

CITY OF UKIAH
City Engineer Public Hearing MINUTES
Conference Room #3
300 Seminary Avenue
Ukiah, CA 95482
November 29, 2018
2:00 p.m.

STAFF PRESENT

Rick Seanor, Deputy Director of Public Works
Ben Kageyama, Senior Civil Engineer
Michelle Irace, Planning Manager
Alicia Tlelo, Assistant Planner
Cathy Elawadly, Recording Secretary

OTHERS PRESENT

Chris Schulze

1. CALL TO ORDER

Deputy Director of Public Works Rick Seanor called the meeting to order at 2:00 p.m. in Conference Room No.3, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

Deputy Director of Public Works Rick Seanor presiding.

2. SITE VISIT VERIFICATION

Staff confirmed.

3. APPROVAL OF MINUTES

a. The Minutes of June 5, 2018.

Deputy Director of Public Works Rick Seanor approved the June 5, 2018 minutes, as submitted.

4. APPEAL PROCESS

Note: For matters heard at this meeting the final date to appeal is December 10, 2018 at 5:00 p.m.

5. VERIFICATION OF NOTICE

Staff confirmed.

6. PUBLIC HEARING

a. Request for approval of a Minor Subdivision to split the existing parcel consisting of ± 1.82 total acres into two parcels. The easterly parcel (Parcel 1) will be ± 1.14 acres and house the Phase I project. The resulting westerly parcel (Parcel 2) will be ± 0.68 acres at 1230 Airport Park Boulevard. APN 180-080-77; File No. 18-3817.

Presenter: Planning Manager Michelle Irace.

Deputy Director of Public Works Rick Seanor acknowledged that an address change will likely be necessary for the two resulting parcels created by the minor subdivision.

PUBLIC HEARING OPENED: 2:06 P.M.

Chris Schulze, Applicant Representative:

- Related to Condition of Approval #12, this same condition was deleted by the Planning Commission for approval of the Major Use Permit/Site Development Permit concerning the easterly parcel (Parcel 1) to house the Phase I project and requested this condition also be deleted for Minor Subdivision and resulting westerly parcel (Parcel 2) for consistency purposes.
- Related to Condition of Approval #9, questioned if it would be acceptable to proceed with recordation of the Final subdivision map prior to submitting final plans for the development of Parcel 2 or whether securing a separate deed would be the more appropriate approach in this regard.

Deputy Director of Public Works Rick Seanor:

- Preference is for the City to know the location of the public utilities so that the easement is shown correctly recorded on the Final subdivision map.

Senior Civil Engineer Ben Kageyama:

- The intent of Condition of Approval #12 is to make certain that at the time of development of Parcel 2 a 12-foot Public Access Easement be provided along the westerly boundary of Parcel 2 together with a 6-foot minimum width easement from the westerly boundary to the easterly boundary. Is of the opinion, the City Engineer public hearing for approval of the Minor Subdivision is the appropriate time to include this condition of approval.

PUBLIC HEARING CLOSED: 2:20 P.M.

Staff added the following Conditions of Approval:

- Condition of Approval #14 to state, 'At the time of development of Parcels 1 and 2 the project will be subject to Airport Industrial Park (AIP) capital improvement fees as adopted by the Ukiah City Council.'
- Condition of Approval #15 to state: 'At the time of development of Parcels 1 and 2, the project will be subject to stormwater Low Impact Development (LID) requirements.'

Deputy Director of Public Works Rick Seanor approved a Minor Subdivision to split the existing parcel consisting of ±1.82 total acres into two parcels. The easterly parcel (Parcel 1) will be ±1.14 acres and house the Phase I project. The resulting westerly parcel (Parcel 2) will be ±0.68 acres at 1230 Airport Park Boulevard with Findings in attachment 1 and subject to the Conditions of Approval in attachment 2, as modified above.

7. ADJOURNMENT

There being no further business, the meeting adjourned at 2:21 p.m.

Cathy Elawadly, Recording Secretary

ATTACHMENT 1

**FINAL FINDINGS
MINOR SUBDIVISION
1230 AIRPORT PARK BLVD; APN 180-080-77
FILE NO: 18-3817**

The following findings are supported by and based on information contained in the Staff Report, the application materials and documentation, and the public record:

1. The proposed Tentative Parcel Map, as conditioned, complies with the requirements of the City of Ukiah Municipal Code, Division 9, Chapter 1, Article 18 and the Subdivision Map Act.
2. The parcels established as a result of this Minor Subdivision are consistent with the General Plan Master Plan Area (MPA) land use designation.
3. The proposed Minor Subdivision and Tentative Map, as conditioned, complies with the requirements of Light Manufacturing Mixed Use zoning district.
4. The Minor Subdivision and Tentative Map will create the lots, which are appropriate to the surrounding area and with the existing surrounding uses based on the following:
 - a. Proposed Parcels are consistent with the requirements of the Light Manufacturing Mixed Use zoning district.
 - b. Proposed parcels will have access directly onto a public street and utilities are available to serve the site.
 - c. Proposed parcels will be located within a highly developed business park, surrounded by commercial and industrial development.

ATTACHMENT 2

**FINAL CONDITIONS OF APPROVAL
MINOR SUBDIVISION
1230 AIRPORT PARK BLVD; APN 180-080-77
FILE NO: 18-3817**

Approval is granted for the Minor Subdivision based on the applicaiton submitted to the Community Development Department received June 19, 2018, and as shown on the Tentative Map dated November 15, 2018 contained therein, except as modified by the following Conditions of Approval:

1. All fees related to the Minor Subdivision application must be paid prior to the final approval and the recordation of the Tentaive Map.
2. The Minor Subdivision/Tentative Map shall be reflected in deeds meeting the approval of the City Engineer and shall be recorded with the Mendocino County Recorder. The recorded deeds shall include legal descriptions and plat maps, and shall be prepared by a Licensed Land Surveyor or a Registered Civil Engineer.
3. If required, any existing easement, utility or other infrastructure affected by the Tentative Map shall be adjusted or relocated, as determined by the City Engineer.
4. Prior to recordation of deeds, written verification shall be provided by a title company that partial reconyeyances and modified deeds of trust will be filed, as necessary.
5. All future site improvements shall be submitted to the Electric Utility Department for review and comment. At this time, specific service requirements, service Voltage and developer costs and requirements will be determined.
6. The main switchboard/service panel, pull section, and CT cabinet must be in accord with current EUSERC standards. The contractor shall submit service equipment specification sheets with appropriate EUSERC references for City approval prior to purchase and installation.
7. Developer shall provide projected load calculations, site plan. Electrical drawings to the City Electric Utility Dept., in order to determine the size of the transformer for their project.
8. The applicant shall provide at no cost to the City and in accordance with City standards specifications, all conduits, junction boxes, vaults, street lights and subsurface housings required for power distribution for the development and all trenching, backfilling, resurfacing, equipment pads and landscaping. Prior to backfilling or pouring of concrete for equipment, or subsurface equipment, facilities must be inspected by the City Electric Utility Department.
9. A 10-ft. utility easement for any underground distribution extended into the parcel beyond the existing PUE shall be required. Easements must be surveyed and deeded or defined on the map recorded with the County.
10. There shall be an easement provided to the EUD for any electric service that transverses through the property. Or around any City owned Electric equipment.
11. Developer/customer shall incur all costs of this future project to include (labor, materials, equipment and future services).
12. At the time of development of Parcel 2, a 12-foot wide Public Access Easement shall be provided along the westerly boundary of Parcel 2, along with a minimum 6-foot wide Public

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Access Easement from the westerly boundary to the easterly boundary of Parcel 2, to the satisfaction of the City Engineer.

13. Future proposed development will be subject to Community Development Department review and will likely require additional planning and building permits.
14. At the time of development of Parcels 1 and 2, the project will be subject to Airport Industrial Park (AIP) capital improvement fees as adopted by Ukiah City Council.
15. At the time of development of Parcels 1 and 2, the project will be subject to stormwater Low Impact Development (LID) requirements.