



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 or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/83128884939>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 831 2888 4939
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

April 22, 2026 - 5:15 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 March 25, 2026, a Regular Meeting.

Recommended Action: Approve the Minutes of March 25, 2026, a Regular Meeting, as submitted.

Attachments:

1. 2026-03-25 PC Draft 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 [date].

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

The Planning Commission welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Planning Commission when this matter is considered. If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Planning Commission, you may do so at this time. 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 in which the subject is not listed on the agenda.

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 Report and discuss questions with Staff.

Attachments:

1. Planning Division Projects Report - 04-01-26

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.

12.a. Adoption of a Resolution Amending the Order of Agenda for Planning Commission Meetings in Accordance with the Rules of Conduct.

Recommended Action: Adopt the proposed Resolution amending the Order of Agenda for Planning Commission meetings to 1) remove the Site Visit Verification agenda item; and 2) reorder the Agenda as directed within the Resolution.

Attachments:

1. Proposed Resolution for Order of Agenda

13. **UNFINISHED BUSINESS**

13.a. Adoption of a Resolution Amending the Rules of Conduct for Meetings of the Planning Commission.

Recommended Action: Adopt Resolution adopting amended Rules of Conduct for meetings of the Planning Commission.

Attachments:

1. Planning Commission Rules of Conduct 4-22-26 (marked up)
2. Planning Commission Rules of Conduct 4-22-26 (clean)
3. Proposed Resolution for Planning Commission Rules of Conduct

14. **NEW BUSINESS**

14.a. Adoption of Resolution Providing a Recommendation to the City Council on an Ordinance Updating Off-Street Parking Regulations (Ukiah City Code Chapter 2, Article 17).

Recommended Action: Adopt a resolution providing the Planning Commission's report and recommendation to the City Council on a proposed amendment to Ukiah City Code Chapter 2, Article 17.

Attachments:

1. UKGP Mobility Element
2. Ukiah City Code, Chapter 2, Article 17 - Off Street Parking (Existing Regulations)
3. Draft Ordinance and Exhibit A to Proposed Resolution
4. Draft Resolution - Planning Commission

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.

Kristine Lawler, City Clerk
Dated: 4/16/26



**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 25, 2026
5:15 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on March 25, 2026. The meeting was legally noticed on March 19, 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 5:17 p.m.

CHAIR de GRASSI PRESIDING.

2. ROLL CALL

Roll call was taken with the following **Commissioners Present:** Jacob Brown, Devery Montaño, Rick Johnson, and Alex de Grassi. **Commissioner Absent:** Mark Hilliker. **Staff Present:** Craig Schlatter, Community Development Director and Araceli Sandoval, Deputy City Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Montaño.

4. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations received.

5. APPROVAL OF MINUTES

a. Approval of the Minutes of March 11, 2026, a Regular Meeting.

Motion/Second: Johnson/Brown to approve the minutes of the March 11, 2026, a Regular Meeting, as submitted. Motion **carried** by the following Roll Call votes: AYES: Brown, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: Hilliker. ABSTAIN: None.

6. APPEAL PROCESS

Chair de Grassi stated the appeals deadline date is April 6, 2026, before 5:00 p.m.

7. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

Public Comment: Laura Leaf.

8. SITE VISIT VERIFICATION

No site visit was necessary.

9. VERIFICATION OF NOTICE

The Clerk noted that the agenda was properly noticed.

10. PLANNING COMMISSIONERS' REPORTS

Presenters: Chair de Grassi and Vice Chair Johnson.

11. DIRECTOR'S REPORT

a. Receive Community Development Director's Report.

Presenter: Craig Schlatter, Community Development Director.

Reports were received.

12. CONSENT CALENDAR

No items were placed on the Consent Calendar.

13. UNFINISHED BUSINESS

No items were placed on Unfinished Business.

14. NEW BUSINESS

a. Discussion with Possible Action Regarding a Change to the Planning Commission Rules of Conduct Regarding Section 9III, Viewing the Site.

Presenter: Craig Schlatter, Community Development Director.

No public comment was received.

Motion/Second: Brown/Johnson to direct Staff to amend Section 9III of the Planning Commission Rules of Conduct with Staff recommended Option 1*, and to remove the agenda section 'Site Visit Verification.' Motion **carried** by the following Roll Call votes: AYES: Brown, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: Hilliker. ABSTAIN: None.

* **Option 1** - *In quasi-judicial hearings involving specific property, Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site.*

In quasi-legislative public hearings involving specific property, Commissioners may visit the site and may disclose the visit, but they are not required to.

RECESS 6:53 P.M. – 6:57 P.M.

b. Discussion with Staff regarding the Format of Planning Commission Staff Reports.

Presenter: Craig Schlatter, Community Development Director.

No public comment was received.

Commission input provided to Staff.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 7:27 p.m.

Araceli Sandoval, Deputy City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, AICP

ATTACHMENTS:

1. Planning Division Projects Report - 04-01-26

Summary: Planning Commission will receive the Community Development Director's Report and discuss questions with Staff.

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 2026 Planning Division Projects Report (Attachment 1)
 - This is a monthly report produced on the first of each month. The April 2026 report and previous monthly reports are located on the Planning Division Services web-page, under "Current Planning Reports":
 - <https://cityofukiah.com/community-development/planning-services>

Recommended Action: Receive Community Development Director's Report and discuss questions with Staff.

City of Ukiah
Submitted Planning Applications

4/1/2026

Permit #	Site Address	Date Submitted	Summary of Project	Status
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.	Inactive. No Applicant communication since February, 2025.
PA26-000001	228 E Perkins St.	1/23/26	Historic Demolition application pursuant to Ukiah City Code 3016. Vacant commercial structure formerly operating as the "Perkins St. Grill" and the "Lido" restaurant.	City Council Hearing Scheduled 4/01/26.
PA26-000835	760 Apple Ave.	3/20/26	Minor Use Permit/Site Development Permit for construction of a ±410 square-foot conference room north of the existing contractor's shop on APN 003-050-66 to provide additional office space for the staff and owners.	Initial application review.

City of Ukiah
2040 General Plan Implementation - Status of Projects In-Process or Completed within the Last 60 Days



4/1/2026

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Land Use	E – Zoning Code Amendments	12/31/2025	Amend the Zoning Code to address Downtown Zoning Code and Design Guidelines.	In progress. Planning Commission workshop on DZC rezones facilitated on 02/24/26. Staff progressed the request to ALUC in March, 2026, and is awaiting a date from the ALUC staff.
Land Use	E – Zoning Code Amendments	12/31/2025	Update zoning districts and maps for consistency with the 2040 Land Use Diagram.	City Council review and potential adoption of updated Zoning, General Plan Land Use, and Downtown Zoning Code maps scheduled for 3/18/26.
Land Use	D – City Gateway Design Standards	12/31/2025	Prepare gateway design standards addressing landscaping, signage, building form, and historic themes.	In progress. City Council resolution scheduled for review on 4/1/26.
Economic Development	A – Economic Development Strategy	12/31/2025	Prepare, adopt, and regularly update an Economic Development Strategy.	In progress. Preparation of the Economic Development Strategy is deferred pending further progress on the City's reorganization and annexation applications.
Environment & Sustainability	H – Cultural and Historic Registry	12/31/2025	Update the list of cultural and historic resources eligible for state or national designation.	In progress. Updates are deferred until completion and adoption of the Historic Preservation Ordinance.
Environment & Sustainability	I – Historic Preservation Ordinance	12/31/2030	Adopt a Historic and Archaeological Preservation Ordinance.	In progress. City staff, in coordination with the Historical Society of Mendocino County, are drafting the ordinance based on community and Ad Hoc Committee input.
Mobility Element	A – Street Design / D – VMT Performance Measures	12/31/2025	Promote multimodal transportation through flexible parking regulations and implement VMT reduction measures.	In progress. Planning Commission Resolution to expand bicycle storage and parking infrastructure and advance off-street parking reforms scheduled for 4/8/2026.

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Mobility Element	MOB 5.2 – Support for Charging Stations	12/31/2025	Support installation of electric vehicle charging stations.	In progress. Electric Utility Department and Community Development staff coordinated to install 18 public chargers across three locations, including the Library, Anton Stadium, and Ukiah Skate Park. Building permits are being finalized for submittal.
Mobility Element	G – Transit Center	12/31/2030	Coordinate with MTA and partners to seek funding and conduct feasibility work for a downtown transit center.	In progress. In January 2026, in coordination with CDD Staff, language was added to the draft Mendocino County RTP identifying a vacant Courthouse Boulevard site as a potential downtown transit center location by MTA and MCOG staff.
Mobility Element	L – Airport Parcels / MOB-6.3	12/31/2025	Prepare a study identifying airport-supportive development parcels and develop an infill policy for Airport Compatibility Zones.	In progress. Airport Infill Policy Ad Hoc Committee appointed by City Council in November 2025 and met in December 2025.

City of Ukiah
Recently (Within Previous 60 Days) Approved Projects



COMMUNITY DEVELOPMENT DEPARTMENT

4/1/2026

Permit #	Site Address	Approved Date	Summary of Project	Comments
PPA25-000001	615 Talmage Ave.	1/15/26	Modification to the 2007 Use Permit (File No. 07-33) for the existing gas station and convenience store to allow for the retail sale of distilled spirits in addition to currently permitted beer and wine sales. No exterior construction, site modifications, or further operational changes are proposed as part of this request.	Approved by Planning Commission on 3/11/26



AGENDA SUMMARY REPORT

SUBJECT: Adoption of a Resolution Amending the Order of Agenda for Planning Commission Meetings in Accordance with the Rules of Conduct.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Consent Calendar

ATTACHMENTS:

1. Proposed Resolution for Order of Agenda

Summary: Planning Commission will consider adoption of a resolution amending the Order of Agenda for Planning Commission meetings in accordance with the Rules of Conduct.

Background: At the Planning Commission's regular meeting of March 11, 2026, the Commission requested an item be agendized for discussion regarding Section 9.III, Viewing the Site, of the Rules of Conduct of the Planning Commission.

At their March 25, 2026, regular meeting, by a unanimous 4-0 vote (Commission Hilliker absent), the Planning Commission directed that the Order of Agenda be amended to remove Agenda Item No. 8, Site Visit Verification, and re-number Agenda Items accordingly. The Commission also unanimously (Commissioner Hilliker absent) directed the amended Order of Agenda be considered for adoption at the next regular meeting of the Planning Commission.

Discussion: Staff has prepared and is recommending the Planning Commission adopt the proposed Resolution (Attachment 1), which, if adopted, would amend the Order of Agenda for Planning Commission meetings to remove the Site Visit Verification agenda item and reorder the Agenda as directed within the Resolution.

Recommended Action: Adopt the proposed Resolution amending the Order of Agenda for Planning Commission meetings to 1) remove the Site Visit Verification agenda item; and 2) reorder the Agenda as directed within the Resolution.

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF UKIAH ESTABLISHING THE ORDER OF AGENDA FOR PLANNING COMMISSION MEETINGS IN ACCORDANCE WITH THE RULES OF CONDUCT

WHEREAS:

1. Article 4, Section 1155 of Ukiah City Code requires the Planning Commission to adopt rules for the transaction of its business; and
2. Section 2, Item III. Order of Business, within the Rules of Conduct of the Planning Commission, requires the Commission to adopt a resolution establishing the Order of its Agenda; and
3. On March 25, 2026, by a unanimous 4-0 vote (Commission Hilliker absent), the Planning Commission directed that the Order of Agenda be amended to remove the Site Visit Verification Agenda Item, and that the Order be re-numbered accordingly; and
4. On March 25, 2026, by a unanimous 4-0 vote (Commissioner Hilliker absent), the Planning Commission also directed the amended Order of Agenda be considered for adoption at the next regular meeting of the Planning Commission.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ukiah establishes the following Order of Agenda for Planning Commission meetings:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. AB 2449 Notifications and Considerations
5. Approval of Minutes
6. Appeal Process
7. Comments from Audience on Non-Agenda Items
8. Verification of Notice
9. Planning Commissioners' Reports
10. Director's Report
11. Consent Calendar
12. Unfinished Business
13. New Business
14. Adjournment

BE IT FURTHER RESOLVED that upon motion and second or at the request of the Chair or the Community Development Director, the Planning Commission may reorder items on the agenda for a specific meeting.

PASSED AND ADOPTED on this 22nd day of April 2026, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Alex De Grassi
Chair, Planning Commission

Craig Schlatter, AICP
Community Development Director

ATTEST:

Kristine Lawler, CMC/City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Adoption of a Resolution Amending the Rules of Conduct for Meetings of the Planning Commission.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, AICP

ATTACHMENTS:

1. Planning Commission Rules of Conduct 4-22-26 (marked up)
2. Planning Commission Rules of Conduct 4-22-26 (clean)
3. Proposed Resolution for Planning Commission Rules of Conduct

Summary: Planning Commission will consider adopting a resolution amending the Rules of Conduct for meetings of the Planning Commission.

Background: During the Commission's March 11, 2026, regular meeting, the Commission requested an agenda item be scheduled to discuss the Viewing the Site requirement within Section 9.III of the Rules of Conduct. At their March 25, 2026, regular meeting, by a unanimous 4-0 vote (Commissioner Hilliker absent), Commissioners directed the Rules of Conduct, Section 9.III, be amended to replace language in that section with the language listed as "Option 1" within the attachment to the March 25, 2026, meeting, and that the amended Rules of Conduct be considered for adoption at the next regular meeting of the Planning Commission.

Discussion: Staff scheduled this item for Unfinished Business because, in preparing the item, Staff discovered two other minor updates needed in the Rules, as noted below. In addition to the minor updates below, Staff believes there are other substantive and non-substantive updates needed to the Rules and will schedule an agenda item for discussion at a future meeting.

1. Section 1 — update the Planning Commission meeting start time from 6:00 p.m. to 5:15 p.m.; and
2. Change all instances of the title "Recording Secretary" to "City Clerk."

Attachment 1 contains a marked-up version of the Rules of Conduct, and Attachment 2 contains a clean version. Attachment 3 is the proposed Resolution, which includes the clean version of the Rules in Attachment 2 as "Exhibit A."

Staff recommends Planning Commission adopt the proposed Resolution, amending the Rules of Conduct for meetings of the Planning Commission.

Recommended Action: Adopt Resolution adopting amended Rules of Conduct for meetings of the Planning Commission.

**RULES OF CONDUCT
OF THE UKIAH PLANNING COMMISSION MEETINGS
FOR THE CITY OF UKIAH**

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission (“Commission”) meets regularly on the second and fourth Wednesday of each month at ~~6:00~~5:15 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the ~~Recording Secretary~~City Clerk to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the Community Development Director’s judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the ~~Recording Secretary~~City Clerk no later than 12:00 noon on Wednesday, six (6) working

days preceding the meeting. The ~~Recording Secretary~~City Clerk or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the ~~Recording Secretary~~City Clerk, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and distributed to the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the Community Development Director

The City Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the ~~Recording Secretary~~City Clerk shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an ‘emergency situation’, as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section “emergency” means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “aye” for an affirmative vote or “no” for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the **Recording Secretary/City Clerk** and prior to the time the next item in the order of business is taken up. A Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the ~~Recording Secretary~~City Clerk six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although

a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

- B. Manner of Submission: All documents must be presented to the ~~Recording Secretary~~City Clerk for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.
1. To be considered, an original and seven (7) copies must be filed with the ~~Recording Secretary~~City Clerk.
 2. Upon Receipt, the ~~Recording Secretary~~City Clerk shall date stamp as received the original and all copies. Upon request, the ~~Recording Secretary~~City Clerk will furnish the proponent of the document with a date stamped copy. The ~~Recording Secretary~~City Clerk shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The ~~Recording Secretary~~City Clerk shall retain the original and include it in the hearing record, which the ~~Recording Secretary~~City Clerk shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, ~~it shall be the duty of Planning Commissioners to view the site prior to the hearing~~Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish, on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site. ~~If any Commissioner indicates that he or she has not viewed the site, the hearing shall be continued to the next regular meeting date.~~

In quasi-legislative public hearings involving specific property, ~~any Commissioner may, but not required to, view the site. In such hearings, Commissioners may, but are not required to, reveal on the record whether they have viewed the site~~Commissioners may visit the site and may disclose the visit, but they are not required to.

IV. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument

presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. **Conduct of Public Hearing**

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. **Motions**

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. **Resolutions**

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The ~~Recording Secretary~~City Clerk shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the ~~Recording Secretary~~City Clerk include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the ~~Recording Secretary~~City Clerk shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the ~~Recording Secretary~~City Clerk has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commissioner meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.

**RULES OF CONDUCT
OF THE UKIAH PLANNING COMMISSION MEETINGS
FOR THE CITY OF UKIAH**

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission (“Commission”) meets regularly on the second and fourth Wednesday of each month at 5:15 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the City Clerk to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the Community Development Director’s judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the City Clerk no later than 12:00 noon on Wednesday, six (6) working days preceding the meeting.

The City Clerk or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the City Clerk, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and distributed to the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the Community Development Director

The City Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the City Clerk shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an ‘emergency situation’, as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section “emergency” means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “aye” for an affirmative vote or “no” for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the City Clerk and prior to the time the next item in the order of business is taken up. A Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the City Clerk six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although

a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

- B. Manner of Submission: All documents must be presented to the City Clerk for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.
1. To be considered, an original and seven (7) copies must be filed with the City Clerk.
 2. Upon Receipt, the City Clerk shall date stamp as received the original and all copies. Upon request, the City Clerk will furnish the proponent of the document with a date stamped copy. The City Clerk shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The City Clerk shall retain the original and include it in the hearing record, which the City Clerk shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site.

In quasi-legislative public hearings involving specific property, Commissioners may visit the site and may disclose the visit, but they are not required to.

IV. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The City Clerk shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the City Clerk include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the City Clerk shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the City Clerk has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commission meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.

RESOLUTION NO. 2026-__

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF UKIAH ADOPTING AMENDED RULES OF CONDUCT FOR MEETINGS OF THE PLANNING COMMISSION

WHEREAS:

1. Article 4, Section 1155 of Ukiah City Code requires the Planning Commission to adopt rules for the transaction of its business; and
2. In 1983, the Ukiah Planning Commission adopted rules to govern the conduct of Planning Commission meetings, and in 1999 and 2017 these rules were updated; and
3. These rules were last updated by the Planning Commission on April 26, 2023, through Resolution No. 2023-03; and
4. The Planning Commission wishes to adopt an amendment to the Rules of Conduct to alter the language within Sections 1 and 9.III of the Rules of Conduct and comply with Article 4, Section 1155 of Ukiah City Code; and
5. On March 25, 2026, by a unanimous 4-0 vote (Commissioner Hilliker absent), the Planning Commission directed the Rules of Conduct, Section 9.III, be amended to replace language in that section with the language listed as "Option 1" within the attachment to the March 25, 2026, meeting, and that the amended Rules of Conduct be considered for adoption at the next regular meeting of the Planning Commission; and
6. Two other minor updates to the Rules of Conduct were needed to reflect the 5:15 p.m. start time of the Planning Commission and the updating of the City Clerk's title.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ukiah hereby adopts amended Rules of Conduct for meetings of the Planning Commission, which are included as "Exhibit A."

PASSED AND ADOPTED on this 22nd day of April 2026, by the following roll call vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Alex De Grassi
Chair, Planning Commission

Craig Schlatter, AICP
Community Development Director

ATTEST:

Kristine Lawler, CMC/City Clerk

EXHIBIT A

RULES OF CONDUCT OF THE UKIAH PLANNING COMMISSION MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission (“Commission”) meets regularly on the second and fourth Wednesday of each month at 5:15 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the City Clerk to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the Community Development Director’s judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the City Clerk no later than 12:00 noon on Wednesday, six (6) working days preceding the meeting.

The City Clerk or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the City Clerk, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and distributed to the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the Community Development Director

The City Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the City Clerk shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an ‘emergency situation’, as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section “emergency” means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the completion of their remarks or until recognition is withdrawn by the presiding officer.
- D. Points of Order: The presiding officer shall determine all points of order, subject to the right of any Commissioner to appeal to the Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “aye” for an affirmative vote or “no” for a negative note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest, shall publicly state, or have the presiding officer state, the nature of such disqualification in open meeting. A Commissioner who is disqualified by reason of a conflict of interest in any matter, shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the City Clerk and prior to the time the next item in the order of business is taken up. A Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the City Clerk six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although

a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

- B. Manner of Submission: All documents must be presented to the City Clerk for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.
1. To be considered, an original and seven (7) copies must be filed with the City Clerk.
 2. Upon Receipt, the City Clerk shall date stamp as received the original and all copies. Upon request, the City Clerk will furnish the proponent of the document with a date stamped copy. The City Clerk shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The City Clerk shall retain the original and include it in the hearing record, which the City Clerk shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site.

In quasi-legislative public hearings involving specific property, Commissioners may visit the site and may disclose the visit, but they are not required to.

IV. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, state his or her name and address for the record, state the subject he or she wishes to discuss, state whom he or she is representing, if he or she represents an organization or other persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The City Clerk shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the City Clerk include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the City Clerk shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the City Clerk has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commissioner meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Providing a Recommendation to the City Council on an Ordinance Updating Off-Street Parking Regulations (Ukiah City Code Chapter 2, Article 17).

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager

PRESENTER: Jesse Davis, Chief Planning Manager; Katherine Schaefer, Planning Manager

ATTACHMENTS:

1. UKGP Mobility Element
2. Ukiah City Code, Chapter 2, Article 17 - Off Street Parking (Existing Regulations)
3. Draft Ordinance and Exhibit A to Proposed Resolution
4. Draft Resolution - Planning Commission

Summary: The Planning Commission will consider adopting a resolution recommending that the City Council approve an ordinance updating Ukiah's off-street parking regulations (UCC Chapter 2, Article 17) to align with the Ukiah 2040 General Plan Mobility Element.

Background: On December 7, 2022, the City of Ukiah adopted the 2040 General Plan, which include a Mobility Element (Attachment 1). The Mobility Element establishes a policy framework requiring the City to promote balanced, multi-modal transportation options to improve overall circulation and reduce automobile dependency. In 2026, consistent with this mandate, the Community Development and Public Works Departments conducted an evaluation of the City's existing off-street parking regulations and determined that the current minimum parking ratios codified in UCC Chapter 2, Article 17 no longer reflect contemporary demand patterns or land use conditions. A copy of the existing UCC Chapter 2, Article 17 is included as Attachment 2. These existing standards contribute to the systematic oversupply of parking, resulting in underutilized paved areas, increased stormwater runoff, higher land costs, and unnecessary infrastructure burdens on new development.

To address these deficiencies, City Staff have prepared a draft Ordinance (Attachment 3; also is Exhibit A to Attachment 4) for City Council review that would align Ukiah's off-street parking regulations with the adopted goals and policies of the 2040 General Plan Mobility Element. The proposed amendments address several identified regulatory gaps, including the establishment of updated Bicycle Parking Standards in accordance with Policy MOB-1.10. This particular General Plan policy directs the City to ensure that new commercial or residential development provides adequate bicycle parking facilities as part of a broader effort to reduce automobile reliance.

The proposed Ordinance is also drafted to address Policy MOB-2.2 (Transportation Demand Management), which states that the City shall support programs to reduce vehicle trips through measures including, but not limited to, reduced parking requirements intended to increase transit use, carpooling, bicycling, and walking. While the current proposal does not encompass a comprehensive Transportation Demand Management (TDM) program, the update of parking minimums to reflect current demand represents a targeted initial measure in support of improved mobility standards.

The Ordinance is intended to reinforce the relationship between land use and transportation infrastructure by promoting more efficient utilization of off-street parking lots, and providing alternatives such as bicycle parking. The proposed updates are designed to align current parking standards with the City's adopted General Plan policies, reduce unnecessary paved areas, and support a more sustainable mobility framework consistent with the long-term vision of the 2040 General Plan.

Discussion: The proposed Ordinance amends Ukiah City Code (UCC) Chapter 2, Article 17 across five areas: parking space dimensions, surfacing and lighting, parking ratios, bicycle parking, and administrative flexibility.

Parking Space Dimensions: Minimum parking stall dimensions would become more flexible to encourage more efficient use of parking areas. The share of a parking lot that may be designated for compact spaces would also increase from 30% to 40%. A new dimensional table and parking diagram, adapted from the City of Santa Rosa, would be added to provide guidance on a broader range of configurations, including angled, parallel, and alternative stall layouts.

Surfacing and Lighting: The updated code would explicitly encourage permeable paving materials, including permeable asphalt, concrete, and interlocking pavers, where site conditions allow. These surfaces would remain subject to City Engineer approval. Parking lot lighting would be required to use downcast, shielded fixtures to reduce light spillover onto adjacent properties. Any lighting used to illuminate off-street parking areas shall be downcast, shielded, and directed away from the public right-of-way and away from residential properties in such a way as not to create a nuisance. Previously, lighting was only required to be directed internally.

Parking Ratio Update: The current code contains a lengthy, use-specific list of parking ratios that is difficult to apply consistently and has not kept pace with how land uses have evolved. The proposed amendments replace that list with a streamlined set of consolidated categories, deferring applicable standards to individual zoning district requirements and the site development permit review process. The update also corrects a longstanding discrepancy in which revised residential parking standards adopted as part of the City's housing reform efforts were never integrated into the off-street parking regulations. As noted in Policy MOB-2.2: Transportation Demand Management of the General Plan, *the City shall support programs to reduce vehicle trips, including measures such as reduced parking requirements that aim to increase transit use, car-pooling, bicycling and walking.*

Bicycle Parking: A new code section (§9200), adapted from the City of San Jose, establishes design and siting standards for bicycle parking, covering rack anchoring, spacing, maneuvering clearance, proximity to building entrances, and signage. For commercial developments where the use is determined at the time of permit, a minimum of 10% of required automobile parking spaces must be provided as bicycle spaces. Bicycle parking spaces would count toward the required automobile parking total, allowing them to reduce the number of vehicle spaces otherwise required. The existing substitution allowance would also expand from a maximum of two to three vehicle spaces per parcel.

Administrative Flexibility: Current code requires a formal Variance, a quasi-judicial process involving findings of special circumstances, to reduce parking minimums, which can be costly and difficult for new development requests to demonstrate.

Proximity to transit or bicycle infrastructure, site-specific development considerations, and shared parking arrangements would serve as straightforward justifications for reduced parking ratios, making the process faster, less expensive, and more predictable for property owners and developers.

The proposed amendments streamline this process by allowing the Zoning Administrator or Planning Commission to approve parking reductions through an existing discretionary permit, eliminating the need for a Variance. For minor adjustments on non-discretionary permits, such as a Zoning Clearance, the Community Development Director may approve an increase or decrease in parking spaces where the proposed use is expected to generate a parking demand that differs from the standards in §UCC 9198, and the approved

number of spaces is sufficient for the safe, convenient, and efficient operation of the use.

Reductions to minimum automobile parking requirements do not eliminate or reduce requirements for electric vehicle supply equipment (EVSE) or ADA-accessible parking spaces, which remain independently mandated under state and federal law. The proposed Ordinance is consistent with this principle and is not intended to relieve any project from compliance with applicable EVSE or accessibility standards.

Additionally, Assembly Bill 2097 (2022) prohibits local agencies from imposing minimum automobile parking requirements on development projects located within one-half mile of a "major transit stop," as defined under Government Code § 65863.2. This prohibition applies unless the local agency makes written findings within 30 days of a completed application that reducing parking would cause a substantial negative impact that cannot be mitigated. AB 2553 (September 2024) expanded the definition of "major transit stop" to include transit service operating at 20-minute or better frequency. Staff notes that future transit centers, such as those proposed by the Mendocino Transit Authority, could align with these standards.

Staff is recommending that the Planning Commission adopt a resolution (Attachment 4 - Exhibit A is Attachment 3) making its report and recommendation to the City Council on the proposed amendment to Ukiah City Code Chapter 2, Article 17, in alignment with the Ukiah 2040 General Plan Mobility Element.

Recommended Action: Adopt a resolution providing the Planning Commission's report and recommendation to the City Council on a proposed amendment to Ukiah City Code Chapter 2, Article 17.



4 Mobility Element





Mobility Element

The Mobility Element describes the planned citywide transportation network. A key goal of the General Plan is the provision of a well-connected network of “complete streets” that provide multi-modal mobility, access to land uses, and support Ukiah’s health, economic and sustainability goals. The Mobility Element describes and illustrates the circulation system and provides guidelines to support and complement existing and planned development. The goals of the Mobility Element include ensuring that transportation and land use decisions are coordinated, promoting the safe and efficient transport of goods, efficient use of existing facilities, and protecting environmental quality.

Section	Title	Page
4.1	Statutory Requirements	4-3
4.2	Transportation Setting.....	4-5
4.3	Planned Transportation Network.....	4-7
4.4	Complete Streets	4-17
4.5	Vehicle Miles Traveled.....	4-18
4.6	Transportation Safety and Planning.....	4-19
4.7	Transportation and Mobility Needs.....	4-20
4.8	Parking.....	4-21
4.9	Aviation.....	4-21
4.10	Implementation Programs	4-22

4.1 Statutory Requirements

The Mobility Element addresses the street and transportation network with an emphasis on the movement of people and goods. The transportation system serves all members of the community. It is an integral part of the social fabric linking friends to friends, people to jobs, homes to shopping, businesses to supplies, and families to entertainment. The ability to get from one place to the next is a major ingredient of the quality of life in the Ukiah area.

California Planning Requirements

Required General Plan Element. California law mandates the development of a required element (often referred to as a “Circulation Element” or “Transportation Element”) that contains the “general location and extent of existing and proposed major thoroughfares, transportation routes, and other local public utilities and facilities, all correlated with the land use element” of the General Plan per Government Code Section 65302 (b).

Capital Improvement Programs. California Government Code Section 65401 specifies public works projects must be in conformity with the General Plan. In practice, this will require that the City, during adoption of the Five-Year Capital Improvement Program (CIP), make findings that the proposed City of Ukiah Five-Year CIP is in conformance with the General Plan, including the Mobility Element.

Complete Streets Act. The Mobility Element is consistent with the California Complete Streets Act (AB 1358) adopted in 2008, which requires that cities and counties incorporate “Complete Street” policies when updating their General Plan Circulation Element. Complete streets make travel safe for all users, including bicyclists, pedestrians, motorists, transit vehicles, and people of all ages and abilities. While every street does not need to provide dedicated space to all users, the street network must accommodate the needs of all users.

Economically, complete streets can help revitalize communities, and can give people the option to lower transportation costs by using transit, walking, or bicycling rather than driving to reach their destinations. The California Department of Transportation (Caltrans) is actively engaged in implementing its complete streets policy in all planning, programming, design, construction, operations, and maintenance activities for the State Highway System.

Provision of safe mobility for all users contributes to the Caltrans’s vision: “improving mobility across California”. The successful long-term implementation of this vision is intended to result in more options for people to go from



Complete Streets

The term “complete streets” refers to a balanced, multimodal transportation network that meets the needs of all users of streets - including pedestrians, bicyclists, children, seniors, persons with disabilities, motorists, movers of commercial goods, and public transit. A “complete street” is one that provides safe and convenient travel in a manner that is suitable to the local context.



one place to another, less traffic congestion and greenhouse gas emissions, more walkable communities (with healthier, more active people), and fewer barriers for older adults, children, and people with disabilities.

Vehicle Miles Traveled. The Mobility Element contains policies and performance measures consistent with Senate Bill (SB) 743 that was passed by the California Legislature in 2013 and led to changes to the California Environmental Quality Act (CEQA) regarding the analysis of transportation impacts. Transportation impact analysis under CEQA is no longer based on level of service (LOS), which focused on motor vehicle delay. The new CEQA standards require that transportation impacts associated with development be assessed primarily based on the effects on VMT. While LOS is no longer relevant for CEQA purposes, LOS-based performance goals remain relevant for non-CEQA planning purposes and as a tool for the City to ensure its roadway system meets the expectations of the community.

Context Sensitive Street Design. Caltrans promotes “context sensitive solutions” as an approach to plan, design, construct, maintain, and operate its transportation system. These solutions use innovative and inclusive approaches that integrate and balance community, aesthetic, historic, and environmental values with transportation safety, maintenance, and performance goals. Context sensitive solutions also meet transportation goals in harmony with community goals and natural environments. They require careful, imaginative, and early planning, and continuous community involvement.

4.2 Transportation Setting

This section summarizes existing characteristics of Ukiah's transportation system. This information provides the background for the goals, policies, and implementation programs that reflect the community's vision for the future of Ukiah. The transportation system enables the movement of people and goods from one place to another, and, in doing so, affects community character, natural and built environment, and economic development patterns. Additionally, the community development pattern helps shape the transportation system.

Transportation Network

Streets and Highways. The circulation network serving the city of Ukiah includes a network of city and county-maintained streets and state highways. There are roughly 54.68 miles of roadways owned and maintained by the City of Ukiah. The state highways in Ukiah consist of U.S. Highway 101.

The connections between these roadway systems play an integral role in connecting the city of Ukiah to unincorporated areas of the Ukiah Valley, some of which use City services and exist as part of the Ukiah community, the greater Mendocino County region and additional regional destinations outside of Ukiah and Mendocino County. For example, State Routes 20 and 253 are located outside of the city limits but provide residents with east and west access to Mendocino County, Lake County, and connections to other major north-south highways such as State Route 1 and Interstate 5 which traverse most of the state.

The cost of road improvements that serve both specific projects as well as general traffic needs is one of the most expensive components of development. As the Valley grew, there was a tendency to reduce or even avoid road improvement requirements on new subdivisions and other projects because of the cost burden. In a growing California rural community, this is not unusual. Some neighborhoods have connecting streets in a less than congruous pattern, resulting in through traffic being forced into residential areas.

Bicycling and Walking Facilities. Ukiah has an extensive sidewalk network, specifically through the downtown and surrounding areas, which provide an environment that encourages walking. Dedicated bicycle facilities in Ukiah include 1.85 miles of shared-use paths and 7.97 miles of on-street bicycle lanes. However, major areas of the city have no designated bicycle facilities, and barriers to walking trips exist, including wide crossing distances, a lack of adequate pedestrian facilities on intermittent sections of State Street, and various gaps in sidewalks throughout the City.

Public Transit Service. Public Transportation in Ukiah is provided by the Mendocino Transit Authority (MTA). MTA jurisdiction is sanctioned by a 1976 Joint Powers Authority (JPA) agreement between the County of Mendocino and its four incorporated cities: Fort Bragg, Point Arena, Willits, and Ukiah. MTA's service area covers 2,800 square miles and provides local fixed-route and dial-a-ride services as well as long distance and commute-oriented programs.

MTA primarily operates different fixed routes connecting the Mendocino Coast, as well as inland valleys, towns, and communities to the county's seat in Ukiah. Routes 65 and 95 are the two largest routes serving the MTA service



area, with the routes connecting to the coast that operate every day of the year, including most holidays, providing continuous service for both inland valley and coastal residents.

Aviation Facilities. Ukiah Municipal Airport, a public use, General Aviation (GA) facility, serves the Ukiah Valley region. The City has owned and operated the airport since the 1930s. In 1942, the airport was established as an auxiliary military landing strip. The airport runway was lengthened to 4,423 feet in 1954. In 1968, the runway was relocated 585 feet south at its current location.

The Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP) was adopted by the Mendocino County Airport Land Use Commission on May 20, 2021. On July 7, 2021, the Ukiah City Council adopted Ordinance 1215, requiring all future land use plans, zoning, and districting plans to comply with the UKIALUCP, including the 2040 Ukiah General Plan. The UKIALUCP includes protection for a future 5,000-foot runway to accommodate operations by CALFIRE Lockheed C-130 fire attack aircraft and was based on a 20-year forecast of 30,916 annual operations, representative of the airport's current condition and potential growth.

Travel Patterns

Journey to Work Data. According to longitudinal employer household dynamics (LEHD) data, 51 percent of workers employed in Ukiah live outside of the city, 28 percent live in the city and are employed outside of the city, and 21 percent both live and work in the city,

Rates of Walking and Bicycling. Historically, rates of walking and biking have fluctuated over time in Ukiah. Walking as a means of transportation was highest in 2009 based on U.S. Census Bureau American Community Survey 2009-2017 data, preceding a fluctuation, then a positive trend from 2014 to 2017. Similarly, biking as a means of transportation has also fluctuated, but has been decreasing following a peak in 2014.

Goods Movement. Goods movement in the City of Ukiah was examined through the lens of Caltrans Truck Annual Average Daily Traffic (AADT) data. U.S. 101 exists as a Terminal Access (STAA). Between 1990 and 2010, heavy truck AADT has varied between 1,375 and 1,696, followed by a decline in 2011. Between 2001 and 2014, AADT varied, followed by an increase from 2015 to 2017. While heavy truck AADT has increased over this period, the percentage of trucks with 3+ axels have been the lowest between 2015 and 2017, compared to previous years. Two axel trucks comprised the majority, or 72 percent, of heavy truck AADT in 2017. Three-axel, four-axel, and five-axel trucks comprise 6 percent, 2 percent and 20 percent, respectively, of total heavy truck AADT in 2017. Increases in online shopping have resulted in more significant impacts to local roads.



4.3 Planned Transportation Network

This section describes the planned street and transportation network. The Mobility Element is intended to provide long-term transportation solutions while maintaining the city's friendly, small-scale character.

Guiding Principles

The planned transportation network will provide an efficient transportation system that includes a citywide network of Complete Streets. Multi-modal approaches to increasing travel options are emphasized in Ukiah as part of the planning process prior to undertaking expensive and urban-appearing street improvements. Ukiah recognizes that simply accommodating cars first and looking for alternatives afterwards shortchanges opportunities for alternate transportation and a more spontaneous, diverse, and lively community. Air quality, land use, and circulation are closely interrelated. A commitment to providing Complete Streets is a key to effective transportation planning and will maximize the effectiveness of the existing street network. One means of increasing the capacity of the existing system is to consider all forms of transportation when making planning decisions.

In addition, planning that respects the small-town quality of life in Ukiah will retain the intimacy of streets that attract pedestrian usage. Historically, priority has gone to automobile-centric needs over multi-modal usage in transportation development, representing a focus on Level of Service (LOS) efficiency rather than comprehensive mobility planning. Prioritizing multi-modal travel goals in order to achieve a balance between the various options to vehicular access during the planning process ensures that getting from home to work, shop, or play is convenient and easy without the automatic need for a car.

Emphasis on Sustainable Mobility

Planning that respects the small-town quality of life in Ukiah will retain the intimacy of streets that attract pedestrian usage. Maintaining a balance between the various travel mode options during the planning process ensures that getting from home to work, shop, or play is convenient and easy without requiring use of a motor vehicle.

Street Network Plan

This section of the Mobility Element describes Ukiah’s street network plan including existing streets, planned future improvements and street design guidelines.

Functional Street Classifications

Streets are classified based on purpose, locational context and design into several classifications, as described below.

Freeways

A freeway is a limited-access State highway with multiple lanes in each direction separated by a barrier or median. Intersections are grade-separated.

- **Highway 101** is an important north-south freeway that links different areas within the City of Ukiah and connects the community with other parts of northern California. The freeway has four lanes through Ukiah and controlled access, which is limited to interchanges with arterial streets.

Arterial Streets

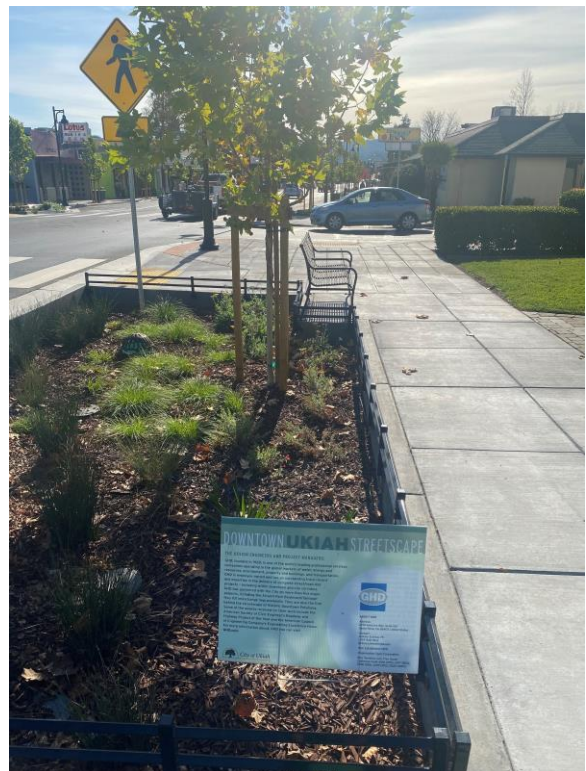
Arterials provide the principal network for citywide travel by all modes of travel, including walking, bicycling, motor vehicle and transit, and serve as regional connections. Many commercial land uses in Ukiah are accessed directly via arterial streets. Arterial streets in Ukiah generally have one or two vehicle travel lanes per direction and sidewalks on both sides. Bicycle facilities on arterial streets should consist of dedicated bicycle lanes or separated bikeway facilities, wherever feasible. On-street parking may be provided on arterial streets in the downtown area and where desirable given adjacent land use patterns.

Arterial streets may be further subdivided into to reflect specific land use and neighborhood context:

- **Arterial Boulevards** serve as high visibility access and mobility routes, provide direct multi-modal access to many of Ukiah’s key commercial sites, and serve transit service. Enhanced streetscape treatments are recommended on arterial boulevards. State Street is an arterial boulevard.

Complete Street Assets

Grid Street Network and Small Blocks. Much of Ukiah is developed with a grid street pattern and relatively small blocks that allow for short trips between destinations, ideal for encouraging bicycling and walking.



Collector Streets

Collector streets provide connections between neighborhoods and activity centers, and convenient access to land uses, via all modes of travel including walking, bicycling, vehicle and transit. Collectors also provide connections between arterial and local streets.

Collector streets in Ukiah's Central Business District emphasize pedestrian-oriented commercial and mixed land uses. Collector streets in Ukiah have one vehicle travel lane per direction with sidewalks on both sides. Turn lanes for vehicles may be included when appropriate for safety and traffic lane, but generally should not be used in areas adjoined by single-family residences. Bicycle lanes should be provided wherever feasible on collector street segments. On-street vehicle parking is generally permitted on most collector streets and encouraged adjacent to commercial and mixed-use sites.

Major Collectors. A major collector in Ukiah is defined as a street that is used in a manner similar to an arterial, providing access to more intense land uses than a minor collector, and connecting with arterial streets. Wider sidewalks are recommended on major collectors.

Minor Collectors. A minor collector in Ukiah is defined as a street that is designed to connect residential areas and local streets with the central business district and other key land uses, as well as with major collectors and/or arterials.

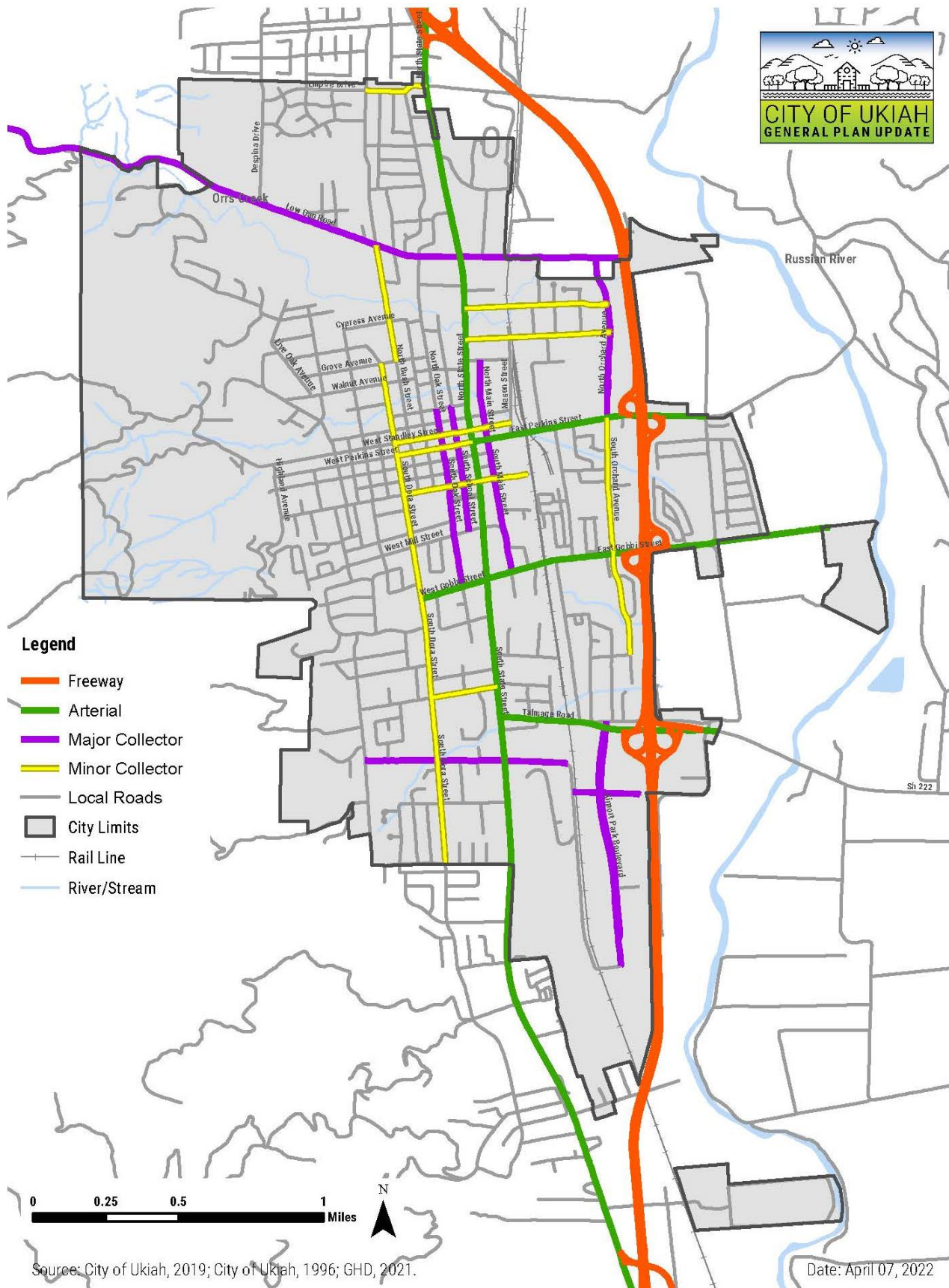
Local Streets

Local streets provide direct access to abutting properties by all modes of travel. Local streets are designed for trips within neighborhoods, and to connect to collectors and arterial streets. Local streets provide access to neighborhood land uses for motorists, bicyclists, and pedestrians, typically with no more than one travel lane per direction, on-street parking, and sidewalks on both sides. Bicycle facilities on local streets generally consist of shared travel lanes between motorists and bicyclists.

Figure 4-1 shows the citywide Street Network & Functional Classifications including planned facilities.



Figure 4-1 Street Network Plan & Functional Classifications



While the Mobility Element strives for a network of complete streets that accommodates walking, bicycling, transit and automobile use: modal priorities vary between classifications. For example, typical arterial streets tend to be designed to minimize automobile delay. Table 4-1 provides recommended modal priorities by street classification. Arterial boulevards aim to balance travel by each of the key modes, while collector streets would prioritize pedestrian and/or bicycle travel.

Table 4-1 Street Classifications and Modal Priorities

Classification	Mode Priority	Description and Guidelines	Example
Arterial Boulevard	Bicycle: 1 Pedestrian: 1 Transit: 1 Automobile: 1	Major thoroughfare with transit service and mixed commercial and retail frontages. Provides regional access to adjacent land uses and safe crossings for all travel modes along a regional transportation corridor. Provides enhancements for walking, bicycling and transit, including bulb-outs to reduce pedestrian crossing distances and wide sidewalks. On-street motor vehicle parking may be permitted where feasible to enhance access to adjacent uses. Class II bicycle lanes or Class IV separated bikeways should be provided wherever feasible on arterial segments.	State Street
Arterial (excluding arterial boulevards)	Bicycle: 2 Pedestrian: 2 Transit: 1 Automobile: 1	Provides access and safe crossings for all travel modes along a corridor providing regional transportation access regional transportation corridor such as access to Highway 101 while also providing wide sidewalks for pedestrians. Class II bicycle lanes or Class IV separated bikeways should be provided wherever feasible on arterial segments.	Gobbi Street
Major Collector	Bicycle: 2 Pedestrian: 1 Transit: 2 Automobile: 2	Major collector streets connect arterial and local streets while also providing direct access to adjacent land uses. Provides access to all travel modes in support of typical commercial land uses. Within the downtown area, service to pedestrian-oriented retail is of prime importance. On-street vehicle parking is typically permitted, especially in the downtown area. Class II bicycle lanes should be provided wherever feasible on collector segments.	West Perkins Street
Minor Collector	Bicycle: 1 Pedestrian: 1 Transit: 3 Automobile: 2	Minor collectors connect residential areas to commercial uses. Prioritize walking and bicycling while accommodating automobiles. On-street motor vehicle parking may be permitted. Class II bicycle lanes should be provided wherever feasible on collector segments.	West Perkins Street, West Standley Street

Downtown Streetscape Improvement Project.

Phase 1 of the Downtown Streetscape Improvement Project was completed by the City's Department of Public Works and its contractors in August 2021. Phase I included a "road diet" and streetscape improvements in

Downtown Ukiah. The intent of the project is to transform Downtown Ukiah into a more pedestrian-oriented environment and an active location for business, recreation, and shopping while also enhancing the Downtown area for all users, including motorists, pedestrians, and bicyclists. The project includes a road diet between Henry Street and Mill Street, and it transformed the previously existing four-lane cross section into a three-lane cross section with one travel lane in each direction and a two way left-turn lane in the center, with on-street parking. In addition to the road diet, signal modifications were made at each of the three signalized intersections (Standley Street, Perkins Street, and Mill Street) to provide vehicle detection, improve coordination, and re-orient the signal equipment to support the road diet alignment. Streetscape improvements on State Street, Perkins Street, and Standley Street included sidewalk widening, curb ramps and bulb outs, streetlights, street furniture, and tree planting. Phase 2 is currently being designed for portions of South State Street (Mill Street to Gobbi Street and Henry Street to Norton Street).

Bikeway Network

Active transportation methods that focus on bicycling and walking should be prioritized to enhance the community, for health or safety reasons, for convenience or necessity, for social reasons, or for just plain fun. An appealing, safe, system of connected bicycles and pedestrian's facilities are to be enhanced and further developed during the life of the General Plan in order to reduce the negative impacts associated with transportation such as the use of non-renewable resources, creation of stormwater and air pollution, and traffic congestion. The attractiveness, safety, and directness of network will encourage people to leave their cars at home and use alternate transportation.

A key goal of the Mobility Element is to enhance bicycle travel throughout Ukiah by completing a citywide network of bikeways consistent with the City of Ukiah's adopted Bicycle & Pedestrian Master Plan. In addition, one of the underlying goals of "complete streets" is that all modes of travel, including bicycles, should be adequately accommodated on most city streets, not just streets that are designated as bikeways. Therefore, the provision of bicycle accommodations may occur throughout the city's transportation network (not limited to designated bikeways), consistent with the recommendations for each functional street classification described within the Mobility Element.

Types of Bikeways

Designated bikeways are routes where an additional level of bicycle accommodation is to be provided. There are four classifications of designated bikeway facilities in California, as defined by the Caltrans:

- Multi-Use Paths (Class I Bikeways).** A path physically separated from vehicle traffic by an open space or barrier, and either: within a highway right-of-way or within an independent right-of-way used by bicyclists, pedestrians, joggers, skater, and other non-motorized travelers. Because the availability of uninterrupted rights-of-way is limited, this type of facility may be difficult to locate and more expensive to build relative to other types of bicycle and pedestrian facilities, but less expensive compared to building new roadways.
- Bicycle Lanes (Class II Bikeways).** A portion of a roadway that has been set aside by striping and pavement markings for the preferential or exclusive use of bicyclists. Bicycle lanes are intended to promote



an orderly flow of bicycle and vehicle traffic. This type of bikeway is established by using the appropriate striping, legends, and signs.

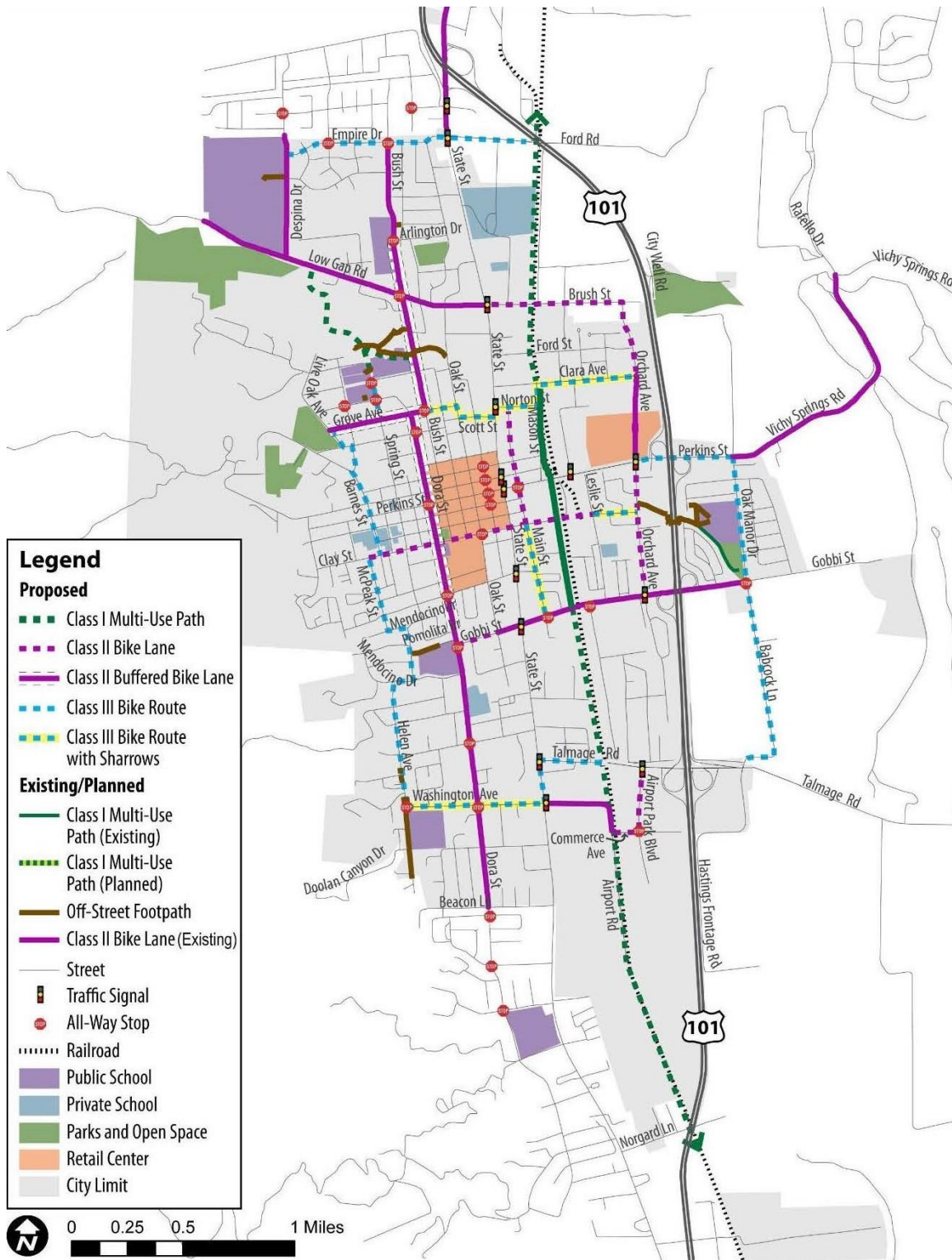
- **Bicycle Routes (Class III Bikeways).** Class III bicycle routes are facilities where bicyclists share travel lanes with vehicle traffic. Bike routes must be of benefit to the bicyclist and offer a higher degree of service than adjacent streets. They provide for specific bicycle demand and may be used to connect discontinuous segments of bicycle lane streets. They are often located on local residential streets.
- **Bicycle Boulevard.** In addition, many cities have installed an enhanced type of Class III Bicycle Route, referred to as a “Bicycle Boulevard.” Bicycle Boulevards are generally installed on relatively low-volume streets and often include elements to facilitate bicycle travel, such as reorienting stop signs to reduce delays to cyclists, and/or discouraging use by motorists making through trips, such as through inclusion of traffic calming measures.
- **Separated Bikeway (Class IV Bikeways).** A Class IV Bikeway is for the exclusive use of bicycles and includes a separation between the bikeway and adjacent vehicle traffic. The physical separation may include flexible posts, grade separation, inflexible physical barriers or on-street parking. Separated bikeways generally operate in the same direction as vehicle traffic on the same side of the roadway. However, two-way separation bikeways can also be used, usually in lower speed environments.



Planned Bikeways

Figure 4-2 shows the planned Bikeway Network, as defined by the City of Ukiah Bicycle and Pedestrian Master Plan (UBPMP), by class of existing and proposed bikeway facility.

Figure 4-2 Bikeway Network Plan



Source: Ukiah Bicycle & Pedestrian Master Plan, August 2015.

Bicycle Parking

In addition, the UBPMP also notes that bicycle parking is an essential element of any bikeway network. The UBPMP recommends the City develop language and rates of required bicycle parking for inclusion in the City's Zoning Code. The recommended rates may be based on the Association of Pedestrian and Bicycle Professional's (APBP) "Bicycle Parking Guidelines" and best practices. Identifying bicycle parking requirements would ensure the type and rate of required bicycle parking meets the City's needs and to provide developers a clear understanding of requirements at project initiation. Bicycle parking can be categorized into short-term and long-term parking. Bicycle racks are the preferred device for short-term bike parking. These racks serve people who leave their bicycles for relatively short periods of time, typically for shopping or errands, eating or recreation. Bicycle racks provide a high level of convenience and moderate level of security. Long-term bike parking includes bike lockers and bike stations and serve people who intend to leave their bicycles for longer periods of time and are typically found at transit stations, multifamily residential buildings and commercial buildings. These facilities provide a high level of security but are less convenient than bicycle racks.

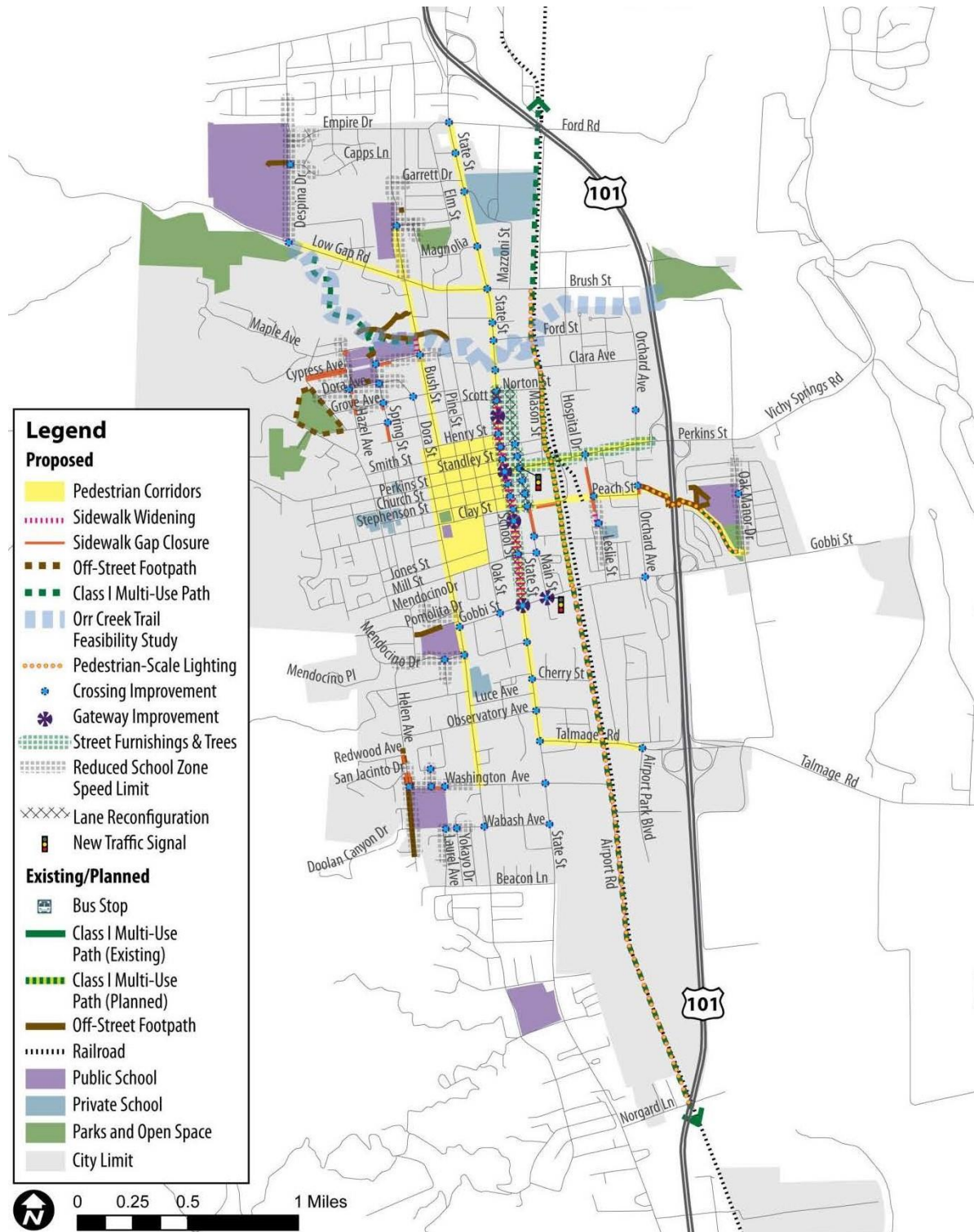
Pedestrian Corridor Network

The UBPMP identifies a Pedestrian Corridor Network that upon completion would provide a connected network of streets intended to improve pedestrian connections to neighborhood destinations, transit and recreational opportunities and serve high volumes of existing or expected pedestrian activity. The network includes corridors that serve the following land uses:

- Retail shopping areas
- Transit
- Schools
- Parks and community centers
- Higher density residential development
- Libraries
- Community centers
- Senior centers or senior living facilities
- Large employment centers

Figure 4-3 shows improvement locations for the Pedestrian Corridor Network as identified in the UBPMP. Recommendations include sidewalk widening in select locations and closure of priority sidewalk gaps. The City of Ukiah prioritizes pedestrian travel on this network and consider implementation of pedestrian improvements with roadway and planning projects along these corridors.

Figure 4-3 Pedestrian Priority Network



Source: Ukiah Bicycle & Pedestrian Master Plan, August 2015

4.4 Complete Streets

Goal and Policies

MOB-1 *To provide a citywide network of complete streets that meet the needs of all users, including pedestrians, bicyclists, motorists, transit, movers of commercial goods, children, seniors, and persons with disabilities.*

MOB-1.1 Complete Streets

The City shall design streets holistically, using a complete streets approach, which considers pedestrians, bicyclists, motorists, transit users, and other modes together to adequately serve future land uses.

MOB-1.2 Multi-modal Access

The City shall require that all new development and redevelopment projects include provisions for multi-modal access provisions such as pedestrian and bicycle facilities, and vehicle and transit where relevant.

MOB-1.3 Reallocate Space for Complete Streets.

The City shall reallocate roadway space to allow complete streets improvements on streets with excess traffic capacity.

MOB-1.4 Block Length

The City shall limit block lengths to 600 feet wherever feasible to enhance multi-modal circulation and connectivity.

MOB-1.5 Balance Transportation Spending

The City will provide funding for transportation improvements for each of the key travel modes to support the long-term viability and safety of each mode, as well as required maintenance.

MOB-1.6 Roundabouts

The City shall consider the installation of roundabouts to enhance safety at intersections, and as a key component of Ukiah's sustainability strategy.

MOB-1.7 Land Use and Street Classification Compatibility

The City shall ensure that General Plan land use density and intensity standards are compatible with the classification of streets from which the land uses are accessed.

MOB-1.8 New Development and Complete Streets

The City shall require all new development to provide adequate access for pedestrians, bicyclists, motorists, transit users, and persons with disabilities, as well as facilities necessary to support the City's goal of maintaining a complete street network.

MOB-1.9 Bikeway Network

The City shall strive to complete the citywide bicycle network to create a full network of bicycle facilities throughout Ukiah, including bicycle lanes on all arterial and collector street segments where feasible.

MOB-1.10 Bicycle Parking Standards

The City shall maintain efficient and updated parking standards for bicycle parking to ensure development provides adequate bicycle parking, while reducing reliance on automobiles.

MOB-1.11 Pedestrian Barriers & Utility Relocation

The City shall support elimination of barriers to pedestrian travel on sidewalks and walking paths including requiring the relocation or undergrounding of utilities where appropriate.

4.5 Vehicle Miles Traveled

Goals and Policies

MOB-2 *To reduce vehicle miles traveled (VMT) to and from residences, jobs and commercial uses in Ukiah.*

MOB-2.1 Vehicle Miles Traveled (VMT) Reduction

The City shall support development and transportation improvements that help reduce VMT below regional averages on a “residential per capita” and “per employee” basis.

MOB-2.2 Transportation Demand Management

The City shall support programs to reduce vehicle trips, including measures such as reduced parking requirements that aim to increase transit use, car-pooling, bicycling and walking.

MOB-2.3 Pedestrian Facilities

The City shall encourage new development and redevelopment that increases connectivity through direct and safe pedestrian connections to public amenities, neighborhoods, shopping and employment destinations throughout the City.

MOB-2.4 Transit Facility Design

The City shall require new development to include facilities designed to make public transportation convenient.

MOB-2.5 Transit Ridership

The City shall support funding and incentives to increase transit ridership opportunities.

MOB-2.6 Downtown Transit Center

The City shall support creation of a Transit Center.

MOB-2.7 Bicycle Accessible Transit

The City shall encourage the MTA and other public transportation providers to make bus routes connecting Ukiah with other areas bicycle accessible.

4.6 Transportation Safety and Planning

Goals and Policies

MOB-3 *To provide a safe transportation system that eliminates traffic-related fatalities and reduces non-fatal injury collisions.*

MOB-3.1 Safety Improvements

The City shall provide safety improvements along high-injury and fatality streets and intersections.

MOB-3.2 Safe Routes to Schools

The City shall promote Safe Routes to Schools programs for all schools serving the City.

MOB-3.3 Safety and Traffic Calming

The City shall use traffic calming methods within residential and mixed-use areas, where necessary, to create a pedestrian-friendly circulation system.

MOB-3.4 Safety Considerations

The City shall ensure that planned non-transportation capital improvement projects, on or near a roadway, consider safety for all travel modes during construction and upon completion.

MOB-3.5 Community Engagement

The City shall engage the community in promoting safe walking and bicycling through education and outreach.

MOB-3.6 Emergency Access

The City shall work with the Ukiah Valley Fire Authority to address street design and the accessibility required for emergency vehicles.

MOB-3.7 Video Enforcement

The City shall consider the use of video surveillance for traffic enforcement.

MOB-3.8 Truck Traffic in Residential Areas.

The City shall discourage truck traffic on local residential streets to increase safety and reduce noise.

4.7 Transportation and Mobility Needs

MOB-4 *To maintain an ongoing periodic evaluation process to inventory transportation and mobility needs.*

MOB-4.1 Multi-modal Transportation Studies

The City shall conduct multi-modal transportation studies in association with required updates to the Regional Transportation Plan to update the General Plan and appropriately update and amend the Mobility Element.

MOB-4.2 Transportation Performance Measures

The City shall evaluate transportation performance holistically, taking into consideration multi-modal system performance measures that emphasize the efficient movement of people.

MOB-4.3 Safety Monitoring

The City shall monitor high-priority corridors and intersections to better understand the potential for safety improvements.

MOB-4.4 Level of Service

The City shall use peak-hour traffic level of service (LOS) to consider whether a street or intersection has adequate remaining capacity to service the traffic generated by a proposed project, except that meeting traffic LOS goals should not occur in a manner that would limit travel by other modes or result in increased VMT.

MOB-4.5 Peak Hour Traffic LOS Goals

The City shall adopt the following intersection peak hour traffic Level of Service (LOS) goals to guide street network planning (but not to be used for assessing CEQA impacts):

- a) At intersections with signals, roundabouts or four-way stop signs: operation at LOS D, except where pedestrian volumes are high in which case LOS E may be acceptable.
- b) At intersections with stop signs on side streets only: operation at LOS E, except where side streets have very low traffic volumes, in which case LOS F conditions may be acceptable.

MOB-4.6 Alternate Access Routes

The City shall explore the feasibility of establishing alternate north/south and east/west access routes.

MOB-4.7 Meet Future Travel Demand

The City shall extend existing streets or construct new streets as needed to meet existing and future travel demands.

4.8 Parking

Goals and Policies

MOB-5 *To promote a balance of multi-modal options, to be reflected in flexible parking regulations.*

MOB-5.1 **Incentives for Travel Alternatives**

The City shall work with downtown businesses and employers reduce the need for and expenses of off-street parking by supporting and encouraging alternatives to single-occupant vehicles such as incentives and priority parking for carpools and vanpools, secure bicycle parking, and free bus passes.

MOB-5.2 **Support for Charging Stations**

The City shall support the provision of charging stations for electric vehicles, as well as other types of vehicles, as new technologies emerge.

4.9 Aviation

Goals and Policies

MOB-6 *To promote the Ukiah Municipal Airport for the Community's benefit and provide for the airport's long-term viability, including ensuring future development considered by the 2040 Ukiah General Plan is consistent with the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP).*

MOB-6.1 **Airport Promotion**

The City shall ensure that the airport is a key part of the City's economic development strategy and promotional efforts.

MOB-6.2 **Uniform Airport Area Development Regulations**

The City shall coordinate with the County to develop a similar or duplicate implementing code for development in and around the airport.

MOB-6.3 **Infill Policy for Compatibility Zones**

The City shall work collaboratively with the County to develop an In-fill Policy within the Municipal Airport Compatibility Zones.



4.10 Implementation Programs

Programs	Implements Which Policy(ies)	Responsible Supporting Department(s)	2022 – 2025	2026 – 2030	2031 – 2040	Annual	Ongoing
<p>A Street Design Standards The City shall update street design standards and street classifications every five years to support provision of a citywide network of complete streets, based on the National Association of City Transportation Officials (NACTO) <i>Urban Street Design Guide</i>.</p>	<p>MOB – 1.1 MOB – 1.8</p>	<p>Public Works</p>	<p>■</p>	<p>■</p>	<p>■</p>		
<p>B Transportation Impact Fees The City shall reevaluate and update its transportation impact fees every five years to ensure fees are adequate and fairly apportion to new development.</p>	<p>MOB – 1.5</p>	<p>Public Works Community Development</p>	<p>■</p>	<p>■</p>	<p>■</p>		
<p>C Right-of-Way Needs The City shall revise and update the projected street right-of-way needs for completion of the City’s future mobility network to ensure provision of complete streets and completion of the planned citywide bicycle and pedestrian networks.</p>	<p>MOB – 1.1 MOB – 1.3</p>	<p>Public Works Community Development</p>	<p>■</p>				
<p>D Vehicle Miles Traveled (VMT) Performance Measures The City shall adopt criteria for assessing significant transportation impacts based on vehicle miles traveled (VMT) consistent with State CEQA Guidelines, incorporating best practices including guidance provided by the Governor’s Office of Planning & Research (OPR).</p>	<p>MOB – 2.1 MOB – 2.2</p>	<p>Community Development Public Works</p>	<p>■</p>				
<p>E VMT Modeling The City shall develop a model for assessing VMT for new development consistent with new VMT performance measures.</p>	<p>MOB – 2.1 MOB – 2.2</p>	<p>Community Development Public Works</p>	<p>■</p>				

Programs	Implements Which Policy(ies)	Responsible	2022 – 2025	2026 – 2030	2031 – 2040	Annual	Ongoing
		Supporting Department(s)					
F TDM Program The City shall, in coordination with Caltrans and the Mendocino Transit Authority, amend the Development Code to include a menu of options to facilitate and encourage alternate modes of travel and transportation.	MOB – 2.2	Community Development					
		Public Works	■				
G Transit Center The City shall, in coordination with MTA and other agencies and organizations seek funding for and conduct a feasibility study to develop a downtown transit center, located as close to retail and services as feasible.	MOB – 2.7	Public Works					
		Community Development		■			
H Net Zero The City shall develop and implement a “net zero” strategy aimed at achieving zero fatalities due to collisions on Ukiah’s street network.	MOB – 3.1	Public Works					
	MOB – 3.2						
	MOB – 3.3	Community Development		■			■
	MOB – 3.4 MOB – 4.3						
I Regional Transportation Plan Updates The city shall conduct transportation studies every five years in association with required updates to the Regional Transportation Plan. The transportation studies shall, at a minimum, assess the need to provide additional future mobility facilities based on the long-term projected traffic, transit, bicycle paths, and pedestrian access needs.	MOB – 4.1	Public Works					
	MOB – 4.2	Community Development		■	■		■
J Short-term Transportation Study The City shall complete a transportation study to make recommendations for the purpose of increasing the provision of multi-modal transportation facilities, enhancing safety, lowering the rate of collisions and reducing travel delays.	MOB – 4.1	Public Works					
		Community Development	■				



Programs	Implements Which Policy(ies)	Responsible Supporting Department(s)	2022 – 2025	2026 – 2030	2031 – 2040	Annual	Ongoing
<p>K North/South and East/West Access Routes The City shall prepare a study to explore the feasibility of establishing alternate north/south and east/west access routes, as well as the extension of existing streets or construction new streets meet existing and future travel demands.</p>	MOB – 4.6 MOB – 4.7	Public Works Community Development	■				
<p>L Airport Parcels The City shall prepare a study to identify parcels on which new development could benefit the airport and supports annexation of those parcels.</p>	MOB – 6.1 MOB – 6.2 MOB – 6.3	Community Development	■				

ARTICLE 17. OFF-STREET PARKING AND LOADING**SECTION:**

- §9190: Computation Of Fractional Spaces**
- §9191: Use Of Parking And Garage Facilities**
- §9192: Size Of Parking Spaces**
- §9193: Access To Parking Facilities**
- §9194: Surfacing Of Parking Areas**
- §9195: Screening Of Parking Areas**
- §9196: Lighting Of Parking Areas**
- §9197: Design Standards For Parking Areas**
- §9198: Number Of Parking Spaces Required**
- §9199: Exemptions From Off Street Parking Requirements**
- §9200: Number Of Nonmall Type Loading Spaces Required**
- §9201: Number Of Mall Type Loading Spaces Required**
- §9202: Number Of Unspecified Loading Spaces Required**
- §9203: Location Of Loading Facilities; Screening**
- §9204: Size Of Loading Space**
- §9205: Surfacing Of Loading Spaces**
- §9206: Use Of Loading Spaces For Parking**
- §9207: Off Street Loading Spaces**
- §9208: Site Development Permits**
- §9209: Nonconforming Uses**
- §9210: Office**
- §9211: Designation**
- §9212: Function**
- §9213: Authority**
- §9214: Referral To The Planning Commission**
- §9215: Appeals**

§9190 COMPUTATION OF FRACTIONAL SPACES

When the determination of the number of required off street parking and loading spaces results in the requirement of a fractional space, any fraction up to, but not including, one-half (1/2) shall be disregarded, and fractions over one-half (1/2) shall require one off street parking or off street loading space. (Ord. 793, §2, adopted 1982)

§9191 USE OF PARKING AND GARAGE FACILITIES

The only use of off street parking and garage facilities, required and/or accessory to residential uses, shall be the parking and storage of motor vehicles belonging to the occupants of the dwelling structure or the bona fide guests of such occupants. The term "vehicles", as used in this section, shall not include special construction equipment or commercial vehicles except as provided by section 7154 of this code. (Ord. 793, §2, adopted 1982; Ord. 888, adopted 1989)

§9192 SIZE OF PARKING SPACES

The minimum dimensions of parking spaces shall be nine feet (9') in width by nineteen feet (19') in length. The vertical clearance shall be not less than seven feet (7') over the entire area.

In any parking area with more than ten (10) required off street parking spaces, thirty percent (30%) compact spaces may be allowed. The dimensions of a compact parking space shall be eight feet (8') in width by sixteen feet (16') in length. The vertical clearance shall be not less than seven feet (7') over the entire area. (Ord. 793, §2, adopted 1982)

§9193 ACCESS TO PARKING FACILITIES

A. Each required off street parking space or garage space for residential uses shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. All off street parking facilities shall be designed in a manner which will least interfere with traffic movements. Tandem parking

spaces for residential development must be approved by the director of planning. Tandem parking is not acceptable for commercial uses of property.

B. In multiple-family residential districts, street access to all parking spaces shall be limited to fifty percent (50%) of the total lot frontage, but in every case such access shall be less than fifty feet (50').

C. Access to dwelling groups shall be provided from the street to all detached buildings in the group by means of a permanent, unobstructed passageway constructed to the following standards:

1. Driveways serving three (3) or less spaces shall be a minimum of twenty feet (20') in width, or two (2) separate one-way twelve foot (12') entrance and exit drives separated by a minimum of twenty feet (20').

D. At the option of the property owners, a common driveway may be utilized to provide access to parking facilities on adjacent properties. Such common driveways shall be a minimum width of twenty four feet (24'), with a twelve foot (12') easement on each parcel. Easements for the common use of the driveway shall be recorded in the office of the county recorder.

E. The maximum width for single-family and multiple-family residential driveways shall be twelve feet (12') for single driveways and twenty feet (20') for double driveways, measured at the face of the curb.

F. All driveways shall be located at least twenty feet (20') from the curb return on corner lots.

G. Single-family residential driveways on lots with more than fifty foot (50') frontages may exceed the requirement of a single driveway entrance if the purpose of the driveway is to create more off street parking. The driveway access shall be less than fifty percent (50%) of the total lot frontage or forty feet (40'), whichever is less. (Ord. 793, §2, adopted 1982; Ord. 888, adopted 1989)

§9194 SURFACING OF PARKING AREAS

All open off street parking areas or residential driveways shall be surfaced with asphaltic concrete (2 inch asphalt 6 inch aggregate base), concrete or other surfacing so as to provide a durable, dust free all weather surface which shall meet the

requirement of all applicable laws and the approval of the director of public works. (Ord. 793, §2, adopted 1982)

§9195 SCREENING OF PARKING AREAS

All open parking areas for more than ten (10) parking spaces shall be aesthetically and effectively screened on such side adjoining or fronting on any property situated in any district by a wall, fence or densely planted, compact hedge not more than six feet (6') in height which shall be maintained in good condition. (Ord. 793, §2, adopted 1982)

§9196 LIGHTING OF PARKING AREAS

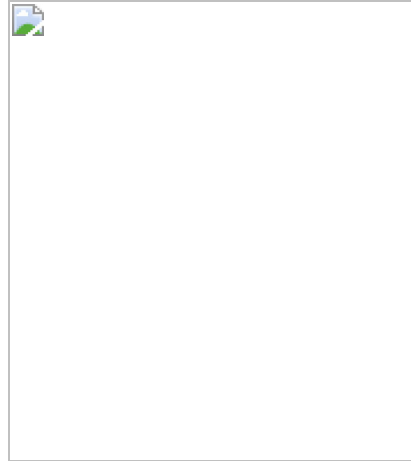
Any lighting used to illuminate off street parking areas shall be directed internally and away from residential properties in such a way as not to create a nuisance. (Ord. 793, §2, adopted 1982)

§9197 DESIGN STANDARDS FOR PARKING AREAS

The standards for the design of parking areas shall be as follows:

A	B	C	D	E	F
45°	9'	19.8	13.0 (one-way)	12.7	52.5
60°	9'	21.0	18.0 (one-way)	10.4	60.0
90°	9'	19.0	24.0	9.0	62.0
Parallel	9'	9'	-	23'	-

Where parking stall angles vary from column A above, columns C through F shall be adjusted proportionally.



- A. Stall angle
- B. Stall width
- C. Vehicle projection for 19 feet
- D. Aisle width
- E. Curb length per car
- F. Wall to wall for double aisle

Where posts, columns, or other architectural appenditures, other than wheel stops, are located within parking areas, such posts, columns, or other appenditures shall not be permitted to be calculated within the required minimum parking dimensions set forth above. Further, such posts, columns, or other appenditures shall not interfere with vehicular movement and parking or the opening of vehicular doors. (Ord. 793, §2, adopted 1982; Ord. 888, adopted 1989; Ord. 1110, §1, adopted 2008)

§9198 NUMBER OF PARKING SPACES REQUIRED

The number of on site parking spaces required for the uses set forth in this section shall be as follows. The planning commission may require areas of more intensive use to provide a higher parking requirement if it is determined that the health, safety and general welfare of the area requires a higher standard.

A. Residential Uses:

1. Single-Family Dwellings: Two (2) on site parking spaces for each dwelling unit.

2. Duplexes: Two (2) on site parking spaces per unit.
3. Multiple-Family Dwellings And Condominiums: One parking space for one bedroom units; two (2) parking spaces for two (2) or more bedrooms per unit.
4. Hotels, Motels, Motor Hotels, Inns, Lodging And Boarding Houses: One parking space for each unit or lodging room, plus two (2) additional parking spaces for the office or manager's quarters.
5. Mobile Home Parks: Two (2) parking spaces for each mobile home space.
6. Recreational Vehicle Parks: One parking space per recreational vehicle space plus one parking space per recreational vehicle space for visitor parking, boat storage and other uses.
7. Special Needs Housing: In any district, the planning director may approve a reduction in parking requirements not exceeding thirty percent (30%) for housing projects with at least four (4) living units reserved for seniors, disabled persons, emergency shelters, transitional housing, single room occupancies, or other special needs housing with reduced parking demand based on factors such as age of occupants, disabilities, household size, or other factors that support a finding of reduced parking demand. An agreement acceptable to the city restricting the use consistent with the reduction in parking may be required to be recorded in the office of the county recorder. For the purposes of this subsection "senior" means a person sixty two (62) years of age or older, or fifty five (55) years of age in a senior citizen housing development as defined in section 51.3 of the California Civil Code.
8. Affordable Housing Projects: In any district, the planning director may approve a reduction in parking requirements not exceeding twenty percent (20%) for housing projects with at least four (4) units affordable to persons of low, very low or extremely low income as defined by the California Health and Safety Code based on factors that support a finding of reduced parking demand. An agreement acceptable to the city ensuring the long term affordability of the housing units shall be required and shall be recorded in the office of the county recorder. The term "long term" shall mean the typical time frame required for affordable housing projects associated with HOME grants and other affordable housing funding sources.
9. Residential Mixed Use Projects: In any district, the sum of the separate parking requirements for each use in a mixed residential/commercial project may be reduced by not more than thirty five percent (35%) where day and night

time uses offset parking demand based on documentation that supports a finding of reduced parking demand. An agreement acceptable to the city restricting the use consistent with the reduction in parking may be required to be recorded in the office of the county recorder.

B. Retail, Commercial And Service Uses:

1. Retail Stores, Offices, Commercial Banks, Savings And Loan Offices, Food Stores, Drugstores, Appliance Repair Shops, And Similar Uses: One parking space for each two hundred fifty (250) square feet of gross leasable space except within the city of Ukiah parking district no. 1 boundaries where the requirement is one parking space for each three hundred fifty (350) square feet of net leasable space. (Differential is result of available public parking provided within the district.) Similar uses having drive-up windows or drive-through facilities shall have a stacking area for five (5) vehicles.

2. Furniture And Appliance Stores: One space for every five hundred (500) square feet of gross floor area.

3. Barbershops And Beauty Parlors: Two (2) spaces for each barber chair or three (3) for each beautician station.

4. Coin Operated Laundromats Or Dry Cleaning: One for each three (3) washing machines.

5. Automobile Service Stations, Auto Repair: Three (3) parking spaces for each of the first five (5) bays and two (2) parking spaces for each additional bay. Anywhere repair work is done is counted as a bay. No work can be performed in designated parking spaces.

6. Automobile Cleaning Establishments:

a. Self-Service: Three (3) parking spaces per washing bay.

b. Automatic Car Wash: Eight (8) car stacking spaces, plus one space for each employee.

7. Small Engine Repair (Including Appliance Repair): One parking space for each two hundred fifty (250) square feet of gross leasable area.

8. Funeral Homes And Mortuaries: One parking space for each three (3) seats in each chapel or parlor room, plus one space for each funeral vehicle kept on the premises, plus two (2) spaces for office space.

9. Plant Nurseries: One parking space for each one thousand (1,000) square feet of outdoor service area plus one parking space for each two hundred fifty (250) square feet of gross indoor sales area. (Greenhouses will be considered an outdoor area.) There shall be provided a minimum of four (4) spaces.

10. Motor Vehicles Sales: One parking space for each five hundred (500) square feet of floor area plus one parking space for each two thousand (2,000) square feet of outdoor area.

C. Commercial Recreation Uses:

1. Bowling Alleys And/Or Billiard Halls: Four (4) parking spaces for each bowling lane, and two (2) per billiard table, plus such additional spaces as may be required for affiliated uses such as bars, restaurants, or offices.

2. Theaters:

a. Indoor: One parking space for each five (5) seats.

b. Drive-In Theaters: Reservoir parking spaces equal to ten percent (10%) of the vehicle capacity of such theater, which spaces shall be in the form of a driveway in front of the ticket booth.

3. Golf Driving Ranges: One parking space per tee, plus the spaces required for additional uses on the site.

4. Regulation Golf Courses: Six (6) parking spaces per hole plus the spaces required for accessory uses on the site.

5. Pitch And Putt And Miniature Golf Course: Three (3) parking spaces per hole plus the spaces required for accessory uses on the site.

6. Dance Halls, Ice Or Skating Rinks, Assembly Or Exhibition Halls (Without Fixed Seating): Parking spaces equal in number to thirty percent (30%) of the capacity in persons plus spaces required for additional uses on the site.

7. Swimming Pool (Commercial): One parking space for each one hundred (100) square feet of water surface.

8. Tennis, Handball And Racquetball Facilities: Three (3) parking spaces for each court plus the spaces required for additional uses on the site.

9. Recreation Buildings And Community Centers: Parking spaces equal in number to thirty five percent (35%) of the capacity in persons.

10. Game Rooms, Arcades: One parking space for each four (4) game machines.

D. Places Of Public Assembly:

1. Public Establishments, Bars, Restaurants, Taverns And Nightclubs: A minimum of four (4) parking spaces plus one parking space for each three (3) seats.

2. Drive-In, Drive-Through And Takeout Restaurants: Minimum of ten (10) parking spaces or one space for each one hundred (100) square feet of gross floor area, whichever is greater and stacking area for at least eight (8) vehicles for drive-up windows.

3. Libraries, Art Galleries, And Public Museums: One parking space for each four hundred (400) square feet of gross floor area.

4. Private Clubs, Lodge Halls, Union Headquarters: Parking spaces equal in number to thirty five percent (35%) of the capacity in persons.

5. Stadiums, Churches, School, College And Other Institutional Stadiums, Arenas Or Auditoriums And Other Places Of Assembly Not Specified Above: Parking spaces shall be provided equal in number to thirty three percent (33%) of the capacity in persons including related office space and classrooms plus a minimum of three (3) parking spaces for buses.

E. Educational Uses:

1. Daycare Centers, Including Preschools And Nursery Schools: A minimum of three (3) parking spaces plus one space for each ten (10) children.

2. Elementary And Junior High Schools: Minimum of three (3) parking spaces for each classroom. A minimum of one designated bus zone for loading and unloading on site; one per office and a minimum of three (3) on site designated drop off/pick up spaces.

3. Senior High Schools: One parking space for each member of the faculty and each employee, plus one space for each six (6) students regularly enrolled, plus a minimum of three (3) drop off/pick up spaces, plus one bus loading and unloading space.

4. Colleges, Universities And Institutions Of Higher Learning, Parochial, Private, Business, Adult Education, Professional And Trade Schools: One parking space for each three (3) students plus one space for each two (2) faculty members and employees.

F. Health Uses:

1. Medical Or Dental Offices: One parking space for each two hundred (200) square feet of gross leasable area.

2. Homes For Aged, Rest Homes, Children's Homes And Other Uses Of Similar Service Not Providing Medical Services: One parking space for each three (3) beds.

3. Hospital, Convalescent, Nursing Homes And Sanitariums: Three (3) parking spaces for each permanent bed.

4. Veterinary Hospitals And Clinics: One parking space for each two hundred (200) square feet of gross leasable area.

5. Health Facilities And Spas: One parking space for each two hundred fifty (250) square feet of gross floor area. (For the purpose of this subsection, swimming pool area shall be counted as floor area.)

G. Manufacturing Plants, Warehousing And Kindred Uses:

1. Industrial Uses Of All Types Except A Building Used Exclusively For Warehouse Purposes: One parking space for each employee on the maximum shift, plus required space for any office area, plus a minimum of two (2) spaces for customer parking plus one space for each vehicle operated from or on the site. In no case shall the number of on site parking spaces be less than subsection G2 of this section.

2. Warehouse, Storage Buildings Including Ministorage: One parking space for each two thousand five hundred (2,500) square feet up to twenty five thousand (25,000) square feet; one for each additional ten thousand (10,000) square feet or one parking space for each two (2) employees on the maximum shift, whichever amount is greater, plus four (4) spaces for customers and one space for each vehicle operated from, or on the site. There shall be provided a minimum of three (3) spaces.
3. Wholesale Establishment: One parking space for each four hundred (400) square feet of gross leasable space.
4. Public Utility Facilities Including, But Not Limited To, Electric, Gas, Water, Telephone And Telegraph Facilities Not Having Business Offices On The Premises: One parking space for each employee on duty at any one time, and one space for each vehicle used in connection with the facility with a minimum of three (3) spaces. One space for each two hundred fifty (250) square feet of gross leasable area for any office use.
5. Contractor's Storage Yards In Connection With Contractor's Business: One space for each vehicle operated from, or on the site including employee vehicles.
6. Salvage Yards, Junkyards, Automobile Wrecking Yards: Six (6) on site parking spaces separated from enclosed storage area.
7. Mixed Uses: When two (2) or more uses under the same or different owners and/or managers are located in the same structure and/or in a common development, the sum of the separate requirements for each use shall be as set forth in this section. In the event of multiple uses, the commission may require areas of less intensive use to provide a higher parking requirement if it is determined that the health, safety, and general welfare of the area requires the higher standard. No parking space, or portion thereof, shall serve as a required space for more than one use unless otherwise authorized by the commission.
8. Other Uses: For uses not set forth in this section, parking spaces shall be provided on the same basis as required for the most similar listed use or as determined by the commission. (Ord. 793, §2, adopted 1982; Ord. 888, adopted 1989; Ord. 961, §1, adopted 1995; Ord. 1110, §1, adopted 2008)

§9199 EXEMPTIONS FROM OFF STREET PARKING REQUIREMENTS

A. Existing Commercial Structures:

1. All existing commercial structures as of January 1, 1979, within the area defined as the city of Ukiah parking district no. 1, shall be exempt from the required off street parking requirements prescribed in section 9198 of this article. This exemption applies to changes in the structure, a sale of the property or business or expansion into existing structure space. New commercial construction including demolition, reconstruction, structural additions and existing or new residential uses within said district are not exempt. The exemption provided in this section does not require variance approval by the planning commission or the city council.

B. Bicycle Parking Facility Exemption:

1. A parking space exemption may be granted to projects involving new construction at a rate of one vehicle space for every five (5) bicycle spaces provided. This exemption shall not exceed two (2) vehicle parking spaces per parcel. A bicycle parking space is a designated area with a facility designed for the parking and securing of bicycles.

C. In Lieu Fees:

1. Owners of property (a single parcel or combination of contiguous parcels) smaller than seven thousand (7,000) square feet in area may pay an in lieu parking fee rather than providing all the required on site parking spaces. The increased developable portion of the parcel that would have been used for vehicle parking spaces, shall not be solely used for structure(s) or building expansion. A reasonable amount of the area, as determined by the city design review board, shall be landscaped and/or developed as an outdoor component of the project.

2. Owners who propose to construct, demolish, reconstruct or make structural additions to a commercial structure on a parcel of land consisting of less than seven thousand (7,000) square feet may elect to pay a fee in lieu of providing on-site parking spaces as provided in section 9198 of this article. The actual amount of the fee per parking space shall be established pursuant to sections 9542 and 9544 of this division.

3. All in lieu fees for parking purposes shall be used by the city for the construction or improvement of automobile or bicycle parking facilities or alternative transportation facilities at an appropriate time which serves the employees and customers of the commercial area within parking district no. 1.

4. Prior to the issuance of a building permit, the property owner shall pay the required in lieu fee to the city. (Ord. 793, §2, adopted 1982; Ord. 961, §2, adopted 1995)

§9200 NUMBER OF NONMALL TYPE LOADING SPACES REQUIRED

There shall be provided and maintained in all districts on the same parcel with every building, or portion thereof, having a gross floor area of five thousand (5,000) square feet or more, which building is to be occupied for the manufacturing, display, storage, or warehousing of goods, for retail sales, or as a hotel, hospital, mortuary, laundry, dry cleaning establishment, or for other uses similarly requiring the receipt or distribution by vehicles of materials or merchandise, at least one off street loading space, for each twenty thousand (20,000) square feet of floor area in the building. (Ord. 793, §2, adopted 1982)

§9201 NUMBER OF MALL TYPE LOADING SPACES REQUIRED

Off street loading spaces for mall type commercial or industrial developments shall be provided as required by the commission; provided, however, in no event shall the requirement be less than zero to five thousand (5,000) square feet, no off street loading space required; five thousand (5,000) to twenty thousand (20,000) square feet, one off street loading space; one additional off street loading space for each twenty thousand (20,000) square feet of gross floor area in the building may be required. (Ord. 793, §2, adopted 1982)

§9202 NUMBER OF UNSPECIFIED LOADING SPACES REQUIRED

Loading spaces adequate in number and size shall be provided as required by the commission for uses not otherwise provided for in this article. (Ord. 793, §2, adopted 1982)

§9203 LOCATION OF LOADING FACILITIES; SCREENING

All loading spaces shall be provided on the same side or in the rear of the building. No loading and unloading shall be permitted in front of premises. In districts abutting a residential district, all loading and unloading facilities shall be screened by a six foot (6') high sight obscuring fence or hedge. (Ord. 793, §2, adopted 1982)

§9204 SIZE OF LOADING SPACE

Unless otherwise specified loading spaces shall measure twelve feet (12') in width and twenty five feet (25') in length, exclusive of aisles and maneuvering space, and shall have a vertical clearance of fourteen feet (14'). Additional length may be required depending upon vehicle size. (Ord. 793, §2, adopted 1982)

§9205 SURFACING OF LOADING SPACES

All open off street loading spaces shall be surfaced with asphaltic concrete, concrete or other surfacing so as to provide a durable, dust free, all weather surfacing which shall meet the requirements of all applicable laws and the approval of the city engineer. (Ord. 793, §2, adopted 1982)

§9206 USE OF LOADING SPACES FOR PARKING

Spaces allocated to any off street loading and unloading space shall not, while so allocated, be used to satisfy the space requirements for any off street parking facilities or portion thereof. (Ord. 793, §2, adopted 1982)

§9207 OFF STREET LOADING SPACES

The off street loading spaces required by the provisions of this article shall only be required where there is a public alley or driveway easement or where access can be provided from an adjacent off street parking area. Where only street access is available, loading spaces shall not be required. (Ord. 793, §2, adopted 1982)

§9208 SITE DEVELOPMENT PERMITS

§9209 NONCONFORMING USES

- A. The lawful use of land or buildings existing on or before January 21, 1950, and continuously since that time, although such use does not conform to the regulations herein specified for the district in which such land or buildings are located, may be continued provided that no such use shall be enlarged or increased, nor be extended to occupy a greater area than that occupied by such use as of January 21, 1950, except as provided in this section and that if any such use ceases, as defined herein, the subsequent use of such land or buildings shall be in conformity to the regulations specified by this chapter, for the district in which such land or buildings are located.
- B. The nonconforming use of a portion of a building may be extended throughout the building, provided that in each case a use permit shall be first obtained.
- C. The nonconforming use of a building may be changed to use of the same or of a more restrictive nature, provided that in each case a use permit shall be first obtained.
- D. If the nonconforming use of land or buildings ceases for a continuous period of six (6) months, it shall be considered abandoned and shall thereafter be used only in accordance with the regulations for the district in which it is located.
- E. A nonconforming building damaged or destroyed by fire, explosion, earthquake or other act to an extent of more than seventy five percent (75%) of the market value thereof, may be restored to the same land use density only if made to conform to all the site regulations of the district in which it is located, provided that such building shall be subject to site development permit by the planning commission in accordance with article 20 of this chapter.
- F. Ordinary maintenance and repairs may be made to any nonconforming building, providing no structural alterations are made and providing that such work does not exceed fifteen percent (15%) of the appraised value in any one year. Other repairs, alterations and minor additions may be permitted provided that a use permit shall be first secured in each case.

(Ord. 793, §2, adopted 1982)

§9210 OFFICE

(Ord. 793, §2, adopted 1982; Rep. by Ord. 996, §2, adopted 1997)

§9211 DESIGNATION

(Ord. 793, §2, adopted 1982; Rep. by Ord. 996, §2, adopted 1997)

§9212 FUNCTION

(Ord. 793, §2, adopted 1982; Rep. by Ord. 1110, §1, adopted 2008)

§9213 AUTHORITY

(Ord. 793, §2, adopted 1982; Rep. by Ord. 996, §2, adopted 1997)

§9214 REFERRAL TO THE PLANNING COMMISSION

(Ord. 793, §2, adopted 1982; Rep. by Ord. 996, §2, adopted 1997)

§9215 APPEALS

(Ord. 793, §2, adopted 1982; Rep. by Ord. 996, §2, adopted 1997)

ORDINANCE NO.**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING ARTICLE 17, CHAPTER 2, DIVISION 9 OF THE CITY CODE REGULATING OFF STREET PARKING AND LOADING IN THE CITY.**

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

SECTION ONE. FINDINGS

- A. The City's existing off-street parking requirements include activity-specific ratios that no longer reflect modern demand patterns or uses. These outdated standards result in the oversupply of parking, underutilized paved areas, and unnecessary costs for new development.
- B. Excess parking supply and continued automobile dependency is inconsistent with the City's adopted 2040 Ukiah General Plan Mobility Goal MOB-2 to reduce vehicle miles traveled (VMT), demonstrating the need to update outdated and conflicting parking regulations.
- C. The City's current parking regulations emphasize automobile accommodation without sufficient flexibility to support a balanced, multi-modal transportation system, which is inconsistent with the City's adopted 2040 General Plan Mobility Goal MOB-5, and demonstrates the need to expand regulatory mechanisms beyond the Minor or Major Variance process.
- D. Existing regulations and standards do not fully address modern parking lot design practices, including downcast lighting to reduce glare, permeable paving to reduce runoff, and site configurations that allow installation of solar canopies, electric vehicle charging infrastructure, additional landscaping, and shade structures.

SECTION TWO. PURPOSE

The purpose of this Ordinance is to:

- A. Promote effective vehicle circulation, reduce congestion, increase safety and aesthetics within the off-street parking and off-street loading areas.
- B. Promote proper siting of the off-street vehicle parking or off-street loading areas to minimize potential adverse effects on adjacent land uses.
- C. Encourage the use of alternative modes of transportation and reduce trips.
- D. Ensure access and maneuverability for emergency vehicles.
- E. Encourage bicycles as an alternative mode of transportation by providing adequate, convenient, and secure bicycle parking facilities.
- F. Support the strong link between land use and transportation through promotion of infill development and mixed land uses that bring common destinations closer to people and make efficient use of infrastructure.
- G. Improve air quality and public health outcomes and reduce Ukiah's contribution towards climate change-through encouragement of sustainable mobility options and reduction of Vehicle Miles Traveled (VMT) and associated greenhouse gas

emissions generated by driving.

SECTION THREE.

Section 9055.1 in Division 9, Chapter 2, Article 5.2 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

§ 9055.1 DEVELOPMENT STANDARDS

* * *

O. Parking and Circulation:

* * *

2. Required Parking:

a. Parking Standards: Multifamily dwelling parking standards shall be consistent with the parking regulations of their zoning designation.

b. Parking Standards: Mixed-use parking standards shall be consistent with subsection 9198.A.3 of this code.

* * *

SECTION FOUR.

Division 9, Chapter 2, Article 17 of the Ukiah City Code is hereby amended to read as follows (unchanged text is omitted and is shown by “* * *”):

* * *

§ 9192 SIZE OF PARKING SPACES

The minimum dimensions of Standard parking spaces shall be nine feet (9') in width by nineteen feet (19') in length. The vertical clearance shall be not less than seven feet (7') over the entire area.

In any parking area with more than ten (10) required off street parking spaces, forty percent (40%) compact spaces may be allowed. The dimensions of a compact parking space shall be eight feet (8') in width by sixteen feet (16') in length. The vertical clearance shall be not less than seven feet (7') over the entire area.

§ 9193 ACCESS TO PARKING FACILITIES

A. Each required off street parking space or garage space for residential uses shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. All off street parking facilities shall be designed in a manner which will least interfere with traffic movements. Tandem parking is not acceptable for

commercial uses of property.

* * *

§ 9194 SURFACING OF PARKING AREAS

All open off street parking areas or residential driveways shall be surfaced with asphaltic concrete (2 inch asphalt 6 inch aggregate base), concrete or other surfacing so as to provide a durable, dust free, all weather surface which shall meet the requirement of all applicable laws and the approval of the Director of Public Works. Permeable paving materials, including permeable asphalt, permeable concrete, interlocking pavers, and similar low-impact surfacing materials, are encouraged for off-street parking areas, drive aisles, and walkways, where site conditions allow. The use of permeable materials may be approved by the City Engineer or designee where such materials meet structural, drainage, and maintenance standards

* * *

§ 9196 LIGHTING OF PARKING AREAS

Any lighting used to illuminate off street parking areas shall be downcast, shielded, and directed away from the public right-of-way and away from residential properties in such a way as not to create a nuisance. Outdoor lighting shall be regulated by the State of California Title 24 Energy Efficiency Standards outdoor lighting requirements. If a conflict between the requirements of this Division and the State of California Title 24 Energy Efficiency Standards arises, that which produces the least glare shall apply.

§ 9197 DESIGN STANDARDS FOR PARKING AREAS

Minimum parking space dimensions shall be as follows, except as shown in Table 1-1, Figure 1-1.

- 1) Standard parking spaces shall have a minimum dimension of nine feet (9') in width by nineteen feet (19') in length.
- 2) Up to forty percent (40%) of the spaces in a parking lot may be compact spaces, with dimensions as shown in Table 1-1.
- 3) Parallel parking spaces shall be eight feet (8') by twenty-two feet (22'), except that spaces that are unencumbered at one end may be reduced to eight feet (8') by twenty feet (20').
- 4) The width of a parking space shall be increased by one foot (1') if either side of the space is adjacent to a wall, fence, support column or other structure, except where the obstruction is limited to the front or rear one-third of the parking space.

FIGURE 1-1

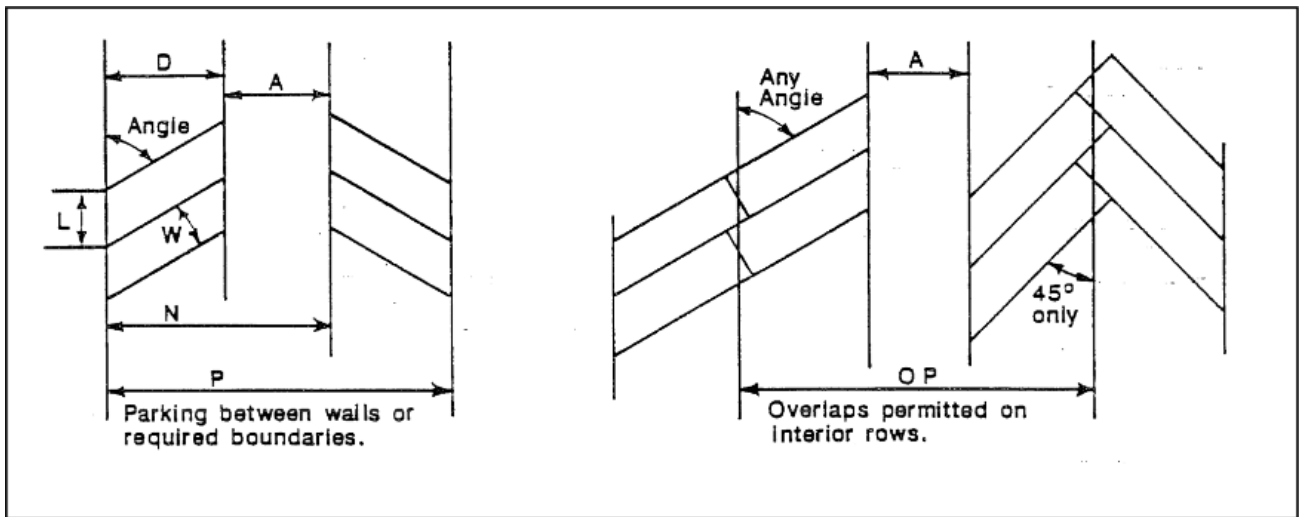


TABLE 1-1—MINIMUM PARKING SPACE AND AISLE DIMENSIONS

Space Width	Parking Angle	L	D	A	N	P	OP
Standard Size Automobile Spaces—Minimum Length = 19 ft							
9.0 ft	30°	18.0 ft	17.5 ft	12 ft (1)	29.5 ft	47 ft	39.5 ft
9.0 ft	45°	12.7 ft	20 ft	12 ft (1)	32 ft	47 ft	45 ft
9.0 ft	60°	10.4 ft	21 ft	15 ft (1)	36 ft	51.5 ft	52.5 ft
9.0 ft	90°	9.0 ft	19 ft	26 ft	45 ft	64 ft	—
9.5 ft	90°	9.5 ft	19 ft	25 ft	44 ft	63 ft	—
10.0 ft	90°	10.0 ft	19 ft	23 ft	42 ft	61 ft	—
Compact Automobile Spaces—Minimum Length = 16 ft							
9 ft	30°	16 ft	15 ft	12 ft (1)	27 ft	42 ft	—
9 ft	45°	11.7 ft	17 ft	12 ft (1)	29 ft	46 ft	—
9 ft	60°	9.5 ft	18 ft	12 ft (1)	30 ft	48 ft	—
9 ft	90°	9 ft	16 ft	23 ft	39 ft	55 ft	—
Allowable - Automobile Spaces—Minimum Length = 18 ft							
8.5 ft	45°	11.8 ft	16 ft	12.5 ft (1)	28 ft	44.5 ft	—
8.5 ft	60°	9.7 ft	16.5 ft	14.5 ft (1)	30.5 ft	47.5 ft	—
8.5 ft	90°	8.5 ft	18 ft	24.5 ft	42.5 ft	60.5 ft	—
9 ft	30°	18 ft	16.8 ft	11 ft (1)	27.8 ft	44.6 ft	—
9 ft	45°	12.7 ft	19 ft	16 ft (1)	35 ft	54 ft	—
9 ft	60°	10.4 ft	20 ft	18 ft	38 ft	58 ft	—
9 ft	90°	9.0 ft	18 ft	26 ft	44 ft	62 ft	—

Note:

(1) Only one-way aisles permitted.

Where posts, columns, or obstruction, other than wheel stops, are located within parking areas, such posts, columns, or other obstruction shall not be permitted to be calculated within the required minimum parking dimensions set forth above. Further, such posts, columns, or obstructions shall not interfere with vehicular movement and parking or the opening of vehicular doors.

§ 9198 NUMBER OF PARKING SPACES REQUIRED

The number of on-site parking spaces required for the uses set forth in this Section shall be as follows. The Planning Commission or Zoning Administrator may approve a request to reduce parking requirements, and not be subject to the Variance Procedures set forth in Section 9264 of this Code, where the project is supported by proximity to services, transit access, shared parking, or other resources as part of any Site Development or Use Permit review.

A. Residential Uses:

1. Special Needs Housing: In any district, the Director of Community Development may approve a reduction in parking requirements not exceeding thirty percent (30%) for housing projects with at least four (4) living units reserved for seniors, disabled persons, emergency shelters, transitional housing, single room occupancies, or other special needs housing with reduced parking demand based on factors such as age of occupants, disabilities, household size, or other factors that support a finding of reduced parking demand. An agreement acceptable to the City restricting the use consistent with the reduction in parking may be required to be recorded in the office of the county recorder. For the purposes of this Subsection "senior" means a person sixty-two (62) years of age or older, or fifty-five (55) years of age in a senior citizen housing development as defined in Section 51.3 of the California Civil Code or as may be amended from time to time.

2. Affordable Housing Projects: In any district, the Director of Community Development may approve a reduction in parking requirements not exceeding twenty percent (20%) for housing projects with at least four (4) units affordable to persons of low, very low or extremely low income as defined by the California Health and Safety Code based on factors that support a finding of reduced parking demand. An agreement acceptable to the City ensuring the long-term affordability of the housing units shall be required and shall be recorded in the office of the county recorder. The term "long term" shall mean the typical time frame required for affordable housing projects associated with HOME grants and other affordable housing funding sources.

3. Residential Mixed-Use Projects: In any district, the sum of the separate parking requirements for each use in a mixed residential/commercial project may be reduced by not more than thirty five percent (35%) where day and nighttime uses offset parking demand based on documentation that supports a finding of reduced parking demand. An agreement acceptable to the City restricting the use consistent with the reduction in parking may be required to be recorded in the office of the County Recorder.

4. Other Residential Uses: Except as expressly modified by this Section, all other residential parking requirements shall comply with the standards set forth in Division 9, Chapter 2, Articles 3 through 7 and 12 of this Code.

B. Retail, Commercial And Service Uses:

1. Retail Stores, Professional Offices, And Business Offices: One parking space for each three hundred (300) square feet of gross leasable floor area. Similar uses having drive-up windows or drive-through facilities shall have a stacking area for five (5) vehicles.

2. Personal Services And Personal Improvement Facilities: One parking space for each three hundred fifty (350) square feet of gross leasable floor area.

C. Places of Public Assembly:

1. Commercial Recreation And Public Assembly: One parking space for each four (4) person capacity.

2. Public Establishments, Bars, Restaurants, Taverns and Nightclubs: A minimum of four (4) parking spaces plus one parking space for each three (3) seats. Similar uses having drive-up windows or drive-through facilities shall have a stacking area for five (5) vehicles

D. Manufacturing Plants, Warehousing And Kindred Uses:

1. Industrial Uses of All Types Except A Building Used Exclusively For Warehouse Purposes: One parking space for each employee on the maximum shift, plus required space for any office area, plus a minimum of two (2) spaces for customer parking plus one space for each vehicle operated from or on the site. In no case shall the number of on-site parking spaces be less than Subsection D2 of this Section.

2. Warehouse, Storage Buildings Including Ministorage: One parking space for each two thousand five hundred (2,500) square feet up to twenty-five thousand (25,000) square feet; one for each additional ten thousand (10,000) square feet or one parking space for each two (2) employees on the maximum shift, whichever amount is greater, plus four (4) spaces for customers and one space for each vehicle operated from, or on the site. There shall be provided a minimum of three (3) spaces.

3. Wholesale Establishment: One parking space for each four hundred (400) square feet of gross leasable space.

4. Mixed Uses: When two (2) or more uses under the same or different owners and/or managers are located in the same structure and/or in a common development, the sum of the separate requirements for each use shall be as set forth in this Section. In the event of multiple uses, the Commission may require areas of less intensive use to provide a higher parking requirement if it is determined that the health, safety, and general welfare

of the area requires the higher standard. No parking space, or portion thereof, shall serve as a required space for more than one use unless otherwise authorized by the Commission.

5. Other Uses: For uses not set forth in this Section, parking spaces shall be provided on the same basis as required for the most similar listed use. A land use not specified shall provide parking as determined by the Director. The Director shall use the requirements of § 9198 for similar uses as a guide in determining the minimum number of parking spaces to be provided, and may require the applicant to fund a parking study to determine parking demand.

§ 9199 EXEMPTIONS FROM OFF STREET PARKING REQUIREMENTS

A. Existing Commercial Structures:

1. All existing commercial structures as of January 1, 1979, within the area defined as the City of Ukiah Parking District no. 1, shall be exempt from the required off street parking requirements prescribed in Section 9198 of this Article. This exemption applies to changes in the structure, a sale of the property or business or expansion into existing structure space. New commercial construction including demolition, reconstruction, structural additions and existing or new residential uses within said district are not exempt. The exemption provided in this Section does not require variance approval by the Planning Commission or the City Council.

B. Bicycle Parking Facility Exemption:

1. A parking space exemption may be granted to projects involving new construction at a rate of one vehicle space for every five (5) bicycle spaces provided. This exemption shall not exceed three (3) vehicle parking spaces per parcel. A bicycle parking space is a designated area with a facility designed for the parking and securing of bicycles.

2. Safe bicycle parking facilities shall be provided in all commercial developments, where it is determined that the use would attract bicyclists. The number of bicycle parking spaces required shall be not less than ten percent (10%) of the number of required off-street automobile parking spaces. Bicycle parking spaces required and provided under this Subsection shall count toward required off-street automobile parking and may be used to reduce the total number of vehicle parking spaces otherwise required.

3. Required bicycle parking shall be located conveniently near building entrances and designed to provide safe, secure, and weather-protected bicycle storage where feasible. Further standards are provided in Ukiah City Code § 9208 Bicycle Parking - Design Standards.

C. Adjustments to Parking requirements may be reduced through the following processes:

1. Where an applicant requests or where the Community Development Director determines that, due to special circumstances, any particular use requires a parking capacity which deviates from the standards specified in §UCC 9198, parking requirements may be reduced through the following processes:

a. Minor adjustment: Allows for parking modification up to 25 percent for projects that do not require discretionary review. The Community Development Director may approve an increase or decrease in parking spaces after first making the following findings:

(1) Due to special circumstances associated with the operation of the use at its location, the proposed use will generate a parking demand different from the standards specified in §UCC 9198

(2) The number of parking spaces approved will be sufficient for its safe, convenient, and efficient operation of the use.

b. Discretionary approval. If the project already requires Discretionary Review, this exception may be used to reduce the amount of parking spaces by any amount. The Zoning Administrator or Planning Commission may, as a condition of project approval, approve any increase or decrease in parking spaces after first making the following findings:

(1) Due to special circumstances associated with the operation of the use at its location, the proposed use will generate a parking demand different from the standards specified in §UCC 9198;

(2) The number of parking spaces approved will be sufficient for its safe, convenient, and efficient operation of the use.

C. In Lieu Fees:

1. Owners of property (a single parcel or combination of contiguous parcels) smaller than seven thousand (7,000) square feet in area may pay an in-lieu parking fee rather than providing all the required on-site parking spaces. The increased developable portion of the parcel that would have been used for vehicle parking spaces, shall not be solely used for structure(s) or building expansion.

2. Owners who propose to construct, demolish, reconstruct or make structural additions to a commercial structure on a parcel of land consisting of less than seven thousand (7,000) square feet may elect to pay a fee in lieu of providing on-site parking spaces as provided in Section 9198 of this Article. The actual amount of the fee per parking space shall be established pursuant to Sections 9542 and 9544 of this Division.

3. All in lieu fees for parking purposes shall be used by the City for the construction or improvement of automobile or bicycle parking facilities or alternative transportation facilities at an appropriate time which serves the employees and customers of the

commercial area within Parking District no. 1.

4. Prior to the issuance of a building permit, the property owner shall pay the required in lieu fee to the City.

* * *

§ 9208 BICYCLE PARKING DESIGN STANDARDS.

For the purpose of this Section, "bicycle parking facilities" shall refer to both long-term/Class II and short-term/Class I bicycle parking facilities as visualized in §9055.1 Development Standards.

- A. All bicycle parking spaces provided shall be on a hard and stable surface.
- B. All bicycle parking facilities shall be securely anchored to the surface so they cannot be easily removed and shall be of sufficient strength to resist vandalism and theft.
- C. All bicycle parking facilities shall support bicycles by at least two contact points on the bicycle to prevent the bicycle from falling over and to prevent damage to wheels, frame, or other components.
- D. All bicycle parking facilities within vehicle parking areas shall be separated by a curb or other physical barrier to protect bicycles from damage by automobiles and other moving vehicles.
- E. Short-term bicycle parking facilities are subject to and shall meet all the following requirements:
1. The facilities shall be located at least three feet (3') away from any wall, fence, or other structure.
 2. When multiple short-term bicycle parking facilities are installed together in sequence, they shall be installed at least three feet (3') apart and located in a configuration that provides space for parked bicycles to be aligned parallel to each other.
 3. The facilities shall be installed in a clear space at least two feet (2') in width by six feet (6') in length to allow sufficient space between parked bicycles.
 4. Permanently anchored bicycle racks shall be installed to allow the frame and one or both wheels of the bicycle to be securely locked to the rack.
 5. The facilities shall meet the minimum dimensions for bicycle parking spaces of two feet (2') wide, six feet (6') long and four feet (4') tall.
 6. There must be at least five feet (5') of clear space to access all bicycle parking

spaces and allow room for bicycle maneuvering. Where short-term bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.

F. The following information must be submitted with applications for an applicable building permit for new square footage or development permit:

1. Location, access route, and number of both short-term and long-term bicycle parking spaces;
2. The model or design of the bicycle parking facilities to be installed;
3. Dimensions of all aisles and maneuvering areas; and
4. Information adequate to illustrate the racks and spaces that satisfy the minimum horizontal requirement, and the racks and spaces that accommodate a larger bicycle footprint.

G. Short-term bicycle parking facilities that consist of permanently anchored bicycle racks shall be located in a convenient, highly visible and well lighted area within twenty feet of a building entrance and within view of pedestrian traffic.

H. Short-term bicycle parking facilities that consist of: covered, lockable enclosures with permanently anchored racks for bicycles; or lockable bicycle rooms with permanently anchored racks; or lockable, permanently anchored bicycle lockers shall be located in a convenient, highly visible and well-lighted area within one hundred feet of a common publicly accessible building entrance and within view of pedestrian traffic.

I. Long-term bicycle parking facilities for tenant and occupant use shall be conveniently accessible by pedestrians from the street and located within one hundred feet of building entrances accessible by tenants and occupants.

J. If bicycle parking is not visible from the main building entrances, a sign must be permanently posted at the main entrances, including public and employee entrances, indicating the location of the bicycle parking.

SECTION FIVE.

1. **Publication:** Within fifteen (15) days after its adoption, this Ordinance shall be published once in a newspaper of general circulation in the City of Ukiah. In lieu of publishing the full text of the Ordinance, the City may publish a summary of the Ordinance once 5 days prior to its adoption and again within fifteen (15) days after its adoption.

2. **Effective Date:** The ordinance shall become effective thirty (30) days after its adoption.

3. **Severability:** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs,

sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Introduced by title only on _____, 2026, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adopted on _____, 2026, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DRAFT

Susan Sher, Mayor

ATTEST:

Kristine Lawler, CMC/City Clerk

DRAFT RESOLUTION NUMBER PC-2026-___**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF UKIAH RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE UPDATING THE CITY'S OFF-STREET PARKING REGULATIONS (UCC DIVISION 9, CHAPTER 2, ARTICLE 17) TO ALIGN WITH THE UKIAH 2040 GENERAL PLAN MOBILITY ELEMENT.**

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

WHEREAS, the City's existing off-street parking requirements establish activity-specific minimum parking ratios that no longer reflect modern travel patterns, land use practices, or contemporary planning standards. Mandatory parking minimums can increase the cost of housing and commercial development, limit the number of available units, contribute to the oversupply of underutilized paved areas, and generate unnecessary greenhouse gas emissions through induced automobile dependency; and

WHEREAS, excess parking supply and continued automobile dependency are inconsistent with the City's adopted Ukiah 2040 General Plan Mobility Goal MOB-2, which requires the City to reduce vehicle miles traveled (VMT) to and from residences, jobs, and commercial uses in Ukiah; and

WHEREAS, the City's current parking regulations emphasize automobile accommodation without sufficient flexibility to support a balanced, multi-modal transportation network, inconsistent with Ukiah 2040 General Plan Mobility Goal MOB-5, which directs the City to promote a balance of multi-modal options through flexible and reduced parking regulations; and

WHEREAS, existing parking regulations and design standards do not fully address contemporary parking lot design practices that serve the City's environmental, design, and infrastructure goals, including: (a) downcast, shielded lighting to reduce glare and light pollution; (b) permeable paving materials to reduce stormwater runoff and heat island effects; (c) site configurations that allow for installation of solar canopies, electric vehicle (EV) charging infrastructure, shade structures, and additional landscaping; and

WHEREAS, the City of Ukiah has prepared a draft ordinance amending Division 9, Chapter 2, Article 17 of the Ukiah City Code to update off-street parking and loading regulations, with the following objectives: modernizing parking space and aisle dimensions; introducing flexible adjustment mechanisms to reduce or increase parking requirements without requiring a formal variance; establishing updated design standards for parking lot lighting, surfacing, and layout; strengthening bicycle parking standards and incentives; and supporting the City's climate, housing, and mobility goals by reducing unnecessary and inconsistent parking standards across zoning districts; and

WHEREAS, the Planning Commission held a duly noticed public hearing on April 22, 2026, to review and discuss the intent, purpose, applicability, and drafted language of the proposed off-street parking reform. The Commission received public testimony and provided direction to staff to guide further ordinance development; and

WHEREAS, the proposed Ordinance has been reviewed for environmental compliance pursuant to the California Environmental Quality Act (CEQA). The Ordinance implements policies analyzed in the certified Ukiah 2040 General Plan EIR, and qualifies for streamlined environmental review, as it is consistent with the adopted General Plan and no significant environmental effects beyond those analyzed in the EIR are anticipated; and

WHEREAS, the Planning Commission finds that the proposed Ordinance is in the public interest, consistent with the Ukiah 2040 General Plan, advances the City's environmental, transportation, and land use

objectives, and provides a clearer and more flexible regulatory framework for off-street parking in the City of Ukiah.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ukiah, based upon the staff report, environmental review, public testimony, and all written and oral materials presented at the April 22, 2026, public hearing, hereby makes the following findings and recommendations:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The proposed Ordinance is consistent with the Ukiah 2040 General Plan and implements the goals, objectives, and policies of the Mobility Element, particularly:
 - A. Mobility Goal MOB-2: Reduce vehicle miles traveled (VMT) to and from residences, jobs, and commercial uses through land use, design, and transportation policies; and
 - B. Mobility Goal MOB-5: Promote a balance of multi-modal transportation options through flexible, right-sized parking standards that expand mobility choices and support infill and mixed-use development; and
3. The proposed Ordinance qualifies for streamlined environmental review. The Ordinance is consistent with the land use and transportation policies of the adopted Ukiah 2040 General Plan and associated EIR certified on December 7, 2022. No additional significant environmental effects beyond those identified and analyzed in the certified General Plan EIR are anticipated from adoption of the Ordinance.
4. The Planning Commission recommends that the City Council introduce and adopt the Ordinance amending Division 9, Chapter 2, Article 17 of the Ukiah City Code, as shown in the attached Exhibit A.

BE IT FURTHER RESOLVED that the Planning Commission designates the City Clerk as the custodian of the documents and other materials constituting the record of proceedings upon which this Resolution is based. These materials are available for public inspection at the City of Ukiah Community Development Department, 300 Seminary Avenue, Ukiah, CA 95482.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Ukiah on the 22nd day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Craig Schlatter, AICP
Community Development Director

Alex De Grassi,
Chair, Planning Commission

ATTEST:

Kristine Lawler, CMC
City Clerk

Exhibit A: Ordinance of the City Council of the City of Ukiah Amending Article 17, Chapter 2, Division 9
(*Enclosed Post-Adoption*)