



Planning Commission

Regular Meeting **AGENDA**

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

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate virtually, go to the following link: <https://us06web.zoom.us/j/91264543193>

To view the meeting (without participating), go to: <http://www.cityofukiah.com/meetings/>

Or you can call in using your telephone only:

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

June 12, 2024 - 6:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Minutes of May 22, 2024, a Regular Meeting

Recommended Action: Approve the Minutes of May 22, 2024, a Regular Meeting.

Attachments:

1. May 22, 2024, Planning Commission Minutes

5. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal stating the reasons for the appeal is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appears and states 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 June 24, 2024.

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

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

7. **SITE VISIT VERIFICATION**

8. **VERIFICATION OF NOTICE**

9. **PLANNING COMMISSIONERS REPORT**

10. **DIRECTOR'S REPORT**

10.a. Receive Community Development Director's Report

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

Attachments:

1. Planning Division Projects Report - 6-1-24

11. **CONSENT CALENDAR**

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

13.a. Consideration of an offer of public artwork on the Mendocino County Public Library – Ukiah Branch consistent with the City's Public Art Policy.

Recommended Action: Staff recommends that the Planning Commission accept the offer of public artwork, as presented based on the Findings in Attachment 1 and the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Draft – Design Review Board Minutes (May 23, 2024)

14. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available at the Civic Center 300 Seminary Ave. Ukiah, CA 95482; and online at: www.cityofukiah/meetings/ at the end of the next business day.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated: June 4, 2024

Stephanie Abba, Planning Commission Clerk

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR MEETING**
Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Virtual Meeting Link: <https://zoom.us/j/91264543193>

**May 22, 2024
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on May 22, 2024. The meeting was legally noticed on May 15, 2024. The meeting was held in person and at the following virtual link: <https://zoom.us/j/91264543193>. Vice Chair de Grassi called the meeting to order at 6:00 p.m.

Vice Chair de Grassi.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Thao Phi, Mark Hilliker, and Alex de Grassi. **Commissioners Absent:** Chair R. Johnson. **Staff Present:** Craig Schlatter, Community Development Director, Jesse Davis, Chief Planning Manager; Darcy Vaughn and Stephanie Abba, Planning Commission Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hilliker.

4. APPROVAL OF MINUTES

a. Approval of the Minutes of April 24, 2024, a Regular Meeting.

Motion/Second: de Grassi/Hilliker to approve the Minutes of April 24 2024, a Regular Meeting as submitted. Motion **carried** by the following Roll Call votes: **AYES:** A. Grainger, T. Phi, M. Hilliker, and Vice Chair A. de Grassi, and. **NOES:** None. **ABSENT:** Chair, R. Johnson. **ABSTAIN:** None.

5. APPEAL PROCESS

Vice Chair de Grassi stated the appeals deadline date is June 03, 2024. No appeals were received.

6. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

No Comments from Audience

7. SITE VISIT VERIFICATION

Verified by the Commissioners

8. VERIFICATION OF NOTICE

Verified by Staff

9. PLANNING COMMISSIONERS' REPORTS

None

10. DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director

June 12, 2024, Meeting, will have one item on the agenda.

June 26, 2024, Meeting, the Legal Department will have training with the Commissioners.

11. **CONSENT CALENDAR**

No items on the Consent Calendar

12. **UNFINISHED BUSINESS**

No Unfinished Business was agendized.

13. **NEW BUSINESS**

- a. Consideration of a proposed Major Site Development Permit to allow for the installation of nine (9) interconnected single-story prefabricated modular structures (totaling ±1,440 square feet) to serve as accessory medical offices for use by the existing health service provider(s) for a period of no more than five (5) years upon occupancy at 280 E Standley Street; APN 002-192-14; File No. 24-0130

RECESS: 6:22 p.m. Technical difficulties

RECONVEYEND 6:24 p.m.

PUBLIC COMMENT: Theresa Maurer, Architect; Daniel Grassi; Greg Greenberg, Director of the New Life Center.

Motion/Second: Hillikier/Phi to approve the Major Site Development Permit to allow for the installation of nine interconnected single-story prefabricated modular structures to serve as the accessory medical offices at 280 E. Standley Street. Motion **carried** by the following Roll Call votes: **AYES:** T. Phi, M. Hilliker, and Vice Chair A. de Grassi. **NOES:** None. **ABSENT:** Chair, Rick Johnson. **ABSTAIN:** None.

14. **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:55 p.m.

Stephanie Abba, Planning Commission Secretary



AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report

DEPARTMENT: Community
Development

PREPARED BY: Jesse Davis, Chief Planning Manager

PRESENTER: Craig Schlatter, AICP

ATTACHMENTS:

1. Planning Division Projects Report - 6-1-24

Summary: Planning Commission will receive the Community Development Director's Report and discuss any questions with Staff.

Background: Director's Reports are bi-monthly oral reports given by the Community Development Director on the status of projects of the Planning Division of the Community Development Department. Updates may include, but are not limited to, application status of major and minor discretionary permits, the implementation status of advanced planning and related 2040 General Plan programs and projects, and updates related to the activities of other divisions of the Department.

Discussion: The June 2024 Planning Division Projects Report (Attachment 1) was presented to the Commission by Chief Planning Manager Jesse Davis on June 3, 2024. The June 2024 report and previous monthly reports are located on the Planning Division Services webpage, under "Current Planning Reports," via the following weblink:

<https://cityofukiah.com/communitydevelopment/planning-services>

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

**City of Ukiah
Submitted Planning Applications**

As of 6/1/2024

Permit #	Site Address	Date of Submittal	Summary of Project	Status
24-9253	734 S. State St.	1/29/24	Minor Site Development Permit to facilitate tenant improvements to a commercial structure associated with an existing gasoline station (MUP #93-10), implement new landscaping and undertake various site improvements, including new signage, fascia, and station upgrades.	DRB Hearing: 4/25/24 (Recommended Approval to ZA); ZA Scheduled for 6/5/24.
17-3069	1294 N. State St.	9/13/17	Resubmitted Major Use Permit and Site Development Permit to allow for construction of two retail suites (including one drive-through), within the Community Commercial (C1) zoning district.	DRB Hearing: 4/25/24 (Recommended Approval to PC); PC Hearing - TBD
24-9265	195 Low Gap Rd.	2/20/24	A General Plan Amendment to convert the subject property from Low Density Residential (LDR) to Community Commercial (CC) land use designation, as well as a Rezone to convert the property from the Low Density Residential (R1) zoning district to the Community Commercial (C1) zoning district. If approved, the intended use of the property would be for a 'Professional Office'.	CEQA IS/MND Draft - In Process
24-9277	961 Marlene Street	3/14/24	Minor Subdivision of an existing 2.3± acre lot into two (2) parcels. Parcel 1 would be 1.23 acres and feature the existing condominiums; Parcel 2 would be 1.07 acres and undeveloped. Additionally, both parcels would be rezoned to R-2, removing the Planned-Development requirements of Use Permit No. 80-40.	CEQA IS/MND Draft - In Process
24-000501	105 North Main Street	5/8/24	Consideration of an offer of public artwork on the Mendocino County Public Library – Ukiah Branch consistent with the City's Public Art Policy.	DRB Hearing: 5/23/24 (Recommend Approval to PC); PC Scheduled for 6/12/24

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



As of 6/1/2024

Permit #	Site Address	Approved Date	Summary of Project	Comments
23-9153	1230 Airport Park Blvd. Suite C	3/14/24	Minor Amendment to a Major Use Permit to allow 'Cannabis Distribution' within an existing structure that currently facilitates 'Cannabis Retail' located within the Airport Industrial Park Planned-Development (Light Manufacturing/Mixed-Use) zoning district.	Approved by Zoning Administrator on 3/14/24.
23-8972	441 N State St.	4/24/24	Major Use Permit for the development of an outdoor cannabis consumption area at an existing 'Cannabis Retail' business within the Community Commercial (C1) zoning district.	Approved by Planning Commission on 4/24/24
24-9268	1310 West Clay St.	4/25/24	Minor Subdivision of an existing .71± acre lot into two (2) parcels. Parcel 1 would be 14,424 square feet gross, while Parcel 2 would be 20,234 square feet within the Low Density Residential (R1) zoning district.	Approved by City Engineer on 4/25/24
24-9258	280 E. Standley St.	5/22/24	Major Site Development Permit to allow for the temporary installation of nine (9) single-story prefabricated modular structures (totaling approximately 1,440 square feet) to serve as supplementary counseling offices for the existing health service provider(s) requiring Major and Minor Exceptions to the Downtown Zoning Code as regulated by Ukiah City Code §9231.5. Additional site modifications include renovation of the existing parking lot, relocation of the trash enclosure, and the addition of vinyl slates to the existing perimeter fencing	DRB Hearing: 3/28/24; Approved by Planning Commission on 5/22/24

**City of Ukiah
Advanced Planning Projects**

As of 6/1/2024

Permit #	Site Address	Approved Date	Summary of Project	Comments
N/A	Citywide	N/A	Ordinance Amendment for modifications to UCC 3016 for Demolition Permit procedures	Working with Rincon Consultants, Inc. to update/streamline Demolition Permit procedures. Funded by Local Early Action Planning (LEAP) Grant. Anticipate bringing proposed amendments forward in early 2024.
N/A	Citywide	N/A	2040 General Plan Implementation Programs	Climate Action Plan, Right-to-Farm Ordinance, SB 743 methodology, Update to Demo Permit Procedures in-process
A_2022-02	Unincorporated Western Hills	N/A	Amendment of the Western Hills Annexation Area - Annexation Application.	Annexation application submitted to LAFCo: 6/8/22. Incomplete letter from LAFCo received 6/29/22. Planning Commission hearing for recommendation to City Council: 11/8/23; City Council hearing: 12/6/23. An amended application was submitted to LAFCo on 03/15/24. Requested revisions will be evaluated by the City Council on 06/19/24.
N/A	Citywide	N/A	Ordinance Amendment to residential zoning districts R1 to facilitate 'Missing Middle Housing' development, including 'Cottage Court', and clarify existing regulations for ADUs & JADUs.	Ad Hoc Review Scheduled for 05/16/24; Tentative PC Hearing on 7/24/24



DATE: June 12, 2024
TO: Planning Commission
FROM: Jesse Davis, Chief Planning Manager

SUBJECT: Consideration of an offer of public artwork on the Mendocino County Public Library – Ukiah Branch consistent with the City’s Public Art Policy.

SUMMARY

OWNER(S):	City of Ukiah
APPLICANT:	Ukiah Friends of the Library
LOCATION:	105 N Main St. Ukiah; APN (002-192-18)
TOTAL ACREAGE:	±.40 acres (±17,524sq ft)
GENERAL PLAN:	Downtown Core (DC)
ZONING DISTRICT:	General Urban (GU)
AIRPORT COMPATABILITY:	Zone 4
ENVIRONMENTAL DETERMINATION:	Categorical Exemption, pursuant to CEQA Guidelines Section 15301, Existing Facilities(a)
RECOMMENDATION:	Approval with Conditions, based on the Findings contained in Attachment 1 , and the Conditions of Approval in Attachment 2 .

PROJECT DESCRIPTION AND BACKGROUND

An offer of Public Artwork was received from the Ukiah Friends of the Library on May 8th, 2024, and the Application was deemed complete on May 16, 2024. The application follows a public ‘Call for Artists/Request for Proposals’ that featured a deadline of March 15, 2024.

The site selected for the mural is the wall to the left of the main entrance to the Mendocino County Library - Ukiah Branch at 105 North Main Street. Per a request of the Friends of the Library, the City of Ukiah provided a Letter of Support for the development of a mural, which is included within the Application Materials (**Attachment 3**).

To review responses to the RFP, an artist selection panel consisting of six (6) members was formed. The artist selection panel included a representative of the Ukiah Branch Library, Friends of the Library, Library Advisory Board, City of Ukiah, Arts Council of Mendocino County and Mendocino County. The panel reviewed submissions and selected a professional local artist, Dell Linney. The following thematic considerations informed their review and selection:

- Literary or book theme;
- Colorful, vibrant imagery;
- Fun or festive, uplifting;
- Inclusive and welcoming to all.

The mural concept selected by the Friends of the Library was tailored for the location and was designed to be a colorful and welcoming expression of art. Dell's concept design is of three (3) young children huddled over a book together. Together they are imagining themselves as the heroes in a fantasy novel, riding iconic mythological creatures into an adventure of their imagination.

This mockup design is subject to potential visual alterations, though the spirit of it will remain unchanged. Inspiration was taken from famous American artists Andrew Wyeth and Norman Rockwell's paintings of boys reading, showing the visual representation of their imaginations behind them. Figure 1, below, includes a before and after of the proposed mural:

Figure 1 – Before & After



DISCUSSION

Upon review, the proposed mural can be supported by Staff, given that it meets all criteria identified in the City's Public Art Policy. The Public Art Policy, included below, lists the following factors that may be considered by the Planning Commission when considering the selection of artwork for installation in public places:

- **Qualifications of the Artist:** Artists may be selected based on their qualifications as demonstrated by past work, and the appropriateness of their concepts to the project.
 - *Dell Linney is a professional, multidisciplinary visual artist based in Mendocino County with previous local work for the Ukiah Players Theater, as well as private commissions.*
- **Quality of the Artwork:** Of highest priority are the design capabilities of the Artist and the inherent quality of the Artwork.

The selected artist, Dell Linney is known for their skill and creativity, particularly in creating engaging artwork for public benefit. Linney maintains a portfolio that demonstrates a consistent ability to produce high-quality, vibrant art.

The proposed mural design has been carefully crafted to enhance the aesthetic appeal of the library in alignment with the RFP/Call for Artists. This offer for public artwork also serves as a tool to stimulate curiosity among children. The detailed and thoughtful design process, along with the artist's proven track record, ensures that the artwork will be of high-quality, making it a valuable addition to the community. Therefore, the mural is fully aligned with the requirement that emphasizes the design capabilities of the artist, and the inherent quality of the artwork.

- **Artistic Value:** Public Artwork shall have a recognized aesthetic value.

The proposed mural meets the requirement that "Public Artwork shall have a recognized aesthetic value." The mural's design incorporates vibrant colors, playful imagery, and educational themes that are appealing to children and the community at large. The artwork has been reviewed and recommended for approval by Design Review Board, which is comprised of art/design professionals, for its ability to enhance the visual environment, and engage young patrons. The aesthetic value of the mural is recognized through its thoughtful composition, creativity, and its ability to inspire and educate the library's patrons.

- **Media:** All forms of visual arts should be considered.

This mural project incorporates a diverse range of artistic expressions, including vibrant illustrations, mixed media techniques, and elements designed to engage young audiences. By including various artistic styles/influences, including Rockwell and Wyeth, the mural beautifies the library entryway and creates a welcoming sentiment. This inclusive approach ensures that the mural reflects the comprehensive consideration of all forms of visual arts, making it a valuable addition to the community and the cultural landscape of the library.

- **Appropriateness to Site:** Artwork designs shall be appropriate in scale, material, form and content to their immediate social and physical environments.

The proposed mural for the library meets the requirement of appropriateness to site as follows:

Material: *The materials selected for the mural, including weather-resistant paints and protective coatings, are suitable for the library's exterior. These materials ensure the durability and longevity of the artwork in the face of local climate conditions, thereby maintaining the mural's aesthetic quality and integrity over time.*

Form: *The form of the mural integrates seamlessly with the library's architectural style, incorporating lines that complement the building's design elements, and allowing integration with future landscaping as discussed during the Design Review Board meeting on May 23, 2024. The mural's shapes and figures are thoughtfully arranged to create a harmonious visual flow that aligns with the library's existing structural aesthetics.*

Content: *The content of the mural, which includes vibrant, child-friendly images and themes related to reading, learning, and imagination, is highly appropriate for the library's social environment. It reflects the library's mission to inspire and educate children, fostering a welcoming and stimulating atmosphere for young visitors. The artwork also incorporates culturally diverse characters and themes, resonating with the community's demographic diversity and promoting inclusivity.*

Overall, the mural's design has been meticulously planned to ensure that it is not only visually appealing but also contextually relevant to the library's role as a community hub for education and enrichment. This alignment with both the physical and social environments of the library underscores the mural's appropriateness to the site.

- **Size and Weight for Outdoor Artwork:** Public Artwork located in an outdoor Public Place shall be of appropriate and suitable weight to sustain interaction with the public.

The proposed mural for the library meets the requirement of appropriateness to site as follows:

Scale: *The mural is designed to be proportional to the dimensions of the library's exterior wall, ensuring that it neither overwhelms the architectural features of the building nor appears insignificant. Its size has been carefully considered to be visible and engaging for both children and adults, enhancing the library's visual appeal without dominating the surrounding structures.*

Form: *The form of the mural integrates seamlessly with the library's architectural style, incorporating lines that complement the building's design elements, and allowing integration with future landscaping. The mural's shapes and figures are thoughtfully arranged to create a harmonious visual flow that aligns with the library's existing structural aesthetics.*

- **Appropriateness to City's Public Art Purpose:** Artworks should address a commitment to enhancing Public Places, creating a sense of place and giving character to neighborhoods.

The proposed mural aligns with the City's Public Art purpose by significantly enhancing a public space. The mural's vibrant and engaging imagery fosters a welcoming atmosphere, transforming the library into a focal point of the community. By incorporating themes and elements that resonate with children and families, the mural helps create a sense of place and identity for the neighborhood. This public artwork not only beautifies the area but also contributes to the cultural and aesthetic enrichment of the community, thereby giving character and uniqueness to the neighborhood. This aligns perfectly with the City's commitment to enhancing Public Places and strengthening community bonds through art.

- **Permanence:** Consideration shall be given to structural and surface integrity, permanence and protection of the proposed artwork against theft, vandalism, weather, and excessive maintenance and repair costs.

The mural on the library has been carefully evaluated and meets the requirement for permanence. The following considerations have been addressed:

Structural and Surface Integrity: *The mural will be created using high-quality, durable paints specifically designed for outdoor art installations. These paints are intended for their resilience and longevity, ensuring that the mural will maintain its structural and aesthetic integrity over time. The surface of the library wall has been inspected and deemed suitable to support the mural, providing a stable and secure foundation.*

Permanence: *The mural will be coated with a protective UV-resistant sealant to prevent fading and deterioration from exposure to sunlight. This coating will also enhance the mural's ability to withstand harsh weather conditions, including rain, wind, and temperature fluctuations.*

Weather Resistance: The mural materials and protective coatings will be specifically chosen for their ability to resist damage from various weather conditions. This includes water-resistant properties to prevent water damage and the ability to withstand seasonal temperature changes. The selected location in a partially covered alcove area should also enhance longevity.

Maintenance and Repair Costs: The selection of durable materials and protective coatings will minimize the need for frequent maintenance and repairs. A maintenance plan will be established, detailing periodic inspections and any necessary touch-ups to ensure the mural remains in optimal condition. This proactive approach will help control maintenance costs and extend the lifespan of the mural.

Based on these considerations, the proposed children's mural on the library is expected to maintain its integrity, appearance, and value over time, fulfilling the requirement for permanence.

- **Public Liability:** Safety conditions or factors that may bear on public liability must be considered in selecting an Artist or Public Artwork.

The proposed children's mural for the library has been carefully evaluated with regard to public liability and safety conditions. The selected artist, Dell Linney, has an established reputation for creating public artworks that prioritize safety and community engagement. The mural design and installation process incorporate several safety measures to mitigate any potential risks:

Material Selection: The artist will use non-toxic, durable paints and materials that are safe for both children and adults, ensuring there are no harmful substances that could pose health risks to the public.

Installation Process: The mural will be installed using secure, weather-resistant techniques to prevent any parts from becoming loose or hazardous over time. The installation will be overseen by professionals to guarantee adherence to safety standards and is occurring outside of any public right of way, negating the need for an encroachment permit. The area is outdoors and appears well-ventilated.

Visibility and Accessibility: The mural will be placed in a location that is easily visible and accessible to the public, avoiding any areas where it might obstruct pathways or create blind spots that could lead to accidents.

Community Engagement: The library has a history of successful community projects, demonstrating a commitment to creating public benefits and events that are safe and enjoyable for public spaces. Additionally, community involvement in the mural's planning and execution phases ensures that any local concerns regarding safety are addressed.

Through these measures, the proposed mural not only enhances the aesthetic appeal of the library but also adheres to safety considerations, thereby minimizing any potential public liability. This careful approach aligns with the requirement to consider safety conditions or factors that may bear on public liability in the selection of the artist and the public artwork.

- **Diversity:** Public Artwork shall strive for diversity of style, scale, media and artists, including ethnicity and gender of Artists selected.

The content of the mural, which includes vibrant, child-friendly images and themes related to reading, learning, and imagination, is highly appropriate for the library's social environment. It reflects the library's mission to inspire and educate children, fostering a welcoming and stimulating atmosphere for young visitors. The artwork also incorporates culturally diverse characters and themes, resonating with the community's demographic diversity and promoting inclusivity.

- **Communication:** The ability of the Public Artwork to effectively communicate should be taken into consideration.

When evaluating the effectiveness of a public artwork, one critical criterion to consider is its ability to communicate. Public artworks are not just visual elements in a space; they are often meant to convey messages, tell stories, evoke emotions, or provoke thought. Given the clarity of the explicit and implicit messages, audience engagement, contextual relevance, visual and aesthetic appeals, as well as the emotional impact created by the evocation of imagination, this offer for public art appropriately considers issues of communication with all patrons of the library, as well as the public.

- **Maintenance:** Consideration shall be given to the type and scope of maintenance necessary to preserve the Public Artwork in a Public Place.

As the public artwork will be located on a public structure routine maintenance, including regular cleaning, dusting, and inspections to prevent deterioration and address minor issues; preventative maintenance measures to prevent damage, such as applying protective coatings, installing barriers, or regular check-ups will be facilitated by the County of Mendocino maintenance staff or identified contractors.

NOTICE

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

- Posted on the Project site on Friday, May 31, 2024;
- Mailed via USPS to all property owners within 300 feet of the subject property, as well as public agencies having jurisdiction on Friday, May 31, 2024.
- Posted at the Civic Center (glass case) 72 hours prior to the public hearing;
 - While Staff have typically posted the associated public notice for 'Mural Permits' in the Ukiah Daily Journal, Staff determined, in consultation with the City Attorney, that posting in a newspaper of general circulation is not required for 'Mural Permits', so long as sufficient notice is still provided in other formats.
 - Mural permits are not considered one of the City's discretionary planning permits, which includes use permits, site development permits, variances, Pre-zones, Rezones and General Plan Amendments.

AGENCY COMMENTS

This project was not distributed for agency review and comment, but Staff coordinated and involved the Department of Community Services in the evaluation of this offer of public art to ensure that ongoing considerations, such as maintenance were addressed. A notice was mailed to the Mendocino County General Services Administration, which maintains the library facility.

Pursuant to the City's Public Art Policy, the proposed mural was reviewed by the Design Review Board and provided with the recommendation that the mural be approved with no requested modifications or issues identified.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15301, Existing Facilities (a) interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances with no expansion of use. This project involves exterior improvements to a developed public facility structure that involves no construction. There are no unusual circumstances that would result in a reasonable possibility of a significant effect, and the project is determined to be consistent with the applicable general plan designation and policies, including applicable public art regulations. As such, the Project qualifies for the aforementioned CEQA exemption.

RECOMMENDATION

Staff recommends that the Planning Commission accept the offer of public artwork, as presented in the Staff Report dated June 12, 2024, based on the Findings in Attachment 1 and subject to the Conditions of Approval conveyed in Attachment 2.

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials
4. Draft – Design Review Board Minutes (May 23, 2024)



DRAFT FINDINGS
MURAL PERMIT – UKIAH BRANCH LIBRARY
105 NORTH MAIN STREET, UKIAH, APN (002-192-18)

The Community Development Department's recommendation for conditional approval of a Mural Permit near the entry of the Mendocino County Ukiah Branch Library, as described in the application materials and Staff Report dated June 12th, 2024, is based in part on the following findings, in accordance with UCC §3225(g).

1. The mural would not be incompatible with the building, site or surrounding environment.

The proposed mural would be located on the exterior walls near the entry of the Mendocino County Ukiah Branch Library. The mural would not be incompatible with the site or surrounding environment, as the Applicant has selected the artwork, in part, because of its alignment with identified themes such as literacy and inclusivity. The mural concept selected by the Friends of the Library was tailored for the location and was designed to be a colorful and welcoming sight for all. The artist's concept design is of three (3) young children huddled over a book together, clearly aligning with function of the structure.

2. The mural would have a negligible impact on motorists and traffic hazards.

No aspect of the mural could be construed as impacting the ability of motorists to navigate a public or private street, as it is positioned within an alcove of the structure's entryway in a manner that reduces its visibility to the motorists, due to parked cars and other street improvements.

3. The mural does not contain written messages or additional advertising signage.

No aspect of the mural could be construed as advertising or signage. There is no written text included on the mural. Like similar public-murals, Staff expects a plaque to be included, which would need to conform to the requirements of the City's Public Art Policy, which state that signage shall be limited to the artist's name, title, and date of work and, where appropriate, a dedication with the name of the donor or lender.

4. The proposed Project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines §15301, Existing Facilities (a) interior or exterior alterations involving such things as interior partitions, plumbing, painting, and electrical conveyances with no expansion of use.

5. The Notice of the Public Hearing was provided in the following manner; posted on the Project site on May 31, 2024; 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 May 31, 2024.



DRAFT CONDITIONS OF APPROVAL
MURAL PERMIT – UKIAH BRANCH LIBRARY
105 NORTH MAIN STREET, UKIAH, APN (002-192-18)

The following Conditions of Approval shall be made a permanent part of the Mural Permit; shall remain in force regardless of property ownership and shall be implemented for this entitlement to remain valid.

Approved Project Description: Consideration of an offer of public artwork on the Mendocino County Public Library – Ukiah Branch consistent with the City’s Public Art Policy.

CITY OF UKIAH – CONDITIONS OF APPROVAL

1. This approval is not effective until the 10-day appeal period 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.
2. All use, construction and the location thereof shall conform to the application and to any supporting documents submitted therewith, including any maps or sketches accompanying the application or submitted by applicant in support thereof.
3. If any condition is violated or if any required approval is not obtained, then the approval granted shall be null and void; otherwise, to continue in full force and effect indefinitely until otherwise terminated.
4. The approved Project may be revoked through the City's revocation process if the approved project is not being conducted in compliance with the stipulations and conditions of approval; or, if the project is not established within two (2) years of the effective date of approval; or, if the established Project for which approval was granted has ceased or has been suspended for twenty-four (24) consecutive months.
5. Except as otherwise specifically noted, any Project approval shall be granted only for the specific purposes stated in the action approving such Project and shall not be construed as eliminating or modifying any building, use, or zone requirements except as to such specific purposes. The proposed offer of public artwork shall not substantially deviate from the project conveyed within the Application materials and approved by the Planning Commission.
6. The applicant shall obtain and maintain any permit or approval required by law, regulation, specification, or ordinance of the City of Ukiah and other Local, State, or Federal agencies as

applicable.

7. Graffiti shall be removed from the mural within a timely manner and the mural shall be maintained for aesthetic quality.
8. The Applicant shall not conduct work or prohibit access to any pedestrian or vehicular right of way. If work or closure of a public right of way is required than an encroachment permit shall be secured by the Applicant.

DRAFT



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: Ukiah Library Mural																							
PROJECT ADDRESS/CROSS STREETS: 105 North Main Street				AP NUMBER(S): 002-192-18																			
APPLICANT/AUTHORIZED AGENT: Friends of the Library		PHONE NO: 707-313-2087		FAX NO: 																			
E-MAIL ADDRESS: mbsavoy@gmail.com																							
APPLICANT/AUTHORIZED AGENT ADDRESS: Michelle Savoy			CITY: -		STATE/ZIP: -																		
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT: City of Ukiah		PHONE NO: 		FAX NO: 																			
E-MAIL ADDRESS: planningdivision@cityofukiah.com																							
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT 300 Seminary Avenue			CITY: Ukiah		STATE/ZIP: CA/95482																		
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☒ YES ☐ NO																							
☐ AIRPORT LAND USE COMM. DETERMINATION REFERRAL 100.0800.611.003	\$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	\$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	\$																		
☐ ANNEXATION 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	\$	☐ USE PERMIT – MAJOR 100.0400.449.001	\$																		
☐ APPEAL 100.0400.449.001	\$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	\$	☐ USE PERMIT – MINOR 100.0400.449.001	\$																		
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	\$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	\$	☐ VARIANCE – MAJOR 100.0400.449.001	\$																		
☒ MURAL PERMIT 100.0400.449.001	\$ 0	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	\$	☐ VARIANCE – MINOR 100.0400.449.001	\$																		
☐ PRE-DEVELOPMENT MEETING 100.0800.611.003	\$	☐ MINOR SUBDIVISION/TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	\$	☐ ZONING AMENDMENT MAP OR TEXT 100.0800.611.001	\$																		
☐ STAFF RESEARCH (MORE THAN 1 HOUR) 10023100.41153	\$	☐ MAJOR SUBDIVISION/TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	\$	☐ REZONING 100.0800.611.001	\$																		
☐ LOT LINE ADJUSTMENT OR MERGER 100.0800.610.001	\$	☐ OTHER	\$	☐ OTHER	\$																		
<table border="1"> <tr> <td>COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$ 50</td> <td>MAJOR PERMIT DEPOSIT:</td> <td>\$ 0</td> <td>FILING DATE:</td> <td>05/16/2024</td> </tr> <tr> <td>COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$</td> <td>MINOR PERMIT FEE:</td> <td>\$ 0</td> <td>TOTAL AMOUNT PAID:</td> <td>\$ 0</td> </tr> <tr> <td>COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.</td> <td>\$</td> <td>TOTAL FEE:</td> <td>\$ 50</td> <td>RECEIPT NUMBER:</td> <td></td> </tr> </table>						COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	\$ 50	MAJOR PERMIT DEPOSIT:	\$ 0	FILING DATE:	05/16/2024	COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	MINOR PERMIT FEE:	\$ 0	TOTAL AMOUNT PAID:	\$ 0	COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$ 50	RECEIPT NUMBER:	
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COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	\$	TOTAL FEE:	\$ 50	RECEIPT NUMBER:																			
APPLICATION NUMBER(S): #24-000501																							

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 - See Attached

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: 17,524 sq ft	Building Size: N/A	Number of Floors: 1 Story	
Use of Building (check all that apply)	Description	Square Footage	Number of Units/Suites
☐ Office (business/professional)			
☐ Office (medical/dental)			
☐ Retail			
☐ Light Industrial			
☐ Residential			
☒ Other:	Library	N/A	N/A
Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts:	Days and Hours of Shifts:		
Number of Employees/Shift:			
Loading Facilities: ☐ Yes ☐ No	Type/Vehicle Size:		
Deliveries: ☐ Yes ☐ No	Type:	Number (day/week/month):	Time(s) of Day:
Outdoor areas associated with use? (check all that apply) ☐ Yes ☐ No	Sales area: ☐ Yes ☐ No Square Footage:	Unloading of deliveries: ☐ Yes ☐ No Square Footage:	Storage: ☐ Yes ☐ No Square Footage:
Noise Generating Use? ☐ Yes ☐ No	Description:		

To Be Completed by Staff

General Plan Designation: Downtown Core (DC)	Zoning District: General Urban (GU)	Airport Land Use Designation: Zone 4
City's Architectural & Historic Inventory: ☐ YES ☒ NO	Age of Building: N/A	Demolition Policy: N/A
Hillside: ☐ YES ☒ NO	Flood Designation FIRM Map: N/A	Flood Designation Floodway Map: N/A
Tree Policies		
General Plan Open Space Conservation ☒ NO ☐ YES GOAL/POLICY #:	Community Forest Management Plan ☒ NO ☐ YES GOAL/POLICY #:	
Landscaping and Streetscape Design Guidelines ☒ NO ☐ YES GUIDELINE #:	Commercial Development Design Guidelines ☒ NO ☐ YES GUIDELINE #:	
Tree Protection and Enhancement Policy ☒ NO ☐ YES NOTES:	Tree Planting and Maintenance Policy ☒ NO ☐ YES NOTES:	
UCC: Street Tree Policy, Purpose and Intent ☒ NO ☐ YES NOTES:	Other:	
Notes		

I, Sage Sangiacomo, owner authorize Firends of the Library (Michele Savoy) 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).

See Letter of Support

PROPERTY OWNER SIGNATURE

DATE

I, Firends of the Library (Michele Savoy), 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.

☐ 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.

Friends of the Library (Michele Savoy)

☐ PROPERTY OWNER / ☒ AUTHORIZED AGENT

(PLEASE PRINT NAME)

friends of the Library (Michele Savoy)

☐ PROPERTY OWNER / ☒ AUTHORIZED AGENT

(SIGNATURE)

5/9/2024
DATE

Revised 02/06/2024

Ukiah Library Mural Project
proposal design

Dell Linney 2024



Ukiah Friends of the Library



105 North Main St. Ukiah, CA. 95482

(707) 510-6270

friendsofthelibrary.ukiah@gmail.com

Call for Artists/ Request for Proposals

Ukiah Mural Project

Deadline to Apply: March 15, 2024

Contact: Michele Bisson Savoy, email friendsofthelibrary.ukiah@gmail.com

1. Art Opportunity

The Ukiah Valley Friends of the Library Working Group will provide up to \$5,000 to fund a project in which an artist will be commissioned to design, create, and install a mural on a wall of the main entrance to the Ukiah Branch Library. The site eligible for the mural is the wall to the left of the entrance of the Mendocino County Library, Ukiah Branch entrance at 105 North Main Street.

2. Overview

The Ukiah City Council unanimously approved the City's first Public Art Policy on July 20, 2016. The Policy generated community enthusiasm for new murals and, in certain cases, for the restoration of existing murals. The mural funded in this project must follow the City's new Public Art Policy which can be found at <https://cityofukiah.com/wp-content/uploads/2022/05/Public-Art-PolicyDraft-062016ATT1.pdf>.

The mural design will need to be approved by the Mendocino County Board of Supervisors, and the artist selected to complete the mural will be required to enter a contact with the County of Mendocino

3. Theme

Successful proposals for the wall to the left of the Ukiah Library entrance at 105 N. Main Street will include the following themes:

- A. Literary or book theme
- B. Colorful, vibrant imagery
- C. Fun or festive, uplifting
- D. Inclusive and welcoming to all

4. Timeline

March 15, 2024 Postmark deadline for application materials

March 29, 2024 Artist Selection Panel meets to choose finalists

April 5, 2024 Begin Finalist interviews and project reviewed per Public Art Policy

December 21, 2024 Deadline for completion of installation of artwork

Ukiah Friends of the Library



105 North Main St. Ukiah, CA. 95482

(707) 510-6270

friendsofthelibrary.ukiah@gmail.com

5. How to Apply

Artist interested in this project must prepare and submit the following:

1. **Letter of Interest.** The letter should be no more than one page in length and should explain the artist's interest in the project. Please confirm in this letter that you have read the City of Ukiah's Public Art Policy.
2. **Statement of Past Public Art Experience.** Please describe the dimensions, materials, location, and cost of any past public art commissions. Briefly describe working methods and installation.
3. **Work Samples.** Please attach or enclose up to ten images of representative work. Please identify the medium, date of creation, dimensions and location of each sample.
4. **Proposal.** Please identify the site location, dimensions, medium and description of the work you are proposing. Please address how the work will be installed and/or attached including any long-term maintenance instructions.
5. **SASE.** A self-addressed stamped envelope must be included for the return of application materials.
6. **Optional:** Include up to three selections of support materials such as reviews, news articles or other related information.

Artists must submit the above materials by March 15, 2024 at 5:00 pm to:

The Ukiah Valley Friends of the Library

Attn: Working Group

105 North Main Street

Ukiah, CA 95482

friendsofthelibrary.ukiah@gmail.com

6. Selection and Approval Process

An Artist Selection Panel consisting of six members representative of the Library, Friends of the Library, Library Advisory Board, City of Ukiah, Arts Council of Mendocino County and Mendocino County will review all submissions and select artist to be interviewed. The finalists will be invited for a site visit and to meet with the committee. Finalists will then be asked to develop a conceptual approach (rendering) of the proposed artwork, and to provide details including concepts, material, size, weight, hanging requirements, detail of maintenance guidelines, and budget. The proposal will then follow the approval and implementation processes outlined in the Public Art Policy. Finalist will be compensated \$200 for their participation in this stage of the project. Once the project secures City Approval, the work may be completed and installed.

- A. The successful artist will design, create and install the mural.
- B. The successful artist will be able to fulfill all the documented requirements in the City of Ukiah's Public Art Policy section III.1.

Ukiah Friends of the Library



105 North Main St. Ukiah, CA. 95482

(707) 510-6270

friendsofthelibrary.ukiah@gmail.com

- C. The artist will provide written information and supplies needed for maintenance and repairs in the event the mural becomes vandalized or worn.

7.Non-Discrimination

Mendocino County is an equal opportunity provider and employer, and all qualified applicants will receive consideration without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

The successful artist shall not discriminate against any person who performs work there under because of race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliations, or any other factor prohibited by law.

Additional Information

Mendocino County Standard Services Agreement

All questions regarding this RFP shall be submitted in writing (email is acceptable). The questions and answers will be provided by the Ukiah Working Group in writing, in the form of an addendum to all known interested artists.

If you have any questions or need additional information, please contact Michele Savoy at (707) 510-6270 or email friendsofthelibrary.ukiah@gmail.com.

UKIAH LIBRARY MURAL PROPOSAL

Dell Linney
(707) 477-3839
poultryheist@gmail.com

ARTIST STATEMENT:

Dell Linney is a Mendocino county multidisciplinary visual artist, who dabbles in any and all artistic mediums available to them, from painting to sculpture, and from concept art design to stage puppetry.

Dell was raised with art in her life from a young age and always had fondness for drawing. Dell's narrative art draws inspiration from folk tales, fantasy creatures, and the natural world.

As a teenager she found cosplay as an artistic outlet and that led to volunteering at Ukiah Players Theatre. Dell has been acting, creating, and playing there for more than a decade now. Dell has a fondness for using recycled materials creatively, giving a second life to something that would be discarded.

BEFORE AND AFTER MOCKUP:



BUDGET:

\$5000

Includes materials, pre-production, time spent painting, assistance, and potential scaffolding structural needs.

PAINT:

Nova Color Acrylic paint

TIMELINE:

This mural will be worked on during the summer months of 2024



MURAL PROPOSAL

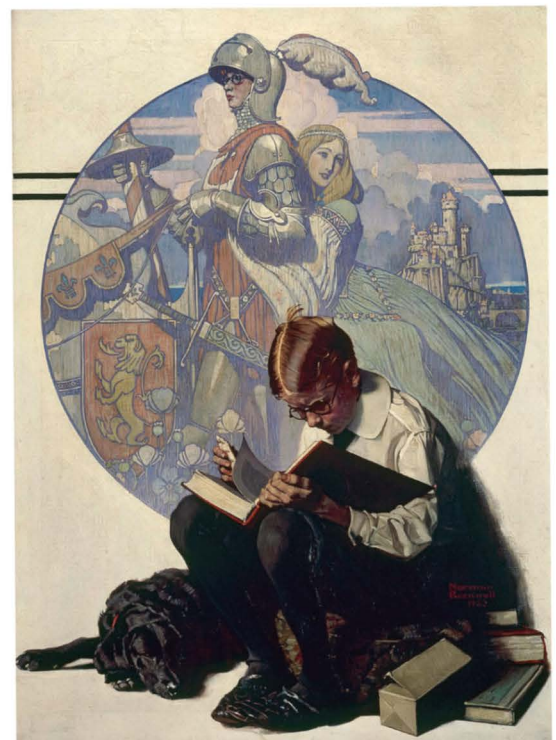
This mural concept was made especially for the location to be a colorful and welcoming sight for all. Dell's concept design is of three young children huddled over a book together. Together they are imagining themselves as the heroes in a fantasy novel, riding iconic mythological creatures into an adventure of their imagination.

This mockup design is subject to potential visual alterations, though the spirit of it will remain unchanged.

Inspiration was taken from famous American artists Andrew Wyeth and Norman Rockwell's paintings of boys reading, showing the visual representation of their imaginations behind them.



Wyeth (left)
Rockwell (right)



RELEVANT PREVIOUS WORKS:

The Ukiah Players Theatre truck. Dell has painted this truck since 2013, at times for every mainstage production on the season. It must have 50 layers of shows on it by now and as of writing this it is still in operation as a work truck.

Here is a small collection of some of its best looks through the years.

(As an aside, the paint used on the top image is NovaColor acrylic, the same brand of highly pigmented weather resistant paint that will be used on the Ukiah Library mural.)



RELEVANT PREVIOUS WORKS:

This is a private commission of a small shed mural of some of our native wildflowers as well as some garden flowers.





January 19, 2024

Michele Bisson Savoy
11501 Pratt Ranch Road
Hopland, CA 95449

Subject: Letter of Support – Ukiah Library Working Group

To Whom It May Concern,

I am writing on behalf of the City of Ukiah to express our support for a proposed public art mural at the Ukiah Main Branch – Mendocino County Library located at 105 N Main Street (APN 002-192-18). The City of Ukiah has a rich history of endorsing and facilitating public art projects, evident in our previous collaborations on notable local murals such as the 'Mayor's Monarch Mural' in Alex Thomas Plaza and the 'Past, Present & Future' mural on the Ukiah Valley Conference Center along West Church Street.

We recognize the significance of supporting such endeavors with appropriate funding mechanisms to not only facilitate their creation but also ensure the ongoing maintenance of these valuable public art installations.

In collaboration with the Ukiah Library Working Group, City Staff are actively working towards the realization of this envisioned mural. We sincerely appreciate your involvement in reviewing the "Call for Artist" letter, a crucial initial step in a comprehensive permit process that will ultimately lead to the creation of an inspiring piece of public art. The library, being a cornerstone of our community, serves as an ideal location for a mural that will further enrich our public spaces.

We eagerly anticipate the unveiling of the selected visualization, guided by the criteria outlined in the City's Public Art Policy. Given the public review process associated with this policy, which includes evaluation by the Design Review Board and approval by the Planning Commission, the City is assured that the selected design will support the continued revitalization and beautification of the Downtown area.

Should you have any questions or require further information about this project, please do not hesitate to contact us. We are enthusiastic about the positive impact this proposed mural will have on our community and look forward to its successful completion.

Thank you for your dedication to enhancing the cultural landscape of Ukiah.

Sincerely,

Sage Sangiacomo
City Manager, City of Ukiah
300 Seminary Avenue
Ukiah, CA, 95482

**CITY OF UKIAH
DESIGN REVIEW BOARD
REGULAR MEETING MINUTES
Held In-Person and via Zoom teleconference
May 23, 2024
3:00 p.m.**

1. CALL TO ORDER

The meeting was held in person at 300 Seminar Avenue, Conference Room #3, and was hosted virtually via Zoom teleconference.

Chair Tom Liden called the Design Review Board meeting to order at approximately 3:03 p.m. Chair Tom Liden presiding.

2. ROLL CALL

Members Present: Hawkes, Gordon and Chair Liden. Absent Akin and Meaux.

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

3. CORRESPONDENCE

None received.

4. APPROVAL OF MINUTES

Motion/Second: Hawkes/Gordon made a motion to approve the minutes of the April 25, 2024 DRB minutes.

Motion carried by the following roll call votes: AYES: Gordon, Liden, Hawkes. NOES: None. ABSENT: Akin and Meaux.

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comments on non-agenda items

6. NEW BUSINESS

6a. Request for review and recommendation to the Planning Commission regarding an offer of public artwork located at 105 N Main St. Ukiah; APN (002-192-183); PA24-000007); Chief Planning Manager J. Davis presented the item.

The Applicant did address comments and questions of the Design Review Board. Public comment period was opened and closed, as no members of the public were in attendance in-person, nor online via teleconference.

On a Motion from Member Hawkes and a Second from Member Gordon, the DRB

unanimously voted to recommend the approval of the proposed project to the Planning Commission.

Motion carried by the following roll call votes: AYES: Gordon, Liden, Hawkes; NOES: None; ABSENT: Akin & Meaux.

7. MATTERS FROM THE BOARD

None

8. MATTERS FROM STAFF

Staff does not expect to facilitate a meeting of the DRB in June but does expect items for the review and consideration of the DRB in July and August.

9. ADJOURNMENT

There being no further business, the meeting adjourned at approximately 3:14 p.m.

DRAFT