

**Minutes
Zoning Administrator Meeting
August 7, 2008**

Staff Present

Zoning Administrator Stump
Jennifer Faso, Associate Planner
Cathy Elawadly, Recording Secretary

Others Present

Ted Mayfield
Bob Axt
John Mayfield

Zoning Administrator Stump called the meeting to order at 2:07 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: May 15, 2008

Zoning Administrator Stump approved the minutes for May 15, 2008, as submitted.

4. APPEAL PROCESS

Zoning Administrator Stump read the appeal process. For matters heard at this meeting, the final date to appeal is August 18, 2008.

5. VERIFICATION OF NOTICE

Zoning Administrator Stump confirmed Minor Site Development Permit No. 08-27.

6. PUBLIC HEARINGS

6A. Minor Site Development Permit 08-27: Inglenook Partners/NTECH Industries; to allow construction of a 960 square foot addition to an existing 5,520 square foot light manufacturing, professional office building. Location: 740 South State Street, Ukiah, APN 003-031-71. Environmental Determination: Categorically Exempt

Zoning Administrator Stump stated the only persons in attendance are the applicants, applicants' architect and staff.

Zoning Administrator Stump dispensed with the staff report.

PUBLIC HEARING OPENED: 2:09 p.m.

Staff/applicants discussed the project as follows:

- The subject property is developed with a 5,520 square foot light manufacturing/professional office building wherein the proposed project involves a 960 square foot addition to this building. Development of the subject property will be completed in phases wherein development and/or landscaping of the front portion of the property is not part of the proposed project.
- A new metal roof over the entire structure is also planned and is not a part of the proposed project.
- There will be associated parking and landscaping improvements as it relates to the existing structure.
- The addition will be constructed of cement block walls and covered in stucco/plaster and fully complies with the City Fire Department requirements.
- The project complies with the Ukiah General Plan land use classification, the C-1 Zoning District standard with the exception of the number of the trees required for parking. The UMC requires one tree for every four stalls wherein one tree is required for this project. The project also complies with the Commercial Development Design Guidelines.

- There was discussion regarding the standard conditions of approval and the applicants are in agreement with staff in this regard.
- Staff addressed Condition of Approval No. 8 that requires a Final Landscape Plan be submitted to the Planning Director for approval and the plan requires the inclusion of **one** tree in the landscape planter located in the immediate vicinity of the five parking stalls located east of the proposed addition. The Plan also encourages the planting of shrubs and other small plants as opposed to lawn/sod for water conservation purposes. The applicants discussed the most appropriate location for the tree.

Zoning Administrator Stump referred to correspondence received from Judy Pruden today recommending landscaping the area where the 'Frosty' sign is located to improve the visual presentation of the site.

John Mayfield acknowledged that while landscaping is important, there are no immediate plans for development of the front portion of the subject property and, therefore, was not supportive of adding landscaping to this area at this time until future plans have been established.

PUBLIC HEARING CLOSED: 2:15 p.m.

Zoning Administrator Stump acted the approve Minor Site Development Permit No. 08-27 with Findings 1-8 and Conditions of Approval 1-14.

FINDINGS REQUIRED BY THE UKIAH CITY CODE for Minor Site Development Permit No. 08-27: Planning Staff recommends approval of the project based on the following findings:

1. The proposed addition is consistent with the Ukiah General Plan, including the goals and policies and siting criteria of the C (Commercial) land use classification and the design criteria of the Community Design Element.
2. The proposed addition, as conditioned, is consistent with the C-1 Zoning District standards including yard setbacks, building height, lot coverage, parking stalls, landscaping, and parking lot trees.
3. The proposed addition is consistent with the Commercial Development Design Guidelines because the design, colors, windows and parking stall lay-out conform to the what is suggested in the Guidelines.
4. The development addition would not be detrimental to the public's health, safety and general welfare since it is consistent with applicable General Plan goals and policies, the use and development standards of the C-1 Zoning District, and the suggestions contained in the Commercial Development Design Guidelines.
5. The proposed project, as conditioned, would have sufficient landscape areas and landscape plantings to screen on-site parking areas from South State Street and abutting properties.
6. The proposed addition would not restrict or cut out light or air on abutting parcels since it is setback ample distances from adjoining buildings and would only reach a height of 12-feet.
7. The proposed addition would not excessively damage or destroy natural features because none exist on the subject property.
8. The proposed addition, as conditioned, contains design features that will provide sufficient variety, creativity, and articulation to avoid monotony and/or a box-like or uninteresting external appearance. These features include window design and treatments, color selections, and roof line.

CONDITIONS OF APPROVAL: The following Conditions of Approval shall be made a permanent part of Minor Site Development Permit 08-27, shall be implemented in order for this entitlement to remain valid:

Standard Conditions

1. All use, construction, or occupancy shall conform to the application approved by the Zoning Administrator, and to any supporting documents submitted therewith, including maps, sketches, renderings, building elevations, landscape plans, and alike. Any minor modifications may be reviewed and approved by the Planning Director.
2. Any construction shall comply with the "Standard Specifications" for such type of construction now existing or which may hereafter be promulgated by the Engineering Department of the City of Ukiah; except where higher standards are imposed by law, rule, or regulation or by action of the Zoning Administrator.
3. In addition to any particular condition, which might be imposed, any construction shall comply with all building, fire, electric, plumbing, occupancy, and structural laws, regulations and ordinances in effect at the time the Building Permit is approved and issued.
4. Applicant shall be required to obtain any permit or approval, which is required by law, regulation, or ordinance, be it required by Local, State, or Federal agency.
5. Building, Grading or other required Permits shall be issued within two years after the effective date of the Site Development Permit, or the discretionary actions granted by the permit shall expire. In the event the required Permits cannot be issued within the stipulated period from the project approval date, a one year extension may be granted by the Director of Planning 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 two-year expiration date.
6. The approved Site Development Permit may be revoked through the City's revocation process if the approved project related to the Site Development Permit is not being conducted in compliance with the stipulations and conditions of approval; or if the project is not established within two years of the effective date of approval; or if the established land use for which the permit was granted has ceased or has been suspended for twenty four (24) consecutive months.
7. Except as otherwise specifically noted, the Site Development Permit shall be granted only for the specific purposes stated in the action approving the Site Development Permit and shall not be construed as eliminating or modifying any building, use, or zone requirements except to such specific purposes.
8. A Final Landscaping Plan shall be submitted by the project applicant and approved by the Director of Planning prior to Final Inspection and the Grant of Occupancy of the building addition. This plan shall include, but not be limited to, the following information and criteria:
9. A planting legend that includes the names and location of plantings.
10. The inclusion of (1) tree in the landscape planter located in the immediate vicinity of the five parking stalls located east of the proposed addition. **(Special Condition)**.

11. Shrubs and other small plants shall be used rather than lawn/sod. Native, drought tolerant, and low maintenance species are recommended.
12. All landscaping shall be planted prior to final inspection and the grant of occupancy. Landscaping shall be maintained in a neat, weed-free manner, and may not be removed or substantially altered unless the Director of Planning reviews and approves the removal or replacement of vegetation determined to be diseased, unstable, hazardous, or poorly located on the site. Any vegetation removed from the interior portions of the site shall be replaced with similar vegetation approved by the Planning Director.
13. Prior to the issuance of a Grading Permit, the applicants shall secure any required permit from the Mendocino County Air Quality Management District and provide a copy of the permit to the City Building Inspector.
14. All contractors responsible for grading, site preparation, or construction shall employ the following measures when conducting such activities:
 - a. All activities involving site preparation, excavation, grading, and paving construction shall institute a practice of regularly watering exposed soils to control wind-borne dust;
 - b. All soil piles on the project site shall be covered whenever they are not being used
15. All on-site paving shall be a minimum of 2" (inches) of asphalt concrete with a 6" (inch) aggregate base, or, alternatively, any option approved by the City Engineer. If any portion of the paved surface is to be used regularly by heavy vehicles (such as solid waste pick-up vehicles), the pavement section should be constructed to withstand anticipated loads.
16. The hours of construction shall be limited to 7:00 A.M to 6:00 P.M. Monday through Friday, and 8:00 A.M. to 4:00 P.M. on Saturday, with no construction to occur on Sundays and holidays.
17. All conditions that do not contain a specific date or time period for completion shall be completed prior to the issuance of a Certificate of Occupancy.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:16 p.m.

Charley Stump, Zoning Administrator

Cathy Elawadly, Recording Secretary