




COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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MEMORANDUM

DATE: September 14, 2023
TO: Zoning Administrator
FROM: Keith Gronendyke Planner III 
SUBJECT: Administrative Permit Application, AP 2022-0041

This memo is regarding the above noted Administrative Permit application to allow events for up to 400 attendees to be held on the property located at 4800 Burke Hill Drive in Ukiah.

Previously at the Zoning Administrator hearing of July 13, 2023, due to the lack of information on the site plan provided with the original application, the Zoning Administrator requested that the applicant submit a revised site plan indicating where on the applicant's property the required parking spaces for up to 400 attendees would be provided. This revised site plan was to be drawn to a specific scale and indicate stall widths, travel isle directions along with widths along with ingress and egress paths. The Zoning Administrator then continued the project to a specific date, September 14, 2023 at 1:30 p.m..

The applicant submitted the revised plan on August 23, 2023, which was deemed to be not enough time for staff and other applicable agencies to review the parking plan and prepare a memo to present to the Zoning Administrator by September 14, 2023. As such, staff requests that this item be continued to the October 12, 2023 Zoning Administrator hearing at 1:30 p.m. to allow staff and responsible agencies adequate time to review the revised site plan.