

**Minutes  
Zoning Administrator Meeting  
December 12, 2013**

**Staff Present**

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

**Others Present**

Butch Bainbridge  
Dick Selzer

**1. CALL TO ORDER**

Zoning Administrator Stump called the meeting to order at 2:00 p.m. in Conference Room No. 1, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

**2. SITE VISIT VERIFICATION**

Zoning Administrator Stump confirmed the site visit.

**3. APPROVAL OF MINUTES:** The minutes from the November 14, 2013 meeting will be available for review and approval at the next Zoning Administrator hearing.

**4. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

No one came forward to speak on non-agenda items.

**5. APPEAL PROCESS**

Zoning Administrator Stump read the appeal process. For matters heard at this meeting the last day to appeal is December 23, 2013.

**6. VERIFICATION OF NOTICE**

Associate Planner Faso verified that the proposed Realty World Selzer Realty Wall Sign (File No.:13-21-SDP-ZA) was properly noticed in accordance with the provisions of the UMC.

**7. PUBLIC HEARINGS**

**7A. Realty World Selzer Realty Wall Sign, 551 South Orchard Avenue, APN 002-340-38 (File No. 13-21-SDP-ZA).** Request for approval of a Minor Site Development Permit to allow a sign that does not face a street to be installed on an existing commercial building.

**Zoning Administrator Stump:**

- Acknowledged no other persons were present at today's hearing other than the applicant and applicant's representative and therefore dispensed with the staff report.

**PUBLIC HEARING OPENED: 2:03 p.m.**

The applicant and applicant's representative had no questions/comments concerning the staff report.

**Associate Planner Faso:**

- Confirmed staff has received no comments from the public regarding the Project.

**PUBLIC HEARING CLOSED: 2:04 p.m.**

**Associate Planner Faso:**

- The Design Review Board (DRB) reviewed the proposed Project and at first questioned why the sign was needed given the location of the building and configuration of the site.
- The overall consensus of the DRB was that the sign appropriately fit the building and unanimously voted to recommend approval.

1 **Zoning Administrator Stump:**

- 2 • Has reviewed the staff report and agrees with staff's analysis.  
3 • Has visited the site.  
4 • Is of the opinion the sign fits well on the building and is nicely articulated.  
5 • Finds the sign is necessary particularly since the monument sign in front of the building is  
6 small and not really adequate for the site.  
7 • Added Finding 6 that reads, 'The proposed project was reviewed by the Design Review  
8 Board (DRB) on November 14, 2013. The DRB voted unanimously (5-0) to recommend  
9 the Zoning Administrator approve the project as proposed.'

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11 **Zoning Administrator Stump** approved Realty World Selzer Realty Wall Sign, 551 South  
12 Orchard Avenue, (File No. 13-21-SDP-ZA) with Findings 1-5 and with the addition of Finding No.  
13 6 and Conditions of Approval 1-10.

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15 **7. ADJOURNMENT**

16 There being no further business, the meeting was adjourned at 2:05 p.m.

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20 Charley Stump, Zoning Administrator

21 \_\_\_\_\_  
22 Cathy Elawadly, Recording Secretary

23 **MINOR SITE DEVELOPMENT PERMIT FINDINGS**  
24 **TO ALLOW A WALL SIGN TO BE INSTALLED AT**  
25 **551 SOUTH ORCHARD AVENUE, APN 002-340-38**  
26 **FILE NUMBER: 13-21-SDP-ZA**

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

- 31  
32 1. The proposed project, as conditioned, is consistent with the City of Ukiah *General Plan*  
33 as described in Table 1 of the staff report.  
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35 2. The proposed project, as conditioned, is consistent with the purpose and applicable  
36 requirements of the Sign Ordinance as described in Table 2 of the staff report.  
37  
38 3. The proposed project, as conditioned, is consistent with the purpose and applicable  
39 requirements of *Site Development Permits* as described in Table 3 of the staff report.  
40  
41 4. The proposed project is exempt from the provisions of CEQA pursuant to CEQA  
42 Guidelines Section 15311, Class 11 (a), Accessory Structures which exempts on-premise  
43 signs based on the following:  
44  
45 A. The project involves modifications to the exterior of the existing building that  
46 will not enlarge the footprint of the building.  
47 B. The project is not located within an environmentally sensitive area in that the  
48 site is located in an urban area that includes a variety of commercial  
49 businesses and professional offices. The site is developed with existing  
50 professional office building, associated parking areas and landscaping. No  
51 water courses, wildlife, wildlife habitat, floodway or flood plain or other  
52 environmentally sensitive areas are present.  
53 C. The proposed project would allow the installation of one wall sign on an  
54 existing building.  
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- 1 5. A notice of public meeting for the proposed project was provided in the following manner as  
2 required by the Ukiah Municipal Code:  
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4 A. posted in three places on the project site on November 23, 2013;  
5 B. mailed to property owners within 300 feet of the project site on November 23,  
6 2013; and  
7 C. published in the Ukiah Daily Journal on December 1, 2013.  
8

9 From The Zoning Administrator

- 10  
11 6. The proposed project was reviewed by the Design Review Board (DRB) on November  
12 14, 2013. The DRB voted unanimously (5-0) to recommend the Zoning Administrator  
13 approve the project as proposed.  
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16 **MINOR SITE DEVELOPMENT PERMIT CONDITIONS OF APPROVAL**  
17 **TO ALLOW A WALL SIGN TO BE INSTALLED AT**  
18 **551 SOUTH ORCHARD AVENUE, APN 002-340-38**  
19 **FILE NUMBER: 13-21-SDP-ZA**  
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22 1. Minor Site Development Permit approval is granted to allow a wall sign to be installed on  
23 the south elevation of 551 South Orchard Avenue, APN 002-340-38, as shown on the  
24 plans submitted to the Planning Department and date stamped October 8, 2013 except  
25 as modified by the following conditions of approval.  
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27 2. Application and approval of a sign permit from the Planning and Community  
28 Development Department is required prior to installation of the approved sign  
29

30 From the Building Division David Willoughby

- 31  
32 3. Building permit and electrical permit are required.  
33

34 Standard Conditions of Approval

- 35  
36 4. The property owner shall obtain and maintain any permit or approval required by law,  
37 regulation, specification or ordinance of the City of Ukiah and other Local, State, or  
38 Federal agencies as applicable. All construction shall comply with all fire, building,  
39 electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect  
40 at the time the Building Permit is approved and issued.  
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42 5. All conditions of approval that do not contain specific completion periods shall be  
43 completed prior to building permit final.  
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45 6. Building, Sign, Grading or other required Permits shall be issued within two years after  
46 the effective date of the Site Development Permit, or the discretionary actions granted by  
47 the permit shall expire. In the event the required Permits cannot be issued within the  
48 stipulated period from the project approval date, a one year extension may be granted by  
49 the Director of Planning if no new circumstances affect the project which otherwise would  
50 render the original approval inappropriate or illegal. It is the applicant's responsibility in  
51 such cases to propose the one-year extension to the Planning Department prior to the  
52 two-year expiration date.  
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54 7. Except as otherwise specifically noted, the Site Development Permit Amendment shall be  
55 granted only for the specific purposes stated in the action approving the Site

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Development Permit and shall not be construed as eliminating or modifying any building, use, or zone requirements except to such specific purposes.

- 8. The approved Site Development Permit Amendment 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.
- 9. No permit or entitlement shall be deemed effective unless and until all fees and charges applicable to this application and these conditions of approval have been paid in full.
- 10. This approval is contingent upon agreement of the applicant and property owner and their agents, successors and heirs to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City. If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.