



## PROJECT REVIEW REFERRAL

**Please provide comments by: October 1, 2025**

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

### TO:

<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
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<input checked="" type="checkbox"/>	City of Ukiah, Public Works Department	<input checked="" type="checkbox"/>	City of Ukiah, City Manager's Office
<input checked="" type="checkbox"/>	Great Redwood Trail Agency (GRTA)	<input checked="" type="checkbox"/>	Ukiah Airport Manager
<input checked="" type="checkbox"/>	Mendocino County, Airport Land Use Committee	<input checked="" type="checkbox"/>	City of Ukiah, Community Services Department

### PROJECT INFORMATION:

<b>Project Name &amp; Permit #:</b>	MCHC Urgent Care & Administration Building – Major Use Permit; Site Development Permit & Lot Merger #PA25-000019
<b>Site Address &amp; APN:</b>	1240 Airport Park Blvd Ukiah, CA, 95482, CA; APNs (180-080-74 & 180-080-75)
<b>General Plan:</b>	"AIP-PD" Mixed-Use Airport Industrial Park – Planned Development
<b>Zoning:</b>	"Light Manufacturing/Mixed-Use"
<b>Airport Compatibility Zone:</b>	"Zones 5 & 6"
<b>Date Filed:</b>	09.05.2025
<b>Resubmittal:</b>	N/A
<b>Date Referred:</b>	09.05.2025
<b>Prev. Projects or Business</b>	United Disaster Relief of Northern California; Mendocino Animal Hospital
<b>Applicant/Agent Name:</b>	Mendocino Community Health Clinics (MCHC) / Kile Campbell (Associate HY Architects)
<b>Phone:</b>	530-758-1270
<b>Email:</b>	<a href="mailto:TWilliams@mchcinc.org">TWilliams@mchcinc.org</a>
<b>Project Website:</b>	<a href="https://cityofukiah.com/ceqa-review/">https://cityofukiah.com/ceqa-review/</a>

**Project Summary:** Mendocino Community Health Clinic (MCHC) proposes to convert the existing ±7,12 square-foot structure at 1240 Airport Park Boulevard into an 'Urgent Care and Administrative Office'. The proje includes a 'Lot Merger' to combine two parcels (APNs 180-080-74 and 180-080-75) into one legal lot. Tl remodeled ground floor will accommodate an urgent care clinic with seven exam rooms, imaging services, ar support areas designed to meet OSHPD outpatient clinic requirements. A mezzanine second floor, constructe within the existing structural shell, will provide administrative offices, staff support areas, and a conference roor The completed building will total approximately 14,144 square feet of floor area (±7,186 sq. ft. on the first flo and ±6,958 sq. ft. on the second floor). To maintain the building's current height, the Applicant proposes placir mechanical and selected electrical equipment in a secure exterior yard behind the building. Planned si improvements include a new public entrance from Airport Park Boulevard, upgraded pedestrian facilities, a re staff entrance with an outdoor area, reconfigured parking with a designated patient loading zone, ar landscaping that preserves existing trees and integrates the parcel with adjacent commercial properties. MCH also requests a connection to the Great Redwood Trail and approval for reduced off-street parking, consiste with Airport Industrial Park Planned Development regulations.



Please indicate whether you have comments on the associated 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 P.D.



No Comment



Comments / Conditions of Approval Attached

Signature:

Max Brazill

Date

9/11/25



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

Regarding the Project Referral:

*MCHC Urgent Care & Administration Building - Major Use Permit; Site Development Permit & Lot Merger  
#PA25-000019*

Regarding the Project Referral:

Ukiah Electric Utility Department (EUD) has the following requirements and comments:

- 1) This property will be served from Underground service.
- 2) Developer is to provide EUSERC approved electrical equipment compatible with the City of Ukiah's current EUSERC Acceptability Chart before the panel can be used on this project.
- 3) All future site improvements shall be submitted to the Electric Utility Department for review and comment. At that time, specific service requirements, service Voltage and developer costs and requirements will be determined.
- 4) Developer/customer shall incur all costs of this future project to include (labor, materials, equipment, and future services).
- 5) There shall also be an easement provided to the EUD for any Primary or Secondary that transverses through the property. Or around any City owned Electric equipment.

Please email a copy of all future electric plans to [sbozzoli@cityofukiah.com](mailto:sbozzoli@cityofukiah.com)

Should they have any questions please call Scott Bozzoli at 707-467-5775.

Name and Affiliation/Department (Please Print): COU Electric Utility

☐

No Comment

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Comments / Conditions of Approval Attached

Signature:

*Scott Bozzoli*

Date 9/11/2025



## Jesse Davis

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**From:** Matthew Keizer  
**Sent:** Wednesday, September 17, 2025 8:29 AM  
**To:** Jesse Davis  
**Subject:** Re: MCHC Urgent Care Clinic - 1240 Airport Park Boulevard, Ukiah, CA (180-080-74 & 180-080-75) - Agency Referral

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### BUILDING:

1. A permit will be required for T.I. (Tenant Improvements).
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.

### FIRE PREVENTION:

1. The project shall comply with the currently adopted California Building Code, California Fire Code, and other codes, standards, regulations and requirements as enforced by the Ukiah Valley Fire Authority (UVFA).
2. Alterations to the building that impact the Fire Alarm and/or Fire Suppression Systems shall require a deferred submittal with a minimum of two sets of plans and with specifications provided to the UVFA for review and approval prior to initiating work that would impact those systems. Only a qualified C-16 contractor working on a fire suppression system or C-10 licensed contractor working on a fire detection system can complete necessary work on those systems.
3. The building Fire Sprinkler System shall be maintained operational at all times during alteration. When the renovation requires modification of a portion of a fire protection system, the remainder of the system shall be kept in service. CFC Section 3304.5, & NFPA 241 Section 10.8.
4. Provide access for ambulance pick up at the back/side of the building through easement from Tractor Supply. If a gate will be installed, provide access via a Strobe a siren, or other device approved by the Fire Code Official.

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

**Please take our Survey:** <https://www.surveymonkey.com/r/GQWYNYG>  
<http://www.cityofukiah.com/community-development/>  
<http://www.cityofukiah.com/uvfa/>

*CONFIDENTIALITY NOTICE: This communication with its contents may contain confidential and/or legally privileged information. It is solely for the use of the intended recipient(s). Unauthorized interception, review, use or disclosure is prohibited and may violate applicable laws including the Electronic Communications Privacy Act. If you are not the intended recipient, please contact the sender and destroy all copies of the communication.*

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

**Sent:** Thursday, September 11, 2025 8:57 AM

**Subject:** MCHC Urgent Care Clinic - 1240 Airport Park Boulevard, Ukiah, CA (180-080-74 & 180-080-75) - Agency Referral

Good Morning,

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

**MCHC Urgent Care Clinic & Administrative Office**

**Major Site Development Permit; Major Use Permit; Lot Merger**  
**1240 Airport Park Boulevard, Ukiah, CA (180-080-74 & 180-080-75)**  
**File No. PA\_25-000019**

**Proposed Project:** Mendocino Community Health Clinic (MCHC) proposes to convert the existing  $\pm 7,129$ -square-foot structure at 1240 Airport Park Boulevard into an 'Urgent Care and Administrative Office'. The project includes a 'Lot Merger' to combine two parcels (APNs 180-080-74 and 180-080-75) into one legal lot. The remodeled ground floor will accommodate an urgent care clinic with seven exam rooms, imaging services, and support areas designed to meet OSHPD outpatient clinic requirements. A mezzanine second floor, constructed within the existing structural shell, will provide administrative offices, staff support areas, and a conference room. The completed building will total approximately 14,144 square feet of floor area ( $\pm 7,186$  sq. ft. on the first floor and  $\pm 6,958$  sq. ft. on the second floor). To maintain the building's current height, the Applicant proposes placing mechanical and selected electrical equipment in a secure exterior yard behind the building. Planned site improvements include a new public entrance from Airport Park Boulevard, upgraded pedestrian facilities, a rear staff entrance with an outdoor area, reconfigured parking with a designated patient loading zone, and landscaping that preserves existing trees and integrates the parcel with adjacent commercial properties. MCHC also requests a connection to the Great Redwood Trail and approval for reduced off-street parking, consistent with Airport Industrial Park Planned Development regulations.

**Project Materials:**

[Project Description](#)

[Application Materials – All](#)

**Response Deadline – 10/1/25:** Please respond directly to Planning Division staff by providing written comments on the referral request form (attached). Separate written correspondence is also acceptable.

**Next Steps:** The project will receive evaluation, and a recommendation from the City of Ukiah Design Review Board at a Regular Meeting on October 24, 2025.

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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Great Redwood Trail Agency

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

☐

No Comment

☐

Comments / Conditions of Approval Attached

Signature:

*Burgthide*

Date