



Planning Commission

Regular Meeting **AGENDA**

(to be held both at the physical and virtual locations below)

Civic Center Council Chambers ♦ 300 Seminary Ave. ♦ Ukiah, CA 95482

To participate virtually, go to the following link: <https://us06web.zoom.us/j/91264543193>

To view the meeting (without participating) go to: <http://www.cityofukiah.com/meetings/>

Or call in using your telephone only:

- Toll-free 1-669-444-9171
- Enter the Access Code: 912 6454 3193
- To raise your hand: enter *9
- To Speak after being recognized: enter *6 to unmute yourself

April 26, 2023 - 6:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Minutes of April 12, 2023, a Regular Meeting.

Recommended Action: Approve the Minutes of April 12, 2023, a Regular Meeting

Attachments:

1. April 12, 2023, Planning Commission Minutes

5. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal stating the reasons for the appeal is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by May 1, 2023.

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

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

7. **SITE VISIT VERIFICATION**

8. **VERIFICATION OF NOTICE**

9. **PLANNING COMMISSIONERS REPORT**

10. **DIRECTOR'S REPORT**

11. **CONSENT CALENDAR**

- 11.a. Consideration of Adoption of Resolution 2023- Adopting Rules for Conducting Planning Commission Meetings

Recommended Action: Adopt Resolution 2023- Adopting Rules for Conducting Planning Commission Meetings.

Attachments:

1. Planning Commission Rules of Conduct 4-26-23 (redline)
2. Planning Commission Rules of Conduct 4-26-23 (clean)
3. Resolution- 2023 Planning Commission Rules of Conduct

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

- 13.a. Presentation of Annual Housing Report

Recommended Action: Receive report, and possibly discuss with Staff.

Attachments:

1. HCD Annual Progress Report - 2022
2. Housing Presentation - 2022

- 13.b. Presentation Regarding an Overview and History of the City's Design Guidelines for Commercial Development

Recommended Action: Receive presentation regarding an overview and history of the City's design guidelines for commercial development.

Attachments: None

14. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available at the Civic Center 300 Seminary Ave. Ukiah, CA 95482; and online at: www.cityofukiah/meetings/ at the end of the next business day.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated: April 19, 2023
Stephanie Abba, Planning Commission Secretary

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR MEETING**
Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Virtual Meeting Link: <https://zoom.us/j/91264543193>

**April 12, 2023
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on April 12, 2023. The meeting was legally noticed on April 3, 2023. The meeting was held in person and at the following virtual link: <https://zoom.us/j/91264543193>. Chair Hilliker called the meeting to Order at 6:01 p.m.

CHAIR HILLIKER PRESIDING.

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4. APPROVAL OF MINUTES

a. Approval of the Minutes of March 22, 2023, a Regular Meeting.

Motion/Second: R. Johnson/A. de Grassi to approve the Minutes of March 22, 2023, a Regular Meeting as submitted. Motion **carried** by the following roll call votes: AYES: T. Phi, A. de Grassi, M. Johnson R. Johnson, and M. Hilliker NOES: None. ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

No appeals were received. Chair Hilliker stated that the appeal deadline is April 24, 2023.

6. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

PUBLIC COMMENT: Dennis Crean and Pinky Kushner

7. SITE VISIT VERIFICATION

Site Verification not necessary

8. VERIFICATION OF NOTICE

Verified by Staff

9. PLANNING COMMISSIONERS REPORTS

Report Received

10. DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

Report received

11. CONSENT CALENDAR

No items on the Consent Calendar

12. UNFINISHED BUSINESS

a. Receive Bi-Annual Status Update and Report Regarding Community Center and Winer Homeless Shelter at 1045 South State Street.

Presenters: Craig Schlatter, Community Development Director.

PUBLIC COMMENT: Sage Wolf

Report Received

b. Discussion with Possible Approval of Changes to the Ukiah Planning Commission Rules of Conduct.

Presenters: Craig Schlatter, Community Development Director.

PUBLIC COMMENT: Dennis Crean and Pinky Kushner

Motion/Second: M. Johnson/T. Phi to approve the changes made to the Ukiah Planning Commission Rules of Conduct except in Section 6. Motions 1. After Motions are Made, and Hearings are Closed – Remove the new paragraph that states, *“Prior to taking a vote, the Commission may engage in discussion and debate. With the consent of the presiding officer, a Commissioner may request specific clarifying information from staff and/or the applicant,”* leaving in the original paragraph that states, *“After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission.”* Motion **carried** by the following roll call votes: AYES: T. Phi, A. de Grassi, M. Johnson R. Johnson, and M. Hilliker NOES: None. ABSENT: None. ABSTAIN: None.

13. NEW BUSINESS

No New Business was Agendized

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:58 p.m.

Stephanie Abba, Planning Commission Secretary



DATE: April 19, 2023
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **Consideration of Adoption of Resolution Adopting Rules for Conducting Planning Commission Meetings**

Background:

The City of Ukiah Planning Commission Rules of Conduct (“Rules”) were last updated and adopted by the Commission on November 8, 2017 through Resolution No. 2017-01. The Rules were based on Rules developed by the City Council.

At the Commission’s February 22, 2023 regular meeting, the Commission requested an agenda item be scheduled to discuss and possibly approve changes to the 2017 Rules. Staff scheduled a discussion of the Rules of Conduct at Planning Commission’s March 8, 2023 meeting.

A second discussion related to updated Rules of Conduct was had by the Commission at the April 12, 2023 regular meeting. By a unanimous vote, the Commission directed final Rules of Conduct be prepared for adoption via resolution at the April 26, 2023 meeting.

Discussion:

Staff has prepared the final “redline” version of the Rules of Conduct (Attachment 1), tracking changes that were made by the Commission in the March 8 and April 12 meetings. Staff has also prepared a final “clean” version of the Rules of Conduct (Attachment 2).

Staff recommends the Planning Commission adopt the Resolution in Attachment 3. Upon adoption of the resolution, the Rules of Conduct in Attachment 2 would become “Exhibit A” to the adopted resolution.

RULES OF CONDUCT OF THE UKIAH PLANNING COMMISSION MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission ("Commission") meets regularly on the second and fourth Wednesday of each month at 6:00 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the Recording Secretary to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the ~~Planning Director~~Community Development Director's judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the Recording Secretary no later than 12:00 noon on Wednesday, six (6)

working days preceding the meeting. The Recording Secretary or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City ~~Planning Director~~Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The ~~Planning Director~~Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, ~~on~~ for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the Recording Secretary, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and ~~filed-distributed to~~by the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the ~~Planning~~Community Development Director

The City ~~Planning~~Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Recording Secretary shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an "emergency situation", as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section "emergency" means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The, and the failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace~~h~~ and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police~~y~~ may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained?*" A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- ~~F. Privilege of Closing Debate: The Commissioner moving the adoption of an ordinance, resolution, or motion shall have the privilege of closing debate.~~
- G. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. **After Motions are Made and Hearings are Closed**

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. ~~Prior to taking a vote, the Commission may engage in discussion and debate. With the consent of the presiding officer, a Commissioner may request specific clarifying information from staff and/or the applicant.~~

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SECTION 7. VOTING RULES

I. **Seating Arrangement for Commission**

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council, (and if there is more than one of the same seniority, then by highest vote count at that election) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with ~~Planning Commission Chair~~the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering "aye" for an affirmative vote or "no" for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives "aye" votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A

Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the ~~Commission~~Council.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document ~~excluding written comments submitted on a particular agenda item by the public~~, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the Recording Secretary six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline,

unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

B. Manner of Submission: All documents must be presented to the Recording Secretary for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.

1. To be considered, an original and seven (7) copies must be filed with the Recording Secretary.
2. Upon Receipt, the Recording Secretary shall date stamp as received the original and all copies. Upon request, the Recording Secretary will furnish the proponent of the document with a date stamped copy. The Recording Secretary shall immediately distribute copies of the submitted documents to the individual Commissioners and the ~~Planning Director~~Community Development Director. The Recording Secretary shall retain the original and include it in the hearing record, which the Recording Secretary shall compile and maintain.

~~III. Notice of Hearing~~

~~Any notice of a public hearing shall include a statement that anyone wishing the Planning Commission to consider a document exceeding 250 words must submit the original document and seven (7) legible copies to the Recording Secretary not less than six (6) calendar days prior to the scheduled meeting date.~~

IV. Viewing the Site

In quasi-judicial hearings involving specific property, it shall be the duty of Planning Commissioners to view the site prior to the hearing. At the beginning of the hearing the Planning Commission Chair shall poll the Commissioners to establish, on the record, whether they have viewed the site. If any Commissioner indicates that he or she has not viewed the site, the hearing shall be continued to the next regular meeting date. ~~In viewing the site, no Commissioner shall have any discussion with project proponents or opponents.~~

In quasi-legislative public hearings involving specific property, any Commissioner may, but not required to, view the site. In such hearings, Commissioners may, but are not required to, reveal on the record whether they have viewed the site.

V. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

VI. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The Recording Secretary shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the Recording Secretary include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the Recording Secretary shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the Recording Secretary has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commission meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.

RULES OF CONDUCT OF THE UKIAH PLANNING COMMISSION MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission ("Commission") meets regularly on the second and fourth Wednesday of each month at 6:00 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the Recording Secretary to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the Community Development Director's judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the Recording Secretary no later than 12:00 noon on Wednesday, six (6) working days

preceding the meeting. The Recording Secretary or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the Recording Secretary, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and distributed to the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the Community Development Director

The City Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Recording Secretary shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an "emergency situation", as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section "emergency" means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “aye” for an affirmative vote or “no” for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the Recording Secretary six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 - 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 - 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although

a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

- B. Manner of Submission: All documents must be presented to the Recording Secretary for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.
1. To be considered, an original and seven (7) copies must be filed with the Recording Secretary.
 2. Upon Receipt, the Recording Secretary shall date stamp as received the original and all copies. Upon request, the Recording Secretary will furnish the proponent of the document with a date stamped copy. The Recording Secretary shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The Recording Secretary shall retain the original and include it in the hearing record, which the Recording Secretary shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, it shall be the duty of Planning Commissioners to view the site prior to the hearing. At the beginning of the hearing the Planning Commission Chair shall poll the Commissioners to establish, on the record, whether they have viewed the site. If any Commissioner indicates that he or she has not viewed the site, the hearing shall be continued to the next regular meeting date.

In quasi-legislative public hearings involving specific property, any Commissioner may, but not required to, view the site. In such hearings, Commissioners may, but are not required to, reveal on the record whether they have viewed the site.

IV. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The Recording Secretary shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the Recording Secretary include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the Recording Secretary shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the Recording Secretary has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commissioner meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.

RESOLUTION NO. 2023-__**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF UKIAH ADOPTING
RULES FOR CONDUCTING PLANNING COMMISSION MEETINGS****WHEREAS:**

1. Article 4, Section 1155 of Ukiah City Code requires the Planning Commission to adopt rules for the transaction of its business; and
2. In 1983, the Ukiah Planning Commission adopted rules, or procedures, to govern the conduct of Planning Commission meetings, and in 1999 these rules were updated; and
3. These rules were last updated by the Planning Commission on November 8, 2017, through Resolution No. 2017-01; and
4. The Planning Commission wishes to adopt an update to the Rules of Conduct to reflect current practice and comply with Article 4, Section 1155 of Ukiah City Code; and
5. In two regular meetings of the Planning Commission, March 8, 2023 and April 12, 2023, updates were discussed and directed by the Planning Commission; and
6. On April 12, 2023, by a unanimous vote, the Planning Commission directed preparation of the updated Rules of Conduct to be considered for adoption at the April 26, 2023 regular meeting of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ukiah hereby adopts new rules for the conduct of meetings, which are included as "Exhibit A."

PASSED AND ADOPTED on this 26th day of April, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Hilliker, Chair

ATTEST:

Stephanie Abba, Recording Secretary

EXHIBIT A

**RULES OF CONDUCT
OF THE UKIAH PLANNING COMMISSION MEETINGS
FOR THE CITY OF UKIAH**

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission ("Commission") meets regularly on the second and fourth Wednesday of each month at 6:00 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the Recording Secretary to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

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III. Closed sessions/Disclosure of Information

Not applicable.

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I. Preparation and Posting of Agendas

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preceding the meeting. The Recording Secretary or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

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- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an "emergency situation", as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section "emergency" means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

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- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

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- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

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- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “aye” for an affirmative vote or “no” for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the Recording Secretary six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 - 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 - 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although

a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

- B. Manner of Submission: All documents must be presented to the Recording Secretary for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.
1. To be considered, an original and seven (7) copies must be filed with the Recording Secretary.
 2. Upon Receipt, the Recording Secretary shall date stamp as received the original and all copies. Upon request, the Recording Secretary will furnish the proponent of the document with a date stamped copy. The Recording Secretary shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The Recording Secretary shall retain the original and include it in the hearing record, which the Recording Secretary shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, it shall be the duty of Planning Commissioners to view the site prior to the hearing. At the beginning of the hearing the Planning Commission Chair shall poll the Commissioners to establish, on the record, whether they have viewed the site. If any Commissioner indicates that he or she has not viewed the site, the hearing shall be continued to the next regular meeting date.

In quasi-legislative public hearings involving specific property, any Commissioner may, but not required to, view the site. In such hearings, Commissioners may, but are not required to, reveal on the record whether they have viewed the site.

IV. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The Recording Secretary shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the Recording Secretary include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the Recording Secretary shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the Recording Secretary has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commissioner meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.



AGENDA SUMMARY REPORT

SUBJECT: Presentation of Annual Housing Report

DEPARTMENT: Community
Development

PREPARED BY: Jesse Davis, Planning Manager

PRESENTER: Craig Schlatter, Jesse Davis and Michelle Irace

ATTACHMENTS:

1. HCD Annual Progress Report - 2022
2. Housing Presentation - 2022

Summary: Staff will present the Annual Housing Report, including permit reports, Housing Element accomplishments and new legislation.

Background: Government Code requires the City's Community Development Department to provide an annual report to the City Council, Governor's Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) regarding the City's progress in implementing its adopted housing element. The 2022 Housing Element Annual Progress Report will be the third report for the 6th Planning Cycle and 2019-2027 Housing Element.

Discussion: Staff has completed the 2022 Housing Element Annual Progress Report describing housing production in 2022 toward the City meeting its share of the regional housing needs, as well as progress on implementation of the 2019-2017 Housing Element programs.

Recommended Action: Receive report, and possibly discuss with Staff.

N/A

2022 UKIAH Housing Element Annual Progress Report

General Information

First Name	Jesse	Street Address	300 Seminary Avenue	Phone	7074636207
Last Name	Davis	City	Ukiah	Email	jdavis@cityofukiah.com
Title	Chief Planning Manager	Zip Code	95482		

Comments: Include any additional information or explanation for the information provided in the following tables.

2022 UKIAH Housing Element Annual Progress Report

TABLE A - Housing Development Applications Submitted

Unit Information

No Data Available

Project Information

2022 UKIAH Housing Element Annual Progress Report

TABLE A2 - Annual Building Activity Report Summary - New Construction

Entitlements

Project Identifier			Affordability by Household Income - Entitlements								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements
002-173-19	435 N BUSH STREET	5873	0	0	0	0	0	0	0		0
001-104-11	546 NORTH SPRING STREET	5596	0	0	0	0	0	0	0		0
002-145-08	558 SCHOOL STREET	5920	0	0	0	0	0	0	0		0
001-242-18	612 MARY LANE	6133	0	0	0	0	0	0	0		0
003-510-09	1156 HELEN AVENUE	6385	0	0	0	0	0	0	0		0
001-301-03	413 WEST MILL STREET	6590	0	0	0	0	0	0	0		0
001-283-07	509 JONES STREET	7846	0	0	0	0	0	0	0		0
001-333-26	324 HILLVIEW AVENUE	7707	0	0	0	0	0	0	0		0
001-272-11	30 HIGHLAND DRIVE	7541	0	0	0	0	0	0	0		0
002-320-35	490 EAST GOBBI STREET	7311	0	0	0	0	0	0	0		0
001-335-22	344 HILLCREST AVENUE	6726	0	0	0	0	0	0	0		0
001-242-02	1317 WEST CLAY STREET	6714	0	0	0	0	0	0	0		0

002-135-13	629 MYRON STREET	6777	0	0	0	0	0	0	0		0
002-135-15	621 MYRON STREET	6778	0	0	0	0	0	0	0		0
003-135-14	625 MYRON STREET	6779	0	0	0	0	0	0	0		0
003-040-77	210 EAST GOBBI STREET	7672	0	0	0	0	0	0	0		0
003-040-77	210 EAST GOBBI STREET	7671	0	0	0	0	0	0	0		0
003-040-78	210 EAST GOBBI STREET	7670	0	0	0	0	0	0	0		0
003-040-79	210 EAST GOBBI STREET	7669	0	0	0	0	0	0	0		0
002-340-39	555 SO ORCHARD AVENUE	BU_2021-1732	50	0	0	0	0	0	0	12/29/2020	50
Totals			50	0	0	0	0	0	0		50

Building Permits											
Project Identifier			Affordability by Household Income - Building Permits								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
002-173-19	435 N BUSH STREET	5873	0	0	0	0	0	1	0	02/18/2021	1
001-104-11	546 NORTH SPRING STREET	5596	0	0	0	0	0	1	0	09/09/2020	1
002-145-08	558 SCHOOL STREET	5920	0	0	0	0	0	1	0	05/06/2021	1
001-242-18	612 MARY LANE	6133	0	0	0	0	0	0	1	06/16/2021	1
003-510-09	1156 HELEN AVENUE	6385	0	0	0	0	0	1	0	08/06/2021	1
001-301-03	413 WEST MILL STREET	6590	0	0	0	0	0	1	0	10/22/2021	1
001-283-07	509 JONES STREET	7846	0	0	0	0	0	1	0	11/23/2022	1
001-333-26	324 HILLVIEW AVENUE	7707	0	0	0	0	0	1	0	10/18/2022	1
001-272-11	30 HIGHLAND DRIVE	7541	0	0	0	0	0	1	0	09/06/2022	1
002-320-35	490 EAST GOBBI STREET	7311	0	0	0	0	0	1	0	10/12/2022	1
001-335-22	344 HILLCREST AVENUE	6726	0	0	0	0	0	1	0	01/10/2022	1
001-242-02	1317 WEST CLAY STREET	6714	0	0	0	0	0	1	0	01/10/2022	1
002-135-13	629 MYRON STREET	6777	0	0	0	0	0	0	1	11/28/2022	1

002-135-15	621 MYRON STREET	6778	0	0	0	0	0	0	1	11/28/2022	1
003-135-14	625 MYRON STREET	6779	0	0	0	0	0	0	1	11/28/2022	1
003-040-77	210 EAST GOBBI STREET	7672	0	0	3	0	0	0	0	12/08/2022	3
003-040-77	210 EAST GOBBI STREET	7671	0	0	15	0	0	0	0	12/08/2022	15
003-040-78	210 EAST GOBBI STREET	7670	0	0	36	0	0	0	0	12/08/2022	36
003-040-79	210 EAST GOBBI STREET	7669	0	0	17	0	0	0	0	12/08/2022	17
002-340-39	555 SO ORCHARD AVENUE	BU_2021-1732	20	0	0	0	0	0	0	02/24/2022	20
Totals			20	0	71	0	0	11	4		106

Certificate of Occupancy											
Project Identifier			Affordability by Household Income - Certificate of Occupancy								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness Date Issued	# of Units Issued Certificates of Occupancy or other forms of readiness
002-173-19	435 N BUSH STREET	5873	0	0	0	0	0	0	0		0
001-104-11	546 NORTH SPRING STREET	5596	0	0	0	0	0	1	0	09/23/2022	1
002-145-08	558 SCHOOL STREET	5920	0	0	0	0	0	1	0	02/07/2022	1
001-242-18	612 MARY LANE	6133	0	0	0	0	0	0	1	04/28/2022	1
003-510-09	1156 HELEN AVENUE	6385	0	0	0	0	0	0	0		0
001-301-03	413 WEST MILL STREET	6590	0	0	0	0	0	1	0	11/01/2022	1
001-283-07	509 JONES STREET	7846	0	0	0	0	0	0	0		0
001-333-26	324 HILLVIEW AVENUE	7707	0	0	0	0	0	0	0		0
001-272-11	30 HIGHLAND DRIVE	7541	0	0	0	0	0	0	0		0
002-320-35	490 EAST GOBBI STREET	7311	0	0	0	0	0	0	0		0
001-335-22	344 HILLCREST AVENUE	6726	0	0	0	0	0	0	0		0
001-242-02	1317 WEST CLAY STREET	6714	0	0	0	0	0	1	0	06/20/2022	1
002-135-13	629 MYRON STREET	6777	0	0	0	0	0	0	0		0

002-135-15	621 MYRON STREET	6778	0	0	0	0	0	0	0		0
003-135-14	625 MYRON STREET	6779	0	0	0	0	0	0	0		0
003-040-77	210 EAST GOBBI STREET	7672	0	0	0	0	0	0	0		0
003-040-77	210 EAST GOBBI STREET	7671	0	0	0	0	0	0	0		0
003-040-78	210 EAST GOBBI STREET	7670	0	0	0	0	0	0	0		0
003-040-79	210 EAST GOBBI STREET	7669	0	0	0	0	0	0	0		0
002-340-39	555 SO ORCHARD AVENUE	BU_2021-1732	20	0	0	0	0	0	0	10/21/2022	20
Totals			20	0	0	0	0	4	1		25

Project Information																	
Project Identifier					Unit Types					Housing with Financial Assistance and/or Deed Restrictions				Demolished/Destroyed Units			Notes
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Extremely Low Income Units	Was Project Approved using SB 35 Streamlining?	Infill Units?	Assistance Programs for each Development	Deed Restrictions Type	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Number of Demolished/Destroyed Units	Demolished or Destroyed Units?	Demolished or Destroyed Units Owner or Renter	
	002-173-19	435 N BUSH STREET	N/A	5873	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-104-11	546 NORTH SPRING STREET	N/A	5596	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	002-145-08	558 SCHOOL STREET	N/A	5920	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-242-18	612 MARY LANE	N/A	6133	SFD	Owner	0	N	Y					0			
	003-510-09	1156 HELEN AVENUE	N/A	6385	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			

	001-301-03	413 WEST MILL STREET	N/A	6590	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-283-07	509 JONES STREET	N/A	7846	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-333-26	324 HILLVIE W AVENUE	N/A	7707	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			PRE-DESIGNED ADU
	001-272-11	30 HIGHLAND DRIVE	N/A	7541	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			PRE-DESIGNED ADU
	002-320-35	490 EAST GOBBI STREET	N/A	7311	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-335-22	344 HILLCREST AVENUE	N/A	6726	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	001-242-02	1317 WEST CLAY STREET	N/A	6714	ADU	Renter	0	N	Y			ADU SIZE & PROJECTED RENT		0			
	002-135-13	629 MYRON STREET	Myron Street PD	6777	SFD	Owner	0	N	Y					0			

	002-135-15	621 MYRON STREET	Myron Street PD	6778	SFD	Owner	0	N	Y					0			
	003-135-14	625 MYRON STREET	Myron Street PD	6779	SFD	Owner	0	N	Y					0			
	003-040-77	210 EAST GOBBI STREET	Acorn Valley Plaza	7672	5+	Renter	0	N	Y	CDBG, LIHTC	Other		55	0			City of Ukiah Residual Receipt Loan
	003-040-77	210 EAST GOBBI STREET	Acorn Valley Plaza	7671	5+	Renter	0	N	Y	CDBG, LIHTC	Other		55	0			City of Ukiah Residual Receipt Loan
	003-040-78	210 EAST GOBBI STREET	Acorn Valley Plaza	7670	5+	Renter	0	N	Y	CDBG, LIHTC	Other		55	0			City of Ukiah Residual Receipt Loan
	003-040-79	210 EAST GOBBI STREET	Acorn Valley Plaza	7669	5+	Renter	0	N	Y	CDBG, LIHTC	Other		55	0			City of Ukiah Residual Receipt Loan
	002-340-39	555 SO ORCHAR D AVENUE	Live Oak Apartments	BU_2021-1732	5+	Renter	11	N	Y	HKEY, HEAP	Other		10	0			Homekey Project

Density Bonus							
Project Identifier				Density Bonus			
Current APN	Street Address	Local Jurisdiction Tracking ID	Deed Restriction Type	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)

2022 UKIAH Housing Element Annual Progress Report

TABLE B - Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Income Level	RHNA Allocation	Restrictions	Projection Period	Year 1 - 2019	Year 2 - 2020	Year 3 - 2021	Year 4 - 2022	Year 5 - 2023	Year 6 - 2024	Year 7 - 2025	Year 8 - 2026	Year 9 - 2027	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low*	86	Deed restricted	0	0	0	30	20	0	0	0	0	0	50	36
		Non-Restricted	0	0	0	0	0	0	0	0	0	0		
Low	72	Deed restricted	0	0	30	0	71	0	0	0	0	0	104	0
		Non-Restricted	0	2	1	0	0	0	0	0	0	0		
Moderate	49	Deed restricted	0	0	0	0	0	0	0	0	0	0	20	29
		Non-Restricted	3	0	5	6	6	0	0	0	0	0		
Above Moderate	32		3	0	9	3	3	0	0	0	0	0	18	14
Total Units			6	2	45	39	100	0	0	0	0	0	192	
Total RHNA	239	Total Remaining Need for RHNA Period												79

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1)

	Extremely Low-Income Need	Year 1 - 2019	Year 2 - 2020	Year 3 - 2021	Year 4 - 2022	Year 5 - 2023	Year 6 - 2024	Year 7 - 2025	Year 8 - 2026	Year 9 - 2027	Total Units to Date	Total Remaining ELI Need
Extremely Low-Income Units**	43	0	0	39	11	0	0	0	0	0	50	0

For the last year of the 5th cycle planning period, Table B will only include units that were permitted before the end date of the 5th cycle planning period.

For the first year of the 6th cycle planning period, Table B will only include units that were permitted since the start date of the 6th cycle planning period.

Projection Period units are included in a separate column.

*Units serving extremely low-income households must be included in the very low-income permitted totals in order to be credited toward the RHNA.

**Extremely low-income units determined pursuant to Government Code 65583(a)(1). Default value is half of the very low-income RHNA. May be overwritten.

2022 UKIAH Housing Element Annual Progress Report

TABLE C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need

No Data Available

2022 UKIAH Housing Element Annual Progress Report

TABLE D - Program Implementation Status

Housing Programs Progress Report - Government Code Section 65583			
Program Description			
Name of Housing Element Program	Objective	Timeframe in H.E.	Status of Program Implementation
H-1 - 1a: Implement a residential rehabilitation program.	Encourage the rehabilitation of existing residential unit	Ongoing, as funding is available	ONGOING: The City was awarded \$500,000 for a CDBG Housing Rehabilitation Program in 2022. It is anticipated that the state will sign the grant agreement and the program will begin operations in mid-2023. The Housing Rehabilitation Program will operate in conjunction with the City's new CDBG Code Enforcement Program. Together, these two programs will encourage and assist with the rehabilitation of existing residential units.
H-1 - 1b: Continue the City's Energy Efficiency Public Benefits Fund and renewable energy and energy efficiency rebate programs.	Provide education and opportunities to increase green building practices.	Ongoing, as funding is available	ONGOING: In 2022, the City of Ukiah CDBG Utility Bill Assistance Program finalized a low and moderate income households in Ukiah struggling with COVID-19 economic impacts. Payments were intended to prevent the cutoff of utility services or provide emergency payments for essential short-term utility-related need. Additionally, the City has developed a rebate program for those affordable housing developers that achieve energy efficiency savings above Title 24 standard.
H-1 - 1c: Support funding or other applications that would preserve/conservate existing mobile home parks.	Preserve at-risk housing units.	Ongoing, as needed	ONGOING: A rent stabilization ordinance was adopted by the City Council in 2011. Staff has investigated the Mobilehome Park Rehabilitation and Residential Ownership Program (MPRROP) via HCD that would finance the preservation of affordable mobilehome parks by conversion to ownership or control by resident organizations, nonprofit housing sponsors, or local public entities, but no action has yet been taken.

H-1 - 1d: Continue providing informational materials to the public through the Green Building Information Center and at the public counter.	Provide education and opportunities to increase green building practices.	Ongoing, as new and relevant information is available.	ONGOING: In 2022, staff updated and maintained the Green Building Resource Center in the Ukiah Civic Center. The Community Development Department also maintains resources on its website, including helpful links to enable the public to experience and learn more about healthy and energy, water, and material conserving design and construction. Additionally, the City's Electric Utility Department provides information on education on these types of practices and programs.
H-1 - 1e: Develop standards and design guidelines for residential development in the Medium Density Residential (R-2) and High Density Residential (R-3), Community Commercial (C-1) and Heavy Commercial (C-2) zoning districts.	Streamline housing development.	Establish development standards and design guidelines by the end of calendar year 2020.	COMPLETED: Objective Design and Development Standards adopted by the City Council (Ordinance 1216) on 9/1/2021. In 2022, these standards were utilized by the mixed-use development project, Acorn Valley Plaza.
H-1 - 1f: Develop an At-Risk Units Program	Preserve at-risk housing units.	Develop At-Risk Program by the end of calendar year 2020.	ONGOING: The nature of conversion risk varies significantly among projects depending on the type of subsidy and related affordability controls. Staff annually monitor local investment in projects that have been acquired by non- or for-profit entities to ensure that properties are well-managed, maintained and operated in accordance with the City's municipal standards. As all units are guaranteed to remain affordable for the remainder of this RHNA cycle, the City will continue to monitor, however, should changes to status arise, Staff will implement efforts to preserve at risk units.
H-1 - 1g: Tenant Education and Assistance for Tenants of At-Risk Projects.	Require property owners to give notice to tenants of their intent to opt out of low-income use restrictions. Provide tenants of at-risk units with education regarding tenant rights and conversion procedures.	Develop education program and notification procedures by June 30, 2020; implement program on an ongoing basis throughout the 2019-2027 planning period.	COMPLETED AND ONGOING: Informational handouts were developed by City Staff to educate tenants of their rights and conversion procedures. At this stage, however, no at risk projects have been identified by the City of Ukiah that would require further action.
H-2 - 2a: Update the inventory of vacant and underutilized parcels.	Ensure that adequate residentially designated land is available to accommodate the City's share of the Regional Housing Need.	Updated annually, by June 30 of each year; posted on the City's website and at the public counter	COMPLETED & ONGOING: This list was updated in conjunction with the City of Ukiah Municipal Service Review in December, 2022. It is separately posted to the City of Ukiah's Planning Division webpage.

H-2 - 2b: Monitor the rate of conversion of primary residences to short-term rental units.	Ensure that adequate residentially designated land is available to accommodate the City's share of the Regional Housing Need and not converted to commercial uses.	Develop monitoring program by June 30, 2020; annually track number of short-term rentals and present information along with annual progress report to City Council each year; short-term rental ordinance research report due June 30, 2025.	ONGOING: Monitoring of short-term rentals is facilitated through the Plan Check/business license process. All Short-Term Rentals require a business license to operate within the City of Ukiah. Staff will review software programs to further assist with short-term rental enforcement, but notes that a significant portion of operators do not facilitate whole-home rentals and that the number of operators does not appear significant based on active business licenses.
H-2 - 2c: Monitor the conversion of single family residential homes to commercial uses	Ensure that adequate residentially designated land is available to accommodate the City's share of the Regional Housing Need and not converted to commercial uses.	Gather data and report findings to City Council by June 30, 2021.	ONGOING: Presently, conversion of residential structures is monitored via the Plan-Check Process. In 2023, there were no conversions of residential homes to commercial uses. In fact, the most recent submittals are to facilitate the conversion of commercial structures into residential units.
H-2 - 2d: Pursue additional funding sources to augment the Ukiah Housing Trust Fund, creating a permanent source of funding for affordable housing.	Encourage the development of a variety of different types of housing. Facilitate the production of housing for all segments of the Ukiah population	Ongoing.	Ongoing: The City submitted an application for Permanent Local Housing Allocation (PLHA) formula funds to HCD in 2022. This ongoing annual formula program will make approximately \$150,000 available per year to the UHTF to assist affordable housing projects.
H-2 - 2e: Continually engage with a variety of housing developers who specialize in providing housing to each economic segment of the community.	Facilitate the production of housing for all segments of the Ukiah population	Ongoing community and stakeholder outreach, occurring at least on a quarterly basis and continuing throughout the 2019-2027 planning period.	ONGOING: City Staff continue to actively participate in the Inland Mendocino County Housing Action Team, which includes developers of residential homes. In 2022, as requested, Staff met with project developers from Mendocino County and Northern California to engender interest in locating projects within the City. In response to developer requests, the City has identified LEAP funds to research and develop an electronic permitting system for use by interested parties.
H-2 - 2f: Amend the zoning code: Emergency Shelters, Transitional/Supportive Housing, Single Room Occupancy Housing and Manufactured/Factory Built Homes	Facilitate the production of housing for all segments of the Ukiah population	Complete draft Zoning Code amendments by December 30, 2020; secure adoption by June 30, 2021.	COMPLETE: Zoning Ordinance amendments adopted by the City Council (Ordinance 1216) on 9/1/2021.

H-2 - 2g: Facilitate the consolidation of smaller, multi-family parcels by providing technical assistance to property owners and developers in support of lot consolidation.	Facilitate the production of housing for all segments of the Ukiah population. Preserve at-risk housing units.	Present report to Planning Commission and City Council, with recommendations, by June 30, 2026.	ONGOING: The City continues to look for these opportunities, but none were identified. By encouraging the consolidation of smaller, multi-family parcels, allowing for an increase in the number of units, the City improves the infrastructure capacity and housing supply and affordability. This task is included in the LEAP Grant awarded to the City and is scheduled to commence 1/1/2023.
H-2 - 2h: Ensure capacity of adequate sites for meeting RHNA: (1) Update C1 and C2 Zones to allow by-right housing development, with objective design and development standards (2) Update the R-2 Zone to allow up to 15 dwelling units per acre instead of 14 dwelling units per acre (3) Update the C-N Zone to increase residential density and allow similar housing types as those allowed in R-2. (4) By-right housing program for select parcels.	Facilitate the production of housing for all segments of the Ukiah population	Develop objective design and development standards per schedule associated with Implementing Program 1e; pursue amendments to the Zoning Code as outlined above by June 30, 2021.	COMPLETED: Zoning Ordinance amendments including by-right housing development with objective design and development standards, increasing residential density in the C-N zone, and by-right housing for select parcels, adopted by the City Council (Ordinance 1216) on 9/1/2021. The Council adopted a Resolution to amend the General Plan to match the increase in density in the C-N Zone on 8/18/2021.
H-2 - 2i: Monitor residential capacity (no net loss). Proactively monitor the consumption of residential acreage to ensure an adequate inventory is maintained for the City's RHNA obligations.	Preserve at-risk housing units.	Ongoing, with annual reports to HCD and the City Council; develop and implement a project evaluation procedure pursuant to Government Code 65863, by June 30, 2021.	ONGOING: No residential net loss was identified for the year 2022, as the City has updated its vacant and underutilized inventory to ensure that there is adequate acreage to maintain the City's RHNA obligations..
H-2 - 2j: First Time Homebuyer Assistance	Expand affordable housing opportunities for first time homebuyers.	Ongoing	ONGOING: The City of Ukiah ("City") first time homebuyer program is designed to provide assistance to eligible homebuyers in purchasing homes, also referred to herein as "housing units", located within the Program's eligible area. First time homebuyer assistance through a competitively granted HOME award was provided to 2 households, enabling them to purchase their own homes in 2021. In 2022, the City researched new funding opportunities to support the program.

H-2 - 2k: Collaborate with local service providers on addressing homelessness. Continue participation in the Mendocino County Continuum of Care.	Facilitate the production of housing for all segments of the Ukiah population, including those with special needs.	Ongoing	ONGOING: The City continues to participate in the Mendocino County's Continuum of Care via multiple Departments, including the Ukiah Police Department and the City Manager's Office.
H2-2l: Review existing City processes for compliance with AB 2162.	Revise zoning codes/processes to allow supportive housing by right in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.	Complete review of existing City processes by June 30, 2020; revise zoning codes/processes by December 31, 2020	COMPLETE: Included in the Zoning Code Amendments adopted by the City Council on 9/1/2021.
H-2 - 2m: Housing Units Replacement Program	Ensure that adequate residentially designated land is available to accommodate the City's share of the Regional Housing Need. In order to mitigate the loss of affordable housing units, require new housing developments to replace all affordable housing units lost due to new development.	The replacement requirement will be implemented immediately and applied as applications on identified sites are received and processed.	ONGOING: Displacement not identified in 2022, as all development was supplemental or occurred on vacant parcels.
H-2- 2n: Homeless Shelter Overlay District Evaluation. Evaluate the Homeless Shelter Overlay District to determine suitability for accommodating the identified number of homeless persons.	Facilitate the production of housing for all segments of the Ukiah population, including those with special needs.	Complete evaluation of overlay district on a bi-annual basis, with the first report due to Planning Commission by June 30, 2020. Depending on results of evaluation(s), make recommendations for options including possible amendment of the District within 6 months of the date the report is due.	COMPLETE: Staff presented analysis to the Planning Commission, and determined that the current homeless shelter overlay district was adequate to meet the needs of unhoused individuals, including those with special needs.
H-3 - 3a: Research, review and amend the development standards in the zoning code for opportunities to maximize housing development.	Increasing maximum allowable height for new residential buildings; Increasing density; Reducing yard setbacks; Reducing minimum site area; Upzoning R-1 (Single-family Residential) and R-1-H (Single-family Residential- Hillside Combining) zoning districts to allow by-right and/or permit other residential building types and densities.	Complete draft Zoning Code amendments by December 30, 2021; secure adoption by June 30, 2022	COMPLETE: Zoning Ordinance amendments including by-right housing development with objective design and development standards, increasing residential density in the C-N zone, and by-right housing for select parcels, adopted by the City Council (Ordinance 1216) on 9/1/2021. The Council adopted a Resolution to amend the General Plan to match the increase in density in the C-N Zone on 8/18/2021.
H-3 - 3b: Develop flexible parking policies for new residential development. The intent of this policy is to reduce parking requirements, especially in zoning districts that allow for lower-income housing developments.	Remove governmental constraints to infill housing development.	Complete draft policy by June 30, 2020	COMPLETE: Zoning Ordinance amendments including flexible parking policies were adopted by the City Council (Ordinance 1216) on 9/1/2021.

H-3 - 3c: Explore other policies and regulations that facilitate new infill housing development. Produce report with recommendations and present to Planning Commission and City Council.	Encourage the use of density bonuses and provide other regulatory concessions to facilitate housing development.	Complete draft report by June 30, 2026	ONGOING: Staff continues to research policies and regulations that facilitate new infill housing development.
H-3 - 3d: Facilitate improvements to permit processing to streamline housing development.	Remove governmental constraints to infill housing development.	Pre-application conferences ongoing; City processing procedures brochure developed by June 30, 2021	COMPLETE & ONGOING: Staff created a Housing Development Checklist (processing procedures brochure) for by-right housing development of duplexes, triplexes, 4-plexes and larger projects in 12/2021. These are currently available on the City website and via email upon request. It was also sent to known housing developers currently working with the City. In 2022, Danco Communities utilized these objective standards to facilitate development of Acorn Valley Plaza at 210 East Gobbi Street.
H-3 - 3e: Continue to apply the CEQA infill exemption to streamline environmental review.	Improve building and planning permit processing for residential construction.	Ongoing	ONGOING: Staff regularly applies and utilizes the CEQA infill exemption to streamline environmental review when appropriate.
H-3 - 3f: Review Site Development Permit and Use Permit Processes. Produce report for City Council analyzing processes and making recommendations for how to revise processes and/or Ukiah City Code such that project approval process is accelerated.	Remove governmental constraints to infill housing development. Improve building and planning permit processing for residential construction.	Report due to City Council by December 31, 2020; process and/or code improvements to be implemented immediately thereafter.	COMPLETED: Zoning Ordinance amendments, including by-right housing with objective design and development standards were adopted by the City Council on 9/1/2021 (Ordinance 1216). These objective standards streamline both the Site Development Permit and Use Permit processes. In 2022, Danco Communities utilized these objective standards to facilitate development of Acorn Valley Plaza at 210 East Gobbi Street.
H4- 4a: Continue to collaborate with the Ukiah Police Department and property owners and managers to keep housing safe. Support the Crime Prevention through Environmental Design standards through continued referral of residential new construction projects to the Ukiah Police Department.	Continue to implement effective crime prevention activities.	Ongoing	ONGOING: The Community Development Department continues to collaborate with the Ukiah Police Department (UPD), as the UPD reviews all housing project applications as a part of the Department's referral process and regularly makes comments. Comments from UPD are derived from the UPD's Crime Prevention Through Environmental Design strategy.

H4- 4b: Continue to refer housing discrimination complaints to Legal Services of Northern California, State Fair Employment and Housing Commission, and the U.S. Department of Housing and Urban Development (HUD).	Promote fair housing practices in the sale or rental of housing with regard to race, color, national origin, ancestry, religion, disability/ medical conditions, sex, age, marital status, familial status, source of income, sexual orientation/gender identify, or any other arbitrary factors.	Ongoing	ONGOING: No complaints received in 2022, but the City remains cognizant of this objective.
H4- 4c: Develop project referral procedural for referral of all proposed General Plan amendments to the appropriate military office for review and comment. Revise the planning permit application form to include this step of referral.	Promote well-planned and designed housing opportunities and projects for all persons.	Develop referral procedure and revise planning permit application form by December 31, 2019; implement on January 1, 2020.	COMPLETED: In determining the impact of new growth on military readiness activities, information provided by military facilities shall be considered. The City shall address military impacts based on information from the military and other sources. All amendments to the Ukiah General Plan, and large development projects shall be sent to military referral entities. A request for review is sent to these contacts prior to determination of project's completeness, so that any requests for additional information or conditions may be integrated into the project in a timely manner. In 2022, the City utilized this referral procedure to provide notice to appropriate military offices on October 18, 2022 for the City's 2040 General Plan.
H5-5a: Maintain a housing resources webpage.	Assume a leadership role in the development of all types of housing in the community.	Updated regularly, as new and relevant information is available.	COMPLETED & ONGOING: The City created and maintains a Housing Services website (http://www.cityofukiah.com/housing-services/). Included on the this webpage are resources such as funding sources and programs, affordable housing developers, and a list of publicly assisted housing providers.using Services also coordinates the City's housing efforts and implementation of the General Plan Housing Element with Planning Division staff and partners with the City Manager's Office to implement business assistance loan activities. Current programs include the HOME Program, Community Devleopment Blog Grant Program, and implementation of the Ukiah Housing Trust Fund Program.

H5-5b: Complete the update of the 2020 Sphere of Influence, Municipal Service Review, and Ukiah 2040 General Plan. Include an annexation policy.	Pursue annexation efforts that lead to an orderly expansion of growth, where services are adequate for future residential development.	2020- Sphere of Influence and Municipal Service Review; 2021- Ukiah 2040 General Plan.	Completed & Ongoing: On December 9, 2022, Mendocino County LAFCo adopted the City's Municipal Service Review and Sphere of Influence Update in conjunction with the Ukiah Valley A13/D43ley Sanitation District. The City currently has two annexation applications submitted, which are being reviewed by LAFCo staff.
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2022 UKIAH Housing Element Annual Progress Report

TABLE E - Commercial Development Bonus Approved pursuant to GC Section 65915.7

No Data Available

2022 UKIAH Housing Element Annual Progress Report

TABLE F - Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(2)

	Affordability by Household Incomes (Units that DO NOT count towards RHNA)				
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
Total Units by Income	0	0	0	0	
	Affordability by Household Incomes (Units that DO count towards RHNA)				
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
Total Units by Income	0	0	0	0	

2022 UKIAH Housing Element Annual Progress Report

TABLE G - Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of (CCR Title 25 § 6202)

No Data Available

2022 UKIAH Housing Element Annual Progress Report

TABLE H - Locally Owned Surplus Sites (CCR Title 25 § 6202)

No Data Available

2022 UKIAH Housing Element Annual Progress Report

LEAP Reporting (CCR Title 25 § 6202)

Total Award Amount	65,000.00				
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Update Historic Structure Policy	19,900.00	19,000.00	In Progress	None	Staff has engaged a consultant to update the policy and will present an ordinance amendment to the BOS by 2024 to encourage adaptive reuse of historic structures for residential purposes.
Facilitate Lot Consolidation	14,900.00	14,900.00	In Progress	None	Research is ongoing, but staff will present an ordinance amendment to streamline the procedures and policies for lot line adjustment and incentivize the merger of multifamily parcels by 2024.
New Infill Housing Policy	16,200.00	16,200.00	In Progress	None	
Electronic Permit System Plan	14,000.00	14,000.00	In Progress	None	A contract for a software vendor to be awarded by 03/15/23, and the electronic permit system implemented by 10/15/23.



2022 Annual Progress Report

City of Ukiah
Department of Community Development

Craig Schlatter, Director
Jesse Davis, Chief Planning Manager



Annual Progress Reports (APR)

- **HCD:** Each jurisdiction must prepare and submit a Housing Element Annual Progress Report (APR) to the Department of Housing and Community Development (HCD) on status and progress in implementing its housing element.
- **OPR:** The General Plan APR submitted to OPR should outline the status of the General Plan and progress in its implementation over the previous year's 12-month reporting period.

2022 Income Levels – Mendocino County

Rental - Bedrooms	Income Level	What's Affordable?
0	Moderate	\$1,050 - \$1,550
1	Moderate	\$1,200 - \$1,800
2	Moderate	\$1,350 - \$1,850
3	Moderate	\$1,500 - \$2,250
4	Moderate	\$1,650 - \$2,450

Owner - Bedrooms	Income Level	What's Affordable?
0	Moderate	\$95,000 - \$195,000
1	Moderate	\$112,000 - \$227,000
2	Moderate	\$129,000 - \$259,000
3	Moderate	\$146,500 - \$291,000
4	Moderate	\$160,500 - \$316,500

State Income Limits for 2022 – Mendocino County								
	1	2	3	4	5	6	7	8
Acutely Low	\$8450	\$9650	\$10850	\$12050	\$13000	\$14000	\$14950	\$15900
Extremely Low	\$16900	\$19300	\$23030	\$27750	\$32470	\$37190	\$41910	\$46630
Very Low Income	\$28150	\$32150	\$36150	\$40150	\$43400	\$46600	\$49800	\$53000
Low Income	\$45000	\$51400	\$57850	\$64250	\$69400	\$74550	\$79700	\$84850
Median Income	\$56,200	\$64,250	\$72,250	\$80,300	\$86,700	\$93,150	\$99,550	\$106,000
Moderate Income	\$67,450	\$77,100	\$86,700	\$96,350	\$104,050	\$111,750	\$119,450	\$127,200

6th Cycle – Final Regional Housing Needs Assessment

Proposed Final Allocation – City of Ukiah

Income Level	Housing Units Needed
Very Low	86
Low	72
Moderate	49
Above Moderate	32
Total Units	239



6th Cycle Housing Production: 2018-2022

Income Level		2019	2020	2021	2022	Total Building Permits Issued	RHNA Remaining	2018 RHNA Assignment
Very Low	Deed Restricted	-	-	30	20	50	36	86
	Non-Deed Restricted	-	-	-	-			
Low	Deed Restricted	-	30	0	71	104	-	72
	Non-Deed Restricted	2	1	0	-			
Moderate	Deed Restricted	-	-	-	-	20	29	49
	Non-Deed Restricted	3	5	6	6			
Above Moderate	-	-	9	3	3	18	14	32
Total	-	8	45	39	100	192	79	239

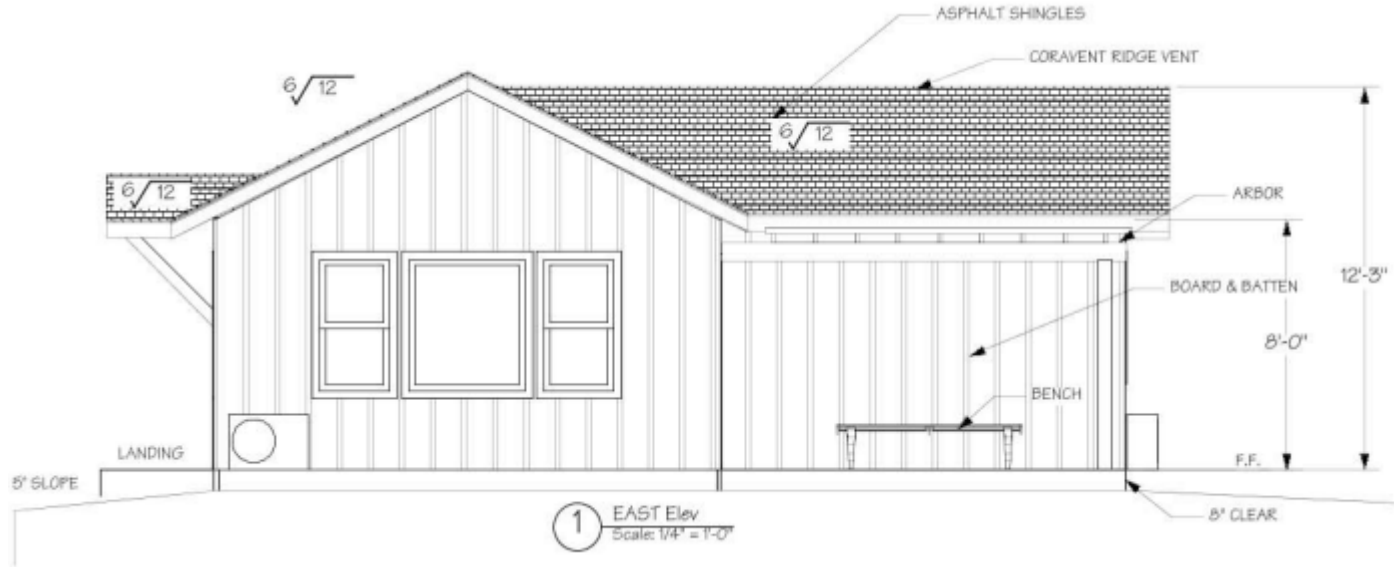
6th Cycle RHNA - December 31, 2018 through August 31, 2027

Recent Multi-Family Developments

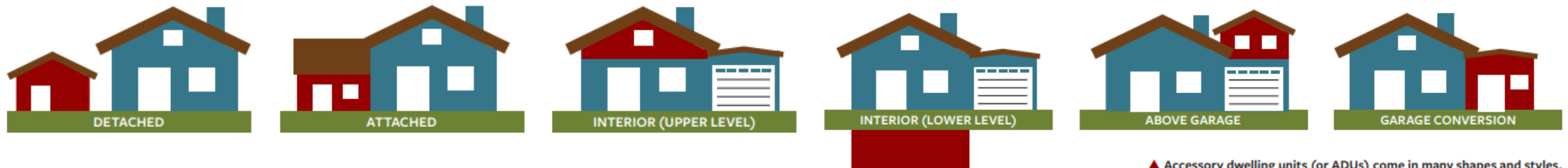
Development	Units
Willow Terrace (2018)	38
Main Street Village (2018)	35
Gobbi Commons (2020)	8
Ukiah Senior (2020)	31
Acorn Valley Plaza (2022)	71



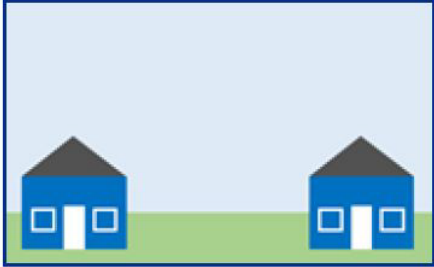
Accessory Dwelling Units - ADUs



- ADUs in Ukiah - Prevalence
- Pre-Approved ADU Plans
 - Cottage - 2
 - Clerestory
 - Bungalow - 1
- AB 345 (2021); AB 3182 (2020)
 - Ordinance #1205 (August 5, 2020)



WITHOUT A SUBDIVISION (LOT SPLIT)

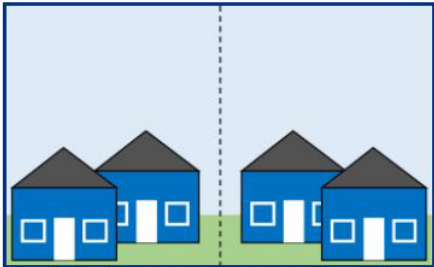


Two detached single-family units



One two-family unit

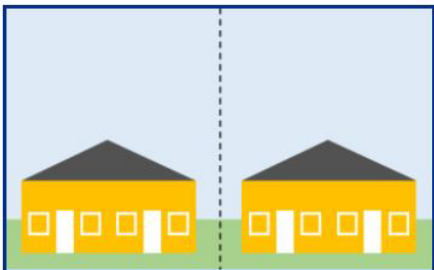
WITH A SUBDIVISION (LOT SPLIT)



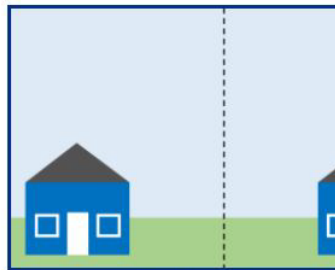
Two detached single-family units on each lot



One single-family unit, One two-family unit



Two two-family units



Two single-family units

Senate Bill 9 (HOME Act)

- Similar to previous state legislation on Accessory Dwelling Units (ADUs), SB 9 overrides existing local density limits in single-family residential zones.
- SB 9 is intended to support increased supply of starter and modestly priced homes by encouraging building of smaller houses on existing or subdivided small lots.

2023 Procedure & Policy Updates

- Update and modify Lot Line Adjustment procedures and policy to reduce costs and encourage consolidation;
- Identify and implement electronic permit tracking software;
- Historic Structure Policy - Update;
- Update Objective Design and Development Standards
- Continue Monitoring STRs; Residential Conversions & Vacant/Underutilized List



Looking Forward

- HCD Pro-Housing Designation
- Regional Housing Plan - GIS
- Project Pipeline
 - Multi-Family
 - Tribal
 - Student
 - Single-Family (3 - 2023)
 - ADUs (3 - 2023)
- Pre-Development Conference



STAFF REPORT

TO: Planning Commission

DATE: April 18, 2023

FROM: Michelle Irace, Planning Manager; Craig Schlatter, Director

SUBJECT: Receive Presentation Regarding an Overview and History of the City's Design Guidelines for Commercial Development

Background

The Planning Commission has expressed that they would like to receive informational updates and presentations from Planning Division Staff related to various planning-related topics. The City's design guidelines for commercial development were noted as a topic of interest by the Commission. The intent of this item is for Staff to provide an overview and history of the City's design guidelines for commercial projects. Below provides a chronological outline of the history and development of the guidelines.

Ukiah Redevelopment Agency and 1992 Downtown Design Guidelines. In 1992, the Ukiah Redevelopment Agency adopted the 'Downtown Design Guide' and established the Downtown Design Review Board (Resolution Nos. 92-2, 92-4 and 92-8). The Downtown Design Guide defined a 'Downtown Design District' (extending from Low Gap Road to Talmage Road, and from Oak Street to Highway 101), and established design criteria for projects within the district. A map of the Downtown Design District that was established may be found online at: <https://cityofukiah.com/wp-content/uploads/2023/02/Design-Guidelines-Map-Downtown-Design-District-Map.pdf>.

The role of the Downtown Design Review Board was to review design considerations for projects including renovations, alterations, reconstruction, and new development within the Downtown Design District. Between 1992 and 1995, the Downtown Design Review Board, also referred to the 'Redevelopment Agency Design Review Board', reviewed projects under the Façade Improvement Program, Downtown Master Plan, Ukiah Redevelopment Plan, and other downtown redevelopment efforts taking place in the early 1990s. In 1997, the Ukiah Redevelopment Agency adopted Resolution No. 97-7, revising the role of the Downtown Design Review Board, limiting their review to projects within the Downtown Design District, with the exception of new development proposals, which were identified as being reviewed by the Planning Commission.

1995 Ukiah Valley General Plan and Growth Management Program ("1995 General Plan"). In 1995, the City's General Plan was adopted and included the Community Design Element as an elective element. The Community Design Element discussed design and aesthetics within the



AGENDA ITEM NO. 13B

Department of Community Development
Planning Services Division
300 Seminary Ave.
Ukiah, CA 95482
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City, as well as the larger Ukiah Valley, and included goals and policies related to adopting design guidelines and a review committee for the discretionary review process.

Commercial Design Guidelines (2001) and Project Review Checklist (2007). In 2001, the Planning Commission and City Council directed Staff to prepare a set of design guidelines for commercial projects to aid in project review for all projects proposed within the City limits and to fulfill the goals and policies of the Community Design Element of the General Plan (1995). A series of workshops and meetings were held to develop the guidelines, and on July 25, 2001, the Planning Commission made its final recommendation for approval of draft guidelines to the Council. On September 5, 2001, the Council adopted Resolution No. 2002-08, formally adopting “Design Guidelines for Commercial Projects Located Outside the Downtown Design District” (new set of guidelines), as well as Design Guidelines for Commercial Projects Located Within the Downtown Design District (1992 version previously adopted by the Redevelopment Agency). Although the design guidelines were not codified within the City Code and were voluntary for applicants, they served as a review tool for Staff, the Downtown Design Review Board and Planning Commission for review of Site Development Permit applications for several years.

In 2007, Staff was directed by the Planning Commission to prepare review checklists to aid in review of projects for consistency with the adopted design guidelines. On June 27, 2007, the Planning Commission adopted two Project Review Checklists; one for commercial development outside of the Downtown Design District, as well as a one for projects within the Downtown Design District. These checklists were intended to assist developers, Staff, and policy boards in determining project consistency with the design guidelines adopted by City Council in 2001.

The Design Guidelines for Projects Outside of the Downtown Design District and the associated Project Review Checklist may be found online at: <https://cityofukiah.com/wp-content/uploads/2023/02/Design-Guidelines-Projects-Outside-Downtown-Design-District.pdf>.

Downtown Zoning Code (2012). Between 2007 and 2012, a series of workshops and public hearings with stakeholders, the Design Review Board, Planning Commission and City Council were held to develop the Downtown Zoning Code (DZC). On October 3, 2012, the City Council adopted Ordinance No. 1139, formally adopting the DZC, which is a form-based code containing a comprehensive set of design and development standards codified within it. One of the intents of the DZC was to replace the 1992 Design Guidelines for Commercial Projects Located Within the Downtown Design District. Sections 9225 through 9230 of the DZC provides standards for building type, frontage type, height, setbacks, architecture, landscaping, parking, modification of historic structures, etc. The DZC allows for projects to seek ‘Exceptions’ to many of the standards to provide projects with flexibility. DZC Table 29: Exception Procedures, establishes two (2) levels of exceptions, major and minor, and the procedures for the review and processing of exceptions. The DZC may be found online at: <https://www.codepublishing.com/CA/Ukiah/#!/Ukiah09/Ukiah0902-1800.html#art18>.

Design Review Board. In 2012, the Ukiah Redevelopment Agency was dissolved, effectively also dissolving the Downtown Design Review Board. However, on June 6, 2012, City Council adopted Ordinance No. 1136, establishing the existing Design Review Board. As noted in [UCC Section](#)



AGENDA ITEM NO. 13B

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[1169](#), “It shall be the function and duty of the Design Review Board to review proposed site development permit applications, planned development applications and precise development plans, work with staff and the applicants to ensure design consistency with the Ukiah General Plan, Zoning Code, and Design Review Guidelines, and make recommendations concerning architecture, site design layout, landscaping, parking, signage, exterior lighting, and other aspects of urban design to City staff, Zoning Administrator, Planning Commission and City Council as appropriate.”

Airport Industrial Park Planned Development (2013). The Airport Industrial Park Planned Development (AIP-PD) includes approximately 138 acres along Airport Park Blvd., east of Highway 101, west of the Ukiah Municipal Airport, south of Talmage Road. As noted in the AIP-PD Ordinance, the AIP-PD provides a mixture of industrial, commercial, low density residential, office, and open space land uses. Parcels within the AIP-PD is regulated by the AIP-PD Ordinance (adopted in 2013; last amended April 7, 2021 with Ordinance 1213). The AIP-PD contains a set of design standards for all projects within the AIP-PD (Section 13(I)) and also contains additional design standards for different uses and zoning designations within the AIP-PD. For example, there is one set of design standards for commercial development (Section 13(F)(5)), and a second set of design standards for manufacturing/industrial uses (Section 13(F)(5)), within the within the Light Manufacturing/Mixed Use designation of the AIP-PD. The AIP-PD is available online at: <https://cityofukiah.com/wp-content/uploads/2021/11/1213-Amending-the-Airport-Park-Planned-Industrial-Development.pdf>

Discussion

Currently, proposed Site Development Permit projects are reviewed by the Design Review Board (DRB) for recommendation to the Zoning Administrator or Planning Commission for approval. The DRB reviews projects using one of the following three set of design guidelines, depending on the location of the project: DZC design and development standards; AIP-PD development standards; or the Design Guidelines for Commercial Projects Located Outside of the Downtown Design District (2001). The City’s Site Development Permit requirements ([UCC Section 9087\(d\)](#)), and findings to approve a Site Development Permit ([UCC Section 9263 \(e\)](#)) also contain design and development-related requirements and considerations.

Recommendation

Receive presentation regarding an overview and history of the City’s design guidelines and discuss further with Staff if the Commission wishes.