



MENDOCINO COUNTY AIRPORT LAND USE COMMISSION

MINUTES FOR THE MEETING HELD ON: **November 16, 2017**

LOCATION: Mendocino County Board of Supervisors Chambers
501 Low Gap Road, Room 1070
Ukiah, California

COMMISSIONERS PRESENT: Hotlkamp, Krueger, Miner (Shelton's Proxy),
Swithenbank, Beckler, Crane

COMMISSIONERS ABSENT: Gawthrop

PLANNING & BLDG SVC STAFF PRESENT: Victoria Davis, Commission Services Supervisor

OTHER DEPARTMENTS: George Valenzuela, Deputy County Counsel
Kevin Thompson, City of Ukiah Principle Planner
Charley Stump, Director of Community Development

1. Roll Call.

The meeting was called to order at 2:02 p.m. Roll call was established by the Clerk. **Commissioner Gawthrop** was absent by prior arrangement.

2. Determination of Legal Notice.

The Clerk advised the Commission that all items had been properly noticed.

3. Matters from the Public.

None.

4. Commission Administration.

4a. Approval of the March 17, 2016 Minutes.

Upon motion by **Commissioner Swithenbank**, seconded by **Commissioner Krueger** and carried by a voice vote (6-0), IT IS ORDERED: That the March 17, 2016 Airport Land Use Commission (ALUC) meeting minutes are approved.

AYES: Hotlkamp, Krueger, Miner (Shelton Proxy), Swithenbank, Beckler, Crane

NOES: None

ABSENT: Gawthrop

5. Regular Calendar.

5a. Discussion of status of membership of commissioners.

Chair Crane applied for another term and Clerk of the Board is posting the vacant 7th seat position.

The **public hearing** was declared open, seeing no one come forward, the **public hearing** was declared closed.

5b. Update by staff regarding the status of the Airport Comprehensive Land Use Plan (ACLUP).

Mr. Vandewater noted that no new airports have been added to Mendocino County since the last meeting.

Mr. Kiedrowski noted that the Commission is compliant with current state issued handbook, which would allow the Commissioner to apply for and receive grant money.

The **public hearing** was declared open, seeing no one come forward, the **public hearing** was declared closed.

5c. Discussion and possible direction regarding the status of certain projects in the City of Ukiah near the Ukiah Airport.

Mr. Vandewater reviewed the two recent projects approved by the City of Ukiah, Garton Tractor, approved on October 11, 2017, and the Holiday Inn Express which was approved on November 13, 2017, neither projects was heard by ALUC and were zoned in an airport.

Commissioner Holtkamp asked what zones the two projects were approved in.

Commissioner Beckler asked how the City approved the projects without them being heard by the Airport Land Use Commission (ALUC).

Mr. Kiedrowski stated that he was not sure at this time considering the multiple points of contacts that the City have with the County related to ALUC.

Mr. Vandewater noted that both projects were located in the B-1 Zone, and that the staff who presented the projects at the City's Planning Commission meetings were both newly employed with the City.

Commissioner Beckler stated that all projects surrounding the airport needed to go through the appropriate channels to ensure the airport keeps all of its certifications.

The **public hearing** was declared open.

Greg Owen, Airport Manager for City of Ukiah Airport, spoke in support of the City's new staff and acknowledged that they made an error by not submitting a project to ALUC prior to City Planning approval. He also noted that city staff and County staff should work together to make the ALUC process move more smoothly.

Craig Schlatter, Assistant City Manager for the City of Ukiah, noted that the informal communication that was successful in the past would not work anymore, and a new method of communication needed to be developed and implemented.

The **public hearing** was declared closed.

Commissioner Krueger stated that a written criteria outlining what projects needed to come before ALUC needed to be established.

Chair Crane arrived at the meeting during public comment.

Chair Crane noted that the City Manager of Ukiah and two of the City's Planning Commissioners had inquired about the consequences if a project in Airport Zoning was not brought before the ALUC.

Commissioner Beckler noted concern for future liability related to projects built in Airport Zoning that had not appeared before the ALUC.

Chair Crane noted that there was ACLUP and no one was following it.

The Commissioner asked staff to research the two projects discussed today, have clear guidelines of what projects needed to be heard by ALUC and present the information at the next meeting. The Commission also asked County Counsel to research what legal abilities the Commission had.

Upon motion by **Commissioner Crane**, seconded by **Commissioner Beckler** and carried by a unanimous voice vote of (6-0), IT IS ORDERED: Staff is directed to discuss with the City of Ukiah planning staff to learn what process was followed for these 2 projects, how was it decided whether not the projects went before to the Airport Land Use Commission (ALUC), and how the projects were reviewed. Additionally staff was directed to then work on future process determining how to handle applications going to the ALUC, what the review process for a project would be, and separately staff would research if there is a penalty as part of the appeal process, if a project met the requirements of needing to go before the ALUC and does not.

AYES: Hotlkamp, Krueger, Miner (Shelton's Proxy), Swithenbank, Beckler, Crane
NOES: None
ABSENT: Gawthrop

6. **Matters from Staff.**

None.

7. **Matters from Commission.**

The ACULP was not available on the County's website, and **Commissioner Crane's** term has expired.

Mrs. Davis stated that she would put the ACULP on the website, and would contact Commissioner Crane regarding his expired status.

Mr. Kiedrowski noted that the Commission would need to elect a Chair at the next meeting.

Chair Holtkamp asked if all Commissioners could designate proxy.

Commissioner Crane noted, and **Mr. Kiedrowski** agreed, that legislation does not support it and it tended to be problematic.

8. **Adjournment**

Upon motion by **Commissioner Crane**, seconded by **Commissioner Beckler**, and carried by a unanimous voice vote of (6-0) the meeting adjourned at 2:22 p.m.