



Planning Commission

Regular Meeting **AGENDA**

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

February 26, 2020 - 6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

4.a. Approval of Regular Meeting Minutes 2/12/2020

Recommended Action: Review and approve draft minutes.

Attachments:

1. 2020-02-12 PC Minutes Draft

5. 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 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 March 9, 2020.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

The Planning Commission welcomes input from the audience. 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.

7. SITE VISIT VERIFICATION

8. VERIFICATION OF NOTICE

9. PLANNING COMMISSIONERS REPORT

10. DIRECTOR'S REPORT

- 10.a. Community Development Department Status of Current and Advanced Planning Projects

Recommended Action: Receive report.

Attachments:

1. 10a. Director's Report Staff Report

- 10.b. Overview of January 16, 2020 Staff Presentation to City Council Regarding Long Term Land Use Planning and Annexation

Recommended Action: Receive report.

Attachments:

1. 10b. Director's Report Staff Report
2. Attachment 1- 1-16-20 CC Meeting- 3a.-3.b. Agenda Summary Reports
3. Attachment 2- Map of Current and 1995-Proposed SOI
4. Attachment 3- Research- 1995-Proposed SOI
5. Attachment 4- Proposed City of Ukiah SOI
6. Attachment 5- CC Reso 2020-06 - Adopting Annexation Policy

11. CONSENT CALENDAR

12. NEW BUSINESS

13. UNFINISHED BUSINESS

- 13.a. 6-Month Report Regarding Community Center and Winter Homeless Shelter at 1045 S. State St.

Recommended Action: Receive report and provide additional feedback as necessary.

Attachments:

1. 13a. Staff Report
2. Attachment 1- Final Signed COA 1045 S State_RCS
3. Attachment 2- RCS-B2_Data_Report_for_COU-Rev021820-SW

14. 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. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm.

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.

CITY OF UKIAH
PLANNING COMMISSION MINUTES
Regular Meeting
CIVIC CENTER COUNCIL CHAMBERS
300 Seminary Avenue
Ukiah, CA 95482
February 12, 2020
6:00 p.m.

1. CALL TO ORDER

The City of Ukiah Planning Commission met at a Regular Meeting on February 12, 2020, having been legally noticed on February 5, 2020. Chair Wetzel called the meeting to order at 6:00 p.m.

CHAIR WHETZEL PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Ruth Van Antwerp, Linda Sanders, Mark Hilliker, Laura Christensen, and Mike Whetzel; **Staff Present:** Craig Schlatter, Community Development Director; Mireya Turner, Associate Planner; and Pamela Mathias, Deputy Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Whetzel.

4. APPROVAL OF MINUTES

a. Approval of the January 8, 2020 Regular Meeting Minutes.

Motion/Second: Vice Chair Christensen/Commissioner Sanders approved the January 8, 2020 Regular Meeting Minutes, pending the correction of Commissioner Sanders' name. Motion **carried** by the following roll call vote: AYES: Van Antwerp, Christensen, Sanders, Hilliker, and Chair Whetzel. NOES: None. ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

No matters eligible for appeal were heard.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comment was received.

7. SITE VISIT VERIFICATION

Confirmed by Commissioners.

8. VERIFICATION OF NOTICE

Confirmed by Staff.

9. PLANNING COMMISSIONERS' REPORT

Presenter: Chair Whetzel.

10. PLANNING COMMISSION DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

11. CONSENT CALENDAR

12. NEW BUSINESS

- a. Request for Review of a Major Use Permit and Major Exception to Allow Operation of a Cannabis Microbusiness to Include Cultivation, Distribution, and Dispensary/Retail in an Existing Building at 270, 272, & 274 East Smith Street; APN 002-191-23; File No. 19-4635.

Applicant Comment: Jay Donnellan and Ashley Bargaenquast, Legal Counsel.

Public Hearing: Chair Whetzel opened the public hearing and the following people spoke: Ron Meaux, Eloisa Gonzalez, John Johnson, Gena Davis. No one else was present wishing to speak and the public hearing was closed.

The following conditions were added to the Conditions of Approval:

- The seven foot (7') sheet metal fence shall be similar in character and design, to the fencing currently along the mobile home park boundary. Cypress trees shall be planted along the portion of the parcel boundary adjacent to the mobile home park only, on both sides of the fence.
- Permittee shall maintain the cypress trees on the project parcel in accordance with the City of Ukiah's Tree Management Guidelines.

Motion/Second: Vice Chair Christensen/Commissioner Hilliker approved the Major Use Permit and Major Exception for fencing for Wine County Cannasseurs to allow operation of a cannabis microbusiness, including cultivation, distribution, and dispensary/retail at 270, 272 & 274 East Smith Street, based on the Findings, and subject to the Conditions of Approval, as amended, in the staff report dated February 12, 2020; **carried** by the following roll call vote: AYES: Christensen, Hilliker and Chair Whetzel, NOES: Sanders, Van Antwerp ABSENT: None. ABSTAIN: None.

13. UNFINISHED BUSINESS

- a. Appointment of New Chair and Vice Chair, and Planning Commission Reorganization.

Motion/Second: Chair Wetzel appointed Laura Christensen as Chair, Vice Chair Christensen nominated Linda Sanders as Vice Chair, carries by the following roll call vote: AYES: Van Antwerp, Christensen, Sanders, Hilliker, and Chair Whetzel. NOES: None. ABSENT: None. ABSTAIN: None.

14. ADJOURNMENT

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

Pamela Mathias, Deputy Clerk



AGENDA ITEM NO. 10a.
Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: February 19, 2020
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **10a. Director's Report – Community Development Department Status of Current and Advanced Planning Projects**

This will be a verbal report to Planning Commission of current and advanced planning projects. Typical reports may include all or a portion of the following:

- List of current Major Use Permits and Site Development Permits in-process; and estimated date of Planning Commission review
- List of minor planning permits approved by the Zoning Administrator
- 2040 General Plan Update, status of implementation of 2019-2027 adopted Housing Element, Airport Land Use Compatibility Plan, new California legislation, and related advanced planning topics



AGENDA ITEM NO. 10b.
Department of Community Development
Planning Division
300 Seminary Ave.
Ukiah, CA 95482

DATE: February 19, 2020
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **10b. Director's Report – Overview of January 16, 2020 Staff Presentation to City Council Regarding Long Term Land Use Planning and Annexation**

Background:

At a January 16, 2020 special meeting of the City Council, Staff discussed with Council the City of Ukiah's Long-Term Land Use Planning Policy for Ukiah and the Ukiah Valley, including modifications to the corresponding City Council policy directive related to the Sphere of Influence (SOI). Staff and Council also discussed a proposed annexation policy. Agenda Summary Reports for both items are included in Attachment 1. Other attachments from the January 16 meeting are as follows:

Attachment 2- Map of Current and 1995-Proposed SOI
Attachment 3- Research- 1995-Proposed SOI
Attachment 4- Proposed City of Ukiah SOI
Attachment 5- City Council Resolution No. 2020-06 Adopting Annexation Policy

By a 5-0 vote, the City Council directed Staff to proceed with the proposed SOI. City Council also adopted the proposed annexation strategy.

Discussion:

The purpose of this agenda item is to provide an overview to Planning Commission of the January 16, 2020 presentation, as well as an opportunity for Planning Commissioners to ask questions.



AGENDA SUMMARY REPORT

SUBJECT: Discussion with Possible Direction to Staff Regarding the City of Ukiah's Long-Term Land Use Planning Policy for Ukiah and the Ukiah Valley Including Modifications to the City Corresponding Policy Directive Related to the Sphere of Influence.

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. 8-27-19 CC LT Planning Workshop ASR
2. Map of Current and 1995-Proposed SOI
3. Research- 1995-Proposed SOI
4. Proposed City of Ukiah SOI

Summary: Council will receive a report from Staff regarding the City of Ukiah's long-term land use planning policy for Ukiah and the Ukiah Valley, specifically related to research and additional analysis and information pertaining to Policy Directive No. 2 and the Sphere of Influence. Council will also consider modification to the policy directive.

Background: On August 27, 2019, the City Council discussed the City of Ukiah's long-term land use planning policy for Ukiah and the Ukiah Valley during a workshop at the Ukiah Valley Conference Center. The workshop served to provide information regarding reorganization requirements under the Cortese-Knox-Hertzberg Act, the role of the Local Agency Formation Commission, and key terms such as Sphere of Influence and Municipal Service Review, as well as outlining proposed Policy Directives for Council's consideration. The discussion was prompted by priorities and strategies within the City Council's Strategic Plan, which listed actionable items as 1) update the Ukiah General Plan; 2) update the City of Ukiah's sphere of influence; 3) prepare and adopt annexation policies, and; 4) evaluate and amend the city zoning code to improve efficiencies/public service and protect natural resources. See Attachment 1 for the Staff Report for August 27.

During the discussion by Council related to the recommended Policy Directive No. 2, Council requested additional information regarding possible reasons for the proposed reduction of the Sphere of Influence (SOI) in the 1995 General Plan. Although never adopted by the Mendocino County Local Agency Formation Commission (Mendocino LAFCo), the 1995-proposed SOI (see Attachment 2) reflected a departure from the long-term planning policy and approach to growth management in Ukiah and the Valley since 1974.

To address Council's questions, plus explore information provided by Mendocino LAFCo's Executive Officer at the August 27 City Council workshop related to Areas of Interest, Staff has conducted extensive research into the City's archives and historical files, as well as reviewing past City Planning staff's notes and files. This research is contained in Attachment 3 and summarized as follows:

Research indicates the 1995 Ukiah Valley General Plan, although serving as the City's municipal general plan, is essentially an older version of the (2009) Ukiah Valley Area Plan. It is not a traditional municipal General

Plan in that it is not focused primarily on City incorporated areas. This historical context is important. Although aligning with a vision in earlier General Plans that foresaw the City and Valley as one community, the difference between the City's General Plans and related efforts between 1974 and 1989 and the Ukiah Valley General Plan process of 1990-1995 appears to be that the former was Ukiah-centric versus the latter that was area-wide. It is Staff's opinion that although this was a worthwhile planning effort ultimately leading to development of the UVAP, at this point (2020) in the Valley's development it is appropriate for the City to have its own municipal general plan, and although not required by State law, the 2040 General Plan should seek to achieve consistency with the 2009 UVAP.

During the time period, it is also not clear that City of Ukiah representatives on the Planning Commission or City Council were fully in support of the valley-wide approach to the City's General Plan. *"While the document was not changed in a grand or profound way as a result of the Commission's involvement, it would nevertheless be misleading and inaccurate to deduce that the Commission was in full harmony on various issues, or that individual Commissioners did not have viewpoints that substantially deviated from the Steering Committee's recommendations...Indeed, differences of opinion were expressed in regards to...the Plan's relationship to the community's needs."* (Ukiah Valley General Plan, I.1. Preface)

However, although it can be proven with a degree of certainty that the 1995 Ukiah Valley General Plan is akin to an area plan, the specific motivation or reasoning behind the 1995-proposed SOI is more ambiguous. There appears to have been several early versions of the SOI developed by various stakeholder groups, but few additional details or reasons are provided as to how these proposals were formulated. Given that the final Draft *Ukiah Valley General Plan* was produced by the Growth Management Steering Committee (GMSC) for presentation to the Planning Commission and City Council, and this Draft Plan included the 1995-proposed SOI, it is thus reasonable to conclude the 1995 SOI was a product of the GMSC.

In light of this research, plus research into subsequent confirmations of the 1995 SOI by City Councils in 2006 and 2012 (although in 2012 there was an amendment proposed to increase the 1995 SOI slightly to encompass the western hills) it is Staff's conclusion that the reasoning behind the 1995 SOI consisted of the following: 1) the focus of the City's General Plan was on the entire Valley, and the City's representation was reduced due to the composition and focus of the GMSC and Citizen Advisory Committees (CACs); 2) few to no City-related annexation applications had been received, nor approved, during the period from 1974 to 2012, so there were limited realistic development expectations for the City, and 3) a combination of little to no population growth, limited new construction activity, and the Great Recession in 2007-2009 all tempered future growth expectations.

Discussion: Given the research, plus other analysis below, Staff recommends modifying Policy Directive No. 2 as follows (note that strike-throughs are utilized to show deletions to the current Policy language):

Policy Directive No. 2: Maintain the City's current ~~Sphere of Influence~~ Planning Area as the City's long-term ~~Sphere of Influence~~ 2040 Planning Area. Reduce the City's Sphere of Influence to be reflective of areas with existing and forecast urbanized development within the next 10 years, and designate as Areas of Interest areas outside the SOI but within the City's 2040 Planning Area.

Reasoning behind 2040 Planning Area Recommendation

The planning area in the 1995 General Plan is coterminous with the current (1984) SOI and planning area of the Ukiah Valley Area Plan (UVAP). Planning areas represent geographical areas, sometimes similar to or the same as SOIs and at other times greater than SOIs, representing any land outside a city's boundaries which in the planning agency's judgment bears relation to its planning (Gov. Code 65300).

In its 2017 General Plan Guidelines, the California Office of Planning and Research (OPR) notes *"When*

establishing its planning area, each city should consider using its sphere of influence as a starting point, and building off of that area based on factors such as its location in a watershed.” Both the 1995 Ukiah Valley General Plan and 2009 UVAP refer to the Ukiah Valley as one community, and in Staff’s opinion this reinforces the importance of establishing the City’s planning area as coterminous to the UVAP planning area. However, adoption of a planning area alone would limit the City’s ability to “have a seat at the table” when it comes to land use planning and future development in the Ukiah Valley.

Therefore, Staff recommends Council direct that Staff work with Mendocino LAFCo to pursue Areas of Interest for all areas outside the proposed SOI but within the 2040 planning area. Mendocino LAFCo defines Areas of Interest in its Policies & Procedures Manual as the following:

a) *“An Area of Interest is a geographic area beyond the sphere of influence in which land use decisions or other governmental actions of one local agency (the “Acting Agency”) impact directly or indirectly upon another local agency (the “Interested Agency”). For example, approval of a housing project developed to urban densities on septic tanks outside the city limits of a city and its sphere of influence may result in the city being forced subsequently to extend sewer services to the area to deal with septic failures and improve city roads that provide access to the development. The city in such a situation would be the Interested Agency with appropriate reason to request special consideration from the Acting Agency in considering projects adjacent to the city.”*

(Policies & Procedures Manual, Section 10.1.12)

Reasoning behind Sphere of Influence Recommendation

The Office of Planning and Research defines a Sphere of Influence as *“a plan for the probable physical boundaries and service area of a local government agency as determined by the”* (local agency formation) *“commission.”* Spheres of Influence are designed to map out future development of urban uses or urban-type service expectations within a certain period of time, usually 10-20 years. In deciding on an appropriate SOI for recommendation, it is important to analyze both the historical decision-making leading up to the current SOI and 1995-proposed SOI, plus affirmations of these SOIs, as well as the planning and development landscapes of these eras and the era since the 2012 Municipal Service Review (the date of the most recent Council affirmation of the 1995-proposed SOI). This historical perspective was the key component missing in Staff’s presentation at the August 27, 2019 workshop.

There are five, and possibly more, notable differences between the time period of 1995 to 2012 and the period of 2012 to the present. From a review of data on major land use applications and building permits, plus inquiries related to new commercial and residential development, development pressures have potentially been greater within the last seven years than in any time since the *“growth years”* of the 1920s.* Second and given the demand for development, the City is rapidly approaching full build-out. Third, within the last approximately five years, Ukiah, like most of California, has experienced significant demand for housing and new State laws like SB 743 and the California Housing Package have prioritized that this housing be located within infill areas served by adequate infrastructure and services. Fourth, the City recently completed a study that identified 11 Disadvantaged Unincorporated Communities (DUCs), and per Mendocino LAFCo’s Policies and Procedures, Issues of Interest, Section D. *“To promote environmental justice for underserved inhabited communities, funding sources should be identified for extension of municipal services, including options for annexation of contiguous disadvantaged unincorporated communities.”* And fifth, given these reasons, plus the increasing need for wildfire mitigation planning within the Wildland Urban Interface, it will be vital that the City move forward with a plan for the orderly development of future urbanized areas.

Consequently, it is Staff’s opinion that the SOI should reflect the current and future perspective of Ukiah and

its Valley, representing realistic infill development expectations within the short-term planning period- areas that are planned to be annexed by the City within the next 10 years (see proposed SOI in Attachment 4). Staff is also of the opinion that the City's general plan should be reflective of this updated perspective and that, although not required by State Law, the general plan be consistent with the County's UVAP.

From a big picture standpoint, this policy recommendation effectively ties together all separate but related components of long-range planning in Ukiah and the Ukiah Valley. It is reflective of historical policy (through consistency with the UVAP), current development conditions, and future infill development expectations. It also represents a policy that is more proactive and driven by the City.

Footnote:

*This statement is made from a review of the resources cited in this report. Development pressures prior to 1974 have not been studied in detail.

Recommended Action: 1) Receive report and discuss; 2) Approve modifications to Policy Directive No. 2 related to the Sphere of Influence, as detailed within this Staff Report.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: David Rapport, City Attorney; Phil Williams, Special Counsel, Welty, Weaver & Curry; Sean White, Water Resources Director

Approved: 
Sage Sangiacomo, City Manager



AGENDA SUMMARY REPORT

SUBJECT: Consideration of Adoption of Resolution Adopting a City of Ukiah Annexation Policy.

DEPARTMENT: Community
Development

PREPARED BY: Craig Schlatter, Community Development
Director

ATTACHMENTS:

1. Proposed City of Ukiah Annexation Policy
2. Supporting General Plan Goals
3. City of Ukiah Annexation Policy Resolution

Summary: Council will consider and possibly adopt a resolution adopting a proposed City of Ukiah Annexation Policy.

Background: One of the City Council's Strategic Plan Priorities is "Plan for the Future," and actionable items listed are to 1) update the Ukiah General Plan; 2) update the City of Ukiah's sphere of influence; 3) prepare and adopt annexation policies, and; 4) evaluate and amend the city zoning code to improve efficiencies/public service and protect natural resources. Towards accomplishment of action item #3 and the City's long-term land use planning objectives, at the August 27, 2019 City Council workshop Council directed Staff to prepare annexation policies for future Council adoption.

Staff has completed a proposed annexation policy (Attachment 1) for Council's review, consideration, and possible adoption.

Discussion: Annexation is a process that incorporates territory into a city. For the City of Ukiah, annexation involves incorporating currently unincorporated areas (i.e., territory in Mendocino County outside the City's existing city limits) that are within the City's Sphere of Influence. A sphere of influence is a plan for the probable physical boundaries and service area of a local agency, like the City, as determined by the Local Agency Formation Commission for the relevant County. The Mendocino County Local Area Formation Commission was established by state law and is responsible for coordinating, directing, and overseeing logical and timely changes to local governmental boundaries, including annexation, in Mendocino County.

The proposed City of Ukiah Annexation Policy ("Annexation Policy") provides a framework within which the City will operate in the context of annexations to the City. The Annexation Policy establishes the intent by the City to annex or support the annexation of unincorporated areas within its Sphere of Influence to accomplish a number of important functions for long-term planning in the Ukiah Valley, such as avoiding the negative consequences of urban sprawl in the Ukiah Valley and ensuring the efficient provision of municipal services.

The Annexation Policy also provides the City's policy position and approach regarding annexations, such as ensuring that facilities, services, and infrastructure improvements are or will be available to support the proposed annexation. Recognizing the value of open space and prime agricultural lands, and the importance of avoiding or mitigating environmental impacts as a direct consequence of annexation, the Annexation Policy also seeks to ensure those values are appropriately protected. Related to the City's current updating of the General Plan, in the future Council may want to consider incorporating the Annexation Policy, as may be

amended, into the City's 2040 General Plan.

Several goals and policies within the City's existing (1995) General Plan currently support the proposed Annexation Policy. Please see Attachment 2 for a list of these specific goals and policies.

Staff recommends Council adopt the resolution in Attachment 3 adopting the proposed City of Ukiah Annexation Policy.

Recommended Action: Adopt resolution adopting the proposed City of Ukiah Annexation Policy.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

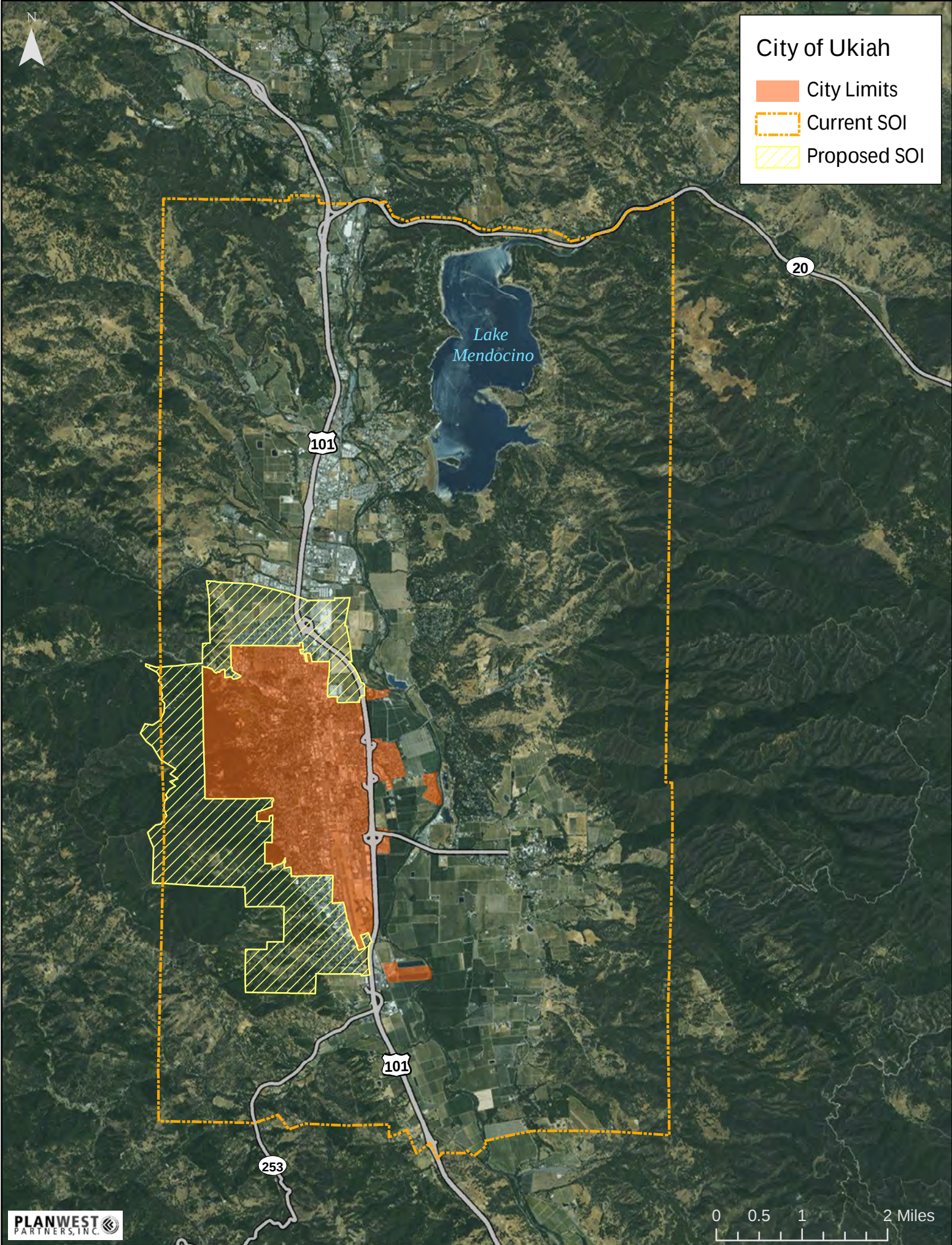
FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: Phil Williams, Special Counsel, Welty, Weaver & Curry; David Rapport, City Attorney, Sean White, Director of Water Resources; Shannon Riley, Deputy City Manager

Approved:


Sage Sangiacomo, City Manager





RESEARCH INTO HISTORY OF 1995-PROPOSED SPHERE OF INFLUENCE

Overview

On August 27, 2019, City Council and Staff discussed the City of Ukiah's long-term land use planning policy for Ukiah and the Ukiah Valley during a workshop at the Ukiah Valley Conference Center. During discussion by Council related to the recommended Policy Directive No. 2, Council requested additional information regarding possible reasons for the reduced Sphere of Influence (SOI) proposed in the 1995 General Plan. To address Council's questions, Staff has conducted extensive research into the City's archives and historical files, as well as reviewing past City Planning staff's notes and files.

Documentation of Sources and Materials

The following constitutes the sources and materials reviewed: 1974 General Plan, 1984 General Plan, *Sphere of Influence Study* prepared by William R. Zion, Fall 1984, Planning Commission agenda packets and minutes for the period 1991 to 1995 (which included updates from the Growth Management Steering Committee formed to provide recommendations for the City's 1995 General Plan), 1991 Ukiah Valley-Wide Task Force Report and Recommendations, minutes and agenda packet materials from 1994 and 1995 meetings of the City Council, the 1995 Ukiah Valley General Plan, documents/notes from former Director Stump titled "City of Ukiah Sphere of Influence Update 2014-2015," 2009 Ukiah Valley Area Plan, Mendocino County General Plan (2009), and the 2012 City of Ukiah Municipal Service Review.

Research was conducted from published reports, studies, and documents and publicly available legislative materials. No interviews were conducted as part of this research, nor were any opinions collected from the former members of the committees, City Councils, Boards of Supervisors, special districts, certain special interest agencies and organizations, or the former or current staffs of these various entities.

Below is a timeline listing key events leading up to and/or related to the development of the 1995 General Plan, as well as pertinent quotes.

1. Establishment of the City of Ukiah Sphere of Influence

Fall 1984: *Sphere of Influence Study*, by William R. Zion

Known as the Zion Study, this was an independent Mendocino County-wide study completed for all special districts and local agencies in Mendocino County. The purpose of the study was to make recommendations to Mendocino LAFCo on appropriate SOIs for Mendocino County. Relevant quotes:

"The adopted city" [of Ukiah] "sphere of influence includes all of both [Willow and Millview] water districts, except for that part of Willow south of Boonville Road. In addition the territory of both districts is part of the Ukiah urban area and needs the full range of city services."

"Because of the inclusion of the districts within the Ukiah sphere, a "zero" sphere is indicated, implying no annexations and eventual annexation to Ukiah and dissolution. That part of the Willow district outside the city sphere could have a sphere permitting some expansion, if LAFCo feels this is consistent with the county general plans and with local needs."

This study and recommendations within the study served as the basis for establishing Ukiah's SOI, which Mendocino LAFCo adopted on December 3, 1984, through Resolution No. 84-15.

2. Early Annexation Efforts and Intentions

There has been speculation that the City never intended to annex areas within its 1984 SOI. However, in reviewing actions and legislative proceedings from 1984 to 1989 it appears the City was actively preparing to annex areas within the entire SOI while also focusing on preservation and protection of agricultural areas.

August 1986: *City Council Ordinance 858, Prezoning Certain Properties Ukiah North*

"Whereas, pursuant to Government Code Section 65859, the City has the authority to prezone property within its Sphere of Influence, and

Whereas, the subject prezone includes 1110 parcels extending from the northern city boundaries to Highway 20 and westerly to the foothills from the Russian River."

November 1988: *City Council Minutes, Presentation of Maps of the Incorporated Ukiah Valley*

"The City Manager presented maps depicting the Ukiah Valley with the City of Ukiah sphere of influence that is overlapped by different water, sanitation, and fire districts. He noted since the City Council has established a goal of incorporating the Ukiah Valley, this map visibly shows the magnitude of the issues to be resolved. (Mayor Henderson, Councilmembers Shoemaker, Schneider, Hickey, and Wattenburger)."

February 1989: *Letter from Mayor of Ukiah City Council to Board of Supervisors and Policy Resolution*

First paragraph and part of second paragraph from letter written by Mayor Colleen Henderson to Marilyn Butcher, Chairman of Board of Supervisors: *"As you may know, the City of Ukiah is in the process of pre zoning all parcels of land within its sphere of influence. We have completed the pre zoning of all lands to the north, and down the east side of the valley south to Gobbi Street. This process raised some concern within the farming community that agriculturally zoned lands might not be preserved. The City has always had a strong commitment to the preservation of agriculture in the valley and an individual's right to farm on such agriculturally zoned lands. In light of this commitment and in light of the farming community's concerns, the City Council and Mendocino County Farm Bureau have adopted policy resolutions reflecting our joint position on pre zoning and annexation of agricultural lands from Gobbi Street south in Ukiah's sphere of influence...I am enclosing copies of both resolutions for your reference."*

3. Towards a Plan for the Ukiah Valley- Development of the 1995 Ukiah Valley General Plan

1990-91: *Ukiah Valley-Wide Task Force Report and Recommendations*

A Valley-wide task force was formed by the City of Ukiah and County of Mendocino in April 1990. The task force consisted of a combination of citizens-at-large, County and City representatives, representatives from each of the water districts and fire district, and representatives from agencies of other certain interests. The purpose of this task force was *"to initiate a long overdue study of possible consolidation of services, and consolidation of interests in providing services and/or meeting future service needs in the areas of water, sewer, emergency services and development standards."*

After several meetings, the Task Force produced a draft report in August 1991 with findings and recommendations for efficient delivery of public services within the Ukiah Valley. The task force also produced an implementation plan for accomplishing the recommendations.

"8. The County and City shall reactivate their joint planning meetings and utilize these joint meetings to facilitate the standardization of development standards in the Valley."

In relation to the sections focused on the Ukiah Valley, the report reinforced the importance of joint planning between the City and Mendocino County, especially in regards to future development and land use. The report also served as the basis for the future *Community Facilities Element* of the 1995 Ukiah Valley General Plan (1995 Ukiah Valley General Plan, Section 2.02.8).

1990-1994: *Growth Management Steering Committee*

November 21, 1994 Staff Report from City of Ukiah Planning Department to City of Ukiah Planning Commission providing background and a recommendation to adopt the *Draft Ukiah Valley General Plan and*

Draft Environmental Impact Report: "In late 1990, the Ukiah City Council authorized and budgeted for this planning effort" [the 1995 Ukiah Valley General Plan]. "Thereafter, the Growth Management Steering Committee (GMSC) was formed to guide the Plan's development, and a planning consultant was awarded the contract to perform necessary research and actually compose the document. The GMSC is a 35-member citizen advisory committee made up of Valley-wide participants representing groups, organizations, agencies, districts, and the general public. The consultant is The Company of Eric Jay Toll AICP, Inc., a small planning firm from Carson City, Nevada. The GMSC, which met regularly over the course of the entire four-year period, was basically responsible for crafting the final version of virtually every goal, policy, and implementation measure contained in the Plan, as well as many of the findings contained in each Element."

In addition to the GMSC, individual Citizen Advisory Committees (CACs) were created for each of the 14 General Plan Elements. Similar to the member composition of the GMSC, the CACs represented Valley-wide interests. *"Each volunteer [of the GMSC and CACs] was drawn from a broad cross-section of the **entire** [emphasis included within document] community- both in the City and in the Valley."* (1995 Ukiah Valley General Plan, Section 1- Preface)

"...it was apparent from the early stages of the planning process that the Ukiah Valley General Plan would have its greatest influence on the long-term development and use of the Valley if both the City of Ukiah and the County of Mendocino would utilize it for decision-making and planning policy. Accordingly, about mid-1991, City staff broached the subject of having the County adopt the eventual document as an Area Plan of the Mendocino County General Plan with County officials and the County Planning Commission and Board of Supervisors."

Although serving as the City of Ukiah's General Plan, the 1995 Ukiah Valley General Plan appears to have been envisioned by its creators to be the area plan for the Ukiah Valley. Through the collaborative efforts of both County and City representatives, the 1995 Plan would eventually be used to develop the 2009 Ukiah Valley Area Plan (UVAP), which is a component of the Mendocino County General Plan.

Utilization of an area plan as a municipal general plan is unusual. Common planning practice is for area or specific plans to be used for systematic implementation of a general plan (as is the case currently with the 2009 UVAP and its relationship to the Mendocino County General Plan). This aspect deserves further study, which Staff has attempted in Section 4 below. Additionally, given the City's current updating of the General Plan, Council will want to consider if continuing with a Valley-wide focus in the 2040 General Plan is appropriate, especially in light of the 2009 adopted UVAP. Staff has provided some preliminary recommendations (see Agenda Summary Report), and a future General Plan workshop has been scheduled to discuss the subject further.

1994-1995: Sphere of Influence and Planning Commission and City Council Review and Adoption

The earliest conceptualizations of the 1995-proposed SOI appear to have been developed by various stakeholder groups, either in conjunction with or independent of the Ukiah Valley General Plan GMSC. For example, in a City planning staff report produced in February 1994 a footnote to the report states *"In addition to the Staff-proposed version, the GMSC already has a color copy of the Board of Realtors' proposed Sphere of Influence, and has seen a presentation of the Farm Bureau's version. In addition, Lief Farr has also proposed a Sphere of Influence based on other issues."*

From the reports, minutes, and documents produced during this period, it appears that the GMSC reviewed multiple proposed SOIs from different Valley-wide stakeholders, then developed a final proposed SOI, which was inserted into the *Draft Ukiah Valley General Plan*.¹

¹ Because the GMSC provided information to the consultant Eric Jay Toll, Inc., who then prepared the *Preliminary General Plan*, which would serve as the basis for the *Draft Ukiah Valley General Plan* presented to the Planning Commission and City Council, and because it appears the GMSC and CACs were not legislative or quasi-legislative bodies and not subject to the Brown Act, no minutes or reports have been found that were produced by the GMSC and CACs. Instead, Staff has been able to piece together the origin of City planning staff's Sphere of Influence recommendation through review of informational reports (updates) produced by City staff and agenda packets and minutes of the Planning Commission and City Council.

The efforts of the GMSC concluded sometime in mid-1994, and the *Draft Ukiah Valley General Plan* was presented to the Planning Commission on December 13, 1994. Through a series of public meetings from December 1994 to April 1995, the Planning Commission discussed and deliberated on proposed revisions to the General Plan. After conceptually approving the Draft on June 10, 1995, the City Council conducted a series of public meetings and made “*numerous additional revisions,*” resulting in a Final General Plan that was adopted on December 6, 1995.

It seems the final City Council adopted version was relatively unchanged from the GMSC Draft document. Per Section I.1.3, Preface, of the *Ukiah Valley General Plan* “*The Planning Commission worked hard on the draft Plan, but, in the end, the Plan was left basically and functionally intact from the Growth Management Steering Committee’s final version... The document was, and remains, truly representative of the citizens of the Valley...*”

4. Summary of Research

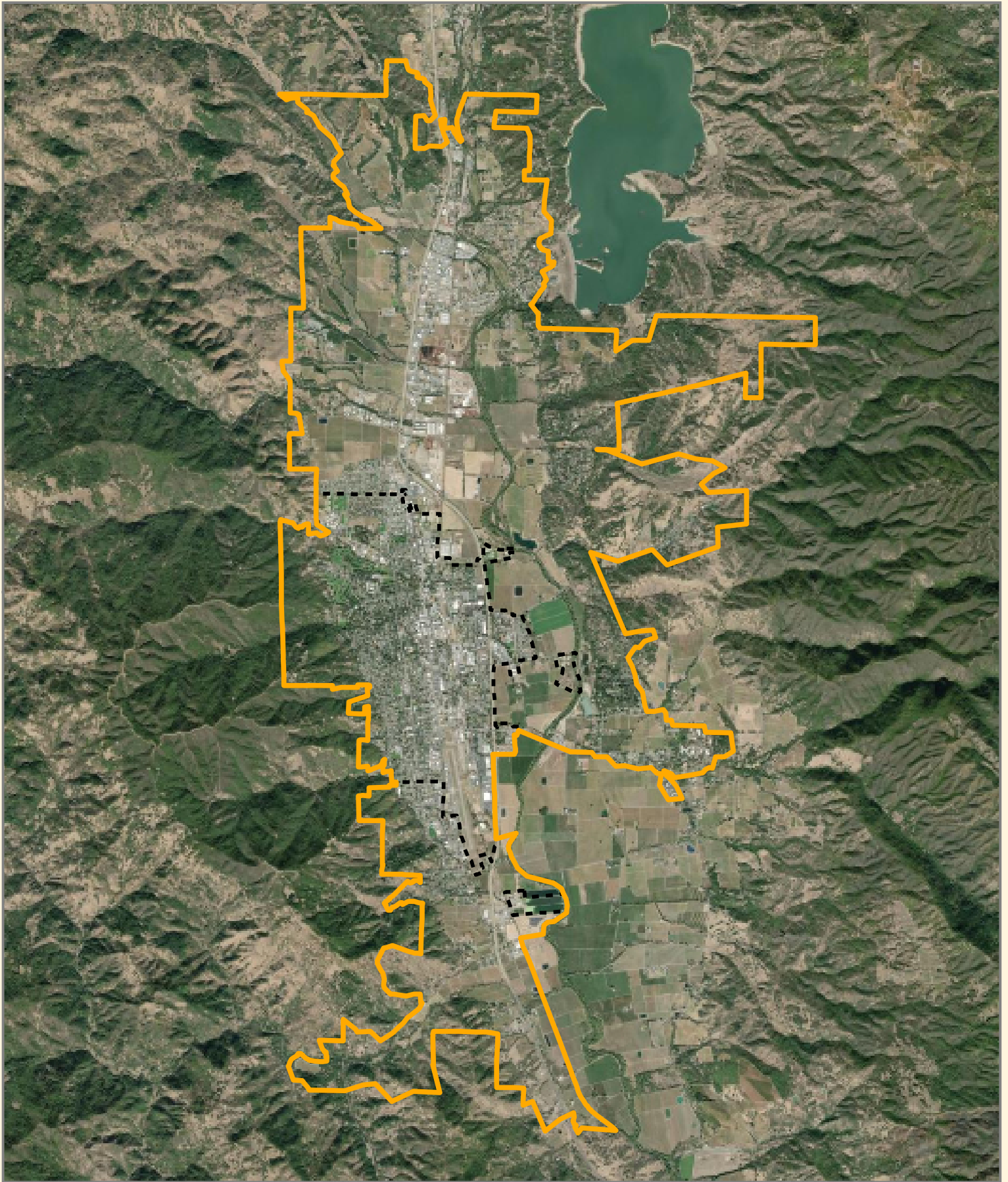
The 1995 Ukiah Valley General Plan, although serving as the City’s municipal general plan, is essentially an older version of the (2009) Ukiah Valley Area Plan. It is not a traditional municipal General Plan in that it is not focused primarily on City incorporated areas. This historical context is important, as it aligns with earlier General Plans that foresaw the City and Valley as one community. The difference between the City’s General Plans and related efforts between 1974 and 1989 and the Ukiah Valley General Plan process of 1990-1995 appears to be that the former was Ukiah-centric versus the latter that was area-wide. It is Staff’s opinion that although this was a worthwhile planning effort ultimately leading to development of the UVAP, at this point in the Valley’s development it is appropriate for the City to have its own municipal general plan, and although not required by State law, the 2040 General Plan should seek to achieve consistency with the 2009 UVAP.

It is also not clear that City of Ukiah representatives on the Planning Commission or City Council were fully in support of the valley-wide approach to the City’s General Plan. “*While the document was not changed in a grand or profound way as a result of the Commission’s involvement, it would nevertheless be misleading and inaccurate to deduce that the Commission was in full harmony on various issues, or that individual Commissioners did not have viewpoints that substantially deviated from the Steering Committee’s recommendations... Indeed, differences of opinion were expressed in regards to... the Plan’s relationship to the community’s needs.*”

However, although it can be proven with a degree of certainty that the 1995 Ukiah Valley General Plan is akin to an area plan, the specific motivation or reasoning behind the 1995-proposed SOI is more ambiguous. There appear to have been several early versions of the SOI developed by various stakeholder groups but few additional details or reasons are provided as to how these proposals were formulated. Given that the final *Draft Ukiah Valley General Plan* was produced by the GMSC for presentation to the Planning Commission and City Council and this Draft Plan included the 1995-proposed SOI, it is thus reasonable to conclude the 1995 SOI was a product of the GMSC.

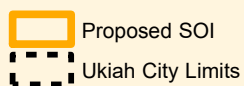
In light of this research, plus research into subsequent confirmations of the 1995 SOI by City Councils in 2006 and 2012 (although in 2012 there was an amendment to increase the 1995 SOI slightly to encompass the western hills) it is Staff’s conclusion that the reasoning behind the 1995 SOI consisted of the following: 1) the focus of the City’s General Plan was on the entire Valley, and the City’s representation was reduced due to the composition and focus of the GMSC and CACs; 2) little to no City-related annexation applications had been received, nor approved, during the period from 1974 to 2012, so there were limited realistic development expectations for the City, and 3) a combination of little to no population growth, limited new construction activity, and the Great Recession in 2007-2009 all tempered further growth expectations.

Proposed City of Ukiah Sphere of Influence



This map is a guide. Every reasonable effort has been made to ensure the accuracy of the map and data provided. Parcel lines are not intended to represent surveyed data.

Document Path: C:\Users\astrick\In\Desktop\WaterBoundaryClip for Sean.mxd



0 5,000 10,000 Feet



RESOLUTION NO. 2020-06

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING ANNEXATION POLICY

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides for the annexation of unincorporated areas within a City's sphere of influence; and

WHEREAS, on August 27, 2019, the Ukiah City Council provided direction to staff to prepare and adopt annexation policies as part of the City's long-term land use planning and City Council Strategic Plan; and

WHEREAS, the City intends, in part through the attached Annexation Policy, to avoid the consequences of continued urban sprawl in the Ukiah Valley, to ensure the efficient provision of municipal services, and to protect open space and prime agricultural land in the Ukiah Valley; and

WHEREAS, the City envisions a future of the Ukiah Valley as a thriving community that is politically, economically, environmentally, and socially sustainable; and

WHEREAS, the City desires to provide annexation policies for the City and property owners within the City's sphere of influence that promote the successful annexation of unincorporated areas.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UKIAH DOES HEREBY RESOLVE to adopt the Annexation Policy attached as Exhibit A, which shall be endorsed to show adoption by the City Council on January 16, 2019 and made publicly available.

PASSED AND ADOPTED this 16th day of January, 2020, by the following roll call vote:

AYES: Councilmembers Mulheren, Brown, Scalmanini, and Mayor Crane
NOES: None
ABSENT: None
ABSTAIN: None


Douglas F. Crane, Mayor

ATTEST:

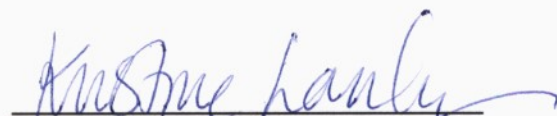

Kristine Lawler, City Clerk

EXHIBIT A



Annexation Policy

The City will pursue, apply for, and support the annexation of unincorporated areas to the City to avoid the negative consequences of continued urban sprawl and to ensure the efficient provision of municipal services to unincorporated areas without placing an undue financial burden on the City or its residents.

The City's Sphere of Influence reflects the City's intent and ability to apply to annex those territories within that Sphere of Influence. The City's Sphere of Influence should be updated periodically and as necessary to reflect any change in the City's intent or ability to annex unincorporated territory.

The City's Area of Interest reflects that territory outside its Sphere of Influence where the City has an interest in ensuring orderly development and the efficient provision of municipal services, and a financial interest in the implications of any such development and services. The City will consider providing services to unincorporated areas within its Area of Interest when the City and all local agencies with relevant jurisdiction, if any, arrive at an agreement ensuring the City is adequately compensated for the costs it incurs and/or will incur due to development in its Area of Interest.

The City will apply for the annexation of unincorporated areas and will support property owners who desire to annex to the City where the City determines it to be in its residents' interests to do so, to promote orderly development, to implement General Plan goals and objectives, and/or to ensure the efficient provision of municipal services.

In pursuing, applying for, or supporting annexation, the City will demonstrate that existing or planned-for facilities, infrastructure and improvements, and municipal services are or will be available, including but not limited to: vehicular and pedestrian traffic corridors, fire protection, sewer, electricity, and municipal and industrial water, in accordance with City standards and General Plan goals and objectives, to those areas proposed to be annexed.

The City will pursue, apply for, or support annexations that could affect open space and prime or unique agricultural lands, when it is satisfied that they will be adequately protected.

The City will pursue, apply for, or support annexation in those cases where significant environmental impacts have been mitigated or avoided as appropriate.

The City will develop, maintain, and make publicly-available a City of Ukiah Annexation Guide that includes an annexation applicant's responsibilities, the requirements for environmental review, requirements for development plans, and fees associated with applications for annexation.

If appropriate, and as it may be amended, the City will incorporate and include this Annexation Policy in its 2040 General Plan.



DATE: February 19, 2020
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **13a. Unfinished Business – 6-Month Report Regarding Community Center and Winter Homeless Shelter at 1045 South State Street**

Background:

On July 26, 2017, Planning Commission adopted findings conditionally approving a Major Use Permit and Site Development Permit to allow a Community Center and Winter Homeless Shelter at 1045 South State Street, for the applicant Redwood Community Services (RCS). As part of the Conditions of Approval, Planning [Community Development] Department Condition #15 required the following:

15. The Director of Community Development and Planning shall report to the Planning Commission once every six months during the first two years of the shelter operation. The Director's report shall include a record of any complaints received from the public or shelter occupants and an assessment on the most effective ways to modify the [Program] plan to address valid complaints.

Given that the approval was for both the Community Center and Winter Homeless Shelter, and the entirety of the project did not receive a Certificate of Occupancy until August 6, 2019, the Director assessed the start of this reporting period as six months after August 6, 2019, or February 6, 2020. This makes the earliest meeting date upon which a report shall be given to the Planning Commission as February 26, 2020.

Discussion:

In preparing this report, the Community Development Director collected, reviewed, and analyzed information from the following sources:

- Site visit at 1045 South State Street on Tuesday, February 18, 2020
- Meeting with members of RCS's executive staff and on-site facility supervisor and RCS's general contractor on Tuesday, February 18, 2020
- Major Use Permit/Site Development Permit Conditions of Approval (Attachment 1)
- Building Bridges B2 Data Report (Attachment 2)
- Number and type of police calls received from January 1, 2019 – January 1, 2020

During this 6-month period, the Community Development Department recorded no complaints received from the public or shelter occupants. Because no complaints were received, no modification of the plan is necessary.

Although no modification to the plan is necessary, staff of RCS have stated they are continuing to make improvements to operations in order to minimize impacts to the surrounding neighborhood.

Recommendation: Staff recommends Planning Commission receive the report and provide additional feedback as necessary.



City of Ukiah

Kevin Thompson, Planning Manager
Community Development and Planning
Department
300 Seminary Avenue Ukiah, CA 95482
(707)463-6206
kthompson@cityofukiah.com

October 5, 2017

Camille Schraeder
631 Orchard Ave.
Ukiah, CA 95482

RE: Major Use and Site Development Permits for 1045 S. State Street.

Dear Ms. Schraeder:

On July 26, 2017, the Planning Commission approved your request for approval of Major Use Permit and Site Development Permit File (No.: Munis 2748 to allow a Community Center and Winter Homeless Shelter at 1045 South State Street. Please review the Conditions of Approval listed below, sign and return to the Community Development and Planning Department to the address listed above.

**FINAL MAJOR USE PERMIT AND SITE DEVELOPMENT PERMIT
CONDITIONS OF APPROVAL
HOMELESS COMMUNITY CENTER AND WINTER HOMELESS SHELTER
1045 SOUTH STATE STREET
FILE NO: 2748**

Standard Conditions:

1. All use, construction, or occupancy shall conform to the application approved by the Planning Commission, and to any supporting documents submitted therewith, including maps, sketches, renderings, building elevations, landscape plans, and alike.
2. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Planning Commission.

Final Conditions of Approval
Major Use Permit and Site Development Permit
RCS Community Center and Winter Homeless Shelter
1045 S. State Street
File No. 2748

RECEIVED

OCT 30 2017

**CITY OF UKIAH
BUILDING/ PLANNING DEPARTMENT**

1 **Fire Department Conditions:**

- 2
- 3 3. Applicant shall be required to obtain any permit or approval, which is required by law,
- 4 regulation, or ordinance, be it required by Local, State, or Federal agency. Specifically, the
- 5 following fire protection measures shall be completed by the applicant, and approved by the
- 6 Ukiah Fire Marshal, prior to the opening of the shelter facility:
- 7

- 8 A. One Class 2-A rated fire extinguisher for each building of project, dormitory,
- 9 showers, and general office space.
- 10 i. If no obstructions are present, an exterior extinguisher can service both the
- 11 showers and office spaces if located on the exterior landing. Exterior
- 12 extinguishers shall be securely mounted in a protective case.
- 13 ii. Dormitory extinguisher shall be located in the interior, in close proximity to the
- 14 exits. T19 Sec. 567 & 568.
- 15
- 16 B. Interior, internally illuminated exit signs with emergency lighting shall be located at
- 17 exits. This signage shall be hard wired with a battery backup capable of operation for
- 18 a period of not less than 90 minutes. CFC Sec. 1011.3 & 1011.6.3
- 19
- 20 C. All exit access, exits, and exit discharges shall be continuously maintained and free
- 21 from obstructions. CFC Sec. 1030.2
- 22
- 23 D. Any drapes, hangings, curtains, and other decorative material that would tend to
- 24 increase the fire and panic hazard shall be made from a nonflammable material, or
- 25 shall be treated and maintained in a flame retardant condition with a flame-retardant
- 26 solution approved by the State Fire Marshal. T-19 Sec. 3.08
- 27
- 28 E. New and existing buildings shall have approved address numbers placed in a
- 29 position to be plainly legible from the street or road fronting the property. CFC Sec.
- 30 505.1.
- 31
- 32 F. Prior to receiving an occupancy certificate, the Fire Marshal shall provide an
- 33 inspection verifying that all conditions for life and safety have been met, and that
- 34 access to the exits are clearly open and unobstructed. All cots must be in place so
- 35 that the Fire Marshall can visually see the layout and egress.
- 36

37 **Building Department Conditions:**

- 38
- 39 4. The applicant shall obtain a Building Permit prior to occupancy, or any work requiring a
- 40 permit in the facility. The following items will be required upon submittal of the Building
- 41 Permit:
- 42
- 43 A. 1 building permit application
- 44 B. 3 copies of a plot plan showing the property lines, the parking lot, and any
- 45 structures on the parcel, as well as distances from these items to the property
- 46 line.

Final Conditions of Approval
Major Use Permit and Site Development Permit
RCS Community Center and Winter Homeless Shelter
1045 S. State Street
File No. 2748

1 C. 3 sets of plans including the building data (building square footage, shelter
2 square footage, occupancy load, etc), a site plan, an existing floor plan, a
3 proposed floor plan, and any other plans or details needed to perform a plan
4 review for the change of use, change of occupancy, and/or remodel.
5

6 5. In addition to any particular condition, which might be imposed, any construction shall
7 comply with all building, fire, electric, plumbing, occupancy, and structural laws, regulations
8 and ordinances in effect at the time a Building Permit application was submitted.
9

10 **Planning Department Conditions:**
11

12 6. The operation of the winter homeless shelter shall be permitted during winter for a duration
13 of six (6) months commencing the first day of operation.
14

15 7. The Homeless Services Community Center Program Plan included as Exhibit A shall be
16 strictly followed and enforced by the applicants. Failure to do so may cause revocation of the
17 Use Permit.
18

19 8. Prior to opening the winter homeless shelter, City staff shall inspect the interior and
20 exterior portions of the facility to ensure that all pertinent components of the approved
21 Homeless Services Community Center Program Plan are in effect.
22

23 9. Shelter staff shall be diligent in disbursing shelter clients from the site, and away from
24 adjoining residences and businesses, a minimum of 1 hour before opening and 1 hour after
25 closing. Loitering is prohibited.
26

27 10. An outdoor area shall be provided for guests that wish to leave the shelter to take breaks
28 from the close quartering of the shelter facility. Shelter staff shall monitor the use of this area
29 to ensure that guests do not cause excessive noise, littering, or other nuisance impacts.
30

31 11. The grounds around the shelter shall be routinely cleared of litter and debris, and the site
32 shall be kept in a neat and clean condition. Additionally, prior to commencing operation of the
33 shelter, the site shall be cleared of all existing debris including but not limited to: scrap metal,
34 inoperable vehicles, and boats.
35

36 12. Shelter staff shall meet with the Ukiah Police Department personnel to discuss proper
37 police contact procedures and law enforcement patrol schedules.
38

39 13. Shelter staff shall provide, bi-weekly meetings with neighbors of the shelter property and
40 staff phone numbers for emergency contacts.
41

42 14. The shelter facility shall be limited to a maximum of 60 overnight guests. The hours of
43 operation are 6:00 p.m. to 9:00 a.m.
44

45 15. The Director of Community Development and Planning shall report to the Planning
46 Commission once every six months during the first two years of the shelter operation. The

Final Conditions of Approval
Major Use Permit and Site Development Permit
RCS Community Center and Winter Homeless Shelter
1045 S. State Street
File No. 2748

1 Director's report shall include a record of any complaints received from the public or shelter
2 occupants and an assessment on the most effective ways to modify the plan to address valid
3 complaints.
4

5 16. Prior to issuance of building permit, the applicant shall resubmit the Program Plan for
6 review and approval by the City.
7
8

9 **Public Works Condition:**

10
11 16. Existing sewer laterals planned to be utilized as part of this project shall be cleaned and
12 tested, and repaired or replaced if required. Sewer connection fees shall be paid at the time
13 of building permit issuance.

14 17. Capital Improvement fees for water service are based on the water meter size. A fee
15 schedule for water meter sizes is available upon request.

16 18. If food preparation or other activities result in the discharge of fats, oils, or grease into
17 the sanitary sewer, a grease interceptor will be required.

18 19. All driveway and parking areas shall be paved with asphaltic concrete, concrete, or
19 other alternative surfacing, subject to approval by the City Engineer.

20 20. All work within the public right-of-way shall be performed by a licensed and properly
21 insured contractor. The contractor shall obtain an encroachment permit for work within, or
22 otherwise affecting, this area. Encroachment permit fee shall be \$45 plus 3% of estimated
23 construction costs.

24 21. If the building permit value is equal to or greater than one-third of the value of the
25 existing structure, the construction, repair or upgrade of curb, gutter, and sidewalk to meet
26 current ADA standards, and the addition of street trees along the subject property street
27 frontages, may be required pursuant to Section 9181 of the Ukiah Municipal Code and to
28 the satisfaction of the City Engineer.

29
30 **Electric Department:**
31

32 22. The existing 100A Service Panel that feeds the proposed shelter (Building C) may be
33 suitable to serve the needs of the shelter, based on the information from the Applicant/Owner.
34 The City of Ukiah Electric Utility Department would normally recommend that the
35 Applicant/Owner determine estimated power demand load/kVA and load calculation
36 information for the proposed service panel/project.
37

- 38 a) Connected kVA and Load calculations – will help to determine if the existing
39 transformer bank or overhead secondary service size is sufficient for the 100A
40 Service Panel that will feed Building C and the two (2) additional buildings at 1045
41 South State Street.

Final Conditions of Approval
Major Use Permit and Site Development Permit
RCS Community Center and Winter Homeless Shelter
1045 S. State Street
File No. 2748

1
2 23. There is one (1) existing overhead secondary wire, which currently feeds all three (3)
3 buildings at 1045 South State Street and may or may not need to be upgraded in order to
4 fulfill the Project's service panel requirements.
5

6 24. All future site improvements shall be submitted to the Electric Utility Department for
7 review and comment. At that time, specific service requirements, service voltage, and
8 developer costs and requirements will be determined.
9

10 25. Any fees associated with the addition or replacement of any existing or upgraded
11 electrical facilities (transformers, secondary conductors) to the proposed building site at 1045
12 South State Street will be the responsibility of the applicant/owner.
13

14 If you have any questions, please feel free to contact me at (707) 463-6207 or
15 kthompson@cityofukiah.com.
16
17

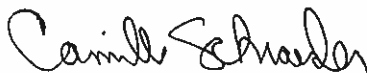
18 **As acknowledgement of receipt of, and agreement to comply with the conditions**
19 **of approval, please sign and return a copy of this letter. This signed letter must**
20 **be returned before the Building Permit can be issued.**
21
22

23 Sincerely,
24

25
26 
27
28
29

30 Kevin Thompson
31 Planning Manager
32
33
34

35 I Camille Schraeder, the applicant/Owner have read and agree to the above
36 Conditions of Approval.
37

38 
39
40

10/25/17

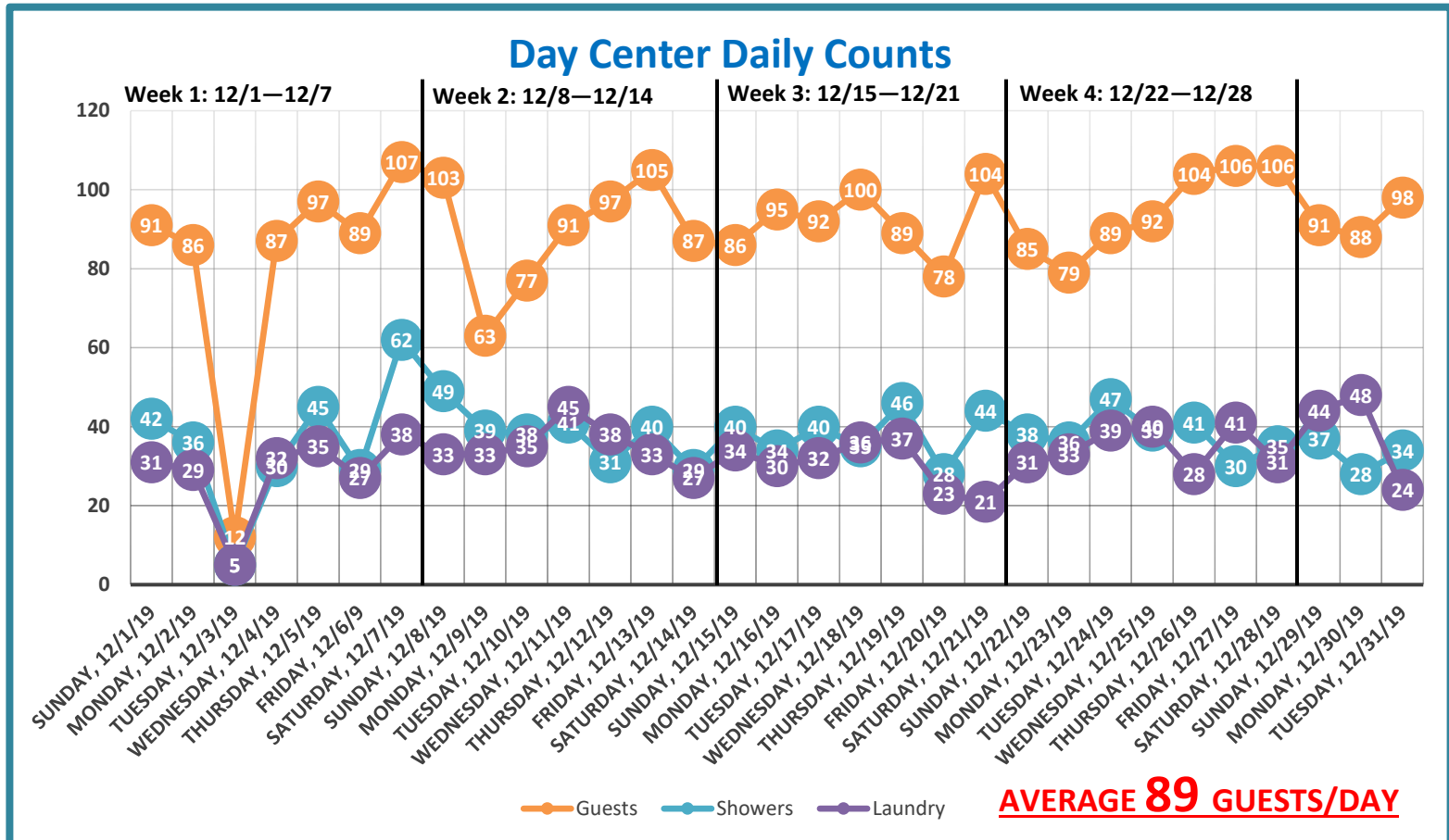
41 Project Proponent/Property Owner

Date

42
43
Final Conditions of Approval
Major Use Permit and Site Development Permit
RCS Community Center and Winter Homeless Shelter
1045 S. State Street
File No. 2748
5

Building Bridges Homeless Resource Center

December 2019 Utilization



1148 December showers
 Average 37/day (Nov. average = 42/day)



1013 December laundry loads!
 Average 33/day (Nov. average = 27/day)

August visits: 1551 • September visits: 2127
 October visits: 2543 • November visits: 2961

2774 total visits in December!



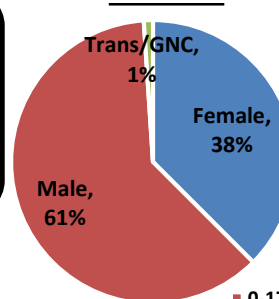
96 individuals provided shelter
 for a total of **1463** bed-nights

- 167 people screened since shelter opened
- Average 7 turned away per night

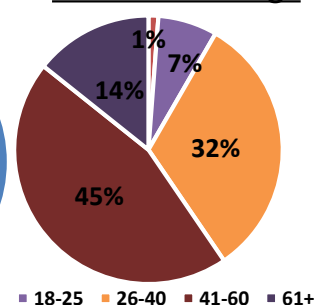
41 exits over the month. Of those:

- 5 exits to permanent housing • 2 exits to short-term stable locations
- 41 exits to the street/unknown

Gender



Shelter Guest Age



Much gratitude to **MCAVHN**, **Manzanita**, **RQMC** (Whole Person Care), **Adventist Health Ukiah Valley** (COMPASS), **Project Sanctuary**, **Legal Services of Northern California**, **Hillside Health Center**, **Volunteers** (mostly B² guests!), & **Redwood Community Services** for working together to provide a variety of excellent services to the guests of B²!

Day Center: Open 7 days a week, from 9am – 6pm
 Inland Winter Shelter: Open 7 days a week, from 6pm – 9am
 1045 South State Street, Ukiah; 707-234-3270



Building Bridges Day Center Calendar: January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
EVERY DAY	HOURS	COLOR KEY	1	2	3	4
Shelter Screening 11am-4pm Laundry 9:30am-3:30pm Showers 9:30am-3:30pm Family Only Showers 3:30-4:30pm Computers 9am-5:30pm	Day Center: 7 days/week 9am – 5:45pm Inland Winter Shelter: Nov – April 7 days/week 6pm – 8:45am	- Manzanita - Adventist Health (AHUV) - Legal Services of Northern California (LSNC) - Hillside Health Center - MCAVHN - RCS	HAPPY 2020!! Movies & Games!	Manzanita: Housing Navigation 10:30am-1:30pm AHUV: COMPASS Clinic 12:30 – 2pm Community Forum 4:30-6pm	MCAVHN Harm Reduction Outreach 9am-12pm Hillside: Housing Navigation 1pm – 3pm	Movies & Games!
5	6	7	8	9	10	11
Movies & Games!	HOUSE MEETING 9am Manzanita: Housing Navigation 9:30am-11am MCAVHN Housing Navigation 2pm – 4pm	Hillside: Primary Care Outreach 9:30 – 11:30am	RCS: Housing Navigation 10am—1pm	Manzanita: Housing Navigation 10:30am-1:30pm AHUV: COMPASS Clinic 12:30 – 2pm	MCAVHN Harm Reduction Outreach 9am-12pm Hillside: Housing Navigation 1pm – 3pm	Movies & Games!
12	13	14	15	16	17	18
Movies & Games!	Manzanita: Housing Navigation 9:30am-11am MCAVHN Housing Navigation 2pm – 4pm HOUSE MEETING 4pm	Hillside: Primary Care Outreach 9:30 – 11:30am LSNC: Legal Assistance 2pm – 4pm Laundry closes at 1pm; Showers close at 2:30pm	RCS: Housing Navigation 10am—1pm	Manzanita: Housing Navigation 10:30am-1:30pm AHUV: COMPASS Clinic 12:30 – 2pm	MCAVHN Harm Reduction Outreach 9am-12pm Hillside: Housing Navigation 1pm – 3pm	Movies & Games!
19	20	21	22	23	24	25
Movies & Games!	HOUSE MEETING 9am Manzanita: Housing Navigation 9:30am-11am MCAVHN Housing Navigation 2pm – 4pm	Hillside: Primary Care Outreach 9:30 – 11:30am	RCS: Housing Navigation 10am—1pm	Manzanita: Housing Navigation 10:30am-1:30pm AHUV: COMPASS Clinic 12:30 – 2pm	MCAVHN Harm Reduction Outreach 9am-12pm Hillside: Housing Navigation 1pm – 3pm	Movies & Games!
26	27	28	29	30	31	SOCIAL
Movies & Games!	HOUSE MEETING 9am Manzanita: Housing Navigation 9:30am-11am MCAVHN Housing Navigation 2pm – 4pm	Hillside: Primary Care Outreach 9:30 – 11:30am LSNC: Legal Assistance 2pm – 4pm	RCS: Housing Navigation 10am—1pm	Manzanita: Housing Navigation 10:30am-1:30pm AHUV: COMPASS Clinic 12:30 – 2pm	MCAVHN Harm Reduction Outreach 9am-12pm Hillside: Housing Navigation 1pm – 3pm	Check us out on Facebook! @Redwood Community Services

Building Bridges Inland Winter Shelter Mental Health & Substance Use Data

November 2019

- Total of 95 individuals accessed the shelter during November 2019
- 39% of those are currently or were previously engaged in mental health services

2018—2019 Winter:

- Total of 244 individuals accessed the shelter between November 2018—April 2019
- 43% report substance use challenges
- 66% report mental illness
- 43% currently or were previously engaged in mental health services

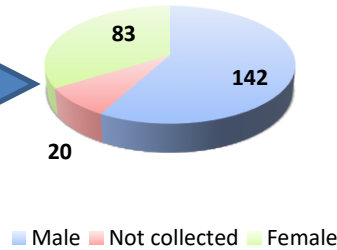
2017—2018 Winter:

- Total of 211 individuals accessed the shelter between November 2017—April 2018
- 37% were engaged in mental health services at the time they stayed at the shelter

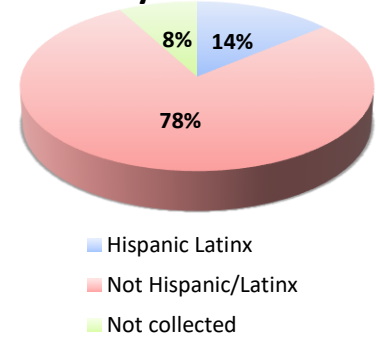
Inland Winter Shelter November 2018 – April 2019 Report

**244 unduplicated
individuals
provided with
shelter!**

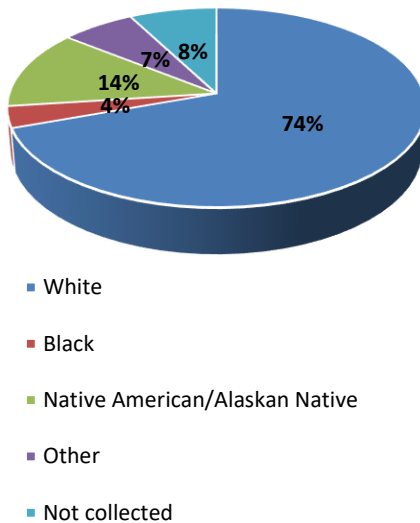
Gender



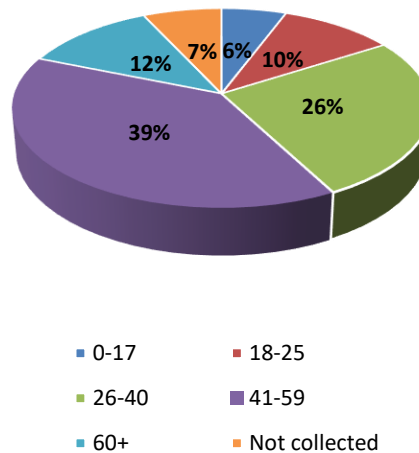
Ethnicity



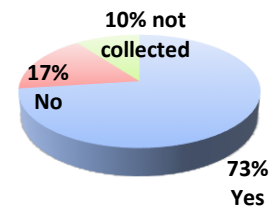
Race



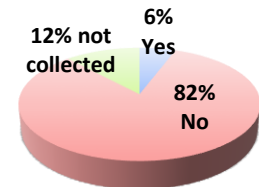
Age



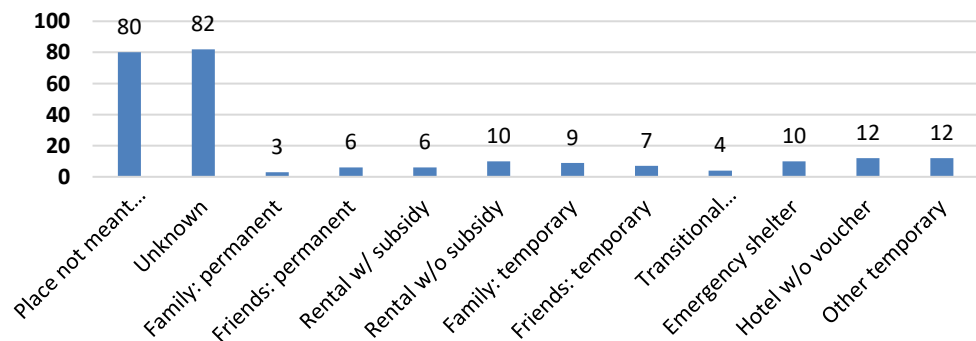
Disabled



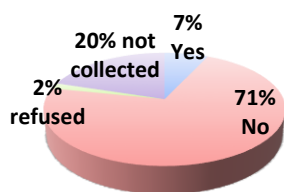
Veteran



Last Exit Destination



LGBTQIA+



Foster Family Agency | Behavioral Health Services | Family Social Services | Skill Building & Empowerment Services
Crisis Response Services | Transitional Services | Residential Services | Homeless Services | Substance Use Services