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MEMORANDUM

DATE: OCTOBER 12, 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.

The applicant has submitted a parking plan for the event space with the following improvements:

- There is an eighteen-foot-wide entrance driveway from Burke Hill Drive with a double door electric gate limiting entrance. There also is an additional separate manually opened eighteen-foot gate immediately to the south of the electrically operated gate that could be utilized for entry/exit. The applicant has stated that the encroachment work requested by the Mendocino County Department of Transportation is in progress.
- A narrative also submitted with the parking plan, along with corresponding numbers, lists what each building on site is/will be utilized for (see attachment). Also included with the narrative is a number of photographs of the project site.
- The proposed parking plan indicates a total number of parking spaces of 179 with 37 additional spaces shown as a potential additional parking area along the southerly property line. Space widths are shown as nine-feet-wide by twenty-feet in length.
- The material proposed to be deposited in the parking areas consists of base rock for the front parking area and sand in the arena parking area.
- Drive aisle widths are shown as varying from twenty-five to forty-five feet in width.
- The parking plan narrative speaks of providing handicapped parking along the northerly property line.
- Twelve parking spaces are shown along the northern property line with an angle of thirty degrees
- The single existing driveway, which has a width of eighteen feet at the entrance gate to approximately seventy-two feet close to the single-family residence would be the primary entrance/exit route for vehicles.

- Stormwater drainage is proposed to flow to Burke Hill drive. The applicant has stated that the existing horse arena and the pasture areas will have french drains installed to direct this stormwater flow. Additionally, a building permit has been issued by the Mendocino County Building Department to construct an eight-foot-tall cement wall along the southerly property line and immediately adjacent to the existing easement that a neighboring property uses for ingress/egress purposes. The applicant states that this wall will aid in directing the flow of stormwater onto Burke Hill Drive. It appears that Burke Hill Drive has rudimentary drainage swales on either side of the roadway.
- The parking plan indicates that drainage would flow southeast on the site to Burke Hill Drive.
- The existing structures, consisting of metal buildings and cargo containers, benefit the existing horse operations and also will host events associated with the Administrative Permit application, AP 2022-0041.

Staff has the following response to this parking plan:

- With two eighteen-foot-wide entrance/exits at the front of the property, all traffic will have to be funneled in or out through these openings. If there are even fifty-cars attempting to enter/exit the property, a traffic jam of cars can be expected to occur, and if this is the case for autos entering for an event, this traffic would back up onto Burke Hill Drive, which does not have any shoulders along the travel lanes. This would lead to cars not attending the event, but utilizing Burke Hill Drive for other purposes, to have to pull out into the opposing lane to pass the cars waiting to enter the subject property, which is unsafe.
- The existing sand base within the horse arena, is not a good base for the parking of cars, even in the summer time. During the rainy season, this would present quite a problematic base, as cars would tend to sink into the sand and/or have traction problems upon entering, driving or exiting the area. Neither of these base materials is amenable to permanent striping of parking spaces or drive aisle directional arrows.
- The applicant has indicated that there will be handicapped parking available along the northerly parking area within the angled parking spaces. The site plan does not indicate which spaces would be reserved for handicapped parking; the number of spaces allotted nor the required increased size of the handicapped spaces. Based on Section 20.180.010 (K) of the Mendocino County Zoning Ordinance, if the applicant places all 206 parking spaces, five of these would be required to be handicapped accessible. The minimum dimensions for a handicapped space is fourteen feet wide by twenty feet deep. Additionally, ideally the handicapped spots should be located as close to the event venue as possible, which does not seem to be in this proposed location. Also, with these angled spaces located immediately adjacent to the travel lane, persons exiting the handicapped spaces will be required to pull out and drive westerly away from the exit, which would further hinder the outflow of traffic after an event.
- To determine the required number of parking spaces based on the existing buildings, the total square footage of structures involved in the event venue would be added up and then divided by 100, as per Section 20.180.030(G) of the Mendocino County Zoning Ordinance. Based on the applicant's narrative, Building 2, a 60' by 70' barn, is proposed to be used for indoor gatherings. Structure 4a, an 8' by 40' storage container, is for the storage of event materials. Structures 4b two 8' by 15' storage containers also are to be used for the storage of event materials. The total square footage of these four structures is 5,000 square feet. As such, the applicant would have to provide a minimum of fifty parking spaces with a minimum of two handicapped spaces. The applicant is proposing to host events for up to 400 guests hence her proposal to provide a maximum of 216 spaces, which would need five handicapped spaces provided, as noted above.

- The existing landscape of the site is grass covered, gently sloping to flat terrain with numerous fence lines to separate horse corrals. If much of this area is to be converted to a large parking area, staff has concerns about where the horses would then be kept. It would seem unfeasible to endeavor to do both house horses and hold large events of such magnitude. Converting parking areas back to horse corrals and vice versa seems unnecessarily cumbersome. The horses would obliterate the chalked in parking stall lines along with directional arrows along with spreading manure around the entire parking area. Also, a good amount of surface grading would have to be done to prepare the site.
- It can be anticipated that noise would be an issue, not just from the event, but from the sheer number of cars idling, starting or moving.
- Staff reached out to the Mendocino County Department of Transportation and to the Ukiah Valley Fire Protection District for comments on the proposed parking plan. Neither agency responded with comments or recommendations for conditions of approval. As such, staff is recommending the following conditions to be added to this project:
 - Prior to the start of events on site, the project applicant shall consult with an engineering firm as to what a suitable parking lot base material is. This base material shall be utilized throughout the on-site parking areas and the drive aisles.
 - If any new building construction is planned on the project site, the California Department of Forestry and Fire Protection (CalFire) and the Ukiah Valley Fire Protection District shall be contacted for additional requirements related to wildfire protection.

In summation, staff feels that the applicant is overreaching in the scope of the project and the site is not conducive to this level of development to the detriment of the agricultural nature of the area.