City of Woodland

PLANNING COMMISSION AGENDA

JANUARY 17, 2013
CITY COUNCIL CHAMBERS
6:30 PM

1. Call to order

2. Roll Call

3. **Director's Report**: This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.

4. **Public Comment**: This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

5. **Communication - Commission Statements and Requests**: This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

6. **Subcommittee Reports**:

PUBLIC HEARING:

7. **Senate Bill 2 (SB 2) Compliance:** An update to the Woodland Municipal Code Section 25 (Zoning Ordinance) and the East Street Corridor Specific Plan to comply with the provisions of SB 2 which provides for 1) planning for emergency shelters; and 2) siting of emergency shelters as well as transitional and supportive housing

Applicant:	**City of Woodland**
Environmental Document:	Categorical Exemption
Staff Contact:	Cindy A. Norris, Principal Planner and Dan Sokolow, Senior Planner and Housing and CDBG Coordinator
Recommended Action:	Recommend Approval to the City Council

NEW BUSINESS:

8. **Comfort Suites Design Review Modification:** Request to modify the previously approved building design for a 39,519 square foot, 66-room hotel in the Highway Commercial Entryway Overlay Zone (EOZ C-H/PD); 2080 Freeway Drive

Applicant:	**Ram N. Sah**
Environmental Document:	Prior Environmental Review; Categorical Exemption
Staff Contact:	Cindy A. Norris, Principal Planner
Recommended Action:	Recommend Approval with Conditions

9. **General Plan Update Progress Report:** Staff to provide an update on the General Plan process.

Applicant:	**City of Woodland**

Staff Contact:	Cindy A. Norris, Principal Planner and Heidi Tschudin, General Plan Project Manager
Recommended Action:	Update and discussion

OLD BUSINESS:

10. Adjournment

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.

City of Woodland

MEMORANDUM

TO: **MEMBERS OF THE PLANNING COMMISSION**

FROM: **Cindy Norris, Principal Planner**
Dan Sokolow, Senior Planner/Housing and CDBG Coordinator
Nelia Sperka, Vilo Consulting, LLC

SUBJECT: **Senate Bill 2 – Emergency Shelter Ordinance**

DATE: **January 17, 2013**

Recommendation

Staff recommends that the Planning Commission take the following actions:
1) Receive the staff report; 2) Conduct the public hearing; and 3) Recommend approval of the attached Resolution No __ recommending that the City Council:

1) Amend Woodland Municipal Code Section 25-3-10 to add definitions for Emergency Shelters, Transitional Housing, Supportive Housing, and Target Population that directly correspond with the definitions included in the California Health and Safety Code Sections 50801(e), 50675.2(h), 50675.14(b), and 53260(d).
2) Amend Table 1 (Residential Land Use Table) in Woodland Municipal Code Section 25-4-10 to include emergency shelters as a conditional use in the R-M zone.
3) Amend Woodland Municipal Code Section 25-4-10 to include transitional and supportive housing in Table 1 (Residential Land Use Table) as a permitted use.
4) Amend Section 2.5 (Land Use Table) in the East Street Corridor Specific Plan by adding "Emergency Shelters" to the list of permitted uses in Areas C and E.
5) Amend Table 2 (Commercial Land Use Table) in Woodland Municipal Code Section 25-13-10 to include emergency Shelters as a conditional use in the R-M Zone.
6) Add Article 32 titled "Emergency Shelters" to Woodland Municipal Code Chapter 25.

Background

The City of Woodland Housing Element Update was adopted on March 24, 2009. Housing Elements certified after January 1, 2008 are subject to Senate Bill 2 (SB 2) which provides for 1) planning for emergency shelters; and 2) siting of emergency shelters as well as transitional and supportive housing. In response to this need, Woodland's 2008 Housing Element Update includes Goal 2.A - *To promote the provision of adequate housing for all persons in the City including those with special housing needs and to emphasize the basic human need for housing*

as shelter. Specifically, there are three policies in the 2008 Housing Element that address the requirements of SB 2:

2.11. The City shall continue to facilitate the provision of emergency shelter beds through its participation in the countywide Homeless Coordination Project that provides services to the homeless in Yolo County. The Project includes Homeless Coordination and the Cold Weather Shelter.

2.16. The City shall amend Chapter 25 of the Municipal Code to permit transitional and supportive housing as a residential use and only subject to those requirements that apply to other residential uses of the same type in the same zone as required by Senate Bill 2, which took effect in 2008.

2.17. The City shall amend East Street Specific Plan to allow emergency shelters as a permitted use in the Mixed Use Residential/Commercial (Area C) and the General Commercial (Area E) Areas of the East Street Corridor Specific Plan (ESCSP). Emergency shelters will be subject to the same development and management standards as other permitted uses in the Areas C and E of the ESCSP. Sufficient land is available for at least 1 emergency shelter and objective standards to regulate emergency shelters shall be developed as provided for under SB 2.

SB 2 requires that the City update the zoning ordinance to allow the development of emergency shelters, transitional housing and supportive housing within one year of adoption of the certified Housing Element. The purpose of this ordinance is to update the Woodland Municipal Code and the East Street Corridor Specific Plan to comply with SB 2.

Emergency Shelters

California Health and Safety Code Section 50801C defines "emergency shelters" as: "housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay."

California has enacted law to ensure that the need for emergency shelters is accommodated by local jurisdictions. SB 2 clarifies and strengthens housing element law to ensure that local zoning ordinances encourage and facilitate the development of emergency shelters. Generally, SB 2 (Government Code Section 65583) states that:

- At least one zone shall be identified to permit emergency shelters without a conditional use permit or other discretionary action.
- Sufficient capacity must be identified to accommodate the need for emergency shelters and at least one year-round emergency shelter.
- Existing or proposed permit procedures, development and management standards must be objective and encourage and facilitate the development of or conversion to emergency shelters.
- Emergency shelters shall only be subject to development and management standards that apply to residential or commercial within the same zone.

- Written and objective standards may be applied as specified in statute, including maximum number of beds, provision of onsite management, length of stay, and security.

Transitional and Supportive Housing

California Health and Safety Code Section 50675.2 define "transitional housing" and "transitional housing development" as "building configured as rental housing development, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time which shall be no less than six months."

California Health and Safety Code Section 53260(c) define "supportive housing" as "housing with no limit on length of stay that is occupied by the target population, and is linked to onsite services that assist the tenant to retain the housing, improve his or her health status, maximize their ability to live and, when possible, to work in the community. This housing may include apartments, single room occupancy residences, or single family homes."

The target population for transitional and supportive housing as defined in California Health and Safety Code Section 53260 (d) as "adults with low incomes that also includes having one or more disabilities including mental illness, HIV or AIDS, substance abuse, or other chronic health conditions, or individuals eligible for services provided under the Lanterman Development Disabilities Services Act and may, among other populations, include families with children, elderly person, young adults aging out of the foster care system, individuals exiting from institutional setting, veterans, or homeless people."

SB 2 requires zoning to treat transitional and supportive housing as a residential use, subject only to those restrictions that apply to other residential uses of the same type in the same zone. For example, if transitional housing is a multifamily use in a multifamily zone, then zoning should treat the transitional housing the same as other multifamily uses proposed in the zone.

ANALYSIS

Emergency Shelters

Existing Zoning Ordinance

The City's existing zoning ordinance does not specifically list emergency shelters. The only reference to shelter for homeless persons is found in Chapter 6A (Affordable Housing) of the Woodland Municipal Code as "Special Needs Housing". "Special Needs Housing" is defined as "housing for certain disadvantaged groups, including but not limited to seniors, disabled and homeless persons or families." Under Chapter 6A, Article III (General Provisions), all new residential projects to be located in all existing or new areas of the city are required to execute an inclusionary housing agreement with the City. The agreement is required to "(s)pecify if any or all of the affordable dwelling units will be special needs housing for seniors, disabled, homeless persons or other special needs housing population and, if so, the unique features or services that are appropriate for than special needs population." Based upon the provisions of Chapter 6A, emergency shelters are allowed as a conditional uses in a number of residential and commercial zones.

Assessment of Unmet Year Round Need for Emergency Shelter

The Yolo County Homeless & Poverty Action Coalition (HPAC) conducted a biannual count of the homeless on January 27, 2011. The count included a survey component and was the collaborative effort of community volunteers, including homeless and formerly homeless individuals, and HPAC partner agencies.

Table 1 shows combined totals for both sheltered and unsheltered counts in Woodland. As the needs of single homeless individuals and homeless families differ significantly, the counts were divided into two subgroups:

Table 1: Sheltered and Unsheltered Counts in the City of Woodland 2011

Housing Status	Single	Family	TOTAL
Total Sheltered	56	61	117
Total Unsheltered	29*	5	34
TOTAL HOMELESS RESIDENTS	**85**	**66**	**151**

Source: Yolo County Homeless Census Data Report 2011
*Includes one (1) unaccompanied youth

The sheltered count was conducted by agency staff at qualifying programs, including emergency shelters, transitional housing, and hotel/motel voucher programs. The volunteers were not to count people who were doubled up in conventional housing: couch surfers, adults in mental health facilities, chemical dependency facilities, or criminal justice facilities or youth in residential treatment facilities, emergency foster care, or detention facilities. Also, formerly homeless people living in supportive housing are not included in the count. Therefore, for an approximate calculation of need for emergency housing, only bed counts from qualifying programs are listed in Table 2.

For a list of all emergency shelters, transitional housing, and supportive housing in Woodland, see Table 4 on Page 6.

Table 2: Emergency and Transitional Housing Bed Counts in the City of Woodland

Housing Resource	Description	Location	Bed Count
Emergency Housing			
Fourth & Hope (Wayfarer)	Emergency housing (year-round)	207 4th Street	73
Wallace and Vanucci Center	Emergency housing for victims of sexual assault/domestic violence & their families	Undisclosed	25
		TOTAL EMERGENCY	**98**
Transitional Housing			
Family Transitional Housing	Transitional housing for families	207 4th Street	24 (12 units)*
		TOTAL TRANSITIONAL	**24**
		TOTAL BEDS	**122**

Source: City of Woodland Community Development Department
*This count assumes 2 beds per family unit

Assessment of Unmet Year Round Need for Emergency Shelter

The City of Woodland estimates that a total of 29 year-round emergency shelter beds are needed to meet the needs of the 34 unsheltered homeless people in our community. Please take note that there are a total of 122 beds in Woodland, and at the time of the biannual homeless count, 117 individuals out of the 151 total homeless residents were considered sheltered, leaving 34 individuals unsheltered. Therefore, by subtracting the total number of sheltered individuals from the total number of available beds, one must assume that there were five (5) vacant beds at the time. If all 122 beds were filled at the time of the count, there would have been 29 unsheltered homeless individuals. Overall, this should explain the discrepancy between the unmet year round need and the total number of unsheltered homeless people.

Assessment of Seasonal Need for Emergency Shelter

There is no data presently available documenting the increased level of demand for shelter in Woodland during particular times of the year. Due to the relatively mild climate, the only time of year when increased demand appears to be a factor is during the winter months (November to February). The biannual homeless count always takes place in the last week of January, a period when demand for shelter typically is at its highest. Since the year-round need described above is based on that biannual count, the seasonal need for emergency shelter is not likely to be greater than the year-round need.

Zoning for Emergency Shelters

SB 2 requires all jurisdictions to have at least one zoning district that permits at least one year-round emergency shelter without a conditional use permit or any other discretionary permit requirements. The zoning district must provide sufficient opportunities for new emergency shelters in the planning period to meet the need identified in the Housing Element Update.

Housing Element Policy 2.17 identified two possible areas to permit emergency shelters by right based on compatibility with surrounding land uses, access to transit and services and suitability to accommodate permanent shelters for the homeless. These areas include Mixed Use Residential/Commercial (Area C) and the General Commercial (Area E) areas of the East Street Corridor Specific Plan (ESCSP). In addition to these areas, staff has identified the Multiple Family (R-M) zone as a district that could permit emergency shelters with a conditional use permit. Table 3 provides the list of potential properties for emergency shelters.

Table 3: Potential Properties for Emergency Shelters (New Construction)

Parcel	Zoning	Address	APN	Acreage	Description
1	ESCSP (Area C)	1021 Beamer Street	005-060-025	0.96 acres	Vacant parcel located at the northwest corner of Beamer and East Streets and directly west of the railroad line. Parcel is east of single-family detached homes.
2	ESCSP (Area C)	No Street Address – access off of Sutter Street	005-060-044	4.8 acres	Parcel is owned by City of Woodland and formerly used by the City for a corporation yard. The site is mostly vacant and borders parcel #1 on the north. Parcel is east of single-family detached homes.

3	ESCSP (Area E)	145 East Street	063-060-010	1.2 acres	Located at the northeast corner of Lemen Avenue and East Street. Except for a closed neighborhood market, the site is vacant. Parcel is near public housing.
4	ESCSP (Area E)	No Street Address – access off of Lemen Avenue	063-060-012	0.9 acres	Borders parcel #3 on the west and public housing on the east. Parcel is vacant.
5	ESCSP (Area E)	613 East Street and No Street Address (two parcels)	066-021-025 and 066-021-026	0.5 acres	Located at the northeast corner of East Street and East Oak Avenue. Both parcels have frontage on East Street. Parcels are north of Casa del Sol Mobile Home Park.
6	ESCSP (Area E)	845 East Street	066-111-029	Approx. 0.5 acres	Northeast corner of East Street and East Gum Avenue. Formerly a gas station, the site is vacant
7	R-M	530 Community Lane	065-290-007	0.4 acres	Vacant parcel near multi-family housing complexes
8	R-M	No Street Address – on North Cleveland Street	005-720-027	3.7 acres	Parcel contains one or more structures and storage for industrial supply business, but most of parcel is vacant. Site directly north of St. John's Retirement Village.
9	R-M	1212 Cottonwood Street	065-120-042	0.7 acres	Vacant parcel adjacent to senior citizens' retirement home and dental offices. Site is also near large Woodland Healthcare clinic, outpatient surgery center, and hospital.

Source: City of Woodland Community Development Department

4th & Hope (formerly Wayfarer) accommodates 73 beds on 1.6 acres (or approximately 47 beds per acre). Based on that land requirement, these areas in the East Street Corridor Specific Plan can collectively support well over 400 beds, providing adequate capacity to meet the identified need for 29 year-round emergency shelter beds.

Development and Management Standards for Emergency Shelters

SB 2 allows flexibility for local governments to apply written, objective development and management standards for emergency shelters such as:

- The maximum number of beds or persons permitted to be served nightly by a facility
- Off-street parking based on demonstrated need, provided that the standards do not require more parking for emergency shelters than for other residential or commercial uses within the same zone
- The size and location of exterior and interior on-site waiting and client intake areas
- The provision of on-site management
- The proximity to other emergency shelters provided that emergency shelters are not required to be more than 300 feet apart
- The length of stay
- Lighting
- Security during hours that the emergency shelter is in operation
- Non-discretionary design standards

These standards must be designed to encourage and facilitate the development of, or conversion to, an emergency shelter. Staff has developed objective criteria under SB 2, including a limit on the number of beds, off-street parking standards, and size of client intake areas. Proposed Article 32 titled "Emergency Shelters" includes these development and management standards for shelters.

Transitional and Supportive Housing

Existing Zoning Ordinance

The City's Zoning Ordinance does not identify a zoning district where transitional or supportive housing are permitted uses based on current regulations. However, there are several facilities in operation in Woodland that provide transitional and supportive housing. Appendix C provides a list of these facilities along with the emergency housing resources.

Assessment of Need for Transitional and Supportive Housing

While SB 2 does not require that the need for transitional and supportive housing be assessed, it is important to highlight the reason why these resources are necessary for the homeless residents in Woodland.

Table 4 provides a breakdown of the subpopulations of homeless people in the City of Woodland based upon specific service needs.

Table 4: Homeless Persons by Subpopulations and Service Needs

Subpopulation/Special Needs	Count
Chronically Homeless Individuals	43
Severely Mentally Ill	18
Chronic Substance Abuse	50
Veterans	8
Persons with HIV/AIDS	1
Victims of Domestic Violence	22
Unaccompanied Youth (Under 18)	0

Source: The Yolo County Homeless and Poverty Action Coalition, 2011 Homeless Data Census Report

This data demonstrates that homeless people in Woodland are likely to have at least one disability, with more than a third of the population reporting substance abuse issue. The survey found that 43 of the 151 homeless individuals were chronically homeless, meaning they had a disability and had been homeless continuously for 12 months or had experienced four episodes of homelessness over a three year period. This data is consistent with national studies that have found high levels of disability among homeless people and suggests that both health and behavioral health services are needed to assist this population.

Zoning for Supportive and Transitional Housing

As mentioned previously, SB 2 requires zoning to treat transitional and supportive housing as a residential use, subject only to those restrictions that apply to other residential uses of the same type in the same zone. For example, if transitional housing is a multifamily use in a multifamily zone, then zoning should treat the transitional housing the same as other multifamily uses proposed in the zone.

Best Best & Krieger (BBK), Contract City Attorney, prepared a document summarizing the recommended code updates based upon the 2008 Housing Element Update. BBK recommended that the Woodland Municipal Code Section 25-4-10 be amended to include transitional and supportive housing in the table of permitted residential land uses. They added that the City must not apply restrictions to transitional and supportive housing that are in addition to existing restrictions that apply to other residential uses of the same type in the same zone to ensure compliance with Government Code Sections 65582, 65583, and 65589.5.

In addition to the recommendation noted above, staff recommends that the Woodland Municipal Code Section 25-3-10 be amended to add definitions for Transitional Housing, Supportive Housing, and Target Population that directly correspond with the definitions included in the California Health and Safety Code Sections 50675.2, 50675.14(b), and 53260(d).

SUMMARY

While Woodland has a number of facilities to serve its homeless residents, the homeless population in the City is such that currently, there is a need for additional shelter space. The proposed ordinance meets the requirement of SB 2 by amending the East Street Corridor Specific Plan to allow Emergency Shelters in Areas C and E on a "by right" basis. In addition, the proposed ordinance amends the Municipal Code to allow emergency shelters in the R-M zone with a conditional use permit. The amendments also address the operation and management of Emergency Shelters. Existing minimum property line setbacks, minimum parcel size, and height requirements address design issues for these facilities while the objective criteria previously listed addresses development standards. This ordinance does not require the development of any new shelters; it simply provides the opportunity for a simplified development process.

In addition, the proposed ordinance meets the requirement of SB 2 by amending the Municipal Code to permit transitional and supportive housing as a residential use and only subject to those requirements that apply to other residential uses of the same type in the same zone. As with emergency shelters, this ordinance does not require the development of new transitional and supportive housing; it simply allows for the development of these services.

ENVIRONMENTAL REVIEW

The ordinance changes under consideration in this report have been reviewed in accordance with the California Environmental Quality Act (CEQA) and are considered exempt under General Rule exemption 15061(b)(3). Under Section 15061(b)(3) of the CEQA Guidelines, the activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

As noted in this staff report, the proposed ordinance proposes policy changes for transitional and supportive housing and emergency shelters. Because these types of uses are present already in the City and the policy changes are being made in response to State law requirements, there is not a potential that the policy changes would result in significant effects on the environment.

Moreover, the Housing Element Policies, which cover the preservation, improvement, and development of housing, do not cover activities that were not anticipated in the Woodland General Plan and the General Plan EIR.

Recommendation

Staff recommends that the Planning Commission recommend the proposed Ordinance to the City Council by making the following affirmative motion:

I move that the Woodland Planning Commission approve Resolution No __ recommending approval to the City Council of an Ordinance amending Chapter 25 of the Woodland Municipal code and the East Street Corridor Specific Plan pertaining to Emergency Shelters, Transitional Housing and Supportive Housing as required by Senate Bill 2.

Attachments:

A. Resolution of the Planning Commission recommending approval of an Ordinance of the City of Woodland amending Chapter 25 of the Woodland Municipal Code and the East Street Corridor Specific Plan pertaining to Emergency Shelters, Transitional Housing, and Supportive Housing required by Senate Bill 2
B. CEQA Notice of Exemption
C. Emergency Shelters, Transitional Housing, and Supportive Housing Resources in Woodland

ATTACHMENT A

RESOLUTION NO. _____

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND RECOMMENDING THAT THE CITY COUNCIL OF THE CITY OF WOODLAND APPROVE AMENDMENTS TO CHAPTER 25 OF THE WOODLAND MUNICIPAL CODE AND THE EAST STREET CORRIDOR SPECIFIC PLAN PERTAINING TO EMERGENCY SHELTERS, TRANSITIONAL HOUSING, AND SUPPORTIVE HOUSING REQUIRED BY SENATE BILL 2A .

WHEREAS, the City of Woodland ("City") is required by State Law, Article 10.6, Housing Elements, of the Government Code to have a Housing Element and in accordance with Government Code Section 65588 to conduct periodic review and update and shall be consistent with state guidelines and review;

WHEREAS, Chapter 633, Statutes of 2007 (SB 2) clarifies and strengthens housing element law to ensure that zoning encourages and facilitates emergency shelters as well as transitional and supportive housing and limits the denial of these facilities under the Housing Accountability Act;

WHEREAS, the City of Woodland 2008 Housing Element Update includes Policies 2.16 and 2.17 that identifies amendments to Chapter 25 of the Woodland Municipal Code and the East Street Corridor Specific Plan pertaining to the zoning and development of emergency shelters, transitional housing and supportive housing;

WHEREAS, the proposed amendments to Chapter 25 of the Woodland Municipal Code and East Street Corridor Specific Plan will complete Policies 2.16 and 2.17 of the 2008 Housing Element Update;

WHEREAS, the proposed amendments to the Woodland Municipal Code and East Street Corridor Specific Plan are consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance and the East Street Corridor Specific Plan into compliance with the outlined Policies necessary through the 2008-2013 Housing Element Planning Period;

WHEREAS, this ordinance is exempt from CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the ordinance will not have a significant effect on the environment and is, therefore, not subject to CEQA.

WHEREAS, on January 17, 2013 the Planning Commission of the City of Woodland held a noticed public hearing to consider the proposed Ordinance Amendments and considered all comments received on the during the public hearing, as well as any written comments received prior to and during the meeting.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that, on the basis of the entire record before it, the Planning Commission of the City of Woodland hereby recommends that the City Council of the City of Woodland approve the proposed Ordinance amendments, which are contained in the Planning Commission Staff Report and attached draft Ordinance dated January 17, 2013, based on the following Findings:

CEQA Findings

1. In accordance with the provisions of CEQA, this Project qualifies for a categorical exemption from the provisions of CEQA under the General Rule Exemption per Section 15061 (b) (3) of the CEQA Guidelines. Furthermore, the project is not barred from the use of a categorical exemption by one of the exceptions described in §15300.2 of the CEQA Guidelines.
2. The proposed ordinance proposes policy changes for transitional and supportive housing and emergency shelters. Because these types of uses are present already in the City and the policy changes are being made in response to State law requirements, there is not a potential that the policy changes would result in significant effects on the environment. Moreover, the Housing Element Policies, which cover the preservation, improvement, and development of housing, do not cover activities that were not anticipated in the Woodland General Plan and the General Plan EIR.
3. The review of the project as defined under CEQA represents the independent judgement of Woodland City Staff.

General Plan Consistency Findings

1. The Project is consistent with the policies, land use diagram, and density standards of the General Plan.

Zoning Consistency Findings

1. The proposed ordinance amendments, as proposed, meet all regulatory requirements of the Zoning Ordinance and East Street Corridor Specific Plan.
2. The Ordinance, as proposed, is consistent with the development standards, and performance standards of Zoning Code and East Street Specific Plan.

PASSED AND ADOPTED by the City of Woodland Planning Commission on January 17, 2013, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Seth Wurzel, Chairperson

Dated:_____ Dated: _____

Attachment: Ordinance with Proposed Text Amendments

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING CHAPTER 25 OF THE WOODLAND MUNICIPAL CODE AND THE EAST STREET CORRIDOR SPECIFIC PLAN PERTAINING TO EMERGENCY SHELTERS, TRANSITIONAL HOUSING, AND SUPPORTIVE HOUSING REQUIRED BY SENATE BILL 2

WHEREAS, the City of Woodland ("City") is required by State Law, Article 10.6, Housing Elements, of the Government Code to have a Housing Element and in accordance with Government Code Section 65588 to conduct periodic review and update and shall be consistent with state guidelines and review;

WHEREAS, Chapter 633, Statutes of 2007 (SB 2) clarifies and strengthens housing element law to ensure that zoning encourages and facilitates emergency shelters as well as transitional and supportive housing and limits the denial of these facilities under the Housing Accountability Act;

WHEREAS, the City of Woodland 2008 Housing Element Update includes Policies 2.16 and 2.17 that identifies amendments to Chapter 25 of the Woodland Municipal Code and the East Street Corridor Specific Plan pertaining to the zoning and development of emergency shelters, transitional housing and supportive housing;

WHEREAS, the proposed amendments to Chapter 25 of the Woodland Municipal Code and East Street Corridor Specific Plan will complete Policies 2.16 and 2.17 of the 2008 Housing Element Update;

WHEREAS, the proposed amendments to the Woodland Municipal Code and East Street Corridor Specific Plan are consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance and the East Street Corridor Specific Plan into compliance with the outlined Policies necessary through the 2008-2013 Housing Element Planning Period;

WHEREAS, this ordinance is exempt from CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that the ordinance will not have a significant effect on the environment and is, therefore, not subject to CEQA.

NOW, THEREFORE, The City Council of the City of Woodland, State of California, does hereby ordain as follows:

Section 1. Purpose. The purpose of this ordinance is to amend Chapter 25 of the Woodland Municipal Code and Section 2.5 of the East Street Corridor Specific Plan:

1. Amend Woodland Municipal Code Section 25-3-10 to add definitions for Emergency Shelters, Transitional Housing, Supportive Housing, and Target Population that directly

DRAFT

correspond with the definitions included in the California Health and Safety Code Sections 50801(e), 50675.2(h), 50675.14(b), and 53260(d).

2. Amend Table 1 (Residential Land Use Table) in Woodland Municipal Code Section 25-4-10 to include emergency shelters as a conditional use in the R-M zone.
3. Amend Woodland Municipal Code Sections 25-4-10 and 25-4-20 to include transitional housing and supportive housing in Table 1 (Residential Land Use Table)
4. Amend Table 2 (Commercial Land Use Table) in Woodland Municipal Code Section 25-13-10 to include emergency shelters as a conditional use in the R-M zone
5. Amend Section 2.5 (Land Use Table) in the East Street Corridor Specific Plan by adding "Emergency Shelters" to the list of permitted uses in Areas C and E.
6. Add Article 32 titled "Emergency Shelters" to Woodland Municipal Code Chapter 25.

Section 2. Authority. The City of Woodland has authority to adopt this ordinance pursuant to the general police power granted to cities by Article 11, Section 7 of the California Constitution.

Section 3. Severability, If any provision or clause of this Ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this Ordinance which can be given effect without the invalid provision or application. The this end, the provisions of this Ordinance are declared to be severable.

Section 4. Section 25-3-10 of the Woodland Municipal Code is hereby amended to read as follows:

SEC. 25-3-10 DEFINITIONS

"Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

"Transitional Housing" and "transitional housing development" means buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

"Supportive Housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to on- or off-site services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

"Target Population" means adults with low-income having one or more disabilities including mental illness, HIV or AIDS, substance abuse, or other chronic health conditions, or individuals eligible for services provided under the Lanterman Developmental Disabilities Services Act, and may, among other populations, include families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, or homeless people.

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Section 5. Sections 25-4-10 and 25-4-20 of the Woodland Municipal Code are hereby amended to read as follows:

SEC. 25-4-10

Table 1 – Residential Land Uses

Uses	**Zones**											
	A-1	O-S	R-1	R-2	N-P	R-M	C-1	CBD	ESD	C-3	C-H	I
Emergency Shelter						*d*			*n*			
Supportive Housing	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*
Transitional Housing	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*	*q*

SEC. 25-4-20 SPECIAL CONDITIONS

The following special conditions apply to those land uses indicated by corresponding letter in Table 1:

q. Transitional and supportive housing shall be considered a residential use and only subject to those restrictions that apply to other residential uses of the same type in the same zone.

Section 6. Section 25-13-10 of the Woodland Municipal Code is hereby amended to read as follows:

SEC. 25-13-10

Table 2 – Commercial Land Uses

Uses		**Zones**											
	A-1	O-S	R-1	R-2	N-P	R-M	C-1	CBD	ESD	EOZ	C-2	C-3	C-H
Emergency Shelter						*c*			*n*				

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Section 7. Section 2.5 (Land Use Table) of the East Street Corridor Specific Plan is hereby amended to read as follows:

2.5 Land Use Table

USES	ZONES					
	A	B	C	D	E	F
Emergency Shelter			*x*		*x*	

Section 8. Article 32 is hereby added to the Woodland Municipal Code to read as follows:

ARTICLE 32 EMERGENCY SHELTERS

Sec. 25-32-10. – Purpose.
Sec. 25-32-20. – Definitions.
Sec. 25-32-30. – Location of emergency shelters.
Sec. 25-32-40. – Standards.

Sec. 25-32-10. – Purpose.

This article establishes use and development regulations for emergency shelter facilities in accordance with state law and the city's adopted housing element. In accordance with state law, local communities have a responsibility to provide adequate sites for emergency shelters that serve homeless individuals and families. The goal of emergency shelters is to address acute needs of individuals and families by providing basic residential facilities and may include programs that help residents find available social services. Consistent with the findings of the state legislature, the city recognizes the need for, and the benefit of, temporary housing and services for homeless persons and families. This article is intended to allow for the development of emergency shelter facilities in specific zoning districts, subject to development and operational standards that minimize potential adverse impacts on nearby properties and the community as a whole.

Sec. 25-32-20. – Definitions.

For the purposes of this article, the following words and phrases shall have the meaning respectively ascribed to them in this section.

"Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

"Homeless person" means:

i. People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily

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resided if they were in shelter or a place not meant for human habitation before entering the institution.

ii. People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing.

iii. Families with children or unaccompanied youth who are unstably housed and likely to continue in that state.

iv. People who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening situations related to violence; have no other residence; and lack the resources or support networks to obtain other permanent housing.

Sec. 25-32-30. – Location of emergency shelters.

Emergency shelters are permitted by right in Areas C and E of the East Street Corridor Specific Planning (ESCSP) area as a permitted use without a conditional use or other discretionary permit. Emergency shelters are permitted with a conditional use permit in the Multiple Family (R-M) zone. Emergency shelters shall not be located within three hundred (300) feet of an existing emergency shelter facility, measured from the closest point on each property line.

Sec. 25-32-40. – Standards.

Emergency shelters shall comply with the standards of this Section.

A. **Property Development Standards.** Emergency shelters shall conform to all property development standards of the zoning district in which it is located except as modified by these development standards.

B. **Maximum Number of Persons/Beds.** The maximum number of beds permitted shall be based on the carrying capacity of the property, up to a maximum of 40 pursuant to fire/building code capacity.

C. **Minimum Off-Street Parking Requirements**. Emergency shelters shall provide one parking space for each employee or volunteer on duty when the shelter is fully open to clients, plus one parking space for every family sheltered and .35 parking spaces for each non-family bed. The Community Development Director may grant modifications to parking requirements per Section 25-23-30(I).

D. **Bicycle Parking.** The shelter shall provide bicycle parking per Section 25-23-30(B).

E. **Size and location of exterior and interior on-site waiting and client intake areas.** Emergency shelters shall provide 10 square feet of interior waiting and client intake space per bed. In addition, there shall be two offices or cubicles for shelters with fewer than 20 beds. For every additional bed, there shall be an additional 0.1 office, rounded up. At least 25 percent of the offices, rounded up, shall be private. Waiting and intake areas may be used for other purposes as needed during operations of the shelter.

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F. **Provisions of on-site management and safety.** On-site management shall be present at all times that the emergency shelter is in operation. Prior to the operation of the emergency shelter and annually thereafter, the shelter shall prepare and file a management plan with the Community Development Department that discusses operational rules and standards, including, but not limited to, standards governing client supervision, client services, food services, and maintenance of surrounding property. The plan shall also include a floor plan that demonstrates compliance with the physical standards required by this article.

G. **Length of client stay.** Temporary shelter shall be available to residents for no more than six (6) months in any consecutive twelve (12) month period.

H. **Lighting.** Adequate external lighting shall be provided for security purposes. The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and of intensity compatible with the neighborhood.

I. **Required Common Facilities.** The shelter shall provide central cooking and dining room(s) and laundry facilities adequate for the maximum number of residents.

J. **Optional Common Facilities.** The shelter may provide one or more of the following specific common facilities for the exclusive use of the residents and staff:
   a. Recreation room.
   b. Counseling center.
   c. Child care facilities.
   d. Other support services

K. **Nondiscretionary design review**. In addition to non-discretionary design standards required for other housing in the zone, emergency shelters shall meet the following requirements:
   a. Emergency shelters shall have a designated outdoor smoking area not visible from the street.
   b. Emergency shelters shall not provide outdoor public telephones or space for outdoor congregating in front of the building or visible from the street.
   c. Shelters shall provide a trash and recycle enclosure that is consistent with the City's trash and recycle enclosure specifications.
   d. The design of the shelter shall comply with the City's Community Design Standards.

Section 9. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and, within fifteen (15) days after its passage, shall be published at least once in a newspaper of general circulation published and circulated within the City of Woodland.

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PASSED, AND ADOPTED by the City Council of Woodland this _____ day of _____, 2013, by the following vote:

AYES:
NOES
ABSENT:
ABSTAIN:

_____
Marlin H. Davies, Mayor

ATTEST:

_____
Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

_____
Andrew J. Morris
City Attorney

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ATTACHMENT B

City of Woodland

NOTICE OF EXEMPTION

TO:	**YOLO COUNTY CLERK** **625 COURT STREET** **WOODLAND, CA 95695**	**FROM:**	**CITY OF WOODLAND** **COMMUNITY DEV. DEPT.** **300 FIRST STREET** **WOODLAND, CA 95695**
DATE:			

PROJECT TITLE: Senate Bill 2 – Emergency Shelter Ordinance

PROJECT LOCATION – SPECIFIC: City of Woodland (Citywide Ordinance)

PROJECT LOCATION – CITY: Woodland **PROJECT LOCATION – COUNTY:** Yolo

DESCRIPTION OF NATURE, PURPOSE AND BENEFICIARIES OF PROJECT: Senate Bill 2 (SB 2) requires that the City update the zoning ordinance to allow the development of emergency shelters, transitional housing and supportive housing within one year of adoption of the certified Housing Element. The purpose of this ordinance is to update the Woodland Municipal Code and the East Street Corridor Specific Plan to comply with SB 2. The ordinance will help to address the emergency, transitional, and supportive housing needs of Woodland's .

NAME OF PUBLIC AGENCY APPROVING PROJECT: City of Woodland

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: City of Woodland Community Development Department

EXEMPT STATUS (CHECK ONE):

- ☐ **Ministerial (Section 21080 (b)(1); 15268);**
- ☐ **Declared Emergency (Section 21080 (b)(3); 15269(a));**
- ☐ **Emergency Project (Section 21080 (b)(4); 15269 (b)(c));**
- ■ **Categorical Exemption. State type and section number:** General Rule Exemption 15061 (b)(3).
- ☐ **Statutory Exemptions. State code number:**

REASONS WHY PROJECT IS EXEMPT: The proposed ordinance proposes policy changes for transitional and supportive housing and emergency shelters. Because these types of uses are present already in the City and the policy changes are being made in response to State law requirements, there is not a potential that the policy changes would result in significant effects on the environment. Moreover, the Housing Element Policies, which cover the preservation, improvement, and development of housing, do not cover activities that were not anticipated in the Woodland General Plan and the General Plan EIR.

Cindy Norris, Principal Planner (530) 661-5911

LEAD AGENCY CONTACT PERSON **TELEPHONE NUMBER**

IF FILED BY APPLICANT:

1. **ATTACH CERTIFIED DOCUMENT OF EXEMPTION FINDING.**
2. **HAS A NOTICE OF EXEMPTION BEEN FILED BY THE PUBLIC AGENCY APPROVING THE PROJECT?**

YES ☐ **NO** ☐

Principal Planner

SIGNATURE **DATE** **TITLE**

SIGNED BY LEAD AGENCY ■ **DATE RECEIVED FOR FILING AT OPR**

SIGNED BY APPLICANT ☐ _____

ATTACHMENT C

APPENDIX C

Emergency Shelters, Transitional Housing, and Supportive Housing Resources in Woodland

Housing Resource	Description	Location	Bed Count	
Emergency Shelters			**Single**	**Family**
Fourth & Hope (Wayfarer)	Emergency housing for the homeless	207 4th St	73	0
Wallace and Vanucci Center	Emergency housing for victims of sexual assault & domestic violence	Undisclosed	0	25
Shelter Home	Emergency housing for young male victims of abuse & abandonment	Undisclosed	10	0
		TOTAL EMERGENCY SHELTER BEDS*	***83***	***25***
Transitional Housing				
Family Transitional Housing	Transitional housing for families	207 4th St	0	24
Safe Harbor	Transitional housing for individuals w/ mental health symptoms	584 Kentucky Ave	14	0
Summer House, Inc	Transitional housing for individuals w/ traumatic brain injuries	Undisclosed	5	0
Cache Creek Lodge	Transitional housing for individuals w/ substance abuse issues	Aspen Street	23	0
		TOTAL TRANSITIONAL HOUSING BEDS*	***42***	***24***
Supportive Housing				
Walter's House	Residential substance abuse treatment for singles (not families)	285 4th St	44	0
165 Fourth Street	Supportive housing for individuals transitioning from homelessness	165 4th St	8	16
Skylark on Community Lane	Supportive housing for individuals transitioning from homelessness	Community Lane	4	20
925 North Street	Supportive housing for individuals transitioning from homelessness	925 North St	6	0
Hotel Woodland	Supportive housing for individuals transitioning from homelessness	436 Main St	20	0
Summer House, Inc	Supportive housing for individuals w/ developmental disabilities	Undisclosed	12	0
New Dimensions	Supportive housing for individuals w/ mental health symptoms	582 Kentucky Ave	15	0
Haven House	Supportive housing for individuals w/ mental health symptoms	College St	7	0
Eliot Street	Supportive housing for individuals w/ mental health symptoms	Eliot St	8	0
Elm Street	Supportive housing for individuals w/ mental health symptoms	Elm St	5	0
Crossroads House	Supportive housing for young female victims of abuse	Undisclosed	6	0
		TOTAL SUPPORTIVE HOUSING BEDS	***135***	***36***

Source: City of Woodland Community Development Department

**This table includes all housing resources in the City of Woodland, including those that were not counted in the 2011 Yolo County Homeless Count. Table 2 only includes emergency shelters and transitional housing resources that were considered "qualifying".*

PROJECT TITLE:	**Comfort Suites Design Review Modification –** Request to modify the previously approved building design for a 39,519 square foot, 66-room hotel in the Highway Commercial Entryway Overlay Zone (EOZ C-H/PD); 2080 Freeway Drive
LOCATION:	Subject property is located at 2080 Freeway Drive; APN 027–300-80
APPLICANT:	**Ram N. Sah** **1737 Research Park Drive, #101** **Davis, Ca 95618**
OWNER(S):	**Sah Freeway Drive, LLC**
PROJECT PLANNER:	Cindy Abell Norris, Principal Planner
STAFF RECOMMENDATION:	Recommend Approval with Conditions
REPORT FOR:	Planning Commission – January 17, 2013
ENVIRONMENTAL REPORT:	Previous Environmental Review; Categorical Exemption, Class 32
PARCEL SIZE:	1.3-acre parcel
GENERAL PLAN DESIGNATION:	Highway Commercial (HC)
CURRENT ZONING:	Entryway Overlay / Highway Commercial Zone
EXISTING LAND USES:	Vacant
FLOOD ZONE:	Zone AE, Map Number 06113C0465H, as revised May 16, 2012
STREET ACCESS:	Freeway Drive

ADJACENT LAND USES & ZONING:

DIRECTION	LAND USE	ZONING
North	Industrial	EOZ/Industrial PD
South	Interstate 5 and Woodland Gateway	Industrial (I)
East	Vacant	EOZ/CH/PD
West	Hotel – Holiday Inn	EOZ/CH/PD

PENDING/POTENTIAL ACTIONS

Staff recommends that the Planning Commission take action on the following: That the Planning Commission approve the proposed Design Review Modification as depicted in the plans dated January 7, 2013 and color board date stamped January 8, 2013, based on the Findings of Fact and subject to the Conditions of Approval as provided in the Staff Report presented on January 17, 2013.

PROJECT SITE DESCRIPTION

The project site is vacant, with the existing Holiday Inn Hotel located to the west and multi-tenant light industrial/commercial service uses on the north side of Freeway Drive. The property consists of approximately 1.3 acres of land that takes direct access on to Freeway Drive. The building will back up to Interstate 5. To the south is the existing Woodland Gateway center which is also in the Highway Commercial Entryway Overlay Zone. The site is currently served by city services including water, sewer, electrical and telephone connections already on site. (**Attachment "B", Vicinity Map**)

BACKGROUND

On February 7, 2008 the Planning Commission approved a Conditional Use Permit (CUP) to construct a 39,519 square foot, 66-room hotel on the subject property (**Attachment "E").** The applicant agreed to the conditions and proceeded through the planning and building review process to the point where plans were approved for building permit issuance. However, by that time the economic conditions had changed and the applicant was unable to continue due to financing. At this time the applicant has indicated that he has obtained additional financing and it is now possible to move forward. However, the applicant has requested consideration to modify the design in order to stay within the funding limits imposed by the lender.

PROJECT PROPOSAL

The proposed project is a request for the Planning Commission to consider a modified exterior design concept for the Comfort Suites hotel from the original design approved in February 2008. In all other respect the proposed footprint, building size, room count, landscaping and prior conditions of approval would remain in effect. (**Attachment "C", Elevations**)

APPLICABLE LAWS, CODES, AND ORDINANCES

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- City of Woodland Community Design Standards.

PUBLIC NOTIFICATION:

The Design Review modification does not require a public hearing or noticing. Notice of the meeting was posted 72 hours prior to the meeting and the agenda and reports were provided on the City's Granicus, web based meeting service since January 11, 2013.

Copies of the factual staff report for the proposed project have been on file at City Hall Annex since January 11, 2013.

CEQA REVIEW

The project was previously subject to CEQA review as part of the Conditional Use Permit review. The project was determined to be Categorically Exempt from CEQA, as a Class 32 – Infill development project (CEQA Guidelines 15332). None of the conditions relating to environmental assessment have changed.

REVIEW AGENCY COMMENTS

The application was previously circulated for review by City Departments. All reviewing agency comments (Comments received from: Fire, Development Engineering and Building) have been integrated into the original conditions of approval, as appropriate. **(Attachment "C" – Planning Commission Report from February 7, 2008)**

STAFF ANALYSIS

Staff supports this project based on the attached conditions of approval and provides the following analysis for the design modification request:

Assessment of consistency and modifications from prior approval:

Standard	Previous Approval	Proposed Revision
Building Height	37' for parapet 57' for towers	33'.3" for the lower parapet sections 36' 3" for upper parapet sections 45' 3" for towers on south and west elevations
Parking	67 spaces provided; minimum required	67 spaces provided; minimum required
Signs	Not part of the approval; requires separate review	Not part of the approval, by separate review; maximum 200 square feet allowed, if exceeds 200 requires review by the Planning Commission.
Public Art	Proposed glass panel on the tower and a Frieze on the wall	Proposed to be located on the north elevation; requires separate review by the Planning Commission

Analysis based on review of plans Submitted January 7, 2013.

Community Design Standards

Staff has completed review of the project for conformance with the City of Woodland's Community Design Standards. Key issues for discussion are provided below.

Major Corridor Entryway Overlay Location

The project site is located along the Interstate 5 corridor. Any building developed along this corridor presents a significant visual representation of the community and as such the

Community Design Standards have guidelines and standards that address landscaping and building design for this area. The Entryway Overlay Zone states the following:

> *To provide Entryway Design elements reminiscent of historic Woodland, using more traditional design elements and colors dating from the 1880s.*

With the required standard that:

> *The exterior design of the building to fit the image of "Historic Woodland" and be less contemporary in appearance. Building elevation shall use traditional materials, forms, colors and massing.*

To that end, the guidelines provide suggestions on types of materials, windows, roofs and other features or elements.

Overall Design

The applicant is proposing a building that is *both "modern and attractive" yet compatible with the existing surrounding buildings and to reflect the features that are reminiscent of the Historic Woodland charm.* Further, as stated by the architect; *...the style draws from the classic brick style. The classic brick style is based on existing historic buildings such as the Woodland Opera House and Capital Hotel elements.* **(Attachment "A")**

The proposed building is a three story brick and stucco structure that utilizes a repeating rectangular pattern for key elements, which are further reflected in the details of the window shape and panes. The exterior materials include traditional colored brick as the major accent feature with a lighter color on the main body and a darker accent color around the windows. The building has a flat roofed parapet design rather than a pitched roof. The applicant has indicated that there will be limited equipment on the roof and a condition as has been added to require screening from public view.

There are two approximately 45-foot high tower features, on the west and south elevations. The towers and varying heights of the parapet walls provide a variation to the roof line. Further, there is movement in the wall plane itself with the brick portions generally 'projecting out" approximately 3'4". A brick banding has been provided around the base of the building and a cornice treatment has been provided along the top parapet with an accent 'rail' trim provided on the north and south elevations. A Porte-cochere is provided at the west entry.

A key focus of the design was the appearance of the south, (Interstate 5), elevation. This elevation will feature a central tower like element that is approximately 45' feet height, with parapet wall segments that step back symmetrically. The stucco portion of the tower-like feature projects out approximately 1' and then steps back approximately 9'. The lighted, double stacked windows will provide a "welcoming statement" to Woodland. The vertical brick banding as a design element has been carried throughout the building design, and is featured on the north (Freeway Drive) elevation.

Additional details such as a contrasting horizontal reveal band is provided approximately one third of the way up each tower, and there are accent bands in the brick on the upper portion of the west tower and above the windows on the west elevation. An additional accent brick banding is provided on the south elevation. An additional reveal band is provided at the top of the brick base. Staff recommends that the same level of accent details be provided on all elevations, consistent with the treatment illustrated on the west elevation in the plans date stamped January 7, 2013.

Building Height

The Comfort Suites building is proposed to have two tower-like elements that will be approximately 45 feet in height. The parapet sections of the main building will vary from approximately 33 feet to 36 feet in height. This is a somewhat lower profile than previously proposed in 2008. The original design had a 37 foot height at the parapet wall with a 57 foot high tower. In comparison, at the west end of Freeway Drive, the tower for the Hampton Inn is at 75 feet in height which provides a unique identifying feature to the Entryway Overlay Zone. To the east, the Fitness Center Gym is a two story building. The Comfort Suites building will provide a transition with a somewhat lower profile than the existing two hotel buildings. **(Attachment "D", Site Vicinity Photos)**

Color

The Building colors that are proposed are lighter than depicted on the computer generated renderings. The body color is proposed to be a light ivory (Sherwin Williams, Impressive Ivory SW 2333), with the accent stucco color a deeper tan with a slight red overtone (Sherwin Williams, Minaret Melon SW 2309). Staff recommends discussion and possible consideration of the use of colors that may be of greater intensity of tone and color. To assist in this discussion, the color material board will be available at he meeting and the applicant will provide a larger scale colored rendering that will show a closer depiction of the exact colors that are proposed.

Public Art

The Community Design Standards require that public art shall be incorporated into all new commercial and industrial projects. As this project involves new construction and therefore public art is required. Public art is to be approved by the Planning Commission and installed prior to a Certificate of Occupancy. A condition of approval is included which requires this review. The applicant has indicated a possible location at the lower right corner of the north elevation. Staff is suggesting generally that at least two panels be provided on the stucco wall face of the north elevation either on the lower or mid portion of the building or as otherwise located to be prominently featured and substantial in scope and reflective of the scale of the building.

Signs

This design approval proposal does not include analysis and review of proposed signs. The applicant will be required to submit a proposed sign plan for review prior to certificate of occupancy. Section 25-23-01 of the Municipal Code addresses signs and allows development in the Highway Commercial zone up to 200 square feet of signage. Should the applicant request signage in excess of 200 square feet, the request would

come back to the Planning Commission for review. A condition has been added to address this review requirement.

Staff feels that the proposed building design meets the spirit and intent of the Community and Entryway Overlay Design Standards through the use of materials, colors and general design and ***recommends approval*** of the proposed building design modification.

FINDINGS

1. That the proposed building design meets the spirit and intent of the Community Design Standards and Entryway Overlay Design Standards through the use of appropriate materials such as brick and stucco, and that key design elements and overall design is reflective of Historic Downtown Woodland.

CONDITIONS OF APPROVAL

1. That the project is as described in the staff report and exhibits for the January 17, 2013 Planning Commission meeting to allow for a Design Review modification to the exterior building elevations of a previously approved 66-room hotel. The project shall be constructed as depicted on the elevations dated January 7, 2013 and in the approved material sample board.

2. That the conditions of approval provided for in the Conditional Use Permit approval for the development of the site as a 66 room hotel contained in the staff report dated February 7, 2008 shall remain full in force.

3. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for the defense of the matter by the City Attorney.

4. All roof equipment shall be fully screened from public view. If necessary visual assessment of equipment and screening methods shall be provided to illustrate the visual impact from public ways.

5. The same level of accent detail, such as contrasting horizontal brick banding and brick accents above the windows, be provided on all elevations, consistent with the treatment illustrated on the west elevation in the plans date stamped January 7, 2013.

6. For public art that at least two panels be provided on the north elevation, either on the lower or mid portion of the building or as otherwise located, which shall be prominently featured and substantial in scope and reflective of the scale of the building.

7. Prior to the Certificate of Occupancy all conditions of approval and required improvements shall be completed to the satisfaction of the Community Development Department. Design changes that require modification to uses, elevations or site features other than discussed herein, shall be submitted for review and approval through the planning process as a Design Review.

8. The applicant shall obtain a building permit for any exterior signs prior to installation. All signs shall be in accordance with the City's Sign Ordinance and Community Design Standards and shall be reviewed through a Design Review process and approved by the Community Development Department prior to issuance of permits.

9. Revised plans and building elevations incorporating all conditions of approval for this project shall be coordinated and submitted to the Community Development Department. All plans, including site, grading, landscaping, irritation, mechanical and street improvement plans shall be coordinated for consistency prior to issuance of any permits. Any changes to size, color, construction materials, design or location of any structure on site, or other site or landscape improvements shall not be made without prior City approval

10. The project will be required to conform to the current codes that are in effect at the time of plan submittal.

RECOMMENDATION

Staff recommends approval of the project by making an affirmative motion as follows:

MOTION #1 I move that the Planning Commission take the following actions for the Proposed Building Design Modification:

Approve the proposed Design Review Modification as depicted in the plans dated January 7, 2013 and color board date stamped January 8, 2013, based on the Findings of Fact and subject to the Conditions of Approval as provided in the Staff Report presented on January 17, 2013.

OR

Should the Commission decide to deny the project, the motion should be made as follows:

MOTION #2 I move that the Planning Commission deny the proposed Building Design Modification Based on the Identified Findings of Fact (Specify Findings)

Attachments:

A. Application, Project Justification and Architect's Statement
B. Vicinity Map
C. Elevations and Foot Print
D. Site Vicinity Photos
E. Planning Commission Staff Report from February 7, 2008

ATTACHMENT A

City of Woodland

Community Development Department
300 First St, Woodland CA 95695
(530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. Owner/Applicant

PROPERTY OWNER: Sah Freeway Drive LLC
MAILING ADDRESS: Same
CITY STATE ZIP CODE:
PHONE NUMBER: Same
E-MAIL ADDRESS: Sahgroup@att.net

PROJECT APPLICANT Ram N. Sah
MAILING ADDRESS: 1731 Research Park Dr. #101
CITY STATE ZIP CODE: DAVIS, CA 95618
PHONE NUMBER: 530-792-7205
E-MAIL ADDRESS: RamNSah@gmail.com

2. Application Requested

- ☐ General Plan Petition
- ☐ Zoning Amendment
- ☐ General Plan Amendment
- ☐ Tentative Subdivision Map
- ☐ Tentative Parcel Map
- ☐ Lot Line Adjustment
- ☐ Site Plan Review
- ☑ Design Review
- ☐ Sign Design Review
- ☐ Conditional Use Permit (CUP)
- ☐ Zoning Administrator Permit
- ☐ Variance
- ☐ Public Convenience or Necessity
- ☐ Other _____

Is this request part of another application? ☐ Yes ☐ No If so, what? _____

3. Project Description

Project Name: Comfort Suites Motel
Total Acres or Square Feet 1.3 acre lot 40,000 SF Building
Site address or location: 2008 Freeway Dr.
Assessor's Parcel Number:

Is Your Project Located in a Flood Zone?
☐ Yes ☒ No

Does this request include signage?
☐ Yes ☑ No

4. Justification for Request

☞ **On a separate sheet, explain in detail your request and why you believe your request is justified.**

5. General Plan Amendment

Existing General Plan Designation	Gross Acres	Proposed General Plan Designation	Gross Acres

6. Zoning Amendment

Existing Land Use Zone	Gross Acres	Proposed Land Use Zone	Gross Acres

7. Residential Development

No. of residential units are being requested? _____

Single Family	_____	Half-plex	_____
Duplex	_____	Apartments	_____
Condominiums	_____	Other	_____
Townhomes	_____	**Total Units**	_____

No. of lots will be created by this project? _____

Do you intend to market the units for sale? ☐ YES ☐ No

Do you intend to market the units for rent? ☐ YES ☐ No

8. Commercial/Industrial Development

Indicate the type of commercial/industrial development proposed:

Hotel / Motel

Indicate the gross and leasable square footage for each type of development:

40,000 SF, 66 Rooms

9. Authority to File Application

Check one:

☑ Property Ownership ☐ Power of Attorney*

☐ Contract to Purchase* ☐ Other

Specify Ram N. Sah

*Attach Evidence of Authority

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

Date Recived Stamp Here

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Ram N. Sah 12/31/012

Applicant: **Date**

Sah Freeway Drive LLC 12/31/012

Legal Owner: **Date**

Legal Owner: **Date**

DEPARTMENT USE ONLY

Amount Paid: _____ Project No: _____

Amount Due:: _____ Logged by: _____ Date: _____

GP / Zoning Designation: _____ Planner: _____ Date: _____

SAH
GROUP INC

REAL ESTATE BROKERAGE | PROPERTY MANAGEMENT
1731 Research Park Drive, Suite 101, Davis, CA 95618
Ph. 530-792-7205 Fax 866-833-4003; www.sahgroupinc.com

January 07, 2013

Ms. Cindy Norris
City of Woodland
Community Development Department

Re: Comfort Suites, 2080 Freeway Dr.

Hello Cindy:

Comfort Suites project was approved by the City of Woodland Planning Commission in 2008 and building plans were approved for permit in 2009. However, high construction cost of the approved design is making this project unaffordable financially non-viable because of the credit limit imposed by the lender. We are, therefore, submitting the revised exterior elevations for the approval of a modification in the building design. Foot print of the building will remain the same except for accommodating the revised elevation. Civil plans will remain unchanged.

This building is designed to provide modern and attractive look and yet to be compatible with the surrounding of existing buildings and to reflect the reminiscence of "Historic Woodland" charm. This design will be more cost-effective to build than the previously approved design but will incorporates features of downtown Woodland. The north elevation is highlighted to provide welcoming statement to the City of Woodland. The west front being the main entrance of the building is highlighted with a porte-cochere to signify the entrance. Flat roof of the building overcomes the overpowering effect of the ridge line (of pitched roof) visible from a distance. Colors of stucco and brick used in the building have been selected from existing old town buildings.

We have taken the following action to meet the design guidelines for this location.

1. Public Art: Public Art will be provided on right side of the first floor of the north elevation approximately between brick column and window.

2. Key design elements from the downtown: We have incorporated design elements reminiscent of two historic building of Woodland in this modern Comfort Suites building. Brick Columns are reminiscent of Opera House (picture #1). We have also incorporated ledge of Capital Hotel on the top of north, south and west (partially) elevations (picture #2).

Picture #1: The **Woodland Opera House,** located at 340 2nd St. and designed in 1885 by Thomas Welsh is listed on the National Register of Historic Places and a California Historical Landmark.

Picture #2: Capital Hotel: Located at 601 Main Street

Sincerely,

Ram N. Sah, President

RECEIVED
JAN - 7 2013
City of Woodland

Iyer & Associates, Architects

IYER Building • 855 Sansome Street, Suite 100 • San Francisco, CA 94111

P: (415) 362-4937 x 103 • F: (415) 362-8158

Comfort Suites
2080 Freeway Drive
Woodland, CA 95776

Project Statement

The proposed Comfort Suites project in the City of Woodland is located in the Entryway Overlay Zone. The building has been designed to contribute to a welcoming atmosphere at this entryway to the City. The placement of the building is such that it will have good freeway exposure to Interstate 5. Landscaping has been maximized by providing a 30-foot landscaped area to serve as a buffer between the freeway and building. The landscaping includes fast growing trees to screen the parking area from view. In order to achieve the desired welcoming atmosphere, we are incorporating elements that evoke the traditional style of historic Woodland in a contemporary building.

The style draws from the classic brick style. The classic brick style is based on existing historic buildings such as the Woodland Opera House, East Street Court and Capital Hotel. Elements in the proposed project relating to historic Woodland include materials, colors and massing. The exterior materials include brick in traditional colors. Areas of stucco in earth-tone colors have also been included to provide contrast and articulation of the building façade using three colors including the brick color. Windows have been highlighted using a darker color stucco and detailed trim. In addition to the materials, the exterior of the building utilizes varying depths and heights to provide visual interest and avoid a box like appearance. Long expanses of wall on the east and west façades have been interrupted by recessing portions of the façade and include architectural detailing to prevent monotony. The building features historic style parapets at alternating heights to screen the roof and any equipment vents and pipes. The building also includes multi-pane windows at the ground level to match historic design concepts. Other elements include a port cochere, ledges and brick columns to further express the connection to historic Woodland. We have sent a color board which provides samples of the proposed brick and colors.

We feel this project will be a positive addition to the City of Woodland with its welcoming look and details highlighting the desired atmosphere for the Entry Overlay Zone. We are excited about this project and eager to begin as soon as it is approved.

ATTACHMENT B

Site Plan
2080 Freeway Drive
Comfort Suites
Hampton Inn & Suites
Holiday Inn Express
Vacant
Fitness System
5
5
5
Target
1:1,800
0
87.5
175
350
Feet
N

ATTACHMENT C

3 WEST ELEVATION

1/8" = 1'-0"

4 EAST ELEVATION

1/8" = 1'-0"

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ARVIND S. IYER
C18353
REN. 02/29/2013
STATE OF CALIFORNIA

COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Sheet

Date	Issued for:
12.21.12	Owner Review
01.03.13	Owner Review

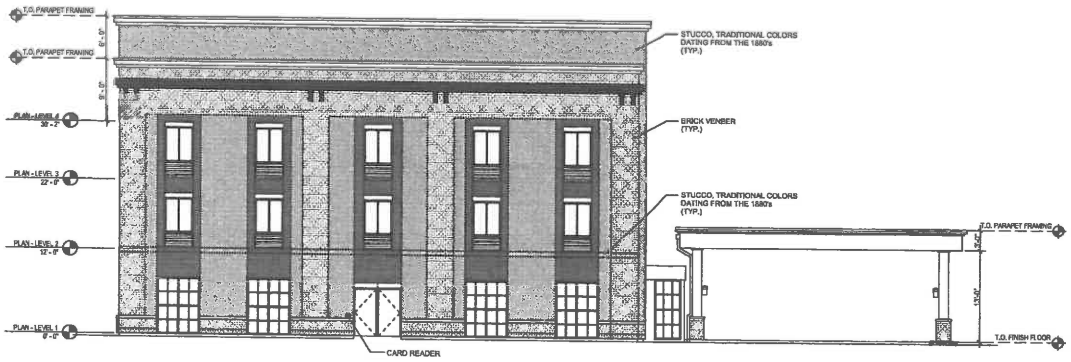
Drawn by EM

Checked by ASI

Scale: AS NOTED

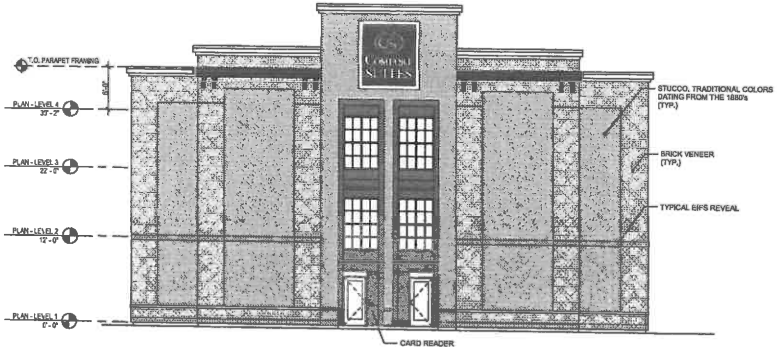
Project no. 1260407

Sheet no.



1 NORTH ELEVATION (FACING FREEWAY DRIVE)

1/8" = 1'-0"



2 SOUTH ELEVATION (FACING HIGHWAY 5)

1/8" = 1'-0"

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REN 03/30/2013
STATE OF CALIFORNIA

COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Sheet

Date	Issued for:
12.21.12	Owner Review
01.03.12	Owner Review

Drawn by EM

Checked by ASI

Scale: AS NOTED

Project no. 1260407

Sheet no.

3 WEST ELEVATION

1/8" = 1'-0"

4 EAST ELEVATION

1/8" = 1'-0"

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RENEWAL 02/28/2013
STATE OF CALIFORNIA

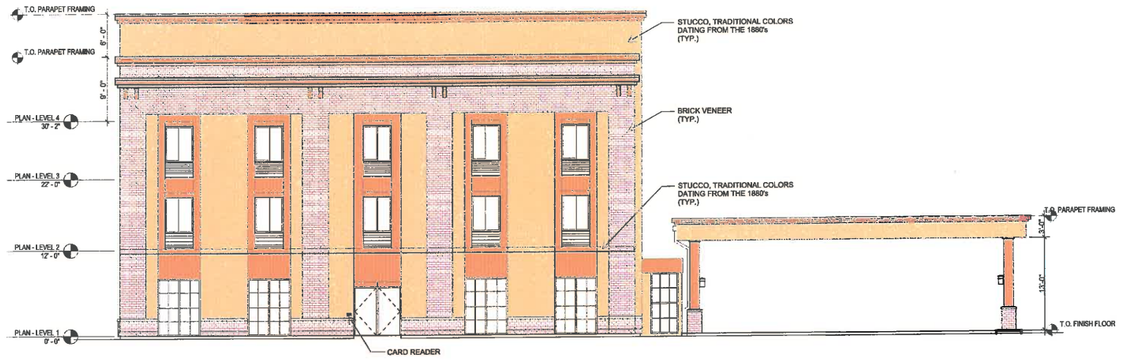
COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Sheet

Date	Issued for:
12.21.12	Owner Review
01.10.13	Owner Review

Drawn by	FM
Checked by	ASI
Scale:	AS NOTED
Project no. 1260407	Sheet no.



1 NORTH ELEVATION (FACING FREEWAY DRIVE)

1/8" = 1'-0"

2 SOUTH ELEVATION (FACING HIGHWAY 5)

1/8" = 1'-0"

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12.21.12	Owner Review
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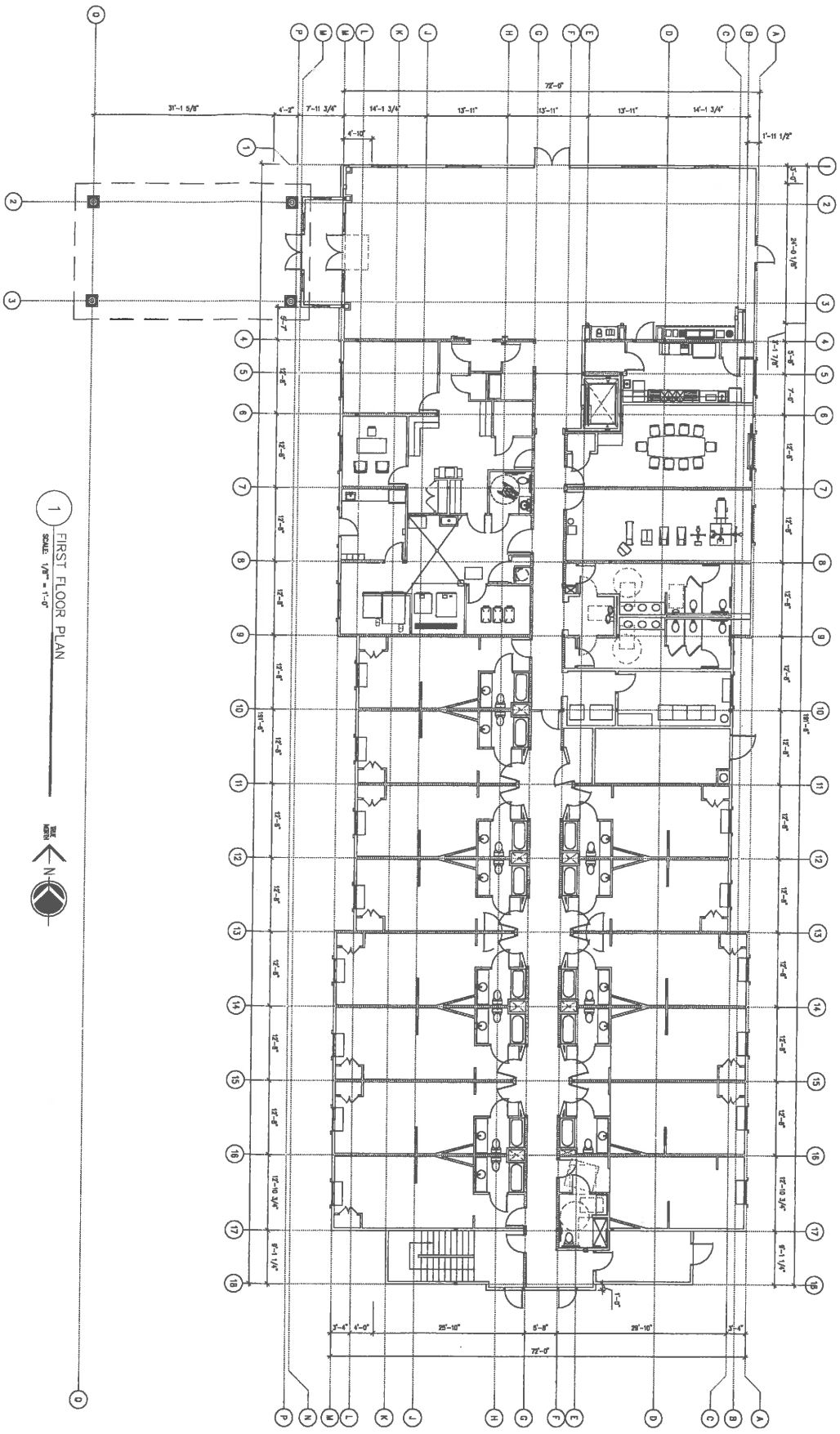
Drawn by EM

Checked by ASI

Scale: AS NOTED

Project no. 1260407

Sheet no.



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

TRUE NORTH

COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Project no.	1260407
Sheet no.	
Scale:	AS NOTED
Checked by	ASI
Drawn by	EM
Issued for	Owner Review
Date	01.03.12
	12.21.12
Sheet	

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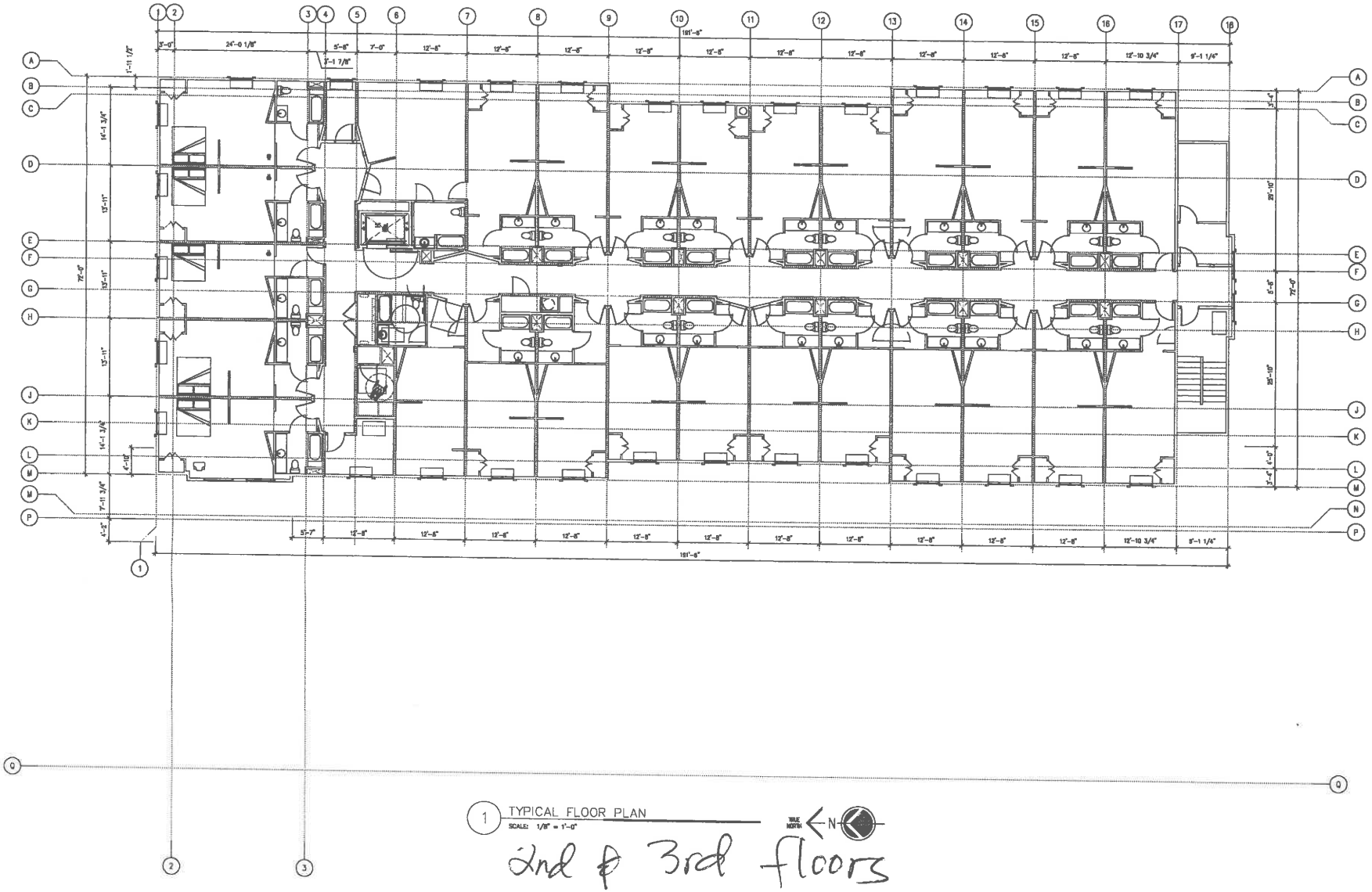

1 TYPICAL FLOOR PLAN
SCALE: 1/8" = 1'-0"

2nd & 3rd floors

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FREEWAY DRIVE
WOODLAND, CA

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Date	Issued for:
12.21.12	Owner Review
01.03.12	Owner Review

Drawn by EM
Checked by ASI
Scale: AS NOTED
Project no. 1260407
Sheet no.

ATTACHMENT D

Example color and materials at the Gateway Center

South and North Interstate 5 freeway views

Holiday Inn Express and Hampton Inn views from the South East

Gym at east end of Freeway Drive and the view of Freeway drive looking north west

View of Freeway Drive looking southwest and northwest from the project site.

Photos taken January 9, 2013

ATTACHMENT E

PROJECT TITLE:	**Comfort Inn & Suites Conditional Use Permit.** Request for a Conditional Use Permit to construct a 39,519 square foot, 66-room hotel in the Highway Commercial Planned Development Entryway Overlay Zone (EOZ C-H/PD)
APPLICANT/OWNER:	Applicant: Arvind S. Iyer, Architect / Owner: Ram Sah
ENVIRONMENTAL REPORT:	Categorical Exemption, Class 32
A.P.N.	APN: 027-300-80
PROJECT PLANNER:	Paul L. Hanson, AICP, Senior Planner
STAFF RECOMMENDATION:	Conditional Approval
REPORT FOR:	Planning Commission Public Hearing – 1/7/08
GENERAL PLAN DESIGNATION:	Highway Commercial
EXISTING LAND USES:	Vacant
FLOOD ZONE:	"AE" Zone-Area of 100-Year Flooding, "Special Flood Hazard Areas Subject to Inundation by the 1% Annual Chance Flood Event" - (Base Flood Elevation Determined), FIRM Community Panel Number–060426-0410C Revised July 9, 2003.
STREET ACCESS:	Freeway Drive

ADJACENT LAND USES & ZONING:

North	Industrial	EOZ I / PD
South	Interstate 5	
East	Hotel	EOZ C-H / PD
West	Vacant	EOZ C-H / PD

PENDING / POTENTIAL ACTION

Staff recommends that the Planning Commission take action on the following:

- Finding of Consistency with the General Plan;
- Finding of Consistency with the Zoning Ordinance;
- Approval of a Conditional Use Permit to allow the construction of a 39,519 square foot, 66-room hotel building in the Highway Commercial Planned Development / Entryway Overlay Zone (C-H/EOZ);
- Confirmation of finding of exemption from the provisions of CEQA. This project is considered categorically exempt: Class Thirty-Two (32) exemption, Infill Development.

PROJECT PROPOSAL

OVERVIEW

The applicant is requesting a Conditional Use Permit (See Attachment A - Application) to allow the construction of a 39,519 square foot, 66-room Comfort Inn & Suites on a 1.30 acre site (56,628 square foot) along Freeway Drive in the City of Woodland. The proposed hotel will include a 1,486 square foot porte-cochere entryway, welcome center, library, and coffee shop. There will be 69 parking spaces, to include four (4) handicapped spaces (See Attachment B – Site Plan, Elevations, and Landscape Plans).

The proposed structure is three-stories, measuring 41' tall, with raised towers at each end standing 57' tall. Landscaping is proposed along the perimeter and throughout the parking lot. A 25 foot wide landscape planter will be incorporated along the Interstate 5 frontage, similar to the Holiday Inn to the west.

The proposed building design is reminiscent of Beaux Arts architecture with symmetrical façade, wall surfaces. The first floor is concrete block veneer with a rough texture topped with concrete tile veneer cornice. The second and third floors are brick veneer with a smooth texture and brick columns. The façade will include a series of arched elements resembling arched windows and while of entryways will feature decorative friezes.

Landscaping

The applicant has submitted a conceptual landscape and irrigation plan for the parking area and perimeter that meets the City's requirement of screening and 40% shading in the parking lot. In addition, a landscape plan will be needed along Interstate 5 in order to comply with the requirements of the Community Design Standards.

City Services

The project site is currently served by City services. Water, sewage, electrical and telephone connections are currently on-site with no additional hook-ups required as a part of this application.

FLOOD ZONE

FEMA NFIP Development Requirements: Under the currently applicable Flood Insurance Rate Map (FIRM) (City of Woodland, California, Yolo County, Map Number 0604260410 C Map Revised July 9, 2003) the property is shown in Flood Zone AE which is identified as "Special Flood Hazard Areas Subject to Inundation by the 1% Annual Chance Flood Event". The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Base Flood Elevation (BFE) is the water surface elevation of the 1% annual chance flood.

APPLICABLE LAWS, CODES, AND ORDINANCES

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- The City of Woodland Community Design Standards
- National Flood Insurance Program (NFIP) Regulations (44 CFR Parts 59-78).

PUBLIC NOTIFICATION

Public notice advertising for the public hearing on this project was prepared by the Community Development Department's Administrative Secretary in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat on Thursday January 24, 2008,
- Notices were mailed to all property owners within 300 feet of the project site on January23, 2008.

Copies of the factual staff report for the proposed project have been on file at City Hall since Friday, February 1, 2008. Public comment was not received prior to the completion of the staff report.

PREVIOUS ACTIONS TAKEN

The proposed project site has had no previous actions taken. This application represents the first entitlement application for the project site

ENVIRONMENTAL ASSESSMENT STATUS

This project qualifies for a categorical exemption from the provisions of CEQA as the project is considered a Class 32 (CEQA Guidelines, §15332). CEQA identifies this as a Class 32- Infill Development exemption and is listed in Title 14, Article 19 §15332 of the California Code of Regulations. This class exemption is required to adhere to the following requirements:

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as applicable zoning designation and regulations.

(b) The proposed development occurs within city limits on an undeveloped site of no more than five acres substantially surrounded by urban uses.

(c) The project site has no value as habitat for endangered, rare, or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

(e) The site can be adequately served by all required utilities and public services.

The site is located within Woodland City Limits. The expansion site is less than five acres in size. The site is surrounded by urban development. The site was previously graded and consists of weedy vegetation. The site does not provide habitat for sensitive species. Development of the site will not result in significant noise, air quality, or water quality impacts. The project will comply with City noise standards. Existing utilities (storm water, sewer, water, electrical, and gas) are adequate to serve the proposed project.

Prior to taking an action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved, staff will file a notice of exemption with the Yolo County Clerk's Office in conformance with Article 5 §15062(a) of the CEQA guidelines.

REVIEWING AGENCY COMMENTS

All reviewing agency comments have also been integrated into the conditions of approval. Redevelopment Agency and Environmental Operations had "no comment" on the project, and Parks and Recreation Department, Traffic Engineer, PG&E, and Pacific Bell did not respond to the request for comments.

STAFF ANALYSIS

Staff supports this project subject to the attached conditions of approval and provides the following analysis:

General Plan Consistency

The General Plan (GP) designation for the site is Highway Commercial (HC). This General Plan designation provides for restaurants, service stations, truck stops, hotels and motels, and retail and amusement uses that are oriented principally to highway and through traffic, regional retail uses, regional offices, public and quasi-public uses, and similar and compatible uses. The proposed use of the site as a hotel is consistence with General Plan.

Consistency with Other Plans

The project site is subject to the design requirement set forth in Community Design Standards. The Community Design Standards also designate the project site as part of the City's Entryway Overlay Zone (EOZ). In addition, the Design Standards' site planning and architectural requirements, the Overlay Zone requires that the exterior design of the buildings fit the image of "Historic Woodland" and thus less contemporary in appearance. Building elevations shall be traditional materials, forms, colors, and massing.

Zoning Consistency

Land Use

The site is located within the City's Entryway Overlay Zone (EOZ) with a Highway Commercial / Planned Development (C-H/ PD) zoning designation. The allowed uses are governed by both the C-H and EOZ zone with the EOZ zone being considerably more restrictive than the C-H zone. Hotels projects are allowed in to EOZ C-H/ PD- zone with a Conditional Use permit.

Setbacks

The site plan for the proposed hotel shows the following proposed setbacks:

Setback Requirements		Proposed Setbacks
Front Yard	20'	78'
Rear Yard	10'	91'
West Side Yard	0'	49'
East Side Yard	0'	10'

The proposal exceeds all of the zoning setback requirements.

Height

Section 25-17.5-20 of the zoning code states that no principal building shall exceed forty feet in height except as provided in Article 25. The proposed height at the building's parapet is 37 feet.

The hotel design proposes two towers on the west and south elevations each at a height of 57 feet above grade. Staff encourages unique design features in keeping with the historic design requirements of the EOZ which provide entryway elements for the project. The Hampton Inn to the west has a 75 foot tower as part of its unique design feature. Towers features are provide for under Article 25 and through the design review and Conditional Use Permit (CUP) processes.

Article 25, Exceptions and Modifications, of the zoning code states height limitations specified elsewhere in this chapter shall not apply to:

B. *Belfries, chimneys, church spires, cupolas, and domes, distribution and transmission facilities, fire and hose towers, flag poles, radio, and television aerials, smoke stacks, towers, water tanks, wind energy conversion systems.*

The proposed tower features are consistent with Article 25 and EOZ historic design requirements.

Lot Coverage

The EOZ C-H/PD zone specifies maximum lot coverage of 50%. The parcel is 56,628 square foot in area with the proposed hotel having a foot print of 13,173 square feet. The proposed hotel has a lot coverage of 23.3 % and is therefore consistent with the lot coverage requirement.

Performance Standards

There are five (5) performance standards that are identified within the EOZ and these are listed in section 25-17.5-50 of the City of Woodland's Zoning Code. The proposed project does not conflict with any of the identified performance standards.

A. *All uses or activities shall be conducted wholly within completely enclosed buildings, except for auto service stations, off-street parking and loading facilities, temporary outdoor uses, vehicle leasing, sales and service, or where in the opinion of the zoning administrator the use is incidental to a principal use on the premises and the proposed outside use is in character and harmony with the surrounding area.*

B. *All uses adjacent to residential zones shall be located, oriented and designed so as to be compatible with said residential zones.*

C. *Fencing and landscaping adequate to screen development from adjacent residential zones along rear and side property lines.*

D. *Maximum noise level at property lines not to exceed sixty-five dBA Ldn.*

E. *Outside storage of solid wastes and containers for solid waste, containers, merchandise, or other items or goods awaiting pickup, sale, or other disposition shall be prohibited except where screened to the satisfaction of the planning commission or the zoning administrator. (Ord. No. 1347, § 6 (part).)*

Off-Street Parking

Article 23 of the Zoning Regulations commencing with Section 25-23-10 addresses off-street parking and loading requirements. G. Hotels, motels, and apartment hotels: One (1) parking space for each guest room plus one (1) parking space for the manager. The proposed 66-room hotel is providing 67 parking spaces and therefore the project is consistent the Zoning Ordinance's parking requirements.

Landscaping

Article 22 of the Zoning Regulations commencing with Section 25-22-01 addresses landscaping. Landscaping in EOZ zone is based on parking lot square footage. The Zoning Ordinance requires that not less than six percent (6%) of the interior area of all auto parking lots shall be devoted to permanent landscaping. The Zoning Ordinance also requires that shade trees shall be planted and evenly distributed within the uncovered portions of the auto parking area so that at the trees maturity forty percent (40%) of the parking stalls and back up area will be in shade at high noon at such times as the trees have full foliage.

The Community Design Standards also require additional landscaping along Interstate 5. The standards for corridors require screening of exterior parking lots from the freeway. Applicant will be required to include in the landscape plan submittal, a tree planting scheme similar to the adjacent Holiday Inn.

Applicant shall submit and obtain from the Community Development Department approval for final landscape and irrigation plans. The applicant will be required to enter into a landscaping maintenance agreement for the required on-site landscaping. The project as conditioned is consistent with the Zoning Ordinance.

Signage

Article 22 of the Zoning Regulations commencing with Section 25-23-01 addresses signs. The applicant will be required to submit construction detailed drawings and received approval for all proposed signage. Staff will review these plans to ensure that they meet the criteria that are identified in the Zoning Ordinance and Community Design Standards. The maximum sign area allowed in the Highway Commercial zone is 200 square feet. Through the Comprehensive Sign Program and Design Review process, the Commission may approval total sign area in excess of 200 square feet.

The applicant's conceptual sign proposal consist of three (3) sets of individual illuminated pan channel signs for "Comfort Suites", five (5) Comfort Suites logos and one (1) monument sign. The applicant will be requesting a total sign area in excess of 200 square feet. The applicant's signage proposal will be returning to Planning Commissions for final review and approval.

Public Art

The Community Design Standards require public art as part of the proposed project.

Incorporate public art into the development of all commercial and industrial projects. Public art is subject to the review of the Planning Commission or other such body established by the City Council.

The applicant proposes to incorporate the public art requirement into the hotel design in the form of two decorative friezes above two of the entryways and glass paneling artwork on each of the two towers (See Attachment C). The two decorative friezes will be a horizontal band which runs above entryway doors. The proposed friezes will provide a raised relief appearance and will likely be cast from a mold using a masonry material. The glass panels will be located on the tower features and are approximately 14 feet tall and 5 feet wide, for a total of 8 glass panels.

The applicant provides the following description for artwork on the propose hotel:

Description of Art Work on glass panel on Building Towers

Art work on Building Towers could be on Glass or Plexiglas as selected by local artist or artist in local regional area to reflect local design and heritage of Woodland and Yolo County. The final selection of Artist could be by a design competition by inviting local artists or select the artist with the help of Planning Department's recommendation. Once the artist is selected then he/she could come up with couple of Sketches from which a final design selection be made. The criteria would be to stay with in the specified size given and should reflect local design, culture and colors. Also the selected artwork should complement and enhance the elevations of the Building.

Description of Friezes on the Building

Frieze on the Comfort Inn Suites building is used to enhance the look of the building as well have detail motif reflecting design that would show the historic connection to existing buildings in Woodland. The historic connection to existing buildings would be made by selecting a frieze design which would match frieze designs of historical buildings in the City of Woodland, thus giving the continuity of the past historical Woodland. This design selection could also be made by selecting a couple of options and making the final choice following review by the Developer, and/or Architect.

The Planning Commission will be reviewing the proposed public art at a later date.

Conditional Use Permit

Article 27 of the Zoning Regulations commencing with Section 25-27-01 addresses conditional use permits. The Planning Commission may approve, conditionally approve or deny an application for a Conditional Use Permit; and in authorizing a conditional use, may impose such requirements and conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property. Before granting any conditional use permit the Planning Commission shall be satisfied that, the proposed structure or use conforms to the requirements and the intent of this chapter and the General Plan. The zoning designation for the site is EOZ C-H/PD. Within this zone, hotel projects are allowed with a Conditional Use Permit.

APPEAL

The Planning Commission action on the Conditional Use Permit shall be final unless, within fourteen calendar days after the decision, the applicant or any other person, including the City Council, any individual City Council member, or the City Manager, not satisfied with the decision of the Planning Commission, may appeal to the City Council. No conflict of interest

shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. Any appeal shall be filed with the City Clerk and, except an appeal by the City Council, a Council member, or the City Manger, shall be accompanied by a filing fee as prescribed by City Council resolution. The City Clerk shall set a date for a public hearing and shall give notice to the appellant, the applicant and neighboring property owners in the manner provided in Section 25-27-20. (Ord. No. 1024, § 2 (part); Ord. No. 1235, § 2 (part); Ord. No. 1254 § 26; Ord. No. 1261, § 2 (part).)

SUMMARY

The applicant is requesting a Conditional Use Permit to allow for a 3-story, 39,519 square foot hotel in the Entryway Overlay Zone (EOZ) with a Highway Commercial / Planned Development (C-H/ PD) zoning designation. The location is along Freeway Drive east of the Holiday Inn Express. Staff's recommendations have been incorporated as conditions of approval for the Conditional Use Permit modification. Staff recommends the granting of the use permit subject to conditions of approval attached to this report.

RECOMMENDATION

Staff recommends approval of the project by making an affirmative motion as follows:

Motion #1 **Move That The Planning Commission Approve The CUP For The Comfort Inn & Suites Project Based On The Identified Findings Of Fact And Subject To The Identified Conditions Of Approval, By Taking The Following Actions:**

- Confirmation of finding of exemption from the provisions of CEQA. This project is considered Categorically Exempt, as class 32, Infill Development, per §15332 of the Public Resources Code.
- Determine that the project, as conditioned, is consistent with the General Plan.
- Determine that the project, as conditioned, is consistent with the Zoning Ordinance.
- Determine that the project, as conditioned, is consistent with the Community Design Standards.
- Approve the Conditional Use Permit for Comfort Inn & Suites allowing the construction of a 39,519 square foot hotel in the Entryway Overlay Zone (EOZ C-H/PD) zone.

-OR-

Should the Commission decide to deny the project, the motion should be made as follows:

Motion #2 **Move That The Planning Commission Deny The CUP for Comfort Inn & Suites Project, Based On The Identified Findings Of Fact (Specify Findings)**

ATTACHMENTS:

A. Application
B. Exterior Elevations Dated January 10, 2008 & Color Renderings, Dated August 23, 2006, Site Plan & Conceptual Landscape Plan, Dated January 7, 2008

FINDINGS FOR THE PROPOSED COMFORT INN & SUITES CUP
Prepared for approval by the Woodland Planning Commission on February 7, 2008.

CEQA Findings

1. In accordance with the provisions of CEQA, this project did qualify for a Categorical Exemption. The project is considered a Class 32 Exemption, Infill Development.
2. The review of the project as defined under CEQA represents the independent judgment of Woodland City Staff.

General Plan Consistency Findings

1. The proposed project, as conditioned, is consistent with the provisions that have been outlined by the General Plan.

Zoning Consistency Findings

1. The proposed project, as conditioned, meets all regulatory requirements of the Zoning Ordinance.
2. Hotels are allowed in the EOZ C-H/PD zone with a Conditional Use permit.

Conditional Use Permit Findings

1. Adjacent properties are protected and the public interest is protected.
2. The conditions of approval are reasonably related to the use of the property.
3. The City is satisfied that the proposed structures and uses conform to the requirements and the intent of the Zoning Ordinance and the General Plan.
4. The design of the project and improvements will not cause serious public health problems. Utilities are available to the site.
5. The project is consistent with Article 27 of the Zoning Ordinance in that the proposed use is permitted as a conditional use in the zone and that the use maybe allowed subject to conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property.

Findings Related to Community Design Standards

1. The project substantially satisfies the design requirements of the Community Design Standards.

CONDITIONS OF APPROVAL

1. The project is as described in the staff report prepared for the February 7, 2008 Planning Commission. The project shall be constructed as depicted on the site plan dated January 7, 2008, landscape plans dated January 7, 2008, elevations dated January 10, 2008, and material sample board dated March 10, 2006, included in the staff report, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications.
2. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
3. The Conditional Use Permit must be exercised within one year of issuance, or it shall be null and void by act of law (Section 25-27-70).
4. At the time of submittal for Building Permit, Site Plan Review shall be performed by the Planning Division to ensure substantial compliance with the approved set of plans, pursuant to the requirements of Section 25-21-60 of the Zoning Ordinance.
5. Secure approval and satisfy requirements of all agencies that have jurisdiction.
6. The applicant shall hold harmless the City, its council members, officers, agents, employees, and representatives from liability for any award, damages, costs, and fees incurred by the city and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of the permit. Applicant further agrees to provide a defense for the City in any such action.
7. Obtain from the Community Development Department design approval and building permits for all signs prior to installation.
8. The location of all utility structures shall be coordinated with and depicted on the landscaping plan. Location and installation of utility structures shall be to the satisfaction of the Community Development Director. All public utility structures, including transformers, along public street frontages and/or in landscaped areas shall be subsurface type unless otherwise approved by the Community Development Department.
9. Trash receptacles shall be fully enclosed with masonry materials that are architecturally compatible with the design of the buildings. Landscaping shall surround the trash enclosure on three sides. The enclosures shall be of sufficient size and dimensions to accommodate recycling containers.
10. All mechanical equipment (which includes air conditioning units), whether roof-mounted or on the ground, shall be fully screened from view
11. The final landscaping plans shall demonstrate compliance with the Community Design Standards requirement for screening along Interstate 5.
12. The final landscaping plans shall demonstrate compliance with Zoning Ordinance requirements that not less than six percent (6%) of the interior area of all auto parking lots shall be devoted to permanent landscaping and that shade trees are planted and evenly distributed within the uncovered portions of the auto parking area so that at the trees maturity forty percent (40%) of the parking stalls and back up area will be in shade at high noon at such times as the trees have full foliage. The Planning Division shall review proposed project for compliance.

13. The final landscaping plans, including plant palette and automatic irrigation plans shall be reviewed and approved by the Planning Division for suitability of plant palette and consistency with City's standards and specifications for plant species, size, type, irrigation, planting methods, etc.

14. Landscaping shall cover 75 percent of the landscaped areas. A landscape architect shall document the calculations and attest to this on the final landscape plan.

15. All planters adjacent to driveways, loading areas, parking lots, and sidewalks shall be protected along the parking lot side with curbs or wheel stops. The landscape architect shall attest to this on the final landscape plan.

16. The applicant shall enter into a landscape maintenance agreement with the City of Woodland. The operating agreement shall provide for the continual maintenance of the property in a neat and tidy manner, landscape maintenance and replenishment of plants.

17. Lighting shall be confined to the site boundaries and to provide safety and security. All building entrances and pedestrian ways shall be adequately lighted pursuant to the City Code and the requirements of the Police Department.

18. Photometric data must be provided to indicate that the parking area will be equipped with one (1) foot-candle of minimum maintained illumination per square foot of parking surface to include the entire paved area. The parking area shall be illuminated from dusk until the termination of business every operating day. Photometric data must also confirm the absent of "Hot Spots" or areas of ten (10) foot-candle of illumination per square foot or more.

19. Lighting shall be constructed by using sufficient poles and fixtures so that the lighting is evenly distributed over the surface and does not impede upon adjacent public and/or private properties.

20. Parking and security lights shall not be taller than 20 feet above grade. Lighting shall utilize historical acorn style light fixtures for pole and wall-mounted lights.

21. Lighting shall be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs and wall packs are prohibited.

22. Applicant's proposed signage shall be review and approved by the Planning Commission should the signage request exceed 200 square feet in total area.

23. The project shall incorporated public art into the development per the Community Design Standards. Public art is subject to the review of the Planning Commission. Public art to be illuminated to the satisfaction of the Community Development Department. Installation of public art be shall completed prior to the City issuing the certificate of occupancy.

24. Submit plans for automatic fire sprinkler system in accordance with NFPA 13, to the Woodland Fire Department Fire Prevention Office for review and approval. A plan check and inspection fee will be required upon approval of the plan check.

24. Submit plans for the fire alarm system to the Woodland Fire Department Fire Prevention Office for review and approval. An annunciator panel will be required near the main entrance to the building.

25. Submit Building Plans to the Woodland Fire Department Fire Prevention Office through the Community Development Department for review and approval.

26. The outside audible warning for the fire sprinkler system shall be from an approved horn-strobe device.

27. The fire department connection, post indicator valve and check valve assembly shall be located within 40 feet of a hydrant along an approved route.

28. A Knox Box shall be installed at an approved location for Fire Department access. The application for the Knox Box may be acquired at the Woodland Fire Department Fire Prevention Office. CFC Article 9

29. Knox Caps are required for the fire department connection. The Knox Caps may be ordered with the Knox Box application form.

30. Access for Fire Department apparatus is required to be a minimum of 20'. No-parking fire lanes shall be required to be painted in approved locations where parking of vehicles may restrict the 20-foot access lanes. Please contact the Woodland Fire Department Fire Prevention Office to determine the location of fire lanes.

31. All access roads / driveways shall have a minimum vertical clearance of 13 feet 6 inches.

32. Turning radius. The turning radius of a fire access road which serves as emergency access for buildings, which are three or more stories in height shall be as required for a B-40 design vehicle. CFC Article 9, Chapter 9A-10-4 Woodland Municipal Code.

33. Approved turnaround areas for fire apparatus shall be provided when dead-end Fire Department access roads / driveways exceed 150 feet. Turnaround areas shall not exceed a 5% cross slope in any direction and shall be located within 150 feet of the end of the access road / driveway.

34. Parking Prohibited- The property owner(s) are hereby advised that parking on access roads is prohibited. In addition to access roads/driveways, there shall be no parking in fire department turnaround areas.

35. Provide fire extinguishers in accordance with CFC Article 10 and CCR Title 19 Code.

36. Water supply and fire hydrants shall be in accordance with CFC Article 9 (903). When any portion of the facility or building is in excess of 150 feet from a water supply on a public street, on site fire hydrants will be required.

37. Approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. All new commercial buildings shall display a lighted street number in a prominent location with numbers not less than 6 inches in height.

38. Fire safety during construction, alteration, or demolition shall be in accordance with CFC Article 87, for Fire Department access, water supply, and fire protection.

39. Parking lot shall be well lit and secured with well-signed emergency call buttons/intercoms.

40. Lighting fixtures shall be vandal-proof, clean, in working order and maintained regularly.

41. Lighting shall be consistent and have even illumination to avoid shadows and glares.

42. The front desk and lobby area shall be strategically located to view critical access points (Entrances, guest elevator lobby, guest luggage).

43. Furniture, artwork and valuable items shall have reader tags to trigger alarm if they are removed.

44. Cars parked by valet shall not be labeled by room numbers.

45. Guest floor corridors should direct the light at the walls instead of center of floor. Whole corridor should be visible from the elevator lobby.

46. Vending and ice machine alcove should be open.

47. Fire stairs in a hotel are almost never used by the guest except in an emergency. They can be perceived to be a good entrapment spot. Regular security patrol is required.

48. Doors shall be solid core or metal with closers and self-locking.

49. Peepholes with wide-angle scopes, low enough for shorter people, or have two.

50. Entire area of renovation and path of travel from sidewalk and parking shall comply with the California Building Code for Accessibility. When conflicts exist between the ADA and the California building Code the standard that provides the greatest degree of accessibility shall comply.

51. Accessibility Compliance: Any unauthorized deviations from such regulations or building standards shall be rectified by full compliance within 90 days after discovery of the deviation.

52. This project area shall meet all criteria and mandates for these City adopted codes:

    A. 2001 California Building Code

    B. 2001 California Plumbing Code

    C. 2001 California Mechanical Code

    D. 2004 California Electrical Code

    E. The Code of the City of Woodland

53. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.

54. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.

55. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.

56. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.

57. Site is located within a flood zone. Elevation certificate will be required.

58. All work shall be performed by licensed contractors.

59. **Provide compliance with CBC 1111B.4.6**. The *exception* is used for **all** sleeping room bathrooms other than the designated accessible sleeping room bathrooms. Compliance provides a 30" x 48" space within bathrooms and that the bathroom door is a slider or the bathroom door opens ***out***. Both types of doors shall provide a clear opening width of 32 inches.

NOTE: All "non-accessible" sleeping room bathrooms within a hotel/motel shall provide a minimum of accessibility. Designated accessible sleeping room bathrooms shall only comply with CBC 111B.4.6 and cannot use the exception.

REQUIRED SUBMITTAL

60. Applicant shall prepare improvement plans for all work within the public right-of-way and submit them to the Public Works department with encroachment permit application for review and approval. The applicant shall obtain the encroachment permit and post security for the full cost of the public improvements. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.

DUE PRIOR TO BUILDING PERMIT ISSUANCE OR DEFERRED TO PRIOR TO CERTIFICATE OF OCCUPANCY

The following public improvements shall be completed prior to building permit issuance. With an executed Improvement Agreement, the following public improvements can be deferred to be completed prior to certificate of occupancy.

61. The applicant shall connect to the existing City utility connections, which shall conform to City of Woodland Standards and Specifications. If existing services are proposed, they shall be inspected by the City prior to use, and, if necessary, brought up to current city standards. This may include but is not limited to installation of new meter boxes, backflow prevention, cleanouts, and/or laterals in a location approved by the Public Works Department.

    Backflow devices are required on the commercial, fire flow, and landscape irrigation water services for the project. Backflow devices shall be tested by a City-approved tester and results provide to the City prior to occupancy.

62. All driveways shall be constructed to meet city standards and ADA requirements.

63. Applicant shall dedicate additional right-of way and public utility easement (P.U.E.) along the Freeway Drive frontage shall there not be enough space to accommodate an 8' wide sidewalk with a 10' P.U.E. behind walk.

64. The applicant will be required to remove and replace any cracked, broken or otherwise substandard curb, gutter and sidewalk along the project frontage.

65. If required by the Fire Department to install a new fire hydrant, construction shall be according to City of Woodland standards, and under encroachment permit.

Once the above conditions are satisfied or deferred, the following condition shall be completed prior to the building permit issuance.

66. Owner shall pay development impact fees. The project is located within the boundaries of the East Main Assessment District and receives full credit for Fire Facilities impact fees and a credit of $835.00 per acre towards the Traffic (Streets) Impact Fee.
67. Trash enclosure shall be covered, according to the City's Technical Guidance Manual for Stormwater Quality Control Measures.
68. Site storm drainage lines shall connect underground to existing storm drain system.
69. All water line connections (fire, domestic, and irrigation) will require backflow protection.
70. The project shall comply with City of Woodland and FEMA requirements for development in the 100-year floodplain.
71. Prior to building permit issuance, the owner shall pay the City's Floodplain Impact Analysis fee (CDD Requirement).
72. This project is considered a new development which will require Stormwater Pollution control measures for General Site Design, Site-Specific Control, and Treatment Control. Refer to the City's Stormwater Technical Guidance Manual for information of how to meet the stormwater control requirements. If a proprietary treatment control device is used it needs to be located on the owner's property and the owner will be responsible for maintaining the device.
73. The applicant shall comply with City of Woodland Wastewater Discharge Ordinance.

H:\APAUL\C.U.Ps\Comfort Suites\Comfort Inn & Suites Staff Report.doc

ATTACHMENT A

City of Woodland

Community Development Department

A GENERAL APPLICATION FORM

This application form is required as part of any request to process the planning actions listed below. In addition, the City of Woodland Zoning Code requires specific material to be submitted in conjunction with this form.

Other required items are indicated on the accompanying instruction packets and development brochures. It is the applicant's responsibility to insure that application packages are complete and accurate.

Note: AN INCOMPLETE APPLICATION CANNOT BE SCHEDULED FOR HEARING

0704 0010

1 Application Requested

Check: ✓

☐	General Plan Amendment	☐	Lot Line Adjustment	☑	Site Plan Review 2020
☐	Rezone	☐	Variance	☑	Design Review 1049
☐	Tentative Subdivision Map	☑	Use Permit ~~1500~~ 3364	☐	Zoning Administrator Permit
☐	Tentative Parcel Map	☐	Planned Development Permit		6443.00
☐	Vesting Tentative Map	☐	Other CAF. Ex.		

Is this request part of another application? Yes ☐ No ☑ If so, what? _____

2 Project Description

Project Name: COMFORT SUITES.

Site address or location: FREEWAY DRIVE 27-300-80

Is this project located in a Redevelopment Area? ☐ Yes ☑ No

Assessor's Parcel Number: 27-300-69 07

Does this request include signage? ☐ Yes ☑ No

Total Acres: 1.302

3 Justification for Each Request

In a separate sheet, explain in detail your request and why you believe your request is justified.

4 Owner / Applicant

Owner: RAM SAH.

Address: 1721 SAPPHIRE COURT.

Phone: 530.409.5167

Developer: _____

Phone: _____

Applicant: ARVIND S. IYER

Address: 855 SANSOME ST. #100 SAN FRANCISCO CA 94111

Phone: 415.362.4937 x 103.

Architect/Engineer: IYER & ASSOCIATES.

Phone: 415.362.4937.

5 General Plan Amendments

Existing General Plan Designation	Gross Acres	Proposed General Plan Designation	Gross Acres
E62 GH/PD			

6 Rezoning Request

Existing Land Use Zone	Gross Acres	Proposed Land Use Zone	Gross Acres

7 Residential Development

How many residential units are being requested?

Single Family		Half-plex	
Duplex		Apartments	
Condominiums		Other	
Townhomes		**Total Units**	

How many lots will be created by this project? _____

Do you intend to market the units for sale?

☐ Yes ☐ No

Do you intend to market the units for rent?

☐ Yes ☐ No

8 Commercial/Industrial Development

Indicate the type of commercial/industrial development proposed: 66 GUEST ROOM, 35/DAY HOTEL

Indicate the gross and leasable square footage for each type of development: 66 GUEST RMS. 1 resident Manager + 1 desk clerk + 2 maids.

9 Authority to File Application

Check one:

- ☑ Ownership
- ☐ Power of Attorney*
- ☐ Contract to Purchase*
- ☐ Other

(specify) _____

*Attach Evidence of Authority

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to Section 65962.5 of the Government code, and found that my project

☑ is not on the list, ☐ is on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Applicant	Legal Owner	Date
John V. Sahl	SANTIB K. SAH	4/12/07

Legal Owner(s) Date

Department Use Only

G.P. Designation: _____ Zoning Designation: _____

Applicable Zoning Code Sections: _____

Hearing Body: _____

Environmental Determination: _____

☐ Exempt ☐ Neg Dec ☐ EIR _____

Request: _____

Project Number: _____

Logged by: _____ Date: _____

Planner: _____ Date: _____

IYER & ASSOCIATES
Architecture·Interiors·Planning

855 SANSOME STREET, SUITE 200
SAN FRANCISCO, CA 94111
(415) 362-4937(IYER)
FAX (415) 362-8158

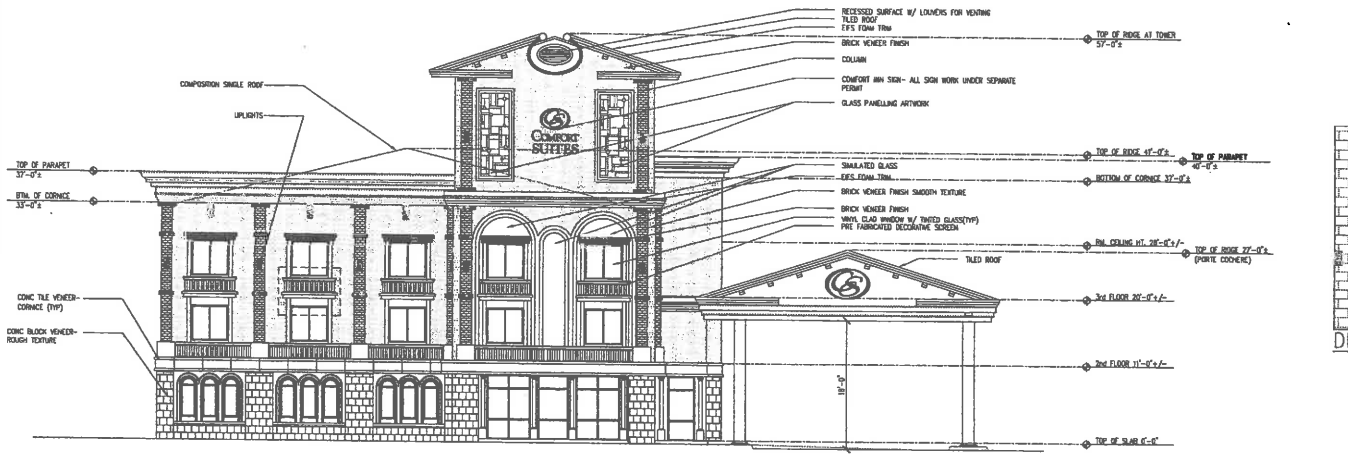
IYER

Comfort Suites- Statement of Justification.

Proposed Comfort Suites at freeway drive would be a beneficial addition to the City of Woodland, California. The proposed Comfort Suites would meet the needs of the traveling public at the same time generate tax revenue to the city and additional business to the local businesses. Being located just off Interstate 5 at Freeway Drive it would attract people heading north and south and would a good addition to the existing hotels/motels in the vicinity. This 66 guestroom 3 story hotel would have design elements reminiscent of historic Woodland using more traditional design elements and colors dating from the 1880s. The exterior design of the building would fit the image of "Historic Woodland". The building elevation would have traditional materials, forms, colors and massing. This would meet the Beaux Arts architectural design with symmetrical façade, wall surfaces with decorative garland and cartouches dripping with sculptural ornament. Columns are paired with Ionic capitals. Thus we sure this would enhance the entryway to the city of Woodland, California.

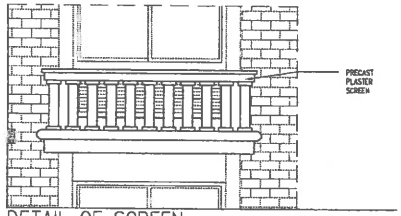
ATTACHMENT B

See Enclosed Plans For Comfort Inn & Suites

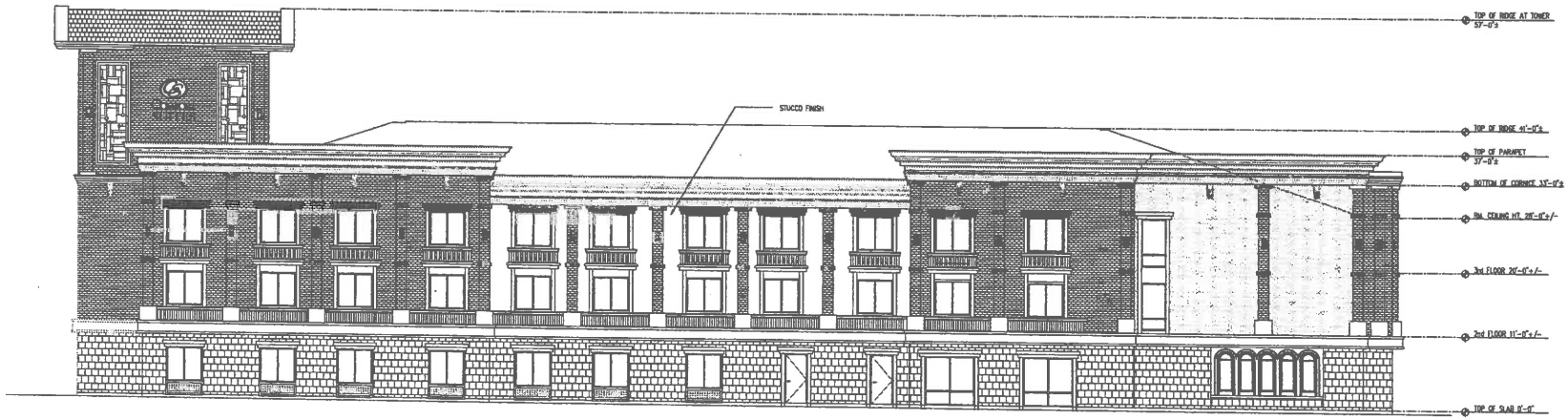


01 NORTH ELEVATION

SCALE: 1/8"=1'-0"



DETAIL OF SCREEN SCALE: 1/2"=1'-0"



REF: A104 AND A105

02 EAST ELEVATION

SCALE: 1/8"=1'-0"

IYER & ASSOCIATES
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855 SANSOME STREET, SUITE 500
SAN FRANCISCO, CA 94111
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FAX 415 362-9158
IYER

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LICENSED ARCHITECT
ARVIND S. IYER
C15353
REN. 02/28/2009
STATE OF CALIFORNIA

COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Sheet
ELEVATIONS
OPTION 1

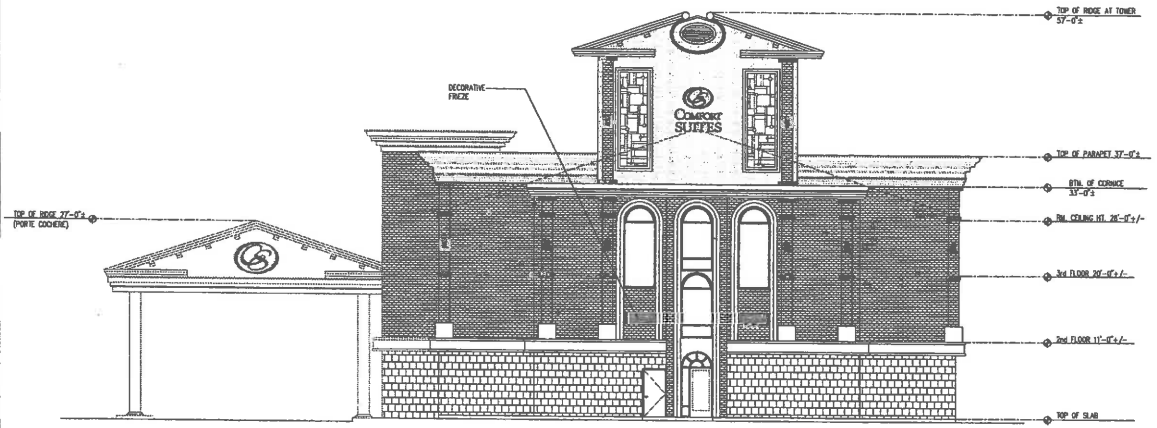
Date	Issued for:
04-11-07	PLANNING SUBMITAL
08-18-07	PLANNING COMMENTS
10-31-07	PLANNING COMMENTS
12-19-07	PLANNING REVIEW COMMENTS
01-07-08	PLANNING REVIEW COMMENTS
01-10-08	PLANNING REVIEW COMMENTS

Drawn by AK

Checked by

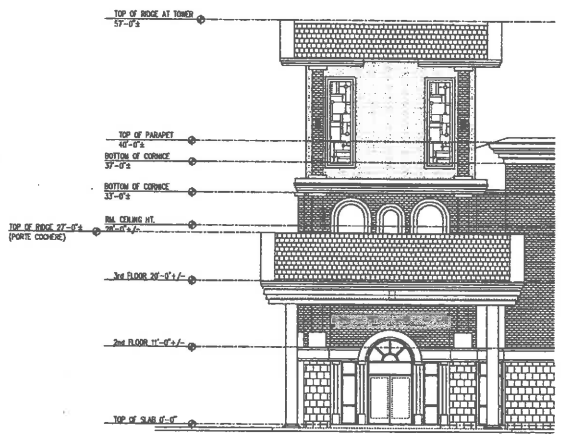
Project no. 1260407

Sheet no. A-3A



01 SOUTH ELEVATION

SCALE: 1/8"=1'-0"



WEST ELEVATION: PORTE COCHERE

REF: A104 AND A105

02 WEST ELEVATION

SCALE: 1/8"=1'-0"

IYER & ASSOCIATES
Architecture · Interiors · Planning
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LICENSED ARCHITECT
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C 15353
REN. 03/28/2009
STATE OF CALIFORNIA

COMFORT SUITES

FREEWAY DRIVE
WOODLAND, CA

Sheet
ELEVATIONS
OPTION 1

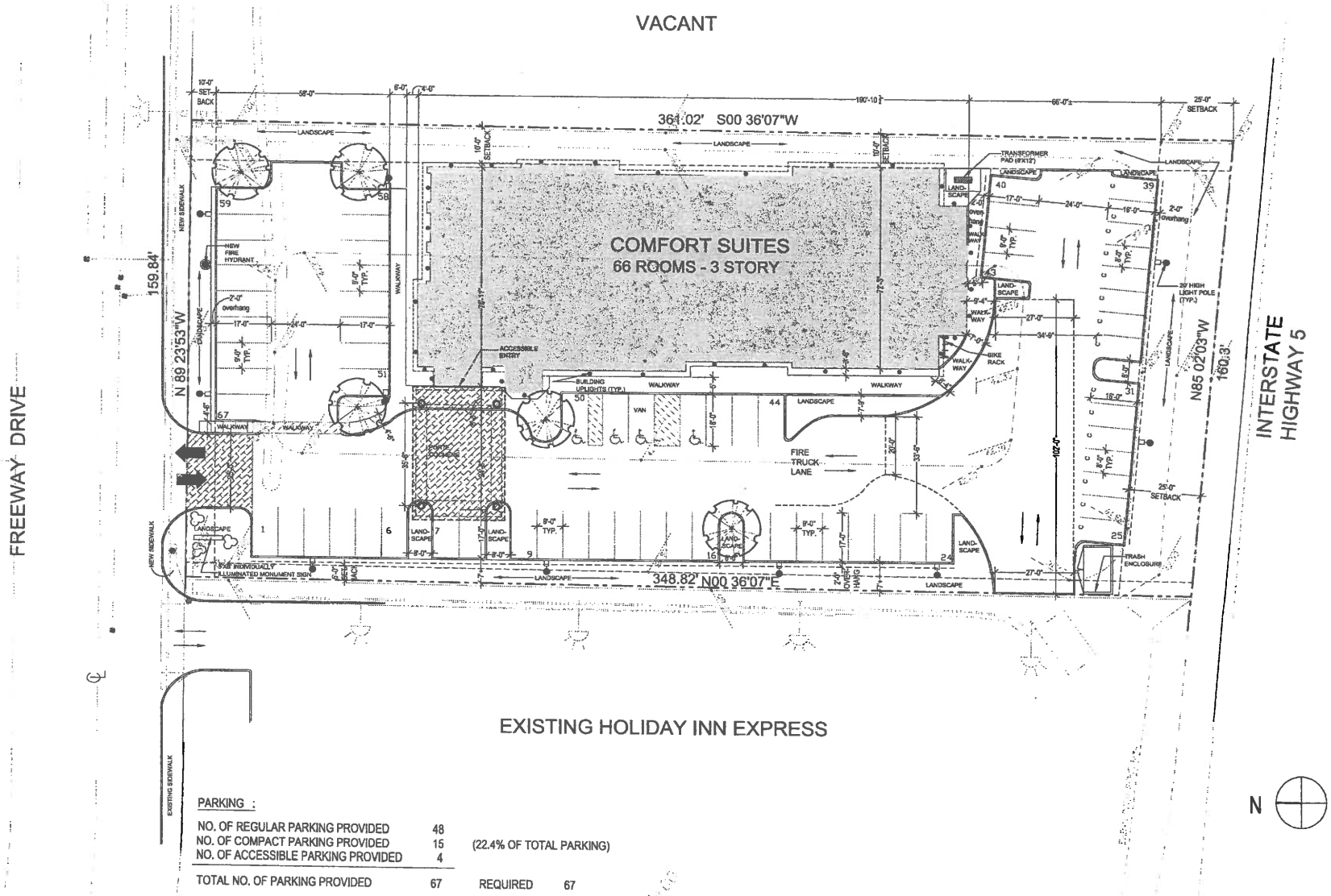
Date	Issued for:
04-11-07	PLANNING SUBMITAL
09-18-07	PLANNING COMMENTS
10-31-07	PLANNING COMMENTS
12-19-07	PLANNING REVIEW COMMENTS
01-07-08	PLANNING REVIEW COMMENTS
01-10-08	PLANNING REVIEW COMMENTS

Drawn by AK

Checked by

Project no. 1260407

Sheet no. A-4A



PARKING :

NO. OF REGULAR PARKING PROVIDED	48	
NO. OF COMPACT PARKING PROVIDED	15	(22.4% OF TOTAL PARKING)
NO. OF ACCESSIBLE PARKING PROVIDED	4	
TOTAL NO. OF PARKING PROVIDED	67	REQUIRED 67

01 SITE PLAN

SCALE: 1/16"=1'-0"

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Architecture - Interiors - Planning
IYER

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ARVIND S. IYER
C15363
REN. 02/28/2008
STATE OF CALIFORNIA

COMFORT SUITES
FREEWAY DRIVE
WOODLAND, CA

Sheet
SITE PLAN

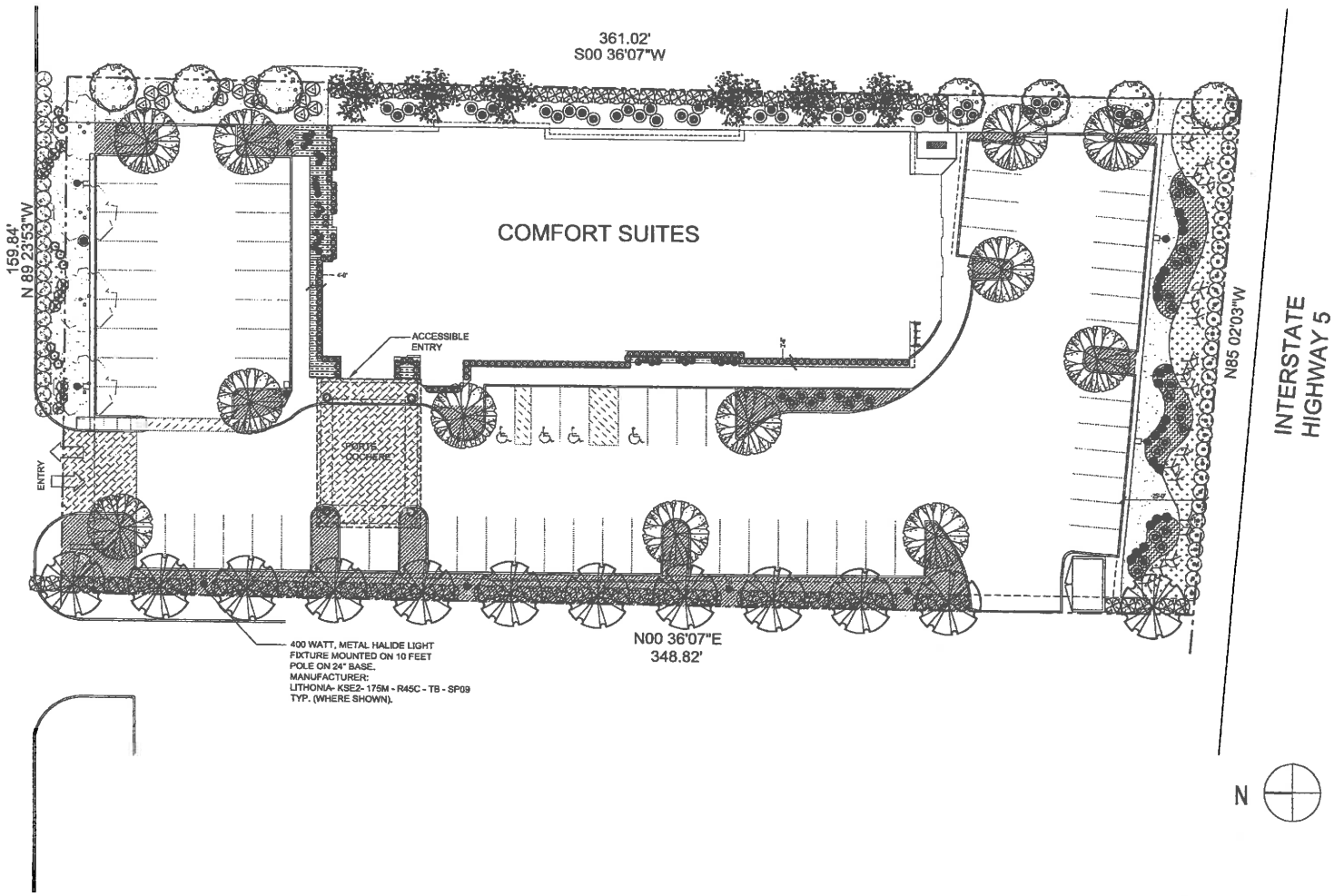
Date	Issued for:
04-11-07	PLANNING SUBMITAL
09-18-07	PLANNING COMMENTS
10-31-07	PLANNING COMMENTS
12-19-07	PLANNING REVIEW COMMENTS
01-07-08	PLANNING REVIEW COMMENTS

Drawn by

Checked by

Project no. 1260407

Sheet no. A-1



CONCEPTUAL PLANTING PLAN

SCALE: 1/16"=1'-0"

IYER & ASSOCIATES
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SAN FRANCISCO, CA 94111
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IYER

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REN. 02/29/2008
STATE OF CALIFORNIA

COMFORT SUITES
FREEWAY DRIVE
WOODLAND, CA

Sheet
CONCEPTUAL PLANTING PLAN

Date	Issued for:
04-11-07	PLANNING SUBMITAL
09-18-07	PLANNING COMMENTS
10-31-07	PLANNING COMMENTS
01-07-08	PLANNING REVIEW COMMENTS

Drawn by CS

Checked by CS

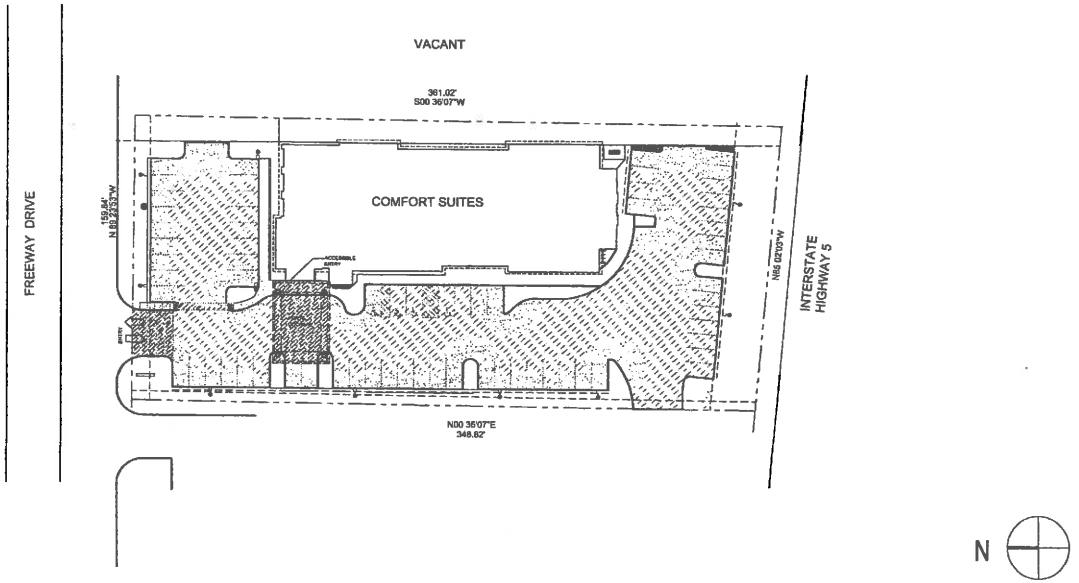
Project no. 1260407

Sheet no. L-1

PLANTING LEGEND

SYMBOL	BOTANICAL NAME/COMMON NAME	SIZE	REMARKS
	TREES		
	CELTIS SINENSIS (Chinese Hackberry)	24" BOX	STANDARD 2 1/2"- 3" MIN 14" HEIGHT MIN.
	GINKGO BILOBA 'AUTUMN GOLD' (Ginkgo)	24" BOX	
	MAGNOLIA GRANDIFLORA 'ST.MARY' (Magnolia)	24" BOX	
	PLATANUS ACERIFOLIA 'YARWOOD' (London Plane Tree)	24" BOX	STANDARD 2 1/2"- 3" MIN 14" HEIGHT MIN.
	PRUNUS CERASIFERA 'ATROPURPUREA' (Purple-Leaf Plum)	24" BOX	
	PRUNUS CERASIFERA 'THUNDERCLOUD' (Cherry Plum)	24" BOX	
	PYRUS CALLERYANA 'BRADFORD' (Ornamental Pear)	15 GAL	
	SHRUBS		
	AGAPANTHUS UMBELLATUS (African Blue Lily)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	ESCALLONIA RUBRA (Escallonia)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	HEMEROCALLIS HYBRIDS (Day Lily)	5 GAL	2' HT. MIN., 2' SPREAD MIN.
	LAVANDULA ANGUSTIFOLIA 'HIDCOTE GIANT' (English Lavendar)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	NANDINA DOMESTICA (Heavenly Bamboo)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	NERIUM OLEANDER 'PETITE PINK' (Dwarf Pink Oleander)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	PHOTINIA FRASERI (Fraser's Photinia)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	PHORMIUM TENAX 'SEA JADE' (New Zealand Flax)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	PITTOSPORUM TENUIFOLIUM (Tawhiwhi)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	PITTOSPORUM TOBIRA (Tobira)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	RHAPHIOLEPIS INDICA 'BALLERINA' (Indian Hawthorn)	5 GAL	4' HT. MIN., 2' SPREAD MIN.
	TIBOUCHINA URVILLEANA (Princess Flower)	15 GAL	6' HT. MIN., 3' SPREAD MIN. 1" MIN. CALIPER, MULTI-STEM

	GROUND COVERS		
	CEANOTHUS 'YANKEE POINT' (Wild Lilac)	1 GAL	24" O.C.
	FRAGARIA CHILOENSIS (Sand Strawberry)	FLAT	8" O.C.
	MYOPORUM PARVIFOLIUM 'PROSTRATUM' (Myoporum)	1 GAL	18" O.C.
	OSTEOSPERMUM FRUTICOSUM (Trailing African Daisy)	1 GAL	18" O.C.
	LAWN		
	MEDALLION SHORT FESCUE	SOD	



SHADE CALCULATIONS

SCALE: 1/32"=1'-0"

TOTAL AREA OF PARKING STALLS AND BACK UP SPACE
(Shown graphically as both hatchings)
24,121 square feet

TOTAL PARKING STALL AREA NOT SHADED BY TREES
(Shown graphically as diagonal hatch)
14,512 square feet

TOTAL PARKING STALL AREA COVERED BY SHADE
(Shown graphically as dense dots)
9,609 square feet

= 40 % OF TOTAL SHADED AREA

Assumptions: Celtis Sinensis, Ginkgo Biloba 'Autumn Gold', Platanus Acerifolia 'Yarwood' and Pyrus Calleryana 'Bradford' attain 35' dia. spread at maturity.

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REN. 08/28/2009
STATE OF CALIFORNIA

COMFORT SUITES
FREEWAY DRIVE
WOODLAND, CA

Sheet
CONCEPTUAL PLANTING PLAN

Date	Issued for:
04-11-07	PLANNING SUBMITAL
09-19-07	PLANNING COMMENTS
10-31-07	PLANNING COMMENTS
01-07-08	PLANNING REVIEW COMMENTS

Drawn by CS

Checked by CS

Project no. 1260407

Sheet no. L-2

COMFORT
SUITES

City of Woodland

MEMORANDUM

TO: **MEMBERS OF THE PLANNING COMMISSION**

FROM: **Cindy Norris, Principal Planner**
Heidi Tschudin, General Plan Project Manager

SUBJECT: **General Plan Update**

DATE: **January 17, 2013**

Discussion

Staff will provide a progress update to the Planning Commission. To facilitate discussion, staff has attached a copy of the City Council staff report from January 15, 2013, relating to the Planning and Environmental Services for the General Plan Update project.

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 15, 2013

SUBJECT: Approve In Concept, Consultant Agreement for General Plan Update for Planning and Environmental Services-CIP #07-06 and #07-07;

Recommendation for Action

Staff recommends that the City Council approve in concept the consultant services agreement for Planning and Environmental Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Dyett and Bhatia with AECOM and BAE in an amount not to exceed $590,000, plus a 10 percent contingency of $59,000, for a possible total contract amount of $649,000 and authorize the City Manager to execute the agreement.

Fiscal Impact

The proposed General Plan Update project has been authorized for funding in the Capital Budget in FY12 and FY13 in the amount of $917,000. An additional amount of $183,000 will be requested in the FY14 Capital Budget for a total of $1,100,000. Furthermore, $70,000 has been authorized in FY13 for the Zoning Ordinance update, with an additional $30,000 anticipated for FY14. The total of the two projects through FY14 is $1.2 Million. The full fiscal impact associated with the General Plan Update was identified for Council as $1.2 Million. To date, a Professional Services Agreement in the amount of $163,800 has been authorized. Further, a contract authorization request for traffic engineering services in the amount of $132,000 will be considered by the City Council on January 15, 2013. Together with the planning and environmental portion the total anticipated cost of the contract services is estimated to be $944,800. Funds for this project will be obtained from Fund 510, General City Development Impact Fees and the remainder will be obtained from Fund 501, Capital General Fund.

Background

The City Council at their Mid-Year Budget Session on February 21, 2012 and through the additional action of approving the contract for project management services has determined that a General Plan Update is appropriate and necessary in order to fully align the document with current regulatory and

policy based requirements and to ensure that it accurately reflects the community's values with regard to growth and priorities. The City has made a commitment to keep this effort on an eighteen month time frame and within budget, while ensuring that the resulting document is a relevant and usable guide for the future. To ensure that this is the case the city has made every effort to hire the most qualified firms to assist in the process.

On October 5, 2012 the City of Woodland released a Request for Proposals (RFP) for a qualified consultant team to prepare an update to the City's General Plan. The deadline for submission was November 19, 2012. The City received five submittals. In order to provide a thorough evaluation the City first assembled an in-house review team to assess the proposals and then held interviews on December 13, 2012. The interview panel consisted of two members of city staff, the Project Manager, Principal Planner from Chico, and a community representative. The City's review team and interview panel initially ranked the proposals based on qualifications. Once this ranking was made the proposals were then evaluated based on cost. In both instances the Dyett and Bhatia team was ranked number one.

In the intervening time period, the Project Manager and staff have been in discussions with the Dyett and Bhatia team to refine the project scope and budget. This process is still underway. A draft of the scope, budget and schedule that have been developed to this point has been included. The City is requesting greater specificity and clarity in the scope and refinement of key assumptions and tasks.

As part of the Request for Proposals, the City indicated the intent to contract separately with the traffic consultant. Staff felt that the best course of action was to continue to utilize the traffic consultant group, Fehr and Peers, who prepared the City's prior traffic modeling and streets master plan. Staff is currently negotiating with Fehr and Peers regarding the details of a scope of work and budget. A contract authorization request for the traffic analysis in the amount of $132,000 will also be considered by City Council on January 15, 2013.

In order to begin the general plan effort as soon as possible, staff is requesting authorization from City Council to allow staff to move forward with final negotiations with the Dyett and Bhatia team on the scope and budget, and to provide authorization to the City Manager to sign the final contract. Further, staff seeks authorization for a contract contingency of ten percent (10%), should the need arise during the course of the project to allow the City Manager to possibly extend the contract amount.

Of the overall project budget of $1.2M, the currently authorized and requested expenditures would total $944,800 which would leave a total of $255,200 to cover staff time and contingency amounts.

Conclusion

Staff recommends that the City Council approve in concept the consultant services agreement for Planning and Environmental Services for the General Plan Update project (CIP #s 07-06 and 07-07) with the firm of Dyett and Bhatia with AECOM and BAE in an amount not to exceed $590,000, plus

a 10 percent contingency of $59,000, for a possible total contract amount of $649,000 and authorize the City Manager to execute the agreement.

Prepared by: Cindy A. Norris, Principal Planner, and Heidi Tschudin, General Plan Project Manager

Reviewed by: Nicholas J. Ponticello
Community Development Director

_____
Paul Navazio
City Manager

Attachments:
A Draft Scope
B Draft Budget by Task table
C Draft Task Timeline

ATTACHMENT A

Exhibit A: Scope of Work

Our work plan is efficient, comprehensive, and tailored to Woodland's needs. The task-by-task descriptions that follow present our proposed approach to data collection, analysis, policy formulation, and preparation of the documents, and incorporate all of the work items in the RFP. Community participation is incorporated in each task. Initials in parentheses following the sub-section heading identify the lead firm for each sub-task:

- D&B: Dyett & Bhatia, Urban and Regional Planners
- BAE: BAE Urban Economics, Economists
- AECOM: Environmental planning and housing
- F&P: Fehr and Peers, Transportation Planners (under separate contract to the City)

SCOPE OF WORK

TASK 0: DOCUMENT STYLES AND WORKSHOP TOOLKITS

A. **Document Style Guide and Templates (D&B).** Prior to commencement or layout of the key documents—Opportunities and Challenges Report, General Plan, and EIR—we will prepare templates and graphic styles to ensure a consistent look and feel. These will be provided to staff for review prior to finalization.

B. **Workshop Toolkits.** The scope of work below includes community workshops at two stages—visioning and alternatives—and an open house following preparation of the Public Review Draft of the General Plan. For the two sets of community workshop, D&B will conduct facilitator training preceding the workshops, where GPSC members and staff, who would also help with small group facilitation, would become familiar with the materials, workshop process, and outcome expectations. Following each set of workshops, a tool-kit consisting of electronic copies of workshop materials (such as handouts, visualization exercises, etc.), PowerPoint presentations, and boards/wall drawings from the workshops will be provided to City staff so that the workshop may be duplicated with small groups by staff and members of the Steering Committee. D&B will also provide a simple form/template so that input received can be consistently recorded.

TASK 1: PROJECT INITIATION

A. **Kick-off meeting with City Staff (D&B; Team).** The consultants will meet with members of the City Planning Department staff for initial introduction and organizational meeting and review milestones and outreach activities. The kickoff meeting will be followed by a site tour. The City will also provide the consultant team with documents (hard copy and electronic copy); for datasets such as GIS, D&B will establish an FTP folder on its server for City to staff to upload files.

B. **Detailed Public Participation Program (D&B).** A detailed public participation program will be developed with City staff, using the components identified in Section 1.2 of this proposal. This program will include the components and timing/potential meeting or activity dates.

C. **Kickoff Meeting with the General Plan Steering Committee (D&B; Team).** Staff and

consultants will meet with the GPSC to 1) introduce them to the Plan process; and 2) identify initial priorities, issues, and controversies.

D. **Project Website Material (D&B).** We will help the City to design a project webpage as part of the City's website. The Work Program, Public Participation Program, upcoming participation opportunities, and other material will be provided to staff to announce on the City's project website. The website will incorporate a comment box feature to enable community members to send in their comments and ideas, as well as quick poll feature at selected stages.

Meetings	*Products*
Kickoff with Staff GPSC #1	Final Public Participation Program Website Materials

TASK 2: ISSUES ASSESSMENT & OUTREACH

A. **Stakeholders Interviews (D&B).** Representatives of public agencies, community members, business leaders, developers, environmental advocates, City Council, and other stakeholders will be interviewed to identify their issues of concern and get feedback about specific issues identified. Our budget provides for 14 such meetings (with one to three participants at each meeting) over a two-day period. D&B will provide staff an example draft invitation for the meetings, which staff can edit and adapt and forward to stakeholders. A report summarizing stakeholder findings will be provided.

B. **Kick-off workshop with City Council and the Planning Commission (D&B; Team).** Staff and consultants will meet with members of the City Council and the Planning Commission (preferably in a joint workshop) to discuss their ideas, aspirations, and priorities relating to economic development, land use, and other priorities for the project.

C. **Community-wide Survey (D&B).** To ensure broad-based community input, we will conduct a mail-in survey sent to all households in the city. The survey will be postage pre-paid for easy return. The City will be responsible for printing, postage, return postage, and mailing of the survey. D&B will get hard copies (or PDFs) of the completed surveys from the City, and will be responsible for coding and analysis. The survey will be bilingual (English and Spanish).

D. **Community Workshops #1 and #2 (D&B; Team).** Two engaging, interactive workshops will be held to further assist the team in "scoping" issues and understanding community perspectives specific to economic development, land use planning, and mobility. The formats for the two workshops will be similar, but one workshop will be held on a weekday evening and the second on a weekend morning to enable broad participation. The meetings will be designed as community events, to facilitate the participation of a wide diversity of residents, business people, and other key stakeholders. A report will summarize the workshop results.

E. **GPSC Meeting #2 (D&B).** Survey and workshop results will be discussed to help focus the opportunities, challenges, and issues that will be explored in the technical analysis during Task 3.

Meetings	*Products*
Stakeholder (16) Planning Commission/City Council	Stakeholder Meetings Report Community Survey and Report

#1 Community Workshops #1 and #2 GPSC #2	Community Workshops Report

TASK 3: OPPORTUNITIES AND CHALLENGES

A. **Economic Background Report (BAE).** BAE will prepare an Economic Background Report. This will include the following:

- Economic and demographic background – compile and analyze basic data on local economic and demographic conditions and trends
- Fiscal background – compile and analyze City budget data concerning City revenues and public service expenditures
- Growth projections – present and discuss the most recent residential and employment growth projects for Woodland, produced by SACOG.
- Market opportunities during General Plan horizon – BAE will synthesize information from above, to identify the type and magnitude of market opportunities for Woodland over the course of the General Plan time horizon and to identify opportunities to improve local fiscal and economic sustainability.

B. **Tribal Outreach (AECOM).** Pursuant to SB 2, we will notify the Native American Heritage Commission of the planning process and contact tribes active in the planning area. The D&B team-members will be available for participation in up to two meeting with tribal representatives.

C. **Opportunities, Challenges, Issues, and Options Report (D&B).** Existing conditions, trends, and opportunities will be analyzed to identify planning implications. Topics will include:

- Land Use and Development Potential (D&B). Identify land use pattern and trends; recent development activity; vacant and underutilized land.
- Environmental Resources and Constraints (D&B, AECOM). Prepare maps depicting resources and constraints pertaining to a variety of factors, including biological resources, geology and seismicity, flooding, and hazardous materials.
- Circulation (F&P). D&B will coordinate with Fehr & Peers to analyze and describe the existing operating conditions for all modes.
- Issues and Options (D&B). The above information will be synthesized in maps (for example, vacant and underutilized sites overlaid with environmental and other constraints), followed by a series of key policy issues and options that will be addressed in the subsequent tasks.

D. **GPSC Meeting #3 and Planning Commission/City Council Meeting #2 (D&B; Team).** GPSC (one meeting) and Decision-Makers (one joint meeting) will weigh in on the results of the issues and options analysis and provide direction for land use alternatives.

Meetings	*Products*
GPSC #3 Joint Planning Commission/City Council #2 Tribal Consultation Meetings	Economic Background Report Opportunities, Challenges, Issues & Options Report

(up to two)	

TASK 4: ALTERNATIVES

A. **Draft Alternative Plans (D&B).** D&B will prepare three land use alternatives in coordination with City staff. The alternatives will reflect findings from the issues, opportunities, and constraints determined in Task 3; incorporate feedback from community members and decision makers; meet the regional housing needs assessment target; and offer real choices for future growth and development. The alternatives will be refined based on feedback from City staff.

B. **Fiscal Model Development (BAE).** BAE will prepare a summary level Fiscal Impact Model for the City of Woodland that will help the City maintain its long-term fiscal health during the planning horizon of the Updated General Plan. The fiscal model will show the revenue-cost relationship both of existing development and of the anticipated future development under three different land use scenarios.

In addition, the fiscal model will estimate the impact of service level changes proposed in the General Plan Update. The fiscal model will analyze the City's fiscal position at the end of the General Plan planning horizon. The fiscal analysis study will provide specific analysis regarding:

- Revenue generating land uses including evaluating freeway oriented development potential. Sensitivity analysis for the effects of key modeling assumptions (e.g., land use values, absorption potential of different land uses, changes in service levels, etc.) on the projected fiscal outcomes. A fiscal impact report and presentation materials will be included in the public presentation process to assist policy makers, staff, and the public in determining which development alternatives and service delivery policies are most effective in preserving the fiscal health of the City.

C. **Alternatives Evaluation (Team).** Quantify alternatives' impacts. Relative merits and disadvantages of the alternatives will be assessed. Topics will include:

- *Land Use, Population, and Employment (D&B).* Comparative impacts in terms of population, jobs/housing balance, and other factors of concern will be prepared in narrative and tabular form.
- Economics and Fiscal Implications *(BAE).* See 4-B.
- *Transportation (F&P).* D&B will work with Fehr & Peers to provide transportation assessments of the alternatives (see Assumptions section).

D. **Prepare Final Alternative Plans Report (D&B).** The report will depict the revised land use alternatives and findings from the evaluation analysis.

Meetings	*Products*
N/A	Alternatives Report Fiscal Model and output

TASK 5: PREFERRED PLAN & KEY GOALS

A. **Citywide Workshops #3 and #4 on Alternatives (D&B; Team).** Lead two community workshops—weekday evening and weekend morning—to discuss and compare the alternative plans, and review ideas related to economic development, transportation/complete streets, commercial development and housing. This format will also allow the GPSC to gauge public reaction before decisions are made.

B. **City Council/Planning Commission Briefing on Alternatives (D&B; Team).** Decision-makers will be briefed on the alternatives, their impacts, and community reaction to them, so that they can weigh in or provide specific direction to the GPSC.

C. **Preferred Alternative Selection and Goals Development with GPSC (#4 and #5) (D&B).** A Preferred Land Use Plan and key goals for the Land Use and Economic Development elements will be developed over two meetings with the GPSC.

D. **Preferred Plan and Key Goals (D&B).** D&B will synthesize the results of the GPSC and ongoing analysis into a brief report that contains the draft Preferred Plan and key goals and policies.

E. **Assessment of Existing Specific Plans (D&B).** With the Preferred Plan finalized, we will assess the goals, policies, and land uses of Woodland's various specific plans for consistency with the new preferred citywide land use plan and community vision. Recommended changes to the specific plans will be incorporated as General Plan policies (Task 6).

Meetings	*Products*
GPSC #4 and #5 Community Workshop #3 and #4 City Council/Planning Commission #3	Community Workshops Summary Report Preferred Plan and Key General Plan Goals

TASK 6: DRAFT GENERAL PLAN

A. **General Plan Outline (D&B).** An outline of the General Plan will be prepared, identifying each element and preliminary list of maps and figures.

B. **Existing Policy Review (D&B).** The City will provide to D&B digital copy of the current General Plan. D&B will arrange existing policies in a matrix that staff can check to direct whether they should be kept, discarded, or revised. This task is primarily a staff effort, with D&B providing assistance as needed on policy questions, and will be especially critical for existing program-driven elements—such as Historic Preservation—that are not expected to change significantly.

C. **Administrative Draft General Plan (D&B).** An Administrative Draft General Plan will be prepared for staff review. This will include the elements listed below, and may include other existing elements (e.g. Historic Preservation) carried forward from the previous plan with minor updating as needed. The final list of elements in the plan will be determined in the outline (Task 6-A). An element listed below may be separated into two elements, or two elements combined; such rearrangement will not result in additional scope/budget, provided new scope components are not introduced (e.g. Community Design or Public Health elements).

- *Land Use (D&B).* The Element will include information on land use; density and intensity standards; buildout population and development; areas requiring master planning; infill opportunity sites and revitalization strategies. This element will address the pace, location, and timing of development, including issues pertaining to the Urban Limit Line (ULL).

- *Economic Development (D&B, with BAE input and review).* The Element will be updated to incorporate findings from the economic and issues and options analysis, including implications of the city's employment mix, commute patterns, and jobs-housing balance, and the City's vision for future economic development including ways to capitalize on the city's history, culture, and arts scene.
- *Circulation (F&P).* Fehr & Peers will provide a complete draft of the Circulation Element, including maps and diagrams, needed improvements, and policies, which will focus on improving access and connectivity in and between neighborhoods, serving all modes through Complete Streets, enabling safe and efficient goods movement, and reconsideration of LOS standards. D&B will review the F&P draft and provide comments, edit the updated draft as necessary for style and consistency, and layout the document in format consistent with the other elements; F&P will provide the final artwork for maps, and graphics in template consistent with that provided by D&B.
- *Conservation and Sustainability (AECOM).* Policies will be crafted to reduce or avoid adverse environmental impacts on open space and natural resources. We will update setting information to address changed conditions regarding habitat, air quality, climate change, agricultural land preservation, and water resources. The Sustainability Element will define components of sustainability that are important to the community, explain the relationship of this Element to other General Plan Elements and to the Climate Action Plan (Task 8), and include policies, programs, and objectives for achieving communitywide sustainability based on that definition.
- *Health and Safety (D&B).* Information will be updated to ensure internal General Plan consistency. New maps such as existing and future noise contours and flood hazard areas will be prepared. This element will meet the State requirements for the Noise and Safety elements.
- *Public Facilities and Services (D&B).* The element will be updated to reflect needed infrastructure improvements to support new growth, revised service standards for public safety and other city services, and new stormwater regulations.
- *Implementation (D&B).* Implementation measures with roles and responsibilities and possible funding strategies will be identified.

D. **GPSC Meetings #6 and #7 (D&B; Team).** Some policy issues must necessarily be considered and resolved during the preparation of the General Plan. The GPSC will convene to deliberate on these, which may require at least two meetings.

E. **Legal Review Checklist (D&B).** Following preparation of the Administrative Draft General Plan, D&B will provide to City staff a matrix of General Plan legal standards (State law and case law) by element, showing where legal requirements are addressed. If deficiencies are identified, these will be ameliorated.

F. **Public Review Draft General Plan (D&B).** Following city comments, D&B will revise the Administrative Draft Plan and produce the Public Review Draft.

Meetings	*Products*
GPSC #6 and #7	General Plan Outline Existing Policy Matrix Administrative Draft General Plan Public Review Draft General Plan

	Legal Review Checklist

TASK 7: HOUSING ELEMENT

A. **Administrative Draft Housing Element (AECOM).** An Administrative Draft Housing Element will be prepared for staff review. This will include all State requirements; focus areas for Woodland include:

- *Housing Needs Assessment.* AECOM will review the existing Housing Element and identify information that requires updating with readily available information. We will identify current demographic trends, housing characteristics, and the presence of special needs groups. This information will be used to identify and determine the extent of housing need.
- *Constraints and Resources.* We will update the detailed constraints analysis included in the City's existing Housing Element, as necessary, based on changes since 2009. Based on our familiarity with the City, we will identify any constraints to housing development related to infrastructure availability and environmental conditions.
- *Sites Inventory (with D&B).* Given the low level of new housing construction since 2008, we assume that the prior period's vacant land inventory, in combination with entitled, unbuilt land and land suitable for redevelopment, will accommodate the future planning period's allocation, with the possible exception of sites zoned to meet the new "default" density of 30 dwelling units per acre.
- *Housing Plan.* AECOM will evaluate the existing Housing Element to determine the need to modify existing programs, introduce new programs, and eliminate obsolete programs. Because of the recent state law changes affecting redevelopment, we will need to adjust programs which currently depend on redevelopment funding, either removing these programs or exploring alternative funding sources. We will describe the role of energy conservation in reducing long-term housing costs and relate to the proposed Climate Action Plan, if available in time.

B. **Housing Forum (AECOM).** State housing law requires that communities specifically reach out to groups most affected by housing supply and cost, such as the disabled, elderly, large households, and homeless. We would participate in a housing forum of stakeholders, including affordable and market-rate developers and social service providers.

C. **Prepare and Present Preliminary Draft Housing Element, Planning Commission Meeting #4 (AECOM).** After responding to City staff comments, the public review draft will be presented for review by the Planning Commission before it is modified (as needed) and sent to HCD.

D. **Send Housing Element to HCD, Respond to Comments (AECOM).** Incorporate changes based on decision-maker direction so the Draft Housing Element can be submitted to HCD for review. AECOM will coordinate with HCD to gain certification, recognizing that it may take two rounds of review to obtain certification. AECOM will revise the Housing Element to respond to HCD comments and prepare a final draft for adopted hearings.

E. **Adopted Housing Element (AECOM, D&B).** A hearing draft Housing Element will be prepared and revised as necessary following adoption.

F. **Updated Housing Sites Inventory (AECOM, D&B).** Task 7 is likely to be completed well before Task 6, given the State's Housing Element deadlines. If as a result of the updated Land Use

Element in Task 6 additional housing sites become available, housing sites inventory in the Housing Element will also be updated as part of Task 6-F, unless such modification will trigger a new HCD Housing Element review (we will confirm with HCD staff).

Meetings	*Products*
Planning Commission #4 Housing Forum	Administrative Draft Housing Element (HE) Public Review Draft HE HCD Draft HE Hearing Draft HE Adopted HE Updated Sites Inventory (if required)

TASK 8: CLIMATE ACTION PLAN

A. **Administrative Draft CAP (AECOM).** An Administrative Draft CAP will be prepared for staff review. We will use the work prepared by the UC Davis Sustainable Design Academy as foundation for the technical components of the CAP and the community and stakeholder outreach completed to date to identify the most appropriate measures for GHG reductions and assume that the Academy's work, including GHG inventory, will need little or no revision for use in the CAP. We propose to organize the CAP as follows:

- *Climate Change and the City of Woodland.* Outline the City's rationale and motivation for addressing climate change and developing and implementing the CAP. Provide a brief overview of the science behind climate change, describe the potential impacts climate change may create in Woodland, and outline state policies to reduce emissions.
- *Baseline Emissions Inventory and Forecast.* Present a summary of the municipal and communitywide emissions inventories and projections, and describe the reductions necessary to achieve the mandatory municipal reduction target and voluntary communitywide reduction target.
- *Emissions Reduction Measures.* Describe the measures necessary to reduce emissions in City government and the community and achieve reduction targets. Document GHG reduction potential, include implementation actions and timelines, describe costs and financing mechanisms, and assign responsibility.
- *Benchmarks and Next Steps.* Identify benchmarks, monitoring procedures, and other steps needed to achieve reduction goals and implement adaptation strategies. Present a recommended method for monitoring emissions and verifying results of the CAP through inventory updates, implementation actions and associated performance metrics. Address how the CAP meets standards for a plan for the reduction of GHG emissions pursuant to CEQA Guidelines Section 15183.5, as well as how the CAP enables future projects to take advantage of CEQA streamlining benefits.

B. **Public Review Draft CAP (AECOM).** After responding to City staff comments, the public review Draft CAP will be prepared.

C. **Planning Commission/Public Meeting #5 (AECOM).** The Planning Commission and members of the public will have the opportunity to review and comment on the Draft CAP at a working session. The Draft will be revised as necessary following public input.

Meetings	*Products*

Planning Commission #5/CAP working session	Administrative Draft CAP Public Review Draft CAP

TASK 9: DRAFT & FINAL EIR

A. **Notice of Preparation and Scoping Meeting (D&B).** D&B will prepare a Notice of Preparation (NOP) for the Draft EIR and hold a scoping meeting. To be efficient, we recommending holding this meeting immediately preceding a GPSC or Planning Commission meeting scoped above.

B. **Thresholds/ Significance Criteria (AECOM; Team).** Review existing City criteria, and revise/recommend new criteria/thresholds as appropriate.

C. **Environmental Setting (AECOM).** The Opportunities and Challenges Report prepared in Task 3 will serve as the starting point for the environmental setting in the Draft EIR. Additional data will be gathered from available sources as needed.

D. **Impact Analysis (AECOM).** The impact analysis will assess how policies and Plan buildout will affect the environment, identify significant impacts, and recommend measures to mitigate those impacts. The impact analysis will be comprehensive in scope, covering all CEQA requirements. Significance criteria will be identified for each impact topic, based upon thresholds of significance established in Task 9B.

E. **Prepare Administrative Draft Program EIR (AECOM, team).** The Administrative Draft Program EIR will include all relevant CEQA-required sections. Specific topic areas to be addressed in the EIR will include Land Use, Parks and Open Space, Public Facilities and Utilities, Safety and Hazardous Materials, Aesthetics, and Agriculture (D&B); Transportation (Fehr & Peers); Biological Resources, Air Quality, GHG/Climate Change, Noise, Seismic and Geologic Hazards, Hydrology and Water Quality, Cultural Resources, and Mineral Resources (AECOM).

   The Administrative Draft will also include an executive summary, project description, analysis of up to three Alternatives, including the No Project Alternative, CEQA-required conclusions (cumulative impacts, significant and irreversible impacts, etc.), and all technical appendices.

F. **Draft EIR (AECOM).** Following staff review, prepare Public Review Draft EIR.

G. **Final EIR (Team).** Following the 45-day public review period, we will prepare responses to comments, which together with the Comments (and the Draft EIR, incorporated by reference) will constitute the Final EIR.

Meetings	*Products*
Scoping Meeting	Notice of Preparation Administrative Draft EIR Public Review Draft EIR Final EIR Response to Comments

TASK 10: HEARINGS & ADOPTED GENERAL PLAN

A. **Workshop #5/Open House (D&B).** We will present salient features of the General Plan and Housing Element to the community in an open house format directly preceding the first hearing. After a presentation, members will be invited to ask questions and offer comments. We will also present information about the Draft EIR, the public comment period, and the adoption

process.

B. **Public Hearings (D&B).** We will participate and be present as needed at four meetings total of the Planning Commission and the City Council.

C. **Adopted General Plan (D&B).** Following adoption by the City Council, we will revise the Draft Plan, to incorporate specific text and diagram changes made by the City Council as part of adoption. After a final screen check review by City staff, a final production version of the Adopted Plan will be provided to the City for distribution.

Meetings	*Products*
Workshop/Open House #5 Planning Commission Hearings (2) City Council Hearings (2)	Adopted General Plan

SCOPE OF WORK ASSUMPTIONS

The Scope of Work is based on the following assumptions:

- **GIS Data.** The City will provide base GIS data, including but not limited to: parcels/Assessor's data; existing General Plan and zoning designations; roads and other transportation infrastructure; utility infrastructure (water, wastewater, stormwater); public facilities; and existing land use, if available.
- **Transportation Data and Analysis.** Dyett & Bhatia understands that the City has retained Fehr & Peers to provide transportation consulting services under a separate contract. D&B assumes that Fehr & Peers will provide complete sections of reports and General Plan, including needed transportation data, maps, and analysis for the following components of the scope of work:
  - Existing Conditions/Background Research (current traffic counts, segment level of service, current conditions for all modes: pedestrians, bicycles, goods movement, rail, air, etc.)
  - Alternatives Analysis (estimate traffic and trip generation for each of the three land use scenarios. F&P will report citywide vehicle miles traveled (VMT) and daily roadway segment forecasts and evaluate the likelihood of new trips to be taken by walking, bicycling and transit)
  - General Plan (finalized traffic modeling of preferred land use plan, list of improvements, circulation element policy review, multimodal/complete streets recommendations)
  - Draft EIR (complete EIR transportation section, transportation analysis of alternatives, and provision of VMT and other needed data to environmental consultant for completion of Air Quality, Noise, and Greenhouse Gas sections of the document). For this and for the General Plan analysis, Dyett & Bhatia will provide to Fehr & Peers either GIS layers by development by General Plan land use categories
  - Final EIR (response to comments on transportation section)

- **Fiscal Impact Analysis**. The budget for the fiscal impact modeling portions of the work scope is based on the assumption that the City will separately commission BAE to conduct fiscal analysis work in conjunction with establishing an updated City of Woodland/Yolo County master revenue sharing agreement. It is assumed that, as part of the master revenue sharing agreement work, BAE will conduct analysis of the City's General Fund cost and revenue structure that will contribute to the development of the fiscal impact model for General Plan Alternatives.
- **Infrastructure Data and Analysis.** The City will provide existing conditions data and mapping pertaining to public infrastructure and utilities (water, sewer/wastewater, storm drainage), as well as provide capacity estimations and determine system improvements needed to support the preferred land use plan.
- **Housing Element.** We assume City staff will provide the information needed to evaluate accomplishments in the current Housing Element and it is not necessary for us to independently verify this information. (We will provide the City with a tool and instructions on gathering information needed to document progress toward achieving quantified objectives in the Housing Element and information that will support our analysis and evaluation of programs that should be maintained, revised, or eliminated.) We will rely on the Housing Needs Assessment database prepared by SACOG for those sections of the Housing Element addressed by that database and assume this will be acceptable to HCD. Information required for any changes to the Housing Element land inventory will be provided as part of the technical background work on the Land Use Element. The City will provide updated information on housing conditions that meets HCD's guidelines. We will strive to achieve HCD certification on the first review, but recognize and assume two rounds of review will be needed. We assume that revisions to existing housing programs and introduction of any new program will primarily address changes in state law and local conditions since adoption of the current Housing Element.
- **Air Quality and Climate Change (including odors).** Construction emissions will be estimated based on general assumptions regarding the amount of land to be disturbed/graded, types of equipment to be used, and the number of construction employees. Long-term (operational) regional air pollutant emissions, including stationary and mobile source emissions, will be assessed based on data from the traffic analysis prepared by Fehr & Peers. We do not anticipate the need for dispersion analysis or health risk assessments.
- **Hydrologic Modeling.** This scope of services does not include hydrological modeling related to climate change or modeling of future climate conditions.
- **Screencheck Public Review Draft EIR.** The City will provide one consolidated set of written comments and the Administrative Draft EIR (ADEIR) and, if necessary, on the Screencheck Public Review Draft EIR.
- **Responses to Comments/FEIR.** Since it is not possible to predict in advance the level of effort required to respond to comments that have not been written, based on our experience, this proposal provides for up to 60 hours of technical staff time for AECOM's

contribution to the FEIR and up to 30 hours of technical staff time for D&B's contribution to the FEIR.

- **EIR Filing, Circulation and Notice.** The City will be responsible for submitting all environmental documentation (NOP, NOC, Draft EIR, etc.) to the State Clearinghouse and appropriate agencies, and ensuring that the documents are circulated as required. The City will also be responsible for all EIR filing fees. If requested, D&B can provide these services on a time and materials basis.
- **Meeting Notification.** The City shall be responsible for noticing for all public workshops, meetings, and hearings.
- **Coordination with Stakeholders and Decision-Makers.** The City will be liaison between the project and the Planning Commission, City Council and other decision-makers. The City will also be responsible for selecting and assembling the General Plan Steering Committee and other stakeholder meetings. D&B will be responsible for preparing agenda for Steering Committee meetings.
- **Survey/Newsletter Mailing and Return Postage.** The City shall be responsible for the cost of community survey and/or newsletter printing, mailing and return postage.
- **Printing and Electronic Documents.** We will provide printed and electronic (CD) copies in the amount and format specified by the City for all interim and final documents, listed below. See budget proposal for details.
  - Administrative Draft General Plan (GP): 20 hard copies, 10 CDs
  - Public Review Draft GP: 30 hard copies, 30 CDs
  - Hearing Draft GP: 30 hard copies, 30 CDs
  - Final GP: 50 hard copies, 50 CDs
  - Administrative Draft EIR: 20 hard copies, 10 CDs
  - Public Review Draft EIR: 30 hard copies, 30 CDs
  - Final EIR (Response to Comments): 50 hard copies, 50 CDs

ATTACHMENT B

Woodland General Plan Update
BUDGET BY TASK

	Hourly Rate	Task 0 Document Styles and Workshop Toolkits	Task 1 Project Initiation	Task 2 Issue Assessment, Outreach	Task 3 Opportunities & Challenges	Task 4 Alternatives	Task 5 Preferred Plan and Key Goals	Task 6 Draft General Plan	Task 7 Housing Element	Task 8 Climate Action Plan	Task 9 EIR	Task 10 Hearings & Adoption	TOTAL
Dyett & Bhatia													
Rajeev Bhatia, Principal	$ 200	$ 600	$ 2,400	$ 14,000	$ 8,000	$ 16,000	$ 8,000	$ 16,000	$ 1,600	$ -	$ 8,000	$ 4,800	$ 79,400
Sophie Martin, Senior Associate	130	780	4,160	12,480	13,000	13,000	7,800	15,600	2,080	-	10,400	3,120	82,420
Associate	110	-	-	-	-	4,400	1,760	6,600	-	-	11,000	-	23,760
Planner or Urban Designer	100	-	-	4,000	10,000	-	-	20,000	-	-	20,000	-	54,000
GIS/Cartography Specialist	100	-	-	2,800	6,000	6,000	2,400	8,000	-	-	4,800	-	30,000
Graphic/Website Designer	80	320	1,280	4,800	2,560	2,560	1,920	3,200	-	-	640	640	17,920
Project Associate	65	260	520	1,560	520	520	520	1,040	-	-	1,040	520	6,500
Direct Costs		-	200	3,800	600	500	800	400	-	-	300	400	7,000
Sub-Total		**$ 1,960**	**$ 8,560**	**$ 43,440**	**$ 40,680**	**$ 42,980**	**$ 23,200**	**$ 70,840**	**$ 3,680**	**$ -**	**$ 56,180**	**$ 9,480**	**$ 301,000**
AECOM													
Project Director	$ 195	$ -	$ 1,170	$ -	$ 3,510	$ -	$ -	$ 9,750	$ 8,970	$ 7,800	$ 9,750	$ -	$ 40,950
Project Manager	150	-	600	-	3,600	-	-	-	-	-	15,000	-	19,200
Senior Analyst	140	-	-	-	2,520	-	-	-	-	-	10,080	-	12,600
CAP Lead	120	-	-	-	-	-	-	720	-	7,200	-	-	7,920
Planning/Housing Lead	120	-	-	-	-	-	-	5,040	6,240	-	-	-	11,280
Junior Analyst	110	-	-	-	19,580	-	-	-	-	-	50,600	-	70,180
Planning Staff II	85	-	-	-	-	-	-	3,230	-	13,260	-	-	16,490
Planning Staff I	75	-	-	-	-	-	-	2,250	16,950	8,700	-	-	27,900
Administrative Support	85	-	-	-	680	-	-	1,020	2,040	1,020	1,360	-	6,120
Direct Cost		-	-	-	800	-	-	1,000	750	750	200	-	3,480
Sub-Total		**$ -**	**$ 1,770**	**$ -**	**$ 30,690**	**$ -**	**$ -**	**$ 23,010**	**$ 34,950**	**$ 38,730**	**$ 86,990**	**$ -**	**$ 216,120**
BAE Urban Economics													
Principal	$250	$ -	$ 1,000	$ -	$ 4,000	$ 6,000	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ 14,000
Vice President	195	-	390	-	2,730	1,560	-	-	-	-	-	-	4,680
Associate	110	-	440	-	9,240	6,160	-	990	-	-	-	-	16,830
Analyst	90	-	180	-	3,600	4,320	-	-	-	-	-	-	8,100
Direct Cost		-	150	-	1,000	-	-	-	-	-	-	-	1,150
Sub-Total		**$ -**	**$ 2,160**	**$ -**	**$ 20,570**	**$ 18,040**	**$ -**	**$ 3,990**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 44,760**
Document Printing													$14,000
TOTAL FEE		**$ 1,960**	**$ 12,490**	**$ 43,440**	**$ 91,940**	**$ 61,020**	**$ 23,200**	**$ 97,840**	**$ 38,630**	**$ 38,730**	**$ 143,170**	**$ 9,480**	**$ 575,880**

Direct costs in the project budget include reimbursable expenses, including but not limited to: auto travel, parking, meals during out-of-town travel, mailing, and other similar expenses. These are billed at no mark-up.

Hourly rates may be adjusted during the course of the contract, but the total amount shall not change.

Additional services beyond those identified in the scope of work will be provided at the market billing rates of the firm at the time the additional services are requested.

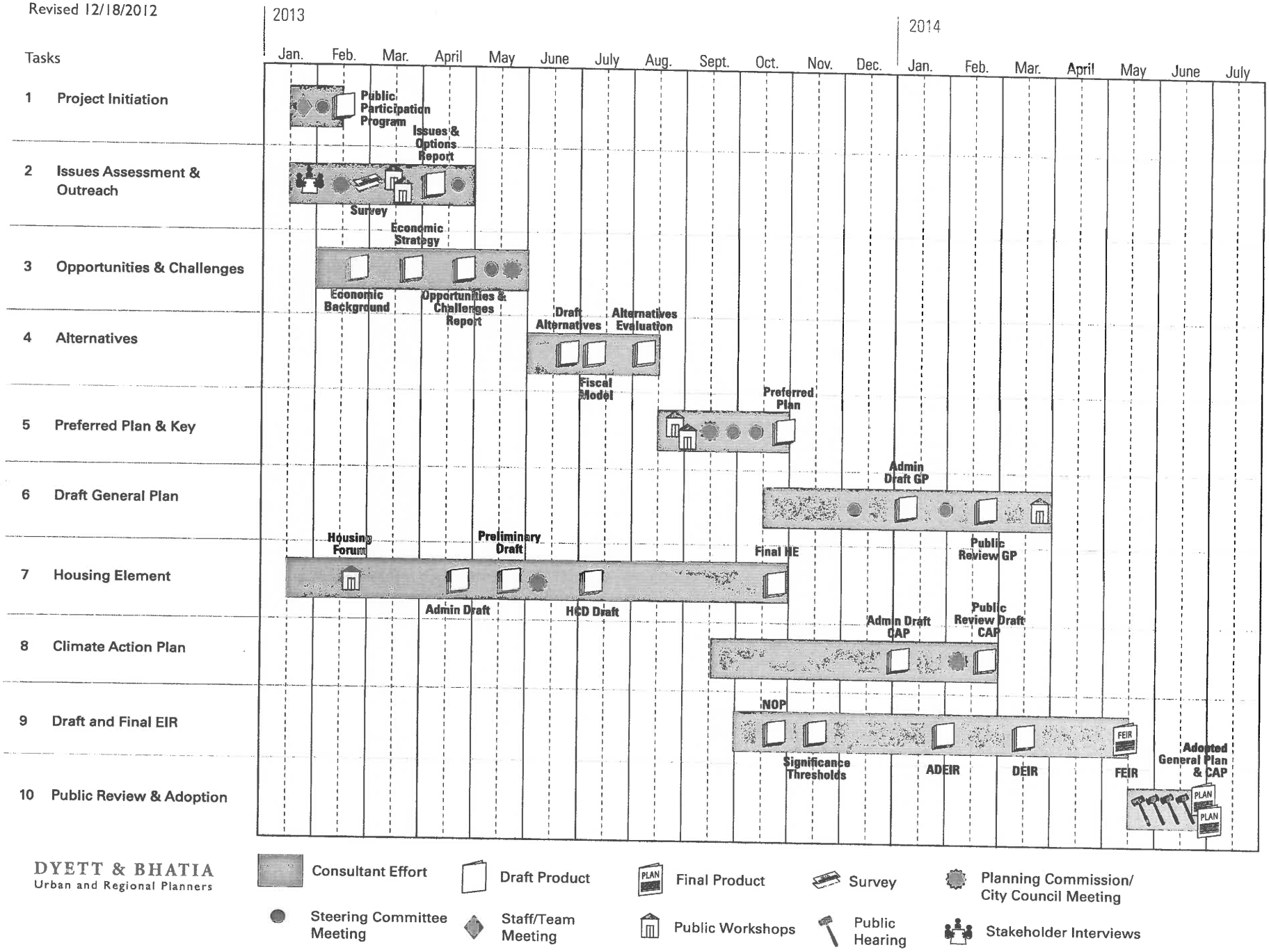
Dyett & Bhatia reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.

ATTACHMENT C

Schedule

City of Woodland General Plan Update

Revised 12/18/2012



DYETT & BHATIA
Urban and Regional Planners