

**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.**

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**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