



## 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**

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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 (Civic 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

**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 opened the public hearing at 1:18 p.m.

Speakers: Megan Peterson (applicant).

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

Zoning Administrator Schlatter clarified the following for the record:

- 1) The Project is located within the Downtown Parking Improvement District No.1 and does not propose expansion of the footprint of the existing commercial structure.
- 2) The Project is approved under the 2040 General Plan.

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.

DRAFT

**CITY OF UKIAH  
ZONING ADMINISTRATOR MINUTES  
Meeting Held in Person and Via Teleconference  
June 27, 2023  
10:00 a.m.**

**STAFF PRESENT**

Craig Schlatter, Zoning Administrator  
Michelle Irace, Planning Manager

**OTHERS PRESENT**

Lea Bergem, Ukiah Ambulance  
Pinky Kushner  
Nick Bhula

**1. CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

*Zoning Administrator Craig Schlatter 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 30, 2023 at 5:00 p.m.

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

None.

**5. APPROVAL OF MINUTES**

a) The Minutes of the October 17, 2022 Zoning Administrator meeting were approved, as submitted.

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

c) The Minutes of the June 1, 2023 Zoning Administrator meeting were approved, as submitted.

**6. SITE VISIT VERIFICATION**

Zoning Administrator Craig Schlatter confirmed that he visited the site associated with the public hearing item on the agenda.

**7. PUBLIC HEARING**

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

Planning Manger Michelle Irace presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 10:23 a.m.

Speakers: Lea Bergem; Pinky Kushner; Nick Bhula.

Acting Zoning Administrator Craig Schlatter closed the public hearing at 10:45 a.m.

The following Condition of Approval was added to the Project.

This Use Permit is limited to one deployed ambulance. If the applicant wishes to increase the number of ambulances in the future, the applicant shall submit the request in writing to the Community Development Department for review and approval. Additional discretionary review may be required.

Zoning Administrator Craig Schlatter 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, as amended.

8. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:52 a.m.



**DATE:** September 7, 2023  
**TO:** Zoning Administrator  
**FROM:** Michelle Irace, Planning Manager  
**SUBJECT:** 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

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**SUMMARY**

**PROPERTY OWNER/APPLICANT:** Kirsty Bates and Antonio Renteria (Owners)  
Ronald Valente, Ron’s Quality Construction (Agent)

**LOCATION:** 104 Echo Way (APN 001-181-32)

**TOTAL ACREAGE:** ±0.34 acre (14,810 sf gross; 7,865 sf net)

**GENERAL PLAN:** Low Density Residential (LDR)

**ZONING DISTRICT:** Single Family Residential (R1)

**AIRPORT COMPATABILITY ZONE:** Other Airport Environs (OAE)

**ENVIRONMENTAL DETERMINATION:** Project is exempt from further environmental review per California Environmental Quality Act (CEQA) Guidelines §15303, Minor Alterations In Land Use Limitations

**RECOMMENDATION:** Conditional Approval (see Draft Findings in Attachment 1 and Draft Conditions of Approval in Attachment 2)

**BACKGROUND AND PROJECT DESCRIPTION**

An application was received requesting Zoning Administrator approval of a Minor Variance for reduction of a front setback from 20 ft to 15 ft for construction of a single-family residence within the Single Family Residential (R1) zoning district. Application materials are included in Attachment 3. The parcel is currently undeveloped and relatively flat, but the slope increases towards the northwest property line. The site is accessed via Echo Way, a private 20-foot roadway that was created as a result of Minor Subdivision No. 12-19 and bisects the southern portion of the parcel. Further south, the parcel is also bisected by Gibson Creek and as a result, the 100-year flood plain line extends over nearly half of the parcel. Easements on the parcel include a utility easement that traverses the north portion of the parcel, and a drainage easement on the eastern portion of the parcel. Figure 1 includes an aerial image of the site, Figure 2 includes the

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Parcel Map with the aforementioned easements identified (in yellow highlight), and Figure 3 includes a photo of the existing site (looking northwest). As a part of the Minor Subdivision, a 20 ft easement for the improvement and widening of Echo Way was required. Additionally, a 20 ft setback from the northern limit of the access easement was established as a Condition of Approval for the Minor Subdivision in response to public comment received related to impacts to Gibson Creek from widening Echo Way. The Parcel Map, as well as final Conditions of Approval related to the Minor Subdivision are included in the application materials within Attachment 3.

Figure 1, Aerial Imagery



Figure 2, Parcel Map and Existing Easements

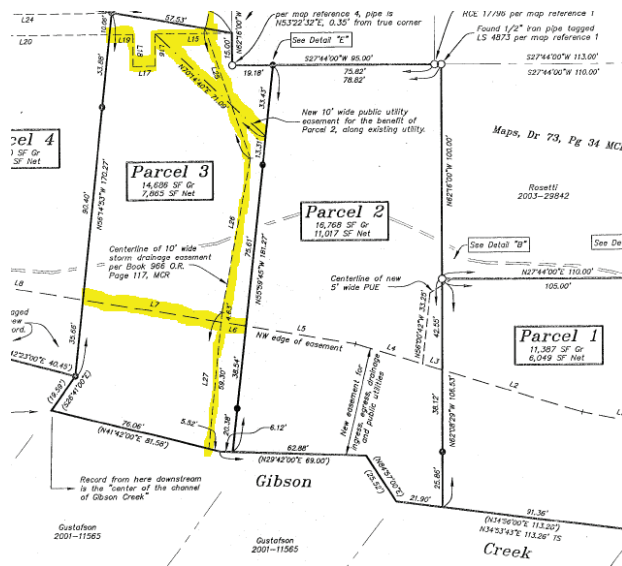


Figure 3, Site Photo, Looking Northwest



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## SURROUNDING LAND USES

The parcel carries a General Plan Land Use designation of Low Density Residential (LDR) and is zoned Single Family Residential (R1). The site is bisected by Gibson Creek and Echo Way to the South and is surrounded by other single family residential development within the R1 zoning district. Figure 4 includes the General Plan designation map, and Figure 5 includes the zoning designation.

Figure 4, General Plan Designation

Figure 5, Zoning Designation



## 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 (including the City Engineer), Electric Utility Department, Police Department, and Ukiah Valley Fire Authority. None of the aforementioned entities identified issues or specific requirements associated with the proposed Variance. However, standard Conditions of Approval have been included in Attachment 2. Additionally, Conditions of Approval from Minor Subdivision No.12-19 applicable to residential development have been included. Agency comments received are included in Attachment 4.

## STAFF ANALYSIS

### General Plan and Zoning Consistency

The parcel carries a General Plan Land Use designation of Low Density Residential (LDR) and is zoned Single Family Residential (R1).

The LDR land use designation is intended to accommodate attached and detached single-family residential uses. The LDR land use designation notes R1 as its corresponding zoning designation and identifies single family homes, accessory dwelling units, and accessory structures as 'allowed' by right. The proposed Variance would aid in the facilitation of construction of a new single-family home within the LDR General Plan designation and R1 zoning district, which are intended for such development. Additionally, the Project is consistent with goals and policies related to housing and orderly infill development within the Housing Element and Land Use Element of the General Plan. See Findings in Attachment 1 for more information.

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*Minor Variance.* UCC Section 9020 identifies the following setbacks for the R1 zoning district: Front: Fifteen feet (15') for residences and accessory structures, and twenty-five feet (25') for garages; Sides: Ten feet (10') for residences and five feet (5') for accessory structures; Rear: Fifteen feet (15') for residences, and five feet (5') for accessory structures.

However, as previously mentioned, a greater front setback was established for the parcel as a part of the Minor Subdivision. Specifically, a 20 ft setback from the northern limit of the access easement was established as a Condition of Approval in response to public comments received at the hearing related to impacts to the creek from widening of Echo Way. The northern edge of the Echo Way easement is approximately 39 feet north of Gibson Creek, resulting in a total required setback of 59 feet from Gibson Creek (and the parcel line) for the single-family home. However, the applicant proposes a front setback reduction of 5 ft, resulting in a proposed front setback of 15 ft instead of 20 ft. As such, a Minor Variance is required to facilitate this request. Per UCC Section 9264,

*1. The Zoning Administrator or Planning Commission, on the basis of the evidence submitted at the hearing, may grant variances from the requirements of this Chapter when:*

*a. Because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of this Article deprives such property of privileges enjoyed by other property in the vicinity and subject to identical zoning regulations.*

*b. The issuance of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and subject to identical zoning regulations.*

*c. The grant of the variance would not be detrimental to surrounding property owners.*

*2. The findings shall not be vague and conclusionary. The findings shall be sufficiently detailed to apprise a reviewing court of the basis for the action by bridging the gap between the evidence and the decision-maker's conclusions, and shall be based upon evidence contained in the administrative record.*

Because of existing site constraints from the drainage, utility and access easements, as well as the road and creek on the southern portion of the site, and steeper topography on the northern portion of the site, buildable space on the site is limited and the proposed reduction of the front setback can be supported. If the Minor Variance is approved, the setback from Gibson Creek would be 54 feet and the setback from Echo Way would be 15 ft, which is consistent with the standard front setback for parcels within the R1 zoning district. The increased setback was originally intended to mitigate potential impacts to Gibson Creek from the widening and improvement of Echo Way. However, the widening and improvement of Echo Way was completed, and the site contains existing drainage infrastructure. The City of Ukiah does not have adopted creek setbacks, but 30 ft setback is commonly used by practice. As noted in the comments provided by the City Engineer (Attachment 4), the proposed 15 ft setback from the access easement would not result in drainage issues or concerns related to the creek and can be supported.

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

### **ENVIRONMENTAL DOCUMENTATION**

The project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303, Minor Alterations In Land Use Limitations, which consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density, including but not limited to: (a) Minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcel.

The project involves a request to reduce the front setback from 20 ft to 15 ft to accommodate construction of a single-family home, while considering existing access, utility and infrastructure easements, as well as a change in slope on the north portion of the site, and Gibson Creek on the south portion of the site. With approval of the Minor Variance, the proposed single-family home would be located closer to the existing road, rather than the toe of the slope, which could result in the need for grading. If the Minor Variance is approved, the setback from Gibson Creek would be 54 feet. The drainage easement and infrastructure would be maintained, and no trees or vegetation are proposed for removal. As such, the project would not result in impacts to Gibson Creek. The project involves a minor variance for the front setback on a parcel with less than an average slope of 20 percent, would not result in any changes to the land use or zoning designation, intended density, and would not result in the creation of a new parcel. For the reasons stated above, the project qualifies for the aforementioned CEQA exemption.

### **NOTICE**

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9264(b).

- Published in the Ukiah Daily Journal on September 2, 2023;
- Posted on the Project site on August 31, 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 August 31, 2023.

### **RECOMMENDATION**

Staff recommends the Zoning Administrator approve the Minor Variance, 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

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**DRAFT FINDINGS TO APPROVE 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**

The Community Development Department's approval of a Minor Variance to allow the reduction of the front setback line from 20 ft to 15 ft (measured from the northern edge of the Echo Way access easement), as described in the application materials and Staff Report dated September 7, 2023, is based on the following findings, in accordance with UCC Section 9264(d).

**Variance Findings**

1. Because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of this Article deprives such property of privileges enjoyed by other property in the vicinity and subject to identical zoning regulations.

*The project site contains the following unique circumstances that limit the buildable area of the site:*

- *The parcel is relatively flat, but the slope increases towards the northwest property line.*
- *The site is bisected by Echo Way and an associated 20 ft access easement on the southern portion of the parcel.*
- *Condition of Approval No. 2 associated with Minor Subdivision No. 12-19 established an additional 20 ft setback, measured from the northern edge of the Echo Way access easement, resulting in a total front setback (from the southern property line and Gibson Creek) of approximately 59 ft.*
- *The southernmost portion of the parcel is bisected by Gibson Creek and as a result, the 100-year flood plain line extends over nearly half of the parcel.*
- *Easements on the parcel include a utility easement that traverses the north portion of the parcel, and a drainage easement on the eastern portion of the parcel.*

*If the Minor Variance is approved, the setback from Gibson Creek would be 54 feet and the setback from Echo Way would be 15 ft. Based on comments provided by the City Engineer, the proposed 15 ft setback from the access easement would not result in drainage issues or concerns related to the creek and can be supported. The granting of the Variance would not constitute a special privilege, as the request is consistent with setbacks applied to all R1 parcels.*

*Additionally, the project is consistent with several goals and policies related to housing and orderly infill development within the Housing Element and Land Use Element of the General Plan, including but not limited to: Goals LU-7, LU-8, LU-9, H-1, H-2, H-3; Policies LU7.1; LU-8.1, LU-9.1, H-1.1 H-2.1, H-2.2.*

2. The issuance of the variance would not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and subject to identical zoning regulations.

See Finding 1 above. The request is consistent with front setback regulations for R1 parcels.

3. The grant of the variance would not be detrimental to surrounding property owners.

*Granting of the Minor Variance would not be detrimental to surrounding property owners, as the remaining R1 setbacks would apply. The owner/applicant is also responsible for obtaining Building Permits, in accordance with all applicable fire and building codes related to health and safety.*

### **Environmental Review**

For the reasons discussed in the Staff Report, dated September 7, 2023, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303, Minor Alterations In Land Use Limitations, which consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density, including but not limited to: (a) Minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcel.

### **Public Notice**

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9264(b).

- Published in the Ukiah Daily Journal on September 2, 2023;
- Posted on the Project site on August 31, 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 August 31, 2023.

**CONDITIONS OF APPROVAL 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**

The Community Development Department's approval of a Minor Variance to allow the reduction of the front setback line from 20 ft to 15 ft (measured from the northern edge of the Echo Way access easement), as described in the application materials and Staff Report dated September 7, 2023, is based on the following Conditions of Approval.

**Planning Division Conditions**

1. This Variance is only applicable to the construction of one single family home on APN 001-181-32. All other development, including accessory structures and garages on the site, are subject to R1 building setbacks identified in UCC Section 9020 and Minor Subdivision No. 12-19, as applicable.
2. All easements shall be shown on site plans.
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. 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.
6. A copy of all conditions of this permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest, should this use be continued.
7. The variance shall be deemed legally in effect when the appeal period has lapsed, unless a timely appeal is properly filed. If such an appeal is filed, the variance shall be deemed legally effective upon final approval by the City Council. This date shall be so noted in the official variance permit application file and shall also be noted upon the issued variance permit and/or approval confirmation letter.
8. Per UCC Section 9264(g), an approved variance may be revoked through the City's revocation process if the variance project is not being conducted in compliance with the variance as conditioned, or: a) If any project for which a variance has been granted and issued is not established within two (2) years of the variance's effective date; or b) If the structure for which the variance was granted is removed for a period of two (2) years. If a variance is subject to revocation under subsection G1 of this Section, the City shall follow the procedures set forth herein.
9. 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.

Conditions of Approval  
Minor Variance  
Front Setback Reduction  
104 Echo Way; File No. 23-8753

10. 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**

11. Please submit building permit application, four complete plans sets, two wet stamped and signed.
12. The design and construction 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.

#### **Public Works Department Conditions**

13. All existing easements and applicable Conditions of Approval associated with Minor Subdivision Parcel Map No. 12-19 shall be maintained.
14. A pre and post elevation certificate shall be provided for construction of the home within the 100-year flood plain, and all construction shall be in compliance with the floodplain provisions of the California Building Code and National Flood Insurance Program.
15. A detailed sediment and erosion control plan shall be included with the project plans, prepared by a Civil Engineer or other licensed erosion control specialist.
16. The capital water connection fee is based on the meter size. The engineer for the project needs to supply the City with this information.
17. The sewer fees will be calculated based on the residential rate for bedrooms proposed on the final Building Permit application.
18. All parcels from Minor Subdivision No. 12-19 are subject to payment of park fees pursuant to City Code 5 Section 8400 et seq. These fees may have been paid with the filing of the map. Evidence of this must be provided by the applicant.



# City of Ukiah

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

## Planning Permit Application

PROJECT NAME: <b>104 Echo Way - Front Yard Setback Variance</b>					
PROJECT ADDRESS/CROSS STREETS: <b>104 Echo Way - Echo Way (Private)/Park Boulevard</b>				AP NUMBER(S): <b>001-181-32</b>	
APPLICANT/AUTHORIZED AGENT: <b>Ronald A Valente</b>	PHONE NO: <b>707 489-5664</b>	FAX NO: <b>707 485-8016</b>	E-MAIL ADDRESS: <b>RRCC Redwood Valley @ Gmail.com</b>		
APPLICANT/AUTHORIZED AGENT ADDRESS: <b>1880 ORK Grove Dr</b>		CITY: <b>Redwood Valley</b>	STATE/ZIP: <b>CA 95470</b>		
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: <b>Kirsty Bates &amp; Antonio Renteria</b>	PHONE NO: <b>707-272-5038</b>	FAX NO: <b>---</b>	E-MAIL ADDRESS: <b>Kirsty Bates21 @ Gmail.com</b>		
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: <b>3576 Tolini Ln</b>		CITY: <b>Ukiah</b>	STATE/ZIP: <b>CA 95482</b>		
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? <input checked="" type="checkbox"/> YES <input 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 type="checkbox"/> USE PERMIT - MINOR 100.0400.449.001	\$
<input type="checkbox"/> GENERAL PLAN AMENDMENT 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT - MINOR 100.0400.449.001	\$	<input checked="" type="checkbox"/> VARIANCE - MAJOR 100.0400.449.001	\$ <b>900</b>
<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.	\$ <b>50</b>	MAJOR PERMIT DEPOSIT:	\$ <b>N/A</b>	FILING DATE:	
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$ <b>900</b>	TOTAL AMOUNT PAID: \$	
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$ <b>950</b>	RECEIPT NUMBER:	
<b>APPLICATION NUMBER(S):</b>					

**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: <b>34 ACRES</b>	Building Size: <b>N/A</b>	Number of Floors: <b>N/A</b>	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
<input type="checkbox"/> Office (business/professional)			
<input type="checkbox"/> Office (medical/dental)			
<input type="checkbox"/> Retail			
<input type="checkbox"/> Light Industrial			
<input checked="" type="checkbox"/> Residential			
<input type="checkbox"/> Other:			
Operating Characteristics			
Days and Hours of Operation: <b>N/A</b>			
Number of Shifts: <b>N/A</b>	Days and Hours of Shifts: <b>N/A</b>		
Number of Employees/Shift: <b>N/A</b>			
Loading Facilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type/Vehicle Size: <b>N/A</b>		
Deliveries: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type: <b>N/A</b>	Number (day/week/month): <b>N/A</b>	Time(s) of Day: <b>N/A</b>
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	Unloading of deliveries: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Storage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Noise Generating Use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Square Footage: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Description: <b>N/A</b>	

### To Be Completed by Staff

General Plan Designation: <b>LDR (LOW DENSITY)</b>	Zoning District: <b>R-1</b>	Airport Land Use Designation: <b>OAE</b>
City's Architectural & Historic Inventory: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Age of Building: <b>N/A</b>	Demolition Policy: <b>N/A</b>
Hillside: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Flood Designation FIRM Map:	Flood Designation Floodway Map:

### Tree Policies

General Plan Open Space Conservation <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:	Community Forest Management Plan <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES GOAL/POLICY #:
Landscaping and Streetscape Design Guidelines <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES GUIDELINE #:	Commercial Development Design Guidelines <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES GUIDELINE #:
Tree Protection and Enhancement Policy <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES NOTES:	Tree Planting and Maintenance Policy <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES NOTES:
UCC: Street Tree Policy, Purpose and Intent <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES NOTES:	Other:

### Notes

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## 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, Antonio Renteria, owner authorize Ann's Quality 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).

[Signature] \_\_\_\_\_ DATE 8/11/23  
PROPERTY OWNER SIGNATURE

I, Ronald A. Valente, 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.

[Signature] \_\_\_\_\_ DATE 8/11/23  
 OWNER /  AUTHORIZED AGENT

### 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.

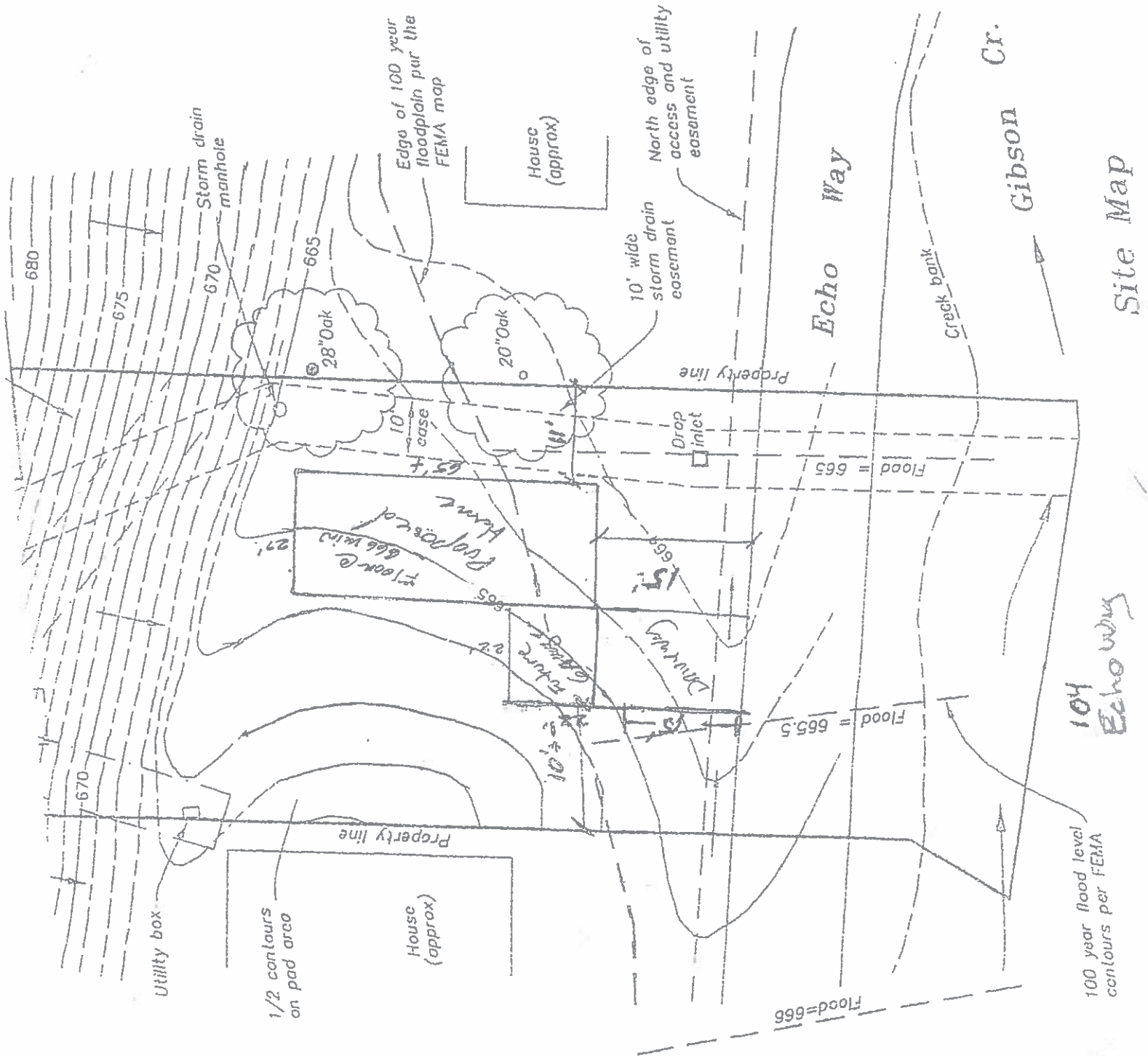
Ronald A Valente  
 PROPERTY OWNER /  AUTHORIZED AGENT  
(PLEASE PRINT NAME)  
[Signature] \_\_\_\_\_ DATE 8/11/23  
 PROPERTY OWNER /  AUTHORIZED AGENT  
(SIGNATURE)

Revised 08/19/2019

Reason for request of variance adjustment:

Request is do to rear slope at 104 Echo way Ukiah does not allow home of similar size to neighboring proreties to fit with front setback at 20ft. We ask that front setback be changed to 15ft to accomodate home with adequate space from slope in rear of property.

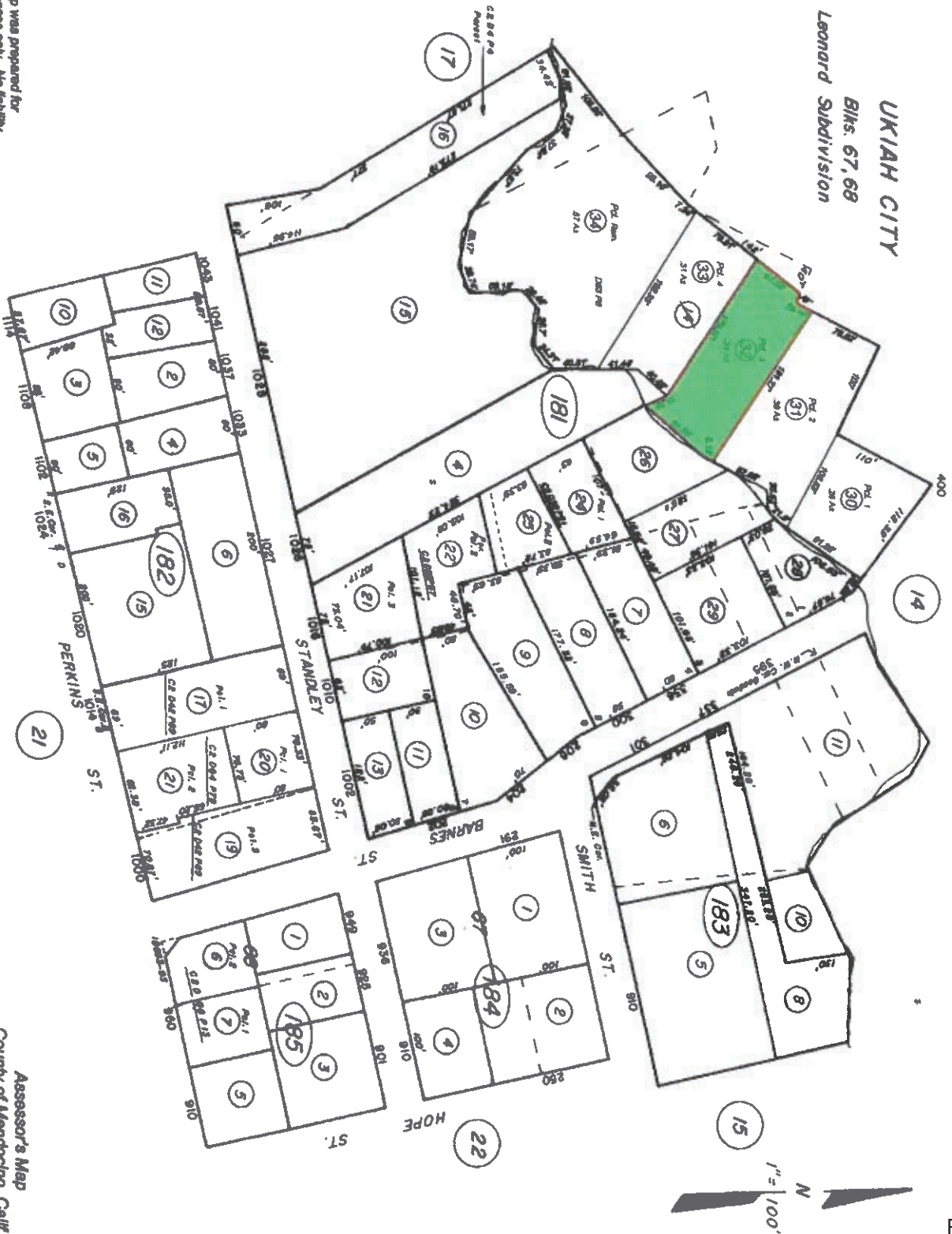
Ronald Valente  
Ron's Quality Construction Inc.



UKIAH CITY

Blks. 67, 68

Leonard Subdivision



NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map  
County of Mendocino, Calif.  
Updated September 27, 2013

3-001 1-18





LIST 1  
DETAIL

1 Property Address: 104 ECHO WAY UKIAH CA 95482-4299

### Ownership

County: **MENDOCINO, CA**  
 Assessor: **KATRINA BARTOLOMIE, ASSESSOR**  
 Parcel # (APN): **001-181-32-00**  
 Parcel Status: **ACTIVE**  
 Owner Name: **RENTERIA ANTONIO R BATES KIRSTY M**  
 Mailing Address: **1500 GLENWOOD DR UKIAH CA 95482**  
 Legal Description: **WAS 001-181-14**

### Assessment

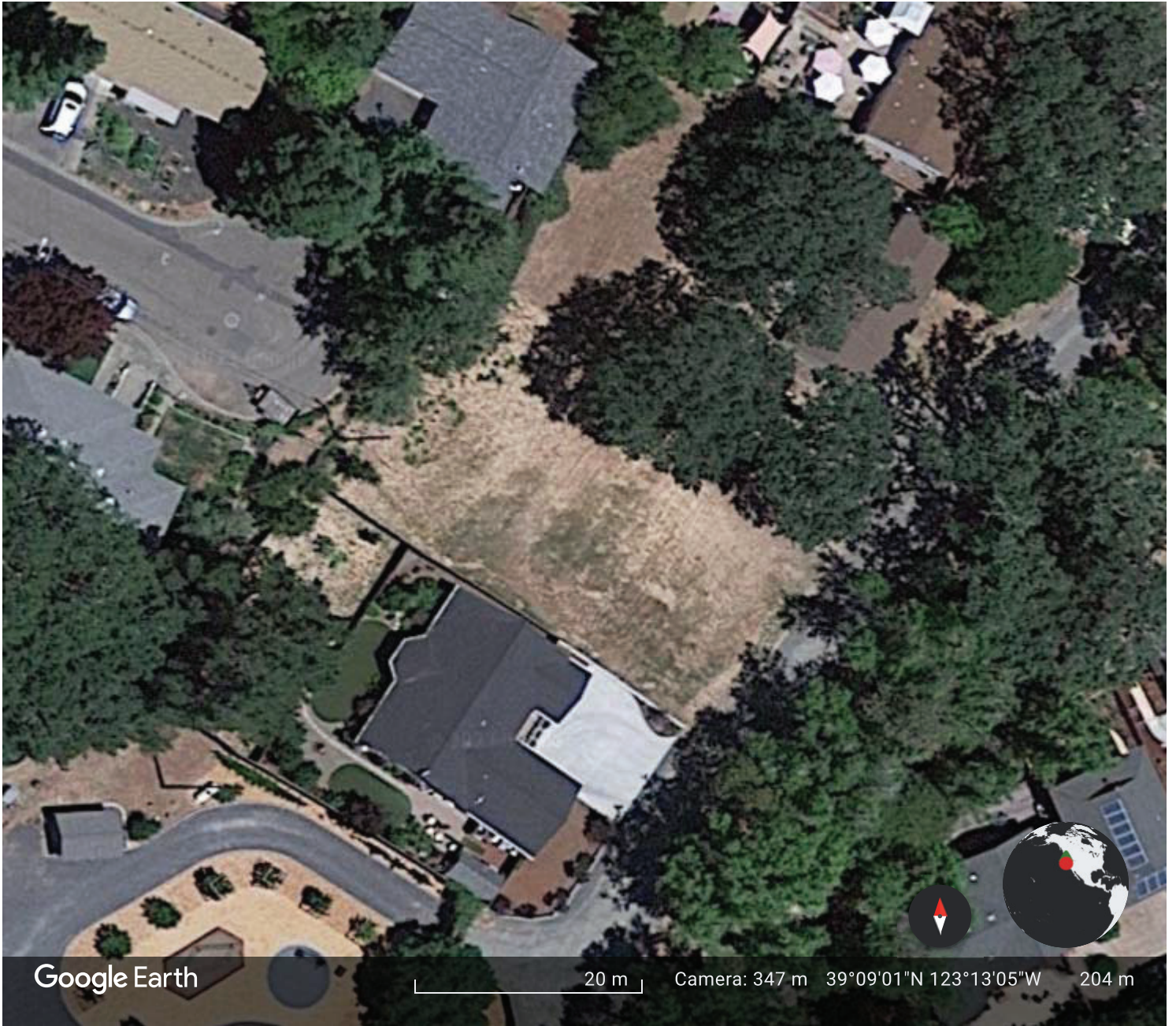
Total Value: <b>\$164,383</b>	Use Code: <b>01</b>	Use Type: <b>RESID. SINGLE FAMILY</b>
Land Value: <b>\$164,383</b>	Tax Rate Area: <b>003-001</b>	County Zoning Code:
Impr Value:	Year Assd: <b>2023</b>	Census Tract: <b>114.00/2</b>
Other Value:	Property Tax:	Price/SqFt:
% Improved: <b>0%</b>	Delinquent Yr:	
Exempt Amt:	HO Exempt: <b>N</b>	

### Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	<b>12/15/2020</b>	<b>06/09/2020</b>	<b>09/11/2018</b>	<b>12/15/2020</b>
Document Number:	<b>17164</b>	<b>06343</b>	<b>11016</b>	<b>17164</b>
Document Type:	<b>GRANT DEED</b>	<b>GRANT DEED</b>		
Transfer Amount:			<b>\$154,000</b>	
Seller (Grantor):				

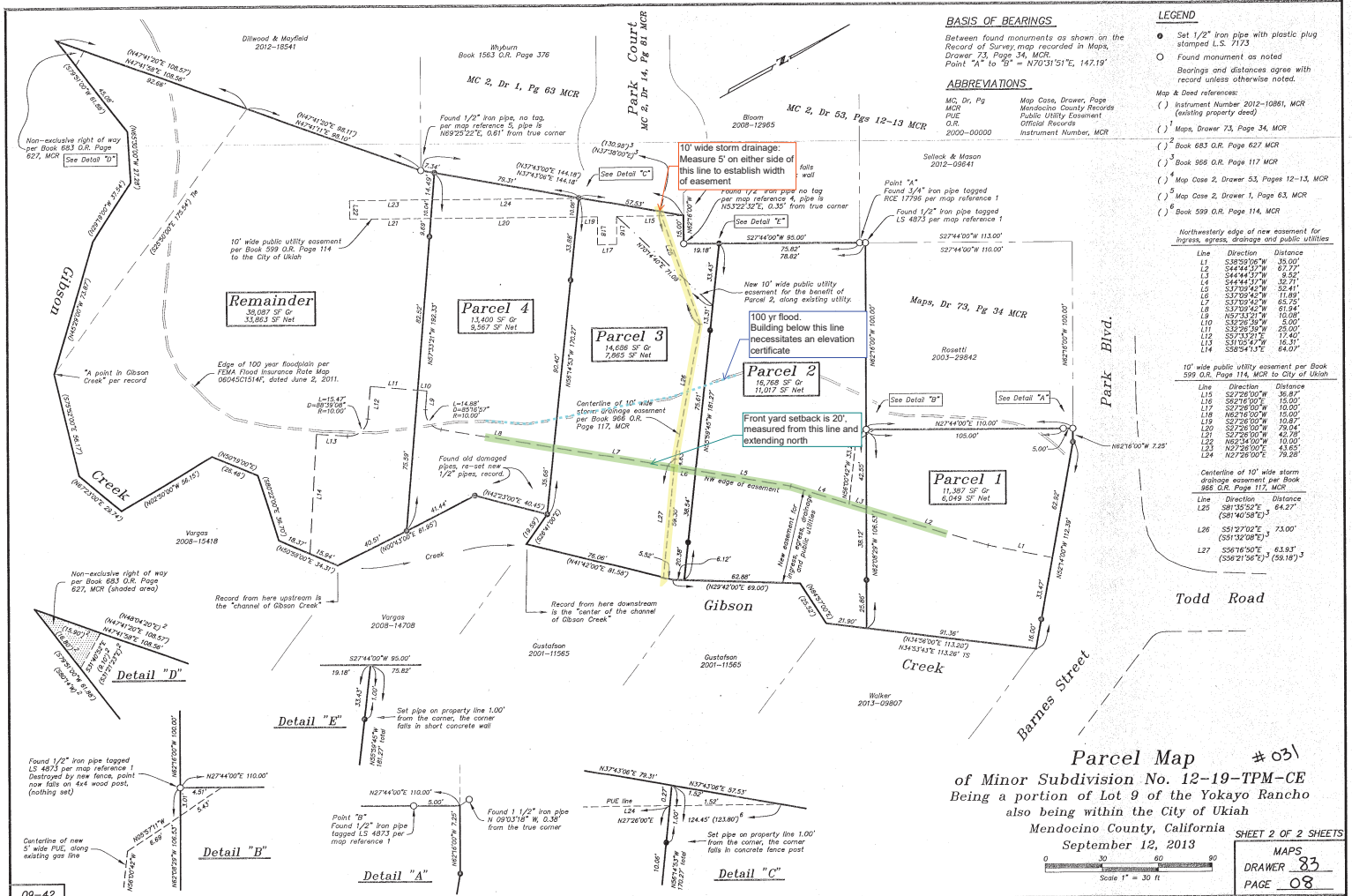
### Property Characteristics

Bedrooms:	Fireplace:	Units:
Baths (Full):	A/C:	Stories:
Baths (Half):	Heating:	Quality:
Total Rooms:	Pool:	Building Class:
Bldg/Liv Area:	Park Type:	Condition:
Lot Acres: <b>0.340</b>	Spaces:	Site Influence:
Lot SqFt: <b>14,810</b>	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		





Existing site, looking Northwest





**CITY OF UKIAH**  
**Department of Planning & Community Development**  
**300 Seminary Avenue, Ukiah, CA 95482**  
**www.cityofukiah.com**



January 25, 2012

Mr. Tim Martin  
1410 Wildwood Road  
Ukiah, CA 95482

Re: Martin Minor Subdivision  
400 Park Boulevard, APN 001-181-14  
File No.: 12-19-TPM-CE

Dear: Mr. Martin,

On January 15, 2012, the City Engineer reviewed your request for approval of a 4-lot Minor Subdivision with remainder (File No.: 12-19-TPM-CE) for the property at 400 Park Boulevard.

It was the action of the City Engineer to approve the 4-lot Minor Subdivision with remainder based on the findings and subject to the conditions of approval below.

**Findings for Martin Minor Subdivision Map**  
**Four Lot Minor Subdivision with remainder**  
**400 Park Avenue, APN 001-181-14**  
**File No. 12-19-TPM-CE**

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
2. The minor subdivision map with remainder, as conditioned, is consistent with the General Plan Low Density Residential land use designation. The exact uses and development standards are determined by the zoning of the property.
3. As conditioned, the proposed minor subdivision map with remainder, complies with the applicable requirements of the Single Family Residential Zoning District as described in Table 2 of the staff report.
4. As conditioned, the minor subdivision with remainder will create four lots, which are appropriate to the surrounding area and with the existing surrounding uses based on the following:
  - A. The proposed parcels are consistent and meet the minimum parcel size requirements of the Single Family Residential Zone (R1).

Martin Minor Subdivision  
400 Park Blvd.  
File No. 12-19-TPM-CE

- B. Proposed Parcels would have shared access to Park Boulevard via a 20-foot paved private driveway which is consistent with the requirements for minor subdivisions with property not abutting a dedicated city street.
  - C. The parcel currently contains three single family dwellings and is surrounded by single family dwellings.
  - D. Future development would be required meet the development standards for the Single Family Residential (R1) zoning district.
5. As conditioned, the design of the subdivision and the types of improvements will not be detrimental to the public health, safety or welfare based on the following:
- A. The existing paved driveway would be improved as part of this project to provide access to the new parcels.
  - B. The project has been reviewed by the Public Works Department, Electric Department, and PG and E and utilities are available to serve development of the site.
  - C. Frontage improvements, including sidewalk, landscaping, and street trees will be installed as part of development of the site.
6. The minor subdivision with remainder, as conditioned, is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15315, Class 15, Minor Land Divisions, which exempts the division of property in urbanized areas zoned for residential use when the division is in conformance with the General Plan and Zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years and the parcel does not have an average slope greater than 20 percent.
7. Notice of the proposed minor subdivision was provided in the following manner:
- posted in three places on the project site on January 4, 2013
  - mailed to property owners within 300 feet of the project site on January 4, 2013; and
  - published in the Ukiah Daily Journal on January 6, 2013.

**Conditions of Approval**  
**Four Lot Minor Subdivision with remainder**  
**400 Park Boulevard, APN 001-181-14**  
**File No. 12-19-TPM-CE**

1. Approval is granted for the 4-lot minor subdivision with remainder as shown on the tentative map submitted to the Planning Division and date stamped October 16, 2012, except as modified by the following conditions of approval.

From Planning Department

2. The front yard setbacks shall be determined as follows:
  - **Parcel 1:** 20 foot front yard setback measured from property line adjacent to Park Boulevard.
  - **Parcel 2 and 3:** 20 foot front yard setback measured from north easement line for utilities and private drive.
  - **Parcel 4:** 20 foot front yard setback measured from north easement line for utilities and private drive.
  - **Remainder:** 20 foot front yard setback measured from easement line for hammerhead and utilities.
3. All existing trees on the parcel including trees along Gibson Creek shall be shown on the improvement plans.
4. Should archaeological materials be discovered during construction, all activity shall be temporarily halted in the vicinity of the find and a qualified archaeologist shall be retained to evaluate the find and to recommend mitigation procedures, if necessary.
5. Protective tree fencing shall be installed for the existing trees on the parcel to ensure that roadway construction does not result in damage to the tree. Protective tree fencing shall be metal, a minimum of 5-feet in height, and secured with in-ground posts and located 5-feet outside of the dripline of the trees to be protected. Protective fencing shall be shown on the improvement plans and is subject review and approval.

From Public Works

6. Street frontage improvements along Barnes Street and Park Boulevard shall be constructed in accordance with improvement plans prepared by a Registered Civil Engineer and approved by the City Engineer prior to the recordation of the Parcel Map. These improvements shall include, but are not limited to, curb, gutter, ADA compliant sidewalk, street trees, and additional improvements as needed to conform to existing conditions. The applicant shall be responsible for the relocation or replacement of utilities as necessary to accommodate the construction of the street frontage improvements.
7. All site improvements shall be constructed in accordance with improvement plans, including a sediment and erosion control plan, prepared by a Registered Civil Engineer and approved by the City Engineer prior to recordation of the Parcel Map. Site improvements shall include a 20 foot wide private access road and turnaround, drainage

- improvements, water main extension and services, and private sewer main and laterals, No fill shall be placed within the regulatory floodway.
8. All areas of on-site circulation shall be paved with a minimum of 2 inches of AC on 6 inches base, concrete, or other surfacing as approved by the City Engineer. This includes all existing and proposed private street, turnaround, driveways and parking areas.
  9. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an encroachment permit for work within this area or otherwise affecting this area. Encroachment permit fee shall be \$45 plus 3% of estimated construction cost.
  10. All parcels of the proposed subdivision are subject to payment of park fees pursuant to City Code Section 8400 et seq.
  11. The project engineer shall provide oversight and inspection, as appropriate, during construction of the access road and drainage improvements, with special attention to implementation of best management practices for the protection of the creek bank, vegetation and water quality. Upon completion of the work, a report shall be submitted by the project engineer to the Department of Public Works stating that the improvements have been completed in accordance with the approved plans and conditions of approval, and all areas have been permanently stabilized to prevent sediment and erosion.
  12. The tentative map shall expire twenty-four (24) months from the date of its approval or conditional approval unless extended in accordance with the City of Ukiah Subdivision Ordinance and the Subdivision Map Act.
  13. A Parcel Map shall be prepared and submitted to the City Engineer for review and approval, along with payment of all parcel map processing and review fees, and shall be prepared and recorded in a manner consistent with Ukiah Municipal Code requirements.
  14. The Parcel Map submitted for recordation shall include all necessary easements or such easements shall be recorded by separate instrument.
  15. A Maintenance Agreement for the shared sanitary sewer facilities, approved by the City Engineer and City Attorney as to form, shall be executed and recorded prior to the recordation of the Parcel Map.
  16. A Maintenance Agreement for the private road, turnaround, and drainage facilities, approved by the City Engineer and City Attorney as to form, shall be executed and recorded prior to recordation of the Parcel Map.
  17. All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.
  18. Each parcel shall be served individually upon the development of the parcel with appropriate public utilities required for the type of development within the parcel.
  19. The paved edge of the private roadway shall be setback a minimum of two feet from top of bank. To provide this setback the existing drop inlet shall be relocated and the drain pipe extended north.
  20. Section 4090.6D of the Ukiah City Code relates to this project and shall be adhered to.

From the Building Official

21. All setbacks from buildings to property lines are required to be maintained.

From the Fire Marshall

22. Sprinklers are required in new residential occupancies: 2010 California Residential Code Sec. R313.3.1. As part of the underground work the needed water supply for future construction should be calculated and provided to the vacant lots.

Martin Minor Subdivision  
400 Park Blvd.  
File No. 12-19-TPM-CE

- 23. Both sides of the 20 foot wide access road shall be posted as "No Parking, Fire Lane" (CFC D103.6.1 and will include the Hammerhead.
- 24. Hammerhead shall be a 120 foot, when the length of the access road is 151-500 feet. (CFC Table D103.4 and Figure D103.1)
- 25. Fire hydrant shall be Clow style 76 or greater (or equivalent).

From the Electric Department

- 26. Existing transformer on Park Court shall be upgraded from 25 kVA to 37.5kVA in order to handle the 2 additional home sites.
- 27. The existing 2 Str AL TX 600V Conductor shall be upgraded to 4/0 AL TX 600V Conductor from the last pole on Park Court to an existing secondary service pole located SW of Park Court. The new lots would be fed individually using standard 2 Star AL TX service wire.
- 28. The developer shall incur the cost to upgrade the existing transformer and Secondary Services and any additional poles that may or may not be shown on the site plan.

If you have any questions regarding this letter, the findings or conditions of approval, please feel free to contact me at (707) 463-6206 or [jfaso@cityofukiah.com](mailto:jfaso@cityofukiah.com).

As acknowledgement of receipt of your project's Conditions of Approval please sign and return a copy of this letter.

Sincerely,



Jennifer Faso  
Associate Planner

I \_\_\_\_\_, the applicant/Owner have read and agree to the above Conditions of Approval.

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Date



## PROJECT REVIEW REFERRAL

**Please provide comments by: August 29, 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 checked="" 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	<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:
<b>FROM PROJECT PLANNER:</b> Michelle Irace, Planning Manager mirace@cityofukiah.com			

PROJECT INFORMATION:	
<b>Project Name &amp; Permit #:</b>	104 Echo Way Minor Variance Setback Reduction #23-8753
<b>Site Address &amp; APN:</b>	104 Echo Way; APN 001-181-32
<b>General Plan:</b>	Low Density Residential (LDR)
<b>Zoning:</b>	Single Family Residential (R1)
<b>Airport Compatibility Zone:</b>	OAE- Other Airport Environs
<b>Date Filed:</b>	8/4/23
<b>Resubmittal:</b>	8/14/23
<b>Date Referred:</b>	8/15/23
<b>Prev. Projects on Site (include file #)</b>	Minor Subdivision #12-19
<b>Applicant/Agent Name:</b>	Ronald Valente (agent)
<b>Phone:</b>	(707) 272-5038
<b>Email:</b>	ronsqualityconst@aol.com
<b>Project Summary:</b>	
Request for front setback reduction from 20 ft to 15 ft for construction of SFD.	

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)** Kahli Johnson Electric Utility Department

- No Comment  
 Comments / Conditions of Approval Attached

**8/12/2023**

**Signature**

**Date**



**PROJECT REVIEW REFERRAL**  
**Please provide comments by: August 29, 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.

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<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 checked="" 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
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<input type="checkbox"/> Airport Land Use Commission	<input type="checkbox"/> AT & T
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<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:
<b>FROM PROJECT PLANNER:</b> Michelle Irace, Planning Manager mirace@cityofukiah.com	

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<b>General Plan:</b>	Low Density Residential (LDR)
<b>Zoning:</b>	Single Family Residential (R1)
<b>Airport Compatibility Zone:</b>	OAE- Other Airport Environs
<b>Date Filed:</b>	8/4/23
<b>Resubmittal:</b>	8/14/23
<b>Date Referred:</b>	8/15/23
<b>Prev. Projects on Site (include file #)</b>	Minor Subdivision #12-19
<b>Applicant/Agent Name:</b>	Ronald Valente (agent)
<b>Phone:</b>	(707) 272-5038
<b>Email:</b>	ronsqualityconst@aol.com
<b>Project Summary:</b> Request for front setback reduction from 20 ft to 15 ft for construction of SFD.	

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) LT. DECK PERROWE LC / PALFCB

- No Comment
- Comments / Conditions of Approval Attached

Signature [Handwritten Signature] Date 08/16/23

# Interoffice Memorandum



**To:** Michelle Irace, Planning Manager  
**From:** Tim Eriksen, Public Works Director/City Engineer  
**Date:** September 6, 2023  
**Re:** Minor Variance for front setback reduction at 104 Echo Way

---

The Department of Public Works has reviewed the above noted project and has the following comments and recommends the following conditions of approval:

1. The 20 ft front setback that was added to the Minor Subdivision (#12-19) was not required by the City Engineer, but was suggested by the public and voluntarily accepted by the applicant at the time, to address concerns regarding the creek from Echo Way road improvements. The proposed 15 ft setback from the access easement for construction of a home would not result in impacts to the creek and is supported by Public Works and the City Engineer.
2. All existing easements and applicable Conditions of Approval associated with Minor Subdivision Parcel Map No. 12-19 shall be maintained.
3. A pre and post elevation certificate shall be provided for construction of the home within the 100-year flood plain, and all construction shall be in compliance with the floodplain provisions of the California Building Code and National Flood Insurance Program.
4. A detailed sediment and erosion control plan shall be included with the project plans, prepared by a Civil Engineer or other licensed erosion control specialist.
5. The capital water connection fee is based on the meter size. The engineer for the project needs to supply the City with this information.
6. The sewer fees will be calculated based on the residential rate for bedrooms proposed on the final Building Permit application.
7. All parcels from Minor Subdivision No. 12-19 are subject to payment of park fees pursuant to City Code 5 Section 8400 et seq. These fees may have been paid with the filing of the map. Evidence of this must be provided by the applicant.

**From:** [Matthew Keizer](#)  
**To:** [Michelle Irace](#)  
**Cc:** [Jesse Davis](#)  
**Subject:** RE: Project Referral-104 Echo Way Minor Variance-reduction of front setback  
**Date:** Wednesday, August 16, 2023 8:09:24 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Building and Fire have no comments, with the exception of obtaining Building Permits

Regards,



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

Email: [mkeizer@cityofukiah.com](mailto: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](mailto:mirace@cityofukiah.com)>

**Sent:** Tuesday, August 15, 2023 3:26 PM

**To:** Matthew Keizer <[mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)>; Tim Eriksen <[teriksen@cityofukiah.com](mailto:teriksen@cityofukiah.com)>; Jason Benson <[jbenson@cityofukiah.com](mailto:jbenson@cityofukiah.com)>; Sonu Upadhyay <[supadhyay@cityofukiah.com](mailto:supadhyay@cityofukiah.com)>; Scott Bozzoli <[sbozzoli@cityofukiah.com](mailto:sbozzoli@cityofukiah.com)>; Cindy Sauers <[csauers@cityofukiah.com](mailto:csauers@cityofukiah.com)>; Kahli Johnson <[kjohnson@cityofukiah.com](mailto:kjohnson@cityofukiah.com)>; Cedric Crook <[ccrook@cityofukiah.com](mailto:ccrook@cityofukiah.com)>; Rick Pintane <[rpintane@cityofukiah.com](mailto:rpintane@cityofukiah.com)>

**Cc:** Jesse Davis <[jdavis@cityofukiah.com](mailto:jdavis@cityofukiah.com)>

**Subject:** Project Referral-104 Echo Way Minor Variance-reduction of front setback



**DATE:** September 7, 2023  
**TO:** Zoning Administrator  
**FROM:** Michelle Irace, Planning Manager  
**SUBJECT:** 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

---

**SUMMARY**

**PROPERTY OWNER/APPLICANT:** Rob Philips  
**LOCATION:** 218 Mason St. (APN 002-153-37)  
**TOTAL ACREAGE:** ±0.9ac (3,920 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 AND PROJECT DESCRIPTION**

An application was received requesting Zoning Administrator approval of approval of a Minor Use Permit for conversion of an existing ±884 sf commercial structure, located at 218 Mason St., within the Community Commercial (C1) zoning district.

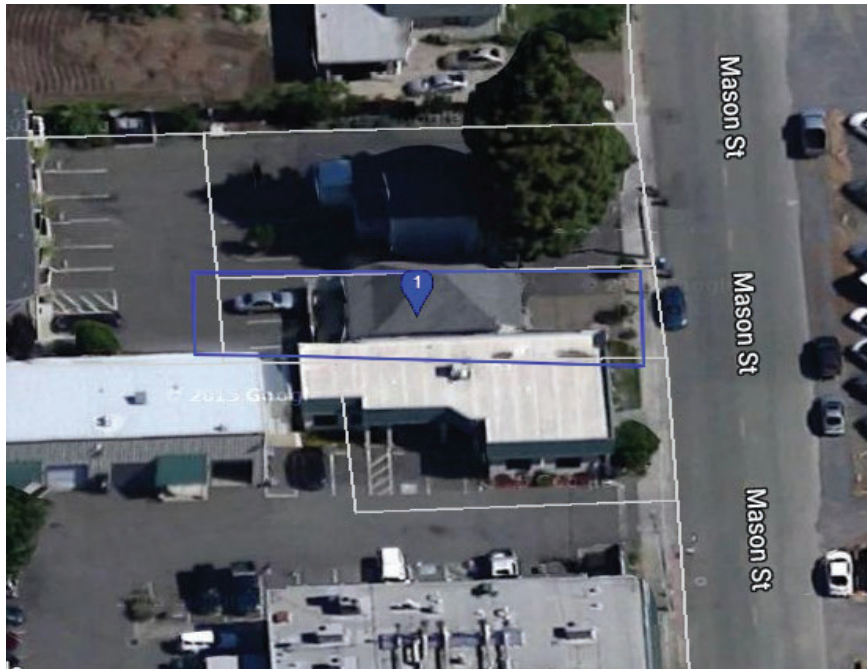
The structure was constructed in the 1950s as a residence but was converted to a commercial structure in the 1970s. Since its conversion, the structure has been used for both commercial and residential uses. The applicant proposes to convert the existing commercial structure to a single-family home. The 0.9 ac parcel (current configuration) was created via Minor Subdivision No. 03-37. As a part of the subdivision, an access easement was established along the north and west boundaries of the parcel to accommodate shared access with the adjacent parcels. The project does not propose expansion of the building or modifications to the site or easement. Application materials are included in Attachment 3.

Staff Report  
Minor Use Permit  
Commercial to Residential Conversion  
218 Mason St. (APN 002-153-37)

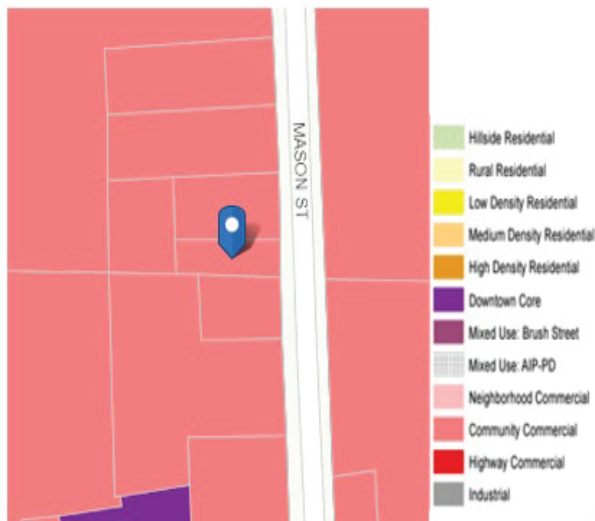
## SURROUNDING LAND USES

The site is surrounded by residential and commercial development within the C1 and Heavy Commercial (C2) zoning districts. Figure 1 includes an aerial image of the site, Figure 2 includes the General Plan designation map, and Figure 3 includes the zoning designation.

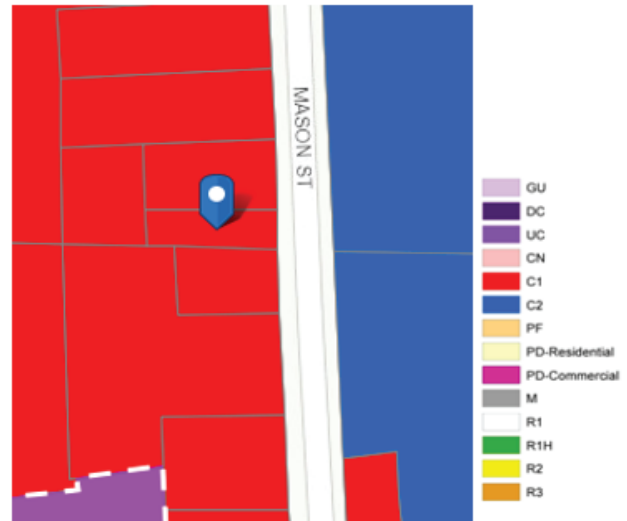
*Figure 1, Aerial Imagery*



*Figure 2, General Plan Designation*



*Figure 3, Zoning Designation*



## 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. Comments and suggested Conditions of Approval have been included in Attachment 2. Agency comments received are included in Attachment 4.

## 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). The CC land use designation and C1 zoning designation identify areas generally located along major corridors in the City, 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. In an effort to stimulate additional housing opportunities in the city, this designation supports the inclusion of all housing types.

*Use Permit.* Per the C1 zoning regulations (UCC Section 9082), Single-family dwelling (i.e., single-family home, manufactured/modular home, transitional housing, and supportive housing) are listed as allowed with approval of a Use Permit. UCC Section 9262 establishes procedures for review and approval of Use Permits. As noted in UCC Section 9262(e),

*The Zoning Administrator or the Planning Commission, 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.*

As previously described, the project includes conversion of an existing commercial structure to a single-family home. The structure was previously utilized as a single-family home, prior to its conversion to commercial in the 1970s. The site is zoned C1, which allows for a mix of commercial and residential uses, including single-family homes with approval of a Use Permit. A Building Permit is required to complete the conversion and change of occupancy to ensure all building and fire codes related to health and safety are applied. No other modifications to the building or site are proposed. As such, the proposed conversion to a single-family home would be consistent with the zoning code and surrounding land uses. The project is also consistent with the goals and policies related to housing and infill residential development contained within the Housing Element and Land Use Element of the General Plan (see Findings in Attachment 1 for more information).

For the aforementioned reasons, approval of the Minor Use Permit can be supported. Findings for approval are included in Attachment 1 and Conditions of Approval are included in Attachment 2.

## **ENVIRONMENTAL DOCUMENTATION**

The project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, involving negligible or no expansion of existing or former use.

The project involves a request to convert an existing commercial structure, historically used for both commercial and residential uses, to a single-family home. The project involves tenant improvements to complete the conversion, in accordance with the California Building Code, but does not propose expansion of the footprint or use. There are no sensitive resources located on-site. For the reasons stated above, the project qualifies for the aforementioned CEQA exemption.

## **NOTICE**

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

- Published in the Ukiah Daily Journal on September 2, 2023;
- Posted on the Project site on August 31, 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 August 31, 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  
TO CONVERT A COMMERCIAL STRUCTURE TO A SINGLE-FAMILY HOME AT  
218 MASON ST. (APN 002-153-37); FILE NO. 23-8069**

The Community Development Department's approval of a Minor Use Permit to allow the conversion of an approximately 884 sf commercial structure to a single-family home, as described in the application materials and Staff Report dated September 7, 2023, is based on the following findings, in accordance with UCC Section 9262.

**Use Permit Findings**

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

*The parcel carries a General Plan Land Use designation of Community Commercial (CC) and is zoned Community Commercial (C1). The CC land use designation and C1 zoning designation identify areas generally located along major corridors in the City, 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. In an effort to stimulate additional housing opportunities in the city, this designation supports the inclusion of all housing types. Per the C1 zoning regulations (UCC Section 9082), Single-family dwelling (i.e., single-family home, manufactured/modular home, transitional housing, and supportive housing) are listed as allowed with approval of a Use Permit.*

*The structure was previously utilized as a single-family home, prior to its conversion to commercial in the 1970s. The site is zoned C1, which allows for a mix of commercial and residential uses, including single-family homes with approval of a Use Permit. A Building Permit is required to complete the conversion and change of occupancy to ensure all building and fire codes related to health and safety are applied. No other modifications to the building or site are proposed. As such, the proposed conversion to a single-family home would be consistent with the zoning code and surrounding land uses. The project is also consistent with the goals and policies related to housing and infill residential development contained within the Housing Element and Land Use Element of the General Plan, including but not limited to: Goals LU-7, LU-8, LU-9, H-1, H-2, H-3; Policies LU7.1; LU-8.1, LU-9.1, H-1.1 H-2.1, H-2.2.*

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.

See Finding No. 1 above.

**Environmental Review**

For the reasons discussed in the Staff Report, dated September 7, 2023, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities, which consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, involving negligible or no expansion of existing or former use.

## **Public Notice**

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9264(b).

- Published in the Ukiah Daily Journal on September 2, 2023;
- Posted on the Project site on August 31, 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 August 31, 2023.

DRAFT

**CONDITIONS OF APPROVAL FOR A MINOR USE PERMIT TO  
TO CONVERT A COMMERCIAL STRUCTURE TO A SINGLE-FAMILY HOME AT  
218 MASON ST. (APN 002-153-37); FILE NO. 23-8069**

The Community Development Department's approval of Minor Use Permit for conversion of an existing ±884 sf commercial structure, located at 218 Mason St., within the Community Commercial (C1) zoning district, as described in the application materials and Staff Report dated September 7, 2023, is based on the following Conditions of Approval.

**Planning Division Conditions**

1. The structure shall be used for residential uses only. If commercial, mixed-use, or other uses are proposed in the future, the applicant shall contact the Community Development Department; additional discretionary review may be required.
2. All easements shall be shown on site plans and maintained.
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. 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.
6. A copy of all conditions of this permit shall be provided to and be binding upon any future purchaser, tenant, or other party of interest, should this use be continued.
7. 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.
8. Per UCC Section 9262, the Use Permit may be revoked as follows,  
An approved use permit may be revoked through the City's revocation process if the use for which the use permit was granted is not being conducted in compliance with the use permit as conditioned, or:
  - a. If any land use for which a use permit has been granted and issued is not established within two (2) years of the use permit's effective date; or
  - b. If the established land use for which the permit was granted has ceased or has been suspended for twenty-four (24) consecutive months.
9. Use permits may be renewed for an additional period not to exceed one year provided, if an application for renewal is filed with the Planning Department prior to the expiration of the permit. The application shall consist of a detailed letter explaining the reason(s) for the request. The Planning Director shall grant or deny an application to renew a use permit, and shall provide an explanation of his decision, in writing, to the applicant. The Planning Director's decision to approve a renewal shall generally be based upon a determination that all the circumstances associated with the original approval are substantially the same at the time of the renewal application.

Conditions of Approval  
Minor Use Permit  
Commercial to Residential Conversion  
218 Mason St. (APN 002-153-37)

10. 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 and Fire Conditions**

11. Please submit building permit application, four complete plans sets, two wet stamped and signed.
12. 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.
13. The building is currently a B occupancy and will need to be converted to an R-3 occupancy. Per 2019 CBC 3408 "No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements". This may be an extensive remodel. The "new" single family home will have to meet new code requirements such as auto fire sprinklers, emergency egress requirements, and energy requirements like solar, EV charging, and insulation requirements. We recommend you hire an Architect or Engineer and an energy consultant to review your building for code compliance before you comment to a change of occupancy.



City of Ukiah

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

**Planning Permit Application**

Application Number: **23-8069**  
 CID Number:  
 Date Received (please print): **RECEIVED**

**AUG 08 2023**

CITY OF UKIAH  
 COMMUNITY DEVELOPMENT

PROJECT NAME: <b>218 MASON</b>		APPLICANT/AUTHORIZED AGENT NAME: <b>ROBT. A. PHILLIPS</b>		PHONE NO: <b>707 972 1294</b>	E-MAIL ADDRESS: <b>RPHILLIPS@ALPHA-LABS.COM</b>
PROJECT ADDRESS/CROSS STREETS: <b>218 MASON +</b>		ASSESSOR PARCEL NUMBER(S):		CITY: <b>UKIAH</b>	
APPLICANT/AUTHORIZED AGENT ADDRESS: <b>216 MASON ST.</b>		CITY: <b>UKIAH</b>		STATE/ZIP: <b>CA 95482</b>	
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: <b>JOY C. WARD WIFE</b>		PHONE NO:	FAX NO:	E-MAIL ADDRESS:	
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT		CITY:		STATE/ZIP:	

<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	\$ <b>900</b>
<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 OR MINOR 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"/> DETERMINATION OF APPROPRIATE USE- DIRECTOR'S DETERMINATION	\$
<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"/> TELECOMMUNICATIONS ADMINISTRATIVE REVIEW PERMIT(1-15 LOCATIONS)	\$	<input type="checkbox"/> OTHER	\$

NOTE: OTHER PLANNING PERMIT FEES WILL INCLUDE COUNTY RECORDER FEES AND CALIFORNIA ENVIRONMENTAL QUALITY ACT FILING FEES. TYPICALLY, THESE ARE DUE PRIOR TO HEARING OF THE PROJECT. FOR INITIAL STUDIES AND ENVIRONMENTAL IMPACT REPORTS, FEES WILL BE DUE AT THE TIME OF APPLICATION.

**To Be Completed by Staff**

General Plan Designation: <b>CC</b>	Zoning District: <b>C1</b>	Airport Land Use Designation: <b>NIA</b>
City's Architectural & Historic Inventory: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Age of Building (if proposing demolition):	Flood Designation:

Notes:  
 Conversion of use/occupancy from commercial to residential.

### 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 (Not applicable to Telecommunication Administrative Review Permits)

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

Description of Building & Site			
Parcel Size: <i>?</i>	Building Size: <i>884 S.F.</i>	Number of Floors: <i>1</i>	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
<input type="checkbox"/> Office (business/professional)			
<input type="checkbox"/> Office (medical/dental)			
<input type="checkbox"/> Retail			
<input type="checkbox"/> Light Industrial	<i>Food Retail</i>		
<input checked="" type="checkbox"/> Residential	<i>SINGLE RES DWELLING</i>		<i>1</i>
<input type="checkbox"/> Other:			
Operating Characteristics			
Days and Hours of Operation: <i>24 HRS</i>			
Number of Shifts: <i>21</i>	Days and Hours of Shifts: <i>24 HRS</i>		
Number of Employees/Shift: <i>NONE</i>			
Loading Facilities: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type/Vehicle Size: <i>2 SEDANS</i>		
<i>REAR OF DWELLING</i>			
Deliveries: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <i>Food</i>	Number (day/week/month): <i>5</i>	Time(s) of Day: <i>12:00-1:00</i>
Outdoor areas associated with use? (check all that apply) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>UNCOVERED PATIO</i>	Sales area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Square Footage:	Unloading of deliveries: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Square Footage:	Storage: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Square Footage: <i>200 SF.</i>
Noise Generating Use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Description: <i>Single Res Dwelling</i>		

**AUTHORIZED AGENT**

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 8.4.23

I, ROBERT A PHILLIPS, 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.

[Signature] \_\_\_\_\_ DATE 8.4.23

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.

ROBERT A. PHILLIPS \_\_\_\_\_

PROPERTY OWNER /  AUTHORIZED AGENT

(PLEASE PRINT NAME)

[Signature] \_\_\_\_\_

PROPERTY OWNER /  AUTHORIZED AGENT

DATE 8.4.23

(SIGNATURE)

Revised 09/03/2019

January 19, 2023

From: Robert A. Phillips and Joy C. Ward  
216 Mason St  
Ukiah, Ca 95482

RECEIVED  
JAN 20 2023  
CITY OF UKIAH  
COMMUNITY DEVELOPMENT

To: Michelle Irace, Planning Department  
City of Ukiah

Re: 218 Mason St Ukiah, California change of permit

Dear Michelle:

This building was constructed by the carpenter's union in the 60s. It was later purchased by Mr. and Mrs. Baffico to operate a fire sprinkler business where it was used primarily as offices, product storage, etc.. The Baffico operation was significant, due to the fact, they provided fire sprinklers for 3 counties. The pipe cutting, etc. was primarily done on the customer sites. The building contained drafting offices, product display, extinguishers, etc. It was also used for shipping and receiving which was attended to by Mrs. Baffico. The Baffico family lived next door, in a separate, two story home. I believed they lived and worked there approximately 25 years.

Over the years since we purchased the building, it has been used primarily for laboratory usage and administrative offices. The building has received cosmetic upgrades over the years and easily could be used as a residence today.

I have enclosed the site plan and also a sketch of the building floor plan indicating the interior layout, doors, etc. It also provides the location of electrical outlets and fire sprinkler heads. The yard is fenced with a concrete patio and two utility sheds. The site has excellent drainage into adjacent storm water inlets provided by the City.

Hopefully, this will provide you with the needed information and feel free to contact us should you have any questions.

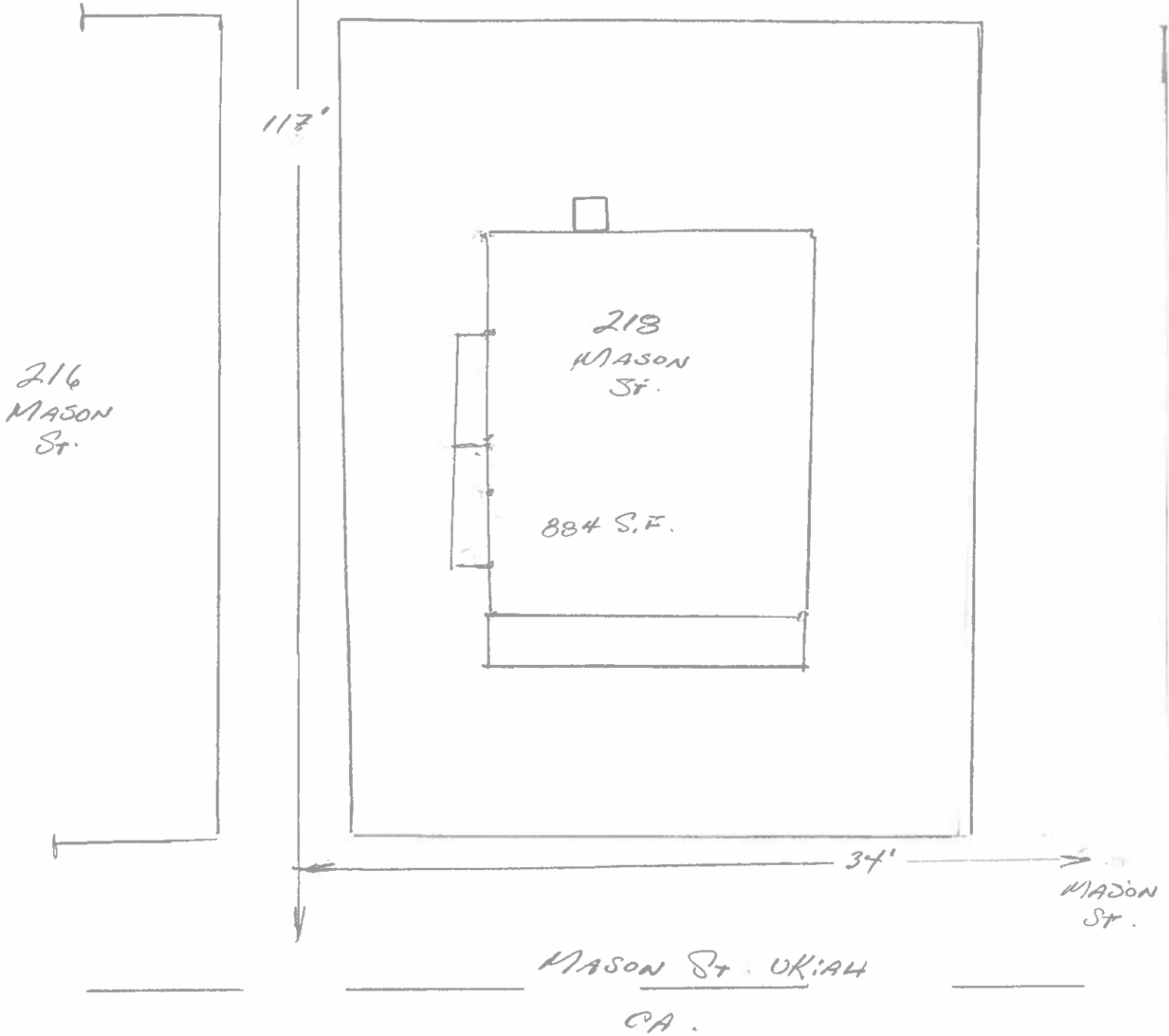
  
Robert A. Phillips or Joy C. Ward Owners

8-5-23

R.A. PHILLIPS-N  
JOY O. WARD

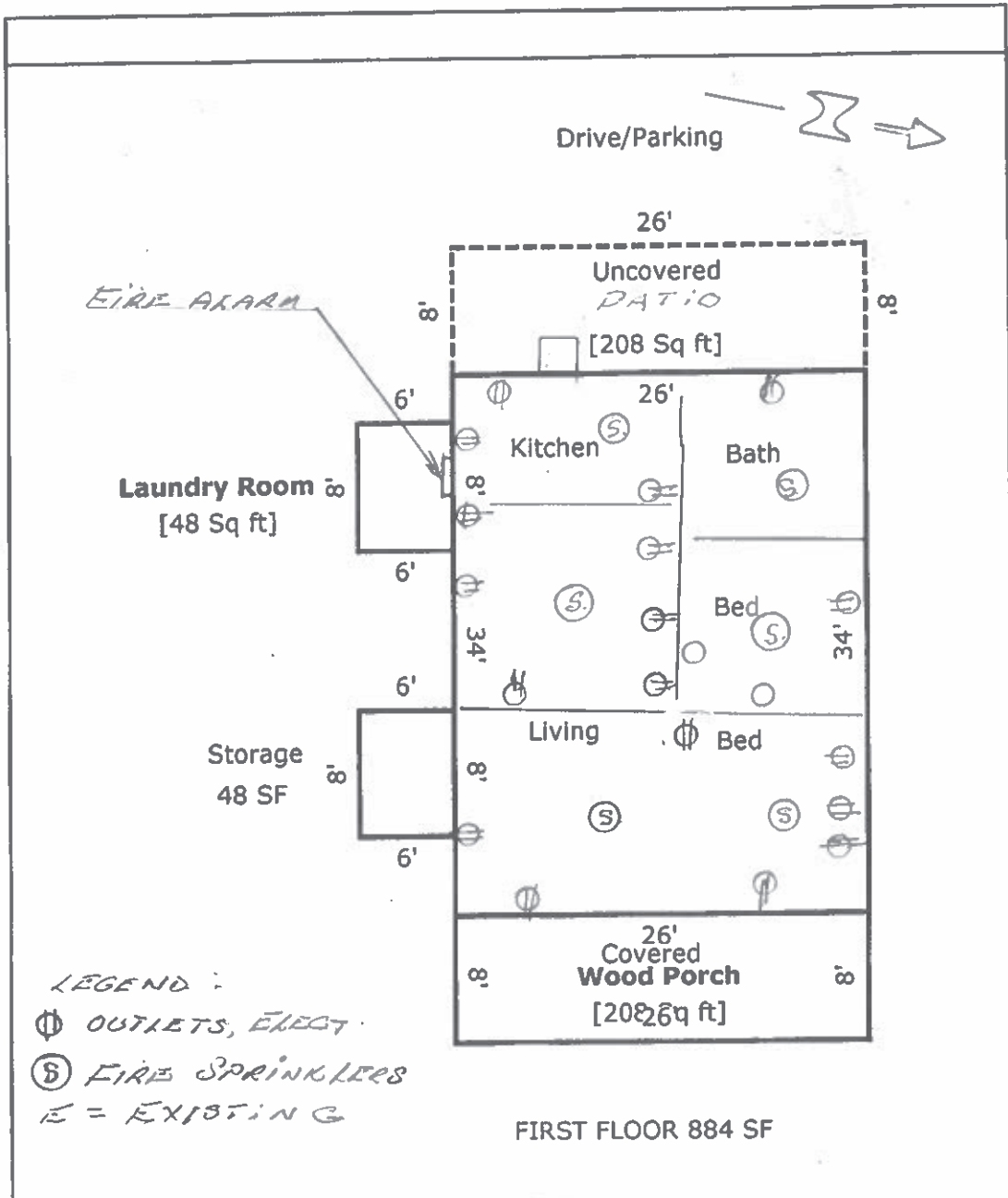


USE PERMIT (PLOT PLAN)  
REQUEST.  
218 MASON ST.



### Building Sketch

Borrower/Client	Robert Phillips			
Property Address	218 Mason St			
City	Ukiah	County	Mendocino	State CA Zip Code 95482
Lender	Savings Bank of Mendocino County			



*NOTE,  
PLUMBING  
(E)*

*1. ALL PLUM.  
COPPER, AS  
TO (E) CITY  
SEWER.*

*2. WATER  
SUPPLY  
METERED  
BY CITY.*

TOTAL Sketch by a la mode, Inc.		Area Calculations Summary	
Living Area	First Floor	Calculation Details	Calculation Details
Living Area	884 Sq ft		34 x 26 = 884
<b>Total Living Area (Rounded):</b>	<b>884 Sq ft</b>		
Non-Living Area:			
Wood Deck	208 Sq ft		26 x 8 = 208
Storage	48 Sq ft		6 x 8 = 48
Wood Porch	208 Sq ft		26 x 8 = 208
Laundry Room	48 Sq ft		8 x 6 = 48



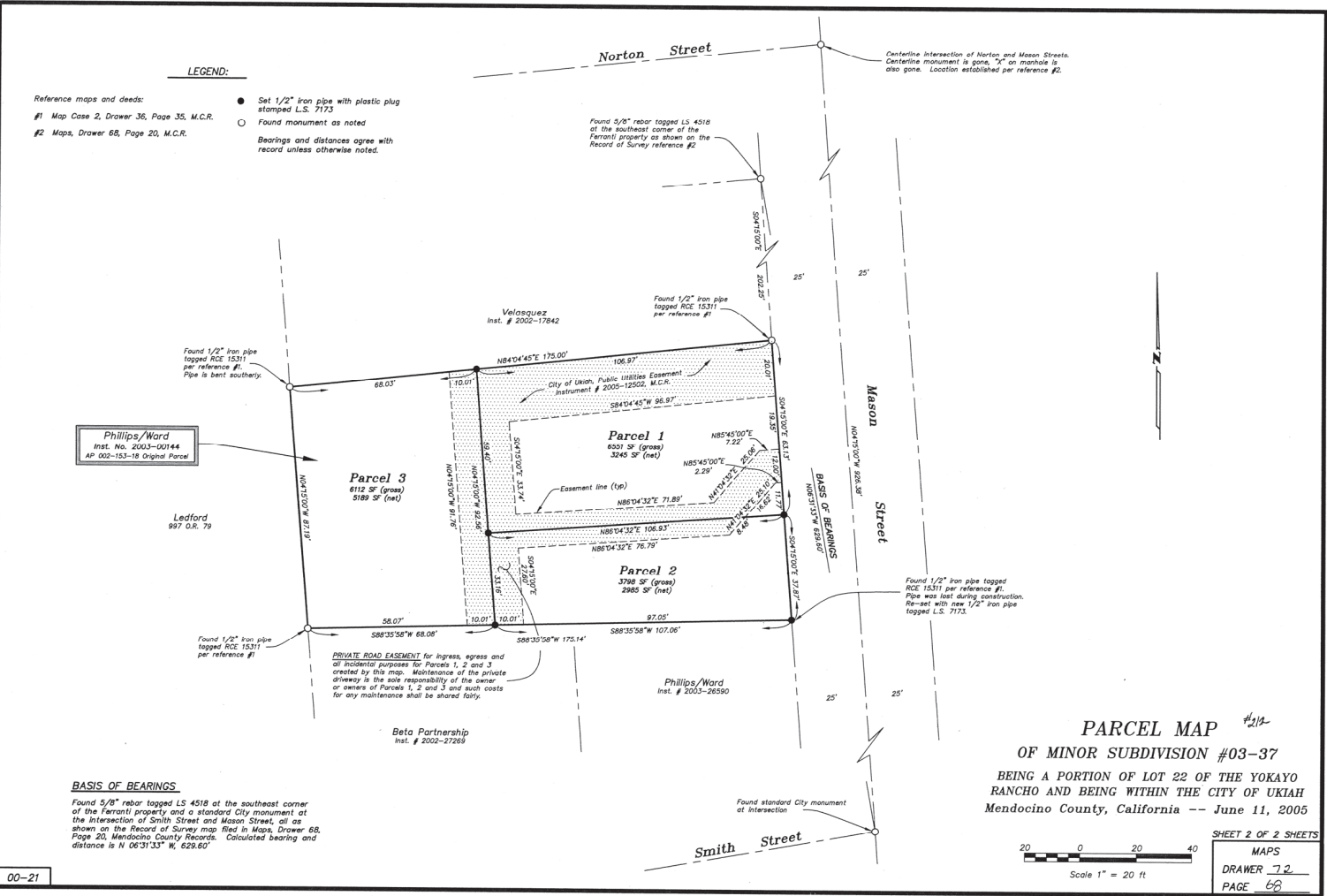
Figure 4 - Ground Level Image - 2019

**LEGEND:**

Reference maps and deeds:

- #1 Map Case 2, Drawer 36, Page 35, M.C.R.
- #2 Maps, Drawer 68, Page 20, M.C.R.

- Set 1/2" Iron pipe with plastic plug stamped L.S. 7173
  - Found monument as noted
- Bearings and distances agree with record unless otherwise noted.



Phillips/Ward  
Inst. No. 2003-00144  
AP 002-153-18 Original Parcel

Leard  
997 G.S. 79

Parcel 3  
6112 SF (gross)  
5188 SF (net)

Parcel 1  
6507 SF (gross)  
3246 SF (net)

Parcel 2  
3798 SF (gross)  
2985 SF (net)

Phillips/Ward  
Inst. # 2003-26590

Beta Partnership  
Inst. # 2002-27269

PRIVATE ROAD EASEMENT for ingress, egress and all incidental purposes for Parcels 1, 2 and 3 created by this map. Maintenance of the private driveway is the sole responsibility of the owner or owners of Parcels 1, 2 and 3 and such costs for any maintenance shall be shared fairly.

**BASIS OF BEARINGS**

Found 5/8" rebar tagged LS 4518 at the southeast corner of the Ferranti property and a standard City monument at the intersection of Smith Street and Mason Street, all as shown on the Record of Survey map filed in Maps, Drawer 68, Page 20, Mendocino County Records. Calculated bearing and distance is N 06°31'33" W, 629.60'

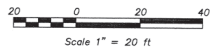
Centerline Intersection of Norton and Mason Streets. Centerline monument is gone. "X" on manhole is also gone. Location established per reference #2.

Norton Street

Mason Street

Smith Street

**PARCEL MAP**  
OF MINOR SUBDIVISION #03-37  
BEING A PORTION OF LOT 22 OF THE YOKAYO RANCHO AND BEING WITHIN THE CITY OF UKIAH Mendocino County, California -- June 11, 2005



SHEET 2 OF 2 SHEETS  
MAPS  
DRAWER 72  
PAGE 68

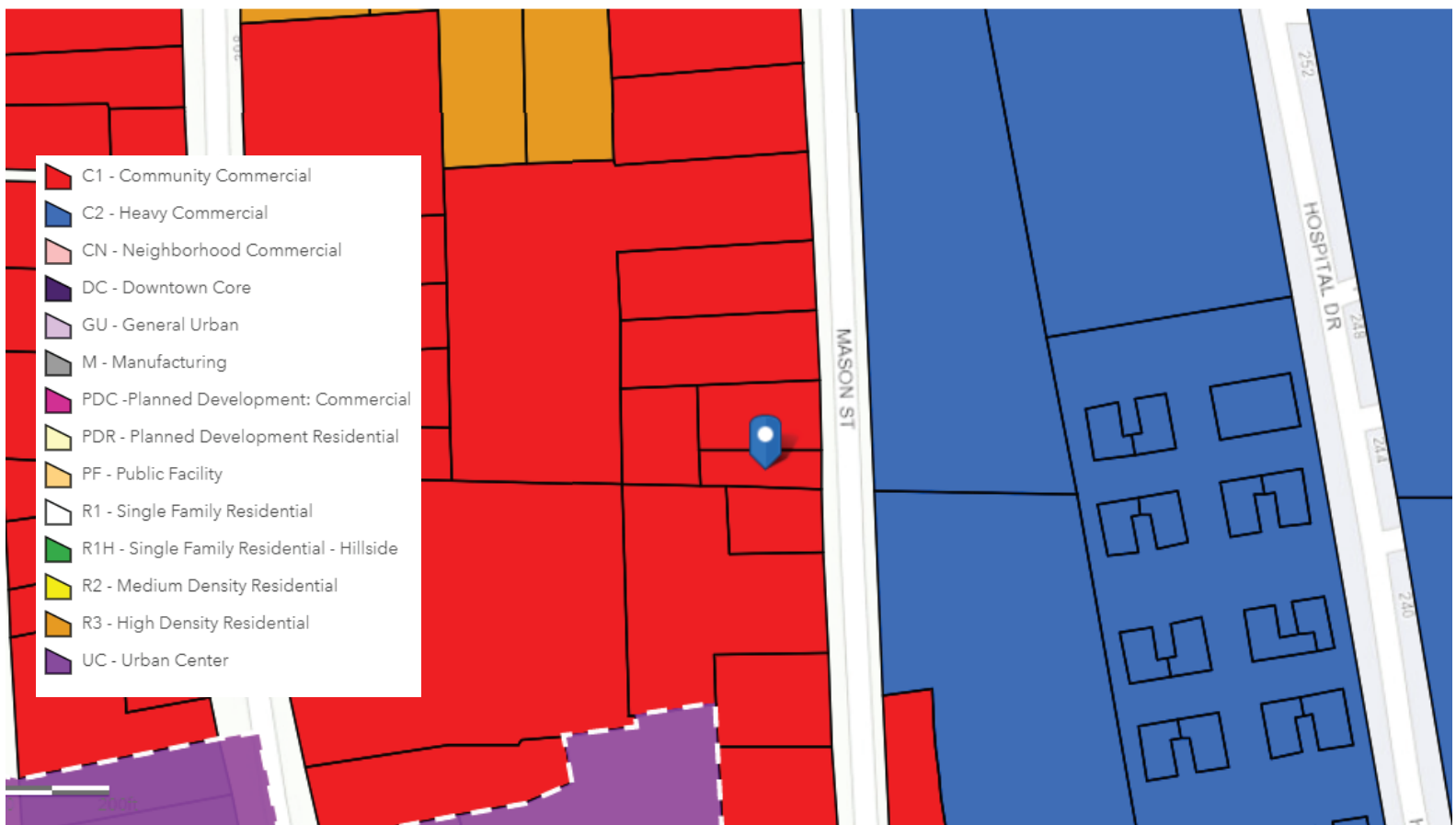


Figure 1 - City of Ukiah Zoning Designations



Figure 2 - City of Ukiah General Plan



Figure 3 - Aerial Image (2020)



## PROJECT REVIEW REFERRAL

**Please provide comments by: August 25, 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 checked="" 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	<input type="checkbox"/>	AT & T
<input type="checkbox"/>	Mendocino County Air Quality	<input type="checkbox"/>	PG & E (gas)
<input checked="" 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:
<b>FROM PROJECT PLANNER:</b> Michelle Irace, Planning Manager mirace@cityofukiah.com			

PROJECT INFORMATION:	
<b>Project Name &amp; Permit #:</b>	218 Mason St. Commercial to Residential Conversion Minor Use Permit #23-8069
<b>Site Address &amp; APN:</b>	218 Mason St. APN 002-153-37; 0.9ac(3,920 sf)
<b>General Plan:</b>	Community Commercial (CC)
<b>Zoning:</b>	Community Commercial (C1)
<b>Airport Compatibility Zone:</b>	OAE- Other Airport Environs
<b>Date Filed:</b>	1/20/23
<b>Resubmittal:</b>	8/8/23
<b>Date Referred:</b>	8/11/23
<b>Prev. Projects on Site (include file #)</b>	Minor Subdivision 03-37
<b>Applicant/Agent Name:</b>	Rob Phillips, Owner
<b>Phone:</b>	
<b>Email:</b>	Rphillips@alpha-labs.com
<b>Project Summary:</b>	Conversion of commercial building to single-family residence. No exterior modification to the building or site is 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)** Kahli Johnson Electric Department

- No Comment  
 Comments / Conditions of Approval Attached

**8/15/2023**

**Signature**

**Date**

**Comments / Conditions of Approval:**

Not applicable to City of Ukiah Electric Utility Department. Should they have any structural modifications, site improvements, or new buildings please reach out to the electric department.

**PROJECT REVIEW REFERRAL**

**Please provide comments by: August 25, 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.

<b>TO:</b>			
<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
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<input type="checkbox"/>	California Military Land Use Office	<input type="checkbox"/>	Other:
<b>FROM PROJECT PLANNER:</b> Michelle Irace, Planning Manager mirace@cityofukiah.com			

<b>PROJECT INFORMATION:</b>	
<b>Project Name &amp; Permit #:</b>	218 Mason St. Commercial to Residential Conversion Minor Use Permit #23-8069
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<b>Email:</b>	Rphillips@alpha-labs.com
<b>Project Summary:</b>	
Conversion of commercial building to single-family residence. No exterior modification to the building or site is 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) CEMEC Crook UPD

- No Comment
- Comments / Conditions of Approval Attached

C. Crook  
Signature

8/14/23  
Date

**From:** [Matthew Keizer](#)  
**To:** [Michelle Irace](#)  
**Subject:** RE: Project Referral- 218 Mason St. Commercial to Residential Conversion- MiUP  
**Date:** Wednesday, August 16, 2023 8:45:53 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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## Building and Fire comments

1. 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.
2. The Building is currently a B occupancy and will need to be converted to an R-3 occupancy. Per 2019 CBC 3408 “No change shall be made in the character of occupancies or use of any building unless such building is made to comply with all current code requirements”. This may be an extensive remodel. The “new” single-family home we'll have to meet new code requirements such as auto fire sprinklers, emergency egress requirements, and energy requirements like solar, EV charging, and insulation requirements. We recommend you hire an Architect or Engineer and an energy consultant to review your building for code compliance before you comment to a change of occupancy.

Regards,



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

Email: [mkeizer@cityofukiah.com](mailto: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:** Friday, August 11, 2023 4:06 PM

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

**Cc:** Jesse Davis <jdavis@cityofukiah.com>

**Subject:** Project Referral- 218 Mason St. Commercial to Residential Conversion- MiUP

Hello,

The Planning Division has received an application for a Minor Use Permit to convert a commercial structure to a single family residence. Building Permit files indicate that the structure was utilized as a residence in the 1950s and converted to commercial in the 1970s. The owner has indicated that he has utilized the structure for both residential and commercial uses in the past, and seeks to complete a change in occupancy/use to a single family home at this time. Per Community Commercial (C1) zoning regulations, a Use Permit is required. No modifications to the exterior of the structure or site are proposed.

**Comments are appreciated by August 25, 2023.**

Thank you,



**Michelle Irace**, Planning Manager

Department of Community Development

300 Seminary Avenue, Ukiah, CA 95482

[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

(707) 463-6203