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***

November 13, 2024 - 6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

5. APPROVAL OF MINUTES

5.a. Approval of the Minutes of September 25, 2024, a Regular Meeting.
Recommended Action: Approval of the Minutes of September 25, 2024, a Regular Meeting.
Attachments:
1. September 25, 2024, Minutes

6. 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 November 25, 2024.

7. 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.

8. SITE VISIT VERIFICATION

9. VERIFICATION OF NOTICE

10. PLANNING COMMISSIONERS REPORT

11. DIRECTOR'S REPORT

11.a. Receive Community Development Director's Report.

Recommended Action: Receive Community Development Director's Report.

Attachments:

1. Planning Division Projects Report - 11-1-24

12. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the Planning Commission. Items may be removed from the Consent Calendar upon request of a Commissioner or a citizen in which even the item will be considered at the completion of all other items on the agenda. The motion by the Commission on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or the Commission recommendations.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

14.a. Receive Presentation on Major Advanced Planning and City Projects and Discuss with Staff.

Recommended Action: Receive presentation on major advanced planning and City projects and discuss with Staff.

Attachments: None

14.b. Public Hearing to Consider Recommendation to City Council regarding Ordinance to Amend Existing Provisions of Ukiah City Code to Preserve and Strengthen Agricultural Uses In and Around Ukiah that Impact the Regional Economy by Aligning Ukiah's Agricultural Standards, Allowances and Land-Use Terminology with Those Adopted by Mendocino County.

Recommended Action: Continue Public Hearing to Time and Date Certain of 6:00 pm on December 11, 2024.

Attachments: None

15. 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: November 6, 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*

September 25, 2024
6:00 p.m.

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1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on September 25, 2024. The meeting was legally noticed on September 17, 2024. The meeting was held in person and at the following virtual link: *https://zoom.us/j/91264543193*. Chair Johnson called the meeting to order at 6:00 p.m.

CHAIR R. JOHNSON PRESIDING

2. ROLL CALL

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

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Phi.

4. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No Notifications or Considerations Received.

5. APPROVAL OF MINUTES

a. Approval of the Minutes of September 11, 2024, a Regular Meeting.

Motion/Second: de Grassi/Phi to approve the Minutes of September 11, 2024, a Regular Meeting as submitted. Motion **carried** by the following Roll Call votes: **AYES**: T. Phi, A. de Grassi and R. Johnson. **NOES**: None. **ABSENT:** M. Hilliker. **ABSTAIN:** None.

6. APPEAL PROCESS

Chair R. Johnson stated the appeals deadline date is October 07, 2024. No appeals were received.

7. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

No Comments from Audience

8. SITE VISIT VERIFICATION

Verified by the Commissioners

9. VERIFICATION OF NOTICE

Verified by Staff

DRAFT

10. PLANNING COMMISSIONERS' REPORTS
Chair Johnson will miss the October 9, 2024, Meeting.

11. DIRECTOR'S REPORT
Received.

12. CONSENT CALENDAR
No items on the Consent Calendar

13. UNFINISHED BUSINESS
No Unfinished Business was agendized.

14. NEW BUSINESS

a. Ordinance Amending the Ukiah City Code to more Effectively Regulate "Missing Middle Housing" Consistent with the Ukiah 2040 General Plan. Modifications would be Made to Ukiah City Code Division 9, Chapter 2, Article 3, Low Density Residential (R-1) District, Article 4, Medium Density Residential (R-2) District, and Article 5, High Density Residential (R-3) District to Incorporate Changes Consistent with Ukiah 2040 General Plan's Density-Related Analysis and Housing Goals.

Presenter: Jesse Davis, Chief Planning Manager

Motion/Second: Phi/de Grassi to approve a recommendation to adopt the resolution providing a report and recommendation to the Ukiah City Council regarding the proposed adoption of amendments to Ukiah City Code Division 9, and the Findings of Consistency Pursuant to CEQA Section 15183 related thereto the resolution and addendum (Exhibit A) as presented during the public hearing. Motion **carried** by the following Roll Call votes: **AYES**: T. Phi, A. de Grassi and R. Johnson. **NOES**: None. **ABSENT**: M. Hilliker. **ABSTAIN**: None.

b. Request to Approve a Major Use Permit to allow for Non-Storefront Retail and Onside Consumption of 'Cannabis Products' in Four Designated 'Cannabis Consumption Area – Indoor/Outdoor' on the Premises of an Existing 'Cannabis Related Business' in Accordance with Ukiah City Code Sections 9174.2 & 9174.3; 1825 Airport Road; APN 180-110-07; File No. 24-000177.

Presenters: Katherine Schaefers, Planning Manager and Jesse Davis, Chief Planning Manager.

PUBLIC COMMENT: Emerald Sun, Dean Schlesinger, Property Owner.

Motion/Second: Phi/de Grassi to approve a Major Use Permit to allow for non-retail sales and on-site consumption of 'Cannabis Products' in a designated 'Cannabis Consumption Area – Indoor/Outdoor on the premises of an existing 'Cannabis-Related Business' in accordance with Ukiah City Code Sections 9262, 9174.2 & 9174.3; 1825 Airport Road; APN 180-110-07. Motion **carried** by the following Roll Call votes: **AYES**: T. Phi, A. de Grassi, and R. Johnson. **NOES**: None. **ABSENT**: M. Hilliker. **ABSTAIN**: None.

15. ADJOURNMENT
There being no further business, the meeting adjourned at 8:19 P.M.

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Stephanie Abba, Planning Commission Clerk

DRAFT

Agenda Item No: 11.a.

MEETING DATE/TIME: 11/13/2024

ITEM NO: 2024-791

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development Director

ATTACHMENTS:

1. Planning Division Projects Report - 11-1-24

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

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: This report is expected to provide updates in the following areas:

- November 2024 Planning Division Projects Report (Attachment 1).
  - This is a monthly report produced on the first of each month. Updates that have occurred since the first of the month are provided to the Commission verbally during the report. The November 2024 Report and previous monthly reports are also located on the Planning Division Services webpage, under "Current Planning Reports": https://cityofukiah.com/communitydevelopment/planning-services/

Recommended Action: Receive Community Development Director's Report.

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

City of Ukiah
Submitted Planning Applications

As of 11/01/2024

Permit #	Site Address	Date Submitted	Summary of Project	Status
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
24-001302	120/150 Brush St	9/23/24	Minor Use Permit for Cannabis Products Processing and Distribution Center with 5 workers per shift for curing, processing, grading, rolling of prerolls, packaging of bulk flower and warehousing of bulk flour. No landscaping, signage or other exterior modifications. Have a Distribution license with DCC.	Under review
24-001301	1351 S. State St.	9/27/24	Replacement (demo) of an outdated modular building with a new modular building on the same site within the AIP-PD. The upgrades will modernize and improve existing facilities for Reach Air Medical Services crew members.	Under Review. Agency Referral window 10/31/24 - 11/8/24
24-001349	414 E. Perkins	10/6/24	Redwood Credit Union Use Permit to allow voluntary improvements to a non-conforming/non-historical structure (drive-through lane in DTZC), less than 50 years of age.	Under Review. Agency Referral window 10/24/24 - 11/8/24
24-001334	233 Thomas St.	10/9/24	Demolition of a residential structure over 50 ears old to allow for more usable off-street area for the existing commercial structure on the subject property.	DRC Hearing 10/21/24 (Recommended Approval to CC). CC Hearing scheduled for 11/6/24
24-001455	1076 Cunningham St.	10/24/24	Renewal of Major Use Permit for on-site consumption	Under Review. Original Use Permit approved by CC on 9/27/2023 File no. 23-8481
24-001454	420 Cooper Ln.	10/29/24	Demolition of a residential structure over 50 years old to build an NCIHA elder housing and community center.	Under Review

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

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

As of 11/01/2024

Permit #	Site Address	Approved Date	Summary of Project	Comments
N/A	Citywide	9/4/24	Ordinance Amendment to residential zoning districts to clarify existing regulations for ADUs & JADUs.	PC recommended approval to the CC on 07/24/24; Introduction to CC (5-0) on 08/21/24; CC adopted on 09/04/24.
N/A	Citywide	8/21/24	Ordinance - Right to Farm	Introduction to City Council (5-0) on 08/07/24; CC adopted on 08/21/24
24-9265	195 Low Gap Rd.	9/18/24	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'.	PC recommended approval to CC on 08/14/24; Introduction to CC (5-0) on 9/04/2024; CC adopted on 9/18/2024
24-000177	1825 Airport Rd.	9/25/24	Modification of existing Use Permit to allow for Non-Storefront Retail (Type 9) of 'Cannabis Products' and On-Site Consumption of 'Cannabis Products'. The requested uses would be in addition to the existing and approved cannabis activities on-site, including 'Processing', 'Distribution' and 'Non-Volatile Manufacturing'. The applicant proposes to use existing indoor and outdoor facilities to facilitate the requested uses. Beyond limited landscaping, no permanent exterior building improvements or substantial tenant improvements are proposed. No other changes to the existing use permit are proposed	PC approved on 09/25/24 (3-0)

24-9277	960-979 Marlene St	10/16/24	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.	PC Hearing 08/28/24 continued to date certain); PC recommended approval to CC on 09/11/24; CC Hearing scheduled for 10/02/24 (Introduction), CC approved 10/16/24.

City of Ukiah
COMMUNITY DEVELOPMENT DEPARTMENT

City of Ukiah
Advanced Planning Projects

As of 11/01/2024

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	CC on 8/21/2024 provided direction to Staff to complete an updated Historic Resources Survey and develop a historic preservation code. Ukiah 2040 Environment and Sustainability Element IP 6.7H (2025), IP 6.7G and 6.7I (2030), Goal ENV-3; Policy ENV-3.1, ENV-3.5, ENV-3.6, and ENV-3.7. RFP 'Architectural and Historical Resource Survey Preparation' released 10/28/2024, proposals due by 12/5/2024. Addendum to RFP under preparation.
A_2022-02	Unincorporated Western Hills	N/A	Amendment of the Western Hills Annexation Area - Annexation Application.	LAFCo hearing scheduled for 11/04/2024
N/A	Citywide	N/A	Ordinance Amendment to bring consistency to Agricultural regulations of UCC with Mendocino County regulations and Ukiah 2040 Ag. Element by amending "A" and AE" zoning districts.	PC hearing scheduled for 11/13/24. Ukiah 2040 Agricultural Element Implementation Program C (Align Agricultural Standards).
N/A	Citywide	10/16/2024	Ordinance Amendment to encourage 'Missing Middle' housing within the City of Ukiah by amending the regulations of the R-1, R-2 and R-3 zoning districts.	PC recommended approval to CC on 09/25/24; CC Hearing scheduled for 10/02/24 (Introduction), CC adopted on 10/16/24

N/A	Existing southern terminus of the GRT at Commerce Drive to existing municipal facilities at Plant Road	10/16/2024	Construction of a 1.9 multi-modal trail segment of the Great Redwood Trail (GRT) in the south of Ukiah.	CEQA State Clearinghouse circulation and public comment period in process: 8/29/24 - 9/26/24; CC adopted on 10/16/24

AGENDA ITEM NO. 14.a.

Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: November 5, 2024

TO: Planning Commission

FROM: Craig Schlatter, AICP, Director of Community Development

SUBJECT: **Presentation on Major Advanced Planning and City Projects**

Background:

At the September 25, 2024, regular meeting of the Planning Commission, the Commission requested an overview of the Master Tax Sharing Agreement adopted by the City Council, Mendocino County Board of Supervisors, and the City Councils of the Cities of Fort Bragg, Willits, and Point Arena. After brief discussion with Staff, it was the consensus of the Commission that Staff provide an overview of this Agreement plus other major advanced planning and City projects of interest.

Note: this presentation was originally scheduled for October 9, 2024, but because quorum could not be established for that meeting, the presentation was postponed.

Discussion:

At the November 13, 2024, regular meeting of the Planning Commission, Staff will provide a presentation related to the following four City projects and topics:

- 2024 Master Tax Sharing Agreement
- 2024 City of Ukiah Right to Farm Ordinance
- Proposed 2024 FEMA Floodplain Maps and City's Response
- State Fire Marshal Proposed New Fire Hazard Severity Zones mapped in Local Responsibility Areas and possible impacts to Ukiah residents

The Commission is encouraged to ask questions and discuss presentation topics with Staff.

Agenda Item No: 14.b.

MEETING DATE/TIME: 11/13/2024

ITEM NO: 2024-792

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Public Hearing to Consider Recommendation to City Council regarding Ordinance to Amend Existing Provisions of Ukiah City Code to Preserve and Strengthen Agricultural Uses In and Around Ukiah that Impact the Regional Economy by Aligning Ukiah's Agricultural Standards, Allowances and Land-Use Terminology with Those Adopted by Mendocino County.

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager

PRESENTER: Jesse Davis, Chief Planning Manager

ATTACHMENTS:
None

Summary: N/A.

Background: The draft Ordinance is still under review by the Community Development Department and City Attorney's Office, as well as to allow for additional consultation with agricultural stakeholders. This extension will provide the opportunity to incorporate additional feedback to ensure that the proposed ordinance provides clear and effective regulatory guidance for the Planning Commission's consideration.

Discussion: Staff recommends the Planning Commission continue the public hearing to a time and date certain of 6:00 pm on December 11, 2024.

Recommended Action: Continue Public Hearing to Time and Date Certain of 6:00 pm on December 11, 2024.