



Design Review Board

Special Meeting **AGENDA**

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

Civic Center ♦ 300 Seminary Ave., Conf. Rm. #3 ♦ Ukiah, CA 95482

**To participate virtually, click on the following link: <https://us06web.zoom.us/j/85931500793>
Meeting ID: 859 3150 0793 Passcode: 400584**

**Or call-in using your telephone only: 888 788 0099 US Toll-free
To raise your hand: press *9. To unmute yourself: press *6**

May 4, 2023 - 3:00 PM

The Design Review Board serves as an advisory body to City staff, Zoning Administrator, Planning Commission and City Council to make site design recommendations consistent with the City's Design Review Guidelines. The Design Review Board works with staff and applicants to review proposed site development permit applications, planned development applications and precise development plans, 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.

The Design Review Board encourages applicants and/or their representatives to be available at the meeting to answer questions so that no agenda item need be deferred to a later date due to a lack of pertinent information.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CORRESPONDENCE**
4. **APPROVAL OF MINUTES**
5. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

The Design Review Board (DRB) welcomes input from the audience that is within the subject matter jurisdiction of the DRB . 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.

6. **NEW BUSINESS**

6.a. Brown Act Refresher and Discussion of Roles and Responsibilities of Design Review Board Members.

Recommended Action: Receive presentation from Staff on Brown Act Refresher training and roles and responsibilities of Design Review Board Members.

Attachments:

1. Div. 1, Ch. 4, Art. 4B DESIGN REVIEW BOARD
2. Open and Public - A Guide to the Ralph M. Brown Act

- 6.b. Receive Presentation and Discuss Procedures of Conduct Adopted for the Design Review Board.

Recommended Action: Receive presentation from Staff on the 2018 Design Review Board Procedures of Conduct and discuss.

Attachments:

1. 2018-01 DRB Reso and Procedures of Conduct

7. MATTERS FROM THE COMMISSION

8. MATTERS FROM STAFF

9. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah Civic Center, located at 300 Seminary Ave., Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Michelle Irace, Planning Manager
April 27, 2023