



Planning Commission

Regular Meeting **AGENDA**

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

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

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

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

Or you can call in using your telephone only:

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

April 23, 2025 - 6:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **AB 2449 NOTIFICATIONS AND CONSIDERATIONS**

5. **APPROVAL OF MINUTES**

5.a. Approval of the Minutes of April 09, 2025, a Regular Meeting.

Recommended Action: Approve the Minutes of April 09, 2025, a Regular Meeting.

Attachments:

1. April 09, 2025, Planning Commission Minutes

6. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal stating the reasons for the appeal is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appears and states his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by May 5, 2025.

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

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

8. **SITE VISIT VERIFICATION**

9. **VERIFICATION OF NOTICE**

10. **PLANNING COMMISSIONERS REPORT**

11. **DIRECTOR'S REPORT**

11.a. Receive Community Development Director's Report

Recommended Action: Receive Community Development Director's bi-monthly Director's Report, and discuss any questions with Staff.

Attachments:

1. Planning Division Projects Report - 04-01-25

12. **CONSENT CALENDAR**

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

13. **UNFINISHED BUSINESS**

14. **NEW BUSINESS**

14.a. Ordinance Amendment to Ukiah City Code to update the City's sign regulations, modifying standards for signage type, placement, illumination, and design consistency across zoning districts.

Recommended Action: Adopt the resolution providing a report and recommendation to the Ukiah City Council regarding the proposed adoption of amendments to Ukiah City Code Division 9 as presented during the public hearing.

Attachments:

1. Planning Commission Draft Resolution
2. Draft Ordinance
3. Design Guidelines – Sign Highlights (1992)
4. Design Guidelines – Checklist (2007)
5. City of Ukiah Signage Handout (2012)
6. Notice – Proof of Publication (Ukiah Daily Journal)

14.b. Discussion with Possible Appointment of a Member of the Planning Commission to Provide Input and Suggestions to the Downtown Zoning Code City Council Ad Hoc Committee.

Recommended Action:

Discuss and appoint a Planning Commissioner to provide input to the Downtown Zoning Code City Council Ad Hoc Committee.

Attachments: None

15. **ADJOURNMENT**

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

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

Dated: April 15, 2025
Stephanie Abba, Planning Commission Clerk

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR MEETING**
Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/91264543193>

**April 09, 2025
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on April 09, 2025. The meeting was legally noticed on April 02, 2025. The meeting was held in person and at the following virtual link: <https://us06web.zoom.us/j/91264543193>. Chair de Grassi called the meeting to order at 6:04 p.m.

CHAIR A. de Grassi PRESIDING

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Mark Hilliker, Rick Johnson, and Chair Alex de Grassi. **Commissioners Absent:** None. **Staff Present:** Craig Schlatter, Community Development Director, Darcy Vaughn, Assistant City Attorney; Katherine Schaefer, Planning Manager; and Stephanie Abba, Planning Commission Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Hilliker.

4. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No Notifications or Considerations Received.

5. APPROVAL OF MINUTES

a. Approval of the Minutes of February 26, 2025, a Regular Meeting.

Motion/Second: Johnson/Hilliker to approve the Minutes of February 26, 2025, a Regular Meeting as submitted. Motion **carried** by the following Roll Call votes: **AYES:** M. Hilliker, R. Johnson, and Chair A. de Grassi. **NOES:** None. **ABSENT:** None. **ABSTAIN:** None.

6. APPEAL PROCESS

Chair de Grassi stated the appeals deadline date is April 21, 2025. No appeals were received.

7. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

PUBLIC COMMENT: Janice Timm spoke against support of the Hobby Lobby Store coming to Ukiah.

8. SITE VISIT VERIFICATION

No Verification Necessary

9. VERIFICATION OF NOTICE

Verified by Staff

10. PLANNING COMMISSIONERS' REPORTS

Reports Received

11. DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director

Report Received.

12. CONSENT CALENDAR

No items on the Consent Calendar

13. UNFINISHED BUSINESS

No Unfinished Business was agendaized.

14. NEW BUSINESS

a. Planning Commission Educationl Worksp, Part 2 of 2: Receive Training and Discuss topics of Interest with Staff.

Presenters: Craig Schlatter, Community Development Director; Darcy Vaughn, Assistant City Counsel

BREAK 6:38 Due to Technical Difficulties

RECONVENED 6:43

Presentation and Training Received.

b. Receive Presentation on the 2024 Annual Progress to the Department of Housing and Community Development and the Governor's Office of Land Use and Climate Innovation.

Presenter: Katherine Schaefer, Planning Manager

Presentation Received.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 8:33 p.m.

Stephanie Abba, Planning Commission Clerk



AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. Planning Division Projects Report - 04-01-25

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

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

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

April 2025 Planning Division Projects Report (Attachment 1)

- This is a monthly report produced on the first of each month. The April 2025 report and previous monthly reports are located on the Planning Division Services webpage, under "Current Planning Reports": <https://cityofukiah.com/community-development/planning-services>

Recommended Action: Receive Community Development Director's bi-monthly Director's Report, and discuss any questions with Staff.



**City of Ukiah
Submitted Planning Applications**

4/1/2025

Permit #	Site Address	Date Submitted	Summary of Project	Status
17-3069	1294 N. State St.	7/11/23	Resubmitted Major Use Permit and Site Development Permit to allow for construction of two retail suites (including one drive-through), within the Community Commercial (C1) zoning district at the "Old Tackroom" location. Original submittal 9/13/17 (File no. 17-3069). Initial DRB evaluation on January 25, 2018.	Design Review Board Hearing (DRB): 4/25/24 Recommended Approval to Planning Commission (PC); On 03/04/25 revised application and plan materials were submitted to the attention of staff; awaiting applicant response; PC Hearing: TBD
PA24-000020/21	534 E. Perkins St.	12/23/24	Major Site Development Permit of APN 002-200-43 within the Pear Tree Center, approximately 150 feet west of the E. Perkins St./S. Orchard Ave. intersection. The proposal includes the construction of a ±1,700 sq. ft. Starbucks retail, operating as carry-out and drive-through only, with no interior dining, and a total gross building area, including the outdoor canopy, of approximately 2,885 sq. ft. The site is currently an underutilized parking lot originally developed to support the shopping center and includes access, drainage, and public utility easements. Originally, the project requested a subdivision of the existing parcel into two lots, one for future development under separate permitting processes.	Received revised project scope request to eliminate the subdivision consideration 1/23/25; awaiting updated application information; DRB & PC Hearings: TBD
PA25-000005	195 Seminary Ave.	3/3/25	Major Use Permit Renewal for 195 Seminary Avenue (APN 002-272-16) to allow for the sale and delivery of 'Cannabis Products' at an existing 'Cannabis-Related Business' within an existing commercial structure. The original 'Dispensary Use Permit' was approved by the Planning Commission on February 23, 2022.	Zoning Administrator (ZA) Hearing Scheduled: 4/15/25

Permit #	Site Address	Date Submitted	Summary of Project	Status
PA25-000007	105 Pomeroy Ave.	3/10/25	Minor Site Development Permit for 105 Pomeroy Street (APN 002-247-02) to renovate and repurpose an existing commercial building. The project will maintain the current size and layout of the building, and will utilize the previously approved 75' pole sign. The project includes the addition of a drive-through component, and increased site landscaping. The structure, originally constructed in 1969, has historically operated as a Denny's, and has remained vacant since 2023.	Design Review Board (DRB) Hearing: 3/27/25 Recommended Approval to ZA; ZA Hearing Scheduled: 4/15/25

City of Ukiah
2040 General Plan Implementation - Status



4/1/2025

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Land Use	E - Zoning Code Amendments	12/31/2025	Zoning districts and map consistency with the 2040 Land Use diagram. This Ordinance Amendment will facilitate the creation of an Open Space (O-S) zoning designation, as envisioned in the Ukiah 2040 General Plan. The designation seeks to preserve and manage areas of significant natural value, such as wildlife habitats, riparian corridors, creeks, and scenic resources, while supporting community resilience and sustainable land use practices.	On January 8, 2025, a Planning Commission (PC) discussion and workshop was held, presented by and in consultation with Community Development and Community Services Staff. During this session, the Commission tasked Staff with developing preliminary concepts for the Open Space Zoning District. These concepts are scheduled to be presented at the regular PC Hearing on May 14, 2025.
Land Use	E - Zoning Code Amendments	12/31/2025	Zoning amendment to establish a consistent program for new signage, streamlining the application process and implementing design standards. This Ordinance Amendment addresses goals related to lighting, community character, and consistency across zoning designations, focusing on reducing poor signage that detracts from the built environment	On February 27, 2025, a Design Review Board (DRB) discussion and workshop was held to review and provide a recommendation to the Planning Commission on proposed ordinance amendments regarding signage. These concepts are scheduled to be presented at the regular PC Hearing on April 23, 2025.

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Land Use	E - Zoning Code Amendments	12/31/2025	The City shall amend the Zoning Code to address the following topics: Downtown Zoning Code and Design Guidelines	In summer 2025, the Zoning Reform Ad Hoc will meet with Staff to further potential amendments to the Downtown Zoning Code by balancing the differing needs of Perkins Street - "Revitalization" and Downtown "Preservation" as it pertains to land use and economic development.
Environment & Sustainability	H - Cultural and Historic Registry	12/31/2025	On 8/21/2024, City Council (CC) directed Staff to complete an updated Historic Resources Survey and develop a historic preservation code. A Request for Proposals (RFP) for Architectural and Historical Resource Survey Preparation was released on 10/28/2024, with proposals due by 12/5/2024.	Proposals were received from consultants interested in preparing the Survey for the City, but fees proposed were higher than staff's initial estimates. A City Council Ad Hoc was formed and assigned to 'Historic Preservation' topics.
Environment & Sustainability	I - Historic Preservation Ordinance	12/31/2030	This was formerly reported as the ordinance amendment for modifications to Ukiah City Code (UCC) Section 3016 for demolition permit procedures. Development of the historic preservation code will holistically integrate demolition permit procedures.	Development of the historic preservation ordinance and code will be undertaken either concurrently or immediately after development of the updated architectural and historical resource survey
Environment & Sustainability	M - Adopt a Municipal Climate Action Plan (CAP)	12/31/2025	A Climate Action Plan (CAP) and a Climate Adaptation & Resilience Strategy (CARS) are currently being prepared. Together, the CAP and CARS will establish a strategic roadmap for how the City will reduce greenhouse gas emissions, prepare for climate hazards, & build a more resilient community.	The draft CAP is currently circulating for community feedback from March 3, 2025 to April 2, 2025.
Economic Development	A - Economic Development Strategy	12/31/2025	On June 19, 2024, the Ukiah City Council provided direction to Staff in the preparation of an Economic Development Strategy that guides and supports annexation efforts - an "operational guide" and to help intentionally chart a course towards the Ukiah of the future	Between August 1 and October 31, 2024, interviews were conducted with key stakeholders and community champions as identified in the Ukiah 2040 General Plan. Staff is currently analyzing the interviews to identify roughly three primary goal areas for further exploration.

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Agriculture	C - Align Agricultural Standards	12/31/2030	Ordinance Amendment to bring consistency to Agricultural regulations of UCC with Mendocino County regulations and Ukiah 2040 Agriculture Element by amending Agricultural Combining "A" and Agriculture Exclusive "AE" zoning districts.	City Council approved introduction of the ordinance on 2/19/25; adopted by the City Council on 03/05/25.
Public Facilities, Services, and Infrastructure	B - Parks Gap Analysis	12/31/2025	Preparation of a parks gap analysis identifying areas of the City underserved by parks and recreation facilities access.	The Parks Gap Analysis was approved by the City Council on 03/19/2025.

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



4/1/2025

Permit #	Site Address	Approved Date	Summary of Project	Comments
LLA25-00001	N/A	1/7/25	LLA #1 (Hull - City of Ukiah): The proposed adjustment between 4 parcels is necessary to adjust the lot lines of APN 003-190-11 (Parcel "1"), APN 001-040-83 (Parcel "2"), APN 157-050-18/APN 157-070-05/APN 003-190-16/APN 003-190-17 (Parcel "3"), and APN 157-050-16 (Parcel "4") to fulfill the Development Agreement for the recently annexed 'Western Hills'	City Engineer (CE) approved on 1/7/25
LLA25-00002	N/A	1/7/25	LLA #2 (Hull - City of Ukiah): The proposed adjustment between 4 parcels is necessary to adjust the lot lines of Parcel "1", along with existing city parcels APN 157-050-15 (Parcel "2"), APN 157-050-13/APN 157-060-02 (Parcel "3"), and APN 157-050-03/APN 157-060-03 (Parcel "4") to fulfill the Development Agreement for the recently annexed 'Western Hills':	City Engineer (CE) approved on 1/7/25
LLA25-00003	N/A	1/7/25	LLA #3 (Hull - City of Ukiah): The proposed adjustment between 4 parcels is necessary to adjust the lot lines of Parcel "1", along with existing city parcels APN 157-030-02/APN 157-050-14 (Parcel "2"), APN 003-260-01/APN 003-500-14 (Parcel "3"), and APN 003-190-19 (Parcel "4") to fulfill the Development Agreement for the recently annexed 'Western Hills'. The completion of LLA #3 would conclude the needed adjustments for the Western Hills Development Agreement.	City Engineer (CE) approved on 1/7/25

SUMMARY

DATE:	April 23, 2025
REQUEST:	Ordinance Amendment to Ukiah City Code to update the City's sign regulations, modifying standards for signage type, placement, illumination, and design consistency across zoning districts.
LOCATION:	Within the incorporated areas of the City of Ukiah
ENVIRONMENTAL DETERMINATION:	Categorical Exemption pursuant to CEQA Guidelines §15301, §15303, §15311, and (CEQA Guidelines §15061(b)(3)
RECOMMENDATION:	Adopt a resolution making the Planning Commission's report and recommendation to the City Council on a proposed amendment to Ukiah City Code.
STAFF	Jesse Davis, Chief Planning Manager

INTRODUCTION

The proposed ordinance amends the City's sign regulations within Ukiah City Code Division 9, Chapter 7, entitled "Signs," to ensure consistency across zoning districts and address concerns related to prohibited signage.

If adopted, these changes will clarify existing regulations, enhance consistency with the 2040 General Plan, as well as improve readability and enforcement of the associated regulations, particularly regarding prohibited signage. The amendments aim to balance business visibility with community aesthetics while minimizing visual clutter, conserving staff resources, streamlining application reviews, and addressing potential concerns created by digital signage. It would also streamline the review of signage that does not require a building permit, by allowing such review to be processed according to objective standards. Finally, 'Mural Permits' on private structures would no longer be subject to Planning Commission review but would instead be evaluated administratively by the Design Review Board as a means to encourage more public artwork throughout Ukiah by reducing associated application barriers.

These updates are part of the City's ongoing efforts to modernize development standards, support local businesses, and enhance visual character across all commercial and neighborhood nodes.

BACKGROUND

The City of Ukiah's sign regulations are set forth in Division 9, Chapter 7 of the Ukiah City Code (Attachment 1) and govern the size, placement, and design of signs across most zoning districts, with the exception of the Airport Industrial Park – Planned Development/Airport Park Boulevard. While minor amendments have been made over the years, the regulatory framework remains

largely based on the original Ordinance No. 685 (1976), with subsequent modifications through Ordinances 756 (1981), 822 (1983), 1106 (2008), and 1148 (2014).

In addition to these updates, the Ukiah Redevelopment Agency adopted two sets of Design Guidelines in 1992—one for the Downtown Design District and another for commercial areas outside of the Downtown Design District. While these Guidelines were comprehensive, they largely mirrored existing City Code requirements regarding sign placement, location, and area, or referred to existing signage regulations within Ukiah City Code for details such as allowed sign area.

On June 27, 2007, the Planning Commission adopted a Commercial Development Design Guidelines Checklist to assist developers, staff, and policymakers in evaluating project consistency with the Guidelines. However, this checklist was based on the existing 1992 Guidelines and applied only to projects requiring a Site Development Permit or those seeking financial assistance for façade improvements or restoration grants from the City's Redevelopment Agency. Similar to the 1992 Guidelines, the Checklist deferred to the existing City Code for most signage requirements (e.g. type, location, area, etc.), but provided clarifications regarding signage, as follows:

Outside the Downtown Design District

- *Signs are compatible with architectural character of buildings (signage does not dominate site, uses compatible colors and material, lighting is restrained and harmonious, sandwich boards are creative/subdued co/or/minimal copy).*

Inside the Downtown Design District

- *Signs are compatible with architectural character of buildings (historic period, style, location, size, configuration, materials, color- harmonize with design, do not obscure architectural features).*
- *Sign program minimizes visual clutter (reduce large and multiple signs, sign area is minimum necessary to identify business, window signs not exceeding 25% of window area, sandwich boards have subdued co/or/minimal copy/located outside ROW, size of signs on converted residential buildings minimized, signs over public right of way: minimum 8 feet above grade).*
- *Preferred commercial sign types: Painted on band above windows on stuccoed building, painted window signs, narrow/flat signs hung from stationary canopies, flat signs flush-mounted on building fronts, projecting signs attached to building front, exposed neon tube signs integrated into building design, signs on awnings.*
- *Detached freestanding signs for structures on sidewalk line not allowed.*

Following the statewide dissolution of redevelopment agencies in 2012, the City no longer had financial incentives to require design compliance outside of the discretionary review process, and property owners were not incentivized to pursue Site Development Permits, as evidenced by the limited new construction in the City since that time. Without redevelopment funding, the Design Guidelines became less relevant, as they were primarily applied to projects that required discretionary review. This was facilitated through the associated findings required for Site Development Permits, which often cite or consider the relevant Design Guidelines for relevancy and context.

While the 2008 and 2014 Ordinances amended general provisions regarding signage, the City's current sign regulations do not fully align with the expectations of the 2040 Ukiah General Plan.

Specifically, Land Use Element Policy LU-11.7 (Sign Regulations) calls for streamlining and clarifying the sign review and approval process. This policy, originally derived from the 1995 General Plan (Existing Program CD-13.1c, modified), remains unfulfilled, as past efforts primarily focused on design guidance for new construction. However, given Ukiah's built environment, an updated approach to sign regulations is necessary to better serve existing business owners, provide clarity in the approval process, and allow staff to apply resources more effectively. For example, Staff notes that only a limited number of sign permits that do not require a building review (e.g. changes in sign copy; temporary banners, etc.), but that require a 'Sign Permit' have been received or processed in recent years, even though guidance indicates that a 'Sign Permit' is typically required.

Where new commercial development has occurred—such as along Airport Park Boulevard—the City has relied on comprehensive Sign Programs to regulate the type and location of proposed signage when the associated development is approved by the Planning Commission. For instance, the City applied standard sign program requirements for the phased development at 1236 Airport Park Boulevard (Panda Express), ensuring consistency and balance in signage placement and design for all existing and future tenants.

In addition to business signage, murals on private structures are regulated under Division 9, Chapter 7 and are processed via Mural Permits. Per Ukiah City Code §3225.G, murals are still evaluated as a form of signage or advertisement in the City, and are evaluated by the Planning Commission. Since 2019, the City has evaluated two such murals in this manner, one at 810 North State Street, and the other at 534 East Perkins Street. Private murals, like the one at the Pear Tree Center, enhance community identity, beautify spaces, and support local artists while fostering a sense of place. As noted at the Planning Commission Public Art Workshop on February 28, 2024, in recent years, public art on private structures has become an important revitalization tool, helping to reinvest in underutilized areas and highlight community identity or concerns.

Presently, murals on public structures undergo review by both the Planning Commission and the Design Review Board as designed by the City's public art policy. In 2016, the City adopted a more rigorous public art policy for murals on or within public places. This adopted policy governs public artwork in the following 'Public Places', particularly:

1. City - Owned Parks
2. City - Owned Open Space or Public Right of Way
3. City - Owned Pathway or Trail
4. City - Owned Buildings
5. City - Owned Parcels

Presently, since murals are reviewed as signage they are evaluated for compatibility with the surrounding environment and community; appropriateness to site; relationship to use of building upon which it is placed; impact on motorists and traffic hazards; and advertising potential.

PROPOSED ORDINANCE

The City of Ukiah's existing sign regulations aim to balance business visibility with aesthetic and safety considerations while maintaining consistency with broader zoning and land use policies. However, existing regulations require updates to address technological advancements, evolving

advertising methods, and administrative inefficiencies in the existing regulations. The proposed amendments include the following modifications to Ukiah City Code:

Prohibited Signs

The City proposes clarifications and expansion of existing sign prohibitions to address emerging technologies and novel advertising trends. The updated regulations more directly and explicitly prohibit attention-getting devices such as flashing, rotating, animated, blinking, or moving signs, including dynamic digital signage such as video screens, LED displays with frequent image changes, and scrolling text. Additionally, air-powered inflatable advertising devices and temporary flags designed to attract attention through motion are directly identified and prohibited.

Signs that emit sound or visual effects—including interactive fuel dispenser screens displaying advertisements or media—are also identified for prohibition. Furthermore, signage related to cannabis, alcohol, and tobacco that depicts minors or features imagery, cartoons, or branding appealing to children, where not already prohibited by state or federal law, would be further restricted. Outdoor advertising displays, such as billboards, and all off-site commercial signs advertising businesses or services not located on the premises, would continue to be prohibited elsewhere in Ukiah City Code, but more direct regulations would be inserted into sections related to signage.

Moreover, any signs that physically or visually move, scroll, rotate, or create the illusion of movement—including digital signs with frequently changing images, videos, or animated graphics—would be explicitly prohibited. Notably, the existing regulations include provisions and timelines for addressing prohibited and nonconforming signs. Staff suggests reducing those timelines from 60 days to 30 days. These updates aim to enhance visual aesthetics, reduce distractions, and preserve the community's character from increasingly digital signage.

Staff also recommends language to address previously raised concerns regarding signage and advertisements for Cannabis-Related Businesses. To ensure consistent local regulations, staff proposes signage prohibitions based on California Code of Regulations §15040 (Advertising Placement and Prohibitions) and extends these considerations locally to alcohol- and tobacco-related signage. It is noted, however, that alcohol and tobacco related signage are already regulated effectively through a combination of state, federal, and industry-adopted standards.

Streamlined Review Process

To align more effectively with the General Plan, Staff proposes streamlining the sign review process by ensuring that all sign approvals be conducted through the Building Permit process, thereby eliminating the need for parallel reviews for sign specific permits. Additionally, modifications to temporary signage regulations aim to reduce administrative burdens for applicants and staff by allowing temporary signage to proceed without the need for a permit. Correspondingly, staff recommends reducing the allowable display period for temporary banners, pennants, and balloons from 45 days per year to 15 days per year.

The proposed changes also expand the categories of signs exempt from permit requirements, such as painted wall signs and window signs that do not require building, electrical, or encroachment permits, provided they comply with all applicable signage standards and regulations. Additionally, with property owner consent, an existing commercial sign may be replaced with another sign copy without requiring review by the Community Development Director, provided no building permit or encroachment permit is necessary. These modifications

aim to reduce administrative barriers, facilitate efficient signage transitions, and support local businesses by improving the review process—one of the City’s long-standing goals.

Minor Modifications

Throughout existing regulations, staff looked to facilitate long-identified, minor modifications. Key updates include streamlining the review process for murals on private structures to encourage artistic installations that improve community character. The Ordinance also expands signage allowances for churches and schools in R1 zoning districts, recognizing their unique community-serving roles and that the rigid nature of existing R1 district regulations do not fully consider the location and function of these prevalent civic uses within Ukiah’s neighborhoods.

Additionally, the Ordinance includes provisions permitting advertisements on public sidewalks as part of City-sponsored events to support local businesses and institutions, such as “Pastels in the Plaza”. Lastly, the Ordinance updates titles and internal references related to the review process to ensure consistency with current City procedures and employees. Furthermore, Staff reviewed the existing regulations to identify subjective terms that were not easily defined, such as “tasteful.”

Design Standards & Illumination

In alignment with regulations in other California jurisdictions, the proposed signage regulations establish clear design standards and illumination requirements to ensure high-quality, architecturally compatible signage while minimizing light pollution.

Design Standards (UCC §3228): Requires that signage be integrated with building architecture, ensuring proportionality, appropriate materials, and placement that preserves architectural and historic features. It also restricts new internally illuminated signs in non-commercial zones and mandates the use of durable construction materials for long-term integrity.

Illumination (UCC §3229): Establishes regulations to prevent glare and light pollution by requiring shielding of light sources, dimming after 10:00 PM, and restrictions on brightness levels. External and halo lighting are preferred for new monument signs, and all illuminated signs must prevent light spill onto adjacent properties or public rights-of-way.

These updates enhance aesthetic consistency while balancing visibility needs with community character and environmental considerations.

Code Compliance

The proposed ordinance amendment enhances enforcement measures by clarifying fine structures, expanding the Community Development Director’s authority to take enforcement actions, and strengthening penalties through cumulative considerations. Additionally, the ordinance reduces compliance timeframes to improve the regulation and oversight of temporary signage, ensuring a more efficient and effective enforcement process.

Upon approval, Planning Division and Code Enforcement staff will utilize the interim period before the ordinance takes effect to conduct outreach and education efforts with property owners. This proactive approach aims to identify existing violations, provide guidance on compliance requirements, and offer an opportunity for businesses and individuals to rectify non-compliant signage before penalties are imposed. By fostering collaboration and voluntary compliance, the City seeks to minimize enforcement actions while maintaining a visually cohesive and legally compliant signage environment.

Design Review Board

The Design Review Board (DRB) met in person and via Zoom on February 27, 2025. The meeting was called to order at 3:11 p.m. by Chair Tom Liden. Four members were present (Hawkes, Meaux, Liden, Akin), with Gordon absent by prior arrangement. The DRB reviewed a proposed amendment to the Ukiah City Code regarding the City's sign regulations. Staff presented the item and responded to questions. No public comments were received.

The DRB unanimously recommended the Planning Commission approve the amendment, with the following modifications:

1. Change the hearing body for *Mural Permits* from the Zoning Administrator to the Design Review Board.
2. Strengthen enforcement and clarity in the following sections:
 - UCC 3230: *Maintenance and Repair*; UCC 3231: *Abandoned Signs*; UCC 3232: *Sign Removal*

As a recommendation to the Planning Commission, the Design Review Board suggests that it serve as the hearing body to evaluate, review and make decisions on the issuance of mural permits for artwork on private commercial structures, 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.

NOTICE

Assembly Bill 2904 (AB 2904). This legislation was signed into law on September 27, 2024, and became effective on January 1, 2025.

AB 2904 amends the notice period for public hearings conducted by planning commissions on proposed zoning ordinances or amendments that affect the permitted uses of real property. Previously, such notices were required to be mailed or delivered at least 10 days prior to the hearing. Under the new law, the notice must be published, posted, mailed, and delivered, or advertised, as applicable, at least 20 days before the hearing. This change aims to provide more time for property owners and stakeholders to be informed and participate in the zoning process. As detailed in **Attachment 6**, staff affirms that appropriate notice was provided to the general public as required by State law.

RECOMMENDATION

Provide input and recommendation to the City Council on a proposed amendment to the City's Municipal Code.

ATTACHMENTS

Attachment 1 provides a draft resolution, while **Attachment 2** contains a redlined version of the proposed Ordinance amending the signage regulations, highlighting regulatory changes. **Attachments 3** present the 1992 Design Guidelines – Sign Highlights, offering historical context on signage standards. **Attachment 4** includes the 2007 Design Guidelines Checklist, which outlines key compliance considerations for sign permits. Finally, **Attachment 5** features the 2012

Signage, the existing handout for evaluating current signage compliance. Together, these documents provide a comprehensive resource for understanding past and proposed signage regulations, and standards. **Attachment 6** provides the associated proof of publication from the Ukiah Daily Journal.

1. Planning Commission Draft Resolution
2. Draft Ordinance
3. Design Guidelines – Sign Highlights (1992)
4. Design Guidelines – Checklist (2007)
5. City of Ukiah Signage Handout (2012)
6. Notice – Proof of Publication (Ukiah Daily Journal)

RESOLUTION NUMBER PC 2025-XY

CITY OF UKIAH

APRIL 23, 2025

"SIGN ORDINANCE AMENDMENT"

RESOLUTION OF THE PLANNING COMMISSION, CITY OF UKIAH, STATE OF CALIFORNIA, PROVIDING A REPORT AND RECOMMENDATION TO THE UKIAH CITY COUNCIL REGARDING THE PROPOSED ADOPTION OF AMENDMENTS TO DIVISION 9, CHAPTER 7 OF THE UKIAH CITY CODE

WHEREAS, on December 7, 2022, the Ukiah City Council adopted Resolution No. 2022-79 certifying the Environmental Impact Report for the City of Ukiah 2040 General Plan (State Clearinghouse No. 2022050556) (the "General Plan EIR"), which analyzed the environmental impacts of the adoption of the City's General Plan, and adopted a Mitigation Monitoring and Reporting Program and Statement of Overriding Considerations; and

WHEREAS, the City may adopt ordinances that regulate signage pursuant to Government Code Section 65850, ensuring consistency with land use and zoning regulations; and

WHEREAS, the City of Ukiah's sign regulations, set forth in Division 9, Chapter 7 of the Ukiah City Code, establish standards for signage across various zoning districts and have undergone periodic updates since the adoption of Ordinance No. 685 (1976), with subsequent modifications through Ordinances 756 (1981), 822 (1983), 1106 (2008), and 1148 (2014); and

WHEREAS, the City of Ukiah's 2040 General Plan includes Land Use Element Policy LU-11.7 (Sign Regulations), which calls for streamlining and clarifying the sign review and approval process; and

WHEREAS, existing sign regulations require updates to address technological advancements, evolving advertising methods, and administrative inefficiencies, ensuring a balance between business visibility, aesthetic considerations, and public safety; and

WHEREAS, the proposed amendments clarify signage types, streamline the approval process, establish stricter illumination standards to reduce light pollution, and improve enforceability through clearer compliance mechanisms; and

WHEREAS, the proposed ordinance amendment includes updates that:

- Clarify and expand prohibitions on certain sign types, including digital displays with frequent image changes, animated graphics, air-powered inflatables, and signs that emit sound or visual distractions;
- Establish streamlined review processes by simplifying regulations for temporary signs and those not requiring a building permit, as well as reassigning the review authority for murals on private structures;
- Modify illumination standards to reduce light pollution and include design standards ensure signs are more compatible with surrounding development;

- Reduce allowable display periods for temporary banners and similar signs from 45 days per year to 15 days per year without the need for a sign permit and other measures to reduce staff review requirements; and
- Strengthen enforcement provisions by expanding the Community Development Director's authority, reducing compliance timelines, and increasing outreach efforts to promote voluntary compliance before enforcement actions are taken; and

WHEREAS, the proposed ordinance amendment was reviewed and recommended for approval by the Design Review Board on February 27, 2025; and

WHEREAS, the Design Review Board is established to ensure that new development and aesthetic enhancements within the City align with adopted design standards and community character; and

WHEREAS, in furtherance of these objectives, the Design Review Board would be empowered to review and approve Mural Permits for artwork proposed on private structures, ensuring consistency with applicable design guidelines, historical context, opportunities for public review, and community values; and

WHEREAS, the City has determined that the proposed ordinance amendment is categorically exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Sections 15301 (Existing Facilities), 15303 (New Construction or Conversion of Small Structures), 15311 (Accessory Structures), and the general exemption under Section 15061(b)(3); and

WHEREAS, in accordance with applicable provisions of law, the Planning Commission held a duly noticed public hearing on April 23, 2025, at which time the Planning Commission heard and received all relevant testimony and evidence presented orally or in writing regarding the Sign Ordinance, and all interested persons were given an opportunity to hear and be heard; and

WHEREAS, the Planning Commission considered all of the information presented to it, including the Staff Report, public testimony, and supporting documentation; and

WHEREAS, the Planning Commission has had an opportunity to review this Resolution and finds that it accurately sets forth the intentions of the Planning Commission regarding the Sign Ordinance Amendment.

NOW, THEREFORE, BE IT RESOLVED that the City of Ukiah Planning Commission, based upon evidence in the record and oral and written testimony presented at public hearings, and all information contained in the record of proceedings related to the Sign Ordinance Amendment, makes the following findings and recommendations:

1. The above recitals are true and correct and incorporated herein by this reference.
2. The proposed changes in the Sign Ordinance Amendment are consistent with the City of Ukiah 2040 General Plan. Pursuant to Government Code Section 65860, a zoning ordinance is consistent with a general plan if the City has adopted a plan and the various land uses authorized by the ordinance are compatible with the objectives, policies, general land uses, and programs specified in the plan. None of the zoning district articles being modified affect conformity with the 2040 General Plan.

3. The proposed ordinance has been reviewed in compliance with the California Environmental Quality Act (CEQA). As the proposed Sign Ordinance Amendment is consistent with the Ukiah 2040 General Plan, the project relies upon the General Plan EIR and qualifies for a categorical exemption under CEQA Sections 15301, 15303, 15311, and 15061(b)(3).
4. That the City Council adopt an ordinance making the changes shown in the Sign Ordinance Amendment, as shown in the attached Exhibit A.

BE IT FURTHER RESOLVED that the Planning Commission designates the City Clerk as the custodian of the document and other materials that constitute the record of proceedings upon which the Planning Commission decision herein is based. These documents may be found at the office of the City of Ukiah Department of Community Development, 300 Seminary Avenue, Ukiah, CA 95482.

I hereby certify that according to the Provisions of Government Code Section 25103 delivery of this document has been made.

ATTEST:

Stephanie Abba
Planning Commission Clerk

Craig Schlatter
Director, Community Development

Alex De Grassi
Chair, Planning Commission

ORDINANCE NO.**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH ADDING AND AMENDING
VARIOUS SECTIONS OF THE UKIAH CITY CODE REGULATING SIGNAGE**

The City Council of the City of Ukiah hereby ordains as follows:

SECTION ONE. FINDINGS

- The City's sign regulations, outlined in Division 9, Chapter 7 of the Ukiah City Code, provide standards for signage across zoning districts. These regulations have been periodically updated since the adoption of Ordinance No. 685 in 1976, with further amendments made through Ordinances 756 (1981), 822 (1983), 1106 (2008), and 1148 (2014).
- The City's 2040 General Plan includes Land Use Element Policy LU-11.7, which directs the City to streamline and clarify the sign review and approval process.
- The current sign regulations require updates to reflect advancements in technology, changes in advertising practices, and to correct administrative inefficiencies. These updates are necessary to maintain a balance between business visibility, community aesthetics, and public safety.
- The proposed amendments are intended to clarify sign types, streamline the approval process, establish stricter illumination standards to reduce light pollution, and improve enforcement through clearer compliance mechanisms.
- The Design Review Board is established to ensure that new development and aesthetic improvements within the City reflect adopted design standards and preserve community character.
- To support this role, the Design Review Board will have the authority to review and approve Mural Permits for artwork proposed on private structures. This review process ensures consistency with design guidelines, respects historical context, provides opportunities for public input, and reflects community values.
- The City has determined that the proposed ordinance amendment is categorically exempt from environmental review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Sections 15301 (Existing Facilities), 15303 (New Construction or Conversion of Small Structures), 15311 (Accessory Structures), and the general exemption under Section 15061(b)(3).

SECTION TWO.

Section 1169 in Division 1, Chapter 4, Article 4B of the Ukiah City Code is hereby amended to read as follows:

§ 1169 DUTIES OF THE BOARD

It shall be the function and duty of the Design Review Board to review proposed site development permit applications, planned development applications and precise development plans, work with staff and the applicants to ensure design consistency with the Ukiah General

Plan, Zoning Code, and Design Review Guidelines, [review and make decisions on issuance of mural permits for murals on private commercial structures](#), 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.

SECTION THREE.

Chapter 7 of Division 3 of the Ukiah City Code is hereby amended to read as follows:

CHAPTER 7

SIGNS¹

The purpose of this chapter is to provide standards for the regulation of the height, size, location and appearance of signs in order to safeguard and enhance property values; to protect public and private investment in buildings and open spaces; to preserve and improve the appearance of the city as a place in which to live and work and as an attraction to nonresidents who come to visit or trade; to encourage sound signing practices as an aid to business and for the information of the public; to prevent excessive and confusing sign displays; to reduce hazards to motorists and pedestrians; [to identify and regulate prohibited signs](#); to promote the public health, safety ~~and~~ general welfare of the city; [and to minimize light trespass onto adjacent properties and the night sky, ensuring a balance between visibility and environmental considerations](#).

ARTICLE 1. DEFINITIONS

SECTION:

- §3200: Definitions Generally
- §3200.01: Abandoned Sign
- §3200.02: Advertising Message
- §3200.03: Animated Signs
- §3200.04: Architectural Projection
- §3200.05: Area Of A Sign
- §3200.06: Area Identification Sign
- §3200.07: Attached Sign
- §3200.08: Awning
- §3200.09: Detached Sign
- §3200.10: Background Area
- §3200.11: Banner Sign
- §3200.12: Building Face
- §3200.13: Building Frontage
- §3200.14: Building Inspector
- §3200.15: Business Frontage
- §3200.16: Canopy Or Marquee
- §3200.17: Changeable Copy Sign
- §3200.18: Construction Sign
- §3200.19: Development Project Sign
- §3200.20: Directional Sign

§3200.21: Directly Illuminated Sign
§3200.22: Exempt Sign
§3200.23: Facelift
§3200.24: Face Of Sign
§3200.25: Flashing Sign
§3200.26: Free Standing Sign
§3200.27: Front Footage Of Building Occupancy
§3200.28: Height Of Sign
§3200.29: Incidental Sign
§3200.30: Identification Sign
§3200.31: Indirectly Illuminated Sign
§3200.32: Individual Letter Sign
§3200.33: Modular Sign
§3200.34: Moving Sign
§3200.35: Mural
§3200.36: Nameplate
§3200.37: Nonconforming Sign
§3200.38: Occupant
§3200.39: Off-Site Sign
§3200.40: On-Site Sign
§3200.41: Parcel Of Property
§3200.42: Parapet Or Parapet Wall
§3200.43: Planning Director
§3200.44: Political Sign
§3200.45: Portable Sign
§3200.46: Premise Or Premises
§3200.47: Projecting Sign
§3200.48: Public Service Information Sign
§3200.49: Reader Board
§3200.50: Real Estate Or Property Sign
§3200.51: Roof Line
§3200.52: Roof Sign
§3200.53: Rotating Sign
§3200.54: Shopping Center
§3200.55: Sign
§3200.56: Sign, In-Window
§3200.57: Sign Program
§3200.58: Sign Structure
§3200.59: Special Events Sign
§3200.60: Street Or Parcel Frontage
§3200.61: Structure
§3200.62: Temporary Sign
§3200.63: Temporary Window Sign
§3200.64: Total Aggregate Sign Area
§3200.65: Unlawful Sign
§3200.66: Wall Sign (Fascia Sign)

§3200 DEFINITIONS GENERALLY

For the purposes of this Chapter, unless otherwise apparent from the context, certain words and phrases used in this Chapter are defined in this Article.

§3200.01 ABANDONED SIGN

"Abandoned sign" shall mean a sign which no longer directs, advertises or identifies a legal business establishment, product or activity for a period of sixty (60) days or more, on the premises where such sign is displayed.

§3200.02 ADVERTISING MESSAGE

"Advertising message", "copy" shall mean any written, graphic or pictorial form on a sign describing products or services being offered.

§3200.03 ANIMATED SIGNS

"Animated sign" shall mean any sign which is designed and constructed to give a message through a sequence of progressive changes of parts or lights or degree of lighting.

§3200.04 ARCHITECTURAL PROJECTION

"Architectural projection" shall mean a marquee, porch, canopy or other similar projection.

§3200.05 AREA OF A SIGN

"Area of a sign" shall mean the entire area within a single continuous perimeter composed of squares or rectangles which enclosed the extreme limits of the advertising message, announcement declaration, demonstration, display, illustration, insignia, surface or space, together with any frame or other materials, color or condition which forms an integral part of the display and is used to differentiate such sign from the wall or background against which it is placed; excluding the necessary supports or uprights on which such sign is placed. Where a sign has two (2) or more faces, the area of one face and one-half (1/2) of the second face shall be included in determining the area of the sign.

Where a sign consists only of individual letters, numerals, symbols or other similar components and is painted on or attached flat against the wall of a building and where such individual components are not within a circumscribed frame area, the total area of the sign shall be the sum of the areas of the square or rectangles surrounding each individual sign component.

§3200.06 AREA IDENTIFICATION SIGN

"Area identification sign" shall mean a permanent sign used to identify a neighborhood, subdivision, shopping district, industrial district, agricultural district or any special community area.

§3200.07 ATTACHED SIGN

"Attached sign" shall mean any sign which is fastened, attached, connected or supported in whole or in part by a building or structure other than a sign structure which is supported wholly by the ground (see graphic illustration section).

§3200.08 AWNING

"Awning" shall mean a temporary shelter supported entirely from the exterior wall of a building and composed of nonrigid materials except for the supporting framework.

§3200.09 DETACHED SIGN

"Detached sign" shall mean any sign not supported in whole or in part by a building or structure other than by a sign structure which is supported wholly by the ground (see graphic illustration section).

§3200.10 BACKGROUND AREA

"Background area" shall mean the entire area of a sign on which copy could be placed, as opposed to the copy area.

§3200.11 BANNER SIGN

"Banner sign" shall mean a temporary sign composed of lightweight material either enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign caused by movement of the atmosphere.

§3200.12 BUILDING FACE

"Building face" shall mean all window and wall area of a building in one plane or elevation.

§3200.13 BUILDING FRONTAGE

"Building frontage" shall mean the linear length of a building facing the public right of way.

§3200.14 BUILDING ~~INSPECTOR~~OFFICIAL

"Building ~~Inspector~~Official" shall mean the chief building official or his duly authorized representative.

§3200.15 BUSINESS FRONTAGE

"Business frontage" shall mean that primary frontage within a parcel of land which the user considers his place of business.

§3200.16 CANOPY OR MARQUEE

"Canopy or marquee" shall mean a permanent roof-like shelter extending from part or all of a building face over a public right of way and constructed of some durable material such as metal, glass, plastic or wood.

§3200.17 CHANGEABLE COPY SIGN

"Changeable copy sign" shall mean a sign on which copy is changed manually or electrically but not limited to time, temperature and date.

§3200.18 CONSTRUCTION SIGN

"Construction sign" shall mean a temporary sign identifying the persons, firms or business directly connected with a construction project.

§3200.19 DEVELOPMENT PROJECT SIGN

"Development project sign" shall mean a temporary sign identifying a proposed development project, or one under construction.

§3200.20 DIRECTIONAL SIGN

"Directional sign" shall mean any sign which serves solely to designate the location or direction of any place of business or area.

§3200.21 DIRECTLY ILLUMINATED SIGN

"Directly illuminated sign" shall mean any sign designed to provide artificial light directly or through transparent or translucent material from a source of light within or on such sign, including, but not limited to, neon and incandescent lamp signs.

§3200.22 EXEMPT SIGN

"Exempt sign" shall mean a sign exempt from normal permit requirements.

§3200.23 FACELIFT

"Facelift" shall mean the remodeling of a building's frontage which is visible from a public right of way, so that the building material, door frames, window frames and signs are designed in harmony with each other.

§3200.24 FACE OF SIGN

"Face of sign" shall mean the entire face of a sign on which copy could be placed.

§3200.25 FLASHING SIGN

"Flashing sign" shall mean an illuminated sign which exhibits changing light or color effect by blinking or any other such means so as to provide a nonconstant illumination.

§3200.26 FREE STANDING SIGN

"Free standing sign" ~~shall can~~ also be referred to as "ground sign", "detached sign", "pole sign" and "monument sign" ~~and shall mean a~~ sign erected to a free standing frame or support, mast or pole and not attached to anything. These signs should be designed so that the style of the sign and its base are consistent with the architecture of the buildings on the site. They are typically oriented perpendicular to the adjacent street and sidewalk and have a maximum of two parallel sign faces.

§3200.27 FRONT FOOTAGE OF BUILDING OCCUPANCY

"Front footage of building occupancy" shall mean a single lineal dimension measured horizontally along the front of a building which defines the limits of a particular occupancy at that location (see graphic illustration section).

§3200.28 HEIGHT OF SIGN

"Height of sign" shall mean the vertical distance measured from the adjacent street grade or upper surface of the nearest curb of a street other than an elevated roadway, whichever permits the greatest height, to the highest point of said sign (see graphic illustration section).

§3200.29 INCIDENTAL SIGN

"Incidental sign" shall mean an ~~an~~ small-onsite sign of limited size that provides information pertaining to goods, products, services or facilities which are available on the premises, ~~primarily serving informational or directional purposes for the public. where the sign occurs and intended primarily for the convenience of the public.~~

§3200.30 IDENTIFICATION SIGN

"Identification sign" shall mean a sign which serves to tell only the name, address and lawful use of the premises upon which it is located. A bulletin board of a public, charitable or religious institution used to display announcements relative to meetings to be held on the premises is an identification sign.

§3200.31 INDIRECTLY ILLUMINATED SIGN

"Indirectly illuminated sign" shall mean a sign whose illumination is derived entirely from an external artificial source which is arranged so that no direct rays of light are projected from such artificial source into residences or streets.

§3200.32 INDIVIDUAL LETTER SIGN

"Individual letter sign" shall mean any sign made of self-contained letters that are mounted on the building.

§3200.33 MODULAR SIGN

"Modular sign" shall mean a sign with more than two (2) faces identifying the same product or use.

§3200.34 MOVING SIGN

"Moving sign" shall mean any sign or device which has any visible moving part, visible revolving part, or visible mechanical movement of any description, or other apparent visible movement achieved by electrical, electronic or kinetic means, including intermittent pulsations.

§3200.35 MURAL

"Mural" shall mean a painting on a wall or ceiling.

§3200.36 NAMEPLATE

"Nameplate" means a sign which designates the name and address of a person or persons occupying the premises upon which it is located.

§3200.37 NONCONFORMING SIGN

"Nonconforming sign" shall mean a legally existing sign at the time of the effective date of an ordinance which does not conform to the provisions of said code.

§3200.38 OCCUPANT

"Occupant" shall mean one who occupies a group of buildings, a building or each substantially separate physical division of a building devoted to a single enterprise and does not refer to individual tenants that may share said division of a building.

§3200.39 OFF-SITE SIGN

"Off-site sign", also known as off-premise and billboard, shall mean any sign not located on the premises of the business or entity indicated or advertising by said sign. This definition shall include poster panels, painted bulletins and other similar advertising displays.

§3200.40 ON-SITE SIGN

"On-site sign", also known as on-premise and business sign, shall mean any sign directing attention to a business, commodity, service or entertainment conducted, sold or offered upon the same premises as those upon which the sign is maintained.

§3200.41 PARCEL OF PROPERTY

"Parcel of property" shall mean a parcel of land shown on a subdivision map, record of survey map, parcel map or a parcel described by metes and bounds which constitutes one development site whether composed of a single unit of land or contiguous units under common ownership.

§3200.42 PARAPET OR PARAPET WALL

"Parapet or parapet wall" shall mean that portion of a building wall that rises above the roof level.

§3200.43 PLANNING/[COMMUNITY DEVELOPMENT](#) DIRECTOR

"Planning director" shall mean the [Planning-Community Development](#) Director of the City or his designated representative.

§3200.44 POLITICAL SIGN

"Political sign" shall mean a sign designed for the purpose of soliciting support of, or opposition to, a candidate or proposition at a public election.

§3200.45 PORTABLE SIGN

"Portable sign" shall mean any sign not permanently affixed to the ground or a structure on the premises it is intended to occupy (see graphic illustration section).

§3200.46 PREMISE OR PREMISES

"Premise or premises" shall mean a parcel of property.

§3200.47 PROJECTING SIGN

"Projecting sign" shall mean a sign which is attached to and projects from the structure or building face. Appropriate materials include wood and metal with carved or applied lettering, or any other material that is architecturally compatible with the building to which the sign is attached.

§3200.48 PUBLIC SERVICE INFORMATION SIGN

"Public service information sign" shall mean any sign intended primarily to promote items of general interest to the community, such as time, temperature, date, atmospheric conditions, news or traffic control, etc.

§3200.49 READER BOARD

"Reader board" shall mean any sign which would allow changing of individual letters for different messages.

§3200.50 REAL ESTATE OR PROPERTY SIGN

"Real estate or property sign" shall mean any sign pertaining to the sale, lease or rental of land or buildings. Usually a temporary sign.

§3200.51 ROOF LINE

"Roof line" shall mean the top edge of the roof or top of the parapet, whichever forms the top line of the building silhouette.

§3200.52 ROOF SIGN

"Roof sign" shall mean any sign erected upon, against or directly above a roof or top of or above the parapet of a building (see graphic illustration section).

§3200.53 ROTATING SIGN

"Rotating sign" shall mean any sign or portion thereof which physically revolves about an axis.

§3200.54 SHOPPING CENTER

"Shopping center" shall mean a unified commercial development on a minimum site of two (2) acres occupied by a group of five (5) or more separate businesses occupying substantially separate divisions of a building or buildings fronting on a privately owned common mall or parking lot, rather than on a public street.

§3200.55 SIGN

"Sign" shall mean a visual communications device used to convey a message to its viewers. A sign shall mean and include every advertising message, announcement, declaration, demonstration, display, illustration, insignia, surface or space erected or maintained in view of the observer thereof for identification, advertisement or promotion of the interests of any person, entity, product or service.

§3200.56 SIGN, IN-WINDOW

"In-window sign" shall mean any sign painted on the inside or outside of a window or any sign erected or hung on the inside of a window, the purpose of said sign to be seen by persons outside of the building.

§3200.57 SIGN PROGRAM

"Sign program" shall mean an integrated system of signs proposed for one or more businesses, usually for a shopping center or group of uses on a single parcel. Sign programs create a coordinated set of standards for signs on properties with multiple buildings or tenants and establish uniform sign design elements such as size, color, materials, lighting, and placement on the property. The purpose of sign programs is to provide for project specific designs and sign accommodations that take into account compatible and appropriate signage which can be reviewed concurrently with the review of building designs and site layout. Sign programs are not intended to primarily provide for additional signage than would otherwise be allowed and may not provide for approval of otherwise prohibited sign types.

§3200.58 SIGN STRUCTURE

"Sign structure" shall mean the supports, uprights, braces and framework of the sign.

§3200.59 SPECIAL EVENTS SIGN

"Special events sign" shall mean a sign advertising or pertaining to any civic, patriotic or special event of general public interest taking place within the City.

§3200.60 STREET OR PARCEL FRONTAGE

"Street or parcel frontage" shall mean the length of a lot or parcel of land along or fronting on a street or other principal thoroughfare but not including such length along an alley, watercourse, railroad right of way or limited access roadway or freeway (see graphic illustration section).

§3200.61 STRUCTURE

"Structure" shall mean that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed or parts joined together in some definite manner.

§3200.62 TEMPORARY SIGN

"Temporary sign" shall mean a sign which is not permanently affixed. Any other device constructed of lightweight material used for the purpose of conveying a message.

§3200.63 TEMPORARY WINDOW SIGN

"Temporary window sign" shall mean a sign painted on the window or constructed of paper, cloth or other like material and attached to the interior or exterior side of a window or glass area. Does not include display merchandise.

§3200.64 TOTAL AGGREGATE SIGN AREA

"Total aggregate sign area" shall mean the combined total display area of each sign located on the premises.

§3200.65 UNLAWFUL SIGN

"Unlawful sign" shall mean a sign which contravenes this guideline or which a public official may declare unlawful if it does not comply with the City's Design Standards set forth in Section 3228 of this Code (UCC Section 3228 — Design Standards). becomes dangerous or a traffic hazard to public safety, or a nonconforming sign for which a permit required under a previous ordinance was not obtained.

§3200.66 WALL SIGN (FASCIA SIGN)

"Wall sign (fascia sign)" shall mean a sign attached to or erected against a wall of a building. Any sign affixed in such a way that its exposed face is parallel to the plane of the building. Wall signs include most types of signage that are attached to the face of a building wall. These include channel letters made out of wood, metal or plastic. Wall signs may be painted. Wall

signs should be oriented to achieve balanced composition and harmony with other architectural elements of a building facade. Wall signs should be placed on a flat building surface and should not be placed over or otherwise obscure architectural building features.

ARTICLE 2. PERMITS, FEES, INSPECTIONS, APPROVALS AND INDEMNIFICATIONS

SECTION:

- §3220 Permits Required
- §3221 Application For Permit
- §3222 Building, Encroachment, And Electrical Permits
- §3223 Issuance Of Permits
- §3224 Signs Exempted From Permit Requirements

§3220 PERMITS REQUIRED

Except as otherwise provided within these regulations, it shall be unlawful for any person to erect, construct, enlarge, move or convert any sign within the city limits, or cause the same to be done, without first obtaining a sign permit for each such sign from the ~~building-inspector~~[Building Official](#) as required by these regulations. These directives shall not be construed to require any permit for the repainting, cleaning and other normal maintenance or repair of a sign or sign structure for which a permit has been previously issued, so long as the sign or sign structure is not modified in any way.

§3221 APPLICATION FOR PERMIT

Application for such permits shall be made upon forms provided by the ~~building-inspector~~[Building Official](#) and shall contain or have attached thereto the following information and material:

- A. The consent of the owner or person entitled to possession or their authorized representative or the sign user (name, address and telephone number).
- B. Name, address, telephone number, license number of the sign contractor or sign erector as required by ordinance.
- C. A plot plan indicating the location of the building, structure, lot or parcel of property to which or upon which the sign or other advertising structure is to be placed or erected, including data showing building elevation and street frontages.
- D. A detailed sketch with color swatches depicting the sign or sign structure and its relation to the building or use which it intends to identify.
- E. Copies of a plan showing:
 - 1. Position of sign or other advertising structure in relation to adjacent buildings or structures.
 - 2. Construction design, size and type of material used.
 - 3. A statement or diagram depicting the size and dimensions of all existing permanent advertising displays on the premises at the time of application. Current dated photographs may be used for this purpose.

§3222 BUILDING, ENCROACHMENT, AND ELECTRICAL PERMITS

A building permit shall be required for any sign which, in the opinion of the chief building official, constitutes a structure or structural alteration. An electrical permit shall be required for any sign

to be served by electricity. An encroachment permit shall be required from the city public works department for any sign located within or projecting into the public right of way. Applications for encroachment permits under this article shall be filed with the public works department accompanied by a plot plan sufficient to show the details of the proposed sign size, height, any other information deemed necessary by the planning director or public works director, and application fees established from time to time by resolution of the city council adopted in accordance with the procedures required by law. The public works director retains the right to revoke any issued encroachment permit for a sign in the right of way determined to be a nuisance or detrimental to the public safety or convenience.

§3223 ISSUANCE OF PERMITS

The Director of Community Development shall issue a permit for the erection, alteration or relocation of a sign within the city when an application therefor has been properly made and the sign complies with all appropriate laws and regulations of the city.

Every permit issued by the Director of Community Development under the provisions of this article shall expire by limitation and become null and void if the work authorized by such permit is not commenced within sixty (60) days from the date of such permit, or if the work authorized by such permit is suspended or abandoned for a period of one hundred twenty (120) days or more at any time after the work is commenced. Before such work can be commenced or resumed thereafter a new permit shall first be obtained and the fee therefor shall be one-half (1/2) the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work; and provided further, that such suspension or abandonment has not exceeded one year.

The director of community development may, in writing, suspend or revoke a permit issued under provisions of this article whenever the permit is issued on the basis of a material omission or misstatement of fact, or in violation of any provisions of this article.

A. Revocation: The building inspector may, in writing, suspend or revoke a permit issued under the provisions of these regulations whenever the permit is issued on the basis of a misstatement or omission of material fact or fraud or failure to comply with this ordinance.

B. Review: The building inspector may, in writing, deny issuance of a permit when in fact the sign or sign structure in question requires review and opinion for quality construction and design standards. Such review of the application will then be conducted by the building code board of appeals and a decision rendered within fourteen (14) working days after the initial permit application was filed with the city.

§3224 SIGNS EXEMPTED FROM PERMIT REQUIREMENTS

The following signs do not require a sign permit:

A. Professional or business signs in residential zones not to exceed two (2) square feet in area for home occupations as allowed by the zoning ordinance.

B. For real estate signs, no single face may exceed six (6) square feet for each single-family home or duplex, and sixteen (16) square feet for multiple-family uses. Signs for commercial uses may not exceed thirty two (32) square feet per face. These signs must be removed when the property is taken off the market.

C. One political campaign sign on private property not exceeding four (4) square feet in area or four feet (4') in height. These signs shall be removed within ten (10) days following the elections. Such signs should not be erected prior to eighty-eight (88) days before the election.

Property owners and residents are strongly encouraged to comply with this eighty-eight (88) day limit. The City shall post on the portion of its website where the City posts the "voluntary spending limit candidates/committees" list pursuant to section 2081D7 of this code, a list of candidates and campaign committees who have committed in writing to distributing and posting campaign signs on private property no more than eighty-eight (88) days before the election.

D. Names of buildings or dates of erection of buildings when cut in a masonry surface or constructed of bronze or other incombustible material.

E. Traffic or other municipal signs, railroad crossing signs, danger and other such emergency signs including wording painted on streets.

F. Signs of a directional nature for special events not to exceed twenty four (24) square feet each to be allowed for the duration of the event, but not to exceed fourteen (14) days.

G. Permanent signs serving as directional signs to institutes of an educational, religious, charitable or civic nature not to exceed four (4) square feet in area.

H. Directional signs located within parking lots identifying the entrance and exit and other directional information only. Such signs shall not exceed four (4) square feet each or eight (8) square feet for all such signs per acre of parking.

I. Signs showing the location of public telephones, restrooms and underground utility facilities.

J. Signs (or decals) advertising credit cards, association memberships or trading stamps not to exceed two (2) square feet for each sign.

K. Holiday lights, decorations and displays, provided such lights, decorations and displays are removed within ten (10) days after the holiday.

L. Any sign, posting, notice, etc., placed by or required by a governmental entity in carrying out its responsibility to protect the general health and welfare of the community.

M. Street signs and address numbers.

N. Downtown parking district signs with business identification.

O. Painted Wall Signs or Window Signs that do not require a 'Building', 'Electrical' or 'Encroachment' permit and that comply with all requirements of UCC-Section 3227 of this Code.

P. Signs prohibiting parking on private property in conformance with Ssection 7389 of this code.

Q. Governmental or emergency signage required for public safety.

R. Substitution: Subject to the property owner's consent and provided, that the sign is otherwise legal without consideration of message content, an existing commercial sign may substitute without review by the Community Development Director, should no building permit be required. Such substitution of message may be made without any additional approval or permitting. This provision prevails over any more specific provision to the contrary within this Cehapter. This provision does not create a right to increase the total amount of signage on a parcel, lot, or land use; does not affect the requirement that a sign structure or mounting device be properlyduly permitted; does not allow a change in the physical structure of a sign or its

mounting device; and does not allow the substitution of an off-site commercial message in place of an on-site commercial message.

S. Signs or advertisements painted or conveyed on pavement as part of a City-recognized event.

ARTICLE 3. GENERAL PROVISIONS

SECTION:

§3225: Regulations

§3226: Prohibited Signs

§3225 REGULATIONS

A. Signs attached under a marquee shall have a vertical clearance of eight feet (8') between the existing or future grade of the finished sidewalk. Such signs shall be limited to four (4) square feet in area on each side if a double faced sign; a single faced sign shall be limited to four (4) square feet in area; one sign per occupant.

B. No sign shall be located so as to create a safety hazard by obstructing vision, or shall interfere with or resemble any authorized warning or traffic sign or signal.

C. A projecting sign shall have a minimum clearance of eight feet (8') above the existing or future grade of the finished sidewalk, and a minimum clearance of fifteen feet (15') above an area used for vehicular movement. Multiple projecting signs should not be installed within ten feet (10') of each other if on the same property and should be separated from projecting signs on adjacent properties by ten feet (10') to ensure proper visibility.

D. These regulations shall apply only to those signs which are located outside of buildings or which are directly affixed to the inside of a window visible from a public frontage. Where signs are affixed to or painted on a window, such signs shall not exceed twenty ~~five~~ percent (20~~5~~%) of any window area, and such signs shall be counted as part or all of the permitted sign area except as allowed in Section 3227 of this Chapter. No sign permit shall be required for window signage that complies with this standard and does not require a building permit. Window signs should be scaled to the pedestrian and oriented to window shoppers on the sidewalk. Window signs should be limited to small graphics, business logo, and text. A window sign should not obscure the view into a store or place of business.

E. Temporary construction, development and subdivision sales signs are permitted in any residential zone providing the total aggregate area for all such signs does not exceed thirty two (32) square feet, and providing that no single face sign exceeds twelve (12) square feet. Sign height for any given sign may not exceed ten feet (10'). Signs will be permitted to remain for a maximum period of one year, but must be removed upon completion of the project.

F. Temporary construction, development, subdivision sales, lease and real estate signs are permitted in any commercial or industrial zone, if freestanding. The total aggregate area for all such signs may not exceed sixty four (64) square feet, and no single face sign may exceed thirty two (32) square feet. Sign height for any given freestanding sign may not exceed ten feet (10'). Signs will be permitted to remain for a maximum period of one year but must be removed upon completion of the sale, lease or project.

G. Murals on private commercial structures are allowed subject to review and issuance of a mural permit by the ~~planning commission~~ Zoning Administrator ~~Design Review Board as a regular agenda item~~. Criteria upon which murals will be evaluated as both art and advertising

are: compatibility with surrounding environment and community in general; appropriateness to site; relationship to use of building upon which it is placed; impact on motorists and traffic hazards; advertising potential. Written messages are discouraged. Any area determined to be advertising and allowed to remain in the mural shall be counted as part of the allowed parcel signage. Mural permits on private structures are not subject to recommendation from the Design Review Board Zoning Administrator, unless a component of a Site Development or Use Permit or requested by the Zoning Administrator.

H. Awning signs are allowed subject to review ~~and approval by the planning and community-development department~~ and securing an encroachment permit from the Public Works Department when located within the public right of way. Sign area shall be calculated as defined in section 3200.05 of this chapter. These shall not be considered as projecting signs, but do constitute 'Sign Area'.

I. Governmental, educational, civic or religious special event signs may be posted up to twenty (20) days prior to the event and taken down at least two (2) days after the event. Size shall not exceed thirty two (32) square feet and there shall be no more than four (4) such signs. Signs shall be approved by the planning director. This section shall not be applicable to handbills or small posters for said events.

J. Signing for a project requiring a site development permit or use permit shall be reviewed by the planning commission as part of the permit application process.

K. Banners, pennants and balloons (but not other gas filled figures) may be placed on an occupant's property for: 1) a maximum of thirty (30) consecutive days per year to announce the opening of a new business (including new management); and 2) a maximum of ~~forty five~~ fifteen (15) days per year to advertise special activities or promote the business. ~~The director of planning and community development shall review and approve plans for s~~Such signage to ~~ensure that it offers no~~shall not pose a hazard to the safe movement ~~to of~~ traffic and ~~does~~ shall not block permanent identification signs on neighboring properties.

L. Signs installed pursuant to a uniform community oriented sign program designed to provide direction, information or recognition to places, events, culture or other distinguishing aspects of the city of Ukiah. The sign program application specifying signage area, type, size, height, location, design, colors, materials and other information to ensure the sign program will enhance the vitality and character of the city of Ukiah shall be reviewed by the design review board and such sign program authorized by the city council.

§3226 PROHIBITED SIGNS

The Ceity has a compelling interest in prohibiting the following categories of signs to further the findings and purpose of this Chapter. All signs below are specifically identified as prohibited with limited exceptions. Sign types which, in the determination of the Community Development Director, are similar to those listed in this Ssection or but which are not explicitly described in these regulations are also prohibited:~~The following signs are prohibited within the city:~~

A. Attention-Getting Devices: Flashing, rotating, animated, blinking and moving signs, including dynamic digital signage such as video screens, LED displays with frequent image changes, or scrolling text.

B. Miscellaneous signs and posters and the tacking, pasting or otherwise affixing of signs of a miscellaneous character visible from a public right of way. Signs located on the wall of buildings,

barns, sheds, trees, utility poles, posts, fences or other structures are prohibited unless provided for under other provisions of these regulations.

C. Any sign affixed to any vehicle or trailer on a public right of way or public property unless the vehicle or trailer is intended to be used in its official capacity and not for the sole purpose of attracting people to a place of business.

D. Banner flags, pennants, searchlights, twirling signs, balloons or other gas filled figures placed on an occupant's property or in the public right of way, except as otherwise provided by this chapter. Air-powered inflatable advertising device featuring oscillating, flexible tube-like figures designed to attract attention through constant motion are similarly prohibited.

E. Flags other than those of any nation or corporation. Flagpoles shall be located outside of required setback areas and comply with all Airport Compatibility standards. Flagpoles consistent with this Section do not require a sign permit but may require building, electrical or mechanical permits. In residential zoning districts wall-mounted flags which do not project above the roofline are exempt from permit requirements. Temporary flags are similarly prohibited, unless associated with a City-approved event.

F. Portable or wheeled signs, except the following:

1. Real estate signs not exceeding six (6) square feet per side placed on the offered property.
2. Temporary portable signs as provided by this chapter.

G. Any sign that utilizes visible guywires, angle irons and iron frame structures, unless construction is otherwise impractical, provided that decorative metal frames may be approved by the Director of ~~planning and~~ Community Development when consistent with a historical or architectural style exhibited on the property.

H. Signs emitting audible sounds, odor or visible matter, including any interactive fuel dispenser screen that conveys advertisements, video or interactive media.

I. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal, or which bear the words "stop", "go slow", "caution", "danger", "warning" or similar words.

J. Signs, which by reason of their site, location, movement, content, coloring or manner of illumination, may be confused with or constructed as a traffic control sign, signal or device, or the light of a road or emergency equipment vehicle.

K. Outlining of a building by means of exposed neon tubing, exposed incandescent lighting or other artificial lighting or an equivalent effect is prohibited.

L. Signs which are located on or project over the roof of a building or structure.

M. Off premises signs shall not be permitted within the city limits, except the following:

1. Real estate "open house" signs not exceeding six (6) square feet placed on private property with permission of the property owner (directional type). Such signs shall be allowed only during hours of open house.
2. Temporary portable signs as provided by this chapter.

N. Corner properties with freestanding, projecting, portable and other detached signs from the ground level to eight feet (8') in height shall be prohibited in the area formed by measuring at the property line a distance of thirty feet (30') from the point of intersection of the two (2) streets, and connecting at these lines in triangular fashion, provided that signs within this area may be allowed subject to approval of the public works director and securing an encroachment permit from the public works department when located within the public right of way.

O. Signs which physically or visually move, scroll, rotate or create an illusion of movement, or which have parts, messages, or surfaces that physically or visually move, scroll, rotate or create the illusion of movement, or which emit audible sound or noise. This includes but is not limited to electronic or digital signs with frequently changing images, video displays, and animated graphics. Electronic Message Centers (EMC Signs) that use Digital Display Signs or other means to present images or messages are also prohibited. This prohibition will (Does not apply where preempted by state law for fuel price signage or other applicable law. eedes.)

P. Signage advertising cannabis, alcohol, or tobacco products or businesses Cannabis, alcohol or tobacco signage that includes depictions or images of minors or anyone under twenty-one (21) years of age; images that are attractive to children such as cartoons, likeness, characters, or phrases used to advertise to children, imitates logos or images imitating candy packaging or labeling, or use of the terms or such a variant in spelling such terms that is attractive to children.

Q. Outdoor advertising displays such as billboards, and all off-site commercial signs that display advertising for a business, commodity, service, facility, or other such matter that is not located, conducted, sold, or offered upon the premises where the sign is located are prohibited within the City of Ukiah.

R. Backlit Translucent Awning Signs: Any sign located on an awning that is translucent or semi-transparent and illuminated from a light source under or within the awning.

ARTICLE 4. GENERAL SIGN REGULATIONS

SECTION:

§3227 Permitted Sign Area, Encroachment, Height, Number, Illumination And Movement

§3228 Design Standards

§3229 Illumination

§3227 PERMITTED SIGN AREA, ENCROACHMENT, HEIGHT, NUMBER, ILLUMINATION AND MOVEMENT

A. Commercial And Industrial Zones:

1. One and one-half (1 1/2) square feet of sign area for every ground level linear foot of parcel frontage. No more than two-thirds (2/3) of this allowed signage to be freestanding.
2. On corner lots the maximum allowable number and square footage of on site signs are permitted for each street frontage up to two (2). Said maximum allowances, however, are not transferable either in whole or in part from one street frontage to another, except when the sign is placed at a forty five degree (45o) angle in the corner of the parcel, in which case site development is required.
3. In no case shall the total square footage of signs on a building frontage exceed the number of linear feet in the frontage or five hundred (500) square feet, whichever is the lesser figure.

4. Signs in commercial and industrial zones shall not overhang the public right of way in excess of four feet (4').

5. The provisions of this section do not prohibit in addition to other freestanding signs, one portable sign per parcel, subject to the following:

a. Sign area shall not exceed six (6) square feet per side and four feet (4') in height.

b. The sign shall be removed during hours that the business is not open to the public.

c. In cases where more than one business is located on a parcel, the total number of signs under this section shall not in the aggregate exceed the following:

(1) One portable sign per fifty (50) linear feet of street frontage per parcel. When four (4) or more businesses are located on a parcel under one ownership, one portable sign per four (4) businesses shall be permitted. Except, on parcels ~~within the downtown revitalization district~~ where there is no setback between the building and the public right of way line and a freestanding or projecting sign is not feasible, one sign per business shall be allowed, not exceeding one sign per fifteen (15) linear feet of street frontage per parcel.

(2) The sign(s) allowed by this section shall be placed along the street frontage of the business; or may be oriented to parking areas, pedestrian malls or internal courts on the same parcel.

(3) Parcels with no public street frontage other than the accessway (flag lots) shall be allowed one off premises sign, regardless of the number of businesses, placed near the primary entrance to the parcel with either the approval of the owner of the property where the sign is placed or with the issuance of an encroachment permit if located within the public right of way.

d. The sign shall at all times present a ~~tastefully~~ designed and well maintained appearance. Notwithstanding their temporary nature, such signs shall not be made of cardboard or similar materials which exhibit a makeshift or haphazardly constructed or designed appearance.

e. Notwithstanding section 6170 of this code, signs allowed by this section may be placed within the public right of way, provided an encroachment permit has been issued by the public works department and compliance therewith is maintained. In addition:

(1) Signs in the public right of way shall be maintained free of appendages or conditions that pose a hazard to pedestrians and vehicles, and ensure visually impaired pedestrians can detect the sign safely. Supporting members should be located within the footprint of the sign to prevent tripping; any projection shall be flat and measure no more than one-half inch (0.5") in height above the sidewalk surface. Dome shaped support bases are prohibited. The sign shall not be secured to trees, hydrants, street signs, or any other infrastructure by any means. The sign shall not be illuminated.

(2) Sign placement shall provide for the safe and unobstructed movement of pedestrians and vehicles including adequate sight distance to the satisfaction of the ~~planning~~ Community Development Director and Public Works Director. The placement of signs shall maintain a minimum five foot (5') wide clear space on any

sidewalk or pedestrian path and be coordinated with other elements to provide for the public convenience, reduce hazards, and maintain an uncluttered and unobstructed appearance. Signs shall be situated so that neighboring businesses and all legal signs are visible to pedestrians and motorists.

f. Deviations from the provisions of this subsection, excluding the requirement for issuance of an encroachment permit for signs placed in the public right of way, may be allowed pursuant to the approval of a use permit.

6. Parcels under one ownership which contain four (4) or more businesses may erect a freestanding sign in addition to other permitted signs are which:

a. Constitutes the single freestanding sign permitted in subsection A5 of this section.

b. Shall not exceed two hundred (200) square feet. One hundred (100) square feet of the total sign area may be used for individual identification signs uniform in size, shape and lettering.

c. Shall not exceed thirty feet (30') in height and shall have a minimum clearance of ten feet (10') from the finished grade of the existing or future sidewalk.

d. Shall not contain "reader boards".

7. Regardless of any other provisions to this section, no sign attached to a building shall exceed the roof height of the main building on a parcel. Freestanding signs may exceed the roof height of the main building, providing the sign is thirty feet (30') or less and subject to a site development permit.

8. Signs in commercial and industrial zones, if illuminated, shall be indirectly illuminated, i.e., shall not have directly exposed bulbs, lamps, tubes or other illumination devices.

Exposed bulbs may be permitted as a design feature, as part of a Site Development or Use Permit.

9. Signs in commercial and industrial zones shall not flash, revolve, move or be animated in any way.

10. A shopping center, in addition to the signing permitted each occupant on the basis of their frontage, may have freestanding main identification signing with area equal to one-fourth (1/4) square foot for each ground floor foot of total building frontage up to a maximum of two hundred (200) square feet. This signing may be a name, a roster of tenants or a combination thereof. The maximum height of this freestanding sign shall be thirty feet (30').

11. Placement of signing shall be limited to street frontages and business frontages except sign orientation to parking areas, freeways, pedestrian malls, internal courts or sign programs may be allowed subject to a site development permit.

12. Prepared food, gasoline and lodging businesses specifically related to the traveling public along U.S. 101 freeway within six hundred feet (600') of the freeway centerline and three hundred feet (300') of the centerline of any intersecting street within the city limits may have the allowed single freestanding sign at a height not to exceed fifty feet (50') regardless of the main building height, with ~~planning commission~~ site development permit approval. Sign placement for both freestanding and attached shall be subject to the site development permit.

~~At such time that a freeway logo board system is in place these special provisions no longer apply and the signs will have to conform to the general provisions of the city of Ukiah sign ordinance. All such signs must be removed in favor of the freeway logo program within three (3) years of availability of the logo system.~~

B. R-3, General Multiple-Family Zone And P, Public Zone:

1. The total permitted sign area is one-fourth (1/4) square foot for each linear foot of the longest property frontage. In no case shall a sign exceed forty (40) square feet in total area.
2. In no case shall there be more than one sign for any one use in these zones.
3. Signs in the R-3 and P zones shall not revolve, flash, move or be animated in any way, nor shall such signs be illuminated other than by low level indirect lighting devices.
4. Freestanding signs in the R-3 and P zones shall not exceed four feet (4') in height and shall be either of wood or masonry construction.
5. Signs in the R-3 and P zones shall not encroach into the public right of way.
6. Signs advertising home occupations shall conform to the requirements of subsection C1 of this section.
7. Signs in the R-3 and P zones which are attached to buildings shall not exceed the eaves height of the first story of the main building on any parcel.

C. R-1, Low Density Residential And R-2, Multiple-Family Residential District:

1. One sign not exceeding two (2) square feet in total area attached to the principal structure on a parcel for the purpose of identifying the occupant of the parcel or a home occupation.
2. One sign not exceeding two (2) square feet in total area attached to a curbside mailbox for the purpose of identifying the occupant of the parcel or owner of the mailbox.
3. Signs in the R-1 and R-2 zones shall not flash, revolve, move or be animated in any way, nor shall such signs be illuminated other than by low level indirect lighting devices.
4. Signs in the R-1 and R-2 zones shall not encroach into the public right of way except where attached to a curbside mailbox.
5. Signs in the R-1 and R-2 zones shall not exceed the eaves height of the first story of the principal structure on a parcel.

6. Permanent signs serving for with messaging of an educational, religious, charitable or civic nature shall be allowed a total permitted sign area that is one-fourth (1/4) square foot for each linear foot of the longest property frontage. In no case shall a sign exceed forty (40) square feet in total area.

D. Nonconforming Signs: Signs that do not otherwise conform to the requirements of this chapter and are either necessarily temporary or unusual because of the unique character of a site, may be approved by the planning commission in the form of a use permit.

§3228 DESIGN STANDARDS

In addition to meeting all criteria of Section 3227, all signs shall be consistent with the following design principles:

A. Architectural Compatibility

1. Signs shall be proportional to the building facade and located within designated sign areas that do not exceed the allowable sign area per Section 3227.
2. Signs shall use materials, colors, and shapes that match or complement the architectural style of the building.
3. Signs shall not obstruct or alter architectural features, such as cornices, columns, or decorative moldings.

B. Scale, Proportion, and Placement

1. Signs shall be in scale with the building and sized to fit within architectural sign bands, panels, or other designated areas.
2. Signs shall maintain a minimum clearance from building edges and architectural elements, ensuring visual separation from adjacent structures.
3. The outer perimeter of any sign shall not extend beyond the building feature to which it is attached

C. Sign Quality and Installation

1. Signs shall be constructed from durable materials, including wood, metal, or comparable high-quality materials that ensure long-term integrity.
2. Temporary materials such as foam, poster board, flat plastic, or other non-durable materials are prohibited for permanent signage.
3. Plastic, plywood, or pressed board shall not be used as primary materials for permanent signs unless allowed as a temporary sign under Section 3225(k) of this Code.

D. Historic Resources and Districts

1. Signs installed on designated historic buildings or within historic districts shall be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
2. Sign materials, colors, and mounting methods shall be consistent with the historic character of the structure and surrounding district.
3. Signs shall not obscure or damage historic architectural features.

E. Non-Commercial Zones

1. Internally illuminated signs (including channel letters, marquees, or cabinet signs) are prohibited in non-commercial zones.
2. Sign bases, frames, and mounting hardware shall be constructed from materials consistent with the primary building's architectural design.

3. Sign colors and finishes shall be non-reflective to minimize glare and visual disruption in non-commercial areas.

§3229 ILLUMINATION

All signage shall comply with standards designed to minimize light pollution by controlling the amount, direction, and intensity of artificial lighting to preserve the visibility of the night sky, including the following:

- A. Lighting for signs shall not create a hazardous glare for pedestrians or vehicles either in a public street or on any private premises.
- B. Illuminated signs shall be turned off or dimmed in brightness from 10:00 PM to 6:00 AM unless the business operates during those hours.
- C. The light source, whether internal to the sign or external, shall be shielded from view. This requirement is not intended to preclude the use of diffused exposed neon, LED, or similar features.
- D. Sign illumination for externally illuminated signs shall utilize focused light fixtures that do not allow light or glare to shine above the horizontal plane of the top of the sign and to limit direct illumination of any object other than the sign or onto any public right-of-way or adjoining property
- E. Each sign shall be designed so that illumination does not exceed one hundred luxes (ten foot-candles) measured at a distance of ten feet from the sign.
 1. If illumination of monument signs is desired, then external illumination or halo lighting is preferred.

ARTICLE 5. REMOVAL AND DISPOSITION OF SIGNS; ABANDONED SIGNS

SECTION:

~~§3228~~~~3230~~: Maintenance And Repair
~~§3229~~~~31~~: Abandoned Signs
~~§3232~~~~30~~: Sign Removal

§3228-3230 MAINTENANCE AND REPAIR

Every sign shall be maintained in a safe, presentable and good structural material condition at all times, including the replacement of defective parts, painting, repainting, cleaning and other acts required for the maintenance of said sign. If the sign is not made to comply with the requirements of this Section, the Building Inspector may require its removal.

§3229-3231 ABANDONED SIGNS

A. Except as otherwise provided, any sign which is located on property which becomes vacant and unoccupied for a period of sixty (60) days or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. The Building ~~Official Inspector~~ shall prepare a notice which will describe the sign and specify the violation involved and which shall state that if the sign is not removed or the violation is not corrected within ten (10) days, said sign shall be removed by the Building Inspector in accordance with the provisions of this ordinance. All notices sent by the Building ~~Official Inspector~~ shall be sent by certified mail. Any time periods provided in this Section shall be deemed to commence on the day of the receipt of the certified mail.

Any person having an interest in the sign or the property may appeal the determination of the Building ~~Official Inspector~~ ordering removal of compliance by filing a written notice of appeal with the Planning Commission within thirty (30) days after the date of mailing the notice, or thirty (30) days after receipt of the notice if the notice was not mailed. Permanent signs applicable to a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned, unless the property remains vacant for a period of four (4) months or more.

B. When it is determined by the Building ~~Official Inspector~~ that said sign shall cause imminent danger to the public safety, and contact cannot be made with a sign owner or building owner, no written notice shall have to be served. In this emergency situation, the Building Inspector may correct the danger. The Building ~~Official Inspector~~ shall cause to have removed any sign that endangers the public safety, such as an abandoned, materially dangerous, electrically or structurally defective sign, or a sign for which no permit has been issued according to the provisions of this ordinance. Any sign removed by the Building ~~Official Inspector~~ pursuant to the provisions of this Section shall become the property of this City and may be disposed of in any manner deemed appropriate by the City. The cost of removal of sign by the City shall be considered a debt owed to the City by the owner of the sign and the owner of the property and may be recovered in an appropriate court action by the City or by assessment against the property as hereinafter provided. The cost of removal shall include any and all incidental expenses incurred by the City in connection with the sign's removal.

C. A sign owner or building owner who does not remove an abandoned sign or otherwise correct a violation under this Section within the time frame for notice and, if applicable, appeal, may be subject to fines pursuant to Section 3238 of this Chapter.

§32302 SIGN REMOVAL

When it is determined by the Building ~~Official Inspector~~ that a sign has been damaged beyond fifty percent (50%) of its initial capital investment value, or when the face of a sign requires alteration or change, such sign must then be made to conform to all provisions within this ordinance.

ARTICLE 6. CONSTRUCTION SPECIFICATIONS AND SAFETY

SECTION:

§32313: Compliance With Building Code

§32342: Construction Of Signs

§32334 COMPLIANCE WITH BUILDING CODE

All signs shall comply with the appropriate detailed provisions of the City Building Code and the Uniform Sign Code relative to design and construction, structural integrity and connections and safety. Signs shall also comply with the provisions of the applicable electrical code and the additional construction standards set forth in this Section.

§32342 CONSTRUCTION OF SIGNS

A. Each sign hereafter erected or remodeled shall bear, in a permanent position, clearly legible identification decals stating the firm or corporation responsible for its construction and erection. Electric signs shall be marked with input amperages at the full load input.

B. Each sign shall have a specified sticker provided by the Building ~~Department Division~~ that identifies the permit number that was originally issued by the Building ~~Official Inspector~~, and

such sticker must be visibly placed on the frame or outer perimeter of the sign. Within one year of the adoption of this Code all legal signs shall be identified and appropriately marked.

C. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, required exit, window or door opening, unless authorized by special user permit. No sign shall be attached in any form, shape or manner which will interfere with an opening required for ventilation, except in circumstances when not in violation of the Building or Fire Prevention Codes.

D. Signs shall be located in such a way that they maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with the Electrical Code and the regulations of the Public Utilities Commission.

E. Certain signs shall be properly guttered and connected with downspouts to storm sewers so that water will not drip or flow into public sidewalks or streets.

F. All permanent freestanding signs or poles shall be self-supporting structures erected on and permanently attached to concrete foundations. Such structures or poles shall be fabricated only from steel or other such materials as approved by the Building Code.

G. All signs of a building shall be constructed to withstand wind loads of thirty (30) pounds per square foot of the total face area of the letters and other sign surface.

~~Note: The wind load quoted above is a normal average and must be adjusted for areas subject to unusually high velocity winds and wind conditions.~~

H. No sign shall be suspended by chains or other devices that will allow the sign to swing due to wind action. Signs shall be anchored to prevent any lateral movement that would cause wear on supporting members or connections.

ARTICLE 7. NONCONFORMANCY

SECTION:

§323~~35~~: Nonconforming Signs

§323~~53~~ NONCONFORMING SIGNS

A. All permanent signs and sign structures which were erected and in existence prior to the effective date of this ordinance or any amendment thereto, and which were at the time of such erection or establishment in compliance with all then applicable statutes and ordinances, but which do not meet requirements of this ordinance, shall be permitted to remain in existence notwithstanding their nonconforming character, providing that such signs and sign structures remain in full compliance with Chapter 7, Article 8 of this division, and providing further that the sign does not require any additional permits under Chapter 7, Article 3 of this division or removal under Chapter 7, Article 5 of this division. The provisions of this paragraph will apply to any and all areas upon annexation.

B. All temporary signs and temporary sign structures which were erected and in existence prior to the effective date of this ordinance, but which do not meet the requirements of this ordinance, shall be permitted to remain in existence notwithstanding their nonconforming character for a period of ~~sixty-three~~ (360) days from the effective date of this ordinance. Thereafter all such signs and sign structures shall be in violation of this ordinance and subject to removal as in the case of any other illegal structure or use, subject to the exceptions set forth herein.

C. All signs or sign structures which, at the time of adoption of this ordinance, whirl, blink, rotate, move or are animated shall be removed or cease to whirl, blink, rotate, move or be animated within ~~sixty-three~~ (360) days of the effective date of this ordinance, if unable to demonstrate their nonconforming status with regard to flashing, rotating, animated, blinking and moving signs, including dynamic digital signage such as video screens, LED displays with frequent image changes, or scrolling text.

D. All signs or sign structures associated with a business shall be made to conform to this ordinance upon sale or transfer of said business, change of business name or other situation requiring modification to sign or sign structure provided if the only change is the sale or transfer of business, said sign shall be removed upon the expiration of one year from the date of said sale or transfer. The City Council finds that this is a reasonable amortization period because all signs which must be removed under this Section have been in existence for at least three (3) years prior to the effective date of this ordinance.

E. Ordinary maintenance and associated minor repairs may be made to any nonconforming sign providing no structural alterations or design changes are made. Other repairs, alterations, or design changes may be permitted; provided, that a use permit shall be first secured in each case and that such repairs, alterations or design changes comply all other provisions of this Chapter 7.

ARTICLE 8. RESPONSIBILITY

SECTION:

§323~~64~~: Responsibility

§323~~64~~ RESPONSIBILITY

The owner or authorized representative or sign user of the property upon which the sign or advertising structure is located shall be responsible for its proper maintenance and repair.

A. All signs shall be subject to an inspection by the Building ~~Inspector~~ Official or his authorized representative.

B. All signs erected, altered or relocated shall be inspected every two (2) years to determine that the sign has been maintained in such a manner as to insure that the sign is safe as to electrical, structural and material specifications as provided for in these guidelines.

C. The Building Official ~~Inspector~~ may declare any sign unlawful if it endangers public safety by reasons of inadequate maintenance, dilapidation or abandonment. Any such declaration shall state the reasons for declaring that the sign constitutes a safety hazard to the general public.

ARTICLE 9. VARIANCE

SECTION:

§323~~57~~: Sign Variances

§323~~57~~ SIGN VARIANCES

Where practical difficulties, unnecessary hardships and results inconsistent with the general purpose of this Chapter may result from the strict application of certain provisions thereof, a variance may be granted as provided in §9231 et seq. of the Ukiah Municipal Code. Economic hardship shall not be considered a practical difficulty, unnecessary hardship, or a result inconsistent with the general practice of this Chapter. Economic hardship is defined as the actual expense of removing the nonconforming sign or causing a conforming sign to be erected. Historical and architectural significance based upon age, design, construction materials and

other criteria as determined by the City Council shall be utilized in determining appropriateness of variances. The granting of a variance shall require a statement of findings by the Commission noting the facts of the particular sign, not applicable to other signs generally which justify issuance of a variance.

ARTICLE 10. PENALTIES AND VIOLATION

SECTION:

§32386: Penalties For Violation

§32386 PENALTIES FOR VIOLATION

Any person, firm or corporation failing to comply with violating any of the provisions of this ~~chapter~~ Chapter shall be guilty of a ~~n infraction~~ violation upon notification and failure to remove a prohibited sign or address non-compliance within the period specified by the Community Development Director or their designee. Every such violation is punishable by: a) a fine not exceeding one hundred dollars (\$100.00) for a first violation; b) a fine not exceeding two hundred dollars (\$200.00) for a second violation within one year; c) a fine not exceeding five hundred dollars (\$500.00) for each additional violation within one year. Any violator shall be guilty of a separate offense for each and every day during any portion of which any violation of this Chapter is committed, continued or permitted by any such person, and he/she shall be punished accordingly.

ARTICLE 11. ILLUSTRATIONS

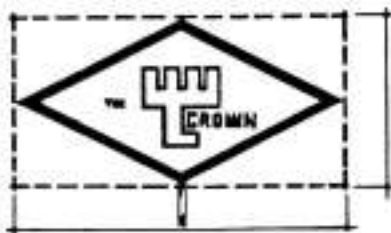
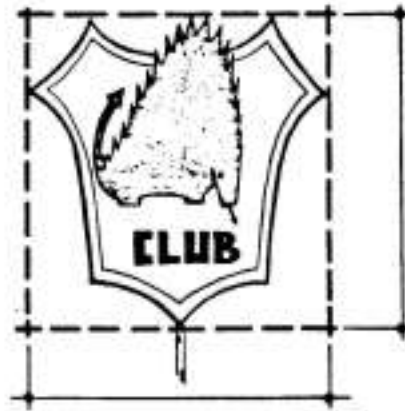
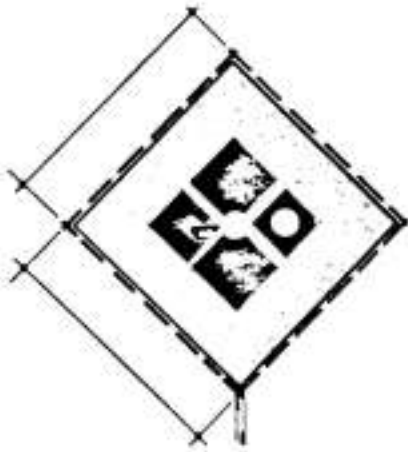
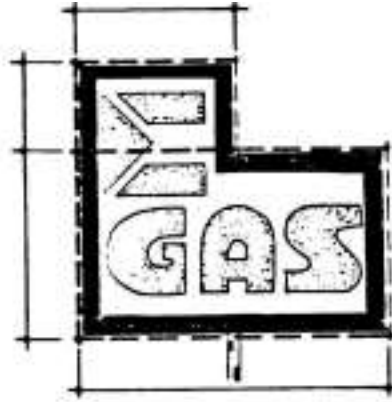
SECTION:

§3237: Graphics

§3237 GRAPHICS

The following graphics describe in illustrative form many of the terms, concepts and sign types utilized in this chapter.

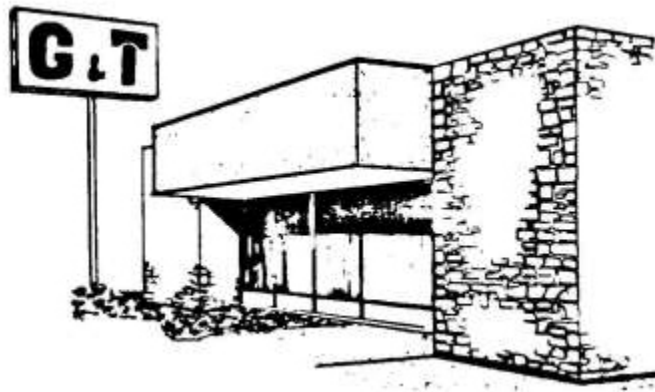
1) Area of A Sign: (§3200.05)



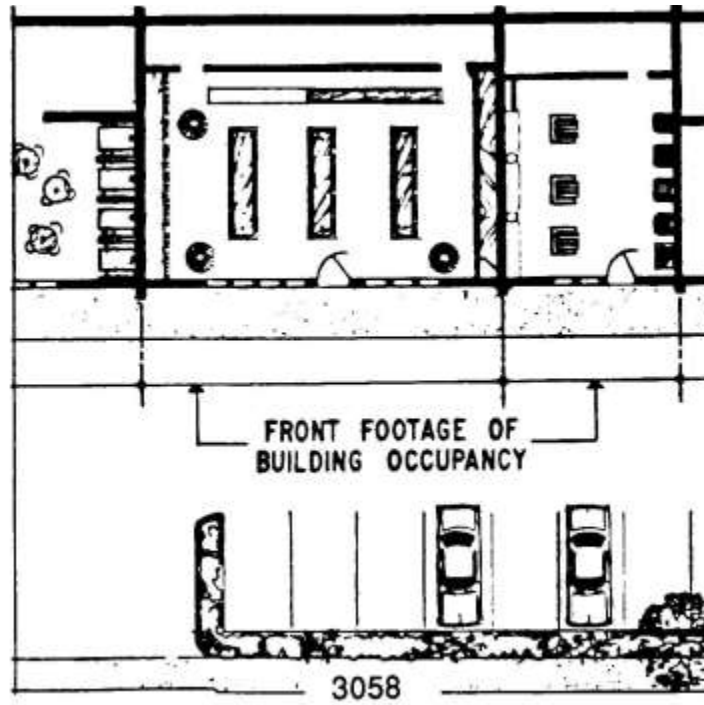
2) Attached Sign: (§3200.07)



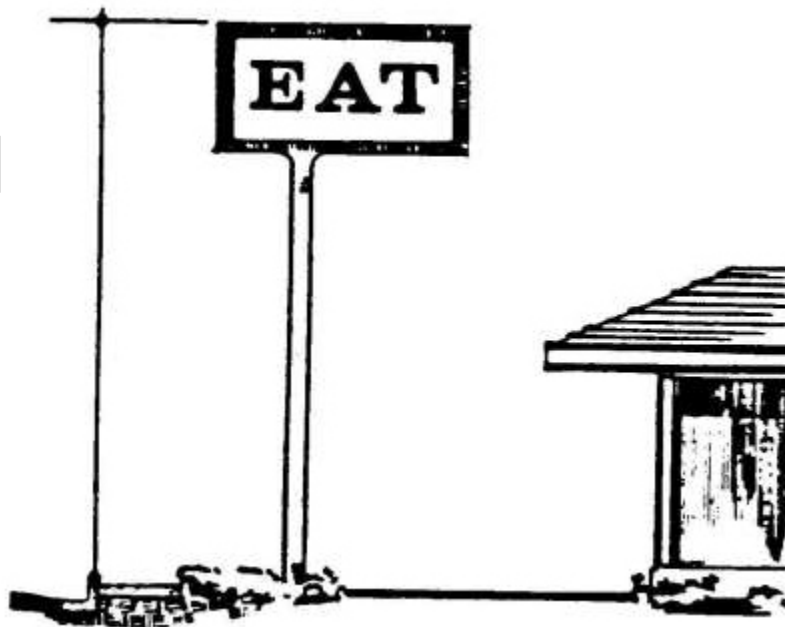
3) Detached Sign: (§3200.09)



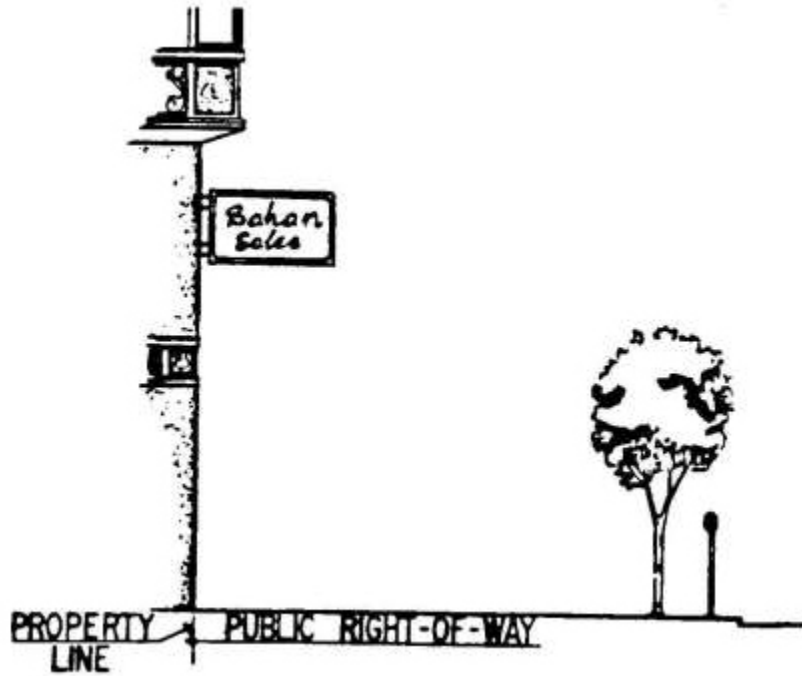
4) Front Footage of Building Occupancy: (§3200.27)



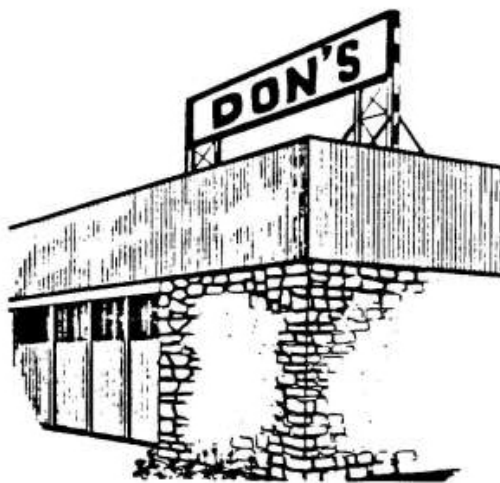
5) Height of Sign: (§3200.28)



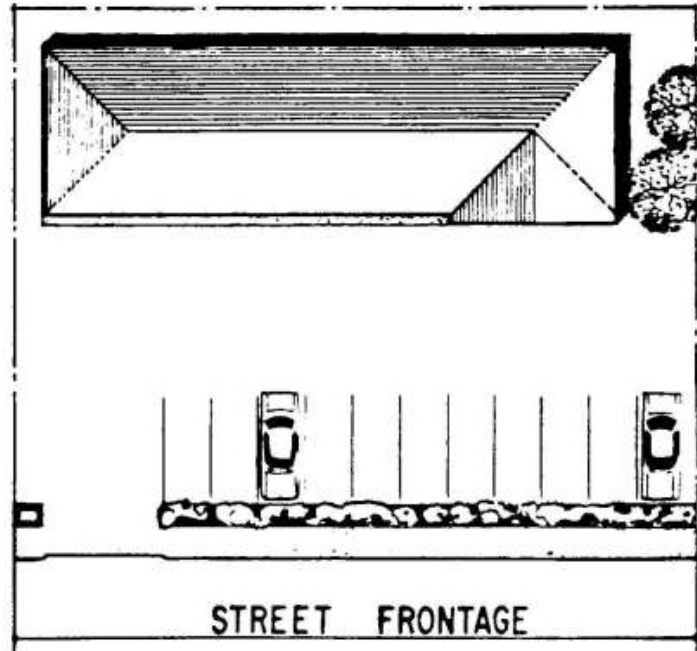
6) Projecting Sign: (§3200.47)



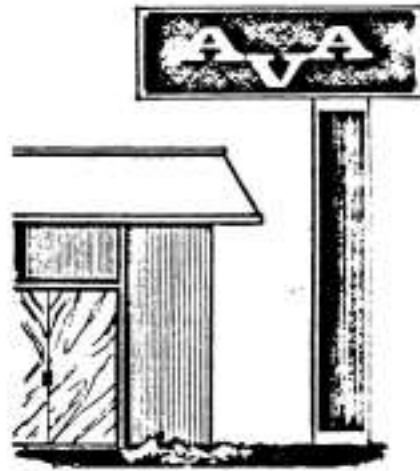
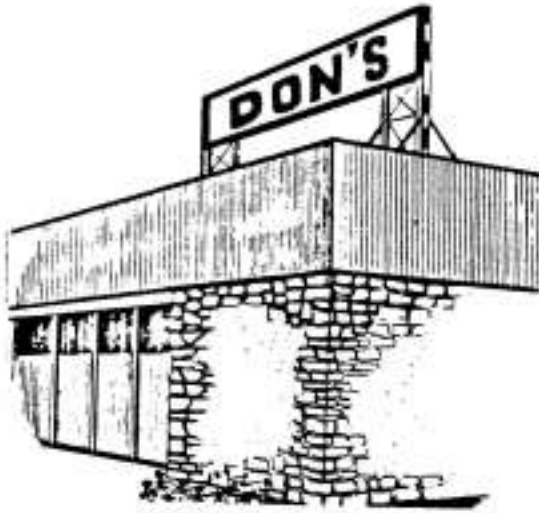
7) Roof Sign: (§3200.51)



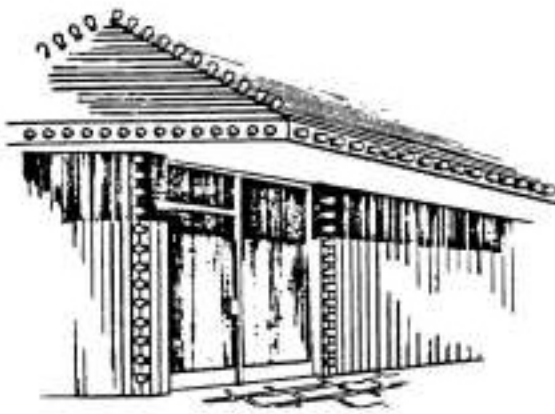
8) Street Frontage: (§3200.60)



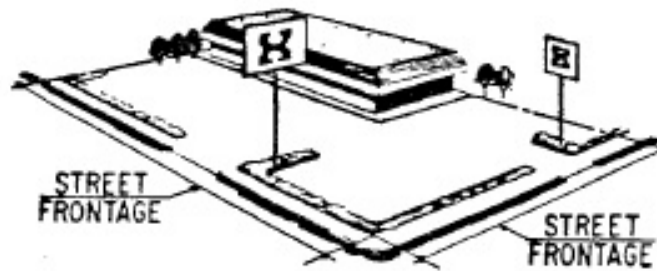
9) Prohibited Signs: (§3226)



10) Prohibited Signs: (§3226)



11) Corner Lots: (§3227A2)



Introduced by title only on _____, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Douglas F. Crane, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk



DESIGN GUIDELINES

Commercial Projects Within The Downtown Design District

City of Ukiah

Welcome to Downtown Ukiah...

Adopted on May 20, 1992, this Design Guide is the result of our efforts to assist you in developing and improving your property. We hope it helps you plan your exterior work within Ukiah's Downtown District.

This Guide is dedicated to meeting our community goals and assisting those involved with the development process in Ukiah's downtown. The Downtown Design District is illustrated on the map on page 7 and encompasses the historical commercial core of the City.

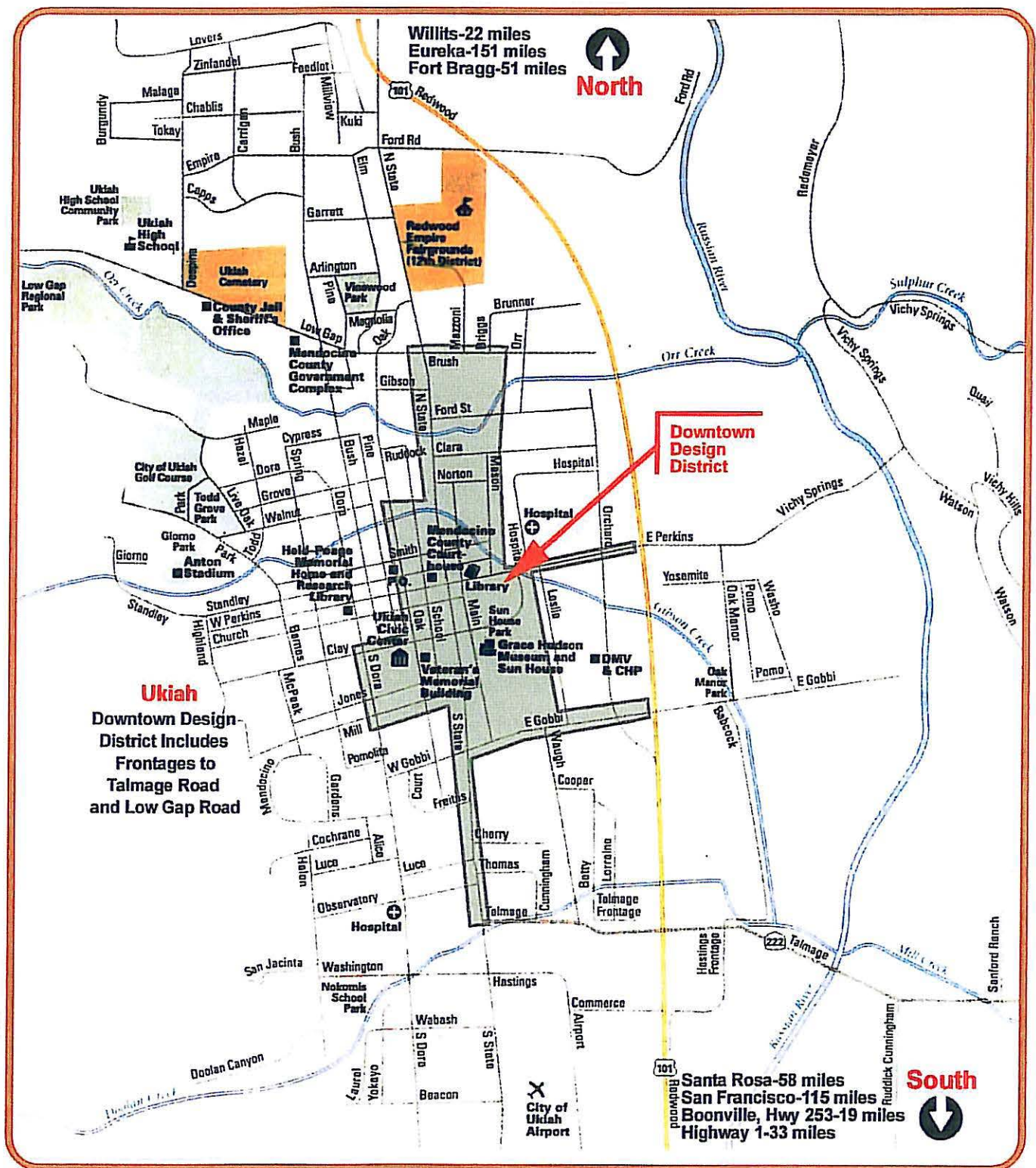
As a member of our community, you own a part of our city's heritage - its past charm, present vitality, and future direction. Our goal is to preserve this quality of life by:

- ❖ Promoting a healthy commercial environment that is attractive and convenient for residents and visitors.
- ❖ Enhancing the pedestrian shopping experience in the downtown.
- ❖ Promoting an attractive and visually unified downtown core with its own distinctive image.
- ❖ Upgrading and maintaining the overall character of our downtown.
- ❖ Building on the distinctive architectural and historic character currently existing in the downtown.
- ❖ Providing better coordination between the design character of new development and redevelopment of existing buildings.

The special standards set forth in this booklet will help protect those assets and fulfill the visions created for the Downtown Design District.

New buildings should attempt to be compatible with the character of the existing viewscape in terms of building height, massing, setbacks and design character. New development should contribute to the visual quality and cohesiveness of its setting, but need not imitate or mimic the details of adjacent development. Reconstruction, repairs, or alterations to existing structures should endeavor to preserve as much of the original character of the building as is possible. While this can be accomplished through the use of alternative materials, the use of original materials provided on the site is encouraged.

Downtown Ukiah Design District



Historical Overview

The arrival of A.T. Perkins in the Ukiah Valley in 1857, marked the beginning of the settlement of Ukiah as a town. The Perkins family purchased a log cabin and acreage from temporary settlers and started a blacksmithing business in downtown Ukiah at what is now the corner of Main and Perkins Streets. The town grew rapidly due to migrations from the depleting California Gold fields. Ukiah captured the coveted county seat designation in 1859, and by May 1, 1860, a City map had been filed at the Recorder's office.

The first buildings, both residential and commercial, were built along Main Street. However, by the 1860's, most businesses had moved up to State Street and into those blocks nearest the Courthouse. The primary building materials of the early periods were wood but a series of disastrous fires prompted use of more fireproof materials. The Ukiah Valley is rich in clay deposits and several brick kilns were started to accommodate the growing demand for local brick. Brick remained the primary material until the 1920's when the use of reinforced concrete emerged.

Early downtown colors, prior to 1910, were usually white, cream, mustard yellow, green or cinnabar. The majority of brick buildings remained in their natural color.

Multi-color painted exteriors were generally not used in the downtown at the time. In later years, building received a stucco finish with earth tones such as cream, beige, or putty predominately used. Trim colors were often red or dark brown. Black tile on bulkhead or under window space was very popular.

The new Courthouse, built in the late 1940's used a soft green tile on its lower half. This color was very popular and was used repeatedly on other buildings. The use of pink concrete block and rose-colored flagstone was also popular at this time.



"...downtown Ukiah has experienced numerous changing identities. These changes should be considered when initiating new development or rehabilitation. No specific historical period is targeted, however, integrated architectural designs with the heritage of a building and its environs are an ultimate goal of this program."

The 1920's brought many changes to the downtown. With completion of the Redwood Highway, signage along State Street proliferated and extended from the buildings, and traditional Victorian facades were stripped to modernize Ukiah's storefronts. The desire of Ukiahans to capture the tourist trade resulted in the demolition of older homes and the large lots being converted into auto courts, restaurants, and gas stations along State Street.

The downtown character of Ukiah essentially remained the same until after World War II. With the arrival of large timber companies after the war, an era of prosperity throughout the greater valley began. The downtown received extensive and rapid modernizations. The 1872 Courthouse was torn down and many of the existing commercial buildings received metal-sheathing facades. Modern design and construction favored long, low single-story buildings, often built from concrete block. The decline in the downtown's economy did not occur until the construction of the 1965 freeway and proliferation of outlying shopping centers.

The personality and appearance of our downtown has been greatly influenced by these events. From the destruction of wood frame buildings by fire in the early 1890's, to modernization of the building facades in post WWII, downtown Ukiah has experienced numerous changing identities. These changes should be considered when initiating new development or rehabilitation. No specific historical period is targeted, however, integrated architectural designs with the heritage of a building and its environs are an ultimate goal of this program.

Approval Process

An important objective of the design review procedure is to better coordinate the processing of your development plans prior to obtaining your Building Permit. This includes streamlining the process to minimize the steps and hurdles in the path to completion of your project. The process outlined here is provided to inform you of how our design review system works from start to finish. We hope it will assist you in understanding what will occur when your project is proposed in the downtown.

At the back of this Guide you will find a checklist of general considerations. You will want to review the checklist once you have reviewed the Guide to determine the compatibility of your project with the downtown design goals.

Steps of the Approval Process

Step 1: Your first step will be to go to the Planning & Community Development Department in the Civic Center and request information to answer the following questions:

a.) What do I need to apply for development?

b.) Is my project appropriate for zoning regulations?

c.) What is my approval process and how much time is involved?

d.1 Is my project in the Downtown Design District? Are the Design Guidelines applicable to my project? What types of requirements are likely to be imposed?

e.1 Do I need encroachment permits for outdoor activities in the public right of way?



The primary criteria for development in the Downtown Design District are as follows:

Avoid strong contrasts with adjacent buildings.

Represent high quality design and construction.

Provide functional design solutions.

Variety and distinctiveness are desirable, however, buildings which sacrifice the quality of the general area to make an individual statement are discouraged.

Architectural services are also offered.



Step 2: Upon completion of your application, submit the application to staff at the City of Ukiah, 300 Seminary Avenue.

a.1 If your project involves a site development permit or use permit, City staff will review your project and schedule a public hearing. The final decision will typically be made by the Zoning Administrator or Planning Commission depending on the project scope (refer to step 5a on page 5 of this Guide).

b.1 During project planning you should consult with professionals regarding building construction or renovation requirements. If your building is constructed after 1972, refer to the current Uniform Building Code for seismic requirements. For historic buildings constructed prior to 1972, you may refer to the State Historic Building Code or most recent adopted California building code series. You should verify whether unreinforced masonry walls are part of your building.

Preliminary Review with City Staff

Step 3a: This is an advisory review of your project with the Planning and Community Development Department Staff.

At this time, the Staff will have reviewed your plans with the necessary City Departments and utilities and will be discussing with you information regarding their requirements and recommendations. These Departments include City Electric, Engineering, Building, Public Works and Fire.

For historical renovations, photo-documentation of the chosen period in the building's development should be presented. This information can be obtained

Approval Process (Cont.)

at the Held-Poage Memorial Home and Library, 603 West Perkins Street, or by calling 462-6969. Property owners completing facade renovations are encouraged to review the building's historical background for restoration in accordance with the selected period of the building's development.

Design Review Board

Step 4a: The fourth step is to attend a Design Review Board meeting. This is the last step towards completion of your project design.

The Design Review Board is comprised of members of the community and is advisory to the decision-making body. They will review your project for compliance with the Design Guidelines and exchange concerns and comments with you. It may be advantageous to conduct this step earlier in the process.

New Development

Step 5a: Since your project is for new development and involves a site development permit or use permit, City staff and possibly other agencies will review your project. City staff will schedule a public hearing. The final decision will be made by the Zoning Administrator or Planning Commission depending on the project scope (refer to step 5c on page 5 of this Guide).

New development or substantial modifications to existing development require a more comprehensive review by City departments and public utilities. This helps ensure seismic, building, utility and other codes and standards will be adequate and incorporated into your project. This review will help you understand what your project requirements will be upon approval. You should be aware that substantial construction may trigger city seismic, fire sprinkler, sidewalk, accessibility, impact fee and other requirements.

Staff Review

Step 5b: At this stage Staff reviews the permit to insure compliance with the Downtown Design Guidelines, Ukiah General Plan and other adopted requirements. Staff also performs environmental review according to state and local laws.

Planning Commission

Step 5c: Your final step in the approval process is review by the Zoning Administrator or Planning Commission.

Public notice and a staff report will be provided in advance of the meeting. You should plan to attend the public hearing before the Zoning Administrator or Planning Commission at the Ukiah Civic Center. Public comment is also provided at this time.

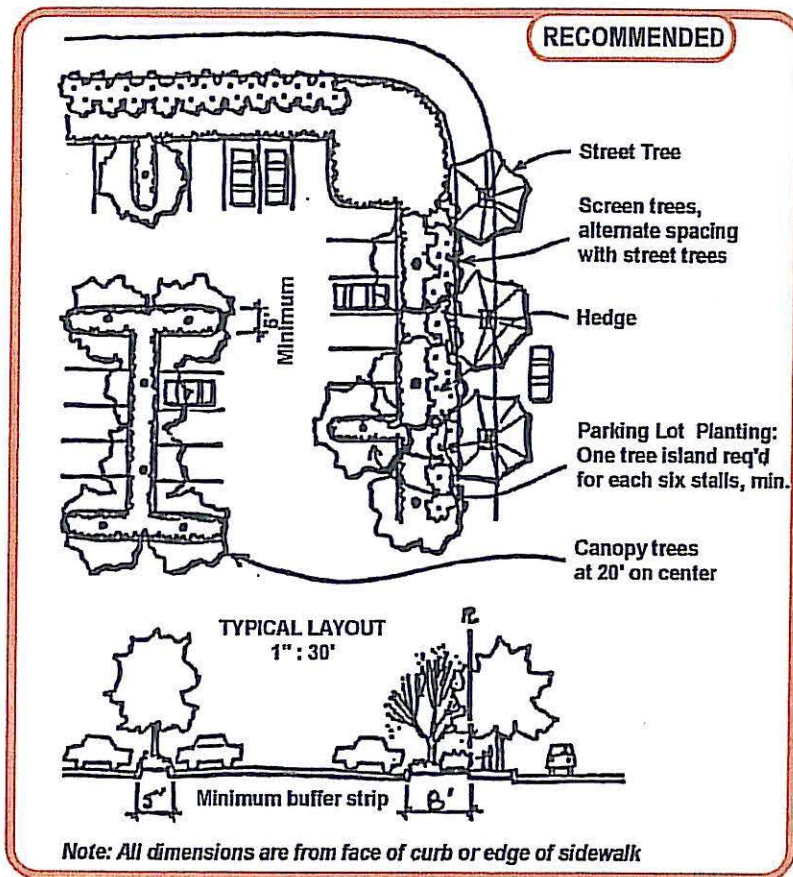
When the decision-making body approves your application, the discretionary review process is complete and you may apply for a building permit following the 10 day appeal period. You must comply with all conditions of approval.

Should the decision-making body disapprove your application, you may resubmit a modified application or appeal the decision to the Ukiah City Council within 10 days of the decision.

Zoning Administrator meetings are scheduled as needed. Planning Commission meetings are scheduled the second and fourth Wednesday of each month. Your project will be scheduled as soon as the review process including environmental review and staff review are conducted. The entire process may take from about 2 to 6 months depending on your application completeness and complexity and the type of environmental document required.

Site Planning

Buffer Strip & Parking Lot Planning



should be coordinated with adjoining properties to avoid inconsistency in use. For example, professional offices would be more appropriate adjacent to residential neighborhoods than high volume retail or restaurant uses. Street level businesses should be oriented to retail, restaurant and personal services. Professional offices are discouraged as storefronts, but should be encouraged as back offices or second stories

Development should not create unattractive views for neighbors or traffic corridors. All exposed elevations should maintain consistent architectural character. Service areas, trash enclosures, utility meters, and mechanical and electrical equipment should be screened from view by solid walls constructed with materials similar to the building. Screening of these areas should be integrated into the overall building and landscape design.

Coordination With Adjacent Properties

Property owners are encouraged to develop shared facilities such as driveways, parking areas, pedestrian plazas and walkways to maximize usable areas and create unique design opportunities.

Setbacks

Setbacks for new development should consider the character of existing adjacent frontages. In the downtown core, minimal setbacks have created a strong architectural presence and

Site Features

Significant site features such as existing trees, lot size and shape, and relationship to surrounding development should be a compelling consideration in determining site design.

Parking

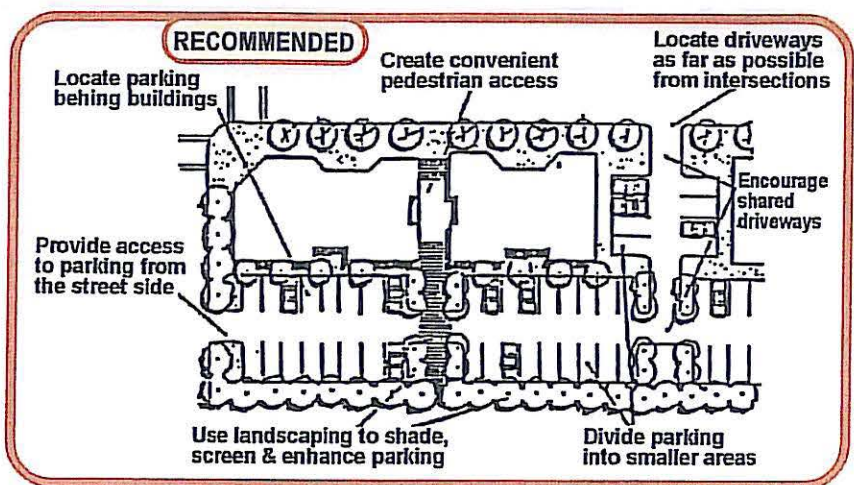
Site design should emphasize the aesthetic screening and shading of parking and be clearly designated by directional signs. Whenever possible, parking areas should be dispersed into smaller components to avoid massing and emphasize landscaping. Parking area walkways should be constructed with safe and well marked materials.

Pedestrian Orientation

All developments should emphasize pedestrian orientation by creating attractive, friendly pedestrian spaces. Outdoor space should be well landscaped and include appropriate furniture and other elements of interest such as sculpture, displays and kiosks.

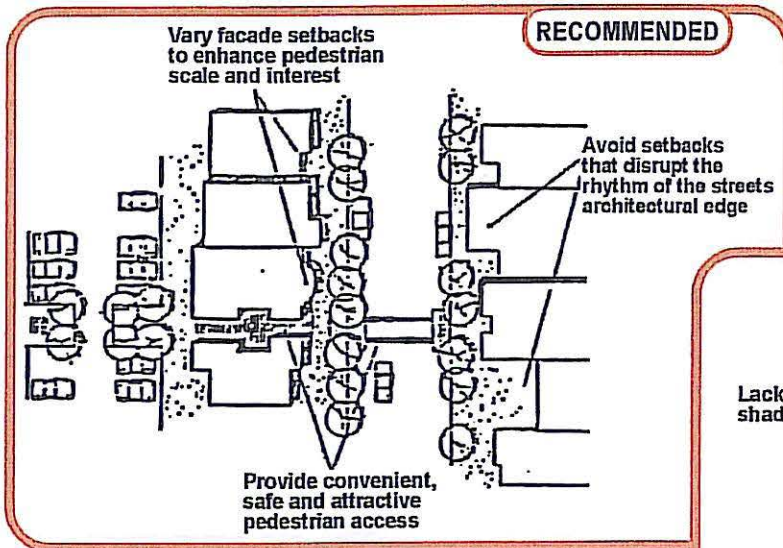
Compatibility

Development should attempt to be compatible with surrounding land uses from both functional and aesthetic standpoints. The location of businesses



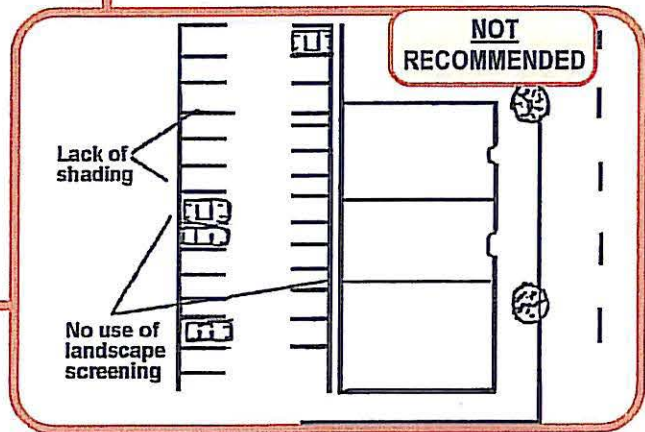
Site Planning (Cont.)

more intimate visual scale along storefronts. With that in mind, deeper setbacks are encouraged only in order to allow for sidewalk widening or the creation of special pedestrian areas such as entryways, courtyards, outdoor cafes, shopping arcades, and other features intended to enhance the pedestrian environment.



Maintenance

A commitment to regular maintenance of the landscaping and building facade ensures continued high property values and creates a desirable downtown environment.



Building Materials

Since the late nineteenth century, the primary building material in Ukiah's downtown core has been masonry. The early buildings in the downtown core were constructed of locally fired brick, while those built after World War II were of concrete block. Many of these buildings have since been resurfaced with either paneling or stucco for either aesthetic or structural reasons, or both. Exposed concrete block should not be used on any wall visible to neighbors or pedestrians. If concrete block is used on visible exterior walls, creative design and surface texturing will be required. Concrete block used on walls not visible to the public; i.e., firewall construction, may be left untreated. Care should be taken when renovating brick surfaces so damage to the bricks does not result from renovation efforts. If it is necessary to replace original brick surfaces, new material should match the color and size of the original brick and mortar. Bonding pattern and size of joints should also match the original sections. Totally new building construction should select exterior finish materials that are compatible in quality, color, texture, finish, and dimension to the surrounding properties.

Suggestion: If you are cleaning any masonry surfaces, methods or materials that you might consider are gentle detergents, appropriate chemicals used per the manufacturer's recommendations, and high water pressure cleaning using correct pressure so as not to destroy brick surface or mortar joints. Sandblasting is not recommended because it defaces or causes severe damage to the brick and stone and accelerates erosion by allowing water to enter the pores.

Color

The Downtown Design Review Board does not approve or disapprove specific colors. However, exterior colors should relate to natural building materials and/or be compatible without being identical to surrounding properties. The use of more than one vivid color per building is discouraged. Color selection for the purpose of individual statement at the sacrifice of the compatibility of the surrounding area is discouraged. Multiple store fronts with a common facade or appearance should strive to coordinate colors during renovation efforts.

Suggestion: If you are having difficulty in selecting colors, the best approach may be to drive or walk through the district looking at other buildings and noting color combinations you prefer. You will notice, too, that it is important for colors to blend with the neighborhood. Very dark colors, too many colors on one building, or stained surfaces are very obvious and often do not harmonize with surrounding buildings. Remember that the colors you select will have an impact on your entire block. A good rule of thumb is: One (1) primary color for the body of the building; one (1) secondary color for major trim and/or cornice work; and one (1) or two (2) colors for minor trim. Your design review board is available to assist you in selecting compatible and harmonious color combinations upon request.

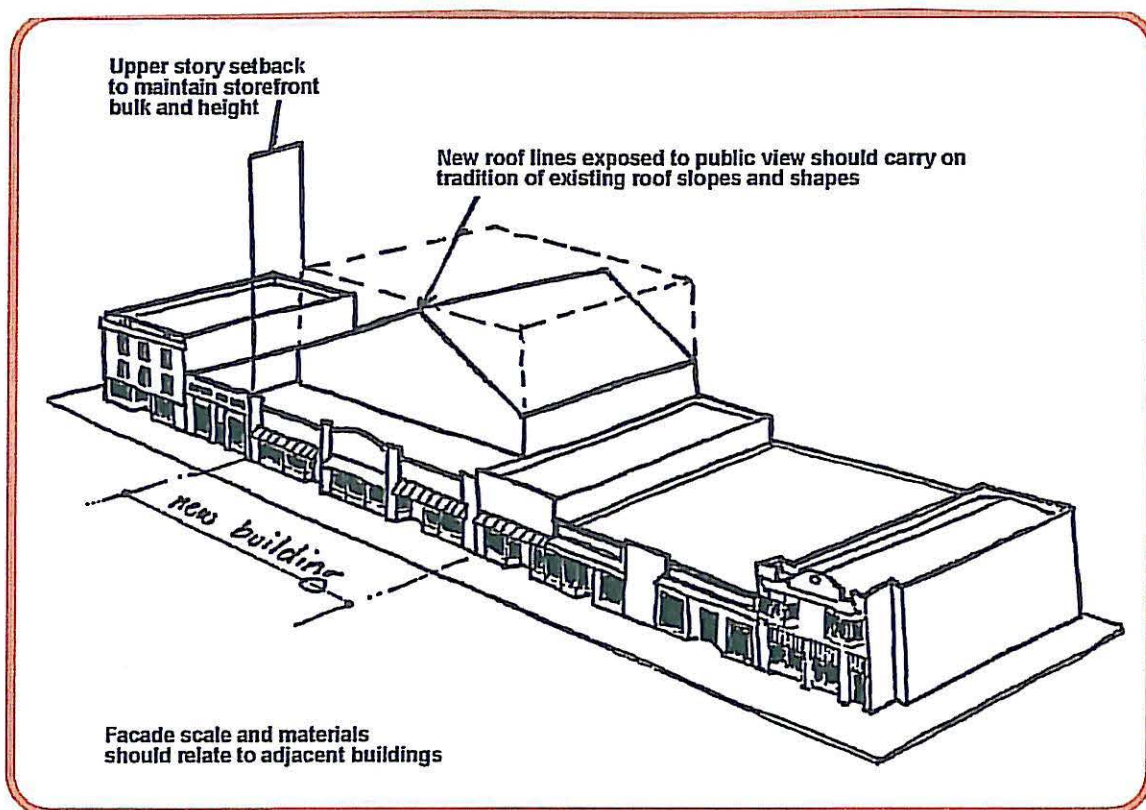
Roofs, Facades & Store Front Openings

Roofs & Rooflines

The form, color, and texture of the roof should be considered an integral part of the building design. Rooflines, materials, and colors of adjacent development should be considered.

Ukiah's downtown core is comprised mainly of traditional relatively flat roofs hidden by the extension of the front wall plane or parapet. Consideration of historical roof forms and decorations is encouraged, particularly if the roof is exposed to public view. Diversity in parapet shapes will add interest to the building or rhythm of existing storefronts.

Suggestion: When installing a new roof that will be exposed to public view, choose a neutral color that will be adaptable to future color changes on the building. Screening for roof-mounted apparatus will be required.



Facades & Store Front Openings

Facades

Property owners that are contemplating facade improvements are highly encouraged to review the building's historical background so that the restoration may reflect a selected period of the building's development conducive with Ukiah's Facade Redevelopment Program. Building facades should be varied and articulated to add visual variety and distinctiveness, and be designed to human scale. Long, straight facades without openings or changes in whole planes should be avoided. Articulation will add three dimensional interest to the building.

Elements typically used to articulate a building's facade include cornice lines, parapets, eaves, awnings, windows, balconies, entry insets and signs. Building entries should be accented with strong architectural definition. Facades without a strong sense of entry should be avoided. Projecting elements such as awnings, trellises and overhangs are effective in adding three dimensional interest to facades and enhancing the sense of entry into the building. Such elements can also improve the pedestrian environment by providing protection from adverse weather conditions. Awnings can be a very effective and inexpensive method of providing storefront dimension, with the added benefit of area for signage. Awning material should be cloth or similar material. Metal awnings are actively discouraged.

BEFORE Lack of architectural elements create a monotonous facade



Example site that is lacking architectural elements...

Alternative architectural elements...

AFTER

If stucco is to remain, the use of medium & light color areas will help to break up the mass of the facade

If brick is under the stucco and the stucco is not for structural stability of the brick the building's appearance would be greatly enhanced by exposing the brick



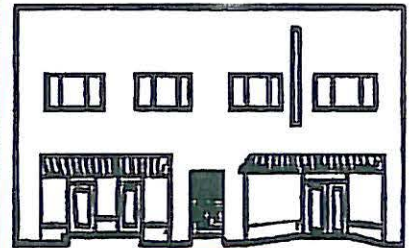
Store names on awning valances

Awnings on separate store fronts within a single building should be the same color

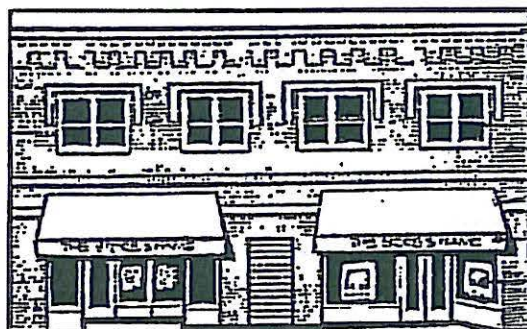
Signs may be painted on the windows

Example site that is stripped of architectural detail...

Older building that has been stripped of architectural detail



BEFORE



Corbelled cornice

Double hung windows

Brick veneer

Awnings of same size and color with main signage on awning valance

Logo painted on glass

First Alternative

AFTER

Second Alternative



Painted bands of light and dark accent colors can be used to define building as lost detailing once did

Awnings over 2nd floor windows

Window planter boxes

Signage band with individual signs

Planter boxes

AFTER

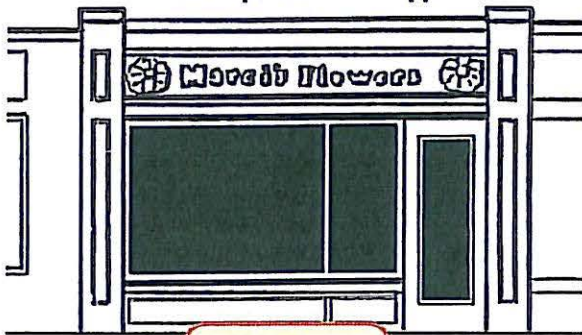
Facades & Store Front Openings (Cont.)

WINDOW OPENINGS

The display window is the link between the pedestrian environment outside and the business activity inside. Window space along a commercial building's frontage should be designed to provide a maximum amount of retail exposure with entryway insets to help break up the building's volume into smaller components and reduce apparent mass, while increasing visual interest.

When renovating a residential structure or converting it to commercial use, care should be taken to preserve the residential characteristics of the building's original architecture.

Wide Pedestrian Level Windows Provide Retail Exposure for Shoppers



RECOMMENDED

Basic Commercial Facade



Cornice:
Building Cap

Upper Facade:
Regularly
Spaced Windows

Storefront:
Entrance &
Windows

RECOMMENDED

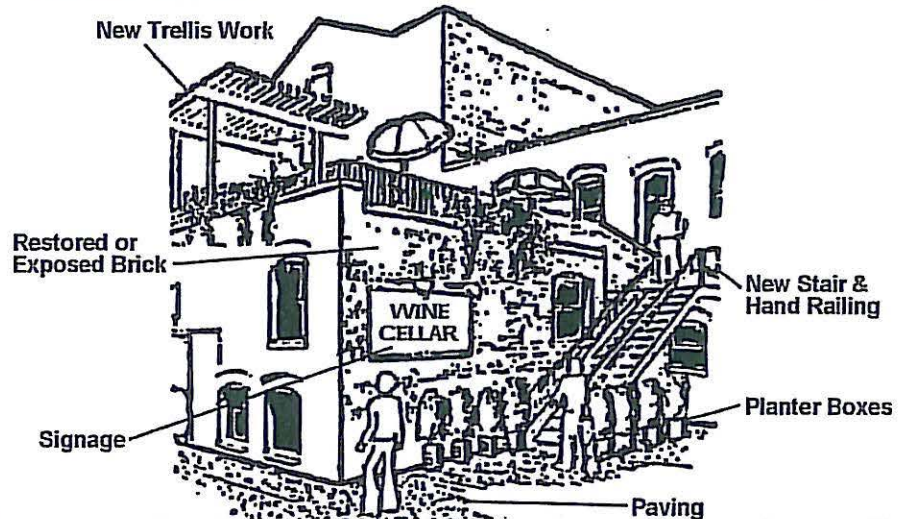
SUGGESTION: Corner properties may want to place primary entryways at the corner of the building to reinforce the street intersection as a focus of pedestrian activity.

REAR ENTRIES

It is important for rear and side entrances to be equally as attractive as the front. The design of each of the building's elevations should be coordinated so that complimentary design and treatment is used on all elevations visible to the public.

RECOMMENDED

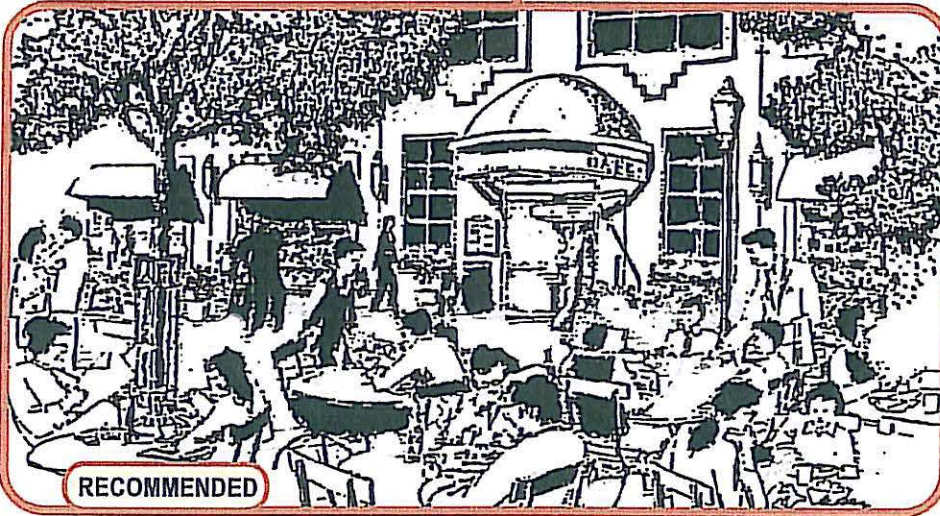
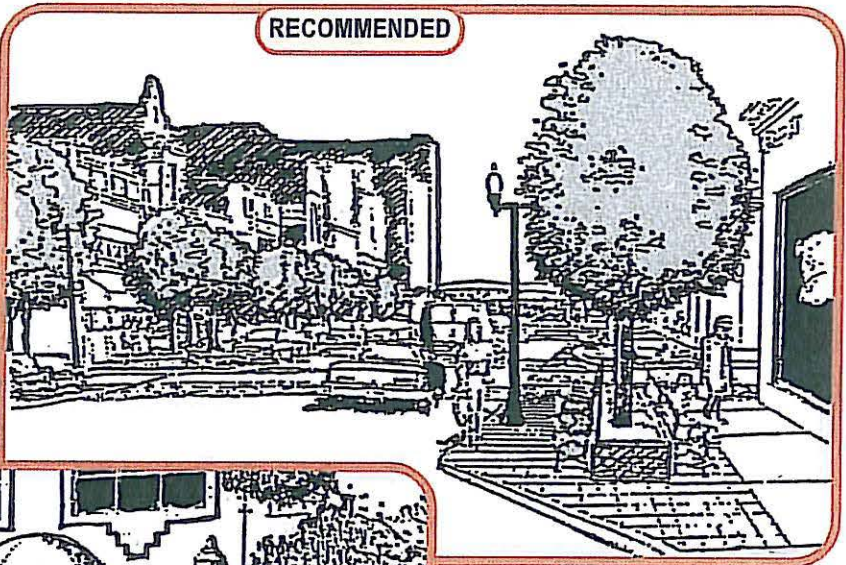
REAR ENTRY TREATMENT



Signs

"...elements which contribute to the quality of a pedestrian area if well designed."

RECOMMENDED



"...encourage gathering..."

Signs

The primary purpose of signs should be to identify the business or businesses located with a specific site. The design of a sign should be simple and easy to read. Signs with messages limited to the business name and logo are most effective.

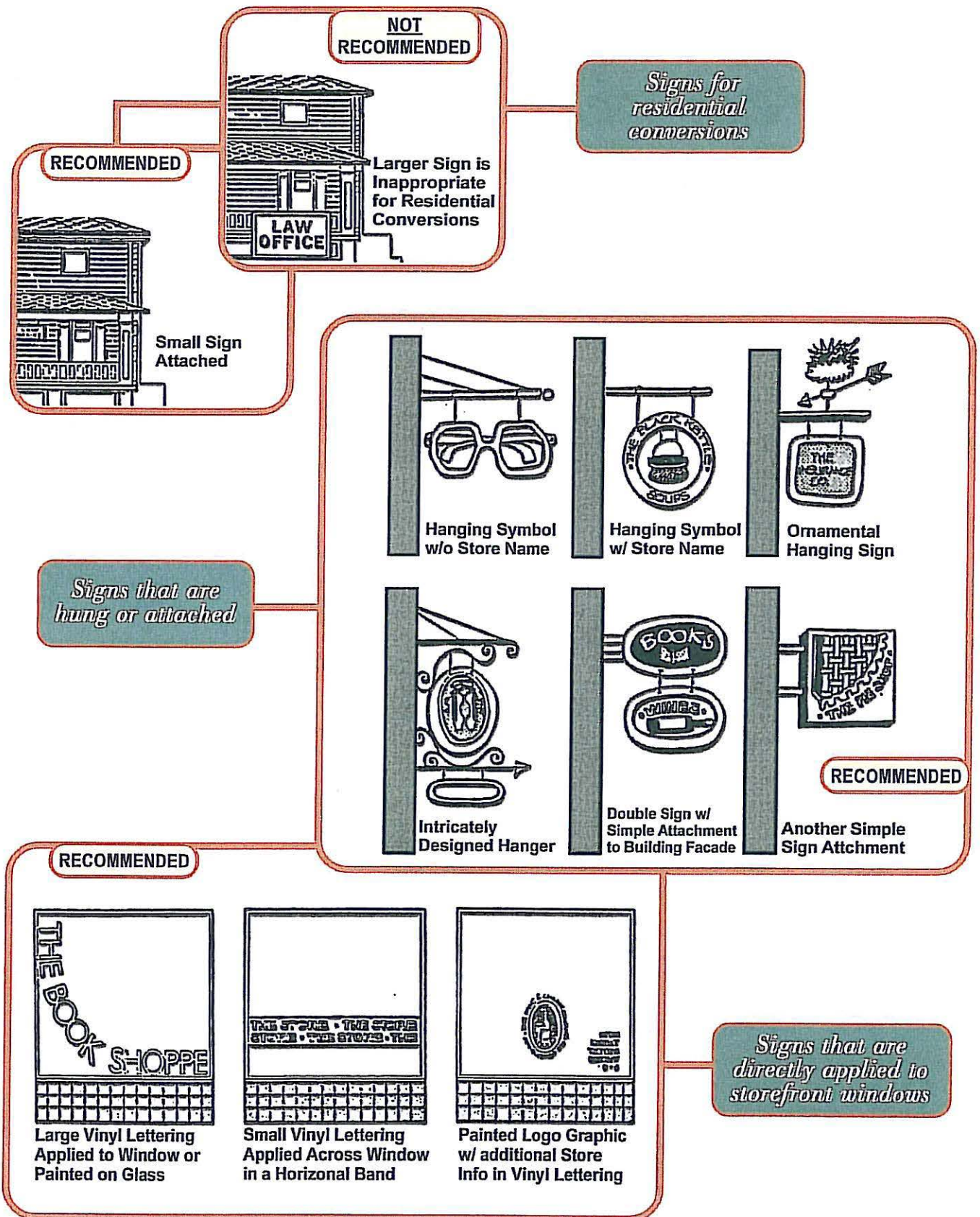
Sign Design

Sign design should conform to the architectural character of the building in terms of historic period, style, location, size, configuration, materials and colors. Awning surfaces are appropriate for sign placement and building owners are encouraged to utilize these areas for signage. Signs attached to a building should be designed to be integral with the building and not obscure or conceal architectural elements. Signing which does not relate to the building architecture is discouraged.

To reduce the visual competition between signs, sign area should be limited to the minimum amount necessary to identify the business. Maximum standards for total sign area are provided in the City of Ukiah Sign Code. Large signs are discouraged and should be broken up into multiple low-impact signs.

Sandwich board signs shall conform to the requirements of the Ukiah Municipal Code, and shall be tastefully designed with subdued colors, minimal sign copy, and a creative appearance.

The types of signs permitted are set forth in the City of Ukiah Sign Code; however, all signs constructed in the downtown must be approved by the Design Review Board. You have several options for the placement of signs. The most appropriate will depend upon your building.



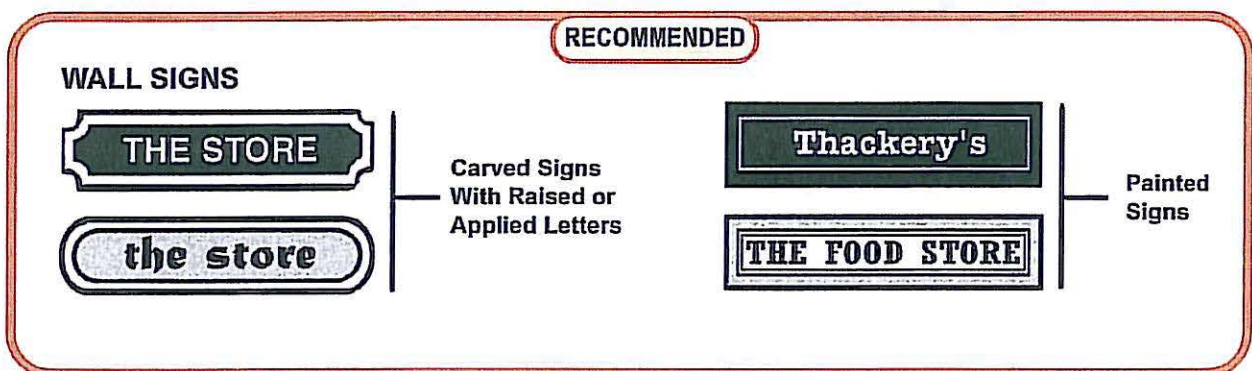
Signs (Cont.)

The following are sign types that will be considered for commercial buildings by the Design Review Board.

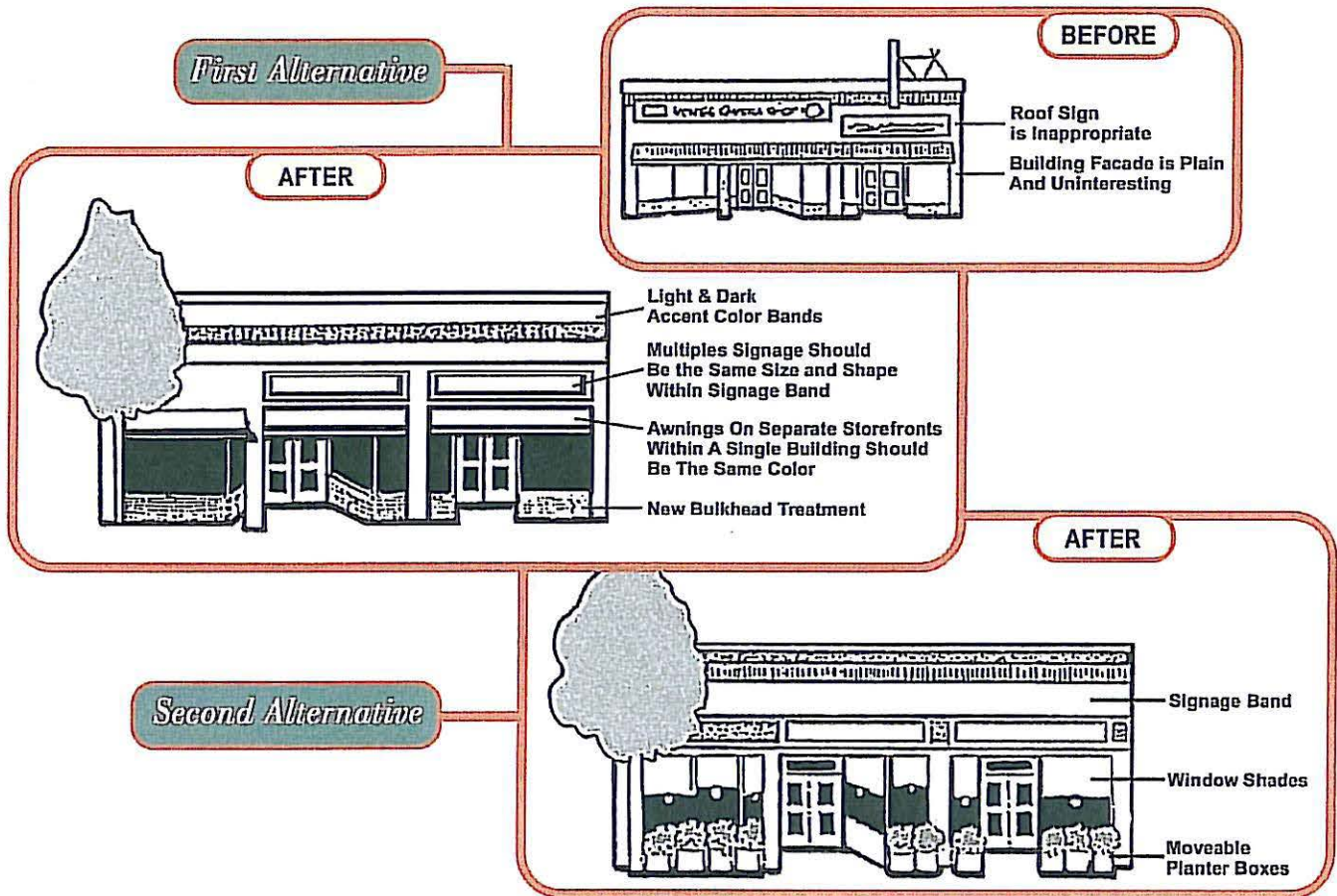
- ❖ Signs can be painted on a band above windows on stuccoed commercial buildings.
- ❖ Painted window signs can be used.
- ❖ Narrow and flat signs can be hung from stationary canopies.
- ❖ Flat signs can be attached to building fronts. These should be flush-mounted.
- ❖ Projecting signs that are limited in size can be attached to building fronts.
- ❖ Detached, freestanding signs are not allowed for structures located directly on the sidewalk line.
- ❖ Exposed tube neon signs are appropriate if integrated into the building's design.
- ❖ Signs permanently attached or intended to be part of an awning.



Suggestion: Multiple tenant buildings should consider developing a sign program that minimizes the visual conflict and competition between tenants, yet insures adequate identification for each. Signing can be very creative and enhancing if applied as an art form. When you consider the type of sign for you business, you may wish to choose a sign easily adaptable to accommodate changes in tenants.



Street & Site Furnishings

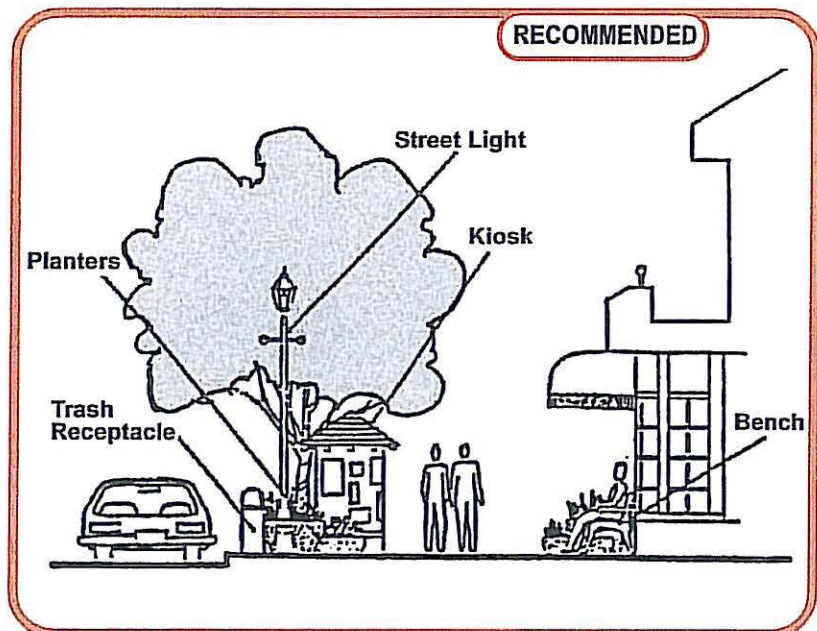


Street & Site Furnishings

Site and street furnishings should be incorporated into outdoor spaces to encourage pedestrian traffic in commercial areas. Benches, seating, walls, trash receptacles, pay phones, newspaper racks and kiosks are all elements which contribute to the quality of a pedestrian area if well designed. Design should be carefully integrated into the overall architectural quality of the area.

Lighting in pedestrian sites should be low or ground level and accented to the site design, providing adequate security while minimizing overhead glare and obtrusiveness.

Benches and other furniture should be configured and designed to encourage gathering.



Pedestrian Circulation & Lighting

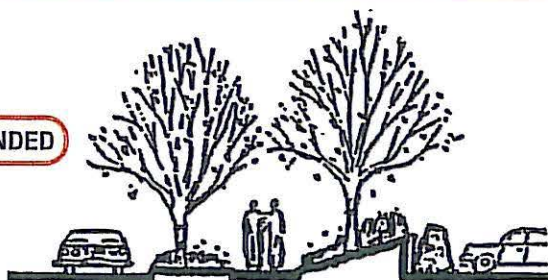
Pedestrian Circulation

Parking area design should include provisions for pedestrian access from parking areas to building entrances. Walkways within parking areas should be clearly marked. They should also feature special design characteristics such as raised and/or textured surfaces, low-level lighting, directional signing and should be bordered by landscaped areas, berms, or low walls to provide adequate security and not impede pedestrian and automobile traffic.

Bicycle parking is encouraged and should be provided closest to buildings to provide adequate security and not impede pedestrian and automobile traffic.

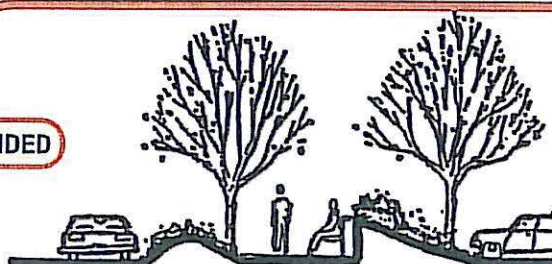
Large, unbroken expanses of paving should be avoided.

RECOMMENDED

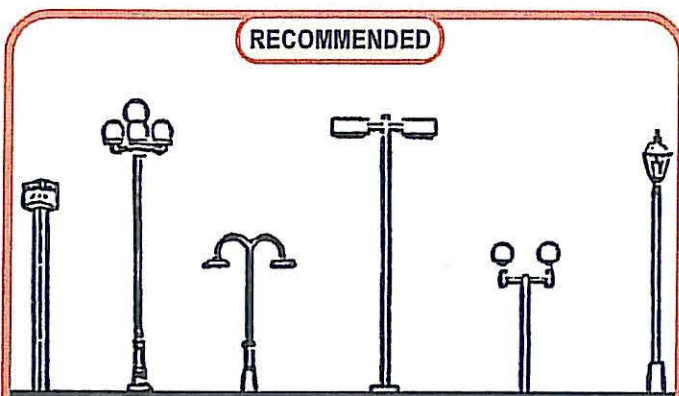


Pedestrian Access to Parking Areas Should Be Designed for Safety and Convenience

RECOMMENDED



RECOMMENDED



Select Lighting Whose Character is Consistent with Image of Area to be Illuminated

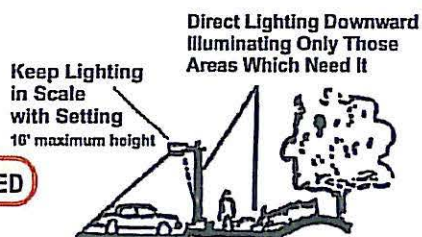
Lighting Design

Exterior lighting should be considered as an integral part of the architectural and landscape design. Site plans and architectural elevations should include location, design and nature of illumination of lighting fixtures.

Lighting should be located in a manner that minimizes its impact on adjacent properties. The placement of light standards should not interfere with pedestrian movement. Fixture styles should compliment the architectural treatment of the site or neighborhood.

Suggestion: In parking areas, illumination levels generally need to be somewhat higher for security purposes; however, illumination should be at ground level wherever possible.

RECOMMENDED



NOT
RECOMMENDED



Landscape Design

Plant Species

Species which are well adapted to the climatic conditions in Ukiah are preferred. Plant species selected for landscaping in permanent plantings should be generally hardy and not require extensive maintenance. Color spots and annual plantings area encouraged.

The scale and nature of landscape materials should be appropriate to the site and structures. Large structures and open sites should be complemented by large scale landscaping.

Plant material should be sized and spaced so that a mature appearance will be attained within a reasonable period of time.

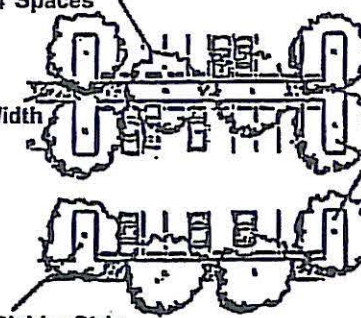
RECOMMENDED

Landscape Parking Areas
With a Minimum of
1 Tree Every 4 Spaces

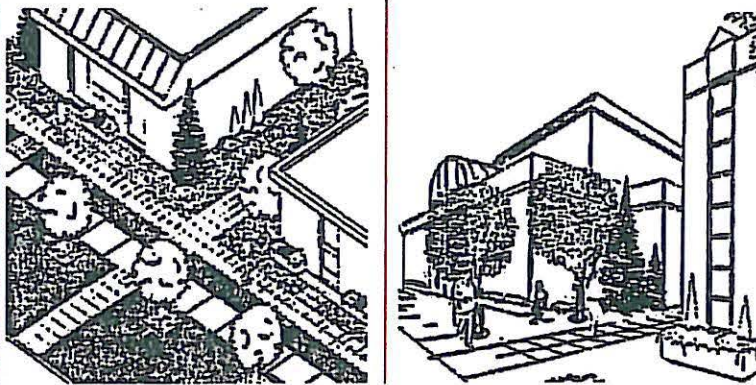
Planter Strip
5' Minimum Width

Curbed Planter Areas
Along Travel Lanes

Landscaped Divider Strip



Landscaping Should Accent the Building Design and Dimensions
But Should not Block Pedestrian Access or Visual Corridor



RECOMMENDED

As a rule of thumb, twenty percent (20%) of the parking lots should be completed in landscaping. Parking areas should space planter areas and trees at least every four stalls. Trees on the south and west sides should be primarily deciduous. Groundcover should consist predominantly of plant materials that are compatible with the trees planted on the site.

Parking Lot Landscaping

All landscaped areas shall have automatic irrigation systems installed to insure plant care and maintenance. Overspray of walkways, parking areas, and pedestrian rest areas must be avoided.

Other Landscaping

Window box plantings and plantings suspended from overhead projections are encouraged to add color and variety to landscaping.

Suggestion: Landscaping should be used to clarify and complement the building site and should enhance the Environment. Choose a plant selection with mature sizes in mind. High maintenance and replacement costs can be avoided by proper initial plant selection.



City of Ukiah

DESIGN GUIDELINES

Commercial Projects Outside The Downtown Design District

Purpose & Intent

On May 20, 1992, the Ukiah Redevelopment Agency adopted Design Guidelines for the *Downtown Design District*. Three years later, in 1995, the City adopted a new General Plan, which called for the adoption of Design Guidelines for all commercial development within the City limits. After considerable discussion, it was decided that the most appropriate way to proceed was to simply augment the existing Downtown Design Guidelines for application to commercial development projects outside the existing *Downtown Design District*.

The existing Design Guidelines for the downtown area remain unchanged and are included in this document as they were adopted in 1992. They will continue to be applied within the *Downtown Design District* as they have since their formal adoption. New guidelines more applicable to the outlying commercial areas and commercial gateways have been prepared and are included as a separate chapter in this document.

The purpose of the *Design Guidelines* for projects outside the Downtown Design District is 1) to implement the goals and policies of the Community Design Element of the General Plan; 2) to provide design guidance and criteria for commercial development; 3) to provide site planning and architectural excellence, as well as unity and integrity in the commercial urban landscape outside of the Downtown core; and 4) to provide attractive commercial areas along the major transportation corridors outside the downtown that will stimulate business and city-wide economic development. 5) to provide property owners, developers, architects, and project designers with a comprehensive guide for building design.

The Design Guidelines are intended to address the concerns expressed by the Planning Commission and City Council regarding a lack of design guidelines for commercial development within the City, and to fulfil the direction contained in the Community Design Element of the Ukiah General Plan.

The Design Guidelines are applicable to all commercial development outside the existing *Downtown Design District*, and are intended to be applied in a fair and reasonable manner, taking into consideration the size, configuration, and location of affected and surrounding parcels, as well as the size, scope, and purpose of the individual development projects.

Architects, project designers, and/or project applicants are expected to make a strong and sincere effort to comply with the Design Guidelines and contribute to the improvement of the City's physical image. Project applicant's, with the assistance of their architects and building designers, are expected to put forth a convincing creative effort when planning development and designing buildings.

Site Planning

Natural Site Features

Generally, a designer should plan a project to fit a site's natural conditions, rather than alter a site to accommodate a stock building plan.

Significant existing site features such as mature trees/landscaping, lot size and configuration, topography, and the relationship to surrounding development should be compelling factors in determining the development capacity and design of projects.

All required Grading and Drainage Plans shall be prepared by a registered civil engineer or other qualified professional acceptable to the City Engineer.

Parking

The number of parking stalls and overall parking lot design shall generally comply with the requirements of the Ukiah Municipal Code (UMC). Deviation from the parking requirements of the UMC can be approved through the discretionary review process provided a finding is made that there is a unique circumstance associated with the use of the property that results in a demand for less parking than normally expected. These circumstances may include uses that would attract young teenagers, bicyclists, or a high number of drop-off patrons.

Parking facilities shall be aesthetically screened and shaded with shrubs, trees, and short walls and fences according to the requirements of the Zoning District in which the property is located.

The visual prominence of parking areas should be de-emphasized by separating parking areas into small components. The practice of placing the majority of parking areas between the building(s) de-emphasized by separating parking areas into small components. The practice of placing the majority of parking areas between the building(s) and the primary street frontage should be avoided (see page 22).

Pedestrian Orientation

pedestrian walkways should be included that directly link all parking areas with building entrances, off-site transportation facilities, established sidewalks, and adjacent public rights-of-way. They should also be consistent with uses and architecture from both a functional and aesthetic standpoint.

Outdoor pedestrian spaces should be landscaped and include such features as planters along sidewalks, pedestrian oriented signs, attractive street furniture, low-level lighting, and outdoor seating areas.

Compatibility With Surrounding Development

The placement and layout of buildings, parking areas, landscaping, exterior lighting, and other site design features should be compatible with surrounding land uses and architecture from both a functional and aesthetic standpoint.

Development should not create unattractive views for neighbors or traffic corridors. All exposed elevations maintain consistent architectural character. Service areas, trash enclosures, utility meters, and mechanical and electrical equipment should be screened from view.

Property owners are strongly encouraged to develop shared facilities such as driveways, parking areas, pedestrian walkways, and outdoor living areas to maximize usable areas and create unique design opportunities.

Setbacks for new development should consider the character of existing frontages. Setbacks deeper than the minimum required are encouraged only in order to allow for sidewalk widening or the creation of special pedestrian areas such as entryways, courtways, outdoor cafes, and other features intended to enhance the pedestrian environment.

Building Design

Architecture

Monotonous box-like structures devoid of variety and distinctiveness, and without openings and changes in wall planes are discouraged. Architectural features such as arches, raised parapets, decorated cornices, eaves, windows, balconies, entry insets, a variety of roof angles and pitches, and the inclusion of relief features in wall surfaces are strongly encouraged when tied into a comprehensive design theme.

Building Colors

The use of strong or loud colors, especially those with no tradition of local usage, should be reviewed in context with the overall aesthetics of the area.

Colors should be compatible with adjoining buildings. Color work on the side and rear walls should be compatible with the colors on the front or street side walls. Decoration and trim should be painted in order to call attention to it.

Building Materials

The creative use of wood, stucco, masonry (brick, stone, tile), and recycled materials are strongly encouraged.

The use of metal buildings is discouraged, unless they are designed in a creative and unique way, that meets the purpose and intent of the Design Guidelines.

Concrete block and exposed concrete are generally acceptable building materials, provided they are treated, textured, painted, and/or used in a pleasing aesthetic way consistent with the design guidelines. Materials should be selected to create compatibility between the building and adjoining buildings.

Lighting

Exterior lighting should be subdued. It should enhance building design and landscaping, as well as provide safety and security. Exterior lighting should not spill out and create glare on adjoining properties, and should not be directed towards the night sky.

Light standard heights should be predicated on the lighting need of the particular location and use. Tall lighting fixtures that illuminate large areas should be avoided.

Lighting fixtures, standards, and all exposed accessories should be harmonious with building design, and preferably historic and innovative in style. All pedestrian and building access areas should be adequately lighted to provide safety, security, and aesthetic quality.

Energy Conservation

Both active and passive solar design are encouraged. Natural ventilation and shading should be used to cool buildings whenever possible.

Sunlight should be used for direct heating and illumination whenever possible.

Solar heating equipment need not be screened, but should be as unobtrusive as possible and complement the building design. Every effort should be made to integrate solar panels into the roof design, flush with the roof slope.(see page 22).

Signs

The amount, type, and location of signage on a site shall generally comply with the requirements of the Ukiah Municipal Code. However, sign programs should be designed tastefully and in a way where the overall signage does not dominate the site.

Sandwich board signs shall conform to the requirements of the Ukiah Municipal Code, and shall be tastefully designed with subdued colors, minimal sign copy, and a creative appearance. Every sign should be designed in scale and proportion with the surrounding built environment. Signs should be designed as an integral architectural element of the building and site to which it principally relates.

The colors, materials, and lighting of every sign should be restrained and harmonious with the building and site. No sign shall be placed within the public right-of-way without the securing of an Encroachment Permit.

Fences & Walls

All sides of perimeter fencing exposed to public view should be finished in a manner compatible with a project's materials, finishes, colors, and architectural styling. Large blank fence walls, and fences and walls that create high visual barriers are strongly discouraged. All proposed unpainted wood surfaces should be treated or stained to preserve and enhance their natural colors.

No portion of a wall or fence should be used for advertising or display. No barbed wire, concertina wire, or chain link should be used as fencing material if the fence is visible from the public right-of-way. (see page 22).

All fencing and walls shall comply with the provisions of the Ukiah Municipal Code. No fencing or wall shall obstruct the sight distances of motorists, as determined by the City Engineer.

Outdoor Storage & Service Areas

Storage areas should be limited to the rear of a site, and from public view with a solid fence or wall using concrete, wood, stone, brick, or other similar material and should be screened. All outdoor storage areas and enclosures should be screened, when possible, with landscaping.

If trash and recycling areas are required in the discretionary review process, they shall be designed to harmonize with the building and landscaping, and shall be consistent with the requirements of the Ukiah Municipal Code.

Where common mailboxes are provided, they should be located close to the front entrance of building(s). The architectural character should be similar in form, materials, and colors to the surrounding buildings.

Landscaping

All landscaping shall comply with zoning code requirements. Landscaping shall be proportional to the building elevations.

Landscape plantings shall be those which grow well in Ukiah's climate without extensive irrigation. Native, habitat-friendly flowering plants are strongly encouraged.

All plantings shall be of sufficient size, health and intensity so that a viable and mature appearance can be attained in a reasonably short amount of time.

Deciduous trees shall constitute the majority of the trees proposed along the south and west building exposures; non-deciduous street species shall be restricted to areas that do not inhibit solar access on the project site or abutting properties.

All new developments shall include a landscaping coverage of twenty percent (20%) of the gross area of the parcel, unless because of the small size of a parcel, such coverage would be unreasonable. A minimum of fifty percent (50%) of the landscaped area shall be dedicated to live plantings.

Projects involving the redevelopment/reuse of existing buildings shall provide as much landscaping as feasible. Landscaping Plans shall include an automatic irrigation system and Lighting Plan. All required landscaping for commercial development projects shall be adequately maintained in a viable condition.

The Planning Director, Zoning Administrator, Planning Commission, or City Council shall have the authority to modify the required elements of a Landscaping Plan depending upon the size, scale, intensity, and location of the development project.

Parking Lots

Parking lots with twelve (12) or more parking stalls shall have a tree placed between every four (4) parking stalls with a continuous linear planting strip, rather than individual planting wells, unless clearly infeasible. Parking lot trees shall primarily be deciduous species, and shall be designed to provide a tree canopy coverage of fifty percent (50%) over all paved areas within ten (10) years of planting. Based upon the design of the parking lot, a reduced number of trees may be approved through the discretionary review process.

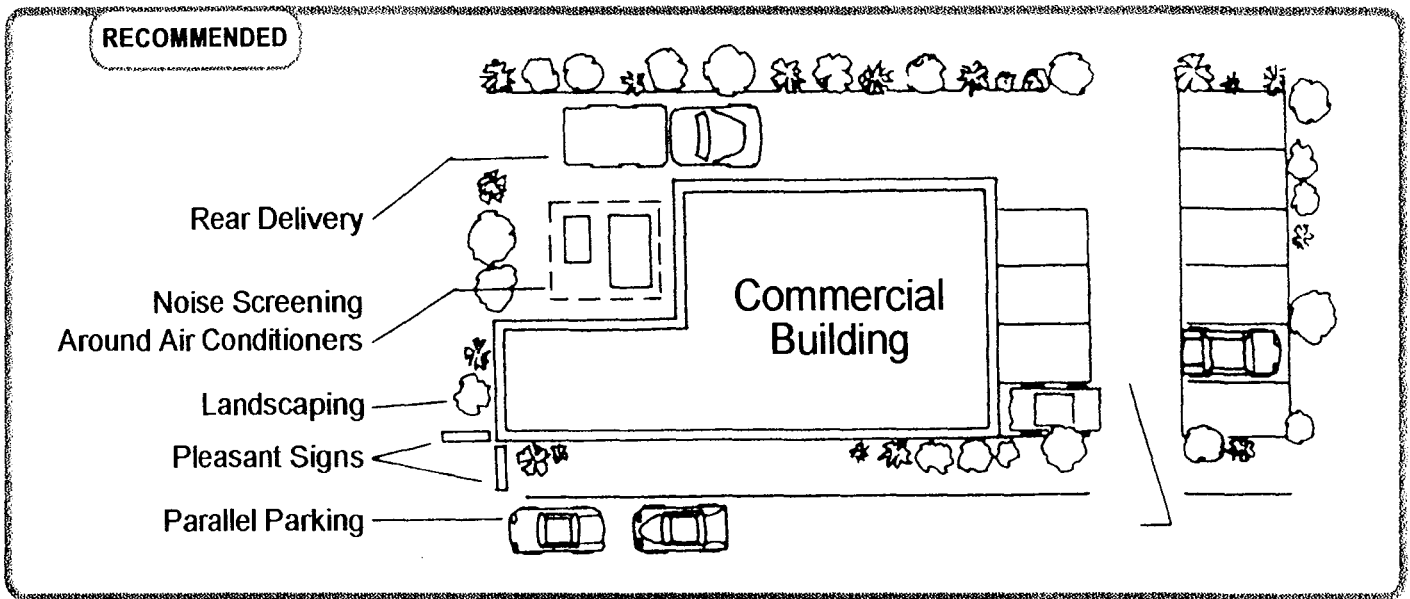
Parking lots shall have a perimeter planting strip with both trees and shrubs. The planting of lawn areas with the trees and shrubs is acceptable, provided they do not dominate the planting strips.

Parking lots with twelve (12) or more parking stalls shall have defined pedestrian sidewalks or marked pedestrian facilities within landscaped areas and/or separated from automobile travel lanes. Based upon the design of the parking lot, and the use that it is serving, relief from this requirement may be approved through the discretionary review process.

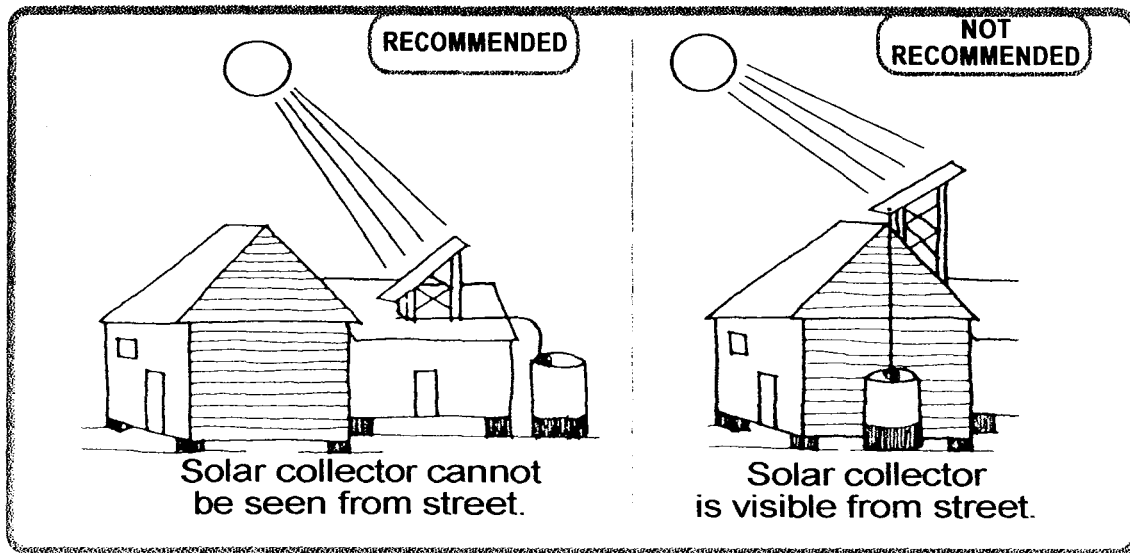
Street trees are required. They may be placed on the property proposed for development instead of within the public right-of-way if the location is approved by the City Engineer, based upon safety and maintenance factors.

Species of street trees shall be selected from the Ukiah Master Tree List with the consultation of the City staff. All street trees shall be planted consistent with the *Standard Planting Detail* on file with the City Engineer.

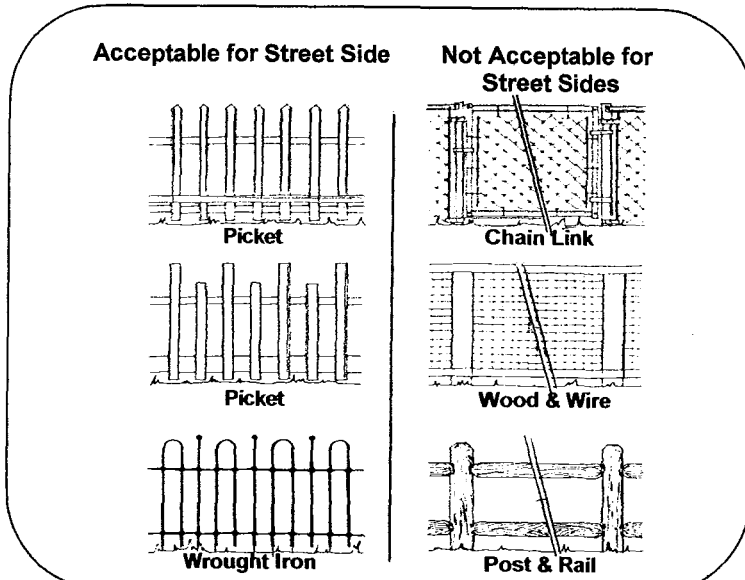
Parking- Screening



Energy Conservation- Screening Solar Equipment



Fences & Walls

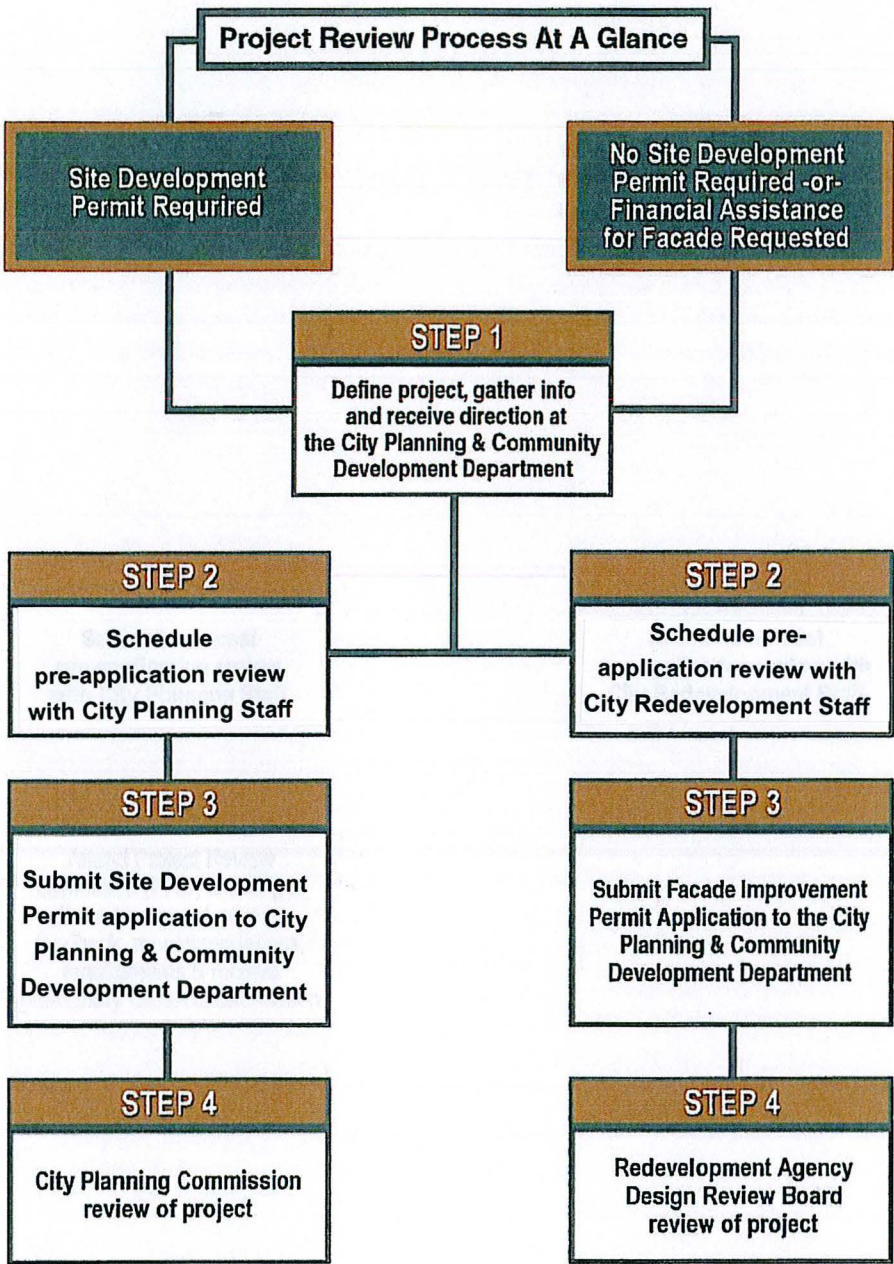


Pre-Approval Considerations

Now that you have reviewed the guide, apply these questions to your proposed plans before you submit your application. If you can answer yes to all of these questions, your plans have a very good chance for approval. If you have to answer no to any of these questions, you may want to reevaluate your plans in light of the goals and criteria of the Commercial Development Guide. We encourage your design creativity and look forward to working with you.

- | | | |
|--|------------------------------|-----------------------------|
| 1.) Do your plans relate favorably to the surrounding area? | Yes ☐ | No ☐ |
| 2.) Do your plans contribute to the improvement of the overall character of the City? | Yes ☐ | No ☐ |
| 3.) Do your plans fit as much as is reasonable with the building's original design? | Yes ☐ | No ☐ |
| 4.) Are the changes or new construction proposed in your plans, visible to the public and architecturally interesting? | Yes ☐ | No ☐ |
| 5.) Does your project propose a use consistent with surrounding uses and businesses? | Yes ☐ | No ☐ |
| 6.) Are all materials proposed in your plans appropriate to the neighborhood? | Yes ☐ | No ☐ |
| 7.) Do your plans include landscaping and design to enhance the pedestrian environment? | Yes ☐ | No ☐ |
| 8.) Have your plans been designed in accordance with the guidelines set forth in this booklet? | Yes ☐ | No ☐ |
| 9.) Are you aware that Ukiah is in Seismic Zone 4 and what that means to your project? | Yes ☐ | No ☐ |

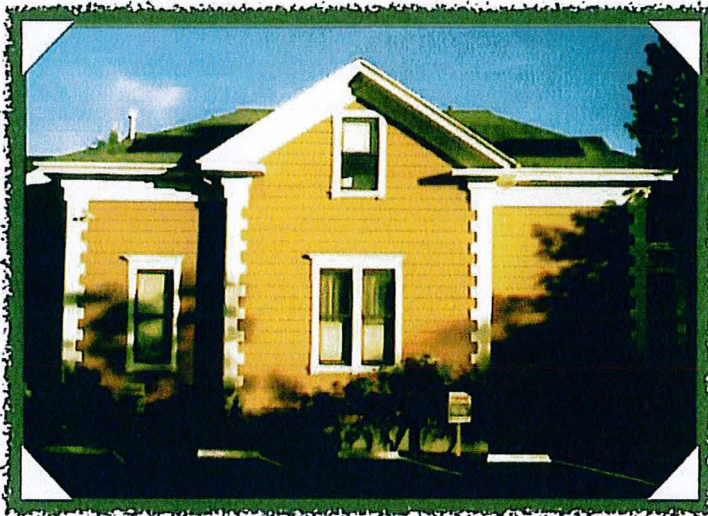
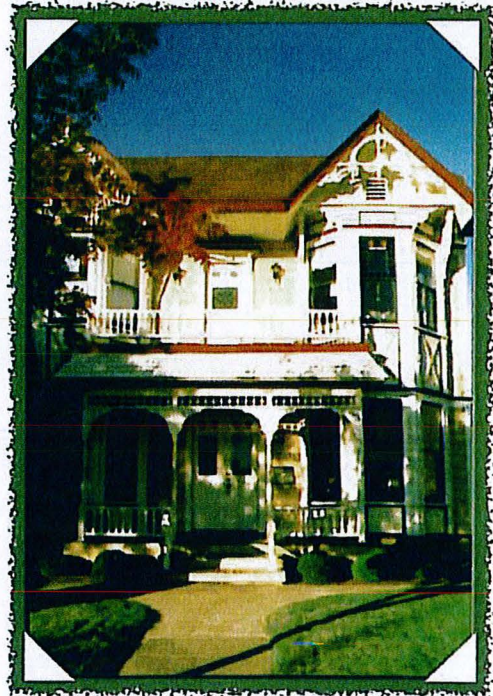
Project Review Process Flow Chart



Local Examples of Desirable Design Elements

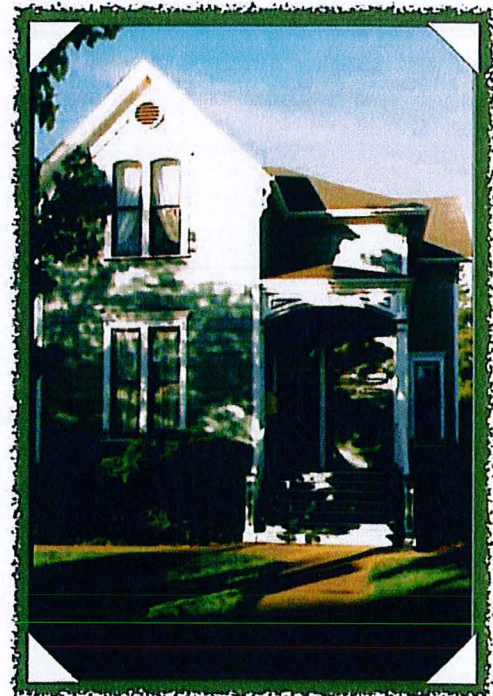
Residential Conversion

Example 1



Residential Conversion

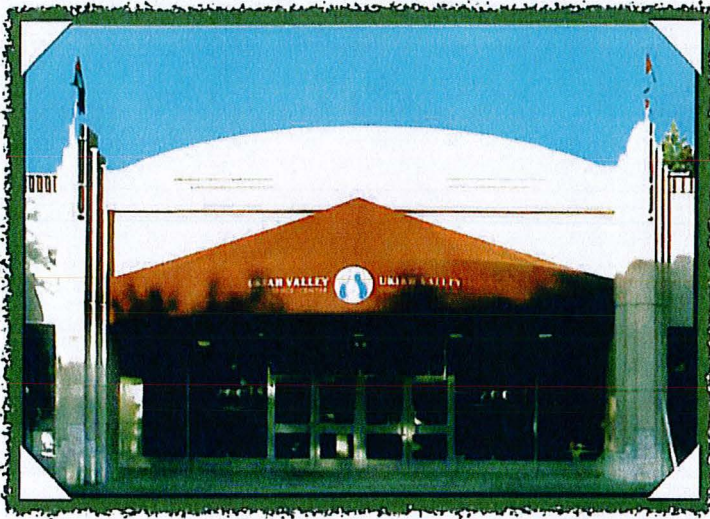
Example 2



Residential Conversion

Example 3

Local Examples of Desirable Design Elements



*Ukiah Valley
Conference Center*



*Saint Mary's
Catholic Church*



*Beverly's Fabric
and Crafts Store*



Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.com

Web: www.cityofukiah.com

Planning Services

Phone: (707) 463 -6203

Fax: (707) 463-6204

SIGN CHECKLIST AND INVENTORY

Signs are processed through a building permit.

Complete one sign checklist for each sign included in the building permit application.

1. What is the type of Sign (circle one)? A. Wall B. Freestanding C. Monument D. Awning E. Other: _____	7. For Freestanding/monument sign provide the following distances: A. From the building: _____ B. From the back of sidewalk: _____ C. From the face of the curb: _____ D. From the property line (s): _____
2. What is the street frontage of the lot? A. Total Frontage (in feet): _____ B. Corner Lot, secondary frontage (in feet): _____	8. For Projecting sign provide the following information: A. Horizontal projection into the right-of-way: _____ B. Vertical projection into the right-of-way: _____
3. What are the square footage and dimensions of the sign? A. Length of Sign: _____ B. Height of Sign: _____ C. Depth of Sign: _____ D. Square footage of Sign (length x height): _____	9. What is the total square footage of ALL existing sign(s) on the building/property, including ALL signs for ALL tenants in the building/on the site? (The Sign Ordinance determines allowed sign area based on a parcel/site basis) _____ 10. What is the square footage of existing signs to be removed or replaced with signs included in this permit? _____
4. What are the sign colors and materials? A. Copy (letter) color: _____ B. Background color: _____ C. Accent color: _____ E. Copy (letter) material: _____ F. Background material: _____ G. Other material: _____	11. What will be the new total square footage of all signs on the property with the signs included in this permit? _____
5. How is the sign illuminated (circle one)? A. Internal B. External C. Not Illuminated	12. If the business is in a shopping center or business park, provide the name of the shopping center or business park: _____ _____
6. Provide the following additional sign details: A. Sign Faces: 1) Single 2) Double B. Approximate Weight: _____ C. How is the sign attached/mounted? _____	13. Name of person, firm or corporation installing the sign: _____ See back page for Submittal Requirements and Required Signatures/Authorizations.

ITEMS REQUIRED FOR SIGN PERMIT APPLICATION:

1. Plot (site) plan that includes the location of property lines, building and all existing signs and signs proposed as part of this permit. Plot plans shall be drawn to scale or shall include all required dimensions, including: property dimensions, building dimensions, distances requested in #5 and #6, location of the signs on the site, north arrow, and other similar information as required by the Planning Department. On the plot (site) plan, identify the street on which the property has street frontage.
2. Elevation drawings and/or photos that show the building wall and the location of all existing signs and all signs included in this permit. Include elevations of the front, sides, and rear of the building.
3. Notes on the site plan and elevations that indicate if the existing sign(s) will remain or be removed as part of this permit.
4. Color drawings and specifications (details) of the proposed sign(s) included in this permit, including method of construction, attachment to the building or ground, electrical and other information related to installation.
5. Written consent to the owner of the building, structure, or property on which the sign is to be located.

Please provide three (3) sets of plans (One Job Copy, Two File Copies).

Please Note: Sign permit review of 1 hour or less of Planning staff time is \$25.00.

Sign permit review of more than 1 hour of Planning staff time is \$50.00.

Applicants are encouraged to make each sign permit submittal as complete as possible in order to reduce the amount of analysis involved in permit review and thereby reducing the cost of the permit.

AUTHORIZATION/ACKNOWLEDGEMENTS REQUIRED:

I, the undersigned, solemnly understand and hereby certify and declare under penalty of perjury that all information presented in this application and on required plans are accurate, true and correct to the best of my information and belief.

I understand that intentional misrepresentation of factual information may invalidate permit approvals granted by the City of Ukiah.

I affirm that I am the owner of the real property which is the subject of this application or that I am duly authorized to represent said property owner or agent in this matter before the City of Ukiah.

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.

PROPERTY OWNER SIGNATURE
(required prior to permit issuance)

DATE

☐ **AUTHORIZED AGENT**

DATE

To Be Completed by Staff

Zoning District:	Previous Entitlement/Discretionary Review Associated with this Sign?	
	☐ NO	☐ YES IF YES, FILE #:
Encroachment into Public Right-of-way?		Encroachment Permit Required?
☐ NO ☐ YES		☐ NO ☐ YES
Reface or reuse of existing legal non-conforming sign or sign structure?		
☐ NO ☐ YES IF YES, EXPLAIN IN "NOTES" SECTION BELOW.		
Notes:		

Revised 12/3/2012

City of Ukiah - Commercial Development Design Guidelines Project Review Checklist

COMMERCIAL PROJECTS WITHIN DOWNTOWN DESIGN DISTRICT

The Planning Commission on June 27, 2007 adopted the following Checklist which is intended to assist developers, staff, policy boards and the public in determining project consistency with the *Commercial Development Design Guidelines* for the Downtown Design District. Please refer to the Guidelines for the full text and illustrations, as the Checklist does not supersede or substitute for the Guidelines. The information in parentheses provides examples of ways to achieve the desired effects, recognizing that it is impossible to reduce the art and practice of design into a checklist of individual elements.

"Architects, project designers and applicants are expected to make a strong and sincere effort to comply with the Guidelines and contribute to the improvement of the City's physical image. Project applicants, with the assistance of their architect and building designees, are expected to put forth a convincing and creative effort when planning development and designing buildings." (*Guidelines*, page 1).

Discussion of Design Elements: Applicants are requested to discuss the following issues in their project application submittal.

1. How does the project design contribute to the improvement of the City's physical image?
How does the project exhibit creativity?
2. What architectural style(s)/period is represented by the project design, if any?
3. After completing the checklist below, explain how the project complies with the various factors below.
4. Are any of the criteria below not met? If so, why not?

			COMMERCIAL PROJECTS <u>WITHIN</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	Site features (p. 6) Site design is compatible with the natural environment, and incorporates the major existing features (<i>trees, landscaping, city creeks, riparian habitat, lot shape, size, relationship to surrounding area</i>).
☐	☐	☐	Coordination (p. 6) Facilities (<i>driveways, parking, pedestrian plazas, walkways</i>) are shared with adjacent properties (<i>maximize useable area; increase pedestrian features and landscaping; improve design</i>).
☐	☐	☐	Uses are functionally compatible (<i>offices near residential, retail with office or housing above or behind, street level businesses emphasize walk-in traffic: retail, restaurants, personal services</i>).

			COMMERCIAL PROJECTS <u>WITHIN</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	Setbacks (p. 6)
☐	☐	☐	Setback are compatible with the character of adjacent frontages and the block.
☐	☐	☐	Setbacks reflect property uses; vary setbacks to enhance pedestrian scale and interest (<i>reduced setbacks enhance pedestrian views of store window displays; increased setbacks accommodate sidewalks, entries, courtyards, outdoor cafes</i>).
☐	☐	☐	Pedestrian access (p. 6, 11, 14, 16)
☐	☐	☐	Pedestrian-friendly design and orientation is emphasized.
☐	☐	☐	Facilities are integrated into and compatible with architectural quality of the site and area.
☐	☐	☐	Pedestrian spaces are conveniently located, well-marked, safe and lighted (<i>pedestrian spaces visible for safety, low level lighting adequate for security accented to site design, spaces shaded from sun and elements, especially in parking lots</i>).
☐	☐	☐	Pedestrian elements are attractive and functional, to increase interest in walking and gathering in outdoor spaces (<i>landscaping, outdoor cafes, benches, seating, kiosks, displays, newsstands</i>).
☐	☐	☐	Walkways to parking are functional and safe (<i>walkways link parking to building entrances and other walkways; design features demark or separate walkways from traffic: textured or raised surfaces, grade variations, landscaped berms, low walls</i>).
☐	☐	☐	Parking lots (p. 6, 16)
☐	☐	☐	Decrease visual prominence and reduce heat island effect (<i>locate behind buildings, divide into smaller lots, avoid large unbroken expanses of paving; emphasize screening, shading, landscaping</i>).
☐	☐	☐	Adequate directional signage for vehicles and pedestrians.
☐	☐	☐	Bicycle parking close to building entries for security; covered if possible,
☐	☐	☐	Landscaping (p. 6, 16-17)
☐	☐	☐	Scale and nature of landscape materials is appropriate to, complements, and accents the site, building design and dimensions (<i>color accents, annual plantings, window box plantings on overhead projections, landscaping does not obscure walkways or visual corridors</i>).
☐	☐	☐	20% of gross lot area landscaped / 50% live plantings. (<i>Plants are of type, spacing and sizing to reach maturity within reasonable time. Hardy, drought tolerant, low maintenance species adapted to Ukiah climate are emphasized; parking lots trees also withstand heat, pollutants. Deciduous trees on south and west. Groundcover compatible with trees. Street trees selected from Ukiah Master Tree List / plantings per Standard Planning Detail required on private lot or public right of way.</i>)
☐	☐	☐	Parking areas with 12 or more stalls: 1 tree per 4 stalls, continuous linear strips minimum 5 feet wide; 50% shading within 10 years; automatic irrigation systems required.
☐	☐	☐	Signs (p. 12-13)
☐	☐	☐	Signs are compatible with architectural character of buildings (<i>historic period, style, location, size, configuration, materials, color- harmonize with design, do not obscure architectural features</i>).
☐	☐	☐	Sign program minimizes visual clutter (<i>reduce large and multiple signs, sign area is minimum necessary to identify business, window signs not exceeding 25% of window</i>

			COMMERCIAL PROJECTS <u>WITHIN</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	area, sandwich boards have subdued color/minimal copy/located outside ROW, size of signs on converted residential buildings minimized, signs over public right of way: minimum 8 feet above grade). Preferred commercial sign types: Painted on band above windows on stuccoed building, painted window signs, narrow/flat signs hung from stationary canopies, flat signs flush-mounted on building fronts, projecting signs attached to building front, exposed neon tube signs integrated into building design, signs on awnings. Detached freestanding signs for structures on sidewalk line <u>not</u> allowed.
☐	☐	☐	Lighting (p. 14-16) Lighting harmonizes with site, building design, architecture and landscaping (lighting form, function, character, fixture styles, design and placement; lighting does not interfere with pedestrian movement).
☐	☐	☐	Lighting minimizes effects on adjacent properties, auto and pedestrian movement, and night-time sky (downcast and shielded, ground/low level, low intensity, nonglare).
☐	☐	☐	Visual appearance (p. 6-7) Buildings are visually cohesive, compatible and complementary (scale, proportion, design, style, heights, mass, setbacks).
☐	☐	☐	Buildings exhibit variety and distinctiveness (but avoid overly obtrusive or overly monotonous designs, or strong contrast with adjacent buildings).
☐	☐	☐	Buildings exhibit high quality design and construction, with functional design solutions.
☐	☐	☐	Site and buildings are visually attractive from neighboring properties, traffic and corridors, and public spaces (service areas and devices screened, integrated and compatible with site features; above criteria is applied to areas visible to public view; rear and side views are visually interesting, coordinated and well-maintained).
☐	☐	☐	Building exteriors compatible with surrounding properties (compatible or better quality, compatible with natural materials, coordinated but not the same as surrounding properties, avoid more than one vivid or bright color per building, avoid concrete block on visible exterior walls: if used then creative design and surface treatments required).
☐	☐	☐	Reconstruction, repair, alterations (p. 7) Preserve original character of site (use original materials present on the site, avoid damage to brick surfaces or match original character if brick must be replaced, preserve original character of residential site if converted to commercial use).
☐	☐	☐	Protect historical structures and sites ^(Note 1); indicate applicability of State Historic Building Code, address pre-1972 construction and unreinforced masonry issues.
☐	☐	☐	Roofs and rooflines (p. 8) Roofs and rooflines visually compatible with building design and surrounding area (roof and rooflines compatibility; diverse parapet wall shapes, consistent historical roof forms and decorations, neutral roof colors; form, color and texture are integral part of building design; rooftop apparatus screened).
☐	☐	☐	Facades and entryways (p. 8- 11) Facades are varied and articulated (cornice lines, parapets, eaves, cloth awnings, balconies, signs, entry insets, trellises, overhangs, planter boxes, 3-dimensional articulation; avoid long, straight facades without change in planes or openings, maximize

			COMMERCIAL PROJECTS <u>WITHIN</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	<i>windows along commercial frontage; building entryways have strong architectural definition)</i>
☐	☐	☐	Facade improvements are compatible with historical background.
☐	☐	☐	Rear and side entries and elevations are attractive and visually coordinated with others within same viewshed.
☐	☐	☐	Maintenance (p. 7)
☐	☐	☐	Demonstrate consideration of site and building maintenance.

Note 1: Architectural and Historical Resources Inventory Report, Ukiah California 1984-1985 – available at City of Ukiah; also documents at Held-Poage Memorial Home and Library, 603 W. Perkins Street.

Other Considerations

A variety of site and building design issues have increased in importance to the public and policy boards since the Guidelines were written in the early/mid 1990s. Some of those are expressed below. The Checklist will be modified from time to time.

Yes	No	N/A	OTHER CONSIDERATIONS
☐	☐	☐	Walkable and bikeable communities
☐	☐	☐	The project provides connections for walkers and bicyclists to the surrounding community (<i>provides walking/biking facilities on the site, connects to nearly walking/biking facilities, provides shortcuts for walkers/bikers, project is located within 1/4-1/2 of other places to walk</i>).
☐	☐	☐	Sidewalks provide are convenient and safe access (<i>sidewalks sufficiently wide, without obstruction; curbs, shade, lighting provided; buffers between walkers and traffic provided; safe and direct street crossings for walkers</i>).
☐	☐	☐	Entrances provide convenient access (<i>entrances adjacent to street, minimal setback, routes and accessways are well marked, sidewalks provided uninterrupted access to entrances, safe bike parking is located close to entrances</i>).
☐	☐	☐	Green building (incorporating green building elements)*
☐	☐	☐	Sustainable site
☐	☐	☐	Water efficiency
☐	☐	☐	Energy
☐	☐	☐	Materials and resources
☐	☐	☐	Indoor environmental quality
☐	☐	☐	Visitability and universal design (<i>the site and its elements are accessible to people at differing stages, ages and circumstances of life: accessible primary and interior entrance and routes, accessible kitchen and bath space and devices, for dwellings-accessible bedroom, common room, and devices</i>).

* See Green Building Council LEED and other guidelines for detailed measures:

<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19>

<http://www.nrdc.org/buildinggreen/strategies>

City of Ukiah - Commercial Development Design Guidelines

Project Review Checklist

COMMERCIAL PROJECTS OUTSIDE DOWNTOWN DESIGN DISTRICT

The Planning Commission on June 27, 2007 adopted the following Checklist which is intended to assist developers, staff, policy boards and the public in determining project consistency with the *Commercial Development Design Guidelines*. Please refer to the Guidelines for the full text and illustrations, as the Checklist does not supersede or substitute for the Guidelines. The information in parentheses provides examples of ways to achieve the desired effects, recognizing that it is impossible to reduce the art and practice of design into a checklist of individual elements.

"Architects, project designers and applicants are expected to make a strong and sincere effort to comply with the Guidelines and contribute to the improvement of the City's physical image. Project applicants, with the assistance of their architect and building designees, are expected to put forth a convincing and creative effort when planning development and designing buildings." (*Guidelines*, page 1).

Discussion of Design Elements: Applicants are requested to discuss the following issues in their project application submittal.

1. How does the project design contribute to the improvement of the City's physical image?
How does the project exhibit creativity?
2. What architectural style(s)/period is represented by the project design, if any?
3. After completing the checklist below, explain how the project complies with the various factors below.
4. Are any of the criteria below not met? If so, why not?

COMMERCIAL PROJECTS <u>OUTSIDE</u> DOWNTOWN DESIGN DISTRICT			
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	Site features (p. 19) Site design is compatible with the natural environment, and incorporates the major existing features (<i>trees, landscaping, city creeks, riparian habitat, lot shape, size, relationship to surrounding area</i>).
☐	☐	☐	Coordination (p. 20) Facilities are shared and coordinated with adjacent properties. ☐ Setbacks are compatible with character of adjacent frontages. ☐ Setbacks are minimized to enhance the pedestrian environment.
☐	☐	☐	Pedestrian access (p. 19) Site has pedestrian orientation, consistent with uses, design and architecture. ☐ Pedestrian elements are attractive and functional (<i>walkways link parking to building entrances and other walkways; planters, street furniture, outdoor seating, pedestrian oriented signs, low level lighting provided</i>).

			COMMERCIAL PROJECTS <u>OUTSIDE</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	Parking areas with 12 or more stalls: defined sidewalk or marked pedestrian facilities in landscaped areas or separated from traffic lanes required.
☐	☐	☐	Parking lots (p. 22) Decrease visual prominence and reduce heat island effect (<i>locate behind buildings, divide into smaller lots, avoid large unbroken expanses of paving; emphasize screening, shading, landscaping</i>).
☐	☐	☐	Landscaping (p. 22) Scale and nature of landscape materials is appropriate to the site and structures. ☐ 20% of gross lot area landscaped / 50% live plantings; landscape redevelopment or reuse projects to extent feasible (<i>Plants are of type, spacing and sizing to reach maturity within reasonable time. Hardy, drought tolerant, low maintenance species adapted to Ukiah climate are emphasized, parking lots trees also withstand heat, pollutants. Deciduous trees used on south and west. Automatic irrigation required for new commercial development. Street trees selected from Ukiah Master Tree List / plantings per Standard Planning Detail required on private lot or public right of way.</i>)
☐	☐	☐	Parking areas with 12 or more stalls: 1 tree per 4 stalls within continuous linear strips. Perimeter planting strips use trees and shrubs. Focus on deciduous trees achieving 50% shading within 10 years.
☐	☐	☐	Parking lots generally: Perimeter planting strips, Street trees selected from Ukiah Master Tree List required.
☒	☒	☒	Signs (p. 21) Signs are compatible with architectural character of buildings (<i>signage does not dominate site, uses compatible colors and material, lighting is restrained and harmonious, sandwich boards are creative/subdued color/minimal copy</i>).
☐	☐	☐	Lighting (p. 20) Lighting harmonizes with site, building design, architecture and landscaping (<i>lighting form, function, character, fixture styles, design and placement; lighting does not interfere with pedestrian movement</i>).
☐	☐	☐	Energy conservation (p. 21) ☐ Active and passive solar and other renewable energy design and devices are used (<i>building orientation, landscaping, lighting, heating and cooling, photovoltaic system-ready or installed</i>).
☐	☐	☐	Devices are unobtrusive and complement design (<i>solar panels flush with roof</i>).
☐	☐	☐	Visual appearance (p. 20) ☐ Buildings are visually cohesive, compatible and complementary (<i>scale, proportion, design, style, heights, mass, setbacks</i>).
☐	☐	☐	Buildings exhibit variety and distinctiveness (<i>but avoid overly obtrusive or overly monotonous designs, or strong contrast with adjacent buildings, creative use of natural and recycled materials; metal discouraged unless creative and consistent with Guidelines</i>)
☐	☐	☐	Variety of architectural features encouraged tied to comprehensive design theme (<i>arches, raised parapets, cornices, eaves, windows, balconies, entry insets, roof angles and pitches, wall relief features</i>).
☐	☐	☐	Building exteriors compatible with surrounding properties (<i>compatible materials, colors, quality, coordinated but not the same as surrounding properties, avoid strong or</i>

			COMMERCIAL PROJECTS <u>OUTSIDE</u> DOWNTOWN DESIGN DISTRICT
Yes	No	N/A	Yes- consistent; No- Not consistent or more information needed; N/A- not applicable
☐	☐	☐	<i>vivid colors unless they fit within local context, concrete block/exposed concrete on visible walls finished in aesthetic manner).</i>
☐	☐	☐	Visible fences compatible with project and visually attractive (<i>compatible colors, materials, styles; wire fences, high barriers and use for advertising discouraged</i>).
☐	☐	☐	Site and buildings are visually attractive from neighboring properties, traffic and corridors, and public spaces (<i>service areas and devices screened, integrated and compatible with site features; common mailboxes architecturally consistent and located close to building; above criteria is applied to areas visible to public view; rear and side views are visually interesting, coordinated and well-maintained</i>).
☐	☐	☐	Maintenance (p. 22) Demonstrate consideration of site and building maintenance.

Other Considerations

A variety of site and building design issues have increased in importance to the public and policy boards since the Guidelines were written in the early/mid 1990s. Some of those are expressed below. The Checklist will be modified from time to time.

Yes	No	N/A	OTHER CONSIDERATIONS
☐	☐	☐	Walkable and bikeable communities The project provides connections for walkers and bicyclists to the surrounding community (<i>provides walking/biking facilities on the site, connects to nearly walking/biking facilities, provides shortcuts for walkers/bikers, project is located within 1/4-1/2 of other places to walk</i>).
☐	☐	☐	Sidewalks provide are convenient and safe access (<i>sidewalks sufficiently wide, without obstruction; curbs, shade, lighting provided; buffers between walkers and traffic provided; safe and direct street crossings for walkers</i>).
☐	☐	☐	Entrances provide convenient access (<i>entrances adjacent to street, minimal setback, routes and accessways are well marked, sidewalks provided uninterrupted access to entrances, safe bike parking is located close to entrances</i>).
☐	☐	☐	Green building (incorporating green building elements)* Sustainable site
☐	☐	☐	Water efficiency
☐	☐	☐	Energy
☐	☐	☐	Materials and resources
☐	☐	☐	Indoor environmental quality
☐	☐	☐	Visitability and universal design (<i>the site and its elements are accessible to people at differing stages, ages and circumstances of life: accessible primary and interior entrance and routes, accessible kitchen and bath space and devices, for dwellings-accessible bedroom, common room, and devices</i>).

* See Green Building Council LEED and other guidelines for detailed measures:

<http://www.usgbc.org/DisplayPage.aspx?CategoryID=19> * <http://www.nrdc.org/buildinggreen/strategies>

2117148

CITY OF UKIAH
ATTN: ACCOUNTS PAYABLE
300 SEMINARY AVE
UKIAH, CA 95482

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

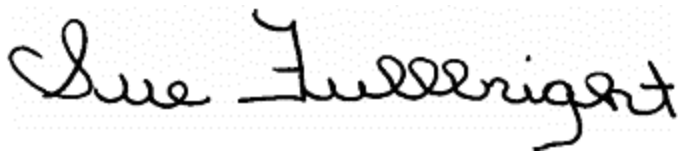
**STATE OF CALIFORNIA
COUNTY OF MENDOCINO**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer of the Ukiah Daily Journal, a newspaper of general circulation, printed and published daily in the City of Ukiah, County of Mendocino and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California, under the date of September 22, 1952, Case Number 9267; that the notice, of which the annexed is a printed copy (set in type not smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

04/06/2025

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Ukiah, California,
April 7th, 2025



Sue Fullbright, LEGAL CLERK

Legal No. **0006888067**

**NOTICE OF PUBLIC HEARING
ZONING ADMINISTRATOR
TUESDAY, APRIL 15, 2025, 11AM**

NOTICE IS HEREBY GIVEN that the below applications were submitted for the Zoning Administrator to review for approval:

105 Pomeroy St.; APN 002-247-02; File No. 25-000241: Minor Site Development Permit to allow for renovation of the structure for continued restaurant use, adding a drive-through component. A Minor Site Development Permit is requested for facade updates, landscaping improvements, and reconfiguration of parking and site circulation to integrate the drive-through and enhance pedestrian and bicycle access. The existing building at 105 Pomeroy Street, built in 1969, was previously operated as a Denny's restaurant. After the tenant vacated in 2023, the property has remained vacant.

195 Seminary Ave.; APN 002-272-16; File No. 25-000215: Major Use Permit Renewal to allow for the sale and delivery of 'Cannabis Products' at an existing 'Cannabis-Related Business' within an existing commercial structure. The original 'Dispensary Use Permit' (File No. 21-6584) was approved by the Planning Commission on February 23, 2022. In accordance with the Conditions of Approval, the Use Permit requires renewal after the first year of operation, subject to staff review and approval by the Zoning Administrator.

LOCATION: This meeting will take place both in-person at the Ukiah Civic Center, located at 300 Seminary Ave., Ukiah, CA, and via teleconference/Zoom. Teleconference/Zoom attendance details will be included on the agenda posted to the City website, www.cityofukiah.com/meetings/ and at the Civic Center Agenda Board no less than 72 hours prior to the meeting. Hearing materials for this project will be made available at the Community Development Counter, as well as the City of Ukiah website <https://cityofukiah.com/ceqa/> at least 10 days prior to the Public Hearing.

WHAT WILL HAPPEN: All interested parties may comment on the project. The Zoning Administrator will consider all public testimony and either approve, conditionally approve, or deny the projects.

IF YOU CANNOT ATTEND: Written comments may be submitted via

email or mail to the Planner listed below, or in person prior to the hearing at the Community Development Department, located at 300 Seminary Avenue, Ukiah, CA 95482.

FOR MORE INFORMATION: All interested parties may contact Katherine Schaefer, Planning Manager at (707) 463-6203 or kschaefer@cityofukiah.com; or Jesse Davis, Chief Planning Manager at (707) 463-6207 or jdavis@cityofukiah.com; or visit the Community Development Department located at 300 Seminary Ave.

ADA ACCOMODATION: If you plan to attend the public hearing and need a special accomodation because of a sensory or mobility impairment/ disability, or have a need for an interpreter, please contact Katherine Schaefer via the contact information noted above. 4-6/25



CITY OF UKIAH NOTICE OF PUBLIC HEARING SIGNS ORDINANCE

NOTICE IS HEREBY GIVEN that the City of Ukiah Planning Commission will review and consider an ordinance to update the Ukiah City Code. This ordinance proposes amendments to the City's sign regulations within Ukiah City Code Division 9, Chapter 7, entitled "Signs," to ensure consistency in these regulations across zoning districts and address concerns related to prohibited signage. Key modifications include clarifying signage types and illumination standards while aligning regulations with the 2040 Ukiah General Plan, which emphasizes streamlining and simplifying the sign review and approval process. These updates are part of the City's ongoing efforts to modernize development standards, support local businesses, and enhance visual character across all commercial and neighborhood nodes.

PROJECT IMPACTS: The proposed project is subject to the California Environmental Quality Act (CEQA). This project meets the requirements for CEQA Section 15061(b)(3), or the "Common Sense" Exemption. The amendment does not approve or permit any physical development or activities that could directly impact the environment. Rather, it provides a regulatory framework for future signage projects, which would each be individually evaluated under CEQA for potential environmental impacts. Therefore, there is no possibility that the ordinance amendment itself could have a significant effect on the environment.

PUBLIC HEARING DATE/TIME: Wednesday, April 23, 2025, at 6:00 p.m. or soon thereafter.

LOCATION: This meeting will take place both in-person at the Civic Center Council Chambers, located at 300 Seminary Ave., Ukiah, CA, and via teleconference. Teleconference attendance details will be included on the agenda posted to the City website, www.cityofukiah.com/meetings/ and at the Civic Center Agenda Board no less than 72 hours prior to the meeting. Hearing materials for this project will be made available at the Community Development Counter, as well as the City of Ukiah website, www.cityofukiah.com/ceqa/ at least 20 days prior to the Public Hearing.

WHAT WILL HAPPEN: The Planning Commission will hold a public hearing to consider all public testimony and either recommend to approve, conditionally approve, or deny the Ordinance to the City Council. All interested parties may comment on the project. Hearing-related documents will be available for review at the Community Development Department counter and online at least 10 days prior to the hearing at www.cityofukiah.com/ceqa/.

IF YOU CANNOT ATTEND: Comments may be submitted via email or mail to the Planner listed below, or in person prior to the hearing at the Community Development Department, located at 300 Seminary Avenue, Ukiah, CA 95482.

FOR MORE INFORMATION: All interested parties may contact Jesse Davis, Chief Planning Manager at (707) 463-6207 or jdavis@cityofukiah.com; or visit the Community Development Department located at 300 Seminary Ave.

ADA ACCOMMODATION: If you plan to attend the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter, please contact Jesse Davis at (707) 463-6207 or Stephanie Abba at (707) 462-7921 to arrange assistance.



AGENDA SUMMARY REPORT

SUBJECT: Discussion with Possible Appointment of a Member of the Planning Commission to Provide Input and Suggestions to the Downtown Zoning Code City Council Ad Hoc Committee.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, Community Development Director

ATTACHMENTS:

None

Summary: Planning Commission will discuss and possibly appoint a member of the Planning Commission to provide input and suggestions to the Downtown Zoning Code City Council Ad Hoc Committee.

Background: Community Development Department Planning Division Staff are currently progressing 2040 General Plan Implementation Programs due by December 2025. Implementation Program E of the Land Use Element directs zoning code amendments to address various Land Use goals and policies, including LU-10.1, which states:

LU-10.1 Downtown Zoning Code - The City shall update the Downtown Zoning Code to assure consistency with the General Plan goals, policies, and land use designations. (Source: New Policy)

A City Council Ad Hoc Committee, consisting of Councilmember Mari Rodin and Mayor Douglas Crane, was formed to provide policy guidance to Staff on this effort. The work related to the Downtown Zoning Code began in 2024, and at this stage the Ad Hoc has invited an interested member of the Planning Commission to participate in discussions with the Ad Hoc related to future zoning code amendments. The appointed Planning Commissioner would not be a member of the Ad Hoc but would be free to provide input and participate in discussions as the Ad Hoc sees fit.

Discussion: Meetings of the Downtown Zoning Code Ad Hoc may be monthly or held more frequently given work product and topics of research or discussion. Meetings are generally held during regular business hours.

Staff recommends Planning Commission discuss and possibly appoint a member of the Planning Commission to provide input and suggestions to the Downtown Zoning Code City Council Ad Hoc.

Recommended Action:

Discuss and appoint a Planning Commissioner to provide input to the Downtown Zoning Code City Council Ad Hoc Committee.

