



City of Ukiah, CA
Design Review Board

MINUTES

Regular Meeting **October 14, 2010**
Conference Room 3 **2:00 p.m.**
Ukiah Civic Center, 300 Seminary Avenue

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7 **1. CALL TO ORDER: Chair Moser** call the Design Review Board meeting at 2:05
8 p.m.

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10 **2. ROLL CALL Present:** Tom Liden, Jody Cole, Tom Hise,
11 Nick Thayer, Estok Menton Richard Moser,
12 Chair
13 **Absent:** Alan Nicholson
14 **Others Present:**
15 **Staff Present:** Kim Jordan, Senior Planner
16 Jennifer Faso, Associated Planner
17 Shannon Riley
18 Cathy Elawadly, Recording Secretary
19

20 **3. CORRESPONDENCE:** None

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22 **4. APPROVAL OF MINUTES:** Deferred to next meeting.

23
24 **5. AUDIENCE COMMENTS ON NON-AGENDA ITEMS:** None

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26 **6. RIGHT TO APPEAL:** N/A

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28 **7. UNFINISHED BUSINESS:**

29 **7A.** Update on Façade Improvement Program and staff recommended program
30 revisions.

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33 **Ukiah Redevelopment Agency Façade Improvement Program**

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35 **Staff:**

- 36 • Provided the DRB with an outline concerning revisions to the Ukiah
37 Redevelopment Agency Façade Improvement Program.
- 38 • The intent is to encourage more and better use of the program while protecting
39 the City and taxpayers investment.
- 40 • There has been discussion about adding eligibility criteria for business owners,
41 such as how long they have been in business, length of their lease, since the
42 City will be loaning them money.
- 43 • The intent is to offer a deferred forgivable loan. Grants would no longer be
44 offered.
- 45 • Loan availability will depend upon the nature of the applicant. The larger projects
46 will likely be done by property owners and the smaller projects likely done by
47 tenants. Tenants may not have real estate as a means to provide collateral for
48 loans.

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2 Staff is asking the Board to discuss the differences as to what the DRB recommends as
3 opposed to staff's recommendation.
4

5 **Ineligible Projects**

6 **DRB:**

- 7 • **Formula business:** Should be eligible if majority owned by a local resident.
8 Need to define local.
- 9 • **Businesses that exclude minors:** Should be eligible if the business is legal and
10 licensed.
- 11 • No other changes.
12

13 **Program Benefits**

14 **Staff:**

- 15 • Grant offers no leverage to require/enforce maintenance which has been an
16 issue for the Program.
- 17 • Loan could function as a grant if the participant paid it off in full once project
18 construction was completed.
- 19 • Loan provides carrot and stick for maintained of RDA funded improvements. Staff
20 will be requesting that as part of DRB's review of applications a maintenance
21 schedule/life span is determined.
22

23 **DRB:**

- 24 • In order to recommend a maintenance life span, DRB will need material specs
25 and other information as part of their review of the project.
- 26 • At the November 3rd RDA meeting, request that the RDA allow the current
27 program continue until a revised program is adopted.
- 28 • At the November 3rd, RDA meeting, request that a grant also be included as an
29 option.
30

31 **Project Categories**

32 **Staff:** New project category, *Special Projects*, for projects that receive over \$30,000 in
33 funding. These would be reviewed by the RDA.
34

35 **DRB:**

- 36 • No changes.
37

38 **General Program Requirements**

39 **Prevailing Wage**

40
41
42 **Staff:** City Attorney has confirmed that prevailing wage is a program requirement
43 regardless of loan or grant. The only way not to apply prevailing wage is if the amount
44 awarded is less than \$1,000.
45

46 **DRB:**

- 47 • Does not agree prevailing wage should be a requirement.
- 48 • May limit participation in the Program.
- 49 • Does prevailing wage apply if the participant only requests a loan for materials?
- 50 • No other changes/comments on General Program Requirements.

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2 **Application Review and Approval Process**
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4 **DRB:**

- 5 • No change.
6

7 **Program Promotion**
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9 **DRB:**

- 10 • No change.
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12 **8. NEW BUSINESS:** None.

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14 **9. MATTERS FROM THE BOARD:** None.
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16 **10. MATTERS FROM STAFF:**

17 Provided the DRB with a copy of 'Vision Mendocino 2030 that indicates the
18 series of workshops concerning the Regional Transportation Plan if any
19 members or other interested persons want to attend. The website is listed on the
20 flier for additional information.
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22 **11. SET NEXT MEETING/ADJOURNMENT**

23 The meeting adjourned at 3:05 p.m.
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25
26 _____
27 Richard Moser, Chair
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29 _____
Cathy Elawadly, Recording Secretary