

**CITY OF UKIAH**  
**DESIGN REVIEW BOARD SPECIAL MEETING MINUTES**  
**Held in person and via Zoom teleconference November 21, 2024**  
**3:00 p.m.**

**1. CALL TO ORDER**

The meeting was held in person and virtually via Zoom teleconference. Chair Tom Liden called the Design Review Board meeting to order at approximately 3:03 p.m.

Chair Tom Liden presiding.

**2. ROLL CALL**

*Design Review Board Members:* Hawkes, Meaux, Gordon, Liden and Akin (Delayed Arrival)

*Staff:* Katherine Schaefer (Virtual), Planning Manager; Jesse Davis, Chief Planning Manager

*Applicant:* Doug Hilberman (Axia Architects); Tony Hildesheim (Redwood Credit Union)

*Public:* Dennis Crean; Virtual Participants

**3. CORRESPONDENCE**

Two (2) Items of Correspondence Received pertaining to Item 6a.

**4. APPROVAL OF MINUTES**

Motion/Second: Hawkes/Gordon made a motion to approve the minutes of the May 23, 2024, DRB minutes.

Motion carried by the following roll call votes: AYES: Hawkes, Meaux, Gordon, Liden and Akin  
NOES: None

**5. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

No public comments on non-agenda items.

**6. NEW BUSINESS**

- a. *Request for review and recommendation to the Planning Commission to renovate and reutilize a nonconforming structure at 414 East Perkins Street by, requesting a Minor Use Permit for voluntary modifications 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 (DZC). Proposed improvements include interior and exterior renovations including installation of ATMs, minor façade and footprint modifications, roof replacement, pedestrian improvements and enhanced connectivity to adjacent commercial parcels, revised landscaping, accessibility enhancements, as well as the addition of bicycle parking.*

Chief Planning Manager J. Davis presented the item.

Project Agent, Doug Hilberman provided a follow-up presentation.

Staff and the Project Agent addressed multiple questions and provided clarifications for the Design Review Board.

Public comment period was opened, and comments and suggestions were provided by a member of the public, Dennis Crean, that cited submitted correspondence to the Design Review Board.

Following discussion, on a Motion from Member Gordon and a Second from Member Hawkes, the DRB unanimously voted to recommend the approval of the proposed project to the Planning Commission, with the following considerations for the Applicant and Planning Commission [Edited for Readability]:

- 1) *Recommendation to further study and detail for the installation of a rooftop photovoltaic system, including location and structural considerations;*
- 2) *Recommendation to further evaluate additional pedestrian access that aligns proportionally with the scope of the facility's renovation. This evaluation should consider feedback provided in the submitted correspondence and discussions during the Design Review Board meeting, with the goal of enhancing accessibility, promoting walkability, and fostering stronger connections to adjacent properties and existing public crosswalks;*
- 3) *To enhance the visual appeal and architectural cohesiveness of the building, a suggestion to review and consider softer material transitions and corner treatments for a more visually harmonious appearance.*

Motion carried by the following roll call votes: AYES: Hawkes, Meaux, Gordon, Liden and Akin NOES: None

#### **7. MATTERS FROM THE BOARD**

None

#### **8. MATTERS FROM STAFF**

Staff provided an overview of construction updates for various developments within the City of Ukiah, including the proposed multifamily residential project at 191 Cleveland Lane.

#### **9. ADJOURNMENT**

There being no further business, the meeting adjourned at approximately 4:15 p.m