1. **CALL TO ORDER**
Chair Liden called the Design Review Board meeting to order at 2:05 p.m. in the Council Chambers of the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

*Chair Tom Liden presiding.*

2. **ROLL CALL**

Present: Member Nicholson, Hawkes, and Chair Liden

Absent: Member Hise

Staff Present: Craig Schlatter, Community Development Director
Michelle Irace, Planning Manager
Cathy Elawadly, Recording Secretary

Others present: Listed below, Respectively

3. **CORRESPONDENCE**
None was received.

4. **APPROVAL OF MINUTES**
The Minutes from the May 17, 2018 meeting are available for review and approval.

Motion/Second Nicholson/Hawkes to approve May 17, 2018 meeting minutes, as submitted. Motion carried by the following roll call vote: AYES: Member Nicholson, Hawkes, Morrow, and Chair Liden. NOES: None. ABSTAIN: None. ABSENT: Member Hise.

5. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**
No comments were received.

6. **NEW BUSINESS**
a. Request for Review and Recommendation to the Planning Commission regarding an application for Major Site Development Permit to allow a 5,783 of second story addition/remodel to an existing 10,116 sf building at the Ukiah Natural Foods Cooperative, 721 S. State Street. APN 003-040-59; File No. 18-3687.

Presenters: Community Development Director Craig Schlatter and Planning Manager Michelle Irace.

PUBLIC HEARING OPENED: 2:10 p.m.

Presenter: Jason Brenner, Project Applicant.
PUBLIC HEARING CLOSED: 2:20 p.m.

PUBLIC HEARING RE-OPENED: 2:21 p.m.

Presenter: Lori Rosenberg, Ukiah Natural Foods Cooperative General Manager.

PUBLIC HEARING CLOSED: 2:34 p.m.

There was Staff and DRB discussion regarding the proposed color scheme for the building for consistency with the Design Guidelines for Commercial Projects Within the Downtown Design District, page 7, Color.

**Motion/Second Nicholson/Hawkes** to recommend the Planning Commission approve a Major Site Development Permit to allow a 5,783 sf second story addition/remodel to an existing 10,116 sf building at the Ukiah Natural Foods Cooperative, as designed. Motion carried by the following Roll Call vote: AYES: Member Nicholson, Hawks, Morrow and Chair Liden. NOES: None. Abstain: None. Absent: Member Hise.

b. Request for Review and Recommendation to the Zoning Administrator regarding an application for Minor Site Development Permit to allow an interior and exterior remodel to an existing building at McDonalds, 1310 N. State Street. (APN 170-140-17); File No. 18-3807.

Presenter: Planning Manager Michelle Irace.

PUBLIC HEARING OPENED: 2:42 p.m.

Presenter: Robert Preece, Project representative.

PUBLIC HEARING CLOSED: 2:51 p.m.

The DRB requested the applicant consider replacement of the trees that were removed from the site and refresh/revitalize the existing landscaping to more aesthetically complement the improvements proposed for the building.

**Motion/Second Nicholson/Morrow** to recommend the Zoning Administrator approve a Minor Site Development Permit to allow an interior and exterior remodel to an existing building at McDonalds at 1310 N. State Street, as designed with a recommendation the applicant consider replacing the trees that were removed on the site and improve the landscaping. Motion carried by the following Roll Call vote: AYES: Member Nicholson, Hawks, Morrow and Chair Liden. NOES: None. Abstain: None. Absent: Member Hise.

c. Request for Review and Recommendation to the Planning Commission regarding an application for a Major Site Development Permit and Major Use Permit to allow the development of a 7,671 sf retail shell building to house a 2,200 sf Panda Express and drive-thru, as well as 5,471 sf of other retail space at 1230 Airport Park Boulevard. (APN 180-080-77); File No. 18-3591.

Presenter: Planning Manager Michelle Irace.

PUBLIC HEARING OPENED: 3:03 p.m.
Presenters: Terry Johnson and Marisa Ormsby.

PUBLIC HEARING CLOSED: 3:18 p.m.

Motion/Second Hawkes/Morrow to recommend the Planning Commission approve a Major Site Development Permit and Major Use Permit to allow 7,671 sf retail shell building to house a 2,200 sf Panda Express and drive-thru, as well as 5,471 sf of other retail space at 1230 Airport Park Boulevard, as proposed. Motion carried by the following Roll Call vote: AYES: Member Nicholson, Hawks, Morrow and Chair Liden. NOES: None. Abstain: None. Absent: Member Hise.

7. MATTERS FROM THE BOARD

Members Nicholson and Chair Liden would like to have hard copies of DRB agenda packets.

Member Nicholson noted the City of Santa Rosa has established findings and procedures for their planning commission and corresponding boards so everyone is on the same page with regard how to effectively look at projects.

8. MATTERS FROM STAFF

There was discussion regarding the DRB’s request to add a statement to the top of the DRB agenda about the ‘mission’ of the DRB.

Staff will craft some language regarding a mission statement for the DRB to review.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 3:35 p.m.

Cathy Elawadly, Recording Secretary