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**Minutes**  
**Zoning Administrator Meeting**  
**September 2, 2010**

**Staff Present**

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

**Others Present**

Butch Bainbridge

**1. CALL TO ORDER**

Zoning Administrator Stump called the meeting to order at 2:03 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 6, 2010**

Zoning Administrator Stump approved the minutes for May 6, 2010, as submitted.

**4. APPEAL PROCESS**

Zoning Administrator Stump read the appeal process. For matters heard at this meeting, the final date to appeal is September 13, 2010.

**5. VERIFICATION OF NOTICE**

Jennifer Faso confirmed Minor Site Development Permit 10-13 SDP-ZA was legally noticed in accordance with the provisions of the Ukiah Municipal Code.

**6. PUBLIC HEARINGS**

**6A. Minor Site Development Permit 10-13 SDP-ZA, 245, 280, 275, 415 Hospital Drive, 404 Perkins Street.** Request for approval of a Site Development Permit to allow a sign program that includes a uniform monument style sign for the Ukiah Valley Medical Center.

Zoning Administrator Stump dispensed with the staff report and noted the only person in attendance is the applicant.

**PUBLIC HEARING OPENED: 2:05 p.m.**

**Butch Bainbridge, applicant:**

- Has reviewed the staff report and requested clarification regarding Condition of Approval No. 2a and the protective measures that must be taken for the existing trees during installation of the signs.

**Associate Planner Faso:**

- Stated the intent is to ensure installation of the signs does not result in damage to the existing trees and for the applicant to note on the building permit plans that protective measures are being taken when installing the signs in proximity to existing trees.
- No equipment shall be stored and/or within the dripline of any existing trees.
- If trees are damaged during installation they must be replaced.

**PUBLIC HEARING CLOSED: 2:07 p.m.**

**Zoning Administrator Stump:**

- Made a correction to project Finding 4f noting that the condition concerning protective tree measures referenced in the staff report findings should be Condition of Approval **2a**.

**Zoning Administrator Stump** has visited the site, supports approval of the project, agrees with staff's findings and project conditions and approved Minor Site Development Permit 10-13 SDP-ZA with Findings 1-5 and Conditions of Approval 1-13.

**SITE DEVELOPMENT FINDINGS TO APPROVE  
A SIGN PROGRAM FOR UKIAH VALLEY MEDICAL CENTER THAT ALLOWS A UNIFORM  
STYLE FREESTANDING SIGNS**

The following findings are supported by and based on information contained in this staff report, the application materials and documentation, and the public record.

1. See "General Plan" under staff analysis in the staff report.
2. See " Zoning " under staff analysis in the staff report.
3. The proposed project, as conditioned, is consistent with the provisions of the Sign Ordinance Section 3227 (11) which allows for Sign Programs.
4. The proposed project, as conditioned, is consistent with the following specific findings required pursuant to Zoning Ordinance Section 9263(E) in order to approve a site development permit.
  - a. The proposed project sites are currently developed and have existing sidewalk driveways. The proposed new signs will replace the existing freestanding signs and will not change the current pedestrian or vehicular traffic pattern. Therefore the project will not create a hazardous or inconvenient vehicular or pedestrian traffic pattern
  - b. The accessibility of the existing off-street parking and driveways will not change as a result of the proposed signs therefore no hazardous or inconvenient conditions will be created on adjacent streets.
  - c. The project sites contain existing landscaping which was required with the buildings were approved. No landscaping will be removed as a result of the new signs.
  - d. The proposed freestanding signs will be located in the front landscaped area of the existing building adjacent to the street and therefore will not restrict or cut out light and air on the property or on adjacent properties. Furthermore the proposed signs are ancillary to existing allowed use and as such will not hinder the development or future use of the buildings in the neighborhood.
  - e. The site is not located in or immediately adjacent to a residential zoning district.
  - f. The site is located in a commercial area developed with existing medical office building and parking area, no water courses, wildlife, wildlife habitat, floodway or flood plain or other environmentally sensitive areas are present. Existing trees will not be harmed during installation of the signs. Draft condition of approval 2a has been added that requires protective measures be followed in regards to any existing trees during installation of the signs.
  - g. The proposed sign program will give a uniform look which will allow for easy identification of the Ukiah Valley Medical Center. The proposed signs compliment the architectural style of the existing medical buildings and therefore will be consistent in design and materials to the existing building.
5. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15311 Class 11, Accessory

1 Structures, which allows construction, or replacement of minor structures including on-  
2 premise signs based on the following.

- 3 a. The proposed signs are accessory to existing facilities.
- 4 b. The project is not located within an environmentally sensitive area in that the site  
5 is located in an urban developed area. No water courses, wildlife, wildlife habitat,  
6 floodway or flood plain or other environmentally sensitive areas are present. No  
7 trees will be removed as a result of the new signs.

8  
9 **SITE DEVELOPMENT PERMIT CONDITIONS OF APPROVAL TO APPROVE**  
10 **A SIGN PROGRAM FOR UKIAH VALLEY MEDICAL CENTER THAT ALLOWS AN UNIFORM**  
11 **STYLE FREESTANDING SIGNS**

- 12
- 13 1. Approval is granted for a sign program that allows a uniform style monument sign as  
14 shown in the plans submitted to the Planning Department and date stamped August 25,  
15 2010.
- 16
- 17 2. Plans submitted for building permit shall include the following and are subject to staff  
18 review and approval:
- 19
- 20 a. To ensure that installation of the signs does not result in damage to the existing  
21 trees care should be given when installing the signs in proximity to existing trees  
22 and no equipment shall be within the dripline of any existing trees. If trees are  
23 damaged during installation they shall be replaced. Protective measures shall be  
24 noted on the building permit plans.
- 25
- 26 3. A sign permit is required prior to installation of signs.
- 27
- 28 4. On plans submitted for building permit these conditions of approval shall be included as  
29 notes on the first sheet.
- 30

31 From the Building Official (David Willoughby)

- 32
- 33 5. Building permits are required prior to installation of the signs.

34

35 Standard City Requirement

- 36
- 37 6. Construction hours are limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through  
38 Saturday.
- 39
- 40 7. The property owner shall obtain and maintain any permit or approval required by law,  
41 regulation, specification or ordinance of the City of Ukiah and other Local, State, or  
42 Federal agencies as applicable. All construction shall comply with all fire, building,  
43 electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect  
44 at the time the Building Permit is approved and issued.
- 45
- 46 8. All conditions of approval that do not contain specific completion periods shall be  
47 completed prior to building permit final.
- 48
- 49 9. Building, Grading or other required Permits shall be issued within two years after the  
50 effective date of the Site Development Permit, or the discretionary actions granted by the  
51 permit shall expire. In the event the required Permits cannot be issued within the  
52 stipulated period from the project approval date, a one year extension may be granted by  
53 the Director of Planning if no new circumstances affect the project which otherwise would  
54 render the original approval inappropriate or illegal. It is the applicant's responsibility in

1 such cases to propose the one-year extension to the Planning Department prior to the  
2 two-year expiration date.

- 3
- 4 10. Except as otherwise specifically noted, the Site Development Permit shall be granted  
5 only for the specific purposes stated in the action approving the Site Development Permit  
6 and shall not be construed as eliminating or modifying any building, use, or zone  
7 requirements except to such specific purposes.
- 8
- 9 11. The approved Site Development Permit may be revoked through the City's revocation  
10 process if the approved project related to the Site Development Permit is not being  
11 conducted in compliance with the stipulations and conditions of approval; or if the project  
12 is not established within two years of the effective date of approval; or if the established  
13 land use for which the permit was granted has ceased or has been suspended for twenty  
14 four (24) consecutive months.
- 15
- 16 12. No permit or entitlement shall be deemed effective unless and until all fees and charges  
17 applicable to this application and these conditions of approval have been paid in full.
- 18
- 19 13. This approval is contingent upon agreement of the applicant and property owner and their  
20 agents, successors and heirs to defend, indemnify, release and hold harmless the City,  
21 its agents, officers, attorneys, employees, boards and commissions from any claim,  
22 action or proceeding brought against any of the foregoing individuals or entities, the  
23 purpose of which is to attack, set aside, void or annul the approval of this application.  
24 This indemnification shall include, but not be limited to, damages, costs, expenses,  
25 attorney fees or expert witness fees that may be asserted by any person or entity,  
26 including the applicant, arising out of or in connection with the City's action on this  
27 application, whether or not there is concurrent passive or active negligence on the part of  
28 the City. If, for any reason any portion of this indemnification agreement is held to be void  
29 or unenforceable by a court of competent jurisdiction, the remainder of the agreement  
30 shall remain in full force and effect.

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32 **7. ADJOURNMENT**

33 There being no further business, the meeting was adjourned at 2:08p.m.

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Charley Stump, Zoning Administrator

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Cathy Elawadly, Recording Secretary