



**MEMO TO FILE #24-9277**

From: Tim Eriksen, City Engineer

To: Jesse Davis, Chief Planning Manager

August 15, 2024

RE: Minor Subdivision resulting in two (2) parcels at 960-979 Marlene Street; (APNs 003-100-24 - 003-100-437); File No. #24-9277)

Dear Mr. Davis,

UCC §8003 delegates the authority to the Planning Commission to review the design and improvement of proposed subdivisions and make a recommendation to the City Council. As the City Engineer I have reviewed the submitted Tentative Map and have determined that the map is correct, and the map is in compliance with applicable sections of the City's Subdivision Ordinance. Applicable Conditions of Approval have been enclosed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Eriksen", is written over the word "Sincerely,".

Tim Eriksen, City Engineer

**CONDITIONS OF APPROVAL  
MINOR SUBDIVISION  
960-979 MARLENE STREET;  
APNS 003-100-24 - 003-100-437  
FILE NO. 24-9277**

Approval is granted to the Project based on the project description submitted to the Community Development Department as well as the Public Works Department, and as shown on the Tentative Map contained therein, except as modified by the following conditions of approval:

1. *Each parcel shall be served individually upon the development of the parcel with appropriate public utilities required for the type of development within the parcel.*
2. *Prior to construction of site improvements, a final grading and drainage plan, and an erosion and sediment control plan, prepared by a Civil Engineer, shall be submitted for review and approval by the Department of Public Works. The plan shall include the detailed design of post-construction storm water best management practices (BMPs) in compliance with the City of Ukiah's Phase I Storm Water Permit and the Low Impact Development Technical Design Manual (LID Manual), in effect at the time of development. A Standard Urban Storm Water Mitigation Plan (SUSMP) shall be provided to support the design of the proposed drainage system.*
3. *All parcels of the proposed subdivision are subject to payment of park fees pursuant to City Code Section 8400 et seq. of Article 21 "Park and Recreation; Dedication; Reservations; Fees." Note that park fees are applicable to residential development.*
4. *The tentative map shall expire twenty-four (24) months from the date of its approval or conditional approval unless extended in accordance with the City of Ukiah Subdivision Ordinance and the Subdivision Map Act.*
5. *A Parcel Map shall be prepared and submitted to the City Engineer for review and approval, along with payment of all parcel map processing and review fees and shall be prepared and recorded in a manner consistent with Ukiah Municipal Code requirements.*
6. *The Parcel Map submitted for recordation shall include all necessary easements or such easements shall be recorded by separate instrument, if deemed necessary.*
7. *All taxes now due, or past due, must be paid prior to the approval of the Parcel Map.*

**PROJECT REVIEW REFERRAL**

**Please provide comments by: May 1, 2024**

The City of Ukiah Community Development Department is soliciting input on the project described below for use in the staff analysis, CEQA document, and public hearing documents. Please identify any questions you have or missing information you need to complete your review, as well as suggested Conditions of Approval.

<b>TO:</b>	
<b>X</b>	City of Ukiah - Community Development Director, Craig Schlatter
<b>X</b>	City of Ukiah - Building Inspection & Fire Prevention Divisions, Matthew Keizer
<b>X</b>	City of Ukiah - Electrical Utility Department, Cindy Sauers; Scott Bozzoli; Sonu Upadhyay, Kahli Johnson
<b>X</b>	City of Ukiah - Public Works Department, Tim Eriksen; Jason Benson
<b>X</b>	City of Ukiah - Airport Manager, Greg Owen
<b>X</b>	City of Ukiah - Housing Division, Jim Robbins
<b>X</b>	City of Ukiah - Police Department, Cedric Crook; Rick Pintane; Max Brazill
<b>X</b>	County of Mendocino – Department of Planning & Building Services, Planner of the Day
<b>X</b>	County of Mendocino – Airport Land Use Commission, Steven Switzer
<b>X</b>	California Department of Fish & Wildlife – Northern Region
<b>X</b>	California Department of Transportation – District 1
<b>FROM PROJECT PLANNER: Jesse Davis, Chief Planning Manager</b>	

<b>PROJECT INFORMATION:</b>	
<b>Project Name &amp; Permit #:</b>	Marlene Street Minor Subdivision & Rezone #24-9277
<b>Site Address &amp; APN:</b>	960 – 979 Marlene Street; (APNs 003-100-24/43)
<b>General Plan:</b>	MDR (Medium Density Residential)
<b>Zoning:</b>	PD (Planned Development; #14 Marlene Estates)
<b>Flood Hazards:</b>	Doolin Creek (Floodway; Special Flood Hazard Areas)
<b>Airport Compatibility Zone:</b>	Zone 3 (Inner Turning Zone); Zone 6 (Traffic Pattern Zone)
<b>Date Filed:</b>	03/14/2024
<b>Date Referred:</b>	04/16/2024
<b>Prev. Projects on Site</b>	Subdivision No. 82-85; Use Permit No. 80-40
<b>Applicant/Agent Name:</b>	Marcia Morgan Lazaro; 707-972-4204; <a href="mailto:marcia.lazaro@coldwellbanker.com">marcia.lazaro@coldwellbanker.com</a>
<p><b>Project Summary:</b> On March 14, 2024, a request for a Minor Subdivision of an existing 2.30± acre lot into two (2) parcels was submitted to the Community Development Department. As proposed, Parcel 1 would be 1.23± acres in size and retain the twenty (20) existing residential units, as well as the off-street parking structures, recreation improvements, and accessory buildings. Parcel 2 would be 1.07± acres in size and would include the existing uncovered parking area, driveway, fencing and lawn-area. Presently, no new development is proposed for either Parcel 1 or Parcel 2. In addition to the minor subdivision, the Applicant requests a Rezone of the property from Planned Development (PD) – Marlene Estates to Medium Density Residential (R2), aligning the property with the existing MDR (Medium Density Residential) general plan land use designation, thereby clarifying future development and allow for use of considerations like the City’s Objective Design &amp; Development Standards.</p> <p><b>Background:</b> On February 13, 1980, the Ukiah Planning Commission approved Use Permit No. 80-40 allowing for a condominium conversion project. On June 2, 1982, the City Council approved Minor Subdivision No. 82-35, allowing for the condominium subdivision. On October 3, 1984, the Tentative Map was amended to relocate or replace required recreational improvements. Ultimately, after receiving an extension, the City Council adopted the final map on May 7, 1986, after all improvements were finalized and the associated covenants, conditions, and restrictions provided to Staff.</p>	



Please indicate whether you have comments and sign and date below. Return this Project Referral Form by the date noted above to the Project Planner listed.

**Name and Affiliation/Department (please print)** \_\_\_\_\_

- No Comment
- Comments / Conditions of Approval Attached

**Signature**

**Date**

**Comments / Conditions of Approval:**



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Name and Affiliation/Department (please print) MAX BRAZILL / UKIAH P.D.

- No Comment
- Comments / Conditions of Approval Attached

Max Brazill

4/17/24

Signature

Date

Comments / Conditions of Approval: