



Regular 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/84710192091>
To view the meeting (without participating), go to: <http://www.cityofukiah.com/meetings/>**

Or you can call in using telephone only:

- **Toll-free 1-669-444-9171**
- **Enter the Access Code: 847 1019 2091**
- **Raise hand: After being recognized, Enter *9**
- **To Speak after being recognized: enter *6 to unmute**

December 19, 2024 - 10:30 AM

1. CALL TO ORDER

2. VERIFICATION OF NOTICE

3. APPEAL PROCESS

All determinations of the Zoning Administrator regarding minor 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 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 Monday, December 30th, 2024 at 5:00 PM.

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

The Zoning Administrator (ZA) welcomes input from the audience that is within the subject matter jurisdiction of the ZA. 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 December 13, 2024, Zoning Administrator Meeting Minutes

Recommended Action: Staff Recommends Review & Approval of the December 13, 2024, Zoning Administrator Meeting Minutes (Attachment 1)

Attachments:

1. Zoning Administrator Minutes (12.13.2024)

6. SITE VISIT VERIFICATION

7. PUBLIC HEARING

- 7.a. CONTINUED: A Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480.

Recommended Action: Approve with conditions a Minor Use Permit to allow voluntary modifications to an existing structure at 401 South State Street, Ukiah, CA; APN 002-269-05 to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing'.

Attachments:

1. Staff Report
2. Draft Findings
3. Draft Conditions of Approval
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.

**CITY OF UKIAH
ZONING ADMINISTRATOR MINUTES
Meeting Held in Person and Via Teleconference
December 13, 2024
10:00 a.m.**

STAFF PRESENT

Craig Schlatter, AICP: Zoning Administrator
Jesse Davis, AICP: Chief Planning Manager
Katherine Schaefers: Planning Manager

OTHERS PRESENT

Brook Dalenberg
Beth Nichols
Michael & Nena Caviness
Adam Kreher
Rob Fox
Richard Ruff
Jamie Warm
Kyle Greenhalgh

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m.

Zoning Administrator Craig Schlatter Presiding.

2. VERIFICATION OF NOTICE

Verified by Staff.

3. APPEAL PROCESS

4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No Comments from Audience.

5. APPROVAL OF MINUTES

a) Approval of the June 20, 2024, Zoning Administrator - Meeting Minutes

Approved by Zoning Administrator Schlatter.

6. SITE VISIT VERIFICATION

Zoning Administrator Schlatter relayed that all four sites on the agenda were able to be visited, however the site visits to 120/150 Brush Street, and 401 South State Street were not felt to be complete due to difficulty accessing the site without the Applicant or Owner.

The Zoning Administrator noted that he was able to sufficiently access the project locations at 1076 Cunningham Street and 1351 South State Street.

7. PUBLIC HEARINGS

At the discretion of the Zoning Administrator, the public hearing item order was reorganized as follows:

Item 7.a. A Major Use Permit Renewal for On-Site Consumption of 'Cannabis Products' in a Designated 'Cannabis Consumption Area - Outdoor' on the Premises of an Existing 'Cannabis-Related Business' at 1076 & 1078 Cunningham Street, Ukiah (APN 003-140-65); File No. 24-001455.

Item 7.b. A Minor Site Development Permit for Tenant Improvements to the Reach Air Crew Quarters at 1351 South State Street, Ukiah, CA; APN 003-280-05; File No. 24-000012.

Item 7.c. A Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480.

Item 7.d. A Minor Use Permit for a 'Cannabis Related Business' that is limited to 'Cannabis Distribution' within an existing building at 150 Brush Street, APN (002-040-32); File No. 24-000013.

Item 7.a. A Major Use Permit Renewal for On-Site Consumption of 'Cannabis Products' in a Designated 'Cannabis Consumption Area - Outdoor' on the Premises of an Existing 'Cannabis-Related Business' at 1076 & 1078 Cunningham Street, Ukiah (APN 003-140-65); File No. 24-001455.

Planning Manager Katherine Schaefer presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 10:14 a.m.

Speaker: Kyle Greenhalgh

Zoning Administrator Craig Schlatter closed the public hearing at 10:15 a.m.

Zoning Administrator Schlatter approved the major use permit renewal request, subject to the Findings in Attachment 1 and the Conditions of Approval in Attachment 2.

Item 7.b. A Minor Site Development Permit for Tenant Improvements to the Reach Air Crew Quarters at 1351 South State Street, Ukiah, CA; APN 003-280-05; File No. 24-000012.

Planning Manager Katherine Schaefer presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 10:29 a.m.

Speaker: Adam Kreher

Zoning Administrator Craig Schlatter closed the public hearing at 10:30 a.m.

Zoning Administrator Schlatter requested a new City of Ukiah Special Condition be added to the Conditions of Approval requiring that the project not exceed the average or site-wide intensity within the Ukiah Airport Land Use Compatibility Plan. Zoning Administrator Schlatter approved the major use permit renewal request, subject to the Findings in Attachment 1 and the Conditions of Approval as amended in Attachment 2.

Item 7.c. A Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480.

Chief Planning Manager Jesse Davis presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 10:52 a.m.

Speakers: Nena Caviness, Michael Caviness

Zoning Administrator Craig Schlatter closed the public hearing at 10:53 a.m.

Zoning Administrator Schlatter moved the public hearing to a time and date certain at 10:30 a.m. on Thursday, December 19th to review the property appraisal and estimates of repairs/improvements and to complete a thorough site visit of the proposed project.

Item 7.d. A Minor Use Permit for a 'Cannabis Related Business' that is limited to 'Cannabis Distribution' within an existing building at 150 Brush Street, APN (002-040-32); File No. 24-000013

Chief Planning Manager Jesse Davis presented the Staff Report.

Zoning Administrator Craig Schlatter opened the public hearing at 11:04 a.m.

Speakers: Jamie Warm

Zoning Administrator Craig Schlatter closed the public hearing at 11:09 a.m.

Zoning Administrator Schlatter approved the minor use permit request, subject to the Findings in Attachment 1 and the Conditions of Approval in Attachment 2.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:10 a.m.



DATE: December 13, 2024
TO: Zoning Administrator
FROM: Jesse Davis, Chief Planning Manager
SUBJECT: 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480.

STAFF MEMORANDUM – ZONING ADMINISTRATOR

This memorandum addresses the continued public hearing for a Minor Use Permit to facilitate voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3). The modifications are intended to support the reuse of the structure for 'General Retail' and 'Small Product Manufacturing' uses in accordance with the Downtown Zoning Code (DZC). The property is located at 401 South State Street, Ukiah, CA; APN 002-269-05.

On December 13, 2024, the City of Ukiah Zoning Administrator requested to continue the public hearing item to a date and time certain, scheduled for December 19, 2024, at 10:00 AM. The continuation ensures the following:

SITE VISIT VERIFICATION

As required by Community Development Department policy, a "Site Visit Verification" must be completed by the Zoning Administrator or Planning Commission prior to evaluating any action item subject to a Public Hearing.

A site visit has been scheduled for the Zoning Administrator and Applicant at 9:00 AM on December 19, 2024 to ensure this consideration is addressed.

REVIEW OF CONDITION OF APPROVAL #15

The Zoning Administrator requested a review of a recent appraisal to ensure the "voluntary modifications" requested by the Applicant do not require Planning Commission review, as outlined in Condition of Approval #15:

The applicant shall submit a recent appraisal from a licensed appraiser to the City's Building Official. The Building Official, in conjunction with the Planning Division, shall verify the appraiser's determination of the current market value and the approved scope of work. Voluntary modifications, alterations, reconstruction, or repairs otherwise required by law (e.g., City adopted building, electrical, plumbing codes) shall be allowed without being subject to UCC §9231.14(C)(3).

Notably, as stated in UCC §9231.16(A), Building Code Compliance:

Alterations, reconstruction, or repairs otherwise required by law (e.g., City-adopted building, electrical, plumbing codes) shall be allowed. Reconstruction required to comply with building code requirements shall be allowed without cost limitations.

SCOPE OF WORK

Attachment 3 outlines the Applicant's proposed scope of work, which includes:

- **Interior Improvements:** Removal of floor coverings, polished concrete flooring, energy-efficient LED lighting upgrades, removal of most drop ceilings, management of cables and ductwork for a modern design, and improved electrical services for modernization. Two rear garage bays will be converted into workspaces for assembly and welding, equipped with ventilation, an eyewash station, and drainage repairs. The front building will serve as a showroom and office space with ADA-compliant restroom upgrades and a small beverage station. A portion of the warehouse will be allocated for light manufacturing and product assembly.
- **Exterior and Structural Modifications:** Replacement and upgrade of entrance doors for ADA compliance, conversion of a storefront door into a roll-up door for freight operations, and replacement of a shop bay roll-up door with an ADA-accessible option. Electrical work will include modernization of panels and restoration of 3-phase service.

These improvements aim to create a safer, more efficient environment for employees while providing an accessible and aesthetically aligned space for customers.

APPRAISAL AND EVALUATION

A recent appraisal, dated October 18, 2024, included in the Administrative Record, values the property at \$700,000.

As conveyed within the submitted appraisal, the total project estimate is approximately \$170,600. Approximately \$50,000 is allocated to the repair and improvement of the building's electrical system. This estimate was reviewed and affirmed as appropriate by the Chief Building Official.

The Staff Report and appraisal note limited building permits issued since façade improvements in the 1990s. The appraisal highlights that: "*The improvements are of average condition with an estimated effective age of 25 years.*" This suggests essential repairs or upgrades may be overdue, particularly for structural, mechanical, or utility systems requiring regular maintenance. A thorough assessment of the building's condition is necessary to ensure compliance with safety and efficiency standards.

No structural alterations are proposed, and the modifications consist of minor repairs and voluntary improvements to enhance compliance, accessibility and safety.

AUTHORITY OF THE ZONING ADMINISTRATOR

As conveyed, by Ukiah City Code, the Zoning Administrator shall have the authority and it shall be a duty of this office to conduct public hearings, and to make determinations regarding minor use permits, site development permits, modifications of conditions of approval, minor changes to previously approved projects, and other minor zoning matters as determined by the Community Development Director.

Sincerely,

Jesse Davis, AICP
Chief Planning Manager

DATE: December 13, 2024

TO: Zoning Administrator

FROM: Jesse Davis, Chief Planning Manager

SUBJECT: Consideration of a Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480.

SUMMARY

OWNER: Nena & Michael Caviness

APPLICANT & AGENT: TCW Equipment - Nena Caviness

LOCATION: 401 South State Street, Ukiah, CA; APN 002-269-05

TOTAL ACREAGE: ±0.33 acres

GENERAL PLAN: Downtown Core (DC)

ZONING DISTRICT: Downtown Zoning Code (Urban Center)

ENVIRONMENTAL DETERMINATION: Categorical Exemption, pursuant to CEQA Guidelines Article 19, Section 15301(a), Existing Facilities

RECOMMENDATION: Conditional Approval, based on the Findings in Attachment 1 and Conditions of Approval in Attachment 2.

PROJECT LOCATION & EXISTING CONDITIONS

The ±0.33-acre project site (APN 002-269-05) is located on South State Street at the intersection of South State Street and East Clay Street. The parcel spans the Clay Street block from South State Street to South Main Street. It is adjacent to an automobile repair facility to the north, and the structure shares a common wall with a restaurant to the south, which then tapers into an open parking lot. The subject site features a single-story, ±9,400-square-foot structure addressed at 401 South State Street, as well as an open parking lot that includes a shipping/receiving area with access to South Main Street. Currently, the structure is used as a "Second-Hand Store/Thrift Store," as authorized by Use Permit #13-06 issued in 2013 (Attachment 3).

Vehicular access to the parcel is primarily provided via an existing driveway on South Main Street. The property features its primary pedestrian entrance on South State Street, along with several secondary entrances along Clay Street. In 2019, as part of the Phase 1 Ukiah Streetscape Project, the parcel benefited from upgraded sidewalks along its Clay Street frontage, as well as enhanced landscaping and street furniture along South State Street. In 2025, the City's Urban Core Revitalization Project will facilitate similar, albeit more limited, improvements along South Main Street.

BACKGROUND

Originally constructed in 1949, the subject structure has been used by various commercial retail businesses throughout its existence, most notably as a Sears Catalog Store. Following Sears' departure, the building received a Façade Improvement Grant (FIP #93-5) to install new awnings and undergo limited renovations as part of downtown beautification efforts. Subsequently, it was occupied by several retail businesses, including a furniture and mattress store. The associated awnings and associated beautification efforts were removed in 2016 due to deterioration.

On March 27, 2013, the Planning Commission approved a Use Permit allowing the operation of Hospice Thrift and Gift, which continues to operate today, but required a Use Permit, due to the adoption of the Downtown Zoning Code in 2012, which more strictly regulated that use type. In 2024, California Assembly Bill 2632 became effective. AB 2632 restricts the ability of jurisdictions to regulate thrift retail stores differently from non-thrift retail stores in terms of zoning, development standards, and permitting.

A review of the building permit records for the parcel indicates that only a limited number of permits have been issued since the façade improvements undertaken in the 1990s. This suggests that essential repairs, upgrades, or replacements may be overdue, particularly for structural, mechanical, or utility systems that typically require regular maintenance over time. The absence of recent permits for significant renovations or replacements also indicates the potential for deferred maintenance, which may necessitate a thorough assessment of the building's current condition to ensure compliance with modern safety and efficiency standards.

Under Ukiah City Code Article 18 (Downtown Zoning Code), the structure is classified as legal nonconforming. It does not meet the current site development regulations for the Urban Center (UC) zoning district or other applicable general requirements, such as accessibility, building codes, or energy efficiency standards. However, it was compliant with the regulations in effect at the time of its construction.

PROJECT DESCRIPTION

On October 15, 2024, the applicant, TCW Equipment (Nena & Michael Caviness), submitted an application (Attachment 3) to renovate and reuse the existing structure at 401 South State Street for a combination of 'General Retail' and 'Small Product Manufacturing' uses.

TCW Equipment is a California-based company that specializes in providing equipment and supplies for the wine, cider, beer, and spirits industries. Their retail offerings typically include production and processing equipment, such as:

- Winemaking Equipment: Crushers, destemmers, presses, tanks, and filtration systems.
- Brewing Equipment: Fermentation tanks, bottling lines, and kegs.
- Cider and Spirits Production: Specialized equipment for fermenting, distilling, and packaging.
- Lab Equipment and Supplies: Tools for testing and quality control.
- Cleaning and Maintenance Supplies: Pumps, hoses, fittings, and sanitization products.

TCW Equipment serves both small-scale producers and large commercial facilities, and they often provide consultation, sales, and support services tailored to the specific needs of beverage producers.

The applicant, TCW Equipment, requests a Minor Use Permit for voluntary modifications and improvements per Ukiah City Code Section 9231.14(C)(3). As described in Attachment 3, the

project involves interior and exterior improvements to a commercial warehouse and adjoining showroom to enhance functionality, aesthetics, and customer experience. Interior upgrades include removing existing floor coverings, polishing concrete floors, and updating lighting to energy-efficient LED fixtures. Most drop ceilings will be removed, with cables managed and ductwork painted to complement a modern design, as well as improved safety.

The two rear garage bays will be converted into dedicated workspaces for assembly and welding, equipped with ventilation, an eyewash station, and repaired drainage infrastructure. The front building will serve as a showroom with office space and a customer-focused area, featuring restroom upgrades (including ADA compliance) and a small beverage station. A portion of the warehouse will be reserved for light manufacturing and product assembly.

Exterior and structural modifications include replacing and upgrading entrance doors for better functionality and ADA compliance, converting a storefront door to a roll-up door for freight operations, and replacing one shop bay roll-up door with an ADA-accessible option. Electrical work will include modernizing panels and restoring 3-phase service to meet operational needs. These improvements are designed to create a safer, more efficient environment for employees and an accessible space for customers that improves alignment with the Phase 1 streetscape aesthetic and design.

The Applicant proposes the creation of a designated shipping and receiving area, along with outdoor storage, within the rear parking lot of the property. The project includes reconfiguring a portion of the existing parking area to accommodate loading and unloading activities and establishing a secure, screened outdoor storage area for materials and equipment. The proposal is conditioned to include appropriate screening, fencing and landscaping, to minimize visual impacts on adjacent properties and ensure compatibility with surrounding land uses.

No expansion of the structure is requested, nor are any major façade alterations identified during the application submittal.

SURROUNDING USES AND ZONING

The property is surrounded by a variety of civic and commercial uses that are reviewed in Table 1:

TABLE 1: SURROUNDING USES AND ZONING

	ZONING:	USE:
NORTH	Urban Center (UC)	Automobile Repair
EAST	Urban Center (UC)	Office
SOUTH	General Urban (GU)	Restaurant/Open Parking Lot
WEST	Public Facilities (PF)	Museum

DOWNTOWN ZONING CODE

The Project site has a 2040 General Plan land use designation of Downtown Core (DC) and is zoned Urban Cener (UC) within the Downtown Zoning Code (DZC). The DZC was adopted in

2012 and prescribes several development and architectural standards. As described in Ukiah City Code, particularly Table 3 of the Downtown Zoning Code (DZC), within the Urban Center (UC) zoning designation, small product manufacturing, general retail, and maintenance and repair activities are all permitted uses. These proposed uses align with the original function of the site, which included both warehousing and retail components as a Sears Catalog Store. These uses are classified as "Allowed" under the DZC, ensuring that the proposed improvements, including modifications to the warehouse and showroom spaces, are consistent with the zoning regulations and are compatible with the downtown area's mixed-use environment. Therefore, the project is in compliance with the zoning requirements, allowing for the functional integration of limited manufacturing undertakings and retail operations on the same site.

Per Ukiah City Code Section 9231.12, it is the intent of DZC to discourage the long-term continuance of nonconformities, providing for their eventual elimination, while allowing them to exist under the limited conditions. As conveyed by the DZC, the continuance of a nonconforming use or structure is generally considered detrimental to the orderly development of the area within the boundaries of this code and the general welfare of its residents and is particularly detrimental to the welfare of persons and property in the vicinity of the nonconformity.

At the same time, and perhaps more critically, per UCC Section 9220.1(E), it is also the intent of the DZC to promote and encourage sustainability through the reuse and improvement of existing buildings. If not considered historic, nearly all existing structures within the DZC feature some level of nonconformity, due to setback, structure height, frontage type, or lot coverage.

Within the DZC, nonconforming structures are regulated per Ukiah City Code Section 9231.14. Since the subject structure was not involuntarily damaged or destroyed by accident (e.g., fire, explosion, etc.) or natural disaster (e.g., earthquake, etc.), it is primarily, but not completely, subject to UCC Section 9231.14(C), which regulates the voluntary modifications, as well as major and minor repair of nonconforming structures.

Since a nonconforming structure may undergo ordinary repair and maintenance only in a specified manner, UCC Section 9231.14(C), specifies how the reconstruction or structural alteration of a nonconforming structure may be allowed with approval of a minor use permit; provided, that the review authority first determines that the modification is necessary to secure added safety or to reduce the fire hazard and/or to secure aesthetic advantages through the alignment, architecture, or closer conformity to surrounding allowed structures in the immediate neighborhood.

To ensure compliance with this aspect of the DZC, Staff conditions the project to provide a recent appraisal of the commercial property for compliance with UCC Section 9231.14(C) ensuring that proposed work does not exceed fifty percent (50%) of the current market value of the structure during any calendar year. As conveyed by UCC Section 9231.16, alterations, reconstruction, or repairs otherwise required by law (e.g., City adopted building, electrical, plumbing codes) shall be allowed. Reconstruction required to reinforce unreinforced masonry structures or to comply with building code requirements shall be allowed without cost limitations; provided, the retrofitting and code compliance are limited exclusively to compliance with safety standards other applicable building code requirements.

Processing a structure as an "existing building" under an updated zoning code does not inherently remove its nonconforming status unless the zoning code explicitly provides for such an outcome, which the DZC does not. Nor does the DZC include a mechanism (like reclassification or amortization) to eliminate nonconformity of such structures. The DZC does, however, provide allowances for 'Existing Buildings' as conveyed by Table 6, and encourages reuse and improvement as conveyed through UCC §9220.1(I).

ASSOCIATED DEFINITIONS

- **SMALL PRODUCT MANUFACTURING:** *Establishments manufacturing and/or assembling small products primarily by hand, including manufacturing establishments producing small products not classified in another major manufacturing group. (§9232.3 DEFINITIONS).*
- **MAINTENANCE/REPAIR SERVICE – LARGE EQUIPMENT:** *This type of use typically requires designated drop-off and pickup areas due to the size of the appliance/equipment being repaired, outside storage for equipment repaired or waiting to be repaired and materials to be recycled or sent for disposal, and parking for delivery vehicles. When these services operate from a retail establishment that sells the products being maintained or repaired, they are instead considered part of the retail use. (§9232.3 DEFINITIONS).*
- **GENERAL RETAIL:** *Stores and shops selling many lines of merchandise. Examples of these stores and lines of merchandise include - Specialty Shops. (§9232.3 DEFINITIONS).*
- **STRUCTURE, LEGAL NONCONFORMING:** *A building or structure including off street parking or loading space, that does not comply with current applicable site development regulations for the district in which it is located, or with applicable general regulations, but which complied with applicable provisions at the time of construction(§9278 DEFINITIONS).*
- **SUBSTANTIAL MODIFICATION:** *Any alteration, abandonment, damage, destruction, or loss of or to a building that would result in the loss of status as a nonconforming use or nonconforming buildings under subsection 9209D or E of this code or would require a discretionary permit (§9232.3 DEFINITIONS).*

ARCHITECTURAL STANDARDS

For the purposes of review by the Zoning Administrator, Table 2 below provides a list of applicable DZC design standards (generally identified in DZC Tables 6,7,9, 11 & 12), as well as a summary of applicable land use standards, and a consistency analysis for the proposed project.

Table 2, Project Consistency with DZC Design Standards

STANDARDS	Urban Center (UC)	MODIFICATION TO STANDARD	PROJECT CONSISTENCY
EXISTING BUILDING			
Frontage type	Exterior modifications and additions to existing buildings with nonconforming facade orientation shall utilize an allowed frontage type as required by Table 6	Major Exception (Table 6)	Consistent

STANDARDS	Urban Center (UC)	MODIFICATION TO STANDARD	PROJECT CONSISTENCY
Setbacks	Additions not exceeding 1,000 square feet of gross floor area or 50% of the gross floor area of the existing building, whichever is less, may continue the setbacks of the existing building.	Major Exception (Table 6)	Consistent
Height	Additions not exceeding 1,000 square feet of gross floor area or 50% of the gross floor area of the existing building, whichever is less, may continue the existing building height.	Major Exception (Table 6)	Consistent
PARKING, DRIVE-THROUGH ACCESS			
Existing Facilities Parking	Existing open parking facilities as of the date of the adoption of this code shall be considered legal nonconforming; provided, that they were legal at the time of their creation.	None (Table 18)	Consistent
Existing Open Parking – No Expansion	Existing parking facilities that are nonconforming in terms of location (layer) are not required to be relocated to comply with the parking layer requirement.	None (Table 17)	Consistent
Existing Facilities Parking - Modification	Modifications to existing parking facilities shall comply with the requirements of Tables 16, 17 and 18.	Minor Exception (Table 18)	Minor Exception Required
OUTDOOR LIGHTING			
Design	Compatible with building architecture.	Minor Exception (Table 9)	Consistent
Direction of Fixtures	Directed downward and away from adjoining properties and public right-of-way.	Minor Exception (Table 9)	Consistent
Energy Efficiency	Energy efficient fixtures/lamps, such as high-pressure sodium, hard-wired compact fluorescent, LED, or other lighting technology that is of equal or greater energy efficiency.	Minor Exception (Table 9)	Consistent
BUILDING MATERIALS & ARCHITECTURE			

STANDARDS	Urban Center (UC)	MODIFICATION TO STANDARD	PROJECT CONSISTENCY
Facade(s) – Primary Exterior Finish	Brick, wood siding, fiber cement siding, stucco, stone.	Minor Exception (Table 12)	Consistent
Facade – Location of Materials	Combined horizontally with heavier material below the lighter material.	Minor Exception (Table 12)	Consistent
DEVELOPMENT STANDARDS			
Outdoor Storage, Trash/Recycling Facility And Receptacles Utilities, And Similar Facilities Of Poor Visual Quality -Location – All Building Types	Prohibited on frontage(s).	Major Exception (Table 9)	Consistent
Screening	Screen from view from all frontage(s) with a streetscreen. Trash and recycling facilities shall be screened with an enclosure.	Major Exception (Table 9)	Consistent (Condition of Approval)
Fencing – Material Allowed	Materials compatible with or match materials for the adjacent building facade and living fences (e.g., espalier, hedge row) are also allowed.	Minor Exception (Table 9)	Consistent (Condition of Approval)
Site Screening - Material	Masonry walls, landscape materials, or decorative fencing compatible with the design and materials of the principal building.	Minor Exception (Table 9)	Consistent (Condition of Approval)

DOWNTOWN ZONING CODE EXCEPTIONS

Section 9231.5 of the DZC, allows specific requirements to be modified with approval of an exception. Table 29, Exception Procedures, establishes two levels of exceptions, major and minor, and the procedures for the review and processing of exceptions. Upon review of Staff the following minor exceptions to the DZC development and design standards are required. As noted in DZC Table 29, the below exceptions may be granted with approval by the Zoning Administrator.

1) Existing Facilities (Parking) – Modifications

- Requirement: Modifications to existing parking facilities shall comply with the requirements of Tables 16, 17 and 18.
- Minor Exception – Requested: The proposed conversion of the existing parking area for shipping and receiving operations aligns with the historical use of the site, which was originally designed to accommodate such activities during its tenure as a Sears retail and warehouse facility. This modification represents a return to the intended functionality of the space and leverages its original design for efficient logistical operations.

- Given that parking facilities are well-distributed along all frontages of the parcel, particularly along Clay Street, the adjustment has minimal impact on overall parking availability. By consolidating freight activities in a purpose-built area, the modification enhances operational efficiency while preserving adequate customer parking and accessibility. This approach balances historical context with contemporary operational needs, ensuring a functional and harmonious use of the site.

2) Site Screening – Material Selection – Condition of Approval

- *Requirement:* Materials compatible with or match materials for the adjacent building facade and living fences (e.g., espalier, hedge row) are also allowed.
- Staff Condition of Approval: The proposed outdoor storage area is situated in an appropriate location that minimizes visibility from primary public frontages and reduces potential impacts on neighboring properties. However, the proposed chain-link fencing does not align with the standards of the Downtown Zoning Code (DZC), which requires materials that complement the architectural character of the principal building and enhance the site’s overall appearance.
- To ensure consistency with the DZC, staff requires the outdoor storage area to be fenced and screened using decorative fencing materials such as wrought iron or aluminum that are compatible with the design of the adjacent building. Alternatively, planters or increased landscaping, including well-maintained shrubs or other greenery, may be incorporated to provide additional screening. Masonry walls or a combination of these elements can also be utilized to achieve both functionality and aesthetic compatibility, contributing positively to the overall streetscape and site design.

AGENCY CONSIDERATIONS & REFERRAL

On November 8, 2024, project referrals were sent to the following responsible or trustee agencies with jurisdiction over the Project (See Table 3). Only limited comments were received. All responding departments and agencies are included in Attachment 4 and comments reflected within the Conditions of Approval, as appropriate.

Table 3: Agency Comments	
Agency	Comment
City of Ukiah, Community Development Director	No Response
City of Ukiah, Building Inspection Division	No Response – Standard Conditions
City of Ukiah, Fire Prevention Division	No Response – Standard Conditions
City of Ukiah, Electrical Utility, Department	Response Received
City of Ukiah, Public Works Department	No Response
Mendocino County Air Quality Management Dist.	Response - Standard Conditions
City of Ukiah Police Department (UPD)	No Comment

City of Ukiah, Code Enforcement Division	No Response
Ukiah Valley Fire Authority	No Response
City of Ukiah, City Manager's Office	No Response
County of Mendocino, Assessor	No Comment
City Manager's Office	No Response

STAFF ANALYSIS

AIRPORT LAND USE CONSISTENCY: The proposed reuse of the structure aligns with the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP), as the subject parcel is located within Compatibility Zone 4 (Extended Approach/ Departure Zone). Compatibility Zone 4 general includes aircraft on approach typically less than traffic pattern altitude (less than 1,000 feet above runway). Zone 4 permits most types of urban development and commercial uses, provided they are not highly noise-sensitive or involve large gatherings of people in outdoor spaces. The reuse of the existing showroom and warehouse for the uses described would be considered 'Conditionally Compatible' with the primary criteria for an existing building being that the intensity limits are compatible. Zone 4 features a max. single-acre Intensity of 450 people per acre.

PARKING: The proposed conversion of the existing parking lot at 401 South State Street into a shipping and receiving area and outdoor storage area is consistent with the requirements outlined in the Downtown Zoning Code (DZC). Specifically, the DZC allows on-street parking located along the frontage line(s) of the parcel to be counted toward fulfilling the parking requirements of a business. The property has approximately 11 on-street parking spaces along its frontages (State, Clay, Main), which are sufficient to meet the required parking demand for the site, ensuring that the conversion will not result in a deficiency of parking spaces. In general, parking demand is expected to lessen, given the reduction in associated retail space from the current thrift store operation.

Additionally, pursuant to the DZC, the property is located within the City of Ukiah Parking District No. 1 and qualifies for an exemption from off-street parking requirements for existing commercial structures as of January 1, 1979. This exemption applies to changes in structure, including the proposed conversion proposed by TCW without triggering the need for variance or exception approval by the Planning Commission or City Council. The conversion of the parking lot into a designated shipping and receiving area and outdoor storage space aligns with the historical use of the site and will not negatively impact the overall functionality of the property, as the existing roll-up doors facilitate efficient movement of goods and are mostly aligned with the proposed floor plan. Removal of customer parking will improve overall circulation and safety of this area.

As the proposed changes are in compliance with the DZC and the parking exemption provisions. The project maintains the required parking availability by utilizing on-street spaces while enhancing the operational efficiency of the site. The conversion will not result in adverse impacts to the surrounding area and the requests supports the continued use of the site in a manner consistent with its original purpose. Therefore, the conversion of the parking lot for shipping and receiving purposes, along with the outdoor storage area, is justified and compliant with zoning requirements.

GENERAL PLAN (2040): The Project site carries a General Plan designation of Downtown Core (DC). The proposal aligns with the City's 2040 General Plan by revitalizing an existing building (LU-11.9) and promoting sustainable development through renovation (ENV-3.7). This approach also

meets the intent of the Downtown Zoning Code (DZC), which encourages a sustainable community through the reuse and improvement of existing buildings (UCC §9220.1(I)).

The project aligns with the following goals and policies contained within the Environment & Sustainability and Land Use elements of the 2040 General Plan, as described below:

Land Use Element

- LU-3: To improve and enhance the appearance and vibrancy of Downtown Ukiah to create a high-quality place for residents, businesses, and visitors.
- Policy LU-11.9 *Historic Preservation & Restoration*: The City shall encourage restorative maintenance to deteriorated buildings, particularly in Downtown, and restrict the demolition of historically and/or architecturally significant buildings to accommodate new development.

By revitalizing a corner location within Downtown Ukiah, the project enhances the City's appearance and vibrancy. Improvements like an updated structure that features commercial space attractive to residents, businesses, and visitors is encouraged. Though not explicitly designated as historically significant, the project's restorative approach—focused on upgrades rather than demolition—supports adaptive reuse and preservation of the structure's architectural integrity.

Eniornment & Sustainability Element

- ENV-3.7 *Adaptive Reuse*. The City shall encourage appropriate adaptive reuse of historic resources.

While not designated as a historic structure, the modernization and reuse of the subject building minimizes resource consumption compared to new construction, supporting sustainability and the City's emphasis on environmentally conscious redevelopment. Additionally, the Downtown Zoning Code aims to promote revitalization, enhance economic vitality, and encourage sustainable development in the downtown area. Adaptive reuse supports these goals by preserving and updating underutilized buildings, reducing environmental impacts associated with demolition and new construction, and fostering economic growth through reinvestment.

ENVIRONMENTAL DOCUMENTATION

The proposed project at 401 South State Street is subject to the California Environmental Quality Act (CEQA) and qualifies for a categorical exemption under CEQA Guidelines, Article 19, Class 1, Section 15301 (Existing Facilities) (a), which covers minor interior or exterior alterations.

The proposed project involves minor renovations to an existing commercial structure, including interior and exterior upgrades, without altering the building's footprint or significantly impacting the surrounding site. The modifications will not result in substantial changes to the existing use, nor will they damage or disturb any natural features, as the site is fully developed and located within an urbanized area. Accordingly, the project meets the criteria for exemption and will not have a significant effect on the environment.

Additionally, the project is consistent with existing zoning and planning regulations, including the 2040 General Plan, Downtown Zoning Code requirements, and other relevant local policies, aligning with the City's established land-use expectations for the site. Upon review, it has been determined that the project will not impact sensitive environmental resources, such as habitats for endangered species, geologically sensitive areas, or sites of historical or archaeological importance.

NOTICE

Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9264:

- Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9231.3, 9263 and 9264:
- Published in the Ukiah Daily Journal on December 3, 2024
- Posted on the Project site on December 1, 2024;
- Posted at the Civic Center (glass case) on December 1, 2024; and
- Mailed to property owners within 300 feet of the Project parcels on December 1, 2024
- Emailed to all agencies having jurisdiction: December 1, 2024.

RECOMMENDATION

Staff recommends that the City of Ukiah Zoning Administrator:

- 1) Conduct a public hearing; and
- 2) Approve with Conditions the Minor Use Permit to allow voluntary modifications to an existing structure at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480 to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing'; and

ATTACHMENTS

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials – File No.: 24-001480
4. Agency Referral Responses

**DRAFT FINDINGS
MINOR USE PERMIT
RENOVATION & REUSE OF AN EXISTING COMMERCIAL STRUCTURE
401 SOUTH STATE STREET, UKIAH, CA; APN 002-269-05; FILE NO. 24-001480**

The Community Development Department's recommendation for conditional approval of a Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480. This approval also includes an exception from the Downtown Zoning Code. The Zoning Administrator shall review, conduct a public hearing, and decide upon this minor use permit application.

EXCEPTION FINDINGS

Section 9231.5 of the DZC, allows specific requirements to be modified with approval of an exception. Table 29, Exception Procedures, establishes two levels of exceptions, major and minor, and the procedures for the review and processing of exceptions.

Upon review of Staff, the following minor exception to the DZC development standards are required or requested. As noted in DZC Table 29, the below exceptions may be granted with approval by the Zoning Administrator. The Zoning Administrator, on the basis of the evidence submitted at the hearing, may grant use permits required by the provisions of this Article whenever findings of fact support the following determinations:

1. Existing Facilities (Parking) – Modifications

- a. *Requirement: Modifications to existing parking facilities shall comply with the requirements of Tables 16, 17 and 18.*
- b. **Minor Exception – Requested:** The proposed conversion of the existing parking area for shipping and receiving operations aligns with the historical use of the site, which was originally designed to accommodate such activities during its tenure as a Sears retail and warehouse facility. This modification represents a return to the intended functionality of the space and leverages its original design for efficient logistical operations.

Given that parking facilities are well-distributed along all frontages of the parcel, particularly along Clay Street, the adjustment has minimal impact on overall parking availability. By consolidating freight activities in a purpose-built area, the modification enhances operational efficiency while preserving adequate customer parking and accessibility. This approach balances historical context with contemporary operational needs, ensuring a functional and harmonious use of the site.

2. Site Screening – Material Selection – Condition of Approval

- a. *Requirement:* Materials compatible with or match materials for the adjacent building facade and living fences (e.g., espalier, hedge row) are also allowed.
- b. *Staff Condition of Approval:* The proposed outdoor storage area is situated in an appropriate location that minimizes visibility from the site's primary public frontages and reduces potential impacts on neighboring properties. However, the proposed chain-link fencing does not align with the standards of the Downtown Zoning Code (DZC), which requires use of materials that complement the architectural character of the principal building and enhance the site's overall appearance.

To ensure consistency with the DZC, staff requires the outdoor storage area to be screened using decorative fencing materials such as wrought iron or aluminum that are compatible with the design of the adjacent building. Alternatively, planters or increased landscaping, including well-maintained shrubs or other greenery, may be incorporated to provide additional screening. Masonry walls or a combination of these elements can also be utilized to achieve both functionality and aesthetic compatibility, contributing positively to the overall streetscape and site design.

USE PERMIT FINDINGS – MINOR

The subject structure was not involuntarily damaged or destroyed by accident (e.g., fire, explosion, etc.) or natural disaster (e.g., earthquake, etc.), and is therefore subject to UCC Section 9231.14(C), which regulates the voluntary modification of nonconforming structures. Since a nonconforming structure may undergo ordinary repair and maintenance only in a specified manner, UCC 9231.14(C), specifies how the reconstruction or structural alteration may be allowed; provided, that the review authority first determines that the modification is necessary to secure added safety or to reduce the fire hazard and/or to secure aesthetic advantages through the alignment, architecture, or closer conformity to surrounding allowed structures in the immediate neighborhood.

The text below outlines project consistency with the required minor use permit findings, including voluntary repair, as well as required exceptions:

- 1. The proposed land use is consistent with the provisions of this Title as well as the goals and policies of the City General Plan.**

The proposed land use of "General Retail" and "Small Product Manufacturing" at 401 South State Street is consistent with both the zoning regulations and the goals and policies of the City General Plan. The site is located within the Urban Center (UC) zoning district, which supports a mix of retail and light industrial uses. The proposed retail and small-scale manufacturing activities align with the intent of the Urban Center zoning, which aims to promote a vibrant and active downtown area by encouraging a variety of business types that serve the local community and attract visitors. Both uses are considered 'Allowed' within Table 3 of the Downtown Zoning Code of the UC District.

Furthermore, the City General Plan emphasizes the revitalization of downtown areas and supports the adaptive reuse of existing buildings. The project proposes interior and exterior renovations to the existing structure, which is consistent with these goals, as it will improve the functionality, aesthetics, and safety of the building while preserving its historical character.

- 2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare.**

The proposed land use of "General Retail" and "Small Product Manufacturing" is compatible with the surrounding land uses, which include an automobile repair and storage facility, commercial offices and restaurants, as well as the Grace Hudson Museum. The proposed improvements to the existing structure will enhance the functionality of the property while maintaining its existing relationship to the surrounding area. Additionally, the project includes measures such as improved accessibility, safety upgrades, and limited structural enhancements that align with the community's goals for downtown revitalization and adaptive reuse.

- 3. The reconstruction or structural alteration of a nonconforming structure may be allowed with Zoning Administrator approval of a minor use permit; provided, that the review authority first determines that the modification is necessary to secure added safety or to reduce the fire hazard and/or to secure aesthetic advantages through the alignment, architecture, or closer conformity to surrounding allowed structures in the immediate neighborhood, and only in compliance with subsections C1 and C2 of this section.**

The proposed upgrades include modernizing electrical systems, addressing structural deficiencies, and improving safety features such as ventilation and accessibility, which directly contribute to the overall safety of the building. These improvements will reduce potential fire hazards by upgrading the mechanical and electrical systems to current standards. Additionally, the review of submitted building permits by the City's Fire Prevention Division will ensure that annual inspections and improved safety measures, such as alarm systems, are incorporated and maintained to the satisfaction of the City.

Additionally, the exterior modifications, including upgraded entrance doors, ADA-compliant access, and more regular maintenance and repair, will improve the building's aesthetic compatibility with the immediate neighborhood, particularly with the incorporation of professional signage. The proposed changes are in line with the City's goals for enhancing downtown aesthetics and supporting the revitalization of the area.

As such, the proposed alterations meet the criteria outlined in subsections C1 and C2, ensuring the project improves safety, reduces fire hazards, and enhances the aesthetic value of the building in relation to its surroundings.

- 4. Exception Findings:** The required findings for the grant of exception include: the request is consistent with the intent of this code and the Ukiah General Plan that the project is compatible with the neighborhood and design intent of this code; the project provides appropriate connections, transitions, and relationships between buildings and the street, adjacent properties and one another; the project provides adequate and appropriate pedestrian facilities and connections; the project would not impair the desirability of investment, employment, or residence in the neighborhood; the project is not detrimental to the public's health, safety and general welfare; special circumstances or conditions apply to the site, building, improvement or use, such as the preservation of natural resources (creek, tree preservation), providing enhanced pedestrian facilities or enhanced outdoor areas (outdoor seating, enhanced landscaped areas).

Most of the required findings for the grant of exception are not applicable or relevant to the proposed renovation and reuse of the structure at 401 South State Street, as the project involves relatively minor updates to an existing building without substantial physical changes or new construction. The project is consistent with the intent of the Downtown Zoning Code and the Ukiah General Plan, as it maintains the building's original commercial and warehouse functions while enhancing its functionality and aesthetics.

Regarding the findings for compatibility with the neighborhood and design intent, the proposed changes are in line with the existing character of the area and focus on modernizing and improving the existing space, not on introducing significant new construction. The project does not require major adjustments to the street or adjacent properties, as it primarily involves interior and exterior upgrades, such as improved lighting, ADA-compliant entrances, and enhanced workspaces.

As the project does not include substantial new construction or site changes, the findings related to providing new pedestrian facilities, connections, or significant landscaping improvements are not relevant. The project will not impair the desirability of investment or employment in the neighborhood, as it maintains an active commercial site and enhances the environment for both employees and customers. Furthermore, the improvements are not detrimental to public health, safety, or welfare; the proposed upgrades, including ventilation, eyewash stations, and improved electrical systems, promote a safer, more efficient working environment.

Lastly, there are no special circumstances or conditions at the site that would require extensive modifications to the building or property. The project remains largely within the existing structure's footprint, preserving its function and maintaining compatibility with the surrounding neighborhood.

CEQA FINDINGS

The proposed project at 401 South State Street is subject to the California Environmental Quality Act (CEQA) and qualifies for a categorical exemption under CEQA Guidelines, Article 19, Class 1, Section 15301 (Existing Facilities) (a), which covers minor interior or exterior alterations.

The proposed project involves minor renovations to an existing commercial structure, including interior and exterior upgrades, without altering the building's footprint or significantly impacting the surrounding site. The modifications will not result in substantial changes to the existing use, nor will they damage or disturb any natural features, as the site is fully developed and located within an urbanized area. Accordingly, the project meets the criteria for exemption and will not have a significant effect on the environment.

Additionally, the project is consistent with existing zoning and planning regulations, including the 2040 General Plan, Downtown Zoning Code requirements, and other relevant local policies, aligning with the City's established land-use expectations for the site. Upon review, it has been determined that the project will not impact sensitive environmental resources, such as habitats for endangered species, geologically sensitive areas, or sites of historical or archaeological importance.

PUBLIC NOTICE

- Notice of the Public Hearing was provided in the following manner, in accordance with UCC §9231.3, 9263 and 9264:
- Published in the Ukiah Daily Journal on December 3, 2024
- Posted on the Project site on December 1, 2024;
- Posted at the Civic Center (glass case) on December 1, 2024; and
- Mailed to property owners within 300 feet of the Project parcels on December 1, 2024
- Emailed to all agencies having jurisdiction: December 1, 2024.

DRAFT

**DRAFT CONDITIONS OF APPROVAL
MINOR USE PERMIT
RENOVATION & REUSE OF AN EXISTING COMMERCIAL STRUCTURE
401 SOUTH STATE STREET, UKIAH, CA; APN 002-269-05; FILE NO. 24-001480**

The following Conditions of Approval shall be made a permanent part of the Use Permit, shall remain in force regardless of property ownership, and shall be implemented in order for this entitlement to remain valid. The Zoning Administrator may condition a use permit to prohibit the occupancy of a building, structure, or land use until an inspection has been made which finds that the building, structure, or land use complies with all conditions specifically required to be completed prior to occupancy. If a use permit is so conditioned, the Zoning Administrator shall notify the City Building Official of such conditions. If a building permit is issued for a building or structure which is subject to a use permit so conditioned, the Building Official shall not approve a final inspection of such building or structure until the conditions have been met; provided, however, that responsibility for assuring applicant compliance with the provisions of the use permit remains with the Zoning Administrator. The Zoning Administrator may also require conditions be completed prior to the issuance of building permits.

Approved Project Description: The Applicant requests a Minor Use Permit for voluntary modifications to an existing structure per Ukiah City Code Section 9231.14(C)(3) to facilitate its reuse for 'General Retail' and 'Small Product Manufacturing' in accordance with the Downtown Zoning Code (DZC) at 401 South State Street, Ukiah, CA; APN 002-269-05; File No. 24-001480. This approval also includes an exception from the Downtown Zoning Code.

This approval is based on the associated findings (Attachment 1), in accordance with Ukiah City Code Section 9262(E), as well as Ukiah City Code Section 9231.5 (Table 29, Exception Procedures) of the Downtown Zoning Code.

CITY OF UKIAH SPECIAL CONDITIONS

1. To ensure consistency with the Downtown Zoning Code (Table 9: Outdoor Storage Areas & Screening), the identified outdoor storage area shall be fenced and screened using materials, aligned or identified by the Downtown Zoning Code that are also compatible with the design of the adjacent building. Planters or increased landscaping, including well-maintained shrubs or other greenery, may be incorporated to provide additional screening. Masonry walls or a combination of these elements can also be utilized to achieve both functionality and aesthetic compatibility, contributing positively to the overall streetscape and site design.
2. The proposed 'Shipping & Receiving' area shall include signage conveying that use of the area is restricted to shipping and receiving activities only.

CITY OF UKIAH STANDARD CONDITIONS

3. This approval is not effective until the 10-day appeal period applicable to this Planning permit 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.
4. All use, construction and the location thereof, or occupancy, shall conform to the application and

to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.

5. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Department of Public Works of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Zoning Administrator, such standards shall be met.
6. Building permits shall be issued within two years after the effective date of the Planning Permit or same shall be null and void.
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. A Final Signage Plan shall be submitted prior to issuance of Building Permit. The Applicant shall obtain all required Sign Permits, in compliance with Division 3, Chapter 7, Signs, of the UCC. Prior to the placement/installation of any sign(s), the applicant shall make application for and receive approval of a sign permit. All signage shall be in substantial conformance with the design and development standards of the Downtown Zoning Code.
9. 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 the provision of any finalized use permit or 'Certificate of Occupancy'.
10. All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.
11. As outlined in Article 20, Administration and Procedures, of the Zoning Code this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
12. In accordance with Public Resource Code 21082, in the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.

BUILDING DIVISION AND UKIAH VALLEY FIRE AUTHORITY CONDITIONS

13. A permit will be required for T.I. (Tenant Improvements). Please submit plans, building permit application, and hardship form. Please submit four complete plan sets, two wet stamped and signed.
14. The design and construction of all site alterations 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 and City of Ukiah Ordinances and Amendments.

15. The applicant shall submit a recent appraisal from a licensed appraiser to the City's Building Official. The Building Official, in conjunction with the Planning Division, shall verify the appraiser's determination of the current market value and the approved scope of work. Voluntary modifications, alterations, reconstruction, or repairs otherwise required by law (e.g., City adopted building, electrical, plumbing codes) shall be allowed without being subject to UCC §9231.14(C)(3).

MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT CONDITIONS

16. Commercial structures Subject to Federal NESHAPS for Asbestos 40 CFR 61 - Prior to renovation work commencing, a survey by a Certified Asbestos Consultant must be conducted, samples of materials to be disturbed tested for asbestos and results submitted to Air Quality with a completed Asbestos Demolition-Renovation Notification form (attached) for review and / approval.

DRAFT



PERMIT PROJECT
FILE #: 24-001480
401 STATE ST UKIAH CA 95482
RETAIL BUILDING WITH LIGHT INDUSTRIAL AND IMPROVEMENTS



PERMIT #: PA24-000018

Permit Type
Planning Permit Application

Subtype
Use Permit - Minor

Work Description:
Retail building with light industrial and improvements

Applicant
TCW Equipment - Nena Caviness

Status
Online Application Received

Valuation
0.00



FEES & PAYMENTS

Plan Check Fees 0.00

Permit Fees 1,000.00

Total Amount 1,000.00

Amount Paid 0.00

Balance Due 1,000.00

Non-Billable



PERMIT DATES

Application Date
11/05/2024

Approval Date

Issue Date:

Expiration Date:

Close Date

Last Inspection


APPLICATION INFORMATION

Parcel Size
.35 Acres

Building Size
9,364 SF

Number of Floors
1

DESCRIPTION OF BUILDING AND SITE

USE OF BUILDING	DESCRIPTION	SQUARE FOOTAGE	NUMBER OF UNITS/SUITES	
Office (business/professional) ▼	Offices & Conference Room	850	3 offices/1 conf room	
Retail ▼	Showroom, Will-call, Self s	5,722	Showroom & warehouse	
Light Industrial ▼	Assembly & fabrication	2,206	2 Garage bays, Machine Rm	
Other ▼	Unused Mezzanine	586	1	
▼				

+ Add Row

OPERATING CHARACTERISTICS

Days and Hours of Operation
M-F 7 a.m. - 4:30 p.m.

Days and Hours of Shifts
M-F 7-4:30 p.m., 7-3:00 p.m., 8:30-4:30 p.m.

Number of Shifts
3

Number of Employees/Shift
2-3

Loading Facilities
Yes

Type/Vehicle Size
Box trucks & Semi trucks, 55-72 ft

Deliveries
Yes

Type
USPS, LTL, UPS, FedEx, DHL

Number (day/week/month)
UPS/FedEx 5 days/wk, LTL/Freight 2-3 times a wk

Time(s) of Day
Between 7-4

Outdoor areas associated with use?
Yes

Square Footage

2000 SF

Sales area?

Yes



Square Footage

1160 SF

Unloading of deliveries?

Yes



Square Footage

1000 SF

Storage?

Yes



Square Footage

1200

Noise generating use?

Yes



Description

Air Compressor (less than 1 hr day)



SUBMITTAL DOCUMENTS

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.

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.

For cannabis and telecommunication projects, please contact Staff for additional checklist and submittal requirements.

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.

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.

Written Project Description

[Ukiah Planning Permit Description.pdf](#)



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.

Building Elevations

[401 S State Elevations.pdf](#)



Drawing must include all elevations (front, rear, and sides) and identify dimensions, materials and colors. One set of colored drawings is required.

Floor Plan

[401 South State Ukiah FloorPlan.pdf](#)



Site Plan

[401 S State St Site Plan.pdf](#)



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 plot plan requirements here

Details - Fence



I, Henry and Margaret Nelson, owner authorize Tenesha & Michael Caviness 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).

DocuSigned by: Henry Nelson DocuSigned by: MARGARET J. NELSON Oct. 15, 2024
PROPERTY OWNER SIGNATURE **DATE**
513C8E078ADB439...

I, Tenesha G. Caviness, 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.

Tenesha G. Caviness Oct. 15, 2024
 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.

Tenesha G. Caviness
 PROPERTY OWNER / AUTHORIZED AGENT
(PLEASE PRINT NAME)

Tenesha G. Caviness Oct. 15, 2024
 PROPERTY OWNER / AUTHORIZED AGENT **DATE**
(SIGNATURE)

Revised 02/06/2024

Nena & Michael Caviness
2975 Dutton Ave., Unit C
Santa Rosa, CA 95407

September 6, 2024

Application supporting documents:

- 401 S. State St. Project Description (This document)
- Proposed Site Plan
- Proposed Floor Plan
- Proposed Building Elevations
- Property Appraisal
- Landscaping plan

Project Description:

Flooring: We will remove floor coverings that are in approximately half of the building. The other half is already exposed concrete. We will polish the concrete floors throughout the building. This will give the space a more durable and safe experience for employees and customers. It will also improve the overall aesthetics.

Ceilings: The majority of the dropped ceilings will be removed to expose the ductwork and cables above. The cables will be managed and the exposed ducting will be painted to match the new modern look we aim to achieve.

Lighting: We plan to update the lighting fixtures throughout the warehouse, replacing the current fixtures with modern, LED lighting to create a uniform and contemporary atmosphere.

Garage Bays Work Area: The two existing garage bays at the back of the warehouse will be cleaned up to be workspaces for our welder and assembly technicians. This will allow us to efficiently contain and carry out production tasks on-site. Changes to the garage bays include:

- Install vents for adequate airflow for use during inclement weather.
- Remove debris and repair the existing drain.
- Add an eyewash station.
- Remove a constructed wooden mezzanine.

Front building “Showroom”

The front building will be used as a showroom for larger equipment and a self-serve area for pick-up of filter products and stainless steel fittings.

We will use the four rooms that exist in the perimeter of the front half of the building as offices, a conference room, and for will-call pickup.

This front space has two restrooms that need updating. We will convert one of the restrooms to be ADA compliant and we will decommission the 2nd toilet line. We will keep the sink from the 2nd bathroom and convert it to a beverage area for customers to take coffee/tea/and water.

Machine Room:

Toward the back of the warehouse, we will keep the half wall/divider that is currently constructed in the retail space of the hospice. This will help create a barrier for product assembly and light manufacturing. The approximate size of this area is 1300 sqft of the 5322 sqft which is the main warehouse space.

Customer Access & Entrance Modifications:

We plan to direct customers to enter through the west and north entrances. The entrances will lead customers into a welcoming space where they can shop our inventory, retrieve Will-Call orders, and browse our showroom.

The west and north doors are currently inoperable. We will replace them so they have full functionality. These will be the main customer entrances.

The storefront door in the parking lot on Main St. will be replaced with a roll-up door and this will be the meeting point for any outgoing or incoming deliveries and freight. This modification will facilitate a more efficient workflow for our team and it will keep deliveries and outgoing freight out of the way for a more pleasant shopping experience for customers. We usually have about 4-6 freight deliveries and pickups a week.

We will also replace one of the rollup doors in the shop bays so that it has an ADA manway entrance.

Electrical:

- We will replace the current outdated electrical panels with one large panel. The building had 3-phase service and it was disconnected at some point. We will work with the city to reconnect/re-run 3-phase service to the building which will

accommodate the testing and repair of our customer's equipment which require a variety of electrical requirements (3-phase, Single phase, 230 V, and 480 V.)

- We will add a charger for the company's electric vehicle.
- We will add an air compressor to the back parking lot.

In summary: we believe these improvements will enhance the functionality and appeal of the building while supporting our operational needs. We are committed to adhering to all relevant building codes and regulations throughout the renovation process.

We would appreciate your review and approval of our planned renovations. Please feel free to contact me if you require any additional information or have any concerns regarding our project. We look forward to working with the City Planning Department to bring this project to fruition.

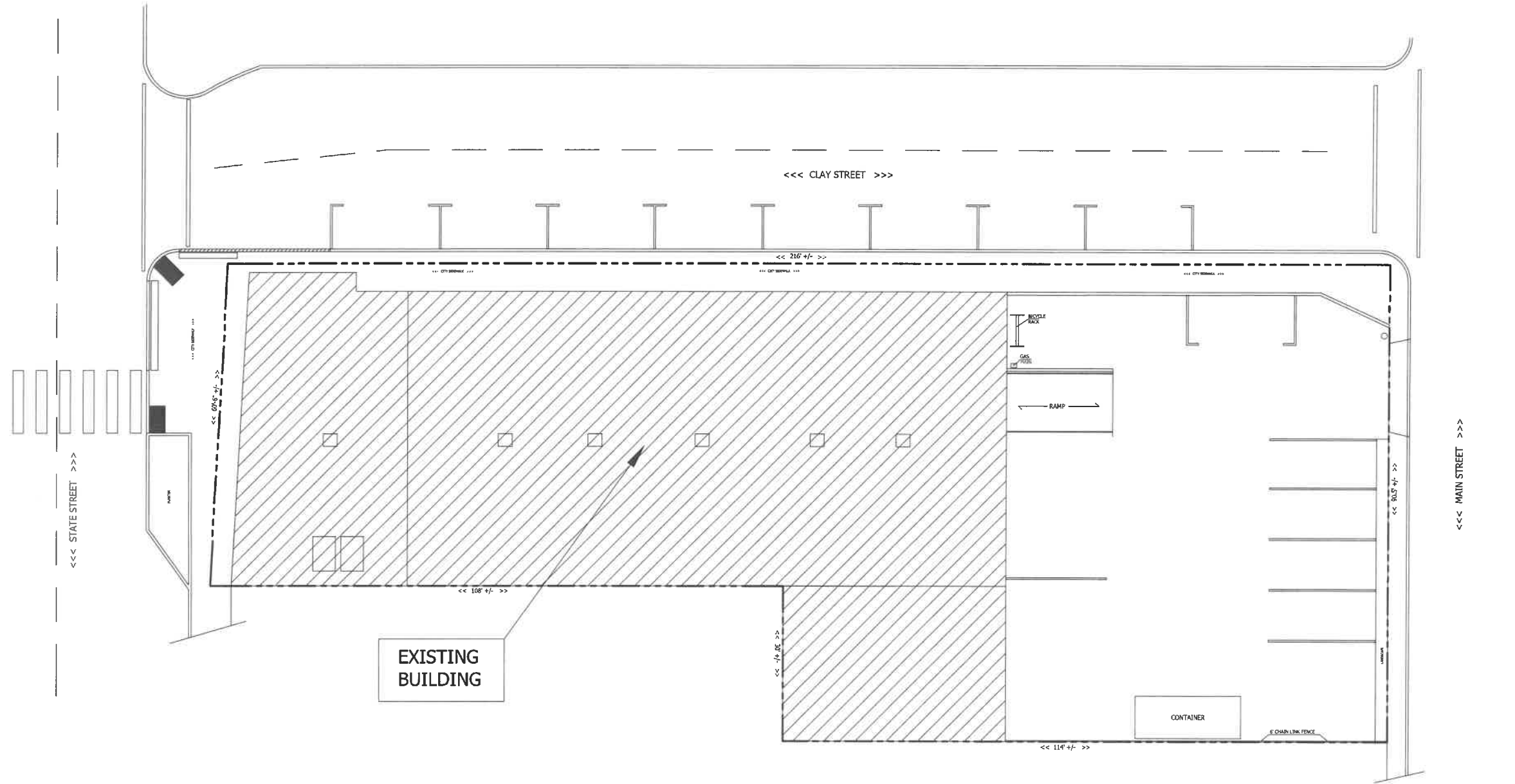
Thank you for your time and consideration.

Sincerely,



Nena & Michael Caviness
Owners
TCW Equipment
707-474-2000

- Legend:**
- PROPERTY LINE
 - BUILDING ENVELOPE
 - EDGE OF PAVEMENT
 - BUILDING FOOTPRINT LINE
 - CONTOUR LINES



REVISIONS	DATE	BY



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 e-mail: richard@ruffarchitect.com
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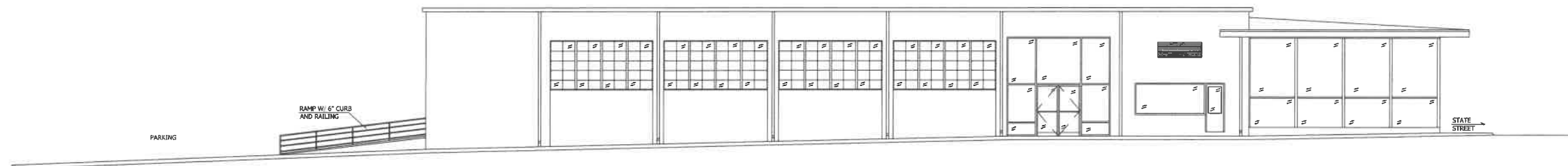


TENANT IMPROVEMENT PLAN SET
TCW EQUIPMENT
401 SOUTH STATE STREET
UKIAH, CA 95482

SHEET TITLE	
SITE PLAN	
DRAWN BY	PSM
CHECKED BY	RPR
DATE SUBMITTED	9-17-2024
DATE CREATED	9-17-2024
SCALE	AS NOTED
PAGE	A1
SHEET	4 OF 12



1 EXISTING WEST ELEVATION
SCALE 1/4" = 1'



2 EXISTING NORTH ELEVATION
SCALE 1/8" = 1'

REVISIONS	DATE	BY



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TENANT IMPROVEMENT PLAN SET
 TCW EQUIPMENT
 401 SOUTH STATE STREET
 UKIAH, CA 95482

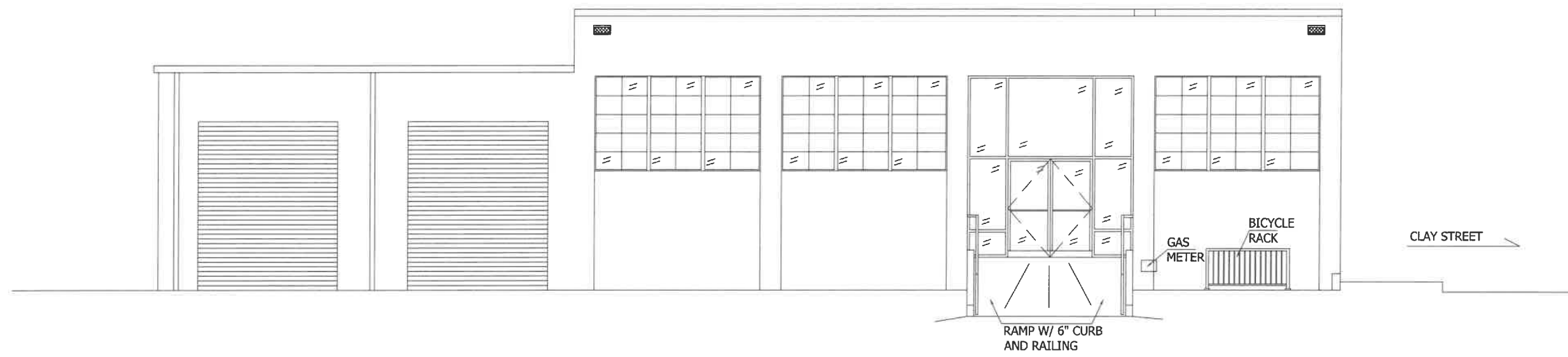
SHEET TITLE

ELEVATIONS
SHEET 1

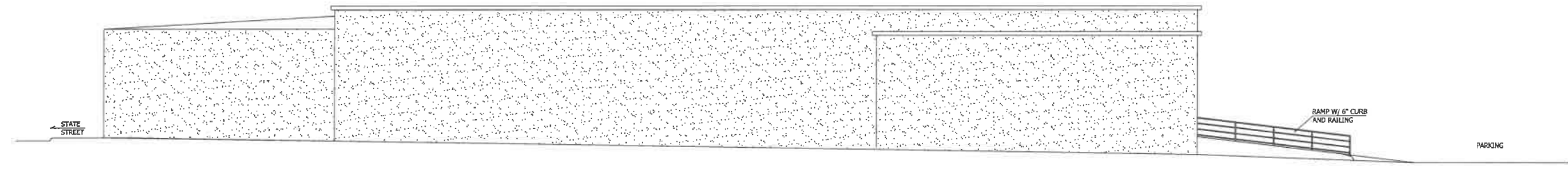
DRAWN BY PSM
 CHECKED BY RPR
 DATE SUBMITTED 9-17-2024
 DATE CREATED 9-17-2024
 SCALE AS NOTED

PAGE
A3.0

SHEET 8 OF 12



1 EXISTING EAST ELEVATION
SCALE 1/4" = 1'



2 EXISTING SOUTH ELEVATION
SCALE 1/8" = 1'

REVISIONS	DATE	BY



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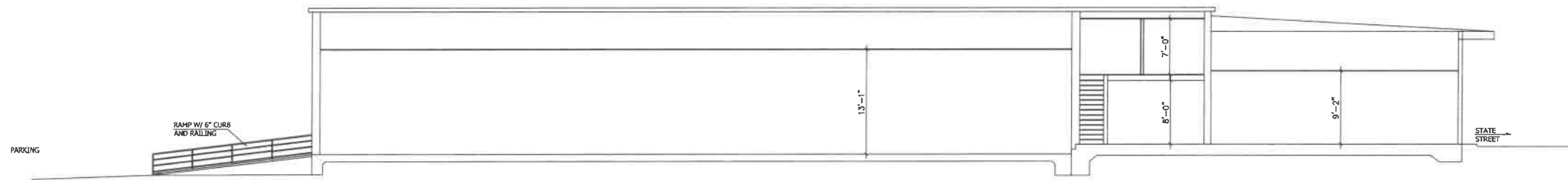
TENANT IMPROVEMENT PLAN SET
 TCW EQUIPMENT
 401 SOUTH STATE STREET
 UKIAH, CA 95482

SHEET TITLE

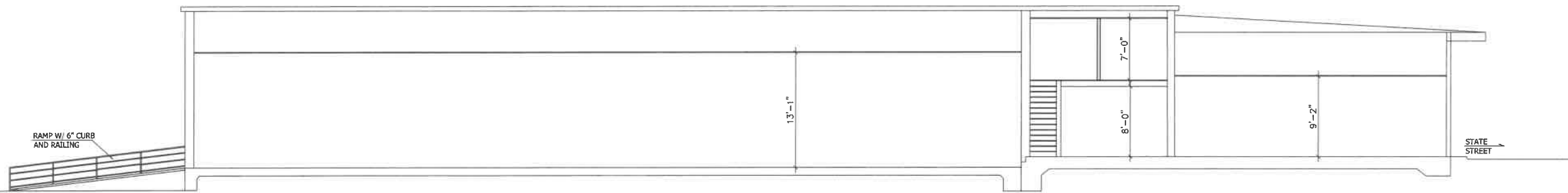
ELEVATIONS
SHEET 2

DRAWN BY PSM
 CHECKED BY RPR
 DATE SUBMITTED 9-17-2024
 DATE CREATED 9-17-2024
 SCALE AS NOTED

PAGE
A3.1
 SHEET 9 OF 12



1 SECTION VIEW A
SCALE 1/4" = 1'



3 PROPOSED SECTION VIEW B
SCALE 1/4" = 1'

REVISIONS	DATE	BY



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TENANT IMPROVEMENT PLAN SET
 TCW EQUIPMENT
 401 SOUTH STATE STREET
 UKIAH, CA 95482

SHEET TITLE

PROPOSED SECTION VIEWS SHEET 1

DRAWN BY PSM
 CHECKED BY RPR
 DATE SUBMITTED 9-17-2024
 DATE CREATED 9-17-2024
 SCALE AS NOTED

PAGE
A4.0

SHEET 10 OF 12



LOMANDRA
MASS SYMMETRICAL PLANTING
LOW-WATER USAGE PERENNIAL
EVERGREEN

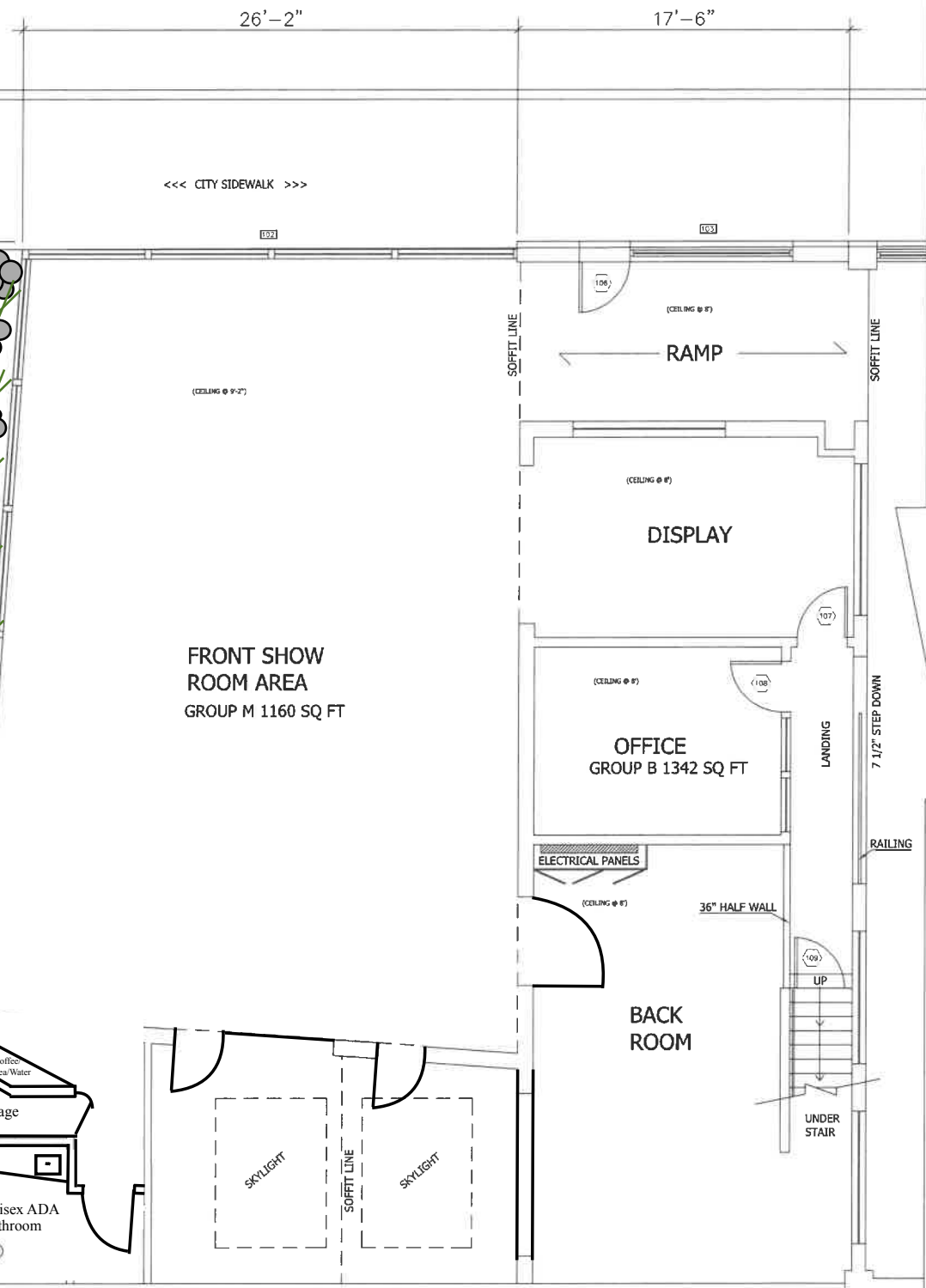
2-3" NOYO COBBLES ROCK

55'-8"

<<< CITY SIDEWALK >>>

1

PROPOSED LANDSCAPE PLAN
SCALE 1/4" = 1'



REVISIONS	DATE	BY

TENANT IMPROVEMENT PLAN SET
TCW EQUIPMENT
401 SOUTH STATE STREET
UKIAH, CA 95482

SHEET TITLE
EXISTING
SHOW ROOM AND UPPER
FLOOR PLANS

DRAWN BY PSM
CHECKED BY RPR
DATE SUBMITTED 9-17-2024
DATE CREATED 9-17-2024
SCALE AS NOTED

PAGE
A2.1
SHEET 6 OF 12



Community Development and Planning Department
300 Seminary Avenue
Ukiah, CA 95482
planning@cityofukiah.com
(707)463-6203

DATE: March 27, 2013
TO: Planning Commission
FROM: Jennifer Faso, Associate Planner
SUBJECT: Request for a Major Use Permit to allow a Thrift Store
401 South State Street, APN 002-269-05
File No. 13-06-UP-PC

RECOMMENDATION

Staff recommends that the Planning Commission approve the proposed project based on the draft findings included in attachment 1 and subject to the draft conditions of approval included in attachment 2.

PROJECT DESCRIPTION

An application has been received from Dr. Robert Werra on behalf of Hospice of Ukiah to operate a thrift store at 401 South State Street, APN 002-269-05. The business would have the following operating characteristics:

- Days and hours of operation would be 9:00 am to 5:00 pm Monday thru Friday and 10:00 to 4:00 on Saturday, closed Sunday.
- Donations would be accepted Monday thru Friday 10:00 am to 4:00 pm and 10:00 am to 3:00 pm on Saturday, closed Sunday.
- Three full time employees, two part time employees and variable number of volunteers.
- Installation of window signs.

No changes to the exterior or footprint of the building are proposed as part of this project.

SETTING

The project site is located on a developed 15,100 square foot lot within the downtown, specifically the southeast corner of South State Street and Clay Street which has frontage on South State Street, Clay Street and South Main Street. The lot includes an 8,000 square foot commercial building and parking lot. The property is surrounded by the following uses:

Hospice of Ukiah
Thrift and Gift Store
401 South State Street
File No. 13-06-UP-PC

- North: Auto repair services, retail uses and residential zoned Urban Center (UC)
- South: Restaurant and retail uses zoned Urban Center (UC)
- West: Professional office, real estate office and motel zoned Urban Center (UC)
- East: Sun House and residential zoned High Density Residential (R3)

STAFF ANALYSIS

General Plan. The land use designation of the subject property is Commercial (C). This land use designation identifies areas where commerce and business may occur. The proposed commercial use is consistent with the General Plan designation of the subject property. The actual uses allowed are determined by the zoning of the parcel (such as Neighborhood Commercial, Community Commercial, or Heavy Commercial). Table 1 below provides an analysis of the General Plan goals and policies that apply to the proposed project.

Table 1: General Plan Goals and Policies	
General Plan Goal/Policy	Staff Analysis
	Economic Development
Goal ED-1. <i>Support a strong local economy.</i>	<p>The project would allow a vacant commercial building to be occupied and would also allow an existing City of Ukiah business to relocate and continue operations resulting in contribution to the local economy.</p> <p>The proposed project would occupy a building which has been vacant for several years. Occupancy of this building would bring new business/foot traffic to this area of the downtown.</p> <p>The project is required to have a business license however since it is a non-profit no fees are collected.</p>
Goal GP-1. <i>Promote, attract or assist in developing business, particularly those that add value to resources already found or processed in the Ukiah Valley.</i>	Approval of the request for use permit would allow an established business within the city to relocate to a location that would better serve the needs of its customers.
Goal GP-2. <i>Promote business development, emphasizing local ownership of business in order to keep capital and growth within the community.</i>	The Hospice of Ukiah is a local non-profit that assists the residents of Ukiah and the Ukiah Valley. The Hospice Thrift and Gift proceeds are the primary support for Hospice services. Approval of this use permit would allow the local community group to continue their work so that this type of care can continue with the community.

Ukiah Airport Master Plan. The project site is located within the B-2 zone (Extended Approach-Departure Zone) on the Airport Compatibility Zone Map and is subject to moderate risks and frequent noise intrusions from aircraft. The following table includes the B2 compatibility criteria from Table 7A of the Ukiah Airport Master Pan that apply to the proposed project and staff's analysis.

1 **Table 2: Summary of B2 Compatibility Criteria**

B2 Compatibility Criteria	Staff Analysis
Low intensity retail and office uses are normally acceptable uses in the B2 compatibility zone.	The proposed project would be a retail thrift store for Hospice Thrift and Gift. This use is consistent with low intensity retail uses which are allowed in the B2 zone.
The maximum density is 90 people per acre for non-residential uses in the B2 In-Fill area.	<p>The In-Fill policy allows 90 people per acre for non-residential uses therefore given that the site is .35 of an acre the maximum density cannot exceed 31 people (.35 acre site X 90 people/acre).</p> <p>The applicant has indicated that the proposed thrift shop would have approximately three employees on a daily basis and it is not anticipated there would be more than 28 customers in the store at any one time.</p>
<p>Minimum 30% "Open Land" is recommended.</p> <p>This is applied to the entire area with a B2 designation not just the project site.</p>	<p>The size of the parcel is 15,100 square feet (.35 acre). The footprint of the building is 8,000 square feet which leaves 53 % of open land for this parcel exceeding the 30% minimum recommended for the B2 zone.</p> <p>Based on a field survey it is staff's opinion that the proposed project is similar to other existing development in the B2 zone. The In-Fill Policy allows new development that is similar in intensity to that of surrounding already existing uses.</p>

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Zoning and Site Analysis. The parcel is located within the boundaries of the Downtown Zoning Code (DZC) and is zoned Urban Center (UC). In the UC district thrift shops are allowed with the approval of Major Use Permit. Thrift shops are defined as:

A retail store that buys and sells used products, including clothing, furniture and household goods, jewelry, appliances, musical instruments, business machines, office equipment, tools, motors, machines, instruments, or any similar second hand articles or objects.

During the workshop discussions held for the Downtown Zoning Code, the Planning Commission spent a considerable amount of time reviewing various types of uses and discussed what type of discretionary review, if any, would be required for each. In regards to thrift shops, it was the consensus of the Planning Commission that given the nature of thrift shops discretionary review at the Planning Commission level should be required because this type of use could have blighting effect, especially if there was an overconcentration of this type of use. Concerns included donations left outside, outside display/storage, visual appearance of the site, type of merchandise, overall management practices of the specific thrift shop. Any of these could have a negative impact on the immediate area as well as the greater downtown.

1 Table 3 below includes the applicable requirements of the zoning ordinance with staff analysis.

Table 3: Zoning Ordinance and Site Analysis	
Zoning Ordinance Requirement	Staff Analysis
Development Standards	
The zoning ordinance includes development standards for setbacks, building height, site area and yard setbacks.	N/A The project site is already developed and no modifications to the exterior of the building or building footprint are proposed as part of this application.
Uses	
Thrift Shops Table 3 of DZC allows Thrift Shops within the Urban Center (UC) zone with approval of a Use Permit.	The applicant has applied for a use permit to operate a thrift Shop. See Use Permit analysis below in Table 4.
Parking	
Vehicle Parking Retail uses: 1 space for every 300 sf Properties located in Downtown Parking Improvement District are exempt from providing onsite parking.	Vehicle Parking Based on the square footage of the building, 26 parking spaces would be required. Since the parcel is located in the Downtown Parking District, the project is exempt from providing onsite parking. The project site does have a parking area located at the rear of the site. The parking area has room for five vehicle parking spaces; however the lot is not striped. A draft condition of approval has added that the lot be striped for standard size parking spaces. In addition to the rear parking there are six (6) on street parking spaces along Clay Street three (1) parking spaces on South State and one (1) on South Main Street. The project is located within the boundaries of the Downtown Parking Improvement District and therefore no on-site parking is required.
Bike Parking 10% of the required vehicle parking	Bike Parking. Based on 26 vehicle parking spaces, 3 bike parking spaces are required and this had been included as a condition of approval. It is anticipated that customers and employees are likely to ride their bikes to this location and providing bike parking will make this more likely.
Landscaping	
Landscaping standard requirements for projects within the DZC are included in Table 10 of the DZC.	There are currently street trees along South State Street. No new landscaping is proposed as part of this application. Based on the scope of the project and the fact that there are not any additional opportunities for landscaping on the site, installation of new landscaping is not required.

2

Hospice of Ukiah
Thrift and Gift Store
401 South State Street
File No. 13-06-UP-PC

1 **Use Permit.** In order to approve a Use Permit, the findings included in Zoning Ordinance
 2 section 9262(F1) are required to be made. The required findings and staffs analysis are
 3 included in the table below.
 4

Table 4. Use Permit Analysis	
Use Permit Findings	Staff Analysis
<i>The proposed land use is consistent with the provisions of this Title as well as the goals and policies of the City General Plan.</i>	<p>The proposed project is consistent with the General Plan as described under General Plan above.</p> <p>The project is consistent with the Zoning Ordinance as described in Table 2 above.</p>
<i>The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public's health, safety and general welfare.</i>	<p>The project approved with conditions is compatible with surrounding uses based on the following:</p> <ul style="list-style-type: none"> • The project site is located within an existing commercial area. • The location has in the past been used for retail uses. • The hours of operation would be consistent with other business in the area and with the hours of operation of the previous business. • In order to ensure the site remains clear of donations dropped off outside and to prevent outside storage of donations while also taking into account that the site is on a corner which is visible from three streets and that the “back of house” operations would be visible from South Main Street; drop off of donations shall not be permitted after business hours. Draft condition of approval 3B and 4B have been added that require Hospice to install a sign at the front of the site and at the rear of the site that clearly notes that donations shall not be left outside after business hours. Condition also requires the sign to be in both English and Spanish. • Outside storage or display of items would not be allowed. Draft condition of approval has been added 2B. <p>The project will not be detrimental to the public’s health , safety and general welfare based on the following:</p> <ul style="list-style-type: none"> • There is adequate parking (on-street and on-site) along with loading and drop off facilities available on site. Staff recommends that the parking lot at the rear of the building be striped in order to make it known to employees and customers that parking is available at the rear of the site and to make the best use of available space. Making it easier for people to use onsite parking will allow on-street parking spaces to remain available to employees and customers of other businesses in the area.

Hospice of Ukiah
 Thrift and Gift Store
 401 South State Street
 File No. 13-06-UP-PC

	<ul style="list-style-type: none"> • Through the use permit the operational characteristics would be regulated through the conditions of approval such as site maintenance, drop off procedures, signage, and parking; therefore the project would not be detrimental to the surrounding uses. • The existing parking lot at the rear of the project site is not striped. Staff has included a draft condition of approval that the parking lot be striped so that the lot would function better as a parking lot and be used as such. • Since the site has some on-site parking and staff is recommending that the lot be striped, staff recommends that employees be encourage to park on site. This would allow street parking to remain available for customers of the Thrift store and other businesses in the area. • The project has been reviewed by the Fire Marshal, Police Department, Building Official, and Public Works and any review comments from these departments have been included as conditions of approval. • The project is required to comply with all federal, state and local laws. • The project is consistent with the Airport Master Plan B2 compatibility zone requirements as noted in Table3.
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ENVIRONMENTAL REVIEW

The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 (c), Conversion of Small Structures, which allows structures up to 10,000 square feet to be converted from one use to another in urbanized areas when the use does not involve significant amounts of hazardous materials, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive based on the following:

- The total building square footage is 8,000 square feet.
- The project does not involve the use of hazardous materials.
- The location is not environmentally sensitive and with no drainage courses or bodies of water (such as creeks or streams).
- The site is developed with an existing building and parking lot, utilities and services already are available at the site and no expansion of the existing building footprint is proposed as part of the project.

PUBLIC NOTICE

A notice of public hearing was provided in the following manner:

- posted in three places on the project site on March 15, 2013;

Hospice of Ukiah
Thrift and Gift Store
401 South State Street
File No. 13-06-UP-PC

- 1 • mailed to property owners within 300 feet of the project site on March 13, 2013; and
- 2 • published in the Ukiah Daily Journal on March 17, 2013.

3
4 As of the writing of this staff report, no correspondence has been received in response to the
5 notice.

6 7 **DECISION TIMELINE**

8
9 The proposed project is subject to the requirements of the Permit Streamlining Act (PSA). The
10 PSA requires that a decision be made on the project within 60 days of the application being
11 deemed complete. This application was submitted to the Community Development and
12 Planning Department on March 11, 2013 and was deemed complete on March 13, 2013. As
13 such, a decision must be made on the project no later than May 13, 2013. The applicant may
14 request a onetime extension of the decision timeline. The next regularly scheduled Planning
15 Commission meeting is April 10, 2013.

16 17 18 **Attachments**

- 19 1. Draft Use Permit Findings
 - 20 2. Draft Use Permit Conditions of Approval
 - 21 3. Project Description submitted by applicant date stamped Mar 11, 2013
 - 22 4. Photos submitted by applicant and date stamped March 11, 2013.
 - 23 5. Plans submitted by applicant date stamped March 11, 2013.
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CITY OF UKIAH
 Department of Planning & Community Development
 300 Seminary Avenue, Ukiah, CA 95482
 www.cityofukiah.com



April 1, 2013

Dr. Robert Werra
 Ukiah Hospice Thrift and Gift
 2 Lookout Drive
 Ukiah, CA 95482

Re: Use Permit for Ukiah Hospice Thrift and Gift
 401 South State Street, APN 002-269-05
 File No.: 13-06-UP-PC

Dear Dr. Werra,

On March 27, 2013 the Planning Commission reviewed your request for approval of a Use Permit to operate Hospice Thrift and Gift at 401 South State Street, APN 002-269-05. It was the action of the Planning Commission to approve the Use Permit based on the findings of fact below and subject to the conditions of approval below.

**USE PERMIT FINDINGS TO ALLOW
 HOSPICE OF UKIAH
 TO OPERATE A THRIFT STORE AT
 401 SOUTH STATE STREET, APN 002-269-05
 FILE NO: 13-06-UP-PC**

The following findings are supported by and based on information contained in this staff report, the application materials and documentation, and the public record.

1. The proposed project, as conditioned, is consistent with the goals and policies of the General Plan as described in the staff report and Table 1.
2. The proposed project, as conditioned, is consistent with the Zoning Ordinance as described in Table 2 of the staff report.
3. The proposed project, as conditioned, is consistent with the purpose and applicable requirements of the Downtown Zoning Code based on the following:
 - A. With an approved use permit the proposed project is a permitted use within the UC zoning designation.
 - B. The project meets the intent of this zoning district in that the thrift store business will provide commercial opportunities within Ukiah's Downtown.

Hospice Thrift and Gift
 401 South State Street, APN 002-269-05
 File No.13-06-UP-PC

- C. The proposed project site is located within the boundaries of the Downtown Parking Improvement District therefore off street parking is not required.
4. The proposed project, as conditioned, is consistent with the Airport Compatibility requirements for the B2 zone based on the following:
- A. The proposed project would be a retail store for the Hospice Thrift and Gift. This use is consistent with low intensity retail uses which are allowed in the B2 zone.
 - B. The In-Fill policy allows 90 people per acre for non-residential uses therefore given that the site is .35 of an acre the maximum density cannot exceed 31 people (.35 acre site X 90 people/acre). The applicant has indicated that the proposed thrift shop would have approximately three employees on a daily basis and it is not anticipated that there would be more than 31 customers in the store at any one time.
 - C. The size of the parcel is 15,100 square feet (.35 acre). The proposed footprint of the building is 8,000 square this leaves 53 % of open space for this specific parcel. Within the B2 zone the 30% open land criteria is only a recommendation not a requirement. Furthermore the In-Fill policy allows new development that is similar in intensity to that of surrounding already existing uses. Based on a field survey it is staff's opinion that that the proposed project is similar to other existing development in the B2 zone.
5. The proposed project, as conditioned, will not be detrimental to public health, safety and general welfare based on the following:
- A. Through the use permit the operational characteristics will be regulated, therefore the project would not be detrimental to the surrounding uses.
 - B. The project has been reviewed by the Fire Marshal, Police Department, Building Official, and Public Works and any review comments from these departments have been included as conditions of approval.
 - C. The project is required to comply with all federal, state and local laws.
 - D. The project is consistent with the Airport Master Plan B2 compatibility zone requirements as noted in Table 3.
6. The project approved with conditions is compatible with surrounding uses based on the following:
- A. The project site is located within an existing commercial area and is surrounded mainly by commercial uses.

- B. The proposed project would occupy a building which has been vacant for several years. Occupancy of this building would bring new business/foot traffic to the downtown area.
 - C. The location has in the past been used for retail uses.
 - D. The hours of operation would be consistent with other business in the area and is consistent with the hours of operation of the previous business.
 - E. Drop off of donations shall not be permitted after business hours. Draft condition of approval 5 has been added that requires Hospice to install signs that clearly notes that donations shall not be left outside after business hours.
 - F. Outside storage or display of items would not be allowed. Draft condition of approval has been added 2B.
7. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 (c), New Construction and Conversion of Small Structures, which allows structures up to 10,000 square feet in urbanized areas when the use does not involve significant amounts of hazardous materials, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive based on the following:
- A. The total building square footage is 8,000 square feet.
 - B. The project does not involve the use of hazardous materials.
 - C. The location is not environmentally sensitive and no drainage courses or bodies of water (such as creeks or streams).
 - D. The site is developed with an existing building and parking lot, utilities and services already are available at the site and no expansion of the existing building footprint is proposed as part of the project.
8. Notice of the proposed project was provided in the following manner as required by the Zoning Ordinance:
- A. posted in three places on the project site on March 15, 2013;
 - B. mailed to property owners within 300 feet of the project site on March 13, 2013;
and
 - C. published in the Ukiah Daily Journal on March 17, 2013.

**USE PERMIT CONDITIONS TO ALLOW
HOSPICE OF UKIAH
TO OPERATE A THRIFT STORE AT
401 SOUTH STATE STREET, APN 002-269-05
FILE NO: 13-06-UP-PC**

1. Approval is granted for operation of Hospice Thrift and Gift at 401 South State Street APN, 002-269-05 as described in the project descriptions dated March 11, 2013 and shown on the plans submitted to the Community Development and Planning Department, date stamped March 13, 2013, except as modified by the following conditions of approval.

2. The use permit is granted subject to the following operating characteristics:
 - A. Days and hours of operation would be 9:00 am to 9:00 pm Monday thru Friday and 10:00 to 6:00 on Saturday and Sunday.
 - B. Donations shall be accepted Monday thru Friday 10:00 am to 5:00 pm and 10:00 am to 4:00 Saturday and Sunday.
 - C. There shall be no outside display or storage of items.

3. Prior to issuance of a business license, a revised site plan showing the following shall be submitted to Planning Staff for review and approval.
 - A. Location of required bike rack and specifications of proposed bike rack. Inverted "u" preferred.
 - B. Location and detail of required signs to be installed front and back of site. The signs shall instruct customers not to leave donations after hours and shall be in both English and Spanish.
 - C. Details for parking lot showing parking spaces striped.

4. Prior issuance of a business license, the following shall be completed and are subject to staff approval:
 - A. The required bike rack shall be installed as required in 3. Inverted "U" style rack is preferred.
 - B. Installation of signs required in 3B.
 - C. Completion of parking lot striping as required in 3C.

5. Signs require application of and approval of a sign permit prior to installation of signs.

Hospice Thrift and Gift
401 South State Street, APN 002-269-05
File No.13-06-UP-PC

6. Prior to issuance of business license and subject to staff review and approval a sign shall be installed at the rear of the building that says that donations are not accepted after close of business and that donation items shall not be left after close of business.

Standard City Conditions of Approval

7. This approval is not effective until the 10 day appeal period applicable to this Use Permit 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.
8. Business operations shall not commence until all permits required for the approved use, including but not limited to business license, tenant improvement building permit, have been applied for and issued/finished.
9. 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.
10. The property owner 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. 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.
11. In addition to any other condition imposed, any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, regulations and ordinances in effect at the time the Building Permit is approved and issued.\
12. A copy of all conditions of this Use Permit Amendment shall be provided to and be binding upon any future purchaser, tenant, or other party of interest.
13. All conditions of approval that do not contain specific completion periods shall be completed prior to commencement of services allowed by this use permit amendment.
14. This Use Permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
15. 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.

All determinations of the Planning Commission regarding 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. The filing of an appeal requires the written appeal stating the grounds for the appeal, a completed Planning Permit Application form, and the appeal fee established by the City Council. For this item, an appeal must be filed with the City Clerk no later than April 8, 2013.

As acknowledgement of receipt of your project's Conditions of Approval please sign and return a copy of this letter.

If you have any questions feel free to contact me at 707.463.6206 or jfaso@cityofukiah.com.

Sincerely,

Jennifer Faso
Associate Planner

I _____, the applicant/Owner have read and agree to the above Conditions of Approval.

Applicant/Owner

Date

C: Henry and Margaret Nelson, 1228 E. Ludlow Ridge Road, Port Ludlow, WA 98365



PROJECT REVIEW REFERRAL
Please provide comments by: November 15th

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 checked="" type="checkbox"/>	Mendocino County Planning and Building
<input checked="" type="checkbox"/>	City Building Official	<input checked="" 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 checked="" type="checkbox"/>	Ukiah Municipal Airport Operations Manager	<input type="checkbox"/>	Sonoma State Northwest Information Center
<input checked="" type="checkbox"/>	Airport Land Use Commission	<input type="checkbox"/>	AT & T
<input checked="" type="checkbox"/>	Mendocino County Air Quality	<input type="checkbox"/>	PG & E (gas)
<input checked="" 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: Katherine Schaefers, Planning Manager			

PROJECT INFORMATION:	
Project Name & Permit #:	Retail building with light industrial and improvements File no. 24-001480
Site Address & APN:	401 S. State St. Ukiah (APN: 002-269-05)
General Plan:	Commercial
Zoning:	UC- Urban Center (Downtown Zoning Code)
Airport Compatibility Zone:	4 (Outer Approach/Departure Zone)
Date Filed:	11/5/24
Resubmittal:	
Date Referred:	11/8/24
Prev. Projects on Site (include file #)	File # 13-06-UP-PC Ukiah Hospice Thrift and Gift (2013)
Applicant/Agent Name:	TCW Equipment - Nena Caviness
Phone:	707-474-2000
Email:	vena@tcwequipment.com
Project Summary:	Introduction of new retail/light industrial use within an existing building including improvements. See attached details.

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) MAX BRAZILL / UKIAH P.D.

No Comment
 Comments / Conditions of Approval Attached

Max Brazill 11/12/24

Signature Date

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
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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 #:	
Site Address & APN:	
General Plan:	
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

Ronda Gott

Signature

Date

Comments / Conditions of Approval:

Empty box for comments or conditions of approval.



MENDOCINO COUNTY AIR QUALITY MANAGEMENT DISTRICT

P.O. Box 247
Ukiah, California 95482
707-463-4354
mcaqmd@mendocinocounty.gov
www.mendoair.org

ASBESTOS NOTIFICATION FORM FOR DEMOLITION AND RENOVATION

For District Use Only:		Date Received:	Notification #: ASB-	Facility #
I Type of Notification:		<input type="checkbox"/> Original	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Revision #:
II Site Address: (include City)		Cross Street:		
Building Description:		Single Family Dwelling: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current Use:		Proposed Use:		
<input type="checkbox"/> Demolition		<input type="checkbox"/> Ordered Demolition [Attach Copy of Order]	<input type="checkbox"/> Renovation	<input type="checkbox"/> Emergency Renovation
III Owner Name:		Telephone:		
Mailing Address:		City:		
Email:		State:	Zip:	
IV Is Asbestos Present? <input type="checkbox"/> Yes <input type="checkbox"/> No		Survey Date:	Attach Copy of Survey/Report? <input type="checkbox"/>	
Approximate Amount of Asbestos Containing Materials:				
Amount of RACM:	Sq. Ft.:	Linear Ft.:	Cubic Ft.	
Amount of Category 1 ACM:		Amount of Category II ACM:		
Scheduled Dates Asbestos Removal (MM/DD/YY)		Start Date:	Complete Date:	
Scheduled Dates of Demo/Renovation (MM/DD/YY)		Start Date:	Complete Date:	
Describe work to be performed, include work practices & engineering controls to be used to prevent airborne emissions of Asbestos:				
<p>If your project is below the "threshold" amounts described on Page 2, sign and date the bottom of this notification form and submit it to the District for approval. For all other projects, complete items V–VIII below.</p> <p>Note: <u>All burned structures require consultation with the Air Quality Management District.</u></p>				
V Demolition or General Contractor:				
Email:		Telephone:	Cell#	
Mailing Address:		City:	State:	Zip:
VI Asbestos Consultant:				
Email:		Telephone:	Cell#	
Mailing Address:		City:	State:	Zip:
Asbestos Removal Contractor:				
Email:		Telephone:	Cell#	
Mailing Address:		City:	State:	Zip:
Contact:		Title:	Telephone:	
VII Waste Transporter:				
EPA ID#				
VIII Disposal Site:				
Address/City				
I certify that the above information is true and correct to the best of my knowledge.				
(Signature of Owner/Operator)		(Date)		
District Use Only: <i>This project has met the requirements of Federal Asbestos NESHAP regulations under 40 CFR, 61.145 and may proceed with demolition or renovation activities upon completion of identified asbestos abatement and Lead Agency approval.</i>				
District Representative:		Date:		

**MENDOCINO COUNTY
AIR QUALITY MANAGEMENT DISTRICT**

**ASBESTOS NOTIFICATION FORM
FOR DEMOLITION AND RENOVATION**

INSTRUCTIONS

In accordance with the provisions of the Code of Federal Regulations, 40 CFR 61 subpart M for asbestos, anyone conducting a demolition or renovation project must thoroughly inspect the affected facility or portion of the facility for the presence of asbestos, including projects without Asbestos Containing Material (ACM) and provide written notification of the project to the Air Quality Management District. The notification requirements apply to all commercial buildings, government buildings, schools, multi-family dwellings and single family dwellings and other structures.

Demolition or renovation activities involving at least 160 square feet (80 linear meters or 260 linear feet) of regulated asbestos-containing materials (RACM) require abatement as well as notification. These amounts are known as “threshold” amounts.

For all demolition or renovation projects, fill out the form as completely as possible, including:

- Section I: Type of Notification,
- Section II: Building description,
- Section III: Owner Information,
- Section IV Asbestos Information if Present,
- Section V: Demolition or General Contractor information if they are being used on this project,
- Section VI: Asbestos Consultant/Surveyor Information,
- Section VII. Waste Transporter Information, and
- Section VIII: Disposal Site Information

Should the structure contain “threshold” amounts of asbestos materials that must be abated prior to the demolition or renovation, fill out the Notification Form as completely as possible and submit the Notification and any related documents to the District for approval at least **10 days prior** to any abatement activity.

If your project is below the “threshold” amounts or a Single family dwelling, complete items I through III, sign and date the bottom of the Notification Form and submit it to the District for approval.

Note: All burned structures require consultation with the Air Quality Management District.

If the demolition is being ordered by a government agency, please provide a copy of the Demolition Order. For emergency renovations or demolitions please provide any documentation and describe the project. For specifically-defined "Emergency" conditions, the 10 working day period may be waived.

A Schedule of Fees associated with Asbestos Notification for Demolition and Renovations are attached to this form.

Please notify the District if the job is postponed or cancelled or if there are any revisions, if you have any questions or need further assistance.

In addition to the requirements of 40 CFR 61 subpart M, the California Health & Safety Code, Section 19827.5 requires written approval from the Mendocino County Air Quality Management District prior to the issuance of any demolition or renovation permit. CH&SC, Section 19827.5. states: ...”A demolition permit shall not be issued by any city, county...or state or local agency which is authorized to issue demolition permits...except upon the receipt from the permit applicant of a copy of each written asbestos notification regarding the building that has been required to be submitted to the US EPA or to a designated state agency...pursuant to Part 61 of Title 40 of the Code of Federal Regulations...”

Please note: Contact your California Certified Asbestos Consultant or Abatement Contractor for more information about removing asbestos safely.

**MENDOCINO COUNTY
AIR QUALITY MANAGEMENT DISTRICT

ASBESTOS NOTIFICATION FORM
FOR DEMOLITION AND RENOVATION
FEE SCHEDULE**

**Mendocino County Air Quality Management District
Regulation 1, Rule 1-310, Fees**

**SCHEDULE 8
ASBESTOS OPERATIONS FEE SCHEDULE**

Anyone conducting a demolition or renovation project subject to the provisions of Title 40 of the Code of Federal Regulations, Part 61, Subpart M for asbestos and required to submit a written notification of the project to the District shall pay to the District the following fee:

Asbestos operations other than single-family residential dwellings of less than five units.

Less than 100 lineal feet or less than 100 square feet	\$ 35.00
100 to 200 square feet or 100 to 300 lineal feet	\$ 65.00
200 to 500 square feet or 300 to 600 lineal feet	\$130.00
500 to 2,000 square feet or 600 to 2,400 lineal feet	\$200.00
2,000 to 20,000 square feet or 2,400 to 20,000 lineal feet	\$325.00
greater than 20,000 square feet or 20,000 lineal feet	\$650.00

If, upon inspection or in the course of a demolition or renovation project, it is discovered that the project properly belongs in a higher fee category than was initially determined, the owner or operator shall pay the balance of the fee for the higher category.

The appropriate fees listed above shall accompany the notification form. Failure to pay the appropriate fee at the time of notification form will be considered a failure to notify. In such case the owner or operator could be subject to significant penalties pursuant to federal law and regulation.

Any demolition or renovation project requiring an inspection by the Air Quality Management District shall pay an additional fee to the District for the actual cost of the inspection as determined by the Air Pollution Control Officer in accordance with Rule 1-330, Technical Services Fees.

Schedule 8 is not subject to annual CPI factor adjustments.

[Adopted 6/01/93; Amended 9/14/93; Amended 5/6/03]

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 #:	
Site Address & APN:	
General Plan:	
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

Elizabeth Gonzalez

Signature

Date

Comments / Conditions of Approval:

Empty box for comments or conditions of approval.