



## **Design Review Board**

### **Special Meeting AGENDA**

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

**Civic Center Conference Room 3 ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482**

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/81047660551>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 810 4766 0551
- To Raise Hand enter \*9
- To Speak after being recognized: enter \*6 to unmute yourself

**April 29, 2026 - 2:00 PM**

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The Design Review Board serves as an advisory body to City staff, Zoning Administrator, Planning Commission and City Council to make site design recommendations consistent with the City's Design Review Guidelines. The Design Review Board works with staff and applicants to review proposed site development permit applications, planned development applications and precise development plans, and make recommendations concerning architecture, site design layout, landscaping, parking, signage, exterior lighting and other aspects of urban design to City staff, Zoning Administrator, Planning Commission and City Council as appropriate.

The Design Review Board encourages applicants and/or their representatives to be available at the meeting to answer questions so that no agenda item need be deferred to a later date due to a lack of pertinent information.

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CORRESPONDENCE**

**4. APPROVAL OF MINUTES**

4.a. Approval of the October 23, 2025, Regular Meeting Minutes

***Recommended Action: Approve the Regular Meeting Minutes of October 23, 2025***

Attachments:

1. 2025-10-23 DRB Draft Minutes

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

The Design Review Board (DRB) welcomes input from the audience that is within the subject matter jurisdiction of the DRB . 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.

**6. NEW BUSINESS**

6.a. Minor Use Permit at 760 Apple Avenue (APN: 003-050-66) to Construct a New 380 Square Foot Satellite Office as an Accessory Structure to the Existing 'Contractor Storage and Supply' Business Operating on the Subject Parcel. File No. 26-000835, Permit No. PA26-000005.

***Recommended Action: Staff requests that the Design Review Board (DRB) evaluate the project for consistency with zoning standards, land use objectives, and the Use Permit findings and provide a recommendation to the Zoning Administrator.***

Attachments:

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

**7. MATTERS FROM THE COMMISSION**

**8. MATTERS FROM STAFF**

**9. ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah Annex, located at 411 W. Clay St., Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler, CMC  
Dated: 4/27/26

**CITY OF UKIAH  
DESIGN REVIEW BOARD MEETING MINUTES  
Regular Meeting  
CIVIC CENTER CONFERENCE ROOM #3  
300 Seminary Avenue, Ukiah, CA 95482**

Virtual Meeting Link: <https://us06web.zoom.us/j/81047660551>

**October 23, 2025  
3:00 p.m.**

**1. CALL TO ORDER**

The Design Review Board met at a Regular Meeting on October 23, 2025, having been legally noticed on October 16, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/81047660551>. Chair Akin called the meeting to order at 3:05 p.m.

**2. ROLL CALL**

Roll was taken with the following **Board Members Present:** Williams Hawkes (*arriving at 3:11 p.m.*), Tom Liden, Ronald J. Meaux, Kali Gordon, and Lorena Akin. **Staff Present:** Jesse Davis, Chief Planning Manager, Katherine Schaefer, Planning Manager; and Kristine Lawler, City Clerk.

*CHAIR AKIN PRESIDING.*

**3. CORRESPONDENCE**

*Jesse Davis, Chief Planning Manager stated that no correspondence had been received other than from the project architect.*

**4. APPROVAL OF MINUTES**

**a. Approval of the September 25, 2025 - Regular Meeting Minutes.**

**Motion/Second:** Gordon/Meaux to approve the Regular Meeting Minutes of September 25, 2025, as submitted. Motion **carried** by the following roll call votes: AYES: Liden, Meaux, Gordon, and Akin. NOES: None. ABSENT: Hawkes. ABSTAIN: None.

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

*No public comment was received.*

**6. NEW BUSINESS**

**a. Evaluate a Major Site Development Permit, Major Use Permit, and Lot Merger for a Conversion of an Existing Building into an 'Urgent Care and Administration Office' at 1240 Airport Park Boulevard (APNs 180-080-74 & 180-080-75). File No. 25-0011; Permit No. PA25-000019.**

**Presenter:** Jesse Davis, Chief Planning Manager.

**Applicant Architect Comment:** Kile Campbell, HY Architects (*attending via conference phone due to technical difficulties with Zoom*).

**Motion/Second:** Gordon/Liden to recommend approval based on the provision of employee, historical, and patient volumes to determine the appropriate amount of parking needed. Motion **carried** by the following roll call votes: AYES: Hawkes, Liden, Meaux, Gordon, and Akin. NOES: None. ABSENT: None. ABSTAIN: None.

7. **MATTERS FROM THE COMMISSION**

**Presenter:** Jesse Davis, Chief Planning Manager.

*Report was received.*

8. **MATTERS FROM STAFF**

**Presenter:** Jesse Davis, Chief Planning Manager.

*Report was received.*

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 4:15 p.m.

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Kristine Lawler, City Clerk

DRAFT

**TO:** Design Review Board

**FROM:** Katherine Schaefers, Planning Manager

**DATE:** April 23, 2026

**SUBJECT:** Request for review and recommendation to the Zoning Administrator for a Minor Use Permit at 760 Apple Avenue (APN: 003-050-66) to construct a new 380 square foot satellite office as an accessory structure to the existing 'Contractor Storage and Supply' business operating on the subject parcel. File No. 26-000835, Permit No. PA26-000005.

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### **I. DESIGN REVIEW BOARD BACKGROUND**

The City of Ukiah Design Review Board (DRB) serves as an advisory body to the Zoning Administrator on Use and Site Development Permits. The Board represents a cross section of the community and a range of experience relevant to its functions, such as architecture, landscape architecture, building design, community, city planning, construction, engineering, historical or cultural preservation, and environmental planning.

### **II. SUMMARY**

The Applicant, Menton Builders, proposes to construct a new 380 square foot satellite office on an existing commercial contractor property located at 760 Apple Avenue. The detached single-story building is proposed to provide an accessible meeting space for clients and staff. The application requires a Design Review Board recommendation to the Zoning Administrator for consideration of the minor use permit.

### **III. BACKGROUND**

The property at 760 Apple Avenue operates as a legal nonconforming commercial contractor business. Established in 1989, the existing shop was authorized as an allowed use under the then-C-2 zoning designation and C (Commercial) land use designation. Historical legislative actions in 2005 and 2006 changed the land use designation and zoning to High Density Residential. Under Ukiah City Code §9209, the enlargement or expansion of a nonconforming use requires discretionary review and a use permit. As the proposed 380-square-foot office falls below the 640-square-foot threshold that triggers a major discretionary project in a residential zoning district pursuant to UCC §9261(D)(1), the application is being processed as a minor use permit. Pursuant to UCC §9262(A), because a use permit is required for the new construction, a separate site development permit is not required; instead, the site development review, criteria, and findings are incorporated into the use permit process.

### **IV. DISCUSSION**

Staff is asking the Design Review Board to review the proposed design of the satellite office and recommend approval. The proposed structure is a 380-square foot single-story office

intended to provide an accessible, ground-floor meeting space for clients, eliminating the need to use stairs to reach the existing shop office.

The applicant proposes to utilize fire-resistive and durable exterior materials and monitor windows to provide natural light. The structure would be powered by a solar system with battery storage to support lighting and HVAC equipment, and would not require conventional utility connections or plumbing. An ADA-compliant van-accessible parking space and path of travel is proposed for install in front of the building. Proposed landscaping would be located adjacent to the existing employee garden, and be inclusive of coast rosemary, lavender, and ornamental grasses

Existing fencing and signage would remain unchanged, and no site grading is proposed.

Staff requests that the Design Review Board (DRB) evaluate the project for consistency with zoning standards, land use objectives, and the Use Permit findings and provide a recommendation to the Zoning Administrator.

## **ATTACHMENTS**

1. Application Materials: Project Description; Concept Drawing, Plot Plan, Elevation and Foundation Plans, APN Maps
2. Draft Use Permit Findings
3. Draft Conditions of Approval

## Project Description

The purpose of this project is to provide additional office space for Menton Builders staff and owners while creating a modest, professional setting for meetings with clients and other trade professionals.

At present, meetings with clients and project team members are typically held in our existing upstairs office areas, which require navigating two flights of stairs. We no longer wish to maintain this barrier for clients or visitors who may be unable to comfortably access those spaces. This proposed office is intended to provide a more accessible and welcoming environment for all.

The project consists of a modest satellite office of approximately 380 square feet of conditioned space. It will include one small private office and one modest meeting area. The building is being designed to be durable, attractive, and functional. Exterior materials will be long-lasting and fire-resistant. Interior finishes will be selected to be appropriate for the intended occupancy and occupant load and will comply with applicable building code requirements, including flame-spread limitations, as well as Title 24 energy efficiency requirements. Natural light will be introduced through monitor windows to create a comfortable interior environment.

This building will not require conventional utility connections. Electrical needs will be served by a solar system with battery storage to support lighting, computers, miscellaneous plug loads, and modest HVAC equipment. No plumbing is proposed, and no restroom will be located within the building; however, an existing restroom is available at grade level in the nearby shop area.

To improve accessibility, the project will also include an ADA-compliant van-accessible parking space located in front of the building, along with an accessible path of travel, compliant doors and hardware, and required signage.

Landscaping associated with the project will be modest. The property includes many mature trees we have planted over the years, and the proposed office is located beside our employee garden, which features flowers, vegetables, and fruit trees. The setting is intended to remain attractive, simple, and in keeping with the character of the property.

This project will help Menton Builders continue operating and growing in Ukiah, where we have been based for more than 35 years, while accommodating our need for additional office space in a practical and accessible manner.

## Response to Submittal Requirements

Building elevations and floor plans are provided on Sheet 1, attached hereto as part of this application.

No grading is proposed for this modest building. The project site is located on a relatively flat area previously used for parking and material storage. Drainage is accommodated by an existing swale located immediately behind the proposed building area, which conveys runoff to an established drain, as shown on the site plan.

The proposed landscaping will be modest and consistent with the project description. Planting is expected to include *Westringia fruticosa* (coast rosemary), *Lavandula gingsii* (lavender), and possibly one additional low-growing ornamental grass or grass-like plant along the front and west side of the building, with some planting potentially extending along a portion of the east side adjacent to the garden.

The site plan is attached as a separate sheet.

Architectural details are shown on the cover sheet image and on Sheet 1, including identification of exterior siding and finish materials.

No new fencing is proposed. The property is already fenced, and no changes to existing fencing are proposed.

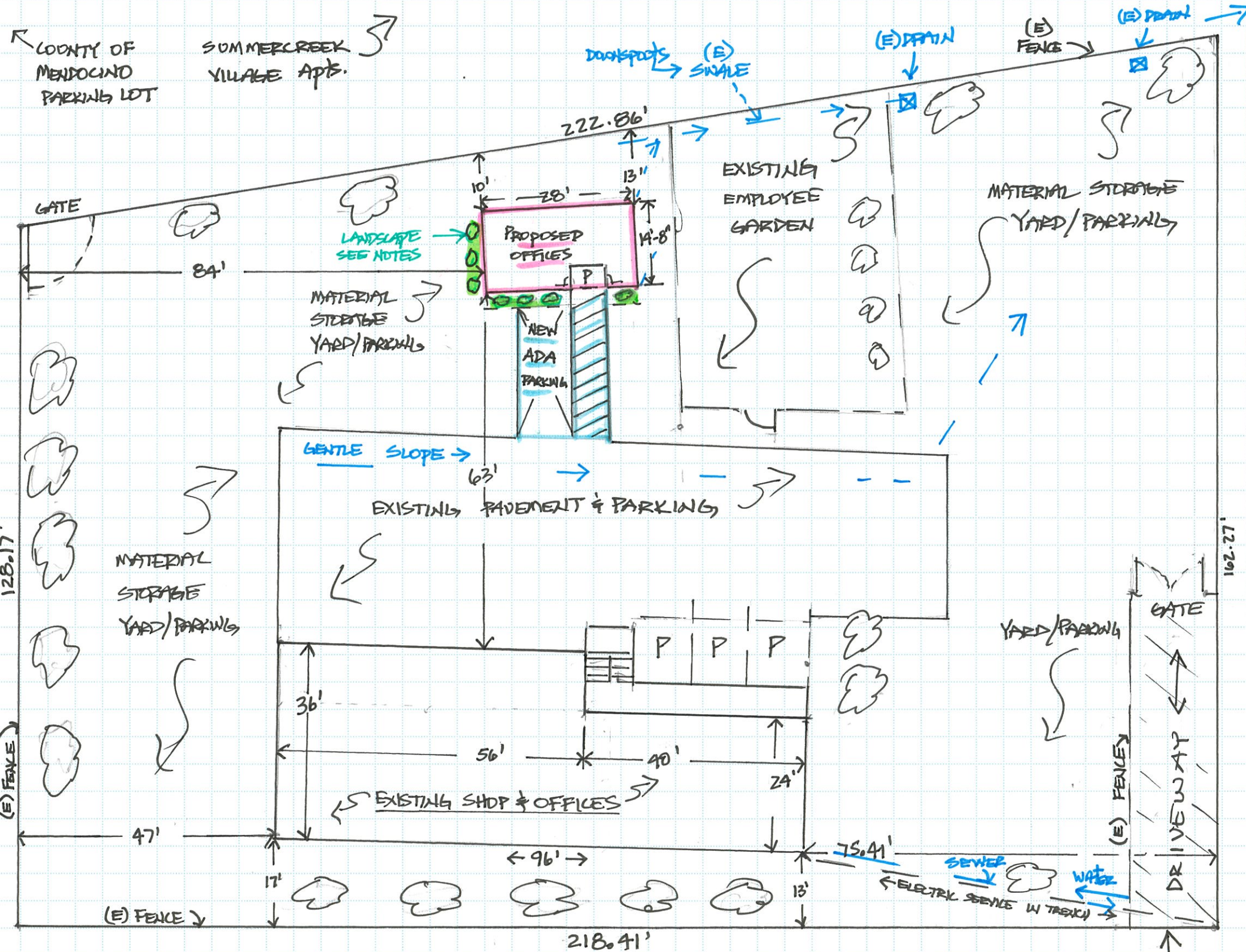
Existing site signage will remain unchanged. Modest signage currently exists at both gated entries to the property.

The site is relatively level, and drainage generally flows toward existing drains located in the northeast portion of the property, as indicated on the site plan.

Project colors and materials are shown on the cover sheet and noted on the Sheet 1 elevations.



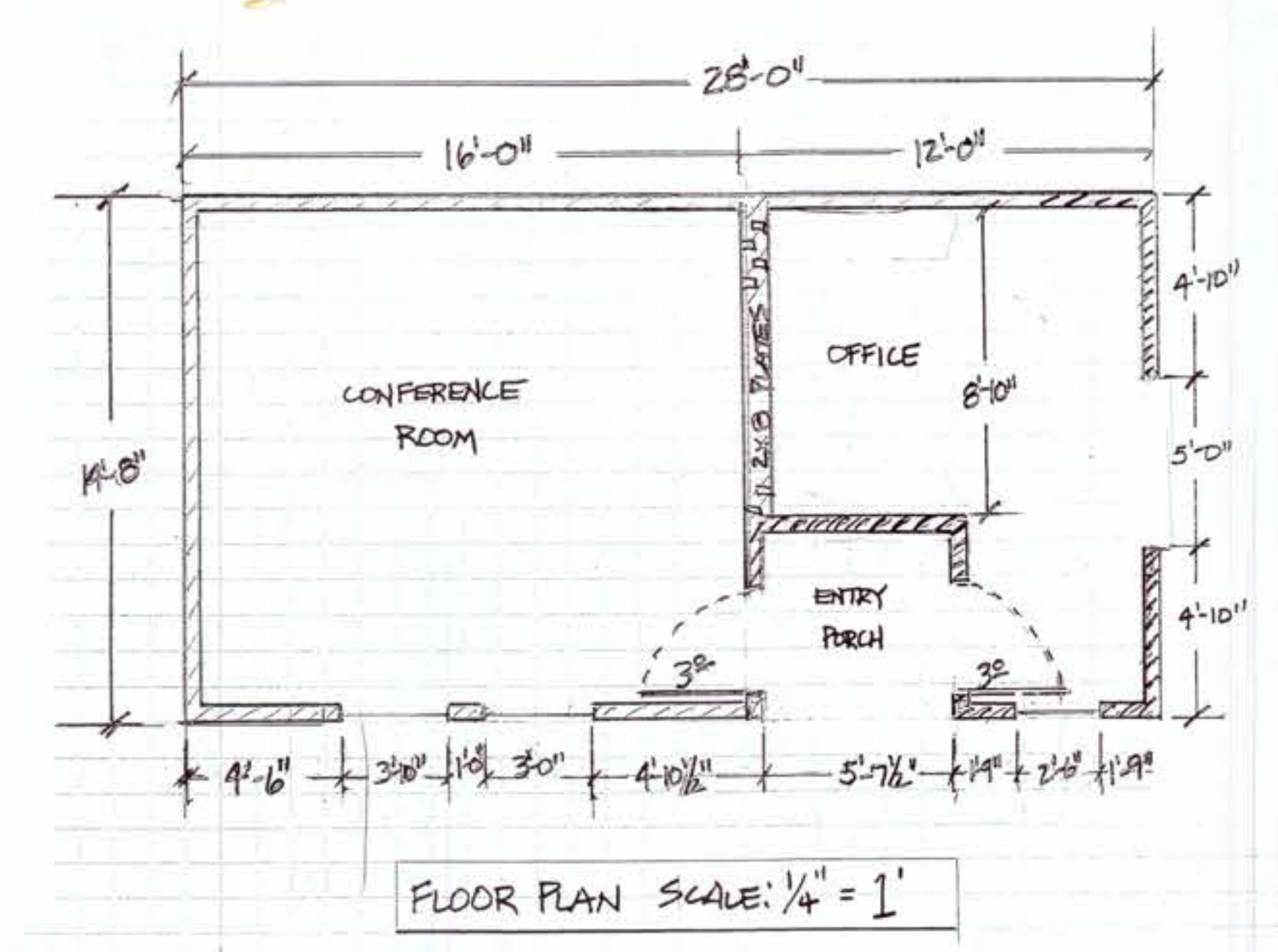
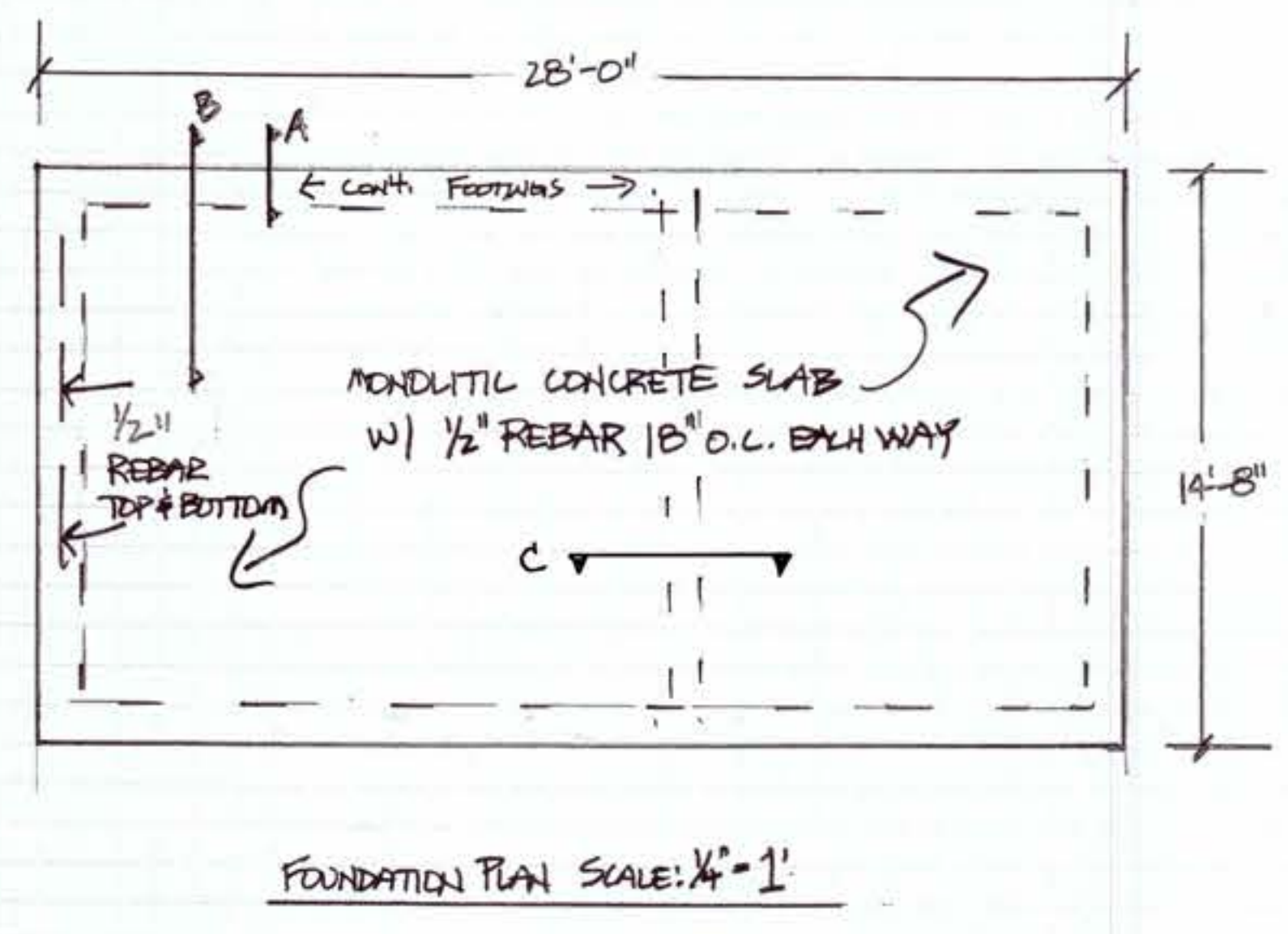
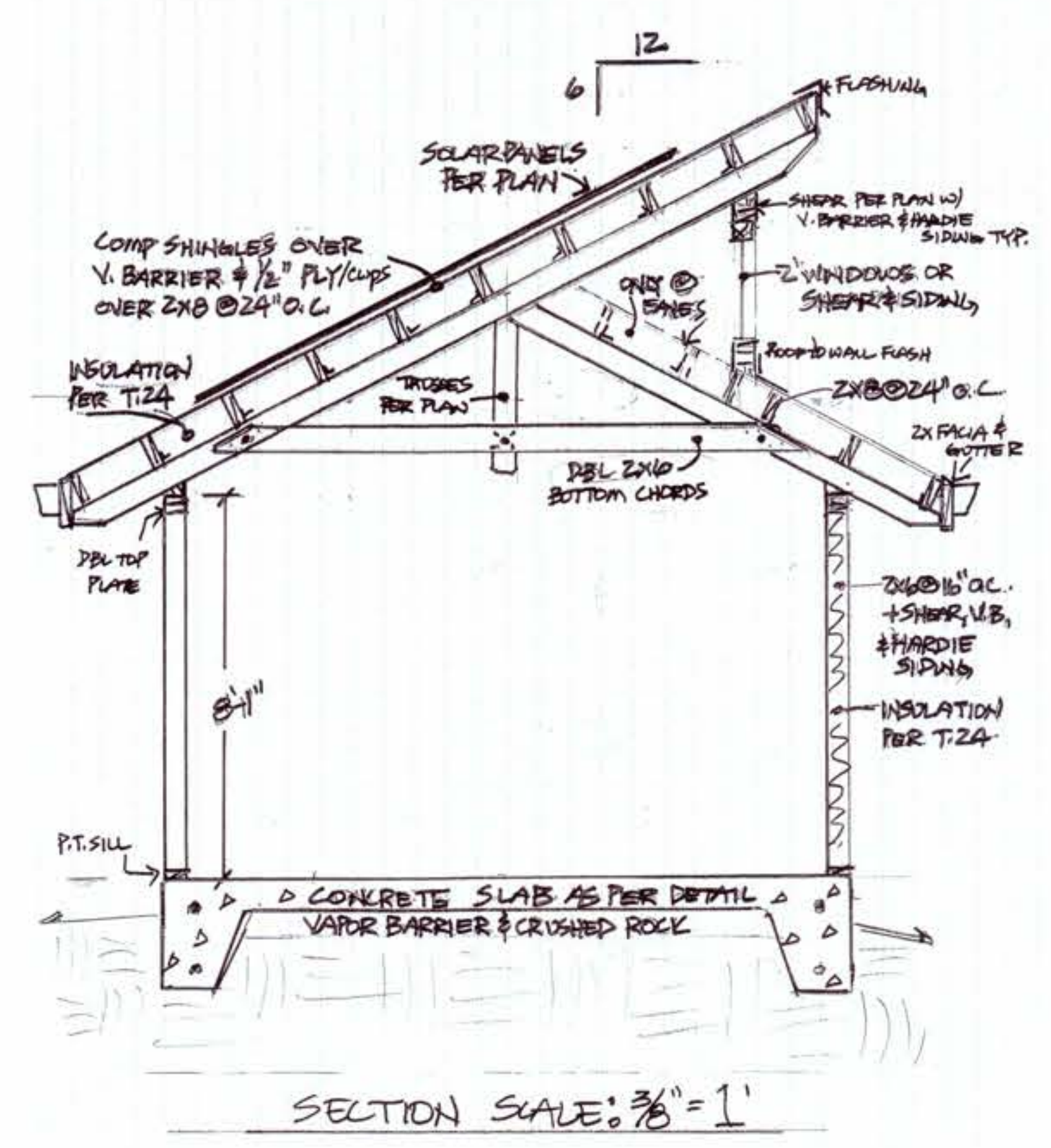
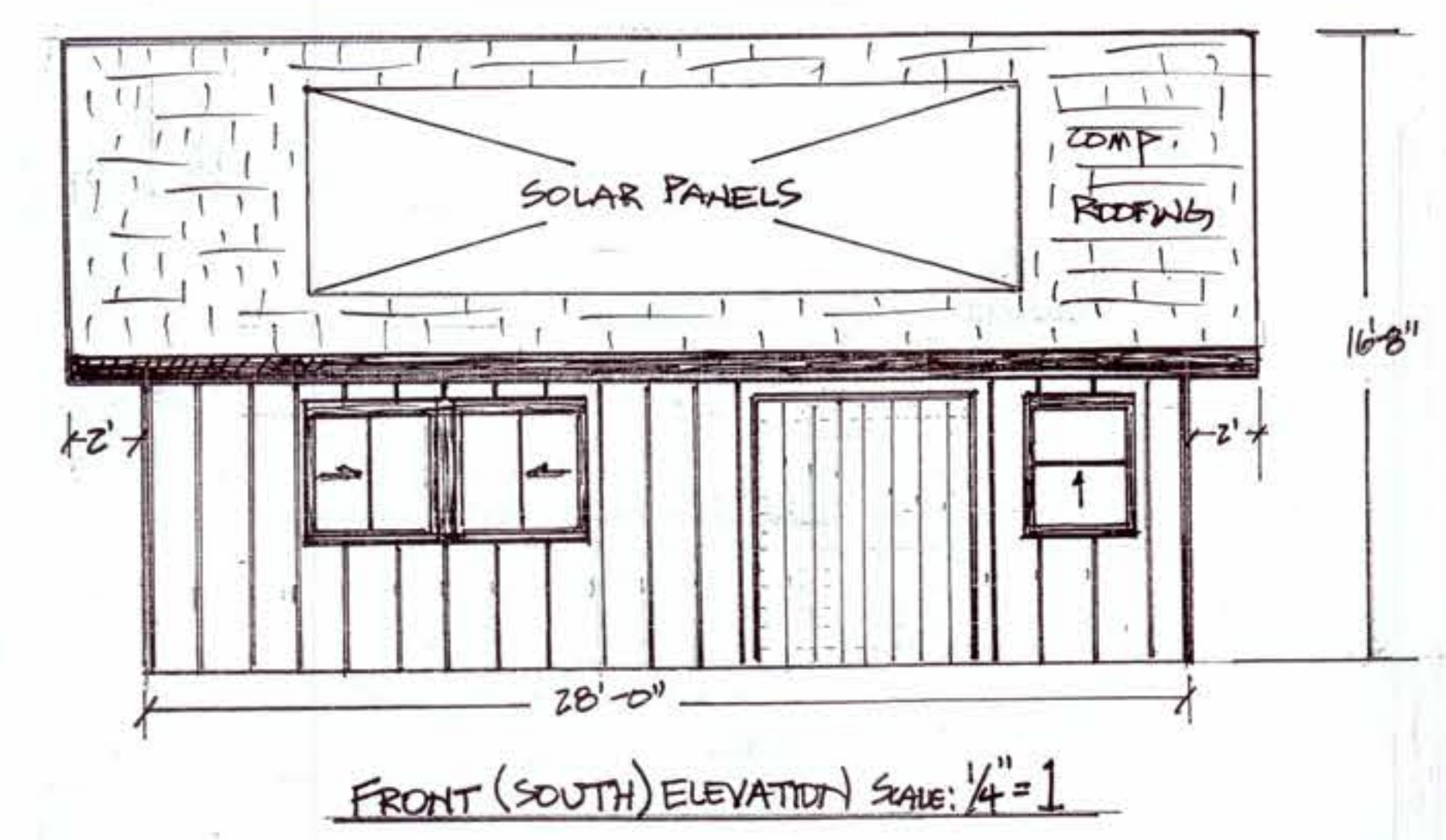
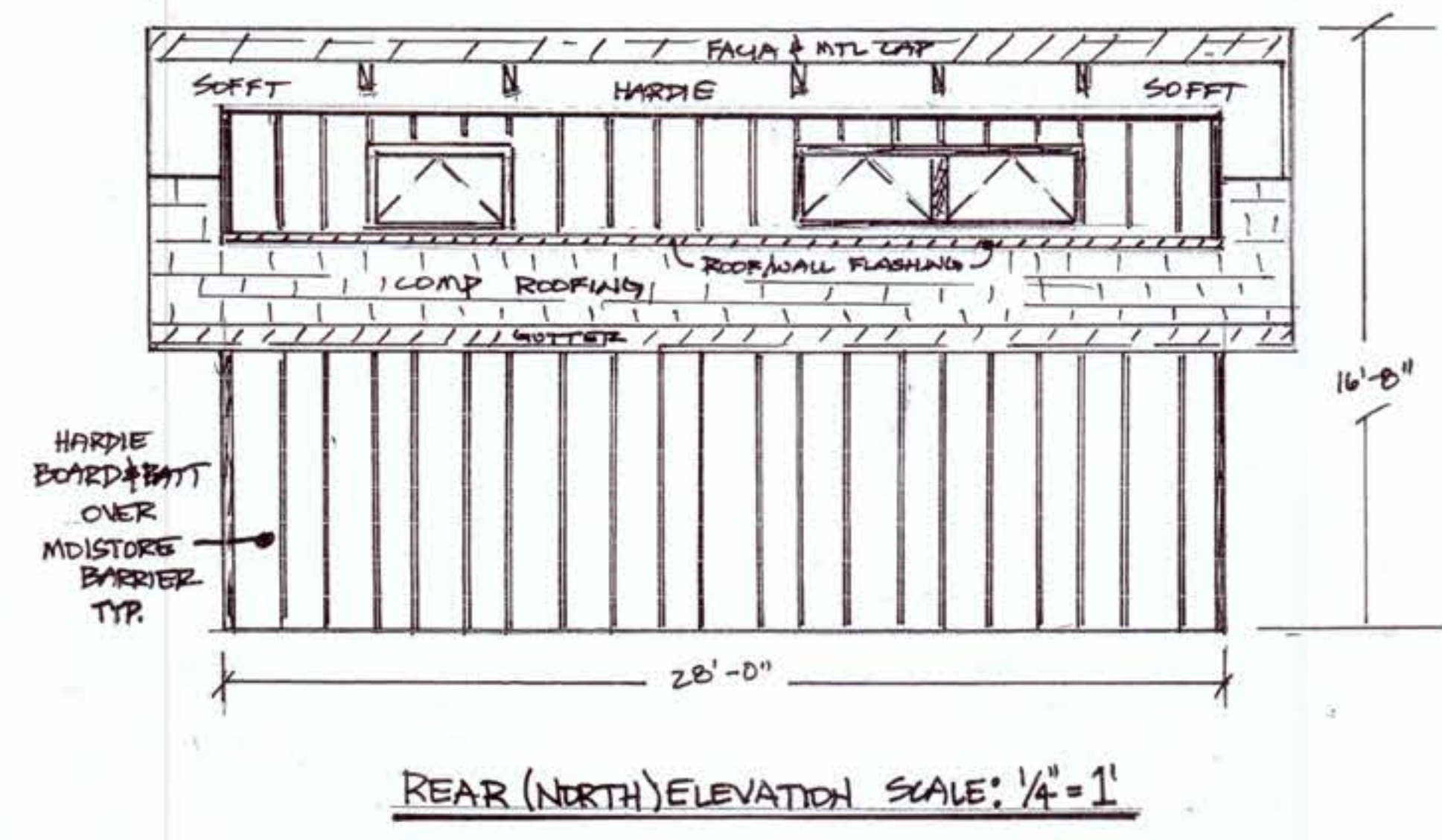
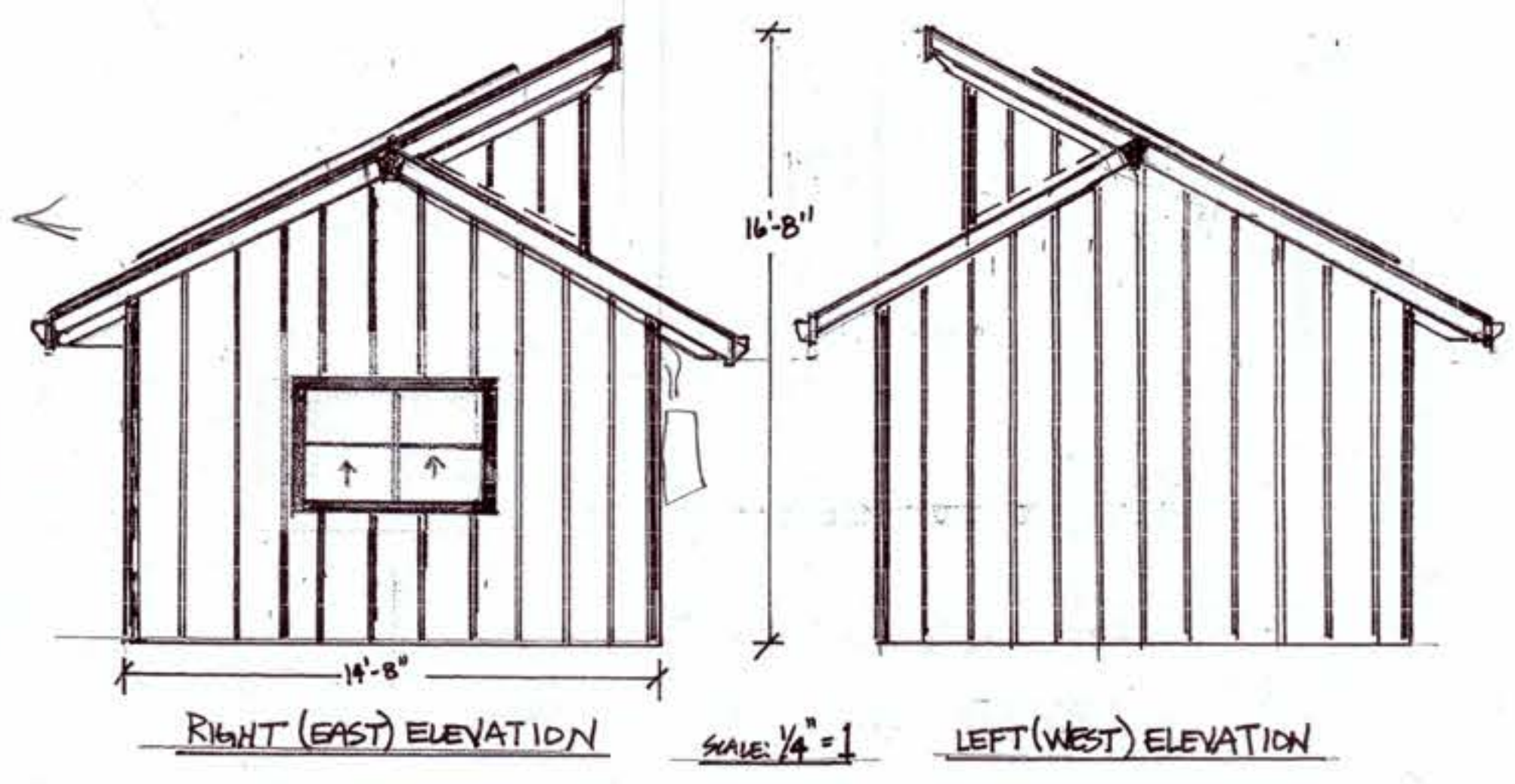
← COUNTY OF MENDOCINO PARKING LOT  
 SUMMERCREEK VILLAGE APTS. ↗



PROPOSED NEW OFFICES
MENTON BUILDERS, INC.
760 APPLE AVE.
UKIAH, CA. 95482
APN # 0030506600
SCALE: 1" = 20'
BY: E. MENTON 2.16.26
OWNER: M&E MENTON
LOT SIZE: 7AC 30,277 S.F.



Electronically Stamped on  
 03/11/2026



**MENTON BUILDERS**  
 SATELLITE OFFICE  
 760 Apple Avenue  
 Ukiah, CA, 95482

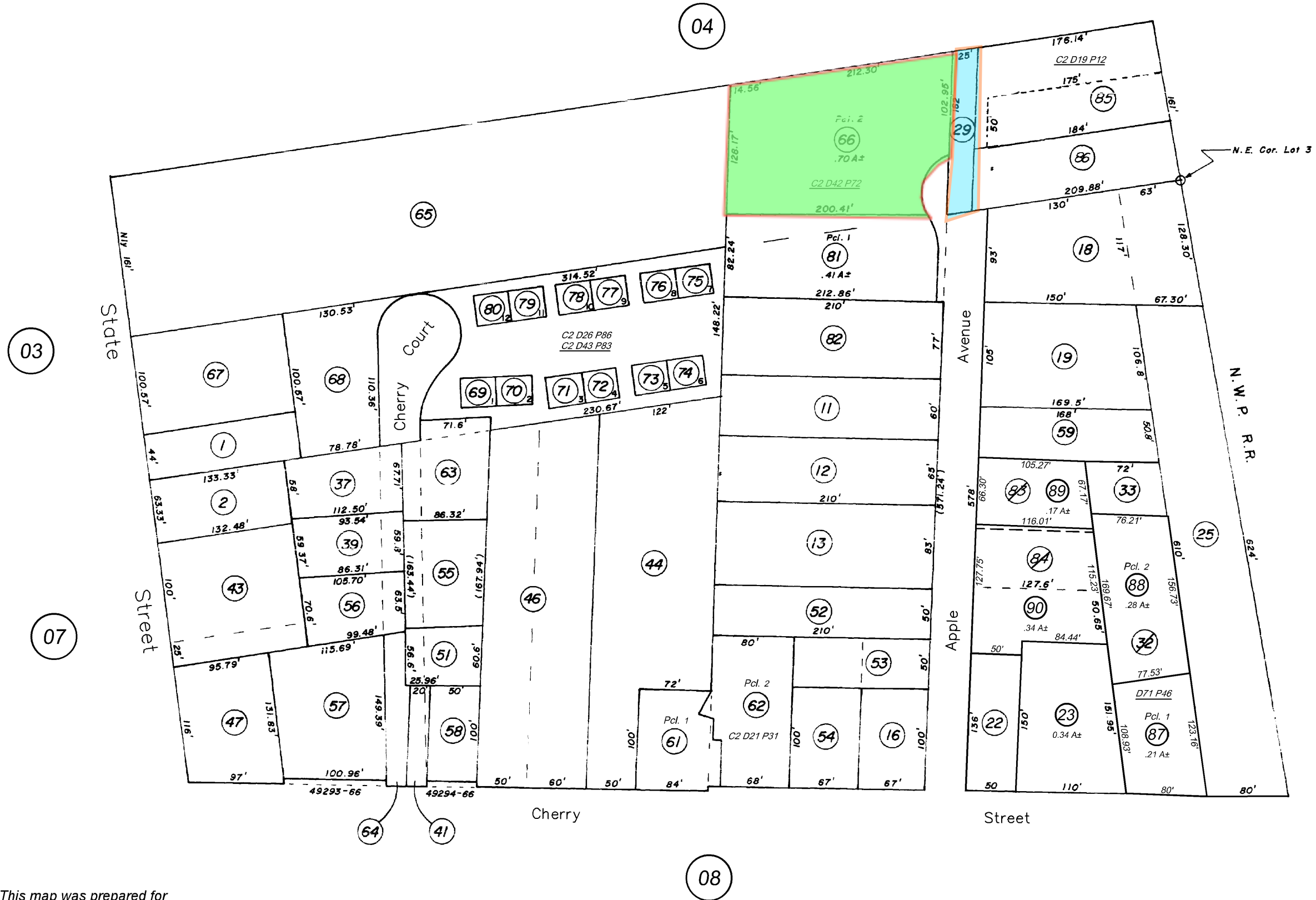
SATELLITE OFFICE FOR MENTON BUILDERS  
 760 APPLE AVE., UKIAH, CA. 95482 SCALES: AS NOTED

REV:
DATE: 2.3.26
DRW: E.M.
SHEET NO: 1

Ukiah City  
 Lots 1-4 McCowens Suburban Addition

3-031

3-05

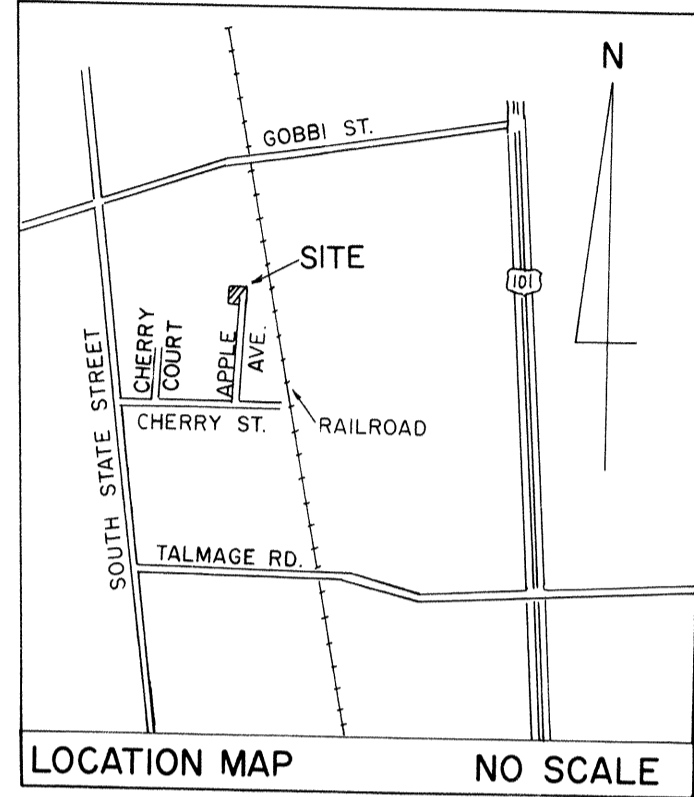


NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map  
 County of Mendocino, Calif.  
 September 21, 2023

**LEGEND**

- =FOUND 1/2" PIPE AS SHOWN ON A MAP FILED IN MAP CASE 2, DRAWER 19, PAGE 12, M.C.R. TAGGED L.S. 3089.
- =SET A 1/2" IRON PIPE WITH PLASTIC PLUG STAMPED L.S. 3089.
- ( )=RECORD BEARINGS AND DISTANCES AGREE WITH THIS SURVEY, UNLESS SHOWN OTHERWISE, RECORD DATA FROM:  
 ( ) M.C. 2, DR. 19, PG. 12, M.C.R.  
 ( ) M.C. 2, DR. 26, PG. 86, M.C.R.



**BOND CERTIFICATE**

I, JOYCE A. BEARD, CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF MENDOCINO, STATE OF CALIFORNIA, HEREBY CERTIFY THAT THE BOND OR DEPOSIT AS REQUIRED BY THE SUBDIVISION MAP ACT, SECTION 66464 OF TITLE 7 OF THE GOVERNMENT CODE, DIVISION 2, COMMENCING WITH SECTION 66410) HAS BEEN FILED.

DATED THIS 30<sup>th</sup> DAY OF January, 1985

JOYCE A. BEARD, CLERK, BOARD OF SUPERVISORS  
*Virginia Godacre, Deputy Clk.*

**SURVEYOR'S CERTIFICATE**

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF JEANNE JACKSON IN DECEMBER, 1984. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP. I FURTHER STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

*Joseph J. Scherf*  
 JOSEPH J. SCHERF L.S. 3089

**CITY ENGINEER'S CERTIFICATE**

THIS MAP CONFORMS WITH THE REQUIREMENTS OF ARTICLE 18 OF CHAPTER 1, DIVISION 9 OF THE CODE OF THE CITY OF UKIAH (SECTIONS 8300-8308) AND THE SUBDIVISION MAP ACT.

DATE Jan 29, 1985

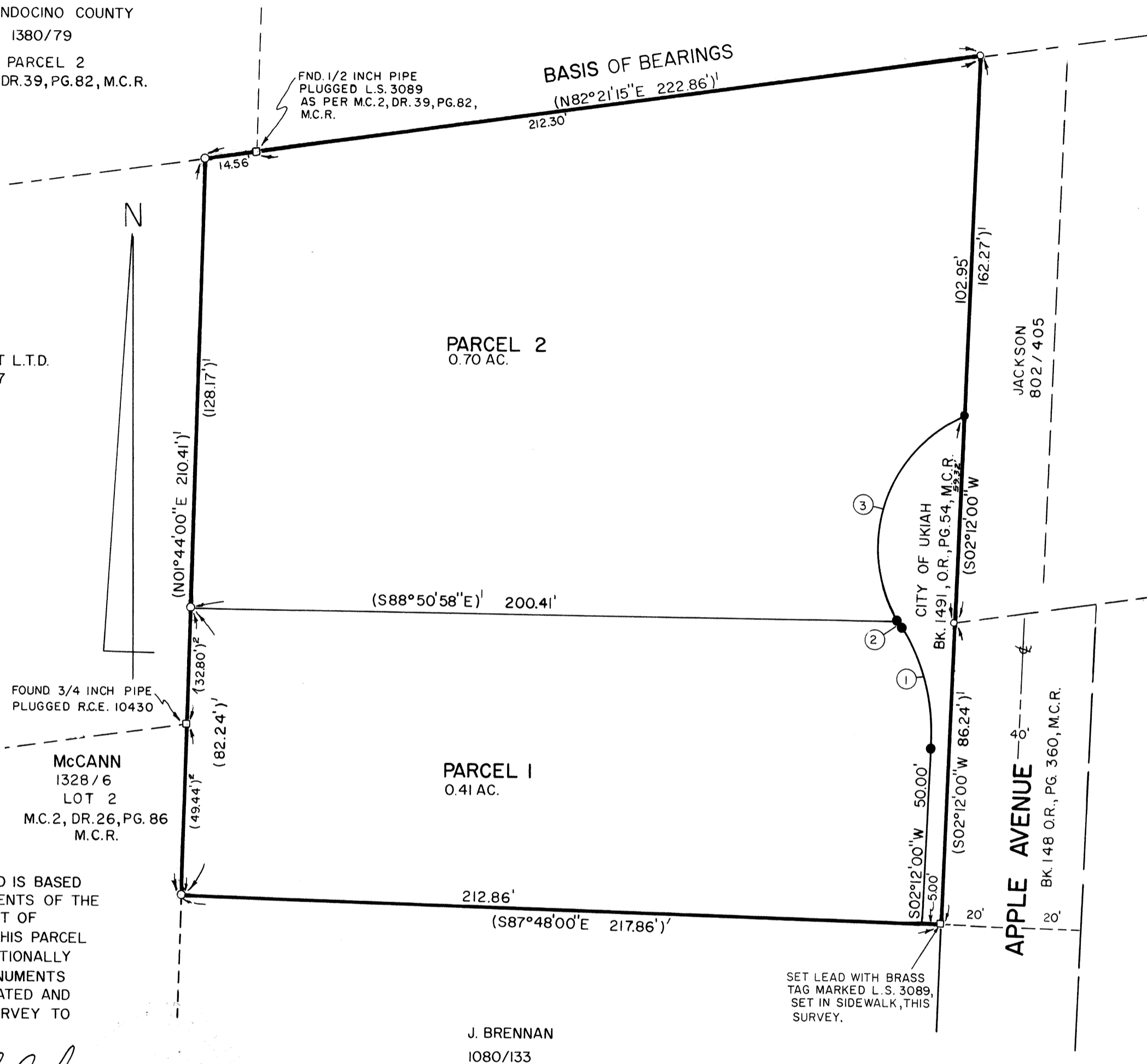
*Robert B. Pedroncelli*  
 ROBERT B. PEDRONCELLI R.C.E. 16478  
 CITY ENGINEER  
 CIVIL  
 STATE OF CALIFORNIA

M.B.

84-217

MENDOCINO COUNTY  
 1380/79  
 PARCEL 2  
 M.C. 2, DR. 39, PG. 82, M.C.R.

F.A. ROSS  
 1084/122  
 M.C. 2, DR. 22, PG. 71, M.C.R.



**CURVE DATA**

- ① R = 55.00' Δ = 37° 57' 44" L = 36.44'
- ② R = 40.00' Δ = 03° 40' 52" L = 2.57'
- ③ R = 40.00' Δ = 102° 24' 44" L = 71.50'

**BASIS OF BEARINGS**

N82°21'15"E BETWEEN FOUND MONUMENTS AS SHOWN ON A MAP FILED IN MAP CASE 2, DRAWER 19, PAGE 12, MENDOCINO COUNTY RECORDS.

**OWNER'S CERTIFICATE**

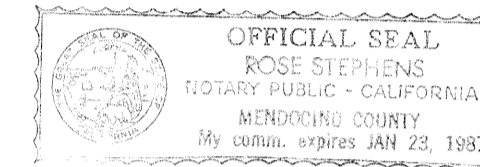
THE UNDERSIGNED BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND WITHIN THIS DIVISION, HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP.

*Jeanne Wrenshall Jackson*  
 JEANNE WRENSHALL JACKSON

**ACKNOWLEDGEMENT**

STATE OF California  
 COUNTY OF Mendocino

ON THIS 17<sup>th</sup> DAY OF Jan, IN THE YEAR 1985, BEFORE ME, Rose Stephens, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, RESIDING THEREIN, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Jeanne Wrenshall Jackson, PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THIS INSTRUMENT, AND ACKNOWLEDGED TO ME THAT SHE EXECUTED IT.



MY COMMISSION EXPIRES 1-23-87

*Rose Stephens*

NOTARY PUBLIC  
 STATE OF CALIFORNIA  
 COUNTY OF MENDOCINO

**PROOF OF OWNERSHIP CERTIFICATE**

I HEREBY CERTIFY THAT THE PROOF OF OWNERSHIP REPORT MADE BY Western Title One Co THIS 30 DAY OF January, 1985, CONFORMS TO THE PROVISIONS OF THE SUBDIVISION MAP ACT.

MARSHA A. YOUNG  
 COUNTY RECORDER

BY: *Ferne Bennett*  
 DEPUTY

**RECORDER'S CERTIFICATE**

FILED THIS 30 DAY OF January, 1985 AT 10:05 A.M. IN MAP CASE 2, DRAWER 42, PAGE 72, AT THE REQUEST OF Western Title One Co

MARSHA A. YOUNG  
 COUNTY RECORDER

FEE \$ 6.00

BY: *Ferne Bennett*  
 DEPUTY

**PARCEL MAP**

OF MINOR SUBDIVISION NO. 85-9  
 IN THE CITY OF UKIAH

BEING A PORTION OF THAT RECORD OF SURVEY  
 AS SHOWN ON A MAP  
 FILED IN M.C. 2, DR. 19, PG. 12, M.C.R.

BEING A PORTION OF LOTS 1, 2, AND 3  
 OF McCOWAN'S SUBURBAN ADDITION  
 TO UKIAH CITY, AS SHOWN ON A MAP  
 FILED IN MAP BOOK 2, PAGE 166, M.C.R.

MENDOCINO COUNTY, CALIFORNIA  
 SCALE 1" = 30'  
 JANUARY, 1985

Surveyed by Scherf and Rau Inc., Ukiah, California

1244

ONE SHEET ONLY

CASE	<u>2</u>
DRAWER	<u>42</u>
PAGE	<u>72</u>



00304083

04041

00305066

00305029

00305081

WENUE

**DRAFT FINDINGS  
MINOR USE PERMIT  
NEW SATELLITE OFFICE  
760 APPLE AVE., UKIAH, CA; APN 003-050-66  
FILE No. 26-000835, PERMIT No. PA26-000005**

**Approved Project Description:** The proposed project consists of the construction of a detached 380 square foot satellite office at 760 Apple Avenue. The subject property currently supports a commercial contractor business operating as a legal nonconforming use within the High Density Residential zoning district. The proposed single story accessory structure is intended to provide a ground floor, accessible meeting space for clients and staff. The building design incorporates fire resistive exterior materials, monitor windows, and a self-contained solar and battery storage system requiring no conventional utility connections or plumbing. Site improvements include the installation of one van accessible parking space, an accessible path of travel, and perimeter landscaping comprising coast rosemary, lavender, and ornamental grasses. No grading or changes to existing fencing and signage are proposed.

**Findings Note:** Pursuant to Ukiah City Code (UCC) 9262(A), projects requiring a use permit for new construction or exterior modifications need not have a separate site development permit. Site development review, criteria, and findings shall be incorporated into the use permit process.

**USE PERMIT FINDINGS**

**1. The proposed land use is consistent with the provisions of this Title as well as the goals and policies of the City General Plan. (UCC §9262.E.1.a)**

The subject property is designated High Density Residential by the Ukiah 2040 General Plan and is zoned R-3. While the existing commercial contractor yard is a legal nonconforming use, UCC §9209 permits the expansion of such uses subject to discretionary review. Consistent with General Plan Policy LU-7.1, Development Pattern, and Policy LU-8.3, Infill Development, the proposed satellite office prioritizes compact infill development while avoiding land use incompatibilities by operating strictly as an accessory meeting space without intensifying the nonconforming heavy commercial operations.

Furthermore, the project complies with the 2021 Ukiah Municipal Airport Land Use Compatibility Plan. The site is located in Airport Compatibility Zone 2, defined as the Inner Approach and Departure Zone. The maximum intensity criteria for Zone 2 is 60 persons per acre, which equates to a maximum allowance of 42 persons on the 0.7 acre subject parcel.

The new structure will host approximately 1 to 2 employees during business hours. As the existing 4,000 square foot facility operates as a contractor shop, a use where the majority of employees are typically dispersed to off-site construction locations, the addition of 2 employees will not cause the total concurrent on site occupancy to exceed the 42 person limit.

To ensure compliance with the Ukiah Municipal Airport Land Use Compatibility Plan Policy 3.1.2 b, a Condition of Approval has been added to restrict total concurrent on-site occupancy to a maximum of 42 persons. The applicant will also be required to either record or show proof of an existing Avigation Easement Dedication prior to the issuance of a certificate of occupancy.

**2. The proposed land use is compatible with surrounding land uses and shall not be detrimental to the public health, safety and general welfare. (UCC §9262.E.1.b)**

The subject property is located within the High Density Residential zoning district and operates as a legal nonconforming commercial contractor yard. Consistent with Ukiah 2040 General Plan Policy LU 7.8, Legal Nonconforming Uses and Ukiah City Code §9209, the City allows the continued operation of legally established nonconforming uses subject to discretionary review.

The project entails the construction of an approximately 410 square foot satellite office intended to serve as an accessible meeting space. A Condition of Approval has been added to limit the structure to an accessory office use and explicitly prohibit the expansion of the heavy commercial vehicle fleet or outdoor material storage on the subject parcels. Therefore, the project will not intensify the operational characteristics of the nonconforming use in a manner that would generate objectionable noise, odors, or safety hazards for adjacent residential developments.

In alignment with Ukiah 2040 General Plan Policy LU-4.1, High Quality Building Design, and Policy LU-1.3, Neighborhood Infill, the structure incorporates residential scale design elements including fire resistive exterior siding and monitor windows. A Condition of Approval has been added requiring the applicant's proposed installation of perimeter landscaping, including coast rosemary, lavender, and ornamental grasses. This vegetation would provide a visual buffer integrating the accessory building into the surrounding neighborhood context.

The new structure is proposed to operate on a self-contained solar and battery storage system without municipal water or sewer connections, ensuring no additional burden is placed on local utility infrastructure. Additionally, Staff has determined that the project qualifies for a California Environmental Quality Act Guidelines Section 15303 Class 3 Exemption for New Construction of Small Structures. Based on this exemption and the limited scope of the 410 square foot addition accommodating 1 to 2 employees, the project will not create significant traffic, air quality, or environmental impacts. As proposed, the accessory use remains subordinate to the existing commercial operations and will not be detrimental to the public health, safety, and general welfare of the surrounding community.

**SITE DEVELOPMENT PERMIT FINDINGS**

**1. The proposal is consistent with the goals, objectives, and policies of the City General Plan. (UCC §9263.E.1)**

Please refer to the analysis under Use Permit Finding No. 1.

**2. The location, size, and intensity of the proposed project will not create a hazardous or inconvenient vehicular or pedestrian traffic pattern. (UCC §9263.E.2)**

The approximately 410 square foot facility will accommodate only 1 to 2 employees and serve as a meeting space during business hours. As such, the project does not introduce a new business enterprise that would generate a substantial increase in average daily trips on, nor alter the existing traffic flow along Apple Avenue.

- 3. The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will not create a hazardous or inconvenient condition to adjacent or surrounding uses. (UCC §9263.E.3)**

The project includes the addition of a van accessible ADA parking space entirely on site. The parking area is accessible via the existing driveway and does not require backing out into the public right of way.

- 4. Sufficient landscaped areas have been reserved for purposes of separating or screening the proposed structure(s) from the street and adjoining building sites, and breaking up and screening large expanses of paved areas. (UCC §9263.E.4)**

Consistent with Ukiah 2040 General Plan Policy LU-11.10, Water Efficient Landscaping, the project incorporates drought tolerant plantings including coast rosemary, lavender, and ornamental grasses adjacent to the existing employee garden. This native vegetation would provide a visual buffer separating the new structure from the adjacent Summercreek Village apartment complex to the north.

- 5. The proposed development will not restrict or cut out light and air on the property, or on the property in the neighborhood; nor will it hinder the development or use of buildings in the neighborhood, or impair the value thereof. (UCC §9263.E.5)**

The single story 410 square foot structure will be sited within the interior of the 0.7-acre parcel, maintaining between a 10-13' setback from the northern property line, and substantial setbacks from the western, eastern, and southern property lines. Because of its modest height (16'8") and footprint, the building will not cast significant shadows or obstruct air circulation to the adjacent high density residential developments.

- 6. The improvement of any commercial or industrial structure will not have a substantial detrimental impact on the character or value of an adjacent residential zoning district. (UCC §9263.E.6)**

To ensure compatibility with the surrounding residential neighborhood, the accessory structure incorporates residential scale design elements, including monitor windows and fire resistive siding. Furthermore, because the structure is entirely off grid and powered by a self-contained solar and battery storage system, it avoids placing additional noise, plumbing, or infrastructure burdens on the surrounding residential community.

- 7. The proposed development will not excessively damage or destroy natural features, including trees, shrubs, creeks, and the natural grade of the site. (UCC §9263.E.7)**

No grading or tree removal is proposed for this project. The building will be placed on a relatively flat area previously used for parking and material storage, and drainage will continue to be accommodated by the existing swale located immediately behind the building footprint.

- 8. There is sufficient variety, creativity, and articulation to the architecture and design of the structure(s) and grounds to avoid monotony and/or a box-like uninteresting external appearance. (UCC §9263.E.8)**

Consistent with Ukiah 2040 General Plan Policy LU 4.1, High Quality Building Design, the facility incorporates durable exterior materials and monitor windows that provide natural daylighting and architectural relief.

## **CEQA FINDINGS**

The proposed project is subject to the California Environmental Quality Act (CEQA) and qualifies for a Categorical Exemption under CEQA Guidelines, Article 19, Class 3, Section 15303 (New Construction or Conversion of Small Structure). The project consists of construction of a detached 410 square foot commercial satellite office to accommodate 1 to 2 employees. This addition falls below this exemption's 10,000 square foot maximum threshold for small commercial structures in urbanized areas. Furthermore, the project involves a small, off grid meeting space that will not involve the use of significant amounts of hazardous substances, and all necessary public services and facilities are available to the site

None of the exceptions to the categorical exemptions established in California Environmental Quality Act Guidelines Section 15300.2 apply to the proposed project. The project is located on a previously disturbed portion of an existing commercial contractor yard and is not located in a particularly sensitive environment. The construction of a single minor accessory office does not contribute to a cumulatively considerable impact from successive projects of the same type in the same place over time. There are no unusual circumstances surrounding this small structure that would create a reasonable possibility of a significant effect on the environment. Additionally, the site is not visible from any officially designated state scenic highway, is not included on any list of hazardous waste sites compiled pursuant to Government Code Section 65962.5, and will not cause a substantial adverse change in the significance of a historical resource.

**DRAFT CONDITIONS OF APPROVAL  
MINOR SITE DEVELOPMENT PERMIT  
REMODEL OF AN EXISTING COMMERCIAL STRUCTURE  
1201 AIRPORT PARK BLVD., UKIAH, CA; APN 180-080-41  
FILE NO. 25-000969; PERMIT NO. PA25-000015**

The following Conditions of Approval shall be binding on all current and future owners, lessees, and occupants of the subject property. These conditions constitute an integral component of the Use Permit and must be fully satisfied and maintained for the permit to remain effective.

**Approved Project Description:** The proposed project consists of the construction of a detached 380 square foot satellite office at 760 Apple Avenue. The subject property currently supports a commercial contractor business operating as a legal nonconforming use within the High Density Residential zoning district. The proposed single story accessory structure is intended to provide a ground floor, accessible meeting space for clients and staff. The building design incorporates fire resistive exterior materials, monitor windows, and a self-contained solar and battery storage system requiring no conventional utility connections or plumbing. Site improvements include the installation of one van accessible parking space, an accessible path of travel, and perimeter landscaping comprising coast rosemary, lavender, and ornamental grasses. No grading or changes to existing fencing and signage are proposed.

**CITY OF UKIAH STANDARD CONDITIONS**

1. **Permit Activation:** This approval is not effective until the 10-day appeal period applicable to this Planning permit has expired without the filing of a timely appeal. If a timely appeal is filed, the project is subject to the outcome of the appeal and shall be revised as necessary to comply with any modifications, conditions, or requirements that were imposed as part of the appeal.
2. **Project Conformance:** All use, construction and the location thereof, or occupancy, shall conform to the application and to any supporting documents submitted therewith, including any maps, sketches, or plans accompanying the application or submitted by applicant in support thereof.
3. **Standard Specifications:** Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Department of Public Works Department of Building Inspection Division of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Zoning Administrator such standards shall be met.
4. **Permit Deadline:** Building permits shall be issued within two years after the effective date of the Planning Permit or same shall be null and void.
5. **Code Compliance:** In addition to any particular condition which might be imposed; any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, rules, regulations, and ordinances in effect at the time the Building Permit is approved and issued.
6. **Permit Verification:** The Applicant shall submit verification of all applicable permits or approvals in compliance with all local, state and federal laws to the Community Development Department prior to finalization of the Use Permit.
7. **Fee Payment:** All fees associated with the project planning permits and approvals shall be paid in full prior to occupancy.
8. **Permit Revocation:** As outlined in Article 20, Administration and Procedures, of the Zoning Code

this planning permit may be revoked through the City's revocation process if the approved project related to this Permit is not being conducted in compliance with these stipulations and conditions of approval; or if the project is not established within two years of the effective date of this approval; or if the established use for which the permit was granted has ceased or has been suspended for 24 consecutive months.

9. **Archaeological Discovery:** In accordance with California Public Resource Code, in the event that prehistoric archaeological features such as a concentration of flaked stone artifacts, or culturally modified soil (midden) or dietary shell are encountered at any time during preparatory grading or underground excavation to remove existing structures, all work should be halted in the vicinity of the discovery. A qualified archaeologist should be contacted immediately to make an evaluation and determine if the discovered material represents a definite cultural resource. If it is determined that a potentially significant feature has been revealed, a temporary suspension of earth disturbing activities should be enforced until an appropriate mitigation program can be developed and implemented to satisfy the Planning Division. An archaeological monitor shall observe all further work during construction activities that are located within or near an archaeological site area, and formal tribal consultation may be required.

### **SPECIAL CONDITIONS OF APPROVAL**

10. **Use Limitation:** To ensure the project operates as proposed by the applicant and remains compatible with surrounding land uses, the 410 square foot satellite office shall be utilized strictly as an ADA accessible meeting space and accessory office for existing staff and clients. The construction of this structure shall not be used to justify or facilitate the expansion of the business's commercial vehicle fleet or heavy equipment storage operations on the subject parcels.
11. **Utility Connections:** The structure shall be entirely powered by a self-contained solar system with battery storage. No conventional utility connections or plumbing fixtures shall be installed in the structure.
12. **Airport Land Use Compatibility:** Pursuant to the Ukiah Municipal Airport Land Use Compatibility Plan, the applicant shall record an Overflight Notification and Avigation Easement disclosure advising future occupants that the property is located within an Airport Influence Area and is subject to overflights and aircraft noise. This documentation shall be finalized prior to the issuance of a final certificate of occupancy.
13. **Landscaping Installation and Maintenance:** Perimeter landscaping comprising coast rosemary, lavender, and ornamental grasses shall be installed prior to the final building inspection. All landscaping shall be maintained in a neat, weed free, and healthy manner, and any dead or diseased vegetation shall be promptly replaced with similar species.
14. **Drainage:** All stormwater runoff shall be directed to the existing swale located immediately behind the proposed building area and conveyed to the established drain. No site work shall alter or impede the existing drainage patterns in a way that negatively impacts adjacent properties.
15. **To fulfill the applicant's proposal and comply with City standards,** any new exterior lighting installed on the satellite office shall be fully hooded, down cast, and shielded to ensure that light does not shine toward the night sky, adjacent residential properties, or the public right of way.