



**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR**

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

Virtual Meeting Link: <https://us06web.zoom.us/j/83128884939>

**March 11, 2026
5:15 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on March 11, 2026. The meeting was legally noticed on March 4, 2026. The meeting was held in person and at the following virtual link: <https://us06web.zoom.us/j/83128884939>. Chair de Grassi called the meeting to order at 5:15 p.m.

CHAIR de GRASSI PRESIDING.

2. ROLL CALL

Roll call was taken with the following **Commissioners Present**: Mark Hilliker, Jacob Brown, Devery Montaño, Rick Johnson, and Alex de Grassi. **Staff Present**: Craig Schlatter, Community Development Director; Jesse Davis, Chief Planning Manager; Katherine Schaefer, Planning Manager; and Kristine Lawler, City Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Brown.

4. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations received.

5. APPROVAL OF MINUTES

a. Approval of the Minutes of February 25, 2026, a Regular Meeting.

Motion/Second: Montaño/Hilliker to approve the minutes of the February 25, 2026, a Regular Meeting, as submitted. Motion **carried** by the following Roll Call votes: AYES: Hilliker, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: None. ABSTAIN: Brown.

6. APPEAL PROCESS

Chair de Grassi stated the appeals deadline date is March 23, 2026, before 5:00 p.m.

7. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

No public comment was received.

8. SITE VISIT VERIFICATION

Commissioners confirmed that they had visited the site in respect to agenda item.

9. VERIFICATION OF NOTICE

The Clerk noted that the agenda was properly noticed.

10. PLANNING COMMISSIONERS' REPORTS

Presenters: Vice Chair Johnson and Chair de Grassi.

Commissioner Consensus for Staff to schedule the annual review of Rules of Conduct for the next meeting.

11. **DIRECTOR'S REPORT**

a. Receive Community Development Director's Report.

Presenters: Craig Schlatter, Community Development Director; Katherine Schaefer, Planning Manager; and Jesse Davis, Chief Planning Manager.

Reports were received.

12. **CONSENT CALENDAR**

No items on the Consent Calendar.

13. **UNFINISHED BUSINESS**

No items on Unfinished Business.

14. **NEW BUSINESS**

a. Consideration of Adoption of a Revised Resolution Recommending the City Council Adopt Policies Establishing the Location and Associated Standards for City Gateways Consistent with 2040 General Plan Policy LU-11.2 and Related Implementation Measures.

Presenters: Katherine Schaefer, Planning Manager and Jesse Davis, Chief Planning Manager.

No public comment was received.

Commission Consensus to request Staff to bring back an agenda item for a discussion regarding banners and other gateway monuments.

Motion/Second: Johnson/Brown to adopt a revised resolution (2026-02) recommending that the City Council adopt policies establishing the location and associated standards for City gateways, consistent with General Plan Policy LU-11.2. Motion **carried** by the following Roll Call votes: AYES: Hilliker, Brown, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: None. ABSTAIN: None.

b. Conduct Public Hearing and Consider Approval of a Major Use Permit Amendment to Allow the Retail Sale of Distilled Spirits at an Existing Gas Station and Convenience Store at 615 Talmage Road (APN 180-070-10); Permit No. PPA25-000001 (formerly File No. 07-33).

Presenters: Katherine Schaefer, Planning Manager and Jesse Davis, Chief Planning Manager.

A PowerPoint Presentation was received.

PUBLIC HEARING OPENED AT 6:21 P.M.

Applicant Comment: Paul Walia.

PUBLIC HEARING CLOSED AT 6:28 P.M.

Commission Consensus for Staff to bring back a separate agenda item to discuss the format of the Planning Commission staff report form.

Motion/Second: Brown/Hilliker to approve the Major Use Permit Amendment for the property located at 615 Talmage Road (APN 180-070-10); Permit No. PPA25-000001, subject to the Findings in Attachment 1* and the Conditions of Approval in Attachment 2**. Motion **carried** by the following Roll Call votes: AYES: Hilliker, Brown, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: None. ABSTAIN: None.

*** Findings in Attachment 1:**

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

The project is consistent with the Highway Commercial (HC) General Plan designation and Community Commercial (C-1) Zoning District, which accommodate and encourage retail and gas station uses. The addition of packaged distilled spirits within the existing convenience store retail area does not constitute an expansion or intensification of land use and complies with all relevant zoning standards

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

The original 2009 Use Permit included specific limitations on alcohol container sizes and sales types to address potential public safety and loitering concerns. The amendment to supersede these limitations is supported by current law enforcement review and the implementation of modernized, enforceable security protocols. Specifically, the Ukiah Police Department reviewed the current request during the formal agency referral period and provided no negative commentary or objections. Furthermore, the applicant is required to strictly adhere to the submitted Store Management Plan, revised for this approval, which mandates surveillance cameras, a minimum of two on-site employees, and a requirement to hire private security if police calls reach 20 or more in a single month. With the implementation of these operational controls, the use remains compatible with surrounding land uses and will not be detrimental to the public's health, safety, and general welfare.

CEQA FINDINGS

The proposed project qualifies for a Categorical Exemption under CEQA Guidelines Section 15301 (Class 1 - Existing Facilities). Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

The project involves the minor permitting and licensing alteration of an existing commercial convenience store to allow for the retail off-sale of distilled spirits (ABC Type-21 license) in addition to currently permitted beer and wine sales. The project proposes no exterior construction, site modifications, or expansion of the existing building footprint.

Furthermore, the licensing amendment involves negligible or no expansion of the existing use, as there will be no changes to the existing hours of operation, no on-site consumption of alcohol permitted, no outdoor alcohol display or sales, and no increase in delivery frequency or service intensity. The addition of distilled spirits does not introduce new land use impacts and will not increase noise, traffic, parking demand, or pedestrian activity beyond existing baseline conditions.

Finally, none of the exceptions to Categorical Exemptions set forth in CEQA Guidelines Section 15300.2 apply to this project. The site is an already developed commercial parcel; the project will not result in cumulative impacts or significant effects due to unusual circumstances; and the project will not damage scenic resources, impact a hazardous waste site, or cause a substantial adverse change in the significance of a historical resource.

**** Conditions of Approval in Attachment 2:**

1. This approval is not effective until the 10-day appeal period applicable to this Planning permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
2. All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plot plans accompanying the application or submitted by applicant in support thereof.
3. As outlined in Article 20, Administration and Procedures, of the Ukiah City Code, this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.
4. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City

City of Ukiah Special Conditions:

5. **Retention of Unmodified Conditions:** All conditions of approval from Use Permit and Site Development Permit 07-33 remain in full force and effect, except as explicitly modified herein.
6. **Superseding of Prior Conditions:** This approval specifically amends and supersedes Use Permit Condition 3(B); Site-Specific Condition (2)(D); Planning Commission Condition 12; and Ukiah Police Department Conditions 16, 17, 18, 19, 20, and 21 from the original File No. 07-33.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 6:47 p.m.



Kristine Lawler, CMC
City Clerk