MINUTES

Regular Meeting  
Conference Room 3  
Ukiah Civic Center, 300 Seminary Avenue  
February 12, 2009  
3:00 p.m.

1. CALL TO ORDER

2. ROLL CALL  
   Present: Tom Liden, Alan Nicholson, Tom Hise, Nick Thayer, Estok Menton, Vice Chair Jody Cole

   Absent: Richard Moser, Chair

   Others Present: Zachary Schat

   Staff Present: Jennifer Faso, Associate Planner
                 Kim Jordan, Senior Planner
                 Cathy Elawadly, Recording Secretary

3. CORRESPONDENCE – None

4. APPROVAL OF MINUTES: January 8, 2009 & January 22, 2009

   Page 1, lines 31-32, revised to read, “Member Thayer inquired about the review process relative to native plant species for the Ukiah Natural Foods project.”

   Page 3, line 3-4, revised to read, “On a case by case basis, structural work to support a new façade or storefront may be eligible.”

   Page 3, line 6, revised to read, “On a case by case basis, paving may be eligible.

   Page 4, line 17-21, revised to read, “The FIP has made substantial improvements to the Downtown by funding paint and awnings. The DRB members are generally in agreement that FIP funding should not be utilized for maintenance purposes because it is the property owner’s responsibility to maintain the building. However, there are cases where a new property owner desires to improve the physical appearance of the building by replacing the awning and/or painting the building and is encouraged by the DRB.”

   M/S Nicholson/Liden to approve January 8, 2009 minutes, as amended. Motion carried by an all AYE voice vote of the members present.

   M/S Liden/Nicholson to approve January 22, 2009 minutes, as submitted. Motion carried by an all AYE voice vote of the members present with Vice Chair Menton abstaining.

5. AUDIENCE COMMENTS ON NON-AGENDA ITEMS – None

6. RIGHT TO APPEAL

   Chair Moser read the appeal process. For matters heard at this meeting, the final date to appeal is February 23, 2009.
**Member Nicholson** stepped down from participating as a DRB member because he is the applicant for the Schat’s Courthouse Bakery/Café project.

7. **NEW BUSINESS**

**09-01 SDP, FIP: Major Site Development Permit and Façade Improvement Grant:**

**Associate Planner Faso** presented a staff report and advised the proposed project includes:

- New structural steel moment frame
- New Doors and Windows
- New Awning
- New Pole Sign
- New Lighting
- New stone tile cladding beneath windows
- New color palette

Staff advised the accompanying Downtown Design District Commercial Design Guidelines Checklist has been completed by the applicant wherein staff will incorporate the comments/recommendations made by the DRB into the document for review by the Planning Commission at the discretionary review hearing for the project.

**Applicant Alan Nicholson and owner Zackary Schat** explained the scope of the project and project design by referring to the exterior/interior construction plans and materials/color storyboard relative to compliance with ADA regulations and accessibility triggered as a result of the type of improvements proposed, compatibility with neighboring structures, structural elements pertinent to the new structural steel moment frame and new doors/windows, type of improvements to provide for a more proficient operation, placement of the awning compared to the existing awning, signage/lighting, existing service door, pedestrian-friendly amenities, landscaping, and discussion of materials and color schemes for the building and awning.

**Zackary Schat** stated building was substantially remodeled in 2002 and is concerned the proposed new remodel will provide for a nice presentation and more effective operation.

Applicant/DRB discussion:

- **Awning** – the color proposed is to defuse the light that comes off the Courthouse located across the street.
- The steel frame for the awning will have a steeper pitch and will be not as visible as the existing awning.
- Because of the existing sidewalk width and fact the structure has a zero lot line and built to the property line there is minimum space for landscaping features.
- The DRB agreed allowing for greenery is of importance and they are not supportive of hanging decorative vegetative pots. The applicant would be amenable to adding planters where feasible provided they are not in the public right-of-way and are smaller in size than the previous planters. The window sills are not wide enough to accompany small vegetative planters.
• There was discussion about the proposed new steel frame for support purposes and other design aspects proposed so that the two storefronts (111 and 113 West Perkins) would be visually compatible, architecturally pleasing, as well as consistent with the Commercial Development Design Guidelines.

• Pedestrian friendly amenities such as benches were discussed. The DRB is in agreement with the applicant that narrow benches should be attached to the building and situated off the pavement for easy of cleaning/maintenance and to deter vandalism as approved by the Public Works Department.

• The DRB acknowledged while the building is not listed in the formal historical inventory list, it has a historical past having a unique/significant characteristic the community highly appreciates and enjoys in the Downtown area.

• The owner commented on the design of the sign and how it correlates to his family history.

• There was discussion concerning the wood proposed for the building. The DRB supports the use of recycled wood.

• There was discussion concerning the entrance way and use of the gray tile and need for wider doors and a more open entry look with the use of wood siding. It was noted Brazilian wood is a sustainable material.

• There was also discussion concerning the light and possible use of lighting filters for the sign.

The DRB is supportive of the proposed project and recommends:
• The use of recycled wood under the awning.
• Encourages the implementation of benches/planters in front of the building where feasible.
• Softer light on the sign.

M/S Hise/Cole to recommend the Planning Commission accept the design as proposed with the recommendations made above. Motion carried by an all AYE voice vote of the members present.

Senior Planner Jordan asked the DRB to consider the proposed preliminary cost estimates to possibly determine which items are eligible under the program criteria guidelines.

The Applicant is requesting the maximum he is eligible for in the sum $46,945. He has previously received FIP funding.

Funding determinations are based on compliance with the current adopted URA FIP guidelines even though the DRB is currently in the process of reviewing the guidelines for possible revision as they relate to the Program’s:

PURPOSE
1. To revitalize Ukiah’s Downtown Design District through a public/private partnership to stimulate investment;
2. To reduce blight;
3. To improve the physical appearance of commercial buildings and related site elements.

And,
PROGRAM EMPHASIZES projects should be:
1. Buildings with deteriorated facades;
2. Historic buildings and sites;
3. Landscaping and related site elements in highly visible locations such as City gateways and the Downtown core.
4. Improvements that incentivize private investment that would not otherwise be undertaken, consistent with Redevelopment Agency and City objectives;
5. Buildings and site elements in significantly blighted areas, serving as a catalyst for investment by other property owners in the area.

The building is not in ‘blighted’ condition, which is a FIP funding requirement according to Redevelopment State law. The term ‘blighted’ is also subjective.

The DRB is of the opinion the proposed remodel of the building is very important to the continuing revitalization of the Downtown and that the City is getting a huge return on the FIP grant since the property owner is putting up approximately two-thirds of his own money and that ‘two’ out of the ‘three’ required criteria relative to the ‘Purpose’ have been met. The proposed improvement would benefit the whole area, as well as preserve/maintain the character of the neighborhood.

M/S Hise/Liden to recommend the Finance Review Committee approve funding for improvements to Schat’s Courthouse Bakery not to exceed $46,945 and to recommend incorporating a visual acknowledgement that FIP funds were used to help finance improvements to the building.

8. MATTERS FROM THE BOARD
   • Update of Downtown Streetscape Improvement Plan
     No discussion.
   • 2008-2009 RDA Façade Improvement Program Totals
     The DRB reviewed the aforementioned document. Staff advised the amount remaining for the FIP 2008-09 funding cycle in the sum of $74,635.94 will not carry forward to the next funding cycle that ends June 2009. The amount budgeted for 2009-2010 is $150,000. The DRB supports the continuance of working on a more clearly defined FIP with appropriate criteria for evaluating projects to conserve money for larger projects.

9. MATTERS FROM STAFF
Continuation of Façade Improvement Grant Program discussion of potential revisions to the Façade Improvement Program.

The DRB deferred discussion to the next regular meeting.

10. SET NEXT MEETING/ADJOURNMENT
The next regular meeting will be March 12, 2009 at 3:00 p.m.

There being no further business, the meeting adjourned at 5:11 p.m.

Estok Menton, Vice Chair

Cathy Elawadly, Recording Secretary