



City Engineer

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/84108674611>

Meeting ID: 841 0867 4611

Passcode: 590559

October 19, 2023 – 3:30 PM

1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the City Engineer 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 October 30, 2023 at 5:00 p.m.

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

The City Engineer (CE) welcomes input from the audience that is within the subject matter jurisdiction of the CE. 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 February 16, 2021, City Engineer Meeting Minutes

Recommended Action: Review and approve minutes of the February 16, 2021 City Engineer Meeting

Attachments:

1. February 16, 2021 City Engineer Meeting Minutes-Draft

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

7.a. Request for Minor Modification to Minor Subdivision No. 12-19 to Reduce the Front Setback from 20 ft to 15 ft for Construction of a Single-Family Dwelling at 104 Echo Way (APN 001-282-32); File No. 23-8753.

Recommended Action: Staff recommends the City Engineer review and approve the request, 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. Minor Subdivision No. 12-19 Parcel Map and COAs
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, 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
October 12, 2023

**CITY OF UKIAH
CITY ENGINEER MINUTES
Meeting Held Remotely through Teleconference
February 16, 2021
2:30 p.m.**

STAFF PRESENT

Tim Eriksen, City Engineer
Michelle Irace, Planning Manager

OTHERS PRESENT

Gary Akerstrom
Jeff Yokum
Brian Andres
Bill Ross

1. CALL TO ORDER

City Engineer Tim Eriksen called the meeting to order at 2:33 p.m. via teleconference.

City Engineer Time Eriksen presiding.

2. VERIFICATION OF NOTICE

Staff confirmed the hearing was properly noticed.

3. APPEAL PROCESS

Note: for items on this agenda, the appeal must be received by February 25, 2021 at 5:00 p.m.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No comments on non-agenda items were received.

5. APPROVAL OF MINUTES

City Engineer Eriksen approved the minutes of the February 4, 2020 meeting, as submitted.

6. SITE VISIT VERIFICATION

City Engineer Eriksen confirmed that a site visit was conducted for today's item.

7. PUBLIC HEARING

- a. Request for Approval of a Minor Subdivision to Split the Existing \pm 4.6 acre (200,376 sf) Parcel into Three at 1280 Airport Park Blvd.; APN 180-080-29; File No. 20-5835.

Presenter: Michelle Irace, Planning Manager

PUBLIC HEARING OPENED: 2:45 p.m.

Speakers: Gary Akerstrom, Jeff Yokum and Bill Ross.

The following modifications were made to the Draft Conditions of Approval (see Attachment 2 for redline changes):

- Remove Condition No. 17
- Reword Condition No. 18 to state "*The COUE currently has infrastructure on the site. In some cases infrastructure may need to be installed/extended beyond the customers parcel, in order to serve existing parcels in the future.*"

Minutes of the City Engineer Public Hearing, February 16, 2021 Continued:

- Clarify that Condition No. 10-14 are required for future development and not the Parcel Map by adding “*The following Public Works Department Conditions of Approval only apply to future development projects*”.
- Re-number Conditions of Approval accordingly.

PUBLIC HEARING CLOSED: 3:04 p.m.

City Engineer Tim Eriksen approved a Minor Subdivision to Split the Existing ± 4.6acre (200,376 sf) Parcel into Three at 1280 Airport Park Blvd.; APN 180-080-29; File No. 20-5835 with Findings in Attachment 1 and subject to the revised Conditions of Approval in Attachment 2.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 3:05 p.m.

**DRAFT FINDINGS
MINOR SUBDIVISION
1280 AIRPORT PARK BLVD; APN 180-080-29
FILE NO: 20-5835**

The following findings are supported by and based on information contained in the Staff Report, the application materials and documentation, and the public record:

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Airport Industrial Park Planned Development (AIP-PD) Ordinance No, 1178, the City's Subdivision Ordinance, and the Subdivision Map Act.
2. The parcels established as a result of this Minor Subdivision are consistent with the General Plan Master Plan Area (MPA) land use designation.
3. The proposed Minor Subdivision and Tentative Map, as conditioned, complies with the requirements of the AIP-PD's Light Industrial/Mixed-Use zoning district.
4. The Minor Subdivision and Tentative Map will create three lots which are appropriate for the surrounding area and land uses based on the following:
 - a. Proposed parcels are consistent with the requirements of the AIP-PD's Light Industrial/Mixed-Use zoning designation.
 - b. Proposed parcels will have access directly onto a public street and utilities are available to serve the site.
 - c. Proposed parcels will be located within a developed commercial area, surrounded by industrial and commercial development.
5. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15315, Class 15, Minor Land Divisions, for division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels 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 parcel to local standards are available, the parcel was not involved in a division of a larger parcel within the last two years, and the parcel does not have an average slope greater than 20 percent.

PUBLIC NOTICE

Notice of the Public Hearing was provided in the following manner:

- Published in the Ukiah Daily Journal on February 6, 2021;
- Posted on the Project site on February 1, 2021;
- 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 February 1, 2021.

**DRAFT CONDITIONS OF APPROVAL
MINOR SUBDIVISION
1280 AIRPORT PARK BLVD; APN 180-080-29
FILE NO: 20-5835**

Approval is granted for the Minor Subdivision based on the application submitted to the Community Development Department received November 21, 2020, and as shown on the Parcel Map dated November 15, 2020, contained therein, except as modified by the following Conditions of Approval

City of Ukiah Special Conditions

1. All fees related to the Minor Subdivision application must be paid prior to the final approval and the recordation of the Parcel Map.
2. Prior to issuance of building permits, a copy of the recorded Parcel Map shall be provided to the Community Development Department.
3. An address assignment or address change application shall be submitted to the Community Development Department.
4. Future proposed development will be subject to Community Development Department review and will likely require additional planning and building permits. Future development will subject to the development standards contained within the Airport Industrial Park Planned Development Ordinance (No. 1178, or the most recent version at the time of development).

City of Ukiah Standard Conditions

5. This approval is not effective until the 10-day appeal period applicable to this Minor Subdivision Map has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
6. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission such standards shall be met.
7. In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
8. 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.

Public Works Department Conditions

9. The subdivision tentative map must be prepared by a Land Surveyor or Civil Engineer with an appropriate license.

Minutes of the City Engineer Public Hearing, February 16, 2021 Continued:

10. A maintenance agreement must be in place prior to the recordation of the subdivision. This agreement must address, at a minimum, access, parking and landscaping.

11. The following easements shall be prepared by a licensed Land Surveyor or registered Civil Engineer. The easements shall be submitted to the City Engineer for review, approval and recordation.

2. Drainage

3. Reciprocal Access/Access

4. Easements required by Public Works Department

5. Public access easement for the ADA compliant sidewalks.

The following Public Works Department Conditions of Approval only apply to future development projects:

10:12. The applicant shall submit a separate onsite Grading and Drainage Plan, an Erosion and Sediment Transport Control Plan, and drainage calculations showing that the proposed drainage facilities are adequate. All reports and plans shall be prepared by a licensed Civil Engineer, for review and approval by the City Engineer prior to CE approval.

11:13. The applicant shall install street trees spaced approximately every 30' that are within 5' of the back of sidewalk. These street trees shall be installed in accordance with City Standard Drawing No 601. Tree types shall be approved by the City Engineer.

12:14. All areas of circulation should be paved with a minimum of 2" of AC on 6" of Base. If heavy truck traffic is anticipated for the solid waste company, delivery trucks, or other heavy vehicles the pavement section should be calculated appropriately to ensure that it can withstand the loading.

13:15. The frontage of this property does not have any sidewalk. The developer will be required to construct sidewalk. To accomplish this, the developer shall provide Improvement Plans for the sidewalk installation, prepared by a licensed Civil Engineer, and submitted prior to recordation of the parcel map.

14:16. 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 3% of estimated construction costs. The construction costs will be determined by an engineer's estimate. However, the City Engineer may accept, at her discretion, contractor's estimate determining the construction cost.

~~15.1. A maintenance agreement must be in place prior to the recordation of the subdivision. This agreement must address, at a minimum, access, parking and landscaping.~~

~~16.1. The following easements shall be prepared by a licensed Land Surveyor or registered Civil Engineer. The easements shall be submitted to the City Engineer for review, approval and recordation.~~

~~1. Drainage~~

~~2.1. Reciprocal Access/Access~~

~~3.1. Easements required by Public Works Department~~

~~4.1. Public access easement for the ADA compliant sidewalks.~~

~~17. These comments are preliminary only. Further comments may be forthcoming based on additional field review and a more detailed review of the plan documents. In addition, future development will require further review.~~

Electric Utility Department Conditions

~~18.17. The COUE Utility Department currently does not have any underground electric utility infrastructure installed or extended into the existing parcel at 1280 Airport Park Blvd. The Developer/Customer will need to install all necessary infrastructure that may include, pad mounted switches, junction pedestals, transformer pads, primary & secondary conduits, vaults and primary & secondary pull boxes per COUEUD specifications. The COUE currently has infrastructure on the site.~~ In some cases infrastructure may need to be installed/extended beyond the customers parcel, in order to serve existing parcels in the future.

19.18. All future site improvements shall be submitted to the COU Building Department and the Electric Utility Department for review and comment. At this time, specific service requirements, service voltage and developer costs and requirements will be determined.

20.19. Developer/Customer will need to provide EUSERC approved electrical equipment that will be installed at the project location. The contractor shall submit service equipment specification sheets with appropriate EUSERC references for City approval prior to purchase and installation.

21.20. Developer shall provide projected load calculations to the COUEUD.

22.21. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment).

23.22. The COU Electric Department will require utility easements for any underground distribution extended into the parcel/s beyond the existing PUE. Easements must be surveyed and deeded or defined on the subdivision map and recorded with the County Recorder Office of Mendocino County.

Pacific Gas & Electric Company General Conditions

24.23. PG&E does not provide depth information about our existing electric and gas facilities (i.e gas main and services, etc). Underground facilities are generally 24" to 36" deep. However, the depths may have changed due to street reconstruction and general area changes. If, after receiving our maps, you determine depth information is needed to better plan future street improvements, you should pothole or take appropriate action as needed.

Before you start any trenching on your project, please call Underground Service Alert (USA) at 811 at least 48 hours prior to any excavation, to have your work area marked for underground facilities. Call USA (811) to obtain exact location of facilities and pothole to verify depth of our lines (if required). Please note that a standby PG&E employee is required during any excavation within 10 feet of a gas transmission line. If you discover a conflict or if you determine our facilities need to be lowered/raised, please contact your PG&E Representative, file an application online at www.pge.com/customerconnections, or call 877-743-7782.

Mendocino County Airport Land Use Commission Conditions

25.24. At the time of future development, a dedication of avigation easement or a deed notice shall be recorded for each parcel and a copy of the recorded document shall be provided to the Community Development Department. Examples of these documents can be found in Appendix E of the County's Airport Comprehensive Land Use Plan. Future development may require formal review by the Airport Land Use Commission.



DATE: October 11, 2023
TO: City Engineer
FROM: Michelle Irace, Planning Manager
SUBJECT: Request for Minor Modification to Minor Subdivision No. 12-19 to Reduce the Front Setback from 20 ft to 15 ft for Construction of a Single-Family Dwelling at 104 Echo Way (APN 001-282-32); File No. 23-8753

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 and 15315, Minor Land Divisions

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

BACKGROUND

On January 15, 2013, Minor Subdivision No. 12-19 was approved by the City Engineer, allowing the subdivision of one (1) four-acre parcel into four (4) parcels with one remainder parcel, located at 400 Park Blvd. Approval of the Minor Subdivision was appealed to the City Council by members of the public, and on February 20, 2013, the City Council upheld the City Engineer's approval of the Minor Subdivision.

Staff Report
Minor Modification to Minor Subdivision No. 12-19
104 Echo Way; File No. 23-8753

UCC Section 9020 establishes a front setback of 20 ft for the Single-Family Residential (R1) zoning district. However, due to a number of factors, including Gibson Creek, Echo Way, and related easements, larger front setbacks were established for parcels created via Minor Subdivision No. 12-19. Specific to this request, a 20 ft easement for the improvement and widening of Echo Way, which bisects the southern portion of the parcel, was required by the City Engineer. Additionally, a 20 ft setback, (from the northern limit of the access easement) was established as a Condition of Approval (No. 2) for the Minor Subdivision in response to public comment received related to impacts to Gibson Creek from widening Echo Way, which was unimproved at the time. See *Setting and Surrounding Land Uses* section below, as well as the *Staff Analysis* section for more information.

On August 11, 2023, 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 R1 zoning district. The application was scheduled for consideration by the Zoning Administrator on September 13, 2023. However, upon further research and discussion with the City Attorney, it was determined that the appropriate pathway to review the request is via a modification to the original subdivision, pursuant to UCC Section 8460 et seq. As such, the application was resubmitted on September 28, 2023 as a modification to Minor Subdivision No. 12-19. Staff's analysis has been updated as applicable and public comments received for the Zoning Administrator hearing can be accessed online at: <https://ukiahca.portal.civicclerk.com/event/1857/overview>.

Minor Subdivision No. 12-19 Parcel Map, as well as final Conditions of Approval related to the Minor Subdivision are included in Attachment 3.

PROJECT DESCRIPTION

The applicant requests City Engineer approval of a minor modification to Minor Subdivision No. 12-19 to reduce the front setback from 20 ft to 15 ft, consistent with R1 regulations, for construction of a single-family dwelling at 104 Echo Way. The applicant notes 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, as reasons to support the request. Application materials are included in Attachment 4.

SETTING AND SURROUNDING LAND USES

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 Parcel Map with the aforementioned easements identified (in yellow highlight), and Figure 3 includes a photo of the existing site (looking northwest).

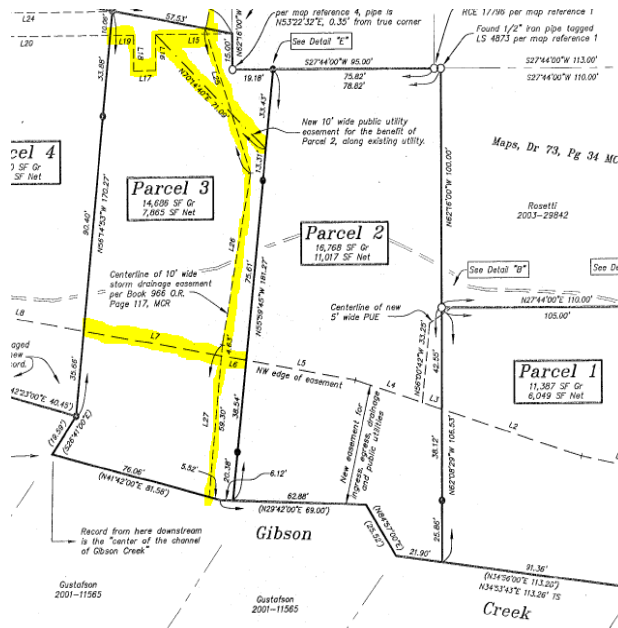
The parcel carries a General Plan Land Use designation of Low Density Residential (LDR) and is zoned Single Family Residential (R1). The site is bisected by Gibson Creek and Echo Way to the South and is surrounded by other single family residential development within the R1 zoning district. Figure 4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

Figure 1, Aerial Imagery



Figure 2, Parcel Map and Existing Easements

Figure 3, Site Photo, Looking Northwest



Staff Report
 Minor Modification to Minor Subdivision No. 12-19
 104 Echo Way; File No. 23-8753

Figure 4, General Plan Designation

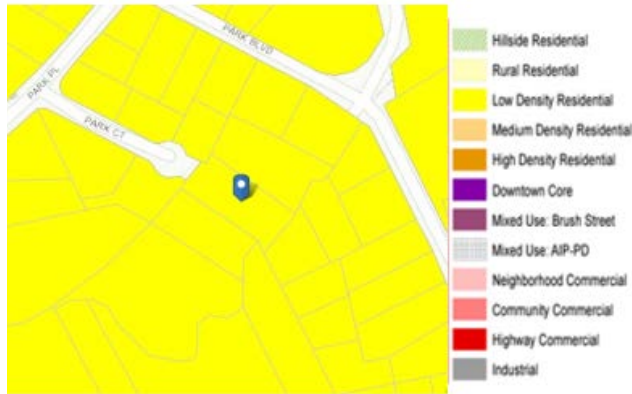


Figure 5, Zoning Designation



AGENCY COMMENTS

The 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 request. However, standard Conditions of Approval have been included in Attachment 2. Additionally, all Conditions of Approval from Minor Subdivision No.12-19 applicable to residential development have been included. Agency comments received are included in Attachment 5. While the reviewing body for the request has changed from Zoning Administrator to City Engineer, the request is essentially the same from the standpoint of the reviewing agencies. As such, the comments received for the previous Variance request remain applicable and are included in Attachment 5.

STAFF ANALYSIS

General Plan and Zoning. 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 request 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. Minor Subdivision No. 12-19 was determined to be consistent with both the General Plan (1995) and the zoning code at the time of its adoption. 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 (2040). See Findings in Attachment 1 for more information.

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 Minor Subdivision 12-19.

The site contains the following circumstances that limit the buildable area of the site (refer to Figures 1 through 3):

- 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.

At the time of approval, two of the four lots and the remainder parcel were developed with single family dwellings, and the remaining two lots, including 104 Echo Way (identified as Minor Subdivision Parcel 3) and 106 Echo Way (identified as Minor Subdivision Parcel 4), were vacant. However, in 2016, 106 Echo Way was developed with a single-family dwelling, leaving 104 Echo Way the only remaining vacant lot.

If the request 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, as well as best practices and precedent established for creek setbacks. Specifically, 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. The proposed 15 ft setback from the access easement would not result in drainage issues or concerns related to the creek.

As noted in UCC Section 8460, a final subdivision may be modified via a public hearing by the City Engineer. This section of the UCC references modifications to subdivision maps and the requirement for filing a certificate of correction or modified map with the Mendocino County Clerk/Recorder. However, in this instance the modification being requested (for the front setback) is not noted on the subdivision map. As such, the filing of certificate and an amendment map is not required. However, because the 20 ft setback was included as Condition of Approval No. 2, modification of this Condition of Approval is required to facilitate the request. The request, if approved, is specific to a single-family dwelling at 104 Echo Way, noted as Parcel 3 on the subdivision map. The 20 ft setback would remain effective for the other parcels included in the subdivision. Similarly, all other Conditions of Approval, including maintenance of the noted easements, remain in effect.

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, consistent with standard R1 regulations, 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, 15305, Minor Alterations In Land Use Limitations, and 15315, Minor Land Divisions, which consist of minor alterations in land use limitations and subdivisions of land in areas with an average slope of less than 20%, including but not limited to minor subdivisions, modifications, lot line adjustments, setback variances, etc., not resulting in the creation of any new parcel or changes in land use or density.

The project involves a request to reduce the front setback from 20 ft to the standard R1 setback of 15 ft to accommodate construction of a single-family home associated with an approved Minor Subdivision, 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. If approved, the proposed single-family home would be located approximately 54 feet from Gibson Creek, and closer to the existing road, rather than the toe of the slope, which could result in the need for grading (and increased environmental impacts). 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 modification to the existing Minor Subdivision for reduction of 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 §8462.

- Published in the Ukiah Daily Journal on October 7, 2023;
- Posted on the Project site on October 5, 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 October 5, 2023.

RECOMMENDATION

Staff recommends the City Engineer conditionally approve the Minor Modification to Minor Subdivision No. 12-19, 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

Staff Report
Minor Modification to Minor Subdivision No. 12-19
104 Echo Way; File No. 23-8753

3. Minor Subdivision No. 12-19 Parcel Map and Conditions of Approval
4. Application Materials
5. Agency Comments

Staff Report
Minor Modification to Minor Subdivision No. 12-19
104 Echo Way; File No. 23-8753

DRAFT FINDINGS TO APPROVE A REQUEST FOR A MINOR MODIFICATION TO MINOR SUBDIVISION NO. 12-19 TO REDUCE THE FRONT SETBACK FROM 20 FT TO 15 FT FOR CONSTRUCTION OF A SINGLE-FAMILY DWELLING AT 104 ECHO WAY (APN 001-282-32); FILE NO. 23-8753

The City Engineer's approval of a modification to Minor Subdivision No. 12-19 (Condition of Approval No. 2) 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 October 11, 2023, is based on the following findings, as well as the Findings adopted for approval of Minor Subdivision No. 12-19.

1. Minor Subdivision No. 12-19 was determined to be consistent with Division 9, Chapter 1, Article 18, Subdivisions of the UCC and the Subdivision Map Act.
2. The request to modify Condition of Approval No. 2 for Parcel 3 of Minor Subdivision No. 12-19 to reduce the front setback from 20 ft to 15 ft is consistent with standard R1 setbacks established in UCC Section 9020.
3. The project site contains the following 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.

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. The proposed 15 ft setback from the access easement would not result in drainage issues or concerns related to the creek.

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, consistent with standard R1 regulations, can be supported.

4. 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 request 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. Minor Subdivision No. 12-19 was determined to be consistent with both the General Plan (1995) and the zoning code at the time of its adoption. 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 (2040), 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.
5. Approval of the request would not be detrimental to surrounding property owners, as the remaining R1 setbacks would apply. The owner/applicant is also responsible for maintaining all existing easements, and obtaining Building Permits, in accordance with all applicable fire and building codes related to health and safety. Lastly, all Conditions of Approval from Minor Subdivision No. 12-19 remain in effect.

Environmental Review

For the reasons discussed in the Staff Report, dated October 11, 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, 15305, Minor Alterations In Land Use Limitations, and 15315, Minor Land Divisions, which consist of minor alterations in land use limitations and subdivisions of land in areas with an average slope of less than 20%, including but not limited to minor subdivisions, modifications, lot line adjustments, setback variances, etc., not resulting in the creation of any new parcel or changes in land use or density.

Public Notice

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §8462.

- Published in the Ukiah Daily Journal on October 7, 2023;
- Posted on the Project site on October 5, 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 October 5, 2023.

**CONDITIONS OF APPROVAL FOR A MINOR MODIFICATION TO MINOR SUBDIVISION
NO. 12-19 TO REDUCE THE FRONT SETBACK FROM 20 FT TO 15 FT FOR
CONSTRUCTION OF A SINGLE-FAMILY DWELLING AT 104 ECHO WAY (APN 001-282-32);
FILE NO. 23-8753**

The City Engineer's approval of a modification to Minor Subdivision No. 12-19 (Condition of Approval No. 2) 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 October 11, 2023, is subject to the following Conditions of Approval. Conditions of approval from Minor Subdivision No. 12-19 related to residential development have been incorporated below, as applicable.

Planning Division Conditions

1. The approved modification is only applicable to the construction of one single-family dwelling on APN 001-181-32 (104 Echo Way). 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. The 20 ft setback established for all other parcels included in the Minor Subdivision shall remain in effect.
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 entitlement shall be deemed legally in effect when the appeal period has lapsed, unless a timely appeal is properly filed. An interested party has the right to appeal a decision regarding modifications of conditions on a filed map. Such appeal will be heard by the Planning Commission, in the case of a parcel map, or by the City Council, in the case of a final map. Within ten (10) days of the date the decision on the modification was made, the interested party must file with the City Engineer a written appeal, stating the reasons for the appeal, and the appeal fee, if any, as established by resolution of the City Council from time to time. No appeal shall be considered, if the written appeal is not filed within the required ten (10) days or does not state the reasons for the appeal. The Planning Commission or the City Council shall affirm, reverse or modify any determination of the City Engineer or the Planning Commission with respect to the decision on the modification to the conditions on a filed subdivision map within thirty (30) days. (Ord. 1177, §1, adopted 2017)

Conditions of Approval
Minor Modification to Minor Subdivision No. 12-19
104 Echo Way; File No. 23-8753

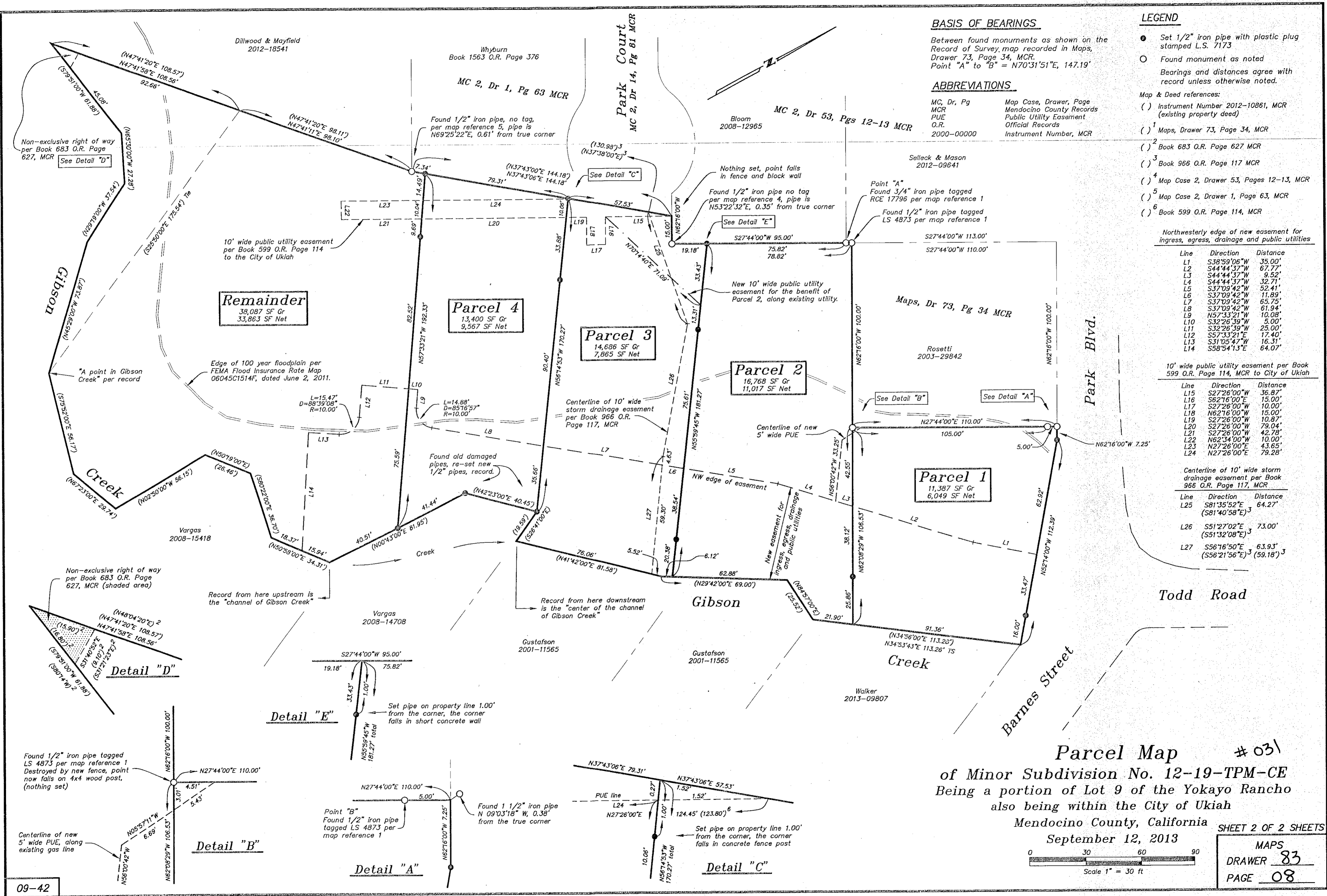
8. The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department and City Engineer prior to issuance of building permits.
9. This approval is contingent upon agreement of the applicant and property 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

10. Please submit building permit application, four complete plans sets, two wet stamped and signed.
11. 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

12. All existing easements and applicable Conditions of Approval associated with Minor Subdivision Parcel Map No. 12-19 shall be maintained.
13. 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.
14. 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.
15. The capital water connection fee is based on the meter size. The engineer for the project needs to supply the City with this information.
16. The sewer fees will be calculated based on the residential rate for bedrooms proposed on the final Building Permit application.
17. 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.



BASIS OF BEARINGS

Between found monuments as shown on the Record of Survey map recorded in Maps, Drawer 73, Page 34, MCR. Point "A" to "B" = N70°31'51"E, 147.19'

ABBREVIATIONS

MC, Dr, Pg Map Case, Drawer, Page
 MCR Mendocino County Records
 PUE Public Utility Easement
 O.R. Official Records
 2000-00000 Instrument Number, MCR

LEGEND

- 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.

- Map & Deed references:
- () Instrument Number 2012-10861, MCR (existing property deed)
 - (¹) Maps, Drawer 73, Page 34, MCR
 - (²) Book 683 O.R. Page 627 MCR
 - (³) Book 966 O.R. Page 117 MCR
 - (⁴) Map Case 2, Drawer 53, Pages 12-13, MCR
 - (⁵) Map Case 2, Drawer 1, Page 63, MCR
 - (⁶) Book 599 O.R. Page 114, MCR

Northwesterly edge of new easement for ingress, egress, drainage and public utilities

Line	Direction	Distance
L1	S38°59'06"W	35.00'
L2	S44°44'37"W	67.77'
L3	S44°44'37"W	9.52'
L4	S44°44'37"W	32.71'
L5	S37°09'42"W	52.41'
L6	S37°09'42"W	11.89'
L7	S37°09'42"W	65.75'
L8	S37°09'42"W	61.94'
L9	N57°33'21"W	10.08'
L10	S32°26'39"W	5.00'
L11	S32°26'39"W	25.00'
L12	S57°33'21"E	17.40'
L13	S31°05'47"W	16.31'
L14	S58°54'13"E	64.07'

10' wide public utility easement per Book 599 O.R. Page 114, MCR to City of Ukiah

Line	Direction	Distance
L15	S27°26'00"W	36.87'
L16	S62°16'00"E	15.00'
L17	S27°26'00"W	10.00'
L18	N62°16'00"W	15.00'
L19	S27°26'00"W	10.87'
L20	S27°26'00"W	79.04'
L21	S27°26'00"W	42.78'
L22	N62°34'00"W	10.00'
L23	N27°26'00"E	43.65'
L24	N27°26'00"E	79.28'

Centerline of 10' wide storm drainage easement per Book 966 O.R. Page 117, MCR

Line	Direction	Distance
L25	S81°35'52"E (S81°40'58"E) ³	64.27'
L26	S51°27'02"E (S51°32'08"E) ³	73.00'
L27	S56°16'50"E (S56°21'56"E) ³	63.93' (59.18') ³



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

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

- 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.

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



City of Ukiah

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

Planning Permit Application

PROJECT NAME: 104 Echo Way - Front Yard Setback Variance		(Modification Minor Subdivision No. 12-19)	
PROJECT ADDRESS/CROSS STREETS: 104 Echo Way - Echo Way (Private)/Park Boulevard		001-181-32	
APPLICANT/AUTHORIZED AGENT: Ronald A Valente	PHONE NO: 707 489-566	FAX NO: 707 485-8016	E-MAIL ADDRESS: RRC Redwood Valley@gmail.com
APPLICANT/AUTHORIZED AGENT ADDRESS: 1880 ORK Grove Dr	CITY: Redwood Valley	STATE/ZIP: CA 95470	
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: Kirsty Bates & Antonio Renteria	PHONE NO: 707-272-5038	FAX NO: ---	E-MAIL ADDRESS: Kirsty.Bates21@gmail.com
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT: 3576 Tolini Ln	CITY: Ukiah	STATE/ZIP: CA 95482	
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"/> ANNEXATION 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT - AMENDMENT 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"/> GENERAL PLAN AMENDMENT 100.0800.611.001	\$	<input type="checkbox"/> SITE DEVELOPMENT PERMIT - 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"/> 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"/> 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"/> LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	<input type="checkbox"/> OTHER	\$
		<input checked="" type="checkbox"/> OTHER Minor Modification to Minor Subdivision	
COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ 50	MAJOR PERMIT DEPOSIT:	\$ N/A
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$ 900
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$ 950
		FILING DATE:	
		TOTAL AMOUNT PAID: \$	
		RECEIPT NUMBER:	
APPLICATION NUMBER(S): 23-8753; Minor Subdivision No. 12-19			

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: 34 ACRES	Building Size: N/A	Number of Floors: N/A	
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: N/A			
Number of Shifts: N/A	Days and Hours of Shifts: N/A		
Number of Employees/Shift: N/A			
Loading Facilities: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type/Vehicle Size: N/A		
Deliveries: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Type: N/A	Number (day/week/month): N/A	Time(s) of Day: N/A
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:	Square Footage:	Description: N/A

To Be Completed by Staff

General Plan Designation: LDR (LOW DENSITY)	Zoning District: R-1	Airport Land Use Designation: OAE
City's Architectural & Historic Inventory: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Age of Building: N/A	Demolition Policy: N/A
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 Don'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] 8/11/23
PROPERTY OWNER SIGNATURE DATE

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] 8/11/23
 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.

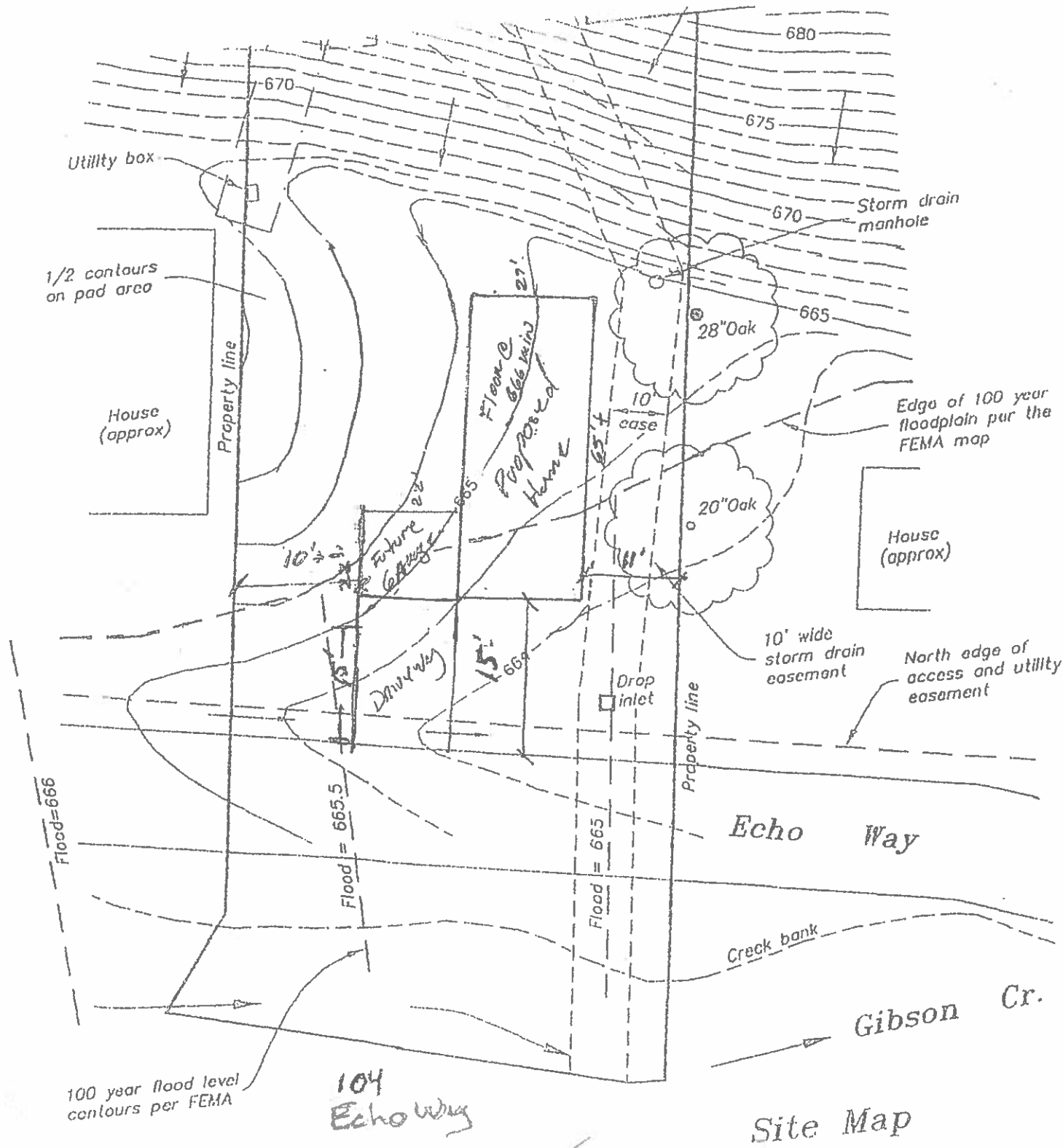
Ronald A Valente
 PROPERTY OWNER / AUTHORIZED AGENT
(PLEASE PRINT NAME)
[Signature] 8/11/23
 PROPERTY OWNER / AUTHORIZED AGENT DATE
(SIGNATURE)

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.

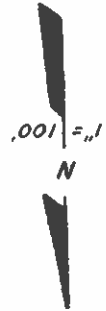
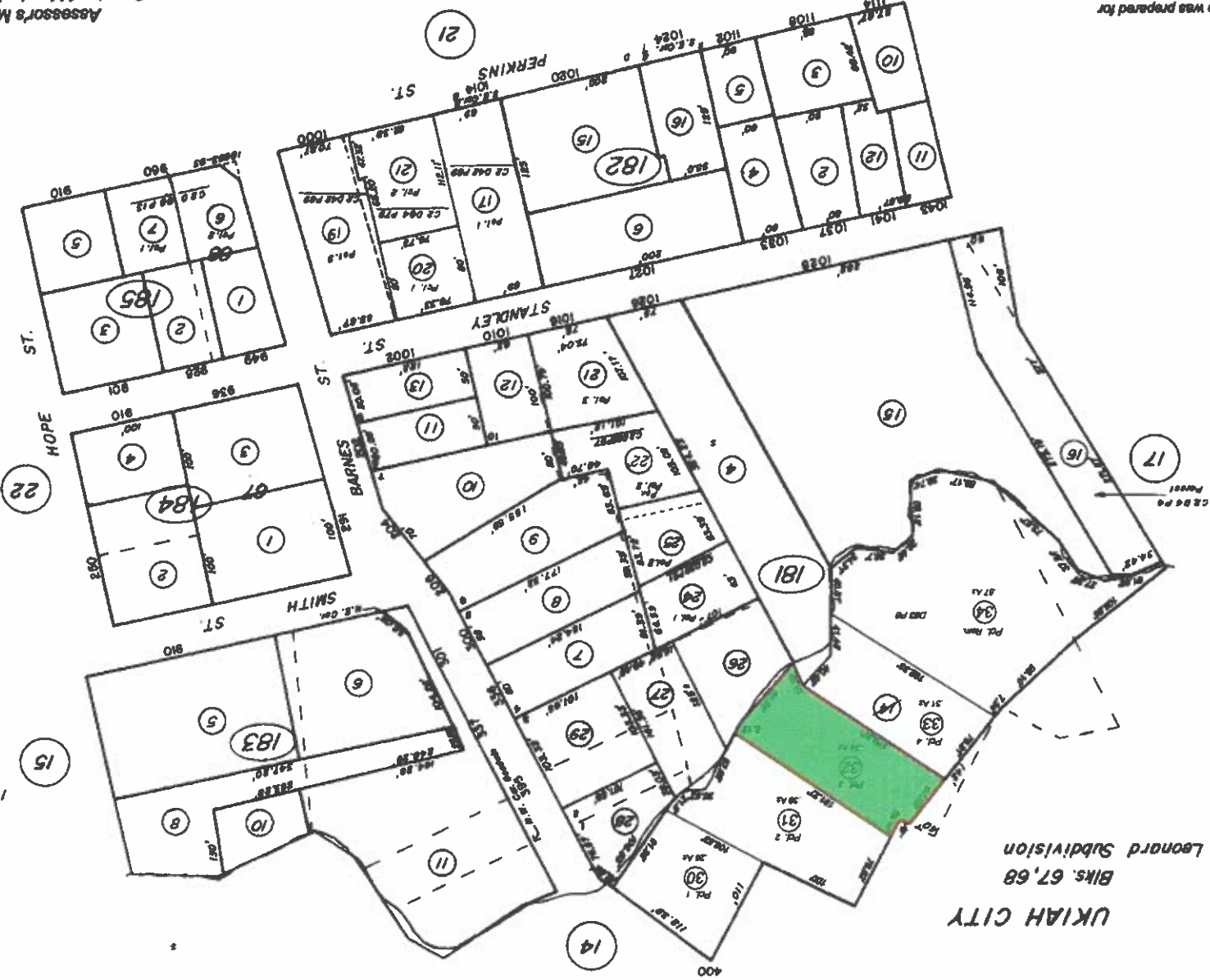
Ronald Valente
Ron's Quality Construction Inc.



Site Map

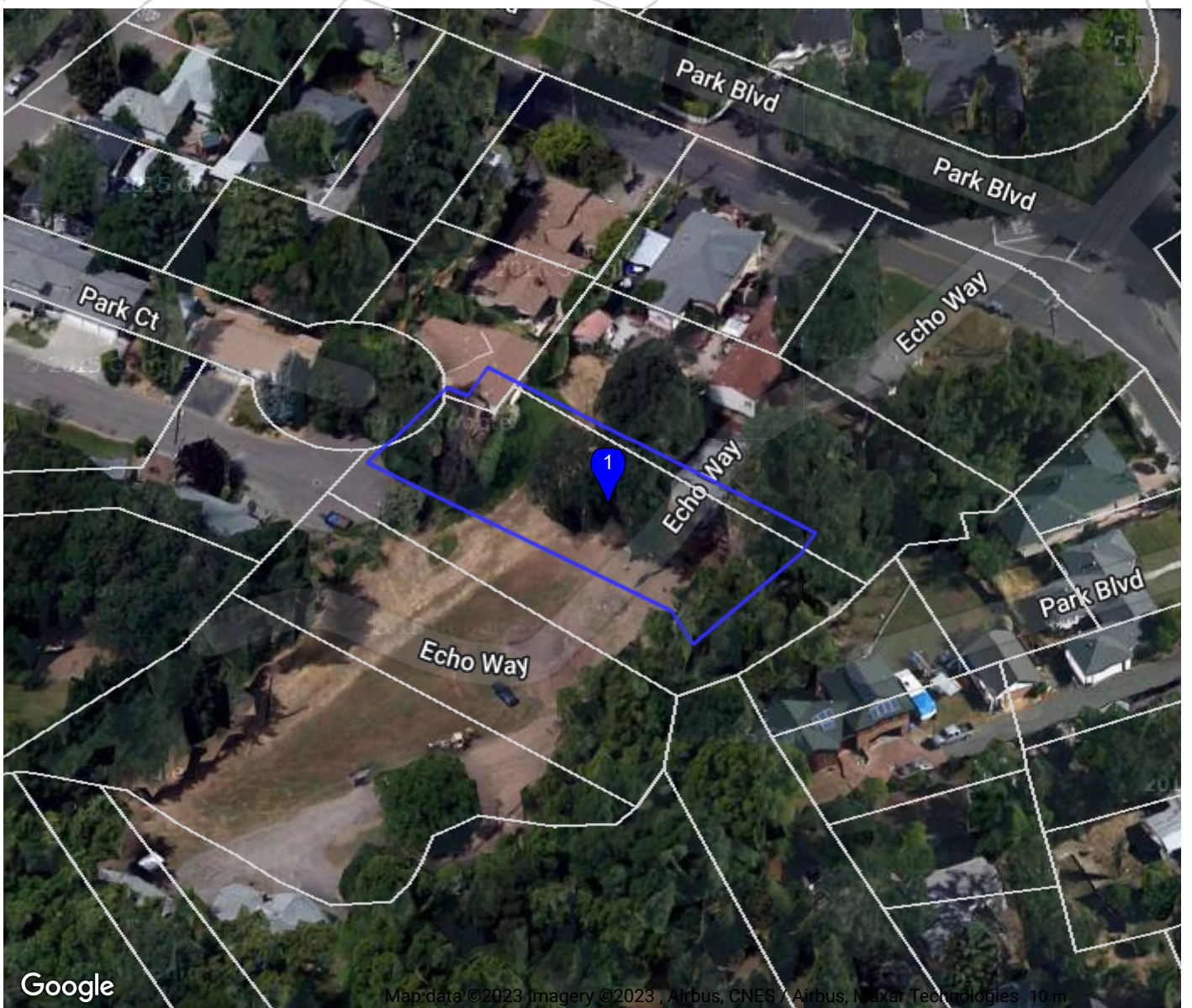
NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data depicted hereon.

UKIAH CITY
Blks. 67, 68
Leonard Subdivision



1-18 3-001

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



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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

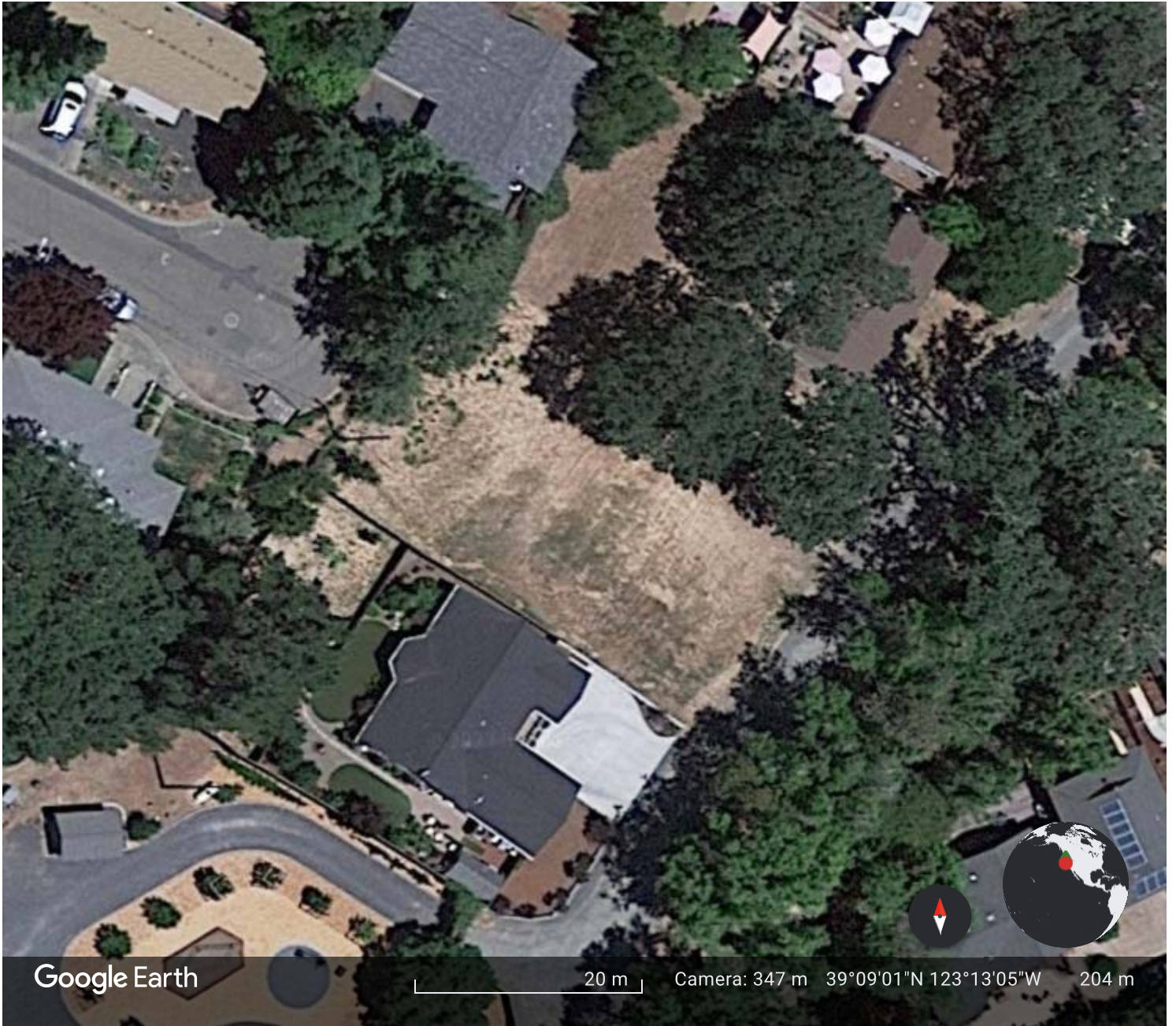
Total Value: \$164,383	Use Code: 01	Use Type: RESID. SINGLE FAMILY
Land Value: \$164,383	Tax Rate Area: 003-001	County Zoning Code:
Impr Value:	Year Assd: 2023	Census Tract: 114.00/2
Other Value:	Property Tax:	Price/SqFt:
% Improved: 0%	Delinquent Yr:	
Exempt Amt:	HO Exempt: N	

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	12/15/2020	06/09/2020	09/11/2018	12/15/2020
Document Number:	17164	06343	11016	17164
Document Type:	GRANT DEED	GRANT DEED		
Transfer Amount:			\$154,000	
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: 0.340	Spaces:	Site Influence:
Lot SqFt: 14,810	Garage SqFt:	Timber Preserve:
Year Built:		Ag Preserve:
Effective Year:		





Existing site, looking Northwest



PROJECT REVIEW REFERRAL
Please provide comments by:

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

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

PROJECT INFORMATION:	
Project Name & Permit #:	(Modification to
Site Address & APN:	Minor Subdivision
General Plan:	No. 12-19)
Zoning:	
Airport Compatibility Zone:	
Date Filed:	
Resubmittal:	
Date Referred:	
Prev. Projects on Site (include file #)	
Applicant/Agent Name:	
Phone:	
Email:	
Project Summary:	

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

Name and Affiliation/Department (please print) _____

- No Comment
- Comments / Conditions of Approval Attached

Signature

Date

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:
FROM PROJECT PLANNER: Michelle Irace, Planning Manager mirace@cityofukiah.com			

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

- No Comment
 Comments / Conditions of Approval Attached

[Signature] 08/16/23
Signature **Date**

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

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: Tuesday, August 15, 2023 3:26 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>; Kahli Johnson <kjohnson@cityofukiah.com>; Cedric Crook <ccrook@cityofukiah.com>; Rick Pintane <rpintane@cityofukiah.com>

Cc: Jesse Davis <jdavis@cityofukiah.com>

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