposure to diesel particulate.
- d. Heavy duty truck idling and off-road diesel equipment or other diesel engine idling is limited to less than 5 minutes.

39. Grading Projects- During Construction. All grading activities must comply with the following fugitive dust mitigation measures in accordance with District Regulation 1, Rule 1-430:

- a. All visibly dry disturbed soil road surfaces shall be watered to minimize fugitive dust emissions.
- b. All unpaved surfaces, unless otherwise treated with suitable chemicals or oils, shall have a posted speed limit of 10 mph.
- c. Earth or other material that has been transported by trucking or earth moving equipment, erosion by water, or other means onto paved streets shall be promptly removed.
- d. Asphalt, oil, water, or suitable chemicals shall be applied on materials stockpiles, and other surfaces that can give rise airborne dusts.
- e. All earthmoving activities shall cease when sustained winds exceed 15 mph.
- f. The operator shall take reasonable precautions to prevent the entry of unauthorized vehicles onto the site during non-work hours.
- g. The operator shall keep a daily log of activities to control fugitive dust.
- h. For projects greater than one acre or one mile of road not located within a Naturally Occurring Asbestos Area, prior to starting any construction the applicant is required to:
  1. Submit a Large Area Grading permit application to the District.
  2. Obtain a final determination from the Air Quality Management District as to the need for an Asbestos Dust Mitigation Plan and/or Geologic Survey to comply with CCR sections 93106 and 93105 relating to Naturally Occurring Asbestos.
  3. Obtain written verification from the District stating that the project is in compliance with State and Local regulations relating to Naturally Occurring Asbestos.
  4. If the project is located within a Naturally Occurring Asbestos Area, additional mitigations shall be required.

Property Development-Prior to starting any construction, the applicant is required to:

- a. Obtain a Property Development Permit from the District for any open outdoor burning.
- b. Obtain a Grading Permit, if applicable.



- c. Confirm whether the project is in a Naturally Occurring Asbestos Area, and follow additional MCAQMD recommendations, if applicable.
- d. Consider alternate means of disposal other than open burning, such as cutting the majority of the larger material up as firewood, and chipping smaller material, if feasible to mitigate impacts from open outdoor burning.
- e. Obtain written verification from the MCAQMD stating that the project is in compliance with State and Local regulations.

DRAFT



# City of Ukiah

Community Development Department  
 Planning Division  
 300 Seminary Ave., Ukiah CA 95482  
 Email: [planning@cityofukiah.com](mailto:planning@cityofukiah.com)  
 Web: [www.cityofukiah.com](http://www.cityofukiah.com)  
 Phone: (707) 463-6268  
 Fax: (707) 463-6204

## Planning Permit Application

### #21-6505

|                                                                                                                     |           |                                                                                                        |                               |
|---------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------|-------------------------------|
| PROJECT NAME:<br><b>UKIAH QUICK LUBE</b>                                                                            |           | Ampcar ?NL8<br>/./+/6.+7.                                                                              |                               |
| PROJECT ADDRESS/CROSS STREETS:<br><b>1280 AIRPORT PARK BLVD</b>                                                     |           | AP NUMBER(S):<br><del>101-180-080</del>                                                                |                               |
| APPLICANT/AUTHORIZED AGENT:                                                                                         | PHONE NO: | FAX NO:                                                                                                | E-MAIL ADDRESS:               |
| APPLICANT/AUTHORIZED AGENT ADDRESS:                                                                                 |           | CITY:                                                                                                  | STATE/ZIP:                    |
| PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:<br><b>GARY AKERSTROM</b>                                              | PHONE NO: | FAX NO:                                                                                                | E-MAIL ADDRESS:               |
| PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT<br><b>425 TALMAGE RD.</b>                                            |           | CITY:<br><b>UKIAH</b>                                                                                  | STATE/ZIP:<br><b>CA 95482</b> |
| HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |           |                                                                                                        |                               |
| <input type="checkbox"/> AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003                             | S         | <input type="checkbox"/> REZONING - PLANNED DISTRICT 100.0800.611.001                                  | \$                            |
| <input type="checkbox"/> ANNEXATION 100.0800.611.001                                                                | S         | <input type="checkbox"/> SITE DEVELOPMENT PERMIT - AMENDMENT 100.0400.449.001                          | \$                            |
| <input type="checkbox"/> APPEAL 100.0400.449.001                                                                    | S         | <input type="checkbox"/> SITE DEVELOPMENT PERMIT - MAJOR 100.0400.449.001                              | \$                            |
| <input type="checkbox"/> GENERAL PLAN AMENDMENT 100.0800.611.001                                                    | S         | <input type="checkbox"/> SITE DEVELOPMENT PERMIT - MINOR 100.0400.449.001                              | \$                            |
| <input type="checkbox"/> MURAL PERMIT 100.0400.449.001                                                              | S         | <input type="checkbox"/> SPECIFIC/MASTER PLAN 100.0800.611.003                                         | \$                            |
| <input type="checkbox"/> PRE-DEVELOPMENT MEETING 100.0800.611.003                                                   | S         | <input type="checkbox"/> MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001     | \$                            |
| <input type="checkbox"/> STAFF RESEARCH (MORE THAN 1 HOUR) 100.023100.411.53                                        | S         | <input type="checkbox"/> MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001 | \$                            |
| <input type="checkbox"/> LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001                                             | S         | <input type="checkbox"/> OTHER                                                                         | \$                            |
| <input type="checkbox"/> USE PERMIT - AMENDMENT 100.0400.449.001                                                    |           | \$                                                                                                     |                               |
| <input type="checkbox"/> USE PERMIT - MAJOR 100.0400.449.001                                                        |           | \$                                                                                                     |                               |
| <input type="checkbox"/> USE PERMIT - MINOR 100.0400.449.001                                                        |           | \$                                                                                                     |                               |
| <input type="checkbox"/> VARIANCE - MAJOR 100.0400.449.001                                                          |           | \$                                                                                                     |                               |
| <input type="checkbox"/> VARIANCE - MINOR 100.0400.449.001                                                          |           | \$                                                                                                     |                               |
| <input type="checkbox"/> ZONING AMENDMENT MAP OR TEXT 100.0800.611.001                                              |           | \$                                                                                                     |                               |
| <input type="checkbox"/> REZONING 100.0800.611.001                                                                  |           | \$                                                                                                     |                               |
| <input type="checkbox"/> OTHER                                                                                      |           | \$                                                                                                     |                               |
| COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.                                                              | \$        | MAJOR PERMIT DEPOSIT:                                                                                  | \$                            |
| COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.                                                           | \$        | MINOR PERMIT FEE:                                                                                      | \$                            |
| COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.                                                               | \$        | TOTAL FEE:                                                                                             | \$                            |
| FILING DATE:                                                                                                        |           | TOTAL AMOUNT PAID: \$                                                                                  |                               |
| 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, storm water mitigation requirements, frontage improvements, etc.

## Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. 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:                                                                  | Number of Floors:                                                                            |                                                                              |
| Use of Building (check all that apply)                                                  | Description                                                                     | Square Footage                                                                               | Number of Units/Suites                                                       |
| <input type="checkbox"/> Office (business/professional)                                 |                                                                                 |                                                                                              |                                                                              |
| <input type="checkbox"/> Office (medical/dental)                                        |                                                                                 |                                                                                              |                                                                              |
| <input type="checkbox"/> Retail                                                         |                                                                                 |                                                                                              |                                                                              |
| <input type="checkbox"/> Light Industrial                                               | OIL & LUBE                                                                      | 2137sf                                                                                       | 2137sf BASEMENT                                                              |
| <input type="checkbox"/> Residential                                                    |                                                                                 |                                                                                              |                                                                              |
| <input type="checkbox"/> Other:                                                         |                                                                                 |                                                                                              |                                                                              |
| Operating Characteristics                                                               |                                                                                 |                                                                                              |                                                                              |
| Days and Hours of Operation:                                                            |                                                                                 |                                                                                              |                                                                              |
| Number of Shifts: 1                                                                     | Days and Hours of Shifts: 7 DAYS /WK 7AM TO 5PM                                 |                                                                                              |                                                                              |
| Number of Employees/Shift: 6                                                            |                                                                                 |                                                                                              |                                                                              |
| Loading Facilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Type/Vehicle Size: PASSENGER VEHICLE, SMALL RV                                  |                                                                                              |                                                                              |
| Deliveries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No         | Type: OIL, ANTIFREEZE, WAX, OIL, ANTIFREEZE                                     | Number (day/week/month): 1 DAY /WK                                                           | Time(s) of Day: 7AM                                                          |
| Outdoor areas associated with use? (check all that apply)                               | Sales area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Unloading of deliveries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Storage: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                     | Square Footage:                                                                 | Square Footage: 800                                                                          | Square Footage: 2137sf                                                       |
| Noise Generating Use? <input type="checkbox"/> Yes <input type="checkbox"/> No          | Description:                                                                    |                                                                                              |                                                                              |

## To Be Completed by Staff

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

## Submittal Requirements

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

| Submittal Document                          | Application Type |     |              |     |        |     |        |    |     |
|---------------------------------------------|------------------|-----|--------------|-----|--------|-----|--------|----|-----|
|                                             | LLA/VM           | GPA | PRELIM       | REZ | REZ-PD | SDP | Sub/TM | UP | VAR |
| Project Description                         | X                | X   | X            | X   | X      | X   | X      | X  | X   |
| Building Elevations (1)                     |                  |     | X            |     | X      | X   |        | X  | X   |
| Floor Plan                                  |                  |     | X            |     | X      | X   |        | X  | X   |
| Grading and Drainage Plan and SUSMP (7)     |                  |     |              |     | X      | X   | X      |    |     |
| Landscape Plan (2)                          |                  |     | X<br>CONCEPT |     | X      | X   |        |    | X   |
| Site Plan (3)                               | X                | X   | X            | X   | X      | X   |        | X  | X   |
| Details – Architectural                     |                  |     |              |     |        | X   |        |    |     |
| Details – Fence                             |                  |     |              |     | X      | X   |        | X  |     |
| Details – Sign                              |                  |     |              |     | X      | X   |        | X  |     |
| Site Contours (4)                           |                  |     |              |     | X      | X   | X      |    |     |
| Street Sections                             |                  |     |              |     |        |     | X      |    |     |
| Tentative Map (6)                           |                  |     |              |     |        |     | X      |    |     |
| Preliminary Title Report                    | X                |     |              | X   |        |     | X      |    |     |
| Colors & Materials Board                    |                  |     | X<br>CONCEPT |     | X      | X   |        |    |     |
| Number of Plan Sets – Initial Submittal (5) |                  |     |              |     |        |     |        |    |     |

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

LLA – Lot Line Adjustment  
 REZ – Rezoning  
 TM – Tentative Map  
 VAR – Variance

VM-Voluntary Merger  
 REZ-PD- Rezoning to Planned Development  
 Sub- Subdivision  
 UP – Use Permit

Prelim – Preliminary Review  
 SDP – Site Development Permit  
 GPA- General Plan Amendment



## **Mike Smith Engineering, Inc.**

---

P.O. Box 611, Lodi, CA 95241  
(209) 334-2332

8-31-21

**Ukiah Quick Lube**  
**1280 Airport Park Blvd.**  
**Ukiah, CA**

### **Project Description**

This project will involve the development of an existing vacant parcel. Construction of a 2137 SF building with a full basement (2137 SF). This facility will be a typical Oil/ Lube business servicing drive thru customers. Staging is provided for 12 vehicles in the rear of the parcel. Customers will remain in their vehicle while service is being provided. The building elevations are based upon the recommendations of the product vendors. Product deliveries will be provided by smaller delivery trucks pulling into the vehicle staging area or for un-package bulk oil deliveries will come through an opening into the basement on the North end of the building, allowing a hose to transfer product into larger storage vessels.



## **Mike Smith Engineering, Inc.**

P.O. Box 611, Lodi, CA 95241  
(209) 334-2332

---

11-01-21

City of Ukiah  
300 Seminary Ave.  
Ukiah, CA  
Application #21-6505

### **Project Description**

- a) **Building Construction:** The building is composed of conventional wood construction on top of a full basement. The roof will be pre-engineered, pre-manufactured roof trusses supported on wood wall stud walls. The floor will be structural steel with a steel pan deck and concrete covering. The exterior will be a mixture of stucco, lap siding and rock veneer. There will be a small tower on the North East corner that is only an architectural feature, and has no functional use.
- b) **Business Details:** This facility will provide fluid replacement services for passenger vehicles and will accommodate recreational vehicles. The full basement allows complete service from below and allows the customer to remain in the vehicle during service. Hours of service will be from 7:00AM to 5:00PM, 7 days a week.
- c) **Hazardous Materials:** All fluids, both new and used, will be stored in the basement. Transfer of fluids will be through a porthole on the North end of the building which will allow the delivery oil waste fluid disposal to be pumped back and forth. Fluids will be stored in approved storage vessels which are usually inspected daily to insure no leaks. Fluid will be transferred to customer vehicles by pneumatic pump, and will be removed by gravity.

### **Site Development:**

Parking in the front of this facility is really the only solution to meet the required parking standards. Due to the access easement on the North and West boundary, and the required circulation to allow this facility to function efficiently, we had to locate the parking at the front. In reality, this parking will be rarely used since customers will remain in the vehicle for the complete service and never need to park. Employee parking is provided in the rear, which will typically be the only parking constantly occupied. It appears that many of the businesses along Airport Park Blvd. also have parking in the front.

### **Circulation:**

Circulation arrows provided, and complete driveway improvements included showing development of complete access easements.

**Pedestrian Orientation:**

A continuous pedestrian pathway is provided which meets all requirements including an accessible pathway from airport Blvd. through to the rear of the parcel for future development access

**Landscape Plan:**

- a) The "Landscape Coverage" calculation was provided on the cover sheet of the last submittal showing we meet the 2016 landscape area requirement. If this is not acceptable, we need more direction.
- b) Landscape plan revised to show shrubs and trees.  
Only trees from parking lot tree list used.
- c) Planter added at Northwest parking area.
- d) Landscape plan revised to include landscaping at frontage.
- e) All proposed trees are deciduous.
- f) Parking lot is provided.
- g) Sidewalks are adjacent to landscaping.
- h) Final Landscape plans will include irrigation specifications.
- j) Bio-filtration basins can be used for outside seating.
- k) Irrigation provided by typical water conserving drip system.

**Elevations:**

- a) Detailed exterior elevations included.
- b) The signage for this project is being designed and installed by Valvoline to meet Valvoline national express care specifications. The Monument sign adjacent to airport park Blvd. is depicted in the Color signage detail page with dimensions. The sign will be a blow mold plastic sign with LED back lighting and will be on a timer system. The base of the monument will have stone veneer matching the building. The two signs on the buildings aesthetic tower will also be Blow molded back lit signs with the dimensions laid out on the color signage detail page. These will also be on timer system. The signage located above the three bay doors facing Airport Park Blvd. will be a Valvoline quick lube channel letter sign and will have LED internal lighting the dimensions and colors are laid out on the color signage page. This sign will be on the same timer system as the rest of the signs on the building.

Sincerely,

Digitally signed by Michael W. Smith  
Reason: I am approving this document  
Date: 2021.11.01 12:39:12-07'00'

Michael W. Smith, P.E.  
R.C.E. 44590  
Mike Smith Engineering, Inc.



---

**From:** Jeff Yokum <jeff@yokumsbodyshop.com>

**Sent:** Wednesday, December 1, 2021 9:23 AM

**To:** Michelle Irace <mirace@cityofukiah.com>

**Cc:** Brian Andres <brian.andres@yokumsbodyshop.com>; Mike Smith <mike@mseng.comcastbiz.net>

**Subject:** RE: Information needed for DRB packet

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

Good Moring Michelle,

Super good notes here.. I like the report. As for questions super easy and I will describe my response to each red question.. Thanks Jeff Yokum

1. **Building Orientation** - There will be no noise from this facility. The only piece of equipment is a 5 HP air compressor which is small.. and it will be located in a sound proof closet. The oil pumps and lifts all operate on air so no noise. We believe our building is oriented the best for the Ukiah climate. We all know the airport is known for the cross winds which come from the west to east. With our three roll up doors the breeze will go right through the oil change center nicely. Also there are no windows situated to the south so south wall has no windows. Also the 6 large roll up doors will be all glass so solar energy will be maximized in the winter and we can open them all in the summer.
2. **Signs** I will attach the signs detail again but I am sure you have it.. the color rendering of the building actually came from Valvoline and that is the sign requirements for Valvoline and the design plan for the signs. Valvoline pays for and makes the signs so they have control over all signage at the Valvoline express care facilities. I had to sign a contract with Valvoline already that I agreed to their signage.. I will attach the sign plan again as well as the contract from valvoline. With that said though.. all the signs only add up to 132.5 Sq ft so if we can have up to 150 SQ ft then we are within guidelines anyway.. My only question is if you count the monument sign as double sided or just the size of the sign.. but even if we counted the monument double we are still only at 190 sq feet.. so I think we are good to go..
3. **Energy conservation...** I believe I answered all this very well on point 1 building orientation.
4. **Outdoor Storage/Service Areas** Yes this is true.. we will have no need for outside storage except the trash enclosure... all storage will be in the basement..





AIRPORT ROAD

PORT PARK BOULEVARD

Holiday Inn

Project Area

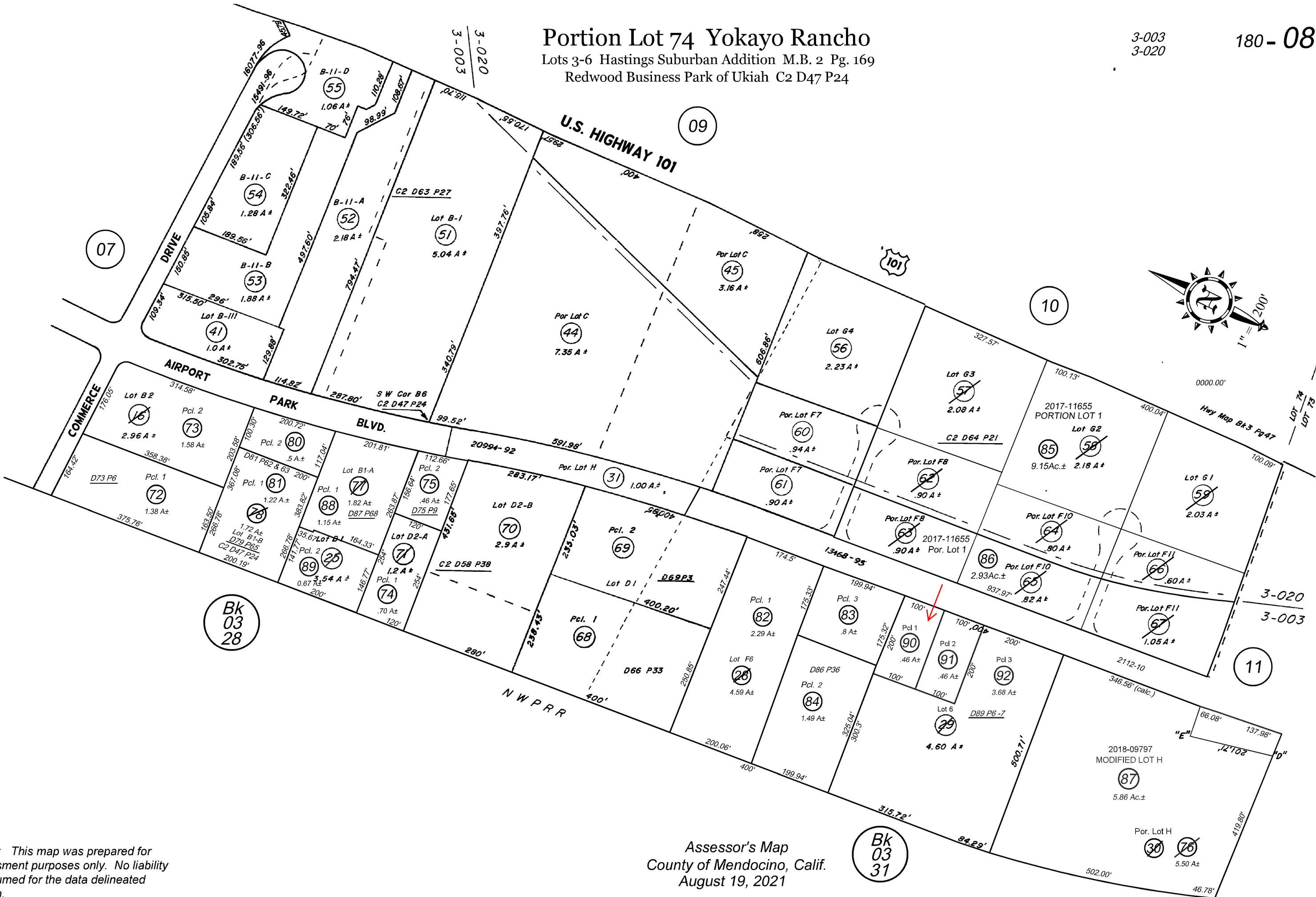
Costco

Portion Lot 74 Yokayo Rancho

Lots 3-6 Hastings Suburban Addition M.B. 2 Pg. 169  
Redwood Business Park of Ukiah C2 D47 P24

3-003  
3-020

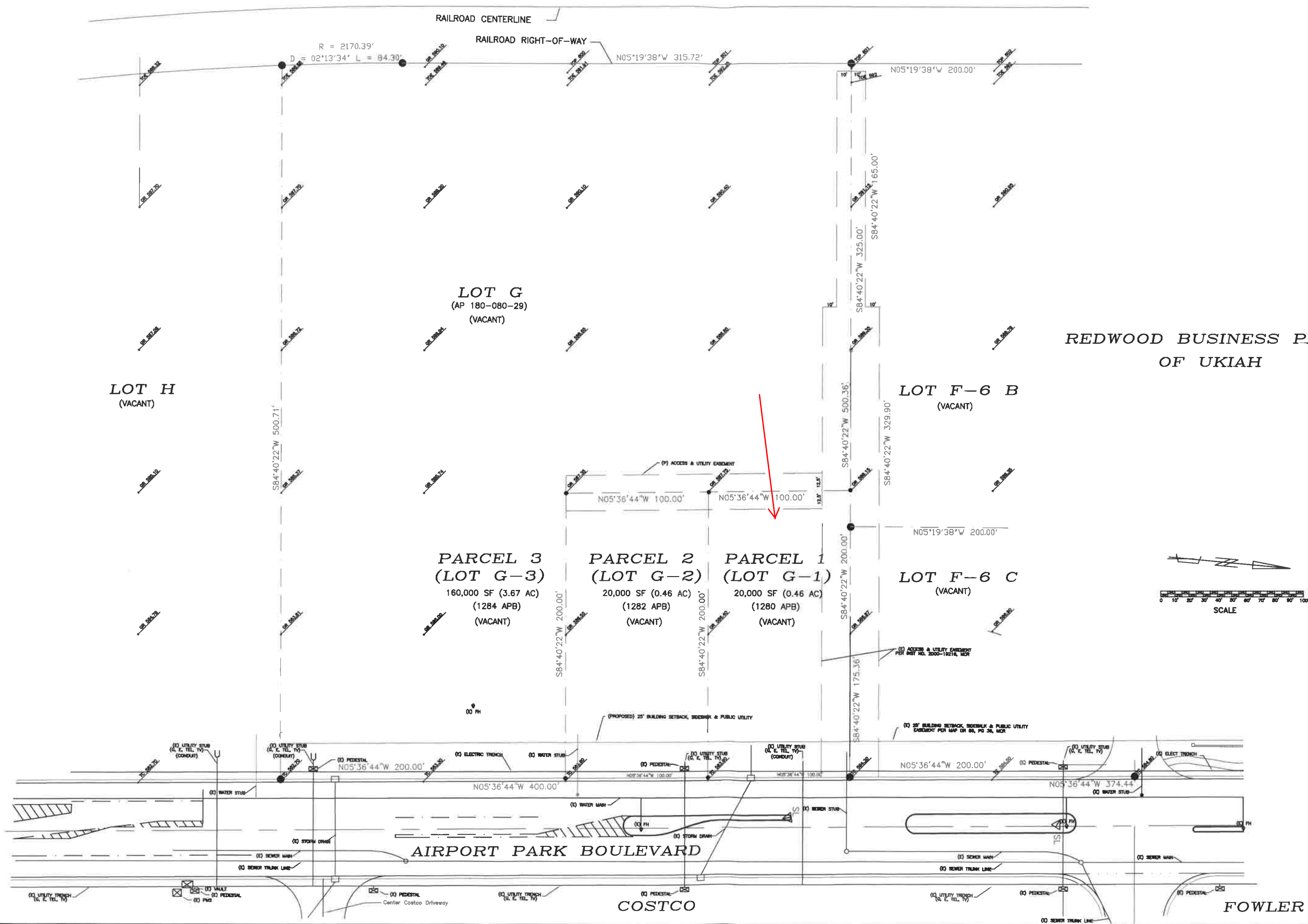
180-08



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.  
August 19, 2021





|         |        |                                                                               |          |
|---------|--------|-------------------------------------------------------------------------------|----------|
| PROJECT |        | <b>LOT G DEVELOPMENT</b>                                                      |          |
| CLIENT  |        | REDWOOD BUSINESS PARK OF UKIAH<br>425 TALMAGE ROAD<br>UKIAH, CALIFORNIA 95482 |          |
| DRAWING |        | LOT G TENTATIVE MAP<br>MINOR SUBDIVISION                                      |          |
| JOB NO. | 2620   | DATE                                                                          | 11/15/20 |
| SHEET   | 1 OF 1 | SCALE                                                                         | AS SHOWN |

NORTH COUNTIES ENGINEERING CO.  
 425 TALMAGE ROAD, UKIAH, CALIFORNIA 95482  
 TEL (707)462-1981  
 FAX (707)462-5681



VICINITY MAP

PROJECT DATA:

PROJECT OWNER: JEFF YOKUM  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482  
PROJECT LOCATION: 1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482  
APN: 180-080-90  
PROJECT DESCRIPTION: PROPOSED AUTO  
MAINTENANCE FACILITY  
OCCUPANCY: B/SI  
CONSTRUCTION TYPE: VB  
STORIES: TWO -GROUND FLOOR  
BASEMENT  
FIRE SPRINKLERS: NO

AREAS:

GROUND FLOOR: 2,137 S.F.  
BASEMENT: 2,137 S.F.

UTILITIES:

WATER: CITY OF UKIAH  
SEWER: CITY OF UKIAH  
STORM DRAIN: CITY OF UKIAH

SHEET INDEX:

MIKE SMITH ENGINEERING, INC.  
CS: COVER SHEET, PROJECT DATA &  
OVERALL SITE PLAN  
C1: GRADING PLAN  
C2: SITE DETAILS  
L1: LANDSCAPE PLAN  
A1: FLOOR PLAN & BASEMENT PLAN  
A2: EXTERIOR ELEVATIONS  
A3: COLORED ELEVATIONS  
E1.1: ELECTRICAL SITE PLAN  
E1.2: PHOTOMETRIC STUDY

OCCUPANT LOAD CALCULATION

| ROOM:                     | FLOOR AREA (S.F.): | OCCUPANT LOAD FACTOR |               | OCCUPANT LOAD |               |
|---------------------------|--------------------|----------------------|---------------|---------------|---------------|
|                           |                    | BUILDING CODE        | PLUMBING CODE | BUILDING CODE | PLUMBING CODE |
| 1 WAITING AREA            | 112 S.F.           | 100                  | 200           | 1.1           | 0.6           |
| 2 RESTROOM                | 64 S.F.            | ACCESSORY            |               | Ø             | Ø             |
| 3 OFFICE                  | 79 S.F.            | 100                  | 200           | 0.8           | 0.4           |
| 4 RESTROOM                | 58 S.F.            | ACCESSORY            |               | Ø             | Ø             |
| 5 MECHANICAL              | 63 S.F.            | 300                  | 5000          | 0.2           | 0.1           |
| 6 SUPPLIES                | 97 S.F.            | 300                  | 5000          | 0.3           | 0.1           |
| 7 SERVICE BAYS            | 1,664 S.F.         | 100                  | 2000          | 16.6          | 0.8           |
| 8 BASEMENT STORAGE        | 543 S.F.           | 300                  | 5000          | 1.8           | 0.1           |
| 9 BASEMENT SECURE STORAGE | 52 S.F.            | 300                  | 5000          | 0.2           | 0.1           |
| 10 BASEMENT SERVICE BAYS  | 1,542 S.F.         | 100                  | 2000          | 15.4          | 0.8           |
| GROUND FLOOR OCC. LOAD    |                    |                      |               | 19            | 2             |
| BASEMENT OCC. LOAD        |                    |                      |               | 18            | 1             |
| TOTAL OCC. LOAD           |                    |                      |               | 37            | 3             |

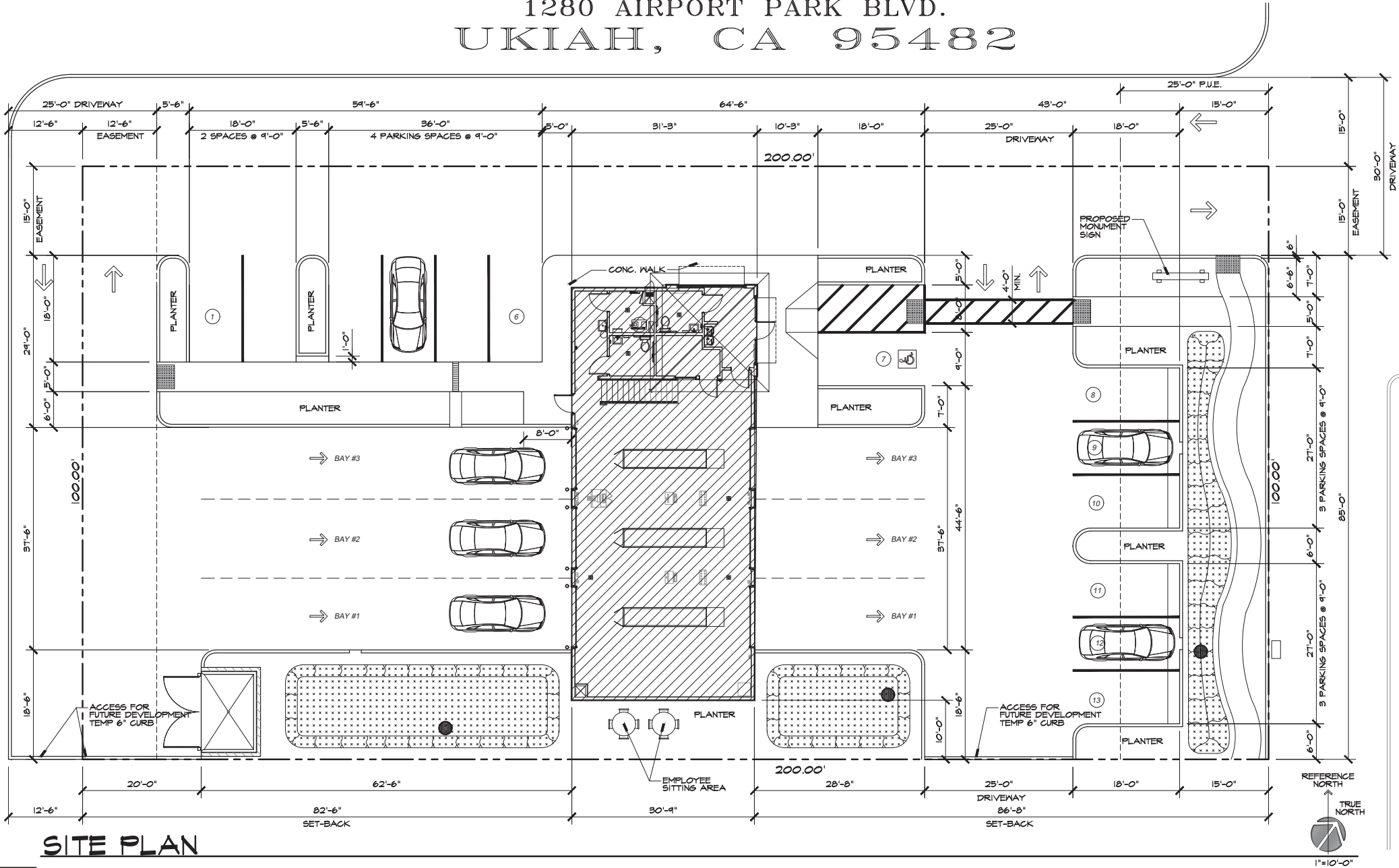
CODE COMPLIANCE

ALL WORK PERFORMED SHALL BE IN ACCORDANCE TO THE LATEST EDITION OF APPLICABLE CODES, INCLUDING BUT NOT LIMITED TO:

- 2019 CALIFORNIA BUILDING CODE, (CBC)
- 2019 CALIFORNIA ELECTRICAL CODE, (CEC)
- 2019 CALIFORNIA GREEN BUILDING CODE, (CGBC)
- 2019 CALIFORNIA MECHANICAL CODE, (CMC)
- 2019 CALIFORNIA PLUMBING CODE, (CPC)
- 2019 CALIFORNIA ENERGY CODE, (CEC)
- 2019 CALIFORNIA FIRE CODE, (CFC)
- 2019 CALIFORNIA HISTORICAL BUILDING CODE
- 2019 CALIFORNIA EXISTING BUILDING CODE
- 2019 CALIFORNIA REFERENCED STANDARDS CODE

LANDSCAPE COVERAGE:

PARCEL AREA: 20,000 S.F.  
LANDSCAPE AREA REQ'D. (20%): 4,000 S.F.  
LANDSCAPE AREA PROVIDED: 4,280 S.F.

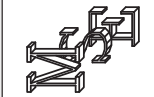


SITE PLAN

AIRPORT PARK BLVD.

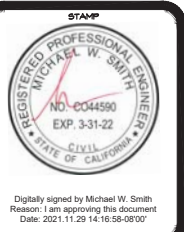
| REVISIONS | BY |
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MIKE SMITH  
ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332



TITLE:  
COVER SHEET  
PROJECT DATA  
SITE PLAN  
VICINITY MAP

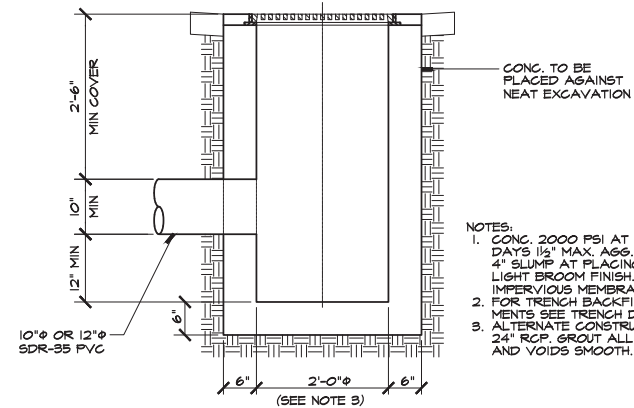
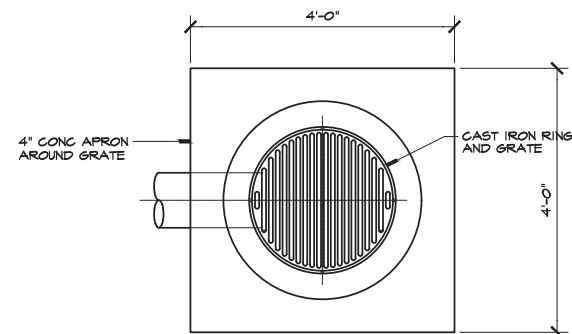
PROJECT:  
PROPOSED SITE DEVELOPMENT PLAN FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482



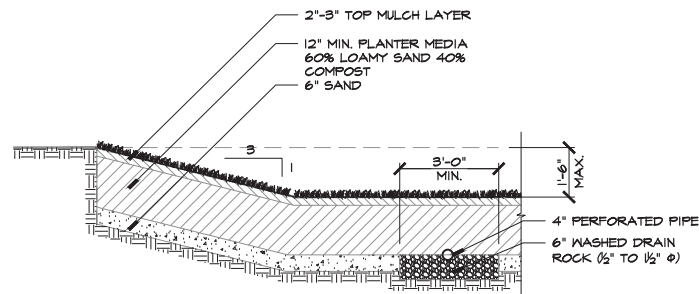
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|---------------------------|
| DRAWN<br>JCS              |
| CHECKED<br>MS             |
| DATE<br>8/9/21            |
| SCALE<br>AS NOTED         |
| JOB NO.<br>21041          |
| SHEET<br>SITE DEVELOPMENT |
| CS                        |
| 1 OF 19 SHEETS            |



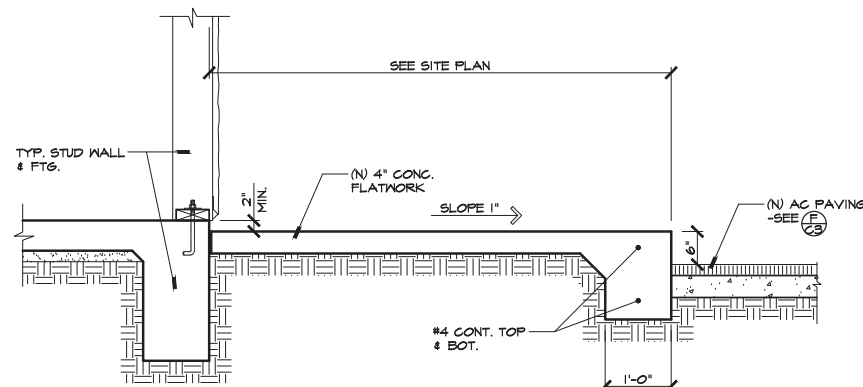




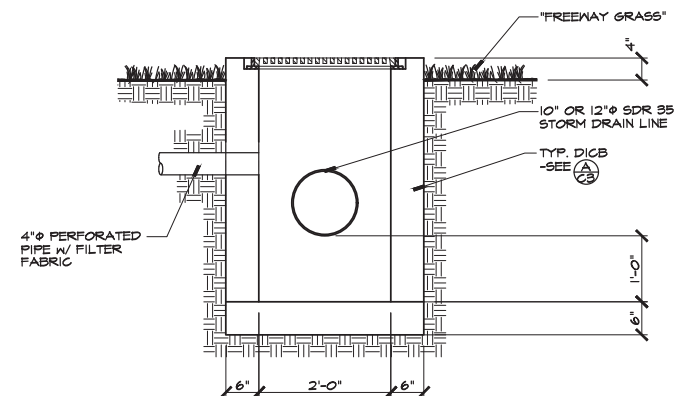
**A DROP INLET CATCH BASIN** NOT TO SCALE



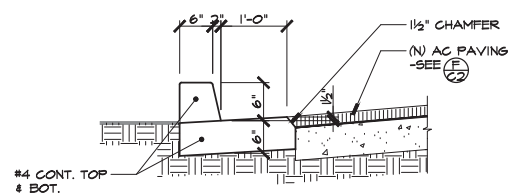
**B POND SECTION** -NO FENCE REQ'D. 3/8" = 1'-0"



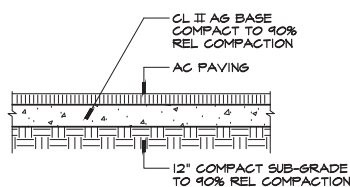
**C TYP. CONC. WALK** 3/8" = 1'-0"



**D CATCH BASIN DET.** 3/8" = 1'-0"

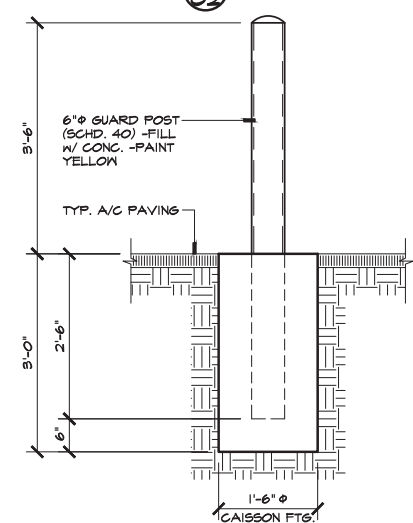


**E TYP. CURB & GUTTER** 3/8" = 1'-0"

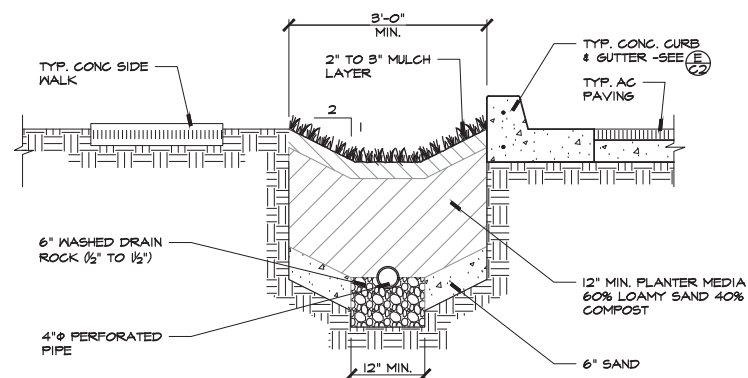


| AREA           | PAVING THICKNESS | AG BASE THICKNESS |
|----------------|------------------|-------------------|
| PARKING STALLS | 3"               | 10"               |
| DRIVE AISLES   | 3"               | 14"               |
| ACCESS ROAD    | 4"               | 15"               |

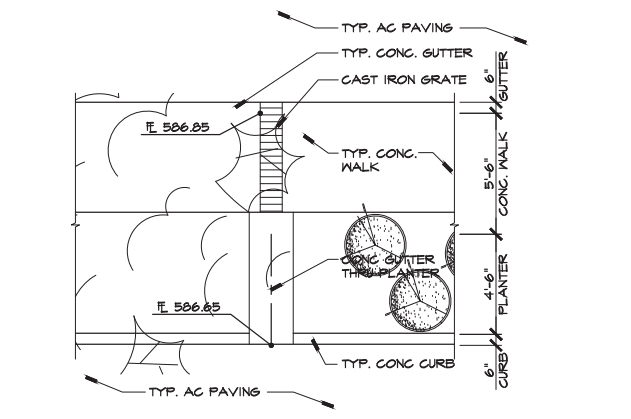
**F PAVING SECTION** 3/8" = 1'-0"



**G GUARD POST DET.** 3/8" = 1'-0"



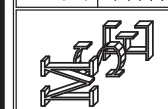
**H SWALE DETAIL** 3/8" = 1'-0"



**I GUTTER & CONC WALK** 1/4" = 1'-0"

| REVISIONS | BY |
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MIKE SMITH  
ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332

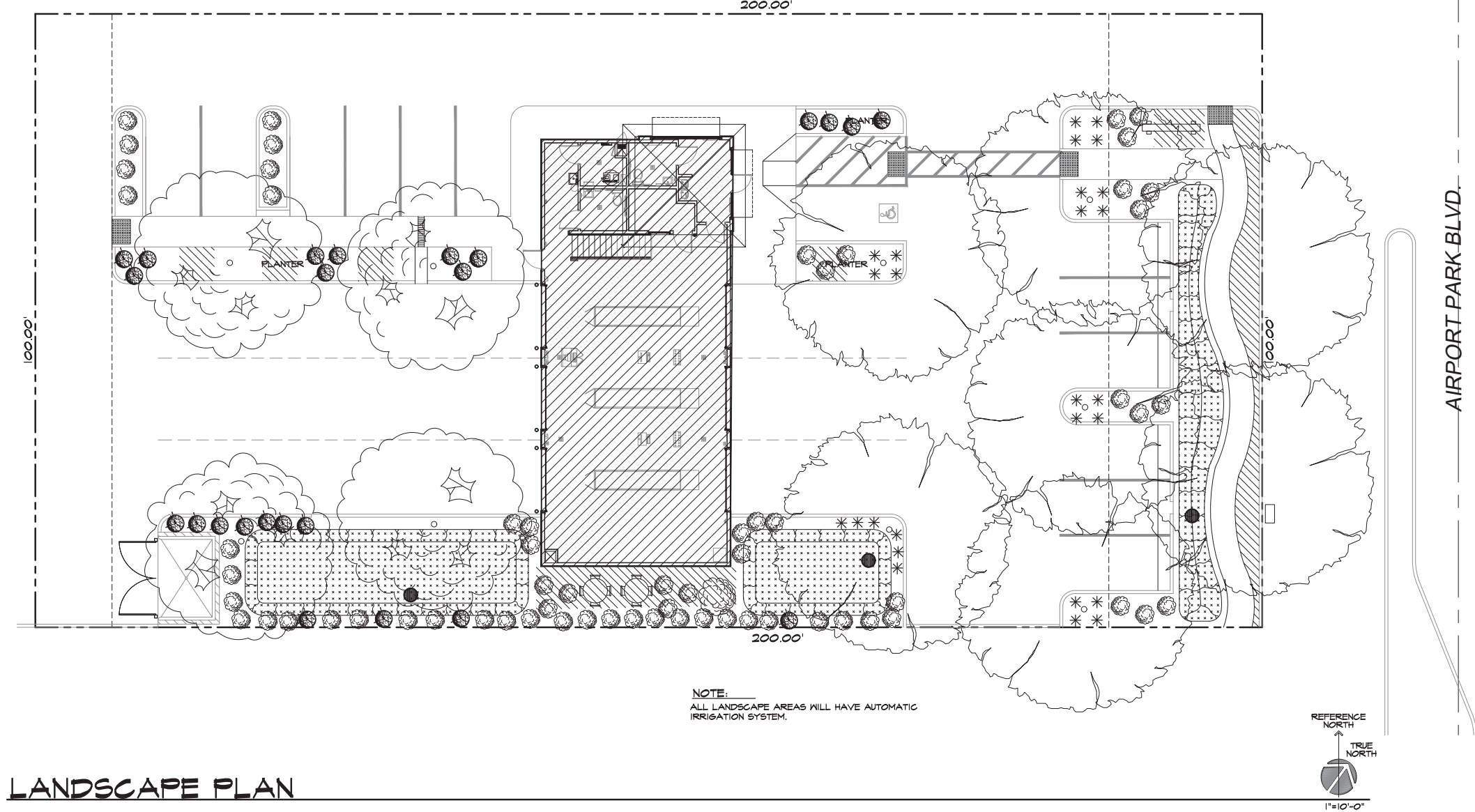


TITLE:  
SITE DETAILS

PROJECT:  
PROPOSED SITE DEVELOPMENT PLAN FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482



|                           |
|---------------------------|
| DRAWN<br>IT               |
| CHECKED<br>MS             |
| DATE<br>8/9/21            |
| SCALE<br>AS NOTED         |
| JOB NO.<br>21041          |
| SHEET<br>SITE DEVELOPMENT |
| C2                        |
| 4 OF 19 SHEETS            |



LANDSCAPE PLAN

PLANT SCHEDULE:

| SYMBOL | COMMON NAME             | BOTANICAL NAME        | REMARKS                           |
|--------|-------------------------|-----------------------|-----------------------------------|
|        | LONDON PLANE / SYCAMORE | PLATANUS X ACERIFOCIA | DECIDUOUS TREE 50' AVERAGE SPREAD |
|        | MAIDENHAIR TREE         | GINGKO BILOBA         | DECIDUOUS TREE 30' AVERAGE SPREAD |
|        | EASTERN ARBORVITAE      | THUJA EXCIDENTALIS    | SHRUB                             |
|        | JAPANESE HOLLY          | ILEX CRENATA          | SHRUB                             |
|        | BIOFILTRATION SOD       |                       |                                   |
|        | ARROW WOOD VIBURNUM     | VIBURNUM DENTATUM     | FLOWERING SHRUB                   |
|        | PURPLE NEEDLEGRASS      | NASELLA PULCHRA       | SOD (NON-MOWED)                   |

LANDSCAPE COVERAGE:

|                             |             |
|-----------------------------|-------------|
| PARCEL AREA                 | 20,000 S.F. |
| LANDSCAPE AREA REQ'D. (20%) | 4,000 S.F.  |
| LANDSCAPE AREA PROVIDED     | 4,280 S.F.  |

| REVISIONS | BY |
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MIKE SMITH  
ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332

TITLE:  
LANDSCAPE PLAN

PROJECT:  
PROPOSED SITE DEVELOPMENT PLAN FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482

ELECTRONICALLY SIGNED  
11/29/2021 2:16:15 PM

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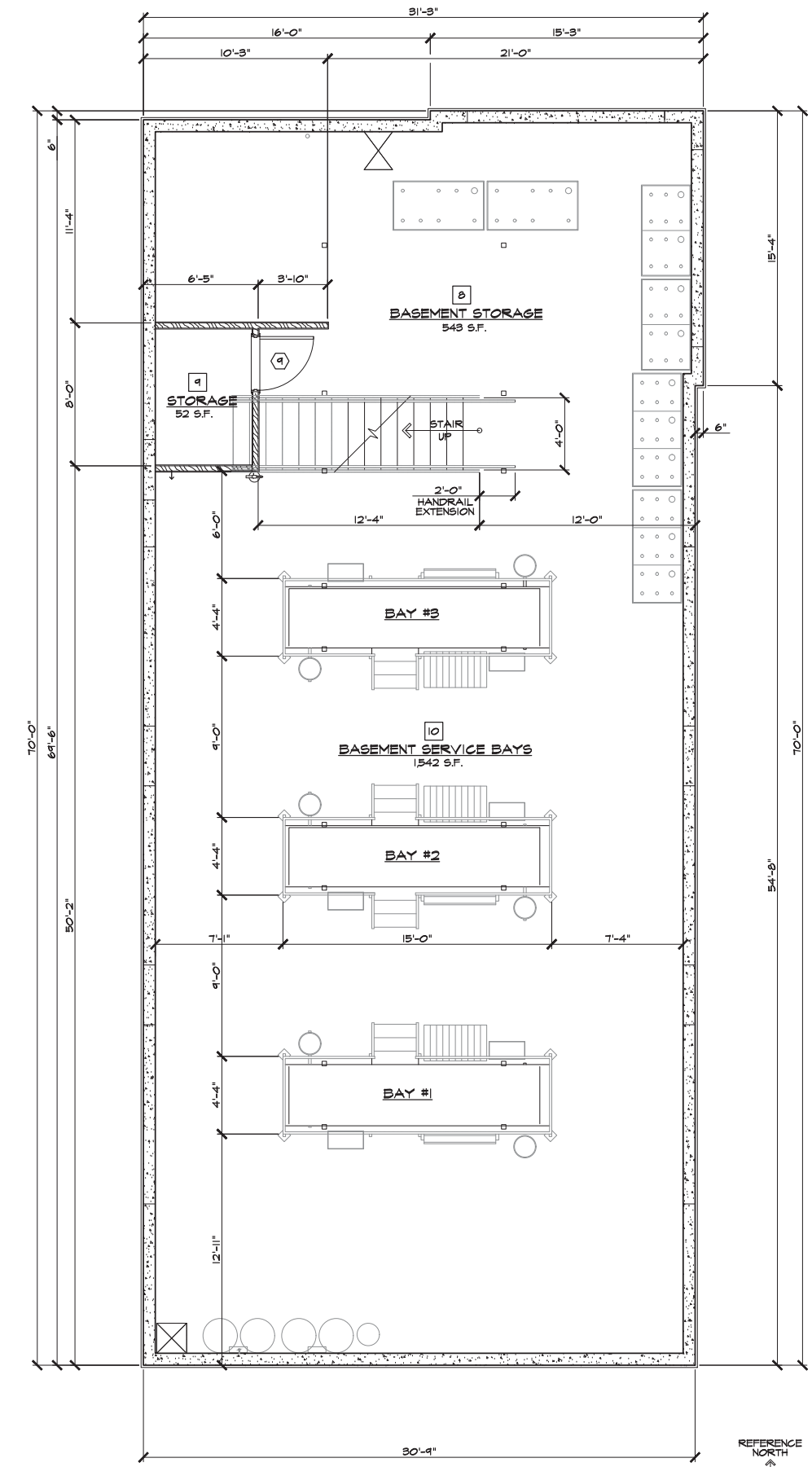
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9/21/2021

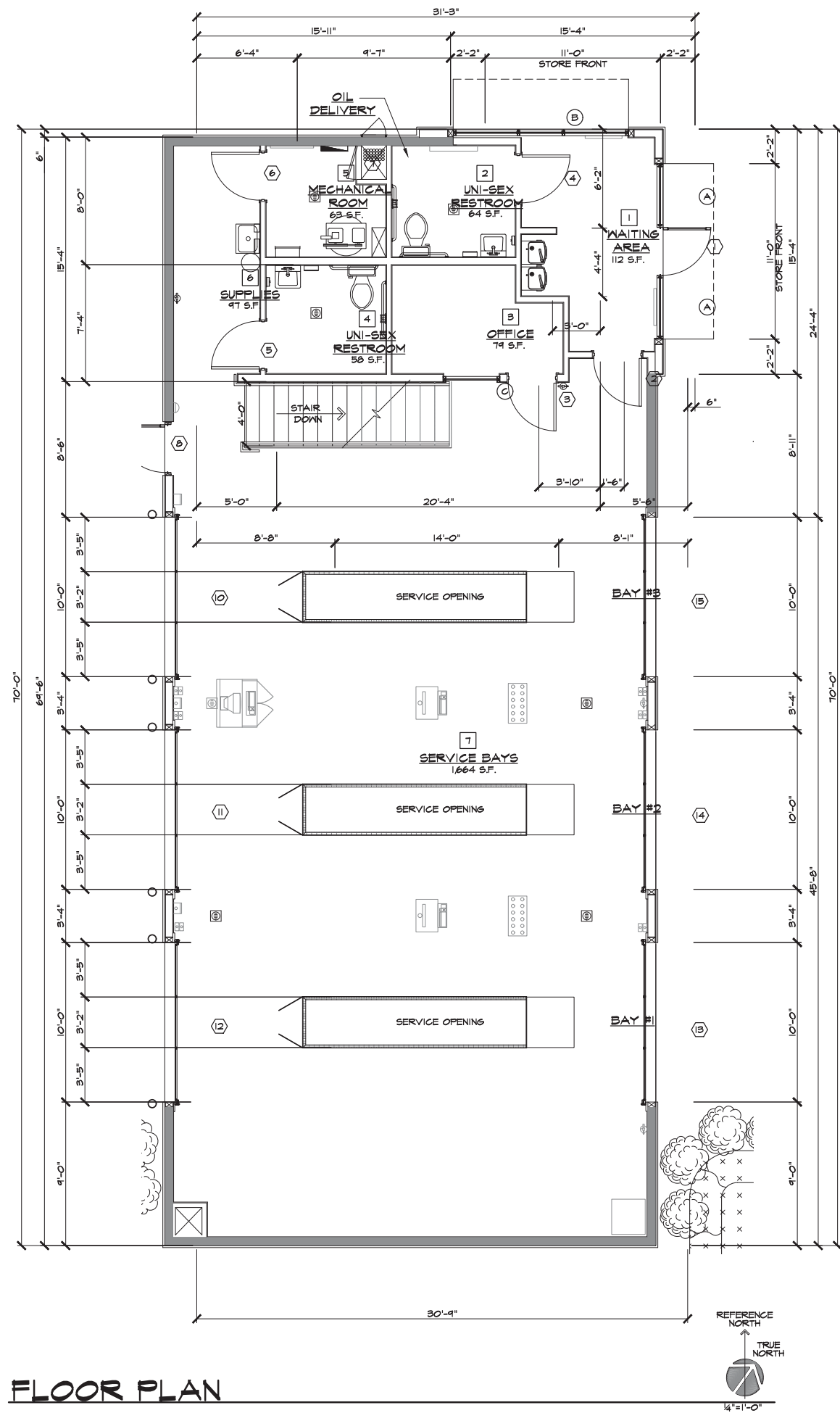
SCALE  
AS NOTED

JOB NO.  
21041

SHEET  
SITE DEVELOPMENT  
1  
3 OF 19 SHEETS



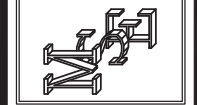
**BASEMENT FLOOR PLAN**



**FLOOR PLAN**

| REVISIONS | BY |
|-----------|----|
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ENGINEERING, INC.**  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332



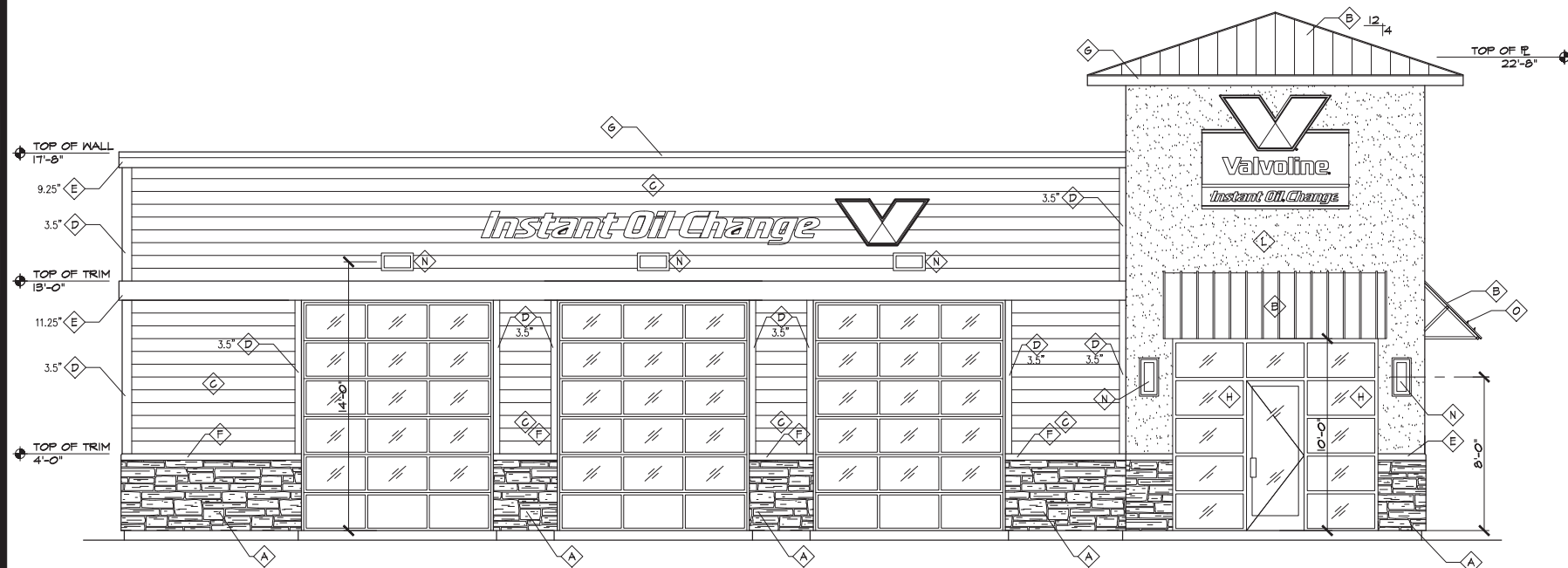
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**FLOOR PLAN  
BASEMENT FLOOR PLAN**

**PROJECT:**  
PROPOSED SITE DEVELOPMENT PLAN FOR:  
**JEFF YOKUM**  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482

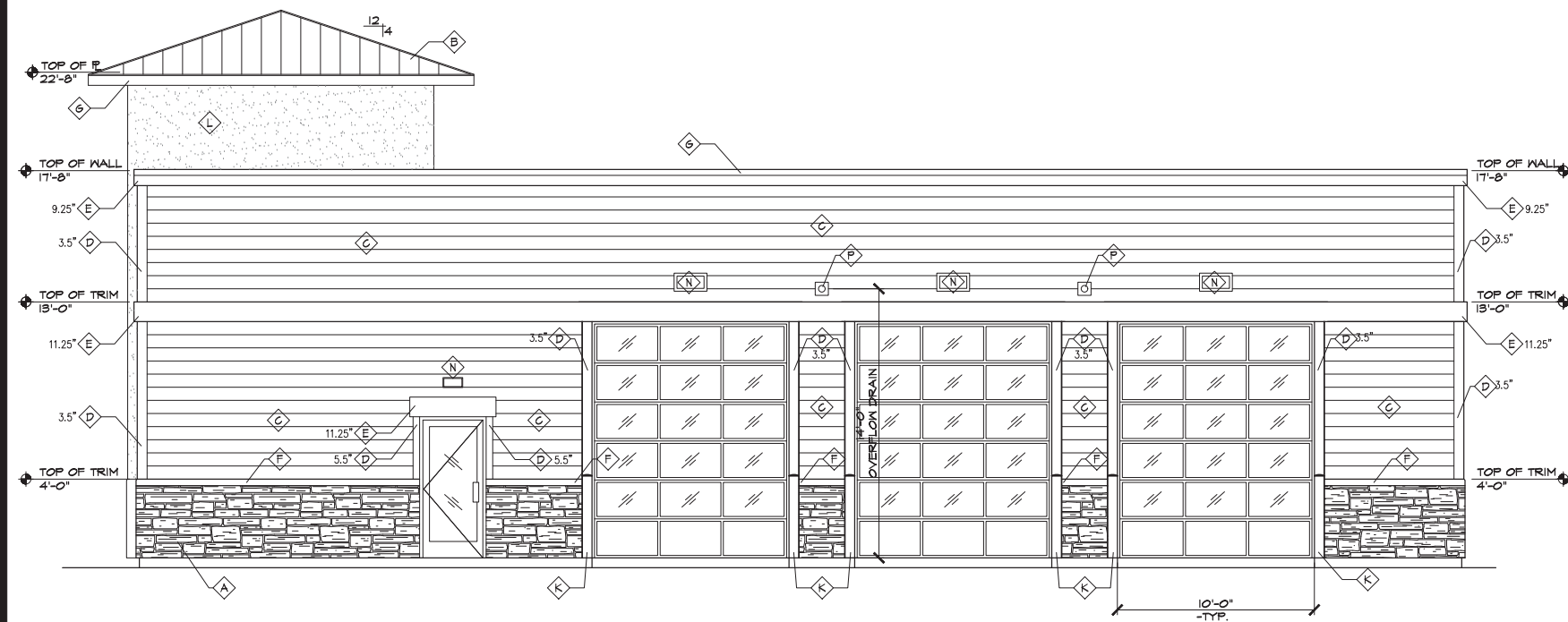


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| DRAWN<br>JCS              |
| CHECKED<br>MS             |
| DATE<br>8/9/21            |
| SCALE<br>AS NOTED         |
| JOB NO.<br>21041          |
| SHEET<br>SITE DEVELOPMENT |
| <b>A1</b>                 |
| 5 OF 19 SHEETS            |

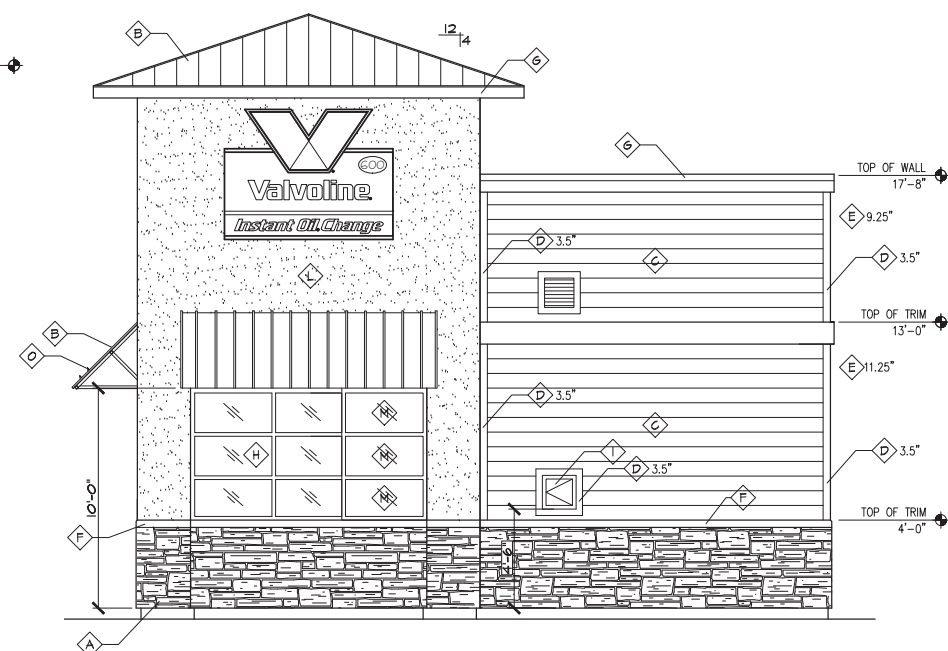




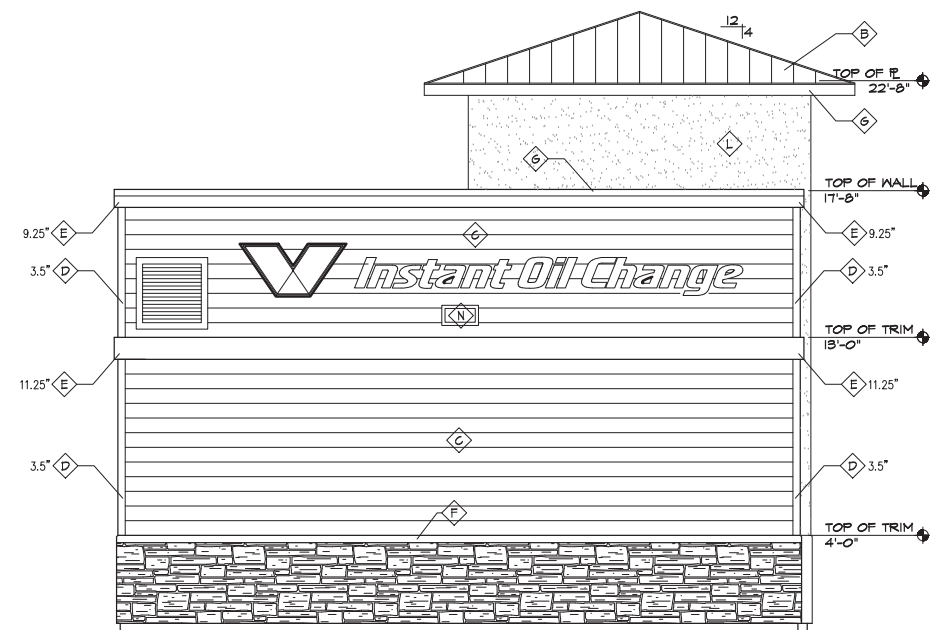
EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION

EXTERIOR FINISHES

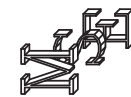
|   |                                      |                                                                                                                                   |   |                                                |                                                                                                                                                                                        |   |                             |                                                                                                                                                                                     |
|---|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | MANUFACTURED STONE VENEER            | CULTURED STONE COUNTRY LEDGESTONE "BUCK COUNTY" w/ PRECAST CONCRETE WALL CAP                                                      | G | PARAPET FASCIA & EXPOSED TRIM                  | BEIGE/ TAN - TO BE APPROVED BY OWNER                                                                                                                                                   | L | STUCCO                      | 3/8" 3-COAT STUCCO w/ CRACK CONTROL @ WINDOW CORNERS                                                                                                                                |
| B | STANDING SEAM METAL ANNING & ROOFING | MBCI STANDING METAL PANEL - 24 GA - BATTEN LOK HS SYSTEM - "SLATE GREY"                                                           | H | STOREFRONT SYSTEM                              | 2x4.5" KAMNEER TRIFAB V6 45IT SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM w/ 1" INSULATED GLAZING.                                                                                | M | STOREFRONT SYSTEM BLACK OUT | 2x4.5" KAMNEER TRIFAB V6 45IT SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM w/ 1" INSULATED GLAZING. - BLACK OUT GLASS ON RESTROOM WALL - WHERE HATCH IS SHOWN ONLY.             |
| C | CEMENT BOARD SIDING                  | HARDIE PLANK LAP SIDING - SMOOTH "KHAKI BROWN"                                                                                    | I | OIL DELIVERY DOOR                              | ACCESS PANEL. CONT. SEALANT AROUND ENTIRE FRAME WHERE FLANGE MEETS CEMENT BD.                                                                                                          | N | LIGHT FIXTURE               | DECORATIVE WALL SCORCE/ WALL PACK - SEE ELECTRICAL DRAWINGS - PROVIDE CUT SHEET BEFORE ORDERING FIXTURE - INSTALL ON HARDIE TRIM BACKER 2" LARGER THAN FIXTURE ALL SIDES OF FIXTURE |
| D | 4/4 (3/4) CEMENT BOARD TRIM          | HARDIE PLANK LAP SIDING - SMOOTH "COBBLESTONE" - SEE ELEVATION FOR TRIM HEIGHT                                                    | J | INSULATED METAL DOORS & FRAMES                 | FIELD PAINT w/ SHERWIN-WILLIAMS 666-310 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF 666-300 SHER-CYRL HPA. COLOR SHALL BE "6108 LATTE". PROVIDE MOCK-UP AND VERIFY COLOR w/ OWNER. | P | OVERFLOW DRAIN - COW TONGUE | OVERFLOW DRAINS - SEE ROOF PLANS AND PLUMBING PLANS FOR MORE DETAILS - INSTALL ON HARDIE TRIM BACKER 2" LARGER THAN FIXTURE ALL SIDES OF FIXTURE                                    |
| E | 5/4 (1") CEMENT BOARD TRIM           | HARDIE PLANK LAP SIDING - SMOOTH "COBBLESTONE" - SEE ELEVATION FOR TRIM HEIGHT                                                    | K | BOLLARDS/GUARD POSTS/ DUMPSTER ENCLOSURE GATES | PROVIDE RED PIPE BOLLARD COVERS.                                                                                                                                                       |   |                             |                                                                                                                                                                                     |
| F | 4/4 (3/4) CEMENT BOARD TRIM          | HARDIE PLANK LAP SIDING - SMOOTH "COBBLESTONE" 3.5" TRIM - FURR OUT WITH BLOCKING TO MATCH THICKNESS OF STONE - SEE WALL SECTIONS |   |                                                |                                                                                                                                                                                        |   |                             |                                                                                                                                                                                     |

ELEVATION KEY NOTES

- SIGNAGE SHOWN ON THESE ELEVATIONS IS FOR GENERAL REFERENCE PURPOSES ONLY. ALL SIGNAGE SHALL BE APPLIED FOR & PERMITTED UNDER A SEPARATE SIGNAGE SUBMITTAL. G.C. SHALL PROVIDE BLOCKING IN STUD WALL BEHIND EACH SIGN AS REQUIRED BY SIGN VENDOR - FIELD VERIFY REQUIREMENTS w/ VENDOR & OWNER'S REPRESENTATIVE.
- 32"x32" MECHANICAL LOUVER FOR EXHAUST FAN - SEE MECHANICAL PLANS FOR DETAILS - LOUVER TO MATCH " KHAKI BROWN" CEMENT BOARD SIDING
- 16"x16" MECHANICAL LOUVER FOR EXHAUST FAN - SEE MECHANICAL PLANS FOR DETAILS - LOUVER TO MATCH " KHAKI BROWN" CEMENT BOARD SIDING
- CONTRACTOR TO PROVIDE SAMPLES OF ALL EXTERIOR MATERIALS FOR OWNER APPROVAL BEFORE ORDERING MATERIALS.

| REVISIONS | BY |
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MIKE SMITH  
ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332



TITLE:  
EXTERIOR ELEVATIONS

PROJECT:  
PROPOSED SITE DEVELOPMENT PLAN FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482



|                  |                |
|------------------|----------------|
| DRAWN            | JCS            |
| CHECKED          | MS             |
| DATE             | 8/9/21         |
| SCALE            | AS NOTED       |
| JOB NO.          | 21041          |
| SHEET            | A2             |
| SITE DEVELOPMENT | 6 OF 19 SHEETS |

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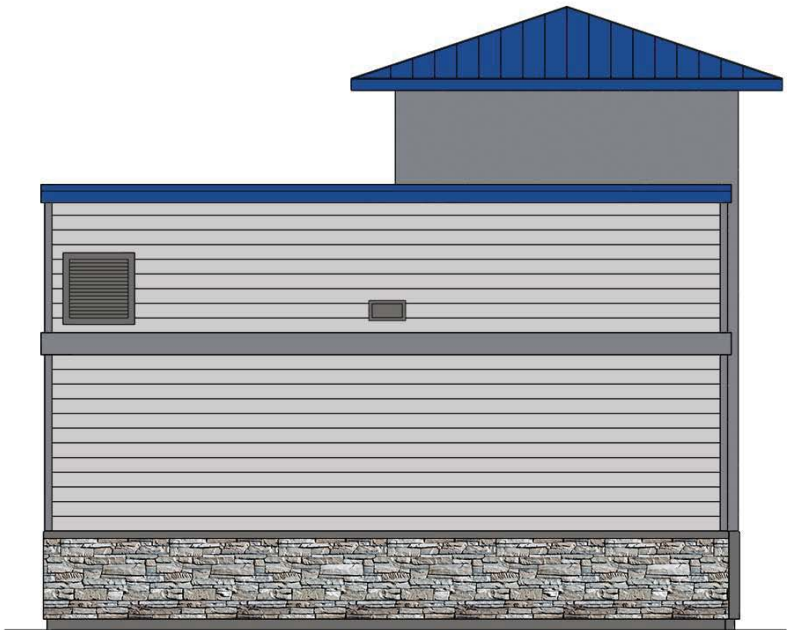
EAST ELEVATION



WEST ELEVATION



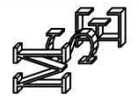
NORTH ELEVATION



SOUTH ELEVATION

| REVISIONS | BY |
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ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332



TITLE:  
EXTERIOR ELEVATIONS

PROJECT:  
PROPOSED LUBE FACILITY FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482



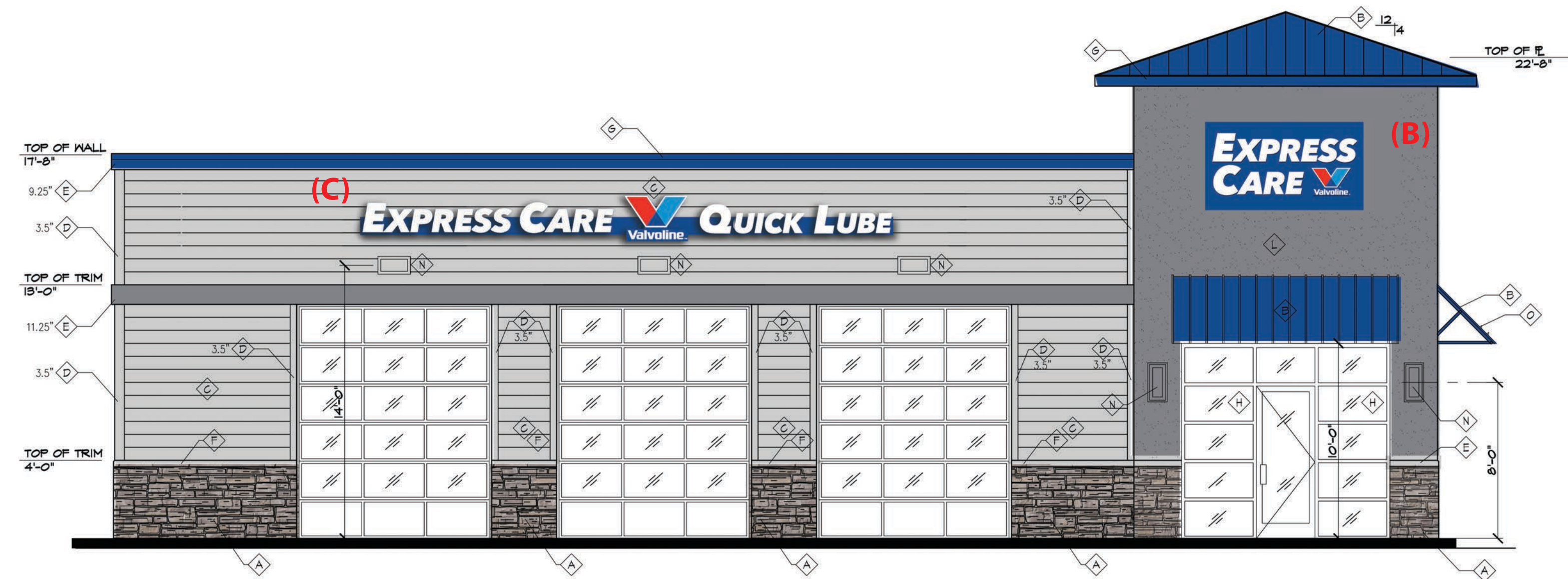
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DATE  
8/9/21  
SCALE  
AS NOTED  
JOB NO.  
21041  
SHEET

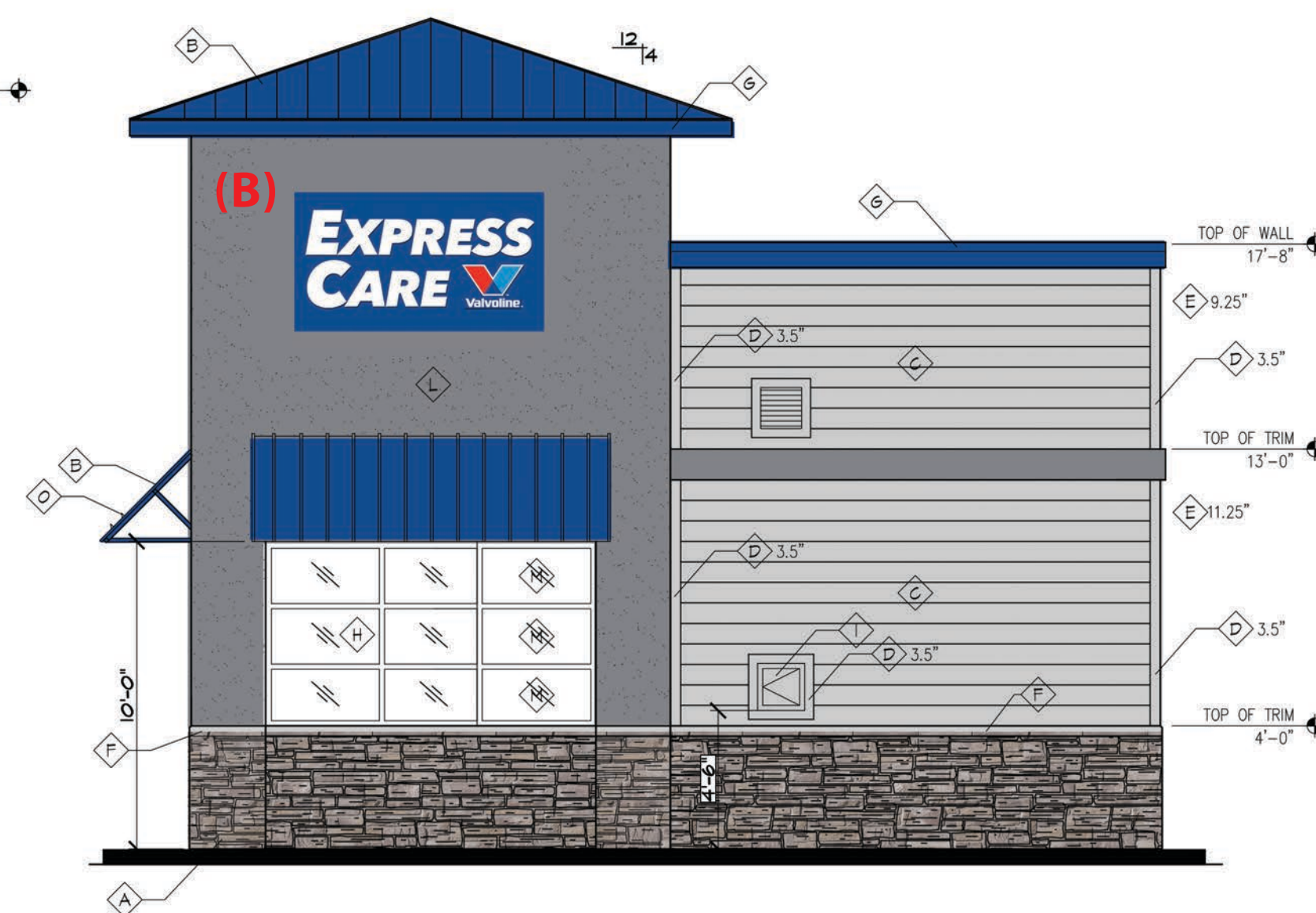
A3

6 OF 19 SHEETS

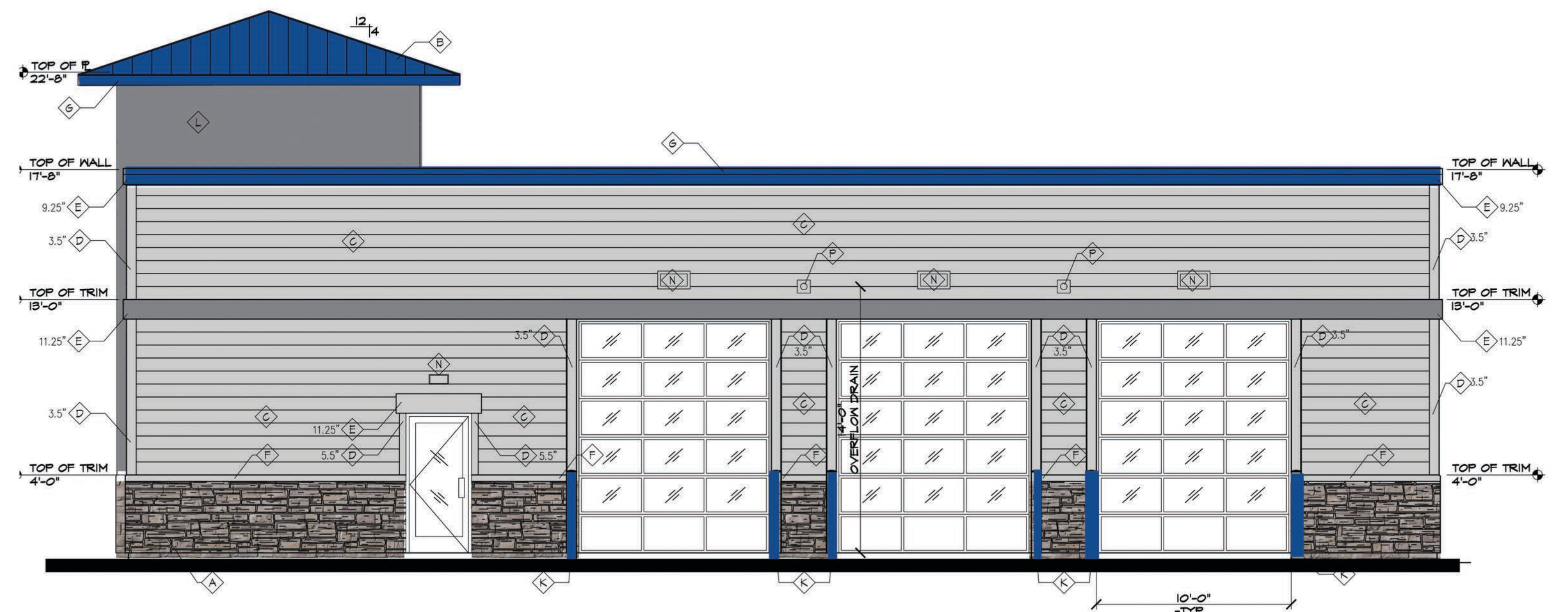




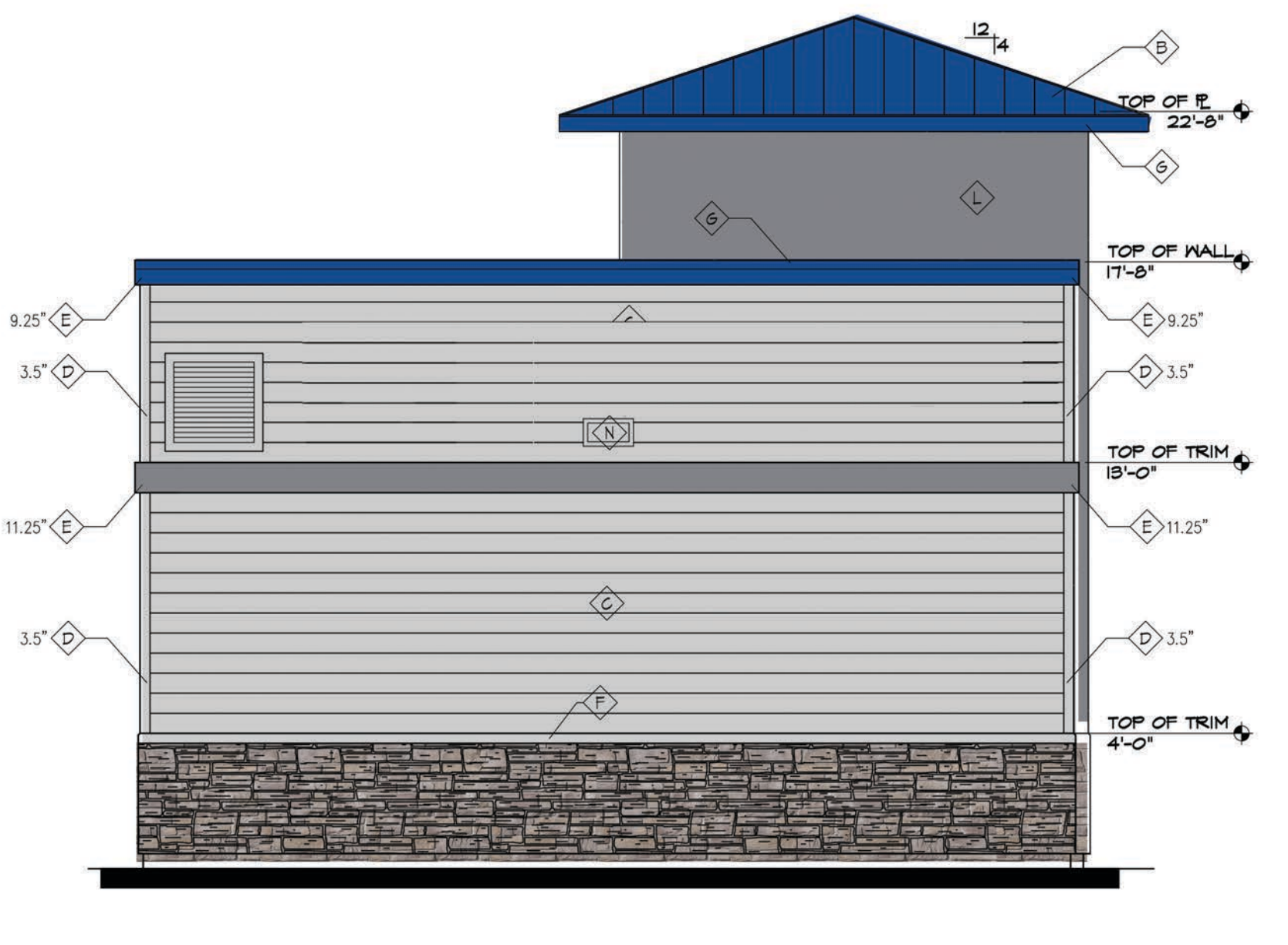
EAST ELEVATION



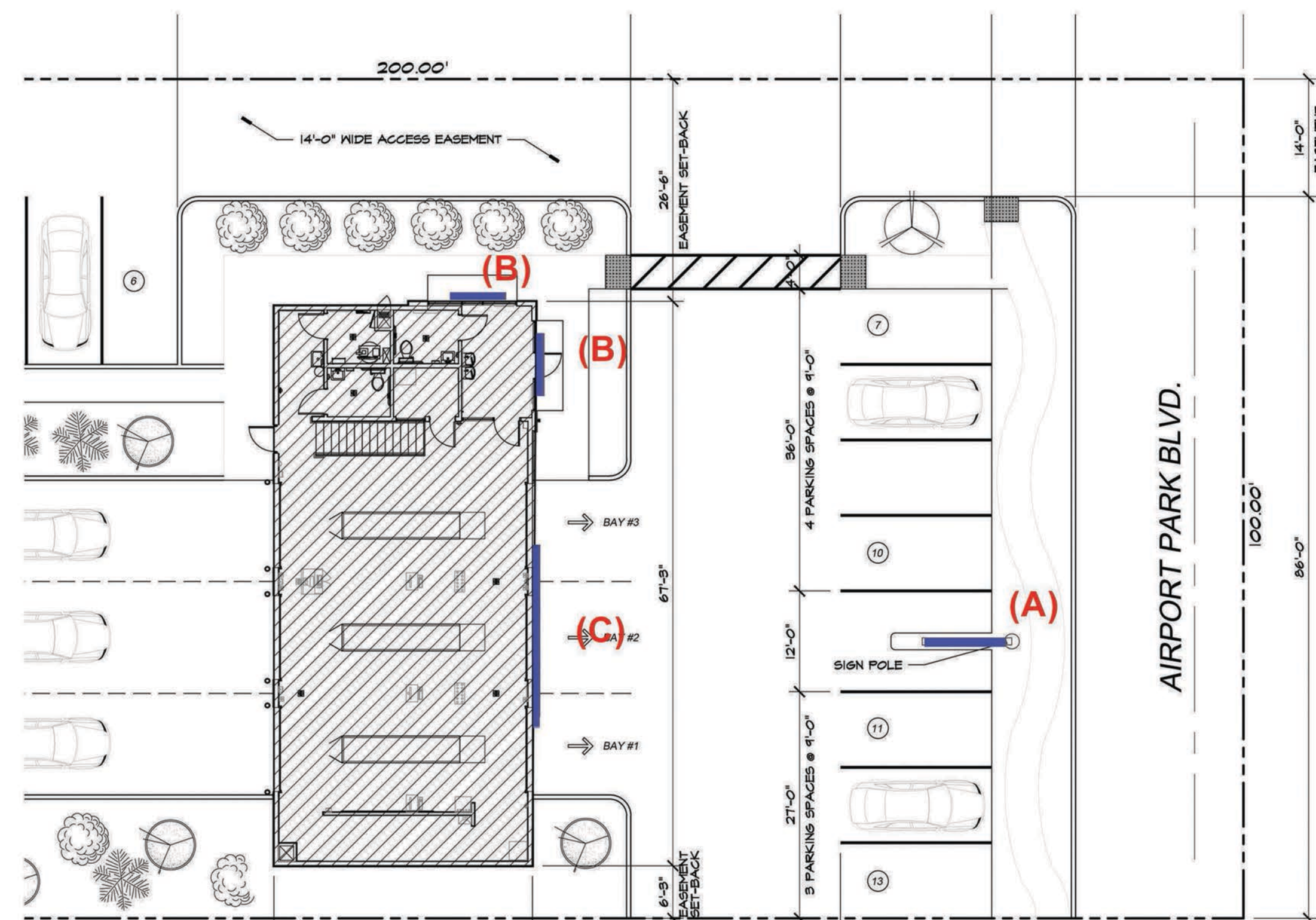
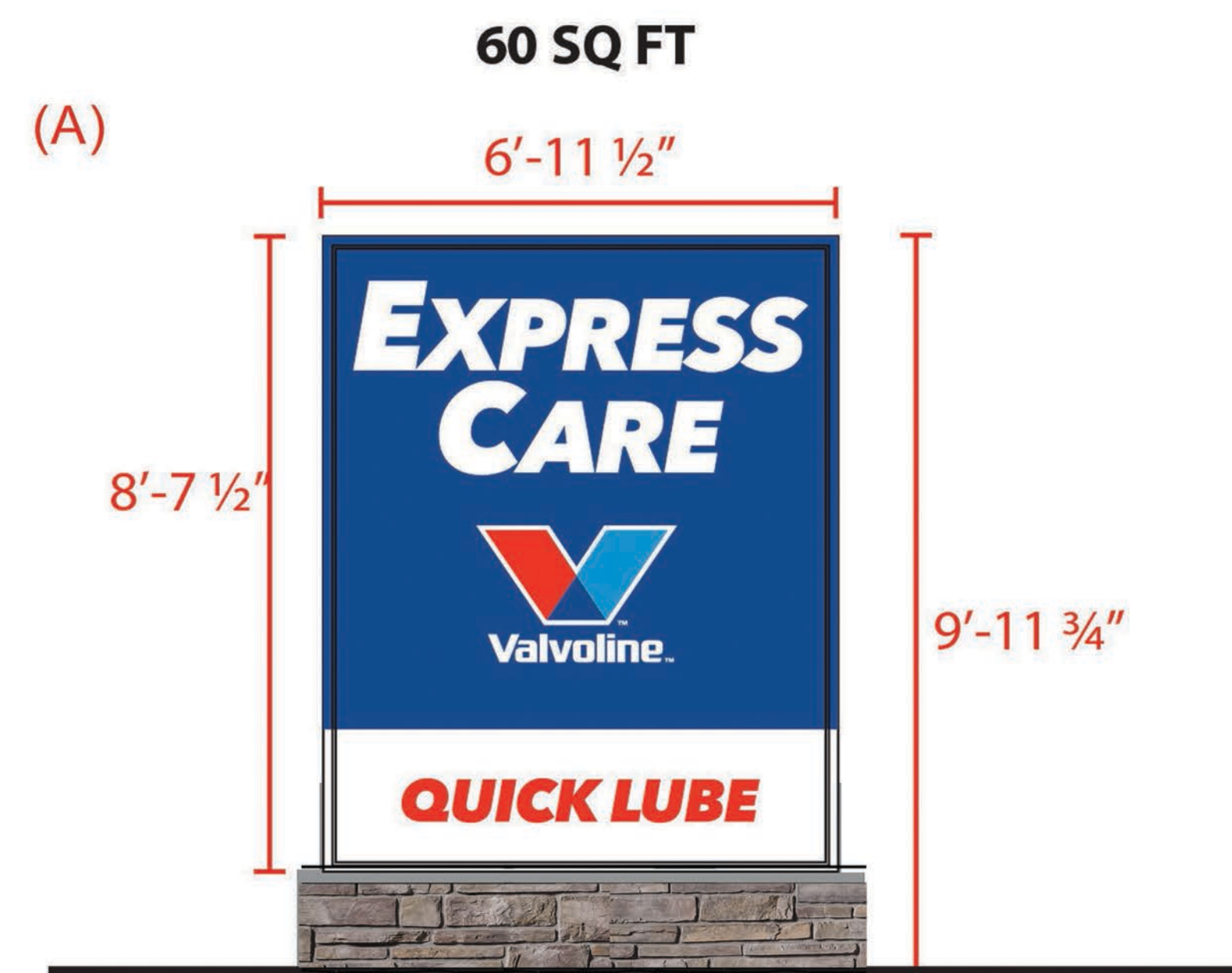
NORTH ELEVATION



WEST ELEVATION



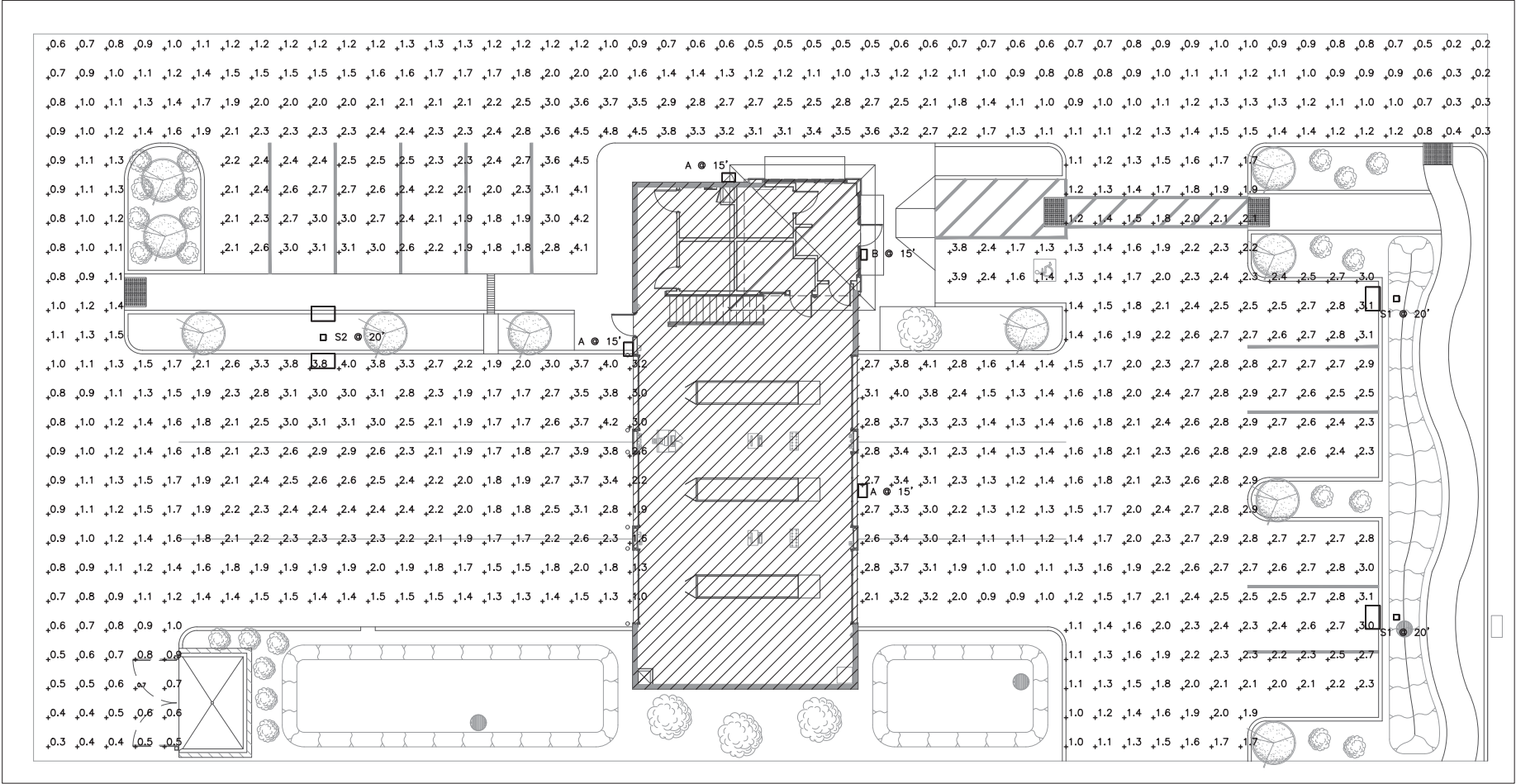
SOUTH ELEVATION







FILE: K:\2021\201-300\mike smith ukia quick lube\E1.2.dwg Sep 27, 2021 - 9:18am 12093



PHOTOMETRIC STUDY  
SCALE: 1"=10'-0"



HCS.  
Engineering  
50 years  
4512 Feather River Dr #F, Stockton, CA 95219  
209-478-8270 | www.hcs-eng.com  
Richard C. Smith, PE richard@hcs-eng.com  
Bhupendra Patel, PE bhupendra@hcs-eng.com  
Elizabeth Aguilar elizabeth@hcs-eng.com  
PROJECT # 2021.278

| REVISIONS | BY |
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ENGINEERING, INC.  
4 NORTH MAIN STREET  
LODI, CALIFORNIA 95240  
PHONE (209) 334-2332

TITLE:  
PHOTOMETRIC STUDY

PROJECT:  
PROPOSED LUBE FACILITY FOR:  
JEFF YOKUM  
PROJECT LOCATION:  
1280 AIRPORT PARK BLVD.  
UKIAH, CA 95482

STAMP

THESE PLANS ARE PRELIMINARY  
AND NOT FOR CONSTRUCTION  
UNLESS THERE IS A WET SIGNED  
SIGNATURE UPON STAMP

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|----------------------------|
| DRAWN<br>BA                |
| CHECKED<br>RCS             |
| DATE<br>8/9/21             |
| SCALE<br>AS NOTED          |
| JOB NO.<br>21041           |
| SHEET<br>E1.2<br>OF SHEETS |

**From:** [Matthew Keizer](#)  
**To:** [Michelle Irace](#)  
**Subject:** RE: Referral Package for 1280 Airport Park Blvd Quick Lube MaSDP/UP  
**Date:** Monday, November 22, 2021 8:17:01 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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1. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.
2. A permit will be required. Please submit plans, building permit application, and hardship form see links below. Please submit 5 complete plan sets, two wet stamped and signed.



**Matt Keizer, CBO, MCP, CFM**

**Building Official**

**Code Compliance Officer**

Email: [mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)

300 Seminary Ave

Ukiah, CA 95482

Office 707-467-5786

Desk 707-467-5718

Fax 707-463-6204

Inspection 707-463-6739

<http://www.cityofukiah.com/community-development/>

---

**From:** Michelle Irace <[mirace@cityofukiah.com](mailto:mirace@cityofukiah.com)>  
**Sent:** Wednesday, November 17, 2021 9:24 AM  
**To:** Matthew Keizer <[mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)>  
**Subject:** FW: Referral Package for 1280 Airport Park Blvd Quick Lube MaSDP/UP

New construction south of the Holiday Inn, also includes a basement thingy for drive-up oil changes



**Michelle Irace** , Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

**From:** [Jason Benson](#)  
**To:** [Michelle Irace](#)  
**Cc:** [Tim Eriksen](#)  
**Subject:** RE: Referral Package for 1280 Airport Park Blvd Quick Lube MaSDP/UP  
**Date:** Friday, November 19, 2021 4:25:59 PM  
**Attachments:** [image001.png](#)

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Michelle –

Public Works has reviewed the project. See our comments below:

1. A maintenance agreement must be in place as part of this permit. This agreement must address, at a minimum, access, parking and landscaping.
2. The following easements shall be prepared by a licensed Land Surveyor or registered Civil Engineer. The easements shall be submitted to the City Engineer for review, approval and recordation.
  - a. Drainage
  - b. Reciprocal Access/Access
  - c. Easements required by Public Works Department
  - d. Public access easement for the ADA compliant sidewalks.
3. The applicant shall submit a separate onsite Grading and Drainage Plan, an Erosion and Sediment Transport Control Plan, and drainage calculations showing that the proposed drainage facilities are adequate. All reports and plans shall be prepared by a licensed Civil Engineer, for review and approval by the City Engineer prior to CE approval.
4. The applicant shall install street trees spaced approximately every 30' that are within 5' of the back of sidewalk. These street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer.
5. All areas of circulation should be paved with a minimum of 2" of AC on 6" of Base. If heavy truck traffic is anticipated for the solid waste company, delivery trucks, or other heavy vehicles the pavement section should be calculated appropriately to ensure that it can withstand the loading.
6. The frontage of this property does not have any sidewalk. The developer will be required to construct sidewalk. To accomplish this, the developer shall provide Improvement Plans for the sidewalk installation, prepared by a licensed Civil Engineer, and submitted prior to recordation of the parcel map.
7. 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 3% of estimated construction costs. The construction costs will be determined by an engineer's estimate. However, the City Engineer may accept, at his discretion, contractor's estimate determining the construction cost.

Also, after reviewing the site plan, engineering is not overly concerned with any queuing effects that this operation will create for the public ROW. And furthermore, there is pedestrian access from the ROW to the western side of this parcel, but it is not inside the public access easement.

Thank you,





"Safety, Professionalism & Community Service"

**Noble Waidelich**  
Chief of Police

---

To: Michelle Irace, Planning Manager  
From: Cedric Crook  
CC: Chief Waidelich  
Subject: Valvoline Quick Lube 1280 Airport Park Blvd. Project Review  
Date: 11/10/21

On 11/10/21, I reviewed the attached project review referral for the proposed Valvoline Quick Lube. The only concern UPD would have is vehicles being backed up on to Airport Blvd. awaiting to conduct business at the location. This concern appears to be mitigated by the fact that "Staging is provided for 12 vehicles in the rear of the parcel." UPD would also request the appropriate business contact names and telephone numbers for after hours contact be provided to UPD dispatch.

*Lt. C Crook*

Lieutenant Cedric Crook  
Administrative Commander

**From:** [William Nalty](#)  
**To:** [Michelle Irace](#)  
**Subject:** RE: Fwd: Referral Package for 1 280 Airport Park Blvd Quick Lube MaSDP/UP  
**Date:** Tuesday, November 23, 2021 2:44:05 PM  
**Attachments:** [IMAGE.png](#)  
[William Nalty.vcf](#)

---

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Michelle,

I think the comments I sent were the general requirements for the CUPA:

1) Within 30 days of opening they need to enter their facility in the California Environmental Reporting System (cers.calepa.ca.gov)

2) They need to contact Environmental health for an opening inspection.

3) If they have more than 1,320 gallons of oil, they would fall under the Aboveground Petroleum Storage Act (APSA) and would require a Spill Prevention Control and Countermeasures (SPCC) Plan. There are three tiers, so it would depend on total quantity and their largest tank as to what tier. If they are a non-qualified facility (10,000 gallons or more) then they need the plan to be approved and stamped by a certified professional engineer.

It is unlikely they will fall under APSA, but an emergency generator could put them into the program depending on the tank size.

If they need assistance setting up their CERS account or what spill prevention control equipment, or anything else we regulate, have them reach out to me.

I hope this is what you are seeking. Let me know if you have any questions. I'll be out of the office through Monday, after today, but you can reach em on my duty phone (707) 272-4570.

Have a Happy Thanksgiving!

Very Respectfully,

Will Nalty, MSHS-PH  
Hazardous Materials Operations Specialist  
Mendocino County Environmental Health  
860 N. Bush St.  
Ukiah, CA 95482  
(707) 234-6632 desk  
(707) 234-6625 office  
(707) 463-4038 fax  
<http://www.mendocinocounty.org/eh>

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**printing out this email.**



Reduce your footprint.

Please consider the environment before printing this email. Thanks!

>>> Gary Leonard 11/3/2021 1:14 PM >>>

Will can you reply to the City and not sure who the inspector will be when they start up. Gary

Sincerely,

*Gary Leonard*

Environmental Health Technician/LEA

County of Mendocino

(707) 234-6649 - desk phone

(707) 234-6625 - main phone

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>>> Michelle Irace <[mirace@cityofukiah.com](mailto:mirace@cityofukiah.com)> 11/3/2021 11:51 AM >>>

Hi All,

Please find the attached referral package for the proposed quick lube project at 1280 Airport Park Blvd. For reference, in addition to the application materials I have included the Conditions of Approval from Minor Subdivision 20-5835 which created the project parcel.

Comments and proposed Conditions of Approval would be appreciated by November 17, 2021.

Thank you,



Michelle Irace, Planning Manager

City of Ukiah Community Development Dept.

**RECEIVED**

NOV 03 2021

Mendocino County  
Air Quality Mgmt Dist.**PROJECT REVIEW REFERRAL****Please provide comments by: November 17, 2021**

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.

|                                                               |                                             |                          |                                           |
|---------------------------------------------------------------|---------------------------------------------|--------------------------|-------------------------------------------|
| <b>TO:</b>                                                    |                                             |                          |                                           |
| <input type="checkbox"/>                                      | City Planning Manager                       | <input type="checkbox"/> | Mendocino County Planning and Building    |
| <input checked="" type="checkbox"/>                           | City Building Official                      | <input type="checkbox"/> | Mendocino County Surveyor/Assessor        |
| <input checked="" type="checkbox"/>                           | City Public Works Dept.                     | <input type="checkbox"/> | Mendocino Transit Authority               |
| <input checked="" type="checkbox"/>                           | Ukiah Valley Fire Authority                 | <input type="checkbox"/> | US Army Corps of Engineers                |
| <input checked="" type="checkbox"/>                           | City Police Dept. Captain                   | <input type="checkbox"/> | Regional Water Quality Control Board      |
| <input type="checkbox"/>                                      | City Police Dept. Community Service Officer | <input type="checkbox"/> | CA Dept. of Fish and Wildlife             |
| <input checked="" type="checkbox"/>                           | City Electric Utility Dept.                 | <input type="checkbox"/> | CA Dept. of Transportation                |
| <input checked="" type="checkbox"/>                           | Ukiah Municipal Airport Operations Manager  | <input type="checkbox"/> | Sonoma State Northwest Information Center |
| <input type="checkbox"/>                                      | Airport Land Use Commission                 | <input type="checkbox"/> | AT & T                                    |
| <input checked="" type="checkbox"/>                           | Mendocino County Air Quality                | <input type="checkbox"/> | PG & E (gas)                              |
| <input checked="" type="checkbox"/>                           | Mendocino County Environmental Health       | <input type="checkbox"/> | PG & E (Land Rights)                      |
| <input type="checkbox"/>                                      | California Military Land Use Office         | <input type="checkbox"/> | Other:                                    |
| <b>FROM PROJECT PLANNER:</b> Michelle Irace, Planning Manager |                                             |                          |                                           |

| <b>PROJECT INFORMATION:</b>                                                                                                                                |                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>Project Name &amp; Permit #:</b>                                                                                                                        | Valvoline Quick Lube MaSDP/UP                                             |
| <b>Site Address &amp; APN:</b>                                                                                                                             | 1280 Airport Park Blvd.; APN 180-080-90 (previously a part of 180-080-29) |
| <b>General Plan:</b>                                                                                                                                       | AIP Master Plan Area                                                      |
| <b>Zoning:</b>                                                                                                                                             | Light Manufacturing/Mixed-Use                                             |
| <b>Airport Compatibility Zone:</b>                                                                                                                         | 6 (Traffic Pattern)                                                       |
| <b>Date Filed:</b>                                                                                                                                         | 09/07/21                                                                  |
| <b>Resubmittal:</b>                                                                                                                                        | 9/29/21, 10/6/21 & 11/3/21                                                |
| <b>Date Referred:</b>                                                                                                                                      | 11/3/21                                                                   |
| <b>Prev. Projects on Site (include file #)</b>                                                                                                             | Minor Subdivision 20-5835 (Conditions of Approval attached)               |
| <b>Applicant/Agent Name:</b>                                                                                                                               | Jeff Yokum (applicant)                                                    |
| <b>Phone:</b>                                                                                                                                              | (707) 391-8066                                                            |
| <b>Email:</b>                                                                                                                                              | jeff@yokumsbodyshop.com                                                   |
| <b>Project Summary:</b>                                                                                                                                    |                                                                           |
| Construction of a new 2,137sf two-story building (22ft-8in at it's highest point) for a quick lube facility. See attached application materials and plans. |                                                                           |

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)** Ronda Gott, AQT, Mendocino County Air Quality Management District

- ☐ No Comment  
☒ Comments / Conditions of Approval Attached

*Ronda Gott*

November 4, 2021

Signature

Date

**Comments / Conditions of Approval:**

The Mendocino County Air Quality Management District's only comment on the referral for Quick Lube project would be regarding adequate dust control during grading and construction phases.

Thank you.



**CITY OF UKIAH  
DESIGN REVIEW BOARD SPECIAL MEETING MINUTES  
Held remotely via Zoom  
December 8, 2021  
3:00 p.m.**

**1. CALL TO ORDER**

Chair Liden called the Design Review Board meeting to order at 3:15 p.m.

*Chair Tom Liden presiding.*

**2. ROLL CALL**

**Present:** Members Meaux and Morrow, and  
Chair Liden

**Absent:** Member Hawkes arrived at 3:25 p.m.

**Staff Present:** Michelle Irace, Planning Manager

**Others Present:** Jeff Yokum  
Mike Smith  
Pinky Kushner

**3. CORRESPONDENCE**

None was received.

**4. APPROVAL OF MINUTES**

a. Approval of Draft Minutes of the November 8, 2021 Special Meeting

**Motion/Second Morrow/Liden** to approve the November 8, 2021 Special Meeting Minutes, as submitted. Motion carried by an AYE voice vote by Morrow and Liden.

**Note: because the vote was not approved by a majority vote, the minutes were not approved.**

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

Pinky Kushner noted that she appreciates DRB's review and recommendations on the car wash project, located at 1006 South State Street.

**6. NEW BUSINESS**

6a. Request for Review and Recommendation to the Planning Commission Regarding an Application for a Major Use Permit to Allow the Development of a new 2,137 sf Valvoline Quick Lube Facility at 1280 Airport Park Boulevard; APN 180-080-90 (previously 180-080-29); File No. 21-6505.

Planning Manager Michelle Irace presented the project.

Chair Liden opened the item for public comment at 3:36 p.m. and the following people spoke: Jeff Yokum, Mike Smith and Pinky Kushner.

Chair Liden closed the item for public comment at 4:05 p.m.

**Morrow/Hawkes** made a motion to recommend approval of the project to the Planning Commission with the addition of 15ft awnings over all three service bays on the east and west sides of the building for passive cooling reasons.

The motion was passed by roll call vote (4 ayes).

7. **MATTERS FROM THE BOARD**

None

8. **MATTERS FROM STAFF**

None

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:12 p.m.

**Michelle Irace** , Planning Manager  
 Department of Community Development  
 300 Seminary Avenue, Ukiah, CA 95482  
[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

Yokums Body Shop inc. dba DRIVE 365  
 1619 S Main St. Willits, CA. 95490  
[jeff@yokumsbodyshop.com](mailto:jeff@yokumsbodyshop.com)

RE: Written response to the DRB's recommendation

While we value the DRB's opinions and comments regarding our project located at 1280 Airport park boulevard, We do not believe the board's recommendation of 15ft overhangs will be beneficial to our project for the following reasons. Therefore, we would like to move forward with the plans and design as is.

1. My engineer Mike Smith and Myself fundamentally disagree with the overhangs offering any significant passive cooling in this situation. With the Building being only 30 ft wide and having 6- 12ft wide by 14 ft tall doors opposing each other and open all day for cars to enter and exit as well as the air moving freely through the building. Furthermore, there will be no HVAC or climate control in those areas, which to my understanding is why this type of overhang would be meant for, to help increase efficiency.
2. The recommendation would raise significant structural issues if even possible to equip a 30 ft wide building with a 15 ft overhang on each side.
3. It would be a structural hardship to even try and design the building to support such features and almost double the Roof size.
4. Our plans do include nice size awnings over all the windows in the office area that will have HVAC systems in place to heat and cool.
5. To support such features the entire building would have to be re designed and engineered with a substantially higher roof line.
6. With the high open doors during business hours any shade provided by the overhangs to limit heat absorbing in the concrete floor would only be at most an hour or two per day at midday. The rest of the day there would be sun shining in anyway.
7. Most all the employees will be working in the basement where there is full Mechanical ventilation.
8. It would a huge financial burden on Me the owner to redesign the entire building. Also would have to get approval from Valvoline since these are approved Valvoline plans they have already approved.
9. The aesthetics of the building would be horrible, imagine having a 30 ft building with another 15 ft overhang on each side. Cannot wrap our heads around how that would look good. I believe it would look horrible and we want a nice-looking building for all.

Sincerely, Jeff Yokum

**Michelle Irace**

**Subject:** RE Yokums Valvoline quick lube

**From:** Jeff Yokum <[jeff@yokumsbodyshop.com](mailto:jeff@yokumsbodyshop.com)>

**Sent:** Wednesday, January 12, 2022 9:45 AM

**To:** Michelle Irace <[mirace@cityofukiah.com](mailto:mirace@cityofukiah.com)>

**Cc:** Mike Smith <[mike@mseng.comcastbiz.net](mailto:mike@mseng.comcastbiz.net)>; Brian Andres <[brian.andres@yokumsbodyshop.com](mailto:brian.andres@yokumsbodyshop.com)>

**Subject:** RE: Yokums Valvoline quick lube

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Hi Michelle, Please see responses below in Red. Have a Super Awesome Day.. Jeff

- Parking: The design regulations say "Every attempt" shall be made to have parking not on the frontage. What we currently have in the staff report says "Seven parking spaces are located in the rear of the parcel, but six parking spaces are proposed along the Airport Park Boulevard. The Applicant notes that the six parking spaces need to be located along the frontage due to the narrow shape of the parcel, the access easements on the north and west boundaries, and in order to provide functional circulation". Can you expand upon this?

(per my Engineer Mike Smith) "To allow access in and out of this building, and to allow proper stacking for waiting clients we need the building and the access areas as shown. The primary entrance is in the front of the building, so naturally the parking is and should be near the entrance. It is our opinion that these spaces in the front would rarely be used since the majority of the customers will be going through the building, and employees will park in the back. " Also please keep in mind this lot is small already and it has large easements for secondary roads and the pedestrian area along airport park blvd. 12.5 ft along entire west side, 15 ft along entire north side, 15 ft along entire east side. That equals 5750 Square feet deemed un-usable for me.
- Explain how "every attempt" was made since the building only takes up 10% of the site and 40% buildout is allowed in the code.

(from my Engineer Mike Smith) "Similar to the statement above, it is important that circulation is priority and parking is ancillary. The building is small, but the staging and circulation area must allow proper flow for this business to function. It is the left-over areas that get parking. Due to the shape of this parcel, the layout does not give much flexibility for ancillary uses." Also please see my math above. Really we only have 14250 ft to work with. I believe the look and flow of the business is going to be very nice for the public.
- For example, did you look at orienting the building the other way? Moving the spaces elsewhere or having less parking spaces?(only 9 are required and you propose 13).

(Per Mike Smith) "No, we didn't try to turn the building because it is obviously too narrow to allow proper circulation. Eliminating spaces is a possibility, but we would still need spaces up front to meet city standards. " Also by the time you subtract the secondary road easement of 15 ft the usable lot is only 85ft wide.
- One other option that may help is adding additional landscaping screening (ex: taller trees, hedges, increase landscaping with more flowers or variety, etc) in the front to block the parking spaces a bit more.

Per Jeff Yokum -These plans and engineering have cost me \$60,000 thus far. I am just a small business owner trying to build something that is needed and wanted in Ukiah. We spent a lot of money and time drawing plans, orienting the building different ways, working with Valvoline engineer teams, and doing our very best to design a beautiful functional facility for Us and Ukiah to be proud of. After painstakingly working through every option

and idea these plans are ultimately what we feel is the absolute best we can do. Also looking on Google maps It appears that most of the adjacent neighbors have parking at the front , US Cellular, Food Max, Friedman bros., Tractor supply, Les Schwab, Ken Fowler, Applebee's, Hanger 39, Redwood Coast regional office to name some of them.

- Solar: We have passive solar and energy features described, but are there any design features or plans for active solar panels? (i.e. do you plan to add any? Is the roof designed for it?)  
(Per Mike Smith) "Great question, Yes Additional capacity has been designed into the roof structure that allow a PV system to be installed."
- Trash enclosure- how will it be harmonious with the building? Is the screening wall going to be the same color or material as the building?  
(per Mike Smith) "The trash enclosure is shown on the plans and materials schedule with concrete masonry, will be painted to match the building. Also Landscaping is designed into masking the structure."
- Existing site: confirm that the site is flat and does not include the piled up soil  
Yes, the site is flat,, almost too flat. But we will have soil from the basement excavation to build up the building pad area and proper slope for storm water and to finish grade our parking lot per our engineering parking lot plan. The Piled soil I believe you are referencing is 2 or three lots to the south of this lot.

Please let me know if you want to discuss any of this and I can give you call  
Michelle



**DATE:** January 18, 2022  
**TO:** Planning Commission  
**FROM:** Mireya G. Turner, Planning Manager  
**SUBJECT:** Request for Consideration of Proposed Major Use and Site Development Permit to Allow Operation of a Cannabis Retail/Dispensary in a New Building at 1102/1104 South State Street; APNs 003-130-09 & 003-530-11; File No. 21-6370

**SUMMARY**

**OWNER(S):** Chandi Real Estate, LLC  
**APPLICANT:** Jatinder Singh  
**LOCATION:** 1102 & 1104 S. State St.; APNs 003-130-09 & 003-530-11  
**TOTAL ACREAGE:** ±0.31 acre (13,503 sf)  
**GENERAL PLAN:** Commercial (C)  
**ZONING DISTRICT:** "C-2" Heavy Commercial  
**AIRPORT COMPATIBILITY:** Zone 2 (Inner Approach/Departure Zone)  
**ENVIRONMENTAL DETERMINATION:** Categorical Exemption, pursuant to CEQA Guidelines 15332, In-Fill Development Projects  
**RECOMMENDATION:** Conditional Approval (see Draft Findings in **Attachment 1** and Draft Conditions of Approval in **Attachment 2**)

Staff Report  
Major Use and Site Development Permit  
Green Advtr 101  
1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11  
File No.: 21-6370



## PROJECT DESCRIPTION AND BACKGROUND

An application for Green Advtr 101 was received on July 7, 2021 from Bhupinder and Jatinder Singh, of Chandi Real Estate, LLC, for a Major Use and Site Development Permit to allow a cannabis retail/dispensary business in a new building, after demolition of the two existing buildings is complete. The new building would be approximately 2,554 sf, in largely the existing buildings' footprint. One of the three existing suites is vacant and boarded at the windows and doors. The other two suites are currently occupied. The project would include the components listed below. The application and supporting documents are included as **Attachment 3**.

- Nine parking spaces (eight standard and one ADA) at rear parking lot;
- Exterior building and parking lot lighting (down-shielded and dark sky compliant);
- Odor control: proposed mini-split HVAC system;
- Conceptual signage along building eastern and southern façades;
- Front and rear parapets measuring twenty-one feet (21') and twenty-three feet (23') respectively;
- Street trees every thirty feet (30') to match the Ukiah Street Tree List, where not already existing;
- Security features such as surveillance cameras, alarms, keypads, card reader entry, on-site security staff;
- On-site and delivery retail services during hours of operation;
- Hours of operation of 9 a.m. to 9 p.m., seven days a week

The project parcel is located at the southwest corner of the intersection at Talmage Avenue and South State Street. It is within the 0.2% Flood Zone (500-year). The Applicant proposes raising the floor above the base zone elevation, in accordance with the California Building Code and National Flood Insurance Program requirements. Pre- and post-construction elevation certificates will be included in the Conditions of Approval.

The initial application proposed demolition of the existing structures with new construction at grade level. Multiple plan revisions occurred, with this final version including the demolition of the existing structures and construction of a new, single building, elevated above the flood plain were received on October 21, 2021. Given the considerable alterations, the Project was distributed again for agency review. Conditions on the final version of the project are included as **Attachment 2**.

This project was reviewed by the Design Review Board (DRB) at its November 8, 2021 meeting. The DRB unanimously made a recommendation of approval to the Planning Commission of the Project. The Draft Minutes of the DRB meeting are included as **Attachment 4**.

In order to be added to the April 26, 2022 Planning Commission, the Applicant requested the removal of two of the originally listed Owners: Bhupinder Singh and Joseph Silver, due to a delay in the return of their background checks. This alteration does not affect the project, and can be modified at an administrative level at a future date.

## SURROUNDING LAND USE AND ZONING

Staff Report  
Major Use and Site Development Permit  
Green Advtr 101  
1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11  
File No.: 21-6370

The parcel carries a General Plan Land Use designation of Commercial and is within the “C-2” Heavy Commercial Zoning District. The project site is surrounded by parcels zoned Community Commercial, Heavy Commercial, Planned Development-Residential, and High Density Residential. The following uses are directly adjacent to the parcel.

|       | ZONING:                                                        | USE:                                                      |
|-------|----------------------------------------------------------------|-----------------------------------------------------------|
| NORTH | Heavy Commercial                                               | Restaurant                                                |
| EAST  | Heavy Commercial and Community Commercial                      | Gas stations                                              |
| SOUTH | Heavy Commercial                                               | Restaurant                                                |
| WEST  | Planned Development – Residential and High Density Residential | Ukiah Terrace Apartments and Ukiah Green South Apartments |

Figure 1: General Plan Land Use



Figure 2: Zoning Designation



Figure 3: Aerial Image

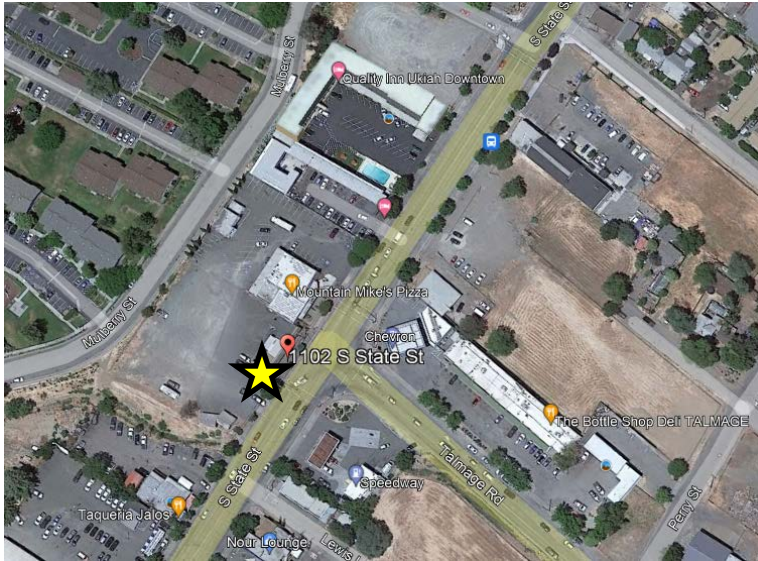


Figure 4. Street view



## AGENCY COMMENTS

Project referrals were sent to the following responsible or trustee agencies with interest or jurisdiction over the project: City of Ukiah Community Development Department- Building Division, City of Ukiah Electric Utility Department, City of Ukiah Police Department, City of Ukiah Department of Public Works, Ukiah Valley Fire Authority, and Mendocino County Department of Planning and Building Services. The comments have been synthesized into the proposed Conditions of Approval (**Attachment 2**); with full comments contained in **Attachment 5**.

Staff Report  
Major Use and Site Development Permit  
Green Advtr 101  
1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11  
File No.: 21-6370

## STAFF ANALYSIS

### General Plan and Zoning Consistency

*Use.* The parcel carries a General Plan Land Use designation of Commercial (C) and is zoned Heavy Commercial (C2). Per UCC §9262, cannabis retailers are allowed in the “C2” zoning district with approval of a Major Use Permit. Findings required for approval of Use Permits per UCC §9262(e) are included in **Attachment 1** and subject to Conditions of Approval contained within **Attachment 2**. In addition to the findings required in §9262 of this Code, the Planning Commission shall consider additional criteria related to security and crime in determining whether to grant or deny a Dispensary Use Permit (UCC §5710) which are also included as **Attachment 1**. Per UCC §9261, new commercial construction requires an approved Site Development Permit. Findings as listed in §9263(D) are also included in the draft Findings in Attachment 1.

The applicant has submitted all required documents including a complete application, a Security Plan (omitted from the attachments for security reasons) and Standard Operating Procedures (omitted at the request of the Applicant due to the proprietary information contained therein). In addition, the applicant has completed the Live Scan process through the Ukiah Police Department. The project is consistent with all other requirements contained within the above applicable ordinances for cannabis related businesses. In addition, the project is consistent with the Ukiah City Code for development in the Heavy Commercial zoning district, as summarized below.

*Setbacks.* Within the “C2” Heavy Commercial Zoning District, the front setback is five feet (5') from the parcel line. This setback is reflected in the Site Plan. The Applicant's lot line adjustment, a separate project and approved by the City Engineer on October 14, 2021, will allow for enough space to ensure these setbacks.

*Parking.* UCC §5710.Q requires retail/dispensary parking at a rate of 1 space per 250 sf of retail area, office area, and similar floor areas. The Project's proposed 1,139 sf retail space, 128 sf office space, and approximately 64 sf of Information Technology office space were assessed for parking.

Calculation:  $1,331 \text{ sf} \div 250\text{sf/space} = 5$  parking spaces required.

The Project includes 9 proposed standard parking spaces, including one ADA space, to be located behind the building.

*Height.* Per UCC §9098, the maximum height for a primary structure is fifty feet (50'). The existing building is a single-story structure, elevated above the flood elevation, with a maximum height of twenty-three feet (23').

*Landscaping.* The UCC requires a minimum of 20% landscaping for commercial projects. However, the project site has been previously developed and entirely paved, with the exception of the existing structures. The Applicant proposes to add additional street trees, to match existing street trees, with an additional tree bordering the rear parking area, Star Jasmine on either side of the parking area and along the rear, west side, and front of the building, and Japanese Privet along the rear of the structure and east side of the parking area. The remainder of the parcel would remain the same.

*Signage.* Per UCC Section 3227, allowed signage is calculated by one and one-half (1 1/2) square feet of sign area for every ground level linear foot of parcel frontage. In no case shall the total square footage of signs on a building frontage exceed the number of linear feet in the frontage or

Staff Report

Major Use and Site Development Permit

Green Advtr 101

1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11

File No.: 21-6370

five hundred (500) square feet, whichever is the lesser figure. The Project structure has a total frontage of ninety-two feet (92'). Based on these methods of calculation, the applicant is allowed approximately 138 sf of signage. The applicant has submitted a preliminary sign for conceptual purposes only, with the building elevations. A Condition of Approval has been included to require the Applicant to obtain a Sign Permit, to be approved by the Community Development Director, in compliance with all applicable sign regulations.

#### **Airport Land Use Consistency Plan**

The Project Site is within Zone 2: Inner Approach/Departure Zone. The allowable density for this zone with a Limited Retail use is 250 sf/person. The proposed building is 2,554 sf.

Calculation:  $2,554 \text{ sf} \div 250 \text{ sf/person} = 10 \text{ persons maximum density}$ .

In Zone 2, the Maximum Sitewide Average Intensity (people/acre) is 60 people; the Maximum Single-Acre Intensity (people/acre) is 120 people. With a parcel size of  $\pm 13,503 \text{ sf}$ , these amounts equate to 18 and 37 people per acre.

The Applicant proposes a maximum density of nine (9) people in the building at any one time. A Condition has been added to allow no more than nine (9) people in the building, and no more than 18 people on the site, at any one time.

Limited Retail is a conditionally compatible use within the Ukiah Airport Land Use Compatibility Plan (UKIALUCP).

Two conditions are listed in the ALUCP:

- Ensure intensity criteria met
- Locate structure maximum distance from extended runway centerline where feasible.

The maximum density of 9 persons at any one time has been added to the Conditions of Approval. The proposed location of the new structure is over the footprint of the existing structure, with parking in the rear.

Based on the proposed density, maximum height, and retail use, Staff determined the Project, as proposed, to be consistent with the ALUCP, and therefore, in accordance with ALUCP Section 1.4.3, the Project Review Referral was forwarded to the County of Mendocino Department of Planning and Building Services voluntarily, in case the department would like to submit comments. No response was received.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is subject to the California Environmental Quality Act (CEQA). The project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19 Section 15302(b), Class 2 Replacement or Reconstruction which includes replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity.

The project includes demolition of the existing two commercial structures, and replacement with a new, single commercial structure of slightly larger size. The capacity is determined by the

Staff Report  
Major Use and Site Development Permit  
Green Advtr 101  
1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11  
File No.: 21-6370

ALUCP, as described above, and will not exceed the capacity of the existing structures. Therefore, the project qualifies for use of the aforementioned CEQA exemption.

### **NOTICE**

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

- Published in the Ukiah Daily Journal on January 15, 2022;
- Posted on the Project site on January 12, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
- Mailed to property owners within 300 feet of the project parcel on January 12, 2022.

### **RECOMMENDATION**

Staff recommends Planning Commission 1) conduct a public hearing; and 2) approve the Major Use and Site Development Permit, based on the Findings and subject to the Conditions included in the Staff Report, dated January 18, 2022.

### **ATTACHMENTS**

1. Draft Findings
2. Draft Conditions of Approval
3. Project Application Materials
4. Minutes of the November 8, 2021 Design Review Board Meeting
5. Agency Comments

Staff Report  
Major Use and Site Development Permit  
Green Advtr 101  
1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11  
File No.: 21-6370



**FINDINGS TO APPROVE A MAJOR USE AND SITE DEVELOPMENT PERMIT TO ALLOW THE OPERATION OF A CANNABIS RETAIL/DISPENSARY BUSINESS IN A NEW BUILDING AT 1102/1104 SOUTH STATE STREET; APNS 003-130-09 & 003-530-11; FILE NO. 21-6370**

**Recommendation for the Approval of the Major Use Permit and Findings:** The Community Development Department's recommendation for conditional approval of a Major Use and Site Development Permit to allow a cannabis retail/dispensary in a new commercial building at 1102/1104 South State Street, is based in part on the following findings, in accordance with UCC Sections 9262, 9231 and 5710.

**Major Use Permit Findings**

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.

*The proposed project is consistent with the General Plan goals and policies related to commercial. In addition, the project is consistent with Ordinance Numbers 1176, 1182, 1186, 1188, 1190 for cannabis related businesses.*

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 proposed project would be similar in use, and intensity, as the surrounding area which is heavily developed with commercial/retail uses. The proposed project includes a comprehensive Security Plan and odor control measures to ensure that the project will not be detrimental to the public's health and safety. In addition, the project has been reviewed by the following agencies to ensure compliance with the Ukiah City Code and other codes and regulations relating to health and safety: Ukiah Valley Fire Authority, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Electric Utility Department, and City of Ukiah Building Division. Comments have been included as Conditions of Approval, as appropriate.*

In addition to the findings required in Section 9262 of this Code, the Planning Commission shall consider the following criteria in determining whether to grant or deny a Dispensary Use Permit.

3. That the Dispensary Use Permit is consistent with the intent of the Compassionate Use Act of 1996, the AUMA, the MAUCRSA, and related State law, the provisions of this Chapter and the City Code, including the application submittal and operating requirements herein.

*The applicant has submitted the required information as a part of their application in accordance with all City Codes and will be required to operate in compliance with all State laws under a State License.*

4. That the Dispensary location is not identified as having significant crime issues (e.g., based upon crime reporting statistics as maintained by the Police Department).

*The Ukiah Police Department reported receiving 590 calls in the last year in the 1000 block of South State Street, Observatory Avenue, Thomas Street and Talmage Road area, and*

Draft Findings  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

*248 calls for service in the last year in the 1100 block of South State Street, Hastings Avenue area. Sixteen (16) calls of the total 838 were for the Project Site, which is not considered significant.*

*Crime information related to operation of this specific project will be reviewed and analyzed during the annual renewal process for the Use Permit.*

5. That there have not been significant numbers of calls for police service, crimes or arrests in the area or to an existing Dispensary location.

See Finding No. 4 above.

6. That an applicant or employee is not under twenty- one (21) years of age.

*The applicant has demonstrated that they are over 21 years of age by providing a copy of their driver's license. Their Operational Plan states employees must be at least 21 years of age.*

7. That all required application materials have been provided and/ or the Dispensary has operated successfully in a manner that shows it would comply with the operating requirements and standards specified in this chapter.

*All required application materials have been submitted. The project as proposed, would be in compliance with operating requirements contained within the City Code and adopted related cannabis ordinances.*

8. That all required application or annual renewal fees have been paid and reporting requirements have been satisfied in a timely manner.

*Application fees have been paid and the applicant will be required to pay renewal fees as a Condition of Approval.*

9. That the location is not prohibited by the provisions of this chapter or any local or State law, statute, rule or regulation and no significant nuisance issues or problems are anticipated or have resulted from dispensary operations.

*A Security Plan, Standard Operating Procedures and odor control measures are included as a part of the project to ensure no significant issues will arise from the project. The project has also been reviewed by the Ukiah Police Department, Ukiah Valley Fire Authority, and other agencies to ensure public safety.*

10. That the site plan, floor plan, and security plan have incorporated features necessary to assist in reducing potential crime-related problems and as specified in the operating requirements in section 5708 of this Code. These features may include, but are not limited to, security on site; procedure for allowing entry; openness to surveillance and control of the premises, the perimeter, and surrounding properties: reduction of opportunities for congregating and obstructing public ways and neighboring property; illumination of exterior areas; and limiting furnishings and features that encourage loitering and nuisance behavior.

*The project includes a Security Plan with the features listed above such as lighting, alarms, surveillance, perimeter fencing, etc. In addition, crime prevention-related Conditions of Approval have been included from the Police Department.*

Draft Findings  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

11. That no Dispensary use, owner, operator, permittee, agent, or employee has violated any provision of this chapter including grounds for suspension, modification or revocation of a permit.

*N/A, the retail/dispensary is not yet operational. However, once operational, this criterion will be reviewed as a part of the permit renewal process.*

12. That all reasonable measures have been incorporated into the plan and/ or consistently taken to successfully control the establishment's patrons' conduct resulting in disturbances, vandalism, crowd control inside or outside the premises, traffic control problems, marijuana use in public, or creation of a public or private nuisance, or interference with the operation of another business.

*See Finding Number 10.*

13. That the dispensary would not adversely affect the health, peace or safety of persons living or working in the surrounding area, overly burden a specific neighborhood with special needs or high impact uses, or contribute to a public nuisance; or that the dispensary has resulted in repeated nuisance activities including disturbances of the peace, illegal drug activity, marijuana use in public, harassment of passersby, excessive littering, excessive loitering, illegal parking, excessive loud noises, especially late at night or early in the morning hours, lewd conduct, or police detentions or arrests.

*The project site is surrounded by other commercial uses. Replacement of the largely vacant existing structure with a new structure housing a single business and including stringent security measures will not adversely affect the health, peace or safety of persons living or working at the surrounding parcels.*

*Proposed operating hours for the cultivation portion of the microbusiness would be Mon-Sun 9:00 a.m.- 9:00 p.m. with delivery service from 10:00 a.m. to 9:00 p.m. On-site Security personnel will be present during operational hours, and the business will contain a complete security system that will be monitored 24/7.*

14. That any provision of the City Code or condition imposed by a City issued permit, or any provision of any other local or State law, regulation, or order, or any condition imposed by permits issued in compliance with those laws has not been violated.

*N/A, the retail/dispensary is not yet operational. However, once operational, this criterion will be reviewed as a part of the permit renewal process.*

15. That the applicant has not violated any local or State law, statute, rule or regulation respecting the distribution, possession, or consumption of marijuana.

*The listed owners of the proposed retail/dispensary, Jatinder Singh and William Silver, have successfully completed the Live Scan process through the Ukiah Police Department, demonstrating that he has not violated any laws that would disqualify him from operating the business.*

16. That the applicant has not knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the application for a permit.

*The applicant certifies that he has not knowingly made a false statement or omitted information from his application.*

17. That the applicant, his or her agent or employees, or any person who is exercising managerial authority on behalf of the applicant has not been convicted of a felony, or of a misdemeanor involving moral turpitude, or has engaged in misconduct related to the qualifications, functions or duties of a permittee.

*See Finding Number 15. In addition, Live Scan Background Review will be required for all employees as a Condition of Approval.*

18. That the applicant has not engaged in unlawful, fraudulent, unfair, or deceptive business acts or practices.

*The applicant certifies that he has not engaged in any unlawful, fraudulent or deceptive business practices.*

19. That adequate parking for medical cannabis dispensaries will be provided at a rate of one space for every two hundred (200) gross square feet of retail space, office space, and similar floor areas, pursuant to section 9198(F)(1) of this Code. Furthermore, that adequate parking for Cannabis Retailers generally will be provided at a rate of one space for every two hundred fifty (250) square feet of gross, leasable space, pursuant to section 9198(B)(1) of this Code. However, if the dispensary to be operated by the applicant does not dispense cannabis to patients or eligible Adult Use patrons on site but services qualified patients and patrons through deliveries in compliance with Section 5717 of this Code, then adequate parking will be provided at a rate of one space for every four hundred (400) square feet of gross leasable space, pursuant to Section 9198(G)(3) of this Code.

*The project proposes an adult use and medical retail/dispensary within a 2,554 sf structure, with 1,267 sf dedicated to retail and office space, requiring 5 standard parking spaces, including one ADA space and also a loading zone for deliveries, in compliance with the aforementioned regulations and UCC 9198(G)(1) for industrial uses. The applicant proposes nine (9) standard spaces, including one ADA space.*

DRAFT

Draft Findings  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

**DRAFT CONDITIONS TO APPROVE A MAJOR USE AND SITE DEVELOPMENT PERMIT  
TO ALLOW THE OPERATION OF A CANNABIS RETAIL/DISPENSARY BUSINESS IN A  
NEW BUILDING AT 1102/1104 SOUTH STATE STREET; APNS 003-130-09 & 003-530-11;  
FILE NO. 21-6370**

The following Conditions of Approval shall be made a permanent part of the Major Use/Site Development Permit, shall remain in force regardless of property ownership, and shall be implemented in order for this entitlement to remain valid.

*Approved Project Description.* An application was received from Bhupinder Singh, for approval of a Major Use and Site Development Permit within a new commercial structure. Demolition of the existing two structures would precede construction and is not included in this project. Demolition of the two existing structures will require a separate demolition permit. The project would include the following components.

- Nine parking spaces (eight standard and one ADA) at rear parking lot;
- Exterior building and parking lot lighting (down-shielded and dark sky compliant);
- Odor control: proposed mini-split HVAC system;
- Conceptual signage along building eastern and southern façades;
- Front and rear parapets measuring twenty-one feet (21') and twenty-three feet (23') respectively;
- Street trees every thirty feet (30') to match the existing trees;
- Security features such as surveillance cameras, alarms, keypads, card reader entry, on-site security staff;
- On-site and delivery retail services during hours of operation;
- Hours of operation of 9 a.m. to 9 p.m., seven days a week

**City of Ukiah Special Conditions**

1. No consumption of cannabis or cannabis-related products shall occur on-site.
2. No special events are permitted on-site. If the applicant wishes to hold events, they must contact the Community Development Department; additional permits or approvals may be required.
3. Per Section 5704 of the UCC this Use Permit is valid for one-year. Dispensary Use Permits may be renewed on an annual basis by the Zoning Administrator following the procedure described in Section 5704 of the UCC. It is the Applicant's responsibility to apply for annual renewal 45 days prior to this permit expiring.
4. 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.

Draft Conditions of Approval  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370



5. Prior to issuance of building permits and commencing operations, the applicant shall submit proof of State licensure to operate the cannabis related business to the Community Development Department.
6. Prior to issuance of building permits or commencing operations, the applicant and all employees shall successfully complete a Live Scan background and provide proof of such completion.
7. No persons will live on-site. If the applicant wishes to have a live-in manager in the future, they shall consult with the Planning and Community Development Department and obtain any necessary permits.
8. The business is required to obtain a City of Ukiah business license prior to occupancy.

#### **City of Ukiah Standard Conditions**

9. This approval is not effective until the 10-day appeal period applicable to this Major Use Permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
10. All Conditions of Approval shall be printed on all sets of building permit project plans pertaining to any site preparation work or construction associated with the development of the retail/dispensary structure and ancillary site improvements approved by the Site Development Permit.
11. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.
12. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
13. Building permits shall be issued within two years after the effective date of the Site Development Permit or same shall be null and void.
14. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
15. The Applicant shall obtain all required Sign Permits, to be approved by the Community Development Director, in compliance with Division 3, Chapter 7, Signs, of the UCC.
16. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.

Draft Conditions of Approval  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

17. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.
18. As outlined in Article 20, Administration 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.

#### **Planning Division Conditions**

19. Maximum density of the structure is not to exceed ten (10) persons at any one time.
20. Maximum density of the parcel is not to exceed eighteen (18) persons at any one time.
21. Prior to issuance of building permits, copies of the recorded Quitclaim Deeds for the lot line adjustment (#21-6553) must be supplied to the Planning Division.
22. Prior to issuance of demolition permit, Permittee must secure approval from the City Council for demolition of two buildings over fifty (50) years of age, in compliance with UCC §3016.

#### **Department of Public Works Conditions**

23. 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.
24. Existing sewer laterals planned to be utilized as part of this project shall be cleaned and tested, and repaired or replaced if required.
25. During the building permit application, provide a listing of all existing and proposed plumbing fixtures throughout the structure. Sewer connection fees will be based upon the net increase of drainage fixture units per the California Plumbing Code.
26. The parcel is located within the floodplain and is subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements. Based on the estimated value of work being more than 50 percent of the assessed valuation of the structure, the proposed work is considered a "substantial improvement," for purposes of flood plain management. Therefore verification will be required that the entire existing structure, including any additions, is constructed at or above the base flood elevation. The following shall be required: (a) A pre-construction elevation certificate based on construction will be required prior to issuance of a building permit; and (b) A post construction elevation certificate based on construction will be required prior to final inspection.
27. If food preparation or other activities result in the discharge of fats, oils or grease into the sanitary sewer, a grease interceptor will be required and should be shown on the preliminary plans. Grease interceptors shall be sized in accordance with the California Plumbing Code.
28. The frontage of this property currently lacks concrete curb, gutter, sidewalk and street trees. Pursuant to Section 9181(c) of the Ukiah City Code, the applicant shall be required

Draft Conditions of Approval  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

to construct frontage improvements (including ADA compliant concrete sidewalk, street trees, and repairs to existing curb, gutter and sidewalk if necessary), to the satisfaction of the City Engineer.

29. Standard street tree requirements include street trees spaced approximately every 30 feet along the public street, within tree wells where feasible, otherwise within five feet of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No. 601. Tree types shall be approved by the City Engineer.

#### **Electric Utility Department Conditions**

30. This property will be served from underground facilities.
31. Prior to issuance of building permits, Permittee shall provide projected load calculations to the Electric Utility Department.
32. Any changes to the existing Electric Main Service Panel/s will required projected load calculations submitted to the Electric Utility Department for their approval prior to implementation of any changes.
33. Developer is to provide EUSERC approved electrical equipment compatible with the City of Ukiah's EUSERC Acceptability Chart before the panel can be used on this project.
34. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At that time, specific service requirements, service Voltage and developer costs and requirements will be determined.
35. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment and future services).
36. Permittee shall provide easement(s) to the Electric Utility Department for any electric service that traverses through the property or around any City owned electric equipment.

#### **Building Department Conditions**

37. Submit plans and building permit application. Please submit three complete plan sets, two wet stamped and signed
38. The design and construction of all site alterations shall comply with current versions of the California Building Code, Plumbing Code, Electrical Code, California Mechanical Code, California Fire Code, California Energy Code, Title 24 California Energy Efficiency Standards, California Green Building Standards Code and City of Ukiah Ordinances and Amendments, or current code cycle at date of submission of building permit(s).

#### **Ukiah Police Department Conditions**

Prior to Building Permit Final and for the Duration of the Use:

39. The business permittee shall provide the Police Department with the current name and primary and secondary telephone numbers of at least one 24-hour on-call manager to address and resolve complaints and to respond to operating problems or concerns associated with the business.
40. Vehicle camping is prohibited on the premises.
41. Video surveillance shall be retained for no less than 90 days.

Draft Conditions of Approval  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370

42. Prior to occupancy, professionally and centrally monitored fire, robbery, and burglar alarm systems must be installed. These alarm systems must be maintained in good working condition.
43. Prior to operation, the Permittee shall schedule and conduct an onsite visit with the Ukiah Police Department for inspection of related operations and security.
44. All security personnel hired or contracted by the Permittee shall comply with Business and Professions Code Division 3, Chapters 11.4 and 11.5, or as may be amended (7708L).

#### **Ukiah Valley Fire Authority Conditions**

45. All construction documents will require review and approval from the Ukiah Valley Fire Authority.
46. Additional information on building separation from the adjacent building and size will be needed to assess the possible need for fire sprinklers.

#### **Mendocino County Air Quality Management District Conditions**

47. The applicant may be required to obtain an Authority to Construct permit from the District prior to beginning construction.
48. Diesel Engines – Stationary and Portable Equipment and Mobile Vehicles:
  - Any stationary onsite diesel IC engines 50 horsepower or greater (i.e. large power generators or pumps) or any propane or natural gas engines 250 horsepower or greater may require a permit from the District.
  - Portable diesel powered equipment that may be used during the proposed project are required to be registered with the state Portable Equipment Registration Program (PERP) or obtain permits from the District.
  - Projects located adjacent to sensitive receptors (schools, child care facilities, health care facilities, senior facilities, businesses, and residences, etc.) during the construction phase of this project have the potential for exposure to diesel particulate.
  - Heavy duty truck idling and off-road diesel equipment or other diesel engine idling is limited to less than 5 minutes.
49. Demolition/Renovation Projects- All Commercial Buildings, Government Buildings, Schools, Multi-Family Dwellings are subject to the requirements of Mendocino County Air Quality Management District Regulation 1, Rule 492, National Emission Standards for Hazardous Air Pollutants (NESHAPS) for Asbestos.
  - Prior to receiving a Demolition / Renovation Permit from the Planning & Building Agency the applicant is required to:
    - 1) Have an Asbestos Survey conducted by a licensed Asbestos contractor for the presence of asbestos containing materials,
    - 2) Submit a completed Asbestos Demolition/Renovation form, all test results and applicable notification fees to the District at least 10 days prior to beginning the project,
    - 3) Have any Asbestos containing materials abated by a licensed abatement contractor prior to beginning any demolition or renovation activities.
    - 4) Obtain written authorization from the District indicating that all requirements have been met prior to receiving.

Draft Conditions of Approval  
Major Use and Site Development Permit  
Green Advtr 101, LLC  
1102 & 1104 South State Street  
File No.: 21-6370



City of Ukiah

Community Development Department  
 Planning Division  
 300 Seminary Ave., Ukiah CA 95482  
 Email: [planning@cityofukiah.com](mailto:planning@cityofukiah.com)  
 Web: [www.cityofukiah.com](http://www.cityofukiah.com)  
 Phone: (707) 463-6268  
 Fax: (707) 463-6204

## Planning Permit Application

|                                                                                                                     |                           |                                                                                                         |                                                |
|---------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------|
| PROJECT NAME:<br>Green Advtr 101 LLC                                                                                |                           |                                                                                                         |                                                |
| PROJECT ADDRESS/CROSS STREETS:<br>1104 S State St, Ukiah CA 95482                                                   |                           | AP NUMBER(S):<br>003-130-09 and 003-530-11                                                              |                                                |
| APPLICANT/AUTHORIZED AGENT:<br>Bhu Pinder Singh                                                                     | PHONE NO:<br>707-412-9383 | FAX NO:                                                                                                 | E-MAIL ADDRESS:<br>Sonu@chandiihospitality.com |
| APPLICANT/AUTHORIZED AGENT ADDRESS:<br>614 4th St.                                                                  |                           | CITY:<br>Santa Rosa                                                                                     | STATE/ZIP:<br>CA/95402                         |
| PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:<br>Jatinder Singh                                                     | PHONE NO:<br>925-348-2693 | FAX NO:                                                                                                 | E-MAIL ADDRESS:<br>Joti@chandiihospitality.com |
| PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT:<br>PO Box 14979                                                     |                           | CITY:<br>Santa Rosa                                                                                     | STATE/ZIP:<br>CA/ 95402                        |
| HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                           |                                                                                                         |                                                |
| <input type="checkbox"/> AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003                             | \$                        | <input type="checkbox"/> REZONING – PLANNED DISTRICT 100.0800.611.001                                   | \$                                             |
| <input type="checkbox"/> ANNEXATION 100.0800.611.001                                                                | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001                           | \$                                             |
| <input type="checkbox"/> APPEAL 100.0400.449.001                                                                    | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001                               | \$                                             |
| <input type="checkbox"/> GENERAL PLAN AMENDMENT 100.0800.611.001                                                    | \$                        | <input type="checkbox"/> SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001                               | \$                                             |
| <input type="checkbox"/> MURAL PERMIT 100.0400.449.001                                                              | \$                        | <input type="checkbox"/> SPECIFIC/MASTER PLAN 100.0800.611.003                                          | \$                                             |
| <input type="checkbox"/> PRE-DEVELOPMENT MEETING 100.0800.611.003                                                   | \$                        | <input type="checkbox"/> MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001      | \$                                             |
| <input type="checkbox"/> STAFF RESEARCH (MORE THAN 1 HOUR) 100.0800.610.001                                         | \$                        | <input type="checkbox"/> MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (\$ OR MORE LOTS) 100.0800.610.001 | \$                                             |
| <input type="checkbox"/> LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001                                             | \$                        | <input type="checkbox"/> OTHER                                                                          | \$                                             |
| COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.                                                              | \$                        | MAJOR PERMIT DEPOSIT:                                                                                   | \$                                             |
| COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.                                                           | \$                        | MINOR PERMIT FEE:                                                                                       | \$                                             |
| COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.                                                               | \$                        | TOTAL FEE:                                                                                              | \$                                             |
| FILING DATE:                                                                                                        |                           | TOTAL AMOUNT PAID: \$                                                                                   |                                                |
| 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, storm water mitigation requirements, frontage improvements, etc.



## Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. 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:                                                                                        | Number of Floors:                                                                                                  |                                                                                                             |
| Use of Building (check all that apply)                                                                                           | Description                                                                                           | Square Footage                                                                                                     | Number of Units/Suites                                                                                      |
| <input type="checkbox"/> Office (business/professional)                                                                          |                                                                                                       |                                                                                                                    |                                                                                                             |
| <input type="checkbox"/> Office (medical/dental)                                                                                 |                                                                                                       |                                                                                                                    |                                                                                                             |
| <input checked="" type="checkbox"/> Retail                                                                                       | Retail-Cannabis                                                                                       | 2254                                                                                                               | 1                                                                                                           |
| <input type="checkbox"/> Light Industrial                                                                                        |                                                                                                       |                                                                                                                    |                                                                                                             |
| <input type="checkbox"/> Residential                                                                                             |                                                                                                       |                                                                                                                    |                                                                                                             |
| <input type="checkbox"/> Other:                                                                                                  |                                                                                                       |                                                                                                                    |                                                                                                             |
| Operating Characteristics                                                                                                        |                                                                                                       |                                                                                                                    |                                                                                                             |
| Days and Hours of Operation: 7 Days a week 9am-9pm                                                                               |                                                                                                       |                                                                                                                    |                                                                                                             |
| Number of Shifts: 2                                                                                                              | Days and Hours of Shifts: Shift 1: 8am-3pm Shift 2 : 2pm-10pm                                         |                                                                                                                    |                                                                                                             |
| Number of Employees/Shift: 3-5                                                                                                   |                                                                                                       |                                                                                                                    |                                                                                                             |
| Loading Facilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                          | Type/Vehicle Size: NA                                                                                 |                                                                                                                    |                                                                                                             |
| Deliveries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                  | Type: Local Only                                                                                      | Number (day/week/month): 7 days a week                                                                             | Time(s) of Day: 10am-8pm                                                                                    |
| Outdoor areas associated with use? (check all that apply)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Sales area:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Square Footage: | Unloading of deliveries:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Square Footage: | Storage:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Square Footage: 500 Sqft |
| Noise Generating Use? <input type="checkbox"/> Yes <input type="checkbox"/> No                                                   | Description:                                                                                          |                                                                                                                    |                                                                                                             |

## To Be Completed by Staff

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



I, Jatinder Singh, owner authorize Green Advtr 101 LLC  
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).

Gurcharan Singh 4/28/21  
PROPERTY OWNER SIGNATURE DATE

I, Gurcharan Singh, 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.

Gurcharan Singh 4/28/21  
☒ 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.

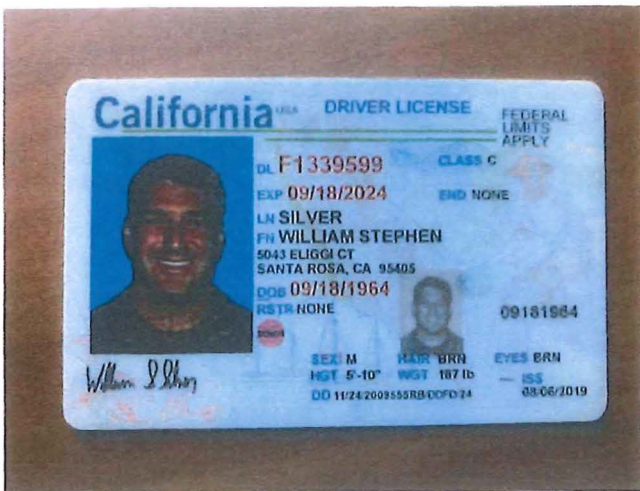
Gurcharan Singh 4/28/21  
☒ PROPERTY OWNER / ☐ AUTHORIZED AGENT  
(PLEASE PRINT NAME)

☐ PROPERTY OWNER / ☐ AUTHORIZED AGENT DATE  
(SIGNATURE)

Revised 08/19/2019

Green Advtr  
Copy of Owners  
Driver's License

# Green Advtr Owner ID's



Green Advtr  
Employment History  
+  
Tax History  
  
(New Entity N/A)

Green Advtr  
Management  
Information/Ownership  
Structure

Green Advtr 101 LLC (GA)  
Management Company  
License Holder

```
graph TD; GA["Green Advtr 101 LLC (GA)  
Management Company  
License Holder"] --- CHG["CHG Venture LLC  
75% of GA  
Bhupinder Singh (51%) /  
Jatinder Singh (49%)"]; GA --- 2MK["2MK Ventures LLC  
25% of GA  
William Silver (50%) /  
Joseph Rubin (50%)"]
```

CHG Venture LLC

75% of GA

Bhupinder Singh (51%) /  
Jatinder Singh (49%)

2MK Ventures LLC

25% of GA

William Silver (50%) /  
Joseph Rubin (50%)





Secretary of State  
Statement of Information  
(Limited Liability Company)

LLC-12

21-A87702

FILED

In the office of the Secretary of State  
of the State of California

FEB 15, 2021

This Space For Office Use Only

IMPORTANT — [Read instructions](#) before completing this form.

Filing Fee – \$20.00

Copy Fees – First page \$1.00; each attachment page \$0.50;  
Certification Fee - \$5.00 plus copy fees

1. Limited Liability Company Name (Enter the exact name of the LLC. If you registered in California using an alternate name, [see instructions](#).)

GREEN ADVTR 101 LLC

2. 12-Digit Secretary of State File Number

202020510193

3. State, Foreign Country or Place of Organization (only if formed outside of California)

CALIFORNIA

4. Business Addresses

|                                                                                                                           |                                       |             |                   |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|-------------------|
| a. Street Address of Principal Office - Do not list a P.O. Box<br>720 2ND STREET #14249                                   | City (no abbreviations)<br>SANTA ROSA | State<br>CA | Zip Code<br>95402 |
| b. Mailing Address of LLC, if different than item 4a<br>720 2ND STREET #14249                                             | City (no abbreviations)<br>SANTA ROSA | State<br>CA | Zip Code<br>95402 |
| c. Street Address of California Office, if Item 4a is not in California - Do not list a P.O. Box<br>720 2ND STREET #14249 | City (no abbreviations)<br>SANTA ROSA | State<br>CA | Zip Code<br>95402 |

5. Manager(s) or Member(s)

If no managers have been appointed or elected, provide the name and address of each member. At least one name and address must be listed. If the manager/member is an individual, complete Items 5a and 5c (leave Item 5b blank). If the manager/member is an entity, complete Items 5b and 5c (leave Item 5a blank). Note: The LLC cannot serve as its own manager or member. If the LLC has additional managers/members, enter the name(s) and addresses on Form LLC-12A ([see instructions](#)).

|                                                             |                                       |             |                   |
|-------------------------------------------------------------|---------------------------------------|-------------|-------------------|
| a. First Name, if an individual - Do not complete Item 5b   | Middle Name                           | Last Name   | Suffix            |
| b. Entity Name - Do not complete Item 5a<br>CHG Venture LLC |                                       |             |                   |
| c. Address<br>PO BOX 14279                                  | City (no abbreviations)<br>Santa Rosa | State<br>CA | Zip Code<br>95402 |

6. Service of Process (Must provide either Individual OR Corporation.)

INDIVIDUAL – Complete Items 6a and 6b only. Must include agent's full name and California street address.

|                                                                                                         |                                       |                        |                   |
|---------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|-------------------|
| a. California Agent's First Name (if agent is not a corporation)<br>Sydney                              | Middle Name                           | Last Name<br>Missamore | Suffix            |
| b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box<br>720 Second Street #14279 | City (no abbreviations)<br>Santa Rosa | State<br>CA            | Zip Code<br>95402 |

CORPORATION – Complete Item 6c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 6a or 6b

7. Type of Business

a. Describe the type of business or services of the Limited Liability Company

Cannabis

8. Chief Executive Officer, if elected or appointed

|               |                         |           |          |
|---------------|-------------------------|-----------|----------|
| a. First Name | Middle Name             | Last Name | Suffix   |
| b. Address    | City (no abbreviations) | State     | Zip Code |

9. The Information contained herein, including any attachments, is true and correct.

02/15/2021

Sydney Missamore

Accountant

Date

Type or Print Name of Person Completing the Form

Title

Signature

Return Address (Optional) (For communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address. This information will become public when filed. [SEE INSTRUCTIONS](#) BEFORE COMPLETING.)

Name: [ ]

Company:

Address:

City/State/Zip: [ ]

## Criminal Background Check

(In Process - being scheduled with Ukiah  
Police Department)

Green Advtr  
Employee Information  
(NA - To be Determined)

# Green Advtr Plan of Operations

## Plan of Operations

Green Advtr

1104 S State St Ukiah CA

Green Advtr will be applying for type 10 through the Bureau of Cannabis Control(BCC)

### Retail Hours:

Staff arrival 8am

Opening to public 9am

Closing to public 9pm

Staff closing and done by 10pm

### Delivery Hours:

Orders starting at 10am

Last Order 7pm

Drivers back by 9pm

**Proprietary Standard Operating Practices (SOPs) - 93 pages - available for review upon request. Withheld from application to avoid being on file as public record.**

### Operations Standards:

All Green Advtr employees will stay vigilant and aware of all the surroundings when arriving and leaving the Green Advtr.

Key cards will be always worn on our personal with identification badge upon arrival and upon departure.

All employees shall enter and leave through back door, confirming door is shut all the way when entering and leaving.

All doors are to remain shut i.e., lobby door, check in office door, storage, and break room.

Any large groups of customers will be split into smaller groups of three or fewer.

Any vendor or visitor must check in with the front desk and be handed a visitor's pass and sign log in sheet as to what time they are entering. We will hold IDs in place of our visitor's badge so when the guests leave, they will return the visitor's badge and sign out their time leaving, and we will return their ID.

While on sales floor, product will not be left unattended and with customers.

Any product/display samples taken from any case, bookshelf, or fridge will be returned right after intended use.

**All cashier's will be assigned a register and given register keys. Register keys are to be kept on their person all the time while on register or until lead switches you out at end.**

Any money will not be left unattended or counted out on the sales floor during store hours.

Any personal information and/or belongings, either customers or fellow employees should be given to the lead in charge or assistant manager.

Whenever the back door is in use, make sure to communicate to the security that you are leaving and/or returning shortly.

Whenever opening or closing never be left alone when going to and from your vehicle.

No open toed shoes.

If a delivery driver is wary of entering a neighborhood or area, they may make the judgement call not to deliver and report to management the details of that determination.



# Green Advtr Project Description

**Written Project Description**  
**Green Advtr**  
1104 S State St Ukiah CA

Retail Size is 9954 SQFT in total operation size

Consumer/Patient Size: Due to our open floor layout and the design of our facility we can accommodate any consumer base while complying

Existing Retail Space: The determination was made to demo the back wall of existing building to make a clean square of 9954 SQFT. The existing building is outdated and the building height and back side

Layout does not work with the plans for the dispensary. The property has ample space to accommodate any additional parking required beyond conceptual design in this application. Landscaping will remain the same.

Signage: Signage will meet City requirements and standards. Applicant wishes to have signage facing S State Street and on the south side of the building facing parking lot entrance. A total of two signs in conformity with City size and standards.

Exterior Changes: Applicant plans to paint the building with a sky-blue color with any planning approvals required. Restripe parking will be marked in accordance to City guidelines.

# Green Advtr

## Local and State Standards

# Green Advtr (GA)

## Local and State Standards

### Applying for Retail Type 10 via BCC

Proprietary Standard Operating Practices (SOPs) - 93 pages - available for review upon request. Withheld from application to avoid being on file as public record.

## Local Standards §5708 OPERATING REQUIREMENTS

- All applicants, agents and employees will be cleared by background procedures through the City of Ukiah police department
- All employees will be over 21 years of age
- Clear signage will be posted at the entrance of GA with age local and state policies clearly outlined
- Per local policy the entry door will be locked with a buzz in function
- Dispensary staff will monitor the perimeter for loitering and site access
- Restrooms will remain locked and under management control
- All products and limits in quantity of cannabis goods will comply with state law and Point of Sale system will ensure compliance
- Information of prior years' operations will be supplied to the City on an annual basis
- Hours of operation for public access will be 9am-9pm 7 days a week
- No onsite consumption will be allowed on any part of the premises
- Our POS system will monitor all consumers who enter and cap the allotted daily limit to ensure our operations do not result in illegal distribution
- Only immature plants will be onsite for consumer purchase
- We will only allow 150 sqft of cannabis consumption device retail space per local law
- Our storage of cannabis products is clearly outlined in security plan and floor plan and will comply with local laws.
- Our air system (hvac) will be a split system reducing any odors from the retail space.

- Security surveillance cameras shall be installed to monitor the main entrance and exterior of the premises to discourage loitering, crime, illegal or nuisance activities. video shall be maintained for ninety (90) days.
- Alarm system will be monitored by professional company to be determined
- Chief of Police will be given contact information for emergency contact. Clear signage will be posted indicating that smoking, ingesting or consuming cannabis on the premises or in the vicinity of the dispensary is prohibited. The notice shall be posted in both English and Spanish. No signs will obstruct entrance or windows
- All signage will comply with section 3227
- GA shall maintain a current register of the names of all volunteers and employees currently working at or employed by the dispensary, and shall disclose such registration for inspection by any City officer or official for purposes of determining compliance with the requirements of this chapter.
- Staff Training will be conducted with all team members and is clearly outlined in our SOP's
- Our operation will maintain the property avoiding any nuisance in the vicinity
- GA will provide all new consumers/customers with a list of the rules and regulations governing cannabis use and consumption within the City and recommendations on sensible cannabis etiquette
- Local Permit and State License will be prominently placed and visible by all patrons
- GA will file an annual statement with the Planning Department: (1) indicating the number of patients served by the dispensary within the previous calendar year, if applicable, (2) the continuing accuracy of the information in the prior year's dispensary use permit application, (3) documenting any changes or additions to that information as of the date for renewal of the permit, any citizen complaints, City Code violations, and calls for law enforcement during the prior year, the applicant's compliance with applicable City and State law governing the operation of dispensaries, and (4) including any additional information the Planning Department deems necessary to administer this chapter, and pay all annual permit fees.
- No alcohol will be allowed, stored or consumed on premise

- Access will always be granted for inspection by any local authority at any time. Any loss or theft will be reported immediately. Regular inventory is taken per state standards. Per local regulation if diversion by team member is suspected of staff or patron local authorities and city will be notified. The notification shall be in writing and include the date and time of occurrence of the theft, loss, or criminal activity and a description of the incident including, where applicable, the item(s) that were taken or lost. (Ord. 1176, §1, adopted 2017; Ord. 1182, §1, adopted 2017; Ord. 1188, §1, adopted 2018)

## State Standards

- Through functions provided by our POS system consumer verification and product tracking will be in strict compliance with state laws
- All staff will be trained on use of our inventory tracking and sales protocols to meet state guidelines.
- Inventory intake and manifest procedures will always be done in strict conformance with state laws and procedures.
- Disposal of expired products will be done in strict compliance with state laws.
- GA has over 93 pages in Standard Operating Practices that comply with every State Law and training protocols for all team members levels (available for review on request)



# Green Advtr Security Plan



September 10, 2021

To whom this may concern:

This letter is to inform you that our company is currently in the process of installing and security alarm system for Ukiah Retail, located at 1104 South State Street, Ukiah, CA 95482.

We will be have 24/7 monitoring of the complete security system which includes the panic alarms.

Please let me know if you have any questions or concerns.

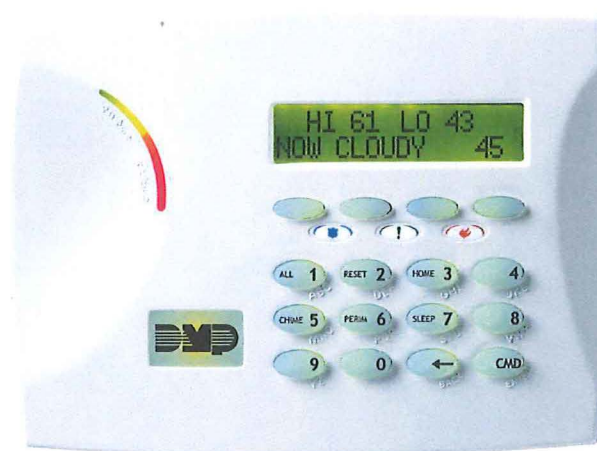
Sincerely,

Blaine Bermers  
Security Consultant  
BB/ty



## Thinline™ LCD Keypads

7060/7063/7070/7073/7463



### FEATURES

- ▶ Visual and audible alarm notification
- ▶ Silence alarm while system remains armed
- ▶ Optional integrated proximity reader
- ▶ Four optional onboard fully programmable zones
- ▶ Retrofit to any DMP panel

#### ENHANCED OPTIONS

- ▶ 7063, 7073 and 7463 keypad proximity readers accept up to eight different card formats

- ▶ Attractive Thinline keypad housing available in several colors
- ▶ Large, 32-character, Liquid Crystal Display (LCD)
- ▶ Custom 16-character home or business name
- ▶ Keypad and logo backlighting turns Red in alarm conditions
- ▶ User-adjustable brightness, tone and volume controls
- ▶ Supports "Is this a false alarm?" and Cancel/Verify™ features
- ▶ Built-in diagnostics for ease of service
- ▶ Simple harness connection to four-wire keypad bus or Local Area Network
- ▶ Connect devices directly to keypad zones
- ▶ View system events/user activity through keypad display
- ▶ AC power and Armed LED
- ▶ Suitable for access, burglary and fire applications
- ▶ Distinct fire, burglary, zone monitor and prewarn tones
- ▶ Displays time of day, armed zones and armed areas
- ▶ Optional backboxes for conduit or wall-mount applications
- ▶ Unique silence feature allows the user to silence alarm bells and still keep the system armed
- ▶ The 7463 Network Keypads are compatible with XT Series™ and XR Series™ panels





### VERSATILE SUPERVISED AND UNSUPERVISED OPERATION

When programmed for supervised operation, the keypad occupies its own unique device address on the keypad data bus. Network keypads must be supervised.

Unsupervised operation allows you to install an unlimited number of keypads set to the same device address. Increasing the number of keypads allows maximum system operating flexibility.

### USER-FRIENDLY MENU FUNCTIONS

The User Menu allows you to quickly browse through menu options. Disarming and arming functions are fast and easy. Any function allowed by the user authority level is simply accessed through the keypad, such as silencing alarms, resetting sensors or displaying events.

### TWO-BUTTON PANIC KEYS

The top row of keys can be used as two-button panic keys. The user simply presses and holds two of the keys simultaneously to send either a panic, non-medical emergency or fire report to the monitoring center.

### "IS THIS A FALSE ALARM?" AND CANCEL/VERIFY

In a Home/Sleep/Away or All/Perimeter system, you can CANCEL a burglary alarm or VERIFY that a valid burglar alarm has occurred or similarly answer whether it is a false alarm with YES or NO. Selecting VERIFY or YES manually verifies that an alarm occurred and sends an alarm verification message to the monitoring center.

### KEYPAD SHORTCUT KEYS

Keypad shortcut keys are provided to simplify operation and allow the user to more quickly arm, check in, monitor, exit or reset the system. One-button arming creates the simplest keypad available. Use the one-button shortcut keys for common functions, or use the ATM style menu for advanced functions, whichever method meets the user's needs or level of expertise with the system.

### END-USER CONTROL

Each of the Thinline Series™ keypads provides a simple User Options menu for adjusting brightness, speaker tone and volume.

### VALUABLE VISUAL ALARM INDICATOR

In a normal state, both the keypad and logo backlighting remain Green. However, during an alarm state, the keypad and logo turn Red. The change in color allows individuals on-site to instantly recognize an alarm condition.



Red Backlighting



Green Backlighting

### DISTINCT SOUND PATTERNS

The keypads also provide distinct sound patterns for fire, burglary, zone monitor and prewarn that can help users identify the event occurring on their systems.

### RETROFIT ANY EXISTING DMP SYSTEM

Retrofitting is quick and easy. Thinline keypads have the same footprint as existing DMP keypads and mount in currently installed backboxes. Thinline Series keypads require no special modules or panel upgrades. You can provide a new look and greater functionality to an existing system at just a fraction of the cost of all new equipment.

### MULTIPLE-KEYPAD SAVINGS

Install multiple keypads on the same wire run. Compatibility and cost savings make the Thinline Series an asset in every installation.

### OPTIONS

The Thinline Series keypads also provide Keypad Options and Keypad Diagnostics menus available only to system installers and service technicians. Enter Keypad Options to set the keypad address and change the default keypad message.

Test the keypad operation at any time without disabling the system. The diagnostics program tests the LCD segments and backlighting, each of the 16 keyboard keys and the four zones on the 7070 and 7073 keypads.

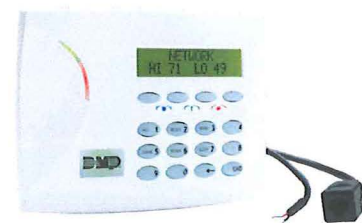
### WEATHER INFORMATION

Up-to-date weather information for today and tomorrow will be displayed in the status list for cell or network connected panels. If the panel is not capable of supporting weather, the space will be blank. Eight statuses are available to indicate the weather: SUNNY, CLEAR, P-CLOUDY, CLOUDY, RAINY, SNOWY, STORMY and FOGGY.



### 7463 NETWORK THINLINE LCD KEYPAD

When you're installing an alarm panel in a building that's already wired for IP network, DMP's 7463 Network Keypad gives you the advantage of saving time by plugging into the existing network. Power the keypad from the included 12 VDC plug-in transformer. Also included is a backup battery for four hours of standby power. Network keypads are compatible with all XT and XR Series panels.



## UNIVERSAL PROGRAMMING TOOL

System installation and programming can be achieved without carrying around or purchasing expensive external programmers since panel and add-on module programming is integrated into DMP keypads.

Individually program panels, Com Series universal communicators and other programmable add-on modules directly from the keypad.

## 7070/7073 FOUR EXPANSION ZONES

Zone expansion is available right on the keypad where you need it the most. The four expansion zones on the 7070 and 7073 models are fully programmable Class B protection zones that can be used for a variety of fire, burglary and access control applications.

## ZONE TYPE SELECTION

Keypad zones can be programmed using the same zone types available on the panel. Select supervised, unsupervised, night, fire, panic, exit and emergency operation depending on the user requirements.

## ZONE DEVICE CHOICES

Connect PIRs, door and window contacts, pull stations, sprinkler tamper switches and silent panic buttons. Plan the installation to afford the best coverage while eliminating potential problems associated with multiple wire runs.

## 7063/7073/7463 CODELESS ARMING AND DISARMING

The innovative 7063, 7073 and 7463 Thinline keypads contain an onboard DMP proximity reader that allows users to simply present their proximity credentials to the keypad to gain access to a protected area. You can program up to eight different card formats for compatibility with what your customers are using.

## 7073 MOMENTARY BYPASS

To provide an entry and exit window on systems with 24-hour perimeter protection, DMP offers the momentary bypass feature. Momentary bypass allows the user enough time to enter or exit the area. If the door remains open when the timer expires, a zone open/short is sent to the panel for the keypad Zone 2.

## 7073 EXTERNAL READER

Add an external Wiegand-compatible reader to the 7073. This makes indoor/outdoor applications easy — or anywhere you need to add an external proximity or other technology reader.

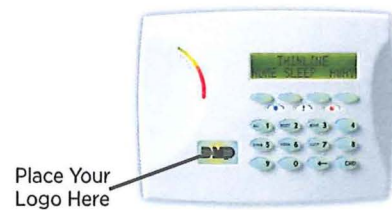
## REQUEST-TO-EXIT (REX)

To enable easy user exit from an area, connect a motion sensing or mechanical device to Zone 3 on the keypad. As the user trips the zone, the keypad activates the door strike allowing the user to exit the area without presenting a card or entering a user code.

## PRIVATE LABELING

DMP offers dealers the option to present their company logos on the 7000 Series™ keypads. The logo displays on the rubber logo insert and replaces the DMP logo. The backlit logo glows Green during normal operation and turns Red in an alarm state.

Logo Location



## KEYPAD MODEL FEATURES

| Model | Two-Button Panic | Red in Alarm | 4-Zones | Internal Prox Reader | Wiegand Input | Internal Form C Door Strike Relay |
|-------|------------------|--------------|---------|----------------------|---------------|-----------------------------------|
| 7060  | •                | •            |         |                      |               |                                   |
| 7063  | •                | •            |         | •                    |               |                                   |
| 7070  | •                | •            | •       |                      |               |                                   |
| 7073  | •                | •            | •       | •                    |               | •                                 |
| 7463  | •                | •            |         | •                    |               |                                   |



## COMPATIBILITY REFERENCE SHEET

### KEYPAD ACCESSORIES

#### Alternate Housings

|            |                  |
|------------|------------------|
| THIN-LCD-B | Black Housing    |
| THIN-LCD-I | Ivory Housing    |
| THIN-LCD-P | Platinum Housing |
| THIN-LCD-W | White Housing    |

#### Backboxes

|     |                        |
|-----|------------------------|
| 695 | Keypad Conduit Backbox |
| 696 | Keypad Backbox         |

#### Keypad Wiring Harness

|            |                          |
|------------|--------------------------|
| 300        | 4-wire harness           |
| 300-5      | 5-wire harness           |
| 300-12     | 12-wire harness          |
| 300-512    | 12-wire harness, 5' long |
| 300-7400-6 | 6-wire 7400 harness      |

#### Proximity Credentials

|        |                            |
|--------|----------------------------|
| 1306   | Prox Patch™                |
| 1306PW | Prox Patch                 |
| 1326   | ProxCARD II® Card          |
| 1346   | ProxKey III® Access Device |
| 1351   | ProxPass®                  |
| 1386   | ISOProx II® Card           |

#### External Proximity Readers (7073 Only)

|          |                                  |
|----------|----------------------------------|
| PP-6005B | ProxPoint® Plus Proximity Reader |
| MP-5365  | MiniProx Proximity Reader        |
| PR-5455  | ProxPro® II Proximity Reader     |
| MX-5375  | MaxiProx® Proximity Reader       |
| TL-5395  | ThinLine II® Proximity Reader    |

#### Farpointe Proximity Credentials

|           |                                            |
|-----------|--------------------------------------------|
| CSR-35P   | Conekt Bluetooth Reader                    |
| Delta 3   | Contactless Mullion-Mount Smartcard Reader |
| Delta 5   | Contactless Mullion-Mount Smartcard Reader |
| Delta 6.4 | Contactless Smartcard Reader and Keypad    |
| P-300-H-A | Cascade Proximity Reader                   |
| P-500-H-A | Alps Proximity Reader                      |
| P-620-H-A | Denali Proximity Reader with Keypad        |
| P-640-H-A | Patagonia Proximity Reader with Keypad     |

### KEYPAD ORDERING INFORMATION

|         |                                                                                   |
|---------|-----------------------------------------------------------------------------------|
| 7060-W  | Thinline LCD Keypad                                                               |
| 7060N-W | Thinline LCD Keypad with Numeric Keys                                             |
| 7063-W  | Thinline LCD Keypad with Prox Reader                                              |
| 7063N-W | Thinline LCD Keypad with Prox Reader and Numeric Keys                             |
| 7070-W  | Thinline LCD Keypad with 4 Zones                                                  |
| 7070N-W | Thinline LCD Keypad with 4 Zones and Numeric Keys                                 |
| 7073-W  | Thinline LCD Keypad with 4 Zones, Prox Reader and Door Access Relay               |
| 7073N-W | Thinline LCD Keypad with 4 Zones, Prox Reader, Numeric Keys and Door Access Relay |
| 7463-W  | Thinline LCD Network Keypad with Prox Reader                                      |



THIN-LCD-W



THIN-LCD-B

### Specifications

|                   |                         |
|-------------------|-------------------------|
| Operating Voltage | 12 VDC                  |
| Dimensions        | 7" W × 5.25" H × 0.5" D |
| Display Type      | LCD                     |
| Color             | White                   |

#### Compatibility

Compatible with all DMP panels. Not available in a Fire Keypad Variation. 7463 — XR Series only.

#### Current Draw

##### 7060

|         |       |
|---------|-------|
| Standby | 72 mA |
| Alarm   | 87 mA |

##### 7063

|         |        |
|---------|--------|
| Standby | 85 mA  |
| Alarm   | 100 mA |

##### 7070

|         |                                |
|---------|--------------------------------|
| Standby | 72 mA + 1.6 mA per active zone |
| Alarm   | 87 mA + 2 mA per active zone   |

##### 7073

|         |                                |
|---------|--------------------------------|
| Standby | 85 mA + 1.6 mA per active zone |
| Alarm   | 100 mA + 2 mA per active zone  |

##### 7463

|                      |        |
|----------------------|--------|
| Standby              | 100 mA |
| Alarm                | 100 mA |
| Max Battery Charging | 285 mA |

### Certifications

For additional information, access [DMP.com/Certifications](http://DMP.com/Certifications)

800-641-4282 | [DMP.com](http://DMP.com)  
2500 N. Partnership Blvd, Springfield, MO 65803  
Designed, engineered & manufactured in Springfield, MO using U.S. & global components

**LIMITED WARRANTY:** DMP warrants that the products manufactured by DMP and described herein shall be free from defects of manufacture, labeling, and packaging for a period of three (3) years from the invoice date to the original Buyer, provided that representative samples of the defective products are returned to DMP for inspection...To read the full DMP Limited Warranty, go to [DMP.com/Warranty](http://DMP.com/Warranty) or check the DMP Price List or Catalog.



## Employee Safety Procedures

1. All Green Advtr employees should stay vigilant and aware of all the surroundings when arriving and leaving the Green Advtr.
2. Key cards should be worn on our person always with identification badge upon arrival and upon departure.
3. All employees shall enter and leave through back door, confirming door is shut all the way when entering and leaving.
4. All doors are to remain shut i.e. lobby door, check in office door, storage, and break room.
5. Any large groups of customers will be split into smaller groups of three or fewer.
6. Any vendor or visitor must check in with the front desk and be handed a visitor's pass and sign log in sheet as to what time they are entering. We will hold ID's in place of our visitor's badge so when the guests leave, they will return the visitor's badge and sign out their time leaving, and we will return their ID.
7. While on sales floor, product will not be left unattended and with customers.
8. Any product/display samples taken from any case, bookshelf, or fridge will be returned right after intended use.
9. All cashier's will be assigned a register and given register keys. Register keys are to be kept on their person all the time while on register or until lead switches you out at end.
10. Any money will not be left unattended or counted out on the sales floor during store hours.
11. Any personal information and/or belongings, either customers or fellow employees should be given to the lead in charge or assistant manager.
12. Whenever the back door is in use, make sure to communicate to the security that you are leaving and/or returning shortly.
13. Whenever opening or closing never be left alone when going to and from your vehicle.
14. No open toed shoes.
15. If a delivery driver is wary of entering a neighborhood or area, they may make the judgement call not to deliver and report to management why.

## Security Procedures

1. Manager arrives on site to open at 8:30 met by 1 guard. Property is scanned for any disturbances.
2. Manager unlocks back door and enters building to disarm the alarm and rearms the alarm when leaving the building at night.
3. From 8:30 am until the last person (manager) leaves the building, there are 1 - 2 guards in the building.
4. Keys to the store are held by the General Manager and 2 asst managers.
5. Only the managers may access the safe in the manager's office.
6. A separate drop safe with a limited amount of funds is accessed by Lead consultants and managers.
8. Restricted areas such as, manager's office and inventory room are for leads, management and security only to have keyfobs.
9. If other personnel are in one of said rooms, they must be accompanied by an authorized personnel member or security. Failure to follow this procedure will result in disciplinary action by management.
9. If there should be a disturbance on property, managers are instructed not to address anything outside of the store, but to allow security to handle and to contact Marlon, head of the security company along with the GM if not already on site, as well as, the Ukiah Police Department if necessary.
10. There is a code word used should there be a false alarm to let monitoring company know all is well. If this word is not used, dispatch will proceed.
11. Only employees are allowed behind sales counters. This shall remain a limited access area as directed by the BCC.
12. Building is *disarmed* always during non-operating hours. Doors are kept locked during non-operating hours. Consultants open the doors as guest are checked in and processed in accordance with BCC regulations.
13. Inventory is held every other Friday nights from 11pm to 7am. An 1 guard will be present during these inventories.
14. During busy days and events or holidays, a third 1 guard is employed to assist on site.
15. There are panic buttons set up throughout the store. One in reception, two behind registers, one in manager's office. They must be held for 3 seconds to activate alarm.
16. Checking of all doors to ensure they're closed and locked properly. The two access points (the front door and back door) are secured with commercial grade non-residential door locks.
17. Safes checked for being locked.
18. Managers and security check for evidence of attempted break-ins.
19. No patient info is left out or visible to public eye. Any documentation that has personal information will be shredded immediately in manager's office. The Green Advtr dispensary follows all HIPAA laws in accordance with the United States government, as well as, the State of California.
20. If there is a disturbance with a customer or individual on property, a designated Green Advtr employee and a manager will find and isolate camera footage, save it and

add it to a usb storage drive, and provide all evidence to the police department, BCC and any other governing entity not to exclude management and owners of The Green Advtr Dispensary.

21. Any persons causing a disturbance on property are asked not to return. Notes are made in files and documented accordingly per management and ownership of the Green Advtr Dispensary.

22. Anyone leaving an infant, children or pets unattended in a locked car are not permitted to return to the Green Advtr.

23. Service animals are permitted and encouraged, however aggressive animals are not permitted on premises.

24. All patrons must wear a shirt and shoes. Anyone not wearing a shirt or shoes will not be permitted to shop at The Green Advtr Dispensary at that time.

25. Persons wearing masks or oversized clothes that hide their faces will not be permitted into the bud room or on the sales floor.

26. Persons carrying back packs and/ or large bags will not be permitted to bring back packs, duffle bags or any other large bag onto the sales floor. They are directed to return to the parking lot and store the baggage in their car. All baggage meeting these criteria, is subject to search by the security team for safety purposes.

27. Customers that become aggressive or sexually forward with a member of the Green Advtr staff will be asked to leave. We will refuse service to any member of society that is aggressive or disrespectful to Green Advtr employees.

28. In The event of a power outage, the Green Advtr will suspend all sales until power is restored to the facility. This is in accordance BCC regulations.

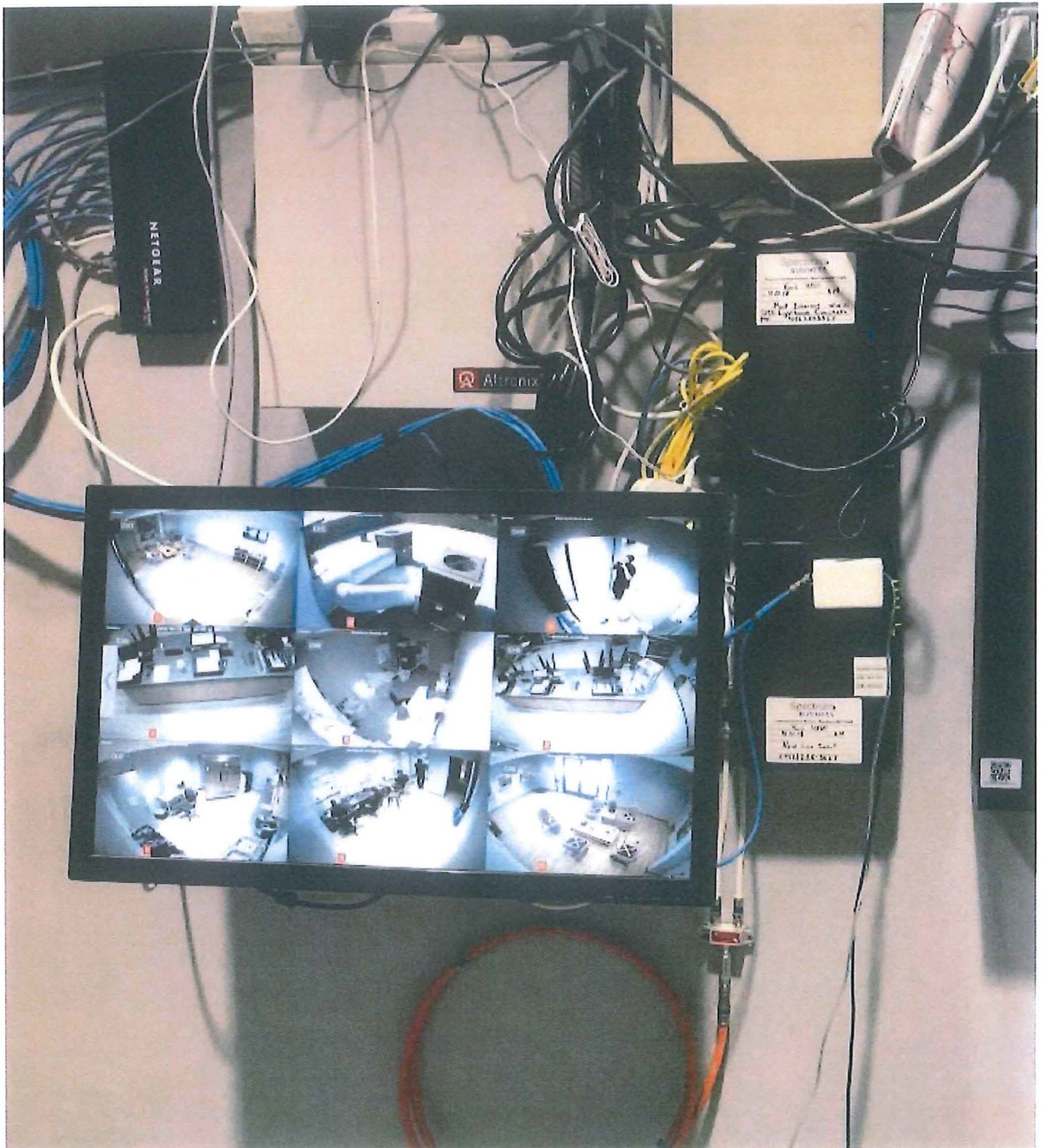
29. All agents, officers, and others acting for or employed by the Ukiah Green Advtr must display a laminated or plastic-coated identification badge issued by the Ukiah Green Advtr at all times while engaging in commercial cannabis activity. The identification badge includes the Ukiah Green Advtr's "doing business as" name and license number, the employee's first name, an employee number exclusively assigned to that employee for identification purposes, and a color photograph of the employee that clearly shows the full front of the employee's face and that is at least 1 inch in width and 1.5 inches in height.

30. Employees are each assigned a unique employee number at the time of hire. If an employee is promoted and is given access to limited access areas, they are upgraded to a key fob that enables them to access the limited-access rooms.

31. If an employee quits or is terminated, the employee badge must be returned immediately and all privileges, keys or other access for that employee is immediately terminated.



## Security



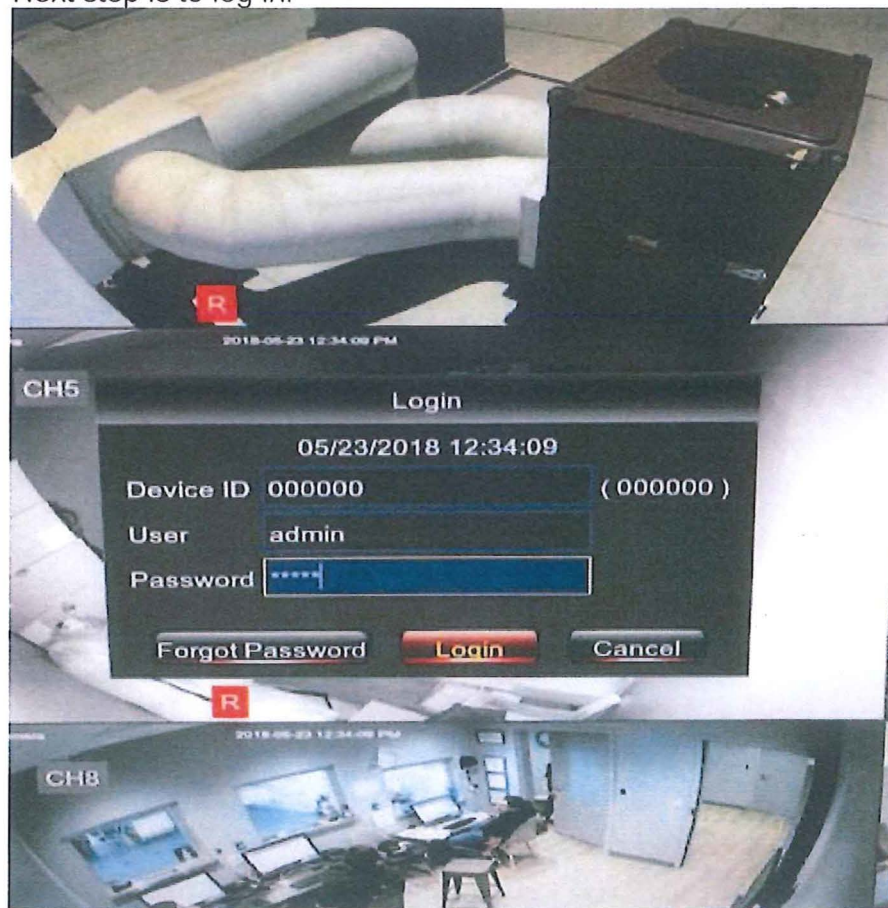
Security feed is sent to main server in check in room office closet along with all Alarm

system main frame. Mouse on top of security server controls screen that allows you to view past recorded videos.

E. Security system is a motion censored system that will sound if any entry is open or any motion is detected in the store. Cameras are on 24 record. Alarm also sends message to our Armed Guard security company head (Marlon with White Falcon Security Inc.). So, they can dispatch an armed agent to premises whenever store is closed.

F. Replaying video as is follows.

- a. Start by finding the playback button seen below. Moving the mouse automatically pulls up the menu bar at bottom. Click on playback button.
- b. Next step is to log in.

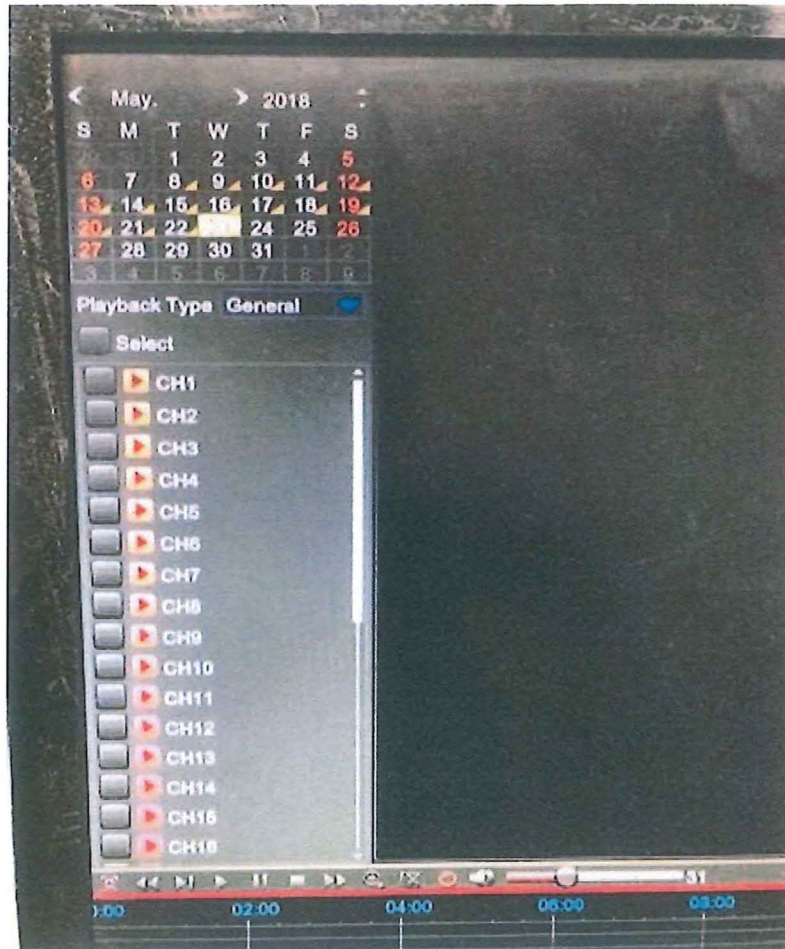


C. After logging in it will take you to the next screen where you will pick Date, camera, and search the time last when you have your Date and camera with desired history to watch

- G. The digital video surveillance system has a minimum camera resolution of 1280 × 720 pixels.
- H. The surveillance-system storage device and the cameras are transmission control protocol (TCP) capable of being accessed through the internet.



- I. The video surveillance system is at all times able to effectively and clearly record images of the area under surveillance.
- J. Each camera and feed are checked daily to ensure that they are functioning and recording appropriately.
- K. The video surveillance system is equipped with a failure notification system that provides notification to the Ukiah Green Advtr of any interruption or failure of the video surveillance system or video surveillance-system storage device.



2. **Security Guard Duties, placement and safety procedures**
  - a. Security is on-site 15-20 mins before opening Manager arrives.
  - b. Security stands outside waiting for all employees to arrive following last employee in.
  - c. Security (if 2 are here) one is placed at back door over seeing shop and registers. Also checking employees at random and that are leaving store on break/lunch or when finishing a shift and walking them out to to make sure they are secure walking to their cars.



- d. Front office security guard is out front watching incoming patients and viewing for any weapons on person and making sure no one enters with a backpack. Also making sure no employees are leaving out front door as well.
- e. At end of night before closing security is asked to secure outside before any employees clock out to go home.
  - 1. One guard stays in parking lot till last employee leaves the premise

### **Lighting**

The Ukiah Green Advtr has installed lighting in furtherance of the concept of safety through environmental design. Bright lighting throughout the interior and exterior of the facility is designed to ensure customer and employee safety, and to ensure that security camera footage captures clear pictures of customers, employees, products, and cash. Lighting illuminates all areas of the parking lot and all sides of the building, inside and out. High-wattage LED bulbs are used to maximize brightness and minimize environmental impact. Employees are trained to alert management and initiate bulb replacement if any lights are out.

In addition to the safety lighting provided throughout the property, the Ukiah Green Advtr also uses aesthetic lighting to enhance customer experience.

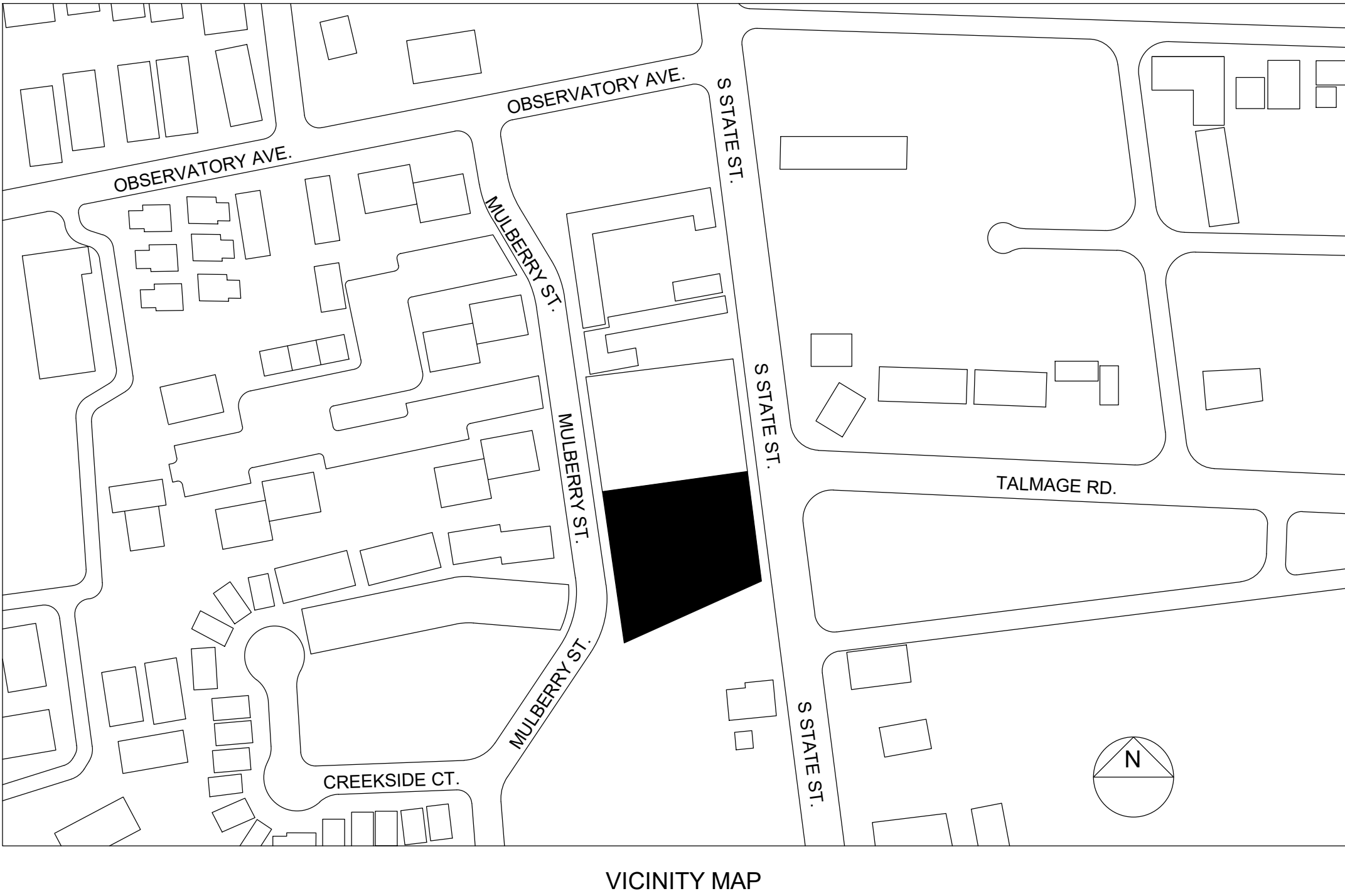
# PROPOSED RETAIL BUILDING

ADDRESS: 1104 S STATE ST., UKIAH, CA 95482  
A.P.N.: 003-130-09-00

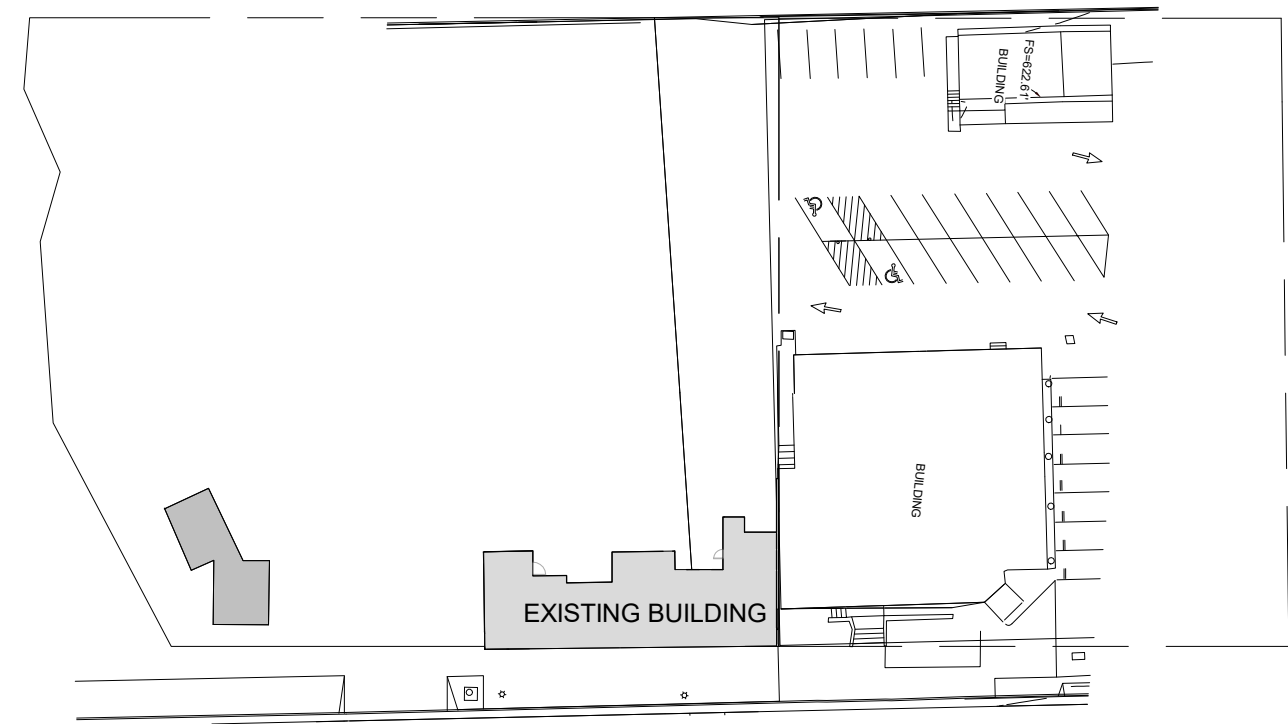
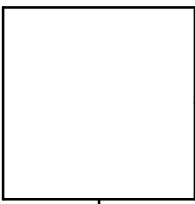


**SHEET INDEX:**

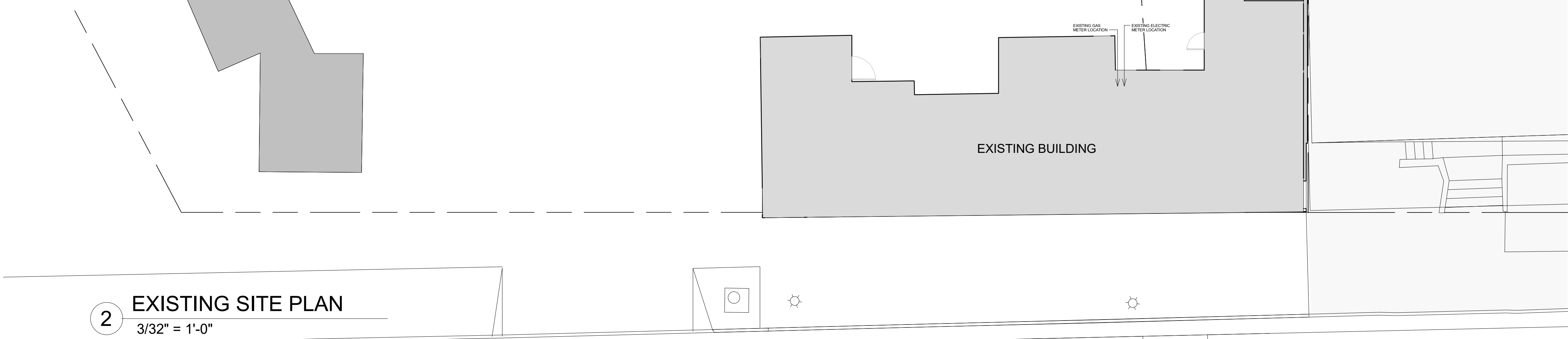
|     |                                     |
|-----|-------------------------------------|
| T-0 | COVERSHEET                          |
| A-0 | EXISTING SITE PLAN                  |
| A-1 | PROPOSED SITE PLAN                  |
| A-2 | EXISTING FIRST FLOOR PLAN           |
| A-3 | PROPOSED FIRST FLOOR PLAN           |
| A-3 | PROPOSED FIRST FLOOR FURNITURE PLAN |
| A-5 | EXISTING ELEVATIONS                 |
| A-6 | PROPOSED ELEVATIONS                 |
| A-7 | VIEWS                               |
| A-8 | MATERIAL BOARD                      |
| L-1 | LANDSCAPE                           |





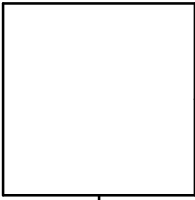


1 SITE PLAN  
1" = 60'-0"



2 EXISTING SITE PLAN  
3/32" = 1'-0"

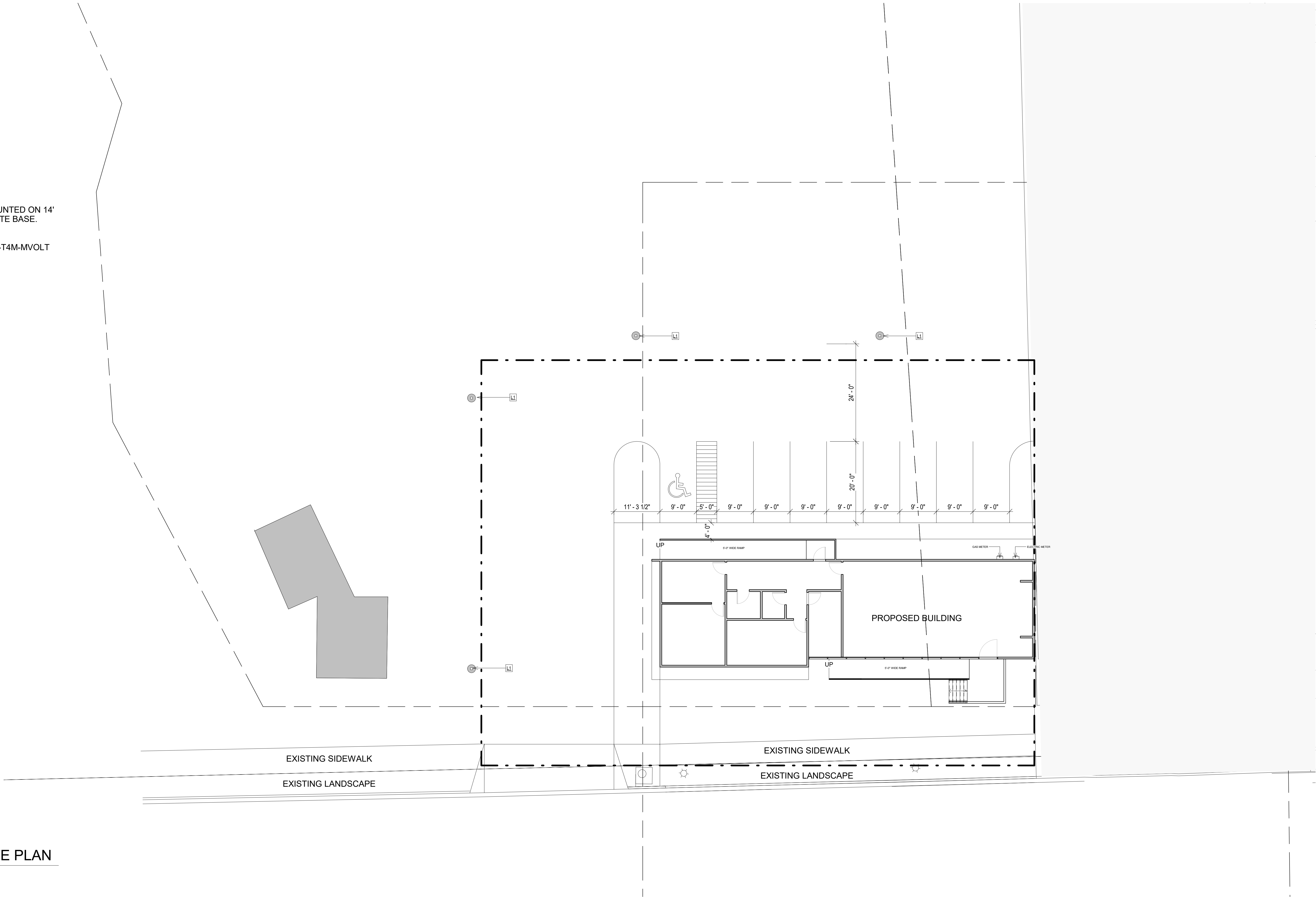




L1 - LITHONIA LIGHT FIXTURE

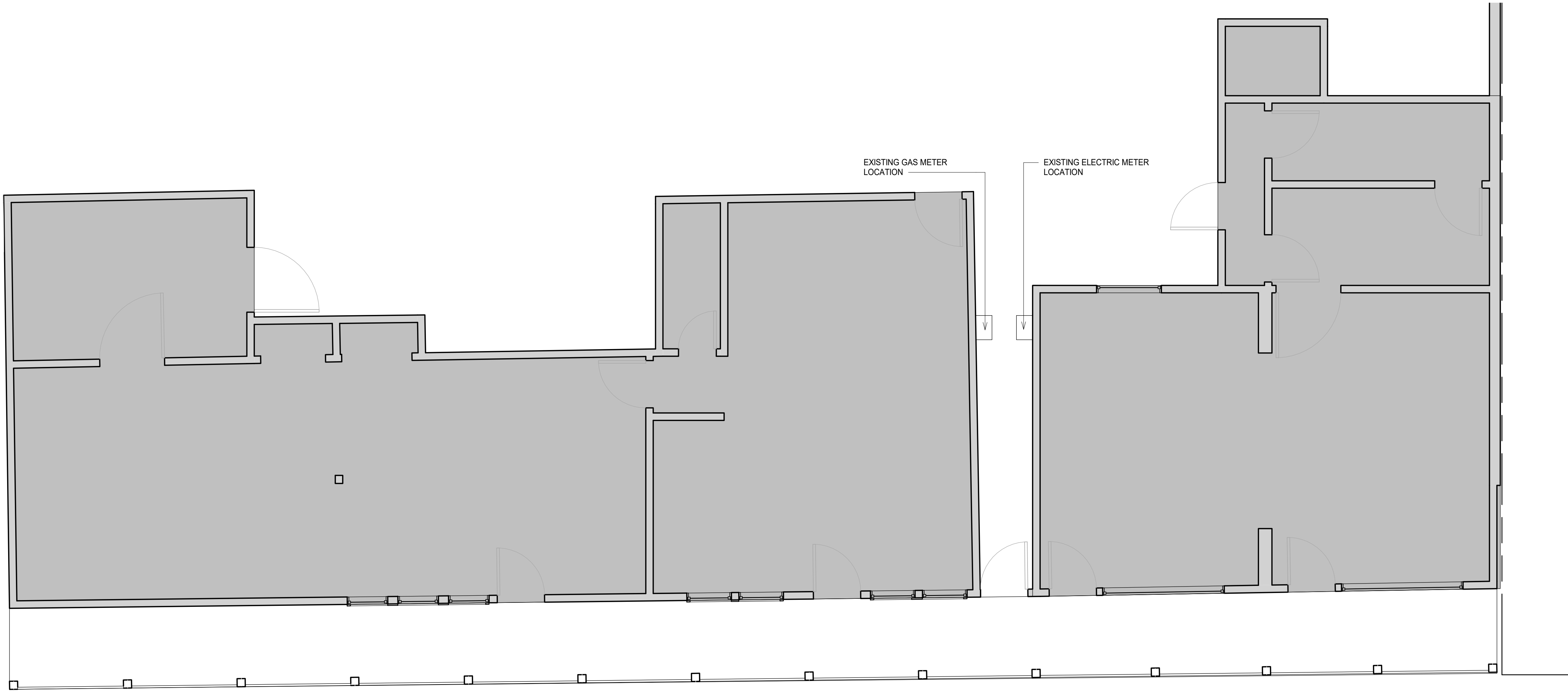
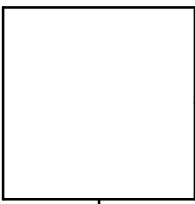
BUG RATING B=1, U=0, G=2. MOUNTED ON 14' SQUARE POLE WITH 2' CONCRETE BASE.  
LAMP WATTAGE - 49

MODEL NO. - DSXO-LED-P2-30K-T4M-MVOLT



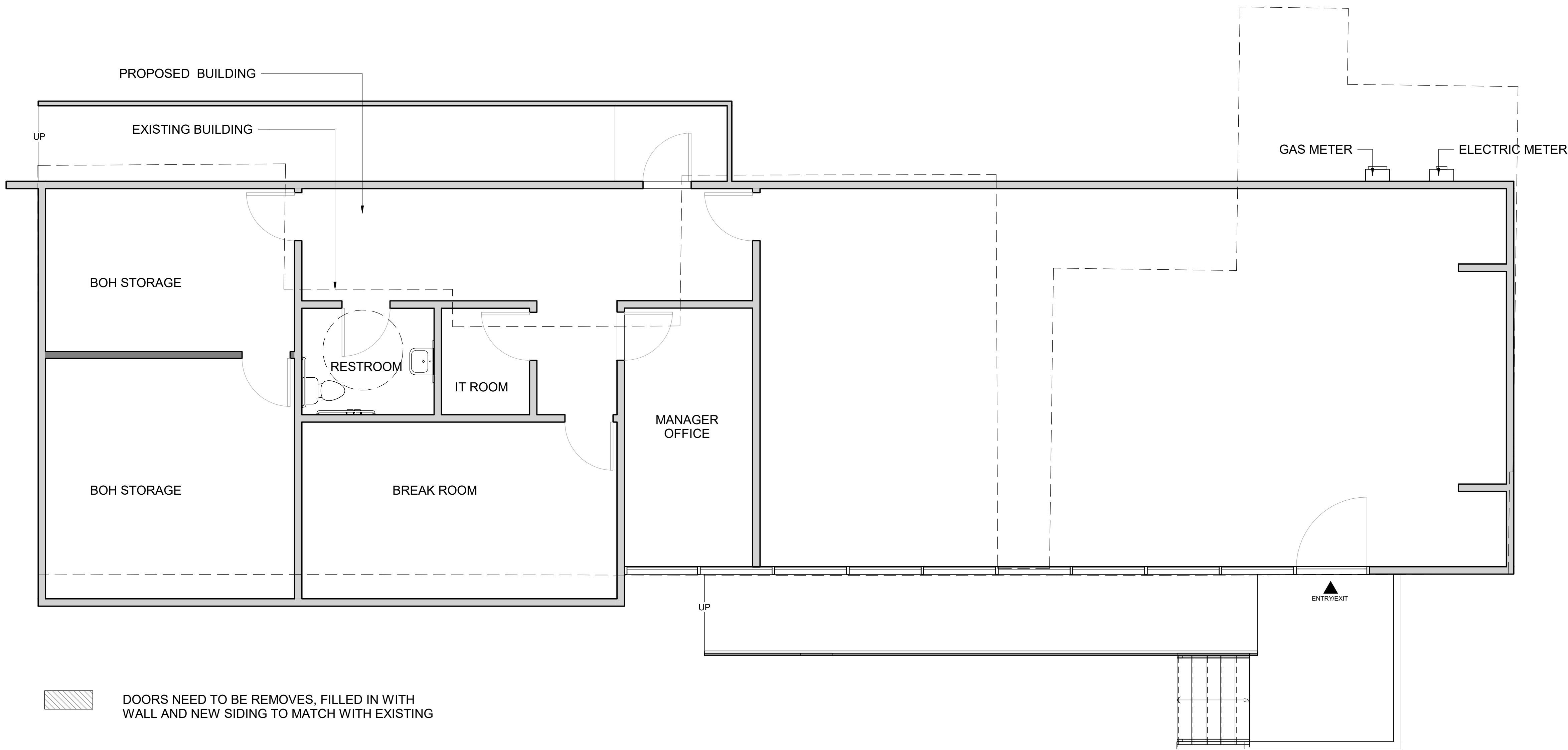
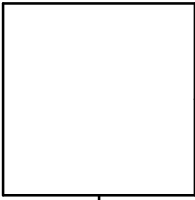
1 PROPOSED SITE PLAN  
3/32" = 1'-0"





1 EXISTING FIRST FLOOR  
1/4" = 1'-0"



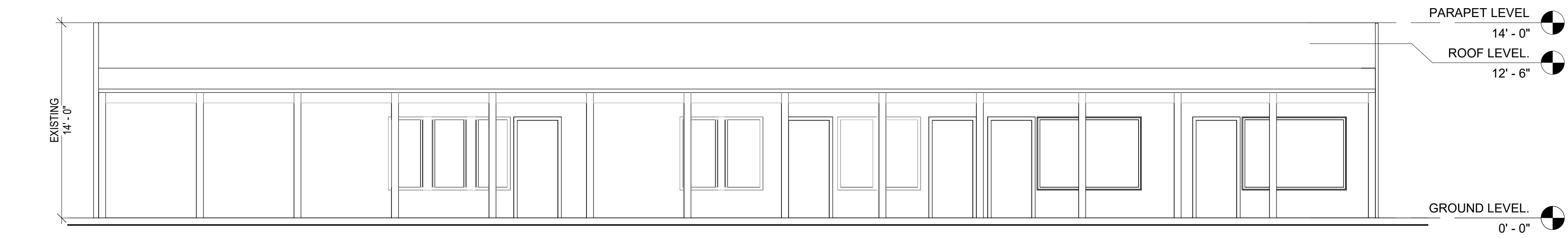
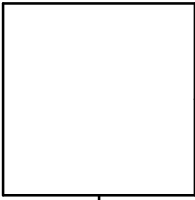


1 PROPOSED FIRST FLOOR  
1/4" = 1'-0"





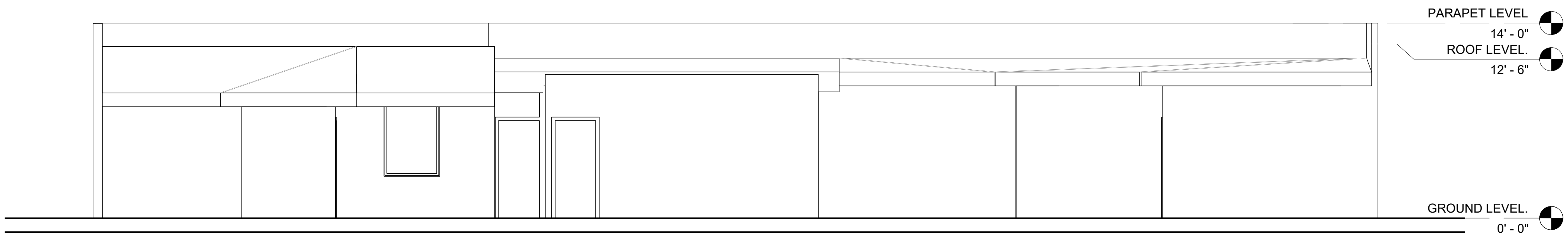




1

EXISTING ELEVATION A

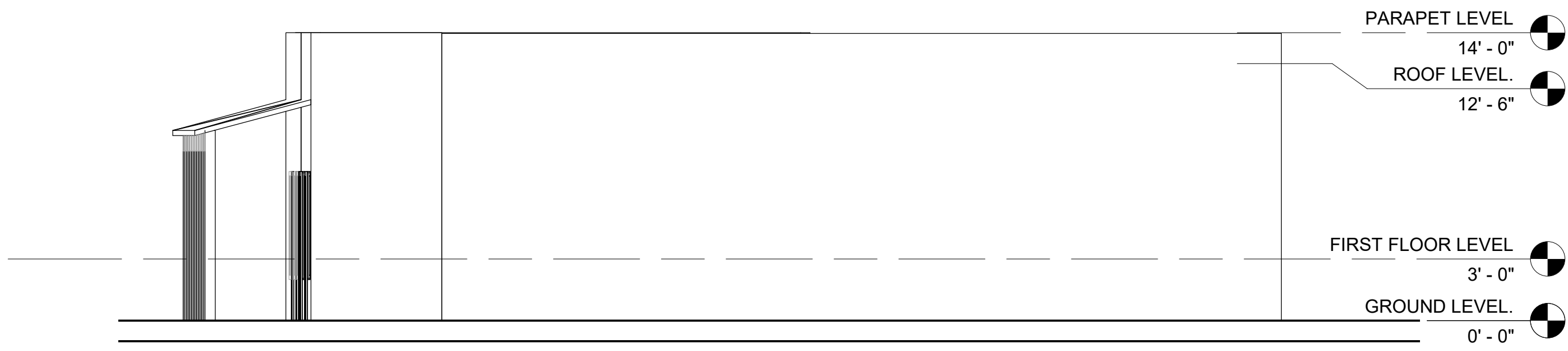
3/16" = 1'-0"



2

EXISTING ELEVATION B

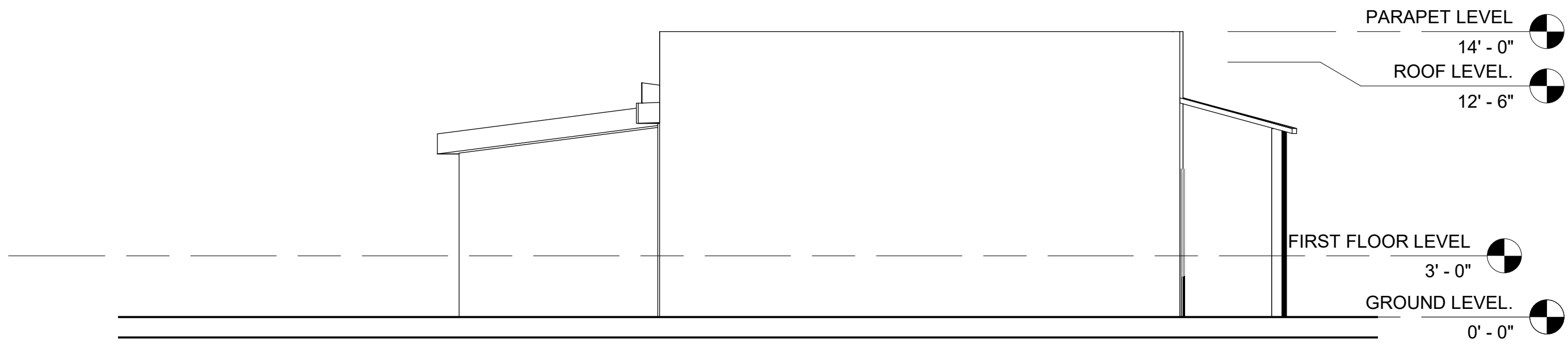
3/16" = 1'-0"



3

EXISTING ELEVATION C

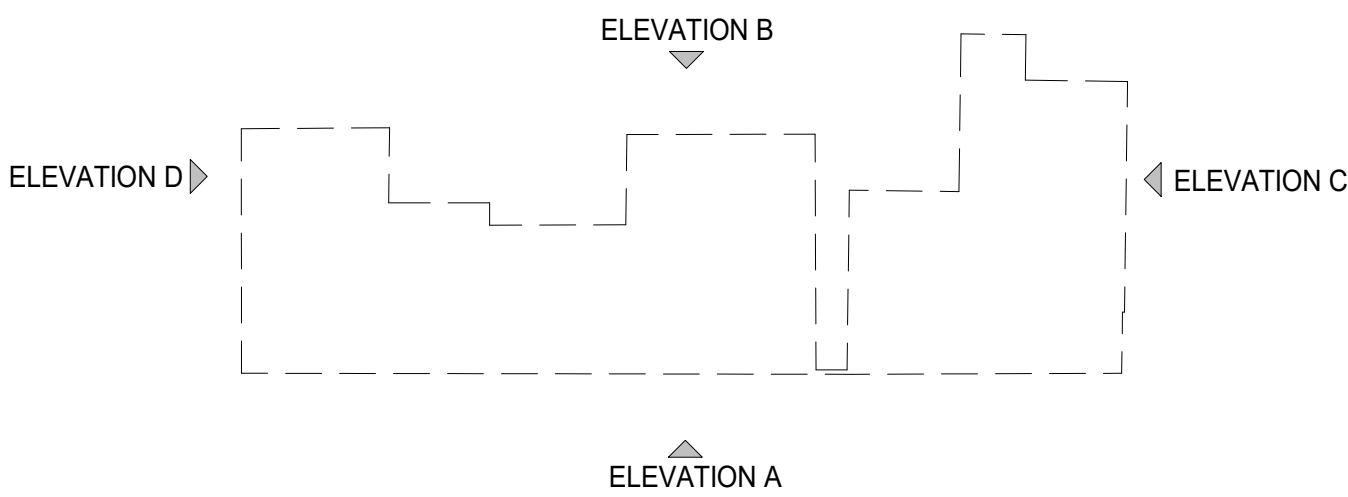
3/16" = 1'-0"



4

EXISTING ELEVATION D

3/16" = 1'-0"

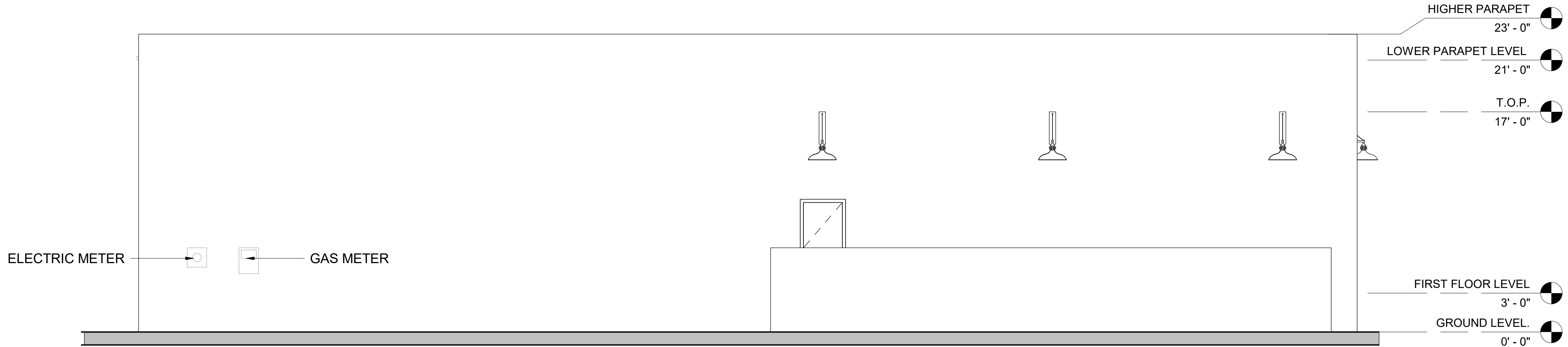


KEY PLAN

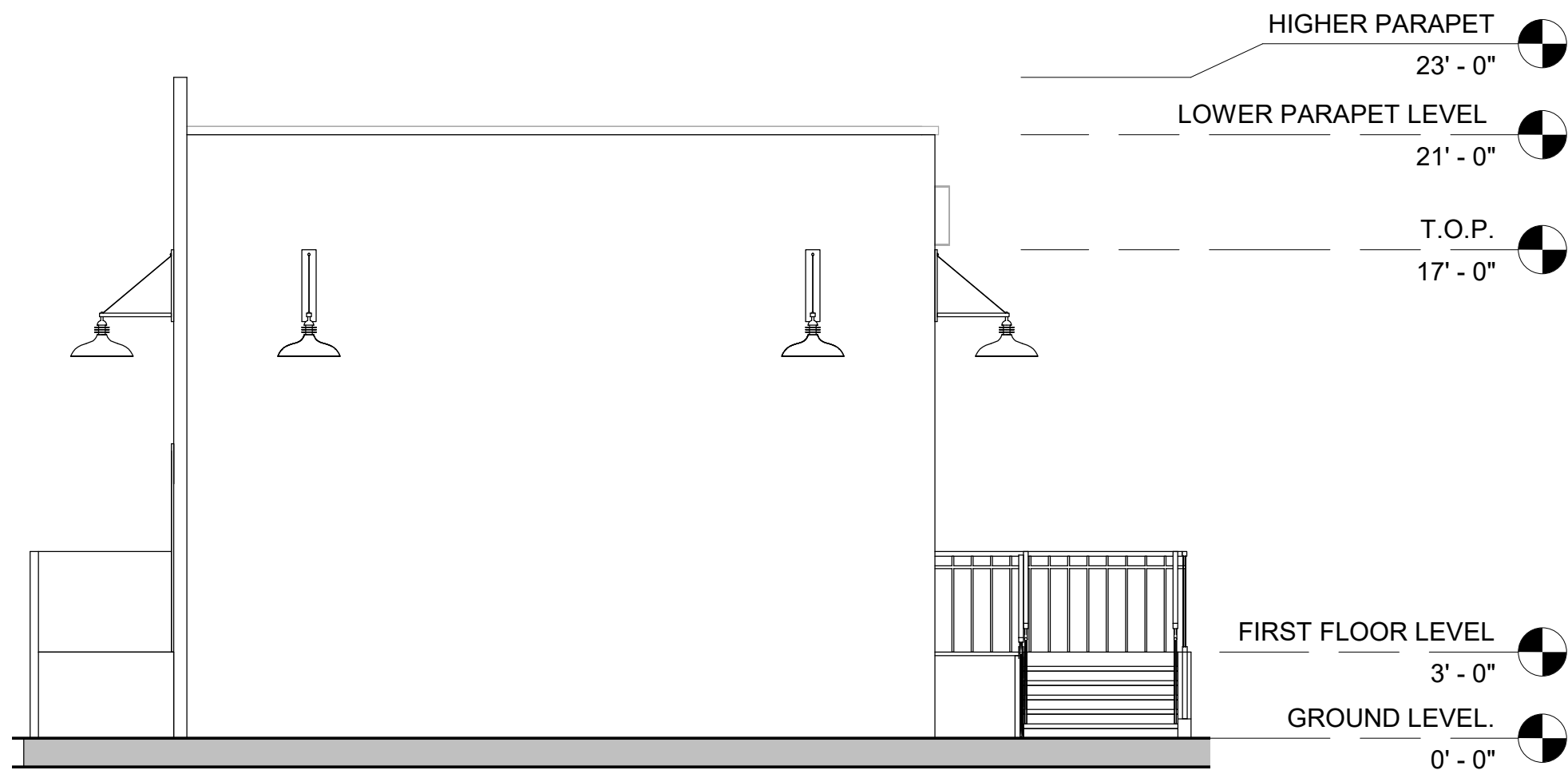




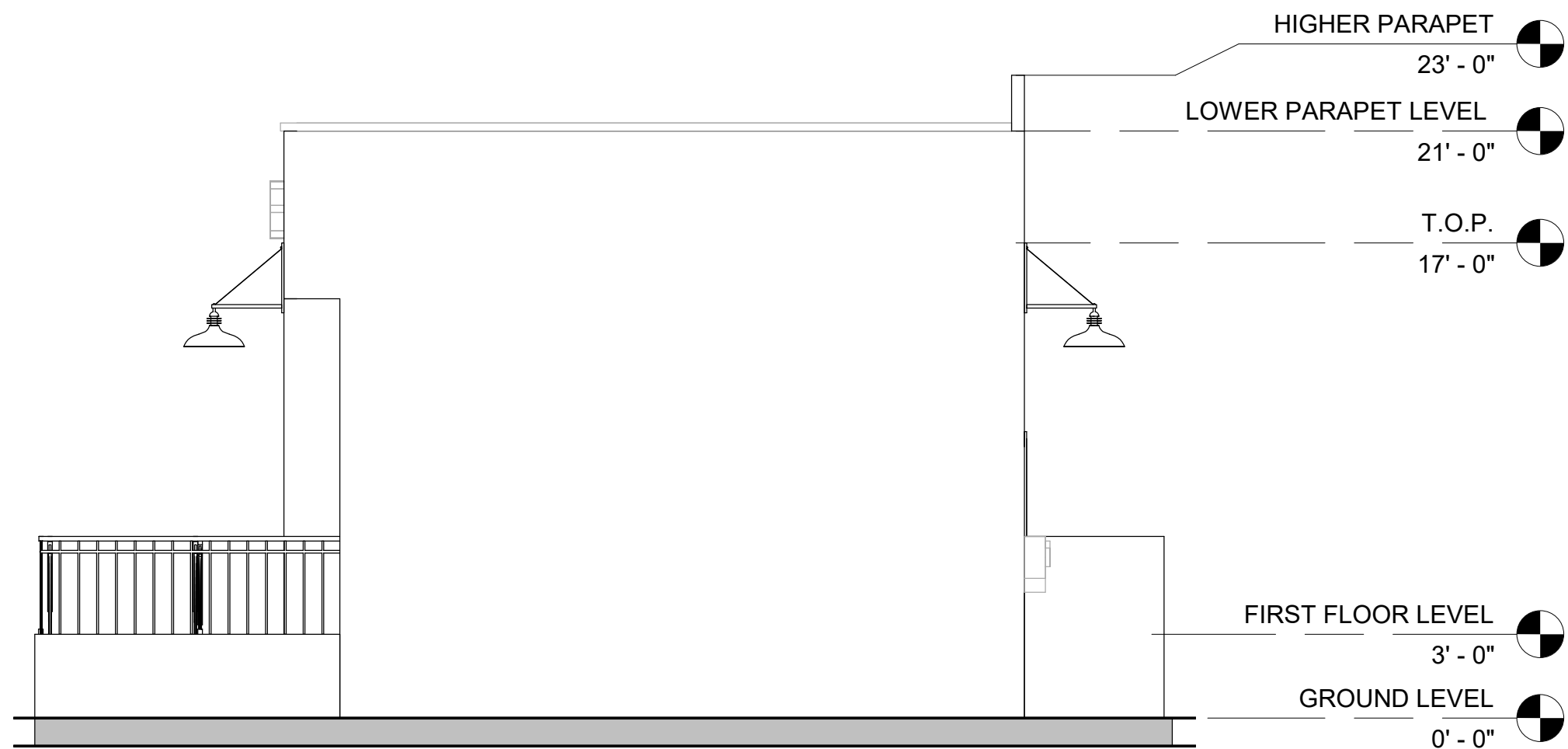
1 PROPOSED ELEVATION A  
3/16" = 1'-0"



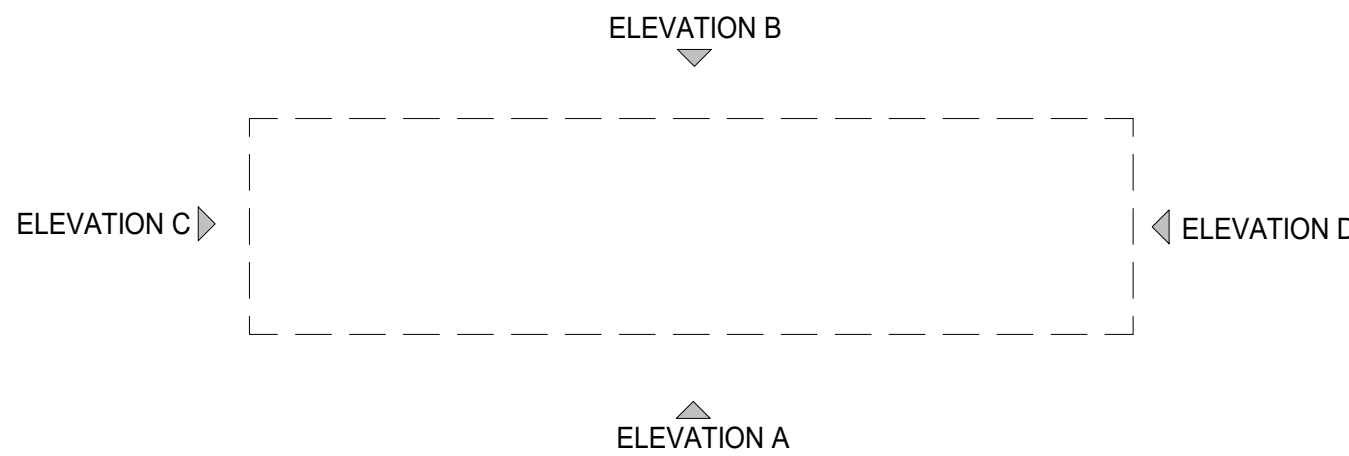
2 PROPOSED ELEVATION B  
3/16" = 1'-0"



3 PROPOSED ELEVATION C  
3/16" = 1'-0"

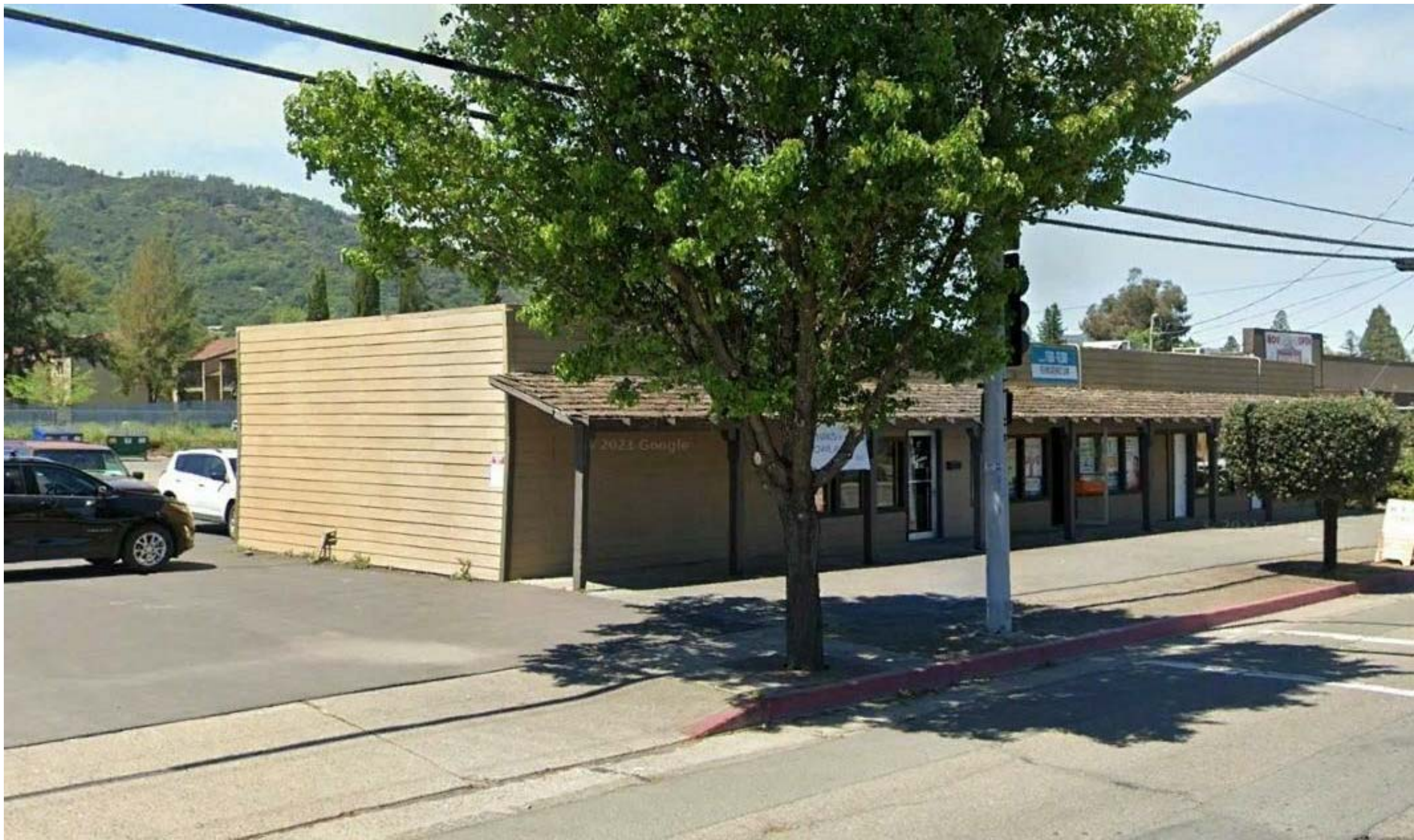


5 PROPOSED ELEVATION D  
3/16" = 1'-0"



KEY PLAN

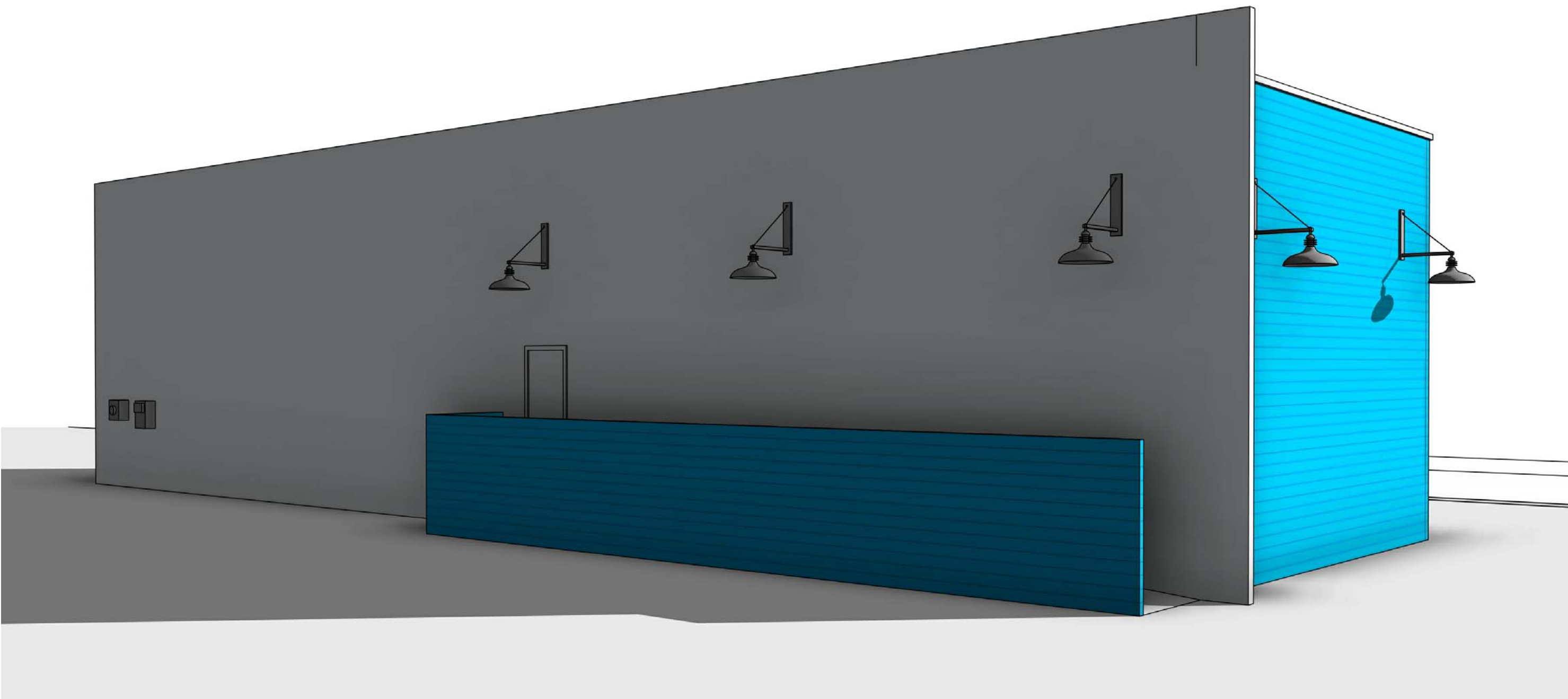




EXISTING VIEW



PROPOSED VIEW



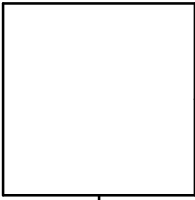
PROPOSED VIEW



PROPOSED VIEW

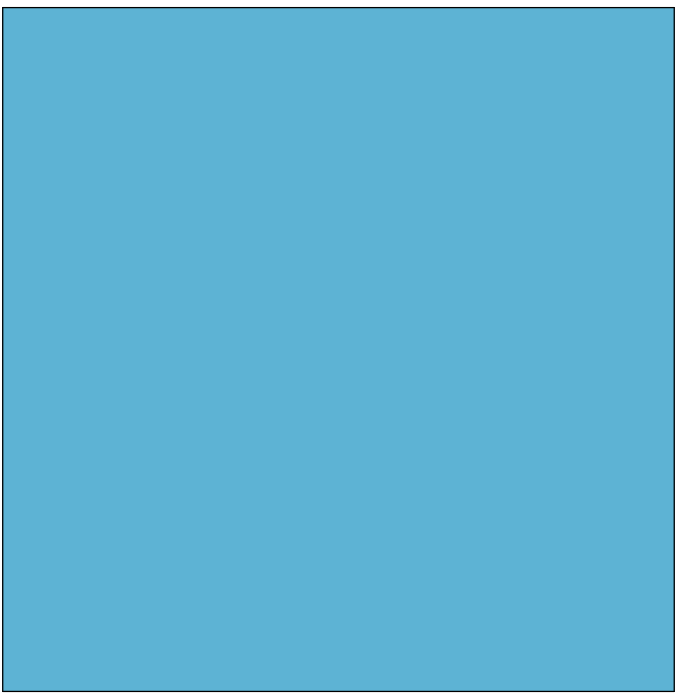
PROPOSED VIEW



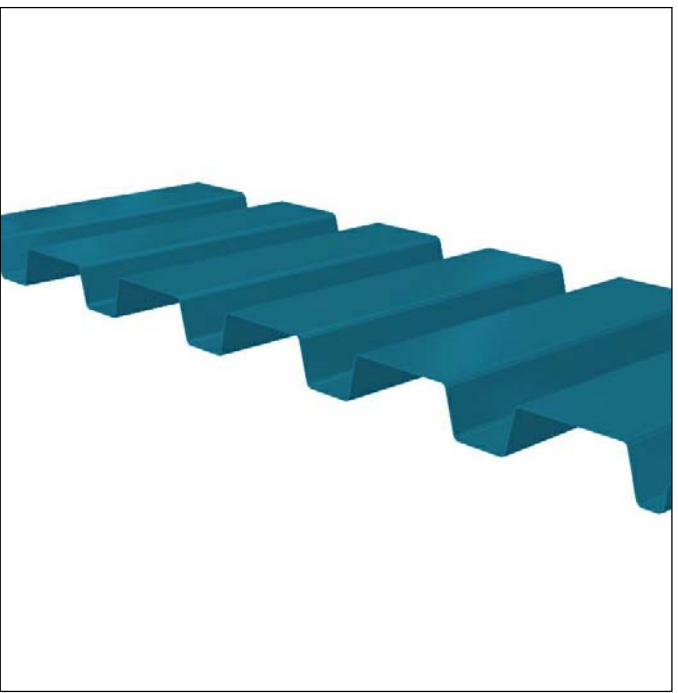


FRONT ELEVATION

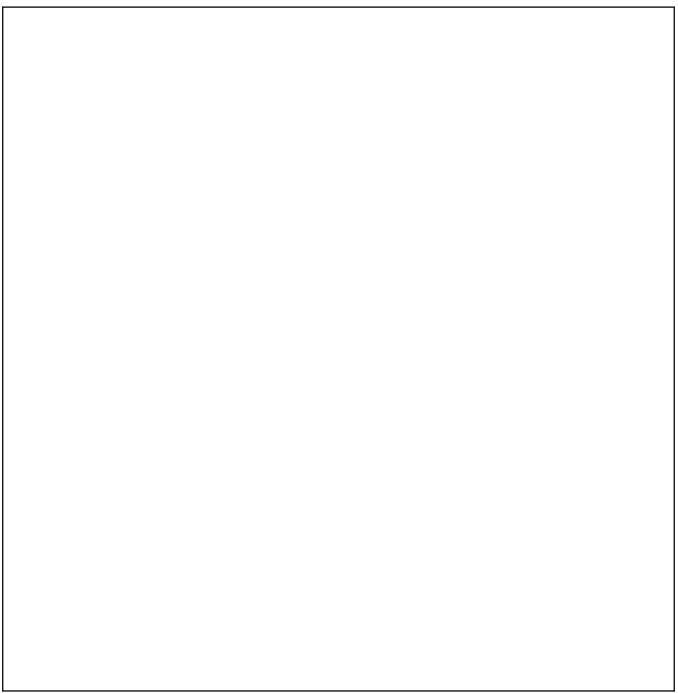
2'-0" WIDE INTERNALLY LIT  
ACRYLIC SIGNAGE WHITE IN COLOUR



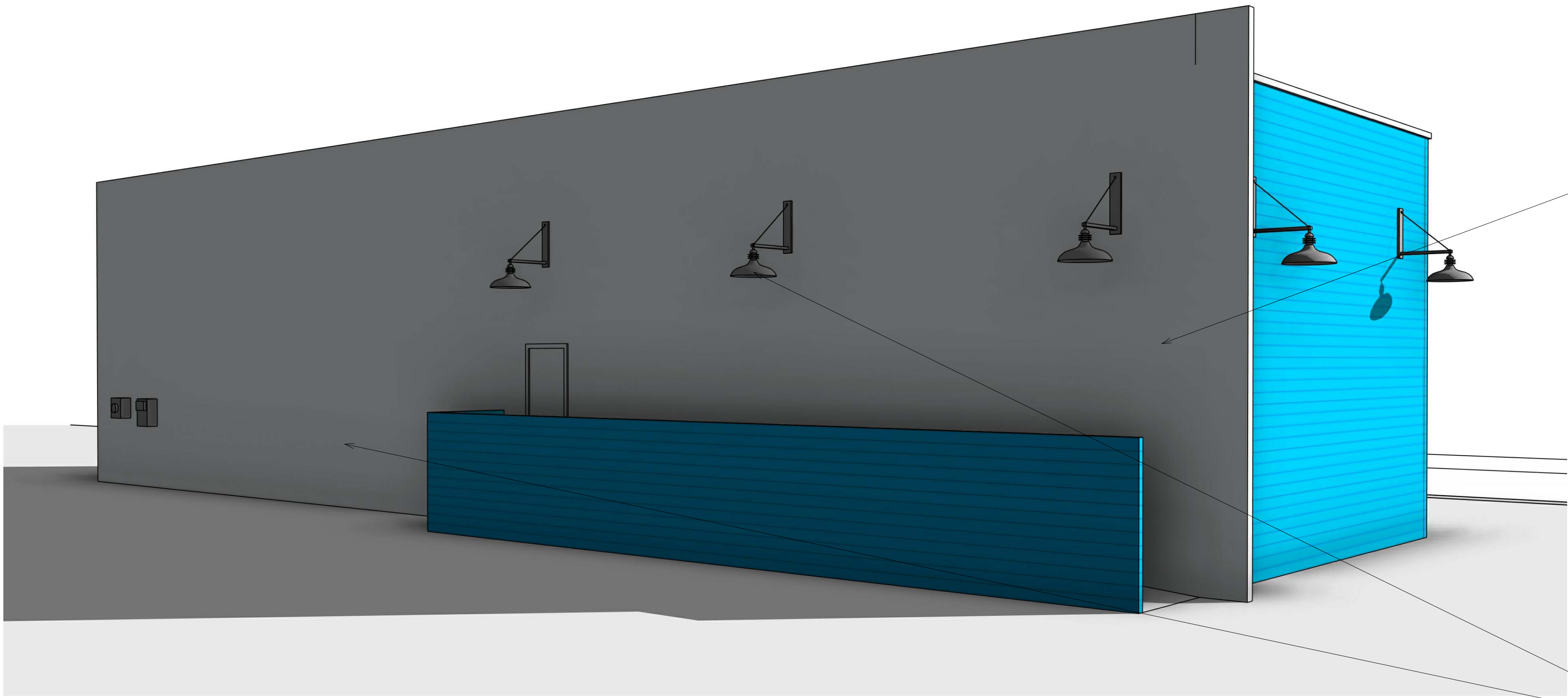
COLOUR  
SHERWIN WILLIAMS  
SW 6794 (FLYWAY)



MATERIAL :  
CORROGATED  
METAL SHEET



COLOUR  
SHERWIN WILLIAMS  
WHITE



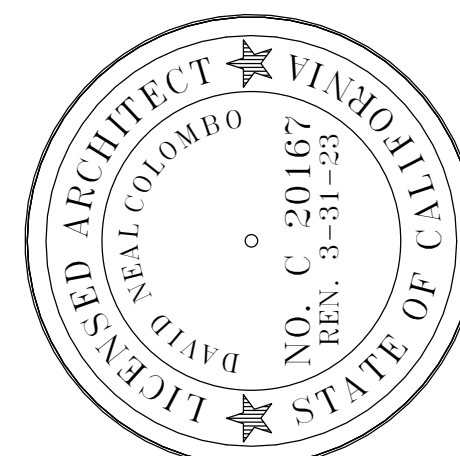
REAR ELEVATION



COLOUR  
SHERWIN WILLIAMS  
SW 6257 (GIBRALTAR)



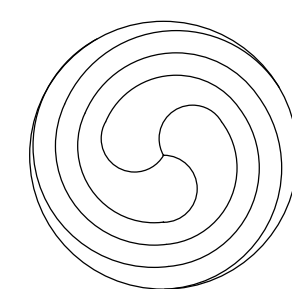
NOTES:



## RETAIL BUILDING

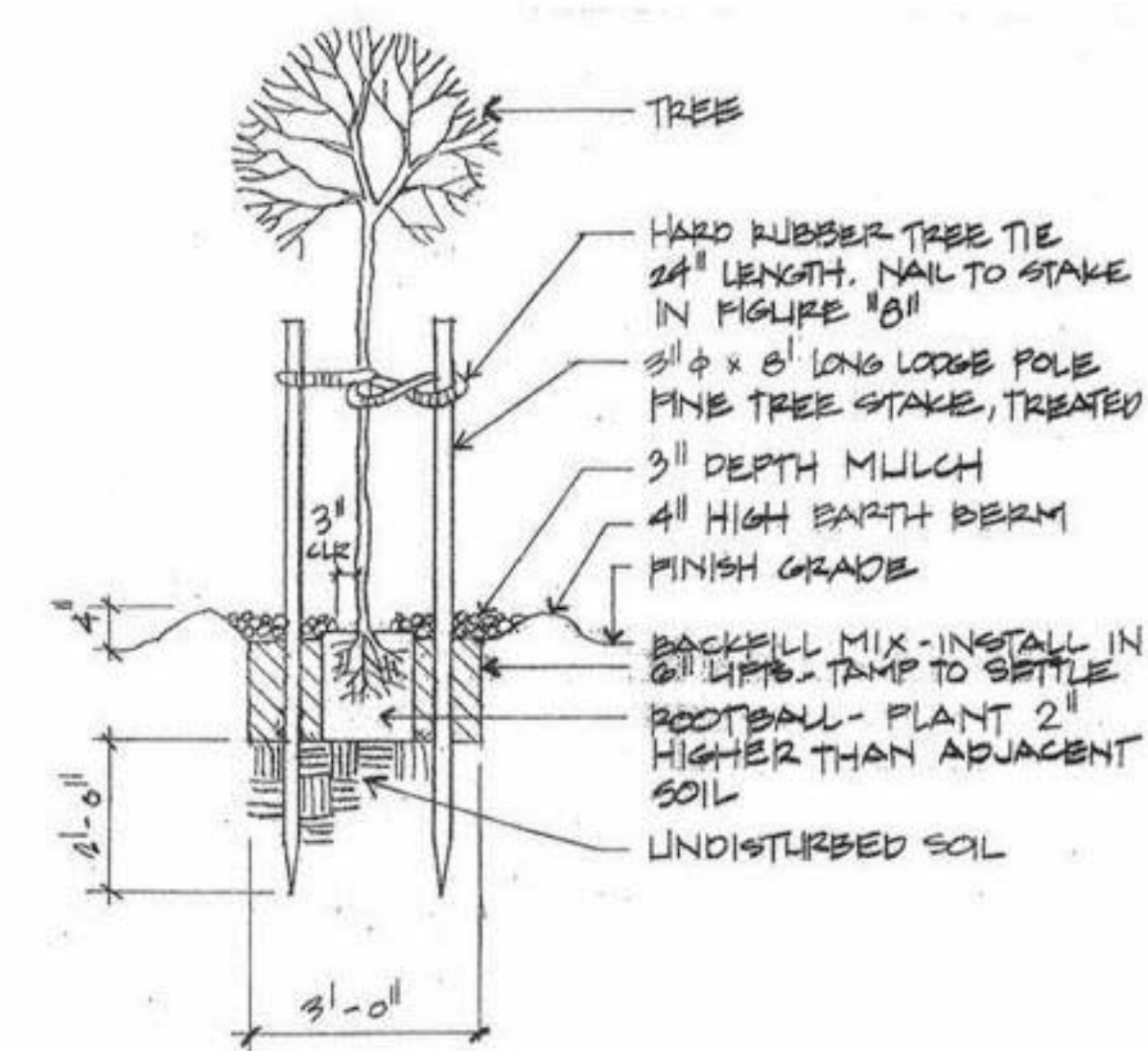
11104 S STATE ST., UKIAH, CA 95482 A.P.N.: 003-130-09-00

# INTEGRATED DESIGN



L-1

JOB NO.



**TREE PLANTING**  
NOT TO SCALE

**GROUND COVER**

| <u>NO.</u> | <u>BOTANIC NAME</u>         | <u>COMMON NAME</u> | <u>SIZE</u> | <u>WUCOLS<br/>WATER USE</u> | <u>COMMENT</u> |
|------------|-----------------------------|--------------------|-------------|-----------------------------|----------------|
| GR1        | TRACHELOSPERMUM JASMINOIDES | STAR JASMINE       | 1 GAL       | MODERATE                    | WHITE FLOWER   |

| <u>NO.</u> | <u>BOTANIC NAME</u>   |
|------------|-----------------------|
| 1          | <i>Albizia lebbek</i> |
| 2          | <i>Albizia lebbek</i> |
| 3          | <i>Albizia lebbek</i> |
| 4          | <i>Albizia lebbek</i> |
| 5          | <i>Albizia lebbek</i> |
| 6          | <i>Albizia lebbek</i> |
| 7          | <i>Albizia lebbek</i> |
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| 17         | <i>Albizia lebbek</i> |
| 18         | <i>Albizia lebbek</i> |
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| 20         | <i>Albizia lebbek</i> |
| 21         | <i>Albizia lebbek</i> |
| 22         | <i>Albizia lebbek</i> |
| 23         | <i>Albizia lebbek</i> |
| 24         | <i>Albizia lebbek</i> |
| 25         | <i>Albizia lebbek</i> |
| 26         | <i>Albizia lebbek</i> |
| 27         | <i>Albizia lebbek</i> |
| 28         | <i>Albizia lebbek</i> |
| 29         | <i>Albizia lebbek</i> |
| 30         | <i>Albizia lebbek</i> |
| 31         | <i>Albizia lebbek</i> |
| 32         | <i>Albizia lebbek</i> |
| 33         | <i>Albizia lebbek</i> |
| 34         | <i>Albizia lebbek</i> |
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| 36         | <i>Albizia lebbek</i> |
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| 38         | <i>Albizia lebbek</i> |
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| 42         | <i>Albizia lebbek</i> |
| 43         | <i>Albizia lebbek</i> |
| 44         | <i>Albizia lebbek</i> |
| 45         | <i>Albizia lebbek</i> |
| 46         | <i>Albizia lebbek</i> |
| 47         | <i>Albizia lebbek</i> |
| 48         | <i>Albizia lebbek</i> |
| 49         | <i>Albizia lebbek</i> |
| 50         | <i>Albizia lebbek</i> |
| 51         | <i>Albizia lebbek</i> |
| 52         | <i>Albizia lebbek</i> |
| 53         | <i>Albizia lebbek</i> |
| 54         | <i>Albizia lebbek</i> |
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| T1 | ACER RUBRUM       | RED MAPPLE       | ----    | ---- | EXISTING ON SITE                 |
| T2 | PRUNUS CERASIFERA | PURPLE LEAF PLUM | ----    | ---- | TO MATCH THE T1 EXISTING ON SITE |
| T3 | OLEA EUROPEA      | FRUITLESS OLIVE  | 24" BOX | LOW  | SINGLE LEADER                    |

E - EXISTING  
N - NEW

| <u>NO.</u> | <u>BOTANIC NAME</u>     |
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|-----|---------------------|-----------------|-------|----------|-------------|
| SH1 | LIQUSTRUM JAPONICUM | JAPANESE PRIVET | 5 GAL | MODERATE | MULTI STEMS |
|-----|---------------------|-----------------|-------|----------|-------------|

## PROPOSED LANDSCAPE PLAN

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$1/8'' = 1'-0''$

IF THESE PLANS DO NOT BEAR THE SEAL OF THE REGISTRANT, THEY ARE CONSIDERED "PRELIMINARY" AND ARE NOT TO BE USED FOR CONSTRUCTION OR RECORDING. THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER SECTION 102 OF THE COPYRIGHT ACT OF 1990. THE PROTECTION INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION AS ISSUED DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT OF 1990, THE PROTECTION INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION UNAUTHORIZED USE OF THESE PLANS CAN LEGALLY RESULT IN CESSION OF CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY COMPENSATION TO INTEGRATED DESIGN INC. DAVID COLOMBO ARCHITECT.



**CITY OF UKIAH  
DESIGN REVIEW BOARD SPECIAL MEETING MINUTES  
Held remotely via GoTo Meeting  
November 8, 2021  
3:00 p.m.**

**1. CALL TO ORDER**

Chair Liden called the Design Review Board meeting to order at 2:57 p.m.

*Chair Tom Liden presiding.*

**2. ROLL CALL**

**Present:** Members Hawkes and Morrow, and  
Chair Liden

**Absent:** None

**Staff Present:** Mireya G. Turner, Planning Manager  
Jesse Davis, Planning Manager

**Others Present:** Michelle Johnson  
Randy Figueiredo  
Nick Bhula  
Pinky Kushner  
Julio Tinajero  
Joti Chandi  
Alex de Grassi

**3. CORRESPONDENCE**

None was received.

**4. APPROVAL OF MINUTES**

a. Approval of Draft Minutes of the July 22, 2021 Special Meeting

**Motion/Second Morrow/Hawkes** to approve the July 22, 2021 Special Meeting Minutes, as submitted. Motion carried by an all AYE voice vote.

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

No comments were received.

**6. NEW BUSINESS**

6a. Request for Review and Recommendation to the Planning Commission for a Major Site Development Permit to Allow for a Mixed-Use Development of a Vacant Parcel Consisting of a Car Wash and Automobile Service/Repair Facility and a One-Bedroom Apartment; 1006 South State Street; APN 003-130-74 & 75; File No. 20-5427

Planning Manager Jesse Davis presented the project.

Chair Liden opened the item for public input and the following people spoke: Randy Figueiredo, Pinky Kushner, Michelle Johnson and Nick Bhula,

**Morrow/Hawkes** approve a recommendation of the project as submitted, with the replacement of the plum tree to redbud or flowering pear and the proposed ground cover adjusted to the approved ground cover used in Costco project. The total proposed landscaping coverage will remain the same.

The motion was passed by roll call vote (3 ayes).

- 6b. Request for Review and Recommendation to the Planning Commission for a Major Site Development Permit to Allow for New Construction of a Commercial Cannabis Retail Structure; 1102 & 1104 South State Street; APNs 003-130-09 & 003-530-11; File No. 21-6370

MGT presented the project.

Chair Liden opened the item for public input and the following people spoke: Joti Chandi, Sonu Chandi

**Hawkes/Morrow** approve a recommendation of the project as presented.

The motion was passed by roll call vote (3 ayes).

7. **MATTERS FROM THE BOARD**

**Chair Liden:** The DRB is looking forward to Ron Meaux's appointment by the City Council. There is one vacancy remaining.

8. **MATTERS FROM STAFF**

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:50 p.m.

## Mireya Turner

---

**From:** Matthew Keizer  
**Sent:** Monday, November 8, 2021 3:08 PM  
**To:** Mireya Turner  
**Subject:** RE: REVISED Review Referral - Cannabis Retail @ 1102/1104 S. State St.

1. A permit will be required for demo of the existing building and the construction of the new building. Please submit plans, building permit application. Please submit five complete plan sets, two wet stamped and signed.
2. The design and construction of all site alterations shall comply with the 2019 California Building Code, 2019 Plumbing Code, 2019 Electrical Code, 2019 California Mechanical Code, 2019 California Fire Code, 2019 California Energy Code, 2019 Title 24 California Energy Efficiency Standards, 2019 California Green Building Standards Code and City of Ukiah Ordinances and Amendments.



**Matt Keizer, CBO, MCP, CFM**  
**Building Official**  
**Code Compliance Officer**

Email: [mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)

300 Seminary Ave

Ukiah, CA 95482

Office 707-467-5786

Desk 707-467-5718

Fax 707-463-6204

Inspection 707-463-6739

<http://www.cityofukiah.com/community-development/>

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**From:** Mireya Turner <[mtturner@cityofukiah.com](mailto:mtturner@cityofukiah.com)>  
**Sent:** Monday, November 8, 2021 10:21 AM  
**To:** Matthew Keizer <[mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)>; Jason Benson <[jbenson@cityofukiah.com](mailto:jbenson@cityofukiah.com)>; Tim Eriksen <[teriksen@cityofukiah.com](mailto:teriksen@cityofukiah.com)>; Ian Broeske <[ibroeske@cityofukiah.onmicrosoft.com](mailto:ibroeske@cityofukiah.onmicrosoft.com)>; Cedric Crook <[ccrook@cityofukiah.com](mailto:ccrook@cityofukiah.com)>; Noble Waidelich <[nwaidelich@cityofukiah.com](mailto:nwaidelich@cityofukiah.com)>  
**Cc:** Craig Schlatter <[cschlatter@cityofukiah.com](mailto:cschlatter@cityofukiah.com)>  
**Subject:** FW: REVISED Review Referral - Cannabis Retail @ 1102/1104 S. State St.

Good morning,

This is just a friendly reminder to send in your comments on the revised GA 101 Cannabis Retail project at 1102 & 1104 S. State Street. Comments are due this Wednesday, November 10<sup>th</sup>.

Thank you in advance.

Cordially,



**Mireya G. Turner, MPA** (*she, her*)

Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

P: 707.463.6203

[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

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**From:** Mireya Turner

**Sent:** Wednesday, October 27, 2021 11:50 AM

**To:** Matthew Keizer <[mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)>; Jason Benson <[jbenson@cityofukiah.com](mailto:jbenson@cityofukiah.com)>; Tim Eriksen <[teriksen@cityofukiah.com](mailto:teriksen@cityofukiah.com)>; Ian Broeske <[ibroeske@cityofukiah.onmicrosoft.com](mailto:ibroeske@cityofukiah.onmicrosoft.com)>; Cedric Crook <[ccrook@cityofukiah.com](mailto:ccrook@cityofukiah.com)>; Jimmy Lozano <[jlozano@cityofukiah.com](mailto:jlozano@cityofukiah.com)>; Scott Bozzoli <[sbozzoli@cityofukiah.com](mailto:sbozzoli@cityofukiah.com)>

**Subject:** REVISED Review Referral - Cannabis Retail @ 1102/1104 S. State St.

Hello,

The Applicant has revised the Project Description from renovating the existing structures, to demolition of the existing structures and new construction of a single building.

The new proposed plans are included. Please let me know if this changes your conditions. Your consideration and revised comments no later than November 10, 2021, are greatly appreciated.

Cordially,



**Mireya G. Turner, MPA** (*she, her*)

Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

P: 707.463.6203

[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

**PROJECT REVIEW REFERRAL - REVISED**  
**Please provide comments by: November 10, 2021**

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                      | <b>X</b> | Mendocino County Planning and Building    |
| <b>X</b>                                                        | City Building Official                      |          | Mendocino County Surveyor/Assessor        |
| <b>X</b>                                                        | City Public Works Dept.                     |          | Mendocino Transit Authority               |
| <b>X</b>                                                        | Ukiah Valley Fire Authority                 |          | US Army Corps of Engineers                |
| <b>X</b>                                                        | City Police Dept. Captain                   |          | Regional Water Quality Control Board      |
|                                                                 | City Police Dept. Community Service Officer |          | CA Dept. of Fish and Wildlife             |
| <b>X</b>                                                        | 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)                      |
|                                                                 | Military Review-Large Development Projects  |          |                                           |
| <b>FROM PROJECT PLANNER: Mireya G. Turner, Planning Manager</b> |                                             |          |                                           |

| PROJECT INFORMATION:                           |                                                 |
|------------------------------------------------|-------------------------------------------------|
| <b>Project Name &amp; Permit #:</b>            | Green Advtr 101 Cannabis Retail; #21-6370       |
| <b>Site Address &amp; APN:</b>                 | 1090 S. State St.; APNS 003-530-11 & 003-130-09 |
| <b>General Plan:</b>                           | Commercial                                      |
| <b>Zoning:</b>                                 | "C-2" Heavy Commercial                          |
| <b>Airport Compatibility Zone:</b>             | Zone 2: Inner Approach/Departure Zone           |
| <b>Date Filed:</b>                             | 07/07/2021                                      |
| <b>Resubmittal:</b>                            | 10/21/21                                        |
| <b>Date Referred:</b>                          | 09/21/2021                                      |
| <b>Prev. Projects on Site (include file #)</b> | N/A                                             |
| <b>Applicant/Agent Name:</b>                   | Bhupinder Singh                                 |
| <b>Phone:</b>                                  | 707.412.9383                                    |
| <b>Email:</b>                                  | Sonu@ChandiHospitality.com                      |
| <b>Project Summary:</b> Please 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 - COU Electric Utility Department

☐ No Comment

☒ Comments / Conditions of Approval Attached

Jimmy Lozano  
Signature

10/28/2021  
Date



**Comments / Conditions of Approval:**

Hi Mireya,

Regarding Project Review Referral for Green Advtr 101 Cannabis Retail File # 21-6370  
(1102 South State Street),

The Electric Utility Department offers the following comments/conditions :

- 1) The existing buildings at 1102 S. State Street are currently being fed by overhead service drops and may or may not need to be converted to an underground secondary service feed to the new proposed building main switch board. This will be dependent on the size of the proposed main switch board. If the panel is 200A (W/Test-By-Pass approved panel) or less, an overhead service drop may be allowed. If the panel is a 400A C.T. Rated panel or greater, than it will require a underground secondary feed and may involve the addition of a new pad mount transformer, subject to Electric Utility Department review and comment when building plans are submitted to the Community Development Department.
- 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) Applicant/Customer will need to provide EUSERC approved electrical equipment that is to be used at the project location before any Main Switchgear/Service Panels are purchased for the proposed project.
- 4) Applicant/Customer shall incur all costs of this future project to include (labor, materials & equipment).
- 5) The City of Ukiah Electric Utility will require an easement provided to the EUD for any electric service that transverses through the property and/or around any City owned Electric equipment beyond any existing Public Utility Easement.

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

Thank you,

Jimmy



"Safety, Professionalism & Community Service"

**Noble Waidelich**  
Chief of Police

To: Mireya Turner, Planning Manager  
From: Cedric Crook  
CC: Chief Waidelich  
Subject: Green Advtr Project Review #21-6370  
Date: 11/8/21

On 11/8/21, I reviewed the attached revised Planning Permit Referral #21-6370. Based on this review of the Cannabis Retail Application, the Police Department has the following comments or requests the following;

All applicants, agents, employees and volunteers must complete background checks/live scans prior to operation, employment, volunteering.

Prior to occupancy, the Permittee shall provide the Ukiah Police Department with the current name and primary and secondary telephone numbers of at least one 24-hour on-call manager to address and resolve complaints and to respond to operating problems or concerns associated with the business.

Vehicle camping is prohibited on the premises.

Video surveillance be retained for no less than 90 days.

Prior to occupancy, a professionally and centrally monitored fire, robbery, and burglar alarm systems must be installed. These alarm systems must be maintained in good working condition.

Prior to operation, the Permittee shall schedule and conduct an onsite visit with the Ukiah Police Department, for inspection of related operations and security.

All security personnel hired or contracted for by the dispensary shall comply with Business and Professions Code Division 3, Chapters 11.4 and 11.5, or as may be amended (7708L).

A handwritten signature in black ink, appearing to read "C. Crook".

Lieutenant Cedric Crook  
Administrative Commander

**PROJECT REVIEW REFERRAL - REVISED**  
**Please provide comments by: November 10, 2021**

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.

|                                                                 |                                             |          |                                           |
|-----------------------------------------------------------------|---------------------------------------------|----------|-------------------------------------------|
| <b>TO:</b>                                                      |                                             |          |                                           |
|                                                                 | City Planning Director                      | <b>X</b> | Mendocino County Planning and Building    |
| <b>X</b>                                                        | City Building Official                      |          | Mendocino County Surveyor/Assessor        |
| <b>X</b>                                                        | City Public Works Dept.                     |          | Mendocino Transit Authority               |
| <b>X</b>                                                        | Ukiah Valley Fire Authority                 |          | US Army Corps of Engineers                |
| <b>X</b>                                                        | City Police Dept. Captain                   |          | Regional Water Quality Control Board      |
|                                                                 | City Police Dept. Community Service Officer |          | CA Dept. of Fish and Wildlife             |
| <b>X</b>                                                        | 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)                      |
|                                                                 | Military Review-Large Development Projects  |          |                                           |
| <b>FROM PROJECT PLANNER: Mireya G. Turner, Planning Manager</b> |                                             |          |                                           |

| PROJECT INFORMATION:                           |                                                 |
|------------------------------------------------|-------------------------------------------------|
| <b>Project Name &amp; Permit #:</b>            | Green Advtr 101 Cannabis Retail; #21-6370       |
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| <b>Zoning:</b>                                 | "C-2" Heavy Commercial                          |
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| <b>Prev. Projects on Site (include file #)</b> | N/A                                             |
| <b>Applicant/Agent Name:</b>                   | Bhupinder Singh                                 |
| <b>Phone:</b>                                  | 707.412.9383                                    |
| <b>Email:</b>                                  | Sonu@ChandiHospitality.com                      |
| <b>Project Summary:</b> Please 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)** Ian Broeske; Ukiah Valley Fire Authority

☐ No Comment

☒ Comments / Conditions of Approval Attached

  
Signature

11/7/21  
Date

**Comments / Conditions of Approval:**

The project is to comply with the 2019 CA Building / Fire Codes and local amendments.

The following planning review comments are applicable to this submittal:

1. All construction documents will require review and approval from Ukiah Valley Fire Authority.
2. Additional information on building(s) separation and size will be needed to assess the possible need for Fire Sprinklers
2. Submitted plans are for review only NOT FOR CONSTRUCTION.

Nothing in this review is intended to authorize or approve any aspects of the design or installation which do not strictly comply with all applicable codes and standards: Ukiah Valley Fire Authority is not responsible for inadvertent errors or omissions pertaining to his review and/or subsequent field inspection(s) i.e., additional comments may be added during subsequent drawing review or field inspection. Please call with any questions



**From:** [Jason Benson](#)  
**To:** [Mireya Turner](#)  
**Cc:** [Tim Eriksen](#); [Daniel Flores](#)  
**Subject:** RE: Request for Review of Cannabis Retail Application at 1102 S. State Street  
**Date:** Thursday, October 14, 2021 11:03:56 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image002.png](#)

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Mireya –

Tim, Daniel, and I reviewed the project referral. Below are the items to be addressed for Public Works.

### **LLA**

PW have no special conditions, only standard conditions.

### **Cannabis Retail Application**

1. Existing sewer laterals planned to be utilized as part of this project shall be cleaned and tested and replaced if required. If an existing lateral is to be abandoned, it shall be abandoned at the main to the satisfaction of the Public Works Department.
2. During the building permit application, provide a listing of all existing and proposed plumbing fixtures throughout the structure. Sewer connection fees will be based upon the net increase of drainage fixture units per the California Plumbing Code.
3. The property is located within the floodplain and is subject to the floodplain provisions of the California Building Code and National Flood Insurance Program requirements. Based on the estimated value of work being more than 50 percent of the assessed valuation of the structure, the proposed work is considered a “substantial improvement,” for purposes of flood plain management. Therefore, verification will be required that the entire existing structure, including any additions, is constructed at or above the base flood elevation. (Note that the “substantial improvement” determination may be re-evaluated by the City based upon a certified appraisal of the market value of the structure furnished by the applicant.) The following shall be required:
  - a. A pre-construction elevation certificate, based on the plans, will be required prior to the issuance of a building permit.
  - b. A post construction elevation certificate based on construction will be required prior to final inspection.
4. If food preparation or other activities result in the discharge of fats, oils or grease into the sanitary sewer, a grease interceptor will be required and should be shown on the preliminary plans. Grease interceptors shall be sized in accordance with the California Plumbing Code.
5. 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.
6. The frontage of this property currently lacks concrete curb, gutter, sidewalk and street trees. 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.

7. Standard street tree requirements include street trees spaced approximately every 30 feet along the public street, within tree wells where feasible, otherwise within 5 feet of the back of sidewalk. Street trees shall be installed in accordance with City Standard Drawing No. 601. Tree types shall be approved by the City Engineer.

Thank you,  
Jason Benson

Jason Benson, PE  
Public Works – Senior Engineer  
C: (707)510-5485

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**From:** Mireya Turner <mturner@cityofukiah.com>  
**Sent:** Wednesday, September 29, 2021 2:51 PM  
**To:** Matthew Keizer <mkeizer@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Ian Broeske <ibroeske@cityofukiah.onmicrosoft.com>; Noble Waidelich <nwaidelich@cityofukiah.com>; Jimmy Lozano <jlozano@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>  
**Subject:** Request for Review of Cannabis Retail Application at 1102 S. State Street

Hello,  
Attached please find a request for review of a new Major Use Permit/Site Development Permit for a cannabis retail business at 1102 S. State Street.  
The Applicant proposes to adjust the lot line, merge the two existing buildings, and create a single retail space. The façade would be raised from the existing 14' to 18', with a slight enlargement of the footprint. The Lot Line Adjustment application is included for informational purposes only; and will be circulated separately.  
Your consideration and comments no later than October 13, 2021, are greatly appreciated.

Cordially,



**Mireya G. Turner, MPA** (*she, her*)  
Planning Manager  
Department of Community Development  
300 Seminary Avenue, Ukiah, CA 95482  
P: 707.463.6203  
[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)