



Design Review Board

Special Meeting **AGENDA**

Civic Center Annex ♦ 300 Seminary Avenue, Conf. Rm. #3 ♦ Ukiah, CA 95482

To participate virtually, go to the following link: <https://us06web.zoom.us/j/82187751283>

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: 821 8775 1283
- Raise hand: After being recognized, Enter *9
- To Speak after being recognized: enter *6 to unmute yourself

November 21, 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 May 23, 2024 - Regular Meeting Minutes

Recommended Action: Approve the regular meeting minutes of May 23, 2024

Attachments:

1. Regular Meeting Minutes - May 23, 2024

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 Planning Commission to renovate and reutilize a nonconforming structure at 414 East Perkins Street by requesting a Minor Use Permit for voluntary modifications per Ukiah City Code Section 9231.14(C)(3), and a Major Site Development Permit to utilize the existing drive-through facility in accordance with Tables 3, 9, and 27 of the Downtown Zoning Code (DZC). Proposed improvements include interior and exterior renovations including installation of ATMs, minor façade and footprint modifications, roof replacement, pedestrian improvements and enhanced connectivity to adjacent commercial parcels, revised landscaping, accessibility enhancements, as well as the addition of bicycle parking.

Recommended Action: Staff requests the Design Review Board to review the project for consistency with the Downtown Zoning Code and make a recommendation to the Planning Commission regarding the project.

Attachments:

1. Application Materials - File No. 24-000015
2. Site Development Permit - Minutes & Reports - File No. 81-25 (81-87)
3. Agency Referral - Responses Received

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 24 hours prior to the meeting set forth on this agenda.

Jesse Davis, AICP, 11.08.2024; 11.14.2024 (Updated)