



Regular Meeting **AGENDA**

The meeting will 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/89668645913>

Meeting ID: 896 6864 5913

Passcode: 037823

September 13, 2023 - 1:00 PM

1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the Zoning Administrator regarding minor discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by September 25, 2023 at 5:00 p.m.

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

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

5. **APPROVAL OF MINUTES**

5.a. Approval of the December 15, 2022 Zoning Administrator Minutes, as revised
Recommended Action: Review and approve the Minutes of the December 15, 2022 Zoning Administrator meeting, as revised

Attachments:

1. Draft Dec 15, 2022 ZA Minutes-Revised

5.b. Approval of the June 27, 2023 Zoning Administrator Minutes
Recommended Action: Review and approve the Minutes of the June 27, 2023 Zoning Administrator meeting

Attachments:

1. Draft June 27, 2023 ZA Minutes

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

- 7.a. Request for a Minor Variance to Allow for a Front Setback Reduction from 20 ft to 15 ft at 104 Echo Way (APN 001-181-32); File No. 23-8753

Recommended Action: Approve the Minor Variance, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

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

- 7.b. Request for a Minor Use Permit to Convert a Commercial Structure to a Single-Family Home at 218 Mason St. (APN 002-153-37); File No. 23-8069

Recommended Action: Approve the Minor Use Permit, based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Staff Report
2. Draft Findings
3. Draft Conditions of Approval
4. Application Materials
5. 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 (Clivic Center), located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Michelle Irace, Planning Manager
September 7, 2023