

# OPPORTUNITY TO SERVE YOUR COMMUNITY

Date: April 4, 2024  
 For Info Call: Kristine Lawler, City Clerk, 463-6217  
 Subject: **Vacancies on City of Ukiah Boards, Commissions, and Committees**

**UKIAH, CA.** - The City of Ukiah announces vacancies occurring on various boards and commissions. Any qualified individual, who would like to make a difference in their community and is interested in serving as a volunteer for the terms as outlined below, may apply. Current commissioners and members are eligible for reappointment.

COMMISSION COMMITTEE BOARD	POSITION	TERM	REQUIREMENTS AND/OR FUNCTION
Board of Appeals (Building)	<ul style="list-style-type: none"> <li>• Member (x4)</li> <li>• Alternate Member (x3)</li> </ul>	3 Years	The Board shall consist of five (5) members and three (3) alternates. The building official shall be an ex officio member of the Board. Qualifications: 1) A registered design professional in good standing with the applicable licensing board with not less than five years of experience as a registered design professional; 2) Licensed general or specialty contractor in good standing with the Contractors State Licensing Board with not less than five years of experience as a licensed contractor; 3) A certified building inspector or fire inspector with not less than five years of experience as a certified inspector. Members must be residents of or licensed to conduct business in the Ukiah Valley, Redwood Valley, or Potter Valley.
Demolition Permit Review Committee	<ul style="list-style-type: none"> <li>• City of Ukiah Resident with expertise in architecture, building, or closely related field</li> </ul>	3 Years	The duties of the Demolition Permit Review Committee shall include: a) Research of historical, cultural, and architectural significance of the subject structure; b) Evaluation of the feasibility of rehabilitating or relocating the structure if it is deemed historical; c) In the event that the structure is found to have historical or architectural significance, determine if the salvaging of historic materials is feasible; d) Recommendation to the City Council regarding whether any of the criteria listed in Ukiah City Code Section 3016(E) apply to the subject structure, and whether or not the Demolition Permit should be issued, issued with conditions, or denied.
Diversity & Equity Committee	<ul style="list-style-type: none"> <li>• Persons whose primary language is not English</li> </ul>	2 Years	Committee members will adopt written objectives to improve diversity and equity in the City's workforce and in the provision of municipal services; developing a written Action Plan to achieve those objectives; implementing and overseeing the Action Plan; providing an annual review and update to the City Council on the Committee's progress; and proposing revisions to the plan as necessary.
Public Spaces Commission	<ul style="list-style-type: none"> <li>• Commissioner – At Large, City or Council Resident (x1)</li> </ul>	3 Years	The Public Spaces Commission shall provide advice and recommendations to Council regarding 1) City-owned properties that are open to the public, free of charge, such as parks, paths, and public right-of-ways; 2) creeks within the City limits; 3) open spaces within and outside of the City limits that are undeveloped and conserved or in consideration of future conservation; 4) and the recreational uses of these spaces. In addition, the Public Spaces Commission shall have the power and duty to: A) Solicit, collate, and analyze public input on the wise use of public spaces. B) Provide recommendations and advice to both City staff and the City Council based on said public input. C) If deemed necessary by the Commission, form working groups in collaboration with City staff to explore and formulate advice or recommendations on specific areas regarding the wise use of public spaces. D) Commission activities related to solicitation, review, and analysis of public input shall be guided by the Community Outreach Plan. The Commission shall prepare and annually update a Community Outreach Plan to be approved by City Council. The Community Outreach plan will guide the methodology, scheduling, and tracking of the Commission's community engagement. E) The Commission shall hold at least six (6) regular meetings per year as scheduled and noticed in compliance with the annually updated Community Outreach Plan. It shall adopt rules for the transaction of business which shall be included in the Community Outreach Plan. F) The Commission shall keep a record of its transactions, findings, recommendations, and any other action item, which record shall be a public record.

Applications and information can be obtained on the City's website, [www.cityofukiah.com](http://www.cityofukiah.com) on the City Clerk's or Boards and Commissions' page; or via mail (ATTN: City Clerk, 300 Seminary Ave., Ukiah, CA, 95482), email ([klawler@cityofukiah.com](mailto:klawler@cityofukiah.com)), fax (707-463-6204), or by contacting the City Clerk's office at 707-463-6217. Current Commissioners and Members may be eligible for reappointment. For more information, call 707-463-6217.