

**Minutes  
Zoning Administrator Meeting  
May 17, 2012**

**Staff Present**

Charley Stump, Zoning Administrator  
Jennifer Faso, Associate Planner  
Michelle Johnson, Planning Intern  
Cathy Elawadly, Recording Secretary

**Others Present**

Kate Magruder  
Linda Malone  
Judy Pruden  
Matt Bogner  
Robert Axt  
Josh Blakeley  
Richard Ruff

**1. CALL TO ORDER**

Zoning Administrator Stump called the meeting to order at 10:05 a.m. in Conference Room No. 1, Ukiah Civic Center, 300 Seminary Avenue, Ukiah, California.

**2. SITE VISIT VERIFICATION**

Zoning Administrator Stump confirmed the site visits.

**3. APPROVAL OF MINUTES: March 22, 2012**

Zoning Administrator Stump approved the March 22, 2012 meeting minutes as submitted.

**4. APPEAL PROCESS**

Zoning Administrator Stump read the appeal process. For matters heard at this meeting the last day to appeal is May 29, 2012.

**5. VERIFICATION OF NOTICE**

Planning Intern Johnson verified Minor Site Development Permit 12-05-SDP-ZA and Minor Site Development Permit 12-03-SDP-ZA were properly noticed in accordance with the provisions of the UMC.

Associate Planner Faso verified Minor Site Development Permit 12-04-SDP-ZA was properly noticed in accordance with the provisions of the UMC.

**6. PUBLIC HEARINGS**

**6A. Minor Site Development Permit 12-05-SPD-ZA, APN 002-231-09.** Request for approval of a Minor Site Development Permit to install internally illuminated-letters reading "WORLD GYM" to an existing commercial structure located at 203 South Main Street. The Sign Ordinance requires a Site Development Permit for signs that face a parking lot rather than the street frontage.

Planning Intern Johnson gave a staff report:

- The proposed sign would face the parking lot located at the rear of the building.
- The City Sign Ordinance requires a site development permit for signs that face a parking lot rather than the street frontage.
- The proposed project is consistent with the Ukiah General Plan Goal/Policies, applicable Zoning Ordinance requirements, the Sign Ordinance and the required site development permit findings as provided for in staff's analysis on pages 2 through 4 of the staff report.
- The project conditions of approval indicate a building permit and electrical permit are required.
- A sign permit from the Planning and Community Development Department is also required prior to installation of the approved sign.

- 1 • The proposed new sign has the ability to be internally illuminated but the applicant has  
2 indicated there are no plans to use lighting for the sign at this time.  
3 • The staff report was written with the intent that the lettering for the sign would be lit.  
4 • Staff is recommending approval.

5 **PUBLIC HEARING OPENED: 10:08 a.m.**

6  
7 **Matt Bogner, Applicant:**

- 8 • Has reviewed the staff report and had no questions/concerns regarding staff's analysis.  
9 • Acknowledged the sign has already been installed prior to approval of the minor site  
10 development permit in the rear of the building facing the parking lot.  
11 • Was not aware that a site development permit was required for a sign on the rear of a  
12 building.

13  
14 **Zoning Administrator Stump:**

- 15 • Requiring a site development permit for a sign at the rear of a building is a rather  
16 'obscure provision of the UMC.'  
17 • If the project is approved, requested the applicant submit information concerning the  
18 engineering/design and materials used for the sign at the time when the applicant applies  
19 for the building permit.  
20

21 **Matt Bogner:**

- 22 • While lighting for the sign is a possibility, he has no intention of providing this feature at  
23 this time.  
24 • The back portion of the building is really the main entrance.  
25 • In the future, he intends to apply for an application to expand the building where the front  
26 parking lot is located that will be included as part of the gym.  
27 • All members of the establishment enter the building from the rear.  
28 • The rear of the building has a lot of parking spaces.  
29 • A nice front façade that faces Main Street is planned for the future.  
30

31 **Linda Malone:**

- 32 • Is a property owner with rental units adjacent to the World Gym parking lot.  
33 • A lighted sign would impinge on these rental units.  
34 • Has no objection to just using the plain letters for 'World Gym,' but requests the  
35 illuminated letters for the sign not be permitted to be lit at any point in the future because  
36 it would disturb people's sleep.  
37 • People cannot access the parking lot unless they are going to the World Gym so they  
38 should know they are going there by time they are in the parking lot.  
39 • Supports approval of the project with the exception of allowing for illuminated letters for  
40 the sign.  
41

42 **Judy Pruden:**

- 43 • A compromise may be to set the hours the sign can be lit such as requiring the sign be  
44 turned off by 10:00 p.m.  
45

46 **Matt Bogner:**

- 47 • Has no intention of lighting the sign at this point and noted, however, there is a street light  
48 in the same area that likely provides much more light than the sign ever would.  
49

50 **Judy Pruden:**

- 51 • Added street lights can be both shielded and the bulb changed out if people complain  
52 that the brightness is disturbing their sleep.

- 1 • The project could be conditioned for hours of illumination in the future because the  
2 project goes with the property in perpetuity.  
3

4 **Zoning Administrator Stump:**

- 5 • Acknowledged the aforementioned is one potential solution and noted there may be  
6 others in this regard.  
7

8 **PUBLIC HEARING CLOSED: 10:12 a.m.**  
9

10 **Zoning Administrator Stump:**

- 11 • Has visited the site.  
12 • Alternatives to the sign lighting issue are to regulate the hours the sign would be lit or, not  
13 to allow any lighting of the sign without coming back through this discretionary review  
14 process and notifying the neighbors.  
15 • Noted a correction to the language contained in Table 3, Summary of Project  
16 Consistency with the Required Site Development Permit Findings on page 4 of the staff  
17 report that should read, 'There are no natural features on the site that would be damaged  
18 or destroyed.'  
19 • The proposed sign nicely defines the entranceway and is in character with the scale of  
20 the building.  
21 • Was initially concerned about illumination and noted in his site visit the sign would not be  
22 visible from the public right-of-way but would be from surrounding properties.  
23 • Agrees with staff's analysis in that the sign complies with goals/policies of the General  
24 Plan and Sign ordinance regulations.  
25 • Commended staff for finding this provision in the code that such a sign required a site  
26 development permit and appropriately advising the applicant thereof.  
27 • Agrees with staff's findings and conditions of approval.  
28 • Added a condition of approval that acknowledges the applicant has indicated the sign is  
29 not proposed for illumination to read, 'If at any time in the future the applicant chooses to  
30 illuminate the sign, he shall apply for a minor site development permit to do so which  
31 shall be noticed accordingly to surrounding property owners for a Zoning Administrator  
32 meeting.' In this way, if the plans change the neighbors will be alerted with a review  
33 process and that if there are impacts identified they can be successfully mitigated and/or  
34 illumination would not possible.  
35

36 **Zoning Administrator Stump** approved Minor Site Development Permit 12-05-SDP-ZA with  
37 Findings 1-5 and Conditions of Approval 1-10 and with the additional condition referenced above.  
38

39 **SITE DEVELOPMENT PERMIT FINDINGS TO ALLOW**  
40 **A SITE DEVELOPMENT PERMIT TO INSTALL INTERNALLY ILLUMINATED-LETTERS**  
41 **READING "WORLD GYM" AT 203 SOUTH MAIN STREET APN 002-231-09.**  
42 **FILE NUMBER: 12-05-SDP-ZA**  
43

44 The following findings are supported by and based on information contained in this staff report,  
45 the application materials, and the public record.  
46

- 47 1. The proposed project, as conditioned, is consistent with the City of Ukiah *General Plan* as  
48 described in Table 1 of the staff report.  
49  
50 2. The proposed project, as conditioned, is consistent with the purpose and applicable  
51 requirements of the Sign Ordinance as described in Table 2 of the staff report.  
52  
53 3. The proposed project, as conditioned, is consistent with the purpose and applicable  
54 requirements *Site Development Permits* as described in Table 3 of the staff report.

1 4. The proposed project is exempt from the provisions of CEQA pursuant to CEQA Guidelines  
2 Section 15311, Class 11 (a), Accessory Structures which exempts on-premise signs; Section  
3 15301, Class 1(a) Existing Structures, which allows exterior alterations to existing buildings based  
4 on the following:

- 5
- 6 A. The project involves modifications to the exterior of the existing building that will not  
7 enlarge the footprint of the building.
- 8
- 9 B. The project is not located within an environmentally sensitive area in that the site is  
10 located on an arterial street and in an urban area that includes a variety of commercial  
11 businesses. The site is developed with a building that has historically been used for retail  
12 sales and associated parking areas and landscaping. No water courses, wildlife, wildlife  
13 habitat, floodway or flood plain or other environmentally sensitive areas are present.
- 14
- 15 C. Individual-lettered identification wall sign reading "WORLD GYM" The sign would be a  
16 total of 88.5 square feet. The proposed on-premise sign would be located at the east  
17 parking lot attached to the rear of the building.

18

19 5. A notice of public meeting for the proposed project was provided in the following manner as  
20 required by the Ukiah Municipal Code:

- 21
- 22 ▪ posted in three places on the project site on May 3, 2012;
  - 23 ▪ mailed to property owners within 300 feet of the project site on May 3, 2012; and
  - 24 ▪ published in the Ukiah Daily Journal on May 6, 2012.
- 25

26 **SITE DEVELOPMENT PERMIT CONDITIONS OF APPROVAL TO ALLOW**  
27 **A SITE DEVELOPMENT PERMIT TO INSTALL**  
28 **INTERNALLY ILLUMINATED-LETTERS READING "WORLD GYM" AT**  
29 **203 SOUTH MAIN STREET, APN 002-231-09**  
30 **FILE NUMBER: 12-05-SDP-ZA**

- 31
- 32 1. Site Development Permit approval is granted for the installation of a parking lot facing  
33 sign as shown on the plans and project description submitted to the Planning Department  
34 and date stamped March 20, 2012 and in the email dated May 1, 2012, except as  
35 modified by the following conditions of approval.
  - 36
  - 37 2. Application for an approval of a sign permit from the Planning and Community  
38 Development Department is required prior to installation of the approved sign.
  - 39
  - 40 3. Construction hours are limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through  
41 Saturday.
  - 42

43 From the Zoning Administrator

- 44
- 45 4. If at any time in the future the applicant chooses to illuminate the sign, he shall apply for a  
46 minor site development permit to do so which shall be noticed accordingly to surrounding  
47 property owners for a Zoning Administrator meeting.
- 48

49 From the Building Division David Willoughby

- 50
- 51 5. A building permit and electrical permit are required.
- 52

53 Standard Conditions of Approval

- 54
- 55 6. The property owner shall obtain and maintain any permit or approval required by law,  
56 regulation, specification or ordinance of the City of Ukiah and other Local, State, or

1 Federal agencies as applicable. All construction shall comply with all fire, building,  
2 electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect  
3 at the time the Building Permit is approved and issued.  
4

- 5 7. All conditions of approval that do not contain specific completion periods shall be  
6 completed prior to building permit final.  
7
- 8 8. Building, Sign, Grading or other required Permits shall be issued within two years after  
9 the effective date of the Site Development Permit, or the discretionary actions granted by  
10 the permit shall expire. In the event the required Permits cannot be issued within the  
11 stipulated period from the project approval date, a one year extension may be granted by  
12 the Director of Planning if no new circumstances affect the project which otherwise would  
13 render the original approval inappropriate or illegal. It is the applicant's responsibility in  
14 such cases to propose the one-year extension to the Planning Department prior to the  
15 two-year expiration date.  
16
- 17 9. Except as otherwise specifically noted, the Site Development Permit Amendment shall be  
18 granted only for the specific purposes stated in the action approving the Site  
19 Development Permit and shall not be construed as eliminating or modifying any building,  
20 use, or zone requirements except to such specific purposes.  
21
- 22 10. The approved Site Development Permit Amendment may be revoked through the City's  
23 revocation process if the approved project related to the Site Development Permit is not  
24 being conducted in compliance with the stipulations and conditions of approval; or if the  
25 project is not established within two years of the effective date of approval; or if the  
26 established land use for which the permit was granted has ceased or has been  
27 suspended for twenty four (24) consecutive months.  
28
- 29 11. All conditions of approval from Site Development Permit # 12-05 remain in full force and  
30 effect except as modified by these conditions.  
31

32 **6B. Minor Site Development Permit 12-05-SDP-ZA. APN 001-020-80.** Request for approval  
33 of a Minor Site Development Permit to install one 8 foot x 20 foot and one 8 foot by 40  
34 foot cargo container and construct a 9 foot tall, 256 square foot canopy at the rear of  
35 Ukiah Players Theatre located at 1041 Low Gap Road. The two cargo containers would  
36 hold material used for set construction. The canopy would be constructed of 4x4 wooden  
37 posts and white metal roofing and used as protection from weather during set  
38 construction.  
39

40 **Planning Intern Johnson:**

- 41 • The project would be the creation of a work yard and provide storage for set construction  
42 to allow the installation of one 8' x 20' and one 8' x 40' cargo container, the construction  
43 of a 9' tall, 256 square foot canopy constructed of 4 x 4 wooden posts having a white  
44 metal roof and a cyclone fence to be installed on the south and west sides.
- 45 • The project is consistent with the General Plan goals/policies, applicable zoning  
46 regulations and site development permit findings.
- 47 • Protected fencing/devises are required to protect the trees and root zones of trees  
48 located near or within the construction zones. Protective fencing and warning signage will  
49 be required around the root zone and all protection devices shall be visible and well-  
50 anchored.
- 51 • There shall be no storage containers in the dripline of the Oak Trees.
- 52 • A building permit is required for the installation of the cargo containers and construction  
53 of the canopy.

- 1 • The City Fire Marshal requires an exit pathway from the exit through the public way,  
2 outside of the newly created work areas and this pathway shall be shown on the building  
3 permit plans. Also, an emergency egress (panic) hardware shall be installed on all fence  
4 gates which lead to the public area.  
5 • Staff recommends approval of the project.

6 **PUBLIC HEARING OPENED: 10:21 a.m.**

7  
8 **Robert Axt, Project Architect:**

- 9 • Has reviewed the staff report.  
10 • Has added the exit pathways and 'Detex' panic hardware for the gates to the site plans.  
11 • A panic hardware button is necessary because there is an exit from the theater building  
12 that goes into the work yard for convenience purposes.  
13 • The containers will have no foundations so no such structure will cut into the root system  
14 of the tree. The containers are not fixed to the ground but are rather fixed on 'chimes.'  
15 • Because the containers are not permanent fixtures they would not negatively impede the  
16 existing trees under any circumstance.  
17 • Noted since the building is illuminated all the way around so adding 'lighting' is not part of  
18 the project.  
19 • The project does not involve creating a work yard, but rather fencing in a work yard that  
20 already exists.  
21 • Added the project conditions directly as notes on the building plans.  
22 • Is requesting a deferral from the Building Official that until the new containers are placed  
23 on the site there would be no way to inspect it and determine exactly how it is  
24 constructed so that a plan can be provided for the installation of the side door.  
25

26 **Zoning Administrator Stump:**

- 27 • Requested clarification the site plans show one existing container and one new container.  
28

29 **Robert Axt:** Clarified there is one existing container that was not permitted and the one new  
30 container for a total of two containers.  
31

32 **Kate Magruder:** Is very supportive of the project.  
33

34 **Judy Pruden:**

- 35 • The City has a tree advisory group that serves to protect and assist/provide information  
36 regarding tree maintenance and preservation in the City.  
37 • Requested the applicant be extra cautious about working in and around the root system  
38 of the trees.  
39

40 **Robert Axt:** Understands the importance of taking precautionary measures for the protection of  
41 trees and their corresponding root system during construction.  
42

43 **PUBLIC HEARING CLOSED: 10:28 a.m.**

44  
45 **Zoning Administrator Stump:**

- 46 • The project will benefit the Ukiah Players Theater.  
47 • While the containers are not the most aesthetically pleasing of structures, they serve a  
48 valuable purpose for the theater and they are not readily visible to the public.  
49

50 **PUBLIC HEARING RE-OPENED: 10:29 a.m.**

51  
52 **Kate Magruder:**

- 53 • The intent is to get the existing work area tidied up and better functioning.

1 **PUBLIC HEARING CLOSED: 10:30 p.m.**

2  
3 **Zoning Administrator Stump** made the following changes:

4  
5 **Finding 5**, revised last sentence to read, 'However the cargo containers and storage yard will be  
6 screened from adjacent properties and from the street by the existing landscaping and buildings.'

7  
8 **Finding 8**, revised language to read, 'The site is located in a developed area and contains the  
9 Ukiah Players Theater. No water courses, wildlife, wildlife habitat floodway or flood plain or other  
10 environmentally sensitive areas are located on the site; therefore, none would be disturbed as a  
11 result of this project. The containers would be setback at ample distance from Orrs Creeks and  
12 will not impact the riparian corridor or creek.'

13  
14 **Zoning Administrator Stump** approved Minor Site Development Permit 12-03-SDP-ZA with  
15 Findings 1-11 and Conditions of Approval 1-19 with the revisions to project Findings 5 and 8.

16  
17 **SITE DEVELOPMENT PERMIT FINDINGS**

18  
19 **SITE DEVELOPMENT PERMIT FINDINGS TO ALLOW INSTALLATION OF TWO CARGO**  
20 **CONTAINER AND CONSTRUCT A CANOPY IN THE REAR OF THE UKIAH PLAYERS**  
21 **THEATER LOCATED AT**  
22 **1041 LOW GAP ROAD, APN 001-020-80**  
23 **FILE NO. 12-03-SDP-ZA**  
24

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

- 27  
28 1. The proposed project, as conditioned, is consistent with the goals and policies of the  
29 General Plan as described in the staff report.  
30  
31 2. The proposed project, as conditioned, is consistent with the development standards for  
32 the C-1 zoning district as described in Table 2 of the Staff Report.  
33  
34 3. The location, size and intensity of the proposed project will not create a hazardous or  
35 inconvenient vehicular or pedestrian traffic pattern in that the project will be located in the  
36 rear of the subject parcel and will not change the vehicular or pedestrian traffic pattern on  
37 the site. The footprint of the existing building will not change. Therefore, the project will  
38 not create a hazardous or inconvenient vehicular or pedestrian traffic pattern.  
39  
40 4. The accessibility of off-street parking areas and the relation of parking areas with respect  
41 to traffic on adjacent street will not create a hazardous or inconvenient condition to  
42 adjacent or surrounding in that the project will be located in the rear of the site and will  
43 not change the existing off-street parking areas nor will it create hazardous or  
44 inconvenient condition to adjacent or surrounding uses.  
45  
46 5. Sufficient landscaped areas have been reserved for purposes of separating or screening  
47 the proposed structure(s) from the street and adjoining building sites, and breaking up  
48 and screening large expanses of paved areas in that no new landscaping is proposed  
49 with this project. However the cargo containers and storage yard will be screened from  
50 adjacent properties and from the street by the existing landscaping and buildings.  
51  
52 6. The proposed project will be confined to the rear of the site and therefore will not restrict  
53 or cut out light on the property, or on property in the neighborhood; nor will it hinder the  
54 development or use of building in the neighborhood, or impair the value thereof.  
55

- 1 7. The project site is not located adjacent to residential zoning districts therefore the  
2 improvement of any commercial or industrial structure will not have a substantial  
3 detrimental impact on the character or value of an adjacent residential zoning district  
4
- 5 8. The site is located in a developed area and contains The Ukiah Players Theater. No  
6 water courses, wildlife, wildlife habitat, floodway or flood plain or other environmentally  
7 sensitive areas are located on the site; therefore, none would be disturbed as a result of  
8 this project. The containers would be setback at ample distance from Orrs Creek and will  
9 not impact the riparian corridor or creek.
- 10
- 11 9. The work yard and storage containers will be located behind the exiting Theater and will  
12 be screened from view from the public right of way and adjacent properties.
- 13 10. The proposed project is exempt from the provisions of the California Environmental  
14 Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (a) which allows  
15 alterations to existing structures, Section 15303 ( e) Class 3 which allows construction  
16 of accessory structures 15323 which allows normal operations of existing facilities for  
17 public gatherings based on the following:  
18
  - 19 a. The proposed project would allow the construction of an exterior work yard that  
20 would include two cargo containers to be used for storage of set construction  
21 equipment and materials.
  - 22 b. The proposed project will not increase the seating capacity of the theater.
  - 23 c. The project site has been used by The Ukiah Players Theater for many years a  
24 community theater. The proposed project will not change the current use of the  
25 site in fact it would enhance the operations of the site.
  - 26 d. The project is not located within an environmentally sensitive area in that the site  
27 is located in an urban area that includes a variety of commercial uses and there  
28 will be not enlarge the size of the existing footprint.
  - 29 e. The project site is located in an area where all public services and facilities are  
30 available.
- 31
- 32 11. Notice of the proposed project was provided in the following manner as required by the  
33 Zoning Ordinance:  
34
  - 35 a. Posted in three places on the project site on May 3, 2012;
  - 36 b. Mailed to property owners within 300 feet of the project site on May 3, 2012; and
  - 37 c. Published in the Ukiah Daily Journal on May 6, 2012.
- 38

**CONDITIONS OF APPROVAL – SITE DEVELOPMENT PERMIT**

**SITE DEVELOPMENT PERMIT FINDINGS TO ALLOW INSTALALTION OF TWO CARGO  
CONTAINER AND CONSTUCT A CANOPY IN THE REAR OF THE UKAIH PLAYERS  
THEATER LOCATED AT 1041 LOW GAP ROAD, APN 001-020-80  
FILE NO. 12-03-SDP-ZA**

- 46 1. Site Development Permit approval is granted to allow the exterior modifications as shown  
47 on the plans and as described in the project description submitted to the Planning and  
48 Community Development Department and date stamped March 14, 2012, as except as  
49 modified by the following conditions of approval.
- 50
- 51 2. On plans submitted for building permit, these conditions of approval shall be included as  
52 notes on the first sheet.

- 1 3. All proposed exterior lighting shall be shown on plans submitted for building permit and is  
2 subject to staff review and approval. Exterior lighting shall be compatible with building  
3 architecture. In order to reduce light pollution, lighting shall be downcast, non-glare, and  
4 not directed upwards. Every effort shall be made to prevent light from spilling over  
5 property lines. Lighting approved by the International Dark Sky Association (IDA) is  
6 recommended.  
7
- 8 4. Construction hours are limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through  
9 Saturday. Construction is prohibited on Sundays and holidays recognized by the City of  
10 Ukiah.  
11
- 12 5. Protection devices shall be installed to protect the tree and root zones of trees located  
13 near or within construction zones. Protective fencing and warning signage will be  
14 required around the root zone. All tree protection devices shall be visible, well-anchored.  
15
- 16 6. No storage containers in dripline of oak trees.  
17

18 From the Building Official – David Willoughby (707) 467-5718  
19

- 20 7. A building permit is required for installation of the cargo containers and construction of  
21 the canopy. The building permit should include a detailed description of the use of the  
22 proposed cargo containers. Depending on the use modifications may be required to the  
23 containers.  
24
- 25 8. It appears that the container will be modified to include a man door on the end of the 40  
26 yard container and double swinging doors on the side adjacent to the proposed covered  
27 roof. If so plans for the modifications shall be submitted with the building permit plans.  
28

29 From Fire Marshall – Chuck Yates (707) 463-6264  
30

- 31 9. An exit pathway shall be required from the exit through the public way, outside of the  
32 newly created work area. This pathway shall be shown on the building permit plans.  
33
- 34 10. Emergency egress (panic) hardware shall be installed on all fence gates which lead to  
35 the public area.  
36
- 37 11. The exit way shall be fully illuminated to the public way.  
38

39 Standard City Conditions of Approval  
40

- 41 12. This approval is not effective until the 10 day appeal period applicable to this Site  
42 Development Permit has expired without the filing of a timely appeal. If a timely appeal is  
43 filed, the project is subject to the outcome of the appeal and shall be revised as  
44 necessary to comply with any modifications, conditions, or requirements that were  
45 imposed as part of the appeal.  
46
- 47 13. The property owner shall obtain and maintain any permit or approval required by law,  
48 regulation, specification or ordinance of the City of Ukiah and other Local, State, or  
49 Federal agencies as applicable. All construction shall comply with all fire, building,  
50 electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect  
51 at the time the Building Permit is approved and issued.  
52
- 53 14. All conditions of approval that do not contain specific completion periods shall be  
54 completed prior to building permit final.  
55

- 1 15. Building, Grading or other required Permits shall be issued within two years after the  
2 effective date of the Site Development Permit, or the discretionary actions granted by the  
3 permit shall expire. In the event the required Permits cannot be issued within the  
4 stipulated period from the project approval date, a one year extension may be granted by  
5 the Director of Planning if no new circumstances affect the project which otherwise would  
6 render the original approval inappropriate or illegal. It is the applicant's responsibility in  
7 such cases to propose the one-year extension to the Planning Department prior to the  
8 two-year expiration date.  
9
- 10 16. Except as otherwise specifically noted, the Site Development Permit shall be granted  
11 only for the specific purposes stated in the action approving the Site Development Permit  
12 and shall not be construed as eliminating or modifying any building, use, or zone  
13 requirements except to such specific purposes.  
14
- 15 17. The approved Site Development Permit may be revoked through the City's revocation  
16 process if the approved project related to the Site Development Permit is not being  
17 conducted in compliance with the stipulations and conditions of approval; or if the project  
18 is not established within two years of the effective date of approval; or if the established  
19 land use for which the permit was granted has ceased or has been suspended for twenty  
20 four (24) consecutive months.  
21
- 22 18. No permit or entitlement shall be deemed effective unless and until all fees and charges  
23 applicable to this application and these conditions of approval have been paid in full.  
24
- 25 19. This approval is contingent upon agreement of the applicant and property owner and their  
26 agents, successors and heirs to defend, indemnify, release and hold harmless the City,  
27 its agents, officers, attorneys, employees, boards and commissions from any claim,  
28 action or proceeding brought against any of the foregoing individuals or entities, the  
29 purpose of which is to attack, set aside, void or annul the approval of this application.  
30 This indemnification shall include, but not be limited to, damages, costs, expenses,  
31 attorney fees or expert witness fees that may be asserted by any person or entity,  
32 including the applicant, arising out of or in connection with the City's action on this  
33 application, whether or not there is concurrent passive or active negligence on the part of  
34 the City. If, for any reason any portion of this indemnification agreement is held to be void  
35 or unenforceable by a court of competent jurisdiction, the remainder of the agreement  
36 shall remain in full force and effect.  
37

38 **6C. Minor Site Development Permit 12-04-SDP-ZA, APN 002-224-15.** Request for approval  
39 of a Minor Site Development Permit to allow exterior changes to an existing commercial  
40 structure located at 108 W. Standley Street. The exterior modification would include: New  
41 windows, relocated entrance and new wood panels. The existing brick and cornice would  
42 be retained.  
43

44 **Associate Planner Faso** gave a staff report:

- 45 • The proposed Site Development Permit is to allow changes to the front façade of an  
46 existing vacant commercial building. Such improvements are necessary to meet public  
47 health and safety requirements, specifically seismic upgrades that are necessary for the  
48 vacant building to be occupied.
- 49 • Page 1 of the staff report provides a project description of the proposed changes to the  
50 front façade.
- 51 • The project would also restore the historical architectural elements of the original  
52 building.
- 53 • The project site is listed on the City's Architectural and Historical Inventory Report along  
54 with the Survey Update. The adjacent buildings, 106 and 110 W. Standley, are also  
55 included in the City's Historical Inventory and Update.

- 1 • The subject building has been significantly altered with the brick and cornice appearing to
- 2 be the only remaining original historical details.
- 3 • As of June 2011, the City's now dissolved Redevelopment Agency awarded Building
- 4 Improvement Funds (BIP) to the owner of the subject property for a fire suppression
- 5 system, seismic upgrade, accessibility (ADA) improvements, grease interceptor, curb and
- 6 gutter and sewer latter. At this time a building permit has been issued and the interior
- 7 work related to BIP is underway.
- 8 • With regard to the exterior modifications, the property owner started the application
- 9 process to request Façade Improvement funds, but unfortunately during the first stage of
- 10 his application process the program was terminated due to the dissolution of the
- 11 Redevelopment Agencies by the State. The property owner was able to participate in the
- 12 first stage of the process for design assistance whereby the RDA granted \$2,500 for the
- 13 property owner to work with a design professional to prepare a conceptual design for the
- 14 façade improvements.
- 15 • The intent is to restore the historic character of the building by using the design and
- 16 architectural features of the adjacent buildings as a reference. The existing brick and
- 17 cornice would be retained with this project.
- 18 • The proposed project would restore many of the existing historic architectural features on
- 19 the build that have been covered up as a result of previous renovations that include the
- 20 storefront windows would vertically oriented and in line with the storefront windows on the
- 21 adjacent buildings, the door would be located in the center of the façade, transom
- 22 windows would be located above windows and door and would be in line with transom
- 23 windows on the adjacent buildings, a wood panel base would be located beneath the
- 24 storefront windows and columns at either end of the façade would be finished in stucco
- 25 A color rendering included in the staff report compares the 'before' and 'after' effects of
- 26 the proposed facade improvements.
- 27 • The project is consistent with the General Plan goals and policies that apply to the
- 28 project, the applicable zoning ordinance regulations, Downtown Design Guidelines as
- 29 provided for in Tables 1-3 of the staff report.
- 30 • Table 4 of the staff report is the Site Development Permit analysis prepared by Planning
- 31 staff.
- 32 • Staff is recommending approval of the project.

33  
34 **PUBLIC HEARING OPENED: 10:38 p.m.**

35  
36 **Richard Ruff, Project Architect** commented on his design efforts to retain the historical

- 37 flavor/character of the building:
- 38 • Worked according to the engineering requirements that are imposed using the moment
  - 39 frame to secure the building.
  - 40 • The front façade is recessed 3.5 feet back so that the door does not swing out on the
  - 41 public right-of-way.
  - 42 • Applied the historical design of the buildings on either side of the project building so as to
  - 43 architecturally promote/enhance/maintain the historical character of the building and
  - 44 complement other like buildings in the neighborhood.
  - 45 • Explained in detail the improvements that are proposed.

46  
47 **Judy Pruden:**

- 48 • The project is located in the oldest historical and most intact block in Ukiah in this regard.
- 49 • There was a fire in the Downtown in 1880 whereby 4 buildings were replaced in 1881.
- 50 • The building located at 110 W. Standley Street has been restored and the curvatures at
- 51 the top of the building encompass the building's original design of 1880.
- 52 • There was a devastating fire in 1923 such that all three of the facades located at 106,
- 53 108 and 110 W. Standley Street were badly damaged to the degree the current façade
- 54 design now resemble that of 1923. Regardless, because these buildings are over the age
- 55 of 80, they are considered historical.

- Was unable to locate any pictures of this particular block except the 1923 fire pictures. Not much of these buildings were left intact after the fire except for the upper façade.
- Likes that the new door will be relocated to the center of the building and is recessed 3.5 feet as well as the new wood treatments on either side of the building.
- The proposed new renovations provide for a nice presentation.
- Asked if there are plans for an awning on the building in the future?

**Richard Ruff:** An awning is not anticipated. The intent is to allow for as much day light as possible into the building.

**Judy Pruden:**

- It would be beneficial to attach the necessary ledger/fixture into the facade for placement of a future awning in the event ownership of the building changes so as not to destroy the façade.

**Josh Blakeley:** There is an existing ledger for an awning that will work.

**Judy Pruden:**

- The jewelry store building next door has what is called a 'fifth avenue front' that was built in the 1920s. The windows actually open and pivot for ventilation purposes. This would be a nice amenity on the project building, but at a cost. There is a functional component to these art glass windows having small apertures that open. The windows on the jewelry store building may not open anymore. This was how the building was ventilated.
- The design of the building improvements would allow for walk-up servicing of food, which would be a really nice component.

**Josh Blakeley:** The plan is for interior seating where patrons are able to open windows that open to the front sidewalk.

**Judy Pruden:**

- A photo rendering of the historical former Ukiah Press Building on N. School Street shows the effective use of terra cotta tile. The building owner put in what is called 'Darth Vader Windows' that were placed behind the wall that allowed for 'window boxes' in the front of the building. This design approach may be a possibility for the proposed project that with an attachment would allow for a planter box. This design amenity would be visually pleasing and likely draw business with its creative effect. There is very little vegetation in this area.
- Commended Architect Ruff for his sensitivity/understanding of the age of the building and his ability to propose façade improvements that enhance/maintain the historical look of the building as much as is possible. The building definitely was in need of 'curb appeal' that has been sadly lacking.

**Josh Blakeley:** One of the treatments during the renovation process will be to strip the brick on the top of the building to its original brick.

**Judy Pruden:**

- Recommended the property owner consult with a certified masonry professional who is currently working on the Palace Hotel to see what may be the best way to strip the brick.
- It would be beneficial to the business neighborhood in the area and public if the Courthouse would re-open the north door to that building because the foot traffic on Standley Street essentially stopped when this door was permanently closed.

**Richard Ruff:**

- Further commented on the design intent, materials and building treatments.

**PUBLIC HEARING CLOSED: 10:48 p.m.**

1 **Zoning Administrator Stump** thanked the applicant and applicant's representative for proposing  
2 a nice project and Judy Pruden for her valuable input regarding historical buildings.  
3

4 **Zoning Administrator Stump** approved Minor Site Development Permit 12-04-SDP-ZA with  
5 Findings 1-11 and Conditions of Approval 1-15.  
6

7 **FINDINGS – SITE DEVELOPMENT PERMIT FINDINGS**  
8

9 **SITE DEVELOPMENT PERMIT FINDINGS TO ALLOW CHANGES TO THE FRONT FAÇADE**  
10 **OF AN EXISTING COMMERCIAL BUILDING LOCATED AT**  
11 **108 WEST STANDLEY STREET, APN 002-224-15**  
12 **FILE NO. 12-04-SDP- ZA**  
13

14 The following findings are supported by and based on information contained in this staff report,  
15 the application materials and documentation, and the public record.  
16

- 17 1. The proposed project, as conditioned, is consistent with the goals and policies of the  
18 General Plan as described in the staff report.  
19
- 20 2. The proposed project, as conditioned, is consistent with the development standards for  
21 the C-1 zoning district as described in Table 2 of the Staff Report.  
22
- 23 3. The location, size and intensity of the proposed project will not create a hazardous or  
24 inconvenient vehicular or pedestrian traffic pattern based on the following:
  - 25 A. The project site is currently developed with a commercial building located in the  
26 City's Downtown. The proposed changes to the building exterior will not change  
27 the vehicular or pedestrian traffic patterns. Therefore the project will not create a  
28 hazardous or inconvenient vehicular or pedestrian traffic pattern  
29
- 30 4. The project site is located within the City's downtown and within the parking district. The  
31 accessibility of the existing off-street parking and driveway will not change as a result of  
32 the proposed project therefore no hazardous or inconvenient conditions will be created  
33 on adjacent streets.  
34
- 35 5. The project is located within the City's established downtown and the structure takes up  
36 the entire parcel, therefore no landscaping is proposed as part of this project.  
37
- 38 6. The proposed project would not enlarge the existing footprint of the building or change  
39 the existing height and therefore the proposed project will not restrict or cut out light and  
40 air on the property or on the property in the neighborhood. Furthermore the proposed  
41 project will restore the historic character of the building and make it similar to the historic  
42 properties adjacent to the project site. The project would not hinder the development or  
43 use of the buildings in the neighborhood in fact the proposed project may generate value  
44 in the neighborhood.
- 45 7. The project site is not located adjacent to residential zoning districts therefore the  
46 improvement of any commercial or industrial structure will not have a substantial  
47 detrimental impact on the character or value of an adjacent residential zoning district  
48

- 1 8. The site is located in a commercial area developed with an existing commercial building.  
2 No water courses, wildlife, wildlife habitat, floodway or flood plain or other  
3 environmentally sensitive areas will be disturbed as a result of this project.  
4
- 5 9. The proposed project would return many of the original historic elements to the building  
6 and would be similar in architectural style to the adjacent properties. Furthermore the  
7 project is consistent with many of the design recommendations of the Downtown Design  
8 Guidelines. The project would add visual interest to an existing box-like building,  
9 therefore creating variety and creativity within an existing commercial downtown area.  
10
- 11 10. The proposed project is exempt from the provisions of the California Environmental  
12 Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 Class (d) which allows  
13 restoration or rehabilitation of deteriorated or damaged structures, facilities or mechanical  
14 equipment to meet current standards of public health and safety and Section 15331  
15 Class 31 which allows projects limited to maintenance, repair, stabilization, rehabilitation,  
16 restoration, preservation, conservation or reconstruction of historical resources based on  
17 the following:  
18
  - 19 a. The proposed project would allow the installation of required seismic upgrades  
20 that are necessary for public safety.
  - 21 b. The proposed project would restore the historic structure to an architectural style  
22 that is more consistent with the original historic features of the building based on  
23 information found in the City's Historical Inventory (1985) and Survey Update  
24 (1999) along with information submitted by the applicant.
  - 25 c. The proposed project would be consistent in style/features to the adjacent  
26 historic properties and therefore would enhance the overall historic character of  
27 the neighborhood.
  - 28 d. As described below, the proposed project would restore many of the historic  
29 architectural features on the building that have been covered up as a result of  
30 previous renovations:
    - 31 ▪ The storefront windows would be vertically oriented and in line with the  
32 storefront windows on the adjacent buildings;
    - 33 ▪ The door would be located in the center of the façade;
    - 34 ▪ Transom windows would be located above windows and door and would  
35 be in line with transom windows on the adjacent buildings;
    - 36 ▪ A wood panel base would be located beneath the storefront windows;  
37 and
    - 38 ▪ Columns at either end of the facade would be finished in stucco.
  - 39 e. The project is not located within an environmentally sensitive area in that the site  
40 is located in an urban area that includes a variety of commercial uses and the  
41 existing footprint would not be enlarged.
  - 42 f. The project site is located in an area where all public services and facilities are  
43 available.  
44
- 45 11. Notice of the proposed project was provided in the following manner as required by the  
46 Zoning Ordinance:
  - 47 d. Posted in three places on the project site on May 3, 2012;
  - 48 e. Mailed to property owners within 300 feet of the project site on May 3, 2012; and
  - 49 f. Published in the Ukiah Daily Journal on May 6, 2012.  
50

**CONDITIONS OF APPROVAL – SITE DEVELOPMENT PERMIT**

**SITE DEVELOPMENT PERMIT CONDITIONS OF APPROVAL TO ALLOW CHANGES TO THE  
FRONT FAÇADE OF AN EXISTING COMMERCIAL BUILDING LOCATED AT  
108 WEST STANDLEY STREET, APN 002-224-15**

**FILE NO. 12-04-SDP- ZA**

- 1
- 2
- 3 1. Site Development Permit approval is granted to allow the exterior modifications as shown
- 4 on the plans and as described in the project description submitted to the Planning and
- 5 Community Development Department and date stamped March 20, 2012, as except as
- 6 modified by the following conditions of approval.
- 7
- 8 2. On plans submitted for building permit, these conditions of approval shall be included as
- 9 notes on the first sheet.
- 10
- 11 3. All proposed exterior lighting shall be shown on plans submitted for building permit and is
- 12 subject to staff review and approval. Exterior lighting shall be compatible with building
- 13 architecture. In order to reduce light pollution, lighting shall be downcast, non-glare, and
- 14 not directed upwards. Every effort shall be made to prevent light from spilling over
- 15 property lines. Lighting approved by the International Dark Sky Association (IDA) is
- 16 recommended.
- 17
- 18 4. Construction hours are limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through
- 19 Saturday. Construction is prohibited on Sundays and holidays recognized by the City of
- 20 Ukiah.

21  
22 From the Building Official – David Willoughby (707) 467-5718

- 23
- 24 5. A building permit is required.
- 25

26 From Fire Marshall – Chuck Yates (707) 463-6264

- 27
- 28 6. Sprinklers are required for this structure.
- 29
- 30 7. Street numbers, visible from the street shall be displayed. Approved street numbers shall
- 31 be placed in a visible and legible location at the front of the building, preferable near the
- 32 main entrance. Numbers shall be of sufficient dimension ( min 4”) to be clearly legible
- 33 from the roadway. Numbers shall contrast with their background and be permanently
- 34 affixed to the building. (CFC 505.1) The exact location of numbers will be determined
- 35 with contractor or owner during construction.
- 36

37 Standard City Conditions of Approval

- 38
- 39 8. This approval is not effective until the 10 day appeal period applicable to this Site
- 40 Development Permit has expired without the filing of a timely appeal. If a timely appeal is
- 41 filed, the project is subject to the outcome of the appeal and shall be revised as
- 42 necessary to comply with any modifications, conditions, or requirements that were
- 43 imposed as part of the appeal.
- 44
- 45 9. The property owner shall obtain and maintain any permit or approval required by law,
- 46 regulation, specification or ordinance of the City of Ukiah and other Local, State, or
- 47 Federal agencies as applicable. All construction shall comply with all fire, building,
- 48 electric, plumbing, occupancy, and structural laws, regulations, and ordinances in effect
- 49 at the time the Building Permit is approved and issued.
- 50
- 51 10. All conditions of approval that do not contain specific completion periods shall be
- 52 completed prior to building permit final.
- 53

- 1 11. Building, Grading or other required Permits shall be issued within two years after the  
2 effective date of the Site Development Permit, or the discretionary actions granted by the  
3 permit shall expire. In the event the required Permits cannot be issued within the  
4 stipulated period from the project approval date, a one year extension may be granted by  
5 the Director of Planning if no new circumstances affect the project which otherwise would  
6 render the original approval inappropriate or illegal. It is the applicant's responsibility in  
7 such cases to propose the one-year extension to the Planning Department prior to the  
8 two-year expiration date.  
9
- 10 12. Except as otherwise specifically noted, the Site Development Permit shall be granted  
11 only for the specific purposes stated in the action approving the Site Development Permit  
12 and shall not be construed as eliminating or modifying any building, use, or zone  
13 requirements except to such specific purposes.  
14
- 15 13. The approved Site Development Permit may be revoked through the City's revocation  
16 process if the approved project related to the Site Development Permit is not being  
17 conducted in compliance with the stipulations and conditions of approval; or if the project  
18 is not established within two years of the effective date of approval; or if the established  
19 land use for which the permit was granted has ceased or has been suspended for twenty  
20 four (24) consecutive months.  
21
- 22 14. No permit or entitlement shall be deemed effective unless and until all fees and charges  
23 applicable to this application and these conditions of approval have been paid in full.  
24
- 25 15. This approval is contingent upon agreement of the applicant and property owner and their  
26 agents, successors and heirs to defend, indemnify, release and hold harmless the City,  
27 its agents, officers, attorneys, employees, boards and commissions from any claim,  
28 action or proceeding brought against any of the foregoing individuals or entities, the  
29 purpose of which is to attack, set aside, void or annul the approval of this application.  
30 This indemnification shall include, but not be limited to, damages, costs, expenses,  
31 attorney fees or expert witness fees that may be asserted by any person or entity,  
32 including the applicant, arising out of or in connection with the City's action on this  
33 application, whether or not there is concurrent passive or active negligence on the part of  
34 the City. If, for any reason any portion of this indemnification agreement is held to be void  
35 or unenforceable by a court of competent jurisdiction, the remainder of the agreement  
36 shall remain in full force and effect.  
37

38 **7. ADJOURNMENT**

39 There being no further business, the meeting was adjourned at 10:50 a.m.  
40

41 \_\_\_\_\_  
42 Charley Stump, Zoning Administrator  
43

44 \_\_\_\_\_  
45 Cathy Elawadly, Recording Secretary  
46