



Zoning Administrator

Regular Meeting AGENDA

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Meeting ID: 896 3395 8797
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December 15, 2022 - 1:00 PM

1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the Zoning Administrator regarding minor discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by December 25, 2022 at 5:00 p.m.

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

The Zoning Administrator (ZA) welcomes input from the audience that is within the subject matter jurisdiction of the ZA. 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.

5. **APPROVAL OF MINUTES**

5.a. Approval of October 17, 2022 Zoning Administrator Minutes

Recommended Action: Review and approve the Minutes of the October 17, 2022 Zoning Administrator meeting

Attachments:

1. Draft Zoning Administrator Minutes of 10-17-22

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

- 7.a. Request to review and consider a Minor Use Permit to Allow a Children's Play Center (Mendo LEAP) within an Existing Building at 203 S. State St.; APN (002-267-09); File No. 22-7678
Recommended Action: Staff recommends the Zoning Administrator approve the requested Minor 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. Application Materials
4. Agency Comments
5. Correspondence Received-Allen, April

8. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Michelle Irace, Planning Manager
December 8, 2022

CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES - DRAFT
Meeting Held Remotely through Teleconference
October 17, 2022
9:00 a.m.

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Jesse Davis, Planning Manager

OTHERS PRESENT

Bunnie Carter
Essence Roberson (Applicant)
Ken McCormick

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 9:00 a.m. via teleconference.

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

Staff confirmed timely noticing of all public hearings items posted on the agenda.

3. APPEAL PROCESS

Note: For matters heard on this agenda the final date to appeal is October 27, 2022 at 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF MINUTES

a) Zoning Administrator Craig Schlatter reviewed and approved the Minutes of August 30, 2022, as presented. No changes were incorporated or requested.

6. SITE VISIT VERIFICATION

Zoning Administrator Craig Schlatter stated that he had not performed a site visit for item listed on the agenda, but noted that he was familiar with the location and that this operation was an interior operation only.

7. PUBLIC HEARING

a) *Request to review and consider a Minor Use Permit to develop an indoor 9-hole mini-golf course within an existing structure that includes a lounge with seating for special events (e.g. corporate outings, birthdays, etc.) at 125 South Orchard Avenue; APN (002-247-03); File No. 22-7596.*

Jesse Davis: Thank you. Zoning Administrator. My name is Jesse Davis, Chief Planning Manager for the City of Ukiah, and today I'm presenting a Minor Use Permit (MiUP) request for Commercial

Recreation (Indoor). This request is to occur at 125 South Orchard Avenue in an existing retail location. This location has been vacant for some time now. The last operator to use this storefront was a Sears Retail, which departed on August 24, 2011. Since that time, this storefront has been vacant. As noted in the introduction, the subject request is to permit an indoor 9-hole mini golf course within that existing commercial unit. This request is best categorized as Commercial Recreation (Indoor). So why is a minor use permit required in this instance? In particular, our zoning code for the C-1 zoning designation does not include allowances for this specific request. There are similar allowances, but none that are particularly well-aligned, such being bars, dance halls and live establishment entertainment... so comedy clubs and things like that. While this particular request was not aligned or identified [in Ukiah City Code], Staff was able to rely on past consistency determinations from 2018 for similar requests within the City, particularly Kidovation, which was on South State Street. By looking more particularly at the definition for commercial recreation indoor, staff was very much able to align this request with an allowance for the discretionary review request in the C-1.

There are a lot of challenges, I'll say this, with regards to vacant storefronts and staff was able to conduct a site visit both on October 7 as well as a follow up a few days later. And what I note is that when we have vacant storefronts here in the City of Ukiah, there is a lot of degradation that occurs in part because that space is seen as underutilized or as appropriate for congregation and other activities. And so as a result, this particular storefront, as I noted earlier, has been vacant for some time. And so to utilize it for a request such as this, which is similar to other indoor entertainment activities such as bowling or live entertainment, it's very appropriate and it brings those individuals and those eyes back to the storefront.

Also, I should say this is something that staff has heard quite regularly from the general public. After the departure of the bowling alley on North State Street, staff has increasingly heard about the need for commercial recreation or indoor activities for not only family members of our community, but also for those who are seeking to escape increasing number of excessive heat days as well as days that are poor in air quality, which are frequently more frequently occurring.

The general plan for this parcel is designated as commercial, and so what the commercial designation is intended to provide is for economic development that really moves our city forward and takes advantage of not being located not only on a public street, but also being already provided with utilities such as water, electricity, etc. The General Plan encourages those types of businesses that would contribute to the local economy and provide local services to its citizens.

Staff has reviewed this and was able to make the findings with regards to our Ukiah City Code, particularly section 9262(E), which is that the reviews discretionary permits, particularly use permits, all of the findings were able to be made, including those related to the Ukiah Municipal Airport. This particular structure is located within Zone 6 and presents no challenges to the consistency determinations of our Ukiah Municipal Airport Plan or the comprehensive land use plan associated with the airport.

Staff does recommend standard conditions for this request, and those standard conditions require that the applicant obtain all, if needed, building permits, as well as any local, state or federal requirements that must be obtained. One particular requirement that was added as a condition of approval, based on past experiences, is that the signage shall comply with all City of Ukiah of sign regulations and that the applicant is required to obtain a signed permit for all proposed exterior signage. Staff notes that during the site visit, a temporary sign was identified. That temporary sign does align with the existing Ukiah City Code. And with that, I close my public presentation. I'm happy to answer any questions that the Zoning Administrator may have.

Craig Schlatter: Okay, thank you, Jesse, really, I only have a couple here. First, just want to point out, I don't think it's a typo, but there's just some inconsistency within the staff report. I want to make sure we get consistent for the record, and it's very minor. Up in the subject line, you'll see 125 capital S, lowercase O, so it looks like "so" Orchard Avenue. And I know that's probably an abbreviation for south, but elsewhere in the staff report, it has a capital S and a period, and then it is sometimes spelled out. I would like to see it spelled out in most places, especially with the conditions of approval, and then used a more standard abbreviation, just a capital S in a period. I think that will clean that up. Let's see what else here....page six. A little typo on that first line there. Just because we have that other "so" consistency issue, make sure we get that corrected. It should be the project site is located at 125 South Orchard Avenue, not South Orchard Avenue Drive. Those are the only very minor typographical issues I saw. I do want to just point out clarification for the record, I don't think it needs to be added to the staff report. This is on page eight, in the second paragraph. It says, analysis by the Design Review Board is not required as a request would merely permit occupation and use of an existing commercial structure for an appropriate commercial purpose. And I just want for the record. The additional reason is that no exterior modifications are proposed. And I know that's stated elsewhere, but I just want to make that really clear. If someone was reading the staff report, that's really why the Design Review Board is not reviewing this project.

Okay, and then the only question I have of substance is I'm curious how many customers will be expected? And I know you probably did a little bit of an analysis related to the airport for that reason, though it is in zone six, so probably not much of an analysis is needed. So, number of customers expected and how parking is handled in that area. Is it a shared parking agreement? Is parking adequate for the number of customers expected?

Jesse Davis: Yes. Thank you. Zoning administrator. And I do note those comments for the record with regards to the consistency aspects for the addressing of this parcel as well as other parcels here within the City of Ukiah. I believe that all of those typographical areas are relatively minor and don't alter the determination provided by staff, but it's important for us to get those correct.

With regards to occupancy, I'll defer to the applicant for a more specific response as to their expectations. I believe that it will be a mixture of not only regular utilization during normal business hours for individuals and small groups, but also, as noted in the subject project description, for larger events such as corporate events or birthday parties, etc. In which they will still be regulated by the building code as well as the fire code for the occupancy limitations of that structure, which will limit it with regards to what that structure can provide.

With regards to parking, this is a long established commercial retail outlet. It is divided amongst a number of parcels, the primary tenant being a major retail chain pharmacy. Staff has determined that parking is adequate to serve this commercial request, not only because of the shared parking both in front, but the parking behind for staff. Both times that staff did undertake a site visit, parking was minimally utilized to the extent that it was during normal business hours, and still approximately 75% of the lot was still vacant. So staff expects that this business, because it's not altering or intensifying the use that was previously identified, that parking will remain adequate for serving not only the customer of this proposed business, but the existing retail outlets that are associated with this development. In response, yes, staff does understand that parking is adequate to provide not only for this proposed business, but also the existing businesses as well.

Craig Schlatter: Ok, you mentioned the previous use. Right now it's 75% vacant. But I'm just thinking if to your earlier point about the bowling alley not being available, if this becomes a major attraction, I just want to make sure even though we have 75% vacancy right now, but if we have

a huge amount of customers, is it still going to be adequate? It sounds like staff's answer is yes, but I wanted to ask you what the previous use was.

Jesse Davis: That's a great question. And to be sure if there are corporate events or birthdays, for example, the number of vehicle trips that are going to be associated with those activities will be condensed in part because there's the expectation that individuals will share a car or come together as a family unit and therefore reducing the number of parking spaces required. The previous business was a Sears Retail Outlet, which operated during normal business hours, and that was a standard commercial retail store that again had occupancy determinations aligned with its use. This retail development was developed some time ago, but the parking allocations were oriented around each of those approved businesses, some that remain in place. Effectively this applicant is just using the parking that was already identified and determined to be appropriate from the past discretionary approval. But I will defer to the applicant with regards to the expectations of customers as well as the number of events they expect to occur. Given the types of businesses, there will be not a lot of overlap that would occur, just given the normal business hours of some of those activities and when events are expected to occur.

Staff has examined this to be appropriate for the request, not only based on the existing use, but the previous uses allowed.

Craig Schlatter: Okay, let's get into the public hearing and I can ask more questions of the applicant. So 09:19 A.M., we're going to open the public hearing and we'll go with the applicant first. If you could just state your name for the record, we would appreciate that. And any comments you want to make potentially addressing my earlier question, I'd appreciate an answer to that and then I might have some follow ups for you.

Essence Roberson: Sure. My name is Essence Roberson and in regards to the question regarding occupancy, obviously we definitely hope that this becomes a major attraction, but in planning we have definitely made sure that we spector out our sections of the building to make sure that we can account for the amount of people that are coming in at any one time. So for the corporate event and lounge area, for the midway section of the building, and then also for the major or the main showroom, I guess, as it would be referred. I did outline in the egress that I submitted to the City of Ukiah what the occupancy would be for each of those. Therefore, events through our website, such as events in the lounge or people registering for tee-time on the course are noted in the same system. But we're able to monitor exactly how many people we have coming in, so we can make sure that we don't have an overflow, or also don't put people in any type of danger as we did the egress. We have designed the entire course and the outlay and flow to make sure that it has the optimal amount of space for people to operate.

Also the Shami Brothers or Shami LLC who owns the property, in exception to CVS, I have been able to form a trustworthy relationship with them thus far, both in working to mitigate the issue with the vagrancy on the property that developed over the last twelve years or so. Eleven or twelve years or so. Since receiving the keys on the 26 of August, I have made 75 calls to PD (Ukiah Police Department), all in efforts to kind of clear the area from different types of, I believe it's referred to as vagrant use or congregation, both in the back and in the front of the building. But in doing so it has encouraged other businesses in the area to also become more proactive in calling. And so we have seen a reduction in the amount of vagrancy that does populate in the back and in the front of the building, trying to obviously prepare it for a family friendly establishment. In regards to speaking with the owners for the property, they did understand upon me applying for the property that it was going to have an increased use for the parking lot space. They did let me know that they were able to speak with other businesses in that same shopping center and confirm that the use of the parking lot would be shared and understood as at any point we had a peak

time or something like that if we did occupy more of the parking as currently, as Mr. Davis stated, it's pretty vacant as is. If you had any other questions, I'd be happy to answer those.

Craig Schlatter: Yeah, thank you for your comments. The reason I'm asking you now, and first Jesse, directly, what your expected number of customers is because when I look at what you've provided here within the packet "Space A", planned usage, square footage 3,888, occupancy it says 500 max, 250 fixed seating. So if I just went off of this, my question would be answered. 500 people would be in the space at any one time.

Essence Roberson: I should clarify.

Craig Schlatter: Yes, please do.

Essence Roberson: Okay, so with the course, the way that we have designed and outlaid the course does supply or support up to four individuals on each station per time. And so we did schedule our turn times based on that. So at any one time there will be 36 fixed people on the course. That's with exception to parents who are watching kids as they play or, you know, friends who came along to observe. We also incorporated along the side of the wall seating. So there is seating for around 24 people. So we also design the entrance where the check-in is for it to have a line structure. So at no point in time, unless we have a private event where it's reserved for X amount of people, will it ever exceed more than 80 people on the course at one time or in that area.

Craig Schlatter: That's kind of what I was looking for. I mean, you have total occupancy 640. So that's where my questions are coming from related to parking.

Essence Roberson: I should clarify sorry. Those occupancy rates when I developed the egress and went through, I just went based on the standard occupancy allotted per square footage and because there was really no code or no line for me to follow for this use in this county, this was the best reference that I could find. I am willing to update or add the flow and structure of our expectations just so it's more aligned with what we really expect.

[Jesse Davis raises hand]

Craig Schlatter: I'll get back to you. Jesse here. I just want to go with public comment right now, but let's put a pin in that because I will want to come back to your thought there. All right, thank you for that. And on the parking with your neighbors, is there an agreement that you have with or the property? You're going to be leasing the space, right?

Essence Roberson: Yes, correct.

Craig Schlatter: So your property owner, do you know if that person has a shared agreement with the other property owners or how is parking handled on the site?

Essence Roberson: It's a good faith agreement amongst all the businesses that are under the Shami LLC leasing term, I suppose. So everyone except CVS is in line with just communal sharing of the property currently. I would say that RCU, Redwood Credit Union, and Stars do currently get the most amount of business or traffic, but even with them at full capacity, which is usually between 4:00 and 06:00 when the bank is about to close and Stars, they're very consistent with their turn of customers. The parking lot still remains, as Jesse said, around 75% vacant.

Craig Schlatter: Okay. Alright, great. I think that's all my questions and want to at this point open it up for any additional comment. Essence, if you have any other comments, you're welcome to make them at this time too.

Essence Roberson: I guess it goes without saying that I'm obviously hopeful that this is approved. And myself and my partner who's been helping me construct and build and plan out this project, we've been putting our heart and souls into it. Before we set out on this. We did do a survey in the community and we received over a thousand overwhelming responses stating that this was an activity that's needed. That's wanted. In the process of not only trying to build out a course or build out an environment that's inviting for the community of Ukiah I also work to team up with organizations such as the Boys & Girls Club of Ukiah. The track team at Ukiah High School. Different organizations where I feel this could serve a good benefit. A good need. And overall. I feel like it would be a good thing. And I am working tirelessly and have been working tirelessly to convert what was once this year's warehouse where people in the community are used to rolling out refrigerators out the back or, you know, kind of stepping over the garbage of whatever, whomever has been congregating around there to a place where both grandparents, grandkids, people of all ages can come and enjoy an activity together.

Craig Schlatter: Okay, thank you. And there is someone in the room named Bunny Carter. Would you like to say anything? Is that person with your team?

All right, well, we're going to move on. And Bunny, if you get your audio figured out, we'll probably be talking about this for another three or four minutes here. So just unmute yourself and speak up and we'll open the public hearing back up. So 09:30 A.M., we're going to close the public hearing for now unless Bunny figures out the audio there and wants to speak and bring it back to staff. I want to come back to this thought around max number of customers and I want to see what staff's recommendation on that is.

Jesse Davis: Thank you. Zoning Administrator and to your question, earlier, staff did undertake some research with regards to this particular shopping center. And in our review, we did not per Essence's his point, we did not identify any particular parking agreement, and that was digging through both previous subdivisions as well as the use permits associated with the file. It appears that this property was at one point in time, one parcel. And as Essence indicated, CVS now is a standalone with regards to its operations. A staff report in 2010 notes that there was more than enough parking for the retail and commercial code requirements per square foot from that permit. And this was 117 Orchard the shopping center has a total of 437 spaces, and that equates to about one space for every 210 commercial retail. The current code simply requires one for every 250. So in some respects, this particular commercial outlet is over-parked in the sense that it provides more parking than the code requires. So even with the events that Essence indicates, staff still feels comfortable with the allocations for parking at this location, given that it was allowed, as part of the original subdivision and the original use permit to establish the facility, and that it still remains under the required, I'm sorry, it still has sufficient parking per the commercial retail code. So to address those points that were previously asked, my apologies, it was just buried in my notes here. But again, the current number of spaces equates to one for every 210 code, requires one for every 250. So staff feels comfortable with this business and their proposed operations.

Craig Schlatter: Okay, and just to clarify, you're saying that even if they had the maximum occupancy at 640, the parking is adequate? The existing parking is adequate for 640 people?

Jesse Davis: Not in particular. I believe that that would be looking at a different type of occupancy classification for that structure. I believe that would be more of an assembly occupancy in which it would be for more of a live entertainment or other type of aspect. As Essence indicates, she is not looking to pursue that full or is changing the occupancy of the structure. And so given that it's looked at more as a commercial use in which parking is very sufficient okay.

Craig Schlatter: What is the triggering point? So she's saying 80. We have these numbers in these schematics she's provided here. I have a 500 number. I have a 640 number. She's saying 80 within the city code. When would we start looking at this as a different use? As a major use?

Jesse Davis: We would if the request was required to change the building occupancy, and in this case, the building occupancy will still remain the same. I believe that those numbers are going to align with an assembly occupancy, which is not what is currently proposed. So those numbers don't reflect what the business is undertaking as a commercial retail use.

Craig Schlatter: Yeah. No, I get that. I guess what I'm saying is okay. Evans thinks right now that it's going to be a max of 80 customers at one time.

Essence Roberson: Okay. So with the as I said. With the spaces as they are for the course itself. We would only have an influx of 80 people in that 3800 square foot space at any one time in operation. And I guess 83 if you include staff. Then you have the Midway section. Where we have the virtual reality golfing. Where there's only two people permitted at one time. And there's the bathroom structure. So at any one time, there will never be a need for a congregation of people in that area. So, again, the occupancy is just based on the square footage for commercial space and not necessarily based on our intake. And that's my failure for not specifying that in the report. And then for the Lounge itself, one of the reasons that we did set it up for corporate events or birthday parties thing, special events that you have to book is so we'd always be able to have a number or cap and make sure that we're not exceeding that occupancy for any reason. And the occupancy, I believe in that space, sorry, is for 115 people. And so in that max, we're talking about a corporate event here for business in Ukiah, we've had a request for booking of a birthday party and their max number of people was about 40. So in the event that we have, for example, Paula Simonte has graciously offered to perform at the lounge every so often if we ever have an influx of people where it exceeds that 115, I mean, at that point we would have to address that. But we don't anticipate that being the situation and we anticipate being able to keep a cap on all these Occupancy numbers for all three spaces, like I said, because they're booked differently through our site and as a product.

Craig Schlatter: Yeah, I understand the Occupancy in the building code and the reason for including those numbers. And my question though is really to staff, she's saying 83 people max at one time is the estimate. You have the Occupancy numbers that are over here and they're kind of like the umbrella, but you may have like so I'm thinking ahead. Let's say there is all this demand, like Jesse said, there's maybe demand in the community for this facility and you had said earlier, Essence, that you think it's going to be. You have a thousand responses on a survey of people that are really interested in this business. So you're estimating right now 83. The Occupancy requirement allows you go up to 500 for space. A my question to staff is at what point let's say there's so much demand and you have 200 people that come there and you want to redesign your interior space, which would not require any type of change in use. We wouldn't be looking at a minor use permit amendment to just change how you've structured the interior part of your facility. So you clear some things, move some things around and all of a sudden now you can support 200 people in your space. My question to staff is for us from city code, at what point do we need to look at a different type of impact? At which point is it a major impact and we need to look at it through a major use permit or look at parking considerations or traffic impacts, etc. Because what I hate doing is saying yes on something and then the business has a tremendous amount of success, but there are negative impacts to the surrounding neighborhood that they're not really negative per se, but it's an increase in traffic or some of these nuisances that people don't like. And so we get complaints and instead of looking at this as basically dissuading you from being successful, I'd rather plan right now so we have a road map where we're not going to

stand in your way to being successful. And that's really what I want to get out here. that's for staff. At one point here, would we look at this being more of a major use? Is there like a number of customers, because you had mentioned Jesse, like assembly of people being at a higher number, like 500 or something like that, is that the number or is it 300?

Jesse Davis: To respond to that question, the building permit process would still be required for any alteration of that space to say, an assembly occupancy for live events or sort of anything like concerts or comedy club, et cetera. And in that process, through the building permit, staff would still be required to evaluate it from the planning perspective. Planning staff is still required to review building permits that have the potential to alter the occupancy and the use of a structure. Now, while a major use permit might not be required, the parking requirements are still in place. And so staff would evaluate that building permit for the expected occupancy and determine at that point in time if the ratio of parking was insufficient and that would be something that we would go through at that point in time. That being said, there's still sufficient parking that's not only been evaluated through the anecdotal experience of staff visits and site evaluations, but also through the review of previous use permits to establish this commercial retail facility. In this case, the applicant is simply taking advantage of unused parking that was allocated to the Sears Retail or this commercial unit that has been unused. And given all those combination of factors, parking will still be sufficient not only for today, but in the future if we do need to evaluate it for a more intensive use of that building or structure. Staff still has the ability to do so through the building permit process and require that the applicant provide additional parking if needed as part of that plan review for the building permit.

Craig Schlatter: Okay, uh that helps. I appreciate both your responses on this. Like I said, what I try to avoid also is, okay, let's say you are very successful and you come back for a building permit like Jesse is saying, and then all of a sudden you get this requirement for a major use permit. So here you are, you've done really well, you've expanded your business, customers are loving the facility, etc, etc, etc. You come into the city and we tell you, oh, now you're going to have to pay \$5,000 because you've been successful. That's really what I'm trying to avoid at least where hopefully you would be with the business the whole time essence because I can tell you have a lot of passion for it. But let's say also that you are so successful that you sell the business to someone else and they don't have this agreement and this understanding that we do about what we're talking about here. They come back in and they're like, well why I'm being successful here and the city is standing in my way from us being successful. So I'm wondering if maybe what we want to do is just insert something within and I don't know if it's a condition of approval or what. I really want to just find a way to memorialize our conversation around parking here and impacts and have something I don't know if the number of customers at any one time exceeds, I don't know, hundred or if there is a building permit that requires a potential change in use, the applicant understands that there might be an analysis related to a possible amendment to this use permit. Can you help me out with this Jesse? You know what I'm trying to go for there.

Jesse Davis: I believe so. And I think that that will be memorialized in the minutes for this meeting to help inform those future decision makers with how to evaluate parking at this location. Again, staff looked very carefully at evaluating the parking for not only this business but others as well. So the consistency determination that was provided for innovation allowed them a very similar sort of indoor commercial recreational activity to utilize the existing parking. And if we were to actually follow a more specific code requirement in our UK city code for parking for mini golf facilities, which actually has a stated requirement, minigolf requires three spaces per hole. And so if this is a nine hole course that's looking at a total of 27 spaces required. Understanding that if we were to intensify to that type of level so if we were having a sort of again conversion of this facility to a live entertainment which is perhaps the occupancy that is cited in this application

materials. That is most definitely a change in use that would require a major use permit because it's no longer just simply a commercial recreation indoor that's looking at a more intensive live entertainment type venue which is going to have different requirements not only from the fire code as well as the building code.

Jesse Davis: But also be reviewed at the level of a major use permit. So with the current iteration of this business, staff feels very comfortable with the amount of parking that's provided within the shopping center itself as well as relying on our existing parking code. But to your point zone administrator. This is where the minutes are such an important part of the conversation because it helps to memorialize these sort of concerns and conversations to ensure that should a new business be evaluated. Staff would look back. Much like I did for this one at the past uses. The past request to understand sort of how that dynamic has changed and that's where I believe the best and most appropriate location for this to be memorialized is the minutes that staff would rely on in the future for evaluation of new needs or new types of businesses in this location. That all being said, staff still is confident its recommendation to request an approval with conditions as cited in the use permit.

Craig Schlatter: Okay, I'm inclined to agree with you, Jesse. I think one thing about our minutes so is we do take action minutes because the public record is really and this is why I made the statement earlier, our public record is this video recording. So maybe what we could do though, is I'll just give direction to staff to really just do a more detailed bit of minutes related to this conversation. So it's really clear when the next planner opens up the file for something in the future, that planner has that detail right there.

Essence Roberson: May I? Just for the record. Since this is the only record that we have. If I may. In regards to the future of what may become of Tee-Up Ukiah and how big it may be and how successful it may be. And if at any point in time it reaches a point where we need to change from a minor to major use. That would be a success. In my opinion. Something I'd be willing to pay that \$500 for. I mean, that \$5,000 for as starting something that has not been necessarily done before. Hence we're in this meeting to get approval. This was an extra step that I needed to take before I could submit a business license, a business permit in addition to the actual build and the cleanup, and trying to restore an area that I'm not local to Ukaya, but I've grown to love it. And as far as the layout and the structure, just for the record, I am cutting every beam and every board and laying every piece of everything in this place to make sure that the structure fits. And we structured our check in based on the fact that we witness the amount of vagrancy that wanders in and out of the businesses there and the intimidation that's put on them.

So I was very specific in how we structured it and making sure that we didn't exceed or allow for any questionable activity and also making sure that we stayed within our egress. I say all that to say when passing this off to someone else in the future, possibly it won't be a light task, considering the amount of work and time that I put into this. And I just would hope that in me trying to do this and develop this, that I won't be in any way not penalized, but affected by what may happen in the future when I'm trying to get started today. That's all I'd like to say.

Craig Schlatter: Okay, thank you for your comments. So 9:49. I think I had forgotten to close it earlier. So 09:49 a.m. We'll close the public hearing and bring it back to staff. And yes, I think what I'd like to do is just give direction Jesse. To do more detailed minutes that would be in the planning file related to this project, but beyond that, I have no other conditions of approval to add. I think the COAs as presented are just fine. So at this point, I am going to approve the minor use permit to develop an indoor nine hole mini golf course within an existing structure that includes a lounge with seating for special events at 125 South Orchard Avenue.

Zoning Administrator Schlatter approved the Minor Use Permit to develop an indoor 9-hole mini-golf course within an existing structure that includes a lounge with seating for special events (e.g. corporate outings, birthdays, etc.) at 125 So Orchard Avenue; APN (002-247-03); File No. 22-7596.

Jesse Davis: Thank you Zoning Administrator, and I do note those considerations for detailed minutes. I do believe they'll be most helpful for staff moving forward, especially as new or different uses are proposed within this existing commercial retail outlet. I very much appreciate the need for detailed minutes just because that's what I utilize to understand and review this project in particular. So those comments will be incorporated into the minutes for the next zone administrator hearing for your evaluation.

Craig Schlatter: Okay, great. Thank you very much, Essence, for all your comments today. We really appreciate your attendance and for the clarification is very helpful. And good luck with your business. We'll be watching to see how well you do. I'm sure you're going to do great.

Essence Roberson: Well, I hope you guys will come play mini golf.

Craig Schlatter: That sounds really fun. Already doing axe throwing.

Essence Roberson: This is a little bit safer. Thank you so much. Thank you. Thank you.

Craig Schlatter: Great. No problem. So 09:50 A.M., the meeting is adjourned. Thank you.

Jesse Davis: Thank you all. Have a good rest of your day. Bye.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:50 p.m.



DATE: December 7, 2022
TO: Zoning Administrator
FROM: Michelle Irace, Planning Manager
SUBJECT: Request to Review and Consider a Minor Use Permit to Allow a Children's Play Center (Mendo LEAP) Within an Existing Building at 203 S. State St.; APN (002-267-09); File No. 22-7678

SUMMARY

OWNER:	Ray Smith
APPLICANT:	Mendo LEAP, LLC
AGENT:	Megan Peterson
LOCATION:	203 S. State St. (APN 002-267-09)
TOTAL ACREAGE:	±0.6 acre (2,870 sf)
GENERAL PLAN:	Commercial (C)
ZONING DISTRICT:	Urban Center (UC) within the Downtown Zoning Code
AIRPORT COMPATIBILITY:	Zone 4 (Outer Approach/Departure Zone)
ENVIRONMENTAL DETERMINATION:	Categorical Exemption, pursuant to CEQA Guidelines Article 19, Class 13, §15303, Existing Facilities (a)
RECOMMENDATION:	Conditional Approval (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2).

PROJECT DESCRIPTION AND BACKGROUND

An application for a Minor Use Permit requests to develop the Mendo Learn Explore, Adopt, Play (LEAP) children's play center within an existing commercial unit at 203 S. State St. The ±2,800 sf unit is a part of a larger building with several units (separate legal parcels and addresses) that encompasses the entire street block. The existing commercial unit for the proposed activity has historically been utilized for a variety of commercial uses, including retail, personal services establishments (spa/salon), and indoor recreation uses (fitness studio).

As noted in the application materials contained within Attachment 3, Mendo LEAP is intended to be a hybrid of learning and play that would include the following components:

- Indoor playground with interactive and sensory play equipment such as climbing structures, a tricycle track, swings, sand and light play tables, blocks, puzzles, soft play infant area, an arts and crafts area, etc.

- Self-serve coffee and tea bar: with prepackaged foods (sandwiches, salads, baked goods, chip, crackers etc.), and drinks (non-alcoholic).
- Patrons of Mendo LEAP would be able to purchase a day pass or buy a monthly membership for use of the facilities.
- Hours of Operation:
 - o Open play: Tuesday through Saturday, 10:00 a.m. to 4:00 p.m.
 - o Private parties and events: Thursday through Saturday, 4:00 p.m. to 9:00 p.m.
- Business would be staffed with two employees (or more if needed); occupancy of the building/business would be limited to 49 persons at any one time.
- Signage- one building sign and window decals (40.5 sf total); and one sandwich board on the sidewalk.
- Parking is provided by existing on-street parking along State Street (and adjacent streets).

As noted in the application materials, Mendo LEAP proposes to use this location as a “beta” or “Phase I” of their long-term business plans, which include opening multiple locations throughout Mendocino, Lake, and Humboldt counties. Specific to Mendocino County, Mendo LEAP plans to seek a larger location in the future and expand services to include a 10,000 sf facility with a full café, a learning resource center, rental space for educators and special events, as well as an after school program and/or childcare center. See the application materials included in Attachment 3 for more information.

SETTING & SURROUNDING LAND USES

The Project site fronts S. State St. in downtown Ukiah and maintains a General Plan land use designation of Commercial (C). The site is located within the Downtown Zoning District is zoned Urban Center (UC). The other units within the building are developed with other commercial and indoor recreation uses, such as an art gallery, ballet studio, restaurant, and various retail businesses. Similarly, the adjacent surrounding area contains a variety of retail and commercial uses within the Downtown Zoning Code district. A summary of zoning designations and adjacent uses is provided below in Table 1. A General Plan Designation Map is included in Figure 1, a Zoning Designation map is included in Figure 2, and an aerial image of the site is included in Figure 3.

Table 1, Surrounding Zoning and Land Uses

ZONING		USE
NORTH	Downtown Core (DC)	Commercial and retail
EAST	Urban Center (UC)	Commercial and retail
SOUTH	Urban Center (UC)	Commercial and retail
WEST	Urban Center (UC)	Commercial and retail

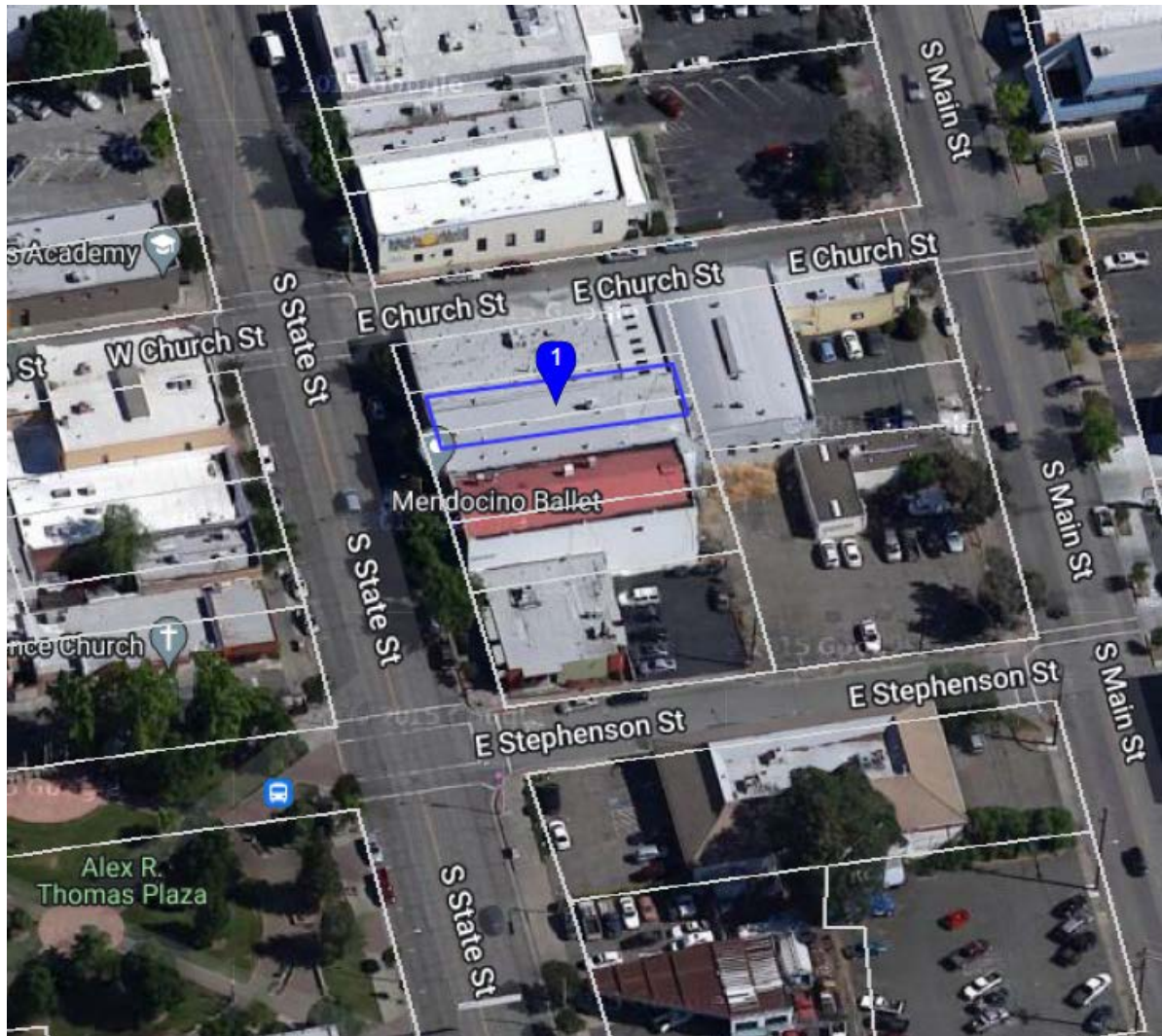
Figure 1, General Plan Designations



Figure 2, Zoning Designations



Figure 3, Aerial Map



AGENCY COMMENTS

The Project was circulated to and reviewed by the following responsible or trustee agencies with jurisdiction over the project: Ukiah Valley Fire Authority, City of Ukiah Community Development Department-Building Division, City of Ukiah Public Works Department, City of Ukiah Police Department, City of Ukiah Electric Utility Department, Ukiah Municipal Airport Operations Manager, Mendocino County Environmental Health Department, and Mendocino County Air Quality Management District. Comments and suggested conditions of approval that were received in response to the referral are included in Attachments 2 and 4.

STAFF ANALYSIS

General Plan and Zoning Consistency

General Plan. The General Plan (1995) land use designation of the parcel is "C" (Commercial) which supports a variety of commercial and mixed-uses. Consistent with goals and policies for commercial and economic development in the General Plan, the project would allow a vacant commercial building within the downtown area to be occupied and permit a new business to operate within City limits that would contribute to the local economy and provide local services to its citizens, particularly youth.

Zoning Ordinance. The stated purpose of the Urban Center (UC) Zoning District (UCC 9222.1(A)(2), is to allow for higher density residential and mixed-use buildings that may accommodate retail, office, services, local and regional civic uses, and residential uses. Table 3, Allowed Uses and Permit Requirements, of the Downtown Zoning Code identifies "Commercial Recreation-Indoor" uses as allowed within the UC Zoning District with approval of a Minor Use Permit. Per UCC §9262 and §9225.2, because there are no exterior building improvements proposed, a Site Development Permit is not required.

Parking. Parking would be provided by existing on-street parking along State Street and adjacent streets in the downtown area. The Project is located within the Downtown Parking Improvement District No.1 and does not propose to expand the existing commercial structure. As such, the Project is exempt from parking requirements as described in UCC §9199(A)(1), which states,

"All existing commercial structures as of January 1, 1979, within the area defined as the city of Ukiah parking district no. 1, shall be exempt from the required off street parking requirements prescribed in section 9198 of this article. This exemption applies to changes in the structure, a sale of the property or business or expansion into existing structure space. New commercial construction including demolition, reconstruction, structural additions and existing or new residential uses within said district are not exempt. The exemption provided in this section does not require variance approval by the planning commission or the city council."

Signage. Per UCC §3227, allowed signage is calculated by one and one-half (1.5) square feet of sign area for every ground level linear foot of parcel frontage. Using this calculation, the Project is permitted to have up to 40.5 sf of signage. The applicant has submitted a preliminary design to include one sign on the building, as well as window stickers and a "sandwich board" portable sign, as allowed under existing sign regulations; however, final design is pending owner approval. A Condition of Approval has been included to require the applicant to obtain a Sign Permit in conformance with applicable sign regulations.

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 Class 1, §15301, Existing Facilities (a) - Interior or exterior alterations.

The Project involves interior renovations associated with a children's play center to an existing commercial structure that was historically used for commercial/retail activities. The existing footprint of the subject structure will not be altered or expanded. There are no unusual circumstances that would result in a reasonable possibility of a significant effect, and the Project is determined to be consistent with the applicable general plan designation and policies, including the applicable zoning designation.

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 December 3, 2022;
- Posted on the Project site on December 2, 2022;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
- Provided to property owners within 300 feet of the Project parcel on November 29, 2022.

RECOMMENDATION

Staff recommends the Zoning Administrator approve the requested Minor 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. Application Materials
4. Agency Comments

**DRAFT FINDINGS FOR A MINOR USE PERMIT TO ALLOW
A CHILDREN'S PLAY CENTER (MENDO LEAP) WITHIN AN EXISTING BUILDING
AT 203 S. STATE ST.; APN (002-267-09); FILE NO. 22-7678**

The following findings are supported by and based on information contained in this staff report dated December 7, 2022, the application materials, and the public record, in accordance with UCC §9262(E).

1. The proposed land use is consistent with the Zoning Code and General Plan (1995). The Project is located within the Commercial (C) General Plan land use designation and the Urban Center (UC) zoning designation within the Downtown Zoning Code. The Commercial land use designation supports a variety of commercial and mixed-uses. The stated purpose of the UC Zoning District (UCC is to allow for higher density residential and mixed-use buildings that may accommodate retail, office, services, local and regional civic uses, and residential uses.

Consistent with goals and policies for commercial and economic development in the General Plan, the Project would allow a vacant commercial building within the downtown area to be occupied and permit a new business to operate within City limits that would contribute to the local economy and provide local services to its citizens, particularly youth. Table 3, Allowed Uses and Permit Requirements, of the Downtown Zoning Code identifies "Commercial Recreation-Indoor" uses as allowed within the UC Zoning District with approval of a Minor Use Permit. As such, the Project is consistent with both the Zoning Code and General Plan.

2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare. The Project would be located within an existing commercial unit that has historically been utilized for a variety of commercial uses, including retail, personal services establishments (spa/salon), and indoor recreation uses (fitness studio). The other units within the building are currently developed with other commercial and indoor recreation uses, such as an art gallery, ballet studio, restaurant, and various retail businesses. Similarly, the adjacent surrounding area contains a variety of retail and commercial uses within the Downtown Zoning Code district. Additionally, the Project has been reviewed by all applicable departments and agencies for safety concerns, and is required to obtain Building Permits in accordance with all building and safety codes.

Lastly, the Project is consistent with the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP), as the indoor recreation use is listed as a use that is conditionally compatible within Airport Compatibility Zone 4 (Approach/Departure Zone) and would have an occupancy (49 people) below the density requirements (150 people/acre=105 people maximum) of this zone. As such, the Project would be compatible with the surrounding land uses and shall not be detrimental to the public's health.

3. The proposed project is subject to the California Environmental Quality Act (CEQA) Guidelines Article 19 Class 1, §15301, Existing Facilities (a) - Interior or exterior alterations. The Project involves interior renovations associated with a children's play center to an existing commercial structure that was historically used for commercial/retail activities. The existing footprint of the subject structure will not be altered or expanded. There are no unusual circumstances that would result in a reasonable possibility of a significant effect, and the Project is determined to be consistent with the applicable general plan designation and policies, including the applicable zoning designation.

4. The Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9262(C): Published in the Ukiah Daily Journal on December 3, 2022; posted on the Project site on December 2, 2022; posted at the Civic Center (glass case) 72 hours prior to the public hearing; and provided to property owners within 300 feet of the Project parcel on November 29, 2022.

DRAFT

**DRAFT CONDITIONS OF APPROVAL FOR A MINOR USE PERMIT TO ALLOW A
CHILDREN'S PLAY CENTER (MENDO LEAP) WITHIN AN EXISTING BUILDING
AT 203 S. STATE ST.; APN (002-267-09); FILE NO. 22-7678**

Approved Project Description: An application for a Minor Use Permit requests to develop the Mendo Learn Explore, Adopt, Play (LEAP) children's play center within the existing commercial unit at 203 S. State St. Mendo LEAP is intended to be a hybrid of learning and play that would include the following components:

- Indoor playground with interactive and sensory play equipment such as climbing structures, a tricycle track, swings, sand and light play tables, blocks, puzzles, soft play infant area, an arts and crafts area, etc.
- Self-serve coffee and tea bar: with prepackaged foods (sandwiches, salads, baked goods, chip, crackers etc.), and drinks (non-alcoholic).
- Patrons of Mendo LEAP would be able to purchase a day pass or buy a monthly membership for use of the facilities.
- Hours of Operation:
 - o Open play: Tuesday through Saturday, 10:00 a.m. to 4:00 .pm
 - o Private parties and events: Thursday through Saturday, 4:00 p.m. to 9:00 p.m.
- Business would be staffed with two employees (or more if needed); occupancy of the building/business would be limited to 49 persons at any one time.
- Signage- one building sign and window decals (40.5 sf total); and one sandwich board on the sidewalk.
- Parking is provided by existing on-street parking along State Street (and adjacent streets).

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

CITY OF UKIAH - STANDARD CONDITIONS

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

5. A copy of all conditions of this Use Permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest, should this use be continued.
6. This Use 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.
7. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

CITY OF UKIAH – PLANNING DIVISION

8. All required permits from the Mendocino County Environmental Health Department shall be obtained for the proposed café. A copy of the approved permit shall be submitted to the Community Development Department prior to occupancy.
9. The occupancy of the business/building shall be a maximum of 49 persons at any one given time. If the applicant chooses to expand the occupancy, additional Planning and Building division review is required; additional permits may be required.
10. The site is permitted to have 40.5 sf of signage. The applicant is required to obtain a Sign Permit for all proposed exterior signage. All signage shall comply with the City of Ukiah sign regulations outlined in UCC Section 3227 et. seq. Specific to portable signs, UCC 3227 (A)(5) states the following.

"The provisions of this section do not prohibit in addition to other freestanding signs, one portable sign per parcel, subject to the following:

a. Sign area shall not exceed six (6) square feet per side and four feet (4') in height.

b. The sign shall be removed during hours that the business is not open to the public.

c. In cases where more than one business is located on a parcel, the total number of signs under this section shall not in the aggregate exceed the following:

(1) One portable sign per fifty (50) linear feet of street frontage per parcel. When four (4) or more businesses are located on a parcel under one ownership, one portable sign per four (4) businesses shall be permitted. Except, on parcels within the downtown revitalization district where there is no setback between the building and the public right of way line and a freestanding or projecting sign is not feasible,

one sign per business shall be allowed, not exceeding one sign per fifteen (15) linear feet of street frontage per parcel.

(2) The sign(s) allowed by this section shall be placed along the street frontage of the business; or may be oriented to parking areas, pedestrian malls or internal courts on the same parcel."

CITY OF UKIAH- BUILDING DIVISION

11. A permit will be required for T.I. (Tenant Improvements). Please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.
12. The Building is currently a B occupancy and will need to be converted to an A-3 and E occupancy. Per 2019 CBC 3408 "No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements."

UKIAH VALLEY FIRE AUTHORITY

13. If the business wishes to exceed the 49 person occupancy in the future, installation of sprinklers, a fire alarm, and a 2nd exit with emergency lighting shall be required.

CITY OF UKIAH- POLICE DEPARTMENT

14. The applicant shall provide the Police Department with a point of contact (name and telephone number) prior to operation.



City of Ukiah

ATTACHMENT 3

Planning Division
300 Seminary Ave., Ukiah CA 95482
Email: planning@cityofukiah.com
Web: www.cityofukiah.com
Phone: (707) 463-6268
Fax: (707) 463-6204

Planning App										Application Number: CID Number: Date Received (place CDD stamp below):	
PROJECT NAME:											
PROJECT ADDRESS/CROSS STREETS: 203 S. State St.						Assessor Parcel NUMBER(s): 002-267-09					
APPLICANT/AUTHORIZED AGENT NAME: Megan Peterson				PHONE No: 7072349499		E-MAIL ADDRESS: mendoleapukiah@gmail.com					
APPLICANT/AUTHORIZED AGENT ADDRESS: 651 Dora Ave						City: Ukiah				STATE/ZIP: CA 95482	
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: Ray Smith				PHONE No: 9252556320		FAX No:		E-MAIL ADDRESS: ppm4rent@aol.com			
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: 29 orinda way 773						City: Orinda				STATE/ZIP: ca 94563	
☐ AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	\$						
☐ ANNEXATION 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	☐ USE PERMIT – MAJOR 100.0400.449.001	\$						
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	☒ USE PERMIT – MINOR 100.0400.449.001	\$900						
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	☐ VARIANCE – MAJOR 100.0400.449.001	\$						
☐ MURAL PERMIT 100.0400.449.001	\$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$	☐ VARIANCE – MINOR 100.0400.449.001	\$						
☐ PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	☐ MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	☐ ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$						
☐ STAFF RESEARCH (MORE THAN 1 HOUR) 10023100.41153	\$	☐ MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	☐ REZONING 100.0800.611.001	\$						
☐ LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	☐ TELECOMMUNICATIONS ADMINISTRATIVE REVIEW PERMIT (1-15 LOCATIONS)	\$	☐ OTHER	\$						
NOTE: OTHER PLANNING PERMIT FEES WILL INCLUDE COUNTY RECORDER FEES AND CALIFORNIA ENVIRONMENTAL QUALITY ACT FILING FEES. TYPICALLY, THESE ARE DUE PRIOR TO HEARING OF THE PROJECT. FOR INITIAL STUDIES AND ENVIRONMENTAL IMPACT REPORTS, FEES WILL BE DUE AT THE TIME OF APPLICATION.											

To Be Completed by Staff

General Plan Designation:	Zoning District:	Airport Land Use Designation:
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City's Architectural & Historic Inventory: ☐ YES ☐ NO	Age of Building (if proposing demolition):	Flood Designation:
Notes:		

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 (Not applicable to Telecommunication Administrative Review Permits)

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
☐ Office (business/professional)			
☐ Office (medical/dental)			
☐ Retail			
☐ Light Industrial			
☐ Residential			
☐ Other: X	Children's Museum	2500	
Operating Characteristics			
Days and Hours of Operation: Mon - Sat 9am-7pm			
Number of Shifts: 2	Days and Hours of Shifts: Tues - Sat 8am-2pm, Tues - Sat 2pm-8pm		
Number of Employees/Shift: 1/shift to start out with, upped to 2/shift when needed			
Loading Facilities: ☐ Yes ☒ No	Type/Vehicle Size: Mini Van - Honda Odyssey		
Deliveries: ☐ Yes ☒ No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply) ☐ X Yes: Sandwich Board on side walk and possibly hopscotch rug or large rug with legs on sidewalk	Sales area: ☒ X Yes ☐ No Square Footage: Inside 200+ sqft	Unloading of deliveries: ☐ Yes ☒ No Square Footage:	Storage: ☐ Yes ☒ No Square Footage:

very minimal. 2-10	
Noise Generating Use? ☐ X Yes ☐ No	Description: Soft background music inside

Submittal Requirements

- Items marked (X) are required for a complete application unless their deletion is approved by staff.
- 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.
- 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."
- For cannabis and telecommunication projects, please contact Staff for additional checklist and submittal requirements.

Submittal Document	Application Type									
	LLA/VM	GPA	PRELIM	REZ	REZ-PD	SDP	Sub/TM	UP	VAR	TEL
Written Project Description	X	X	X	X	X	X	X	X	X	X
Building Elevations			X		X	X		X	X	X
Floor Plan			X		X	X		X	X	
Grading and Drainage Plan and SUSMP (7)					X	X	X			
Landscape Plan			X CONCEPT		X	X			X	
Site Plan	X	X	X	X	X	X		X	X	X
Details -- Structural/ Architectural						X				X
Details -- Fence					X	X		X		
Details -- Sign					X	X		X		
Site Contours					X	X	X			
Parking/Circulation Details	X				X	X	X	X		
Tentative Map (3)							X			
Preliminary Title Report	X			X			X			
Colors & Materials Board			X CONCEPT		X	X				
Number of Plan Sets -- Initial Submittal (5)										

- Building Elevations.** Drawing must include all elevations (front, rear, and sides) and identify dimensions, materials and colors. One set of colored drawings is required.
- Landscape Plan.** Plan must show all proposed trees, shrubs, and ground covers. Location, size and species must be indicated. Include calculation of total square footage of landscaping.

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 VM-Voluntary Merger Prelim – Preliminary Review REZ – Rezoning REZ-PD- Rezoning to Planned Development SDP – Site Development Permit TM – Tentative Map Sub- Subdivision GPA- General Plan Amendment VAR – Variance UP – Use Permit
TEL-Telecommunications Permit

AUTHORIZED AGENT

I, _____, owner authorize Megan Peterson 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).

PROPERTY OWNER SIGNATURE DATE

I, Megan Peterson, am the ☐owner / ☒ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge. I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

☐ OWNER / ☒ **AUTHORIZED AGENT DATE**

INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions of Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

☐ **PROPERTY OWNER / ☒ AUTHORIZED AGENT**
(PLEASE PRINT NAME) Megan Peterson

☐ **PROPERTY OWNER / ☒ AUTHORIZED AGENT DATE**
(SIGNATURE) Megan Peterson 10/1/22



Proposed Use of Space
203 S. State St
Ukiah, CA 95482

Children's Play Museum

Indoor Playground: Cedar Works climbing play equipment to be secured to the floor of the facility. Along with other play items.

Learning Resource Center: Educational Materials will be available on site for use or to be rented out. Special classes will be made available on various topics by local experts.

Self Serve Coffee/Tea Bar and Lounge: Coffee, tea, prepackaged snack items will be sold. Couches, chairs and tables will be available for parents and caregivers to relax and lounge in while their children play and explore.

Makerspace: Arts and craft items will be available as an 'add-on' to an open play pass.

Revenue Sources: toys, educational materials, memberships, possible after school program/child care in the future, coffee, tea, prepackaged locally sourced food and drink items.

Restroom: 1 ADA compliant restroom on site, extra handwashing stations and drinking fountain will be installed on the outside wall of the restroom.

Signage: 1 Vinyl (or the like) sign (see attached photo) installed above the awning outside building (approx. 4'Tx19'W), sandwich board on sidewalk out front, signage on windows and doors.

Facility: Leased by
Megan Peterson & Jonathan Peterson
Co-Owners/Operators
Mendo LEAP LLC
LEARN | EXPLORE | ADAPT | PLAY
707-234-9499 & 707-972-5285
Mendoleapukiah@gmail.com
www.facebook.com/MendoLEAP
IG: @mendoleap

Mendo LEAP LLC Proposal Overview

Imagine a Mendocino County themed, children's museum inspired, indoor, learn-through-play center. Filled with play structures and interactive resources for children to enjoy. LEAP is an innovative new hybrid of learning and play. This play-library provides caregivers and educators with the inclusive tools and facility needed to confidently empower their students of all ages and abilities to discover their unique capability to LEAP! (Learn, Explore and Adapt through Play).

We will collaborate with local professionals who work with children, including those who have already reached out to us offering their services, in designing our space with special attention given to the various ways we can marry play and development. We will collaborate with the local historical societies, museums, libraries and native people groups to ensure representation and accuracy in our play-exhibits.

Open play day passes will be available for purchase at the front desk. Children remove their shoes in the play area and are required to wear socks for sanitary purposes. A lounge area with comfy seating for caregivers to relax and enjoy a hot beverage from our Self-serve Coffee and Tea Bar. Parents and caregivers can even use our internet to get some remote work done while their children play.

We plan to be the catalyst to bring community pride, belonging, inclusion, fun, representation, educational play and sharing of resources back to the younger generation of the Ukiah valley with a future plan to open centers throughout Lake, Mendocino and Humboldt counties.

Phase 1: Oct. 2022 - Dec. 2024. Open a temporary BETA location at 203 s. State St. in Ukiah.

This will be a mini-version of our ultimate goal (which is to purchase property with several acres and build a 10,000 sq ft building for our children's museum campus).

Our downtown ukiah location will consist of an open play area with gross motor (large movement) and fine motor (small tactile movement) play areas. We will have a large wooden Cedar Works Commercial climbing structure, trike track, soft play for infants, physical therapy swings, sensory integration play, blocks, light table play, sand table play, and the like. We will also offer our equipment and unique Montessori and waldorf learning resources for rent to local teachers or homeschool/independent study students.

We will have a self-serve coffee/tea bar. We will partner with local eateries to offer their prepackaged food items. These items will be baked goods, salads, wraps, sandwiches, popsicles, ice cream bars and the like.

We plan to get a vinyl (or the like) sign of our logo installed on the front of the building above the awning; pending approval from the landlord and city.

We will have a 49 person max capacity at this facility. We will track that with our program Acuity. Patrons will check in and out through this program on our iPad. This

program manages our memberships and will also keep us apprised of how many we have in the building. Should we meet our capacity we will place a sign on the door and on our social media. We will also have a waitlist available for sign up. When space opens up we will text those on our waitlist to let them know we have openings. If meeting capacity becomes a common issue then our software, Acuity, allows patrons to sign up through our website for specific open play hours/slots ahead of time.

Phase 2: Secure Funding to purchase property with several acres and build a 10,000 sq ft building for our ultimate children's museum campus in the Ukiah Valley.

Phase 3: Open several more phase 1 facilities throughout Mendocino County.

Phase 4: Open a Lake County Location.

Phase 5: Open a Humboldt County Location.

203 S. State St. Ukiah
Mendo LEAP

Signage Proposal





ZONED	[C-2]
APN	APN 002-267-10-00
EXISTING USE	[B]
PROPOSED USE	[A-3] INDOOR RECREATION AREA
LOT DIMENSION	N/A
LOT SIZE	0.07 ACRES
EXISTING SQFT.	1,856 SQFT.
CONST. TYPE	III-B
FIRE SPRINKLERS	YES
SEISMIC DESIGN CAT.	E
PARKING	NO DESIGNATED PARKING; STREET PARKING AVAILABLE

[illegible]

	DRAWING/DETAIL REFERENCE TAG DRAWING OR DETAIL SHEET WHERE DRAWING/DETAIL OCCURS
	SECTION/ELEVATION REFERENCE TAG <u>BUILDING SECTION</u> SHEET WHERE SECTION OCCURS
	INTERIOR ELEVATION REFERENCE TAG <u>INTERIOR ELEVATION</u> SHEET WHERE INTERIOR ELEVATION OCCURS
	DOOR TAG
	WINDOW TAG
	APPEARANCE TAG
	REVISION TAG
	WALL TYPE TAG
	WORKPOINT OR DATUM
	THRESHOLD
	MATCHLINE
	ALIGN
	LINE ABOVE
	LINE BELOW
	PROPERTY LINE
	SETBACK
	DOOR/WINDOW OPERATION
	CENTER LINE
	CONCRETE
	INSULATION IN SECTION (BATT)
	INSULATION IN SECTION (JGIC)
	LATH AND PLASTER IN SECTION
	GYPSUM BOARD IN SECTION
	PLYWOOD IN SECTION
	PARCH WOOD IN SECTION
	GLASS IN SECTION

TENANT

MENDO LEAP, LLC.
MEGAN & JONATHAN PETERSON
1234 STREET
UKIAH, CA 95482
T. 707-234-9499
E. MENDO@LEAPUKIAH@GMAIL.COM

ARCHITECT

REN / ALEXANDER DESIGN
301 SCOTT STREET
UKIAH, CA 95482
T. 707-367-8020
E. STEVEN@REN.ALEXANDER.COM

A000	TITLE SHEET
A001	ACCESSIBILITY NOTES
A101	FLOOR PLAN & MEP PLAN

CODE SUMMARY

FIRE PROTECTION

1. SPRINKLER SYSTEM SHALL COMPLY WITH NFPA 13D U.S.N.
2. INTERCONNECTED SMOKE ALARM SYSTEM WITH UNITS IN MAIN SPACE
3. CO ALARM INSTALLED IN MAIN SPACE
4. REQUIRED SMOKE SENSORS SHALL COMPLY WITH ALL PROVISIONS APPLICABLE INCLUDING CIRC. 101
5. SMOKE/CO DETECTORS SHALL RECEIVE THEIR PRIMARY SOURCE OF POWER FROM BUILDING WIRING WITH BATTERY BACK-UP
6. SMOKE/CO DETECTORS TO BE "SEHOUTLETT" BY KNIDE U.S.N.

PLUMBING

1. LAVATORY FAUCETS IN COMMON AND PUBLIC USE AREAS OF RESIDENTIAL BUILDINGS: ≤ 0.5 GPM @ 60 PSI
2. ALL SHOWERSHEADS AND BATH/LAVATORY FAUCETS TO BE 1.5 GPM MAX.
3. ALL WATER OUTLETS AND FLOE-BBS MUST HAVE A PERMANENT BACKFLOW PREVENTER PER CFC 603 4.7.
4. WATER CLOSERS: ≤ 1.28 GAL/FLUSH
5. WALL MOUNTED URINALS: ≤ 0.125 GAL/FLUSH, ALL OTHER URINALS ≤ 0.5 GAL/FLUSH SINGLE

ELECTRICAL

1. A GFCI PROTECTED RECEPTACE MUST BE INSTALLED WITHIN 24" OF EACH SINK (CFC 210.52C1)
2. ALL LUMINAIRES SHALL BE HIGH EFFICIENCY, AT LEAST ONE LUMINAIRE TO BE CONTROLLED BY VACUANCY SENSOR $\leq 100,000A$, $\leq 150,000C2$
3. OUTLETS IN BATHROOMS SHALL BE PROTECTED BY A GROUND-FAULT CIRCUIT INTERRUPTER (GFI)
4. ALL DIMENSIONS TO BE FINISH SURFACES, U.S.N.
 - * MOUNT ALL OUTLETS, PHONE JACKS, AND TELEVISION
 - * CABLE JACKS HORIZONTAL ON BALT BOARD U.S.N. AGREE FINAL WITH ARCHITECT
 - * MOUNT ALL SWITCHES AND OUTLETS VERTICALLY AT $+48"$ TO CENTERLINE ABOVE FINISH FLOOR IN BATHROOMS AND KITCHENS EXCEPT FOR THOSE DESIGNATED FOR APPLIANCES U.S.N.
 - * MOUNT ALL SWITCHES AT $+48"$ TO CENTERLINE ABOVE FINISH FLOOR U.S.N.
 - * VERTICALLY ALIGN SWITCHES AND OUTLETS WHERE SHOWN GROUNDED ON PLAN.

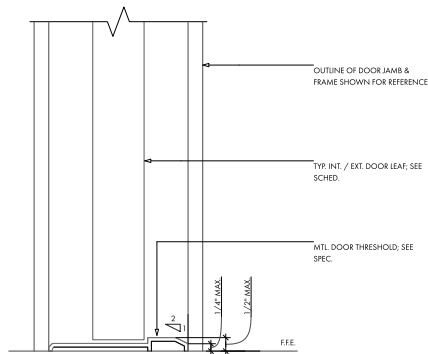
MECHANICAL

1. ALL INTERIOR SPACES ARE REQUIRED FOR HUMAN OCCUPANCY SHALL BE PROVIDED WITH SPACE HEATING PER CFC 104.1
2. HVAC SYSTEM TO PROVIDE CONSTANT, EVEN TEMPERATURE, THROUGHOUT HOUR. CANAL OF UNRAIDING TO 30'S ± 1.8 F. DAMPERS TO BE ATTENDED FOR NECESSARY ADJUSTMENTS. BALANCING OF SYSTEM TO BE PROVIDED AND COORDINATED WITH REGISTER PLACEMENT

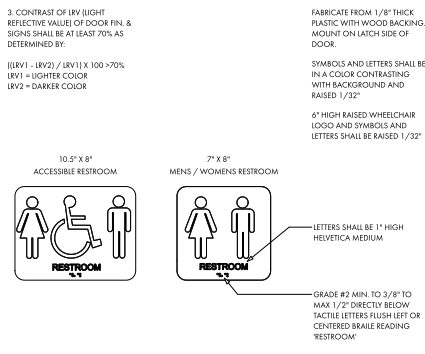
PROJECT NARRATIVE

ING STANDARDS CODE
CODE AMENDMENTS

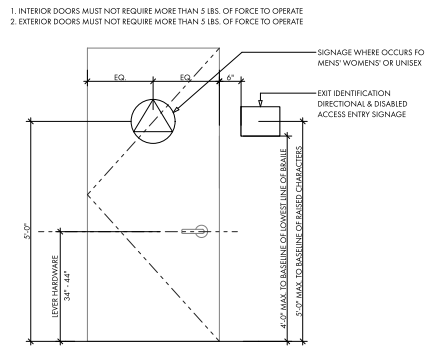
TENANT IMPROVEMENT FOR EXISTING BUILDING IN DOWNTOWN HIAJ.
CHANGE OF OCCUPANCY FROM [B] TO [A-3] (INDOOR RECREATION FACILITY. NO
BUILDING FOOTPRINT OR ENVELOPE ALTERATIONS.



12 TYP. DOOR THRESHOLD
SCALE: 6" = 1'-0"



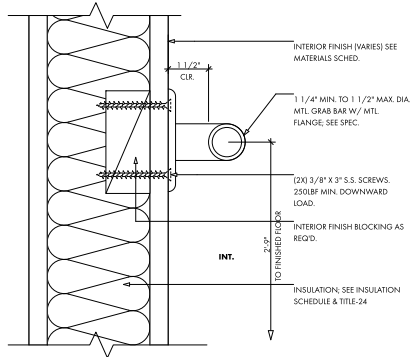
9 RESTROOM WALL SIGNAGE
SCALE: 3/4" = 1'-0"



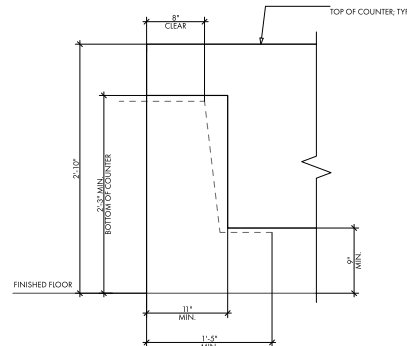
6 RESTROOM DOOR SIGNAGE
SCALE: 3/4" = 1'-0"

1. ACCESSIBLE PATH OF TRAVEL AS INDICATED ON PLANS IS A BARREER FREE ACCESS ROUTE WITHOUT ANY ABUTTLE OR OBSTACLE. ANY CHANGES IN ELEVATION, SLOPE, OR VERTICAL LEVEL CHANGES NOT EXCEEDING 1/4" MAX. ALL ACCESSIBLE ROUTES OF TRAVEL TO BE AT LEAST 48" SURFACE IS STABLE, FIRM AND SLIP RESISTANT. CROSS SLOPE SHOULD NOT EXCEED 2% AND SLOPE IN THE DIRECTION OF TRAVEL IS LESS THAN 5% U.O.N.
2. WHEN THE SLOPE IN THE DIRECTION OF TRAVEL OF ANY WALK EXCEED 1:20 IT SHALL COMPLY WITH THE PROVISIONS FOR PEDESTRIAN RAMP.
3. WALKS, SIDEWALKS AND PEDESTRIAN WAYS SHALL BE FREE OF GRATINGS WHERE POSSIBLE FOR GRATINGS LOCATED IN THE SURFACE OF THESE AREAS, GRI GRATING SHALL BE LIMITED TO 1/2" IN THE DIRECTION OF TRAVEL.
4. SURFACES WITH A SLOPE OF LESS THAN 6% OPENS SHALL BE AT LEAST SLIP RESISTANT AS THAT DESCRIBED AS A MEDIUM SLAT FINISH AND HEAVY BROOM FINISH FOR SLOPES GREATER THAN 6%.
5. ACCESSIBLE ROUTES OF TRAVEL SHALL BE MAINTAINED FREE OF OVERHANGING OBSTRUCTIONS AND TO 80" MINIMUM AND PROTRUDING OBJECTS GREATER THAN 4" PROJECTION FROM WALK AND ABOVE 27" AND LESS THAN 80".
6. ALL REDD ACCESSIBLE DOORS TO HAVE 32" CLEAR OPENING MEASURED WITH THE DOOR POSITIONED AT ANY ANGLE OF 90 DEGREES FROM ITS CLOSED POSITION.
7. PROVIDE LEVEL FAULT CONTROL FOR ACCESSIBLE LAYS.
8. PROVIDE INSULATION PAD ON ALL WATER SUPPLY AND DRAIN PIPES FOR ACCESSIBLE LAYS.
9. FAULT CONTROLS & OPERATING MECHANISMS FOR KITCHEN SINKS SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE GRASPING, PINCHING OR TWISTING OF THE WRIST. THE FORCE REQUIRED TO ACTIVATE FAULT CONTROLS & OPERATING MECHANISMS FOR KITCHEN SINKS SHALL BE AT LEAST GREATER THAN 5# . LEVER OR PUSH TYPE AND ELECTRICALLY CONTROLLED MECHANISMS ARE EXAMPLES OF ACCEPTABLE DESIGNS. SELF-CLOSING VALVES ARE ALLOWED IF THE FAUCET REMAINS OPEN FOR NO LONGER THAN 20 SECONDS.

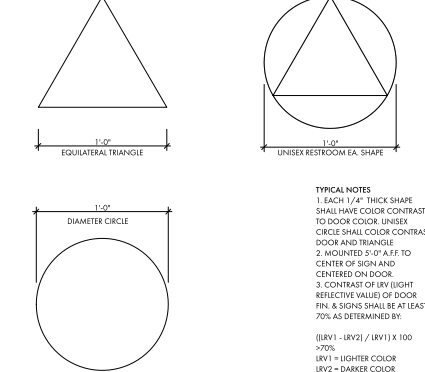
2 GENERAL ACCESSIBILITY NOTES



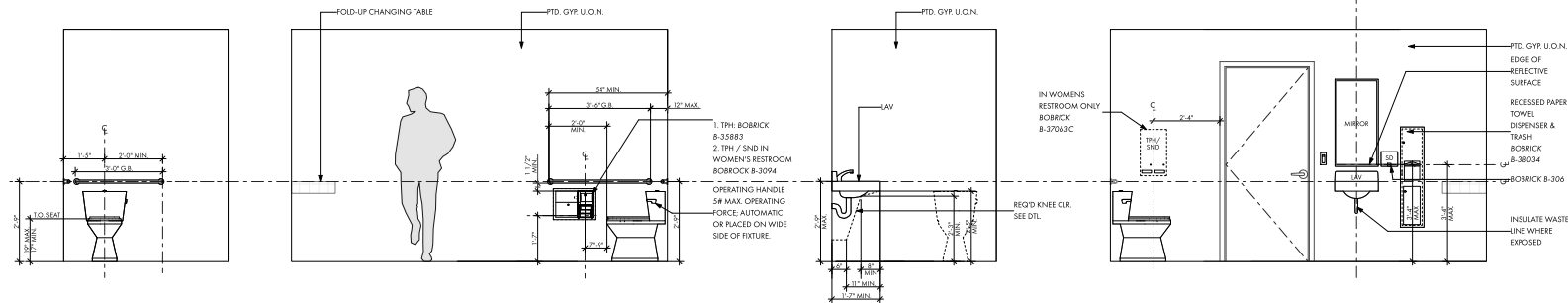
11 ADA GRAB BAR DETAIL
SCALE: 6" = 1'-0"



8 ADA KNEE CLEARANCE @ SINK
SCALE: 1 1/2" = 1'-0"



5 RESTROOM DOOR SIGNAGE
SCALE: 3/4" = 1'-0"



2 BATH INT. ELEVS
SCALE: 1/2" = 1'-0"



1. MAX OCCUPANCY = 49; SEE TITLE SHEET
2. ALL EXISTING WALLS TO REMAIN U.O.N. NO BUILDING ENVELOPE CHANGES
3. (E) FLOORING TO REMAIN THROUGHOUT, U.O.N.



1. (E) GAS FURNACE IN WORKING ORDER
2. (E) HVAC & DUCTING TO REMAIN; NO CHANGE
3. (E) LIGHTING & SWITCHING TO REMAIN; NO CHANGE
4. (N) FIRE ALARM SYSTEM TO BE INSTALLED FOR ADDED FIRE SAFETY PRECAUTION
5. (E) FIRE SPRINKLERS TO REMAIN, U.O.N.

PLUMBING	
	GAS BIB
	HOSE BIB
	TANKLESS WATER HEATER
	WATER HEATER

Page 34 of 42



PROJECT REVIEW REFERRAL

Please provide comments by: November 3, 2022

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 Chief Planning Manager	☐	Mendocino County Planning and Building
☒	City Building Official	☐	Mendocino County Surveyor/Assessor
☒	City Public Works Dept.	☐	Mendocino Transit Authority
☒	Ukiah Valley Fire Authority	☐	US Army Corps of Engineers
☒	City Police Dept. Captain	☐	Regional Water Quality Control Board
☒	City Police Dept. Community Service Officer	☐	CA Dept. of Fish and Wildlife
☒	City Electric Utility Dept.	☐	CA Dept. of Transportation
☒	Ukiah Municipal Airport Operations Manager	☐	Sonoma State Northwest Information Center
☐	Airport Land Use Commission	☐	AT & T
☒	Mendocino County Air Quality	☐	PG & E (gas)
☒	Mendocino County Environmental Health	☐	PG & E (Land Rights)
☐	California Military Land Use Office	☒	Other: County Environ. Health
FROM PROJECT PLANNER: Michelle Irace, Planning Manager 707 463-6203 mirace@cityofukiah.com			

PROJECT INFORMATION:	
Project Name & Permit #:	Minor Use Permit for Mendo LEAP Children's Play Center #22-7566
Site Address & APN:	203 S. State St. APN 002-267-09
General Plan:	Commercial (C)
Zoning:	Urban Center (UC) within the Downtown Zoning Code
Airport Compatibility Zone:	Zone 4 (Outer Approach/Departure Zone)
Date Filed:	10/4/22
Resubmittal:	10/6/22
Date Referred:	10/19/22
Prev. Projects on Site (include file #)	
Applicant/Agent Name:	Megan Peterson
Phone:	707-234-9499
Email:	mendoleapukiah@gmail.com
Project Summary:	
Children's play center within existing building. See attached application materials	

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) LT. RECK PENTANO POLICE

☐ No Comment

☒ Comments / Conditions of Approval Attached

PLEASE PROVIDE UPD W/ CONTACT INFO FOR THE BUSINESS

Signature *[Signature]*

Date 10/26/22

From: [Matthew Keizer](#)
To: [Michelle Irace](#)
Cc: [Waylon Hockemier](#)
Subject: RE: Referral for Mendo LEAP Children's Play Center at 203 S State St.
Date: Wednesday, November 9, 2022 7:52:26 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Comments from building and fire

1. A permit will be required for T.I. (Tenant Improvements) Please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Building-Permit-Application-03192020-fillable.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Disability-Access-Requirements-and-Resources.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Tenant-Improvement-Handout.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Checklist-Commerical-Permit-Applicaition.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Unreasonable-Hardship-Accessibility-Form.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Commercial-Building-Permit-Submittal-Requirements.pdf>

2. The Building is currently a B occupancy and will need to be converted to an A-3 and E occupancy. Per 2019 CBC 3408 "No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements". This may be an extensive remodel and we recommend you hire an Architect or Engineer and a Casp to review your building for code compliance before you comment to a change of occupancy.
3. The change of this building to an A occupancy will require that the building in fully sprinklered, 2nd exit will need to be provided with emergency lighting, and the addition of a fire alarm system.

Regards,



Matt Keizer, CBO, MCP, CFM

Chief Building Official

UVFA Fire Code Official

Email: 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/>

<http://www.cityofukiah.com/uvfa/>

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From: [Vincent Hawkins](#)
To: [Michelle Irace](#)
Subject: RE: Referral for Mendo LEAP Children's Play Center at 203 S State St.
Date: Wednesday, October 19, 2022 3:08:06 PM
Attachments: [image002.png](#)
[image003.png](#)

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

Greetings Good People At The City Of Ukiah,

This facility will need to complete a plan check review for their small café area.



Vince Hawkins

Senior Environmental Health specialist
Office (707) 234-6630
Hawkinsv@mendocinocounty.org
COUNTY OF MENDOCINO | 860 N. Bush St..
Ukiah, CA 95482

From: Michelle Irace <mirace@cityofukiah.com>
Sent: Wednesday, October 19, 2022 2:34 PM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Waylon Hockemier <whockemier@cityofukiah.com>; Douglas Hutchison <dhutchison@cityofukiah.com>; Jesse Davis <jdavis@cityofukiah.com>; Cindy Sauers <csauers@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; ccrook@cityofukiah.com; enviroh <enviroh@mendocinocounty.org>; Vincent Hawkins <hawkinsv@mendocinocounty.org>
Subject: Referral for Mendo LEAP Children's Play Center at 203 S State St.

Hello,

The City of Ukiah has received an application for a Minor Use Permit to operate the Mendo LEAP Children's Play Center within an existing building at 203 S. State St. Please find the referral packet attached and let me know if you have any questions. Comments and proposed Conditions of Approval are appreciated by **November 3, 2022**.

Thank you



Michelle Irace , Planning Manager
Department of Community Development
300 Seminary Avenue, Ukiah, CA 95482
www.cityofukiah.com/community-development
(707) 463-6203

From: [Sonu Upadhyay](#)
To: [Michelle Irace](#); [Matthew Keizer](#); [Waylon Hockemier](#); [Tim Eriksen](#); [Jason Benson](#)
Subject: RE: Referral for Mendo LEAP Children's Play Center at 203 S State St.
Date: Wednesday, November 9, 2022 11:30:28 AM
Attachments: [image001.png](#)

Michelle,

There's no comment from Electric dept. However, if they upgrade their panel in future, it'll require us to look into that again.

Thanks,

.....
Sonu Upadhyay, P.E.

Sr Electrical Engineer
Electric Utility Department
City of Ukiah
411 W. Clay Street
Ukiah, CA 95482
Office: (707) 467 – 5763
Office: (707) 463 – 6294
Email: supadhyay@cityofukiah.com
Web: www.cityofukiah.com/electric-utility

From: Michelle Irace <mirace@cityofukiah.com>
Sent: Tuesday, November 8, 2022 1:21 PM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Waylon Hockemier <whockemier@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>
Subject: RE: Referral for Mendo LEAP Children's Play Center at 203 S State St.

Hello,
Did you guys have any comments on this project?

Thank you,



Michelle Irace, Planning Manager
Department of Community Development
300 Seminary Avenue, Ukiah, CA 95482
www.cityofukiah.com/community-development
(707) 463-6203

From: Michelle Irace
Sent: Wednesday, October 19, 2022 2:34 PM
To: Matthew Keizer <mkeizer@cityofukiah.com>; Waylon Hockemier

<whockemier@cityofukiah.com>; Douglas Hutchison <dhutchison@cityofukiah.com>; Jesse Davis <jdavis@cityofukiah.com>; Cindy Sauers <csauers@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Cedric Crook <ccrook@cityofukiah.com>; 'enviroh@mendocinocounty.org' <enviroh@mendocinocounty.org>; hawkinsv@mendocinocounty.org

Subject: Referral for Mendo LEAP Children's Play Center at 203 S State St.

Hello,

The City of Ukiah has received an application for a Minor Use Permit to operate the Mendo LEAP Children's Play Center within an existing building at 203 S. State St. Please find the referral packet attached and let me know if you have any questions. Comments and proposed Conditions of Approval are appreciated by **November 3, 2022**.

Thank you



Michelle Irace , Planning Manager
Department of Community Development
300 Seminary Avenue, Ukiah, CA 95482
www.cityofukiah.com/community-development
(707) 463-6203



December 7, 2022

To whom it may concern:

I am writing this letter in support of Mendo LEAP. As a long-standing citizen of Mendocino County, I have seen businesses come and go, but I think the most disheartening thing to see is a community that has nothing for children to do. No more skating rink or bowling alley and those were the only two things we had in Ukiah and now they are gone.

Ukiah needs a place for children to grow and learn. Mendo LEAP is going to be an outstanding addition to this community and as a downtown neighbor, my husband and I fully support their business.

It is going to thrive in this community, and we cannot wait to be a part of it. When I heard that Megan and her family were creating a space for children to come and learn and play in a safe environment, I was thrilled to say the least. We have two grandchildren that we are always looking to do something creative with and we can't find it in Ukiah.

I hope this plan is approved because Ukiah needs this business for the children of the community.

Sincerely,

April Allen