



Design Review Board

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/82331885053>

Meeting ID: 823 3188 5053

April 25, 2024 - 3:00 PM

The Design Review Board serves as an advisory body to City staff, Zoning Administrator, Planning Commission and City Council to make site design recommendations consistent with the City's Design Review Guidelines. The Design Review Board works with staff and applicants to review proposed site development permit applications, planned development applications and precise development plans, and make recommendations concerning architecture, site design layout, landscaping, parking, signage, exterior lighting and other aspects of urban design to City staff, Zoning Administrator, Planning Commission and City Council as appropriate.

The Design Review Board encourages applicants and/or their representatives to be available at the meeting to answer questions so that no agenda item need be deferred to a later date due to a lack of pertinent information.

1. CALL TO ORDER

2. ROLL CALL

3. CORRESPONDENCE

4. APPROVAL OF MINUTES

4.a. Approval of the March 28, 2024 - Regular Meeting Minutes

Recommended Action: Review and approve the draft minutes for the regular meeting of March 28, 2024

Attachments:

1. March 28, 2024 - Regular Meeting Minutes

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

The Design Review Board (DRB) welcomes input from the audience that is within the subject matter jurisdiction of the DRB . 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.

6. NEW BUSINESS

- 6.a. Request for review and recommendation to the Zoning Administrator regarding a Minor Site Development Permit for refurbishment of an existing gas station, including conversion of the existing garage area for retail use, updates to the façade, improvements to the parking lot,

installation of new landscaping, and revised signage at 734 South State Street; APN 003-031-78; File No. 25-9523.

Recommended Action: Staff is requesting the DRB review the project for consistency with the Community Commercial (C-1) Zoning Code, and the Site Development Permit findings to make a recommendation to the Zoning Administrator regarding the project.

Attachments:

1. Application Materials

- 6.b. Request for review and recommendation to the Planning Commission regarding the construction of a single-story commercial shell structure featuring a drive-thru at 1294 N. State Street; APN 001-370-36; File No. 17-3069

Recommended Action: Staff is requesting the DRB review the project for consistency with the Community Commercial (C-1) Zoning Code and Site Development Permit findings to make a recommendation to the Planning Commission regarding the project.

Attachments:

1. Application Materials

7. MATTERS FROM THE COMMISSION

8. MATTERS FROM STAFF

9. 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 Annex, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Jesse Davis, Chief Planning Manager; 04.19.2024