

**CITY OF UKIAH  
DESIGN REVIEW BOARD MINUTES  
Conference Room #3  
300 Seminary Avenue  
Ukiah, CA 95482  
December 14, 2017  
3:00 p.m.**

**1. CALL TO ORDER**

Chair Liden called the Design Review Board meeting to order at 3:00 p.m. in Conference Room No. 3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

*Chair Tom Liden presiding.*

**2. ROLL CALL**

**Present:** Member Hise, Hawkes, and Chair Liden

**Absent:** Member Nicholson and Morrow

**Staff Present:** Adele Phillips, Associate Planner  
Cathy Elawadly, Recording Secretary

**Others present:** Dan MacKinney, Agent, via telephone  
Julie Price, Project Planner

**3. CORRESPONDENCE**

None was received.

**4. APPROVAL OF MINUTES**

The Minutes from the October 19, 2017 meeting are available for review and approval.

**M/S Hise/Hawkes** to approve October 19, 2017 meeting minutes, as submitted. Motion carried by the following roll call vote: AYES: Member Hise, Hawkes, and Chair Liden. NOES: None. ABSTAIN: None. ABSENT: Member Nicholson and Morrow.

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

*Note: The DRB is required by the City Code to review and make a recommendation on all Site Development Permit applications.*

**6. NEW BUSINESS**

- a. Request for Review and Recommendation on a Major Site Development Permit and Permit to allow the construction of a Wireless Communication Facility (WCF) including a 60+ foot tall monopole at 923 Mazzoni Street. APN 002-040-48. File No.: 3145-UP/SDP-PC.

**Adele Phillips, Associate Planner** introduced City Planning Consultant Julie Price.

**Julie Price, Project Planner** presented the project as specifically outlined in a planning staff memorandum, dated December 14, 2017 and noted:

*Minutes of the Design Review Board, December 14, 2017, Continued:*

- The proposed project involves a WCF and corresponding new 60-foot painted monopole tower structure that includes five additional feet for a grand total of 65 feet with the antennas and lighting rod.
- The project is located at the Daniel Steel site on Mazzoni Street and consists of 3.37 acres.
- The project is a standard monopole tower structure on a 2,500 sq. ft. area, located on the NE corner of the subject property.
- The property is zoned Manufacturing (M) such that there are no rear yard setback requirements.
- The maximum height limit is 50 feet in the M zoning district. Since the proposed monopole is over 50 feet, a use permit is required.
- Clarified while the project application was submitted on behalf of Wireless Site Technology, LLC, the applicant is US Cellular.
- The applicant desires to increase the fence height to 7 feet, not including the barbed wire.
- Minor revisions have been made to the site plans in response to the City Electric Department comments regarding the meter bank pedestals and/or other electric-related issues. (See sheets Z-1 and Z-2)

**DRB questions/comments:**

- Requested clarification the applicant is leasing from the property owner.
- Is a request for a variance necessary for the seven-foot high fence? Requested clarification there is a State ordinance/standard that allows for a seven-foot fence height. It appears the fencing will exceed the seven-foot height restriction with the barbed wire at the top of the fence.
- Inquired about the diameter of the monopole at the base.
- Referred to page 27 of the project description in the staff report that shows the 'Tower Elevation' and is of the opinion the drawing is not accurate.

**Dan MacKinney, Agent, Wireless Site Technology, LLC:**

- Confirmed the applicant will lease from the property owner the area where the monopole tower structure is located that also includes an easement for access and utility purposes.
- Related to the revised site plan, sheet Z-2, indicates the plans for the NE corner of the fenced area have changed where the area has essentially been 'squared off.'
- Would be amenable to reevaluating the fence height should it exceed the height limitation/restriction.
- The diameter of the tower is approximately three feet at the base. As such, related to the tower elevation, there is a below-grade square concrete pad with a circular concrete pier extending upward where the pier itself is five-feet, six inches, which essentially calculates to approximately a 40-inch diameter that can effectively support a 70-foot high monopole.

**Member Hise:**

- Finds the aforementioned calculation concerning the diameter of the base corresponds with the site plan in terms of scale.

**Associate Planner Adele Phillips:**

- Acknowledged the City has adopted a new fence ordinance that allows for a seven-foot height such that all corresponding front, side, and rear yard setback requirements in the ordinance provisions must be met accordingly.
- Planning staff will research how the barbed wire component of the fence will be calculated for consistency with the fence ordinance requirements.

There was discussion about the various aesthetic design concepts for WCF towers and appropriate placement thereof.

**Motion/Second Hise/Hawks** to recommend Planning Commission approve the construction of a Wireless Communication Facility including a 60+ foot tall monopole at 923 Mazzoni Street, as presented. **Motion carried** by the following roll call vote: AYES: Member Hawkes, Hise, and Chair Liden NOES: None. ABSENT: Member Nicholson and Morrow. ABSTAIN: None.

**7. MATTERS FROM THE BOARD**

The Board members requested staff inform them of their term limits for serving.

**8. MATTERS FROM STAFF**

Staff advised of an upcoming project the DRB will review in January.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 3:30 p.m.

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Cathy Elawadly, Recording Secretary