

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55

UKIAH REGIONAL AIRPORT COMMISSION
May 3, 2011
Minutes

COMMISSIONERS PRESENT

Eric Crane, Chair
Don Albright
Carl Steinmann
Jeff Sloan

STAFF PRESENT

Greg Owen, Airport Manager
Ken Ronk, Airport Assistant
Kim Jordan, Senior Planner
Cathy Elawadly, Recording Secretary

COMMISSIONERS ABSENT

None.

OTHERS PRESENT

Ray Taglio
Lucy Neely

1. CALL TO ORDER

The Airport Commission meeting was called to order by Chair Crane at 6:00 at the Ukiah Regional Airport, Old Flight Service Station, 1403 South State Street, Ukiah, California. Roll Call was taken with the results listed above.

2. PLEDGE OF ALLEGIANCE - Everyone recited the pledge of allegiance.

3. APPROVAL OF MINUTES – April 5, 2011

M/S Commissioner Albright/Sloan to approve April 5, 2011 minutes as submitted. Motion carried (4-0).

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None.

5. DISCUSSION/ACTION

5A. Airport Land Use Plan

Senior Planner Jordan: Recommended the Commission further review and possibly finalize Table 1: Building and Site Uses and the Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines.

Commission: Would like to continue the discussion about having a community garden use at the Airport.

Senior Planner Jordan:

- Referred to the Community Garden Requirements and noted this document outlines how community gardens operate/function.
- Asked the Commission to look at the document as a starting point if the Commission is willing to entertain a community garden at the Airport.

Airport Manager Owen:

- Noted SFO actually has a community garden on the landside area of airport property.
- Inquired whether other regional airports had community gardens and most had questions about why Ukiah airport was considering such a use.
- A community garden use would not affect the FAA Grant Assurances and the rental rates in association with the grant assurances simply recognize that rates must be fair to everyone. Every tenant on the Airport must pay rent based on the square footage of gross leasable space.

Commission:

- A community garden use must first be recognized as an acceptable use and the accompanying conditions must be very specific.
- The concern is while the intensions may be good, the matter could get out of hand without a solid plan in place, particularly an 'exit' plan.
- Supports having language in place that if the community garden use does not go well, there would be language that covers how the use ends.
- There was a brief discussion about other community gardens in Ukiah, particularly the garden on Washington Avenue.
- Two sites were essentially identified as having the potential for a community garden use and they include Westside North in the vicinity of the saw shop and the 'mixed-use' section that could be a part of Westside Central or Westside South depending on the nature of future development.

Staff:

- A use permit controls uses and involves a rather lengthy revocation process should a use became problematic.
- If the Commission wants to consider a community garden use at the Airport, recommends the use is allowed in very specific locations with very specific rules that are controlled by regulations through the 'Community Garden Requirements' and lease agreement.
- The advantage is that the only way the community garden can operate is if the use is consistent with rules that are created specifically for the Airport and tied back to health and safety concerns and the lease agreement.
- At the Commission's recommendation the lease agreement would be approved by Council.
- It is likely the same rules established for the community garden would also be a part of the lease agreement terms and conditions.
- The way it works is staff creates the rules and the community garden representative decides whether or not to move forward.

Area at southern end of Airport located in the Runway Protection Zone

Lucy Neely:

- Inquired whether the community garden use sites identified in past discussions should be ranked.
- Every community garden site has 'something different' going for them.
- Is still interested in the site at the south end portion of the Airport that is located in the Runway Protection Zone (RPZ) outside of the fenced area. The zoning in this area allows for a maximum density of 10 people per acre and the normally accepted uses include pastures, field crops, vineyards and automobile parking.
- It may be that a 'Flower farm' use would work at some location on the Airport in places where density is an issue or in areas that are restrictive, such as RPZ. A flower farm is a different concept than a community garden.
- A community garden does not require a specified number of square footage, but does require a fence and water and possibly parking.

Chair Crane: Does not favor a flower farm use at the Airport.

Airport Manager Owen: The area to the south that exists in the RPZ would not be a good location for a community garden.

Commission consensus:

- No community gardens in the RPZs.

Area adjacent to Calfire facility on landside

Mixed Area – Westside Central/Westside South

Saw shop area – Westside North

1 **Commission:**

- 2 • Consideration must be given to access and potential costs to protect the runway relative to
3 the operation of a community garden in terms of health and safety for the users. While there
4 may be adequate ways to mitigate these issues, this may be fairly costly.
5 • The Saw shop area may be the most likely location for a community garden. The runway
6 does not interact in this area because the use is basically removed from Airport operations
7 and activities such that the community garden use would not mix with Airport uses and the
8 location is close to walking traffic from the nearby neighborhoods. The site is in a location
9 unlikely for development giving the use a longer service life.
10 • Parking may not be necessary for the saw shop location because a community garden can
11 be considered a walking use.
12

13 **Staff:**

- 14 • Confirmed community gardens are typically treated as a walking use.
15 • In a community garden scenario, not everyone shows up at once.
16 • Communal parking is available at the Airport if a convenient location is willing to be
17 entertained.
18 • Street parking cannot be required for the area being considered next to the saw shop.
19 • If a community garden is an acceptable use at the Airport, the Commission needs to agree on
20 a location and review the 'Community Garden Requirements.'
21 • The Community Garden Requirements for parking state 'street frontage or off-street parking
22 for at least one vehicle must be provided.'
23

24 **Lucy Neely:**

- 25 • Expressed concern about gardening in an area on the Airport where soil and food can
26 become contaminated from Aircraft operations. To this end, suggests growing flowers as an
27 alternative option.
28 • Land around the Airport would be ideal for a flower farm where in this case, people would not
29 necessarily have to be within walking distance from residences because the nature of the
30 garden would be different.
31

32 **Commission:**

- 33 • Questioned having a flower farm use at the Airport. How would such a business model work?
34 Since rent is part of the operation, a business plan would be required to operate a flower
35 farm.
36

37 **Lucy Neely:**

- 38 • Asked if consideration can be given to having a community garden on the east side of the
39 Airport.
40 • Understands the Commission would like to finish the use table, but is hopeful the community
41 garden idea can be left open until a suitable site can be found.
42

43 **Staff:**

- 44 • There is no water available on the east side of the Airport south of the City Corporation Yard.
45 • Demonstrated an area on the Airport Land Use Plan on the east side of the Airport where a
46 community garden use is possible.
47

48 **Chair Crane:** Supports allowing for a subsidence crop operation, but not a flower farm that has a
49 commercial association because this would be an entirely different kind of use.
50

51 **Staff:** A community garden is not intended to be a commercial endeavor but rather a way for people
52 to grow food that is not possible where they reside. Selling what is being produced such as flowers
53 from a flower farm is a different matter.
54

1 **Lucy Neely:** Introduced the concept and/or other category called community agriculture which is
2 intended for a lower density compared to the traditional community garden model and whether this
3 has potential. Inquired whether the concepts of a community garden, community agriculture and
4 flower farm can be left open.
5

6 **Chair Crane:**

- 7 • Would have to know the 'specifics' and/or operating characteristics for a community
8 agriculture model or farming model before agreeing to a concept as part of a process.
- 9 • A use cannot occur on the Airport if it is not listed on the Use Table.
- 10 • There is a separate process to add a use.
- 11 • A use can be amended.

12
13 **Staff:**

- 14 • From a time perspective, the Airport Commission has been working on the use table and
15 corresponding Ukiah Municipal Airport Building Area and Land Use Development Plan
16 Guidelines for a long time and would like to finalize the documents. It is not a good practice to
17 leave planning matters left open-ended.
- 18 • A community agriculture and/or farming concept is different than a community garden
19 concept and it may be a farming concept is not a use that should be done at the Airport. More
20 information is needed in this regard.
- 21 • Recommends the Commission lay out concerns about allowing a community garden at the
22 Airport.

23
24 **Lucy Neely:**

- 25 • Has a better understanding of the process in terms of it not being a good idea to leave
26 matters open-ended.
- 27 • Would still like to have options available rather than flat out saying 'no' to an area.
- 28 • Thinks allowing the concept of growing ornamentals should be a consideration.

29
30 **Commissioner Sloan** commented on an article written by Lucy Neely about a garden project that
31 involve children and questioned why the City would not allow edibles to be planted/harvested at Alex
32 Thomas Plaza Jr. site because of a liability issue and why this would be any different at the Airport.

33
34 If there was a community garden at the Airport would it be fenced and have a gate?
35

36 **Lucy Neely:** What the City was concerned about in terms of liability is that the plaza space is open
37 unlike community gardens that are fenced whereby anyone would have access and possibly and/or
38 theoretically poison someone is the concern. The issue is having edibles in open space areas. A
39 community garden at the Airport would be fenced and have a gate.
40

41 **Staff:** Noted Westside North where the saw shop is located is a 'run-up area' for aircraft so this area
42 may not be good for a community garden because planes would be blowing engine exhaust while
43 preparing for take-off. Smaller aircraft use low-leaded fuel.
44

45 **Staff:**

- 46 • It appears the Commission is not willing to consider a lease to grow flowers because it may
47 be this type of use is not compatible with what the Airport is looking for.
- 48 • In order to move forward with a community garden concept, it must be determined whether
49 the community garden is consistent with the 'Community Garden Requirements' and how
50 does the use work with the lease.
- 51 • Is it possible to find a site on the Airport that works for a community garden?
52

53 There was discussion about being able to grow ornamentals for possible sale, noting this would
54 require a business plan and business license.
55

1 There was discussion about what would be the difference between growing vegetables and selling
2 them at the local farmer's market.

3
4 **Staff:** Growing vegetables in a community garden situation is not a commercial endeavor and is
5 usually about people who do not have the opportunity to garden for themselves.

6
7 There was discussion about having a community garden behind the Port-A-Ports in Westside Central.
8 There are constraints associated with having a community garden in Westside South in terms of
9 walking access.

10
11 **Staff:**

- 12 • A site where people are unable to walk to at times is a logistical issue and not a big enough
13 issue to discount the site.
- 14 • Recommends the Commission review the 'Community Garden Requirements' and make
15 modifications where necessary to fit the Airport.

16
17 **Commission consensus:**

- 18 • Supports the concept of allowing for a community garden at the Airport.
- 19 • Not in favor of having a community garden in the vicinity of the saw shop because this is a
20 run-up area for aircraft.
- 21 • Is concerned about the cost of development and being able to recapture those costs when it
22 is time for the community garden use to exit should there be interest in developing the site for
23 a use more appropriate for the Airport, such as hangar development.

24
25 The Commission recommended Eastside South Subarea I as a possible location for a community
26 garden.

27
28 **Commission:**

29
30 Community Garden Requirements (attachment 1)

- 31 • Fencing - Delete lines 27-35. A fence is required and shall be a minimum height of six feet
32 and approved by the Airport Manager.
- 33 • Water is the responsibility of the community garden to provide whether a tank is put in to be
34 filled for a drip system or extend the water line from the corporation yard.
- 35 • Water Usage – maintain existing language and add verbage that the person(s) responsible
36 for the community garden must provide the water.
- 37 • The community garden pays for the cost of the garden and is not the responsibility of the
38 Airport. There was discussion about the current bare lease ground rate. Recommends adding
39 language to the Requirements the bare ground rate shall be fair market value and tied to the
40 bare ground lease.

41
42 **Staff:** It may be a community garden would not be charged the same bare ground rate in a lease.
43 City Council would negotiate the lease.

44
45 **Commission consensus:**

- 46 • To start, recommends charging the community garden the bare ground rate to be paid for
47 once a year for tying up the land.

48
49 Community Garden Requirements

- 50 • Herbicides and Pesticides and Signs – maintain existing language
- 51 • Require completion of a FAA 7460 form.
- 52 • Parking – maintain existing language
- 53 • Noise, Motorized Equipment – maintain existing language.
- 54 • Days and hours of operation Seven days a week from 8:00 a.m. until dusk.
- 55 • Structures –maintain existing language.

- Accessory Structures – Possibly limit to a tool shed subject to FAA approval with filing of 7460 form.
- Prohibition – maintain existing language.

Staff:

- The rent for the community garden is attached to the bare ground rental rate and is due at the beginning of the growing season.
- Asked the Commission to entertain one other possible location for a community garden.
- Is the Commission's preference for the community garden to be an allowed use whereby the facility must 'behave' and follow the community garden requirements that is tied to the lease agreement, as well as comply with code enforcement regulations relative to health and safety and/or code enforcement rules or cease to operate or require a use permit that is subject to a comprehensive revocation process in the event the use is in violation of the use permit.

Commission consensus:

- Recommends Eastside South Subarea II as an alternative location for a community garden.
- Preference for a community garden is an allowed use.

Staff:

- Community garden will be added to the use table as an allowed use.
- The Use table is complete.
- It must be clear the Airport Manager has the authority to exercise discretion in order to effectively be able to manage the Airport as circumstances arise or change for matters that are of concern to the Airport and this may involve a conflicting situation with the Use Table, the Land Use Development Plan Guidelines and/or other documents and matters.
- The Airport Manager has authority relative to UMC Section: 5003 to grant 'permits for special uses' and this section of the Code will be referenced in Airport documents where applicable.
- UMC sections 5048 and 5049 provide that automobiles and all aircraft must be parked in the areas designated by the Airport Manager and should be referenced in documents that address parking of aircraft and automobiles.

There was Commission discussion about the Airport Manager having the authority to exercise discretion in instances where applicable, noting the procedure that corresponds with this is a 'Determination of Appropriate Use' in instances whenever a use in the Airport Building Area and Land Use Development Plan Guidelines is not listed as an allowed or permitted use, the Planning Director and Airport Manager shall determine whether the use is appropriate for the Airport.

Chair Crane expressed concern about having documents in place with rules and having these rules overridden by a code or other regulation and cited the Calstar project as an example of having a ruling in the language of a document that was not intended to happen, but later did.

Staff: A City Code regulation would supersede a guideline document. The reason a 'Determination of Appropriate Use' must remain is because it is impossible to envision every single use that could occur. The use table provides a list of uses that are acceptable in specific areas. Essentially what the Planning Commission has done in the use table is advise of uses that are unacceptable/prohibited in certain areas. Again, it is impossible to address every eventuality, but with the use table and guidelines and Determination of Appropriate Use, there is a very thorough public process. There is also a much clearer purpose statement in the current revised Guidelines.

Ray Taglio: Provided an update when Calfire will be operating for the summer fire season.

Ukiah Municipal Airport Building Area and Land Use Development Plan Guidelines

Staff: City Code regulations take precedence over the Guideline document.

1 **Commission consensus:**

- 2 • Staff determine whether the Airport guideline document should read 'regional airport' or
3 'municipal airport' to correct the inconsistencies throughout the Guideline document.
4 • The Ukiah Airport is often referred to as the Ukiah Regional Airport as opposed to the Ukiah
5 Municipal Airport.
6 • In terms of the Airport Master Plan, when referencing it as a document it must read, 'Ukiah
7 Municipal Airport Master Plan' because this is the official title.
8

9 Parking, pages 12-14

10
11 **Staff:**

- 12 • The parking requirements in place for the Airport seem appropriate wherein the intent is not
13 to allow the Airport to be under-parked.
14 • Does not want to change too much from the City's Zoning Ordinance requirements because
15 of potentially triggering some kind of parking survey that may be costly/unnecessary and
16 supports keeping the parking section the same in the guidelines, which is essentially a default
17 to the Zoning Ordinance standards for parking.
18 • In the zoning code parking requirements can be reduced if bicycle parking is provided.
19 Referred to page 13 of the Guidelines, Bicycle Parking Facility, and asked the Commission
20 whether this is feasible at the Airport. Bicycle parking facilities are typically provided for
21 employee use.
22

23 **Commission:**

- 24 • Bicycle parking may be good for the Airport. It could be that a person could park in the
25 communal lot and ride his/her bike to a facility that does not have adequate parking.
26

27 **Staff:**

- 28 • Having a bicycle parking facility means a person would bicycle to the Airport and this does
29 not mean to park the bicycle in the communal lot and bike to a facility.
30 • Recommends deleting 'Bicycle Parking Facility' because it is not really a function of the
31 Airport. There are not enough large employers with a sufficient number of employees to have
32 a bicycle parking facility.
33 • Page 13, Transportation Demand Management (TDM), allows for parking space credit for
34 those businesses that have employees that bike, walk, use public transit, or carpool to work.
35 This typically pertains to an employer having a lot of employees.
36 • Recommends maintaining TDM in place of the Bicycle Parking Facility.
37 • Discretionary Review provides for another parking option.
38 • Design of Parking Spaces addresses what should occur for parking design standards.
39 • Recommends maintaining 'Parking' section, as written.
40

41 **Commission consensus:**

- 42 • Parking section, no change.
43

44 Landscaping Requirements

45
46 **Staff:**

- 47 • Is the Commission's preference not to have any trees around the landside of buildings?
48

49 **Commission:**

- 50 • Page 15, Landscaping requirements, Landside of buildings, canopy coverage, recommends
51 less than 50% or no canopy coverage. This type of coverage works more for a downtown
52 parking lot scenario.
53

54 **Commission consensus:**

- Page 14, Table 7, landscaping requirements change 'recommended' to 'discouraged' for landscaping on airside of buildings and modify language to read, 'Landscaping on the airside of buildings is *discouraged* but not required.'
- Page 15, Landside of Buildings, required landscaping shall be shrubs/groundcover, trees are not encouraged.
- Page 15, Landside of Buildings, delete 'Canopy coverage.'
- Page 15, Landside of Buildings, Deciduous trees, delete 'deciduous' and delete text as while trees are not encouraged native species are allowed.
- Page 15, Landside of Buildings, Proportion, delete section.
- Page 15, General, Maintenance, delete text, 'depending upon the size, scale, intensity, and location of the development project) since trees are discouraged due to birds issues, maintenance and leaf droppings that interfere with airport and aircraft operations.
- No other changes to Landscaping Requirement section.

Glossary of Airport Land-Use Terms

Commission consensus:

- Page 19 of Glossary of Airport Land-Use Terms, Air Attack base, change 'California Department of Forestry' to 'Calfire.'

Planning Permits

Staff: Page 16, Planning Permits, it may be the Commission would like to have different thresholds for review of minor/major Site Development Permits versus what is in the City Code. A determination must be made whether site development permits for projects at the Airport can be divided into two categories as prescribed in Table 9 and whether the threshold levels for level of review are appropriate because there is a City Code and the Guidelines wherein City Code takes precedence. It may be the Zoning Ordinance may have to be modified to accompany the proposed thresholds for level of review for developments at the Airport and make this work for the Airport. For airport-related matters the reference would be the FAA and not the zoning code.

Commission:

- Could it be the Airport should be zoned as an 'Airport Zone' as opposed to 'PF?' It makes sense to have an Airport Zone.
- The Airport has nothing to do with the Civic Center.

Staff:

- When the Commission makes a recommendation concerning the Guidelines consider whether the Guidelines should be treated as 'guidelines' or express an interest in having an Airport Zone.
- In order to create a new zoning district, a lot of environmental review and other things would likely be required including a zoning change that would not coincide with the Guidelines because they are guidelines that would make a zoning code change unfeasible.
- From a planning perspective understands why the Commission would like to see an Airport Zone codified, but the reality is this would probably be impossible to accomplish given the current constraints in terms of staff time, cost and other related issues.
- The Guidelines have been greatly improved and should provide a good working document for planning of developments at the Airport.

Commission consensus:

- No change to Planning Permits section.

Development Standards

Commission: Should building setbacks be discouraged between buildings or property lines?

1 **Staff:**

- 2 • Setbacks should not be discouraged and would default to the PF zoning regulations and the
- 3 language for PF is flexible in this regard.
- 4 • The question is whether or not setbacks are important between buildings? It appears from the
- 5 discussion this is not an issue.
- 6 • Agreed if there is no specific setback building location proposed for a development would
- 7 default to PF Zone requirements whereby the zoning would likely require review on a case-
- 8 by-case basis since public facilities are essentially unique.
- 9 • Page 8, eliminate table 14 that was included as a placeholder for further discussion about
- 10 development standards whereby the information regarding the areas/subareas and building
- 11 footprint required will come out of the table and into the individual sections for the different
- 12 areas/subareas since the matter of building setbacks will default to PF zoning.
- 13 • The height requirements are the same for each area/subarea and/or district so the table is no
- 14 longer necessary.

15
16 **Commission consensus:**

- 17 • Page 8, Development Standards, Site Development, Table 4: Development Standards, delete
- 18 'setbacks Building location intended as a placeholder in the table because not necessary and
- 19 default to the City Code and apply setback for PF zone for a building depending on location
- 20 of property or building and consider on a case-by-case basis.
- 21 • Also, would like buildings as close to sidewalk or property lines on all Airport parameters as
- 22 much as possible to maximize space.
- 23 • Include the 'height' standards in the individual sections for the different areas/subareas since
- 24 the information is the same for each area.
- 25 • Supports the Airport PF zoning because this is best alternative at this time.
- 26 • No other changes were made to the Guideline document; Document is complete with the
- 27 recommended changes referenced above.
- 28 • Recommends Council approve the document.

29
30 **M/S Commissioner Albright/Sloan** to recommend City Council approve the Ukiah Municipal Airport
31 Building Area and Land Use Development Plan Guidelines and attachments. Motion carried (4-0).

32
33 **Staff:** The Guidelines will be reviewed by the Planning Commission with a recommendation to
34 Council probably in July.

35
36 **5B. Tenant Improvement Program**

37 **Staff:** Referred to the Ukiah Regional Airport Tenant Improvement Guideline and requested the
38 Commission review the document.

39
40 There was Commission discussion about the kinds of tenants improvements that would be
41 acceptable under the program guidelines.

42
43 **Commission** reviewed the document and noted tenant rental credit would be negotiated on a case-
44 by-case basis.

45
46 **Commission consensus:**

- 47 • Approved of the document as written.

48
49 **Staff:** The document will be reviewed by the City Attorney prior to review by Council.

50
51 **5C. Commission Reappointments – City Council meeting June 15, 2011**

52 **Airport Manager Owen:**

- 53 • The current terms for Commissioner Sloan and Steinmann will expire on June 30, 2011.
- 54 • There is a vacancy for a participant residing in the City limits that has not been filled.

1 **Commissioners Sloan and Steinmann** want to serve for another term and will complete the
2 associated application.

3
4 **6. REPORTS**

5
6 **6A. Blue Jay Health**

7 **Airport Manager Owen:** Council has directed staff to begin the eviction process.

8
9 **C. Airport Day**

10 **Airport Manager Owen:** Airport Day is Saturday, June 11, and plans are actively progressing.

11
12 **Airport Manager Owen** addressed the matter of the Ukiah Airport General Government 291 account
13 expenditure and provided the Commission with a breakdown of the charges from Budget fiscal years
14 2004 to 2012.

15
16 **7. AGENDA ITEMS FOR NEXT REGULAR MEETING IN JUNE**

- 17 1. Update on Ukiah Regional Airport Tenant Improvement Guideline program.
18 2. Update on Blue Jay Health.
19 3. Discussion/action: 291 account charges.
20 4. Courthouse relocation project.

21
22 **8. COMMISSIONER COMMENTS** – None.

23
24 **9. STAFF COMMENTS**

25 **Airport Manager Owen** advised there is a public comment period regarding the mini-storage unit
26 facility that was built with County Planning approval and located in the Object Free Zone south of the
27 runway. Staff deferred the matter to Caltrans aeronautics and the response from Caltrans is if the
28 facility penetrates the Airport approach surfaces, could cause the Airport to lose heights for
29 instrument approach as well as provide cause to have the runway shortened. He objects to the
30 project and supports the facility be removed for the reasons stated above.

31
32 **Airport Assistant Ronk** advised a barbeque will be held for former Airport Manager Paul Richey at
33 noon on May 24 and invited everyone to attend.

34
35 **10. ADJOURNMENT**

36 There being no further business, the meeting adjourned at 9:11 p.m.

37
38
39 _____
Eric Crane, Chair

40
41 _____
Cathy Elawadly, Recording Secretary