



**PROJECT REVIEW REFERRAL**  
**Please provide comments by: November 8, 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>			
<input checked="" type="checkbox"/>	City of Ukiah, Community Development Director	<input checked="" type="checkbox"/>	Mendocino County Air Quality Management District
<input checked="" type="checkbox"/>	City of Ukiah, Building Inspection Division	<input checked="" type="checkbox"/>	Ukiah Police Department
<input checked="" type="checkbox"/>	City of Ukiah, Fire Prevention Division	<input checked="" type="checkbox"/>	City of Ukiah, Code Enforcement Division
<input checked="" type="checkbox"/>	City of Ukiah, Electrical Utility, Department	<input checked="" type="checkbox"/>	Ukiah Valley Fire Authority
<input checked="" type="checkbox"/>	City of Ukiah, Public Works Department	<input checked="" type="checkbox"/>	City of Ukiah, City Manager's Office

<b>PROJECT INFORMATION:</b>	
<b>Project Name &amp; Permit #:</b>	Redwood Credit Union – Major Site Development Permit #PA24-000015
<b>Site Address &amp; APN:</b>	414 East Perkins Street, Ukiah, CA; APN (002-200-35)
<b>General Plan:</b>	"DC" Downtown Core
<b>Zoning:</b>	"UC" Urban Center
<b>Airport Compatibility Zone:</b>	"Zone 6"
<b>Date Filed:</b>	10.06.2024
<b>Resubmittal:</b>	N/A
<b>Date Referred:</b>	10.24.2024
<b>Prev. Projects on Site (include file #)</b>	SDP 81-87 (SBMC Drive-Thru Bank)
<b>Applicant/Agent Name:</b>	Doug Hilberman (AXIA Architects)
<b>Phone:</b>	707-514-6061
<b>Email:</b>	<a href="mailto:dhilberman@axiaarchitects.com">dhilberman@axiaarchitects.com</a>
<p><b>Project Summary:</b> The existing commercial structure was finalized in 1982, as conditioned by Site Development Permit No. 81-87. From 1982 - 2016, the structure and parcel were utilized by a branch of a local 'Financial Services' company. Since closure of the branch in 2016, the property has remained vacant. Per the Downtown Zoning Code, the subject structure is now considered "Legal Nonconforming."</p> <p>Presently, the Applicant (Redwood Credit Union), seeks to renovate and reuse this 'Nonconforming Structure' and requests a Minor Use Permit for voluntary modifications and improvements to the "Nonconforming Structure" per Ukiah City Code Section 9231.14(C)(3), and a Major Site Development Permit to utilize the existing drive-through facility in accordance with Tables 3, 9, and 27 of the Downtown Zoning Code. As detailed in the application materials, the proposed improvements include interior and exterior renovations, minor modifications to the façade and footprint, roof replacement, pedestrian enhancements and improved connectivity to adjacent commercial parcels, expanded landscaping, accessibility and pedestrian circulation improvements, as well as the addition of bicycle parking to both entrances of the structure.</p>	

Please indicate whether you have comments on the second page of this referral packet. Be sure to sign and date below. Return this Project Referral Form by the date noted above to the Project Planner.

**Name and Affiliation/Department (Please Print):** \_\_\_\_\_

- No Comment
- Comments / Conditions of Approval Attached

**Signature:**

**Date:**



**From:** [Matthew Keizer](#)  
**To:** [Jesse Davis](#)  
**Subject:** RE: Redwood Credit Union – 414 East Perkins Street, Ukiah, CA (APN 002-200-35) - File No. PA\_24-000015 - Agency Referral  
**Date:** Thursday, November 7, 2024 10:06:10 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[File No. PA\\_24-000015 - RCU 5170.pdf](#)

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**BUILDING:**

1. A permit will be required for T.I. (Tenant Improvements) Please submit plans, building permit application, and hardship form see links below. Please submit four complete plan sets, two wet stamped and signed.

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2012/07/Building-Permit-Application-03192020-fillable.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Disability-Access-Requirements-and-Resources.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Tenant-Improvement-Handout.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Checklist-Commerical-Permit-Applicaiton.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Unreasonable-Hardship-Accessibility-Form.pdf>

<http://www.cityofukiah.com/NewWeb/wp-content/uploads/2021/11/Commercial-Building-Permit-Submittal-Requirements.pdf>

2. The design and construction of all site alterations shall comply with the 2022 California Building Code, 2022 Plumbing Code, 2022 Electrical Code, 2022 California Mechanical Code, 2022 California Fire Code, 2022 California Energy Code, 2022 Title 24 California Energy Efficiency Standards, 2022 California Green Building Standards Code, City of Ukiah, and Ukiah Valley Fire Authority Ordinances and Amendments.

**UVFA FIRE:**

1. The building area with overhangs is apx 5170. This will require the building to be retrofitted with an NFPA 13 automatic fire sprinkler system. Please provide location of FDC, OS&Y, and any existing hydrants at the time of permit submittal.

Regards,



**Matt Keizer, CBO, MCP, CFM**  
**Chief Building Official**  
**Chief Code Enforcement Officer**  
**UVFA Fire Code Official**

Email: [mkeizer@cityofukiah.com](mailto:mkeizer@cityofukiah.com)

300 Seminary Ave

Ukiah, CA 95482

Office 707-467-5786

Desk 707-467-5718

Fax 707-463-6204

Inspection 707-463-6739

<http://www.cityofukiah.com/community-development/>

<http://www.cityofukiah.com/uvfa/>

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**From:** Jesse Davis <jdavis@cityofukiah.com>

**Sent:** Thursday, November 7, 2024 9:20 AM

**Subject:** FW: Redwood Credit Union – 414 East Perkins Street, Ukiah, CA (APN 002-200-35) - File No. PA\_24-000015 - Agency Referral

Good Morning City of Ukiah Colleagues,

Please review and respond to the attached project referral request from the City of Ukiah – Planning Division for:

**Redwood Credit Union – Major Site Development Permit**  
**414 East Perkins Street, Ukiah, CA (APN 002-200-35)**  
**File No. PA\_24-000015**

**Background:** The existing commercial structure was finalized in 1982, as conditioned by Site Development Permit No. 81-87. From 1982 - 2016, the structure and parcel were utilized by a branch of a local 'Financial Services' company. Since closure of the branch in 2016, the property has remained vacant. Per the Downtown Zoning Code, the subject structure is now considered "Legal Nonconforming."

**Proposed Project:** On October 6, 2024, the Applicant (Redwood Credit Union) submitted an application to renovate and reuse the 'Nonconforming Structure' at 414 East Perkins Street, and requests a Minor Use Permit for voluntary modifications and improvements to the "Nonconforming

Structure" per Ukiah City Code Section 9231.14(C)(3), and a Major Site Development Permit to utilize the existing drive-through facility in accordance with Tables 3, 9, and 27 of the Downtown Zoning Code. As detailed in the application materials, the proposed improvements include interior and exterior renovations, minor modifications to the façade and footprint, roof replacement, pedestrian improvements and enhanced connectivity to adjacent commercial parcels, expanded landscaping, accessibility and pedestrian circulation advances, as well as the addition of bicycle parking to both entrances of the structure.

**Response Deadline – 3pm, Friday 11/8/24:** Please respond directly to me by providing written comments on the referral request packet (attached). Separate written correspondence is also acceptable. If you will require additional time to review past the deadline, please let me know. The project will need to undergo review by the City of Ukiah Design Review Board, as well as the City of Ukiah Planning Commission. Your review and responses to this initial project referral are appreciated.

**Next Steps** – The project will receive evaluation, and a recommendation provided from the City of Ukiah Design Review Board at a Special Hearing on November 21, 2024. Staff projects that the request will be scheduled for review by the Planning Commission on 12/11/2024.

Should you have any questions or require further information, please do not hesitate to reach out. Thank you for your attention to this matter, and your response to this request.

Best Regards,  
Jesse Davis



**Jesse Davis, AICP**  
Chief Planning Manager  
Department of Community Development  
300 Seminary Avenue, Ukiah, CA 95482  
P: 707.463.6207  
[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)

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**From:** Jesse Davis  
**Sent:** Thursday, October 24, 2024 5:01 PM  
**Subject:** Redwood Credit Union – 414 East Perkins Street, Ukiah, CA (APN 002-200-35) - File No. PA\_24-000015 - Agency Referral

Good Afternoon,

Please review and respond to the attached project referral request from the City of Ukiah for:

**Redwood Credit Union – Major Site Development Permit**  
**414 East Perkins Street, Ukiah, CA (APN 002-200-35)**  
**File No. PA\_24-000015**

**Background:** The existing commercial structure was finalized in 1982, as conditioned by Site Development Permit No. 81-87. From 1982 - 2016, the structure and parcel were utilized by a branch of a local 'Financial Services' company. Since closure of the branch in 2016, the property has remained vacant. Per the Downtown Zoning Code, the subject structure is now considered "Legal Nonconforming."

**Proposed Project:** On October 6, 2024, the Applicant (Redwood Credit Union) submitted an application to renovate and reuse the 'Nonconforming Structure' at 414 East Perkins Street, and requests a Minor Use Permit for voluntary modifications and improvements to the "Nonconforming Structure" per Ukiah City Code Section 9231.14(C)(3), and a Major Site Development Permit to utilize the existing drive-through facility in accordance with Tables 3, 9, and 27 of the Downtown Zoning Code. As detailed in the application materials, the proposed improvements include interior and exterior renovations, minor modifications to the façade and footprint, roof replacement, pedestrian improvements and enhanced connectivity to adjacent commercial parcels, expanded landscaping, accessibility and pedestrian circulation advances, as well as the addition of bicycle parking to both entrances of the structure.

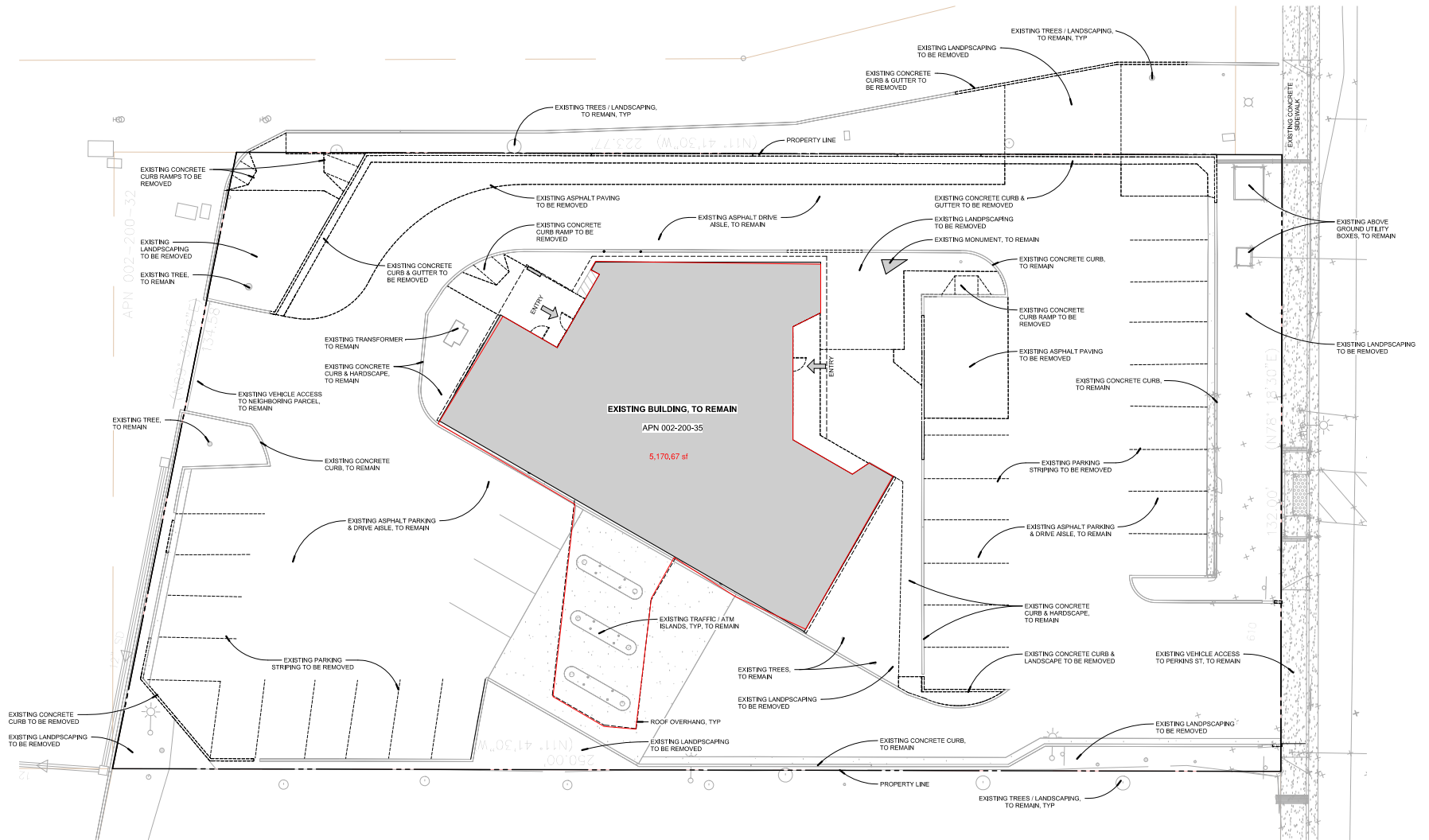
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Should you have any questions or require further information, please do not hesitate to reach out. Thank you for your attention to this matter.

Best Regards,  
Jesse Davis



**Jesse Davis, AICP**  
Chief Planning Manager  
Department of Community Development  
300 Seminary Avenue, Ukiah, CA 95482  
P: 707.463.6207  
[www.cityofukiah.com/community-development](http://www.cityofukiah.com/community-development)



1 CONCEPTUAL SITE PLAN Copy 1  
 VATTY 1" = 10'-0"



CONCEPTUAL DEMOLITION  
 SITE PLAN



REDWOOD CREDIT UNION - UKIAH BRANCH  
 414 EAST PERKINS STREET, UKIAH, CALIFORNIA

PROJECT NUMBER: 1183.10

OCTOBER 08, 2024



**PROJECT REVIEW REFERRAL**  
**Please provide comments by: November 8, 2024**

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<b>Email:</b>	<a href="mailto:dhilberman@axiaarchitects.com">dhilberman@axiaarchitects.com</a>
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Please indicate whether you have comments on the second page of this referral packet. Be sure to sign and date below. Return this Project Referral Form by the date noted above to the Project Planner.

Name and Affiliation/Department (Please Print): MAX BRAZILL / UKIAH POLICE DEPT

- No Comment
- Comments / Conditions of Approval Attached

Signature: Max Brazill

Date: 11/4/24







414 E Perkins Dispatch Log  
11/07/2023 to 11/07/2024

Complaint	Date Received	Call Number	Incident Location
SECURITY CHECK	08/31/2024 3:28:06 AM	240803151	414 E PERKINS ST
BURGLARY	08/29/2024 10:19:03 AM	240802922	414 E PERKINS ST
SUSPICIOUS VEHICLE	07/30/2024 11:25:35 AM	240703288	414 E PERKINS ST
DISTURBANCE	07/22/2024 9:57:31 AM	240702461	414 E PERKINS ST
TRESPASS	05/06/2024 8:41:10 AM	240500479	414 E PERKINS ST
SUSPICIOUS PERSON	03/14/2024 11:48:05 PM	240301342	414 E PERKINS ST
TRESPASS	02/22/2024 9:40:09 AM	240202150	414 E PERKINS ST
DRUNK IN PUBLIC	01/23/2024 4:32:33 PM	240102241	414 E PERKINS ST
INFORMATION	01/09/2024 12:33:50 PM	240100860	414 E PERKINS ST
SUSPICIOUS PERSON	01/09/2024 10:31:44 AM	240100846	414 E PERKINS ST
TRAFFIC STOP	12/28/2023 6:21:02 PM	231202562	414 E PERKINS ST
CITY CODE VIOLATION	12/06/2023 4:49:34 PM	231200510	414 E PERKINS ST
FOUND PROPERTY	11/10/2023 10:33:10 AM	231101078	414 E PERKINS ST