



# City of Ukiah, CA Design Review Board

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## MINUTES

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Regular Meeting

September 15, 2016

Ukiah Civic Center, 300 Seminary Avenue

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1. **CALL TO ORDER:** Chair Liden called the Design Review Board meeting to order at 3:10 p.m. in Conference Room #3.

2. **ROLL CALL Present:** Member Nicholson, Morrow, Hawkes, Hise, Chair Liden

**Absent:**

**Staff Present:** Kevin Thompson, Interim Planning Director  
Michelle Johnson, Assistant Planner  
Cathy Elawadly, Recording Secretary

**Others present:** George Rau  
Lee Kramer

3. **CORRESPONDENCE:**

4. **APPROVAL OF MINUTES:** The minutes from the July 14, 2016 meeting are available for review and approval.

Member Morrow noted the misspelling of the applicants' name that should be 'Thieriot.'

M/S Nicholson/Morrow to approve July 14, 2016 minutes, as amended. Motion carried (4-0) with Member Hise abstaining.

5. **AUDIENCE COMMENTS ON NON-AGENDA ITEMS**

The DRB is required by the City Code to review and make a recommendation on all Site Development Permit applications.

6. **NEW BUSINESS:**

6A. Request for Review and Recommendation on a Minor Use Permit and Site Development Permit to develop a paved parking lot with 36 striped parking spaces, new trees, and live landscaping. 620 & 630 Kings Court, APN 002-340-27  
File No.: Munis 2109-UP & SDP-ZA.

**Assistant Planner Johnson:**

- Provided some background regarding the proposed project:
  - The owners of the parcel with the addresses of 620 and 630 Kings Court want to improve the existing parking lot and provide for landscaping. The tenants in these buildings change time and are in need of parking. The parcel currently is used for overflow parking. The existing parking lot is gravel and is being used as a parking lot. However, because the parking lot is not striped it does not function sufficiently where people park at-will. Referred to attachment 2 of the staff report that shows the proposed site layout of the parking lot.

- 1           ▪ The applicant proposes to pave the parking lot with asphalt and the lot exceeds  
2           10,000 sq. ft. For developments which propose more than 10,000 square feet of  
3           resurfacing a Standard Storm Water Management Plan (SUSMP) is required.  
4           The SUSMP must demonstrate the capture and retention onsite on a portion of  
5           the 85<sup>th</sup> percentile storm. Capturing and retaining the storm water is to follow  
6           principles known as Low Impact Design (LID) standards. The City of Ukiah  
7           regulations require that the LID standards be demonstrated by following a  
8           manual developed by Sonoma County and the City of Santa Rosa entitled,  
9           ‘Storm Water – Low Impact Development Technical Design Manual,’ published in  
10          2011.
- 11          ▪ Landscaping is proposed that will include two new trees, four rain gardens, two  
12          bioswales, and three infiltration trenches. An evaluation of the shade from the  
13          existing Valley Oaks two additional Valley Oaks are proposed by a registered  
14          professional forester.
- 15          ▪ The parking lot will be used by the veteran’s clinic having first priority followed by  
16          other tenant users at this location.

17  
18 **Lee Kramer, Property Manager:**

- 19          • Is the property manager and not the owner of the subject property.
- 20          • The veteran’s clinic is located at 620 and 630 Kings Court. Part of the function there is for  
21          veterans to come and park their cars and take a bus to the Veterans Administration  
22          (VA)Hospital or to other areas in San Francisco, Santa Rosa. As such, the parking area  
23          is getting congested and is impacting the neighbors.
- 24          • The intent is to maintain the parking lot as a separate parcel because if the veterans  
25          should move there would be no reason to ‘assemble it’ to the existing property. In the  
26          interim while the veterans are using the parking lot for overflow parking and to the extent  
27          that not all the parking accommodations are necessary would likely rent out spaces to  
28          425 S. Orchard Avenue that does not have sufficient parking accommodations at times.  
29          425 S. Orchard is the former King’s Office Supply and he identified the current tenants in  
30          this building.

31  
32 **Member Hise:**

- 33          • Asked about the rule for handicap parking for this particular parking lot of 39 parking  
34          spaces.

35  
36 There was DRB discussion concerning ADA handicap parking spaces necessary for the 39  
37 parking spaces proposed where the staff report cites one ADA accessible parking space is  
38 required. While the ADA accessibility parking is not clearly marked as such on the detail  
39 plans/preliminary parking plans for the project, it appears one ADA accessible parking space is  
40 located near the building.

41  
42 **Assistant Planner Johnson:**

- 43          • Will confirm the number of ADA handicap parking spaces necessary for the parking lot  
44          with the City Building Official.

45  
46 **Member Morrow:**

- 47          • Finds the Project deficient on bicycle parking.

48  
49 **Assistant Planner Johnson:**

- 50          • One space for each 10 vehicle parking spaces is required. Based on 39 proposed  
51          vehicle parking spaces, four bike parking spaces are required; two are proposed.

52  
53 **George Rau:**

- 1           • Understands according to the California Green Building Code and maybe City Code is  
2 different says a parking lot must have enough bicycle parking spaces to represent 5% of  
3 the parking spaces.  
4

5 **Assistant Planner Johnson:**

- 6           • Confirmed City Code says a parking lot must have enough bicycle parking spaces to  
7 represent 10% of the parking spaces.  
8

9 **Lee Kramer:**

- 10          • Will add two more bicycle parking spaces.  
11

12 There was discussion where the bicycle parking should be located.  
13

14 **Assistant Planner Johnson:**

- 15          • It would make sense to have the bicycle parking next to the garden area.  
16

17 **DRB:**

- 18          • Fine with bicycle parking next to garden area.  
19

20 **Member Nicholson:**

- 21          • Is pleased to see the addition of two new Valley Oak trees for the project.  
22          • Likes the idea of the bioswale next to the sidewalk as shown on the site plans.  
23

24 There was discussion regarding the landscaping, irrigation system in connection with the location  
25 of shady areas on the site, the bioswales, etc.  
26

27 **Member Hawkes:**

- 28          • Referenced attachment 1, arborist report and questioned the Valley Oak trees that they  
29 will grow to a 40-foot height in the first 10 years and provide shade in a 50-75-foot  
30 diameter.  
31

32 **Member Nicholson:**

- 33          • Is a six-foot planter big enough for a mature Valley Oak tree? It is a hardy tree.  
34          • The arborist indicated the new Valley Oak trees will be fine where planted.  
35

36 **Chair Liden:**

- 37          • How often does the veteran bus run? Is it every day?  
38

39 **Lee Kramer:**

- 40          • Is not really familiar with the bus schedule. Would estimate the VA bus/shuttle must run  
41 two or three days a week.  
42          • The proposed project will provide for a more accommodating parking situation and will  
43 alleviate some of the on-street parking problems.  
44

45 **DRB consensus:**

- 46          • Likes the proposed project.  
47          • Would like to see two more bicycle parking spaces.  
48          • Recommends consulting with an arborist to make certain the planters for the Valley Oak  
49 trees are large enough.  
50          • Have the City Building Official look at the path of travel from the handicapped spaces in  
51 the parking lot to make certain they are safe and accommodating. There is no path of  
52 travel anywhere for the handicap to navigate safely. There is a need for a defined path of  
53 travel and/or other markings that are not shown on the site plans. Is of the opinion the

1 City Building Official would be the most qualified to look at the parking lot for handicap  
2 accessibility. Acknowledged there are some requirements that are not shown.

- 3 • Important to make certain there is a fair amount of water saturation into the ground for the  
4 Valley Oak trees. There is concern about the rain garden areas that are under the shade  
5 of the trees such that much of the saturation necessary for the rain gardens to thrive  
6 would be lost when the parking lot is paved. Want to make sure the trees have sufficient  
7 water. It is likely the arborist can adequately address the concern that the trees have  
8 enough saturation. Noted there are two existing Valley Oak trees located near the Gibson  
9 Creek channel that runs through the area.

10  
11 **George Rau:**

- 12 • Referred to the site plans, and noted the rain gardens have pervious soil where the intent  
13 is to get water back underground. There is an infiltration trench that runs along the  
14 eastern half and there is also an infiltration trench that exits out toward Orchard Avenue.  
15 This trench will be three feet deep and will capture rain water to go back into the ground.  
16 The water that runs off the pavement will go into the infiltration trenches. The intent is to  
17 prevent a lot of runoff water from going into Gibson Creek. The water runoff is required to  
18 be retained on-site. There will be an overflow pipe to address excess water runoff and  
19 explained in further detail about the location of the LID elements proposed and plant  
20 species selected concerning LID. There are no plants growing in the existing gravel-  
21 surfaced parking lot.

22  
23 **Lee Kramer:**

- 24 • The parking lot site has excellent soil percolation characteristics unlike many properties in  
25 Ukiah. There will be rain gardens with overflow precautionary measures in place so he is  
26 pleased with the design.

27  
28 **M/S Morrow/Hawkes** to recommend Zoning Administrator approval of the proposed minor use  
29 permit and site development permit for a paved parking lot with Orchard Avenue access with the  
30 addition of two bicycle spaces, include handicap pathway indications and a recommendation that  
31 the applicant consult an arborist to make certain the size of the planters and water requirements  
32 for the Valley Oak trees is sufficient for growth purposes. Motion carried (5-0).

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34 **7. MATTERS FROM THE BOARD:**

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36 **8. MATTERS FROM STAFF:**

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38 **9. SET NEXT MEETING**

39 The next regular meeting will be scheduled based on project need.

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41 **10. ADJOURNMENT**

42 The meeting adjourned at 3:52 p.m.

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Cathy Elawadly, Recording Secretary