Planning Commission

Regular Meeting

AGENDA

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link: https://zoom.us/j/91264543193
or Dial Toll-Free: 1-833-548-0276 or 833-548-0282
To raise hand: enter *9; To Speak: after being recognized, enter *6 to unmute
or One tap mobile (for easy connection on smartphones):
US: +16699009128,,91264543193# or 13462487799,,91264543193#

August 10, 2022 - 6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.a. Approval of the Draft Minutes of July 27, 2022, a Regular Meeting

Recommended Action: Approve the Draft Minutes of July 27, 2022, a Regular Meeting

Attachments:
1. July 27, 2022 PC Minutes- Draft

5. APPEAL PROCESS

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

10.a. Receive Director's Report.
Recommended Action: Receive Director's Report.
Attachments: None

11. CONSENT CALENDAR

12. NEW BUSINESS

12.a. Discussion with Staff Regarding Abbreviated Presentation Style.
Recommended Action: Discuss with Staff abbreviated presentation style and provide feedback.
Attachments: None

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/ 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: August 3, 2022
Stephanie Abba, Planning Commission Secretary

CITY OF UKIAH
PLANNING COMMISSION REGULAR MEETING
MINUTES
Civic Center 300 Seminary Avenue
Virtual Meeting Link
https://zoom.us/j/91264543193
Ukiah, CA 95482
July 27, 2022
6:00 p.m.

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1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on July 27, 2022. The meeting was legally noticed on July 20, 2022. Chair Christensen called the meeting to Order at 6:00 p.m. at the Civic Center; 300 Seminary Ave., and at the following virtual link: **https://zoom.us/j/91264543193**

CHAIR CHRISTENSEN PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present**: Alex de Grassi; Michelle Johnson; Mark Hilliker; and Laura Christensen. **Commissioners Absent:** Rick Johnson **Staff Present:** Craig Schlatter**,** Community Development Director; and Stephanie Abba, Planning Commission Secretary.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. APPROVAL OF MINUTES

a. Approval of the Draft Minutes of April 27, 2022, a Regular Meeting as submitted.

Motion/Second: Hilliker/de Grassi to approve the Minutes of July 13, 2022, a Regular Meeting; as submitted. Motion **carried** by the following roll call vote: AYES: de Grassi; M. Johnson; Hilliker; and Chair Christensen. NOES: None. ABSENT: R. Johnson ABSTAIN: None.

5. APPEAL PROCESS

No appeals were received.

6. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

No public comment was received

7. SITE VISIT VERIFICATION

Verified by Commissioners

8. VERIFICATION OF NOTICE

Verified by Staff

9. PLANNING COMMISSIONERS' REPORTS

Comment from Commissioner Hilliker regarding work being done at the corner of Talmage and South State St.

10. PLANNING COMMISSION DIRECTOR'S REPORT

Report Received

DRAFT

11. CONSENT CALENDAR

No items on the consent calendar.

12. NEW BUSINESS

a. Request for Consideration of a Proposed Major Use Permit to Allow the Operation of the United Disaster Relief Center of Northern California at 1240 Airport Park Boulevard; APN 180-080074; File No. 22-6896

Presenter: Craig Schlatter, Community Development Director

Public Comment: Danilla Sands, United Disaster Relief Center of Northern California

Motion/Second: de Grassi/M. Johnson to Approve the Proposed Major Use Permit, based on the Findings in Attachment 1, and subject to the Conditions of Approval in Attachment 2. Motion **carried** by the following roll call vote: AYES: de Grassi; M. Johnson; Hilliker; and Chair Christensen. NOES: None. ABSENT: R. Johnson ABSTAIN: None.

b. Recommendation to the City Council for Approval of an Initial Study & Negative Declaration, General Plan Amendment, and Rezone of 701 South Orchard Avenue; APN 003-181-01; File No. 22-6938.

Presenter: Craig Schlatter, Community Development Director; Maya Simerson, Planning Manager

Motion/Second: Hilliker/de Grassi to Make a Recommendation to the City Council to Adopt the Initial Study and Negative Declaration Motion **carried** by the following roll call vote: AYES: de Grassi; M. Johnson; Hilliker; and Chair Christensen. NOES: None. ABSENT: R. Johnson ABSTAIN: None.

Motion/Second: de Grassi/Hilliker to Approve a Recommendation to the City Council to Approve the General Plan Amendment and Rezone, Motion **carried** by the following roll call vote: AYES: de Grassi; M. Johnson; Hilliker; and Chair Christensen. NOES: None. ABSENT: R. Johnson ABSTAIN: None.

13. UNFINISHED BUSINESS

No Unfinished Business

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:11 p.m.

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Stephanie Abba, Planning Commission Secretary

DRAFT

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

City of Ukiah
Submitted Planning Applications

As of 8/1/2022

10a. Director's Report Planning Division Projects

Permit #	Site Address	Date of Submittal/ Resubmittal	Summary of Project	Status	Assigned Planner
22-4723	720 N. State	7/27/22	Major Use Permit and Site Development Permit for construction of a 90-ft monopine telecommunications tower, located in the Community Commercial (C1) zoning district.	Awaiting completed application	Jesse Davis
22-7223	414 E. Perkins St.	6/14/22	Major Use Permit and Site Development Permit to allow for construction and operation of a gas station, drive-through car wash, convenience store, and multi-family residential mixed-use project, located in the DC (Downtown Core) zoning district.	Incomplete: 6/28/22	Jesse Davis
21-6729	130 W. Standley St.	12/11/21; 3/22/22	Minor Use Permit to establish permanent use of outdoor dining facilities located in the DC (Downtown Core) zoning district.	Scheduled for Zoning Administrator 8/30/22	Michelle Irace
17-3069	1294 N. State St.	9/13/17; 9/14/21	Resubmitted Major Use Permit and Site Development Permit to allow for construction of two retail suites (including one drive-through), located in the C-1 (Community Commercial) zoning district.	Incomplete (awaiting response to comments): 6/2/22	Michelle Irace

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

City of Ukiah
Recently (Within Previous 90 Days) Approved Projects

As of 8/1/2022

Permit #	Site Address	Approved Date	Summary of Project	Comments	Assigned Planner
22-6896	1240 Airport Park Blvd.	7/27/22	Major Use Permit to allow operation of a disaster relief center in an existing building located in the AIP-PD (Airport Industrial Park-Planned Development) zoning district.	Approved by Planning Commission	Michelle Irace
22-7235	120 and 150 Brush St.	7/25/22	Annual Renewal of previously approved Minor Use Permit for cannabis 'Processing' and 'Distribution' within the Manufacturing (M) zoning district	Approved by Zoning Administrator	Jesse Davis
22-6999	531 S. Orchard St.	7/13/22	Major Use Permit and Site Development Permit to allow for construction and operation of a 16-bed Residential and Outpatient Mental Health Rehabilitation Center located in the C-1 (Community Commercial) zoning district.	Approved by Planning Commission	Jesse Davis
22-7285	231 S Highland Ave.	7/13//22	Lot Line Adjustment involving three parcels located in the R-1 (Single-Family Residential) zoning district.	Approved by City Engineer	Jesse Davis
22-7116	323 Jones St.	6/30/22	Minor Use Permit to allow for one beehive in a R-1 (Single-Family Residential) zoning district.	Approved by Zoning Administrator	Jesse Davis
19-4986	1061 Cunningham St.	5/24/22	Minor Use Permit to allow for cannabis manufacturing and distribution activities in an existing building located in the M (Manufacturing) zoning district.	Approved by Zoning Administrator	Mireya Turner
22-6979	504 Nokomis Dr.	5/9/22	Minor Use Permit to allow for one beehive in the R-1 (Single-Family Residential) zoning district.	Approved by Zoning Administrator	Jesse Davis
22-6696	902 Waugh Ln.	5/9/22	Use Permit to renew a cannabis processing, distribution and non-storefront retail use in an existing building located in the M (Manufacturing) zoning district.	Approved by Zoning Administrator	Jesse Davis
21-6155 and 21-6623	101, 105 S. Main St.	5/4/22 and 5/18/22	CEQA Initial Study and Demolition Permit to demolish two buildings over 50 years old located in the UC (Urban Core) zoning district of the Downtown.	Approved by City Council	Michelle Irace

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

City of Ukiah
Miscellaneous In-Process Projects

As of 8/1/2022

Permit #	Site Address	Approved Date	Summary of Project	Comments	Assigned Planner
22-6938	701 S Orchard Ave.	n/a	CEQA Initial Study/Negative Declaration, Rezone and General Plan Amendment to change the land use designation from Public to Commercial. No development is proposed	Airport Land Use Commission: consistent 6/16/22. CEQA Initial Study out for public review through 7/25/22. Planning Commission recommended City Council approval on 7/27/22. City Council hearing is scheduled 8/17/22.	Michelle Irace
n/a	Citywide	n/a	Zoning Code Amendment to streamline cannabis regulations.	City Council unanimously approved introduction of ordinance on 7/20/22. Proposed adoption scheduled for 8/3/22.	Craig Schlatter
n/a	Riverside Park, 1281 E. Gobbi St.	n/a	CEQA Draft Initial Study/Mitigated Negative Declaration being prepared for Riverside Park Regeneration Project. Project includes wetland and floodplain restoration, new trails and landscaping.	None.	Michelle Irace
n/a	Unincorporated Western Hills	n/a	Western Hills Open Land Acquisition and Limited Development Agreement Project - Annexation Application.	Annexation application submitted to LAFCo: 6/8/22. Incomplete letter from LAFCo received 6/29/22.	Michelle Irace, Jesse Davis
n/a	Citywide	n/a	Annexation of City-owned parcels.	Submitted Annexation Application to LAFCo 2/23/22. Incomplete letter received 3/25/22. Updated application submitted in June 2022.	Jesse Davis

AGENDA ITEM NO. 12.a

Department of Community Development
300 Seminary Ave.
Ukiah, CA 95482

DATE: August 2, 2022

TO: Planning Commission

FROM: Craig Schlatter, Director of Community Development

SUBJECT: **12a. Discussion with Staff Regarding Abbreviated Presentation Style**

Background:

Typical presentations by Staff to the Planning Commission of "major" current planning projects- i.e. major use permits, major site development permits, subdivisions, rezones, general plan amendments, initial studies, etc.- involve a multi-slide PowerPoint presentation with extensive narrative. The narrative is often a rephrasing of the detailed information present in the Staff Report, which contains Conditions of Approval, Findings, and other documents as attachments.

Nearly all major current planning projects are subject to full cost recovery. This means that all of the work completed by Staff in reviewing, referring out to agencies/departments, analyzing, preparing the staff report, findings, and conditions of approval, presenting the project to Planning Commission, the time spent at Planning Commission during the Commission's review, public noticing costs, etc. is paid for by the project applicant. In studying the presentation style in place for major projects to the Planning Commission, Staff saw an opportunity to streamline the presentation, potentially saving both time and money for the applicant. At the Commission's July 27, 2022 regular meeting, Staff deployed a new abbreviated presentation style for both major current planning projects.

The purpose of this agenda item is to discuss with Staff moving to a permanent abbreviated presentation style for major current planning projects.

Discussion:

Over the past five years, two-item major current planning project items reviewed by the Planning Commission generally have taken between two and three hours at hearing. At the July 27, 2022 meeting, the two items were completed in approximately one hour, with each presentation from Staff completed in approximately five minutes.

Additionally, on average the preparation of PowerPoint slides and notes for presentation to Planning Commission are completed by Staff in three to four hours (six to eight hours for two-item hearings). In Staff's estimation, eliminating or significantly reducing the number of slides and quantity of information in the PowerPoint presentation may cut this preparation time down to one hour or less (2 hours or less for two-item hearings).

At the Department's cost recovery rate of $111 per hour, this change may generally reduce the cost to the applicant as follows (note estimates below are for one major planning project):

Public Hearing
Current presentation/hearing time: 1-2 hours = $111-$222
Proposed: 30 minutes-1 hour = $55.50-$111
Potential cost savings = $55.50-$111

PowerPoint Preparation
Current preparation time: 3-4 hours = $333-$444
Proposed: 1 hour or less = $111
Potential cost savings = $222-$333

Total potential cost savings to applicant = $277.50-$444

The expanding nature of State and local regulations has required increased detail and analysis within staff reports. In Staff's opinion, if there is an opportunity to reduce the time and costs for the applicant within areas that Staff and the Commission can control to a certain extent (like the presentation), then these time-saving methods should be deployed.

Staff recommends the Commission discuss with Staff moving to a permanent abbreviated presentation style for major current planning projects.