

**MINUTES
DESIGN REVIEW BOARD
October 30, 2008**

MEMBERS PRESENT

Jody Cole
Tom Hise
Tom Liden
Alan Nicholson
Nick Thayer
Estok Menton, Vice Chair

OTHERS PRESENT

Katherine Elliott
Richard Palafox
John Morrow
Norm Hudson

MEMBERS ABSENT

Richard Moser, Chair

STAFF PRESENT

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

The meeting of the Design Review Board was called to order by Vice Chair Menton at 3:00 p.m., at Ukiah Civic Center, Conference Room No. 3, 300 Seminary Avenue, Ukiah, California.

2. ROLL CALL

Roll was taken with the results listed above.

3. RIGHT TO APPEAL

Vice Chair Menton read the appeal process. For matters heard at this meeting, the final date for appeal is November 10, 2008.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No one came forward.

5. APPROVAL OF MINUTES: September 11, 2008 minutes

M/S Cole/Hise to approve the September 11, 2008 minutes, as submitted. Motion carried.

6. FAÇADE IMPROVEMENT GRANT PROGRAM

6A. Façade Improvement Grant 08-04 Katharine Elliott, Owner: Façade Improvement Grant application for upgrades to the building at 116 S. State Street, Ukiah, Corner of Church and State Streets. APN 002-226-08.

STAFF RECOMMENDATION: The Design Review Board recommends the Finance Review Committee approve the requested Façade Improvement Grant not to exceed the eligible cost shown in the table below. The grant is contingent on compliance with the project Conditions of Approval.

Recommended Eligible Costs

Proposed Work	Est. Cost	Recommended Eligible Costs
Powerwash and prepare exterior for paint, paint exterior	\$13,160	\$13,160
Project design- professional Fees	\$6180	\$6180
Enclose existing electrical panel on west elevation	\$1,343	\$1,343
Total	\$20,683	\$20,683
50% Grant		\$10,341.5

Associate Planner Faso reported:

- The applicant has applied for a FIP Grant to update/clean the existing building that is highly visible in the Downtown.
- The DRB originally reviewed this project at the last regular meeting and suggested the applicant scale back the original proposal and concentrate on alternative exterior paint colors and replacement of the awning.
- The applicant has decided to move forward with only new exterior paint and removal of the existing awning with the intent of later exploring the possibility of installing a metal awning.
- The proposed exterior color palette includes Texas Leather AC-3 Benjamin Moore for the body of the building, Masada AF 220 Benjamin Moore for the trim and Morgan Hill Gold 189 for the accent color.
- The project complies with the Commercial Downtown Development Design Guidelines and FIP Grant guidelines as addressed on pages 1 & 2 of the staff report.
- The building has not previously received a FIP grant.
- The estimated cost differs slightly due to increased project design/professional fees.
- The recommended eligible costs for the work include:
 - Powerwash and prepare exterior for paint, paint exterior at an estimated and recommended cost of \$13,160;
 - Project design/professional fees at an estimated and recommended cost of \$6,180;
 - Enclose existing electrical panel on west elevation at an estimated and recommended cost of \$1,343.
 - The grant total cost for the improvements is \$20,683 @ 50% grant = \$10,341.50.
- Staff recommends the DRB recommend the FRC approve the requested Façade Improvement Grant not to exceed the eligible cost in the sum of \$10,341.50.

Staff/DRB/applicant comments:

- The DRB stated computer renditions of paint samples for projects are inaccurately represented and recommends the use of color/material boards.
- **Vice Chair Menton** stated it is important for the DRB to have knowledge of the FIP grant money available for projects in order to effectively appropriate money and make sound/justifiable decisions.
- Staff is in agreement and will provide the Board with the necessary financial information.
- The DRB and applicant discussed additional improvements, which can be accomplished in phases.
- **Vice Chair Menton** clarified the design fees were for a larger project that included painting the building as well as changes to the façade. Therefore, the fees were larger than normal.
- There was discussion concerning the decorative elements and the other building features relative to application of the proposed color scheme.
- The DRB supported the proposed color scheme.
- There was discussion relative to the project component of cleaning up the area where the utility meters are located.
- There was also discussion concerning the requirements for signage on the building.

ON A MOTION by Member Cole, seconded by Member Thayer it was carried by an all AYE voice vote of the members present to recommend the Finance Review Committee approve FIG 08-04, as conditioned.

CONDITIONS OF APPROVAL: Approval of Façade Improvement Grant Program No. 08-04 not to exceed \$10,500.00 is contingent on compliance with the following Conditions of Approval and approval by the Finance Review Committee under the guidelines of the Façade Improvement Grant Program:

1. All requirements of the Façade Improvement Grant Program adopted by the Ukiah Redevelopment Agency in February 2008 shall be complied with.
2. No work shall be undertaken unless and until the project has been approved by the Finance Review Committee and all permits and entitlements have been obtained. Notwithstanding any approval by the Design Review Board or Finance Review Committee, design and work shall additionally comply with all zoning, signage, building, occupancy, and structural laws, regulations and ordinances.
3. The use of Façade Improvement Program grant funds shall be limited to the costs of materials and labor for rehabilitation work, professional fees including those of architects or engineers associated with the improvements, and building and encroachment permit fees. Legal and insurance fees are not reimbursable.
6. All exterior façade improvements approved as part of the project shall be properly maintained:
 - A. Property owners (grantee) shall be responsible for properly maintaining all improvements funded in any part by the Ukiah Redevelopment Agency's Façade Improvement Program in a safe, functional, attractive, and good structural material condition at all times.

Grantees include the property owner or authorized representative or user of the property, including but not limited to tenants, lessees, successors, heirs or assignees.
 - B. All property lease, occupancy and use agreements shall include maintenance requirements sufficient to comply with these requirements.
 - C. Maintenance includes but is not limited to replacement of defective areas or parts, repainting, cleaning, and other preventative and corrective acts required to maximize the life, safeness, functionality, and attractiveness of the improvements, and to effect an appearance of pride of ownership and community.
 - D. Surfaces, materials, paint, architectural details, and other treatments shall be routinely cleaned, repaired, treated, and maintained free of cracks, dirt, debris, foliage, vectors, graffiti, or other substances or negative conditions. Preventative and corrective actions shall be taken to minimize the effects of aging and weathering.
 - E. The acceptance of public funds for property improvements imposes the responsibility for a high standard of maintenance and repair. Noncompliance with these provisions shall be deemed a violation of the terms of grant or loan of funds under the Ukiah Redevelopment Agency's Façade Improvement Program and the grantee is subject to all requirements of law including Division 3, Chapter 11 ([Private Commercially Zoned Property Maintenance](#)) and Division 9, Chapter 2 (Zoning) of the Ukiah City Code.
7. In order to be eligible for reimbursement under the Façade Improvement Program, building permits for the approved facade improvements shall be issued within **one year of the Finance Review Committee's approval** of the façade improvement grant, and the approved façade improvements shall be completed within 180 days of building permit issuance. In the event the Building Permit cannot be issued within the stipulated period from the project approval date, a one-year extension may be granted by the Director of Planning and Community Development if no new circumstances affect the project which otherwise would render the original approval inappropriate or illegal. It is the applicant's

responsibility in such cases to propose the one-year extension to the Planning Department prior to the expiration date.

8. Redevelopment Agency reimbursement of eligible expenses shall be based upon compliance with project conditions and verification by the Planning and Community Development Department of the following information documenting the completion of all improvements:
 - A. Invoices and canceled checks or other proof acceptable to the City of Ukiah of work contracted for and performed in a format and adequate detail to allow the City of Ukiah to determine that expenses correspond to eligible expenses,
 - B. Copies of all building permits with final inspection notations (all persons performing work must be licensed contractors, or if employees of the property owner must have worker's compensation insurance as required by law),
 - C. All contractor's waivers of liens,
 - D. City of Ukiah Business License for all persons performing work (unless exempt), and
 - E. Color photographs of the work after completion and City approval of the façade improvements.
 - F. A completed Form W-9 (Request for Taxpayer ID Number and Certification) must be submitted to the City of Ukiah. (FIP Funds are taxable)

7. NEW AND MODIFIED CONSTRUCTION

- 7A. Site Development Permit 08-23**, Dr. Robert Gitlin, proposed substantial faced upgrade and awning replacement to the building at 262-274 Smith Street, Ukiah APN 002-191-23. Recommendation to the Zoning Administrator for Site Development Permit Review.

Associate Planner Fasco reported:

- The applicant is proposing substantial exterior modifications to the existing building on Smith Street. The project site contains seven businesses. Because the proposed modifications will significantly change the appearance of the building, a Minor Site Development Permit is required from the Zoning Administrator.
- The following elements are proposed as part of the FIP Grant:
 - Removal of the existing awnings and installation of new awnings along each storefront.
 - A new fascia is proposed on the west elevation to straighten out the roof line.
 - The existing planters will be repaired and surfaced with ArcusStone.
 - The entire front façade will be re-coated with ArcusStone.
 - The window sills and door trim will be coated with ArcusStone.
 - Columns will be installed along the facade to separate each of the storefronts and each unit will be finished differently so as to break up the façade.
 - Street trees with tree gates will be planted along the street at 30 feet intervals after the sidewalk has been replaced.
- The project complies with the Commercial Development Design Guidelines (refer to the Project Review Checklist in the staff report), the Ukiah General Plan, Zoning Code relative to the C-1 zoning district and FIP Guidelines.
- Staff recommends the DRB discuss the project proposal and make a recommendation to the Zoning Administrator.

Staff/DRB/applicant's representatives commented:

- There was pros and cons discussion relative to the application of ArcusStone.
- There was general discussion concerning the street trees, general landscaping, project colors/materials, and possible replacement of the sidewalk at the site.

The DRB discussed the following items regarding the project on Smith Street:

- The Board would like to see functional awnings with each storefront having its own awning and provide color samples.
- Need to see a scaled site plan for the project.
- Need to know the possibility of moving the electrical dropdown wire from the existing electrical pole that services this building. (*Staff will check with the electric department in this regard*).
- Need to see more details in terms of proposed construction materials specifically in regards to the windows. Furthermore, the DRB would like to see windows that match the proposed façade improvement treatment more closely.
- The DRB inquired about the structural integrity of the building.
- The Board would like to see a colored rendering of the proposed project. The exhibit the applicant submitted originally does not present a clear picture of what is proposed for the façade improvement.
- The DRB with regard to the street trees suggested that maybe the trees can be located in the street (parking lane) in a “pop out” fashion, since the sidewalk is relatively narrow in front of the building.

Design Review Board Recommendation:

The DRB asked that the applicant to address the above-referenced Board concerns and provide the Board with a clearer picture of what the finished project will look like. The project will come back to the DRB before it moves onto the Zoning Administrator.

8. MATTERS FROM THE BOARD

The DRB generally discussed information that is necessary to make project recommendations, particularly colors/material boards, FIP Grant funding availability and a history of what has been approved and expended to include quality control for projects and consistency with approved plans and project scope.

9. MATTERS FROM STAFF

Staff stated it works best in terms of guaranteeing a quorum to have a set time and date for DRB meetings. The DRB has been regularly meeting on the second Thursday of each month at 3:00 p.m.

10. SET NEXT MEETING/ADJOURNMENT:

The next regular meeting will be November 13, 2008 at 3:00 p.m.

There being no further business, the meeting adjourned at 4:42 p.m.

Estok Menton, Vice Chair

Cathy Elawadly, Recording Secretary