



Zoning Administrator

Regular Meeting **AGENDA**

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

To participate virtually, go to the following link: <https://us06web.zoom.us/j/88506465004>

Or you can call in using telephone only:

- **Toll-free 1-669-444-9171**
- **Enter the Access Code: 885 0646 5004**
- **Raise hand: After being recognized, Enter *9**
- **To Speak after being recognized: enter *6 to unmute**

May 20, 2025 - 11:00 AM

1. **CALL TO ORDER**

2. **VERIFICATION OF NOTICE**

3. **APPEAL PROCESS**

All determinations of the Zoning Administrator regarding minor discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by May 30th, 2025 at 5:00 PM.

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

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

5. **APPROVAL OF MINUTES**

5.a. Approval of the April 15, 2025, Zoning Administrator Meeting Minutes

Recommended Action: Staff Recommends Review & Approval of the April 15, 2025, Zoning Administrator Meeting Minutes (Attachment 1)

Attachments:

1. ZAM.04.15.2025

6. **SITE VISIT VERIFICATION**

7. **PUBLIC HEARING**

- 7.a. Consideration of a Minor Variance to allow a 2' encroachment into the 5' rear/side (southern) setback on this corner lot, for an approximately 9ft x 29ft pool and spa accessory structure in accordance with Ukiah City Code (UCC) §9264(d); File No. 25-000323; Permit No. PA25-000009.

Recommended Action: Staff recommends that the City of Ukiah Zoning Administrator: 1) Conduct a public hearing; and 2) Approve the Minor Variance to allow a 2' encroachment into the 5' rear/side (southern) setback on this corner lot, for an approximately 9ft x 29ft pool and spa accessory structure at 1317 W. Clay Street, Ukiah, CA; APN 001-242-02 in accordance with Ukiah City Code (UCC) §9264(d) based on the Findings in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

Attachments:

1. Draft Findings
2. Draft Conditions of Approval
3. Application Materials

8. ADJOURNMENT

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 24 hours prior to the meeting set forth on this agenda.

Katherine Schaefer 05.01.2025