



Design Review Board

Regular 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

May 28, 2026 - 3:00 PM

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.

1. CALL TO ORDER

2. ROLL CALL

3. CORRESPONDENCE

4. APPROVAL OF MINUTES

4.a. Approval of the April 29, 2026, Special Meeting Minutes.

Recommended Action: Approve the April 29, 2026, Special Meeting Minutes.

Attachments:

1. 2026-04-29 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. Discussion with Possible Action Regarding the Meeting Schedule and Scope of the Design Review Board.

Recommended Action: Discuss the meeting schedule and scope of the Design Review Board with Staff.

Attachments:

1. Div. 1, Ch. 4, Art. 4B DESIGN REVIEW BOARD
2. 2018-01 DRB Reso and Procedures of Conduct

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/CPMC
Dated: 5/20/26

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

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

**April 29, 2026
2:00 p.m.**

1. CALL TO ORDER

The Design Review Board met at a Special Meeting on April 29, 2026, having been legally noticed on April 27, 2026. 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 2:01 p.m.

2. ROLL CALL

Roll was taken with the following **Board Members Present:** Williams Hawkes, Tom Liden, Ronald J. Meaux, Kali Gordon, and Lorena Akin. **Staff Present:** Jesse Davis, Chief Planning Manager, Katherine Schaefers, Planning Manager; and Araceli Sandoval, Deputy City Clerk.

CHAIR AKIN PRESIDING.

3. CORRESPONDENCE

Araceli Sandoval, Deputy City Clerk, stated that no correspondence had been received.

4. APPROVAL OF MINUTES

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

Motion/Second: Liden/Gordon to approve the Regular Meeting Minutes of October 23, 2025, as submitted. Motion **carried** by the following roll call votes: AYES: Hawkes, Liden, Meaux, Gordon, and Akin. NOES: None. ABSENT: None. ABSTAIN: None.

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

Clerk stated that there were no members of the public present.

6. NEW BUSINESS

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.

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

Motion/Second: Akin/Liden to recommend and refer the project to the Zoning Administrator for approval based on the recommendations from the Board. 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: Member Liden.

8. MATTERS FROM STAFF

Presenter: Jesse Davis, Chief Planning Manager.

Report was received.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 2:44 p.m.

Araceli Sandoval, Deputy City Clerk

DRAFT

TO: Design Review Board

FROM: Craig Schlatter, AICP, Community Development Director

DATE: April 23, 2026

SUBJECT: Discussion with Possible Action regarding the Meeting Schedule and Scope of the Design Review Board

Background:

The Design Review Board (DRB) was created in 2012, and its function and purpose are described in Division 1, Chapter 4, Article 4B of Ukiah City Code (Attachment 1). Like other City Boards and Commissions, the DRB has adopted Procedures of Conduct that set procedural guidelines for the conduct of DRB meetings. The current Procedures of Conduct (Attachment 2) were adopted in 2018 and are based, in general, on the City Council and Planning Commission Procedures of Conduct.

Due to the number of cancelations of DRB meetings in recent years, the City Clerk's Office scheduled an agenda item (14b) on March 18, 2026, to recommend to the City Council a change in the meeting schedule of the DRB. The Clerk proposed holding one annual meeting to update the DRB members on current and upcoming projects, with special meetings scheduled throughout the year when projects are ready for DRB review.

City Councilmembers discussed this recommendation, as well as discussing possible changes to scope, and directed Staff to schedule a discussion with DRB Members. To review the Clerk's Agenda Summary Report, the two written comments received on item 14b, and the City Council discussion on video, visit <https://www.cityofukiah.com/meetings>.

Discussion:

This item has been scheduled per Council direction as an informal discussion with DRB Members on the current meeting schedule and scope and purpose of the DRB. The Design Review Board may also wish to take other action in the form of recommendations, further research to be undertaken, and/or future meeting items for continued discussion.

CHAPTER 4

COMMISSIONS AND BOARDS

ARTICLE 4B. DESIGN REVIEW BOARD

SECTION:

- §1160: Creation**
- §1161: Members; Appointment; Term**
- §1162: Residency**
- §1163: Qualifications Of Board Members**
- §1164: Expenses Of Members; No Compensation**
- §1165: Chairman; Officers**
- §1166: Meetings; Rules; Record**
- §1167: Attendance**
- §1168: Board To Act In Advisory Capacity**
- §1169: Duties Of The Board**

§1160 CREATION

There is hereby created a Design Review Board for the City of Ukiah ("City"). (Ord. 1136, §2, adopted 2012)

§1161 MEMBERS; APPOINTMENT; TERM

Members of the Design Review Board shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of four (4) years. Members may be appointed to successive terms without limitations. Members shall be appointed according to procedures established by resolution of the City Council and shall be required to complete an application.

If a Board member vacates his or her office before the expiration of his or her term of office, a successor shall be appointed by a majority of the City Council upon receipt and review of applications for the vacant appointment.

Board members shall be nominated and voted upon at a single City Council meeting, unless a different procedure is approved by a majority vote of the City Council. (Ord. 1136, §2, adopted 2012; Ord. 1218, §1, adopted 2021)

§1162 RESIDENCY

If Board members, other than the at-large members, move outside the City limits after appointment or they no longer own a business in the City limits for Board members qualified to serve on that basis, their terms are thereby terminated. (Ord. 1136, §2, adopted 2012)

§1163 QUALIFICATIONS OF BOARD MEMBERS

Board members shall have sufficient education and/or experience to perform and fulfill the duties required in section 1169 of this code. This education and/or experience may consist of a college degree, professional license, or employment experience in architecture and design, landscape architecture, building contracting,

urban planning, civil engineering, or similar field of study. Alternatively, the City Council may determine that a combination of education and/or experience in lieu of a college degree, professional license, or employment experience may qualify a candidate for the Board. (Ord. 1136, §2, adopted 2012)

§1164 EXPENSES OF MEMBERS; NO COMPENSATION

The members of the Board shall receive no compensation. (Ord. 1136, §2, adopted 2012)

§1165 CHAIRMAN; OFFICERS

The Board shall elect a chairperson from among the appointed members for a term of one year and, subject to other provisions of law, may elect such other officers, such as a vice-chairperson, as it may determine. (Ord. 1136, §2, adopted 2012)

§1166 MEETINGS; RULES; RECORD

The Board shall hold at least one regular meeting each month at a time and place established by the Board, unless a lack of business or a lack of a quorum occurs. The Board shall adopt rules for the conduct of business and shall keep a written record of its findings and determinations, and overall business, which record shall be a public record. The City Manager may assign a City staff member to serve as the Board's recording secretary, who shall prepare minutes for the Board's approval. Alternatively, if no recording secretary is assigned to the Board, the Board may assign meeting recording duties to a Board member, who shall prepare minutes for the Board's approval. (Ord. 1136, §2, adopted 2012)

§1167 ATTENDANCE

If a Board member absents himself or herself from four (4) regular meetings in any twelve (12) month period without the prior approval of the Board, the City Council member who appointed him or her may vacate that Board member's seat and fill it as any other vacancy. (Ord. 1136, §2, adopted 2012)

§1168 BOARD TO ACT IN ADVISORY CAPACITY

Such Board shall act in an advisory capacity to the City staff, Zoning Administrator, Planning Commission and City Council in all matters pertaining to site development permit applications, planned development applications and precise development plans, and urban design. (Ord. 1136, §2, adopted 2012)

§1169 DUTIES OF THE BOARD

It shall be the function and duty of the Design Review Board to review proposed site development permit applications, planned development applications and precise development plans, work with staff and the applicants to ensure design consistency with the Ukiah General Plan, Zoning Code, and Design Review Guidelines, review and make decisions on issuance of mural permits for murals on private commercial structures, 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. (Ord. 1136, §2, adopted 2012; Ord. 1255, §2, adopted 2025)

Disclaimer: The City Clerk's office has the official version of the Ukiah City Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.cityofukiah.com/>

City Telephone: (707) 463-6217

Codification services provided by [General Code](#)

RESOLUTION NO. 2018-01

A RESOLUTION OF THE DESIGN REVIEW BOARD
OF THE CITY OF UKIAH

ADOPTING PROCEDURES FOR CONDUCTING
DESIGN REVIEW BOARD MEETINGS

WHEREAS, Division 1, Chapter 4, Section 1166 of Ukiah City Code requires the Design Review Board to adopt rules for the transaction of its business; and

WHEREAS, Staff has not been able to locate a record of the Design Review Board having adopted procedures to govern the conduct of Design Review Board meetings; and

WHEREAS, the Design Review Board wishes to adopt the Procedures of Conduct to reflect current practice and comply with Division 1, Chapter 4, Section 1166 of Ukiah City Code.

NOW, THEREFORE, BE IT RESOLVED that the Design Review Board of the City of Ukiah hereby adopts procedures for the conduct of meetings, which are included as "Exhibit A."

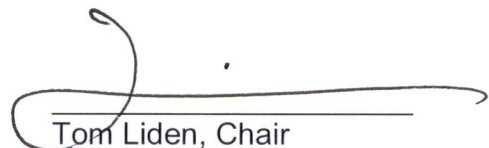
PASSED AND ADOPTED on this 27 day of September, 2018, by the following roll call vote:

AYES: Member Nicholson, Hawkes, and Chair Liden.

NOES: None.

ABSENT: Member Hise and Morrow.

ABSTAIN: None.


Tom Liden, Chair

ATTEST:


Cathy Flawadly, Recording Secretary

EXHIBIT "A"

PROCEDURES OF CONDUCT OF THE UKIAH DESIGN REVIEW BOARD MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH DESIGN REVIEW BOARD MEETINGS

The Ukiah Design Review Board ("DRB") meets regularly on the fourth Thursday of each month at 3:00 p.m. The DRB meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Procedures of Conduct set forth procedural guidelines for the conduct of Ukiah Design Review Board meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Design Review Board meetings may be called at any time at the request of the Community Development Director and confirmation by the Design Review Board Chair by directing the Recording Secretary to deliver, mail, or email a written notice to each Commissioner. Such notice shall be delivered at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The notice shall set forth (1) 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 (2) the business to be transacted at the special meeting. A copy of the notice shall also be posted at or near the door to the Civic Center Council Chambers. No other business than what is specified in the notice 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 Design Review Board a written waiver notice. Such waiver may be given by U.S. Mail, e-mail, 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 Design Review Board shall be public; provided, however, the Commission may hold a special meeting, pursuant to 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. AGENDAS

I. Preparation and Posting of Meeting Agendas

Except for documents or information prepared by City staff that are not available by 12:00 pm on Thursday, but in the Community Development Director's judgment should be

included with the meeting agenda prior to its delivery to the members of the Design Review Board, all reports, communications, ordinances, resolutions, contract documents, or other documents regarding matters to be submitted to the DRB at a regular meeting, shall be delivered to the Recording Secretary no later than 12:00 pm on Thursday, six (6) working days preceding the meeting. The Recording Secretary 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 Design Review Board members no later than the Friday preceding the Thursday Design Review Board 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 Design Review Board. 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 that are properly documented, on for adoption by a single motion.

II. Order of Business

The business of the Design Review Board and the order of its agenda shall be in such form, as the DRB may from time to time adopt by resolution.

SECTION 3. CORRESPONDENCE

I. Availability to the Public

Correspondence addressed to the Design Review Board and received by the Recording Secretary, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and filed by the DRB at a regular, special, or adjourned meeting of the Design Review Board. Correspondence should not be read aloud at a Design Review Board 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 Design Review Board and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring DRB action, may be acted upon between DRB meetings; provided, however, mail addressed to individual DRB Members shall not be opened without the consent of the DRB Member.

SECTION 4. PRESIDING OFFICER

The Design Review Board Chair shall be the presiding officer at all meetings of the Design Review Board. In the absence of the Design Review Board Chair, the Design Review Board Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Recording Secretary shall call the DRB to order, whereupon, a temporary presiding officer

or Member shall be elected by the Design Review Board Members present to serve until the arrival of the Design Review Board 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 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. Discussion of and Action on Agenda Items: Under procedures, as shall be determined from time to time by the DRB Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Design Review Board shall not take action on any item not appearing on the posted agenda unless: 1) the DRB determines by a two-thirds (2/3) vote, or by a unanimous vote if less than two-thirds (2/3) of the Design Review Board Members are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 2) 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

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Design Review Board 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 DRB in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe such rules shall not affect the jurisdiction of the DRB or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. DRB Members: While the DRB is in session, the Members shall preserve order and decorum, and a Member shall neither, by conversation or

otherwise, delay or interrupt the proceedings or the peace of the DRB, nor disturb any Member while speaking, nor refuse to obey the orders of the presiding officer. Members 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 Design Review Board. However, members of the City Planning Division staff seated at the Staff table may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the DRB: Any person making impertinent, slanderous, or profane remarks, or who becomes belligerent while addressing the DRB, 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 DRB 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 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 54952 of the California Government Code, 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 California Penal Code to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Policy may designate, shall be sergeant at arms of the DRB and shall carry out all orders given by the presiding officer for the purpose of maintaining order and decorum at DRB meetings. Any Member may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the DRB shall require him or her to do so.

II. Rules of Debate

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

- B. Questioning the Staff: Every Member desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Member, 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 Member. If a Member 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.. 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.
- F. Privilege of Closing Debate: The Member moving the adoption of a resolution or motion shall have the privilege of closing debate.
- G. Limitation of Debate: No Member shall be permitted to speak more than once on any particular subject until every other Member desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Design Review Board, including the presiding officer, may not be considered by the DRB 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 DRB from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the DRB.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Design Review Board Chair shall sit in the center chair of the DRB; the next most senior in years served on the DRB Member (and if there is more than one of the same seniority, then by highest vote count at that election) shall sit alternately on the left and right of the Design Review Board Chair.

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 Design Review Board Chair voting last.

III. Registration of Votes

Any vote of the Design Review Board, 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 Design Review Board Member.

IV. Voting Procedure/Disqualification

Any Design Review Board Member 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 Member 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 DRB table and leave the Council Chamber. A Member 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

Design Review Board Members present at a Design Review Board meeting shall vote unless disqualified by reason of a conflict of interest or where the Member, 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 vote on the measure. A failure to vote or an abstention shall not be counted. Recommendations made to Planning Commission or other actions taken at the meeting shall pass only if receiving “aye” votes from a majority of the Member present at the meeting, provided a quorum is established. Members 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 Design Review Board Member 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 and prior to the time the next item in the order of business is taken up. A Member 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 Design Review Board 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 Members who voted with the prevailing side. The provision of this Section shall not be construed to prevent any Member from making or remaking the same or any other motion at a subsequent meeting of the DRB.

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, posted on affected property, or mailing to affected parties.

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, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the Recording Secretary 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 Design Review Board shall exclude from the record and not consider any document submitted after the submission deadline, unless upon a motion by a Member, a majority of the Members 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 Members present at the meeting.
- B. Manner of Submission: All documents must be presented to the Recording Secretary for consideration at the hearing. No documents presented to the individual Members 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.
 2. Upon receipt, the Recording Secretary shall date stamp as Received the original and all copies. Upon request, the Recording

Secretary will furnish the proponent of the document with a date stamped copy. The Recording Secretary shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The Recording Secretary shall retain the original and include it in the hearing record, which the Recording Secretary shall compile and maintain.

III. Notice of Hearing

Any notice of a public hearing shall include a statement that anyone wishing the Design Review Board to consider a document exceeding 250 words must submit the original document and seven (7) legible copies to the Recording Secretary not less than six (6) calendar days prior to the scheduled meeting date.

IV. Viewing the Site

Not applicable.

V. Making a Decision

The Design Review Board shall base its recommendation exclusively on the record, including documents submitted in accordance with this rule, oral argument presented during the hearing, and consistency with the Ukiah General Plan, Zoning Code, and Design Review Guidelines.

VI. Conduct of Public Hearing

As presiding officer, the Design Review Board Chair shall conduct the hearing to promote an orderly presentation 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: Not applicable.
- B. Time Limitations: The Design Review Board 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 Design Review Board 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 DRB, shall limit his or her remarks to three (3) minutes.

All remarks shall be addressed to the DRB as a whole and not to any member thereof.

- D. Spokesperson for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Design Review Board on the same subject matter, it shall be proper for the presiding officer to request that spokesperson be chosen by the group to address the DRB, 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 DRB.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Design Review Board 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 Member.

II. Resolutions

Resolutions shall be used to express decisions of the Design Review Board 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 shall have the exclusive responsibility for the preparation of the minutes of Design Review Board meetings, and any directions for changes in the minutes shall be made only by a majority action of the DRB.

I. Minutes/Request for Detail

Not applicable due to action minutes and videotaping of meetings.

II. Minutes/Reading

Unless the reading of the minutes of a Design Review Board meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the Recording Secretary has previously furnished each Member with a copy.

III. Minutes/Entry of Statements

Not applicable due to action minutes and videotaping of meetings.

SECTION 12. SPECIAL COMMITTEES

All special Design Review Board committees shall be appointed by the presiding officer with a majority consent of the DRB. 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 DRB.