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MINUTES
CITY ENGINEER PUBLIC HEARING
September 15, 2011

STAFF PRESENT

Tim Eriksen, City Engineer/Director of Public Works
Jennifer Faso, Associate Planner
Cathy Elawadly, Recording Secretary

OTHERS PRESENT

Dan Thomas

The meeting was called to order by City Engineer Tim Eriksen at 3:10 p.m. in Conference Room 3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

2. **SITE VISIT VERIFICATION** – Confirmed.

3. **APPROVAL OF MINUTES** – Deferred to the next meeting.

4. **APPEAL PROCESS**

City Engineer Eriksen read the appeal process, stating for matters heard at this meeting, the final date for appeal is September 26, 2011.

5. **VERIFICATION OF NOTICE**

Staff verified Minor Subdivision file No.: 11-MIS-CE was properly noticed in accordance with the provisions of the Ukiah Municipal Code.

6. **PUBLIC HEARING**

6A. **Minor Subdivision File No 11-MIS-CE:** Request for approval of a minor subdivision from Dan Thomas to create two lots at 415 Hospital Drive, APN 002-370-28.

Associate Planner Faso gave a staff report:

- An application has been received from Dan Thomas to subdivide an existing lot consisting of 40,894 sq. ft. lot (.92 acre) into two lots at the end of Hospital Drive.
- There is an existing medical building currently on the lot. The applicant is requesting to subdivide a small portion of this lot resulting in parcel 1 that would consist of 6,800 sq. ft. (.16 acre) and parcel 2 that would consist of 33,300 sq. ft (.76 acre).
- The project is consistent with the Ukiah General Plan and zoning district regulations.
- No development is proposed for the new lot at this time.
- The parking easements shown on the Tentative Map will be recorded and this will benefit the new lot.
- Staff recommends approval based on the project Findings and the standard Conditions of Approval.

PUBLIC HEARING OPENED: 3:12 p.m.

Dan Thomas, applicant agrees with the Findings and standard Conditions of Approval provided for in the staff report.

PUBLIC HEARING CLOSED: 3:13 p.m.

1 **City Engineer Eriksen** approved Minor Subdivision No. 11-MIS-CE with Findings 1-5 and
2 Conditions of Approval 1-7.

3
4 **Findings for the Minor Subdivision Map**

5 **415 Hospital Drive**

6 **APN 002-370-28**

7 **File No. 11-07-MIS-CE**

- 8
9 1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the
10 City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
11
12 2. The parcels established as a result of this minor subdivision are consistent with the General
13 Plan Commercial (C) land use designation.
14
15 3. The proposed minor subdivision map, as conditioned, complies with the requirements of
16 Heavy Commercial zoning district (C-2).
17
18 4. The subdivision will create two lots, which are appropriate to the surrounding area and with
19 the existing surrounding uses based on the following:
20
21 A. Proposed Parcels are consistent with the requirements of the Heavy
22 Commercial Zone (C-2).
23 B. Proposed Parcels will have access directly onto a public street and utilities
24 are available to serve the site.
25
26 5. Notice of the proposed minor subdivision was provided in the following manner:
27
28 A. Mailed to property owners within 300 feet of the property on September 1,
29 2011;
30 B. Posted in 3 places on the subject property on September 1, 2011; and
31 C. Published in the Ukiah Daily Journal on September 4, 2011.
32

33 **Conditions of Approval Minor Subdivision Map**

34 **415 Hospital Drive, APN 002-370-28**

35 **File No. 11-07-MIS-CE**

- 36
37 1. Approval is granted for the 2-lot minor subdivision as shown on the tentative map
38 submitted to the Planning Division and date stamped July 12, 2011, except as modified by
39 the following conditions of approval.
40

41 **From Public Works**

- 42
43 2. The tentative map shall expire twenty-four (24) months from the dates of its approval or
44 conditional approval unless extended in accordance with the City of Ukiah Subdivision
45 Ordinance and the Subdivision Map Act.
46
47 3. A Parcel Map shall be prepared and submitted to the City Engineer for review and approval,
48 along with payment of all parcel map processing and review fees, and shall be prepared and
49 recorded in a manner consistent with the Ukiah Municipal Code requirements.
50

- 1 4. The Parcel Map submitted for recordation shall include all necessary easements or such
2 easements shall be recorded by separate instrument.
3
4 5. All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.
5
6 6. Each parcel shall be served individually upon the development of the parcel with appropriate
7 public utilities required for the type of development within the parcel.
8
9 7. Prior to recordation of the Parcel Map, the applicant and property owner shall sign and
10 subsequently comply with an Access Agreement in the form of Exhibit A, attached.
11

12 **7. ADJOURNMENT**

13 There being no further business, the meeting adjourned at 3:14 p.m.
14
15

16 _____
17 Tim Eriksen, City Engineer
18

Cathy Elawadly, Recording Secretary