

**CITY OF UKIAH
DESIGN REVIEW BOARD MINUTES
Civic Center Council Chambers
300 Seminary Avenue
Ukiah, CA 95482
September 27, 2018
3:00 p.m.**

1. CALL TO ORDER

Chair Liden called the Design Review Board meeting to order at 3:03 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 Morrow and Hise

Staff Present: Craig Schlatter, Community Development Director
Cathy Elawadly, Recording Secretary

Others present: Listed below, Respectively

3. CORRESPONDENCE

None was received.

4. APPROVAL OF MINUTES

The Minutes from the August 16, 2018 meeting are available for review and approval.

The DRB deferred approval of the August 16, 2018 meeting minutes to the next regular meeting.

5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No comments were received.

6. NEW BUSINESS

a. Discussion of terms of service for all Design Review Board Members.

Presenter: Community Development Director Craig Schlatter.

Chair Liden requested a copy from the UMC regarding the credentials/qualifications to serve on the DRB.

b. Discussion and Possible Action Regarding Adoption of Procedures of Conduct for Design Review Board Meetings.

Presenter: Community Development Director Craig Schlatter.

Motion/Second Nicholson/Hawkes to adopt City Resolution No. 2018-01 Adopting Procedures for Conducting Design Review Board Meetings, as written, with the exceptions of staff providing certain clarification of the Procedures pertinent to DRB qualifications, powers and duties (Paragraph A) and absences, as discussed at today's meeting. Motion carried by the following Roll Call vote: AYES: Member Nicholson, Hawks, and Chair Liden. NOES: None. Abstain: None. Absent: Member Hise and Morrow.

- c. Refresher and Interactive Discussion of 'Design Guidelines for Commercial Project Located Outside the Downtown Design District' and their relation to the Community Design Element of the Ukiah General Plan.

Presenter: Community Development Director Craig Schlatter.

7. MATTERS FROM THE BOARD

8. MATTERS FROM STAFF

Community Director Craig Schlatter thanked the DRB for their participation in the discussions and with providing input relevant to the DRB Procedures of Conduct and Design Guidelines.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 4:12 p.m.

Cathy Elawadly, Recording Secretary