

## **DESIGN REVIEW BOARD of the UKIAH REDEVELOPMENT AGENCY APPLICATION INSTRUCTIONS**

Applicant:

Attached is an application for appointment to the Design Review Board of the Ukiah Redevelopment Agency. Please review the application questions carefully, note the submittal deadline, and feel free to list answers to the questions on an additional sheet of paper. An application filled out incorrectly or incomplete could be basis for denial. Applications submitted after the submittal deadline will not be accepted.

### **What is the Design Review Board?**

The Design Review Board of the Ukiah Redevelopment Agency evaluates new public and private construction, renovations, alterations and reconstructions within the Downtown Design District and evaluates facade improvements for projects requesting Ukiah Redevelopment Agency funding within the Facade Improvement Grant Program area.

The Design Review Board is an advisory body to the:

- Planning Commission on Major Use and Site Development Permits,
- Zoning Administrator on Minor Use and Site Development Permits,
- Finance Review Committee on Façade Improvement Permit applications, and
- City Council or other City policy boards as set forth in the Ukiah City Code or as directed by the City Council or Ukiah Redevelopment Agency.

Projects are evaluated for consistency with the Downtown Design Review Guidelines and other standards adopted to ensure that projects enhance the physical elements of the City and that Ukiah remains an attractive community with a unique sense of place. The board evaluates exterior design elements such site planning, architectural design, quality and type of materials, color palettes, landscaping, signage and streetscapes.

Project applicants are usually present at the meetings to answer questions. The board recommends approval, approval with recommended conditions, or disapproval of proposed improvements.

### **Who sits on the Design Review Board?**

The board consists of seven (7) people with design experience and community interest. Four members reside, or own real property or a business within the City of Ukiah city limits, and three members represent the community at large with no ownership or residency requirement. Members serve for a three (3) year term.

The board is intended to represent to the degree possible a cross section of the community and a range of experience and education relevant to its functions, such as:

- architecture
- landscape architecture
- building design
- community, city or urban planning

- construction trades
- engineering or surveying
- historical or cultural preservation
- environmental planning
- a director of the Ukiah Main Street Program

**When does the Board meet?**

Currently, the regular meeting time is 3:00 to 5:00 PM, on the second and fourth Thursday of each month as needed, at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah. Each Board member must visit each site prior to the meeting and the members may visit project sites during the meeting.

**What are the Design Review Board member responsibilities?**

Members are entrusted to carry out their responsibilities consistent with the rules and programs established by the City of Ukiah. All members must at all times exhibit the ability to place the community interest above personal preferences or personal or special interests, and the ability to work cooperatively with others. Member conduct should comply with the State of California Conflict of Interest Code as pertains to advisory bodies.

As part of a review 'team' members attendance at all meetings is important. Members may be removed due to excessive absences (Section 1200-1203 of the Ukiah City Code). Members should always come to the meetings well prepared by reading the staff reports and visiting project sites before the meeting. No monetary compensation is provided.

Members of the Design Review Board are appointed by the City Council.

For more information please contact the City of Ukiah City Clerk's Office at 707-463-6217.

