



Zoning Administrator

Regular Meeting **AGENDA**

Meeting to be held at both the physical and teleconference locations below:

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

Zoom Teleconference Link: <https://us06web.zoom.us/j/81049190534>

Meeting ID: 810 4919 0534

Passcode: 140969

**To join by telephone only call : 877 853 5247 US Toll-free
To raise your hand: press *9. To unmute yourself: press *6**

June 27, 2023 - 10:00 AM

1. CALL TO ORDER

2. VERIFICATION OF NOTICE

3. APPEAL PROCESS

All determinations of the Zoning Administrator regarding minor discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by Friday, June 30, 2023 by 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

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

5. APPROVAL OF MINUTES

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

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

Attachments:

1. Minutes of the October 17, 2022 ZA Meeting

5.b. Approval of the December 15, 2022 Zoning Administrator Meeting Minutes

Recommended Action: Review and approve the minutes of the December 15, 2022 Zoning Administrator Meeting

Attachments:

1. Minutes of the December 15, 2022 ZA Meeting

- 5.c. Approval of the June 1, 2023 Zoning Administrator Meeting Minutes

Recommended Action: Review and approve the Minutes of the June 1, 2023, Zoning Administrator Meeting

Attachments:

1. Minutes of the June 1, 2023 ZA Meeting

6. SITE VISIT VERIFICATION

7. PUBLIC HEARING

- 7.a. Request for a Minor Use Permit to Operate Medstar Ambulance of Mendocino County, Inc., Dba Ukiah Ambulance, within two existing buildings at 960 N. State St.; APN 001-351-37; File No. 23-8466

Recommended Action: Staff recommends the Zoning Administrator approve the Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Agency Comments

8. ADJOURNMENT

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

Posted on June 21, 2023
Michelle Irace, Planning Manager

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

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Jesse Davis, Planning Manager

OTHERS PRESENT

Bunnie Carter
Essence Roberson (Applicant)
Ken McCormick

1. CALL TO ORDER

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

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

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

3. APPEAL PROCESS

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

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF MINUTES

a) Zoning Administrator Schlatter reviewed and approved the Minutes of August 30, 2022, as presented.

6. SITE VISIT VERIFICATION

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

7. PUBLIC HEARING

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

Chief Planning Manger Davis presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 9:19 AM.

Upon a question from the Zoning Administrator, Chief Planning Manager Davis clarified the requirements and Ukiah City Code standards for parking, and the applicant provided additional clarification regarding the proposed operations and expectations for the business.

Zoning Administrator Schlatter approved the request to develop an indoor 9-hole mini-golf course within an existing structure that includes a lounge with seating for special events (e.g. corporate outings, birthdays, etc.) at 125 South Orchard Avenue; APN (002-247-03); File No. 22-7596.; based on the Findings and subject to the Conditions included with the staff report.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:43 p.m.

DRAFT

**CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held Remotely through Teleconference
December 15, 2022 1:00 p.m.**

STAFF PRESENT

Craig Schlatter, Zoning Administrator
Michelle Irace, Planning Manager

OTHERS PRESENT

Megan Peterson

1. CALL TO ORDER

The Zoning Administrator called the meeting to order at 1:01 p.m. via teleconference.

Zoning Administrator Craig Schlatter presiding.

2. VERIFICATION OF NOTICE

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

3. APPEAL PROCESS

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

Note: the original agenda posted stated that appeals were due on December 25, 2022. However, the Zoning Administrator noted that because of the holiday, the appeal date is extended to December 27, 2022.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None.

5. APPROVAL OF MINUTES

Zoning Administrator Craig Schlatter did not approve the Minutes of October 17, 2022 due to the fact that they were not prepared as action minutes and contain typographical errors.

6. SITE VISIT VERIFICATION

Zoning Administrator Craig Schlatter stated he performed a site visit for items listed on the agenda.

7. PUBLIC HEARING

a) Request to Review and Consider a Minor Use Permit to Allow a Children’s Play Center (Mendo LEAP) Within an Existing Building at 203 S. State St.; APN (002-267-09); File No. 22-7678.

Planning Manager Irace presented the Staff Report.

Zoning Administrator Schlatter:

- 1) Asked for clarification of the following language on pg. 16 of the agenda packet (pg. 4 of the Staff Report) related to applicability of the parking exemption in UCC 9199(A)(1).

The Project is located within the Downtown Parking Improvement District No.1 and does not propose to expand the existing commercial structure As such, the Project is exempt from parking requirements as described in UCC §9199(A)(1), which states,

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

- 2) Noted that the City Council recently adopted the City’s 2040 General Plan (after the posting of this agenda), and asked how the Project is consistent with the 2040 General Plan.

Zoning Administrator Schlatter opened the public hearing at 1:19 p.m.

Speakers: Megan Peterson (applicant).

Zoning Administrator Schlatter closed the public hearing at 1:20 p.m.

Planning Manager Irace noted the following:

- 1) Clarified that the Project does not include expansion of the commercial structure (footprint) or structural changes that would trigger an additional level of review, such as a Site Development Permit, and therefore qualifies for the parking exemption in accordance with UCC §9199(A)(1). The language on pg. 4 of the Staff Report will be revised to read:

“The Project is located within the Downtown Parking Improvement District No.1 and does not propose to expand the existing footprint of the commercial structure.”

- 2) The Ukiah 2040 General Plan was adopted by the City Council on December 7, 2022, after the Staff Report and agenda for this item were prepared and posted. The new (2040) General Plan designation of the site is Downtown Core, while the zoning designation remains Urban Center. The 2040 General Plan contains several goals and policies related to recreation throughout several elements. Of note, is Land Use Element Goal LU-3 and Policy LU-3.3, as well as Public Facilities, Services and Infrastructure Element Goal PFS-12. For these reasons, the proposed Project is consistent with the 2040 General Plan.

As a result of this discussion, the following language has been added to Finding No. 1 in Attachment 1 to the Staff Report.

Staff notes that the Ukiah 2040 General Plan was adopted by the City Council on December 7, 2022, after the Staff Report and agenda for this item were prepared and posted. The new (2040) General Plan designation of the site is Downtown Core, while

the zoning designation remains Urban Center. The 2040 General Plan Urban Core land use designation is applied to the central core of Ukiah, generally extending along East Perkins Street and State Street that currently comprises parcels with the Downtown Zoning District. This designation is intended to establish and promote Downtown Ukiah as the central gathering place in the community for commercial, entertainment, hospitality, and urban living. Development in the Downtown Core is meant to establish a walkable, infill-oriented environment, focusing on multi-modal transportation and overall connectivity to the remainder of the city. Typical uses within this designation include mixed-use multi-family, commercial, retail, live/work, office; restaurants; entertainment venues; professional and medical offices, etc. Consistent with the Downtown Core land use designation description, the Project proposes an indoor recreation/entertainment venue for children and families within an existing commercial unit along State Street, which offers walkable, multi-modal transportation and connection to the greater downtown area. Additionally, the Project supports a number of 2040 General Plan goals and policies related to economic and commercial development, land use patterns and consistency, as well as those related to recreation (see below for a list of the most notable goals and policies supported by the Project). For these reasons, the proposed Project is consistent with the 2040 General Plan.

Economic Development Element

ED-7: To grow the local economy and employment base by supporting efforts to retain, expand and attract local businesses.

ED-8: To cultivate a culture of entrepreneurship to encourage and support local business start-ups.

Land Use Element

LU-3: To improve and enhance the appearance and vibrancy of Downtown Ukiah to create a high-quality place for residents, businesses, and visitors.

LU-3.3: Downtown Arts Entertainment. The City shall encourage private-sector investment in Downtown to transform it into a safe, vibrant, and prosperous arts and entertainment district that offers enhanced shopping, dining, recreational, and cultural experiences and events for residents, families, and visitors.

LU-4: To encourage the growth and development of retail, office, service, and entertainment uses in Ukiah to provide jobs, support City services, and make Ukiah an attractive place to live.

Public Facilities, Services and Infrastructure Element

PFS-12: To provide parks, recreational facilities, and trails for residents and visitors.

PFS-12.1 Connected Park System. The City shall provide an interconnected park system that creates an urban greenbelt and links all trail systems within the City.

Zoning Administrator Schlatter approved the Minor Use Permit to Allow a Children's Play Center (Mendo LEAP) Within an Existing Building at 203 S. State St. (File No. 22-7678), based on the Findings, as amended, and subject to the Conditions included in the Staff Report.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 1:22 p.m.

**CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held in Person and Via Teleconference
June 1, 2023
2:00 p.m.**

STAFF PRESENT

Michelle Irace, Planning Manager
Jesse Davis, Chief Planning Manager

OTHERS PRESENT

Matt Keizer, UVFA Fire Code Official
Doug Hutchison, UVFA Chief
Ryan Rogers, Vibe CA, LLC
Richard McLean, Vibe CA, LLC
Calvin Yee, Vibe CA, LLC
Susan Knopf
Coralee Hendrix

1. CALL TO ORDER

The meeting was called to order at 2:01 p.m.

As noted in the correspondence received by Community Development Director Craig Schlatter on June 1, 2023, Chief Planning Manager Jesse Davis is designated as acting Zoning Administrator for Items 1 through 7a on this agenda, and Planning Manager Michelle Irace has been designated as acting Zoning Administrator for Items 7b and 8.

Acting Zoning Administrator Jesse Davis presiding.

2. VERIFICATION OF NOTICE

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

3. APPEAL PROCESS

Note: For matters heard on this agenda the final date to appeal is June 12, 2023 at 5:00 p.m.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

Richard McLean and Susan Knopf inquired about the State Street Streetscape project.

5. APPROVAL OF MINUTES

a) Approval of the Minutes of the October 17, 2022 Zoning Administrator meeting was progressed to the next meeting.

b) Approval of the Minutes of the December 15, 2022 Zoning Administrator meeting was progressed to the next meeting.

6. SITE VISIT VERIFICATION

Acting Zoning Administrator(s) Jesse Davis and Michelle Irace confirmed they had individually visited both of the sites associated with the public hearing items on the agenda.

7. PUBLIC HEARING

a) Request to Renew the Existing Vibe Ukiah, LLC Cannabis Manufacturing and

Dispensary/Retail Use Permit at 441 North State Street; APN 002-186-19. File No. 23-8376.

Planning Manger Michelle Irace presented the Staff Report.

Acting Zoning Administrator Jesse Davis opened the public hearing at 2:08 p.m.

Speakers: Richard McLean, Vibe CA, LLC.

Acting Zoning Administrator Jesse Davis closed the public hearing at 2:09 p.m.

Acting Zoning Administrator Jesse Davis approved the request to renew the existing Vibe Ukiah, LLC cannabis manufacturing and dispensary/retail Use Permit at 441 North State Street (File No. 23-8376) based on the Findings and subject to the Conditions included within the Staff Report.

b) Request to Consider a Minor Site Development Permit (MiSDP) to Construct a 39' Fire Training Tower Designed by Fire Training Structures, LLC., at 300 Seminary Avenue. File No.23-8331.

Acting Zoning Administrator Michelle Irace Presiding

Chief Planning Manger Jesse Davis presented the Staff Report.

Acting Zoning Administrator Michelle Irace opened the public hearing at 2:08 p.m.

Speakers: Matt Keizer, UVFA Fire Code Official; Doug Hutchison, UVFA Chief; Susan Knopf; Coralee Hendrix.

Acting Zoning Administrator Michelle Irace closed the public hearing at 2:28 p.m.

Acting Zoning Administrator Michelle Irace approved the Minor Site Development Permit to construct a 39' fire training tower at 300 Seminary Avenue (File No. 23-8331), based on the Findings and subject to the Conditions included within the Staff Report.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:34 p.m.



DATE: June 20, 2023
TO: Zoning Administrator
FROM: Michelle Irace, Planning Manager
SUBJECT: Request for a Minor Use Permit to Operate Medstar Ambulance of Mendocino County, Inc., DbA Ukiah Ambulance, within two existing buildings at 960 N. State St.; APN 001-351-37; File No. 23-8466

SUMMARY

PROPERTY OWNER/APPLICANT: Medstar Ambulance of Mendocino County, Inc., DbA Ukiah Ambulance
LOCATION: 960 N. State St.; APN 001-351-37
TOTAL ACREAGE: ±0.32 acre (14,338 sf)
GENERAL PLAN: Community Commercial (CC)
ZONING DISTRICT: Community Commercial (C1)
AIRPORT COMPATABILITY ZONE: Other Airport Environs (OAE)
ENVIRONMENTAL DETERMINATION: Project is exempt from further environmental review per California Environmental Quality Act (CEQA) Guidelines §15301, Existing Facilities
RECOMMENDATION: Conditional Approval (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2)

BACKGROUND

Medstar Ambulance of Mendocino County, Inc., DbA Ukiah Ambulance (Ukiah Ambulance) has historically operated in the following two locations: 169 Evans St. (Use Permit No. 86-45) and 130 Ford St. (Use Permit No.90-54). The Use Permits were approved within the Heavy Commercial (C2) zoning districts, but were rezoned to High Density Residential (R3) in 1996 as a part of the Wagenseller Neighborhood Rezoning Project (No. 96-24), which rezoned 22 properties from commercial zoning districts to residential zoning districts.

Staff Report
Minor Use Permit
Medstar Ambulance of Mendocino Co., DbA Ukiah Ambulance
960 N. State St.; File No. 23-8466

Currently, Ukiah Ambulance is operating at 169 Evans St. under the existing Use Permit and seeks to secure an additional location for ambulance services, as described below.

SETTING AND PROJECT DESCRIPTION

An application was received from Ukiah Ambulance requesting Zoning Administrator approval of a Minor Use Permit for ambulance services within two existing buildings at 960 N. State St. The ±0.32-acre site is developed with an existing parking lot containing 10 identified parking spaces, and two buildings: a ±778 sf building in the rear of the parcel; and a ±2,304 sf building located on the front of the parcel. The ±778 sf building has historically been used as a residence and the ±2,304 sf commercial building has been historically utilized for several commercial businesses.

As noted in the application materials (Attachment 3), Ukiah Ambulance offers public training in cardiopulmonary resuscitation (CPR) and first aid, continuing education and internships for emergency medical professionals, and medical standby services for special events. Ukiah Ambulance seeks to use the location for additional services, while remaining to operate from the 169 Evans St. location. The Project includes the following characteristics:

- Administrative offices within the existing building located on the front of the parcel.
 - Staffed with 1-2 employees.
 - Hours of operation would be Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Ambulance station within the existing building on the rear of the parcel.
 - The station would be staffed with one ambulance and two crew members.
 - The ambulance that would be stationed at the Project location would be a non-emergency Basic Life Support (BLS) ambulance and would not be responding to emergency calls. However, the applicant notes that response to emergency calls may be dispatched from this location if operational needs change in the future.
 - Hours of operation would be 24 hours a day, seven days a week.
 - Lights and sirens for emergency-related calls would not be deployed until the ambulance reaches State Street to reduce potential noise nuisances to adjacent properties.
- Training opportunities for emergency medical professionals (typically twice a month with a limit of eight persons maximum per training).
- Medical supplies would be delivered two times a week during daytime business hours.
- Minor tenant improvements to accommodate the use. No site improvements or exterior modifications to the buildings are proposed.

SURROUNDING LAND USES

The parcel carries a General Plan Land Use designation of Community Commercial (CC) and is zoned Community Commercial (C1). The project site is surrounded by commercial uses with commercial zoning districts to the north, east and south; and residential uses within residential zoned parcels to the west. Table 1 below includes a summary of uses directly adjacent to the parcel. See Figure 1 for an aerial image of the site, Figure 2 for a General Plan designation map, and Figure 3 for a zoning designation map.

Table 1, Surrounding Zoning and Uses

	Zoning	Use
North; East; and South	Community Commercial (C1); Heavy Commercial (C2)	Commercial
West	Single Family Residential (R1)	Residential

Figure 1. Aerial Map

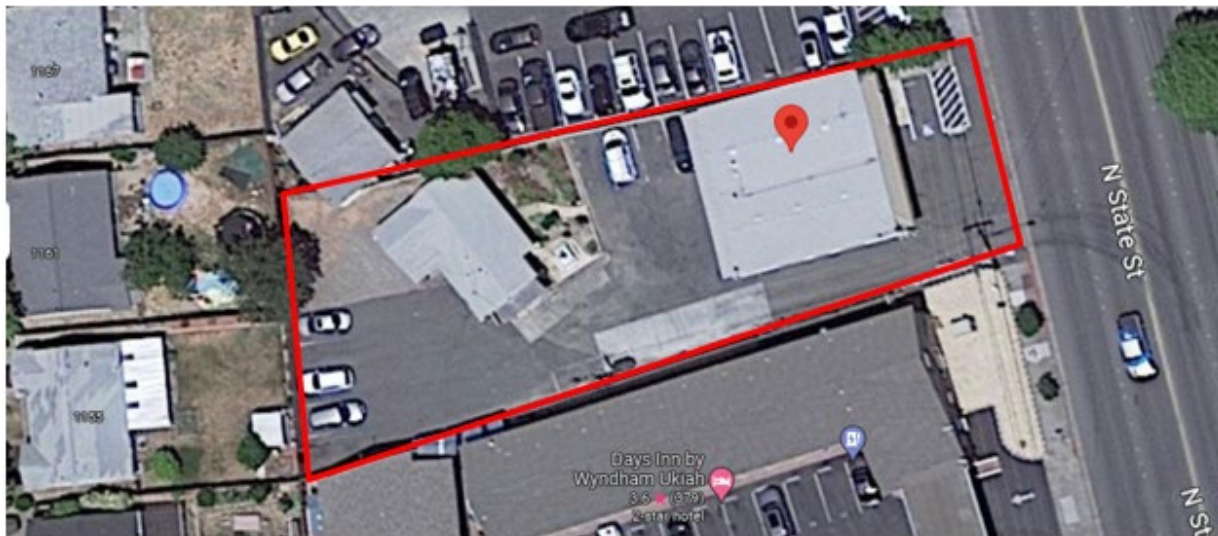
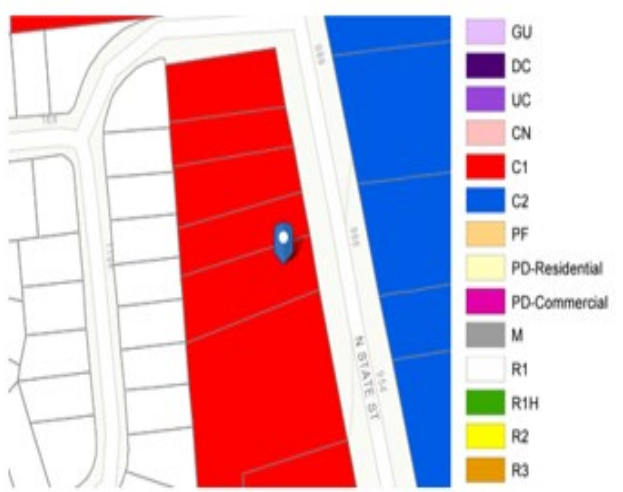


Figure 2, General Plan Designation



Figure 3, Zoning Designation



Staff Report
 Minor Use Permit
 Medstar Ambulance of Mendocino Co., Db a Ukiah Ambulance
 960 N. State St.; File No. 23-8466

AGENCY COMMENTS

The Minor Use Permit application was sent to the following entities for review and comment: City of Ukiah Building Division, Public Works Department, Electric Utility Department, Police Department, and Ukiah Valley Fire Authority. None of the aforementioned entities identified issues or specific requirements associated with the proposed Minor Use Permit. However, standard Conditions of Approval have been included in Attachment 2.

STAFF ANALYSIS

General Plan and Zoning Consistency

The parcel carries a General Plan Land Use designation of Community Commercial (CC) and is zoned Community Commercial (C1).

General Plan. The CC land use designation identifies areas generally located along major corridors in the city including State Street, East Gobbi Street, and Talmage Road, with the intent of providing a transition between higher-intensity commercial uses along Highway 101 and residential neighborhoods on the western side of the city. The CC land use designation notes C1 as its corresponding zoning designation and identifies a variety of small and large format retail stores, personal services and office uses, restaurants, mixed-use and multifamily development, and hotels as 'typical' uses.

Additionally, the Project is consistent with goals and policies related to emergency response, commercial and economic development, and compatible land use planning contained within the Public Facilities, Services, and Infrastructure; Economic Development; and Land Use elements of the General Plan. See Findings in Attachment 1 for more information.

Zoning. Ambulance services are best categorized within the existing Ukiah City Code (9278(b)) as 'safety services' which is defined as, "Facilities for the conduct of public safety and emergency services, including police and fire protection services as well as ambulance service." Safety services are not explicitly listed in the C1 zoning district, but are listed as an allowed use within the Heavy Commercial (C2) district. However, ambulance services have historically been categorized as a 'professional office' use which is defined in the Ukiah City Code as the "provision of professional or technical services including accounting, counseling, architecture, design, medical/dental, engineering, law, management, and similar professions", as evidenced by previous Projects. Specifically, Ukiah Ambulance is operating under an existing Use Permit (and previous Use Permit for the 130 Ford St. location) as 'professional office', within the High Density Residential (R3) zoning district (although originally permitted within the C2 zoning district). Additionally, a Minor Use Permit (No.17-2450) to allow an ambulance station within a commercial building as a 'professional office' use within the R3 zoning district, located at 168 Washington Ave was approved by the Zoning Administrator in 2017. Lastly, other public emergency services agencies, such as the Ukiah Police Department and Ukiah Valley Fire Authority deploy emergency vehicles with sirens, including ambulances, within the Public Facilities zoning district (located at 300 Seminary Dr., for example).

The C1 zoning district allows for professional office uses as an allowed use. However, because the site is adjacent residential uses, and 'safety services' is not listed within the C1 zoning district as allowed or permitted, Staff determined that the appropriate level of review is a Minor Use

Permit. Staff also notes that other ambulance services projects (including those for Ukiah Ambulance) have been reviewed through the Use Permit process.

Per UCC 9262(e), "The Zoning Administrator, on the basis of the evidence submitted at the hearing, may grant use permits required by the provisions of this Article whenever findings of fact support the following determinations:

- a. The proposed land use is consistent with the provisions of this Title as well as the goals and policies of the City General Plan.*
- b. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare."*

The proposed use would be located within existing (and historically occupied) commercial and residential structures, and would be consistent with the intent of the CC General Plan land use designation and C1 zoning designation that are intended to allow a variety of residential and commercial uses.

Consistent with the existing ambulance service stations located within the City limits, the site is bordered by adjacent commercial and residential uses. As noted in the Project Description, the ambulance stationed at the Project location is a non-emergency ambulance that would not use lights and sirens. However, the applicant notes that an emergency response ambulance could be located at the site in the future, based on operational need. If emergency calls are dispatched from the location, lights and sirens would not be deployed until the ambulance reaches State Street, approximately 253 feet west of the nearest residential structure. This requirement has been added as a Condition of Approval for the Project (Attachment 2). Consistent with the determinations made in the aforementioned Use Permits for ambulance services adjacent to residential and commercial uses, noise generated by the sirens would be intermittent and temporary in nature, as sirens would only be deployed at the time of calls and would move further away from the source as the ambulance travels down State Street. As such, the Project would not be detrimental to the public's health, safety and general welfare.

Findings for approval are included in Attachment 1 and Conditions of Approval are included in Attachment 2.

ENVIRONMENTAL DOCUMENTATION

The proposed project is subject to the California Environmental Quality Act (CEQA). The Project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19 Class 1, §15301, Existing Facilities (a) - Interior or exterior alterations.

The Project involves interior renovations associated with ambulance services to be located within existing commercial and residential structures that have historically been utilized for other commercial and residential uses. The existing footprint of the subject structure will not be altered or expanded. As noted above in the Staff Analysis section of this Staff Report, the Project is determined to be consistent with the applicable general plan designation and policies, including the applicable zoning designation. As previously noted, the ambulance that would be stationed at this location is intended to be a non-emergency response ambulance. However, should the need for an emergency response ambulance exist in the future, lights and sirens would not be deployed

until the ambulance reaches State Street, approximately 253 feet east of the nearest residential structure. Noise generated by the sirens would be intermittent and temporary in nature, as sirens would only be deployed at the time of calls and would move further away from the source as the ambulance travels down State Street. As such, the Project would not be detrimental to the public's health, safety and general welfare.

NOTICE

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

- Published in the Ukiah Daily Journal on June 12, 2023;
- Posted on the Project site on June 14, 2023;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing; and
- Mailed to property owners within 300 feet of the project parcel on June 12, 2023.

RECOMMENDATION

Staff recommends the Zoning Administrator approve the Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Agency Comments

**DRAFT FINDINGS TO APPROVE A MINOR USE PERMIT TO
OPERATE MEDSTAR AMBULANCE OF MENDOCINO COUNTY, INC., DBA UKIAH
AMBULANCE, WITHIN TWO EXISTING BUILDINGS AT 960 N. STATE ST.;
APN 001-351-37; FILE NO. 23-8466**

The Community Development Department's approval of a Minor Use Permit to allow the operation of ambulance services within two existing buildings at 960 N. State St., as described in the application materials and Staff Report dated June 20, 2023, is based on the following findings, in accordance with UCC Section 9262(e).

Use Permit Findings

1. The proposed land use is consistent with the provisions of the zoning code, well as the goals and policies of the City General Plan.

As noted in the Staff Report, dated June 20, 2023, other ambulance stations have been permitted by the City as 'professional office' uses within certain high density residential and commercial zoning districts with approval of a use permit. The C1 zoning district allows for professional office uses as an allowed use. However, because Ukiah Ambulance has an existing Use Permit for the 169 Evans St. location, and 'safety services' is not listed within the C1 zoning district as allowed or permitted, in addition to the site being partially bordered by residential uses, Staff determined that the appropriate level of review is a Minor Use Permit. The proposed use would be located within existing (and historically occupied) commercial and residential structures, and would be consistent with the intent of the CC General Plan land use designation and C1 zoning designation that are intended to allow a variety of residential and commercial uses.

Additionally, the Project is supported by the following goals and policies related to emergency response, commercial and economic development, and compatible land use planning contained within the Public Facilities, Services, and Infrastructure; Economic Development; and Land Use elements of the General Plan.

Public Facilities, Service, and Infrastructure

- *Goal PFS-9: To maintain effective, fast, and dependable fire protection and emergency medical response in Ukiah.*
- *Policy PFS-9.1: Emergency Medical Services. The City shall coordinate emergency medical services between agencies servicing the city.*

Economic Development Element

- *Goal ED-6: To maintain a supportive business climate and a healthy economy that leads to the expansion of existing businesses and the attraction of new ones.*

- *Goal LU-4: To encourage the growth and development of retail, office, service, and entertainment uses in Ukiah to provide jobs, support City services, and make Ukiah an attractive place to live.*
2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare.

The Project would occupy existing commercial and residential structures for similar uses that have historically occupied the site and adjacent parcels. Consistent with the existing ambulance service stations located within the City limits, the site is bordered by adjacent commercial and residential uses. As noted in the Project Description, the ambulance stationed at the Project location is a non-emergency ambulance that would not use lights and sirens. However, the applicant notes the potential for emergency response calls in the future based on operational needs. If emergency calls are dispatched from the location, lights and sirens would not be deployed until the ambulance reaches State Street, approximately 253 feet west of the nearest residential structure, and approximately 50 feet west of the nearest hotel room within the Days Inn by Wyndham hotel. Consistent with the determinations made in the aforementioned Use Permits for ambulance services adjacent to residential and commercial uses, noise generated by the sirens would be intermittent and temporary in nature, as sirens would only be deployed at the time of calls and would move further away from the source as the ambulance travels down State Street.

The provision of ambulance services is intended to benefit the public's health, safety and general welfare by nature. Additionally, the Minor Use Permit application was sent to the following entities for review and comment: City of Ukiah Building Division, Public Works Department, Electric Utility Department, Police Department, and Ukiah Valley Fire Authority for concerns related to health and safety, and no issues were raised by the aforementioned entities.

For the reasons stated above, the Project would not be detrimental to the public's health, safety and general welfare.

Environmental Review

The proposed project is subject to the California Environmental Quality Act (CEQA). The Project qualifies for a categorical exemption pursuant to CEQA Guidelines Article 19 Class 1, §15301, Existing Facilities (a) - Interior or exterior alterations.

The Project involves interior renovations associated with ambulance services to be located within existing commercial and residential structures that have historically been utilized for other commercial and residential uses. The existing footprint of the subject structure will not be altered or expanded. As noted above in the Staff Analysis section of this Staff Report, the Project is determined to be consistent with the applicable general plan designation and policies, including the applicable zoning designation. As previously noted, the ambulance that would be stationed at this location is intended to be a non-emergency response ambulance. However, should the need for an emergency response ambulance exist in the future, lights and sirens would not be deployed until the ambulance reaches State Street, approximately 253 feet east of the nearest residential structure. Noise generated by the sirens would be intermittent and temporary in nature, as sirens would only be deployed at the time of calls and would move further away from the source as the

ambulance travels down State Street. As such, the Project would not be detrimental to the public's health, safety and general welfare.

Public Notice

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

- Published in the Ukiah Daily Journal on June 12, 2023;
- Posted on the Project site on June 14, 2023;
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing; and
- Mailed to property owners within 300 feet of the project parcel on June 12, 2023.

DRAFT

**CONDITIONS OF APPROVAL FOR
A MINOR USE PERMIT TO OPERATE MEDSTAR AMBULANCE OF MENDOCINO COUNTY,
INC., DBA UKIAH AMBULANCE, WITHIN TWO EXISTING BUILDINGS AT
960 N. STATE ST.; APN 001-351-37; FILE NO. 23-8466**

The Community Development Department's approval of a Minor Use Permit to allow the operation of ambulance services within two existing buildings at 960 N. State St., as described in the application materials and Staff Report dated June 20, 2023 and summarized below, is based on the following Conditions of Approval.

Approved Project Description:

- Administrative offices within the existing building located on the front of the parcel.
 - Staffed with 1-2 employees.
 - Hours of operation would be Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Ambulance station within the existing building on the rear of the parcel.
 - Station would be staffed with one ambulance and two crew members.
 - The ambulance that would be stationed at the Project location would be a non-emergency Basic Life Support (BLS) ambulance and would not be responding to emergency calls. However, the applicant notes that response to emergency calls may be dispatched from this location if operational needs change in the future.
 - Hours of operation would be 24 hours a day, seven days a week.
- Training opportunities for emergency medical professionals (typically twice a month with a limit of eight persons maximum per training).

The Project is subject to the following Conditions of Approval

Planning Division Conditions

1. If emergency response calls are dispatched from this location, sirens and lights shall not be deployed until the ambulance reaches State Street.
2. Applicant shall be required to obtain and maintain any permit or approval, which is required by law, regulation, or ordinance, be it required by Local, State, or Federal agency.
3. No permit or entitlement shall be deemed effective unless and until all fees and charges applicable to this application and these conditions of approval have been paid in full.
4. All construction shall comply with all fire, building, electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
5. A copy of all conditions of this Use Permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest, should this use be continued.
6. This Use Permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.

Conditions of Approval
Minor Use Permit
Medstar Ambulance of Mendocino Co., DbA Ukiah Ambulance
960 N. State St.; File No. 23-8466

7. Building permits shall be issued within two years after the effective date of the Site Development Permit or same shall be null and void.
8. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC.
9. The Applicant shall obtain a City Business License prior to operation.
10. All Conditions of Approval shall be printed on all sets of building permit project plans pertaining to any site preparation work or construction associated with the project.
11. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to issuance of building permits.
12. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Building Division Conditions

13. Tenant Improvements (TI) will require a building permit. Please submit building permit application, four complete plans sets, two wet stamped and signed.
14. The design and construction of all site alterations shall comply with the 2022 California Building Code, 2022 Plumbing Code, 2022 Electrical Code, 2022 California Mechanical Code, 2022 California Fire Code, 2022 California Energy Code, 2022 Title 24 California Energy Efficiency Standards, 2022 California Green Building Standards Code, City of Ukiah, and Ukiah Valley Fire Authority Ordinances and Amendments.

Electric Utility Department Conditions

15. It does not appear that a panel upgrade is needed at this time. Should they a panel upgrade be needed in the future, please contact the Electric Utility Department to ensure that a bypass, EUSERC rated panel that matches The City of Ukiah's Electric Department EUSERC Acceptability Chart.
16. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At that time, specific service requirements, service Voltage and developer costs and requirements will be determined. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment, and future services).

Conditions of Approval
Minor Use Permit
Medstar Ambulance of Mendocino Co., Db a Ukiah Ambulance
960 N. State St.; File No. 23-8466

Ukiah Police Department Conditions

17. The business permittee shall provide the City with the current name and primary and secondary telephone numbers of at least one manager to communicate with the surrounding neighborhoods and businesses.

Ukiah Valley Fire Authority Conditions

18. Emergency contact information shall also be provided to the Fire Department.

DRAFT



City of Ukiah

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

Planning Permit Application

PROJECT NAME: MEDSTAR AMBULANCE OF MENDOCINO COUNTY, INC DBA. UKIAH AMBULANCE				#23-8466	
PROJECT ADDRESS/CROSS STREETS: 960 N. STATE ST., UKIAH, CA 95482/MAGNOLIA ST.			AP NUMBER(S): 001-351-37-00		
APPLICANT/AUTHORIZED AGENT: LEA BERGEM	PHONE NO: 707-462-3808	FAX NO: 707-462-9567	E-MAIL ADDRESS: LBERGEM@MEDSTARMENDOCINO.ORG		
APPLICANT/AUTHORIZED AGENT ADDRESS: PO BOX 277		CITY: UKIAH	STATE/ZIP: CA 95482		
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: MEDSTAR AMBULANCE	PHONE NO: 707-462-3808	FAX NO: 707-462-9567	E-MAIL ADDRESS: LBERGEM@MEDSTARMENDOCINO.ORG		
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT 960 N. STATE ST/PO BOX 277		CITY: UKIAH	STATE/ZIP: CA 95482		
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<input type="checkbox"/> AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	<input type="checkbox"/> REZONING – PLANNED DISTRICT 100.0800.611.001	\$	<input type="checkbox"/> USE PERMIT – AMENDMENT 100.0400.449.001	\$
<input type="checkbox"/> ANNEXATION 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	<input type="checkbox"/> USE PERMIT – MAJOR 100.0400.449.001	\$
<input type="checkbox"/> APPEAL 100.0400.449.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	<input checked="" type="checkbox"/> USE PERMIT – MINOR 100.0400.449.001	\$ 900
<input type="checkbox"/> GENERAL PLAN AMENDMENT 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	<input type="checkbox"/> VARIANCE – MAJOR 100.0400.449.001	\$
<input type="checkbox"/> MURAL PERMIT 100.0400.449.001	\$	<input type="checkbox"/> SPECIFIC/MASTER PLAN 100.0800.611.003	\$	<input type="checkbox"/> VARIANCE – MINOR 100.0400.449.001	\$
<input type="checkbox"/> PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	<input type="checkbox"/> MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	<input type="checkbox"/> ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$
<input type="checkbox"/> STAFF RESEARCH (MORE THAN 1 HOUR) 10023100.41153	\$	<input type="checkbox"/> MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	<input type="checkbox"/> REZONING 100.0800.611.001	\$
<input type="checkbox"/> LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	<input type="checkbox"/> OTHER	\$	<input type="checkbox"/> OTHER	\$
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ 50	MAJOR PERMIT DEPOSIT:	\$ -	FILING DATE:	05/18/2023
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ -	MINOR PERMIT FEE:	\$ 900	TOTAL AMOUNT PAID: \$	
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ -	TOTAL FEE:	\$ 900	RECEIPT NUMBER:	
APPLICATION NUMBER(S): 23-8466					

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, storm water mitigation requirements, frontage improvements, etc.

Project Description

Please attach a written project description including summary of work (both interior and exterior for construction and operation) and/or business proposed. The purpose of the project description is to assist Staff in understanding the project. The project description will also be included in the Staff Report required to review (and ultimately approve or deny) the planning permit. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

Use Information

Please provide the following information related to the use of the site and building:

Description of Building & Site			
Parcel Size: .36 acres	Building Size: 2304 sq.ft./778 sq.ft.	Number of Floors: 1/1	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
<input checked="" type="checkbox"/> Office (business/professional)	Administrative Office	2304	1
<input type="checkbox"/> Office (medical/dental)			
<input type="checkbox"/> Retail			
<input type="checkbox"/> Light Industrial			
<input checked="" type="checkbox"/> Residential	Ambulance Station	778	1
<input type="checkbox"/> Other:			
Operating Characteristics			
Days and Hours of Operation: Office: M-F 8:30 AM - 4:30 PM Residential: 24/7 live-in crew occupied quarters			
Number of Shifts: 7	Days and Hours of Shifts: 24/7 0800-0800		
Number of Employees/Shift: Office 1.5 Residential: 2			
Loading Facilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type/Vehicle Size: 1 ambulance + 1-2 personal vehicles		
Deliveries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type: Medical Supplies	Number (day/week/month): 2 per week	Time(s) of Day: 11:00 AM, 2:00 PM
Outdoor areas associated with use? (check all that apply) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sales area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Square Footage:	Unloading of deliveries: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Square Footage: 225 sq.ft.	Storage: (In Office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Square Footage: 225 sq.ft.
Noise Generating Use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Description:		

To Be Completed by Staff

General Plan Designation: Community Comm.	Zoning District: Community Comm.	Airport Land Use Designation: OAE
City's Architectural & Historic Inventory: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Age of Building: 42 Years	Demolition Policy: N/A
Hillside: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Flood Designation FIRM Map: None	Flood Designation Floodway Map: None
Tree Policies		
General Plan Open Space Conservation <input type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:	N/A	Community Forest Management Plan <input type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:
Landscaping and Streetscape Design Guidelines <input type="checkbox"/> NO <input type="checkbox"/> YES GUIDELINE #:	N/A	Commercial Development Design Guidelines <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES GUIDELINE #:
Tree Protection and Enhancement Policy <input type="checkbox"/> NO <input type="checkbox"/> YES NOTES:	N/A	Tree Planting and Maintenance Policy <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES NOTES:
UCC: Street Tree Policy, Purpose and Intent <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES NOTES:	Other:	
Notes		

Submittal Requirements

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

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

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

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

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

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

I, _____, owner authorize _____ to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

PROPERTY OWNER SIGNATURE

DATE

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

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

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

Lea Bergem

05/18/2023

OWNER / AUTHORIZED AGENT

DATE

INDEMNIFICATION AGREEMENT

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

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

I have read and agree to all of the above.

Lea Bergem

PROPERTY OWNER / AUTHORIZED AGENT

(PLEASE PRINT NAME)

Lea Bergem

05/18/2023

PROPERTY OWNER / AUTHORIZED AGENT

(SIGNATURE)

DATE

Revised 08/19/2019



City of Ukiah
Community Development Department
Planning Division
300 Seminary Avenue
Ukiah, CA 95482

May 18, 2023

**RE: Minor Use Permit
Project Description**

Medstar Ambulance is pleased to submit this application for a minor use permit within the City of Ukiah.

Medstar Ambulance of Mendocino County, Inc., formally known as Ukiah Ambulance, has been in business since 1937. As a Nonprofit Corporation, our mission is to provide the residents and visitors of Mendocino County with the highest quality of ambulance service. This mission statement is proven through consistent personnel training on the latest prehospital care and techniques, and by having state-of-the-art medical equipment available to our patients.

Over our many years business, we outgrew our previous office location. This new location will allow us to provide more space for our administrative staff and training for our crews and patrons. The additional residence on the property will be staffed with two ambulance employees on one ambulance 24 hours a day, 7 days a week. This ambulance will be responding to emergency and non-emergency calls for service from this location. Lights and sirens will not be used until the ambulance is on State Street.

In closing, our objective is to continue to enhance our service and response times. We hope you will approve our application as we continue to provide professional, compassionate, and reliable care to our community members.

From: [Lea Bergem](#)
To: [Michelle Irace](#)
Subject: Re: Medstar Use Permit Questions
Date: Tuesday, June 20, 2023 3:10:53 PM
Attachments: [image001.png](#)

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

Hi Michelle,

I have answered the questions below in red.

Thank you,
Lea

On Mon, Jun 19, 2023 at 4:33 PM Michelle Irace <mirace@cityofukiah.com> wrote:

Hi Lea,

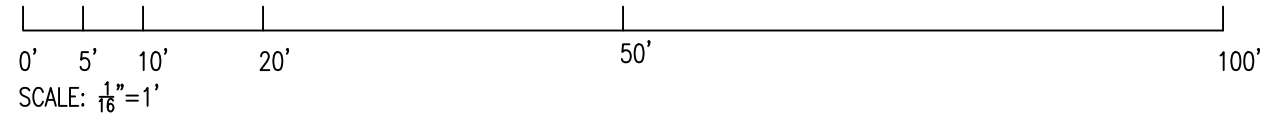
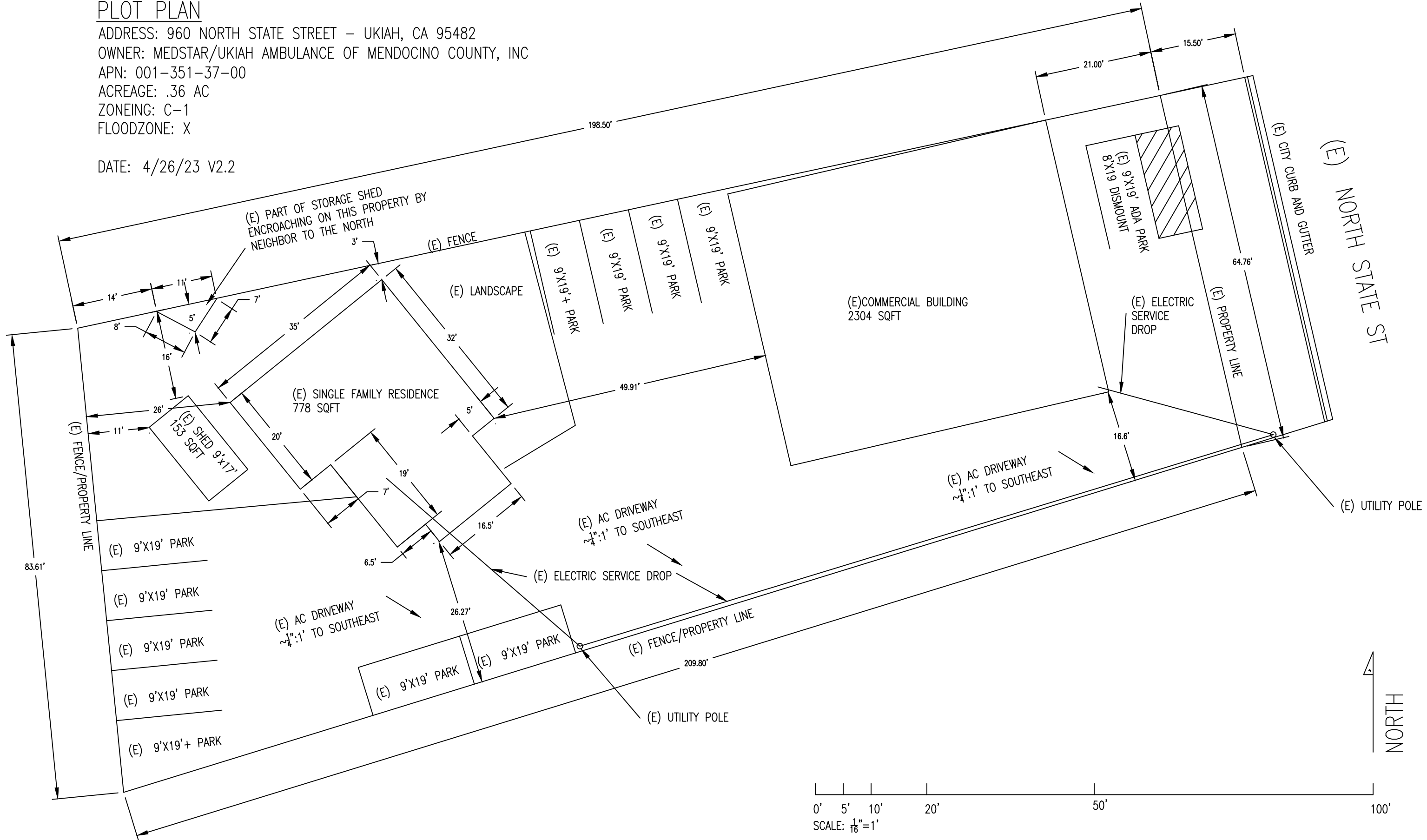
I am buttoning up my staff report for the hearing next week and was hoping you could clarify the following:

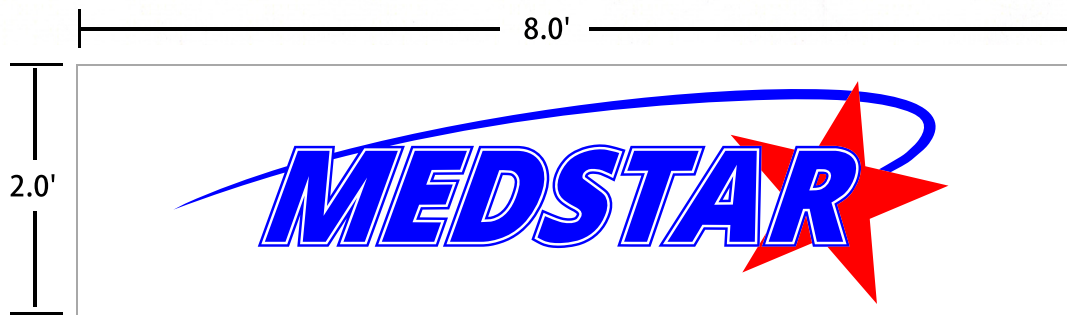
- Is the ambulance relocating to this location? Or expanding to an additional station?
One ambulance is relocating to this location.
- Where is/was the ambulance previously? **169 Evans Street, Ukiah.**
- Does the ambulance respond to any and all calls? Or only specific ones from certain agencies? **Advanced Life Support (ALS) ambulances are dispatched by closest available resource to the incident as determined by the county dispatch provider. The ambulance that is moving to 960 N. State Street will be a non-emergency Basic Life Support (BLS) ambulance, and will not be responding to emergency calls. We currently have no plans to change this, but I do want to include the possibility that 911's may be dispatched from this new location if our operational needs change in the future. With that being said, I will be answering the remaining questions below broken down by emergency and non-emergency calls.**
- How many calls on average does the ambulance respond to a day? **BLS Ambulance: 4 calls in a 24-hour period. ALS: 6 calls in a 24-hour period.**
- How many calls on average do they respond to between the hours of 10pm and 7am?
BLS: 1 ALS: 2
- What measures will be taken to reduce impacts to adjacent residences and hotel guests? **BLS ambulance does not use lights or sirens. ALS ambulance will not use lights or sirens until they reach State Street. This is a similar measure we take at our 169 Evans location, which had an approved use permit years ago.**
- In your previous email to Jesse you mention that trainings may occur on-site. Can you clarify what types or training and how often, how many people, etc.? **American Heart Association Trainings that include CPR/AED, First Aid, ACLS, PALS. Trainings are twice per month, maximum 8 people per class.**

PLOT PLAN

ADDRESS: 960 NORTH STATE STREET - UKIAH, CA 95482
OWNER: MEDSTAR/UKIAH AMBULANCE OF MENDOCINO COUNTY, INC
APN: 001-351-37-00
ACREAGE: .36 AC
ZONEING: C-1
FLOODZONE: X

DATE: 4/26/23 V2.2





One (1) 2' x 8' x 3mil Aluminum Sign Panel with Applied Vinyl Lettering
Non Illuminated.

Sign Area: 16 Sq. Ft.
Weight: 15 lbs.

3 mil Aluminum Sign Panel
Fasten to Ea Roof Rib with
#8 SMS Min 18" Spacing

3 mil Aluminum Sign Panel

Attachment Detail

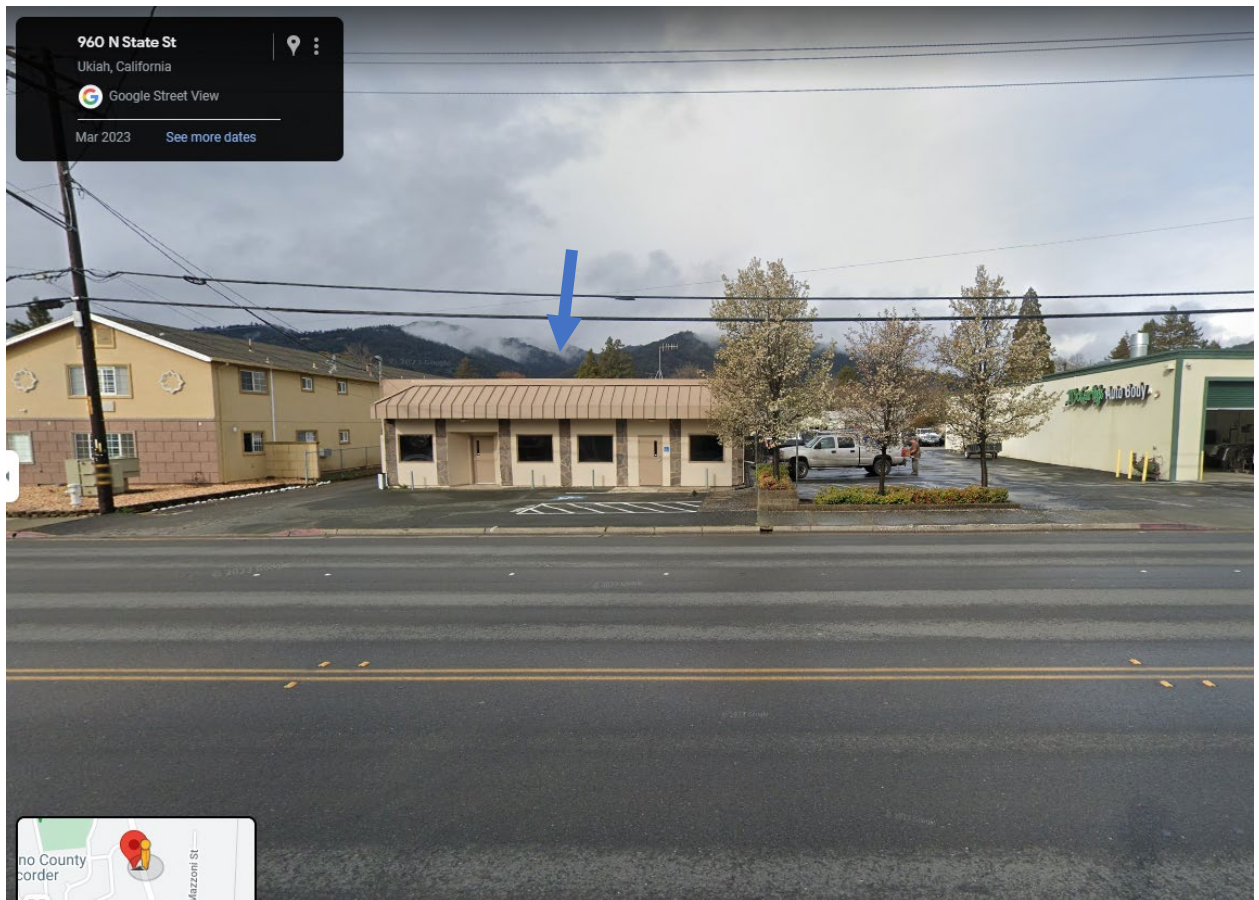
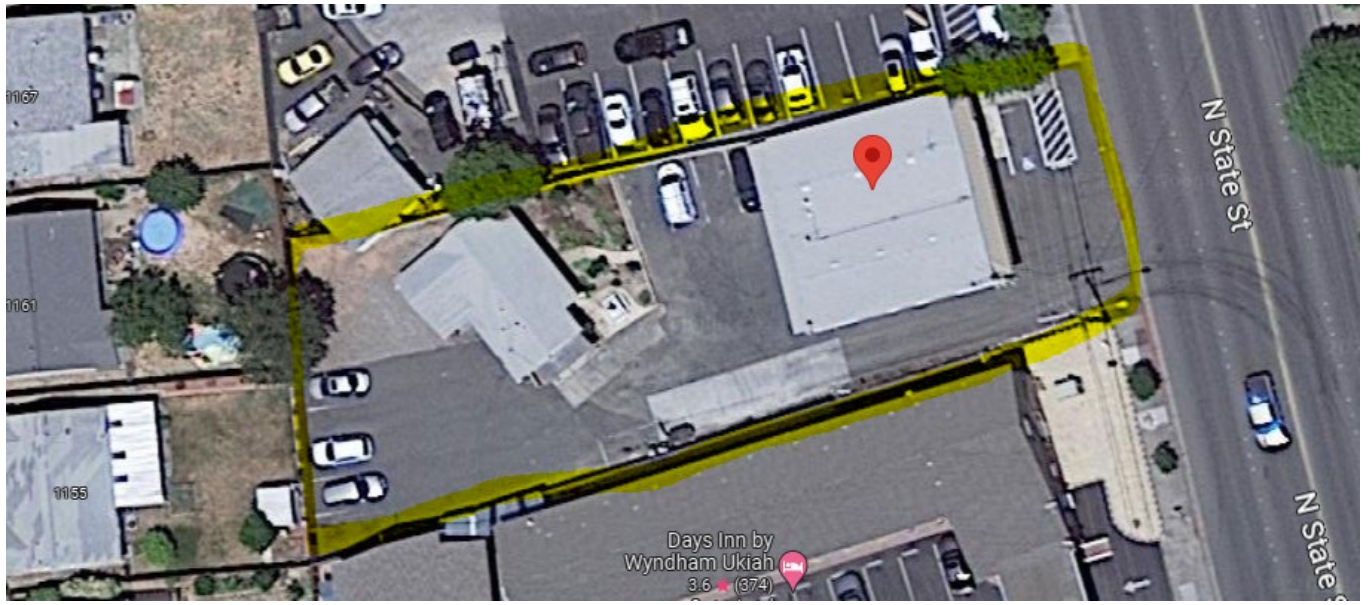
0'-1 1/2"

.063 Alum Angle
Fasten to Ea Roof Rib with
#8 SMS Min 18" Spacing



Center Sign Over Storefront North Door
Align Bottom to Fascia

PROJECT	LOCATION	DESCRIPTION	PHASE	SCALE	DATE/REVISIONS
MEDSTAR	960 North State Street Ukiah, CA 95482	Storefront Sign	Design Development	1/2" = 1'	4-20-23



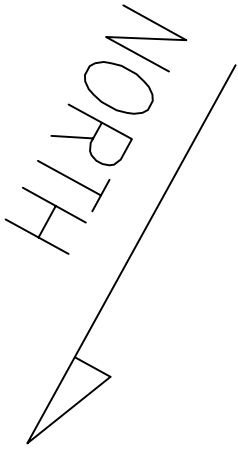
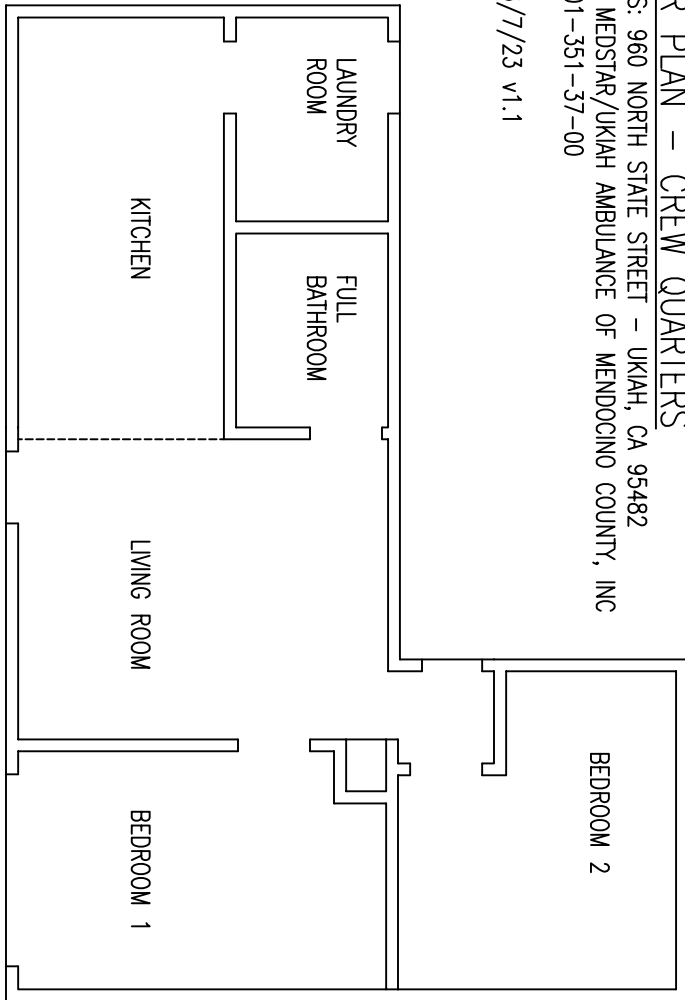
FLOOR PLAN – CREW QUARTERS

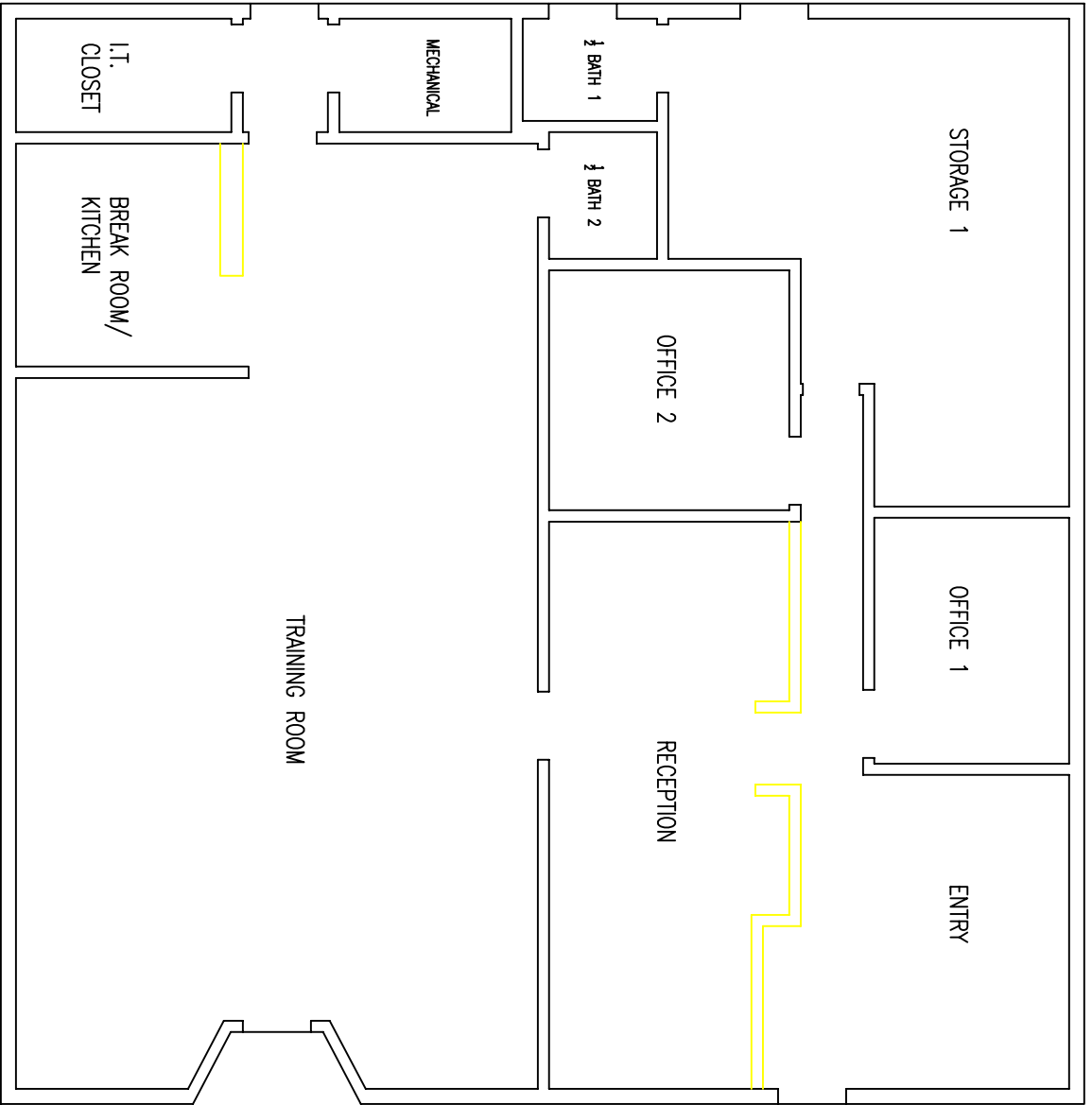
ADDRESS: 960 NORTH STATE STREET – UKIAH, CA 95482

OWNER: MEDSTAR/UKIAH AMBULANCE OF MENDOCINO COUNTY, INC

APN: 001-351-37-00

DATE: 6/7/23 v1.1





FLOOR PLAN – OFFICE BUILDING

ADDRESS: 960 NORTH STATE STREET – UKIAH, CA 95482
 OWNER: MEDSTAR/UKIAH AMBULANCE OF MENDOCINO COUNTY, INC
 APN: 001-351-37-00

DATE: 6/7/23 v1.1

From: [Matthew Keizer](#)
To: [Michelle Irace](#)
Subject: RE: Project Referral-960 N State Medstar Ambulance MiUP
Date: Monday, June 19, 2023 3:25:54 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

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

Useful City Hand outs and submittal documents links below.

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

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

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

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

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

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

3. The design and construction of all site alterations shall comply with the 2022 California Building Code, 2022 Plumbing Code, 2022 Electrical Code, 2022 California Mechanical Code, 2022 California Fire Code, 2022 California Energy Code, 2022 Title 24 California Energy Efficiency Standards, 2022 California Green Building Standards Code, City of Ukiah, and Ukiah Valley Fire Authority Ordinances and Amendments.

Regards,



Matt Keizer, CBO, MCP, CFM
Chief Building Official
Chief Code Enforcement Officer
UVFA Fire Code Official

Email: mkeizer@cityofukiah.com

300 Seminary Ave

Ukiah, CA 95482

Office 707-467-5786

Desk 707-467-5718

Fax 707-463-6204

Inspection 707-463-6739

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

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

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From: Michelle Irace <mirace@cityofukiah.com>

Sent: Thursday, June 8, 2023 4:25 PM

To: Matthew Keizer <mkeizer@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>

Subject: RE: Project Referral-960 N State Medstar Ambulance MiUP

Hello,

MedStar just submitted their floor plans-see attached. This is also a friendly reminder to please provide comments by the 12th

Thank you,



Michelle Irace, Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

www.cityofukiah.com/community-development

(707) 463-6203

From: Michelle Irace

Sent: Tuesday, May 30, 2023 5:04 PM

To: Matthew Keizer <mkeizer@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Cindy Sauers <csauers@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>; Cedric Crook <ccrook@cityofukiah.com>; Rick Pintane <rpintane@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>

Cc: Jesse Davis <jdavis@cityofukiah.com>

Subject: Project Referral-960 N State Medstar Ambulance MiUP

Hello,

We have received a Minor Use Permit application for operation of an ambulance service to be located at 960 N State St. No exterior modifications to the buildings(s) are proposed. Please see attached and provide comments by June 12 if possible.

Thank you,



Michelle Irace , *Planning Manager*

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

www.cityofukiah.com/community-development

(707) 463-6203

From: [Scott Bozzoli](#)
To: [Michelle Irace](#); [Matthew Keizer](#); [Sonu Upadhyay](#); [Cindy Sauers](#); [Cedric Crook](#); [Rick Pintane](#); [Jason Benson](#); [Tim Eriksen](#)
Cc: [Jesse Davis](#)
Subject: RE: Project Referral-960 N State Medstar Ambulance MiUP
Date: Wednesday, May 31, 2023 6:36:16 AM
Attachments: [image003.png](#)
[960 N State St. Medstar Ambulance MiUP Referral 1.pdf](#)

Michelle,

Regarding the MEDSTAR AMBULANCE OF MENDOCINO COUNTY, INC DBA. UKIAH AMBULANCE minor use permit. It appears to me that the applicant is not in need of a panel upgrade.

Should they need a panel upgrade in the future, please have them contact me at 707-467-5775. They will need to make sure their panel is a Test Bypass, EUSERC rated panel that matches The City of Ukiah's Electric Department EUSERC Acceptability Chart.

If you have any questions, please let me know.

Thank you,

Scott Bozzoli

Electrical Engineering Technician III

1350 Hastings Rd

Ukiah Ca 95482

707-467-5775

Sbozzoli@cityofukiah.com



From: Michelle Irace <mirace@cityofukiah.com>

Sent: Tuesday, May 30, 2023 5:04 PM

To: Matthew Keizer <mkeizer@cityofukiah.com>; Sonu Upadhyay <supadhyay@cityofukiah.com>; Cindy Sauers <csauers@cityofukiah.com>; Scott Bozzoli <sbozzoli@cityofukiah.com>; Cedric Crook <ccrook@cityofukiah.com>; Rick Pintane <rpintane@cityofukiah.com>; Jason Benson <jbenson@cityofukiah.com>; Tim Eriksen <teriksen@cityofukiah.com>

Cc: Jesse Davis <jdavis@cityofukiah.com>

Subject: Project Referral-960 N State Medstar Ambulance MiUP

Hello,

We have received a Minor Use Permit application for operation of an ambulance service to be located at 960 N State St. No exterior modifications to the buildings(s) are proposed. Please see attached and provide comments by June 12 if possible.

Thank you,

PROJECT REVIEW REFERRAL
Please provide comments by:

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

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

PROJECT INFORMATION:	
Project Name & Permit #:	
Site Address & APN:	
General Plan:	
Zoning:	
Airport Compatibility Zone:	
Date Filed:	
Resubmittal:	
Date Referred:	
Prev. Projects on Site (include file #)	
Applicant/Agent Name:	
Phone:	
Email:	
Project Summary:	

Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

Name and Affiliation/Department (please print) _____

- No Comment
- Comments / Conditions of Approval Attached

Signature **Date**

Comments / Conditions of Approval:

Empty box for comments or conditions of approval.

PROJECT REVIEW REFERRAL
Please provide comments by: June 12, 2023

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

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

PROJECT INFORMATION:	
Project Name & Permit #:	Medstar Ambulance Minor Use Permit # 23-8466
Site Address & APN:	APN 001-351-37; 960 N State St.
General Plan:	Community Commercial (CC)
Zoning:	Community Commercial (C1)
Airport Compatibility Zone:	Other Airport Environs (OAE)
Date Filed:	5/18/23
Resubmittal:	
Date Referred:	5/30/23
Prev. Projects on Site (include file #)	
Applicant/Agent Name:	Lea Bergem, Medstar Ambulance
Phone:	(707) 462-3808
Email:	Lbergem@medstarmendocino.org
Project Summary:	
See attached. Project includes operation of an ambulance service within the existing structures. No exterior modifications proposed.	

Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

Name and Affiliation/Department (please print) LI-DECK / FIRE / POLICE DEPT.

No Comment
 Comments / Conditions of Approval Attached

[Signature] 05/31/23

Signature **Date**