

**Minutes  
Zoning Administrator Meeting  
April 10, 2008**

**Staff Present**

Pam Townsend, Acting Zoning Administrator  
Jennifer Faso, Associate Planner  
Cathy Elawadly, Recording Secretary

**Others Present**

Larry Mitchell  
Casey Burris  
Judy Waterman

Acting Zoning Administrator Townsend called the meeting to order at 1:33 p.m. in Conference Room No. 1, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

**2. SITE VISIT VERIFICATION**

Staff confirmed the site visit for item 6A.

**3. APPROVAL OF MINUTES: March 6, 2008 and March 11, 2008**

**Acting Zoning Administrator Townsend** deferred approval of the minutes.

**4. APPEAL PROCESS**

**Acting Zoning Administrator Townsend** read the appeal process. For matters heard at this meeting, the final date to appeal is April 21, 2008.

**5. VERIFICATION OF NOTICE**

**Associate Planner Faso** confirmed Minor Site Development Permit No. 08-06 and Minor Site Development Permit 07-25 were legally noticed in accordance with the provisions of the Ukiah Municipal Code.

**6. PUBLIC HEARINGS**

**6A. Minor Site Development Permit No. 08-06:** Minor Site Development Permit to change minor roof line in front of building along with interior alterations.  
Project Location: 125 E. Mill Street, Ukiah, APN 001-360-37.  
Environmental Determination: Categorically Exempt

**Acting Zoning Administrator Townsend** commented the Design Review Board considered the project March 13, 2008, and supported a new roof line that mirrors the pitch of the turret as shown on 'Attachment 1' of the staff report. The applicant proposes a minor alteration to the front roof exterior and replacement of an existing rail on the handicapped ramp. The proposed project will raise a small section of roof just behind the existing turret to allow for some interior alterations. The new roof section will remain five feet below the building ridge and 10 feet below the turret peak.

**PUBLIC HEARING OPENED: 1:35 p.m.**

**Larry Mitchell** agrees with the staff report and project findings and conditions of approval. The proposed connection to the turret would utilize a roof and structural assembly to match the adjacent construction. The minor alteration will not in any way alter the architectural and historical integrity of the building. He explained how the small portion of the front roofline will be raised to accommodate interior alterations.

**Acting Zoning Administrator Townsend** inquired how the existing turret is accessed.

**Judy Waterman** stated the manner in which the roofline comes together in that particular portion of the building requires a person to stoop rather than stand upright. From a historical perspective, it is likely the turret was initially constructed as an architectural feature whereby access to that interior portion of the building has always been restricted.

**PUBLIC HEARING CLOSED: 1:36 p.m.**

**Acting Zoning Administrator Townsend** is familiar with the project and agrees with staff's findings and conditions of approval.

**Acting Zoning Administrator Townsend** acted to approve Minor Site Development Permit No. 08-06 with Findings 1-5 and Conditions of Approval 1-10.

**6B. Minor Site Development Permit 07-25:** for complete renovation of a commercial building exterior (TACO BELL), minor site modifications, lighting, landscaping and signage.  
Project location: 1201 N. State Street, Ukiah APN 001-360-37  
Environmental Determination: Categorically Exempt

**Acting Zoning Administrator Townsend** stated the project involves a complete renovation of the commercial building exterior, as well as an interior remodel, and minor site modification to parking, pedestrian facilities, lighting, landscaping and signage.

**PUBLIC HEARING OPENED: 1:38 p.m.**

**Larry Mitchell** advised the existing grease trap in the building complies with Building Code standards.

Staff advised no opposition to the project has been expressed.

**PUBLIC HEARING CLOSED: 1:39 p.m.**

**Acting Zoning Administrator Townsend** has reviewed the staff report, has visited the site, and agrees with staff's conditions imposed for the project.

**Acting Zoning Administrator Townsend** acted to approve Minor Site Development Permit No. 07-25 with Findings 1-8 and Conditions of Approval 1-25.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:40 p.m.

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Pamela Townsend, Acting Zoning Administrator

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Cathy Elawadly, Recording Secretary