



Design Review Board

Regular Meeting **AGENDA**

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

To participate virtually, go to the following link: <https://us06web.zoom.us/j/87803999530>

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

Or you can call in using your telephone only:

• Toll-free 1-669-444-9171

• Enter the Access Code: 878 0399 9530

• Raise hand: After being recognized, Enter *9

• To Speak after being recognized: enter *6 to unmute yourself

March 27, 2025 - 3:00 PM

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

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

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **CORRESPONDENCE**

4. **APPROVAL OF MINUTES**

4.a. Approval of the February 27, 2025 - Regular Meeting Minutes

Recommended Action: Approve the Regular Meeting Minutes of February 27, 2025

Attachments:

1. Regular Meeting Minutes - February 27, 2025

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

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

6. **NEW BUSINESS**

- 6.a. A Minor Site Development Permit at 105 Pomeroy Street (APN 002-247-02) to renovate and repurpose an existing commercial structure within its current footprint and utilization of its previously approved signage allowance for a continued restaurant use. The project includes the addition of a drive-through component, as permitted under Ukiah City Code (UCC) §9081, and in compliance with the off-street parking requirements of UCC §9198(D).

Recommended Action: Staff requests that the Design Review Board (DRB) evaluate the project for consistency with zoning standards, land use objectives, and the discretionary Site Development Permit findings and provide a recommendation to the Zoning Administrator.

Attachments:

1. Application Materials
2. Agency Referral Responses

- 6.b. Discussion and Possible Nomination and Appointment of a Chair and Vice Chair of the Ukiah Design Review Board (DRB) for one (1) year.

Recommended Action: Discuss, nominate, and appoint a new Chair and Vice Chair of the City of Ukiah Design Review Board for one (1) year.

Attachments:

1. Ukiah City Code - Design Review Board (Rules & Regulations)

7. MATTERS FROM THE COMMISSION

8. MATTERS FROM STAFF

9. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

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

Kristine Lawler, CMC/CPMC
Dated: 3/24/25