



AGENDA ITEM NO. 6a
Department of Community Development
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TO: Design Review Board

FROM: Jesse Davis, Chief Planning Manager

DATE: October 23, 2025

SUBJECT: Request for review and recommendation to the Planning Commission for a Major Site Development Permit, Major Use Permit, and Lot Merger for a Conversion of an Existing Building into an 'Urgent Care and Administration Office' at 1240 Airport Park Boulevard (APNs 180-080-74 & 180-080-75). File No. 25-0011; Permit No. PA25-000019.

I. DESIGN REVIEW BOARD BACKGROUND

The City of Ukiah Design Review Board (DRB) serves as an advisory body to the Zoning Administrator and the Planning Commission on Use and Site Development Permits. The DRB reviews proposed Site Development Permit applications, Planned Development applications, and precise development plans. The Board's function is to work with staff and applicants to ensure design consistency with the Ukiah General Plan, Zoning Code, and Design Review Guidelines. Specifically, the Board makes recommendations concerning architecture, site design layout, landscaping, parking, signage, exterior lighting, and other aspects of urban design.

In the case of Major Use Permits (MaUPs) and Major Site Development Permits (SDPs), the DRB reviews the project and provides a recommendation to the Planning Commission, which is the final approval authority for these permits. For lot mergers, the City Engineer will separately evaluate the request if it is approved by the Planning Commission.

II. PROJECT SUMMARY

Project Description:

As described in Attachment 1, 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, where it will be well-screened from the commercial frontage. 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.

The Applicant also request reduced off-street parking, consistent with Airport Industrial Park Planned Development regulations.

Project Description Update (October 3, 2025)

Based on feedback from various public agencies (Attachment 2), the following considerations were discussed with the applicant.

- **Great Redwood Trail Access:** Given site constraints and access limitations, alternative access to the Great Redwood Trail, likely through the Panda Express access point, appears most appropriate. Site updates for bicycle parking, storage, and related improvements to support use of the trail by employees and clients are required to meet Airport Industrial Park standards.
- **Ambulance Access and Vehicle Circulation:** Additional review is needed regarding circulation patterns for ambulance, delivery, and other large vehicles to ensure adequate maneuvering and turnaround capability on site. Cross-parcel linkages consistent with the Mixed-Use designation were encouraged.
- **Shade Structures and Solar Installations:** Staff noted that roof-mounted and parking lot solar panels are feasible, and larger structures along Airport Park Boulevard include substantial rooftop PV installations. Given the site's location, typical flight paths, and existing mature tree coverage, significant glare impacts are not expected. Glare considerations along with noise will be addressed through a conditioned avigation easement.
- **Signage and Landscaping:** Staff noted that post lot-merger increased signage would be allowed under Ukiah Municipal Code, including directional signage. Adjusting frontage landscaping to maintain visibility is appropriate for the proposed use, with any additional increases deferred to the discretion of hearing bodies.

Site Background: The existing structure at 1240 Airport Park Boulevard was originally constructed in 1992 to serve as a storage and administrative facility for the U.S. Geological Survey (USGS). It is a steel-frame building with insulated concrete tilt-up panels. The building was later expanded when it was converted for use as a veterinary office. Most recently, the site served as the headquarters and warehouse for United Disaster Relief.

Project Location: The project site is located at 1240 Airport Park Boulevard and is identified as Assessor's Parcel Numbers (APNs) 180-080-74 and 180-080-75. The parcels were created through Minor Subdivision 05-22, approved by the Ukiah City Engineer in 2005, which subdivided a 1.25-acre parcel into two smaller parcels.

The site is partially developed, with the rear parcel containing an existing $\pm 7,129$ -square-foot structure. The front parcel remains vacant and currently lacks sidewalk improvements and landscaping. The property lies within the Airport Industrial Park and is characterized by

generally flat terrain, with a moderate grade change along the western edge adjacent to the former rail corridor. Mature redwood trees and existing landscaped areas provide screening for the developed rear parking lot.

Surrounding development primarily consists of large-format retail and commercial uses, including restaurants. While the parcels to the north and south have been developed, the subject frontage remains largely undeveloped aside from a previously used pet run area. Unlike adjacent properties, the frontage has not been improved in a manner consistent with the Airport Park Boulevard commercial design standards.

Vehicular access is currently provided from Airport Park Boulevard, with additional encroachment and circulation improvements proposed as part of the current project review.

III. PROJECT ANALYSIS

The proposed Major Site Development Permit, Major Use Permit, and Lot Merger is evaluated against the planning framework established by the Ukiah 2040 General Plan the Airport Industrial Park Planned Development (AIP-PD) Ordinance No. 1213, as well as the Ukiah Municipal Airport Land Use Compatibility Plan (UKIALUCP).

General Plan Consistency: The General Plan emphasizes distinctive, high-quality commercial building design and site planning and requires that new developments contribute to the overall attractiveness of the community through appropriate site design, architecture, and landscaping. To ensure high-quality site planning, landscaping, and architectural design for all new construction, renovation, or remodeling. The project aligns with the UKGP's goals concerning commercial and service-oriented growth. Goal LU-4 explicitly aims "To encourage the growth and development of retail, office, service, and entertainment uses in Ukiah to provide jobs, support City services, and make Ukiah an attractive place to live" The proposed use, which encompasses an Urgent Care Clinic (service) and Administrative Office (professional office), directly contributes to the provision of necessary services and jobs, supporting this objective. Furthermore, the General Plan promotes the implementation of high standards for physical development, including Goal LU-11, which focuses on ensuring high-quality site planning, landscaping, and architectural design for all new construction, renovations, and additions in the city. The project, which involves redeveloping the existing structure, adding a mezzanine second floor, and planned site improvements, must demonstrate high-quality design that integrates well with the area.

Airport Industrial Park Planned Development (AIP-PD) Consistency: The AIP-PD, updated and revised in 2021, provides the regulatory framework for development within the Airport Industrial Park, covering land uses, development standards, and design guidelines.

Architectural Design and Building Bulk

Buildings situated along Airport Park Boulevard are subject to a higher design and site planning standard due to their visibility. Design guidelines require ample variety, creativity, and articulation to avoid a monotonous or box-like appearance. All four building elevations would need to incorporate architectural design requirements in a reasonable and feasible manner.

- **Building Height/Bulk:** Buildings shall be limited in height, bulk, and mass. The development includes constructing a mezzanine second floor within the existing structural shell and minor expansion for a hydraulic elevator structure. No substantial

changes or modifications to height and bulk are requested, as landscaping and connectivity will be the primary exterior considerations.

- **Aesthetics/Colors:** Dominant building colors must be subdued and earth tone in nature, and compatible with adjoining buildings, explicitly prohibiting strong or loud colors. Exterior modifications must complement and harmonize with the design of the existing structure and surrounding developments.

Site Planning, Landscaping, and Pedestrian Orientation

The AIP-PD encourages high-quality site planning with ample landscaping, strategic open areas, pedestrian walkways, and attractive architecture, prioritizing hidden parking and practical functionality.

- **Pedestrian Facilities:** Pedestrian walkways must directly and safely link all parking areas with building entrances, off-site transportation facilities, established sidewalks, and adjacent public rights-of-way. Lots with frontages along primary streets require a 5-foot wide meandering sidewalk located within the required front setback. Staff requires the pathway connection from Airport Park Blvd to the building to be meandering in design, similar to infrastructure in front of adjacent business.
- **Landscaping:** A comprehensive landscape plan is required for review. Existing mature landscaping should be preserved wherever possible and a total landscaping coverage of 23% is indicated in Attachment 1.
- **Parking and Access:** The AIP-PD generally requires most parking to be located away from the Airport Park Boulevard frontage. The applicant is requesting approval for a reduction in off-street parking.

Parking Requirements

Health Facilities: 7,129 sq. ft. ÷ 200 = 36 spaces required

Medical Office Space: 6,962 sq. ft. ÷ 250 = 28 spaces required

Total Required: 64 parking spaces

Total Provided: 48 parking spaces

The proposed parking count is 16 spaces below the requirement. This reduction reflects the constraints of balancing required setbacks, building placement, landscape areas, and circulation improvements within the site. As promoted in the Mixed-Use/Industrial designation, Staff support cross-parcel circulation with adjacent lots, which allows vehicle access across the rear of the property and connects to Airport Park Boulevard via existing public accessways. Landscape buffers and internal circulation routes have been incorporated to maintain visual quality and functionality.

- **Pedestrian/Bicycle:** Bicycle parking facilities are required near building entrances. Staff encourages the inclusion of bicycle parking, storage, and related improvements to support the use of the adjacent Great Redwood Trail (GRT) by employees and clients.

Signage

A detailed and finalized sign program is required for all proposed development projects and will be conditioned as part of Site Development and Use Permit approval. The Applicant has not indicate that a request in signage beyond the zoning allowances for the parcel is contemplated.

Sustainability and Solar

The AIP-PD encourages buildings to be shaped and oriented to take advantage of passive solar energy and solar collection. Solar heating equipment should be unobtrusive and preferably integrated flush with the roof design. Staff noted that roof-mounted and parking lot solar panels are feasible, and solar carports may be considered toward shade coverage requirements.

III. SITE DEVELOPMENT PERMIT FINDINGS

The project involves new construction (mezzanine, elevator structure, etc.) and substantial exterior modification to an existing structure and site, requiring a Major Site Development Permit. Approval requires specific findings (per UCC §9263E and AIP-PD requirements). Staff analysis for the required findings is presented below, drawing on the project information and applicable codes.

Table 1: Project Consistency - Site Development Permit Findings	
Site Development Permit Findings	Staff Analysis
The proposal is consistent with the goals, objectives, and policies of the City General Plan.	Consistent. The site is designated Mixed Use: AIP-PD. The project converts and expands an existing building for use as an Urgent Care Clinic and Administrative Office, which is allowed with a Use Permit in the Light Manufacturing/Mixed-Use zone. The proposal supports General Plan goals encouraging high-quality design and diverse employment opportunities and aligns with UKIALUCP criteria for Zones 5 and 6. This request is consistent with Policy PFS-12.7, which dictates that the City “shall support the continued phased development of the Great Redwood Trail through and beyond the city limits.” Furthermore, will be required to maintain efficient and updated standards for bicycle parking, as echoed in MOB-1.10 to reduce reliance on automobiles.
The location, size, and intensity of the proposed project will not create a hazardous or inconvenient vehicular or pedestrian traffic pattern.	Conditional Consistency. The project expands the structure from approximately 7,129 to 14,144 square feet, increasing site activity and circulation; however, the footprint and overall developed area remain largely unchanged. Circulation will be consistent with the intent of the Mixed Use/Industrial district once additional access considerations for ambulance movement are addressed. Given the site’s proximity to the Great Redwood Trail, the inclusion of bicycle infrastructure, signage, and connectivity improvements is encouraged. Regardless, the project is required to comply with bicycle standards as identified in the AIP-PD.
The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will not create a	Conditional Consistency. The applicant proposes a reduced parking consistent with operational needs. Final plans must confirm adequate patient loading, staff parking, and ADA access without impeding

hazardous or inconvenient condition to adjacent or surrounding uses.	circulation. Striping, signage, and internal drive aisle configuration will be reviewed for compliance with safety standards. Existing parking is located to the rear of the structure, while proposed parking will be developed on the undeveloped lot in front of the existing structure. This additional parking will complement existing circulation patterns, particularly if additional connectivity is facilitated across parcels.
Sufficient landscaped areas have been reserved for purposes of separating or screening the proposed structure(s) from the street and adjoining building sites and breaking up and screening large expanses of paved areas.	Conditional Consistency. The site will be upgraded with new frontage and perimeter landscaping consistent with AIP-PD standards. Landscaping already provides effective screening for rear parking areas and ground-mounted mechanical equipment. Final plans will confirm compliance with landscaping and irrigation requirements.
The proposed development will not restrict or cut out light and air on the property, or on the property in the neighborhood; nor will it hinder the development or use of buildings in the neighborhood or impair the value thereof.	Conditional Consistency. The mezzanine addition remains within the existing footprint and below height limits, minimizing mass and design impacts. Updated facade, natural screening, and downcast lighting will maintain light, air, and visual compatibility with surrounding development.
The improvement of any commercial or industrial structure will not have a substantial detrimental impact on the character or value of an adjacent residential zoning district.	Conditional Consistency. The property is within the Light Manufacturing/Mixed-Use zone of the AIP-PD and surrounded by commercial uses. While the Urgent Care increases operational intensity, compliance with airport noise standards and limits on exterior lighting will ensure compatibility with potential nearby residential uses. Given the restaurant and other commercial uses nearby, this adaptive reuse will provide additional traffic and use of the corridor.
The proposed development will not excessively damage or destroy natural features, including trees, shrubs, creeks, and the natural grade of the site.	Consistent: The site is previously developed and contains no sensitive natural features. Existing mature trees along the western boundary will be retained and integrated into the new landscape plan as feasible, but only limited removal or trimming is requested as part of the landscape plan in Attachment 1.
There is sufficient variety, creativity, and articulation to the architecture and design of the structure(s) and grounds to avoid monotony and/or a box-like uninteresting external appearance.	Conditional Consistency. There is sufficient variety, creativity, and articulation to the existing architecture and proposed design changes modernize the external appearance. The upgraded design includes new glazing, varied materials, and architectural detailing on all elevations consistent with Airport Park Boulevard standards. The development and integration of the currently undeveloped front parcel will represent a substantial visual and functional improvement to the Airport Park Boulevard corridor, enhancing the overall continuity and quality of the district's built environment.

IV. ENVIRONMENTAL DOCUMENTATION

The proposed project is subject to the California Environmental Quality Act (CEQA) and qualifies for a Categorical Exemption under CEQA Guidelines, Article 19, Class 1, Section 15301 (Existing Facilities) (a). This exemption is applicable to minor interior or exterior alterations of existing commercial structures within an urbanized area.

V. STAFF REQUEST

Staff requests that the Design Review Board evaluate the MCHC Urgent Care & Administration Building project for consistency with applicable zoning standards, land use objectives, and the discretionary Site Development Permit findings conveyed above. The DRB should focus its review on the architectural articulation of the expanded structure, the quality and extent of the revised landscaping and pedestrian facilities, the screening design for the new mechanical equipment, and the overall compatibility of the site plan with the AIP-PD's vision for high-quality development.

The Board is requested to provide a recommendation to the Planning Commission regarding the approval, conditional approval, or denial of the Major Use Permit, Site Development Permit & Lot Merger application.

ATTACHMENTS

1. Application Materials: Project Description; Plot Plan, Sign Plan, Demolition Plan, Existing and Proposed Floor/Ceiling Plans, Architectural Details & Elevations
2. Agency Comments and Correspondence