



Planning Commission

Regular Meeting **AGENDA**

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

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ 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 you can call in using your telephone only:

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

July 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 June 28, 2023, a Planning Commission Regular Meeting

Recommended Action: Approve the Minutes of June 28, 2023, a Planning Commission Regular Meeting

Attachments:

1. June 28, 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 August 7, 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**

10.a. Receive Community Development Director's Report.

Recommended Action: Receive Community Development Director's report.

Attachments:

1. Planning-Division-Projects-Report-7-1-23-1
2. Ukiah Housing Rehab Program - Spanish and English vers.
3. Brown_Act_Remote_Participation_Rules_for_11-17-22

11. **CONSENT CALENDAR**

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

13.a. Planning Commission and Community Development Director Discussion Regarding Planning Division Staff Reports.

Recommended Action: Discuss possible changes to the format and/or presentation of planning division staff reports with Community Development Director.

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: July 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>

**June 28, 2023
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on June 28, 2023. The meeting was legally noticed on June 21, 2023. The meeting was held in person and at the following virtual link: <https://zoom.us/j/91264543193>. Chair Michelle Johnson called the meeting to Order at 6:01 p.m.

CHAIR M. JOHNSON PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Alex DeGrassi, Rick Johnson, and Michelle Johnson. **Commissioners Absent:** Mark Hilliker and Thao Phi **Staff Present:** Craig Schlatter, Community Development Director; Jesse Davis, Chief Planning Manager; 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 June 14, 2023, a Regular Meeting.

Motion/Second: A. DeGrassi/R. Johnson to approve the Minutes of June 14, 2023, a Regular Meeting as submitted. Motion **carried** by the following roll call votes: **AYES:** A. DeGrassi, R. Johnson, and Vice Chair M. Johnson. **NOES:** None **ABSENT:** M. Hilliker and T. Phi **ABSTAIN:** None.

5. APPEAL PROCESS

Chair M. Johnson stated that the appeals deadline date is July 10, 2023. No appeals were received.

6. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

Jay Fraser and Enrique Espinoza

7. SITE VISIT VERIFICATION

Site Verified

8. VERIFICATION OF NOTICE

Verified by Staff

9. PLANNING COMMISSIONERS REPORTS

R. Johnson asked about the Downtown Zoning Code Review.

10. DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

Report received

11. CONSENT CALENDAR

No items on the Consent Calendar

12. UNFINISHED BUSINESS

No Unfinished Business was agendized

13. NEW BUSINESS

a. Consideration of a request for a Major Site Development Permit (MaSDP) to demolish an existing ±2,857 sq. ft. car wash facility and construct a new automated ±2,433 sq. ft. car wash facility featuring an 85-foot-long car wash tunnel, nine (9) vacuum stations, landscaping, and commercial signage at 162 Talmage Road, Ukiah, CA; APNs 003-140-49; 003-140-05; File No. MaSDP 22-7956.

Presenters: Jesse Davis, Chief Planning Manager; Craig Schlatter, Community Development Director

Public Comment: Johnathan Ramos, Agent; Jay Fraser; John McCowan; Eric Crane, Chair of the Mendocino County Airport Land Use Commission; Pinky Kushner;

Public Hearing Open: 7:03

Public Hearing Closed: 7:33 p.m.

Public Hearing Open 7:57 p.m.

Public Hearing Closed: 8:01 p.m.

Motion/Second R. Johnson/A. DeGrassi to approve the Major Site Development Permit to demolish an existing car wash facility and construct a new automated car wash facility at 162 Talmage Rd., Ukiah, CA; based on the Findings in Attachment 1, and subject to the Conditions of Approval in Attachment 2 with modifications to Conditions of Approval 19 & 20, and the addition of Special Conditions of Approval 32 & 33 as discussed at the Public Hearing on June 28, 2023. Motion **carried** by the following roll call votes: AYES: A. DeGrassi, R. Johnson, and Vice Chair M. Johnson. NOES: None. ABSENT: M. Hilliker and T. Phi ABSTAIN: None.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 8:15 p.m.

Stephanie Abba, Planning Commission Secretary



AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development Director

ATTACHMENTS:

1. Planning-Division-Projects-Report-7-1-23-1
2. Ukiah Housing Rehab Program - Spanish and English vers.
3. Brown_Act_Remote_Participation_Rules_for_11-17-22

Summary: Planning Commission will receive the Community Development Director's report.

Background: These are bi-monthly reports given by the Community Development Director on the status of projects of the Community Development Department. Updates may include, but are not limited to, application status of major and minor discretionary permits, the implementation of advance planning and General Plan programs and projects, and updates related to the activities of other divisions within the Department.

Discussion: This July 26th report will provide updates in the following areas:

- July 2023 Planning Division Projects report (Attachment 1)
- The July 2023 report, plus previous reports, are located online at this link:
<https://cityofukiah.com/community-development/planning-services/>
- FY 2022-23: number of building permits issued and inspections conducted; and total building permit valuation
- FY 2022-23: number of fire permits issued and fire inspections conducted
- Updates related to new programs of the Housing Services division
 - See Attachment 2 for the CDBG Housing Rehabilitation Program brochure, in both Spanish and English.
- Updates regarding requirements for Commissioners per the Brown Act remote participation rule changes within AB 2449 and AB 361.
 - See Attachment 3 for an overview table of these rules.

Recommended Action: Receive Community Development Director's report.

As of 7/1/2023

Permit #	Site Address	Date of Submittal/ Resubmittal	Summary of Project	Status	Assigned Planner
n/a	600 Live Oak Ave.	2/27/23	Todd Grove Public Art Mural Permit within the Public Facilities (PF).	Design Review Board Meeting: 5/25/23 (DRB recommended ro PC with modifications); awaiting project updates from Applicant beofre item is scheduled for PC hearing.	Jesse Davis
23-8069	218 Mason St.	1/20/23; 5/18/23	Minor Use Permit for conversion of use from commercial to mixed-use within the Community Commercial (C1) zoning district.	Incomplete: 1/23/23; 5/27/23	Michelle Irace
22-7977	101 S. Main St.	12/12/22; 2/13/23; 2/21/23; 4/16/23	Major Site Development Permit for construction of a new 4,557 sf Redwood Credit Union bank facility, located within the Urban Center (UC) zoning district.	Design Review Board Hearing: 3/23/23 Planning Commission Hearing: 5/10/23. Item Denied on 6/14/23 by PC; PC Decision Appealed by Applicant; City Council Review of Appeal scheduled for 07/19/23	Michelle Irace
17-3069	1294 N. State St.	9/13/17; 9/14/21; 9/28/22; 5/12/23	Resubmitted Major Use Permit and Site Development Permit to allow for construction of two retail suites (including one drive-through), located in the C-1 (Community Commercial) zoning district.	Incomplete 6/2/22; 9/29/22; 5/27/23	Michelle Irace
22-7483	734 S. State St.	8/15/22	Xpress Gas Station Major Use Permit-request to resume operation of the gas station within the Community Commercial (C1) Zoning District.	Incomplete: 8/19/22 No formal application activity since Aug., 2022	Jesse Davis

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

As of 7/6/2023

Permit #	Site Address	Approval Date	Summary of Project	Comments	Assigned Planner
22-7565	200 Ford St.	March, 2023	Major Use Permit and Site Development Permit to allow for expansion of the Ford Street Project recovery center, located in the Heavy Commercial (C2) zoning district.	Approved per WIC Section 5960.3.(a)	Michelle Irace & Jesse Davis
22-7956	162 Talmage Rd.	6/28/23	Major Site Development Permit for the Splash Express Car Wash #5 (dBA LUV Car Wash) facility. Includes demolition of the existing structures and redevelopment of a new 2,433 sf car wash facility, located within the Heavy Commercial (C2) zoning district.	Airport Land Use Commission: 3/23/23 (ALUC Staff - Deemed Consistent) Design Review Board Hearing: 5/25/23 Item Approved by PC on 6/28/23; PC Decision Appealed by Public on 07/5/23; CC Review of Appeal TBD	Jesse Davis
23-8376	441 N State St.	6/1/23	Renewal of a Cannabis Retail Facility. Per UCC Section 9174.2(D), cannabis-related business will be subject to review after the first year of operation by the Zoning Administrator.	Submitted: 04/24/23 Zoning Administrator Hearing: Approved on 6/1/23	Michelle Irace
23-8331	300 Seminary Ave.	6/1/23	Minor Site Development Permit for installation of a 39' training tower by the UVFA for roof operations, interior firefighting, confined space rescues, search and rescue operations, door breaching/forcible entry, high-angle descent and rescue.	Submitted: 04/18/23 Zoning Administrator Hearing: Approved on 6/1/23, but subsequently withdrawn by the UVFA on 06/14/23.	Jesse Davis
23-8466	960 N. State St.	6/27/23	Minor Use Permit for operation of Medstar Ambulance within existing structures, located within the Community Commercial (C1) Zoning District.	Submitted: 5/18/23 Zoning Administrator Hearing: Approved on 06/27/23	Michelle Irace
23-8552	1361 West Clay Street & 624 Mary Lane	6/28/2023	Lot Line Adjustment #23-8552; 624 Mary Lane (APN: 001-242-17); Parcel 2: 1361 West Clay Street (APN: 001-242-35)	Approved by City Engineer on 06/28/23	Jesse Davis

City of Ukiah
Advanced Planning Projects

As of 7/1/2023

Permit #	Site Address	Approved Date	Summary of Project	Comments	Assigned Planner
n/a	Citywide	n/a	2040 General Plan Implementation Programs	2040 General Plan adopted by City Council 12/7/22. Implementation efforts began January, 2023	Michelle Irace, Jesse Davis
n/a	Unincorporated Western Hills	n/a	Western Hills Open Land Acquisition and Limited Development Agreement Project - Annexation Application.	Annexation application submitted to LAFCo: 6/8/22. Incomplete letter from LAFCo received 6/29/22. Prezoning and application modifications to PC/CC anticipated July/August, 2023	Michelle Irace, Jesse Davis
n/a	Citywide	n/a	Annexation of City-owned parcels.	Submitted Annexation Application to LAFCo 2/23/22. Incomplete letter received 3/25/22. Updated application submitted in June 2022. Prezoning and application modifications to Planning Commission 3/22/23 City Council on 4/5/23. Application update submitted to LAFCo on 04/20/23.	Jesse Davis
n/a	Citywide	4/15/2023	Cannabis Consumption Ordinance	Planning Commission recommended approval on: 2/8/23 City Council 1st Reading: 3/15/23; City Council Adoption Hearing 04/05/23	Jesse Davis

¿Qué **reparaciones** son elegibles?

- Reparación/reemplazo de techos
- Pintura interior y exterior
- Fontanería/plomería
- Sistemas eléctricos y de calefacción
- Actualizaciones de eficiencia energética
- Ventanas y puertas
- Reparación por causa de termitas
- Modificaciones de accesibilidad

¿Qué **propiedades** son elegibles?

- 1-4 unidades de vivienda donde al menos una unidad está habitada por propietarios o inquilinos elegibles por los ingresos
- Viviendas unifamiliares, condominios, casas fabricadas o casas móvil
- Unidades de vivienda accesorias
- Estructuras separadas o adosadas

¿Se requieren ciertas reparaciones?

Sí. Antes de utilizar los fondos para mejoramientos generales, se deben tratar los problemas de salud y seguridad y infracciones del código.

Tenga en cuenta:

Todos los mejoramientos deben ser completados por un contratista general con licencia que esté al corriente con el *California State Contractor's License Board* (CSLB). Todos los contratistas deben tener un seguro de responsabilidad general y compensación laboral vigente y obtener una licencia comercial de la ciudad de Ukiah.

Las casas deben estar ubicadas en los límites de la ciudad de Ukiah y no dentro de una llanura de inundación.

Ciudad de Ukiah Programa de Mejoramientos para el Hogar

El Programa de Mejoramientos para el Hogar está financiado por el *State Department of Housing and Community Development Community Development Block Grant* (CDBG).



City of Ukiah
Community Development Department
Housing Division
300 Seminary Ave. Ukiah, CA 95482
Teléfono: 707-463-6708
Correo electrónico: housing@cityofukiah.com



Programa de Mejoramientos para el Hogar



City of Ukiah
Community Development Department
Housing Division
300 Seminary Ave.
Ukiah, CA 95482
Teléfono: 707-463-6708
Correo electrónico: housing@cityofukiah.com

www.cityofukiah.com/housing-services

Reparaciones de Viviendas Habitadas por Propietarios



Préstamos para Reparación de Viviendas

Entre \$5,000 y \$80,000 por solicitante. Dependiendo de la capacidad de pago por hogar, tasa de interés al 0% con posible aplazamiento de los reembolsos del préstamo.

Préstamos pueden incluir:

- Tarifas de redacción e ingeniería
- Contrato de construcción
- Contingencia constructiva
- Informe de evaluación
- Tarifas por permisos y construcción
- Tarifas por revisión de informes de crédito
- Tarifas de custodia, cierre y registro
- Otras tarifas (llame para mas detalles)

Subvenciones de Emergencia para Reparaciones en el Hogar

Hasta \$7,500 para corregir las condiciones de la vivienda que representan una amenaza inminente para la salud y seguridad de los habitantes.

Para calificar, debe ser un propietario-habitante de muy bajos ingresos (50% de AMI); o tiene 65 años o más de edad (80% de AMI); o está permanentemente discapacitado y es la cabeza del hogar (80% de AMI).

¿Quién es Elegible?

Propietarios habitantes con un ingreso familiar anual en bruto que no exceda los límites establecidos por el *California Department of Housing and Community Development* (HCD) enumerados a continuación.

Unidades propiedad de propietarios habitados por inquilinos que limitan el alquiler de unidades a hogares con ingresos brutos anuales que no excedan los límites a continuación, incluido el alquiler de unidades con vales de la Sección 8 para elección de vivienda o asistencia de vales basados en proyectos.

Tamaño del hogar (# de personas en el hogar)	Ingreso máximo (Antes de impuestos)
1	\$45,000
2	\$51,400
3	\$57,850
4	\$64,250
5	\$69,400
6	\$74,550
7	\$79,700
8	\$84,850

¡Estoy interesado! ¿Cómo puedo participar?

Comuníquese con la División de Vivienda para fijar una cita y completar una solicitud.

Teléfono: 707-463-6708

(¿El inglés no es su idioma principal? No hay problema. La Ciudad tiene acceso a servicios de traducción para personas que no hablan inglés.)

Correo electrónico: housing@cityofukiah.com

Reparaciones de Viviendas Habitadas por Inquilinos



Préstamos para Reparación de Viviendas (1-4 unidades)

Entre \$5,000 y \$80,000 por solicitante. Tasa de interés al 1.5% simple para un plazo máximo por un préstamo de 15 años.

No hay restricciones sobre los ingresos del propietario (propietario-inversionista) a menos que el ingreso familiar del propietario esté dentro de las pautas de ingresos y el propietario esté interesado en calificar para un Préstamo de Pago Diferido (DPL, por sus sigla en inglés).



What Types of **Repairs** Are Eligible?

- Roof repair/replacement
- Interior and exterior painting
- Plumbing
- Heating and Electrical Systems
- Energy efficiency upgrades
- Windows and doors
- Termite repair
- Accessibility modifications

What Types of **Properties** are Eligible?

- 1-4 housing units where at least one unit is occupied by income-eligible homeowner or tenants
- Single-family housing, condos, manufactured, or mobile homes
- Accessory Dwelling Units
- Detached or attached structures

Are Certain Repairs Required?

Yes. Prior to using funding for general improvements, health and safety issues and code violations must be addressed.

Please Note:

All improvements must be completed by a Licensed General Contractor in good standing with the California State Contractor's License Board (CSLB). All contractors must carry current general liability and worker's compensation insurance and obtain a City of Ukiah Business License.

Homes must be located in the Ukiah city limits and not within a floodplain.

City of Ukiah Home Improvement Program

The Home Improvement Program is funded by a State Department of Housing and Community Development Community Development Block Grant (CDBG).



City of Ukiah
Community Development Department
Housing Division
300 Seminary Ave. Ukiah, CA 95482
Phone: 707-463-6708
Email: housing@cityofukiah.com



Home Improvement Program



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www.cityofukiah.com/housing-services

Homeowner Occupied Home Repairs



Loans for Home Repair

Between \$5,000 and \$80,000 per applicant. Depending on household's ability to pay, interest rate at 0% with possible deferment of loan repayments.

Loans may also include:

- Drafting and engineering fees
- Construction contract
- Construction contingency
- Appraisal report
- Permit fees and related building fees
- Credit report review fees
- Escrow, closing, and recording fees
- Other fees (call for details)

Emergency Home Repair Grants

Up to \$7,500 to correct housing conditions posing an imminent threat to the occupant's health and safety.

To qualify, must be a very low-income owner-occupant (50% of AMI); or be age 65 or older (80% of AMI); or be a head of household who is permanently disabled (80% of AMI).

Who is Eligible?

Homeowner occupants with a household gross annual income not exceeding the limits below, established by the California Department of Housing and Community Development (HCD).

Renter-Occupied Landlord-Owned Units restricting the leasing of units to households with gross annual incomes not exceeding the limits below, including the leasing of units with Section 8 Housing Choice Voucher or Project Based Voucher assistance.

Household Size (# of People in Household)	Maximum Income (Before Taxes)
1	\$45,000
2	\$51,400
3	\$57,850
4	\$64,250
5	\$69,400
6	\$74,550
7	\$79,700
8	\$84,850

I'm interested! How do I participate?

Contact the Housing Division to schedule an appointment and fill out an application.

Phone: 707-463-6708
(English not your primary language? No problem. The City has access to translation services for non-English speakers.)

Email: housing@cityofukiah.com

Renter Occupied Home Repairs



Loans for Home Repair (1-4 Units)

Between \$5,000 and \$80,000 per applicant. Interest rate at 1.5% simple for a maximum loan term of 15 years.

There are no restrictions on the income of the landlord (owner-investor) unless the landlord's household income falls within the income guidelines and the landlord is interested in qualifying for a Deferred Payment Loan (DPL).



Brown Act Remote Participation Rules (November 17, 2022)			
	Traditional Brown Act	AB 2449	AB 361
Expiration	N/A	01/01/2026	Officially 01/01/2024 but, ends when State of Emergency is lifted on 02/28/2022
Quorum	Quorum must meet from locations within MWPA boundaries	Quorum must meet in-person from single physical location open to public	Quorum can meet from any remote location
Notice & Agenda	Must identify each physical teleconference location Must post 72 hours prior to regular meeting at every teleconference location	Must include remote meeting link & procedure for receiving & resolving requests for accommodation Identify single publicly-accessible physical location where quorum will meet	Must contain remote meeting link & information about participating
Public Access	Must provide public access to each teleconference location Must provide public the opportunity to address the body from each teleconference location	Must provide public access to the single physical location Must provide public with remote access through two-way audiovisual platform or telephonic service & live webcasting of meeting	Must provide call-in/internet-based service option
Remote Participation by Member of Body	OK	Only permitted if: Just Cause (childcare; contagious illness; physical/mental disability; travel while on official business of body/state or local agency) - Member may utilize only 2x/year - Member must provide a general description of the circumstances relating to their need to appear remotely at the given	OK

		meeting Or Emergency Circumstances - (physical/family medical emergency) - Requires a separate request to the body for each remote meeting & body must act on the request - The body must request a general description of the circumstances relating to the member's need to appear remotely at the given meeting And Member must adhere to the following requirements to participate remotely: - Must disclose if a person 18 years or older is present in room + member's relationship w/individual - Must participate through both audio & visual technology (not only by phone) - A member may not participate remotely more than 3 consecutive months or 20% of the regular meetings for the local agency within a calendar year, or more than 2 meetings if the legislative body regularly meets <10 times per calendar year.	
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AGENDA SUMMARY REPORT

SUBJECT: Planning Commission and Community Development Director Discussion Regarding Planning Division Staff Reports.

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development
Director

ATTACHMENTS:

None

Summary: Planning Commission will discuss the format and presentation style of planning division staff reports with the Community Development Director.

Background: At a recent Planning Commission meeting, Commissioner Michelle Johnson requested that Staff explore an alternative presentation style for staff reports. Per this request, Staff has scheduled a discussion with the Commission on this topic.

Discussion: Although the content of staff reports has evolved over time, the basic style and format of staff reports remains relatively unchanged. Staff reports prepared for Planning Commission follow the same general format of staff reports prepared for the City Council and other Boards.

This item has been scheduled to allow the Commission the opportunity to discuss the current format of Staff Reports with the Community Development Director and make possible recommendations regarding future staff reports.

Recommended Action: Discuss possible changes to the format and/or presentation of planning division staff reports with Community Development Director.