CALL TO ORDER
Acting City Engineer Kageyama called the meeting to order at 3:30 p.m. in Conference Room No. 3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

SITE VISIT VERIFICATION
Staff confirmed.

APPROVAL OF MINUTES
a. The Minutes of November 18, 2016.

Acting City Engineer Kageyama approved the November 18, 2016 minutes, as submitted.

COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS
No public comment was received.

APPEAL PROCESS
Note: For matters heard at this meeting the final date to appeal is October 2, 2017 at 5:00 p.m.

VERIFICATION OF NOTICE
Staff confirmed.

PUBLIC HEARING
a. Lot Line Adjustment: Conduct a public hearing on the property owners’ request for City Engineer approval of a lot line adjustment between two parcels located at 744 N. State Street and 155 Gibson Street. APNs 002-114-72 and 002-114-14.

Presenter: Kevin Thompson, Planning Manager.

PUBLIC HEARING OPENED: 3:33 P.M.

Public Comment: None.

PUBLIC HEARING CLOSED: 3:33 P.M.
Kevin Thompson, Planning Manager:
- The creation of the new lot does not conflict with any setbacks and/or any given structures.

**Acting City Engineer Kageyama** approved Lot Line Adjustment between two parcels located at 744 N. State Street and 155 Gibson Street with Findings in attachment 1 of the staff report and Conditions of Approval in attachment 2 of the staff report.

**ATTACHMENT 1**

**FINDINGS**
**LOT LINE ADJUSTMENT ON**
**155 GIBSON STREET AND 744 N. STATE STREET**
**APN 002-114-72 AND APN 002-114-11**
**FILE NO. MUNIS 2894**

The following findings are supported by and based on information contained in the staff report, the application materials and documentation, and the public record:

1. The adjustment will not create a greater number of parcels than existed prior to the adjustment;
2. The adjustment will not result in an increase in the number of nonconforming parcels;
3. The adjustment will not increase the nonconformity of any parcel;
4. All of the parcels resulting from the adjustment are consistent with the General Plan, Zoning Ordinance, and Building Code.

**ATTACHMENT 2**

**CONDITIONS OF APPROVAL**
**LOT LINE ADJUSTMENT ON**
**155 GIBSON STREET AND 744 N. STATE STREET**
**APN 002-114-72 AND APN 002-114-11**
**FILE NO. MUNIS 2894**

Approval is granted to the Project based on the project description submitted to the Planning and Community Development Department, and as shown on the Plot Plan contained therein, subject to the following conditions of approval:

1. All fees related to the Lot Line Adjustment application must be paid prior to the final approval and the recordation of the Lot Line Adjustment.
2. The lot line adjustment shall be reflected in deeds meeting the approval of the City Engineer and shall be recorded with the Mendocino County Recorder. The recorded deeds shall include legal descriptions and plat maps, and shall be prepared by a Licensed Land Surveyor or a Registered Civil Engineer.
3. If required, any existing easement, utility or other infrastructure affected by the Lot Line Adjustment shall be adjusted or relocated, as determined by the City Engineer.
4. If required, property owners shall obtain partial reconveyances from any mortgagor or other lien holders for any portion of a parcel being transferred to an adjacent parcel and that any liens covering the adjacent property have been modified to cover the newly created larger parcel.

5. Prior to recordation of deeds, written verification shall be provided by a title company that partial reconveyances and modified deeds of trust will be filed, as necessary.

6. The project must comply with the requirements of the City of Ukiah Public Works Department Lot Line Adjustment Procedures.

7. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

b. **Parcel Map Modification:** Conduct a public hearing on the property owners' request for City Engineer approval of a modification to an existing Parcel Map at 1350 Hastings Road. APN 180-070-19.

**Presenter:** Kevin Thompson, Planning Manager

**PUBLIC HEARING OPENED:** 3:35 P.M.

**Public Comment:** Lawrence Mitchell, Project Architect, advised of correspondence he received from two adjacent property owners in support of the City’s request for a new south side access to Hastings Frontage Road from their property at 1350 Hastings Road herein incorporated into the minutes as attachments 1 and 2.

**PUBLIC HEARING CLOSED:** 3:36 P.M.

**Kevin Thompson, Planning Manager:**
- The Parcel Map Modification is to amend the access for a parcel located at 1350 Hastings Road.
- The restricted access that was originally approved with the recording of a Parcel Map along the entire Hastings Road Frontage will be removed.
- The proposed project has two Conditions of Approval as provided for in attachment 2 of the staff report.

**Acting City Engineer Kageyama:**
- The access road is a City street and considered a rural type driveway.
- Clarified the intent of the proposed project is to remove the restricted access for the proposed driveway located at 1350 Hastings Road.
Acting City Engineer Kageyama approved Parcel Map Modification of an existing Parcel Map at 1350 Hastings Road with Findings in attachment 1 of the staff report and Conditions of Approval in attachment 2 of the staff report.

Attachment 1

Findings for the Parcel Map Modification
1350 Hastings Road
APN 180-070-19
File No. 3023

1. The proposed modification to the Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 22 and the Subdivision Map Act.

2. The modification of the Parcel Map is consistent with the General Plan Commercial (C) land use designation.

3. Notice of the proposed Parcel Map modification was provided in the following manner:
   1. posted in three places on the project site on September 11, 2017
   2. mailed to property owners within 300 feet of the project site on September 7, 2017; and

ATTACHMENT 2

Conditions of Approval for the Parcel Map Modification
1350 Hastings Road
APN 180-070-19
File No. 3023

Conditions of Approval:

1. The final Certificate of Correction shall be prepared to the satisfaction of the City Engineer and County Surveyor, and recorded at the Mendocino County Recorder’s Office.

2. All work within the public right-of-way shall be performed by a licensed and properly insured contractor. The contractor shall obtain an Encroachment Permit for work within this area or otherwise affecting this area. Encroachment Permit fee shall be $45 plus 3% of estimated construction costs.

8. ADJOURNMENT
   There being no further business, the meeting adjourned at 3:38 p.m.

Cathy Elawadly, Recording Secretary
Lawrence Mitchell

To: Goeff Brunet; Mel Grandi
Cc: Diann Lucchetti; Mike Hildreth
Subject: FW: Ukiah Electric Utility - 1350 Hastings Rd., Ukiah

Goeff:

I included in the circulation of the last email, a copy to Tim Norgard. His response is included below - Please scroll down.

Lawrence

Lawrence S. Mitchell, AIA
L.S. Mitchell Architect, Inc.
135 W. Gobbi Street, Suite #203
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From: Norgard Farms [mailto:NORGARDFARMS@PACIFIC.NET]
Sent: Thursday, December 31, 2015 1:03 PM
To: Lawrence Mitchell <ukiaharch001@sbcglobal.net>
Subject: Re: Ukiah Electric Utility - 1350 Hastings Rd., Ukiah

On 12/31/2015 12:02 PM, Lawrence Mitchell wrote:

Geoff:

Attached is Michael Hildreth's letter in support of the City's request for a new south side access to Hastings Frontage Road from their property at 1350 Hastings. Mike has concerns regarding the drainage network and the contributions which come from the Airport Park area both in terms of quantity and quality but doesn't feel what is being proposed will affect that situation one way or the other as long as the culvert under the new driveway opening is properly sized and positioned. The ditch along the north side of Hastings could be deepened to give preference to north-side flow, but that is not within the Cities jurisdiction or area of responsibility. One other concern that came out of my meeting with him but would appear to be workable is truck traffic during pear harvest. Semi-tractor-trailer vehicles provide service to both Hildreth and Norgard orchards during harvest and will be using Hastings
Road for that purpose. The harvest duration is typical two (2) weeks. Conflicts are anticipated to be minimal but real. The re-grading of the City's property as proposed should improve site distance and aid in safer use of the roadway. Additionally, with good communication between neighbors perhaps the City could take steps to schedule large vehicle deliveries at times other than when harvest is going on if they knew when that was going to be. Feel free to reply or call if you need additional information, have questions or wish to discuss this matter further.

Yours truly, Lawrence

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Lawrence,

I briefly spoke with Mike on this matter before Christmas. I concur with him about the truck traffic that could be a problem for a brief period during our harvest season. I know that it isn't the City's jurisdiction for the ditch on the north side of Hastings there but all that water is coming out of the City of Ukiah and being dumped on private property to take the damage, flooding, costs of cleanup, and the liability. I would like to see the large burn of dirt on the east edge of that property removed so that traffic coming on the road can more clearly see oncoming traffic and cross traffic coming out of the center access road. That would go a long ways to making it safe for Hildreth and Norgard employees traveling on Hastings road with slow moving equipment. A Stop sign at that intersection might be a good idea too.

I will support the City in their request. Thank you for your consideration.

Timothy Norgard
Lawrence Mitchell

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