



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 17, 2020
6:00 PM

PLEASE NOTE:

The City is researching teleconferencing options for this meeting and ways in which the public will be able to call into the meeting.

City Council meetings may also be viewed on Woodland TV Channel 21 and also by going to the City of Woodland website at <http://cityofwoodland.org/654/Meetings-Agendas>.

CITY COUNCIL

CLOSED SESSION

5:30 PM

A. CALL TO ORDER

B. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Government Code Section 54956.9(d)(1))

Bonnie Kessner and Andrea McCartney-Page, et al. v. City of Santa Clara, et al., Santa Clara Superior Court Case No. 20CV364054

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

C. CALL TO ORDER

D. ROLL CALL

E. PLEDGE OF ALLEGIANCE

F. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

G. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

2. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

H. MINUTES

3. SUBJECT: Historical Preservation Commission Meeting Minutes of January 15, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Historical Preservation Commission Meeting of January 15, 2020

4. SUBJECT: Planning Commission Meeting Minutes of February 6, 2019 and February 20, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting of December 19, 2019.

I. CONSENT CALENDAR

5. SUBJECT: Public Works Quarterly Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of December 2019 through February 2020.

6. SUBJECT: Woodland Fire Department Annual Inspection Compliance Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Acknowledging the City of Woodland Fire Department's Compliance with Sections 13146.2 and 13146.3 of the California Health and Safety Code.

7. SUBJECT: Budget Appropriation Request: Walmart Foundation Grant

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, authorizing the City Manager to appropriate \$750 to the General Fund Fire Department operations budget.

8. SUBJECT: Final Acceptance and Notice of Completion for Dog Gone Alley – Bush Street to College St Paving Project, CIP 19-16.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, to: 1) Approve the reallocation of \$4,784 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 2) Approve the reallocation of \$4,784 of Water Enterprise Funds from Water System Leak Detection, maintenance and Repair, CIP 09-23, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 3) Approve the appropriation of \$12,432 from Capital Projects Fund, Fund 501, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 4) Authorize a \$7,000 increase to the construction contract contingency, bringing the total contract contingency to \$48,555; 5) Approve a total budget of \$922,000; 6) Accept the Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16 as complete and authorize the City Clerk to file a Notice of Completion.

9. SUBJECT: Approve Consultant Amendment for Construction Management and Inspection Services for Improvements associated with Cal-West Phase 3&4 Subdivisions

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, amending the consultant services agreement with Associated Engineering Consultants, Inc. for the Cal-West Phase 3 & 4 Subdivisions in the amount of \$15,000 for a total contract amount of \$167,914; and authorize the City Manager to execute the agreement.

10. SUBJECT: County Road 25A (Miekle Ave. to Promenade Dr.) and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-09; Approve Plans and Specifications and Authorize Bid Advertisement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, approving the project plans and specifications and authorizing bid advertisement for the County Road 25A (Miekle Ave. to Promenade Dr.) Improvement Project, CIP 19-09

11. SUBJECT: Approve the Salary Schedule effective April 1, 2020.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the attached salary schedule effective April 1, 2020.

J. PUBLIC HEARINGS

12. SUBJECT: PUBLIC HEARING - Revise Fire Hydrant Meter Deposit in City's Fee Schedule to More Accurately Account for Price of Meter Replacement

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a public hearing, and following the public hearing, adopt Resolution No. _____, approving the revised and increased Fire Hydrant Meter Deposit accordance with the commercial water rates approved by the City Council on March 21, 2017. The revised Fire Hydrant Meter Deposit will appear in the Fiscal Year 20 Comprehensive Fee Schedule.

13. SUBJECT: PUBLIC HEARING - Epic Pros Enterprises, Inc. Commercial Cannabis Distribution Facility. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Conduct a Public Hearing ; and 2) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemption under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 3) Adopt Resolution No. _____, recommending that the City Council approve a Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval; and 4) Adopt Resolution No. _____, authorizing the City Manager, pursuant to Section 5.28.180 to approve a final Operating Agreement for a commercial cannabis distribution business at 1250 Harter Avenue, Suite C.

14. SUBJECT: PUBLIC HEARING - Interim Zoning Ordinance 2020 and Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) Receive a staff report; 2) Conduct a public hearing; and 3) Consider for a first reading a stand-alone Interim Zoning Ordinance 2020 and Amendments to Section 17.92.020, Table 3 of the Zoning Ordinance to provide a clear legal basis for zoning and development review to ensure consistency with the 2035 General Plan

15. SUBJECT: PUBLIC HEARING - Amendments to Chapter 15.16 Affordable Housing

RECOMMENDATION FOR ACTION: Staff recommends that the City Council: 1) receive a staff report; 2) conduct a public hearing; 3) consider for first reading an ordinance of the City of Woodland, amending Section 15.16 of Chapter 15 of the Municipal Code relating to affordable housing, and determining the ordinance to be exempt from CEQA; and 4) direct staff to negotiate an in-lieu fee and prepare an agreement for payment of in-lieu fees equivalent to \$3.00 per square foot for the proposed approximately 168-unit multi-family rental project at the northwest corner of Main Street and Ashley Avenue.

K. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/Woodland Finance Authority Meeting of the City of Woodland scheduled for Tuesday, March 17, 2020 was posted on Friday, March 13, 2020 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

A handwritten signature in black ink, appearing to read 'Ana B. Gonzalez', with a stylized flourish at the end.

Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: G.2
SUBJECT:

Recommendation for Action: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

Staff Contact:

Ana B. Gonzalez, City Clerk, (530) 661-5806, ana.gonzalez@cityofwoodland.org

Background:

This calendar is being provided for planning purposes only and is intended to keep the Council apprised of upcoming agenda items and plan for upcoming Council items.

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over the printed name and title.

Ken Hiatt
Interim City Manager

Attachments:

1. Council Long Range Calendar

UPDATED COUNCIL LONG RANGE CALENDAR

APRIL 7TH

REGULAR MEETING

Minutes

City Council Meeting Minutes of March 3, 2020 and March 17, 2020

Presentations

April Child Abuse Prevention Month Proclamation
IT Presentation

Consent Calendar

WPOA Side Letter
2nd Reading – Interim Zoning Ordinance

Regular Calendar

Spring Budget Workshop
Measure J – Nov 2020 ballot measure

Public Hearing

E. Main Street Mini-Storage Conditional Use Permit

APRIL 21ST

REGULAR MEETING

Big Day of Giving Proclamation
Earth Day Proclamation
EV Charging Station MOU – Electrify Yolo Project
Master MOU with Homeless Partners

MAY 5TH

REGULAR MEETING

City Council Meeting Minutes of May 5, 2020 and May 19, 2020
Presentation: FY2020/21 Proposed Budget
Apprenticeship / Workforce Development Programs
Approve Interim Shelter Bid Package

MAY 19TH

REGULAR MEETING

Woodland Research & Tech Park – Specific Plan
Traffic Calming Update – Pilot Projects

Future Topics / Study Sessions:

June Adoption FY2020/21 Budget Draft Ballot Language – Meas. J Renewal Board and Commission Appointments June 2, 2020	July Presentation: City/Chamber Youth Works Program
August Council Recess 7/22 – 8/17	TBD Comprehensive Zoning Update (Fall) Flood Project Certification of Final EIR (Fall) Gang Task Force MOU



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: H.3
SUBJECT: Historical Preservation Commission Meeting Minutes of January 15, 2020

Recommendation for Action: Staff recommends that the City Council receive the minutes of the Historical Preservation Commission Meeting of January 15, 2020

Staff Contact:

Debbie Flemmer, Administrative Supervisor (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed By: Megan Meier, Associate Planner

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. 1.15.2020 HPC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Historical Preservation Commission Meeting –

Wednesday, January 15, 2020

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:00 PM

Staff Present: Megan Meier

B. ROLL CALL

Historical Preservation Commission Members Present: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley, Historical Preservation Commission Member Jeff Rosenthal

Absent:

Excused:

C. APPROVAL OF MINUTES

1. SUBJECT: Historical Preservation Commission Meeting Minutes of October 16, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission adopt the minutes of the Historical Preservation Commission Meeting of October 16, 2019.

On a motion by Historical Preservation Commission Member James Lapsley , seconded by Historical Preservation Commission Member Jeff Rosenthal and carried unanimously, Historical Preservation Commission Meeting Minutes of October 16, 2019

Ayes: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley, Historical Preservation Commission Member Jeff Rosenthal

Noes: None

Absent:

D. SECRETARY'S REPORT

Verbal updates provided by Historical Preservation Commission Members/Staff.

E. PUBLIC COMMENT

None

F. COMMUNICATIONS

None

G. PRESENTATIONS

None

H. NEW BUSINESS

2. SUBJECT: Heritage Home Award Nominations

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission approve

On a motion by Historical Preservation Commission Member James Lapsley, seconded by Historical Preservation Commission Member Elizabeth Lambert and carried unanimously, a motion to accept the nominations presented; 146 Third Street, 550 Oak Avenue, 409 Casa Linda Drive, and 648 College Street for the 2020 Heritage Home/ Historic Preservation Award.

Ayes: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley, Historical Preservation Commission Member Jeff Rosenthal

Noes: None

Absent:

I. OLD BUSINESS

3. SUBJECT: Election of Officers for Chair and Vice-Chair of the Historic Preservation Commission

RECOMMENDATION FOR ACTION: Staff recommends that the Historical Preservation Commission:

- 1) Hold Elections; and
- 2) Vote and select among current membership, the appointments for Chair and Vice Chair of the Historic Preservation Commission.

Historical Preservation Commission Members held elections for Historical Preservation Commission Chair and Vice Chair; selection process and vote are as follows:

Historical Preservation Commission Chair: On a motion by Historical Preservation Commission Member Jeff Rosenthal , seconded by Historical Preservation Commission Member Elizabeth Lambert to nominate Historical Preservation Commission Member Jim Bohon for the post of Chair; motion was carried unanimously,

Ayes: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley, Historical Preservation Commission Member Jeff Rosenthal

**Noes: None
Absent:**

Historical Preservation Commission Vice Chair: On a motion by Historical Preservation Commission Member Jim Bohon, seconded by Historical Preservation Commission Member Jeff Rosenthal to nominate Historical Preservation Commission Member Elizabeth Lambert for the post of Vice Chair; motion was carried unanimously.

Ayes: Historical Preservation Commission Member Elizabeth Lambert, Historical Preservation Commission Member Jim Bohon, Historical Preservation Commission Member James Lapsley, Historical Preservation Commission Member Jeff Rosenthal

**Noes: None
Absent:**

J. ADJOURNMENT

Meeting adjourned at 6:43 PM.

Adopted by Historical Preservation Commission 2/19/2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: H.4
SUBJECT: Planning Commission Meeting Minutes of February 6, 2019 and February 20, 2020

Recommendation for Action: Staff recommends that the City Council receive the minutes of the Planning Commission Meeting of February 6, 2019 and February 20, 2020.

Staff Contact:

Debbie Flemmer, Administrative Supervisor, (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed by: Cindy Norris, Principal Planner

Ken Hiatt
Interim City Manager

Attachments:

1. 2.6.20 PC Minutes DRAFT
2. 2.20.2020 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, February 6, 2020

6:30 PM

A. CALL TO ORDER

Meeting called to order at 06:30 PM

Staff present: Anna Canales, CDD Assistant Planner and CDD Cindy Norris, Principal Planner

B. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Absent: Planning Commission Member Fred Lopez

Excused: Planning Commission Vice-Chairperson Marco Lizarraga

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Valerie Hurst

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff 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.

Verbal updates provided by Planning Commission Members/Staff.

E. SUBCOMMITTEE REPORTS

None

F. COMMUNICATIONS FROM THE PUBLIC

None

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of January 16, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of January 16, 2020.

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Member Valerie Hurst and carried unanimously; a motion to approve Planning Commission Meeting Minutes of January 16, 2020

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

H. PUBLIC HEARING

2. SUBJECT: Epic Pros Enterprises, Inc. Commercial Cannabis Distribution

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission:

1. Receive the staff report;
2. Conduct a public hearing;
3. Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and
4. Approve Planning Commission Resolution No. PC ----- recommending that the City Council approve a Conditional Use Permit amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063

On a motion by Planning Commission Member Valerie Hurst, seconded by Planning Commission Member Chris Holt and carried unanimously, a motion to receive the staff report; conduct a public hearing; find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and approve Planning Commission Resolution No. PC 20-04 recommending that the City Council approve a Conditional Use Permit amendment to allow a commercial cannabis non-volatile, manufacturing facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063 Epic Pros Enterprises, Inc. Commercial Cannabis Distribution Facility. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

I. BUSINESS ITEMS

None

J. STAFF OR COMMISSIONER COMMENTS

None

K. ADJOURNMENT

Meeting adjourned at 6:59 PM.

Adopted by Planning Commission 2/20/20.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, February 20, 2020

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present: Cindy Norris, CDD Principal Planner and Megan Meier, CDD Associate Planner

B. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Absent:

Excused: Planning Commission Member Steven Wong

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commissioner Valerie Hurst.

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff 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.

Verbal updates provided by Planning Commission Members/Staff.

E. SUBCOMMITTEE REPORTS

Verbal updates provided by Planning Commission Members/Staff.

F. COMMUNICATIONS FROM THE PUBLIC

Communications were received from the public.

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of February 6, 2020

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of February 6, 2020.

On a motion by Planning Commission Member Steve Harris, seconded by Planning Commission Member Chris Holt and carried unanimously, Planning Commission Meeting Minutes of February 6, 2020

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

Absention: Planning Commission Member Fred Lopez and Planning Commission Vice Marco Lizarraga

H. PUBLIC HEARING

2. SUBJECT: Woodland Storage CUP - Applicant has requested item be continued to a date certain of **March 5th, 2020**

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission

1. Receive a report;
2. Hold a public hearing;
3. Adopt Resolution No PC 20-00 recommending that the City Council approve a Mitigated Negative Declaration and Conditional Use Permit for Woodland Storage with associated lot line adjustment, operating agreement and roadway summery vacation

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Fred Lopez and carried unanimously; to approve the applicants request to continue to a date certain of March 5, 2020.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

Absent:

3. SUBJECT: 65 & 71 Locust Tentative Parcel Map 5192

RECOMMENDATION FOR ACTION: Staff recommends that the City Council 1) Receive the staff report; 2) Conduct the public hearing; 3) Adopt Resolution No. PC 20-05 in support of the Tentative Parcel Map 5192 for the division of the property located at 65 – 71 Locust Street into three separate parcels consisting of Parcel One at 0.132 acres, Parcel Two at 0.112 acres, and Parcel Three at 0.167 acres respectively.

On a motion by Planning Commission Vice-Chairperson Marco Lizarraga, seconded by Planning Commission Member Fred Lopez and carried unanimously; a motion to receive the staff report; conduct the public hearing; and adopt Resolution No. PC 20-05 in support of the Tentative Parcel Map 5192 for the division of the property located at 65 – 71 Locust Street into three separate parcels consisting of Parcel One at 0.132 acres, Parcel Two at 0.112 acres, and Parcel Three at 0.167 acres respectively.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

Absent:

4. SUBJECT: Interim Zoning Ordinance 2020 and Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: 1) Receive a staff report; 2) Conduct the public hearing; and 3) Approve Planning Commission Resolution No.20-06, recommending that the City Council adopt a stand-alone Interim Zoning Ordinance 2020 and Amend Section 17.92.020, Table 3 of the Zoning Ordinance to provide a clear legal basis for zoning and development review to ensure consistency with the 2035 General

Planning Commission Members requested that this item be continued to the next Planning Commission meeting; motion made by Planning Commission Vice Marco Lizarraga and seconded by Planning Commission Member Steve Harris; motion carried unanimously.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Marco Lizarraga, Planning Commission Member Fred Lopez, Planning Commission Chairperson Kirby Wells, Planning Commission Member Valerie Hurst

Noes: None

I. BUSINESS ITEMS

J. STAFF OR COMMISSIONER COMMENTS

None provided

K. ADJOURNMENT

Meeting adjourned at 6:59 PM.

Adopted by Planning Commission 3/5/2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.5
SUBJECT: Public Works Quarterly Staff Report

Recommendation for Action: Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of December 2019 through February 2020.

Staff Contact:

Johanna Currie, Senior Management Analyst, 530-661-5902, johanna.currie@cityofwoodland.org

Fiscal Impact:

None.

Background:

This quarterly report covers the period of December 2019 through February 2020. The report presents a summary of Service Requests and Work Orders received, and also contains a narrative description of major work performed and/or notable department highlights.

Conclusion:

Staff recommends that the City Council accept the Public Works Quarterly Status Report for the period of December 2019 through February 2020.

Prepared By: Johanna Currie, Senior Management Analyst

Reviewed By: Craig Locke, Public Works Director

A handwritten signature in black ink, appearing to read "Ken Hiatt", is written over a horizontal line.

Ken Hiatt
Interim City Manager

Attachments:

1. Dec 19-Feb 20 PW Quarterly Report



Public Works Department

Quarterly Status Report

December 2019 through February 2020

Public Works

Service and Work Order Requests

For the Months of Dec 19-Feb 20		
Division	Service Requests	Work Orders
Administration	360	-
Electrical	95	67
Environmental Services	-	356
Facilities	151	218
Fleet	-	427
Pretreatment	-	28
Sewer	56	241
Signs & Markings	7	144
Storm Drain	13	60
Streets	85	226
WPCF	-	67
Water	1,117	414
Grand Total	1,884	2,248

Service Requests – Every time a request for Public Works services is made by phone call, written request, emailed request, or an actual one-on-one request to a PW employee, a **'Service Request'** is generated. This builds a computerized record of all requests made.

Work Orders – A **'Work Order'** is created each time a work crew or individual is assigned a task as a result of either service requests, pre-planned maintenance projects, or by other situations as they arise. This produces a database of work accomplished and the time and materials it took to do the work.

Total for Calendar Year 2020

Through 02/29/20

Service Requests

1,327

Work Orders

1,456

59 Working Days This Quarter =

32 Requests for Service per Day

Environmental Services Division

- Sustainability Advisory Committee: The committee continues to work towards finishing the work plan on Climate Action Plan (CAP) implementation. One member has resigned and another will be out for the next several months on maternity leave, temporarily leaving the group with six members.
- Climate Action Plan: Jianelli Morones, our Civic Spark Fellow, continues to work towards developing the online dashboard to show progress made in the CAP. She is also working towards identifying groups and communities that would be most negatively impacted by climate change to help direct CAP implementation.
- Solid Waste: Staff continued providing assistance to the Woodland Joint Unified School District (WJUSD) to help implement organics recycling in the remaining elementary schools; and providing organics recycling bins, outreach materials, and helping students sort their food waste at lunch. We also launched the online Waste Wizard and Collection Calendar tool to help residents find out their waste and

recycling service schedules and to search how to properly dispose or recycle items. The City also hired a part-time Conservation Coordinator to help meet AB 1826 compliance with mandatory commercial organics recycling. Kelsey Bean, the former Code Compliance intern, will start this part-time position soon.

- Water Conservation: Continued outreach for residences and business owners to register for AquaHawk Alerting. There were 198 new users this quarter, bringing the total user count to 4,752 registrants. Water losses are reduced through targeted leak notifications and leak detection resources – initiated 103 leak detection conversations with residents or businesses during the quarter. Continued outreach regarding water conservation and City programs, such as rebates, events and AquaHawk through bill inserts, advertisements, and on social media. The Department gave out 13 rebates during the quarter (111 YTD), mostly for mulch and weather-based irrigation controllers.
- Solar project: The City received first and second quarter Asset Management Report for the City's solar photovoltaic (PV) system for fiscal year 2019-20. From the report: "An analysis of the PV system production shows that over the course of this period, the City's PV systems produced 90% of what would be expected in a typical weather adjusted year. "This general underperformance was primarily due to soiled arrays during the first quarter. Production during the first and second quarter, from July through December 2019, was 89.8% of expected.

Fleet & Facilities Division

- Fleet Services: Fleet Services is happy to inform the City Council that a partnership was formed with a team from the Sacramento Valley Leadership Academy, also known as the "Green Team," to undergo a mutually beneficial project for both the team participants as well as the City. The project seeks to develop best practices, strategies, policies and guidelines to assist the City of Woodland with converting its municipal fleet to higher-efficiency, renewable fuel vehicles, consistent with the goals and objectives of the City's Climate Action Plan. Staff has assisted the team by providing various fleet performance reports and key data for the team to analyze and provide recommendations. A presentation of the team's final recommendations is scheduled in June.
- Facilities Services: There are several projects underway at various facilities that should be completed by the end of FY20: Replace flooring on the first and second levels of the Library; replace the final two HVAC replacements at the Community Center; and upgrade the electrical infrastructure at the MSC to support charging of the incoming Electric Work Trucks. Once this round of projects is complete, then Facilities will be in position to begin initiating high priority projects in FY21 that were identified from the 2019 facility condition assessments. The list of FY21 projects include a project to rehabilitate the City Hall roof underlayment and then paint the exterior of the building, which will also include refinishing the exterior doors.

Right-of-Way Division

- **Geographic Information System:** The GIS group has completed 80% of the creation of new informational maps for; Admin, Electrical, Facilities/Parks, Sewer/Storm, Signs & Markings, and Water. These maps provide all City departments with current Public Works asset and division information.
- **GIS-Signs & Markings:** The GIS group is working with Signs & Markings in the completion of the 2020 E Main St Improvement Project. New Street Markers are being added to the City utilities map on E Main St, from East St to Pioneer Ave. Having completed approximately 10%, we expect to complete this project by Spring 2021.
- **GIS-Sewer:** Working with Sewer, the GIS Group has completed 70% of Sewer Tap video verification. All incorrect and incomplete information is compiled and sent biweekly to the Sewer department. By the Fall of 2020 they will have a complete list of problem areas, which underground video must be verified.
- **GIS-Streets:** The GIS Group has added approximately 60% of repaired Trip Hazards to the Utility map. The location of these hazards are South of Gibson Rd, between College St and East St. We expect to complete this project by end of Spring 2020.
- **GIS-Electrical:** The GIS and Electrical Group are now in the process of adding cameras to our utilities map. This will not only allow utility department access to facility cameras but Fire and Police Departments as well. Cameras have been installed at various locations throughout the City (i.e. Library, MSC and City Hall), having completed approximately 90%, we are expecting to have this available to all City departments by end of Spring 2020.

USA Tickets for Calendar Year 2020
Quarter Dec 2019-Feb 2020 5,865

- **Electrical – Battery Backup Systems:** Currently 68 of the 70 traffic signals have Battery Backup Systems (BBS) installed. The Electrical Group will be installing the remaining 2 BBS's by the end of FY 19/20.
- **Electrical – New Signalized Intersections:** The ROW Electrical Group has overseen the installation of two new Signalized Intersections in the Spring Lake area. Both intersections have been equipped with Battery Backup Systems.
- **Electrical- MSC Electric Vehicle Chargers:** In anticipation for the summer 2020 arrival of two new fully electric utilities vehicles, the Electrical Group has begun installing new infrastructure at the Municipal Service Center. Work includes a new-

metered PG&E service as well as two Level 3 DC fast chargers. This project is on track to be completed in unison with vehicle deliveries.

- Electrical – CIP/Development Projects: The ROW Electrical Group is currently overseeing the inspection of five separate projects ranging from streetlight installations to the installation of new Traffic Signal Equipment. The closest project to completion is the West Main St intersection, with an estimated turn-on date of Spring 2020.
- Signs & Markings - Sign Knockdowns: The Signs & Markings Group responded to and repaired 18 Knockdown signs this Quarter.
- Signs & Markings – Routine Sign Maintenance: The Signs & Markings Group installed 2 new School Speed Limit Signs for Spring Lake Elementary School. Also installed 6 new Speed Limit Signs per State Mandated Speed Survey along Mickle Ave. The Signs Group also removed 72 faded signs throughout the city, replacing them with new signage meeting federal and state retroreflective requirements.
- Signs & Markings – Raised Pavement Markers: The Signs & Markings Group repaired and replaced the white reflectors on Gibson Rd from East St to Westway Dr, both directions.
- Streets – Road Maintenance: Continued filling pot holes throughout the City on a daily basis. We have filled hundreds of pot holes this past quarter. We have also been working with the Yolo County Probation department removing trash, debris, and vegetation in the alleys throughout the City.
- Streets – Sidewalk Maintenance: Ramped several trip hazards throughout the City that were caused by City trees.

Utilities Collections - Sewer and Storm Division

The Public Work's Collection Department added five new employees this past quarter, just in time for the Winter rain events. Collections staff responded to 68 Service Requests, averaging a 22-minute response time. Staff performed routine inspection/maintenance on City Storm Lift Stations as well as inspecting & removing debris from the City's 14 miles of open Ditch. Yolo County Probation crews & the HOST program have assisted the City Collections division with the cleanup of multiple homeless camps & weed abatement throughout the City.

Operations & Maintenance (O&M) crews perform preventative maintenance by cleaning 65,949 feet of sewer pipe, followed up by Closed Circuit Television inspection of 16,522 feet of mainline pipe. Last quarter, Collections Staff also inspected 5,305 feet of the City's sewer service laterals and rodded 357 feet of pipe due to root intrusion. In turn, O & M crews replaced 170 feet of sanitary sewer lateral pipe & 60 feet of sewer mainline, and installed 14 new City sewer clean outs.

Furthermore, Collections staff worked with Community Development Department, Transportation Engineering, and Utility Engineering Divisions on various Capital projects such as the sewer & storm infrastructure for the W. Main St road rehab project, Spring Lake Development final & warranty inspections, as well plan review and preliminary investigation on multiple upcoming projects. Crews also working closely with Utilities Engineering on multiple Capital Improvement Projects which include North Regional Pond and pump station, Gibson Road project, as well as working with Contractor Michels on the lining of multiple sewer mains in the Spring Lake area due to groundwater infiltration.

Utilities - Water Production and Distribution Division

- Wells: All groundwater wells are currently off or in the “standby” position.
- ASR: Aquifer Storage and Recovery (ASR) Wells 28, 29, & 30 are currently injecting 4 million gallons per day (MGD).
- Distribution Division: Crews continue working on system repairs and improvements.
- Gibson Road Project: Pre-construction meeting was held on 2-27-20
- Preventive Maintenance: Crews are starting on 2020 valve and fire hydrant maintenance goals after meeting their 70% objective last year.
- Water Main Breaks: 4
- Water Main Valves, Fire Hydrants Replaced: 6
- Water Main Valves Exercised: 138
- Water Meters Tested: 21
- Water Meters Replaced: 47
- Water Quality Calls: 7

Wastewater Operations Division

Laboratory:

- The lab is currently operating under the April 2019-2021 Lab Certification that is posted at the Water Pollution Control Facility.
- Staff continues to test final effluent for coliform bacteria 7-days/week in support of the recycled water project.
- Laboratory staff have been attending trainings on the National Environmental Laboratory Accreditation (NELAC) Institute (TNI) regulations and the California Quality Management Systems Regulations that are expected to roll out summer of 2020.
- Performed first quarter Toxicity Testing for 2020.
- Annual Proficiency Testing and Discharge Monitoring Report-Quality Assurance (DMRQA) studies are planned for spring 2020.

Pretreatment:

- Performed Local Limits Monitoring for the first quarter of 2020.

Regulatory Compliance:

- Prepared and submitted quarterly and monthly reports to the Regional Board in accordance with our National Pollutant Discharge Elimination System (NPDES) Permit.
- Continued participation in the Central Valley Clean Water Association (CVCWA) special studies on Methyl Mercury, Freshwater Mussels, and Low-Level Toxicity.
- Pretreatment staff started issuing an information binder with all new pretreatment permits with relevant information to the specific discharger.

Water Pollution Control Facility

- Plant Operations: The Treatment Plant staff is operating the Modified Ludzack-Ettinger (MLE) Treatment System and continues to monitor the plant response to upsets, changes in operating procedures, and changing weather, ensuring

consistent effluent quality. Operations and Maintenance have been working on preventative maintenance including replacing UV lamps, oil, cleaning and replacing high speed blower air filters, working with electrical & instrumentation staff on replacing process meters, adding some new solids monitoring meters to the Returned Activated Sludge (RAS) pump station, and helping with operation and maintenance of the treatment system. City contractor has completed the rehabilitation of the south pond screw pumps; this has been an ongoing project throughout the winter.

- Recycled Water Delivery: The City is delivering recycled water to the system's primary customer, Biomass. Staff from Wastewater Operations, Water Distribution/Production, and Utilities Engineering continue to work together to provide our customers with recycled water. Utilities Engineering is researching additional storage capacity, and Operations is fine-tuning the system in order to better serve our customers and to ensure a consistent and reliable recycled water supply. Water Production has been monitoring offsite infrastructure and maintaining surge tanks.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.6
SUBJECT: Woodland Fire Department Annual Inspection Compliance Report

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, Acknowledging the City of Woodland Fire Department's Compliance with Sections 13146.2 and 13146.3 of the California Health and Safety Code.

Staff Contact

Emily Walling, Fire Marshal, (530) 661-5855, emily.walling@cityofwoodland.org

Background

On September 27, 2018, SB 1205 became effective, and added a new section to the California Health and Safety Code, which affects every fire department or fire district in the State of California. A copy of this bill is included in this package, as reference. Existing state law required every fire department or district providing fire protection services to inspect every building used as a public or private school, hotels, motels, lodging houses, and apartment houses on an annual basis. Woodland Fire Department has, and continues to strive to complete all of these mandated inspection facilities annually.

Upon the passing of SB 1205 in 2018, the Fire Department is required to report compliance numbers for these inspections to City Council annually and acknowledge receipt of the compliance report through a resolution.

The Woodland Fire is reporting on the 2018/2019 fiscal year in order to provide a complete picture of required annual inspections. Current fiscal year inspections are currently underway and on track to be completed by June 30, 2020.

In addition to these mandated inspections by state law, Woodland Fire Department is proud to maintain a robust inspection program to work to ensure that all occupancies within the City are inspected for fire and life safety on an annual or biennial basis, depending upon the risks within the occupancy. This allows staff to provide interactive, risk-based inspections per relevant codes and fire safety education to every business within the City, enhancing fire safety behaviors throughout the community.

While the bill requires only the reporting of public or private school, hotels, motels, lodging houses, and apartment houses, Woodland Fire has elected to report inspection data on additional occupancies within the City that pose a higher risk, such as places of assembly and hospitals. The attached report includes inspection numbers for healthcare facilities, theaters, restaurants, places of worship, and indoor sporting event buildings. The highlighted portion represents the numbers required to be report by SB 1205.

Discussion

The purpose of SB 1205 was to require fire departments to review and report on occupancies inspected within the jurisdiction that are mandated to be inspected annually by the State. Analysis of this data allows the opportunity to address any missing inspections, or improve the inspection program as needed. While Fire Department staff continually strive to achieve 100% completion of all occupancy inspections, it is recognized

that fluctuations in workload, construction volume, and limited staffing provide a challenge to this goal. However, after the review of FY18/19 data, changes were made that should reflect a positive improvement to completion data for future annual reports.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, Acknowledging the City of Woodland Fire Department's Compliance with Sections 13146.2 and 13146.3 of the California Health and Safety Code.

Prepared By: Emily Walling, Fire Marshal

Reviewed By: Eric Zane, Interim Fire Chief



Ken Hiatt
Interim City Manager

Attachments:

1. Senate Bill 1205
2. Woodland SB 1205 Resolution 2020
3. Fire Department SB 1205 Annual Report 2020


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SB-1205 Fire protection services: inspections: compliance reporting. (2017-2018)

SHARE THIS:



Date Published: 09/27/2018 09:00 PM

Senate Bill No. 1205

CHAPTER 854

An act to add Section 13146.4 to the Health and Safety Code, relating to fire protection.

[Approved by Governor September 27, 2018. Filed with Secretary of State September 27, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 1205, Hill. Fire protection services: inspections: compliance reporting.

Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided.

This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 13146.4 is added to the Health and Safety Code, to read:

13146.4. (a) Every city or county fire department, city and county fire department, or district required to perform an annual inspection pursuant to Sections 13146.2 and 13146.3 shall report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3.

(b) The report made pursuant to subdivision (a) shall occur when the administering authority discusses its annual budget, or at another time determined by the administering authority.

(c) The administering authority shall acknowledge receipt of the report made pursuant to subdivision (a) in a resolution or a similar formal document.

(d) For purposes of this section, "administering authority" means a city council, county board of supervisors, or district board, as the case may be.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

RESOLUTION xx-xx

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND ACKNOWLEDGING THE CITY OF WOODLAND FIRE
DEPARTMENT'S COMPLIANCE WITH SECTIONS 13146.2 AND 13146.3 OF THE
CALIFORNIA HEALTH AND SAFETY CODE**

WHEREAS, California Health and Safety Code Section 13146.4 requires all fire departments that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, and apartment house for compliance with building standards; and

WHEREAS, the City of Woodland Fire Department conducted 19 of 19 Group E (school), 11 of 11 Group R-1 (hotel and motel) and 132 of 133 Group R-2 (apartment, lodging house, etc.) occupancy inspections for the fiscal reporting period of 2018/2019; and

WHEREAS, the City Council of Woodland intends this Resolution to fulfill the requirements of the California Health and Safety Code regarding acknowledgment of the Woodland Fire Department's compliance with California Health and Safety Code Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland expressly acknowledges the measure of compliance of the City of Woodland Fire Department with the California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the City of Woodland as follows:

PASSED AND ADOPTED this 17th day of March, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM

Ana Gonzalez, City Clerk

Kara K. Ueda, City Attorney



WOODLAND FIRE DEPARTMENT

Inspection Compliance Report

DATE: March 17, 2020

SUBJECT: Annual Inspection Compliance Report to Fulfill California HSC Sec. 13146.2 and 13146.3.

Woodland Fire Department Annual Inspection Compliance Report			
Total Occupancy Inspections Conducted: 1035			
Occupancy Type	Total # of Occupancies	Completed in FY 18/19	% Complete
E (Schools)	19	19	100%
R-1 (Hotels, Motels)	11	11	100%
R-2 (Apartment, Lodging houses)	133	132	97%
Total E & R Occ. (Reportable)	163	162	98%
I-2 (Hospital, Nursing Homes)	6	6	100%
I-2.1 (Outpatient Facilities)	2	2	100%
I-4 (Adult Day Care)	1	1	100%
Total I Occ.	9	9	100%
A-1 (Theaters)	3	3	100%
A-2 (Restaurants)	57	55	98%
A-3 (Places of Worship)	59	52	98%
A-4 (Indoor Sport Facilities)	2	2	100%
Total A Occ.	122	113	98%



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.7
SUBJECT: Budget Appropriation Request: Walmart Foundation Grant Award

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$750 to the General Fund Fire Department operations budget.

Staff Contact:

Emily Walling, Fire Marshal
(530) 661-5855, emily.walling@cityofwoodland.org

Fiscal Impact:

There is no impact to the General Fund. All expenditures related to the Walmart Foundation Grant Award will be fully offset by grant revenue received.

Background:

In December 2019, the Woodland Fire Department applied for a Community Grant through the Walmart Foundation. Walmart Foundation Community Grants range from \$250-\$5,000 and are awarded to non-profit organizations, public or private schools, church and faith-based organizations, and government entities that are requesting funds exclusively for public purposes. Funding areas include hunger relief and healthy eating, health and human services, quality of life, education, community, and economic development, diversity and inclusion, public safety, and environmental sustainability. The Woodland Fire Department was successfully awarded a grant in the amount of \$750. The grant funds will be used to supply each of our fire apparatus with a small supply of smoke alarms and carbon monoxide alarms to be provided to community members on an as-needed basis. The availability of these alarms will be reserved for those community members who have a malfunctioning alarm and are otherwise unable to obtain or install a replacement device. The Fire Department has also partnered with American Red Cross volunteers who will provide a follow-up fire safety and smoke alarm education appointment upon referral.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, authorizing the City Manager to appropriate \$750 to the General Fund Fire Department operations budget.

Prepared By: Emily Walling, Fire Marshal

Reviewed By: Eric Zane, Interim Fire Chief

A handwritten signature in black ink, appearing to read "Ken Hiatt".

Ken Hiatt
Interim City Manager

Attachments:

1. Walmart Grant Appropriation Resolution 2.2020

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WOODLAND AUTHORIZING THE CITY MANAGER TO APPROPRIATE
\$750 TO THE GENERAL FUND FIRE DEPARTMENT OPERATIONS BUDGET**

WHEREAS, the Woodland Fire Department successfully applied and was awarded the Walmart Foundation Community Grant in the amount of \$750; and

WHEREAS, the Woodland Fire Department will use these funds to create an inventory of smoke alarms and carbon monoxide alarms available on the fire apparatus; and

WHEREAS, the Woodland Fire Department's total appropriation request of \$750 is completely offset by the Walmart Foundation Community Grant; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

SECTION 1. That the City Council hereby authorizes the City Manager to appropriate \$750 to the General Fund Fire Department operations budget.

PASSED AND ADOPTED this 17th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM

Ana Gonzalez, City Clerk

Kara K. Ueda, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA: City Council Regular Meeting

DATE: March 17, 2020

ITEM #: I.8

SUBJECT: Final Acceptance and Notice of Completion for Dog Gone Alley – Bush Street to College St Paving Project, CIP 19-16

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to: 1) Approve the reallocation of \$4,784 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 2) Approve the reallocation of \$4,784 of Water Enterprise Funds from Water System Leak Detection, maintenance and Repair, CIP 09-23, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 3) Approve the appropriation of \$12,432 from Capital Projects Fund, Fund 501, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 4) Authorize a \$7,000 increase to the construction contract contingency, bringing the total contract contingency to \$48,555; 5) Approve a total budget of \$922,000; 6) Accept the Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16 as complete and authorize the City Clerk to file a Notice of Completion.

Staff Contact:

Matt Cohen, Senior Engineering Assistant, (530) 661-5973, matt.cohen@cityofwoodland.org

Fiscal Impact:

The authorized contract amount with Lister Construction was \$207,774 with an approved 20% contingency in the amount of \$41,555. To date, one change order has been executed in the amount of \$40,911. A final change order is currently proposed in the amount of \$7,144 for work already completed, which results in a total change order amount of \$48,055, exceeding the authorized 20% contingency by \$6,500. Staff is requesting a \$7,000 increase to the construction contract contingency to cover the final change order and close out the contract. The total construction cost including change orders was \$255,829 for this phase of the project.

The total budget for Phase I of the project was \$750,000. The total cost was \$629,000 leaving \$121,000 for Phase II. \$150,000 was then reallocated from Water and Sewer Enterprise Funds for a total budget of \$900,000 for both phases of the project. The total cost for both phases was \$922,000; therefore \$22,000 is needed to close out the project. Of the \$22,000 needed, \$8,520 is available from the Downtown Improvement Fund and \$4,000 has been reimbursed from PG&E to Fund 501.

The project budget allocated to this phase of the project is \$271,000. The total cost including construction, construction management, construction contingency, and project management is expected to be \$293,000.

Background:

The Dog Gone Alley – Bush St to College St Paving Project is part 2 of CIP 19-16 and was proceeded by the Dog Gone Alley – Bush St to College St Water & Sewer Repair & Replacement Project. The project was split into two contracts to allow for PG&E to replace the low-pressure gas main in the alleyway with a high-pressure gas main before paving. Part 1 of CIP 19-16, the Dog Gone Alley – Bush Street to College Street Water & Sewer Repair & Replacement Project included the construction of a new 8" water main, valves, tees, service lines, meters, and meter boxes, as well as a new 8" sewer main, manholes, service laterals, and cleanouts. Part 2 of CIP 19-16, the Dog Gone Alley – Bush St to College St Paving Project, included reinforced and enhanced

concrete paving of the alleyway, as well as installation of two commercial type “C” driveways and asphalt paving in Bush and College Streets

The paving project was funded 50% through the Water Enterprise Funds and 50% through the Sewer Enterprise work and the account balance remainder from phase one CIP 19-16. On August 20th, 2019 at project award, City Council authorized the reallocation of \$75,000 from the Water Enterprise Funds and \$75,000 from the Sewer Enterprise Funds. Prior to the water and sewer fund allocations, \$30,000 was allocated from Fund 501 to CIP 19-16 for non-utility coordination expenses. Approximately \$110,000 (including almost all of the original \$30,000 from Fund 501) remained in CIP 19-16 from part 1 of the project: Dog Gone Alley – Bush St to College St Water & Sewer Repair & Replacement Project.

The City’s contractor completed non-water/sewer related work that will be reimbursed from the correct funds. Asphalt repairs on Bush Street were added to the project and will be reimbursed from Capital Projects Fund, Fund 501, in the amount of \$12,432. The cost of the aesthetic pavement treatment (stamped/colored concrete) was \$29,498, which was covered by the remainder of the original \$30,000 allocated to the CIP from Fund 501. PG&E has provided reimbursement to the City in the amount of \$3,912.92, credited to Fund 501 as pass through money, for work the City’s contractor completed for them – mainly cleaning up the site from PG&E’s gas main work that was performed on a tight schedule.

Discussion:

One change order was executed during the project and a second change order is expected to be executed, resulting in a total change order cost of \$48,055.09, which is \$6,500.09 over the council approved contingency. The primary expense among the change orders was the aesthetic treatment of the alleyway paving which cost \$29,500. The City also opted to make non-water/sewer related asphalt improvements to potholes in Bush Street, resulting in an additional \$8,520. PG&E left unusable dirt on site after their gas main replacement project in the alleyway (before commencement of this paving project). They reimbursed the City for \$3,912.92 – the cost of cleaning up. That check was deposited into Fund 501.

See below for a breakdown of the project costs:

Construction	\$207,774
Change Order 1	\$40,911.42
Change Order 2	\$7,143.67
Total Construction Cost	\$255,829.09
Project/Construction Management	\$36,750
Total Project Costs	\$292,579.09

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to: 1) Approve the reallocation of \$4,784 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 2) Approve the reallocation of \$4,784 of Water Enterprise Funds from Water System Leak Detection, maintenance and Repair, CIP 09-23, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 3) Approve the appropriation of \$12,432 from Capital Projects Fund, Fund 501, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16; 4) Authorize a \$7,000 increase to the construction contract contingency, bringing the total contract contingency to \$48,555; 5) Approve a total budget of \$922,000; 6) Accept the Dog Gone Alley – Bush Street to College Street

Paving Project, CIP 19-16 as complete and authorize the City Clerk to file a Notice of Completion.

Prepared by: Tim Busch, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
Interim City Manager

Attachments:

1. reso DGA Paving acceptance

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND TO ACCEPT THE DOG GONE ALLEY – BUSH STREET TO COLLEGE STREET PAVING PROJECT, CIP 19-16 CONSTRUCTION CONTRACT AS COMPLETE AND AUTHORIZE THE CITY CLERK TO FILE A NOTICE OF COMPLETION.

WHEREAS, the City Council approved the plans and specifications for the Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16 (the “Project”) and authorized advertisement for bids on July 2, 2019; and the City of Woodland advertised for bids on July 24, 2019; and

WHEREAS, the City Council, on August 20, 2019, approved the construction contract with Lister Construction, Inc. in the amount of \$207,774 and approved a 20% construction contingency in the amount of \$41,555; and

WHEREAS, the construction of the Project began on November 12, 2019 and was completed in January 2020; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the reallocation of \$4,784 of Sewer Enterprise Funds from Annual Sewer Repair and Replacement, CIP 08-21, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16.

Section 2. The City Council hereby approves the reallocation of \$4,784 of Water Enterprise Funds from Water System Leak Detection, Maintenance and Repair, CIP 09-23, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16.

Section 3. The City Council hereby approves the allocation of \$12,432 from Capital Projects Fund, Fund 501, to Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16.

Section 4. The City Council hereby authorizes a \$7,000 increase to the construction contract contingency, bringing the total contract contingency to \$48,555.

Section 5. The City Council hereby approves an increase to the total budget of \$22,000, bringing the total budget for Phase I and Phase II of the project to \$922,000.

Section 6. The City Council hereby accepts the Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16 as complete.

Section 7. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Dog Gone Alley – Bush Street to College Street Paving Project, CIP 19-16.

PASSED AND ADOPTED this 17th day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.9
SUBJECT: Approve Consultant Amendment for Construction Management and Inspection Services for Improvements associated with Cal-West Phase 3&4 Subdivisions

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, amending the consultant services agreement with Associated Engineering Consultants, Inc. for the Cal-West Phase 3 & 4 Subdivisions in the amount of \$15,000 for a total contract amount of \$167,914; and authorize the City Manager to execute the agreement.

Staff Contact

Miguel Chavez, Construction Project Manager – (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact

Construction management and inspection of Cal-West Phase 3 & 4 Subdivisions are funded by fees paid by the developer for this purpose.

There is no impact to the general fund.

Background

On May 19, 2015, City Council approved the Cal-West Tentative Subdivision Map No. 5075. The original consultant contract for inspection of the Cal-West Phase 3 & 4 Subdivisions was approved on October 17 2017, in the amount of \$135,914.00. This contract was based on a one-year construction timeline which matched the term of the improvement agreement. On March 19 2019, City Council approved amendment #1 in the amount of \$17,000.00 to add contract time and budget as the project was not complete. The proposed amendment #2 of \$15,000 will increase the total contract amount to \$167,914.

Discussion

Construction of Cal-West Phase 3 & 4 Subdivisions began in October 2017. The original contract with Associated Engineering Consultants for construction inspection was budgeted for approximately one year of construction time. The project has significantly exceeded the originally estimated time frame, which has increased the cost beyond the approved original contract authority. This additional \$15,000.00 budget increase is anticipated to be sufficient to inspect the remaining construction activities for these subdivisions.

The increase in cost will be funded by fees paid by the developer for this purpose.

The construction of Cal-West Phase 3 & 4 Subdivisions includes improvements that will be City owned once complete. As such, the City must provide construction management and inspection for these projects. The recommended action to execute amendment #2 to the agreement will allow the City to continue providing these services.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, amending the consultant services

agreement with Associated Engineering Consultants, Inc. for the Cal-West Phase 3 & 4 Subdivisions in the amount of \$15,000 for a total contract amount of \$167,914; and authorize the City Manager to execute the agreement.

Prepared by: Miguel Chavez, Sr. Construction Project Manager

Reviewed by: Katie Wurzel, Principal Civil Engineer
Brent Meyer, Acting Community Development Director/City Engineer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long, sweeping horizontal line extending to the right.

Ken Hiatt
Assistant City Manager / Comm. & Econ. Development Director

Attachments:

1. CalWest Ph 3&4 Amendment #2

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING AN AMENDMENT FOR CONSTRUCTION MANAGEMENT AND
INSPECTION SERVICES ASSOCIATED WITH THE CALWEST PHASE 3&4
SUBDIVISIONS**

WHEREAS, On May 19, 2015, City Council approved the Cal-West Tentative Subdivision Map No. 5075; and

WHEREAS, On October 17, 2017, City Council approved the original Cal-West Phase 3 & 4 consultant services agreement for construction management and inspection with Associated Engineering Consultants in the amount of \$135,914.

WHEREAS, On March 19, 2019, City Council approved Amendment #1 in the amount of \$17,000 for a total contract amount of \$152,914 which was anticipated to be sufficient to complete inspection of the construction activities; and

WHEREAS, the project remains incomplete and further time and budget extension is necessary to ensure proper project management and inspection for the work.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. The City Council hereby approves the consultant services amendment and authorizes and directs the City Manager to execute 1) amendment #2 in the amount of \$15,000 for a total contract amount of \$167,914 for the Cal-West Phase 3 & 4 Subdivisions. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Agreement does not change.

Section 2. An executed copy of the Agreements will be available and on file in the City Clerk's office, and are incorporated herein by reference and made a part of this Resolution.

PASSED AND ADOPTED this _____ day of _____ 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.10
SUBJECT: County Road 25A (Miekle Ave. to Promenade Dr.) and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-09; Approve Plans and Specifications and Authorize Bid Advertisement

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications and authorizing bid advertisement for the County Road 25A (Miekle Ave. to Promenade Dr.), CIP 19-09 and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-10.

Staff Contact:

Miguel Chavez, Sr. Construction Project Manager, (530) 661-5952, miguel.chavez@cityofwoodland.org

Fiscal Impact:

The approved Capital Budget includes a total of \$2,164,000.00 in SLIF Roads funding (Fund 682) for this combined project. Of this, \$1,829,000.00 is budgeted for construction. The engineers estimate for construction costs is approximately \$1,400,000.00

This funding is included in the SLIF set aside funding, which is the portion of the SLIF that is managed by the City. From a budgeting standpoint, there are two capital budget project numbers included in this work, the project will be bid, awarded and managed as one construction project.

There is no impact to the General Fund.

Background:

This project includes the construction of CR25A, from Miekle Avenue to Promenade Drive which is included in the Spring Lake Capital Improvement Plan and is needed to provide adequate traffic circulation in the area. CR25A will be a 2-lane road with buffered bike lanes. The project includes a roundabout at Miekle Ave, storm drain utilities, street lighting and landscaping.

This project also includes the construction of an at grade bicycle/pedestrian crossing on East Heritage Parkway (between Campos Ave. and Miekle Ave.) that is needed to enhance bicycle/pedestrian connectivity. The East Heritage Parkway mid-block crossing design includes pedestrian actuated push buttons and landscaping.

Discussion:

The City executed the design contract with Cunningham Engineering Consultants on July 30th 2019.

Upon Council authorization, the project will be advertised for bidding. Staff anticipates a bid opening in April and returning to Council in May for award of the construction contract.

Construction of the project is anticipated to be complete by the end of this calendar year.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, approving the project plans and specifications and authorizing bid advertisement for the County Road 25A (Miekle Ave. to Promenade Dr.) and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-09.

Prepared By: Miguel Chavez, Sr. Construction Project Manager

Reviewed By: Katie Wurzel, Principal Civil Engineer

Brent Meyer, Acting Community Development Director/City Engineer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a stylized, flowing script.

Ken Hiatt

Assistant City Manager / Comm. & Econ. Development Director

Attachments:

1. Resolution

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE PLANS AND SPECIFICATIONS FOR THE COUNTY ROAD 25A
(MIEKLE AVE. TO PROMENADE DR.) CIP19-09 AND EAST HERITAGE PARKWAY
MID-BLOCK CROSSING IMPROVEMENT PROJECT, CIP 19-10, AND
AUTHORIZING BID ADVERTIZEMENT**

WHEREAS, the CR25A (Miekle Ave. to Promenade Dr.) CIP 19-09 and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-10 is included in the Spring Lake CIP and is needed to provide adequate bicycle/pedestrian and traffic circulation; and

WHEREAS, the CR25A (Miekle Ave. to Promenade Dr.) and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-09 is included in the Capital Budget with a total budget of \$2,164,000.00; and

WHEREAS, the project will construct CR25A (Miekle Ave. to Promenade Dr.) which includes a roundabout, storm drain utilities, street lighting, and landscaping while the East Heritage Parkway Mid-Block Crossing Improvements will construct an at grade bicycle/pedestrian crossing with pedestrian activated push buttons; and

WHEREAS, the Project has been reviewed in accordance with the California Environmental Quality Act (CEQA), and the Project is exempt under CEQA Guidelines; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF WOODLAND AS FOLLOWS:**

Section 1 The City Council hereby approves the plans and specifications for the CR25A (Miekle Ave. to Promenade Dr.) CIP 19-09 and East Heritage Parkway Mid-Block Crossing Improvement Project, CIP 19-10, which are available on file with the City Clerk.

PASSED AND ADOPTED this 17th day of March 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor
ATTEST:

Ana B. Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: I.11
SUBJECT: Approve the Salary Schedule effective April 1, 2020

Recommendation for Action:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective April 1, 2020.

Staff Contact:

Sheila McShane, Human Resources Manager, (530) 661 5807, Sheila.mcshane@cityofwoodland.org

Fiscal Impact:

The action to approve the salary schedule has no direct fiscal impact.

Background:

The California Public Employees' Retirement System (CalPERS) now requires that the City Council adopt and approve the salary schedule on a quarterly basis, and this staff report serves to meet the CalPERS requirement for the quarter effective April 1, 2020.

Discussion:

CalPERS require that the salary schedule is presented to the City Council on a quarterly basis. The attached Salary Schedule does not include any changes from the last schedule presented to the City Council.

Conclusion:

Staff recommends that the City Council approve the City of Woodland Salary Schedule effective April 1, 2020

Prepared and Reviewed By: Sheila McShane, Human Resources Manager

Ken Hiatt
Interim City Manager

Attachments:

1. 04-01-2020

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
REGULAR FULL-TIME EMPLOYEES - MONTHLY SALARY										
Accountant I *	116	MM		\$4,975.44	\$5,224.21	\$5,485.42	\$5,759.69	\$5,903.68		
Accountant II *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Accounting Technician	45	GS	\$4,124.21	\$4,330.42	\$4,546.93	\$4,774.29	\$5,013.00	\$5,263.65		
Administrative Clerk I	28	GS	\$2,710.40	\$2,845.92	\$2,988.22	\$3,137.64	\$3,294.51	\$3,459.24		
Administrative Clerk II	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Administrative Clerk III	36	GS	\$3,302.37	\$3,467.49	\$3,640.87	\$3,822.92	\$4,014.07	\$4,214.77		
Administrative Secretary	42	GS	\$3,829.73	\$4,021.23	\$4,222.28	\$4,433.40	\$4,655.06	\$4,887.82		
Administrative Supervisor	47	GS	\$4,333.00	\$4,549.64	\$4,777.13	\$5,015.98	\$5,266.79	\$5,530.12		
Aquatics Coordinator	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Aquatics Supervisor	48	GS	\$4,441.31	\$4,663.38	\$4,896.55	\$5,141.38	\$5,398.45	\$5,668.37		
Assistant Engineer *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,372.89		
Assistant Planner *	118	MM	\$4,978.39	\$5,227.32	\$5,488.68	\$5,763.12	\$6,051.27	\$6,202.55		
Associate Civil Engineer *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,550.30		
Associate Engineer *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.22	\$7,746.15		
Associate Planner *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,193.07		
Asst City Manager/Comm & Econ Dev Dir *	Contract		\$12,463.47				\$16,001.30			
Building Inspection Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,764.05		
Building Inspector I	49	GS	\$4,552.35	\$4,779.97	\$5,018.96	\$5,269.92	\$5,533.41	\$5,810.08		
Building Inspector II	53	GS	\$5,024.94	\$5,276.19	\$5,540.00	\$5,817.00	\$6,107.85	\$6,413.24		
Chief Building Official *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,678.14		
Chief Collection Systems Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Chief Plant Operator *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Chief Project Engineer *	145	MM	\$9,696.93	\$10,181.76	\$10,690.87	\$11,225.41	\$11,786.67	\$12,081.33		
Chief Water Systems Operator *	132	MM	\$7,034.34	\$7,386.07	\$7,755.36	\$8,143.13	\$8,550.29	\$8,764.05		
Children's Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,202.56		
City Clerk *	Contract		\$7,630.73				\$10,598.24			
City Engineer *	145	MM	\$9,696.93	\$10,181.77	\$10,690.87	\$11,225.40	\$11,786.67	\$12,081.34		
City Manager *	Contract						\$21,000.00			
Code Compliance Officer I	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Code Compliance Officer II	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Community Development Clerk I	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Community Development Clerk II	37	GS	\$3,384.93	\$3,554.18	\$3,731.89	\$3,918.48	\$4,114.40	\$4,320.12		
Community Development Director *	Contract		\$9,529.20				\$13,810.44			
Community Development Technician I	42	GS	\$3,829.73	\$4,021.23	\$4,222.28	\$4,433.40	\$4,655.06	\$4,887.82		
Community Development Technician II	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Community Risk Reduction Specialist I	Base	F	\$4,578.76	\$4,807.91	\$5,048.29	\$5,300.71	\$5,565.73			
Community Risk Reduction Specialist II	Base	F	\$4,923.67	\$5,169.87	\$5,428.36	\$5,699.78	\$5,984.78			
Community Risk Reduction Specialist Senior	Base	F	\$5,292.95	\$5,557.61	\$5,835.49	\$6,127.26	\$6,433.64			
Community Services Director	Contract		\$9,449.55				\$12,095.70			
Community Services Officer *	Base	P	\$3,920.06	\$4,116.06	\$4,321.86	\$4,537.96	\$4,764.86	\$5,003.11		
Community Services Program Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,372.89		
Conservation Coordinator	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Construction Project Manager *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,138.29		
Crime Prevention Specialist *	Base	P	\$3,920.06	\$4,116.06	\$4,321.86	\$4,537.96	\$4,764.86	\$5,003.11		
Deputy Director of Community Development *	Contract		\$9,927.40				\$12,727.43			
Deputy Fire Chief	Flat	FM	\$10,363.73	\$10,881.92	\$11,426.02	\$11,997.31	\$12,699.69			
Economic Development Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,673.87		
Electrical / Signs & Markings Supervisor	67	GS	\$7,100.12	\$7,455.12	\$7,827.87	\$8,219.27	\$8,630.24	\$9,061.75		
Electrician's Assistant	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		
Engineering Aide I	33	GS	\$3,066.58	\$3,219.90	\$3,380.91	\$3,549.94	\$3,727.44	\$3,913.81		
Engineering Aide II	37	GS	\$3,384.93	\$3,554.18	\$3,731.89	\$3,918.48	\$4,114.40	\$4,320.12		
Engineering Assistant	56	GS	\$5,411.32	\$5,681.88	\$5,965.98	\$6,264.27	\$6,577.49	\$6,906.36		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Engineering Technician I	44	GS	\$4,023.62	\$4,224.80	\$4,436.04	\$4,657.84	\$4,890.73	\$5,135.27		
Engineering Technician II	48	GS	\$4,441.31	\$4,663.38	\$4,896.55	\$5,141.38	\$5,398.45	\$5,668.37		
Engineering Technician III	52	GS	\$4,902.39	\$5,147.50	\$5,404.88	\$5,675.13	\$5,958.88	\$6,256.82		
Environmental Compliance Inspector I	39	GS	\$3,556.28	\$3,734.10	\$3,920.81	\$4,116.85	\$4,322.69	\$4,538.83		
Environmental Compliance Inspector II	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		
Environmental Compliance Specialist	49	GS	\$4,552.35	\$4,779.97	\$5,018.96	\$5,269.92	\$5,533.41	\$5,810.08		
Environmental Resources Analyst *	127	MM	\$6,217.34	\$6,528.21	\$6,854.61	\$7,197.35	\$7,557.21	\$7,946.14		
Environmental Sustainability Manger *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,550.30		
Equipment Service Clerk	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Equipment Service Worker	34	GS	\$3,143.25	\$3,300.40	\$3,465.42	\$3,638.69	\$3,820.63	\$4,011.67		
Executive Assistant - Confidential		C	\$4,297.03	\$4,511.89	\$4,737.49	\$4,974.36	\$5,223.08	\$5,484.23		
Facility Maintenance Worker I	35	GS	\$3,221.82	\$3,382.92	\$3,552.06	\$3,729.66	\$3,916.15	\$4,111.96		
Facility Maintenance Worker II	41	GS	\$3,736.32	\$3,923.14	\$4,119.30	\$4,325.26	\$4,541.53	\$4,768.60		
Facility Maintenance Worker III	45	GS	\$4,124.21	\$4,330.42	\$4,546.93	\$4,774.29	\$5,013.00	\$5,263.65		
Finance Clerk I	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Finance Clerk II	37	GS	\$3,384.93	\$3,554.18	\$3,731.89	\$3,918.48	\$4,114.40	\$4,320.12		
Finance Clerk III	41	GS	\$3,736.32	\$3,923.14	\$4,119.30	\$4,325.26	\$4,541.53	\$4,768.60		
Finance Director *	Contract		\$9,562.32				\$12,275.28			
Finance Officer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Finance Specialist	41	GS	\$3,736.32	\$3,923.14	\$4,119.30	\$4,325.26	\$4,541.53	\$4,768.60		
Finance Supervisor	54	GS	\$5,150.56	\$5,408.10	\$5,678.50	\$5,962.43	\$6,260.55	\$6,573.57		
Financial Services Manager	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,673.87		
Fire Battalion Chief	Flat	FM	\$9,085.29	\$9,539.54	\$10,016.52	\$10,517.35	\$11,043.21			
Fire Captain	Base	F	\$7,258.11	\$7,621.01	\$8,002.06	\$8,402.17	\$8,822.27			
Fire Chief **	Contract		\$11,305.55				\$14,682.50			
Fire Engineer	Base	F	\$6,299.25	\$6,614.21	\$6,944.93	\$7,292.18	\$7,656.77			
Fire Marshal	Flat	FM	\$9,085.29	\$9,539.54	\$10,016.52	\$10,517.35	\$11,043.21			
Fire Prevention Specialist I (aka Community Risk Reduction I)	Base	F	\$4,578.76	\$4,807.91	\$5,048.29	\$5,300.71	\$5,565.73			
Fire Prevention Specialist II (aka Community Risk Reduction II)	Base	F	\$4,923.67	\$5,169.87	\$5,428.36	\$5,699.78	\$5,984.78			
Firefighter	Base	F	\$5,550.44	\$5,827.96	\$6,119.35	\$6,425.33	\$6,746.58			
Firefighter Recruit	Base	F	\$4,995.40							
Fleet & Facilities Manager *	131	MM	\$6,862.77	\$7,205.92	\$7,566.21	\$7,944.52	\$8,341.76	\$8,550.30		
GIS Analyst	62	GS	\$6,275.47	\$6,589.24	\$6,918.70	\$7,264.64	\$7,627.87	\$8,009.26		
GIS Technician I	49	GS	\$4,552.35	\$4,779.97	\$5,018.96	\$5,269.92	\$5,533.41	\$5,810.08		
GIS Technician II	53	GS	\$5,024.94	\$5,276.19	\$5,540.00	\$5,817.00	\$6,107.85	\$6,413.24		
Heavy Equipment Mechanic	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Human Resources Analyst I		C	\$5,228.40	\$5,489.82	\$5,764.31	\$6,052.53	\$6,355.16	\$6,514.04		
Human Resources Analyst II		C	\$5,915.46	\$6,211.23	\$6,521.79	\$6,847.88	\$7,190.28	\$7,370.03		
Human Resources Clerk		C	\$3,300.77	\$3,465.81	\$3,639.11	\$3,821.06	\$4,012.12	\$4,212.72		
Human Resources Manager		C	\$8,353.41	\$8,771.09	\$9,209.64	\$9,670.12	\$10,153.63	\$10,407.48		
Human Resources Technician I		C	\$3,923.57	\$4,119.75	\$4,325.73	\$4,542.02	\$4,769.12	\$5,007.57		
Human Resources Technician II		C	\$4,374.72	\$4,593.46	\$4,823.13	\$5,064.28	\$5,317.50	\$5,583.37		
Industrial Electrical/Electronics Technician	58	GS	\$5,685.27	\$5,969.53	\$6,268.00	\$6,581.41	\$6,910.47	\$7,256.00		
Information Technology Analyst	60	GS	\$5,973.08	\$6,271.74	\$6,585.32	\$6,914.59	\$7,260.32	\$7,623.34		
Information Technology Manager *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,163.61		
Information Technology Technician I	48	GS	\$4,441.31	\$4,663.38	\$4,896.55	\$5,141.38	\$5,398.45	\$5,668.37		
Information Technology Technician II	52	GS	\$4,902.39	\$5,147.50	\$5,404.88	\$5,675.13	\$5,958.88	\$6,256.82		
Infrastructure O & M Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Junior Engineer *	121	MM	\$5,361.19	\$5,629.25	\$5,910.71	\$6,206.24	\$6,516.57	\$6,679.48		
Junior Planner *	113	MM	\$4,400.18	\$4,620.18	\$4,851.19	\$5,093.75	\$5,348.45	\$5,482.16		
Laboratory & Environmental Compliance Mgr *	129	MM	\$6,532.09	\$6,858.69	\$7,201.62	\$7,561.71	\$7,939.80	\$8,138.29		
Laboratory Supervisor *	127	MM	\$6,217.34	\$6,528.20	\$6,854.61	\$7,197.35	\$7,557.21	\$7,746.14		
Laboratory Technician I	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Laboratory Technician II	47	GS	\$4,333.00	\$4,549.64	\$4,777.13	\$5,015.98	\$5,266.79	\$5,530.12		
Librarian I *	114	MM	\$4,510.19	\$4,735.70	\$4,972.48	\$5,221.10	\$5,482.15	\$5,619.20		
Librarian II *	118	MM	\$4,978.39	\$5,227.31	\$5,488.68	\$5,763.13	\$6,051.27	\$6,202.66		
Librarian III *	122	MM	\$5,495.22	\$5,769.97	\$6,058.49	\$6,361.40	\$6,679.48	\$6,846.47		
Library Services Director *	Contract		\$8,005.77				\$10,277.33			
Library Technical Assistant I	29	GS	\$2,778.16	\$2,917.08	\$3,062.93	\$3,216.08	\$3,376.88	\$3,545.73		
Library Technical Assistant II	33	GS	\$3,066.58	\$3,219.90	\$3,380.91	\$3,549.94	\$3,727.44	\$3,913.81		
Library Technical Assistant III	37	GS	\$3,384.93	\$3,554.18	\$3,731.89	\$3,918.48	\$4,114.40	\$4,320.12		
Light Equipment Mechanic	41	GS	\$3,736.32	\$3,923.14	\$4,119.30	\$4,325.26	\$4,541.53	\$4,768.60		
Literacy Coordinator	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Maintenance Supervisor	53	GS	\$5,024.94	\$5,276.19	\$5,540.00	\$5,817.00	\$6,107.85	\$6,413.24		
Maintenance Worker I	35	GS	\$3,221.82	\$3,382.92	\$3,552.06	\$3,729.66	\$3,916.15	\$4,111.96		
Maintenance Worker II	40	GS	\$3,645.20	\$3,827.46	\$4,018.82	\$4,219.77	\$4,430.76	\$4,652.30		
Maintenance Worker III	44	GS	\$4,023.62	\$4,224.80	\$4,436.04	\$4,657.84	\$4,890.73	\$5,135.27		
Management Analyst I *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Management Analyst II *	125	MM	\$5,917.74	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,372.88		
Marketing and Business Relations Specialist *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Meter Services Technician	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Office Manager *	115	MM	\$4,622.94	\$4,854.08	\$5,096.79	\$5,351.62	\$5,619.21	\$5,759.69		
Operations and Maintenance Superintendent *	137	MM	\$7,958.73	\$8,356.66	\$8,774.50	\$9,213.22	\$9,673.88	\$9,915.73		
Park Maintenance Technician	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Park Maintenance Worker I	35	GS	\$3,221.82	\$3,382.92	\$3,552.06	\$3,729.66	\$3,916.15	\$4,111.96		
Park Maintenance Worker II	39	GS	\$3,556.28	\$3,734.10	\$3,920.81	\$4,116.85	\$4,322.69	\$4,538.83		
Park Maintenance Worker III	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		
Park Planner *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Park Superintendent *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Park Supervisor	51	GS	\$4,782.82	\$5,021.96	\$5,273.06	\$5,536.71	\$5,813.54	\$6,104.22		
Planning Manager *	140	MM	\$8,570.67	\$8,999.20	\$9,449.16	\$9,921.62	\$10,417.70	\$10,678.14		
Police Captain **	Base	PM	\$10,894.49	\$11,439.23	\$12,011.18	\$12,611.75	\$13,242.33	\$13,904.45	\$14,599.68	\$15,329.67
Police Chief **	Contract		\$13,358.70				\$17,427.09			
Police Crime and Intelligence Analyst *	Base	PS	\$5,227.54	\$5,488.93	\$5,763.37	\$6,051.54	\$6,354.11			
Police Lieutenant **	Base	PM	\$9,912.24	\$10,407.85	\$10,928.25	\$11,474.67	\$12,048.41	\$12,650.83	\$13,283.37	\$13,947.54
Police Officer **	Base	P	\$5,955.46	\$6,253.23	\$6,565.89	\$6,894.19	\$7,238.90	\$7,600.84	\$7,980.89	
Police Officer Recruit (Non-Safety)	Base		\$5,359.91							
Police Records Manager *	120	MM	\$5,230.43	\$5,491.95	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Police Records Specialist *	Base	P	\$3,479.41	\$3,653.35	\$3,836.03	\$4,027.83	\$4,229.23			
Police Records Supervisor	Base	PS	\$4,903.78	\$5,148.95	\$5,406.41	\$5,676.76	\$5,960.60			
Police Sergeant **	Base	PS	\$7,166.07	\$7,524.38	\$7,900.60	\$8,295.63	\$8,710.42	\$9,145.94	\$9,603.24	\$10,083.40
Pool Facility Technician	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Principal Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Principal Planner *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,673.87		
Principal Utilities Civil Engineer *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Public Works Director *	Contract		\$10,740.71				\$13,982.76			
Public Works O&M Infrastructure Admin	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Purchasing Manager *	123	MM	\$5,632.60	\$5,914.23	\$6,209.94	\$6,520.44	\$6,846.46	\$7,017.62		
Recreation Coordinator	36	GS	\$3,302.37	\$3,467.49	\$3,640.87	\$3,822.92	\$4,014.07	\$4,214.77		
Recreation Superintendent *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,550.30		
Recreation Supervisor	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Redevelopment & Housing Analyst I *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Redevelopment & Housing Analyst II *	124	MM	\$5,773.42	\$6,062.09	\$6,365.19	\$6,683.45	\$7,017.63	\$7,193.07		
Redevelopment Manager *	136	MM	\$7,764.60	\$8,152.83	\$8,560.48	\$8,988.50	\$9,437.92	\$9,673.87		
Secretary to City Manager		C	\$4,407.21	\$4,627.58	\$4,858.96	\$5,101.91	\$5,357.00	\$5,624.85		
Senior Accountant *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,372.89		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Senior Application Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Senior Associate Civil Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,207.74		
Senior Building Inspector	57	GS	\$5,546.60	\$5,823.93	\$6,115.13	\$6,420.88	\$6,741.92	\$7,079.02		
Senior Building Plans Examiner	58	GS	\$5,685.27	\$5,969.53	\$6,268.00	\$6,581.41	\$6,910.47	\$7,256.00		
Senior Center Manager *	120	MM	\$5,230.44	\$5,491.96	\$5,766.54	\$6,054.87	\$6,357.62	\$6,516.56		
Senior Civil Engineer *	138	MM	\$8,157.68	\$8,565.56	\$8,993.85	\$9,443.53	\$9,915.72	\$10,163.61		
Senior Construction Project Manager *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,550.30		
Senior Engineering Assistant	58	GS	\$5,685.27	\$5,969.53	\$6,268.00	\$6,581.41	\$6,910.47	\$7,256.00		
Senior Equipment Mechanic	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Senior Human Resources Analyst		C	\$6,802.78	\$7,142.92	\$7,500.06	\$7,875.06	\$8,268.82	\$8,475.54		
Senior Maintenance Worker	45	GS	\$4,124.21	\$4,330.42	\$4,546.93	\$4,774.29	\$5,013.00	\$5,263.65		
Senior Management Analyst *	131	MM	\$6,862.77	\$7,205.91	\$7,566.21	\$7,944.52	\$8,341.75	\$8,550.30		
Senior Planner *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,764.05		
Senior Police Records Specialist *	Base	P	\$3,827.34	\$4,018.70	\$4,219.64	\$4,430.64	\$4,652.18			
Senior Signs and Markings Technician	45	GS	\$4,124.21	\$4,330.42	\$4,546.93	\$4,774.29	\$5,013.00	\$5,263.65		
Senior Systems Analyst *	132	MM	\$7,034.34	\$7,386.06	\$7,755.36	\$8,143.13	\$8,550.30	\$8,764.05		
Senior Traffic Signal/Street Lighting Tech	60	GS	\$5,973.08	\$6,271.74	\$6,585.32	\$6,914.59	\$7,260.32	\$7,623.34		
Senior Tree Trimmer	45	GS	\$4,124.21	\$4,330.42	\$4,546.93	\$4,774.29	\$5,013.00	\$5,263.65		
Senior Utilities Maintenance Worker (Sewer)	54	GS	\$5,150.56	\$5,408.10	\$5,678.50	\$5,962.43	\$6,260.55	\$6,573.57		
Senior Utilities Maintenance Worker (Water)	54	GS	\$5,150.56	\$5,408.10	\$5,678.50	\$5,962.43	\$6,260.55	\$6,573.57		
Senior Water Pollution Control Operator	67	GS	\$7,100.12	\$7,455.12	\$7,827.87	\$8,219.27	\$8,630.24	\$9,061.75		
Senior Water System Operator	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Senior Water/Wastewater Instrumentation Tech	66	GS	\$6,926.94	\$7,273.28	\$7,636.94	\$8,018.79	\$8,419.73	\$8,840.71		
Signs and Markings Tech I	39	GS	\$3,556.28	\$3,734.10	\$3,920.81	\$4,116.85	\$4,322.69	\$4,538.83		
Signs and Markings Tech II	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		
Social Services Manager *	132	MM	\$7,034.34	\$7,386.07	\$7,755.35	\$8,143.13	\$8,550.29	\$8,764.05		
Sports Manager *	125	MM	\$5,917.75	\$6,213.64	\$6,524.32	\$6,850.54	\$7,193.06	\$7,372.89		
Stock Clerk	32	GS	\$2,991.78	\$3,141.37	\$3,298.44	\$3,463.36	\$3,636.53	\$3,818.35		
Storekeeper	35	GS	\$3,221.82	\$3,382.92	\$3,552.06	\$3,729.66	\$3,916.15	\$4,111.96		
Traffic Signal / Street Lighting Technician	56	GS	\$5,411.32	\$5,681.88	\$5,965.98	\$6,264.27	\$6,577.49	\$6,906.36		
Transportation Engineer *	134	MM	\$7,390.47	\$7,759.99	\$8,147.99	\$8,555.38	\$8,983.16	\$9,207.74		
Treatment Plant Mechanic	54	GS	\$5,150.56	\$5,408.10	\$5,678.50	\$5,962.43	\$6,260.55	\$6,573.57		
Tree Trimmer I	39	GS	\$3,556.28	\$3,734.10	\$3,920.81	\$4,116.85	\$4,322.69	\$4,538.83		
Tree Trimmer II	43	GS	\$3,925.47	\$4,121.75	\$4,327.84	\$4,544.24	\$4,771.45	\$5,010.02		
Underground Utility Service Locator	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Utilities Maintenance Supervisor	53	GS	\$5,024.94	\$5,276.19	\$5,540.00	\$5,817.00	\$6,107.85	\$6,413.24		
Utilities Maintenance Worker I	37	GS	\$3,384.93	\$3,554.18	\$3,731.89	\$3,918.48	\$4,114.40	\$4,320.12		
Utilities Maintenance Worker II	42	GS	\$3,829.73	\$4,021.23	\$4,222.28	\$4,433.40	\$4,655.06	\$4,887.82		
Utilities Maintenance Worker III (Sewer)	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Utilities Maintenance Worker III (Water)	46	GS	\$4,227.31	\$4,438.68	\$4,660.61	\$4,893.64	\$5,138.32	\$5,395.24		
Utilities Maintenance Worker IV (Sewer)	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Utilities Maintenance Worker IV (Water)	50	GS	\$4,666.16	\$4,899.47	\$5,144.44	\$5,401.66	\$5,671.74	\$5,955.33		
Wastewater Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Water / Wastewater Instrumental Technician	62	GS	\$6,275.47	\$6,589.24	\$6,918.70	\$7,264.64	\$7,627.87	\$8,009.26		
Water Pollution Control Facility Superintendent *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Water Pollution Control O-I-T	40	GS	\$3,645.20	\$3,827.46	\$4,018.82	\$4,219.77	\$4,430.76	\$4,652.30		
Water Pollution Control Operator I	51	GS	\$4,782.82	\$5,021.96	\$5,273.06	\$5,536.71	\$5,813.54	\$6,104.22		
Water Pollution Control Operator II	55	GS	\$5,279.33	\$5,543.30	\$5,820.46	\$6,111.48	\$6,417.05	\$6,737.91		
Water Pollution Control Operator III	59	GS	\$5,827.40	\$6,118.76	\$6,424.70	\$6,745.93	\$7,083.24	\$7,437.40		
Water Pollution Control Operator IV	63	GS	\$6,432.35	\$6,753.97	\$7,091.66	\$7,446.24	\$7,818.55	\$8,209.48		
Water Systems Administrator *	141	MM	\$8,784.94	\$9,224.17	\$9,685.39	\$10,169.66	\$10,678.15	\$10,945.10		
Water Systems Operator I	40	GS	\$3,645.20	\$3,827.46	\$4,018.82	\$4,219.77	\$4,430.76	\$4,652.30		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
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* Employee pays PERS Misc. Member Contribution of 8%

** Employee pays PERS Safety Member Contribution of 9%

Note: If Temporary Employee is hired into a regular classified position paying the PERS Member Share,
that Employee's salary is 8% less for Misc. or 9% less for Safety.

Effective July 1, 2019 for MMPA classifications, Step F will be 2.5% above Step E

TEMPORARY / PART-TIME / SEASONAL EMPLOYEES - HOURLY WAGES ***										
CLASSIFICATION			A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Accountant I *	116	MM	#VALUE!	26.41	27.73	29.12	30.57	31.34		
Accountant II *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Accounting Technician	45	GS	23.79	24.98	26.23	27.54	28.92	30.37		
Administrative Clerk I	28	GS	15.64	16.42	17.24	18.10	19.01	19.96		
Administrative Clerk II	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Administrative Clerk III	36	GS	19.05	20.01	21.01	22.06	23.16	24.32		
Administrative Secretary	42	GS	22.10	23.20	24.36	25.58	26.86	28.20		
Administrative Supervisor	47	GS	25.00	26.25	27.56	28.94	30.39	31.91		
Aquatics Coordinator	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Aquatics Supervisor	48	GS	25.62	26.90	28.25	29.66	31.15	32.70		
Assistant Engineer *	125	MM	31.41	32.98	34.63	36.36	38.18	39.13		
Assistant Planner *	118	MM	26.42	27.75	29.13	30.59	32.12	32.92		
Associate Civil Engineer *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
Associate Engineer *	127	MM	33.00	34.65	36.38	38.20	40.11	41.11		
Associate Planner *	124	MM	30.64	32.18	33.79	35.47	37.25	38.18		
Asst City Manager/Comm & Econ Dev Dir *	Contract		66.15				84.93			
Building Inspection Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Building Inspector I	49	GS	26.26	27.58	28.96	30.40	31.92	33.52		
Building Inspector II	53	GS	28.99	30.44	31.96	33.56	35.24	37.00		
Chief Building Official *	140	MM	45.49	47.77	50.15	52.66	55.30	56.68		
Chief Collection Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Chief Plant Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Chief Project Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	64.13		
Chief Water Systems Operator *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Children's Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	32.92		
City Clerk *	Contract		40.50				56.25			
City Engineer *	145	MM	51.47	54.04	56.74	59.58	62.56	64.13		
City Manager *	Contract						121.16			
Code Compliance Officer I	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Code Compliance Officer II	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Community Development Clerk I	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Community Development Clerk II	37	GS	19.53	20.51	21.53	22.61	23.74	24.92		
Community Development Director *	Contract		50.58				73.30			
Community Development Technician I	42	GS	22.10	23.20	24.36	25.58	26.86	28.20		
Community Development Technician II	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Community Risk Reduction Specialist I	Base	F	26.42	27.74	29.13	30.58	32.11	0.00		
Community Risk Reduction Specialist II	Base	F	28.41	29.83	31.32	32.88	34.53	0.00		
Community Risk Reduction Specialist Senior	Base	F	30.54	32.06	33.67	35.35	37.12	0.00		
Community Services Director	Contract		54.52	0.00	0.00	0.00	69.78	0.00		
Community Services Officer *	Base	P	20.81	21.85	22.94	24.09	25.29	26.56		
Community Services Program Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	39.13		
Conservation Coordinator	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Construction Project Manager *	129	MM	34.67	36.40	38.22	40.14	42.14	43.20		
Crime Prevention Specialist *	Base	P	20.81	21.85	22.94	24.09	25.29	26.56		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Deputy Director of Community Development *	Contract		57.27				73.43			
Deputy Fire Chief	Flat	FM	59.79	62.78	65.92	69.22	73.27			
Economic Development Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	51.35		
Electrical / Signs & Markings Supervisor	67	GS	40.96	43.01	45.16	47.42	49.79	52.28		
Electrician's Assistant	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Engineering Aide I	33	GS	17.69	18.58	19.51	20.48	21.50	22.58		
Engineering Aide II	37	GS	19.53	20.51	21.53	22.61	23.74	24.92		
Engineering Assistant	56	GS	31.22	32.78	34.42	36.14	37.95	39.85		
Engineering Technician I	44	GS	23.21	24.37	25.59	26.87	28.22	29.63		
Engineering Technician II	48	GS	25.62	26.90	28.25	29.66	31.15	32.70		
Engineering Technician III	52	GS	0.00	0.00	0.00	0.00	0.00	0.00		
Environmental Compliance Inspector I	39	GS	20.52	21.54	22.62	23.75	24.94	26.19		
Environmental Compliance Inspector II	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Environmental Compliance Specialist	49	GS	26.26	27.58	28.96	30.40	31.92	33.52		
Environmental Resources Analyst *	127	MM	33.00	34.65	36.38	38.20	40.11	41.11		
Environmental Sustainability Manger *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
Equipment Service Clerk	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Equipment Service Worker	34	GS	18.13	19.04	19.99	20.99	22.04	23.14		
Executive Assistant - Confidential		C	24.79	26.03	27.33	28.70	30.13	31.64		
Facility Maintenance Worker I	35	GS	18.59	19.52	20.49	21.52	22.59	23.72		
Facility Maintenance Worker II	41	GS	21.56	22.63	23.77	24.95	26.20	27.51		
Facility Maintenance Worker III	45	GS	23.79	24.98	26.23	27.54	28.92	30.37		
Finance Clerk I	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Finance Clerk II	37	GS	19.53	20.51	21.53	22.61	23.74	24.92		
Finance Clerk III	41	GS	21.56	22.63	23.77	24.95	26.20	27.51		
Finance Director *	Contract		55.17	0.00	0.00	0.00	70.82	0.00		
Finance Officer *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Finance Specialist	41	GS	21.56	22.63	23.77	24.95	26.20	27.51		
Finance Supervisor	54	GS	29.72	31.20	32.76	34.40	36.12	37.93		
Financial Services Manager	136	MM	41.21	43.27	45.44	47.71	50.09	51.35		
Fire Battalion Chief	Flat	FM	52.42	55.04	57.79	60.68	63.71	0.00		
Fire Captain	Base	F	41.87	43.97	46.17	48.47	50.90	0.00		
Fire Chief **	Contract		65.23	0.00	0.00	0.00	84.71	0.00		
Fire Engineer	Base	F	36.34	38.16	40.07	42.07	44.17	0.00		
Fire Marshal	Flat	FM	52.42	55.04	57.79	60.68	63.71	0.00		
Fire Prevention Specialist I	Base	F	26.42	27.74	29.13	30.58	32.11	0.00		
Fire Prevention Specialist II	Base	F	28.41	29.83	31.32	32.88	34.53	0.00		
Firefighter	Base	F	32.02	33.62	35.30	37.07	38.92	0.00		
Firefighter Recruit	Base	F	28.82	0.00	0.00	0.00	0.00	0.00		
Fleet & Facilities Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
GIS Analyst	62	GS	36.21	38.02	39.92	41.91	44.01	46.21		
GIS Technician I	49	GS	26.26	27.58	28.96	30.40	31.92	33.52		
GIS Technician II	53	GS	28.99	30.44	31.96	33.56	35.24	37.00		
Heavy Equipment Mechanic	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Human Resources Analyst I		C	30.16	31.67	33.26	34.92	36.67	37.58		
Human Resources Analyst II		C	34.13	35.83	37.63	39.51	41.48	42.52		
Human Resources Clerk		C	19.04	20.00	21.00	22.04	23.15	24.30		
Human Resources Manager		C	48.19	50.60	53.13	55.79	58.58	60.04		
Human Resources Technician I		C	22.64	23.77	24.96	26.20	27.51	28.89		
Human Resources Technician II		C	25.24	26.50	27.83	29.22	30.68	32.21		
Industrial Electrical/Electronics Technician	58	GS	32.80	34.44	36.16	37.97	39.87	41.86		
Information Technology Analyst	60	GS	34.46	36.18	37.99	39.89	41.89	43.98		
Information Technology Manager *	138	MM	43.30	45.46	47.74	50.12	52.63	53.95		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Information Technology Technician I	48	GS	25.62	26.90	28.25	29.66	31.15	32.70		
Information Technology Technician II	52	GS	28.28	29.70	31.18	32.74	34.38	36.10		
Infrastructure O & M Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Junior Engineer *	121	MM	28.46	29.88	31.37	32.94	34.59	35.45		
Junior Planner *	113	MM	23.36	24.52	25.75	27.04	28.39	29.10		
Laboratory & Environmental Compliance Mgr *	129	MM	34.67	36.40	38.22	40.14	42.14	43.20		
Laboratory Supervisor *	127	MM	33.00	34.65	36.38	38.20	40.11	41.11		
Laboratory Technician I	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Laboratory Technician II	47	GS	25.00	26.25	27.56	28.94	30.39	31.91		
Librarian I *	114	MM	23.94	25.14	26.39	27.71	29.10	29.83		
Librarian II *	118	MM	26.42	27.75	29.13	30.59	32.12	32.92		
Librarian III *	122	MM	29.17	30.63	32.16	33.77	35.45	36.34		
Library Services Director *	Contract		42.49				54.55			
Library Technical Assistant I	29	GS	16.03	16.83	17.67	18.55	19.48	20.46		
Library Technical Assistant II	33	GS	17.69	18.58	19.51	20.48	21.50	22.58		
Library Technical Assistant III	37	GS	19.53	20.51	21.53	22.61	23.74	24.92		
Light Equipment Mechanic	41	GS	21.56	22.63	23.77	24.95	26.20	27.51		
Literacy Coordinator	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Maintenance Supervisor	53	GS	28.99	30.44	31.96	33.56	35.24	37.00		
Maintenance Worker I	35	GS	18.59	19.52	20.49	21.52	22.59	23.72		
Maintenance Worker II	40	GS	21.03	22.08	23.19	24.35	25.56	26.84		
Maintenance Worker III	44	GS	23.21	24.37	25.59	26.87	28.22	29.63		
Management Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Management Analyst II *	125	MM	31.41	32.98	34.63	36.36	38.18	39.13		
Marketing and Business Relations Specialist *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Meter Services Technician	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Office Manager *	115	MM	24.54	25.76	27.05	28.41	29.83	30.57		
Operations and Maintenance Superintendent *	137	MM	42.24	44.36	46.57	48.90	51.35	52.63		
Park Maintenance Technician	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Park Maintenance Worker I	35	GS	18.59	19.52	20.49	21.52	22.59	23.72		
Park Maintenance Worker II	39	GS	20.52	21.54	22.62	23.75	24.94	26.19		
Park Maintenance Worker III	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Park Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Park Superintendent *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Park Supervisor	51	GS	27.59	28.97	30.42	31.94	33.54	35.22		
Planning Manager *	140	MM	45.49	47.77	50.15	52.66	55.30	56.68		
Police Captain **	Base	PM	57.83	60.72	63.75	66.94	70.29	73.80	77.49	81.37
Police Chief **	Contract		77.07				100.54			
Police Crime and Intelligence Analyst *	Base	PS	27.75	29.13	30.59	32.12	33.73			
Police Lieutenant **	Base	PM	52.61	55.24	58.00	60.91	63.95	67.15	70.51	74.03
Police Officer **	Base	P	31.61	33.19	34.85	36.59	38.42	40.34	42.36	0.00
Police Officer Recruit (Non-Safety)	Base		28.45							
Police Records Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Police Records Specialist *	Base	P	18.47	19.39	20.36	21.38	22.45			
Police Records Supervisor	Base	PS	26.03	27.33	28.70	30.13	31.64			
Police Sergeant **	Base	PS	38.04	39.94	41.93	44.03	46.23	48.54	50.97	53.52
Pool Facility Technician	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Principal Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Principal Planner *	136	MM	41.21	43.27	45.44	47.71	50.09	51.35		
Principal Utilities Civil Engineer *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Public Works Director *	Contract		57.01				74.22			
Public Works O&M Infrastructure Admin	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Purchasing Manager *	123	MM	29.90	31.39	32.96	34.61	36.34	37.25		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Recreation Coordinator	36	GS	19.05	20.01	21.01	22.06	23.16	24.32		
Recreation Superintendent *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
Recreation Supervisor	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Redevelopment & Housing Analyst I *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Redevelopment & Housing Analyst II *	124	MM	30.64	32.18	33.79	35.47	37.25	38.18		
Redevelopment Manager *	136	MM	41.21	43.27	45.44	47.71	50.09	51.35		
Secretary to City Manager		C	25.43	26.70	28.03	29.43	30.91	32.45		
Senior Accountant *	125	MM	31.41	32.98	34.63	36.36	38.18	39.13		
Senior Application Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Senior Associate Civil Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	48.87		
Senior Building Inspector	57	GS	32.00	33.60	35.28	37.04	38.90	40.84		
Senior Building Plans Examiner	58	GS	32.80	34.44	36.16	37.97	39.87	41.86		
Senior Center Manager *	120	MM	27.76	29.15	30.61	32.14	33.74	34.59		
Senior Civil Engineer *	138	MM	43.30	45.46	47.74	50.12	52.63	53.95		
Senior Construction Project Manager *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
Senior Engineering Assistant	58	GS	32.80	34.44	36.16	37.97	39.87	41.86		
Senior Equipment Mechanic	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Senior Human Resources Analyst		C	39.25	41.21	43.27	45.43	47.71	48.90		
Senior Maintenance Worker	45	GS	23.79	24.98	26.23	27.54	28.92	30.37		
Senior Management Analyst *	131	MM	36.43	38.25	40.16	42.17	44.28	45.38		
Senior Planner *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Senior Police Records Specialist *	Base	P	22.08	23.19	24.34	25.56	26.84	0.00		
Senior Signs and Markings Technician	45	GS	23.79	24.98	26.23	27.54	28.92	30.37		
Senior Systems Analyst *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Senior Traffic Signal/Street Lighting Tech	60	GS	34.46	36.18	37.99	39.89	41.89	43.98		
Senior Tree Trimmer	45	GS	23.79	24.98	26.23	27.54	28.92	30.37		
Senior Utilities Maintenance Worker (Sewer)	54	GS	29.72	31.20	32.76	34.40	36.12	37.93		
Senior Utilities Maintenance Worker (Water)	54	GS	29.72	31.20	32.76	34.40	36.12	37.93		
Senior Water Pollution Control Operator	67	GS	40.96	43.01	45.16	47.42	49.79	52.28		
Senior Water System Operator	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Senior Water/Wastewater Instrumentation Tech	66	GS	39.96	41.96	44.06	46.26	48.58	51.01		
Signs and Markings Tech I	39	GS	20.52	21.54	22.62	23.75	24.94	26.19		
Signs and Markings Tech II	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Social Services Manager *	132	MM	37.34	39.20	41.16	43.22	45.38	46.52		
Sports Manager *	125	MM	31.41	32.98	34.63	36.36	38.18	39.13		
Stock Clerk	32	GS	17.26	18.12	19.03	19.98	20.98	22.03		
Storekeeper	35	GS	18.59	19.52	20.49	21.52	22.59	23.72		
Traffic Signal / Street Lighting Technician	56	GS	31.22	32.78	34.42	36.14	37.95	39.85		
Transportation Engineer *	134	MM	39.23	41.19	43.25	45.41	47.68	48.87		
Treatment Plant Mechanic	54	GS	29.72	31.20	32.76	34.40	36.12	37.93		
Tree Trimmer I	39	GS	20.52	21.54	22.62	23.75	24.94	26.19		
Tree Trimmer II	43	GS	22.65	23.78	24.97	26.22	27.53	28.90		
Underground Utility Service Locator	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Utilities Maintenance Supervisor	53	GS	28.99	30.44	31.96	33.56	35.24	37.00		
Utilities Maintenance Worker I	37	GS	19.53	20.51	21.53	22.61	23.74	24.92		
Utilities Maintenance Worker II	42	GS	22.10	23.20	24.36	25.58	26.86	28.20		
Utilities Maintenance Worker III (Sewer)	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Utilities Maintenance Worker III (Water)	46	GS	24.39	25.61	26.89	28.23	29.64	31.13		
Utilities Maintenance Worker IV (Sewer)	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Utilities Maintenance Worker IV (Water)	50	GS	26.92	28.27	29.68	31.16	32.72	34.36		
Wastewater Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Water / Wastewater Instrumental Technician	62	GS	36.21	38.02	39.92	41.91	44.01	46.21		
Water Pollution Control Facility Superintendent *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		

CITY OF WOODLAND - SALARY SCHEDULE

Effective January 1, 2020

CLASSIFICATION	RANGE NO.	UNIT	A STEP	B STEP	C STEP	D STEP	E STEP	F STEP	G STEP	H STEP
Water Pollution Control O-I-T	40	GS	21.03	22.08	23.19	24.35	25.56	26.84		
Water Pollution Control Operator I	51	GS	27.59	28.97	30.42	31.94	33.54	35.22		
Water Pollution Control Operator II	55	GS	30.46	31.98	33.58	35.26	37.02	38.87		
Water Pollution Control Operator III	59	GS	33.62	35.30	37.07	38.92	40.87	42.91		
Water Pollution Control Operator IV	63	GS	37.11	38.97	40.91	42.96	45.11	47.36		
Water Systems Administrator *	141	MM	46.63	48.96	51.41	53.98	56.68	58.09		
Water Systems Operator I	40	GS	21.03	22.08	23.19	24.35	25.56	26.84		
Water Systems Operator II	45	GS	0.00	0.00	0.00	0.00	0.00	0.00		

TEMPORARY PART-TIME EMPLOYEES - HOURLY WAGES

	A STEP	B STEP	C STEP	D STEP	E STEP
Activity Leader I	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Activity Leader II	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75
Activity Manager	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Cashier	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Counselor	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Intern	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00
Library Page	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
Lifeguard / Aide	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25
Lifeguard / Instructor	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75
Pool Manager	\$16.00	\$16.25	\$16.50	\$16.75	\$17.00
Recreation Facility Aide	\$15.75	\$16.00	\$16.25	\$16.50	\$16.75
Special Program Coordinator	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50
Swim Instructor Aide	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00

Approved by City Council: March 17, 2020



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: J.12
SUBJECT: PUBLIC HEARING - Revise Fire Hydrant Meter Deposit in City's Fee Schedule to More Accurately Account for Price of Meter Replacement

Recommendation for Action: Staff recommends that the City Council hold a public hearing, and following the public hearing, adopt Resolution No. _____, approving the revised and increased Fire Hydrant Meter Deposit accordance with the commercial water rates approved by the City Council on March 21, 2017. The revised Fire Hydrant Meter Deposit will appear in the Fiscal Year 20 Comprehensive Fee Schedule.

Staff Contact

Johanna Currie – Senior Management Analyst – 530-661-5902 Johanna.Currie@cityofwoodland.org

Fiscal Impact

The new meter deposit will charge contractors who use significant amounts of water a meter deposit fee that is more in line with replacing the meter if it is lost, damaged or stolen. A revised Fire Hydrant Meter Deposit in the City's Comprehensive Fee Schedule is also proposed in order to be more in line with Urban Water Management Plan Best Management Practices in water conservation and tracking consumption.

Background

Currently, when a contractor needs water on a construction site for longer than 1 month or will be using more than one (1) acre foot of water, the contractor is required to pay the following:

\$58 – Permit Processing Fee

\$1,107 – Hydrant Meter Deposit

\$2,139 – Water Use Deposit

The customer is billed on a monthly basis for the water use in accordance with current water services rates for the duration of the permit as follows:

\$99 Meter Usage Fee

\$.0491/cubic foot (7.48 gallons)

Section 23C-7-4 of the City Code ("Rate schedule for use of water service") states, "The city council shall fix by ordinance or resolution the rates for the use of the city water system and the ordinance or resolution, among other things, shall take into account the quantity of water used and the cost of maintaining city water facilities to deliver the water."

Discussion

The only proposed change would be to increase the Hydrant Meter Deposit from \$1,107 to \$2,000 to more accurately reflect to cost of replacing the meter should it be lost, damaged or stolen. In addition, the current

water use deposit is shown as \$2,0139 on the fee schedule - the correct amount is \$2,139.

Conclusion

Staff recommends that the City Council hold a public hearing, and following the public hearing, adopt Resolution No. _____, approving the revised and increased Fire Hydrant Meter Deposit accordance with the commercial water rates approved by the City Council on March 21, 2017. The revised Fire Hydrant Meter Deposit will appear in the Fiscal Year 20 Comprehensive Fee Schedule.

Prepared by: Johanna Currie, Senior Management Analyst

Reviewed by: Craig Locke, Public Works Director



Ken Hiatt
Interim City Manager

Attachments:

1. Exhibit A - Revised Fee Schedule
2. Resolution for Hydrant Meter Deposit Increase

FEE SCHEDULE

D. FIRE HYDRANT PERMITS

1. Consumers Using Limited Water for Less Than One Month

When construction water drawn from public or private fire hydrants is less than 1 acre-foot of water (326,000 gallons/43,560 cubic feet) and for a duration of less than one month, applicant will pay based on estimated water use in accordance with the below fees.

- \$58.00 permit processing fee
- \$0.0491/cubic foot (7.48 gallons) – Rate effective January 1, 2020

2. Consumers Using Water for Longer than a Month or Using More than 1 acre foot

Water use in excess of 1 acre-foot (326,000 gallons/43,560 cubic feet) or for a duration of longer than one month will require water usage to be metered. Applicant shall be responsible for the following fees and deposits:

- \$58.00 permit processing fee
- \$2,000 hydrant meter deposit
- \$2,139 water use deposit

The customer will be billed on a monthly basis for water use in accordance with current water service rates for the duration of the permit as follows:

- \$99 meter usage fee (3" meter)
- \$0.0491/cubic foot (7.48 gallons) – Rate effective January 1, 2020

The hydrant meter deposit will be refunded to customer, minus any cost associated with repairing damage to the meter, once the meter is removed by City staff. The City shall deduct the final water usage charge from the water use deposit, and the remaining balance will be refunded to the customer. If the final water usage charge is greater than the \$1,586 water use deposit, customer will be billed for the difference.

If the fire hydrant meter is lost or stolen, the hydrant meter deposit will be forfeited. Failure to pay the monthly water bill in excess of \$1,586 (the water use deposit) will result in loss of water use deposit and void fire hydrant permit. A new permit and water use deposit will be required for any additional water use.

NOTE: All meter/water fees/rates used are based on the adopted water rates in effect at the time of permit issuance.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING
THE REVISION OF THE FIRE HYDRANT METER DEPOSIT WITHIN THE CITY OF
WOODLAND'S COMPREHENSIVE FEE SCHEDULE**

WHEREAS, the City's existing Fire Hydrant Meter Deposit do not adequately recover the City's cost of providing the meter in the event that it is lost, damaged or stolen while metering water usage for private construction projects; and

WHEREAS, the City Council desires to increase the Fire Hydrant Meter Deposit fee that do not exceed the cost of the City providing the service for which the fee is imposed.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOODLAND:

SECTION 1. That the City Council held a public hearing on February 18, 2020 prior to adopting the revised Fire Hydrant Meter Deposit fee and published notice of the public hearing twice at least 10 days before the public hearing.

SECTION 2. That the schedule of Fire Hydrant Meter Deposit for the City of Woodland is hereby modified as shown in Exhibit A.

SECTION 3. That the Community Development Department of the City of Woodland shall collect the Fire Hydrant Meter Deposit, as well as any applicable fees, at the time of permit issuance.

SECTION 4. That monies collected at the time of permit issuance shall be deposited in Fund 210 – Water Fund.

SECTION 5. That the provisions of this Resolution shall take effect immediately.

PASSED AND ADOPTED this 18th day of February 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Landsburgh, Mayor

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

ATTEST:

Ana Gonzalez, City Clerk



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: J.13
SUBJECT: PUBLIC HEARING - Epic Pros Enterprises, Inc. Commercial Cannabis Distribution Facility. A proposed Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C: PLNG19-00063

Recommendation for Action: Staff recommends that the City Council: 1) Conduct a Public Hearing ; and 2) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemption under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 3) Adopt Resolution No. _____, recommending that the City Council approve a Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval; and 4) Adopt Resolution No. _____, authorizing the City Manager, pursuant to Section 5.28.180 to approve a final Operating Agreement for a commercial cannabis distribution business at 1250 Harter Avenue, Suite C.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Fiscal Impact:

Should the Conditional Use Permit and Cannabis Business Permit be approved, the applicant will pay an annual fee in the amount of \$46,280 for a commercial cannabis distribution business permit that will provide cost recovery to the City for all activities associated with business review and monitoring. The applicant will also enter into an operating agreement to make contributions based on the gross receipts of the business. This generalized contribution is intended to generate funds for protecting vital City services and facilities, mitigate impacts, help fund general municipal services, and will place such businesses on more equal footing with existing City businesses. The applicant has requested, and staff is recommending, two separate contribution rates for distribution of cannabis products. A lower rate of 2.5% will be applied to gross receipts generated by distribution of products manufactured by Epic Bros., and for which they already pay a 5% of gross receipts contribution. Any gross receipts generated from distribution of products manufactured by any entity outside Epic Bros. would be subject to the higher 4% rate.

Background:

On March 5, 2019, City Council approved Epic Bros Enterprises, Inc. request to manufacture infused beverages, a non-volatile manufacturing process. The proposed use included the ability to self-transport of wholesale product from the premises, consistent with the Zoning Definition for cannabis manufacturing. The current manufacturing Conditional Use Permit modified an earlier application for Epic Bros Enterprises for a distribution facility, approved by Council on October 18, 2018. Since operating the current manufacturing facility, Epic Bros Enterprises has stated that they have found a lack of appropriate distribution facilities available to transport their beverage products and as a result, have determined that it is now necessary to obtain a license in order to distribute their own products.

The City of Woodland has passed several Ordinances to update the Municipal Code to address both personal and commercial cannabis uses. On December 5, 2017 the City Council approved Ordinance 1629 to add Article 17.110 of Chapter 17 to the Municipal Code relating to the zoning of Commercial Cannabis uses. The Council also approved Ordinance 1630 to add Chapter 5.28 to the Municipal Code related to commercial cannabis business permits and operating regulations.

Ordinance 1629 allows consideration for up to six (6) conditional use permits for cannabis uses, which may be located in the Industrial or Industrial with Light Industrial Flex Overlay zones. The Ordinance allows the consideration of multiple cannabis license types in one location to be considered under one Conditional Use Permit. However, each business entity will be required to obtain separate Cannabis Business Permits (CBP). An operating agreement, to be approved by the Community Development Director, consistent with council approved conditions, will be required with each CBP.

To date, the City has approved three Cannabis Conditional Use Permit applications of which Epic Bros Enterprises, Inc. is one. Under the current ordinance the City may consider approval of six Conditional Use Permits for commercial cannabis uses. Epic Pros would be the fourth Conditional Use Permit.

Discussion:

Project Site Description

The overall project site is 3.66 acres in size and occupied by three buildings at 460, 1230, and 1250 Harter Avenue. The subject building at 1250 Harter Avenue is an existing one-story multi-tenant building approximately 55,952 square feet in size and houses multiple tenants (See Attachment 5, Site and Floor Plan). The property is bounded by a developing project (Z Specialty), existing industrial development and East Street to the west, Harter Avenue and Interstate-5 to the north, and existing industrial development to the east and south. The applicant is proposing to occupy Suite C, located on the south facing side of the building.

The property is zoned for Industrial with a Light Industrial Flex Overlay and the proposed use may be considered with approval of a Conditional Use Permit by the City Council as the final acting body. Epic Pros Enterprises, Inc. (EPE) will occupy approximately 12,471 square feet in the existing building at 1250 Harter, Suite C. Approximately 478 square feet of space will be for office use with 1,903 square feet allocated for mezzanine storage. (See Attachment 4, Applicant Narrative and Attachment 6 – Business Plan). Under the terms and conditions of approval Epic Pros Enterprises, Inc. will be required to obtain a Cannabis Business Permit for a Distribution Facility. There will be no retail use at the site, or signage that identifies the type of business that is operating.

Analysis:

Environmental Assessment Status

Staff has determined that a Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 of the CEQA Guidelines and a Class 32 Categorical Exemption (Infill Development) pursuant to Section 15332 of the CEQA Guidelines is the appropriate level of CEQA review for this document. Class 1 consists of the operation, repair, maintenance, permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agencies' determination. Class 32 exemption consists of projects characterized as in-fill development within urbanized areas. The class consists of environmentally benign in-fill projects located on sites that are less than 5 acres and consistent with local general plan and zoning requirements. The project will not have any biological, air, water, traffic, or noise impacts. The proposed use

would occupy approximately 12,471 square feet space within an existing industrial multi-tenant building that has previously been occupied by industrial uses.

Reviewing Agency Comments

The project has been circulated to other city divisions and departments for review as well as to agencies outside the City of Woodland who may have interest in the application including Air Quality, Yolo County, and PG&E. All reviewing agency comments have been integrated into the conditions of approval.

General Plan Consistency

The 2035 General Plan (GP) designation for the site is Industrial with a Light Industrial Flex Overlay (I/LIF). The proposed use of the site is consistent with the General Plan and shall be reviewed in accordance to the policies listed in conditional use permit discussion below. The General Plan describes this land use designation as follows:

When applied over the Industrial base designation, the Light Industrial Flex Overlay provides for a mix of general, light to custom industrial and manufacturing uses, including multi-tenant spaces with offices, contractor storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require controlled performance standards.

Climate Action Plan (CAP) Consistency

The project involves the re-use of an existing building that will be re-purposed and upgraded with new technology and an employment generating use. CAP Strategy T/LU-2 encourages Redevelopment and Repurposing. The project has been conditioned to encourage and utilize energy saving features as appropriate, including solar, consistent with CAP Strategy E-3. The applicant will be required to submit a statement with their building construction plans describing measures that they will be implementing.

Zoning Consistency

The zoning designation for the site is Industrial with Light Industrial Flex Overlay (I/LIF), which provides for types of animal and food processing uses, manufacturing uses, industrial yard uses, warehouse and storage uses and other related miscellaneous uses, such as office space and general agriculture.

Cannabis distribution is defined as shown below, and not only includes the activities related to self-transport but also includes procurement and temporary storage to allow distribution of wholesale product from the premises.

"Cannabis distribution facility" means any facility engaged in the procurement, temporary storage, non-retail sales, and transport of cannabis or cannabis products between state-licensed cannabis business, including warehouses and similar structures.

The site is existing and developed as an industrial multi-tenant development. No significant exterior changes are proposed. Within the warehouse itself, applicant is proposing to construct a secured quarantine area, retail-ready storage area and batch sampling area. The site meets all standards and criteria required in the Industrial District. The site has significant parking available.

Access

The building has existing loading doors that are located on the south side of the site. Applicant is planning to construct a secured two-point access to lobby area and warehouse space that will not be accessible to public unless authorized and escorted by applicant. Applicant shall also construct a secured/locked rollup door that

shall be the secured intake area for deliveries.

Parking

There is adequate parking provided for the proposed use. The total site, encompassing three buildings, has approximately 258 parking spaces. The unit, at 12,471 square feet, would require 6 parking spaces based on the ratio of one space per 2,000 square feet of gross floor area (1/2000). The site is designed to accommodate truck loading and buildings have multiple loading doors.

Hours of Operation and Employees:

The operation will not be open to the public at any time. Regular business hours shall be between 6 AM and 10 PM, but may require staff to be present 24 hours per day. There will be between 5 and 12 employees on site and in route for transportation at any given time and run up to 2 eight-hour shifts per day. The applicant has stated that no transporters shall be on the road before 10 am or after 10 pm.

Vehicular Traffic and Deliveries

Raw material and finished cannabis products will be safely and securely transported to and from the facility in unmarked vehicles.

Frequency of Deliveries

Applicant will have multiple deliveries per day of cannabis products for storage and quarantine. Applicant anticipates having approximately (5) to (10) deliveries per day.

Landscaping:

The site has existing mature landscaping. The application will be conditioned to require on-going maintenance and replacement of any dead or dying plant materials.

600-foot Sensitivity Buffer

There are no sensitive uses within 600 feet of the parcel edge of the subject property.

Conditional Use Permit Review

A conditional Use Permit (CUP) affords broad public review and evaluation of those uses which require special consideration to ensure proper integration into the community and mitigation of any potentially adverse impacts. The Planning Commission and City Council will be asked to make the required findings to permit the use.

In considering an application for a conditional use, due regard shall be given to the nature and condition of the proposed or existing use and all adjacent uses and structures. The City may impose requirements and conditions with respect to construction, maintenance, and the operation of the use, as may be deemed necessary for the protection of adjacent properties and the public interest. Conditional Use Permit analysis typically includes consideration of the proposed use; hours of operation; consistency with zoning standards such as parking; compatibility with existing uses and structures in the surrounding area; and other criteria as may be deemed appropriate.

A CUP runs with the land unless the use ceases or the CUP is revoked. Once approved, should ownership of the land or the business change, the CUP would remain valid at the location approved. In addition to the CUP land use considerations above, the Cannabis Ordinance 1629 (Municipal Code 17.110.050) provides other specific factors that shall be considered by the Planning Commission and ultimately the City Council which

include the following:

(1) The type of proposed use by the applicant:

The requested use is a conditionally allowed use in the zone regulations. The use would fit the category of cannabis distribution defined in the Zoning Land Use Matrix. The use is consistent with the General Plan. General Plan policies that specifically relate to this request include the following:

2.D.3 – Technology Sector: Grow the technology sector in Woodland by leveraging the research strength at U.C. Davis. Encourage smaller companies and start-ups to locate in incubator spaces in Downtown and in areas with the Light Industrial Overlay designation.

2.E.7 – Public Safety and Community Design: Promote design that enhances public safety and discourages crime by providing buildings that engage the street, as well as adequate lighting and sight lines.

4.C.6 – Monitor Trends: Monitor economic trends to identify emerging industries, new market opportunities, and the performance and mix of businesses to allow the City to be proactive and adjust to market changes.

4.C.9 – Importance of Agricultural Industry: Recognize the importance of agriculture-related business and industries to the City and region, and support the continuation and development of agriculture and agriculture-related enterprises in and around Woodland.

4.E.1 – Job Expansion through Business Expansion: Encourage the expansion and attraction of diverse businesses and industries that create and increase the quality and amount of stable, year-round jobs locally.

(2) Whether the proposed use will be detrimental to the health, safety and welfare of the community:

The proposed facility would be contained within the existing building with numerous redundant security measures employed via a security plan reviewed and approved by the City of Woodland Police Department. The facility would not have exterior signage and would not be open to the public. Vehicles used to transport cannabis and the resulting beverage products would be unmarked but also secure. The tenant improvement plans will undergo review and inspection by both the Building and Fire Divisions to ensure the proper construction, installation and operation of the manufacturing facilities. The City will conduct annual review of the facilities and annual review of the general business operations. The applicant must also comply with all other agencies including health and state operating requirements.

(3) Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties:

The proposed facility will provide a new source of employment and revenue to the City while remaining under close regulation and oversight by both the City and State. The use will be complementary to uses already existing in and around the project location, many of which are food or related industries.

(4) Whether the applicant has adequately addressed potential community benefits of the use to offset potential adverse impacts:

At the time of approval of a Cannabis Business Permit, the applicant will be required to pay a fee which has been determined to provide adequate cost recovery to the city for all activities, including police surveillance,

associated with the proposed business. Further, as provided in a required operating agreement, a generalized contribution will be determined based on gross receipts derived from cannabis uses that will generate essential funds for protecting vital City services and facilities, help fund general municipal services, and place such businesses on more equal footing with existing City businesses.

The applicant has also included a Community Relations Plan and assigned Community Relations Managers, Bejan Farahbakhsh and Nuriya Safarova. They have notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company.

(5) The extent of support or opposition to the proposed use and the location from members of the community:

the applicant has taken initial steps toward reaching out to the community by introducing themselves in the applicant's original Conditional Use Permit application. They also notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company. The Community Relation Managers also provided their phone numbers and email addresses specifically established for the intake of any concerns or questions neighboring businesses may have.

(6) The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location:

Two cannabis manufacturing facilities are located in the immediate area, Epic Bros Enterprises and Pro Terp, are within 1,000 feet. There is an additional cannabis facility CUP approved at 1460 Tanforan Avenue which is approximately 2,000 feet from this project site (measured from parcel to parcel) and separated by the I5 Freeway.

There are still presently a limited number of sites and/or buildings currently available to cannabis uses. These limitations may be due to a number of reasons, such as the reluctance of some owners to lease space to cannabis uses; a lack of availability of smaller spaces within industrial buildings, which are more suitable to smaller scale manufacturing uses; and a number of restricted sites due to their proximity to sensitive uses. The City may continue to receive inquiry regarding cannabis related uses in this proximate area due to the appropriate facility size available and a willing property owner.

(7) The extent to which the proposed use would cause a further over-concentration of that particular type of use in the area:

At this time, there is no over-concentration of cannabis uses. The City may find that on a limited scale that it is acceptable to have multiple cannabis uses located in a specific area.

(8) The background and history of the applicant, including the nature and extent of problems on any premises where he or she has operated a cannabis business in the past:

The applicants have completed all request for "Live Scan" and provided all relevant background information concerning past history with regard to Cannabis uses. The Police Department have not identified any significant concerns identified.

(9) Whether there is a history of police or crime related problems in the area of the proposed location which may be exacerbated by the establishment of the proposed cannabis use.

The Police Department ran review of calls for service within a 1000-foot radius from the project site for

previous calendar years. The calls for service do not reflect a high volume of police activity, especially for crime related calls. It is believed that establishment of the proposed cannabis operation, as conditioned, would not exacerbate crime related activities.

Cannabis Business Permit Review

The Cannabis Business Permit (CBP) provides for the review of operational features for each cannabis business entity. A CBP is required prior to initial operation and requires annual review. Prior to issuance of the CBP, fees must be paid and a final Operating Agreement authorized. The CBP is approved by the Community Development Director. Operating details including a Security Plan, Lighting Plan, Odor Control Plan, Business Plan, Community Relations Plan, as well as an Operating Agreement and Indemnification statement are required as part of the CBP review. Some of these items, such as the Odor Control Plan and Community Relations Plan have been provided as part of the Conditional Use Permit review and are included as Attachments.

Community Relations Plan

A plan that describes who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted. The community relations plan must include a description of the community benefit the business will provided, or proposes to provide, to the surrounding community. The applicant has provided an initial Community Relations Plan with the CUP application (Attachment 7).

Business Plan

A plan describing how the cannabis business will operate in accordance with this code, state law, and other applicable regulations. The plan must include plans for hours of operation, handling cash, and transporting cannabis and cannabis products to and from the business site, as may be applicable. Some aspects of this plan may be confidential. The applicant has provided an initial Business Plan with the CUP application (Attachment 6).

Odor Control Plan

A detailed ventilation plan describing the air treatment system, or other methods implemented to prevent offensive odors generated from the manufacturing, testing, and /or storage of cannabis from being detected outside the building. A discussion is provided in the Business Plan and will be assessed at the time of construction plan submittal.

Security Plan

The Draft Security Plan is a confidential document that generally addresses safety concerns related to vandalism, internal and external theft, lighting, video surveillance, security personnel, and other crime prevention. Because this document is confidential, it cannot be attached to this report. All interested parties to a cannabis business permit application are subject to fingerprinting and a criminal background investigation. The security plan has been reviewed by the Police and Fire Departments as part of the conditional use permit review. A final plan will be reviewed and approved with the Cannabis Business Permit.

Operating Agreement and Indemnification:

The City and applicant shall enter into an operating agreement, in a form approved by the city attorney, in which the applicant releases the city from any damages or liabilities of any kind for violation of state or federal law and agrees to defend, indemnifies, against any and all claims or actions. In addition, the applicant agrees to operating terms and conditions mutually agreed upon that ensure that the community benefits derived from the

proposed cannabis business adequately address potential adverse effects.

Distribution of product will primarily be from EPEs own manufacturing facility, for which they pay a monthly community benefit fee to the City equivalent to 5% of gross receipts. EPE has requested that the City consider modifying the percentage of the community benefit fee to reduce the additional cost this fee would place on their products. Upon consideration, staff is supportive of approving a two tiered fee structure in their operating agreement in this instance, as follows: 1) 2.5% fee on the gross receipts related to the distribution of cannabis products manufactured by Epic Bros Enterprises, Inc at their facility in Woodland; and/or 2) 4% fee on gross receipts related to the distribution of all other cannabis products consistent with prior City Council direction.

Commission Review:

The Planning Commission, at its regularly scheduled meeting on February 6, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Epic Pros Enterprises, Inc conditional use permit to the City Council as follows: (5) Ayes; (0) Noes; (0) Abstain; and (2) Absent

Public Notification:

Public notice advertising for the public hearing on this project was prepared by the Community Development Department 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 at least ten days prior to the public hearing.

Notices were mailed to all property owners within 1,000 feet of the project site.

Conclusion:

Staff recommends that the City Council: 1) Conduct a Public Hearing ; and 2) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 Categorical Exemption under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgement of the City as lead agency under CEQA; and 3) Adopt Resolution No. _____, recommending that the City Council approve a Conditional Use Permit to allow a commercial cannabis distribution facility at 1250 Harter Avenue, Suite C, conditioned upon approval of appropriate Cannabis Business Permit and the recommended conditions of approval; and 4) Adopt Resolution No. _____, authorizing the City Manager, pursuant to Section 5.28.180 to approve a final Operating Agreement for a commercial cannabis distribution business at 1250 Harter Avenue, Suite C.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner



Ken Hiatt
Interim City Manager

Attachments:

1. Resolution CUP EPIC Distrib with Conditions of Approval

2. Resoluton Operating Agreement Epic Pros Commercial Cannabis Distribution
3. Project Information Sheet
4. Applicant Narrative
5. Site Plan and Elevations
6. Business Plan
7. Community Relations Plan

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WOODLAND APPROVING A CONDITIONAL USE PERMIT FOR A
CANNABIS DISTRIBUTION BUSINESS LOCATED AT 1250 HARTER
AVENUE, SUITE C**

WHEREAS, the applicant, Epic Pros Enterprises, Inc., has applied for a Conditional Use Permit to allow for the distribution of cannabis infused beverages in a 12,471 square foot suite within an existing one-story multi-tenant 55,952 square foot building on a 3.66 acre parcel in the Industrial with a Light Industrial Flex Overlay zone; and

WHEREAS, the project is exempt from further environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Class 1 Categorical Exemption, Existing Facilities) and CEQA Guidelines Section 15332 (Class 32 Categorical Exemption, Infill Development), as the City Council of the City of Woodland finds as follows:

- The project consists of minor alterations for additional mechanical and security equipment to operate a cannabis business that utilizes existing utility infrastructure;
- The project is located on a site that is less than 5 acres and will not have any biological, air, water, traffic, or noise impacts; and

WHEREAS, the proposed use and its operating characteristics are consistent with the General Plan, as the site is located in the Industrial/ Light Industrial Flex Overlay designation, which provides for distribution uses that occur entirely within an enclosed building and are employment generating; and

WHEREAS, the Planning Commission, at its regularly scheduled meeting on February 6, 2020, conducted a public hearing to consider the proposed use and after review, public hearing, and deliberation voted to recommend approval of the Epic Pros Enterprises, Inc., Conditional Use Permit to the City Council as follows: (5) Ayes; (0) Noes; (0) Abstain; and (2) Absent; and

WHEREAS, The City Council finds that the proposed use is consistent with policies that encourage job expansion through business expansion, that encourage emerging industries and new market opportunities, that support agricultural related industry as well as the technology sector; and

WHEREAS, the City Council finds that the proposed use and its operating characteristics are consistent with the applicable standards, requirements, and regulations of the zoning district in which it is located, and of all other provisions contained in Ordinance 1629 pertaining to commercial cannabis uses, and all operations will be conducted inside of the existing building; and

WHEREAS, the proposed use is on a site and in a building that is physically suitable in terms of location, size, topography, and access, and that is adequately served by public and private services and utilities; and

WHEREAS, the proposed cannabis business uses will not adversely affect the peace or general welfare of the surrounding neighborhood, as follows:

- The proposed use is not consumer based (no retail sales will occur at the premises) and therefore, will result in low vehicle traffic;
- The odor control plan will ensure no odors will be detectible outside the building;
- All signage will be limited and the applicant will have a final lighting and security plan approved by the Police and Fire Departments to ensure internal and external safety; and

WHEREAS, the proposed use will enhance the economic vitality of the area in which it is proposed to be located, including adjacent and surrounding properties, the applicant will provide tenant improvements to the building and the project will be required to maintain the site in a clean and well-kept manner; and

WHEREAS, based on existing circumstances, police data, and the background and history of the applicant, the City Council finds that proposed use will not cause an overconcentration of cannabis uses in the area, potential community benefits of the use are likely to offset potential adverse impacts, and the proposed use is not likely to exacerbate crime-related problems in the area; and

WHEREAS, a public notice describing the proposed cannabis conditional use permit was published in the Daily Democrat, a newspaper of general circulation, in accordance with Government Code section 60661 and mailed to properties within 1,000 feet; and

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the above findings, determinations, and recommendations with respect to the proposed Conditional Use Permit, approves of the proposed Conditional Use Permit, as conditioned and attached hereto.

PASSED AND ADOPTED by the City Council this 17th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Rich Lansburgh, Mayor

Ana Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney

CONDITIONS OF APPROVAL
Epic Pros Enterprises, Inc. – 1250 Harter Avenue, Suite C

1. The project is as described in the staff report prepared for the February 6, 2020, Planning Commission meeting and the March 3, 2020 City Council meeting and shall consist of the proposal for self-distribution of wholesale commercial cannabis products from the premises. The project shall be established and operated as depicted in the staff report, except as modified in these conditions of approval and with any changes necessary to comply with City codes and specifications.
2. 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 defense of the matter by the City Attorney.
3. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating the cannabis business.
4. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit must be exercised within one year of issuance, or it shall be deemed null and void by act of law (Section 17.132.080).
6. The project approval is for the project as described in the above staff report and related attachments, which depict the projects proposed map, site and floor plans, business plan, community relations plan. Should there be a change in the use or an intensification of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the use permit. The Director shall either approve the proposed changes based on a finding that the changes shall not result in significant traffic, noise, safety or security concerns or other potential nuisance to surrounding property owners or within public right-of-ways beyond that anticipated by the original approval, or, if these findings cannot be made, the Director shall make a determination that a Conditional Use Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.
7. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County to record the CEQA environmental document (Notice of Exemption) with the County.

8. The applicant shall comply with all state and local laws and ordinances, including the provisions of Chapter 5.28 of the Municipal Code and the requirement to secure a Cannabis Business Permit, including approval of an Operating Agreement, for each business entity operating at the location as part of the approved conditional use permit. The applicant shall obtain and maintain, prior to operation of the business and continuing at all times the business is in operation, a valid Cannabis Business Permit and all applicable state license(s). All requirements, terms and conditions of the Cannabis Business Permit, Operating Agreement, and applicable state license(s) shall be considered conditions of this conditional use permit. Failure to comply with all applicable state and local laws and ordinances, the Cannabis Business Permit, Operating Agreement, and/or applicable state license(s) shall be deemed a violation of the conditional use permit and may result in revocation of the use permit.
9. As set forth and agreed to in the Operating Agreement for each approved Cannabis Business Permit, the business/applicant shall pay a fee in the form and in the amount and manner agreed upon between the City and the business receiving a Cannabis Business Permit. If, during the term of the Operating Agreement, the city imposes an alternative revenue mechanism, specifically related to cannabis operations (e.g. cannabis tax), the business/applicant will pay the city the greater of the two payments, or as otherwise agreed by the city or mandated by law.
10. If the applicant wishes to relocate, significantly modify the approved site layout and/or allowed cannabis uses, the applicant shall secure a new conditional use permit, or modification to the existing conditional use permit prior to any modification or occupancy of the site by a new or modified use.
11. If the Community Development Director finds evidence that conditions of approval have not been fulfilled or that the use or uses has or have resulted in a substantial adverse effect on the health, and/or general welfare of users of adjacent property, or have a substantial adverse impact on public facilities or services, the Community Development Director may refer the Conditional Use Permit to the Planning Commission for further review. If, upon such review, the Commission finds that any of the adverse results above have occurred, the Planning Commission shall recommend to the City Council to modify or revoke the Conditional Use Permit. If upon such review the City Council finds that any of the above results have occurred, the City Council shall modify or revoke the Conditional Use Permit.
12. Upon receipt of a Cannabis Business Permit the applicant shall be subject to provisions relating to violations contained in Municipal Code Section 5.28.090, or as may be amended.
13. The applicant shall submit a final security plan for review and approval by the Police Department prior to operation and shall comply with requirements included in Section 5.28.260, or as may be amended.
14. The applicant's business shall not employ any juvenile under the age of 21.

15. No customers or sales shall occur at the facility.
16. All cannabis related activities shall take place in the interior of the building and any cannabis related activities outside the premises are strictly prohibited with the exception of the lawful delivery of finished lawful cannabis products to another lawful cannabis business, in accordance with all applicable state and local laws governing transportation of cannabis goods. There shall be no exterior storage of materials or equipment. Storage of non-cannabis related items may be allowed in the enclosed area where it is not visible to public view.
17. 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.
18. The main entrance to the facility shall be clearly identified with proper signage to include name of business and address. Main entrance shall also provide adequate lighting per the City Security Ordinance and lighting regulations.
19. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building. All exterior changes beyond those stated in the original approval will require staff level design review.
20. The site shall be inspected and maintained daily to be clear of litter.
21. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance and shall comply with provisions of Section 5.28.280 of the Municipal Code. Except as otherwise approved by the City in writing or by law, project signage shall include nothing in word or symbol, identifying the fact that the property is used for cannabis related activities.
22. No vehicle owned or operated by the business, or used for the transportation of product or individuals associated with the Facility shall include markings (in words or symbols) identifying the vehicle as a vehicle used for cannabis-related activities, unless otherwise required by law.
23. Photometric data shall be provided, and 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 absence of "Hot Spots" or areas of ten (10) foot-candle of illumination per square foot or more.
24. All existing landscape planter areas shall be replanted and maintained per City Standards. Vegetative matter shall cover no less than 75% of the required landscape area unless otherwise approved by the Community Development Director. Maintenance shall include

but is not limited to watering, fertilizing, weeding, cleaning, pruning, trimming, spraying and cultivation.

25. The applicant shall utilize building energy saving measures to reduce energy usage. The applicant shall submit a statement with the initial submittal of their building construction plans describing energy conserving measures that they will be implementing.
26. The applicant shall provide a minimum of two bike parking spaces for employees. Bike parking shall be provided in a safe a secure location.
27. Waste materials shall be appropriately handled. The applicant shall describe methods that will be used to make cannabis waste unusable and unrecognizable, and how cannabis waste will be stored prior to removal from the business. The applicant shall describe methods used to transport cannabis waste from the distribution site to a solid waste facility. The waste management plan shall be reviewed and approved by the City prior to certificate of occupancy.
28. The applicant shall include a waste disposal plan, including projected accumulation volumes and where on the property the solvent waste will be stored. The applicant shall describe how the business will transport solvent waste from the distribution site to a waste facility.
29. The applicant shall have an appropriate plan that considers all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
30. The applicant shall establish safety protocols that will be adopted, including, but not limited to: staff training, protective equipment, hazardous material handling, emergency communication/response protocols, etc. The applicant shall conform to all Cal OSHA workplace safety standards.
31. The applicant shall develop a quality control guidelines and standard operating procedures that are in strict adherence to MAUCRSA and applicable state regulations. The applicant shall establish quality control procedures for each business, manufacturing and testing to ensure that cannabis products are safe and suitable for human consumption and /or use. Quality control procedures will consider the proper handling and storage of raw materials, in-process materials, and finished product throughout the production process and shall ensure uniformity between each separately produced batch of cannabis product. This includes equipment inspection and maintenance, internal controls for each step in the process, internal batch sampling and testing.
32. The applicant shall institute policies and procedures used by the business to help prevent contamination of any cannabis product.
33. A toxic material control plan will be provided with the Cannabis Business Permit application that contains a description of all toxic, flammable, or other materials that will

be used or kept at the cannabis business, the location of such materials, and how such materials will be stored. The toxic material control plan will include all materials regulated by a federal, state, or local government that would have authority over the business if it was not a cannabis business.

34. The applicant will establish and utilize Standard Operating Procedures that describe the steps the manufacturing facility will take when notified from a testing agency, Health Officials, or California State Regulators, that the tested cannabis product does not meet appropriate health standards. The manufacturing operator shall describe how the business will dispose of all rejected cannabis product associated with the test sample, and ensure that rejected cannabis product is not released to the public. In addition, the manufacturing operator shall provide a recall procedure which describes the policy for communicating with customers and businesses who have purchased the product from the manufacturing facility, as well as health officials. The recall plan shall describe the method to collect recalled product and dispose of it in a manner that ensures it will not be consumed.
35. Any Cannabis distributor shall comply with all requirements provided by the California Bureau of Cannabis Control (BCC)

BUILDING

The following comments are from the City of Woodland Building Division and are applicable to the reference project:

36. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - A. 2019 California Building Code
 - B. 2019 California Plumbing Code
 - C. 2019 California Mechanical Code
 - D. 2019 California Electrical Code
 - E. 2019 Building Energy Efficiency Standards
 - F. 2019 California Green Building Code
 - G. The Code of the City of Woodland
37. 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.
 - a. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
 - b. Prior to **any** demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.
38. 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.
39. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.

40. 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.

41. A soils investigation report shall be provide as specified in section 1803.2 of the 2019 CBC.

FIRE

42. Applicable Fire Code will be 2019 California Fire Code, Part 9, Title 24 CCR

43. An inventory of all chemicals used/stored onsite will be provided to the Woodland Fire Department and all flammable and combustible chemicals shall be stored per 2019 CFC Chapter 50 and 57

POLICE

44. A final security plan, including assessment of the delivery system, shall be reviewed and approved by the Woodland Police Department, prior to issuance of building permits.

45. Site plans and floor plans shall be completed to the satisfaction of the Police Department CPTED requirements prior to issuance of building permits.

46. Exterior lighting shall be white light using LED lamps with full cutoff fixtures to limit glare and light trespass. Color temperature should be between 2700K and 4200K with a color rendering index of 75 or better and a light loss factor of 0.95 or better. All existing exterior fixtures shall be replaced with fixtures that meet this requirement.

47. Broken or damaged exterior lighting shall be repaired or replaced within 48 hours of being noted.

48. Exterior lighting shall be shielded or otherwise designed to avoid spill-over illumination to adjacent streets and properties.

49. Tree canopies shall not interfere with or block lighting. This creates shadows and areas of concealment. The landscaping plan shall allow for proper illumination and visibility regarding lighting and surveillance cameras through the maturity of trees and shrubs.

50. All solid core doors shall be equipped with a 180-degree viewing device to screen persons before allowing entry.

51. The business shall be equipped with and maintain a security system with an alarm system with a valid UL Certificate in accordance with ANSI/UL Standard 681-2014 (Standard for Installation and Classification of Burglar and Holdup Alarm), Extent No 3; and a Video Assessment and Surveillance System (VASS).

52. A hold up alarm shall be employed near the transport area, lobby, employee entrance and safe(s).
53. Burglar alarms shall cause the dispatch of a properly licensed private patrol.
54. Hold up alarms shall cause the dispatch of the Woodland Police Department.
55. The Security system shall be equipped with at least 24 hours of continued operation time in case of power failure.
56. The Security system shall be equipped with cellular backup in case of phone line disruption.
57. The facility shall be staffed at all times that the security system is not fully functional.
58. A log shall be maintained that shows when the alarm system was armed and disarmed, and by whom.
59. VASS storage shall be kept off-site or in a secured area accessible only to management.
60. VASS shall be capable of no less than 30-days worth of activity and shall provide comprehensive coverage of: safe, areas of ingress and egress, parking lot, loading areas, areas not clearly visible from public streets, and coverage of all exterior areas of the building.
61. Monitors displaying the employee parking area shall be mounted in a visible location near the door from which employees will arrive and depart so that employees may monitor the outside environment prior to departing the facility.
62. The applicant is responsible for reasonably controlling the conduct of persons of the site and shall immediately disperse loiterers.
63. Applicant shall install a "Knox Box" for police access of the exterior areas of the property after hours.

RESOLUTION NO. _____
OPERATING AGREEMENT FOR CANNABIS DISTRIBUTION BUSINESS
LOCATED IN THE CITY OF WOODLAND
EPIC PROS ENTERPRISES, INC. LOCATED AT 1250 HARTER AVENUE, SUITE C

This Operating Agreement for a Cannabis Business (hereinafter “Agreement”), dated March 17, 2020 (“Effective Date”), is entered into by and between the City of Woodland (the “City”), a California municipal corporation, and Epic Pros Enterprises, Inc. a cannabis distribution facility (“Cannabis Business”). The City and Cannabis Business may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Cannabis Business submitted an application to the City for a conditional use permit to conduct certain cannabis uses in the City, located at 1250 Harter Avenue, Suite C (“Subject Property”); and

WHEREAS, the City granted a conditional use permit to the Cannabis Business on March 17, 2020, to permit cannabis distribution at the Subject Property, subject to conditions of approval, issuance of a cannabis business permit and execution of this Agreement; and

WHEREAS, Section 5.28.180(a)(9) of the Woodland Municipal Code provides that the City shall enter into an Operating Agreement and Indemnification, in conjunction with the issuance of a Cannabis Business Permit, in which the Cannabis Business agrees to abide by the requirements of the Municipal Code and any other operating terms and conditions as mutually agreed by the parties; and

WHEREAS, the City Council of the City of Woodland has determined that both community benefits and potential adverse impacts may result from the operation of cannabis businesses in the City, and therefore desires to ensure all such impacts are adequately mitigated and offset by the potential community benefits the businesses can provide to the City and its residents; and

WHEREAS, the Cannabis Business and the City have mutually agreed to certain minimum payments to the City to provide for projects, programs, and other services and activities that will positively contribute to the community and account for any adverse impacts or increases in need for services caused by the operation of the Cannabis Business in the community.

NOW, THEREFORE, in consideration of the mutual promises, conditions, and covenants set forth herein, the Parties agree as follows:

AGREEMENT

- 1. Incorporation of Recitals.** The Recitals, and all defined terms set forth in this Agreement, are hereby incorporated into this Agreement as if set forth herein in full.
- 2. Definitions.** The following terms shall have the following meanings for purposes of this Agreement, but other terms may be defined elsewhere in this Agreement.

- A. “Cannabis Business Permit” means the regulatory permit issued by the City to the Cannabis Business pursuant to the provisions of Chapter 5.28 of the Woodland Municipal Code.
- B. “Cannabis Distribution Facility” means any facility engaged in the procurement, temporary storage, non-retail sales, and transport of cannabis or cannabis products between state-licenses cannabis businesses, including warehouses and similar structures, as permitted by Chapter 17.110 of the Zoning Code.
- C. “City” means the City of Woodland.
- D. “City Permits” means all building permits, conditional use permits, zoning amendments, operating agreements, and other permits, including the Cannabis Business Permit, licenses, entitlements, and agreements that the City, acting in its governmental capacity, must issue or approve for the Cannabis Business to operate in accordance with this Agreement.
- E. “Commencement Date” means the date that all of the following have occurred: (1) the City has issued all necessary City Permits; (2) the Cannabis Business has obtained all necessary State Licenses to operate; and (3) the Cannabis Business has obtained a certificate of occupancy.
- F. “Community Development Director” means the Community Development Director and his or her designee.
- G. “Conditional Use Permit” means the conditional use permit issued by the City to the Cannabis Business pursuant to the City’s Zoning Code, as approved by the City Council on or about March 17, 2020, as may be amended, related to the operation of a commercial cannabis business.
- H. “Effective Date” means the date first entered above as the Effective Date that both Parties have signed this Agreement.
- I. “Gross Receipts” means the total amount actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise. Included in “gross receipts” shall be all receipts, cash, credits and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, all cost of materials used, labor or service costs, interest paid or losses or other expenses. The following shall not be included in the definition of “Gross Receipts: (1) Cash discounts allowed and taken on sales; (2) Such part of the sale price of property returned by purchasers upon rescission of the contract of sale as is refunded either in cash or by credit; and (3) Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded.

- J. “Manager” means a person with responsibility and authority over the establishment, management, supervision, or oversight of the operation of the Cannabis Business.
- K. “State License” means all licenses required to be issued by the State of California for operation of the Cannabis Business pursuant to Division 10 of the Business and Professions Code and applicable state regulations, including Division 42 of Title 16, Division 8 of Title 3, and Division 1 of Title 17 of the California Code of Regulations, as those provisions may be amended.
- L. “Term” means the period of time this Agreement is in effect, and any renewal periods, as specified in Section 3.

3. Term of Agreement. The Term of this Agreement shall commence on the Effective Date and continue for a period of two (2) years therefrom (“Initial Term”), unless earlier terminated as specified in this Agreement. Prior to the expiration of the Initial Term and any subsequent Renewal Period, the Parties may mutually agree to extend the Term of this Agreement for up to two (2) additional two-year (2-year) terms to run consecutively (each a “Renewal Period”).

4. General Terms and Conditions. The Cannabis Business shall comply with all of the following terms and conditions for the Term of this Agreement:

- A. This Agreement is only valid for the Cannabis Business to operate at the Subject Property identified in this Agreement. The rights and obligations set forth in this Agreement shall not be transferred, assigned, or assumed unless agreed to in advance in writing by the City.
- B. Conditions placed on the Cannabis Business Permit and the Conditional Use Permit shall be conditions of this Agreement. Violations of the Cannabis Business Permit, the Conditional Use Permit and/or applicable State Licenses shall be deemed violations of this Agreement and shall constitute a material breach of this Agreement.
- C. The Cannabis Business shall obtain and maintain at all times a valid Cannabis Business Permit, Conditional Use Permit, and applicable State License(s) prior to and during operation of the Cannabis Business.
 - i. As soon as practicable, the Cannabis Business shall inform the City when it obtains its necessary State License(s), and shall provide a copy of the State License(s) to the Community Development Director. The City shall cooperate with the Cannabis Business as appropriate and as needed to facilitate the State’s issuance of a State License(s) to the Cannabis Business.
 - ii. The City shall diligently process the Cannabis Business’s applications for all City Permits. This Agreement does not commit the City in advance to approve the City Permits; nor does this Agreement constrain the City’s discretion to determine compliance with all requirements regarding issuance of any City Permits. Nothing in this Agreement relieves the Cannabis Business of the obligation to comply with all requirements and application procedures set forth in Chapter 5.28 of the Woodland Municipal Code.

- D. The Cannabis Business understands, acknowledges and agrees to comply with all applicable then-existing state and local laws and regulations applicable to operation of the Cannabis Business, including Chapter 5.28 of the Woodland Municipal Code.

5. Operational Requirements. In addition to all operating requirements set forth in Article IV of Chapter 5.28 of the Woodland Municipal Code, the Cannabis Business shall comply with the following specific operational requirements:

- A. The Cannabis Business shall immediately notify the City Police Department of any criminal activity, or suspected criminal activity, occurring at the Subject Property. In the event of any internal security system breach, including a faulty alarm system, broken or damaged surveillance cameras or other video recording equipment, or broken or damaged locks, doors, or lighting which may increase risk of criminal activity at the Subject Property, the Manager of the Cannabis Business shall notify the City Police Department as soon as practicable after becoming aware of the security system breach. The Cannabis Business shall diligently attempt to fix or resolve any such security breach immediately; if circumstances require additional time and delay to remedy, the Cannabis Business shall so notify City police and provide an estimated timeline the breach will be cured.
- B. If the Cannabis Business receives any criminal threats, or otherwise suspects any criminal targeting related to movement of product or cash from or to the Subject Property, the Cannabis Business shall immediately notify the City Police Department.
- C. The City's Chief of Police, or his or her designee, may perform site inspections of the Cannabis Business during hours of operation, upon reasonable notice. The scope of the inspection shall be to ensure compliance with all conditions on the Cannabis Business, including compliance with state rules and regulations, such as but not limited to, track and trace requirements, product storage, labeling, and disposal of product, as well as accounting, ledgers for distribution, and other records and operating procedures. Upon reasonable notice by the City, the Cannabis Business shall provide proof, including through visual observation and confirmation by City staff, of any storage, disposal or distribution of product as may be necessary to ensure business compliance. Should the City discover any evidence of falsification of records or other practices inconsistent with City or State requirements, the Cannabis Business shall, upon written notice from the City, immediately cease and desist operations until such time that the issues have been resolved, to the satisfaction of the City, in accordance with state and local regulations.

6. Consideration. As consideration for the rights and benefits it enjoys under this Agreement, including its operation of approved cannabis uses in the City during the Term, the Cannabis Business shall do all of the following:

- A. Monthly Payment. The Cannabis Business shall pay to the City a community benefit fee for the greater of \$1,500 or the cumulative amount of: 1) 2.5% of the Cannabis Business's gross receipts related to the distribution of cannabis products manufactured by Epic Bros Enterprises, Inc.; and/or 2) 4% of the Cannabis Business's gross receipts

related to the distribution of all other cannabis products. Per month (“Monthly Payment”).

- i. Monthly Payments shall be calculated per calendar month, due and payable on the 15th day of the subsequent calendar month. By way of example only, a Monthly Payment for the month of September would be calculated from September 1 through September 30, due and payable on October 15.
- ii. The obligation to make Monthly Payments shall begin as of the Commencement Date. If the Commencement Date falls on a day other than the first day of a month, the \$5,000 flat-rate amount shall be prorated for purposes of calculating the first Monthly Payment.
- iii. If a Monthly Payment is not paid in full within fifteen (15) days after it is due and payable, the Monthly Payment shall accrue a penalty of five percent (5%) compounding for each month the Monthly Payment is late, until the Monthly Payment and all penalties are paid in full.
- iv. Monthly Payments shall be made to the City’s Finance Department. In the event the Cannabis Business intends to pay a Monthly Payment in cash in an amount that exceeds \$5,000, the Cannabis Business shall notify the City in advance to make prior arrangements.
- v. The Cannabis Business shall keep accurate and adequate records and documentation to reflect its monthly gross receipts. Pursuant to section 5.28.330 of the Woodland Municipal Code, the Cannabis Business shall maintain all such records for at least three (3) years, and shall produce those records to the City within 24 hours after receipt of the City’s request.
- vi. Accompanying the Monthly Payment, the Cannabis Business shall deliver to the City a report (“the Monthly Report”) showing (1) Gross Receipts of the Cannabis Business for the immediate prior month; 2) a cumulative total of all amounts of Gross Receipts received by the Cannabis Business to date for the calendar year, (3) a calculation of the Monthly Payment currently due to the City; and (4) a calculation of the cumulative total of all Monthly Payments made to the City to date for the calendar year.
- vii. In the event that City voters approve a cannabis-specific tax to be imposed on cannabis businesses operating in the City, including the Cannabis Business, the obligation to make Monthly Payments under this Agreement shall terminate as of the effective date of the cannabis tax. Nothing in this Agreement shall relieve the Cannabis Business of the obligation to pay all applicable State and local taxes, including a possible future City cannabis tax.

7. Termination. The City and/or Cannabis Business may terminate this Agreement prior to expiration of the Term for the reasons and subject to the requirements set forth below. The Cannabis Business understands and acknowledges that the right to operate the Cannabis Business is expressly contingent on full execution of an Operating Agreement, as required by section

5.28.180(a)(9) of the Woodland Municipal Code. As such, termination of this Agreement shall result in the immediate termination of the Cannabis Business's operations, unless and until a new Operating Agreement is executed by the Parties

A. City's Termination Rights. Without prejudice to its other remedies at law or in equity, the City may terminate this Agreement, at any time and in its sole discretion, effective thirty (30) days after the City provides written notice of termination to the Cannabis Business, if any of the following circumstances occurs:

- i. The Cannabis Business breaches its obligation to pay the Monthly Payments when due and fails to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of default.
- ii. The Cannabis Business breaches its obligation to perform in accordance with any material provision of this Agreement, other than the obligation to pay the Monthly Payment, and: (A) does not cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach or, if the breach cannot reasonably be cured within 30 days, (B) does not begin work to cure the breach within thirty (30) days after the City provides the Cannabis Business with a written notice of breach. The Parties may mutually agree in writing to extend the time period to cure the breach. The express designation in this Agreement of a provision as "material" does not imply that other provisions are not material.
- iv. The Cannabis Business fails to obtain and maintain at all times prior to and during operation of the Cannabis Business a valid Cannabis Business Permit and State License(s), or violates any condition of approval of the Conditional Use Permit.
- v. The uses and business activities of the Cannabis Business are declared unlawful by order of Court, or become illegal by operation of State law.

B. Cannabis Business's Termination Rights. The Cannabis Business may, at any time and in its sole discretion, effective thirty (30) days after the Cannabis Business provides written notice of termination to the City, may terminate this Agreement if the Cannabis Business has permanently ceased operations, or intends to cease operations within thirty (30) days, in the City of Woodland.

8. Release & Indemnification. The Cannabis Business shall release and hold harmless the City, its agents, officers, elected officials, staff and employees (collectively, "City Parties") from any and all claims, injuries, damages, or liabilities of any kind arising from: (i) any repeal or amendment of Chapter 5.28 of the Woodland Municipal Code, or any provision of the Zoning Code relating to the Cannabis Business, and (ii) any arrest or prosecution of the Cannabis Business or its owners, Managers, staff, employees, or members for violation of state or federal laws. The Cannabis Business shall further defend, indemnify and hold harmless the City Parties from and against any and all claims or actions: (i) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from or related to the

Cannabis Business operations at the Subject Property, and (ii) brought by any party for any problems, injuries, damages, or other liabilities of any kind, including bodily injury, death or property damage, arising out of the distribution of cannabis or cannabis products at the Subject Property. The obligations in this Section 8 Release & Indemnification shall survive any expiration or termination of this Agreement.

9. Insurance.

A. Time for Compliance. The Cannabis Business shall not begin operations until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. Failure to provide and maintain all required insurance shall constitute a material breach of this Agreement.

B. Types of Required Coverages. Without limiting the indemnity provisions of this Agreement, the Cannabis Business shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance:

i. Commercial General Liability. Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

ii. Automobile Liability. Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$1,000,000 each accident.

iii. Workers’ Compensation. Workers’ Compensation Insurance, as required by the State of California and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

C. Endorsements.

i. The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability shall be endorsed to provide the following:

a. Additional Insured. The City’s indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising

out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- b. Primary Insurance and Non-Contributing Insurance. This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.
 - c. Severability. In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.
 - d. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.
 - e. Duties. Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.
 - f. Applicability. That the coverage provided therein shall apply to the obligations assumed by the Cannabis Business under the indemnity provisions of this Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.
- ii. The policy or policies of insurance required by this section for Workers’ Compensation shall be endorsed, as follows:
- a. Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City’s indemnified parties.
 - b. Cancellation. The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the City except ten (10) days prior written notice shall be allowed for non-payment of premium.
- D. Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City’s indemnified parties in the same manner and to the

same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

- E. Evidence of Insurance. The Cannabis Business shall, concurrently with execution of this Agreement or as soon thereafter as may be authorized by the City, deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, the Cannabis Business shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.
- F. Failure to Maintain Coverage. The Cannabis Business agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City.
- G. Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.
- H. Insurance for Subcontractors. All subcontractors shall be included as additional insureds under the Cannabis Business's policies, or the Cannabis Business shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the City as an Additional Insured.

10. Notice. Any notice or other communication provided pursuant to this Agreement must be in writing and shall be considered properly given and effective only when mailed or delivered in the manner provided by this Section 10 to the persons identified below. A mailed notice or other communication shall be considered given and effective on the third day after it is deposited in the United States Mail (certified mail and return receipt requested). A notice or other communication sent in any other manner will be effective or will be considered properly given when actually delivered. A Party may change its address for these purposes by giving written notice of the change to the other Party in the manner provided in this Section 10.

If to the City:

City of Woodland
City Manager's Office
300 First Street
Woodland, California 95695
Attention: Paul Navazio

If to Cannabis Business:

Epic Pros Enterprises, Inc.
1250 Harter Avenue, Suite C
Woodland, CA 95776
Attention: Bejan Farahbakhsh

11. Force Majeure.

- A. “Force Majeure Event” means a cause of delay that is not the fault of the Party who is required to perform under this Agreement and is beyond that Party’s reasonable control, including the elements (such as floods, earthquakes, windstorms, and unusually severe weather), fire, energy shortages or rationing, riots, acts of terrorism, war or war-defense conditions, acts of any public enemy, epidemics, the actions or inactions of any governmental entity (excluding the City) or that entity’s agents, litigation, labor shortages (including shortages caused by strikes or walkouts), and materials shortages.
- B. Except as otherwise expressly provided in this Agreement, if the performance of any act required by this Agreement to be performed by either the City or Cannabis Business is prevented or delayed because of a Force Majeure Event, then the time for performance shall be extended for a period equivalent to the period of delay, and performance of the act during the period of delay will be excused.

12. Waiver. A Party’s failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other Party’s breach of this Agreement shall not constitute a waiver of any performance, right, or remedy. A Party’s waiver of the other Party’s breach of any provision in this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or any other provision. A waiver is binding only if set forth in writing and signed by the waiving Party.

13. Relationship of Parties. This Agreement does not create any employment relationship, ownership interest, or other association between the City and Cannabis Business. Nothing herein shall be construed to create the relationship of principal and agent, partnership or other joint venture between the City and Cannabis Business.

14. Attorneys’ Fees. The Party prevailing in any litigation concerning this Agreement, the Subject Property, or the Cannabis Business operations, shall be entitled to an award by the court of reasonable attorneys’ fees and litigation costs. If the City is the prevailing party, then this Section shall apply whether the City is represented in the litigation by the designated City Attorney or by outside counsel.

15. Severability. If a court with jurisdiction finds any provision of this Agreement to be invalid, void, or unenforceable, then the remaining provisions shall remain in full force and effect, and to this end this Agreement shall be severable.

16. Counterparts. The parties may execute this Agreement in counterparts, each of which shall constitute an original, but all of which shall collectively constitute this same Agreement.

17. Integration and Modification. This Agreement sets forth the Parties’ entire understanding and agreement regarding the matters addressed herein. This Agreement supersedes all prior or contemporaneous agreements, representations, and negotiations (written, oral, express, or implied) and may be modified only by written agreement signed by both Parties.

(Signature Page Follows)

IN WITNESS WHEREOF, the parties enter into this Agreement as of the date first set forth on this Agreement.

City of Woodland

**Cannabis Business:
Epic Pros Enterprises, Inc**

By: _____
Ken Hiatt, Interim City Manager

Dated: _____, 2020

By: _____
Bejan Farahbakhsh, President

Dated: _____, 2020

Approved as to Form

Woodland City Attorney

By: _____
Kara K. Ueda, City Attorney

Attachment: Conditional Use Permit Resolution and Conditions of Approval

Project Information Summary Sheet

Epic Pros Enterprises, Inc Commercial Cannabis Distribution Facility: A Proposed Conditional Use Permit to allow a Commercial Cannabis, Distribution Facility Located at 1250 Harter Avenue, Suite C: PLNG 19-00063

Location: 1250 Harter Avenue, Suite C, Woodland CA 95776

Applicant/Owner: Epic Pros Enterprises, Inc/Ethan Conrad Properties

Environmental Report: Categorical Exemption

APN: -027-420-023

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: City Council Public Hearing – March 3, 2020

General Plan Designation: Industrial/ Light Industrial Flex Overlay (I/LIF)

Existing Land Uses: The site is currently developed with a 55,952 square foot industrial building of which the applicant is proposing to occupy 12,471 square feet.

Adjacent Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>ZONING</u>
North	Existing Industrial/Harter Avenue	I/LIF
South	Existing Industrial	I/LIF
East	Existing Industrial	I/LIF
West	Existing Industrial/Harter Avenue	I/LIF

Flood Zone: Flood Zone AE – Map #06113C0 455H dated May 16, 2012.

Street Access: East Street and Harter Avenue

Applicable Laws, Codes & Ordinances

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

- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- City of Woodland Cannabis Business Permit Requirements
- Community Design Standards
- California Environmental Quality Act (CEQA)

EPIC PROS ENTERPRISES, INC

1250 Harter Avenue Suite C

Woodland, CA 95776

Applicant Narrative/ Justification

Preamble. Pros Enterprises, Inc (hereinafter referred to as “Applicant”) is pleased to present our Commercial Cannabis Application Package to the City of Woodland’s Community Development Department for Type 11 Medical and Adult Commercial Cannabis Distribution.

Applicant recognized the need for strict adherence to legal guidelines and requirements as outlined by the City of Woodland, the State of California as well as other relevant stakeholders. Our team of qualified business professional looks forward to working with all necessary agencies and authorities having jurisdiction to ensure compliance with all requirements. We believe that we are offering a comprehensive solution that can help satisfy the growing demand for cannabis in a safe and clean manner, while being a good member to the community and contributing in a significant way to the local economy.

Applicant hold a California Department of Health manufacturing license and City of Woodland Cannabis Business Permit and have been in operations. Applicant, as well as other cannabis operators in the area, believe that an operational and well-run Cannabis Distribution Company is an urgent necessity in City of Woodland to ensure a collaborative success and healthy business growth.

Summary of Proposed Location.

Applicant is proposing their project to be located at 1250 Harter Avenue in the City of Woodland in suite C within the proposed building with APN number 027-420-031-000. Property is zoned as Industrial with a Light Industrial Flex Overlay in the City of Woodland with an immediate access to I-5 freeway. The building has 120/208 and 277/480 Volts with a 3-phase power and natural gas service available. The boundaries of the property are greater than 600 feet from any K-12 school, commercial daycare center and youth center, and are greater than 600 feet of any residences of libraries on a neighboring property.

The existing facility needs very minor modifications. Applicant is planning to construct a secured two-point access to lobby area and to warehouse space that will not be accessible to public unless authorized and escorted by Applicant and to City/State officials for inspections.

Within the warehouse itself, applicant is proposing to construct a secured quarantine area, retail-ready storage area and batch sampling area. Applicant shall also construct a secured/locked rollup door that shall be the secured intake area for deliveries.

Applicant will also have a secured safe for any cash storage (Please see “**Security Plan**”).

Project Size. The project itself occupies 12,471 of total square feet with 478 square feet of office space, 1,903 square feet of mezzanine storage of a 55,952 sq ft commercial building. The warehouse clear height is 19’ and is equipped with fire sprinklers, 120/208 and 277/480 Volts with a 3-phase power, has natural gas service and heavy parking.

Facility Advantages. The following are advantages of the facility at 1250 Harter Ave, Suite C:

- Located in a concealed location that is not immediately visible
- Warehouse space with sufficient power
- Sufficient yard for secure intake/output area
- Facility comes with fire sprinklers
- Facility will not impact the peace, order, or welfare of the local community

Addressing Negative Effects on the Community. Applicant recognizes City's concerns surrounding commercial cannabis businesses. Pursuant to both City of Woodland ordinance, California State's regulations and reasonable good neighbor policies, our operation will include the following:

Security. Our facility will employ a comprehensive security plan mandated by ordinance which includes security patrols, use of security cameras, and strategic placement of lighting that will deter crime in the area. **Please see "Security Plan".**

Odor Control. Our facility will have a comprehensive odor control system which will make odors typically associated with cannabis undetectable. **Please see "Odor Control Plan".**

Cross Contamination. Our facility is subject to strict guidelines under local and State's regulations. It requires us to establish and implement written non-volatile manufacturing operation procedures to ensure that all of our product handling is conducted properly. Our operations shall be conducted under conditions and controls that are necessary to eliminate contamination that could potentially affect our product and other surrounding businesses' production.

Community Benefits. A critical component to our operating model is deeply rooted in good stewardship to our community and the populations we serve. Applicant intends to engage in a responsibility agreement with the City of Woodland to remit an annual fee to City of Woodland, for the purpose of mitigating any adverse impacts the facility might have on our neighborhood. Second, Applicant shall remit a percentage of gross revenue sales or \$1,500 per month to the City of Woodland as community benefit fee that shall be executed in an Operating Agreement. Third, a well-run distribution business does much more for a dispensary and its patients and customers than merely providing access to cannabis. Our vision includes fostering a sense of community among our neighbors to build stronger, healthier populations. Our organization is committed to creating a community-based entity to support the needs of dispensaries, their customers and patients, and improve our community by creating more jobs for residents.

Applicant believes that this facility is a great choice for this type of business and will enhance the local neighborhood, providing added security, economic viability, and responsible partnerships with other like-minded businesses within the area.

EPIC PROS ENTERPRISES INC.

TENANT IMPROVEMENT CONDITIONAL USE PERMIT DRAWINGS

PROJECT ADDRESS:

1250 HARTER AVE., SUITE C

WOODLAND, CA 95776

APN # 027-420-031-000

SHEET INDEX

GENERAL	
CS.1	COVER SHEET
CS.2	NEIGHBORHOOD CONTEXT MAP

ARCHITECTURAL	
A1.1	SITE PLAN
A1.2	CONTEXT PHOTOS
A3.1	PROPOSED FLOOR PLAN
A3.2	EXISTING ROOF PLAN
A3.3	EXTERIOR ELEVATIONS
A4.1	LIGHTING PLAN AND PHOTOMETRIC STUDY

ABBREVIATIONS:

@	AT	(N)	NEW
	CENTER LINE	NTS	NOT TO SCALE
Ø	DIAMETER OR ROUND	O/C	ON CENTER
#	POUND OR NUMBER	PL	PLATE
BLKG	BLOCKING		PROPERTY LINE
CONC	CONCRETE	PT	PRESSURE TREATED
CP	CARPET	R	RISER
DF	DOUGLAS FIR	RAD	RADIUS
DN	DOWN	REF	REFRIGERATOR
DS	DOWNSPOUT	S&P	SHELF AND POLE
DW	DISHWASHER	SEL.STR.	SELECT STRUCTURAL
DWG	DRAWING	SF	SQUARE FEET
(E)	EXISTING	SIM	SIMILAR
EA	EACH	SQ	SQUARE
EF	EXHAUST FAN	T&G	TONGUE AND GROOVE
EN	EDGE NAIL	TBD	TO BE DETERMINED
EQ	EQUAL	TV	TELEVISION
FLUOR	FLUORESCENT	TYP	TYPICAL
FT	FOOT OR FEET	UNO	UNLESS NOTED OTHERWISE
GA	GAUGE	W/	WITH
GALV	GALVANIZED	WD	WOOD
GFI	GROUND FAULT NTERRUPT	W/D	WASHER/DRYER
GWB	GYPSUM WALL BOARD	W/O	WITHOUT
HB	HOSE BIBB	WP	WATERPROOF
HD	HOLDOWN		
HT	HEIGHT		
MAX	MAXIMUM		
MFR	MANUFACTURER		
MIN	MINIMUM		



300' RADIUS MAP
SCALE: NOT TO SCALE

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
COVER SHEET

PAGE: CS.1

PROJECT INFORMATION

BUILDING INFORMATION

NUMBER OF STORIES:	1-STORY
EXISTING BUILDING AREA:	12,471 sqft
OCCUPANCY (BUILDING):	B, F-1, S-1
FIRE SPRINKLERS:	YES
BUILDING DIMENSIONS:	99'-8" x 119'-1"

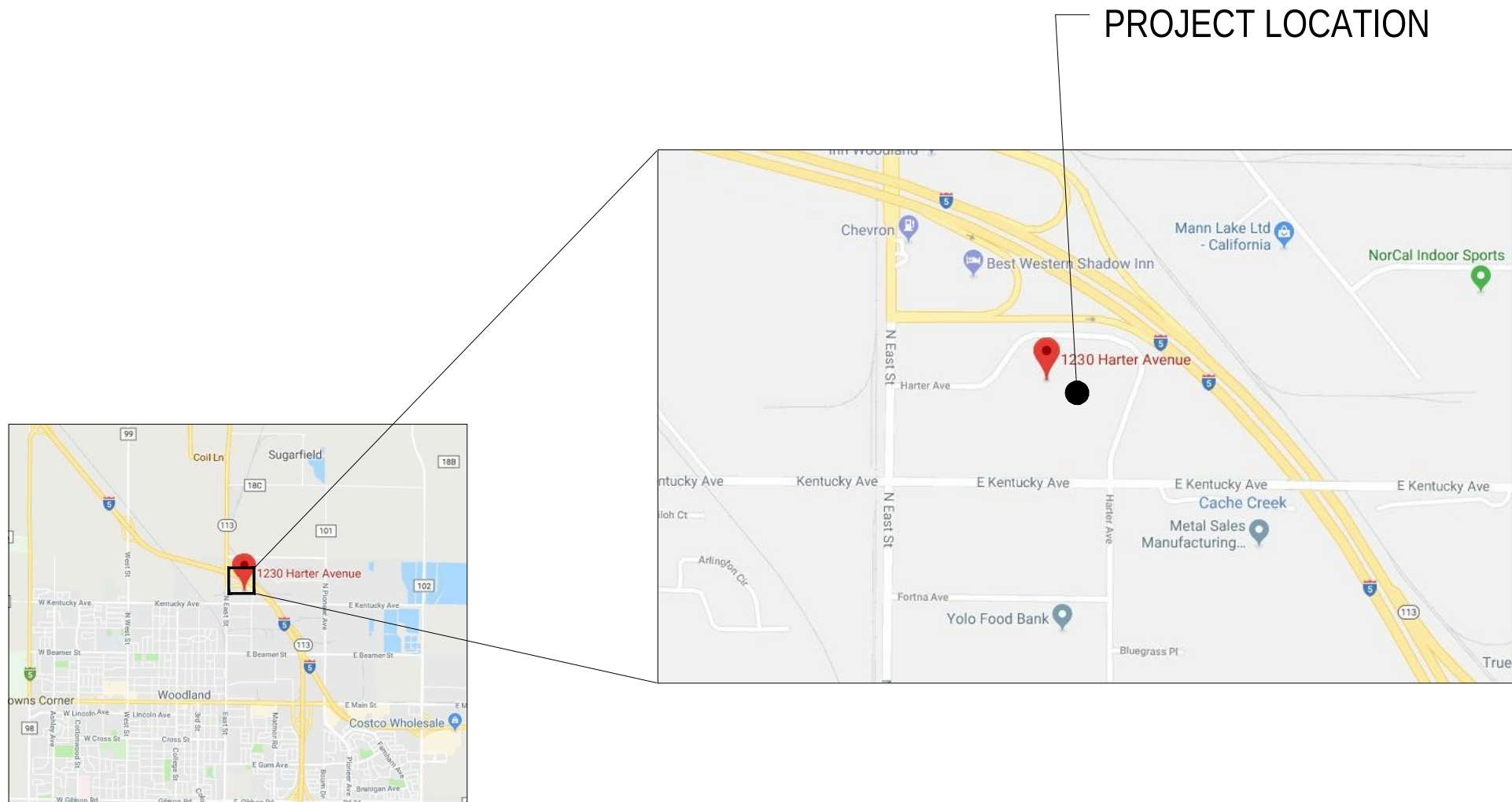
SITE INFORMATION

ZONING:	C-H HIGHWAY COMMERCIAL ZONE
GENERAL PLAN DESIGNATION:	EMPLOYMENT CENTER (LOW-RISE)
LOT AREA:	2.86 ACRES

APPLICABLE CODES

2016 BUILDING STANDARDS ADMINISTRATIVE CODE, PART 1, TITLE 24 C.C.R.
2016 CALIFORNIA BUILDING CODE (CBC), PART 2, TITLE 24 C.C.R.
2016 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.
2016 CALIFORNIA MECHANICAL CODE (CPC), PART 5, TITLE 24 C.C.R.
2016 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.
2016 CALIFORNIA FIRE CODE, PART 9, TITLE 24 C.C.R.
2016 CALIFORNIA GREEN BUILDING STANDARDS CODE (CAL GREEN), PART 11, TITLE 24 C.C.R.

VICINITY MAP



PROJECT TEAM

OWNER
ETHAN CONRAD PROPERTIES
TENANT: EPIC PROS ENTERPRISES INC.

CONTACT:
BEJAN FARAHBAKHSH
SPACESTATION CEO
925-785-4950 CELL
BEJAN@FLYSPACESTATION.COM

ARCHITECT
STACEY HALL
5732 CAMAS CT.
POLLOCK PINES, CA 95726
PH: 510-220-1193
EMAIL: SBOWEN505@YAHOO.COM

DATE:

NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS

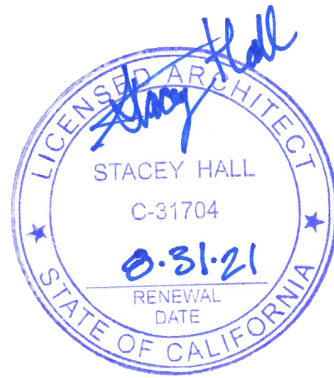
ZONING MAP LEGEND				
REF #	ADDRESS #	PARCEL #	BUSINESS TYPE	ZONE
1	1250 HARTER AVE., SUITE D	027-420-031	BAKING COMPANY	
2	1250 HARTER AVE., SUITE F	027-420-031	NORTH COAST ENERGY SERVICES	
3	1250 HARTER AVE., SUITE C	027-420-031	SINA BAKERY	
4	460 HARTER AVE., SUITE B	027-420-032	WOODLAND DRAPER MANUFACTURING	LIGHT INDUSTRIAL
5	460 HARTER AVE., SUITE A	027-420-032	CONTINENTAL DRILLING TOOLS AND SUPPLY	
6	1249 E. KENTUCKY AVE.	027-420-004	VALLEY HYDRAULICS & MACHINE	
7	1225 KENTUCKY AVE.	027-420-025	QUALITY SUPPLY AUTO, TRUCK & TRAILER	
8	1230 HARTER AVE., SUITE E	027-420-030	LILLARD MANUFACTURING INC.	
9	1230 HARTER AVE., SUITE A	027-420-030	PLATT ELECTRIC SUPPLY	
10	1230 HARTER AVE., SUITE J	027-420-030	EPIC BROS.	
11	1230 HARTER AVE., SUITE F	027-420-030	PROTERP MANUFACTURING LLC	
12	455 HARTER AVE.	027-420-005	BOUNDARY BEND OLIVE	
13	455 HARTER AVE.	027-420-005	BOUNDARY BEND OLIVE	

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

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STACEY HALL
C-31704



DRAWING:
NEIGHBORHOOD
CONTEXT MAP

PAGE: CS.2

DATE:
NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS

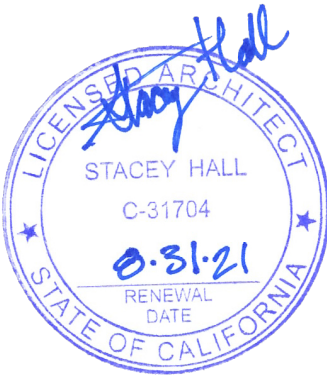


**EPIC PROS
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1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

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C-31704



DRAWING:
SITE PLAN

PAGE: **A1.1**

DATE:
NOVEMBER 25, 2019

SCALE:
1"= 20'-0"

CUP
SUBMITTAL
DRAWINGS

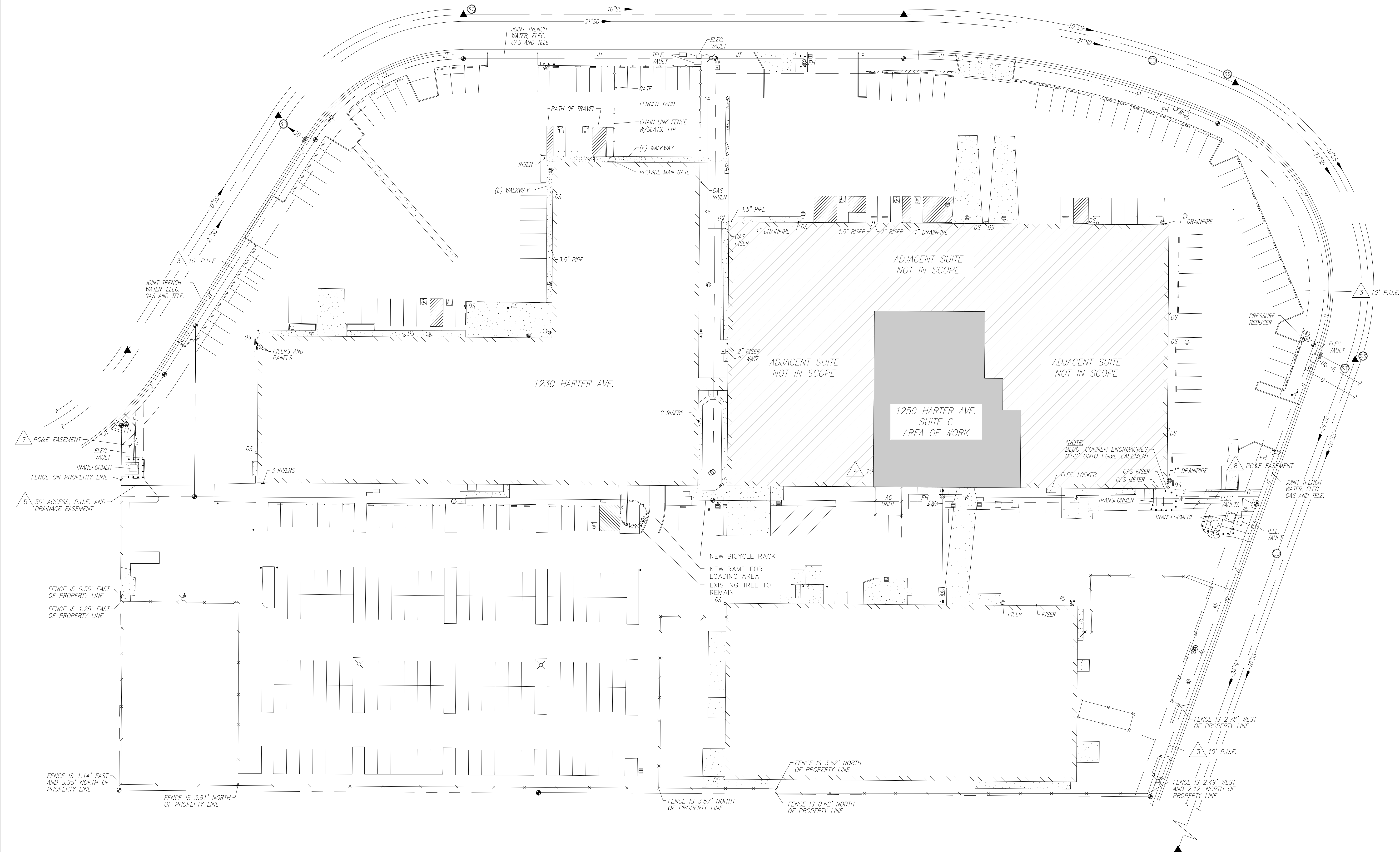




PHOTO 1



PHOTO 2



PHOTO 3



PHOTO 4



PHOTO 5



PHOTO 6



PHOTO KEY MAP - BUILDING & SITE

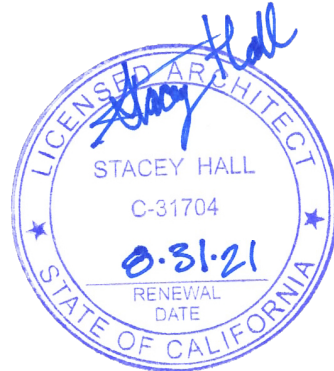
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**EPIC PROS
ENTERPRISES INC.**

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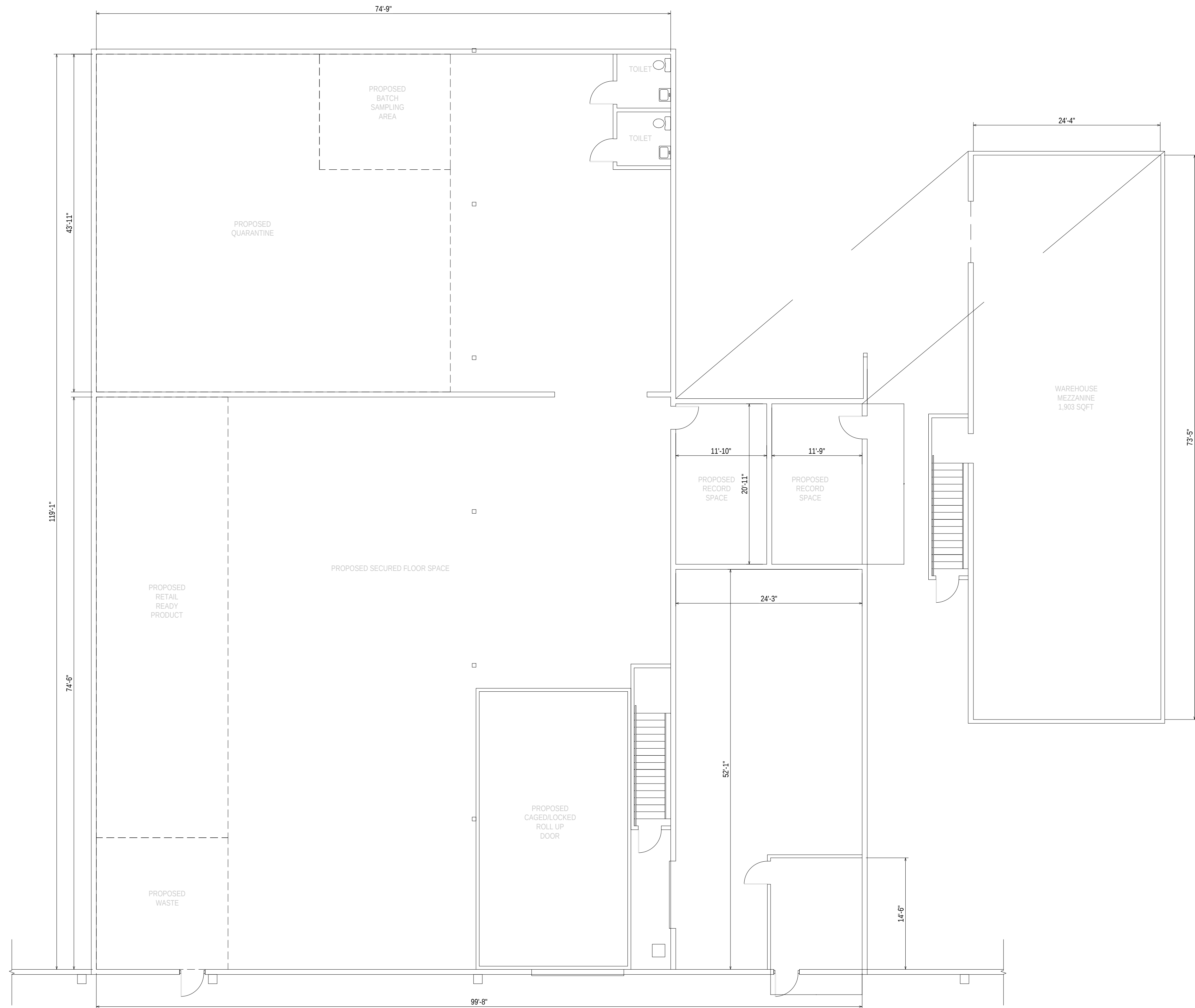


DRAWING:
CONTEXT PHOTOS

PAGE: **A1.2**

DATE:
NOVEMBER 25, 2019

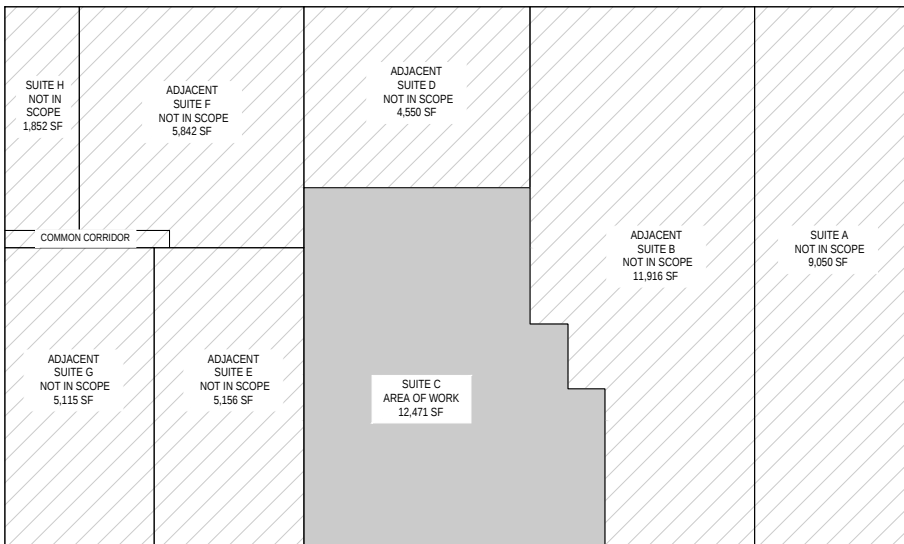
CUP
SUBMITTAL
DRAWINGS



WALL LEGEND

- EXISTING WALLS TO REMAIN
- EXISTING WALLS TO BE DEMOLISHED
- NEW WALLS
- F.O. STUD DIMENSION
- F.O. FINISH

AREA DIAGRAM

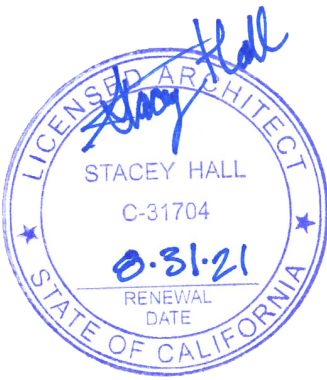


EPIC PROS
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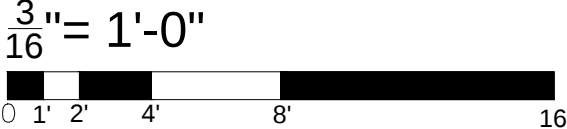


DRAWING:
PROPOSED FLOOR
PLAN

PAGE: A3.1

DATE:
NOVEMBER 25, 2019

SCALE:



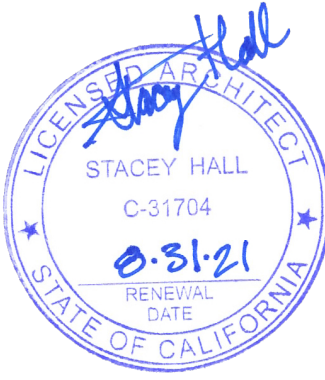
CUP
SUBMITTAL
DRAWINGS

EPIC PROS
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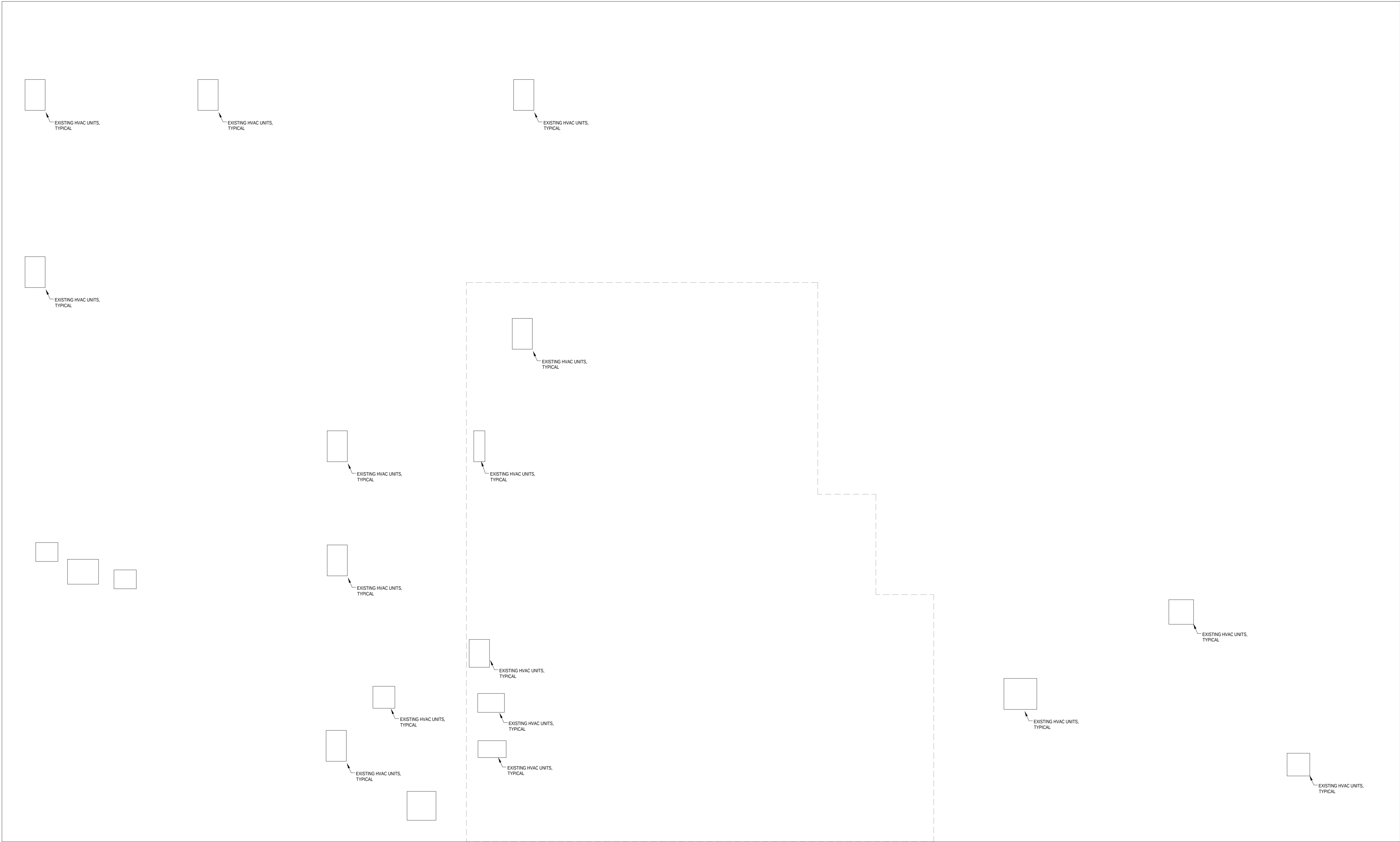
DRAWING:
ROOF PLAN

PAGE: **A3.2**

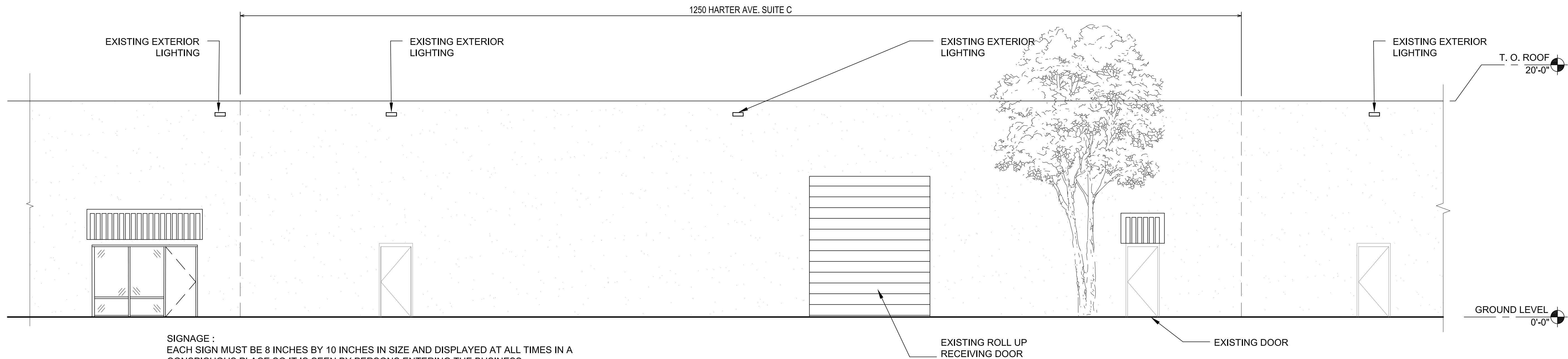
DATE:
NOVEMBER 25, 2019

SCALE:
 $\frac{3}{16}" = 1'-0"$
0 1' 2' 4' 8' 16'

CUP
SUBMITTAL
DRAWINGS



 **1**
A3.2 **EXISTING ROOF PLAN**
SCALE: 1/4" = 1'-0"



SIGNAGE :
EACH SIGN MUST BE 8 INCHES BY 10 INCHES IN SIZE AND DISPLAYED AT ALL TIMES IN A
CONSPICUOUS PLACE SO IT IS SEEN BY PERSONS ENTERING THE BUSINESS

- REQUIRED SIGNS:
- 1) "THIS SITE IS NOT OPEN TO THE PUBLIC"
 - 2) "ONSITE RETAIL SALES OF ANY GOODS AND SERVICES IS PROHIBITED"
 - 3) "JUVENILES ARE PROHIBITED FROM ENTERING THIS SITE"
 - 4) "SMOKING, INGESTING, OR CONSUMING CANNABIS ON SITE IS PROHIBITED"

1 SOUTH ELEVATION
A3.3 SCALE: 1/16" = 1'-0"

EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

PREPARED BY:

STACEY HALL
C-31704



DRAWING:
EXTERIOR
ELEVATIONS

PAGE: A3.3

DATE:
NOVEMBER 25, 2019

SCALE:
1"= 1'-0"
0' 1' 2' 4' 8' 12' 16' 24'

CUP
SUBMITTAL
DRAWINGS



EPIC PROS
ENTERPRISES INC.

1250 HARTER AVE.
SUITE C
WOODLAND, CA 95776

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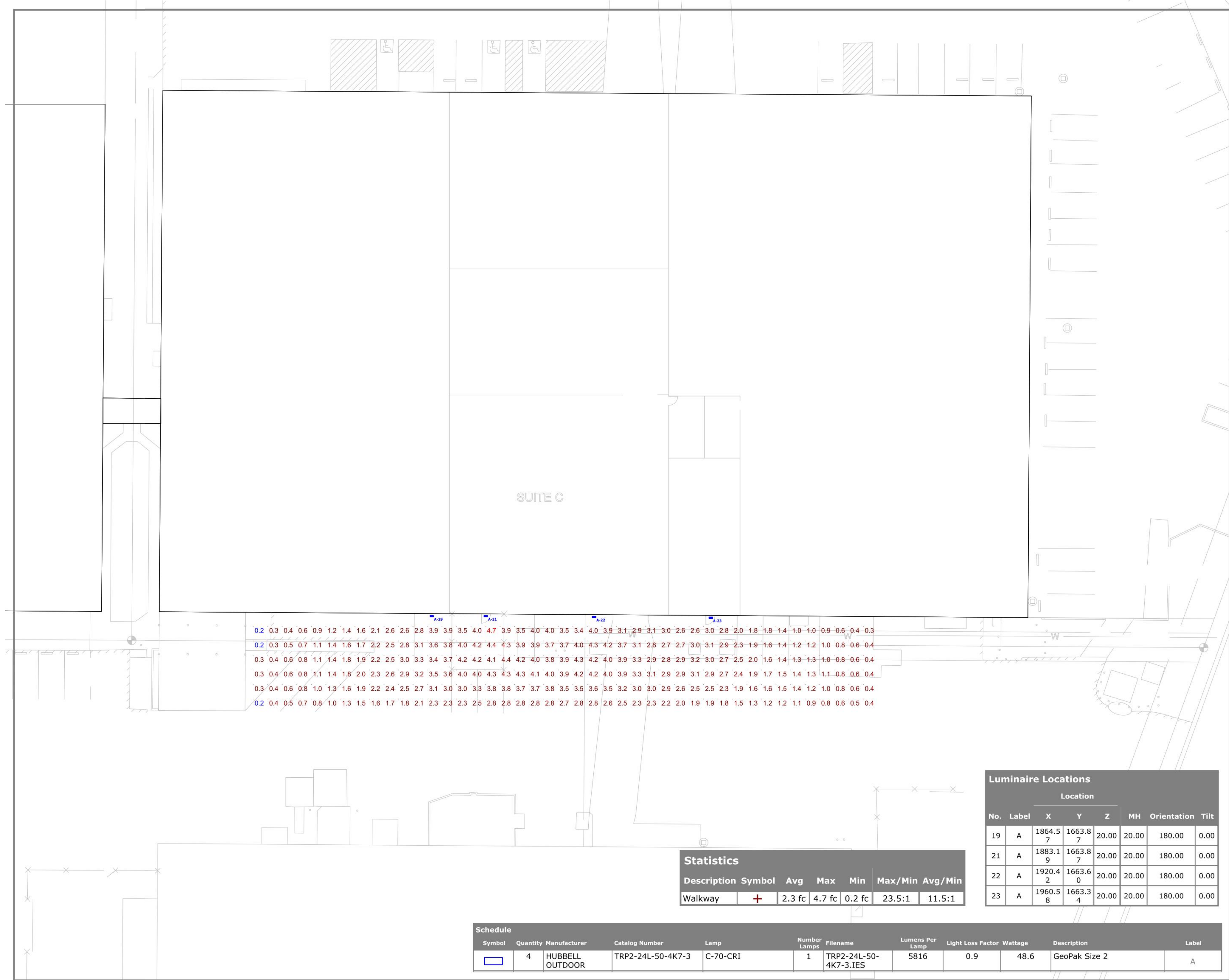


DRAWING:
LIGHTING PLAN AND
PHOTOMETRIC STUDY

PAGE: A4.1

DATE:
NOVEMBER 25, 2019

CUP
SUBMITTAL
DRAWINGS



1250 HARTER SUITE C PHOTOMETRIC STUDY

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Walkway	+	2.3 fc	4.7 fc	0.2 fc	23.5:1	11.5:1

Luminaire Locations							
		Location			MH	Orientation	Tilt
No.	Label	X	Y	Z			
19	A	1864.57	1663.87	20.00	20.00	180.00	0.00
21	A	1883.19	1663.87	20.00	20.00	180.00	0.00
22	A	1920.42	1663.60	20.00	20.00	180.00	0.00
23	A	1960.58	1663.34	20.00	20.00	180.00	0.00

Schedule										
Symbol	Quantity	Manufacturer	Catalog Number	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage	Description
□	4	HUBBELL OUTDOOR	TRP2-24L-50-4K7-3	C-70-CRI	1	TRP2-24L-50-4K7-3.IES	5816	0.9	48.6	GeoPak Size 2

Designer	ARAD ENGINEERS
Date	11/22/2019
Scale	
Drawing No.	
Summary	

EPIC PROS ENTERPRISES, INC

1250 Harter Avenue Suite C

Woodland, CA 95776

Business Plan

I. MISSION STATEMENT

To widely provide the highest quality of distribution services for other state licensed commercial cannabis licensees that are in the medicinal and recreational markets. To collaborate with local growers and manufacturers to transport, quality check and test their products and ensure their products' full compliance. To also ensure full compliance of day-to-day operations, inventory control and tracking. To develop and uphold industry standards and best practices for cannabis distributors and transporters and become a model for other State licensed distribution businesses.

To aid and eliminate illegal, problematic grow houses and the nuisances surrounding them. Those nuisances include, but are not limited to, increased opportunity for crimes against property and persons at unsecured locations, obnoxious odors, fire hazards and the like. These individuals hope to profit by selling cannabis on the black market, avoiding regulated and compliant dispensary operations which pay taxes and benefit the community at large. Our business aids in eliminating this behavior by providing legally grown and manufactured cannabis to dispensaries in the surrounding areas of Woodland.

To provide employment opportunities for local residents, will pay taxes in accordance with county and state requirements, which in turn will benefit our county at large, including our neighborhood.

II. QUALIFICATION OF PRINCIPLES

Epic Pros Enterprises, Inc ("EPE" and "Company") is owned and managed by individuals with many years of experience in successfully starting and running highly regulated cannabis manufacturing business and businesses such as gas stations. Our team is highly familiar with best practices in regulatory compliance, community relations, financial planning as well as all functions required for successfully managing day-to-day operations of the company. Our team will meet or exceed all criteria set forth by the City of Woodland and the State of California.

Brad Mora (CEO/CFO)- Brad Mora joined Spacestation as CEO in October 2019. Prior to this, worked at Uber Corporation focused on scaling operations and cost-cutting strategy, and then before this in mergers & acquisitions for middle-market companies in the packaging space.

Bejan Farahbakhsh (President) - In 1995, Bejan opened his first Arco Am Pm in the city of Roseville. He built the site from the ground up going through entitlements, permitting & licensing, construction and had a grand opening for the site. As a direct result of establishing close relationships with City Staff, Police and, most importantly, the Community, the first store was a great success and has launched Bejan into his career of 10 years of running and managing a thriving and a successful business. Bejan then sold the store and utilized his acquired skills in working and consulting with dozens of other gas station franchisees, convenience store and car wash owners to help them achieve success and stay successful with good business practices, vendor relations, employee relations as well as government and franchisee/franchisor relations.

With this expertise, Bejan has developed a solid network of quality business associates and a great network of friends to take his career to the next level. Another opportunity to build from ground up an Arco Am Pm has approached Bejan and his team in the City of Oakley.

Impressively, within less than two years, the team has been able to open their doors, and yet again, establish another successful gas station that has been recognized to have the second highest Am Pm sales in the Northern California. This project has also supported the local High School sports programs, sports leagues in the community, grand opening events and multiple customer appreciation events. Through the years Bejan has learned and now prides himself on offering the highest paying wages to staff members, which created desire for his employees to work hard with full dedication, great customer service, true care for the business.

Later, Bejan and his team has opened three additional gas stations that were built from ground up and bought four more stations from the oil company since then. Bejan has won multiple awards such as Rookie of the Year, Franchisee of the Year and multiple high Sales and Standard awards. Over the last twenty-three years of owning, operating and consulting, Bejan has put great importance in his reputation by managing all aspects of gasoline, alcohol and tobacco sales and storage in a very cautionary and responsible manner. Bejan strongly believes that his knowledge will help him and his team establish a fully compliant, community oriented commercial cannabis distribution company in the City of Woodland. Bejan is currently running “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

John Terrell (COO) - John Terrell is a Secretary of Vision of Success, Inc. and Bay Area Gold Standard, Inc. Before becoming a co-partner in his own small business, John has spent 28 years as an Operations Director for a retail grocer. As a senior executive manager, John’s expertise includes quality control, protection against diversion, reconciliation of product, and personnel management.

Growing up in Southern California, John worked for my family owned franchise restaurant. This experience afforded him with strong work ethic and first-hand experience engaging with the local community. Since then John has honed his expertise with governmental regulatory agencies such as OSHA and EPA. As a meticulous manager of quality control, John makes every effort to incorporate the highest standard in labeled product. While demonstrating impeccable customer service, John strives to build relationships with the community, supporting my local Kiwanis Club and Girl Scout Troop. John’s dedication to a strong community is also demonstrated currently in my grassroots-level recruiting efforts. John have remained passionate about business ever since those early days and stay knowledgeable on changes in industry innovation, standards and practices.

As a pro-Cannabis citizen, John knows that legal and regulated access has the power to improve lives. John has been certified with numerous business training programs as well as the environmental management training (EMT), which provides instruction on maintaining compliance with laws and regulations. John brings to this partnership over 30 years of business knowledge, product experience, and dedication to excellence. John is currently operating “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

Matt McGinn (Operations Manager). Matt McGinn is an experienced ready to drink (RTD) beverage entrepreneur. Matt founded Blackeye Roasting Co, in Saint Paul, MN in 2013 out of his basement. Relying on bootstrap financing from friends and family, Matt was able to purchase

a cafe where he used the profits to get his cold brew coffee drink to market. He eventually raised 3mm in investments to build 2 additional cafes, a 5,000 sqft coffee roastery, and a 30,000 sq ft manufacturing facility. Matt was the President, and oversaw a team of 21 employees.

Since 2013, Blackeye has expanded into 30 states, and is sold in over 3000 accounts including Target, Casey's General, Kum and Go, Hy-Vee, Whole Foods, Sprouts, Holiday gas and more. Seeing an opportunity to better utilize manufacturing capacity, Matt decided the company should pivot and focus most of its time on contract manufacturing. Capitalizing on the industry's demand for cold brew packing that exploded in 2016, Blackeye now produces contract manufacturing services for 23 different beverage companies. Additionally, Matt founded and launched Bad Larry's Cold Hard Coffee in 2017. Bad Larry's was a pet project that turned into a national spectacle when it received national press. Converging malt liquor and cold brew coffee, Bad Larry sold out of its entire first production run before even hitting the market. Matt utilized Blackeye as the key vendor for the cold brew concentrate, and worked with a massive contract manufacturer to package the liquid. This was a very challenging drink to formulate and produce, yet Matt was able to bring the drink into the market successfully.

Matt's experience with RTD beverage production including facility build-out, food safety, operations, industry and vendor contacts, and brand building will be integral to EBE Infusions success.

Matt is currently operating "Epic Bros Enterprises, Inc", a cannabis manufacturing business within City of Woodland.

Macai Polansky. Macai has been an entrepreneur and business owner for over ten years. Prior to that he rose quickly through the ranks to be one of the most awarded and reliable managers for a cell phone and service retailer. With the uncertainty of the cannabis industry, he took his entrepreneurial drive and management experience to help develop a couple of technology startups, coming back to the cannabis industry when it looked as though legitimacy was on the horizon. He started a medical cannabis collective to provide high quality, medicinal cannabis for patients and when it was shuttered pending proper licensure, the collective served close to four thousand members in the greater Woodland area, with home delivery from the collective's delivery service.

In 2016, Macai joined forces with other cannabis delivery service operators in Woodland and became one of the founding members, and soon elected president, of the California Cannabis Courier's Association (CCCA). The CCCA successfully lobbied the state of California, as well as the City of Woodland, to allow for licensing of non-storefront cannabis delivery businesses, paving the way for thousands of delivery businesses to start or continue doing business in California. Most recently, he has helped unite many regional delivery associations from across the state to join the CCCA and become one, statewide delivery association.

- Five years' experiences in retail sales and management.
- Ten years Cannabis industry experience including two years as a collective cultivation and delivery service operator. Experienced in cannabis cultivation and processing, wholesale distribution and retail delivery.
- Two years in technology startups.

- Founding member and elected President of the California Cannabis Couriers Association (CCCA). Successfully lobbied the State of California, as well as the City of Sacramento, to allow non-storefront cannabis delivery businesses to be licensed. Also convinced the City of Sacramento to implement a tiered license structure to lower the costly barrier to entry for small business owners and start-ups among other industry concessions from policy makers.

Macai is currently operating “Epic Bros Enterprises, Inc”, a cannabis manufacturing business within City of Woodland.

III. BUSINESS OBJECTIVES

The company’s principal objective is to be able to service the local growers and manufacturers by offering our distribution services, to provide storage for cannabis products and to ensure their product is tested, properly packaged and is fully compliant with the local and the State’s regulations. The company will also offer packaging services for flower cannabis products pursuant to California State’s regulations. The company will bring together the community of local growers, manufacturers and dispensaries in the surrounding areas of Woodland, and create a complimentary synergy.

IV. DISTRIBUTION SERVICES AND OPERATIONS

All proposed activities to be conducted on the property. In full compliance with state and local regulations, we propose to develop a 12,471 sqft suite at the street address of 1250 Harter Avenue, Suite C Woodland, CA 95776 to conduct commercial cannabis activity, specifically Type 11 Commercial Cannabis Distribution. All of our services will be provided are described below:

- A. Storage-Only Services.** We will provide cannabis goods storage-only services to a licensed cultivator, manufacturer, microbusiness, nonprofit, or another distributor, unrelated to the quality assurance and laboratory testing processes.
- B. Sale to Retailer.** After final product has been properly tested and certified, we will transport finished retail-ready product to a licensed retailer and/or non-storefront delivery licensee.
- C. Purchase/Sale/Transfer to Another Distributor.** We will sell or transfer cannabis or cannabis products to another licensed distributor instead of to a cannabis retailer. In the event that we sell or transfer the cannabis or cannabis products to the retailer, buyer distributor shall become responsible for collecting the cannabis excise tax from the retailer and reporting and paying it to the CDTFA.
- D. Storage of Batches for Testing Services.** We will store cannabis products separately and distinctly from other cannabis goods batches on the premises in a labeled quarantine area. We will ensure that the batch size from which the sample is taken meets the requirements

of testing sample requirements. Our employees will be physically present to observe the laboratory employee obtain the sample of cannabis goods for testing and shall ensure that the increments are taken from throughout the batch.

E. Recording. The sampling will be video recorded with the batch number stated at the beginning of the video and a visible time and date indication on the video recording footage. The video recordings shall be maintained for 180 days. After the sample has been selected, the laboratory and our employee shall sign and date the chain of custody form. We will not assist the laboratory employee nor touch the cannabis goods or the sampling equipment while the laboratory employee is obtaining the sample by labeling with the following information that will be physically attached to each container of each batch:

1. The manufacturer or cultivator's name and license number, who provided the batch
2. The date of entry into the distributor's storage area;
3. The unique identifiers and batch number associated with the batch;
4. A description of the cannabis goods with enough detail to easily identify the batch;
5. The weight of or quantity of units in the batch; and
6. The best-by, sell-by, or expiration date of the batch, if any.
7. Laboratory Testing Results

F. Packaging and Labeling Service. We will package only flower cannabis products and shall re-package, label, and re-label manufactured and non-manufactured cannabis for retail sale pursuant to CA State requirements.

G. Relabeling Service. In the event that during laboratory testing that a manufactured with the incorrect amount of THC per package or serving but is within the THC limits for sale, upon customer's request, we will re-label the package with the accurate THC amount.

H. Transportation Services. We will offer a transportation service to a licensed cultivator to transport cultivator's product to a distribution facility for quarantine and storage; transport finished and tested product to retailer's facilities. We will also offer a transportation service to manufacturers to transport bulk manufactured cannabis products to another manufacturer for packaging purposes as well as transport finished, packaged manufactured products to a distribution facility for quarantine and storage; transport finished and tested product to retailer's facilities.

I. Testing Arrangements Service. After taking physical possession of a cannabis goods batch, we will contact a testing laboratory and arrange for a laboratory employee to come to the distributor's licensed premises to select a representative sample for laboratory

testing.

J. Sales Service. We will provide a sales service to licensed cultivators and manufacturers for their products and secure shelf space at a retail and non-store-front dispensaries throughout the State of California.

K. Quality-Assurance Review Service. When a batch from a manufactured or harvest batch passes, the cannabis goods shall be transported to one or more retailers. If a failed sample was collected from a batch and the batch could be remediated, we will transport or arrange for the transportation of the batch to a cultivator or manufacturer for remediation. Upon receipt of certificate of analysis stating that the sample meets specifications required by law, the distributor shall ensure the following before transporting the cannabis goods to one or more retailers:

1. The certificate of analysis EPE received from the testing laboratory is the certificate of analysis that corresponds to the batch;
2. The label on the cannabis goods is consistent with the certificate of analysis regarding cannabinoid content and contaminants required to be listed by law;
3. The packaging complies with applicable packaging laws.
4. The packaging is tamper evident.
5. The weight or count of the cannabis batch comports with that in the track and trace system.
6. EPE shall use scales as required by the Act; and
7. All events up to this point have been entered into the track and trace system.

L. Collection and Payment of CA State Cultivation Taxes

1. We will collect the cannabis cultivation tax from cultivators and manufacturers from which we will receive cannabis and/or cannabis products.
2. We will collect the cannabis excise tax from cannabis retailers we supply (sell and/or transport) with cannabis and/or cannabis products.
3. We will provide an invoice or receipt to the businesses from which we collect the cultivation tax and the cannabis excise tax and electronically file both of the sales and use tax and cannabis tax returns and pay the amounts due to the CDTFA.
4. As a cannabis distributor, we are responsible for collecting the cannabis 15% excise tax from the cannabis retailers that we supply (sell and/or transport) with cannabis and/or cannabis products.

V. TRANSPORT

Our transportation will only be conducted between other licensed businesses.

A. Documentation. All of our vehicles transporting cannabis products will have a motor

carrier permit. In addition, we will have a proof of ownership or valid lease on all of our vehicles and trailers that will be dedicated to transport of the cannabis goods. We will ensure to have documentation that shows the year, make, model, license plate number, and numerical Vehicle Identification Number (VIN) for any all of vehicles and trailers. In the event that we purchase any new vehicles, we will notify the State and local authorities of such change prior to transporting any cannabis products in said vehicle.

- B. Vehicles.** We will only transport cannabis products inside of a vehicle or trailer. None of the cannabis products will be visible or identifiable from outside of the vehicle or trailer and will be locked in a container or cage that is secured to the inside of the vehicle or trailer.
- C. Unattended Vehicles.** At all times, we will ensure that the vehicle is secured and when left unattended, vehicles and trailers shall be locked and secured by the transport personnel. We will not leave a vehicle or trailer containing cannabis goods unattended in a residential area or parked overnight in a residential area.
- D. Vehicle and Product Security.** We will have a vehicle alarm system on all transport vehicles and trailers. Our transport employees shall adhere to State's regulations and ensure that packages or containers holding cannabis products will not be tampered with or opened during transport.
- E. Shipments.** Our drivers will only travel between licensees shipping or receiving cannabis goods and its own licensed premises when engaged in the transportation of cannabis products.
- F. Medical and Recreational Cannabis.** We will transport medicinal and adult-use cannabis goods in the same vehicle and we will ensure that the cannabis goods are clearly identified and marked as "A" for adult-use cannabis goods, or "M" for medicinal cannabis goods both on the physical packaging of the cannabis products and on the shipping manifest. While in transport, the medicinal and adult-use cannabis products will be secured and separated from each other in the vehicle. We will not transport non-cannabis products with cannabis goods.
- G. Inspections.** At all times our vehicles and trailers transporting cannabis products will be available for an inspection by the local government officials and authorities as well as the State Bureau.
- H. Transport Personnel Requirements.** Any potential employees shall be thoroughly screened and live scanned prior to hire. Our employees will be 21 years or older.

VI. DELIVERIES AND OPERATIONS

Because of the variety services we offer, we will have multiple deliveries throughout the day and will establish a specific schedule for each delivery, rotating and changing times of such

schedules on a weekly basis for safety and security of our staff.

- A. Business Hours.** Our business hours shall be from 6am to 10pm. None of our transporters shall be on the road before 10am or after 10pm. Our warehouse hours shall also be from 6am and to 10pm.
- B. Frequency of Deliveries.** We will have multiple deliveries per day of cannabis products to our warehouse for storage and quarantine. We anticipate to have approximately (5) five to (10) deliveries per day.
- C. Secured Intake and Output.** Our facility has a fenced in yard area and a roll up door that creates double security for our deliveries and loading of cannabis products for shipment. The fence has barb wire and is approximately 6' high. Our vehicles shall enter into the secured yard which will be locked immediately after the vehicle drives into the yard. Our roll up door leading to the secured intake area within the warehouse shall get opened by our employee and the vehicle shall be driven into the secured area and our employee shall close the roll up door to conduct unloading or loading of the cannabis products and any and all cash.
- D. Type and Frequency of Deliveries.** We will have the following deliveries throughout our course of business:
 - 1. Plant material for quarantine and testing purposes (3-5 times per day).
 - 2. Flower material for quarantine, testing and packaging purposes (5-8 times per day)
 - 3. Finished manufactured cannabis goods for quarantine purposes (5-8 times per day)
 - 4. General and office supplies (1 time per week via UPS or USPS van/truck, amounts will be commensurate with the usual office supply deliveries for a business.
- E. Insurance.** Company shall acquire a certificate of insurance that shows the types of insurance coverage and minimum amounts that have been secured.
 - 1. At all times, we will carry and maintain commercial general liability insurance in the aggregate in an amount no less than \$2,000,000 and in an amount no less than \$1,000,000 for each loss.
 - 2. We will notify the State and City of Woodland in writing within 10 calendar days of a lapse in insurance.

VII. ENHANCED PRODUCT SAFETY

In no case shall any hazardous, flammable or explosive substances be used on site. Food grade alcohol solely for the purposes of cleaning and dissolving wax, unless otherwise prohibited by the State of California, is used and permitted. City of Woodland Environmental Services may inspect the commercial cannabis business at any time during business hours to ensure compliance with this Section.

- A. Food standards.** We agree that all food products, food storage facilities, food-related utensils, equipment and materials will be approved, used, managed and handled in accordance to the provisions of the California Retail Food Code, California Health and Safety Code sections 113700- 114437. All food products shall be protected from contamination at all times, and all food handlers must be clean, in good health and free from communicable diseases.
- B. Quality and safety of sources.** All of the source materials that are going to licensed manufacturer for extraction are tested for pesticides, fungus, pests, molds, and other contaminants throughout our processes to guard against adulteration prior and post manufacturing process.
- C. Labeling and packaging.** EPE shall only package flower product and label and re-label packages. EPE shall ensure that any applicable product will be labeled and in tamper-evident packaging which at least meets the requirements of California Business and Professions Code section 19347, as the same may be amended from time-to-time or superseded or replaced by subsequent State legislation or by any department or division of the State of California, and in compliance with any County packaging and labelling requirements on cannabis or cannabis products. In the event that a testing laboratory determines and incorrect amounts of THC or CBD, products shall be relabeled with correct information.

VIII. SECURITY INFORMATION

Security is of the utmost importance to us and our group intends to meet or exceed all City of Woodland and State of California requirements. Full details on our security plan can be found in “**Security Plan**”.

IX. TRACK AND TRACE

Information technology and software will be widely deployed through the standard operating procedures of our company. EPE recognizes the need for customized platforms to ensure the highest levels of compliance. Areas of particular concern and focus include without limitation: verifying state required labeling, dosage, accounting practices and independent testing of product.

- A. Software.** EPE is currently reviewing the compatibility of various software packages (e.g. MJ Freeway) with some of our potential partners to ensure a seamless integration from the first day of operations. Our systems will be state-of-the-art and may include features such as RFID tagging of products so that a detailed history of movement can be gathered simply by entering or exiting our facilities or vehicles. Our team will work closely with the County and the State to deploy systems that are efficient, accurate and fully compliant with all regulations.
- B. Shipping Manifests.** Upon State’s implementation, Company shall utilize shipping manifests and transmit them to the bureau on a daily basis via electronic mail. Prior to transporting cannabis products, we will generate a shipping manifest through the track and trace system for the following activities:

1. Testing and sampling;
2. Sale of cannabis products to another licensee;
3. Destruction or disposal of cannabis products;

We will ensure and verify that the cannabis goods being taken into possession for transport at the originating licensed premises are as described and accurately reflected in the shipping manifest and we will not take into possession or transport any cannabis goods that are not on the shipping manifest or that are less than or greater than the amount reflected on the shipping manifest.

We conform that we are responsible for any discrepancies between the shipping manifest and the cannabis goods in its possession during transport, and subject to any enforcement or disciplinary action related to such discrepancy.

A shipping manifest shall accompany every transport of cannabis goods and will be electronically mailed to the bureau until the State California State established a track-and-trace system.

X. INVENTORY CONTROL

A. Inventory Control and Tracking. To track our inventory, inbound supply and outbound product, we will employ record-keeping software that is compatible with State of California's requirements. Such platforms track the product throughout its entire lifecycle within the facility and as it is transferred in and out of the facility. Company is currently reviewing softwares which is a nationally recognized a point-of-sale tracking system. It easily reports on all aspects of the business including, but not limited to, batch cannabis tracking, inventory data, and gross sales (by weight and by sale). This system and information is compatible with the City's record-keeping systems and our financial system, Quickbooks. The system shall have the capability to produce historical transactional data for review by the City of Woodland. All of the tracking activity occurs using only an Internet connection so the information is secure, but accessible remotely.

B. Reconciliation. We will reconcile all inventories of cannabis goods at least once every 14 days and will keep an inventory log containing the following information for each batch:

1. The manufacturer or cultivator's name and license number, who provided the batch;
2. The date of entry into the EPE's storage area
3. The unique identifiers and batch number associated with the batch
4. A description of the cannabis goods with enough detail to easily identify the batch
5. The weight of or quantity of units in the batch;
6. The best-by, sell-by, or expiration date of the batch, if any; and
7. Where on the premises the batch is kept;

C. Discrepancies. If EPE finds a discrepancy between the inventory of stock and the inventory log or track and trace system that is outside of normal weight loss caused by

moisture loss, EPE will commence a full audit of the batch in which the discrepancy was found.

- D. Record Maintenance.** Scrutinizing company operations and maintaining precise records will not only ensure that we meet all required regulations, but also that our business is run most efficiently. Our management team has a reputation in business for being proactive instead of reactive and will incorporate business process to ensure compliance in all aspects of the business. At a minimum, our team will make and maintain complete, accurate and legible records evidencing compliance with the California and local government's requirements, which shall be subject to audit. The additional tasks related to this function will include, verifying accounting (audit) and accounting practices, verification of required insurances, permits, indemnification requirements, and investigations related to violations.
- E. Records.** In addition to the records required by the State and Local authorities, we will maintain the following records:
1. Records relating to branding, packaging and labeling
 2. Inventory logs and records
 3. Transportation bills of lading and shipping manifests for completed transports and for cannabis goods in transit;
 4. Vehicle and trailer ownership records;
 5. Quality-assurance records;
 6. Records relating to destruction of cannabis goods;
 7. Laboratory-testing records;
 8. Warehouse receipts;
 9. Records relating to tax payments collected and paid.
- F. Storage, location and amount of on-site cannabis and cannabis product.** We place the highest concern on securing cannabis and cannabis product. To prevent diversion of cannabis and cannabis product, we will incorporate employee screening, secure storage of cannabis and cannabis products, and personnel policies governing access to, use and removal of inventory. Additionally, physical and electronic inventory control measures will prevent unauthorized access, theft, loss and diversion. We store all medical and recreational cannabis and medical and recreational cannabis products, including live plants in secured and locked rooms. Access to any storage area is allowed only with badged entry. Only those with authorized access will be able to access the storage rooms. Each entrance and exit records the activity by employee, time and date. The cold storage room for the cannabis plant that shares an exterior wall will have theft-prevention barriers installed on the exterior of the steel wall.
- G. Secured Access.** We control inventory by maintaining a secure – badged entry system to areas that store cannabis, cannabis products, and chemicals and by hiring the right people. Security cameras record areas where the plant material and cannabis product is stored and produced. Removal of inventory from the facility without prior notice to the security guards and logging the activity in MJ Freeway is strictly prohibited. Also, only authorized personnel may handle plant or cannabis product with an even stricter level of authorization controlling who may leave the facility with plant or plant product.

XI. WATER USAGE AND HAZARDOUS MATERIALS

- A. Water Usage.** Due to the nature of our business, we will require very little water usage both on and off site. Water usage will be limited to the use of toilets and sinks in restrooms for on-site employees. No other on-site water usage is expected as drinking water will be provided by water coolers and delivery of water.
- B. Hazardous Materials.** Outside of the gasoline (and potentially diesel) used as fuel within our vehicles, we will not be using any hazardous materials. Our site plan calls for adequate fire suppression measures to ensure containment in the event of an emergency situation.

XII. OTHER OPERATIONAL REQUIREMENTS (STATE and LOCAL COMPLIANCE)

- A. Local and State Compliance.** We will always operate in compliance to local and state regulations. We intend to thoroughly screen our employees and maintain a respectful and law-abiding staff. We will have a zero tolerance for any employees that demonstrate behaviors that display anything but the highest levels of professionalism.
- B. Premise Compliance.** Our team will work with officials to ensure the compliance measures related to signage, prohibited activities such as consumption of cannabis and alcohol on site, presents of minors, building and fire code compliance, odor control, compliance with department of public health, security compliance (video monitoring), monitoring manifests for deliveries and transports, water usage and disposal, we will maintain a zero tolerance for any employee acting outside of the bounds of these important compliance areas.
- C. Third Party Compliance Professionals.** Through constant oversight, responsible hiring practices, and a priority on safety, compliance and security, we will ensure quality of products. We engage a team of lawyers, community relations staff and industry advisors to assist with governance, compliance, legal adherence, and updates to laws and regulations.
- D. Transportation compliance.** Transportation shall only be conducted according to activity permitted by State law.
- E. Employees.** Each employee shall undergo an annual background check and have their own access key cards that will allow them to access the premises and record in and out activities within the premises.
- F. Alcohol on Premise.** Alcohol for personal consumption shall not be provided, stored, kept, located, sold, dispensed, or used on premises.
- G. Signage.** Premises shall have a sign that is 8 inches by 10 inches in size and shall be displayed at all times in a conspicuous place so it is able to be readily seen by persons entering the business:
 - 1. This site is not open to the public
 - 2. Onsite retail sales of any goods and services is prohibited”
 - 3. Juveniles are prohibited from entering this site”
 - 4. Smoking, ingesting, or consuming cannabis on site is prohibited

XIII. HUMAN RESOURCES AND PERSONEL POLICIES

All employees and managers will be fully vetted, permitted, and registered in accordance with City's and State's requirements.

- A. Benefits Package.** Employee benefit packages and performance bonus structures are currently under consideration and will be deployed as appropriate for individual responsibilities. EPE has a strong desire to create and enjoyable workplace where hard work is rewarded. Employee happiness and retention is of great concern to senior management.
- B. Labor Peace Agreement.** Because our company does not currently employ more than 20 employees, it does not trigger the requirement for a Labor Peace Agreement to be in place. However, we do anticipate growth and acknowledge this requirement. We fully intend to comply with all labor and/or union requirements.
- C. Minimum age.** At no time will anyone under the age of 21 be employed by the business.
- D. Youth Access.** As a manufacturing facility, we will not be open to the public, we will not have to conduct medical recommendation verification and youth will not be allowed on site. The doors will remain locked during business hours with only authorized personnel allowed inside the premises. This will ensure that youth may not access the facility. Persons under the age of eighteen (21) years shall not be allowed on the premises as visitors or employees.
- E. Background Checks.** Every person listed as an owner, manager or supervisor of the business will submit fingerprints and other information deemed necessary by the Chief of Police or his designee for a background check by the City of Woodland Police Department or Yolo County Sheriff's Department. All potential employees will be subject to our background check via a service approved by the police such as LiveScan. Once the Police Department or the Sheriff's department approves the potential employee, we will proceed with the interview and hiring process. Potential employees are vetted (background checks) to the satisfaction of the City of Woodland Chief of Police and in compliance with the Regulatory Application Package. An agreed upon third party will perform the check and results will be shared with the City and the Police Chief and EPE as well as with any consultant the City engages to assist with back ground check reviews. When Livescan is available, employees will submit to Livescan reviews.
- F. Employee Records.** EPE will maintain on-site a current register of all the employees currently employed and shall produce such register to the City Manager or his/her designee or any other City of Woodland official authorized to enforce the Woodland City Code for purposes of determining compliance with this Chapter.
- G. Employee training.** All staff will undergo initial and ongoing training in manufacturing and machinery safety, OSHA and personal protective equipment requirements, documentation, testing, hazard response, chemical handling, labeling documentation, and emergency procedures. We offer mandatory training in a module similar to the programs outlined at <https://www.osha.gov/dte/>. MJ Freeway conducts extensive training on the tracking software. MJ Freeway's professional trainers provide this training on their tracking platform. Training will also include secure facility protocols to ensure against

theft and diversion.

- H. Transport.** Cannabis products will be safely and securely transported to and from the facility in unmarked vehicles only by EPE's employees. EPE will only accept transport to and from the facility using licensed commercial cannabis businesses. Transportation transactions will be documented on a manifest in a clear and consistent format that provides key details including: driver and vehicle identification, weight and/or unit counts of all products, route traveled, departure and expected arrival times, and alerts when shipments are late. We inspect each inbound and outbound transport to ensure that the product arrives on time, is not tampered with or diverted, and that the inventory levels are properly accounted for.
- I. Loitering.** Loitering by persons outside the facility both on the premises and within fifty (50) feet of the premises is prohibited.
- J. Identification.** Each person to whom a work permit is issued shall wear his or her personal identification card, issued by the EPE's security company that also allows and restricts access to the distribution premises. Cards shall be placed at a prominent and readily-visible location on the outermost garment and approximately chest-high. Such identification card shall at all times be in good and readable condition.
- K. Change of Employment.** In the event a person changes employment from one commercial cannabis business within the city to another, EPE shall notify the City Manager or his/her designee in writing of the change of employment within ten (10) days of such change or the work permit shall be suspended or revoked and such person shall not be permitted to work within any commercial cannabis business within the city.
- L. Onsite consumption prohibited.** Cannabis shall not be consumed on the premises.

XIV. BUSINESS MANAGEMENT PLATFORM

- A. Management.** EPE will hire managers that including without limitation governance of employees, quality control, reporting, record and bookkeeping under the guidance of EPE's tax advisor and compliance with all aspects of the operations. EPE will employ laborers and to the extent possible, bear all costs of goods.
- B. Inventory Monitoring.** In order to operate at optimal efficiency as well as to remain compliant with state and local rules and regulations regarding cannabis distribution, all inventory pertaining to the business operations of EPE will be carefully monitored and controlled by means of inventory management computer software and surveillance. The inventory management system will include internally-generated Excel spreadsheets as well as third-party inventory tracking software as deemed applicable by management and in compliance with state and local requirements as implemented from time to time. The responsibility of oversight regarding data and inventory tracking for the shall lay with the Controller of the company.

XV. TAX COMPLIANCE / HANDLING CASH

EPE like all other cannabis facilities has the difficult task of managing cash, in a world where banking through formal channels is virtually impossible for any sustained period of time.

- A. Addressing Tax Compliance.** Addressing the considerable challenges of tax compliance, particularly at the federal level, along with accurate books and records keeping, will be paramount in this emerging regulatory environment. EPE will engage the services of a Certified Public Accountancy firm to both set up its operations and assist in keeping the books and records. Doing so ensures compliance with tax obligations at all levels and assists EPE. in classifying different activities and costs within the business.
- B. State and Local.** EPE will be required to obtain a Sacramento Business Operating License and pay a community benefits tax estimated at \$48,280 annually. EPE has registered with the Board of Equalization and obtained a seller's permit. Moreover, statewide regulations will likely dictate that EPE will also be required to pay licensing fees to the State of California to remain compliant.
- C. Federal.** At the federal level, deductible expenses under IRC 263A and 280E and the filing requirements of Form 8300 are challenging for many distributors. Under federal guidelines, only expenses that qualify to be classified as Cost of Goods Sold (COGS) are allowable deductions for a business that is involved in a federally illegal activity. Expenses deductible at the federal level may include, rent, utilities - electricity and water, nutrients and fertilizer, packaging materials, and labor, provided each can be rightfully attributed to production. Rent for flowering space would be deductible, but rent for office administration would not. Questions remain as to whether costs for security for the inventory, insurance, scales, excise taxes and potentially, accounting and traceability software costs qualify. Appropriate classification can maximize the COG deductions and remain compliant.
- D. Form 8300.** The law requires that trades and businesses report cash payments of more than \$10,000 to the federal government by filing IRS/FinCEN Form 8300, report of cash payments over \$10,000 received in a trade or business. The information contained in the form assists law enforcement in its anti-money laundering efforts to investigate possible tax evasion, drug dealing, terrorist financing and other criminal activities. Transactions that require Form 8300 are widespread. Cash includes the coins and currency of the United States and a foreign country, may also include cashier's checks, bank drafts, traveler's checks, and money orders with a face value of \$10,000 or less. If the business receives more than one payment in cash, totaling \$10,000 or more Form 8300 must be filed within 15 days of receipt. When businesses comply with the reporting laws they provide authorities with an audit trail, however failure to file same carry penal and pecuniary penalties.
- E. Payments to Employees.** Until such time as EPE finds a payroll service to handle the cash conundrum all cannabis companies face, it will pay its employees in cash, retain appropriate tax withholdings in conformity with the law and provide its employees with check stubs setting forth all information required pursuant to federal, state, FICA, SSDI, SSI and all other required withholdings.
- F. Cash Storage.** Cash will be removed from the site by contracted security services company and stored at a secure location upon the accumulation of \$25,000 or more. Alternatively,

upon the implementation of state licensing of distribution companies, EPE. will attempt to negotiate the delivery of monies by said distribution companies to the offsite storage.

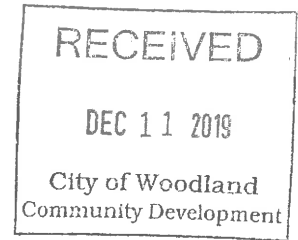
XVI. SAFETY, HEALTH, AND ENVIRONMENTAL CONCERNS

Upon rebuilding the facilities, working conditions will not only meet, but exceed the standards established by OSHA, state, and local laws. EPE will contract with an Occupational Health & Safety consultant that provides comprehensive Health, Safety, and Environment (HSE) services. Said consultant shall provide counselling to ensure that we EPE. employees and contractors have a thorough understanding of the work environment and any potential risks. EPE. will seek a range of realistic options and control measures to provide for the safety of its employees and others.

Articles

Seller's Permit

Epic Pros Enterprises, Inc
1250 Harter Avenue Suite C
Woodland, CA 95776



Community Relations Plan

Community relationships are the keystone of success in any business and our management team strongly believes in being a steward of the community. Our team of ardent professionals will display nothing but the highest levels of business acumen and respect for our neighbors and greater community. We will work closely with government and citizen leaders as well as law enforcement to be a beneficial addition to the community.

Bejan Farahbakhsh and Nuriya Safarova (consultant) is the designated Community Relations Manager for the cannabis non-volatile manufacturing business and is responsible for outreach and communication with the surrounding community. Bejan and Nuriya has already taken initial steps toward reaching out to the community by introducing themselves in Bejan's original Conditional Use Permit application. They also notified in person all of the surrounding business neighbors and the neighbors adjacent to the site of the proposed Commercial Cannabis Distribution company. Bejan and Nuriya provided their phone numbers and email addresses specifically established for the intake of any concerns or questions neighboring businesses may have, and invited them to contact Bejan directly to set up an individual appointment.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: J.14
SUBJECT: PUBLIC HEARING - Interim Zoning Ordinance 2020 and Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance

Recommendation for Action: Staff recommends that the City Council: 1) Receive a staff report; 2) Conduct a public hearing; and 3) Consider for a first reading a stand-alone Interim Zoning Ordinance 2020 and Amendments to Section 17.92.020, Table 3 of the Zoning Ordinance to provide a clear legal basis for zoning and development review to ensure consistency with the 2035 General Plan

Staff Contact:

Cindy Norris, Principal Planner (530) 661-5911, cindy.norris@cityofwoodland.org

Fiscal Impact: There is no fiscal impact to the general fund.

Report in Brief:

The City of Woodland is recommending adoption of the updated Interim Zoning Ordinance 2020 to ensure conformance with the 2035 General Plan, 2035 Climate Action Plan, and to provide a continuing regulatory document until the Comprehensive Zoning Ordinance is adopted. The initial Interim Zoning Ordinance was adopted on May 1, 2018 as an urgency ordinance in accordance with Government Code Section 65858, and expires April 30, 2020. A continuation of the Phase I/Interim Zoning Ordinance is required until a Phase II/Comprehensive update of the Zoning Ordinance is completed.

The Phase I/Interim Zoning Ordinance 2020 includes technical updates to the Interim Zoning Ordinance and will be a standalone, uncodified ordinance with an associated zoning map. Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance will prohibit mini-storage facilities, consistent with Ordinance 1647, prohibiting the establishment of new or expansion of existing mini-storage/warehouse facilities in the Industrial District.

The Planning Commission opened the public hearing on this item on February 20, 2020 and continued the public hearing item to the March 5, 2020. The Commission voted (6-0, 1 absent) to recommend approval.

Background:

The City of Woodland reached a significant milestone in approving the 2035 General Plan Update on May 16, 2017. With the update, a number of land use designations, standards, policies and implementation measures were added or changed. In several instances, these changes are inconsistent with the existing Zoning Ordinance and Specific Plans. On May 1, 2018 City Council adopted an Interim Zoning Ordinance, pursuant to government code 65858, as an urgency Ordinance with a sunset date of April 30, 2020.

Ultimately, the City intends to adopt a comprehensive update to the Zoning Ordinance. The effort to prepare the comprehensive update is underway, but is anticipated to take an additional six months or more to complete. Therefore, it is critical during the interim period until the final code is adopted, to provide City staff with a legal

basis to conduct regulatory review concerning development, assessment of allowed uses, and if needed, to enable the city to modify or deny projects that do not conform to the 2035 General Plan.

The Interim Zoning Ordinance, Phase I, will continue to be a stand-alone, uncodified ordinance that will include text and regulations as well as zoning district boundaries, uses, map, graphics, and exhibits as needed in place until the final comprehensive zoning is enacted. The City is proposing technical edits to the Interim Zoning Ordinance with this adoption that among other things includes a High Density Residential land use designation, consistent with the General Plan, and objective design standards for residential projects. Further, the update proposes to incorporate a provision to prohibit mini-storage/warehouse facilities in the Industrial district, consistent with Ordinance 1647 which was approved as an urgency ordinance.

The existing Zoning Map and Zoning Ordinance remain in effect over parcels that are consistent with the General Plan (R-1, R-2, R-M, I). The Interim Ordinance repealed specific Articles in the existing zoning, which were superseded by the Interim Zoning. The replaced zones no longer apply, (C-2, C-3, CH, EOZ-I, EOZ-CH and East Street Specific Plan). The interim map and interim zones apply on affected properties. The primary affected land areas are along the major corridors, Main Street (not including the Downtown), East Street, and Kentucky as well as a portion of the Industrial area west of Pioneer Avenue.

To date, the Interim Zoning Ordinance has operated to successfully provide regulatory guidance for new development and has resulted in consistency in project review for development applicants and a streamlined review. This will continue with the Interim Zoning Ordinance 2020 update.

Discussion:

The Relationship between the General Plan and the Zoning Ordinance

The General Plan sets the long-range vision for a community, typically over a 20-year horizon, and includes overarching goals and policies. It is a comprehensive policy document that provides general guidance on appropriate land uses, density or intensity of development, and base development standards and urban form characteristics. The General Plan looks beyond the city's existing borders and applies future land use on lands that fall within the City's Urban Limit Line.

The Zoning Code is one of the most important tools used to implement the vision of the General Plan. The Zoning Code translates policy and vision into specific standards and criteria affecting each parcel within the City. The Code only applies to lands within the city's boundaries. It is a regulatory rather than a policy document and can be very specific and tailored. Multiple zoning districts may be developed to implement a single General Plan land use district. However, any zoning district must be consistent with the requirements of the General Plan.

In several instances, the new 2035 General Plan created inconsistencies with the existing zoning or specific plans. These inconsistencies include land use changes, updated policies, updated development standards, and new implementation programs. The following new land use designations were incorporated in to zoning:

- Corridor Mixed Use
- Corridor Mixed Use/Light Industrial Flex Overlay
- Industrial/Light Industrial Flex Overlay
- Community Commercial
- Regional Commercial
- Regional Commercial/ Light Industrial Flex Overlay

- Flood Study Area

However, the Interim Zoning Ordinance, approved May 1, 2018, did not include two parcels that were designated as High Density Residential in the General Plan. This technical update incorporates the two parcels on the zoning map and new design standards for High Density residential.

Housing Element/RHNA

In addition, to ensure consistency with the adopted Housing Element of the General Plan, which requires the City identify adequate sites to meet its Regional Housing Needs allocation (RHNA), potential housing sites are identified on the zoning map. The sites that are identified are those that meet the State required criteria in Government Code 65580-65589.11 as part of the current Housing Element Cycle 2013 - 2021. The sites meet the default density of 20 units/acre or above, are largely vacant, and are development ready. The Interim Zoning Map update is provided in Attachment 3.

Every eight years the State requires re-evaluation and review of the RHNA and an update to the mandated Housing Element. Woodland has recently received the updated RHNA numbers for the upcoming 6th cycle housing element, covering the years from May 2021 through May 2029. Review and evaluation of housing sites will be a significant feature that will be addressed in the upcoming comprehensive zoning update. Work on the comprehensive zoning update will fold intimately into the upcoming 6th Cycle Housing Element, in which work must be started by June 2020 in order to submit a completed and adopted Housing Element by May 2021.

RHNA Allocation	<i>Very Low Income</i>	<i>Low Income</i>	<i>Moderate Income</i>	<i>Above Moderate Income</i>	<i>Total</i>
5th Cycle-Yrs 2013- 2021	380	274	349	864	1,877
6th Cycle-Yrs 2021 - 2029	663	399	601	1,424	3,087

Recent State Legislation Regarding Zoning

Recent legislation passed by the State has emphasized the need for more housing in California. Legislation requires cities to develop “pro-housing” policies and standards by providing favorable zoning, streamlined review, and reduced construction and development costs. With regard to providing “favorable zoning”, recent State housing legislation, including SB 35 and SB 330, require cities to permit multi-family/residential development as a non-discretionary review subject to objective design standards.

An objective design standard is a design standard that involves no personal or subjective judgement by a public official and is uniformly verifiable by reference to a uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official before submitting the application. Objective design standards have been incorporated into the Interim Zoning Ordinance and apply to residential projects in the High Density Residential District (HDR), and for residential projects in the Corridor Mixed Use (CMU) Districts that have at least 2/3 of the project square footage designed as residential use.

The Interim Zoning Ordinance

The following criteria and “intentions” were considered in the initial development of the Interim Zoning Ordinance, approved May 1, 2018 and will continue to apply:

- Make zoning easier to understand and use
- Streamline development review and approval
- Provide greater certainty for future development through application of specific design standards that are form based
- Provide administrative review and relief options
- Encourage and facilitate infill development
- Encourage healthy lifestyle choices and ensure walkability
- Provide flexibility to allow adaptation to market conditions
- Incentivize job generating uses
- Achieve high quality urban design
- Emphasize sustainability principles and compliance with the CAP
- Include performance standards for commercial and industrial uses to minimize incompatibilities with surrounding properties

Key Provisions in the Interim Zoning Ordinance

Use Table

The proposed new use table (as provided in Attachment 2 has been tailored to be reflective of the character or intent for each zoning district. The use table provides grouped categorization of uses that are permitted “P”, allowed with a Zoning Administrator permit “A”, or allowed with a Conditional Use Permit “C”. The use table also specifies those uses that are be prohibited with a dash “-“. In addition, to provide greater understanding in evaluating uses, comprehensive definitions of the listed uses are provided in the text. Because it is not possible to list all possible uses that may occur, the intent is to rely upon the use definitions to describe the general characteristics of identified uses, which will then help in making best fit interpretations for new and proposed uses.

Minor changes to the use table are proposed with this update and are shown in the modified use table provided in Attachment 2, with new text shown in bold/underline or red, and text recommended for removal shown with strikeout.

Ordinance No. 1647, approved by the City Council on July 2, 2019, established a moratorium on new personal/self-storage/mini-storage facilities and warehouses in the Industrial District. The moratorium was approved due to concerns with over-concentration of such uses, and associated characteristics such as limited employment generation, minimal fiscal return to the community, and utilization of large land areas. With this update, mini-storage facilities/warehouses would be prohibited in the Industrial District. The provisions relating to personal/self-storage/mini-storage facilities in all other districts, as provided in Attachments 2 and 4, would remain as shown. In all other interim zoning districts mini-storage facilities are prohibited, with the exception of the Community Commercial district. Personal/self-storage facilities may be considered in the Community Commercial district with a conditional use permit, subject to the following criteria:

Requires a master plan in which 50% shall be commercial or uses other than mini-storage and all necessary utility easement and improvements are identified and installed as necessary to ensure adequate service to the site and master plan area; mini-storage portions shall be set back from a street frontage and no closer than 300-feet from an arterial; buildings shall be a minimum of two stories where adjacent to freeway or major arterial to screen views; buildings shall exhibit exemplary architectural design and facilitate a lively and

vibrant street/active street frontage. The project shall incorporate conservation and sustainability features to achieve net zero energy use, shall provide a lighting and security plan, and shall demonstrate measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement.

Development and Urban Form Design Standards and Guidelines

The included development standards generally rely on form-based and physical design concepts. The intent is to create human-scale building and landscape forms, particularly along streets and other public rights-of-way, to foster denser, walkable, transit oriented urban design, characterized by buildings whose form and placement help “frame” the street, with reduced parking provided to the rear or side of each site, visible and accessible entries, and pedestrian friendly design. Building front setbacks from the street are reduced, compared to current zoning standards, and greater intensity of development is encouraged. The focus is on the street front and building exteriors with the goal to activate street frontages and corridors.

Urban form standards and guidelines describe expectations with regard to architectural form, pedestrian oriented design features, site circulation, treatment of outdoor spaces, and landscaping emphasizing high-quality street-frontage design and walkability. Those projects that meet the specified site development standards and design criteria move through the review process quickly.

New residential objective design standards have been included in the High Density Residential District (Section 3.09) and are provided in the modified zoning text as shown in Attachment 1.

Performance Standards and Findings

The Interim Ordinance provides measurable performance standards to which all development shall be subject. These are in addition to performance standards provided in the current Zoning Ordinance. Performance standards help to ensure compatibility and limit nuisance or hazardous effects from adjacent properties and uses.

No changes to the performance standards are proposed to be modified in the Interim Zoning Ordinance as part of this technical update.

Updates and Recommended Changes

Since adoption on May 1, 2018, a few minor changes have been proposed to the Interim Zoning Ordinance. Proposed edits to the document are shown as strike out for items proposed to be removed, or in bold for new additions or changes, and/or in red text where required for readability. In addition, three changes are proposed to the land use table for the Industrial District, consistent with General Plan policy. As proposed, animal slaughter, concrete and asphalt batch plants, and mini-storage facilities will be prohibited in the Industrial District.

Public Notification

The Public Hearing Notice for the Planning Commission hearing was published in a one-eighth page notice in the Daily Democrat newspaper on February 10, 2020. The public hearing for this item was opened and discussed. The Planning Commission requested that the public hearing be continued to March 5, 2020 Planning

Commission in order to allow Commission members additional time to consider the updated Interim Zoning Ordinance 2020. Notice for the City Council public hearing was provided via display ad published on March 7, 2020.

Environmental Determination

The intent of the Interim Zoning Ordinance is to bring conformity between the zoning and the General Plan. The proposed Interim Zoning Ordinance relies on the previously certified Final Environmental Impact Report for the 2035 General Plan and Climate Action Plan (EIR). As stated on page IA 1-20 of the General Plan Update 2035, “For the period immediately following the adoption of the General Plan, the City will establish a stand-alone Interim Zoning Ordinance in accordance with Government code Section 65858, which would apply until a comprehensive update of the Zoning Ordinance is completed.”

Additionally, on page 1-2 of the Draft Environmental Impact Report for the 2035 General Plan and Climate Action Plan it is explained that the City elected to include an enhanced level of analysis for the General Plan Update EIR. It further states that, “The 2035 General Plan EIR uses detailed, parcel-level land use programming for the basis of analysis, with a focus on vacant and underutilized properties that would be appropriate for development between the present and 2035. This EIR includes a comprehensive analysis of land use changes anticipated under the 2035 General Plan, with additional detail in the areas, such as transportation, air quality, greenhouse gas emissions, noise and other topics, based on reasonable assumptions as to the amount, type, and character of land use changes under the 2035 General Plan.” Therefore, the Interim Zoning Ordinance is within the Findings of Fact regarding Impacts and Mitigation Measures (CEQA Guidelines Section 15168 (c)(2)) and provisions of the California Environmental Quality Act (CEQA) have been satisfied.

Commission Review

Upon discussion of the Interim Zoning Ordinance Update 2020, the Planning Commission voted to recommend approval, subject to minor edits (6 Ayes, 0 Noes, 1 Absent). The Commission recommended that the height limit for both the Community Commercial and Corridor Mixed Use districts, Section 4.05 (B)(3) and (C)(2), be modified from 40-feet to 50-feet, for maximum building height. Additionally, the Commission recommended that the Special Limitation, L19, found as a footnote the Comprehensive Use Table relating to homestay/short-term rental be removed due to concerns of the ability of staff to enforce such requirements.

Additionally, the Planning Commission indicated that there are items they would like to see addressed in the upcoming Comprehensive Zoning Code update:

- Consider prohibiting additional personal storage/mini-storage units. When the use may be allowed, the Commission expressed a desire further condition phasing of mixed sites that have may have mini-storage to require uses constructed in addition to mini-storage keep pace, rather than lag behind.
- Consider additional restrictions on fast food, and in particular drive-throughs.
- Consider further refinement of civic health and other use categories that involve the treatment for drugs and alcohol, parolees, and sex offenders.

Summary

Staff recommends adoption of the Interim Zoning Ordinance 2020, the Interim Zoning Map and other tables or graphics as updated. It is critical during the period in which comprehensive code update is being prepared, to provide a legal basis for the development review process, guidance on possible allowed uses or new development proposals, and if needed, to enable the city to modify or deny projects that do not conform to the

new General Plan. Adoption of the Interim Zoning Ordinance will provide a bridge while the comprehensive code update is being prepared and its use will help inform future standards and most importantly will facilitate the review of project proposals located in the affected areas.

Conclusion

Staff recommends that the City Council: 1) Receive a staff report; 2) Conduct a public hearing; and 3) Consider for a first reading a stand-alone Interim Zoning Ordinance 2020 and Amendments to Section 17.92.020, Table 3 of the Zoning Ordinance to provide a clear legal basis for zoning and development review to ensure consistency with the 2035 General Plan

Prepared By: Cindy Norris, Principal Planner

Reviewed By: Brent Meyer, Acting Community Development Director/City Engineer

A handwritten signature in black ink, appearing to read 'Ken Hiatt', with a long horizontal flourish extending to the right.

Ken Hiatt
Interim City Manager

Attachments:

1. IZO Ordinance and Zoning Text
2. IZO 2020 Comprehensive Use Table
3. Interim Zoning 2020 MAP
4. Woodland Municipal Code 17.92.020 Table 3

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND ADOPTING THE INTERIM ZONING ORDINANCE 2020, AND AMENDMENT TO SECTION 17.92.020 TABLE 3 OF THE ZONING ORDINANCE, THEREBY ENSURING CONFORMANCE WITH THE 2035 GENERAL PLAN AND 2035 CLIMATE ACTION PLAN

WHEREAS, on May 16, 2017, the City Council of the Woodland adopted the 2035 General Plan and the 2035 Climate Action Plan; and

WHEREAS, the City of Woodland conducted numerous public workshops and community sessions seeking comments and participation on the 2035 General Plan update, including review of goals, policies, and implementation programs, many of which spoke to the need to modify zoning provisions; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), on May 16, 2017, the City Council certified the Final Environmental Impact Report (FEIR) for the 2035 General Plan and 2035 Climate Action Plan, documents in which the need for an Interim Zoning Update was identified; and

WHEREAS, on May 1, 2018, the City Council of the City of Woodland adopted Ordinance No. 1634, as an urgency ordinance effective from May 1, 2018 through April 30, 2020; and

WHEREAS, further, the 2035 General Plan EIR uses detailed land use programming for the basis of analysis, with a focus on vacant and underutilized properties that would be appropriate for development between the present and 2035. The EIR includes a comprehensive analysis of land use changes anticipated under the 2035 General Plan, with additional detail in the areas, such as transportation, air quality, greenhouse gas emissions, noise and other topics, based on reasonable assumptions as to the amount, type, and character of land use changes under the 2035 General Plan. Therefore, the Interim Zoning Ordinance is within the Findings of Fact regarding Impacts and Mitigation Measures (CEQA Guidelines Section 15168 (c)(2)) and provisions of the California Environmental Quality Act (CEQA) have been satisfied; and

WHEREAS, on the City of Woodland received approval to utilize grant funds, in the amount of \$310,000 from the State Department of Housing and Community Development SB2 grant program to be used to complete a comprehensive update; and

WHEREAS, during this interim period between the adoption of the 2035 General Plan and approval of a comprehensive update to the Zoning Ordinance, Zoning Map, and affected Specific Plans, the City has discovered inconsistencies between the 2035 General Plan and Zoning Ordinance and Specific Plans, including new land use designations that do not have corresponding zoning districts, creating a lack of clarity on the part of project applicants and City staff processing applications; and

WHEREAS, due to the need to have interim guidance following adoption of the 2035 General Plan and adoption of the new Zoning Ordinance that is consistent with the General Plan, the City Council finds that adoption of this ordinance is in the best interests of the public health, safety, and welfare as it will provide much needed direction and clarity to both the City and project applicants regarding applicable zoning standards relating to allowed, conditionally allowed or prohibited uses and site development requirements; and

WHEREAS, the original Interim Ordinance No 1634 was adopted pursuant to Government Code Section 65858, which applied for an initial period of 45 days and was extended for a maximum total period of two years. However, because the comprehensive zoning ordinance is not complete, the City finds that adoption of this ordinance is necessary and in the best interests of the public health, safety, and welfare to continue to provide regulations and standards to provide standards and regulations in areas where the General Plan is inconsistent with the existing zoning code. The Phase I/Interim Zoning Ordinance is a standalone, uncodified ordinance with an associated zoning map; and

WHEREAS, the Interim Zoning Ordinance will be updated to correct minor technical and clean up issues that will bring the document further in line with the 2035 General Plan and 2035 Climate Action Plan.

WHEREAS, the City reviewed the original proposed Interim Ordinance with representative groups including the City of Woodland Chamber of Commerce policy group and the Planning Commission Zoning Subcommittee; and

WHEREAS, a public notice describing the proposed amendments to the Municipal Code was published in the Daily Democrat, a newspaper of general circulation, in accordance with Government Code section 60661; and

WHEREAS, on March 15, 2018 the Planning Commission opened a duly noticed public hearing, which was continued to April 5, 2018, to review the proposed Phase I/Interim Zoning Ordinance, to consider evidence and testimony presented by City Staff and other interested parties and voted 6 to 0 with 1 member absent recommending approval to the City Council; and

WHEREAS, the City of Woodland City Council considered this Ordinance during a duly noticed public hearing on May 1, 2018, pursuant to Government Code Section 65858(b).

WHEREAS, On February 20, 2020, the Planning Commission opened a duly noticed public hearing, which was continued to March 5, 2020, to review the proposed amended Interim Zoning Ordinance 2020 and Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance, to consider evidence and testimony presented by City Staff and other interested parties, and voted 6-0, with one member absent, to recommend approval to the City Council; and

WHEREAS, the City of Woodland City Council considered the proposed ordinance at a duly noticed public hearing on March 17, 2020.

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

Section 1 **Approve the Interim Zoning Ordinance 2020 and Amendments to Section 17.92.020 Table 3 of the Zoning Ordinance.** The City Council hereby adopts the Interim Zoning Ordinance, as amended and attached hereto as **Attachment 1**, to ensure consistency with the 2035 General Plan pursuant to the authority for adopting interim zoning regulations.

Section 2. **Supersede.** The Interim Zoning Ordinance in some places conflicts with Chapter 17 of the Municipal Code, the City of Woodland Zoning Ordinance. This Article shall temporarily supersede and take precedence over Articles **17.60, 17.64, 17.72, 17.76, 17.80, 17.84, and 17.88** of Chapter 17 of the Zoning Ordinance with respect to the Interim Zones shown in Exhibit A of this Ordinance. **Article 17.68**, CBD Central Business District, remains in force and effect until such time as the City Council adopts a new Downtown Specific Plan.

Section 3. **Establish Interim Zones.** The City Council hereby adopts Interim Zoning Districts, as shown on a map attached hereto as **Attachment 2**, and also referred to in the Interim Zoning Ordinance as *Exhibit A - Interim Zoning Map*

Section 4. **CEQA.** The City Council hereby finds that this Ordinance has satisfied the requirements of the California Environmental Quality Act.

Section 5. Publication. The City Clerk shall certify to the adoption of this ordinance and shall cause a summary thereof to be published at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and with fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code Section 36933.

Section 6. Effective Date. This Ordinance shall take effect 30 days following the approval of the Ordinance by City Council.

PASSED AND ADOPTED by the City Council this ____ day of _____, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Attachment A – Interim Zoning Ordinance 2020 Text
Attachment B – Interim Zoning Map 2020 (Exhibit A to the Interim Zoning Ordinance)
Attachment C – Comprehensive Use Table 2020 (Exhibit B to the Interim Zoning Ordinance)
Attachment D – Amendment to Section 17.92.020 Table 3 of the Zoning Ordinance

INTERIM ZONING ORDINANCE 2020 – ATTACHMENT A
TABLE OF CONTENTS
ADOPTED MARCH --, 2020

	Page
ARTICLE 1 GENERAL PROVISIONS.....	3
1.01 Title.....	3
1.02 Purpose and Authority	3
1.03 Definitions and Key Terms of Reference	3
1.04 Permit Procedures and Variances	3
1.05 General Plan Conformity Review.....	3
ARTICLE 2 INTERIM ZONES	5
2.01 Purpose.....	5
2.02 Zoning Ordinance Provisions Superseded	6
2.03 Interim Zones.....	6
2.04 Interim Zoning Map	8
ARTICLE 3 ZONING DISTRICT REGULATIONS	8
3.01 Purpose.....	8
3.02 Zoning Ordinance Provisions Superseded	8
3.03 Uses Permitted, Conditionally Permitted, and Prohibited	8
3.04 Zoning Administrator Review Minor/Major	9
3.05 Special Regulations in the Corridor Mixed Use Zones	10
3.06 Special Regulations in the Community Commercial Zone	14
3.07 Special Regulations in the Regional Commercial Zone	18
3.08 Special Regulations in the Light Industrial Flex Overlay Zone	20
3.09 Residential Density in the R-M Residential Multiple Family Zone	21
3.10 Flood Study Area Zone	27
3.11 Use Regulations and Standards in All or Several Zones.....	27
ARTICLE 4 DIMENSIONAL, INTENSITY, AND DENSITY REGULATIONS	34
4.01 Purpose.....	34
4.02 Zoning Ordinance Provisions Superseded	34
4.03 Setbacks.....	34
4.04 Landscaping, Open Space and Parking.	36

TABLE OF CONTENTS
(continued)

	Page
4.05 Residential Density, Building Intensity, and Height.....	36
ARTICLE 5 REQUIRED FINDINGS	38
5.01 Purpose.....	38
5.02 Uses in Corridor Mixed Use, Community Commercial and Regional Commercial Zones	38
5.03 Commercial Cannabis Uses in the Industrial and Industrial/Light Industrial Flex Zones	38
5.04 Uses in the Light Industrial Flex Overlay Zone.....	38
ARTICLE 6 DEFINITIONS.....	39
6.01 Purpose.....	39
6.02 Use Groups	39
6.03 Definitions of Terms	56

Exhibit B – Interim Zoning Map
Exhibit C – Comprehensive Use Table

ARTICLE 1 General Provisions

1.01 Title

This ordinance shall be known and cited as the “Interim Zoning Ordinance”.

1.02 Purpose and Authority

The purpose of this Interim Zoning Ordinance is to establish zoning standards consistent with the 2035 Woodland General Plan, adopted by the City Council by Resolution 6836 on May 16, 2017, and to apply such interim standards until such time as the City Council adopts a new more comprehensive Zoning Ordinance that is consistent with the 2035 General Plan. These regulations are enacted pursuant to the Authority for adopting interim zoning regulations established in Government Code Section 65858.

1.03 Definitions and Key Terms of Reference

Definitions in Article 3 of the Zoning Ordinance in Chapter ~~1725~~ of the Municipal Code are incorporated by reference. Additional definitions of land use (called “use groups”) are presented in Article 6 of this Ordinance Section 6.02, with Definitions of Terms provided in Section 6.03.

As used in this Ordinance, the following terms have the following meanings:

- A. Sections beginning with “~~1725~~” refer to sections of the Zoning Ordinance.
- B. Sections beginning with “1” refer to sections of this ordinance.

1.04 Permit Procedures and Variances

All development subject to this Ordinance shall follow the procedures for site plan review and obtaining permits and other approvals as specified in the Zoning Ordinance and Community Design Standards. In addition, this Ordinance and the 2035 General Plan establish identical residential density and maximum floor area ratios (FARs). Any proposed deviation from a prescribed residential density or floor area ratio shall require a General Plan Amendment, unless the General Plan specifically provides for such deviations.

1.05 General Plan Conformity Review

This Interim Zoning Ordinance establishes “interim zones” consistent with the General Plan. This Ordinance, shall govern the City’s determinations of whether development applications conform to the General Plan until the City Council adopts a permanent and comprehensive Zoning Ordinance. The current Zoning Ordinance shall continue to apply to any property for which this Interim Zoning Ordinance does not apply.

- A. **Applicability: Exemptions.** Every project located in the City must conform to the City’s General Plan. Discretionary review under this section does not apply to projects with approved conditional use permits, approved minor conditional use permits, approved tentative subdivision maps, valid building permits, and similar entitlements.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

B. Process for Conformity Determinations; Director's Decision and Appeals.

1. The Community Development Director shall have the authority to determine whether any development application conforms to the General Plan according to the criteria for General Plan conformity determinations established in this Article 1, and issue a written decision.
2. The Director's decision may be appealed to the Planning Commission consistent with the provisions contained in Section 17.148.040 ~~25-31-40~~. The Commission shall act on the appeal after a duly-noticed public hearing. The Commission's decision may be appealed to the City Council. In considering an appeal at a duly-noticed public hearing, the appeal body shall determine whether the application conforms to the General Plan and may affirm, overturn, or modify the proposed determination. The decision of the appeal body shall be made by resolution.

C. Criteria for Determining General Plan Conformity

This section specifies the process for processing development applications depending on whether the application conforms to the General Plan.

1. Applications in conformance with the General Plan:
 - a. ***If allowed by the Interim Zoning Ordinance or Zoning Ordinance (no "express conflict").*** The permitting process for the proposal shall be consistent with requirements and entitlement process as set forth in the Interim Zoning Ordinance or the Zoning Ordinance.
 - b. ***If not permitted by the Zoning Ordinance ("express conflict").*** An application that is determined to conform to the General Plan, but is not permitted or conditionally permitted by the Zoning Ordinance and Interim Zoning Ordinance may be approved upon the granting of a conditional use permit, if it is determined that the application conforms to the findings set forth in Chapter 17.132 ~~Article 27~~ and to each of the following additional findings:
 - i. The application will be physically compatible with the neighborhood context, development patterns and building form, and scale will be clearly appropriate for the surrounding area;
 - ii. The proposed application, together with the conditions applicable thereto, will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity;
 - iii. The application is clearly consistent with the purposes of the district in which the site is located;
 - iv. The application is clearly consistent with the intent and desired character of the relevant land use classification or the General Plan and any associated General Plan policies; and

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- v. The application will clearly promote implementation of the General Plan.
 - c. ***Optional Rezoning in Lieu of Conditional Use Permit (“Express Conflict”)***. At the applicant’s option, in lieu of the conditional use permit provided above, the applicant may apply for a rezoning any such rezoning shall be for a “best fit district” corresponding to the general plan land use designation in which the proposal is located. If such a rezoning is recommended by the Planning Commission and approved by the City Council, the proposal shall then be subject to all of the provisions of the zoning district.
2. Applications for which the General Plan is silent or not precise on conformance:
- a. ***If permitted or conditionally permitted by Zoning Ordinance or Interim Zoning Ordinance (no “express conflict”)***. An application for which the General Plan is silent or does not provide precise policy direction as regards to conformity and which is permitted or conditionally permitted by the Zoning Ordinance or Interim Zoning Ordinance shall be required to make consistency findings provided in Section 1.05(C)(1)(b), and shall be processed in accordance with the entitlement review specified in the Zoning Ordinance or Interim Zoning Ordinance.
 - b. ***If not permitted by Zoning Ordinance or Interim Zoning Ordinance (“express conflict”)***. Any application for which the General Plan is silent or does not provide precise policy direction as regards to conformity and which is not permitted by the Zoning Ordinance or Interim Zoning Ordinance shall be denied. At the applicant’s option, the applicant may modify the proposed application to conform to the Zoning Ordinance or the Interim Zoning Ordinance or may apply for a rezoning. Any such rezoning shall be to the Best Fit zoning district or other zoning district that is consistent with the General Plan land use classification in which the proposed use is located and shall be required to make consistency findings provided in Section 1.05(C)(1)(b). If the City Council approves such a rezoning, the use shall then be subject to all of the provisions of the new zoning district.
3. **Applications determined not to conform to the General Plan.** Any application for a proposed use that does not conform to the General Plan shall not be accepted or approved, except as provided for below.
- a. At the applicant’s option, the applicant may modify the project to conform to the General Plan or may apply for a General Plan Amendment and related Zoning Ordinance Amendment.

ARTICLE 2 Interim Zones

2.01 Purpose

The purpose of this Article 2 is to establish “interim zones” consistent with the General Plan, which shall govern determinations for conformity with the General Plan and decisions on development projects until such time as

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

the City Council adopts a new comprehensive Zoning Ordinance consistent with the 2035 General Plan. If this Interim Zoning Ordinance does not change the zoning for a particular area, the existing Zoning Ordinance shall apply unless otherwise modified by this Interim Zoning Ordinance (see Article 3).

2.02 Zoning Ordinance Provisions Superseded

This Article shall temporarily supersede and take precedence over Articles **17.60, 17.64, 17.72, 17.76, 17.80, 17.84, and 17.88** ~~13, 14, 15, 15.5, 16, 17, and 17.5~~ of Chapter **17** ~~25~~ of the Zoning Ordinance with respect to the Interim Zones shown in Exhibit A of this Ordinance. Article **17.68** ~~4.5~~, CBD Central Business District, remains in force and effect until such time as the City Council adopts a new Downtown Specific Plan.

2.03 Interim Zones

Exhibit A, Interim Zoning Map, shows interim zones that are consistent with the General Plan. Specific uses permitted, conditionally permitted, or prohibited are set forth in Article 3 of this Ordinance. The interim zones are as follows:

- A. **CMUWM (Corridor Mixed Use West Main) Zone.** West of Downtown, the CMUWM Zone is a mixed-use corridor intended to accommodate significant residential infill and neighborhood-serving retail. Higher-density and intensity development is allowed to give the corridor a more urban character. Residential, retail, commercial service, and office uses are permitted in a horizontal or vertical mixed-use setting, subject to appropriate development and design standards to enhance the streetscape.
- B. **CMUE (Corridor Mixed Use East Street) Zone.** The CMUE Zone is an auto-oriented corridor with a mix of uses. The use regulations and standards are intended to facilitate revitalization with design flexibility, while also improving urban character. Residential, retail, commercial service, office, and light industrial uses are permitted in a horizontal or vertical mixed-use setting, subject to appropriate development and design standards to enhance the streetscape. Neighborhood revitalization is facilitated along North East Street and the transition zone to the industrial area. Regulations that apply to South East Street support the potential for multi-story, mixed-use development.
- C. **CMUK (Corridor Mixed Use Kentucky Avenue) Zone.** The CMUK Zone accommodates a mix of mostly service and industrial uses. The district regulations are intended to allow this area to continue to function as an agriculture-industrial corridor while sensitively integrating newer, higher-intensity mixed-use development that activates specific sections of the corridor. Between Cottonwood Street and the west railroad boundary, a range of uses are allowed, including commercial service, light industrial, and agricultural industrial. New residential mixed use development on the north side of the corridor shall be allowed only if a Specific Plan is adopted for the entire area shown as SP-3A on the General Plan Land Use Diagram.
- D. **CC (Community Commercial) Zone.** The CC Zone is intended to provide for commercial development that serves local neighborhoods as well as the rest of the City but does not regularly attract regional, visitor, or pass-through traffic. Allowable uses include retail, services, grocery stores, restaurants, professional offices, and similar commercial uses. Hotels are also permitted. Entertainment uses and

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

specialty retail are not permitted so as not to compete with these types of commercial uses in the Central Business District (Downtown).

- E. **RC (Regional Commercial) Zone.** The RC Zone is intended to accommodate retail establishments that serve residents and visitors of the region at large. Shopping malls and large format “big-box” retail are allowed, as are supporting uses such as gas stations and hotels. Up to 10 percent of the total square footage of a regional shopping center may consist of ancillary office spaces that support commercial uses and/or stand-alone, professional office buildings. Expansion of complementary clusters of larger-format or unique retail, healthcare, commercial, recreational and institutional uses that reinforce and support each other also are permitted. Entertainment uses are not permitted so as to not compete with these types of commercial uses in the Central Business District (Downtown).
- F. **LIF (Light Industrial Flex Overlay) Zone.** The LIF Zone is applied to areas where light industrial or service commercial uses are appropriate and additional use limitations are needed to implement the General Plan. The type and character of allowable uses varies, depending on the base zone. Such uses include but are not limited to auto sales and repair, storage facilities, equipment rental, wholesale businesses, nurseries, contractors’ facilities, and retail not typically located in shopping centers. Ancillary office spaces that support such commercial uses are also permitted. General industrial uses, or uses with outdoor activities and visible outdoor storage are not allowed. The more specific purposes of each combination of an LIF overlay with a base zoning district are as follows.
1. **LIF on Corridor Mixed Use.** The Light Industrial Flex overlay in a Corridor Mixed Use zoning district would create a transition between industrial and residential mixed-use areas. Smaller scale custom, light industrial and artisan manufacturing uses that contribute to the vitality of the corridor are specifically allowed, subject to appropriate review.
 2. **LIF on Regional Commercial.** The Light Industrial Flex overlay on the Regional Commercial Zone district would provide for a transition from industrial to retail for the area south of East Main Street and north of Interstate (I-5). In addition to uses permitted by the Regional Commercial Zone, custom to light industrial uses, new auto and recreation vehicle (RV) sales and service, limited contractor facilities, and other retail not typically found in retail centers are allowed, subject to appropriate review.
 3. **LIF on Industrial.** The Light Industrial Flex overlay in an Industrial zoning district would create a transition from more intensive industrial uses to the east with the intent of minimizing conflicts to other sensitive uses. The LIF overlay provides for a mix of limited and artisan/small-scale manufacturing uses, including multi-tenant spaces with offices, contractor’s storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require performance standards. Larger and more intensive uses that may create odors, particulates, dust, vibration, etc. are restricted and, in the case of general industrial uses with outdoor facilities, are not allowed. Outdoor storage must be screened or covered, as appropriate.

- G. **HDR (High Density Residential) Zone.** The HDR Zone is intended to accommodate a broad range of attached housing types, including tri-plexes, four-plexes, row houses, stacked flats (apartments or condominiums). Units can be contained in single structures or in a collection of cohesive structures with common open spaces and amenities. The higher density range (25.0 to 40.0 dwelling units per acre) provides for multi-story structures with centrally located parking in order to provide urban intensity at locations within easy walking distance to transit, recreation, and community facilities. In addition, ancillary commercial uses as well as medical and professional offices may be allowed with discretionary approval when found to be compatible with the surrounding neighborhood.
- H. **FSA (Flood Study Area) Zone.** The Flood Study Area zone is applied to areas restricted from urban development due to health and safety concerns related to flood risk, or because the property falls within a likely future flood project improvement area. Allowed uses include open space, as well as low-intensity agriculture or recreational uses. Generally, land uses that require extensive capital improvements or permanent infrastructure improvements shall be prohibited, with the exception of improvements related to flood protection and control. Existing structures and business operations in areas designated as Flood Study Area Zone may remain, but may not expand.

2.04 Interim Zoning Map

Exhibit A, the Interim Zoning Map, shows the interim zones established by Section 2.03. Any land not subject to an Interim Zone designation shall continue to be subject to the Zoning Ordinance. Certain minor adjustments to the boundaries of existing Zones also are delineated in Exhibit A; these changes modify existing Zoning Maps.

ARTICLE 3 Zoning District Regulations

3.01 Purpose

The purpose of this Article 3 is to establish land use, development and design regulations for the Interim Zones and to modify the residential density standard in the R-M (Residential Multiple Family Residential Zone) to be consistent with the General Plan.

3.02 Zoning Ordinance Provisions Superseded

The provisions of this Article temporarily supersede and take precedence over Articles **17.60, 17.64, 17.72, 17.76, 17.80, and 17.84**, ~~13, 14, 15, 15.5, 16, and 17~~ of the Zoning Ordinance for the land subject to the Interim Zones and the provisions of Article **17.48** ~~11~~ related to residential density.

3.03 Uses Permitted, Conditionally Permitted, and Prohibited

Uses, as classified in Article 6 of this Ordinance, are permitted, conditionally permitted, allowed with administrative review, or prohibited in base and overlay zones as indicated in ***Exhibit B, Comprehensive Use Table***. Permitted uses are indicated by a “P”, conditionally permitted uses are indicated by a “C”, those requiring administrative review are indicated by an “A”, and prohibited uses are indicated by an “-”. An “L” designation followed by a number refers to a numbered list of specific criteria or permit requirements listed at the end of the table.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

A use requiring administrative review shall be reviewed by the Zoning Administrator but may be forwarded to the Planning Commission at the discretion of the Zoning Administrator. Conditionally permitted uses are permitted upon the granting of a conditional use permit pursuant to Article **17.132** 27 of Chapter **17** 25 of the Woodland Municipal Code. Uses requiring a Zoning Administrator permit (also known as a minor conditional use permit) are allowed upon the granting of a Zoning Administrator permit pursuant to Article **17.132** 27 of Chapter **17** 25 of the Woodland Municipal Code and Section 3.04 below. Conditional Use Permits and Zoning Administrator Permits are also subject to any additional findings that may be required by this Ordinance

3.04 Zoning Administrator Review Minor/Major

Zoning Administrator Review is required for uses that possess locational, use, structural, traffic, or operating characteristics requiring special consideration in order to be compatible with neighboring properties.

- A. **(Tier I) Minor** – Includes review of uses, minor additions or modifications, or it is anticipated that the application will typically have less impact on adjacent properties. A public notice will be provided to properties and tenants within a 300-foot radius and a 10-day comment period will be provided. If no comments, concerns, or issues are received, the application will be acted upon without holding an administrative public hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City, and shall provide verification of such posting.
- B. **(Tier II) Major** – Includes significant alteration, modification, or new construction, or it is anticipated that the application could have an impact on adjacent properties or may be controversial. A public hearing notice will be provided to all properties and tenants within a 300- foot radius and a 10-day comment period will be provided. The site shall be posted to include notice informing the public of the type of application, date, time and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City, and shall provide verification of such posting. An administrative public hearing will be scheduled prior to final action on the application.

The Zoning Administrator may only approve a zoning administrator permit subject to the following additional findings:

- 1. The proposed use is allowed within the applicable zoning district and complies with all other provisions of the Zoning Ordinance or Interim Zoning Ordinance.
- 2. The proposed use is consistent with the General Plan.
- 3. The design, location, size and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity.
- 4. The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints.
- 5. Granting the permit would not constitute a nuisance or be injurious to detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

6. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).

Further, all development projects must comply with the City of Woodland Community Design Standards (Resolution 4527, adopted on April 6, 2004), if applicable, and any other discretionary review required by specific plan requirements that may also apply.

3.05 Special Regulations in the Corridor Mixed Use Zones

- A. Considerations for Identified Neighborhood or Special Use Areas.

1. Reuse or retrofit of the County Fair Mall site shall be reviewed as a separate plan.
2. New residential or mixed use development on the north side of Kentucky Avenue shall only be allowed in the context of an adopted specific plan for the area labeled SP-3A on the General Plan Land Use Diagram.

- B. **Commercial and Residential Development.** Commercial-only or **Residential only, (Mixed-use in which more than two-thirds of the square footage of the development is designated for residential use, is considered residential)**, development on a single parcel is allowed, subject to Exhibit B, and design and site plan review in accordance with the City of Woodland Community Design Standards.

Residential development is subject to the standards in Section 3.09 for High Density Residential projects.

- C. **Public Open Space.** Well-designed, privately-owned and publicly-accessible open space shall be included in all non-residential, residential, and mixed use development plans, where feasible and appropriate. For commercial and mixed use buildings of 25,000 square feet or more, or four or more retail stores or offices for walk-in clientele, a plaza, courtyard, square or green shall be provided for visitors and customers that is at least five square feet in size for each 1,000 square feet of floor area, up to a maximum of 1,500 square feet. Amenities shall be included within the plaza, such as benches or other seating, shade trees, drinking fountains, water features, public art, or performance areas.
- D. **Location of Off-Street Parking.** Parking shall be located along the side or rear of buildings. Alternate parking arrangement may be considered through site plan and design review with approval by the Zoning Administrator or Planning Commission as appropriate to the proposed use. Parking shall comply with provision of Article 23, Chapter 25 of the Woodland Municipal Code related to Off Street Parking and Loading.
- E. **Trees.** Planting of canopy trees in front and street-side setback areas and in parking areas must be sufficient to provide shade along walkways and enhance character and identity. Landscaping shall be provided consistent with the requirements provided in Article **17.112 22**, Chapter **17 25** of the Woodland Municipal Code related to Landscaping, including Section **17.112.030(B)(4)** ~~25-22-20(b)(4)~~ requiring minimum parking lot shading. Solar panels over parking spaces may substitute for up to 60 percent of the required number of trees in a parking lot.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- F. **Business Uses, Activities and Storage.** All permitted uses, activities or storage of related equipment and materials shall be conducted or contained wholly within completely enclosed buildings. Auto service stations, temporary outdoor uses, vehicle leasing, sales and services may, in the opinion of the Zoning Administrator, be allowed when and where the use activity or storage are incidental to a principal use on the premises and in character and harmony with the surrounding area as provided for in Exhibit B.
- G. **Design Guidelines and Standards for Desired Urban Form for Corridor Mixed Use**
1. *Building Frontage.* Building frontages should help visually frame the facing sidewalk and street. On corner lots, the building shall help visually anchor the intersection through its height and mass. The primary façade of the building shall face the primary street.
 - a. *Pedestrian Entries.* Building entrances shall face the street with prominent and inviting architectural details.
 - b. *Vehicle Entries.* To maintain a continuous building frontage, wherever feasible, vehicle access to and from off-street parking should be off a side street or single access point at one end of the parcel.
 2. *Building Transparency: Required Opening for Non-Residential Uses.* Provide a visual connection between the street and the interior building spaces. Exterior walls facing and within 20 feet of a front or street side property line shall include windows, doors, or other openings. In addition, all of the following requirements shall apply:
 - a. No building wall may extend in a continuous plane for more than 25 feet without a window, door or storefront opening.
 - b. Street facing facades of each floor of the building shall have an overall wall composition of at least 25 percent glazing, but not more than 70 percent glazing.
 - c. For ground floor street facing facades occupied by commercial uses, exterior walls facing a front or street side lot line shall include windows, doors, storefront or other openings with transparent glazing for at least 50 percent of the building wall located between 2.5 and 7 feet above the level of the sidewalk. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas.
 3. *Architectural Design.* Building architectural design shall be appropriate to the locational context in terms of scale, massing and shape. Buildings shall present an attractive appearance to public streets, be aesthetically and functionally compatible to the nearby development context, demonstrate a high level of quality, and support the growth in value of surrounding properties. Design features and elements may include articulated facades, projections, and recessed entryways. The street-facing façade shall promote visual interest appropriate to and consistent with the building's architectural style.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- a. The design of buildings and landscapes shall physically define the streets and public spaces as places of shared use.
- b. Architecture and landscape design should grow from local climate, topography, history, and building practice and provide their inhabitants with a clear sense of location, weather, and time.
- c. Buildings and landscapes should emphasize beauty, aesthetics, human comfort, and the creation of a sense of place for people.
- d. Public and publicly accessible spaces shall consist of sidewalks, plazas, squares, greens and other spaces that host daily interaction and public life.
- e. Wall projections or recesses for buildings greater than 50-feet in width and less than 100-feet in width shall be no less than 12 inches in depth; or wall projections or recesses for buildings 100-feet or wider shall be no less than 24 inches in depth. The frequency and scale of the projection or recess shall be proportionate to the overall mass and scale of the building.
- f. To maintain a human scale for multi-story buildings, the height of facades shall be divided into smaller increments.
 - i. Generally, each street-facing building facade shall be composed of a clearly visible base, middle, and top. Non-traditional designs may incorporate other means of façade composition.
 - ii. The horizontal articulation of the three building elements may consist of a substantial-appearing base a roof cornice line, or an eave and gable overhang or a similar architectural element appropriate to the style that frames the middle section.
 - iii. Buildings or portions of buildings that are over four-stories shall also provide articulation for the top story of the building. This may be accomplished through color change, material change, a cornice/belt course at the bottom of the uppermost floor, by stepping the top story back, or similar measures.
- g. Windows shall create visual interest and shadow lines in each wall opening with the appearance of depth. Examples of means to achieve this include the following:
 - i. Trim that is substantial, visible, and at least 1-inch in depth around all upper-story windows and non-commercial ground floor buildings;
 - ii. Recesses that are at least two-inches deep from the plane of the surrounding exterior wall; or

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- iii. Providing prominent surface relief and articulation to a façade using awnings, canopies, balconies, porches, stoops, arcades, forecourts, or massing changes.
- h. Materials shall present a durable and attractive appearance through high quality materials, finishes, and workmanship defined as:
 - i. At least two cladding materials (excluding roof and foundation); and
 - ii. At least three exterior colors, (each cladding material shall count as a color, and trim/accent colors shall each count as a color, and visually significant colors for doors, balconies, and similar elements may count as a color).
 - iii. Buildings that accurately adhere to a recognized architectural style, which is appropriately expressed through one cladding material or one color, may be accepted.
- 4. *Pedestrian Access.* New development must orient the primary building and entry to the street or public right-of-way.
 - a. Commercial sidewalk connections. Create an interface between the building and public sidewalk that results in a high level of activity at the street. Direct entrances into ground-floor commercial establishments, which are adjacent to streets at a rate of no less than one per 100 feet of linear street frontage.
 - b. Residential sidewalk connections. Provide building entrances for individual ground-floor dwelling units adjacent to streets at no less than one per 100 feet of linear street frontage.
 - c. Common area sidewalk connection. When common entrances provide access into a multifamily unit, such entrances shall be clearly distinguished from entrances into individual dwellings or fronts.
 - d. Entrances shall be weather protected by a portico, canopy, or alcove of no less than four feet in depth.
- 5. *Connectivity.* To the extent possible, new development with adjoining lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems. Easements shall be used to assist in defining maintenance and utility responsibilities.
 - a. A conceptual master plan that outlines circulation, access, shared parking, maintenance, and utility easements shall be required where a parcel proposed for development has adjacent properties that are undeveloped and/or that allow for possible connection points, to assist in achieving all of the following:

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- i. Providing a clearly defined pedestrian route between parking areas and the primary pedestrian entrance (s) to the building and shared parking arrangements are encouraged.
 - ii. Minimizing the number of curb cuts and potential conflicts between bike/pedestrian and auto movements.
 - iii. Enhancing opportunities to encourage walking and biking to nearby amenities, services, and transit facilities.
 - iv. Providing a concept plan that may be used to encourage or facilitate appropriate future uses that best achieve the goals of the district and General Plan.
6. *Transitions in Scale, Density and Use Adjacent to Neighborhoods.* New development shall be designed to harmonize with the surrounding physical context. Appropriate transitions in height and mass may be required as conditions of approval in design and site plan review where higher intensity development is adjacent to lower-intensity residential zones. Techniques for improving transitional compatibility include the following treatments:
- a. Transitions in scale, density, and uses should occur along alleys or mid-block rather than across streets;
 - b. Placing the least intensive part of a development along the adjoining perimeter of a lower intensity development;
 - c. Incorporating height step-backs where different building heights adjoin, or across streets, adding compatible elements such as porches and balconies, and separating outdoor activity areas from existing homes;
 - d. Providing additional screening for parking and mechanical equipment; and placing additional controls on lighting such as full cutoff shielding; and/or
 - e. Ensuring careful placement of windows, glazing, and utilizing landscaping to help buffer lower intensity uses.

3.06 Special Regulations in the Community Commercial Zone

- A. **Building Size Limitations.** No single use may have a single floorplate that exceeds 60,000 square feet in order to maintain a neighborhood and community scale.
- B. **Drive-through Limitations.** Drive-through windows and establishments are not desired and, more specifically, fast food drive-throughs are prohibited within one-half mile of a school. **Drive throughs will be evaluated for potential overconcentration, effect on healthy lifestyle choices, and impact to the City's greenhouse gas emissions (GHG).**

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- C. **Location of Off-Street Parking.** Parking shall be located along the side or rear of buildings. Alternate parking arrangement may be considered through site plan and design review with approval by the Zoning Administrator or Planning Commission as appropriate to the proposed use. Parking shall comply with provision of Article 23, Chapter 25 of the Woodland Municipal Code related to Off Street Parking and Loading.
- D. **Business Uses, Activities and Storage.** All permitted uses, activities or storage of related equipment and materials shall be conducted or contained wholly within completely enclosed buildings. Auto service stations, temporary outdoor uses, vehicle leasing, sales and services may be allowed by the Zoning Administrator, when and where the use activity or storage is incidental to a principal use on the premises and in character and harmony with the surrounding area as provided for in Table 3.02 of these standards.
- E. Design Guidelines and Standards for Desired Urban Form – Community Commercial Zone
1. *Building Frontage.* Building frontages should help visually frame the facing sidewalk and street. On corner lots, the building shall help visually anchor the intersection through its height and mass. The primary façade of the building shall face the primary street.
 2. *Pedestrian Entries.* Building entrances shall face the street with prominent and inviting architectural details.
 3. *Vehicle Entries.* To maintain a continuous building frontage, wherever feasible, vehicle access to and from off-street parking should be off a side street or single access point at one end of the parcel.
 4. *Architectural Design.* Building architectural design shall be appropriate to the locational context in terms of scale, massing and shape. Buildings shall be compatible with the nearby development context, demonstrate a high level of quality, and support the growth in value of surrounding properties. Design features and elements may include articulated facades, projections, and recessed entryways. The street-facing façade shall promote visual interest appropriate to and consistent with the building’s architectural style.
 - a. The design of buildings and landscapes shall physically define the streets and public spaces.
 - b. Buildings and landscapes should emphasize beauty, aesthetics, human comfort, and the creation of a sense of place for people.
 - c. Public and publicly accessible spaces shall consist of sidewalks, plazas, squares, greens and other spaces that host daily interaction and public life.
 - d. Wall projections or recesses for buildings greater than 50-feet in width and less than 100-feet in width shall be no less than 12 inches in depth; or wall projections or recesses for buildings 10 feet or wider shall be no less than 24 inches in depth. The frequency and

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

scale of the projection or recess shall be proportionate to the overall mass and scale of the building.

- e. To maintain a human scale for multi-story buildings, the height of facades shall be divided into smaller increments.
 - i. Generally, each street-facing building facade shall be composed of a clearly visible base, middle, and top. Non-traditional designs may incorporate other means of façade composition
 - ii. The horizontal articulation of the three building elements may consist of a substantial-appearing base a roof cornice line or an eave and gable overhang or a similar architectural element appropriate to the style that frames the middle section.
 - iii. Buildings or portions of buildings that are over four-stories shall also provide articulation for the top story of the building. This may be accomplished through color change, material change, a cornice/belt course at the bottom of the uppermost floor, by stepping the top story back, or similar measures.
- f. Windows shall create visual interest and shadow lines in each wall opening with the appearance of depth. Examples of means to achieve this guideline include the following:
 - i. Trim that is substantial, visible, and at least 1-inch in depth around all upper-story windows and non-commercial ground floor buildings;
 - ii. Recesses that are at least two-inches deep from the plane of the surrounding exterior wall; or
 - iii. Providing prominent surface relief and articulation to a façade using awnings, canopies, balconies, porches, stoops, arcades, forecourts, or massing changes.
- g. Materials shall present a durable and attractive appearance through high quality materials, finishes, and workmanship defined as:
 - i. At least two cladding materials (excluding roof and foundation); and
 - ii. At least three exterior colors, (each cladding material shall count as a color, and trim/accent colors shall each count as a color, and visually significant colors for doors, balconies, and similar elements may count as a color).
 - iii. Buildings that accurately adhere to a recognized architectural style, which may be appropriately expressed through one cladding material or one color, may be accepted.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

5. *Building Transparency: Required Opening for Non-Residential Uses.* Provide a visual connection between the street and the interior building spaces. Exterior walls facing and within 20 feet of a front or street side property line shall include windows, doors, or other openings. In addition, the following requirements shall apply:
 - a. No building wall may extend in a continuous plane for more than 25 feet without a window, door or storefront opening.
 - b. Street facing facades of each floor of the building shall have an overall wall composition of at least 25 percent glazing, but not more than 70 percent glazing.
 - c. For ground floor street facing facades occupied by commercial uses, exterior walls facing a front or street side lot line shall include windows, doors, storefront or other openings with transparent glazing for at least 50 percent of the building wall located between 2.5 and 7 feet above the level of the sidewalk. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas.
6. *Variation in Massing and Form.* Street-facing façades in long buildings must be visually “broken up” or separated vertically by: variations in roof forms and parapet heights; pronounced (at least one-foot-deep) recesses and/or projections in the wall plane; pilasters that are at least eight inches deep and at least eight inches wide; projected bays, recesses and entries; vertical accents or focal points; cornices; and distinct changes in texture and/or wall color.
7. *Connectivity.* To the extent possible, new development with adjoining lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems. Easements shall be used to assist in defining maintenance and utility responsibilities.
 - a. A conceptual master plan that outlines circulation, access, shared parking, maintenance and utility easements shall be required where a parcel proposed for development has adjacent properties that are undeveloped and/or that allow for possible connection points, to assist in achieving all of the following
 - i. Providing a clearly defined pedestrian route between parking areas and the primary pedestrian entrance (s) to the building and shared parking arrangements are encouraged.
 - ii. Minimizing the number of curb-cuts and potential conflict between bike/pedestrian and auto movements.
 - iii. Enhancing opportunities to encourage walking and biking to nearby amenities, services, and transit facilities.
 - iv. Providing a concept plan that may be used to encourage or facilitate appropriate future uses that best achieve the goals of the district and General Plan.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

8. *Pedestrian Access.* Shaded walkways shall be provided between the principal building entries and parking areas. A clearly defined pedestrian route between the street-adjacent sidewalk, parking areas, and the primary pedestrian entrance (s) to the building shall be provided.
9. *Parking Lot Circulation.* Convenient pedestrian connections shall be provided from adjoining neighborhoods and transit-served streets. To the extent possible, new development with adjoining lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems as well as defining maintenance and utility responsibilities. Shared parking arrangements are encouraged.
10. *Parking Lot Landscaping.* Attractive landscaping in and around parking areas shall be included to provide shade and enhance community center character and identity. Landscaping shall be provided consistent with the requirements provided in Article 22 of Chapter 25 of the Woodland Municipal Code related to Landscaping, including Section 25-22-20(b)(4) requiring minimum parking lot shading.
11. **Gateways. Parcels located adjacent to freeway on and off ramps are considered gateways. The architectural, site, and landscape design shall be enhanced and include distinctive gateway or entry features that enhance the quality and character of Woodland. Buildings adjacent to the freeway should be a minimum of two stories in height and exhibit exemplary architectural design.**
12. *Outdoor Spaces.* Outdoor patios/plazas shall be provided in new and upgraded shopping centers and be designed as focal gathering points. These spaces shall be at least five square feet in size for each 1,000 square feet of floor area, up to a maximum of 1,500 square feet. Amenities shall be included within the plaza, such as benches or other seating, shade trees, drinking fountains water features, public art, or performance areas.

3.07 Special Regulations in the Regional Commercial Zone

- A. **Limitations on Certain Commercial Uses.** Certain Business Services and Office uses listed in Table 3.02 are conditionally permitted only if it can be demonstrated to the satisfaction of the Planning Commission that the uses are compatible with and support a regional commercial center and will not adversely affect adjacent uses. Ground level office uses shall not exceed 10 percent of the total floor area in a regional center, but upper-story office uses are exempt from this limitation.
- B. **Plaza and Outdoor Patio Areas.** Plazas and outdoor patio areas with pedestrian amenities and public art are required within new and upgraded shopping centers to create focal points. These spaces shall be at least five square feet in size for each 1,000 square feet of floor area, up to a maximum of 1,500 square feet. Amenities shall be included within the plaza, such as benches or other seating, shade trees, drinking fountains, water features, public art, or performance areas.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- C. **Outdoor Storage.** All uses or activities shall be conducted wholly within completely enclosed buildings, except auto service stations, temporary outdoor uses, vehicle leasing, sales and services, or where in the opinion of the Zoning Administrator the use is incidental to a principal use on the premises and the proposed outdoor use is in character and harmony with the surrounding area as provided for in Exhibit B.
- D. Design Standards for Desired Urban Form – Regional Commercial Zone
1. *High Quality Design.* A regional center shall provide a consistent level of high quality architecture and landscape design throughout. The result should be a memorable and desirable destination that enriches the community and the region at large.
 2. *High Quality Materials and Sustainability.* Employ high quality, durable materials and best practices in sustainability in the center design.
 3. *Parking Lot Circulation.* Convenient pedestrian and bicycle connections shall be provided within the project and to adjacent neighborhoods and transit-served streets. To the extent possible, new development with adjoining lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems as well as defining maintenance and utility responsibilities. Shared parking arrangements are encouraged.
 4. *Pedestrian Access.* Shaded walkways shall be provided between the principal building entries and parking areas. A clearly defined pedestrian route between parking areas and the primary pedestrian entrance(s) to the building shall be provided. Shaded pathways providing a minimum five-foot clear pedestrian passage shall be provided. Interest and variability shall be achieved through the use of a variety of pathway materials. Features such as landscaping, seating, fountains, low walls, patio seating, and other architectural features shall be provided to enhance the pedestrian experience.
 5. *Gateway or Entry Features and Public Art.* The design shall include a clear sense of arrival and departure through a distinctive gateway or entry features that enhance the quality and character of Woodland. A public art program is required for the center.
 6. *Landscaping.* Landscaping shall include shade trees in and around parking areas to enhance regional center character and identity. Landscaping shall be provided consistent with the requirements provided in Article 22 of Chapter 25 of the Woodland Municipal Code related to Landscaping, including Section 25-22-20(b)(4) requiring minimum parking lot shading. Solar panels over parking spaces may substitute for up to 60 percent of the required number of trees.
 7. *Reference to Other Criteria.* The Design Standards and Urban Form Characteristics provided in Section 3.06 D, Community Commercial Zone, shall be utilized in evaluating Regional Commercial Development.

3.08 Special Regulations in the Light Industrial Flex Overlay Zones

- A. **Application Over Base District.** The Light Industrial Flex Overlay regulations are to be applied in addition to the base zone regulations.
- B. **Limitations on Certain Commercial Uses.** Service commercial and light industrial uses that are not typically located in shopping centers are permitted provided that they are in developments that are visually complementary to adjacent development.
- C. **Limitations on Office Uses.** Ancillary office spaces that support such uses are also permitted, but they shall not be the primary use.
- D. **Limitations on Outdoor Activities and Facilities.** No outdoor storage shall be allowed between the primary building and the sidewalk or street. Outdoor storage must be screened. Outdoor activities are not allowed, except for incidental loading, nurseries and garden centers, and community gardens, temporary outdoor uses, or when the Zoning Administrator determines that the use is incidental to a principal use on the site and the proposed outside use is in character and harmony with the surrounding area.
- E. **Design Standards for Desired Urban Form – Light Industrial Flex.** Within the LIF Overlay Zone, building design may vary, but generally follow that specified for the base zone and more specifically reflect the following principles and requirements.
 - 1. *Context Sensitive Design.* Context sensitive design of industrial and commercial uses is desired, including screening, buffer landscaping, and upper story setbacks when located adjacent to lower intensity and residential uses. When an LIF Overlay Zone abuts a residential zone, the maximum building height is 30 feet within 40 feet of the residential zone boundaries, and buildings setbacks shall be 15 feet for interior side yards and 50 feet for interior rear yards adjacent to residential zones.
 - 2. *Screening/Fencing.* Appropriate screening shall be provided through a combination of fencing, landscaping, and building placement. Walls or fences in public view should be built with attractive, durable materials. New or used materials in good condition may be utilized. Concrete, wood, and metal, may be used in combination with each other and landscaping to provide an attractive street frontage and to enhance the view from the public way. Barbed wire or “razor-wire” may be considered only where it is demonstrated to be necessary for security purposes, and in no case shall it be publicly visible.
 - 3. *Streetscape.* Streetscape design shall promote an uncluttered street appearance with appropriate fencing, landscaping, and screening.
 - 4. *Architectural Design.* The street-facing façade shall include applied surface ornamentation or decorative detailing to promote visual interest. This may include, but not be limited to, moldings/trim, brackets, niches, and decorative entrances.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

5. *Parking.* Parking shall be located at the side or rear of buildings, wherever possible, with only customer parking located in front of buildings. Throughout the LIF Overlay Zone, where parking is located in front of buildings, a 10-foot landscaped area must be provided between the parking area and the adjacent right-of-way, which may consist of permeable paving and a continuous canopy of trees.
6. *Compatibility and Performance Standards.* LIF Overlay areas within Corridor Mixed Use and Regional Commercial zones are subject to performance standards and design criteria that ensure development is attractive and visually complementary to adjacent development.
7. *Existing Development.* The intent for the LIF Overlay areas within the Industrial Zone is for them to exhibit a higher quality visually than is typical for industrial areas without this overlay. Therefore, where the existing development does not comply with new design criteria, requirements may be placed on existing development through conditions of approval to foster the desired visual transition envisioned by the General Plan. This may include upgrades or improvements to the site where publicly visible, including landscaping, fencing, lighting, surfacing, signage, as well as potential building improvements to enhance the visual attractiveness from the street.

3.09 Residential Density in the R-H Residential High Multiple Family Zone

3.10 Special Regulations in the Residential High Density Zone

Standards to apply in the HDR District and in the CMU districts for either residential only, or mixed use development in which residential square footage is greater than 2/3 of the square footage in the project.

A. Neighborhood Compatibility

1. *Building Compatibility.* Residential projects located across the street from single-family neighborhoods shall orient the buildings to the street with individual entries, patio areas and landscaping facing the single-family homes. Parking lot areas and carports shall not be located along single-family neighborhood street frontages.
2. *Unit Access.* Duplexes, tri-plexes, and four-plexes abutting single-family neighborhoods shall include individual front doors and interior stairs (when stairs are needed).

B. Location and Design of Off-Street Parking.

1. *Parking Location.* Parking shall be located along the side or rear of buildings. Parking shall comply with provision of Article 17.116, Chapter 17 of the Woodland Municipal Code related to off Street Parking and Loading.
 - a. If on-street parking cannot be utilized along a street front, one row of on-site parking may be allowed along that street front, with buildings sited to provide visible front entry access and design to the street front.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- b. Alternate parking arrangement may be considered through site plan and design review with approval by the Zoning Administrator or Planning Commission as appropriate to the proposed use.
 - c. A minimum of one parking space per unit shall be provided.
- 2. *Covered parking.* Projects over 50 units in size shall provide covered parking for a minimum of half (50%) the required parking. Projects over 80 units shall provide covered parking at the rate of 75% of the required parking.
 - a. Covered parking shall be provided over a maximum of 10 spaces and landscape fingers that shall be planted with trees and shrubs, provided between each block of covered parking. Landscaping with at the rate of 1 5-gallon shrub every 4 feet and groundcover at a rate of 12-inches on center, shall be provided behind each covered parking area where the covered parking is adjacent to a property boundary.
- 3. *Bike Parking.* Bike parking shall be provided at the rate of 1 publicly accessible bike space per 5 units for projects with over 20 units.
- 4. *Carport and Garage Design.* Garages and carports shall be designed to include a minimum of two of the following from the main building(s): materials, detailing, roof materials, and colors. Solar panels structures are allowed as roof material for garages or carports.

C. Landscaping.

- 1. Landscaping shall be provided consistent with the requirements provided in Article 17.112, Chapter 17 of the Woodland Municipal Code related to Landscaping, including Section 17.112.030(B)(4) requiring minimum parking lot shading. Solar panels over parking spaces may substitute for up to 50 percent of the required number of trees in a parking lot.

D. Outdoor Space.

- 1. Open space shall be provided, and at a minimum shall be equal to or greater than 5% of the total building (unit) square footage. The open space may be private, common, or a combination of both.
 - a. *Private Outdoor Space.* Private outdoor space is defined as outdoor space that is usable and directly adjacent to the unit, not the general public. Private outdoor space may be provided by one or more of the following: balconies, private gardens, private yards, terraces, decks, and porches.
 - b. *Common Outdoor Space.* Common outdoor space shall provide shared access for all building tenants. Common outdoor space may be provided by one or more of the

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

following: courtyards, gardens, play areas, outdoor dining/seating areas, recreation amenities, paseos wider than 15 feet, and rooftop amenities.

- c. Unless located on the rooftop, common outdoor spaces shall be designed to be visible from inside the building, such as windows located at building entrances and/or dwelling unit windows.
- d. For each common outdoor space provided, a minimum 15-foot dimension is required in at least one direction, with a minimum dimension of at least 10 feet in all other directions.
- e. Up to 15% of the common outdoor space may be landscaped using required stormwater treatment planters that are contiguous with the common outdoor space.
- f. Outdoor seating shall be provided at common usable open space areas and outside of laundry facilities (if provided).
- g. If the project has a shared internal entry, an internal entry foyer or courtyard shall be provided. This common interior space shall not be counted toward the open space requirement.

E. Fences and gates.

- 1. *Prohibited Materials.* Chain link, barbed wire, and razor wire fencing is prohibited.
- 2. *Perimeter Fencing.* Perimeter fencing utilized along a public street shall be constructed of decorative material such as iron, pre-painted welded steel, brick, wood picket, or other similar material.
- 3. *Common and Private Space Interface.* At the intersection of common and private open space areas, low walls, plant materials, or fences 42-inches in height or less, shall be used to provide separation between common and private open space. Materials such as wood or metal pickets, may be used to offer degrees of transparency without creating total enclosure.
- 4. *Private Space Screening.* Where private open space is adjacent to a public access way, a taller fence up to 5-feet may be allowed as long as the top 18 inches have greater than 50% transparency.
- 5. *Wood Fencing Treatment.* All wood fencing shall have galvanized metal posts covered in wood and stained with a semi-transparent or opaque treatment. Posts shall be set in concrete.

F. Air, Light, and Privacy

- 1. *Maximum Building Height.* Maximum building height: 40 feet. When a HDR abuts a single-family residential zone, the maximum building height is 30 feet within 40 feet of a single family, duplex, or neighborhood preservation zone.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

2. *Setbacks.* Conform to the setback requirements as provided in Table: 4.03.2 for High Density Residential.
3. *Buffers.* Comply with buffer requirements consistent with Tables 3.11.1 and 3.11.2.
4. *Pedestrian Scale Lighting.* Pedestrian-scaled lighting, less than 15-feet in height, shall be used to illuminate areas used for pedestrian circulation. Bollards may be used as well.
5. *Dark Sky and Light Screening.* All illumination shall be controlled with cutoffs that primarily direct light downward.

G. Building Design

1. *Affordable Design Consistency.* Affordable units and market rate units in the same development shall be constructed of the same or similar exterior materials and details such that the units are not distinguishable.
2. *Wall Facades.* Blank walls (facades without doors, windows) shall be less than 30 feet in length along sidewalks, pedestrian walks, or publicly accessible outdoor areas.
3. *Street Facing Facades.* Street facing facades of each floor of the building shall have an overall wall composition of at least 25% glazing, but not more than 70% glazing.
4. *Ground Floor vs. Upper Floor Façade.* Buildings three stories or taller must provide a ground floor elevation that is distinctive from the upper floors by providing a material change between the first floor and upper floors along at least 60% of the building façade with frontage upon a street or adjacent to an open space.
5. *Trim Surrounds.* Trim surrounds shall be provided at all exterior window and door openings. Trim shall be at least 1-inch in depth around all upper story windows. In lieu of exterior window trim, windows can be recessed from wall plane by a minimum of three inches. Stucco textured foam trim shall not be used as the only application to provide architectural detailing.
6. *Materials.* At least two materials shall be used on any building frontage, (excluding roof and foundation) in addition to glazing and railings. Any one material must comprise at least 20% of the building frontage.
7. *Colors.* Buildings shall employ more than a single color application. At least three exterior colors are required (each cladding material shall count as a color, and trim /accent colors shall each count as a color, and visually significant colors for doors, balconies, and similar elements shall count as a color)
 - a. Buildings that accurately adhere to a recognized architectural style, which is appropriately expressed through one cladding material or one color can be accepted.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

8. *Material Quality.* Building materials used shall provide for durability, longevity and quality through the use of warranties, demonstrated successful use on similar projects, and clearly stated installation techniques. Submittal of warranties and other information to demonstrate durability and quality shall be provided to the Building Division.
9. *Siding.* A minimum 5/8 thickness is required for panel siding. Battens are required to be incorporated in to the design for a board and batt appearance.
10. *Accent Treatment.* Accent elements, such as trellises, arches, arbors, columns, or low monument features shall be used to demarcate building frontages, building entrances, and common open space areas.
11. *Windows.* If a unit has windows on multiple building frontages, operable windows shall be provided on at least two building frontages.

H. Site Design and Building Orientation and Pedestrian Access

1. *Public Street Orientation.* When buildings are adjacent to a public street, building entrances shall be oriented to face the public street.
2. *Common Entrance Connections.* When common entrances provide access to a multi-family unit, such entrances and sidewalk connections shall be clearly distinguished from entrances into individual dwellings or fronts through the use of paving color, walk width, lighting, and landscaping treatment.
3. *Pedestrian Parking Route.* A clearly defined pedestrian route between parking areas and primary pedestrian entrance shall be provided. This route shall be lighted and landscaped.
4. *Entrance Design.* Entrances shall be weather protected by a portico, canopy, or alcove of no less than 5-feet in depth.

I. Massing and Articulation

1. *Building Articulation.* A minimum of two features such as balconies, cantilevers, dormers, bay windows, patios, individualized entries shall be incorporated into each project building.
2. *Building Off-set.* A minimum one-foot offset is required for any wall plane that exceeds 30-feet in length.
3. *Major Massing Breaks.* Buildings three stories or taller shall have **major** massing breaks at least every 100-feet along a street frontage, through the use of varying setbacks and/or building entries. Major breaks shall be a minimum of 30-inches deep and four feet wide and extend the full height of the building.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

4. *Minor Massing Breaks.* Buildings shall have **minor** massing breaks at least every 50 feet along the street frontage, through the use of varying setbacks, building entries and recesses, or structural bays. Minor breaks shall be a minimum of 12-inches deep and four feet wide and extend the full height of the building.
5. *Rooflines.* Rooflines shall be vertically articulated at least every 50 feet along the street frontage, through the use of architectural elements such as parapets, varying cornices, reveals, clearstory windows, and varying roof height and/or form.
6. *End Building Frontage.* Where the side façade at the end of a building is oriented to a street, driveway, paseo, or common open space area, massing and level of detailing of the side façade shall be consistent with the front façade. Architectural treatments shall be provided which wrap around the side of the building (e.g., wrap-around porch, trellis, canopy).
7. *Garage Recess.* Garage doors shall be recessed a minimum of 9 inches from the garage door frame.

J. Utilities, Screening.

1. *Utility Screening.* All ground level utilities, including air conditioning condensers, shall be screened from public walkways and common areas through use of screening panels, landscaping or a combination.
2. *Utility Placement.* Utilities, particularly if noise producing, shall be located away from private and common open space areas.
3. *Roof Top Equipment.* All roof top equipment shall be screened from view. The point for determining visibility shall be 5 feet above grade at a distance of 200 feet. If the roof structure does not provide screening, additional roof screening shall be provided in the design.
4. *Trash Enclosures.* Comply with Section 3.11 B 6 regarding design and location of grouped trash enclosures. For projects that are comprised of individual units with individual trash pick-up, each unit shall be designed to accommodate the required three trash toters, in compliance with state law. The project shall provide for the storage in a screened location during the week, and provide for the adequate placement of such toters on trash pick-up day.
5. *Utility Access Design.* The project shall be designed to accommodate all required utility vehicles including fire trucks, trash trucks, and sewer and storm water vehicles.

~~K. The required lot area per dwelling unit shall be a minimum of 850 square feet and a maximum of 1,700 square feet, which corresponds to the General Plan density range of 20 to 40 units per gross acre.~~

3.11 Flood Study Area Zone

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Uses that may be considered, subject to Planning Commission review and approval, in the Flood Study Zone are open space, low-intensity agriculture, or recreational uses. Existing structures and business operations may remain but may not expand.

3.12 Use Regulations and Standards in All or Several Zones

The use and design regulations provided below shall apply to all zones. All applicable sections of the Zoning Ordinance standards and regulations shall apply in addition to the specific standards and guidelines provided in the Interim Zoning Ordinance. Further, all development projects must comply with the City of Woodland Community Design Standards (Resolution 4527, adopted on April 6, 2004), if applicable, and any other discretionary review required by specific plan requirements that may also apply. Applicability shall be determined by “best fit” analysis.

A. Use and Design Regulations. The following use regulations shall apply:

1. **Accessory and Temporary Uses.** Accessory uses and structures and temporary uses are subject to the provisions of the Zoning Ordinance.
2. **Outdoor Storage.** All uses or activities shall be conducted wholly within completely enclosed buildings, and no outdoor storage shall be allowed between the primary building and the sidewalk or street, except as may be provided in specific use regulations per zoning district.
3. **Prefabricated Storage, Shipping or Cargo Containers.** Prefabricated storage/shipping containers may not be utilized as permanent storage in any residential, commercial or corridor mixed use zone. Containers may be allowed on a temporary basis subject to design review for review of placement and screening.
 - a. If temporary for a project (materials storage during construction), they must be removed upon the project completion.
 - b. If related to use for recycling in a commercial or corridor mixed use district, consideration and placement shall be subject to Zoning Administrator Permit.
 - c. If temporary for business-related storage (e.g. permitted wholesale storage of goods):
 - i. If left on a parcel in excess of one year, the containers are considered permanent storage and must comply with the Building Code, Prevention Code and would require a building permit.
 - ii. No stacking of containers is allowed.
 - iii. Containers must not be visible from any public right-of-way. Screening of the containers may be accomplished through a combination of placement on site, fencing, and landscaping.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- iv. No container signage (typically painted on the sides and ends) of any type may be visible from adjoining properties.
 - v. Containers shall meet side and rear setback requirements of the zone.
 - vi. Provide the anticipated time frame for removal of the containers and replacement with permanent structures. .
 - vii. Containers shall be accessible for periodic fire/life safety inspection. Each container requires additional ground area in the parcel, adjacent to the container, equal or greater than one-half the area of corresponding container.
4. ***Exterior Lighting.*** Exterior lighting must be attached to the building and integrated with architectural style, material, and colors. Lighting should reflect the best aesthetic character of the surrounding neighborhood, particularly in historic districts. Exterior lighting must be fully shielded to promote dark sky, prevent glare into adjacent neighborhoods, and be architecturally integrated with building style, material, and colors
5. ***Improvements to Existing Non-Conforming Sites.*** For those situations where a site is non-conforming with current Zoning or Community Design standards, development will be required to provide limited improvements to enhance the visual characteristics of the street or street-side frontage in order to bring the site into greater conformity with the Zoning and Community Design Standards. Improvements may require the removal and replacement of inappropriate signage, the adding or replacing of missing landscaping, adding fencing to meet screening requirements, adding or improving on-site lighting, or re-paving and/or striping of existing parking areas.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Table 3.11.1 Required Landscape Buffers						
<i>Proposed Use</i>	<i>Adjoining Use</i>					
	<i>Park or Open Space</i>	<i>Single-Family Residential</i>	<i>Multi-Family Residential</i>	<i>Mixed Use</i>	<i>Commercial</i>	<i>Industrial</i>
Park or Open Space	—	Type 1	Type 1	Type 1	—	—
Single-Family Residential	—	—	—	Type 1	Type 2	Type 2
Multi-Family Residential	Type 1	Type 1	—	—	Type 1	Type 2
Mixed use	Type 2	Type 2	Type 2	—	—	Type 1
Commercial	Type 2	Type 2	Type 2	—	—	—
Industrial	Type 2	Type 2	Type 2	Type 1	Type 1	—

Table 3.11.2 Buffer Yard Requirements (for each 100 linear feet of buffer yard)						
<i>Buffer Yard Type</i>	<i>Minimum Width</i>	<i>Trees</i>		<i>Shrubs</i>		<i>Fencing</i>
		<i>Large</i>	<i>Small to Medium</i>	<i>Large</i>	<i>Small to Medium</i>	
Type 1	10	2	2	4	6	May be wood, Masonry encouraged
Type 2	15	2	3	5	7	Masonry

B. Standards. The following standards shall apply:

1. **Landscaping, Buffering and Screening.** Landscaping, buffering, and screening shall be provided as required by the Zoning Ordinance and in interim zones by this Ordinance as shown in Tables 3.11.1 and 3.11.2.
 - a. When a multi-story building is proposed and the second story or above is located within 50-feet of the side or rear yard of a single-family lot, screening measures shall be applied to provide reasonable privacy.
 - b. Screening measures include, but are not limited to, landscaping, alternate window and balcony placements, placing windows at least six feet from the floor of the interior unit, incorporating wing walls or louvers, using glass block or other translucent material, or other such methods.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- c. Sufficiency of Screening. The review authority shall determine the sufficiency of the proposed screening measures and may require additional measures.
 - d. Consideration for Alternative Buffering or Screening. Alternative means of achieving buffering or screening as required in Tables 3.11.1 and 3.11.2 may be considered by the Zoning Administrator or Planning Commission as appropriate, if it can be demonstrated that the alternative will achieve or exceed the intended purpose for the buffering or screening.
2. ***Off-street Parking and Loading.*** Off-street parking and loading shall be provided as required by the Zoning Ordinance.
3. ***Property Maintenance Standards.*** All properties shall be maintained by their respective owners in good order. This shall include litter management and the repair and maintenance of all structures, fences, signs, walks, driveways, landscaping, painting, and other exterior features, as may be necessary to maintain good order. Landscape maintenance agreements shall be required of all new development or significant remodels or renovation projects.
4. ***Screening of Mechanical Equipment.*** All exterior mechanical equipment shall be screened from public view, including adjacent properties. Equipment to be screened includes but is not limited to, heating and/or air conditioning units, water tanks, valves, back flow prevention devices, solar and photovoltaic panels, and transformers. Screening materials may be solid concrete, wood or other opaque material or a combination of fence/wall. Landscaping shall effectively screen equipment so that it is not readily visible from the public right-of-way.
5. ***Construction Management.*** The following shall be followed during any construction activities:
- a. During the construction of a project, the construction site shall be secured by temporary fencing.
 - b. All portions of the construction site shall be watered as necessary to reduce emissions of dust and other particulate matter, and all stockpiles shall be covered. Public streets shall be kept dirt free to the satisfaction of the City Engineer.
 - c. All construction and transport equipment shall be muffled in accordance with state and federal laws and regulations. Noise standards as Section 9.28.090 ~~15-26~~ of the Municipal Code shall apply.
 - d. Construction and transport equipment shall be operated so as to minimize exhaust emissions. During construction trucks and equipment should run only when necessary.
 - e. Construction hours shall be as stipulated in Section 9.28.090 ~~15-26~~ of the Municipal Code.
 - f. All water run-off from construction sites shall be controlled.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- g. At the end of construction, local road surfaces shall be returned to pre-construction condition.
- 6. **Trash Enclosures.** Trash enclosures shall be required for multiple family, commercial and industrial uses. All of the following shall apply regarding materials, construction and design:
 - a. The walls of the trash enclosure structure shall be constructed of solid masonry material with a decorative exterior surface finish compatible with the main structure(s). The trash enclosure walls shall be a minimum of six feet in height, and the minimum dimensions shall be adequate for the size and number of dumpster and recycling bins.
 - b. The trash enclosure structure shall have solid heavy gauge metal gates.
 - c. The trash enclosure shall feature a floor and approach that is paved with a durable, all-weather surface.
 - d. Trash receptacles shall be covered or a cover structure shall be constructed above the enclosure so as to protect its contents from the elements.
 - e. The trash enclosure for residential developments should be designed to allow walk-in access by residents without requiring the main enclosure gates to be opened.
 - f. Signage identifying the types of recyclable materials accepted for collection at the trash enclosure shall be conspicuously posted within the enclosure.
 - g. The trash enclosure shall be designed so that adverse impacts such as noise, odor, vectors, or glare are minimized through the use of adequate separation, fencing, landscaping, or other means.
 - h. If visible from public view, the perimeter of the trash enclosure structure shall be planted with landscaping, including a combination of shrubs and /or climbing evergreen vines.
 - i. No trash enclosure shall be located in any required street-side setback area.
- 7. **Performance Standards.** All development shall be subject to the performance standards as set forth in the Zoning Ordinance and the following additional requirements. These performance standards are intended to ensure that uses and activities are conducted in a manner that protects the public health and safety and do not produce adverse impacts on surrounding properties or the community at large.
 - a. Lighting. All lighting, reflective surfaces, or any other sources of illumination shall be designed and located in a manner that produces no glare on public streets or on any other parcel. Lights shall be of the minimum illumination necessary for a given application and shall be directed downward and shielded at lot lines so as to confine all direct rays to the premises on which it is located. Exterior lighting shall be fully shielded.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- b. Fire Hazards. The storage, use, transportation, or production of products which, either in the raw or finished state, constitute a flammable or explosive material shall be subject to approval of the Fire Department (as example, flour milling or nut shell processing). Burning of waste materials in open fires or unapproved incinerators is prohibited.
- c. Liquid or Solid Waste. The use, handling, storage, and transportation of waste materials, including hazardous wastes, shall comply with the provisions of the California Hazardous Materials Regulations and any other applicable laws. Discharge at any point into a public or private sewage disposal system, stream, or the ground, of any material that could contaminate any water supply, or otherwise cause the emission of dangerous or offensive elements is prohibited. No exceptions are allowed unless in accordance with regulations, licenses or approvals of the various local and state agencies having jurisdiction over such activities.
- d. Odor, Particulate Matter and Air Contaminants. No continuous, frequent, or repetitive odors are permitted that are perceptible on or beyond adjacent lot lines or in the public right-of-way. An odor detected no more than a total of 15 minutes in any one day shall not be deemed to be continuous, frequent or repetitive as used in this subsection. No dust or particulate matter shall be emitted that is detectable at zoning district boundary lines or property lines by a reasonable person without instruments. Exhaust air ducts shall be located or directed away from abutting residentially-zoned properties.
- e. Vibration. Machinery used for manufacturing and industrial processes, including oil and gas collection, processing, and distribution must be designed and housed to ensure that vibration will be reduced to a minimum amount discernible without the aid of instruments by a reasonable person at the lot lines of the site. Vibrations from temporary construction, demolition, and vehicles that enter and leave the subject parcel (e.g., construction equipment, trains, trucks, etc.) are exempt from this standard.
- f. Buffers/Lot Perimeters. Tables referred to in (1) of this section, indicate when a buffer treatment is required and of what type based on the proposed adjoining use. Only the proposed use is required to provide the buffer yard. All uses adjacent to residential zones shall be located, oriented, and designed so as to be compatible with residential zones. Fencing and landscaping adequate to screen development from adjacent residential zones is required.
- g. Noise Standards. Applicants for proposed projects may be required to provide evidence that all of the applicable requirements relating to noise may be satisfied by the project prior to approval. Provisions contained in Chapter 8 of the 2035 General Plan shall apply in addition to other applicable sections of the Municipal Code that relate to noise and nuisance considerations. Maximum noise levels at property lines shall not exceed 70 dBA Ldn. Table 8.6 of the General Plan provides noise level performance standards that apply to the noise sources themselves for new projects and existing non-transportation sources.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

8. **Temporary Uses.** Temporary uses shall be as allowed, consistent with regulations for temporary uses for the “Best Fit” zoning district under the Zoning Ordinance, except that the Zoning Administrator may impose additional conditions related to size, location, and hours of operation to ensure that the temporary use will not conflict with applicable General Plan policies.
- a. Purpose. To establish a process for review and approval of certain uses that are intended to be of limited duration of time and will not permanently alter the character or physical facilities of the site where they occur, nor prevent development of future uses as envisioned by the General Plan or any applicable specific plan.
 - b. Applicability. A Temporary Use Permit is required for any temporary uses that are not otherwise permitted in the base zoning district regulations Exhibit B.
 - c. An application for a Temporary Use Permit must be filed and processed in compliance with procedures in Section (~~17.60.040~~ 25-13-30). An application must be submitted at least 30 days before the use is intended to begin. The application must include the written consent of the owner of the property or the agent of the owner.
 - d. The Zoning Administrator may approve, approve with conditions, or deny applications for temporary uses without a public hearing. However, at the discretion of the Zoning Administrator, a temporary use requiring Administrative Review may be forwarded to the Planning Commission.
 - e. The following uses may be authorized in a nonresidential zone for a period not to exceed: 60 days. After public notice, as required in Section 3.04 (A) of this Ordinance, the Zoning Administrator may extend the temporary use for 10 months, and subsequently extend the temporary use for a period of one-year.
 - i. Consideration for extension of the approval period may be authorized by the Zoning Administrator if the authorized use is consistent with the findings provided in Section 3.04 C.
 - ii. The following uses may be authorized in a nonresidential zone as temporary uses, subject to securing a building permit and compliance with all conditions or approval, if required:
 - iii. Temporary structures and uses incidental to the construction of a building or a group of buildings, including but not limited to construction staging of materials and equipment;
 - iv. Rental or sales office incidental to a new development, provided that it is located in the development project or in an adjacent temporary structure;
 - v. Structures and uses incidental to environmental cleanup and staging;

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- vi. New and used auto sales or storage lots;
 - vii. Parking that is accessory to any temporary use listed above; and
 - viii. Other temporary emergency uses as determined by the Zoning Administrator.
9. **Exceptions.** Exceptions to the requirements in the Design Guidelines and Standards may be approved through design and site plan review with approval by the Zoning Administrator or Planning Commission as appropriate to the uses, and for review and approval of unique uses and conditions.

ARTICLE 4 Dimensional, Intensity, and Density Regulations

4.01 Purpose

The purpose of this Article 4 is to prescribe minimum required setbacks and maximum permitted residential density, building intensity, and height, for buildings and structures in all zoning districts; and to prescribe bonus density and intensity that may be conditionally permitted.

4.02 Zoning Ordinance Provisions Superseded

The provisions of this Article temporarily supersede the setbacks, building height, intensity and density regulations in the Zoning Ordinance that otherwise would apply to land within the Interim Zones.

4.03 Setbacks

The minimum setbacks of buildings from lot lines, also known as “yards,” shall be as prescribed in the Zoning Ordinance in Tables 4.03.1 and 4.03.2 below.. General requirements for yards are as follows, subject to additional provisions in the Zoning Ordinance, which are hereby incorporated by reference. If there is more than one “Best Fit” zoning district for an Interim Zone, the Zoning Administrator shall determine which zoning district to apply and what the required setbacks are, with consideration given to the characteristics of the proposal and the surrounding area and any relevant provisions of the General Plan.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Table 4.03.1 Corridor Mixed Use Zone Standards **REVISED**

Standard	West Main (CR 98 to Cleveland)	East Main (East to Johnston and E)	East St. S (Main to Sports Pk)	East Street North (Main to Harter)	Kentucky (East to West)	Armfield (Lemen : Main/East to E St.
Corresponding Special Regulations	3.05 & 3.11	3.05 & 3.11	3.05 & 3.11	3.05, 3.08 & 3.11	3.05, 3.08 & 3.11	3.05 & 3.11
Residential Gross Density	Min 20 - Max 40	Min 20 - Max 40	Min 20 - Max 40	Min 20 - Max 40	Min 12 - Max 30	Min 12 - Max 30
Floor Area Ratio	0.25-2.0 single use; 0.5-3.0 for mixed use	0.25-2.0 single use; 0.5-3.0 for mixed use	0.25-2.0 single use; 0.5-3.0 for mixed use	0.25-2.0 single use; 0.5-3.0 for mixed use	0.25-2.0 single use; 0.5-3.0 for mixed use	0.25-2.0 single use; 0.5-3.0 for mixed use
Minimum-Maximum No. of Floors	Min 1 - Max 5	Min 1 - Max 5	Min 1 - Max 5	Min 1 - Max 5	Min 1 - Max 3	Min 1 - Max 3
PB Min. 1st to 2nd Floor Height (2)	15/13	15/13	15/13	15/13	14/12	12
Minimum-Maximum Front Setback	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 6 ft - Max 15 ft	Min 6 ft - Max 15 ft
PB Minimum Side Setback (6)	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft ft
PB Minimum Street Side Setback	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 5 ft - Max 15 ft	Min 6 ft - Max 15 ft	Min 6 ft - Max 15 ft
PB Minimum Rear Setback (6)	0 ft	0 ft	0 ft	0 ft	0 ft	0 ft
Maximum parcel Coverage	70%	70%	70%	70%	60%	60%
Primary Pedestrian Entrance	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk
Minimum off street parking						
Residential	1 /Dwelling Unit	1 /Dwelling Unit	1/Dwelling Unit	1/Dwelling Unit	1/Dwelling Unit	1/Dwelling Unit
Min. Off-Street Parking Non-Residential	As determined by Owner (3)	As determined by Owner (3)	As determined by Owner (3)	As determined by Owner (3)	As determined by Owner (3)	As determined by Owner (3)
Notes: In some instances the LIF Overlay will apply in combination with the base zone district.						
1. PB = Principal Building fronting on the street or public right-of-way. AB = Accessory Building- generally to be located behind the primary building on the rear half of the site, so as not to visually compete with or be taller than the PB.						
2. First number for single story/second number two or more building stories. At minimum the first floor shall be a story-and-a-half. The minimum 1st to 2nd floor height is measured from finish floor to finish floor.						
3. The minimum amount of off-street parking to be determined by Owner, based upon information provided in a parking use and needs statement, subject to approval by the Community Development Director.						
4. At all corner parcels a minimum two-story minimum building height is required.						
5. Use regulations in Section 3.11 shall apply, including buffer requirements in Tables 3.11.1 & 3.11.2						
6. Dependent upon building and fire safety considerations, including adequate drainage and maintenance requirements.						
These standards are in addition to Special Regulations in the Corridor Mixed Use Zones found in Section 3.05						

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Table 4.03.2. Community Commercial, Regional Commercial and Light Industrial Flex Zone Standards **REVISED**

Standard	Community Commercial	Regional Commercial	Regional Commercial with Flex Overlay	Industrial with Flex Overlay	High Density Residential	
Corresponding Special Regulations	Section 3.06 & 3.11	Section 3.07 & 3.11	Sections 3.07, 3.08 & 3.11	Section 3.08 & 3.11	Section 3.09 & 3.11	
Floor-Area-Ratio	0.15 - 0.5	0.15-0.7	0.15 - 0.7	Set by base district		
PB Min. - Max. No. of Floors	Min 1 - Max 4	Min 1 - Max 5	Min 1 - Max 5	Min 1 - Max 4	Min 1- Max 4	
PB Min. 1st to 2nd Floor Height (2)	12	12	11	11	11	
PB Minimum Front Setback	Min 15 ft	Min 15 ft	Min 15 ft	Min 15 ft	Min 15 ft	
PB Minimum Street Side Setback	Min 5- Max 15	Min 5- Max 15	Min 5- Max 15	Min 5- Max 15	Min 10- Max 15	
PB Minimum Side Setback (5)	0 ft	0 ft	0 ft	0 ft	5 ft	
PB Minimum Rear Setback (5)	0 ft	10 ft	10 ft	0 ft	10 ft	
Lot Coverage	50%	70%	70%	70%	70%	
Primary Pedestrian Entrance	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	Street/Sidewalk	
Min. Off-Street Parking	By Owner (3)	By Owner (3)	By Owner (3)	By Owner (3)	1 per unit	
Notes: In some instances the LIF Overlay will apply in addition to the base district.						
1. PB = Principal Building fronting on the street or public ROW AB = Accessory Building to be located behind PB on the rear half of the site, so as not to visually compete or be taller than the PB.						
2. The minimum 1st to 2nd floor height is measured from finish floor to finish floor.						
3. The minimum amount of off-street parking to be determined by Owner, based upon information provided in a parking use and needs statement, subject to approval by the Community Development Director.						
4. Use Regulations and Standards in Section 3.11 shall apply, including setbacks provided in Tables 3.11.1 and 3.11.2 in the case of adjacency to a less intensive use.						
5. Dependent upon Building and Fire safety considerations, including drainage and maintenance.						
In addition to these standards, the best fit provisions of the Community Design Standards shall apply.						
These standards are in addition to Special Regulations in the Community Commercial, Regional Commercial, Light Industrial Flex, and High Density Residential Zones found in Sections 3.06, 3.07, 3.08, or 3.09						

4.04 Landscaping, Open Space and Parking.

All of the provisions of the Zoning Ordinance applicable to the Best Fit zoning district shall apply to new development and alterations and additions subject to discretionary review under this Ordinance.

4.05 Residential Density, Building Intensity, and Height.

A. RH (High Density Residential)

- Maximum Residential Density: 40 dwelling units per gross acre. The minimum density is 20 dwelling units per gross acre, but lower densities are allowed where proposed development abuts low density residential development.**
- Maximum Building Height: 45 feet. When an RH District abuts a less intense residential zone, the maximum building height is 30 feet within 40 feet of a single family, duplex, or neighborhood preservation zone and 40 feet within 50 feet of a multi-family residential zone.**

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

B. CMU (Corridor Mixed Use) Zone

1. Maximum Allowable Floor Area Ratio (FAR): 2.0 for single-use developments and 3.0 for mixed-use developments that combines residential and non-residential uses. With approval of a conditional use permit, new development may be allowed to exceed FAR limits if the Planning Commission determines that the project offers significant community benefit, such as the provision of publicly accessible open space or the promotion of transit accessibility.
2. Maximum Residential Density: 40 dwelling units per gross acre. The minimum density is 20 dwelling units per gross acre, but lower densities are allowed where proposed development abuts ~~low density~~ **low-density** residential development.
3. Maximum Building Height: **Four stories and up to 40 50 feet for the main building with up to 65 feet for prominent architectural features on a building.** When an CMU District abuts a residential zone, the maximum building height is 30 feet within 40 feet of a single family, duplex, or neighborhood preservation zone and 45 feet within 50 feet of a multi-family residential zone.

C. CC (Community Commercial) Zone

1. Maximum allowable floor area ratio (FAR): 0.50.
2. Maximum Building Height: **Four stories, and up to 40 50 feet for the main building with up to 65 feet for prominent architectural features on a building.** ~~anchor department stores.~~ When a CC District abuts a residential zone, the maximum building height is 30 feet within 40 feet of a single family, duplex, or neighborhood preservation zone and 40 feet within 50 feet of a multi-family residential zone.

D. RC (Regional Commercial) Zone

1. Maximum allowable floor area ratio (FAR): 0.7. With a conditional use permit the Planning Commission may approve FAR bonuses for upper-story office, visitor accommodations, such as hotels, and service uses.
2. Maximum Building Height: 65 feet. When an RC District abuts a residential zone, the maximum building height is 30 feet within 40 feet of a single family, duplex, or neighborhood preservation zone and 40 feet within 50 feet of a multi-family residential zone.

E. **Exceptions to height limits.** These exceptions are to those set forth in Section 25-25-10 of the Zoning Code. No building and structure shall exceed the height limits of this section except as follows. The structures listed below are permitted to extend up to ten feet above the maximum height limits. Any extension above ten feet shall require a conditional use permit.

1. Fire and parapet walls;

2. Roof structures for the housing of air conditioners, elevators, stairways, tanks, ventilating fans and similar equipment;
3. Skylights; and
4. Solar energy panels.

ARTICLE 5 Required Findings

5.01 Purpose

The purpose of this Article 5 is to prescribe findings for the granting of conditional use permits and Zoning Administrator permits (also known as minor conditional use permits) pursuant to the provisions of this Ordinance. In addition to the general findings required by the Zoning Ordinance, the Zoning Administrator or Planning Commission must make the findings required by this Article, depending on whichever has approval authority, as follows:

5.02 Uses in Corridor Mixed Use, Community Commercial and Regional Commercial, and High Density Residential Zones

- A. To grant a use permit the Zoning Administrator or Planning Commission must find that the proposed use is designed to facilitate revitalization, achieve the desired urban form, and support a pedestrian environment, as required by the General Plan. Conditions of approval may be imposed to reduce potential adverse impacts and conform to the design guidelines and standards of this Ordinance.
- B. To grant a use permit the Zoning Administrator or Planning Commission must find that the use will not cause, directly or indirectly, potential adverse impacts on adjacent neighborhoods and will contribute to the economic vitality of the City and that the project meets the desired urban form as provided for in the General Plan. Conditions of approval may be imposed to reduce potential adverse impacts and conform to the design standards and guidelines of this Ordinance.

5.03 Commercial Cannabis Uses in the Industrial and Industrial/Light Industrial Flex Zones

Additional findings are required for consideration of Commercial Cannabis Uses in addition to other findings required in the Industrial and Industrial/Light Industrial Flex Zones in accordance with Section **17.110.050** ~~25-21.6.50.~~

5.04 Uses in the Light Industrial Flex Overlay Zone

To grant a use permit the Zoning Administrator or Planning Commission must find that the use is consistent with the General Plan, will not cause adverse impacts on adjacent neighborhoods, and will complement and enhance the character of the area. Conditions of approval may be imposed to reduce potential adverse impacts and conform to the design standards and guidelines of this Ordinance.

Definitions

5.05 Purpose

The purpose of this Article 6 is to define certain terms and concepts used in this ordinance. If not otherwise specified, terms used in this ordinance shall be as defined in the Zoning Ordinance.

5.06 Use Groups

For purposes of this Ordinance, use classifications are divided into the following use types: Residential; Retail, Commercial, and Office; Institutional, Public/Semi-Public, and Community Facilities; Industrial; Transportation, Communications, and Utilities; and Accessory and Temporary Uses. These use types are defined as follows. Similar uses may be permitted by interpretation of the Zoning Administrator.

A. Residential Use Types.

1. ***Single Unit Dwelling, Detached.*** A dwelling unit that is designed for occupancy by one household, located on a single parcel that does not contain any other dwelling unit (except a second dwelling unit, where permitted), and not attached to another dwelling unit on an abutting parcel. This classification includes individual manufactured housing units installed on a foundation system pursuant to Section 18551 of the California Health and Safety Code.
2. ***Single Unit Dwelling, Attached.*** A dwelling unit that is designed for occupancy by one household located on a single parcel that does not contain any other unit (except an accessory dwelling unit), and is attached through common vertical walls to one or more dwellings on an abutting parcel.
3. ***Duplex.*** A single building that contains two dwelling units or two single unit dwellings on a single parcel. This use is distinguished from an Accessory Dwelling Unit, as defined by State law.
4. ***Multiple-Unit Dwelling.*** Three or more dwelling units within a single building or within two or more buildings on a site or parcel. Types of multiple-unit dwellings include garden apartments, condominiums, and multi-story apartment buildings. The classification is distinguished from Group Residential facilities (see below).
5. ***Garden Court.*** Three or more detached dwelling units within a single site or parcel.
6. ***Family Day Care.*** A day-care facility licensed by the State of California that is located in a dwelling unit where a resident of the dwelling provides care and supervision for children under the age of 18 for periods of less than 24 hours a day.
 - a. ***Small.*** A facility that provides care for up to six children or eight children including children who reside at the home and are under the age of 10.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- b. *Large.* A facility that provides care for seven to 14 children, including children who reside at the home and are under the age of 10.
- 7. **Group Residential.** Shared living quarters without separate kitchen or bathroom facilities for each room or unit, offered for rent for permanent or semi-transient residents on a weekly or longer basis. This classification includes rooming and boarding houses, dormitories, fraternities, convents, monasteries, and other types of organizational housing, but excludes Residential Facilities.
- 8. **Residential Care Facility.** Facilities that provide permanent living accommodations and 24-hour primarily non-medical care and supervision for persons in need of personal services, supervision, protection, or assistance for sustaining the activities of daily living. Living accommodations are shared living quarters with or without separate kitchen or bathroom facilities for each room or unit. This classification includes facilities that are operated for profit as well as those operated by public or not-for-profit institutions, including group homes for minors, persons with disabilities, people in recovery from alcohol or drug additions, and hospice facilities.
 - a. *Residential Care, General.* A Residential Facility licensed by the State of California and providing care for more than six persons.
 - b. *Residential Care, Limited.* A Residential Facility licensed by the State of California providing care for six or fewer persons.
- 9. **Supportive Housing.** Dwelling units with no limit on length of stay that are occupied by the target population as defined in subdivision (d) of Section 53260 of the California Health and Safety Code or individuals eligible for services provided pursuant to the Lanterman Development Disabilities Act (Division 45 of the Welfare and Institutions Code), and that are linked to onsite or offsite services that assist supportive housing residents in retaining the housing, improving their health status, and maximizing their ability to live and, where possible, work in the community and where no onsite medical care is provided. Supportive housing as defined by Subdivision (b) of Section 50675.14 may be provided in a multiple-unit structure or group residential facility. Facilities may operate as licensed or unlicensed facilities subject to applicable State requirements.
- 10. **Transitional Housing.** Dwelling units configured as rental housing but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time, that shall be not less than six months from the beginning of assistance. Transitional housing may be designated for homeless or recently homeless individuals or families transitioning to permanent housing as defined in subdivision (h) of Section 50675.2 of the California Health and Safety Code. Facilities may be linked to onsite or offsite supportive services designed to help residents gain skills needed to live independently. Transitional housing may be provided in a variety of rental housing types (e.g., multiple-unit dwelling, single-room occupancy, group residential, single unit dwelling). This classification includes domestic violence shelters.

B. Retail, Commercial and Office Use Types.

1. **Adult Businesses.** Adult businesses mean any commercial activity that primarily involves the sale, display, or viewing of books, magazines, films, videos, photographs or other materials, distinguished or characterized by an emphasis on matter depicting, describing, or relating to human sex acts, or by an emphasis on male or female genitals, buttocks or female breasts. It includes adult book stores, adult movie theaters, sexual encounter establishments, adult cabarets, and similar businesses.
2. **Agricultural Production, light.** Use of land for agricultural production, vine or tree farm, truck garden, apiary, horticulture, vineyard, hop yard, fruits, beekeeping, and associated crop preparation and harvesting activities on any other type of agriculture determined to be substantially similar to the above. Agricultural production may be ancillary to a primary user as a test or research facility. This use does not include nurseries, greenhouses, processing, or retail sales of agricultural products from the site.
3. **Animal Sales and Services.** Sales and service activities related to the care and treatment of domestic animals.
 - a. **Boarding Kennel.** An establishment licensed to operate a facility providing shelter and care for domestic animals on a commercial basis for a period in excess of 48 hours. This classification includes activities such as feeding, exercising, grooming, and incidental medical care for domestic animals.
 - b. **Grooming/Pet Day Care.** Provision of day care and bathing and trimming services for domestic animals on a commercial basis. This classification includes boarding of domestic animals for a maximum period of 48 hours.
 - c. **Retail Sales (Pet Shops).** Retail sales and boarding of domestic animals, provided such activities take place within an entirely enclosed building. This classification includes grooming if incidental to the retail use.
 - d. **Veterinary Services.** Medical and health services for animals. Typical uses include veterinary offices, pet clinics, and animal hospitals. This use type excludes kennels.
4. **Auto/Vehicle Sales and Services.** Retail or wholesale businesses that sell, rent, and/or repair automobiles, boats, recreational vehicles, trucks, vans, trailers, and motorcycles, including the following:
 - a. **Alternative Fuels and Recharging Facility.** A facility offering motor vehicle fuels not customarily offered by commercial refueling stations (e.g., LPG) and may include equipment to recharge electric-powered vehicles.
 - b. **Automobile Rental Office.** Rental of automobiles. Typical uses include car rental agencies with no on-site storage of vehicles.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- c. *Automobile Storage Lot.* Any property used for short or long term parking of operable vehicles for sale or lease at an automobile dealership or rental agency on a separate parcel from such agency or dealership.
- d. *Automobile/Vehicle Sales and Leasing.* Sale or lease, retail or wholesale, of new or used automobiles, light trucks, motorcycles, motor homes, and trailers, together with associated minor repair services and parts sales for vehicles sold or leased by the dealership. This classification includes on-site facilities for maintaining an inventory of vehicles for sale or lease but excludes buildings and property on a separate site that are used for storing vehicles.
 - i. New. Sales and leasing of new cars, recreational vehicles, and trucks by new car dealers, including sales of previously-owned automobiles and trucks, and sales of parts and accessories, storage, and incidental maintenance and repair.
 - ii. Used. Sales and leasing of previously owned automobiles, recreational vehicles, and trucks by car dealers not affiliated with a new car manufacturer.
- e. *Tire Retreading and Recapping.* Recap or remold involves a re-manufacturing process for tires that replace the tread on worn tires. Retreading is applied to casings of spent tires that have been inspected and repaired.
- f. *Automobile/Vehicle Repair, Major.* General repair, rebuilding or reconditioning of engines, motor vehicles or trailers, collision service including body, frame or fender straightening or repair, overall painting or paint shops of automobiles, trucks, motorcycles, motor homes, boats and recreational vehicles, including the incidental sale, installation, and servicing of related equipment and parts, generally on an overnight basis. This classification includes auto repair shops, body and fender shops, transmission shops, vehicle painting, tire sales, and installation, but excludes vehicle dismantling or salvaging and tire retreading or recapping. Vehicles may be stored overnight.
- g. *Automobile/Vehicle Service and Repair, Minor.* The service and repair of automobiles, light-duty trucks not exceeding one and one-half tons' capacity, boats, and motorcycles, including the incidental sale, installation, and servicing of related equipment and parts. This classification includes the replacement of small automotive parts and liquids as an accessory use to a gasoline sales station or automotive accessories and supply store, as well as smog check quick-service oil, tire sales and service, tune-up and brake and muffler shops where repairs are made or service provided in enclosed bays and no vehicles are stored overnight.
- h. *Automobile/ Vehicle Washing (full service).* Washing, waxing, or cleaning of automobiles or similar light vehicles, with hands-on service by employees who may move, vacuum, wash, wax, and dry the vehicle. Includes an interior or exterior waiting facility for

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

customers and may include ancillary retail and/or food and drink service for waiting customers.

- i. *Automobile/ Vehicle Washing (self-serve).* Includes self-serve washing facilities that are the principal use of a building, structure, or site, either self-wash facility or drive through automated wash with no or limited-employee assistance. No on-site waiting facility is provided for customers.
- j. *Farm/Agricultural Equipment Sales, Service and Rental.* Sales, servicing, rental, fueling, and washing of tractors, and other equipment used for agricultural, or landscape gardening activities.
- k. *Large Vehicle and Equipment Sales, Service and Rental.* Sales, servicing, rental, fueling, and washing of recreational vehicles (RVs), large trucks, trailers, heavy equipment used for construction, moving activities. Examples include cranes, earth moving equipment, heavy trucks, combines, and similar equipment. Includes large vehicle operation training facilities.
- l. *Service Station.* Establishments primarily engaged in retailing automotive fuels or retailing these fuels in combination with activities, such as providing minor automobile/vehicle repair services; selling automotive oils, replacement parts, and accessories; and/or providing incidental food and retail services.

5. **Banks and Financial Institutions**

- a. *Bank and Savings and Loan.* Financial institution, including credit union office or check cashing service, that provides retail banking services to individuals and businesses. This classification includes only those institutions engaged in the on-site circulation of cash money.
- b. *Nontraditional Financial Institutions.* Establishments engaged in short-term lending and buy-back activities in which customers typically take part in one-time or infrequent transactions and do not open long-term accounts or deposit funds. Typical uses include check cashing services, pay day lenders (also known as deferred deposit originators), and similar activities.

6. ***Building Materials, Sales and Service.*** Retail sales or rental of building supplies or equipment. This classification includes finished lumber for purchase, tool and equipment sales, or rental establishments.

7. **Business and Communication Services**

- a. *Business Services.* The business services use type refers to establishments primarily engaged in the provisions of services of a clerical, employment, protective, or minor processing nature to firms, rather than individuals, and where the storage of goods other

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

than samples is prohibited. Typical uses include janitorial, secretarial services and blueprint services.

- b. *Communications Services.* The communications services use type refers to establishments primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms but excludes studios, telecommunication service centers.
8. ***Commercial Entertainment and Recreation.*** Provision of participant or spectator entertainment to the general public. This classification may include restaurants, snack bars, and other incidental food and beverage services.
- a. *Hookah Bar/Smoking Lounge:* Any facility or location whose business operation includes the smoking of tobacco or other substances through one or more pipes (commonly known as a hookah, waterpipe, shisha, or narghile) designed with a tube passing through an urn of water that cools the smoke down as it is drawn through it.
 - b. *Large-scale Facility.* This classification includes large outdoor facilities such as amusement and theme parks, amphitheaters, driving ranges, and golf courses. It also includes indoor facilities with more than 5,000 square feet in building area such as fitness centers, gymnasiums, handball, racquetball, or large tennis club facilities; ice or roller skating rinks; swimming or wave pools; miniature golf courses; bowling alleys; archery or indoor shooting ranges.
 - c. *Small-scale Facility.* This classification includes small, generally indoor facilities that occupy less than 5,000 square feet of building area, such as billiard parlors, card rooms, game arcades, dance halls, poolrooms, and amusement arcades. Does not include Health and Fitness facility (see personal service uses).
9. ***Commercial Parking Facilities.*** Surface lots and structures offering parking to the public for a fee when such use is not incidental to another activity. These facilities may be publicly or privately owned.
10. ***Drive-in, and Drive Through Sales and Services:*** A use where a customer is permitted or encouraged, either by the design of the physical facilities or by the service and/or packaging procedures offered, to be served while remaining seated within an automobile or commercial vehicle, but not limited to drive through fast-food, financial services, pharmacy, and automatic car washes.
11. ***Eating and Drinking Establishments.*** Businesses primarily engaged in serving prepared food and/or beverages for consumption on or off the premises.
- a. *Bars/Night Clubs/Lounges.* Businesses serving beverages for consumption on the premises as a primary use and including on-sale service of alcohol including beer, wine, and mixed drinks. This use includes karaoke bars and micro-breweries where alcoholic

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

beverages are sold and consumed on site and any food service is subordinate to the sale of alcoholic beverages.

- b. *Micro-Distillery.* A small, often boutique-style distillery established to produce beverage grade spirit alcohol in relatively small quantities, usually done in single batches (as opposed to larger distillers' continuous distilling process). Typically, no more than 15,000 U.S. gallons of spirits per year. May include a restaurant, bar, or tasting room.
 - c. *Microbrewery.* Typically produces small batches of beer (15,000 barrels a year). Generally, no more than 75% of the total gross floor space is involved in brewing. Microbreweries sell to the public either as wholesale or retail capacity. They typically do not include food service.
 - d. *Brewpub.* A full-service or limited-service restaurant with a micro-brewery as an accessory use. A brewpub may sell other supplier's beer, including other hand-crafted or micro-brewed beers as well as wine to patrons for consumption on its premises.
 - e. *Restaurant, Full Service.* Restaurants providing food and beverage services to patrons who order and are served while seated and pay after eating. Take-out service may also be provided.
 - f. *Restaurant, Limited Counter Service/Fast Food.* Establishments where food and beverages are consumed on the premises, taken out, or delivered, but where limited table service is provided. This classification includes cafes, cafeterias, coffee shops, delicatessens, fast-food restaurants, sandwich shops, limited-service pizza parlors, self-service restaurants, and snack bars with indoor or outdoor seating for customers. This classification includes bakeries that have tables for on-site consumption of products.
 - g. *Restaurant with Drive Through.* A restaurant where food or coffee-type beverages are purchased by motorists who remain in their vehicles during the sales transaction.
 - h. *Tasting Room.* A retail sales facility where customers may taste and purchase beverage and food products grown and /or processed on the site. Products offered for tasting and sale may include wine, beer, olive oil, cheese, and/or other food and beverage products.
12. **Food and Beverage Sales.** Retail sales of food and beverages for off-site preparation and consumption. Typical uses include food markets, groceries, and liquor stores.
- a. *Convenience Market.* Retail establishments that sell a limited line of groceries, prepackaged food items, tobacco, magazines, and other household goods, primarily for off-premises consumption. These establishments typically have long or late hours of operation and occupy a relatively small building. This classification includes small retail stores located on the same parcel as or operated in conjunction with a Service Station but does not include delicatessens or specialty food shops.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- b. *Farmers Market.* A location where the primary activity is the sale of agricultural products by produces and certified producers. Sales of ancillary products may occur at the location. An open air farmers market may only be operated by a local government agency.
 - c. *General Market.* Retail food markets of food and grocery items primarily for offsite preparation and consumption. Typical uses include supermarkets and specialty food stores such as retail bakeries; candy, nuts and confectionary stores; meat or produce markets; vitamin and health food stores; cheese stores; and delicatessens. This classification may include small-scale specialty food production with retail sales as an ancillary use, and supermarkets may stock non-food products and include on-site pharmacies.
 - d. *Healthy Food Grocer.* A food and beverage retail sales establishment that (1) dedicates at least 50 percent (50%) of retail space to a general line of grocery products intended for home preparation, consumption and use; and (2) dedicates at least 30 percent (30%) of retail space to perishable goods including dairy, fresh produce, fresh meats, poultry, fish and frozen foods.
 - e. *Liquor Store.* Establishments primarily engaged in selling packaged alcoholic beverages for off-site consumption
13. ***Funeral and Interment Service.*** Establishment primarily engaged in services involving the care, preparation or disposition of human dead other than in a cemetery. Typical uses include crematory and mortuary.
- a. *Crematorium.* A facility that houses one or more crematory units, machines in which deceased human remains are combusted and transformed into ash.
14. ***Live-Work.*** A unit that combines a work space for commercial activities and incidental residential occupancy occupied and used by a single household in a structure that has been constructed or converted for such use and modified to accommodate residential and non-residential occupancies in compliance with the Building Code.
15. ***Maintenance and Repair Service.*** Establishments engaged in the maintenance or repair of office machines, household appliances, furniture, and similar items. This classification excludes maintenance and repair of motor vehicles or boats (see Automotive/Vehicle Sales and Services) and personal apparel (see Personal Services).
16. ***Mixed Use.*** A development that combines multiple uses on the same lot or in the same building, such as retail, office, and residential. Mixed use development typically provides a minimum of two or more uses otherwise permitted, or conditionally permitted in the district and uses are functionally integrated as part of the site. A development site over two (2) acres in aggregate shall, at a minimum, include a second use.
17. **Offices, Business and Professional**

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- a. *Administrative and Professional Offices.* The administrative professional offices use type refers to offices of private firms or organizations or public or quasi-public organizations that are primarily used for the provision of professional, executive, management or administrative services. Typical uses include administrative offices, tax preparation, legal offices, engineering or architectural firms. Any drive-up service is specifically excluded.
- b. *Medical or Dental Offices.* The medical offices use primarily engaged in the provision of personal health services including consultation, diagnosis, therapeutic, preventative, or corrective personal treatment by physicians, dentists, nurses, counselors, and other health personnel, including practitioners of medical and/or healing arts as licensed for such practice by the State. Provides for treatment by up to two licensed physicians, dentists, and their professional associates.
- c. *Walk-in Clientele.* Office providing direct services to patrons or clients without prior appointments, such as employment agencies, insurance agents, real estate offices, travel agencies, communication services, and utility company offices. It does not include banks and check-cashing facilities, which are separately classified.

18. Personal Services

- a. *General Personal Services.* Provision of recurrently needed services of a personal nature. This classification includes barbershops and beauty salons, day spas, clothing rental, seamstresses, tailors, dry cleaning agents, shoe repair shops, self-service laundries (excluding larger bulk cleaning plants), photocopying, and photo finishing services. These uses also may include accessory retail sales of products related to the services provided.
- b. *Instructional Services.* Services for the purpose of personal enrichment. Typical uses include classes or instruction in music, health, athletics, art, or academics. Rehearsal studios may be an accessory use.
- c. *Massage establishments.* Any establishments having in whole or in part, a fixed place of business where individuals engage in, conduct or carry on, or permit to be engaged in, conducted or carried on, massages, baths, health treatments involving massages or baths as a primary or secondary function, provided that “massage establishment” does not include establishments where massage is administered in conjunction with the practice of a medical doctor, chiropractor, acupuncturist, physical therapist, or nurse.
- d. *Health/Fitness Facility.* Gyms, exercise clubs, or studios offering martial arts, physical exercise, yoga training, and similar types of instruction to classes and groups of more than five persons.
- e. *Tattoo or Body Modification Parlor.* An establishment whose principal business activity is one or more of the following: 1) using ink or other substances that result in the permanent coloration of the skin through the use of needles or other instruments designed to contact

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

or puncture the skin; or 2) piercing of the body of a person for the purpose of inserting jewelry or other decoration.

19. ***Regional Shopping Center.*** A multi-tenant center with a broad range of retail and service uses and eating and drinking establishments, typically anchored by larger format stores (with 60,000 square feet of space or more). Secondary uses may include hotels and service stations. Accessory uses may consist of ancillary office space for support service uses and stand alone, professional office buildings.
20. **Retail Sales**
 - a. ***Artisan Shop:*** A retail store selling art glass, ceramics, jewelry and other handcrafted items and supplies needed to create finished items, where the facility includes an area for the crafting of the items sold.
 - b. ***Firearm Sales and Servicing:*** A business whose primary use is the sale and servicing of firearms, ammunition, and related materials.
 - c. ***Flea Market/Swap Meet.*** An indoor or outdoor place, in an approved location, or for an approved activity where new or used goods or secondhand personal property is offered for sale or to exchange to the general public by a multitude of individual licensed vendors, usually in compartmentalized spaces. The term Swap Meet or Flea Market is interchangeable with auctions, open-air markets, or other similarly labeled activities, but the term does not include supermarket or department store retail operations.
 - d. ***General Retail Sales, Small-Scale.*** The retail sale or rental of merchandise not specifically listed under another use classification. This classification includes retail establishments with 25,000 square feet or less of sales area; including bakeries, clothing stores, drug and discount stores, florists, gift shops, household stores, furniture stores, pet supply stores, pharmacies, small hardware and garden supply/nurseries stores, sports stores, stationary and variety stores, and businesses retailing goods including, but not limited to, the following: art supplies, dry goods, toys, hobby materials, handcrafted items, jewelry, cameras, pet supplies, photographic supplies and services (including portraiture and retail photo processing), medical supplies and equipment, musical instruments, electronic equipment, sporting and camping equipment, kitchen utensils, hardware, appliances, antiques, art galleries, art supplies and services, paint and wallpaper, carpeting and floor covering, office supplies, bicycles, video rental, new automotive parts and accessories (excluding vehicle service and installation). Retail sales may be combined with accessory indoor repair services.
 - e. ***General Retail Sales, Large-Scale.*** Retail establishments with over 25,000 square feet of sales area that sell merchandise and bulk goods for individual consumption, including department stores and membership warehouse clubs, where sales of grocery items do

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

not occupy more than 25 percent of the floor area. Retail sales may be combined with accessory indoor repair services.

- f. *Nursery and Garden Center.* Establishments primarily engaged in retailing nursery and garden products—such as trees, shrubs, plants, seeds, bulbs, and sod that are predominantly grown elsewhere. Fertilizer and soil products are stored and sold in packaged form only.
 - g. *Pawn Shop.* Establishments engaged in the buying, selling, trading, accepting for auctioning, or auctioning of new or secondhand merchandise and offering loans in exchange for personal property.
 - h. *Secondhand/Consignment Store.* A store where secondhand goods are for sale or goods are placed on consignment, which is the act of placing goods in the hands of another, while still retaining ownership, until the goods are sold. Unlike a pawn shop, secondhand/consignment stores do not offer loans in exchange for personal property.
 - i. *Smoke shop:* Smoke shop and tobacco store shall mean any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia; provided, however, that any grocery store, supermarket, convenience store or similar retail use that only sells conventional cigars, cigarettes or tobacco as an ancillary sale shall not be defined as a “smoke shop and tobacco store” and shall not be subject to the restrictions in this chapter.
21. ***Transient Lodging.*** Transient lodging refers to establishments primarily engaged in the provision of lodging services with incidental food, drink, and other sales and services intended for the convenience of guests.
- a. *Bed and Breakfast.* A residential structure that is in residential use by the property owner or manager and within which bedrooms are rented for overnight lodging and where meals may be provided
 - b. *Hotel and Motel.* An establishment providing temporary lodging to transient patrons. These establishments may provide additional services, such as conference and meeting rooms, restaurants, bars, or recreation facilities available to guests or to the general public. This use classification includes motor lodges, motels, apartment hotels, and tourist courts.
 - c. *RV Park Resort.* A form of lodging designed to accommodate travelers with recreational vehicles for short-term overnight vacation stays, on a nightly or weekly basis, in allotted spaces, or for occupancy by tents or other movable temporary sleeping quarters. Such a facility would be designed to be self-contained, providing attractive amenities to the clients, which may include but are not limited to barbecue area, bathhouses, exercise equipment, tennis courts, gift store, laundry, and swimming pool. Sites shall be attractively landscaped and visually screened from the freeway or public view.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

- d. *Short-term rental.* Rental of a dwelling unit for less than a month. Provides a room or rooms in a private home. A permanent resident must reside at the property and be present in the home during the time of the homestay.

C. Institutional, Public/Semi-Public, and Community Facilities Use Types

1. ***College and Trade School.*** Institutions of higher education providing curricula of a general, religious, or professional nature, typically granting recognized degrees, including conference centers and academic retreats associated with such institutions. This classification includes junior colleges, business and computer schools, management training, and technical and trade schools, but excludes personal instructional services such as music lessons.
2. ***Community and Religious Assembly.*** A facility for public or private meetings including community centers, banquet centers, religious assembly facilities, civic auditoriums, union halls, meeting halls for clubs and other membership organizations. This classification includes functionally related facilities for the use of members and attendees such as kitchens, multi-purpose rooms, and storage. It does not include gymnasiums or other sports facilities, convention centers, or facilities, such as day care centers and schools that are separately classified and regulated.
3. ***Community Garden.*** An area of land managed and maintained by a public or non-profit organization or a group of individuals to grow and harvest food crops and/or ornamental crops, such as flowers, for personal or group use, consumption, or donation. Community gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained and used by group members. Community gardens may be accessory to public or institutional uses such as parks, schools, community centers, or religious assembly uses. This classification does not include gardens that are on a property in residential use when access is limited to those who reside on the property. Community Gardens to not include Medical Marijuana Collectives.
4. ***Cultural Facility.*** Facilities engaged in activities to serve and promote aesthetic and educational interest in the community that are open to the public on a regular basis. This classification includes performing arts for theater, music, dance, and events as an accessory use; spaces for display or preservation of objects of interest in the arts or sciences; libraries; museums; historical sites; aquariums; publicly owned art galleries; and zoos and botanical gardens. It does not include schools or institutions of higher education providing curricula of a general nature.
5. ***Day Care.*** Establishments providing non-medical care for persons on a less-than-24-hour basis other than Family Day Care (Small and Large). This classification includes commercial and nonprofit nursery schools, preschools, day care facilities for children or adults, and any other day care facility licensed by the State of California.
6. ***Emergency Shelter.*** A temporary, short-term residence providing housing with minimal supportive services for homeless families or individual persons where occupancy is limited to six

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

months or less, as defined in Section 50801 of the California Health and Safety Code. Medical assistance, counseling, and meals may be provided.

7. **Hospitals and Clinics.** State-licensed public, private, and non-profit facilities providing medical, surgical, mental health, or emergency medical services. This classification includes facilities for inpatient or outpatient treatment as well as training, research, and administrative services for patients and employees.
 - a. *Civic Health Care Facilities.* A facility that primarily provides medical care and supervision including facilities that provide inpatient/outpatient medical and/or psychiatric treatment that involves regular pharmaceutical distribution or treatment, blood bank, plasma, medical laboratory, substance abuse treatment , or dialysis center. Does not include facilities that solely provide counseling and that do not distribute medicine on-site.
 - b. *Hospital.* A facility providing medical, surgical, mental health, or services primarily on an in-patient basis, and including ancillary facilities for outpatient and emergency treatment, diagnostic services, training, research, administration, and services to patients, employees, or visitors.
 - c. *Medical or Dental Clinic.* A facility providing medical, mental health, or surgical services exclusively on an out-patient basis, including emergency treatment, cosmetic, diagnostic services, administration, and related services to patients who are not lodged overnight. Treatment is typically provided by more than two licensed physicians and their professional associates. May include the provision of medical testing and analysis services as an ancillary use. This classification includes licensed facilities offering substance abuse treatment, blood banks, plasma, dialysis centers, and emergency medical services. It does not include private medical and dental offices that typically require appointments and are usually smaller scale.
 - d. *Skilled Nursing, Extended Care, and Assisted Living Facility.* A range of facility types that provides bed care on a chronic basis, or provides convalescent care for persons who by reason of illness, physical infirmity, or age are unable to properly care for themselves for a period of time. A skilled nursing facility is usually temporary in nature and is focused on rehabilitation that is intended to prepare the resident to return to their independent living. Extended care provides for the prolonged care of individuals who require custodial or nursing care. Assisted living services typically provide assistance with bathing, dressing, grooming, medications, and meal preparation in a setting that is, by design, residential in nature and is intended not to be temporary.
8. **Government Buildings.** Facilities providing administrative or public services, including public safety and emergency services, with incidental storage, training, and maintenance facilities.

9. **Social Service Center.** Facilities providing a variety of supportive services for disabled and homeless individuals and other targeted groups on a less-than-24-hour basis. Examples of services provided are counseling, meal programs, personal storage lockers, showers, instructional programs, television rooms, and meeting spaces. This classification is distinguished from licensed day care centers (See Day Care Center), clinics (see Clinic), and emergency shelters providing 24-hour or overnight care (See Emergency Shelter).

D. Industrial Use Types

1. **Artisan/Small-scale Manufacturing.** The artisan manufacturing use type refers to establishments primarily engaged in small-scale, on-site production of goods by hand manufacturing, which involves only the use of hands tools or domestic mechanical equipment not exceeding two (2) horsepower or kilns not exceeding 25 kilowatts, and the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, glass, candle making shops, metal, and woodworking, manufacturers that typically occupy smaller spaces with a maximum floor area of 10,000 square feet.
2. **Artist's Studio.** Work space for an artist or artisan, including individuals practicing one of the fine arts, or an applied art or craft. This use may include incidental display and retail sales of items produced on the premises and instructional space for small groups of students. It does not include joint living and working units (See Live-Work). Small-scale art production that is generally of a low impact. Typical uses include painting, photography, jewelry, textile, and small scale pottery studios. All work is indoors and may only have very limited artisan display.
3. **Brewery/Distillery**
 - a. **Brewery.** An independent regional brewery with a majority of volume in "traditional" or "innovative" beers. Typical annual production may be between 15,000 and 6,000,000 barrels.
 - b. **Distillery.** An establishment where whiskey or a similar strong alcoholic drink, or spirits, is made by a process of distilling. Distillation of fermented products produces distilled beverages with a high alcohol content, or separates out other fermentation products of commercial value. Typically greater than 15,000 gallons of spirits per year.
4. **Food Preparation/Commercial Kitchen.** Businesses preparing and/or packaging food for off-site consumption, excluding those of an industrial character in terms of processes employed, waste produced, water used, and traffic generation. Typical uses include catering kitchens, bakeries with on-site retail sales, and small scale specialty food production. This classification does not include businesses involved in the processing or manufacturing of wholesale food products.
5. **Industrial, Heavy.** The processing, manufacturing, or compounding of materials, products, or energy, or any industrial activities that because of their scale or method of operation regularly produce noise, heat, glare, dust, smoke, fumes, odors, vibration, or other external impacts detectable beyond the lot lines of the property. Uses may utilize raw materials to fabricate semi-

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

finished products that include but are not limited to metal fabricating facilities, open welding shops, lumber woodworking (milling) facilities, heavy machine shops, chemical storage and distributing, industrial fabrication facilities, concrete product manufacturing activities, and aggregate or asphalt yards. Characteristics of activities may include massive structures outside of the buildings such as cranes, conveyor systems, cooling towers or open-air storage of large quantities of raw, semi-refined, or finished products. Heavy industrial uses may regularly employ hazardous material or procedures or produce hazardous by-products, include outdoor storage areas, and may have activities that take place outside of structures. There is no general public access.

6. ***Industrial, Medium.*** Typically, larger in scale and size than light industrial uses and involves the manufacturing of products from processed or unprocessed raw materials, where the finished product is non-combustible and non-explosive. This manufacturing may produce noise, vibrations, illumination, or particulate that is perceptible to adjacent land uses, but is not offensive or obnoxious. Odors produced on site shall not have a material negative effect on other businesses or properties in the area.

This use shall include any packaging of the product manufactured on site. Activities may include research and development, and manufacturing of finished or semi-finished products in multiple-use facilities or structures. Outdoor storage is not permitted in the frontage zone and must not be visible from any thoroughfare, excluding alleys. A fence and landscape buffer is required along all side and rear property lines where it abuts any residential or similar less intensive use. May involve inter-plant transfers. **Uses are typically characterized with semi-trailer truck, tractor-trailer truck (18-wheeler, fifth-wheel, box-trailer) access and truck bays and significant numbers of semi-truck trips.**

Examples include but are not limited to the production of the following: glass products made from manufactured glass, clay and pottery products; food and beverages, wood truss assembly, canners, roasters, breweries, wholesale bakeries, frozen food manufactures; candy and other confectionery products; computer hardware; products made from rubber, plastic, resin; converted paper and cardboard products; fabricated metal products made from semi-finished metals.

7. ***Industrial Light.*** Typically, smaller scale establishments engaged in the production of small consumer goods taking place primarily within enclosed buildings producing minimal impacts on nearby properties. Any heat, glare, dust, smoke, fumes, odors, or vibration are confined to the building. These uses typically have a larger number of employees per acre and are more consumer oriented. An activity that uses moderate amounts of partially processed materials to produce items of relatively high value per unit weight. A light industrial use may include a showroom or ancillary sales of products related to the items manufactured on-site. Limited storage may be required but must be fully screened. Often includes buildings that are smaller scale, under 50,000 square feet, or in multi-tenant type configurations, with office and production area combined. **Uses typically utilize limited numbers of roll up doors. Uses do not typically use large numbers of semi-truck trips, rather vans, and smaller light duty box trucks.**

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Examples of light industries may include the manufacturing of foods, beverages, personal care and home care products, cosmetics, clothes and shoes, furniture, art ware and crafts, consumer electronics, and sign manufacture shops. It also includes the preparation, manufacturing, and/or packaging of food for off-site consumption in commercial kitchens or for specialty food manufacturing.

8. **Recycling Facilities.** Collection or processing or recyclable materials or items.
 - a. Recycling Collection Facilities. A drop-off/collection and sorting point for recyclable materials such as paper, metal, plastic, and glass.
 - b. Recycling Processing Facilities. An industrial facility where recycled materials are processed into new materials or products.
9. **Research and Development.** The research and development use type refers to establishments primarily engaged in the research, development, and controlled production of high-technology electronic, industrial or scientific products or commodities for sale. Excludes uses, that in the Zoning Administrator's determination, may be objectionable by reason of production of offensive odor, dust, noise, bright lights, vibration or the storage of hazardous material, including biohazards, or because they would threaten public safety. Businesses shall be compliant with all Fire and Building safety codes.
10. **Salvage, Vehicle Impound, and Tow Yard.** Vehicle impound is the legal process of placing a vehicle into an impound, lot, tow-yard, or in an interior space which is a holding space for cars until they are placed back in control of the owner, recycled for their metal, stripped of their parts at a wrecking yard, or auctioned off for the benefit of the impounding agency. The impounding agency can be a police department/agency.
11. **Wrecking yard.** (Scrapyard, Junkyard) The location of a business in dismantling where wrecked or decommissioned vehicle are brought, their usable parts are sold for use in operating vehicles, while the unusable metal parts, known as scrap metal parts, are sold to metal recycling companies.
12. **Specialty Food Processing:** A facility for the transformation of raw ingredients, by physical or chemical means into food or of food into other forms. The application of food science to the selection, preservation, processing, packaging, distribution, and use of safe food. These uses may have specific quality assurance and quality control to ensure that ingredients and finished products are tested and meet safety and quality specifications.
13. **Storage Yard:** The use of land to store material, equipment, or vehicles. May include storage of construction materials or equipment on a site other than a construction site.
14. **Warehouse, Storage and Distribution.** An establishment or multi-tenant building engaged solely in the wholesale, storage, or distribution of goods to other vendors. Activities typically include but are not limited to wholesale, storage, and warehousing services; moving and storage services;

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

storage and wholesaling to retailers from the premises of finished goods and food products; and distribution facilities for large scale-retail firms.

- a. *Indoor Warehousing and **Distribution** Storage, Limited.* Storage within an enclosed building, 5,000 square feet or less in size, of commercial goods prior to their distribution to wholesale and retail outlets and the storage of industrial equipment, products and materials including, but not limited to, personal automobiles, or construction materials.
- b. *Indoor Warehouse and **Distribution** Storage, General.* Storage within an enclosed building greater than 5,000 square feet in size, of commercial goods prior to their distribution to wholesale and retail outlets and the storage of industrial equipment, products and materials including, but not limited to, feed, construction materials, cold storage, draying or freight, moving and storage and warehouses. Excludes the storage of hazardous chemical, mineral, and explosive materials.
- c. *Personal Self-Storage Facility (mini-storage).* A storage facility that is characterized by individual separate spaces accessible by customers for the storing and retrieval of personal effects and household goods. This classification excludes manufacturing, retail or wholesale selling, office or other business services with the spaces and human habitation.
- d. *Personal Self Storage – Warehouse Facility:* The indoor storage of large boats, RVs, and other large objects for customers for storage and retrieval. The items may be moved about within the facility by the business operator with goods and vehicles possibly arranged in racks for storage.
- e. *Chemical or Mineral Storage.* Storage of hazardous materials including, but not limited to: bottled gas, chemicals, minerals and ores, petroleum or petroleum based fuels, and fireworks.

E. Transportation, Communications and Utilities

1. ***Communications Facilities.*** Broadcasting and other information relay services.
 - a. *Antennas and Transmission Towers.* Broadcasting and other communication services accomplished through electronic or telephonic mechanisms, as well as structures designed to support reception or transmission systems. Typical uses include wireless telecommunication towers and facilities, radio towers, television towers, telephone exchange/microwave relay towers, and cellular telephone transmission/personal communications systems towers.
 - b. *Equipment within Buildings.* Indoor facilities containing primarily communication equipment and storage devices such as computer servers.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

2. ***Park-and-ride Facility.*** A parking lot with public transportation connections enabling commuters and other people to leave their cars and either carpool or use transit to reach a city center or major employment location.
3. ***Transportation Passenger Facility.*** Facilities for passenger transportation operations, including transit bus stops and bus terminals.
4. ***Utilities, Minor.*** Facilities necessary to support established uses involving only minor structures, such as electrical distribution lines, and underground water and sewer lines.

F. Accessory and Temporary Uses

1. ***Accessory Use.*** A use that is customarily associated with, and incidental and subordinate to, the primary use, is located on the same lot as the primary use, and occupies not more than 20 percent of the gross floor area.
2. ***Temporary Use.*** A use that is intended to be of limited duration of time and that will not permanently alter the character or the physical facilities of the site where it occurs. These may include seasonal sales, special events and sales, temporary outdoor sales and displays, and temporary construction offices.

G. Commercial Cannabis Uses

Refer to Section **17.110.030** ~~25-21.6-30~~ in the Woodland Municipal Code for definitions for commercial cannabis uses.

5.07 Definitions of Terms

As used in this Ordinance

In any instance of conflicting definitions, the Director shall determine which shall be applied.

Abandoned, Abandonment- When, for a period of over one year, a non-conforming use is either vacated, the business license lapses, the lease is terminated, and/ or utilities are terminated.

Abutting, Adjoining, or Adjacent- Having a common property or district line, or separated only by an alley, path, private street, or easement.

Access- The place or way through which pedestrians and/ or vehicles shall have safe, adequate, and usable ingress and egress to a property or use as required by this code.

Accessory Building- See Building, accessory.

Accessory Structure- See Structure accessory.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Addition – Any construction which increases the size of a building or facility in terms of site coverage, height, length, width, or gross floor area.

Alley- A public way permanently reserved for access to the rear or side of properties otherwise abutting on a street.

Alteration- Any change, addition, or modification that changes the exterior architectural appearance or materials of a structure or object. Alteration includes changes in exterior surfaces, changes in materials, additions, remodels, demolitions, and relocation of buildings or structures, but excludes ordinary maintenance, and repairs.

Ancillary – Subordinate, connected with something, but less important than the main feature. Providing necessary support to the primary activities or operation.

Applicant – Is a person who requests in writing the approval of a permit, license, certificate, or other entitlement for use from one or more public agencies.

Application – The form and information submitted by an applicant. The form and information is to be used to determine whether to approve or deny permits or other entitlement for use.

Arcade- A public way passageway or colonnade open along at least one side, except for structural supports, usually covered by a canopy or permanent roofing.

Area, Net – The area contained within the site or parcel area.

Area, Gross – The entire area within the boundaries of a project site, building, or lot, measured to the centerline of proposed bounding streets and to the edge of the right-of-way of existing or dedicated streets.

Automatic Irrigation System- An irrigation system that utilizes an automatic timing device (automatic controller) to remotely control valves for operation of water supply to landscapes.

Average Grade- A horizontal line approximating the ground elevation through each building on a site used for calculating the exterior volume of a building. Average grade is calculated separately for each building.

Awning- An architectural projection that provides weather protection,, or decoration and is wholly supported by the building to which it is attached. An awning is typically constructed of non-rigid materials on a supporting framework, which projects from and is supported by the exterior wall of a building.

Balcony- A platform that projects from the wall of a building 30 inches or more above grade that is accessible from the building's interior, is not accessible from the ground and is not enclosed by walls on or more than two sides. See also Deck.

Base District- See zoning district.

Bathroom- A room containing a sink, a toilet, and a shower and/ or bathtub.

Bay Window- An angular or curved window that projects from the building surface.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Bedroom- Any habitable space in a dwelling unit or accessory structure other than a kitchen or living room that is intended for or capable of being used for sleeping and is at least 70 square feet in area.

Best Fit – Means the most appropriate existing zone that would implement a General Plan land use classification for a specific development site, taking into consideration the permitted and conditionally permitted land uses and the allowable height, density/intensity, and other development standards established in the Zoning Ordinance. Applying the Best Fit does not mean that a particular piece of property will be rezoned; rather, it means that the applicable standards for a particular zone will apply to a project when the project is in an area where the zoning and General Plan are not in conformity with each other.

Block face- All property between two intersections that fronts upon a street or abuts a public right-of-way.

Block- Property bounded on all sides by a public right-of-way.

Buffer, Buffering- An area on a parcel that is designed to separate structures and uses from the general public and/ or adjacent properties to reduce negative impacts. It may include landscaping, fences, and walls.

Building Envelope- The aggregate of building mass and building bulk permitted on a parcel, which is defined by height regulations, setbacks, and other property development standards.

Building Face- The general outer surface of the structure or walls of a building. Where bay windows or pillars project beyond the walls, the outer surface of the windows or pillars shall be considered the face of the building.

Building Site- A parcel or parcel of land occupied, or to be occupied, by a main building and accessory buildings together with such open spaces as are required by the terms of this title and having its primary frontage on a street, road, highway, or waterway.

California Department of Alcoholic Beverage Control (ABC) - The California State agency that regulates the permitting of alcoholic beverage sales, including the sale of beer, wine, and distilled spirits.

California Environmental Quality Act (CEQA) - Public Resources Code Section 21000 et seq. or any successor statute and associated guidelines (California Code of Regulations Section 1500 et seq.) that require public agencies to document and consider the environmental effects of a proposed action before a decision.

California Model Water Efficient Landscape Ordinance- See California Code of Regulations, Title 23. Waters, Divisions 2. Department of Water Resources, Chapter 2.7 Model Water Efficient Landscape Ordinance.

Canopy- A roofed shelter projecting over a sidewalk, driveway, entry, window, or similar area that may be wholly supported by a building or may be wholly or partially supported by columns, poles, or braces extending from the ground.

Carport- A permanently roofed structure-providing space for parking or temporary storage of vehicles enclosed on not more than two sides.

Change of Occupancy- A discontinuance of an existing building use and substitution of a new use that changes the Building Code occupancy group classification and requires a building permit and new Certificate of Occupancy as determined by the Building Official.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Change of Use- A discontinuance of an existing use and the substitution therefore of a use such that the new use represents a different use group or is otherwise differently regulated by the zoning code compared to the prior use. A change of ownership alone does not constitute a change of use.

Conditionally Permitted- Permitted subject to approval of a Conditional Use Permit.

Context-Sensitive Design- Means that buildings, landscapes and other lot improvements should respond to their specific physical context in a manner that positively reinforces or helps transform and improve the long-term character of the surrounding buildings, blocks, streets, neighborhood or district.

Construction- Construction, erection, enlargement, alteration, conversion, or movement of any building, structures, or land together with any scientific surveys associated therewith.

Courtyard- An unroofed area that is completely or mostly enclosed by walls of a building.

Curb Cut- A break in a curb allowing vehicles access from the roadway to a legal parking area within the parcel.

Deck- A platform, either freestanding or attached to a building that is used for outdoor space. It typically extends from the façade of a building and is supported by pillars or posts but may be located on a flat portion of a building, such as a roof or setback. It is distinct from a Patio. See also Balcony.

Demolition- The destruction, dismantling, or removal of a building or structure, or substantial portion of a building or structure so that it constitutes demolition pursuant to the provisions of this Ordinance.

Development Agreement- An agreement between the city and any person having a legal or equitable interest in real property for the development of such property and that complies with the applicable provisions of the Government Code and local laws for such development agreements.

Development- Any manmade change to improved real estate, including, but not limited to, the division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, expansion, or enlargement of any structure; any mining, excavation, landfill, or land disturbance; and any use or extension of the use of land.

Discretionary Permit- A Zoning Administrator Permit, Variance, Temporary Use Permit, Planned Development Permit, or Conditional Use permit or any other appealable permit that requires findings be to be made.

Drive-In and Drive-Through Facilities- A facility designed to provide service to clients in a manner that does not require them to leave their vehicle.

Driveway- An access way that provides vehicular access between a street and the parking or loading facilities located on an adjacent property.

Drought Tolerant Plant- A plant that is adapted to arid or drought conditions. The use of drought-tolerant plants is essential to a successful xeriscape, which ideally requires no supplemental irrigation.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Easement- A portion of land created by grant or agreement for specific purpose; an easement is the right, privilege, or interest which one party has in the land of another.

Eave – The projecting lower edges of a roof overhanging the wall of a building.

Effective Date- The date on which a permit or other approval becomes enforceable or otherwise takes effect, rather than the date it was signed or circulated.

Emergency- A sudden unexpected occurrence demanding immediate action to prevent or mitigate loss or damage to life, health, property, or essential public services.

Enclosed- Surrounded by walls, including windows, doors, and similar opening or architectural features.

Entitlement- Formal permission from the Planning Division to use or develop land, including Zone Clearances, Development Permits, and Conditional Use Permits, but not including legislative actions such as Rezones and Plan Amendments. An individual entitlement may be sufficient for a project to proceed, or may need to be used in conjunction with another entitlement.

Entrance- An opening, such as door, passage, or gate, that allows access to a place.

Environmental Impact Report- (EIR) - An Environmental Impact Report as required under the California Environmental Quality Act.

Environmental Review- An evaluation process pursuant to CEQA to determine whether a proposed project may have a significant impact on the environment.

Erect- To build, construct, attach, hang, place, suspend, or affix to or upon any surface.

Excavation- The removal of soils or other materials below grade.

Existing Grade- The elevation of the ground at any point on a parcel as shown on the required survey submitted in conjunction with an application for a building permit or grading permit. Existing grade also may be referred to as natural grade.

Express Conflict – A situation where a proposed use or development proposal may be not be permitted or conditionally permitted in the Zoning Ordinance, but may be referenced in the General Plan, and/or consistent with policies contained in the General Plan, or the General Plan may be silent, each situation resulting in a conflict.

Façade- Exterior, outer being on the outer side, situated or being outside; the outer surface. The face of the exterior wall of a building exposed to public view or that wall viewed by persons not within the building. The portion of any exterior elevation of a building extending vertically from the grade to the top of a parapet wall or eave, and horizontally across the entire width of the building elevation.

Façade, Street Facing- Any building façade whose exterior wall faces or is within 45 degrees of parallel to an adjacent street, right of way, or public park, plaza, or open space.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Feasible- Capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.

Fee- A payment to the City for the processing of a permit, license, or appeal application by a City agency or department.

Fence- An artificially constructed barrier of any material or combination of materials erected to enclose or screen an area of land. Fences may also be walls, hedges, and screen planting.

Final Map- A map showing a subdivision of five or more lots, prepared for filing with the Yolo County Recorder in accordance with the provisions of the Subdivision Map Act and Part IV: Land Divisions, if deemed in substantial compliance with a previously approved tentative subdivision map and with any conditions to such approval.

Floor area, Net – The total of all floor areas of a building, excluding stair wells and elevator shafts, equipment rooms, interior vehicular parking or loading; and all floors below the first or ground floor, except when used or intended to be used for human habitation or service to the public.

Floor area, Gross- The total gross horizontal area of all the floors below the roof and within the outer surface of the walls of a building or structure, including basements, mezzanines, interior balconies, and upper stories or levels in a multi- story building unless otherwise stipulated.

Floor Area Ratio (FAR)- Means the ratio of the total gross floor area of all buildings on a lot to the lot area.

Footprint- The horizontal area, as seen in plain view, of a building or structure, measured from the outside of exterior walls, and supporting columns, and excluding eaves.

Frontage- That portion of a parcel of property that abuts on a public street.

Garage- A building or portion thereof, containing accessible and usable enclosed space designed, constructed and maintained for the parking or storage of one or more motor vehicles.

General Plan- The City of Woodland 2035 General Plan adopted by City Council by Resolution 6836 on May 16, 2017.

General Plan Land Use Designations and General Plan Land Use Diagram – the designation depicted on Figure 2-5 of the General Plan entitled “Land Use Diagram” and the Land Use Diagram itself.

Glare- The effect produced by a light source within the visual field that is sufficiently brighter than the level to which the eyes are adapted, such as to cause annoyance, discomfort, or loss of visual performance and ability, and which may also cause damage to property.

Government Code- The Government Code of the State of California.

Grade- The location of the ground surface.

Graffiti- Marks, such as inscriptions, drawings, or design, which are placed, scratched, etched, painted, or sprayed on public or private property without owners consent.

Ground Floor Street Frontage- The first level of a building, other than a basement that borders a public street.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Ground Floor- The lowest floor of a building other than a basement that is closest to finished grade.

Habitable Space- As defined in Section 202 of the California Building Code.

Habitation- Regular and exclusive use of a space or structure for shelter and other residential purposes in a manner that is private and separate from another residence on the same parcel.

Hazardous Materials- Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health safety, property, or the environment when improperly treated, stored, transported, disposed of , or otherwise managed.

Hedge- Any group of shrubs planted in line or in groups so that the branches of any one plant are intermingled or form contract with the branches of any other plant in the line.

Height- The vertical distance from a point on the ground below a structure to a point directly above.

Household- One or more persons living together in a single dwelling unit, with common access to and common use of, all living and eating areas and all areas and facilities for the preparation and storage of food; who share living expenses, including rent or mortgage payments, food costs and utilities; and who maintain a single mortgage, lease, or rental agreement for all members of the house hold.

Hydro zone- A portion of the landscaped area having plants with similar water needs.

Illegal Non-Conforming Use or Site Feature- A use, structure, site feature or lot shall be designated as having Illegal Non-Conforming status if it was not lawfully established under the regulations of the jurisdiction in which it was located at the time of its establishment or has not continuously remained in compliance with all terms and conditions imposed upon the use, structure, or site feature upon it's establishment or imposed upon it any time thereafter.

Intensity of Use- The extent to which a particular use or the use in combination with other uses affects the natural and built environment in which it is located, the demand for services, and persons who live, work, and visit the area. Measures of intensity include, but are not limited to, requirements for water, gas, electricity, or public services; number of automobile trips generated by a use; parking demand; number of employees on a site; hours of operation; the amount of noise, light, or glare generated; the number of persons attracted to the site, or, in eating establishments, the number of seats.

Interim Zones- Refers to the zoning designations established in this Interim Zoning Ordinance.

Interior- The inner or indoor part of something, especially a building; the inside; being within.

Junkyard – Any area, lot, land, parcel, building, or structure, or part thereof, used for the storage, collection, processing, purchase, sale, or abandonment of wastepaper, rags, scrap metal, or other scrap or discarded goods, materials, machinery or two or more unregistered, inoperable moto vehicles or other type of junk.

Kitchen- A room or space within a building with appliances used for cooking or preparing food.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Landscaping- The planting, configuration, and maintenance of trees, ground cover, shrubbery, and other plant material, decorative natural and structural features (walls, fences, hedges, trellises, fountains, sculptures), and bedding materials, and other similar site improvements that serve an aesthetic or functional purpose.

Legal Non-Conforming Use, Structure, or Site Feature- A use, structure, or site feature shall be designated as having Legal Non-Conforming status if it was lawfully established under the regulations of the jurisdiction in which it was located at the time of its establishment, and has continuously remained in compliance with all terms and conditions imposed upon the use, structure, or site feature upon its establishment or imposed upon it any time thereafter, based on evidence provided by the property owner, tenant, or applicant. Legal Non-Conforming status shall also be assigned if non-conformities were created by a public improvements, such as a street widening project.

Light Fixture- The assembly that holds a lamp and may include an assembly housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirrors, and a refractor or lens.

Local-serving or neighborhood-serving- means having a market area generally not exceeding one mile in radius.

Lot Line Adjustment- A shift or rotation of an existing lot line or other adjustment where a greater or lesser number of parcels that originally existed is not created.

Maintenance and Repair- The repair or replacement of nonbearing walls, fixtures, wiring, roof, or plumbing that restores the character, scope, size, or design of a structure to its previously existing, authorized, and undamaged condition.

Merger- The joining of two or more contiguous parcels of land under one ownership into one parcel.

Mobile Vendor- Any person that sells, or causes or allows another, whether as an employee or as an independent contractor leasing or renting equipment, to sell any food, drinks, or merchandise by means of a motorized or non-motorized vehicle, such as a wagon, pushcart, handcart, bicycle, motorized cart, food truck, or other itinerant method.

Mulch- Any organic material such as leaves, bark, straw, compost, or inorganic mineral materials such as rocks, gravel, and decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

Non-Conforming Lot- A legally created lot of land having less area, frontage, or dimensions than the existing Code requires in the Zoning District in which it is located.

Occupancy Group- The Building Code use category for determining requirements for building construction elements and life safety system requirements.

Off-site use- An activity or accessory use that is related to a specific primary use, but is not located on the same lot as the primary use.

Onsite- Located on the lot that is the subject of discussion.

Open Space, Common- Any outdoor area, not dedicated for public use, which is designed and intended for the common use and enjoyment of the residents and guests of more than one dwelling unit.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Open Space, Private- Open areas for outdoor living and recreation that are adjacent and directly accessible to a single dwelling unit, reserved for the exclusive use of residents of the dwelling unit and their guest.

Open Space, Usable- Outdoor areas that provide outdoor living and/ or recreation for the use of residents.

Outdoor sales, Temporary and Seasonal- The sale or offering for sale to the general public of merchandise outside of a permanent structure on property owned or leased by the person, firm, or corporation. These sales are of a limited duration and conducted on an occasional basis, and are secondary or incidental to the principal permitted use or structure existing on the property.

Outdoor Storage- The keeping, in an unroofed area, of any goods, junk material, merchandise or vehicles in the same place for more than 72 hours except for the keeping of building materials reasonably required for construction work on the premises pursuant to a valid and current Building Permit issued by the City.

Overlay District- A zoning designation specifically delineated on the Zoning Map establishing land use requirements that govern in addition to the standards set forth in the underlying zoning district.

Parapet- A low wall or railing extending above the roof and along its perimeter.

Parcel- A single unit of land separated from other units of land by legal description, the boundaries of which are shown on a parcel map or final map, described in a deed, or for which a certificate of compliance has been issued pursuant to the Subdivision Map Act. [Parcel shall also include two or more parcels where the owner(s) have recorded a covenant with the office of the County Recorder that states the intention of the owner(s) to combine and use the parcels as a single unit of land in compliance with City regulations.] Also referred to as "lot."

Parcel Map- A map prepared in accordance with the provisions of this Subdivision Ordinance, designed to be placed on record in the office of Yolo County Recorder, and providing for the division of land, which meets the exceptions, set forth in Section 66426 of the Map Act.

Park Strip- the area of the public street located between the face of the curb and closest edge of the sidewalk.

Parking Facility- An area of a lot parcel, structure, or any other area, including driveways, which is designed for and the primary purpose of which is to provide for the temporary storage of operable motor vehicles.

Patio- An outdoor area, often paved, adjoining a building that is used for outdoor open space. It is not enclosed by walls and typically is located at grade or supported by minimal footings.

Paving- A type of material used over areas of a parcel such as driveways, parking spaces and areas, pathways, patios, and front setbacks used for access by vehicles and pedestrians.

Performance Standards – A set of criteria or limits relating to nuisance elements, which a particular use of process may not exceed.

Permit- Any Conditional Use Permit, Temporary Use Permit, Building Permit, license, certificate, approval, or other entitlement for development and/ or use of property as required by any public agency.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Permitted Use- Any use or structure that is allowed in a Zoning District without a requirement for approval of a Use Permit, but subject to any restrictions applicable to that Zoning District.

Person with Disabilities- Under the Americans with Disabilities Act, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Planning Commission- The Planning Commission of the City of Woodland.

Plaza- An outdoor space set aside for gathering or congregating and commercial activities, typically surrounded by building frontages.

Pocket Park- A park of one-half to two acres in size that intended to serve the needs of a smaller, specific neighborhood located within a half-mile radius of the pocket park.

Podium- A continuous raised platform supporting a building or a large block of two or three stories beneath a multi-story block of smaller area.

Porte Cochere- A roofed structure through which a vehicle can pass, extending from the entrance of a building over an adjacent driveway, the purpose of which is to shelter persons entering and exiting a building.

Pre Existing- In existence prior to the effective date of this Ordinance.

Project- Any proposal for a new or changed use or for new construction, alteration, or enlargement of any structure that is subject to the provisions of this ordinance. This term includes, but is not limited to, any action that qualifies as a “project” as defined by the California Environmental Quality Act.

Public Improvement- Street work, utilities, and other facilities proposed or required to be installed within the subdivision for the general use of all the subdivision lot owners and for local neighborhood or community needs.

Public Resource Code- The Public Resources Code of the State of California.

Qualified Applicant- the property owner, the owner’s agent, or any person or other legal entity that has a legal or equitable title to land that is the subject of a development proposal or is the holder of an option or contract to purchase such land or otherwise has enforceable proprietary interest in such land.

Ramp- An access driveway leading from one parking level to another, or an access driveway from an entrance leading to parking at a different level.

Remainder- That portion of an existing parcel, which is not designated on the required map as part of the subdivision. The remainder shall not be considered as part of the subdivision but shall be shown on the required map as part of the area surrounding the subdivision.

Restore- Return to a former condition, or renovate or as to return to its original state.

Review Authority- Body responsible for making decisions on zoning and related applications.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Right of Way- A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation and intended to be occupied by a road, railroad, electric transmission lines, oil or gas pipeline, water line, sanitary storm sewer, or other similar use.

Roof- That portion of a building or structure above walls or columns that shelters the floor area or the structure below.

Roofline- The top edge of a roof or building parapet, whoever is higher, excluding any cupolas, pylons, chimneys, or minor projections.

Runs with the Land – A covenant restriction to the use of land contained in a deed and binding on the present and all future owners of the property.

Screening- Screening refers to a wall, fence, hedge, informal planting, or berm, provided for the purpose of buffering a building or activity from neighboring areas or from the street or public views.

Setback- The distance between the parcel line and a building, not including permitted projections that must be kept clear or open.

Shielded Light Fixture- Outdoor light fixtures shielded or constructed so that light rays emitted by the lamp are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

Sidewalk- A paved, surfaced, or leveled area, parallel and usually separated from the street, used as a pedestrian walkway.

Sidewalk Café- Any outdoor dining area located in or adjacent to any public sidewalk or right of way that is associated with a restaurant or other eating and drinking establishment on a contiguous adjacent parcel.

Site- A parcel or group of contiguous parcels that is proposed for development in accordance with the provisions of this Ordinance and is in a single ownership or under unified control.

Standard Specifications- The Standard Specifications of the Department of Public Works of the City as may be amended from time to time.

Street Tree- A tree fronting private property within the street right of way.

Street Wall- A wall or portion of a wall of a building facing a street.

Story – That portion of a building included between the surface of any floor and the surface of any floor next above it, or if there is no floor above it, then the space between such floor and ceiling next above it.

Swimming Pool- A pool, pond, or open tank capable of containing a large and deep enough body of water for people to use to swim.

Temporary Use- A use that is intended to be of a limited duration of time and that will not permanently alter the character or physical facilities of the property where it occurs.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

Tenant- A person who rents, leases, or subleases, through either a written or an oral agreement, real property from another.

Tentative Map- A map made for the purpose of showing the design and improvements of a proposed subdivision and the existing conditions in and around it.

Use Classification- A system of classifying uses into a limited number of use types based on common functional product, or compatibility characteristics. All use types are grouped into the following categories: residential, public and semi-public, commercial, industrial, transportation, communication, utilities, and agricultural and extractive.

Use Type- A category, which classifies similar uses based on common functional, product, or compatibility characteristics.

Utilities- Equipment and associated features related to the mechanical functions of a building(s) and services such as water, electrical, telecommunications, and wave.

Visible- Capable of being seen (whether or not legible) by a person of normal height and visual acuity waling or driving on a public road.

Walk up Facility- A facility designed to provide service to pedestrian clients, where clients typically are queued on the outside of the main structure or room. Typical facility types include, but are not limited to automatic teller machines (ATM'S) and food- service windows.

Wall- Any exterior surface of building or any part thereof, including windows.

Window- An opening in a wall of a building that is filled with glass in a frame. They typically allow light and air into the interior of a building, but also serve as mediums for viewing merchandise in commercial properties.

Zones- Refer to the zones that are included in the Zoning Ordinance and shown on Zoning Maps.

Zoning District- A specifically delineated area or district in the city within which regulations and requirements uniformly govern the use, placement, spacing, and size of land and buildings.

Zoning Map – A map or maps that were adopted to implement the Zoning Ordinance and delineate the boundaries of zones within the City.

Zoning Ordinance – The ordinance codified as Chapter 25 of the Municipal Code.

Interim Zoning Ordinance 2020- Attachment A
Adopted March __, 2020

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EXHIBIT B - COMPREHENSIVE USE TABLE - SUMMARY OF ALLOWED LAND USES AND PERMIT REQUIREMENTS

Adopted May 1, 2018 (REV March 17, 2020)

Zoning District											
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
RESIDENTIAL											
Single Family											
Detached	L1	L1	-	-	L1	-	-	-	-	⋮	
Attached	L1	L1	-	-	L1	-	-	-	-	⋮	
Duplex	L1	-	-	-	L1	-	-	-	-	⋮	
Multi-Unit Dwelling (3 units and over)	P	P L2	P	P L2	-	-	-	-	-	P L36	Non-residential use may occupy up to 1/3 of the square footage as long as residential use is 2/3 of the sq ft.
Adult Family Day Care											
Small (6 clients or less)	P	A	P	A	-	-	-	C	-	L 36	
Large (7-12 clients)	P	A	P	A	-	-	-	C	-	L 36	
Family Day Care											
Small (up to 8 children)	P	-	-	-	-	-	-	-	-	P	Subject to State Review
Large (7-14 children)	C	C L2	C	-	-	-	-	-	-	C	Subject to State Review
Residential Care Facility (24 Hour)											
General (6 or more clients)	C	C	C	C	-	-	-	-	-	L 36	
Limited (up to 6 clients)	P	P	P	C	-	-	-	-	-	P L 36	
Supportive Housing (No limit on stay)	L30	L2 L30	L30	L2, L30	L 30	L 30	L 30	C L 30	-	L 30	
Transitional Housing (Temporary)	L30	L2 L30	L30	L2, L30	L 30	L 30	L 30	C L 30	-	L 30	
COMMERCIAL											
Adult Business	-	-	-	-	-	-	-	L7	-	⋮	See Section 17.104.170
Ambulance Service	P	P	P	P	P	P	P	P	-	⋮	
Animal Sales and Services											
Boarding Kennel	-	C	-	-	C	-	-	A	A	⋮	
Grooming	A	A	A	A	P	P	P	A	A	⋮	
Retail Sales (Pet Shop Supplies)	P	P	P	-	P	P	-	-	-	L36	
Veterinary Services	A	A	A	A	P	P	P	A	-	⋮	
Automobile Sales and Services											
Alternative Fuels and Recharging Facility	A L28	A L28	A L28	-	A L28	A L28	A L28	A L28		⋮	
Automobile Rental Office	P L15	P L15	P L15	-	P L15	P L15	A L14	A L14	-	⋮	
Auto/Vehicle Sales & Leasing, New and Used, autos, RV, motorcycles	A L17, L17a	A L17	A L17, L17a	A L17 L17a	A L17 L17a	PA L17 L17a	PA L17a	A L17	-	⋮	No Standalone used car lots
Auto/Vehicle Sales Showroom (only)	P	A	P	A	P	P	P	A		⋮	No open lots and service areas must be fully enclosed
Automobile/Vehicle Repair, Minor	P L 10 L14	P L10 L14	P L10 L14	P L10 L14	A L10 L14	C L14	A L14	P L14		⋮	No overnight parking of vehicles

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	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
Automobile/ Vehicle Repair, Major	C L14	C L14	-	C L14	-	-	C L14	C L14		⋮	Screening; Minimize noise, light, vibration impacts if adjacent to residential
Auto/Vehicle Washing (Full Service)	A L8 L11	-	-	-	C L8	C L8	C L8			⋮	Circulation, design, screening Circulation, screening, noise
Auto/Vehicle Washing (Self Service)	-	A L8 L11	A L8 L11	A L8 L11	CA L8 L11	A L8	A L8	P L8		⋮	
Service Stations	C	C	C	-	C	C	C	C		⋮	
Automobile/ Recreational Vehicle (RV) Storage Lot	-	-	-	-	-	-	A L14 L14a	A L14 L 14a		⋮	Must be screened from view and accessory to associated with an existing active business
Farm/Agricultural Equipment Sales, Service & Leasing	A L14	A L14	A L14	A L28	A L14	A L14	A L14	A L28		⋮	
Large Vehicle and Equipment Sales, Service and Rental	-	-	-	C L 28	-	-	C L 14	C		⋮	
Tire Retreading and Recapping	-	-	-	-	-	-	C L14	C L14		⋮	
Banks and Institutions	P	P	P	-	P	L12	L12	-		A	
With Drive-Through Service	C	C	C	-	C	C	-	-	-	⋮	
Check Cashing & Alternative Lenders	A L35	A L35	A L35	-	A L35	-	-	-	-	⋮	
Business and Communication Services	P	P	P	P	P	L12	-	L3		L36	
Commercial Parking Facilities	C	C	C	C	C	C	C	A		⋮	Circulation, design, screening Circulation, screening, compatibility in Light Industrial Flex Overlay Zones
Commercial Entertainment and Recreation											
Hookah Bar/Smoking Lounge	-	-	C L32	-	-	C L32	C L32	-	-	⋮	
Small Scale Facility	PA	PA	PA	PA	PA	PA	PA	AC	-	⋮	Noise circulation, hours, security, compatibility Circulation, compatibility in Light Industrial Flex Overlay Zones
Large Scale Facility	AC	C	AC	AC	AC	PC	PC	A		⋮	Circulation, compatibility in Light Industrial Flex Overlay Zones
Eating & Drinking Establishments											
Bar/Night Club/ Lounge/	C L4	C L4	C L4	C L4	C L4	C L4	C L4	C L4	-	⋮	See Section 17.104.160 25-21-70 Alcoholic beverage establishments
Micro-brewery/Wine-bar/Brewpub	A	A	A	A	A	A	A	C	-	⋮	See Section 25-21-70 Alcoholic beverage establishments Odor, noise, transport traffic
Restaurant, Full Service	P	P	P	P	P	P	P	A	-	⋮	See Section 17.104.160 25-21-70 Alcoholic beverage establishments Circulation, access, compatibility in Light Industrial Flex Overlay Zones
Restaurant, Limited Counter Service/ Fast Food	PA-L18	P L 18	P L18	P	P L18	P	P	P	P	A L36	Circulation, access, compatibility in Light Industrial Flex Overlay Zones
Restaurant with Drive-Thru Service	-	-	-	-	-	C L21	C L21	-	-	⋮	Shall be considered only in limited

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	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	<i>P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions.</i>
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
											circumstances with review of overconcentration, proximity to schools, housing, and impact on healthy lifestyle choices.
Tasting Room	PA	PA	PA	PA	PA	PA	PA	P	AC	A	
Food and Beverage Sales											
Convenience Market	P L9	P L9	P L9	P L9	P L9	P L9	P L9	L9	A L9	-	Section 17.104.160
Farmers Market	A	-	A	-	A	A	A	-		A L 36	
General Market	P	P	P	P L20	P	P	P L20	P L20	-	P L36	
Healthy Food Grocer	P	P	P	P L20	P	P	P	-	-	P L 36	
Liquor Store	C-	C	C	-	C	C	C	-	-	-	Section 17.104.160
Funeral Homes and Internment	P	P	-	P	P	-	A	A	-	-	
Crematorium	-	-	-	-	-	-	C-	-C	C L 37	-	Shall meet AQMD and CAP requirements
Live-Work	P	P	P	A L22	P	-	A L22	C		L 36	
Maintenance and Repair Services	P L28	P L28	P L 28	P L28	P L28	P L28	P L28	PL28		-	
Mixed-Use	P L33	P L33	P L33	P L33	P L33	P L33	P L33	P L33	C L33	-	Consistent with uses that are otherwise allowed in the District
Offices, Business and Professional											
Administrative and Professional Offices	P L5	P L5	P	P L5	P	P L12	P L5	P L3		P L 36	
Medical/ Dental Offices	P	P	P	A	P	P L12	A	-		-	
Walk-in Clientele	P	P	P	P L20	P			P L20		-	
Personal Services											
Fortune Telling Service	P	P	P	P L20	P	P L12	P L20	L18		-	
General Personal Services	P	P	P	P L20	P	P L12	P L20	L18		P L 36	
Instructional Services	P	P	P	P L20	P	P L12	P L20	L18		P L 36	
Massage Establishment	L34	L34	L34	-	L34	L19 L34	-	-		P L 34, L 36	Sections 5.20.10 13-1-14 & 5.04.040 13-6-1, considered same as a beauty salon with a license.
Health/Fitness Facility	P	P	P	A	P	P	C	C		P L 36	
Beauty/Salon/Spa	P	P	P	P	P	P L12	P L3	-		P L36	
Tattoo or Body Modification Parlor	A	-	A	-	A	C	-	-		-	
Automobile Storage Parcel	-	-	-	-	-	-	-C L14	-C L14		-	
Regional Shopping Center	-	-	-	-	-	C	C	-		-	
Retail Sales											
Artisan Shop, with limited crafting	P L14	P	P	P	P	P	P			P L 36	
Building Materials, Sales and Service	A L14	A L14	A L14	A L 14	A L14		A L14	A L14		-	
Consignment/Secondhand store	P	P	P	-	P	P	-	-		P L 36	Chapter 5.24 16

	Zoning District										
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	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
Firearm Sales and Servicing	A L35	A L35	A L35	A L35	A L35	A L35	A L35	-		-	Must be accessory use to a larger sporting goods or similar type of retailer
Flea Market/Swap Meet	C						C	-		-	
General Drive-Thru Service	-	-	-	-	C	C	-	-		-	
General Retail Sales (small 25,000 sf or less)	P	P	P	P	P	P	P L20	P L18		P L 36	
General Retail Sales(Large over 25,000 59,999 sf)	P	P	P	-	P	P	P	-		-	
Large Format Retail (over 60,000 sf)					A L11	P L11	A L11			-	
Nursery and Garden Center	A L14	A L 14	P L14	P L14	P L14	A L14	P L14	P L14		-	
Pawn Shop	A	A	A	A	-	-	-	-		-	Chapter <u>5.24</u> 46
Smoke Shop			A L32		A L32	A L32	-	-		-	
Visitor Accommodations											
Bed and Breakfast	A	-	A	-	-	-	-	-		A L36	
Homestay	C L19	C L19	-	-	-	-	-	-		-	
Hotel and Motel	A	-	A	-	A	A	A	-		-	
RV Park.	-	-	-	C	-	-	-	-		-	
Short-Term rental	C L19	-	C L19	-	-	-	-	-		-	
INSTITUTIONAL, PUBLIC/SEMI-PUBLIC, AND COMMUNITY FACILITIES											
College and Trade School	P	P	P	A	P	P	-	-		A L 36	
Community & Religious Assembly	A	A	A	A	A	A	-	-		A L 36	
Community Garden	A	A	-	A	-	-	-	A		A L 36	
Cultural Facility	P L3 L10	P L3 L10	P L3 L10	P L3 L10	P L10	P	P	A		A L 36	
Day Care Center	C	C L2	A	C	A	A	C	C		C L 36	
Emergency Shelter	C	C L2	-	-	-	-	A	C		-	Section 17.152.10 e-Chap. 25, Article 32
Government Buildings	P	P	P	-	P	P	P	P		L 36	
Civic Health Care Facility	-	C	-	C	C	C	C	C		-	
Hospitals	C	C L2	C	-	C	C	-	-		-	
Medical or Dental Clinics	A	A L2	A	C	A	A	A	-		-	
Skilled Nursing /Assisted Living	A	A L2	A	C	A	A	C	-		A	
Social Service Center	C	A L2	-	C	C	-	C	C		-	
INDUSTRIAL											
Artisan/Small-scale Manufacturing	P L3 L14	P L3 L14	-	P L14	-	-	P L14	P L14		-	
Agricultural Production, Light	-	-	-	A L14	-	A L14	A L14	A L14		-	
Artists Studio	P L14	P L14	P L14	P L14	P 14	-	P L14	P		P L36	
Brewery/Distillery	-	-	-	-	-	C	C	C		-	
Food Preparation/Commercial Kitchen	P L14	P L14	A L14	A L14	P L14	A L14	P L14	P L14		-	
Dry Cleaning/Laundry bulk scale (not personal)	-	-	-	-	-	-	A	P		-	

	Zoning District										
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
Heavy Industrial	-	-	-	-	-	-	-	-	A	:	
Light Industrial	A L14	A L 14	-	P L14	-	P A L28	P L28	P		:	
With limited outdoor processing or storage of materials, <u>or the processing and manufacturing of Hemp CBD.</u>	-	A L14 L11	-	A L14	-	-	A L14 L11	A L14 L11		:	
Medium Industrial	-	-	-	-	-	-	A L14 L11	A L14 L11		:	
With limited outdoor processing or storage of materials	-	-	-	-	-	-	A L14 L11	A L14 L11		:	
Recycling Facilities											
Collection Facilities	-	-	-	L6	L6	L6	L6	L6		:	
Processing Facilities	-	-	-	-	-	-	-	C			
Research and Development	A L3	P L3	P L3	P	L3	-	A L14	P, L14	P	:	Must be fully screened, subject to Fire and Building Safety Codes
Salvage, <u>Vehicle Impound</u> , <u>Wrecking</u> and <u>Tow Yard</u>	-	-	-	-	-	-	-	-	C L 14, L 14a	:	<u>Outdoor storage may only be considered as an accessory use to an active on-site business and must be fully screened from public view</u>
<u>Wrecking, Scrap, Junkyard</u>	:	:	:	:	:	:	:	:	:		
Specialty Food Processing	-	-	-	P L29	A L14, L 29	A, L14, L29	P, L14, L29	P, L14,L29	P L29	:	
Storage Yard	-	-	-	A L14 <u>L14a</u>	-	-	<u>CA</u> , L14 <u>L14a</u>	A, L14 <u>L14a</u>	A L14, <u>L 14a</u>	:	<u>A storage yard may only be considered as an accessory use to an active on-site business and fully screened from public view. A stand-alone storage lot is not permitted</u>
Warehouse, Storage and Distribution										:	
<i>Indoor Warehousing and <u>Distribution</u> Storage, Limited (< 5,000 SF)</i>	A L14 L25	A L14 L25	-	P L14 L25	A L14 L25	-	P L14	P L14	P L14	:	
<i>Indoor Warehousing and <u>Distribution</u> Storage, General (> 5,000 SF)</i>	-	-	-	A L14 L25	-	-	P L14	P L14	<u>P L14</u>	:	
<i>Personal/Self Storage (Mini-storage)</i>	-		-	-	C L13 <u>L27</u>	-	-	- L27	:	:	
<i>Personal Self Storage (Warehouse)</i>	-	-	-	-		-		- L 27	:	:	
<i>Chemical Mineral Storage</i>	-	-	-	-	-	-	-	-	C	:	
Wholesale Nursery and Garden Center	-	A	-	A	-	-	P	P		:	
TRANSPORTATION, COMMUNICATIONS, AND UTILITIES											
Communication Facilities											
Antennas and Transmission Towers	L16	L16	L16	L16	L16	L16	L16	L16		<u>L 16</u>	See Sections 17.104.180 25-21-80, Wireless Facilities Ordinance
Equipment within Buildings	L16	L16	L16	L16	L16	L16	L16	L16			
Transportation Facilities											
Transportation Passenger Facility	C	C	-	-	-	-	C	C		:	

	Zoning District										
LAND USE	Corridor Mix Use (CMU)				Commercial			Industrial		Residential	Comments
	CMU-East	CMU-Kentucky	CMU-West Main	CMU-Light Industrial Flex Overlay	Community Commercial	Regional Commercial	Regional Commercial Light Industrial Flex Overlay	Industrial Light Industrial Flex Overlay	Industrial	High Density Residential	P = Permitted A = Zoning Administrator Permit C = Conditional Use Permit “-“ = Not Permitted L = Special Criteria – Provides clarification whether a use is allowed, when and under what conditions. *See the Industrial Use Table 3 of the Zoning Ordinance for permitted, conditionally permitted or prohibited uses. This table supplements or clarifies Table 3. If a cell is blank, see Table 3 for reference..
	CMUE	CMUK	CMUWM	CMU/LIF	CC	RC	RC/LIF	I/LIF	I*	HDR	
Park-and-ride facility	-	A	-	P	P	P	P	P		:	
Utilities, Minor	P	P	P	-	P	P	-	-		:	
TEMPORARY OR OTHER USES											
Ancillary Uses	Permitted if principal use is permitted; requires a use permit if principal use requires a use permit										See Section 17.104.020 25-21-10
Temporary Uses	Requires Zoning Administrator approval										See Section 17.60.040 25-13-30 and Article ____
COMMERCIAL CANNABIS USES											
Manufacturing: both volatile and non-volatile (limited to manufacturing for wholesale, distribution for resale); Retail (on-site) sales prohibited	-	-	-	-	-	-	-	C	C	:	Sections 17.110.60 and 5.04 e-Article 21.6 of Chapter 25 and Chapter 13A
Testing, Research and Development: Retail (on-site) sales prohibited.	-	-	-	-	-	-	-	C	C	:	
Distribution: Retail (on-site) sales prohibited	-	-	-	-	-	-	-	C	C	:	
Retailers: (Dispensaries): prohibited	-	-	-	-	-	-	-	-	-	:	
Indoor Commercial Cultivation: prohibited	-	-	-	-	-	-	-	-	-	:	
Outdoor Cultivation: prohibited	-	-	-	-	-	-	-	-	-	:	
Indoor Personal Cultivation	L31	L31	L31	L31	-	-	-	-	-	:	

SPECIAL LIMITATIONS:
L1 May be allowed with a Zoning Administrator use permit
L2 Residential or other similar sensitive uses may be considered on the south side of Kentucky Avenue, but on the north side these uses may only be allowed with an approved Specific Plan.
L3 A Zoning Administrator Permit is required for more than 2,000 sq. ft.
L4 Cannot be located within 500 feet of a school or park.
L5 Over 10,000 square feet, may be approved with a Zoning Administrator Permit.
L6 Allowed on a shopping center site as an accessory use within an enclosed structure, which may be portable.
L7 Only allowed on the rear half of a lot and not within 500 feet of a school or public park, must be located more than 750 feet from any following zones: OS, R-1, R-2, NP, or RM, must be more than 1,000 feet from any other adult book store or adult motion picture theater, and a conditional use permit is required. Refer to Section 17.104.170 25-21-75
L8 Only allowed as an accessory use to a gas station or car dealership, typically on the same parcel. Drive through lane and wash stall area shall be screened from public view.
L9 Requires a conditional use permit if over 3,000 square feet in size and Not allowed under 5,000 square feet in the RC,RC/LIF, CMU, CC districts, and only /or if associated with a service station. No hard alcohol sales may be allowed if associated with a service station. , and/or includes alcohol sales, and/or is open between 10:00PM and 6:00 AM.
L10 Shall be designed to minimize noise, light, glare, vibration, and other nuisance concerns. Where adjacent to a residential district shall require a Zoning Administrator Permit.
L11 A conditional use permit required if site is abutting a residential zone.
L12 – Up to 10% of the total square footage of shops within a regional commercial center may consist of ancillary office spaces that support other uses. Limit does not apply to stand alone, professional office buildings.
L13 – Requires a master plan in which 50% shall be commercial or uses other than mini-storage and all necessary access and utility easements and improvements are identified and installed as necessary to ensure adequate service to the site and master plan areas; mini-storage portions shall be set back from a street frontage and no closer than 300- feet from an arterial , buildings shall be a minimum of two stories where adjacent to freeway or major arterial to screen views; buildings shall exhibit exemplary architectural design, and facilitate a lively and vibrant street/active street frontage. The project shall incorporate conservation and sustainability features to achieve net zero energy use, shall provide a lighting and security plan, and shall demonstrate measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement.

L14 - All materials stored outside must be fully screened from view from any rights of way and below fence height. If outdoor storage of materials or equipment is adjacent to a residential district a conditional use permit is required. Any work bay area shall be screened from public view. <u>L14a – Outdoor storage may only be allowed in conjunction with an existing active business located and operated within a building and active business license. The storage or truck parking area must be an accessory use to the existing business. A single use outdoor storage or truck parking lot is not permitted.</u> L15 – On-site rental car parking is limited to the minimum needed for immediate customer pick up only, no on site storage of cars. L16 - Subject to Section <u>17.104.180</u> 25-21-80, Wireless Facilities Ordinance L17 – Auto sales in an open lot may be considered with a Zoning Administrator permit as an accessory use to a retail showroom and service area, or as part of a complete dealership complex. Site access, internal vehicle circulation, auto-display, and landscaping are subject to review. No surface parking lot or outdoor display area solely intended for the sale of new or used cars and not accessory to an indoor showroom is allowed as a primary use on a site L17a- Used car sales must be associated with a new car dealership, except for large format used car dealerships (as example Carmax). <u>A single use used car sale lot is not permitted.</u> L18 – In the Industrial areas small-scale establishments serving local businesses are allowed. The proximity of fast food uses within 1/2 mile of schools, youth facilities or residential uses shall be evaluated for overconcentration. The General Plan emphasized “dining” and “slow food: establishments. L19 - For homestay or short term rental, no signage or exterior evidence of the use may be visible, owner shall maintain liability insurance on the property which covers the homestay and guests, the owner shall pay any applicable taxes including occupancy and sales taxes, shall obtain a business license, the property and home shall be maintained in good condition, including regular trash pickup and on-site parking for guests, no noise or nuisance impacts shall be detectable to adjacent properties. <u>Reserved</u> L20 - Zoning Administrator permit is required for more than 3,000 sq. ft. L21 - Drive through fast food may not be allowed within 1/2 mile of a school, evaluate the extent of overconcentration of existing or proposed fast food restaurants and drive through fast food within 1,000 feet of the proposed location, minimize the siting of unhealthy land uses, <u>and evaluate the impact to the City’s GHG emissions. See Section 3.06</u> L22 - Only allowed as a secondary use occupying less than one-third of the floor area in a multi-tenant building. L23 - Allowed within a shopping center on in an Industrial zone on the site of a recycling processing facility and must be within an enclosed structure, which may be portable. L24 - Only allowed as an accessory use with a service station with a Zoning Administrator permit. L25 - Only allowed on the rear half of a lot in order to ensure that the street frontage is activated. L26 –Tasting room is permitted as an ancillary use to an existing active business. If it is a stand-alone business it is considered a micro-brewery/wine bar/brew pub. (Reserved) L27 New mini-storage is not permitted, except the expansion of a previously approved and constructed mini-storage facility subject to a Conditional Use Permit. The new buildings shall be a minimum of two-stories in height. The project shall incorporate conservation and sustainability features to achieve net zero energy use; shall provide a security and lighting plan; and shall demonstrate measurable community benefit in a manner agreed upon by the City and memorialized in a documented agreement. L28 - Outdoor storage may be allowed as an ancillary use on the same parcel as the primary business with a Zoning Administrator Permit. All outdoor storage must be fully screened from view from any public rights-of-way and below fence height. All work areas, work bays shall be screened from public view. L29 Agricultural Production may be allowed as an accessory or ancillary use to a primary use, as example, for research, testing or demonstration purposes with a Zoning Administrator Permit L 30 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. L31 provides that any person within the City of Woodland may cultivate cannabis inside of any residence or enclosed and secure secondary structure that meets certain requirements specified in the ordinance, consistent with state law that permits indoor cultivation of cannabis for medical and non-medical purposes L32 Smoke shops, tobacco stores, hooka/smoking lounge shall not be located within 1000 feet, measured property line to property line, from a school (public or private), family day care home, child care facility, youth center, community center, recreational facility, park, church or religious institution, hospital, or other similar uses where children regularly gather. L33 – Mixed uses are allowed, consistent with the manner in which the individual uses are otherwise allowed in the District. The review required will be dependent upon the most restricted use intended for the development. L34 - Permitted with a license per Municipal Code Section <u>5.20.010</u> 13-6-1 or with a Conditional Use Permit L35 – May not be located within 500 feet of a school, shall hold and maintain all applicable licenses and permits with the State Department of Justice, exterior areas shall be well lit and include video surveillance. Advertising and signage on clear windows and doors shall be placed so that law enforcement have personnel have a clear and unobstructed view of the interior. <u>L 36 – Non-residential uses may occupy up to 1/3 of the square footage of the building/buildings, as long as residential use occupies 2/3 of the building (s) square footage. Non residential uses that may be considered are those listed as P/A in the Comprehensive Use Table</u> <u>L 37 – A Crematorium shall provide adequate analysis to verify that the use meets all AQMD standards, meets the City’s Climate Action Plan goals and policies, and will not create harmful odor, particulate, or other environmental impacts to adjacent uses. No more than one crematorium facility shall be permitted.</u>

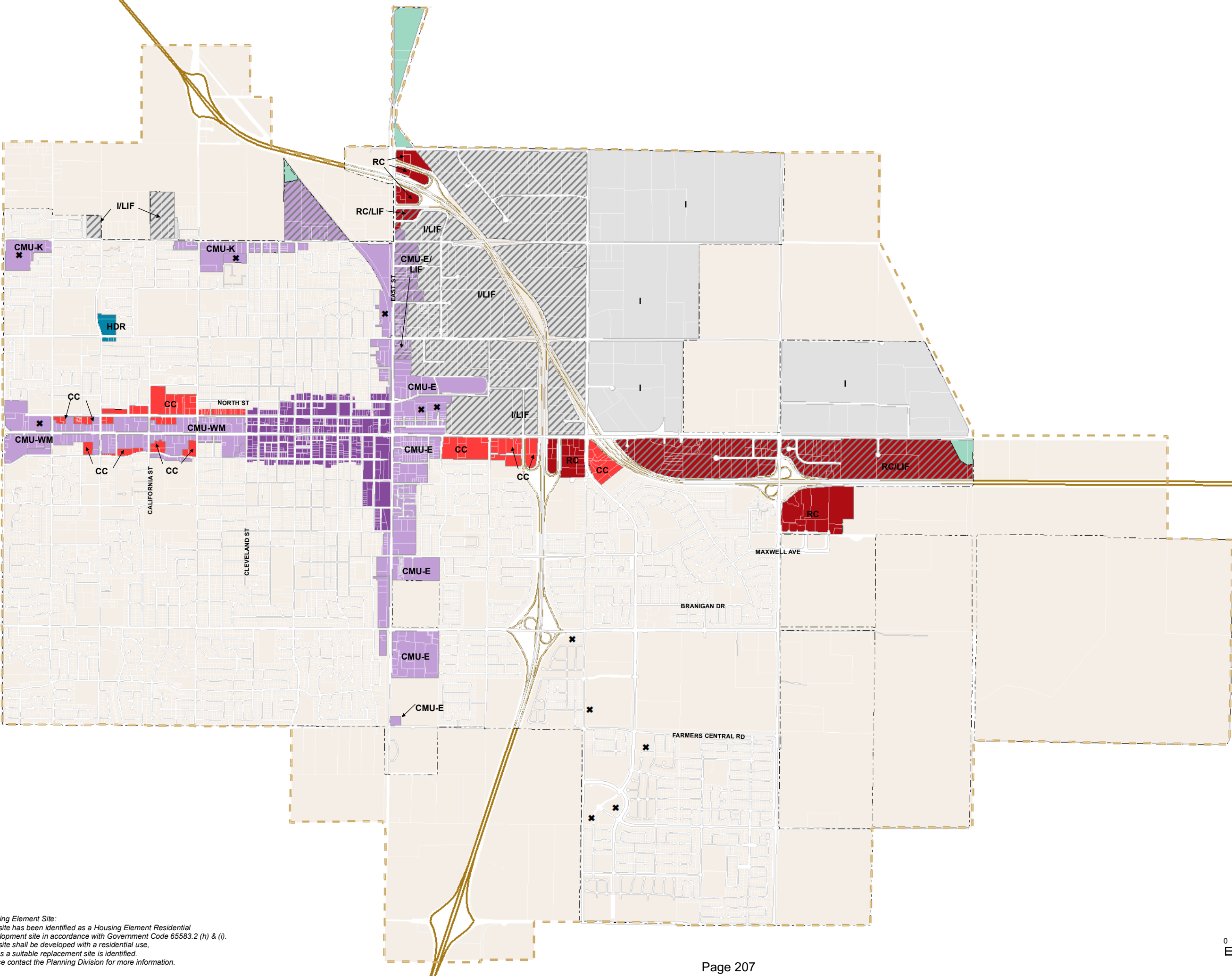
General Plan Land Use
and
Interim Zoning

General Plan Land Use

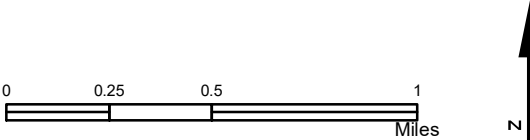
- Corridor Mixed Use
- Downtown Mixed Use— see Downtown Specific Plan
- Community Commercial
- Regional Commercial
- High Density Residential
- Flood Study Area
- Industrial
- Light Industrial Flex

Interim Zoning

- CMU-WM Corridor Mixed Use West Main
- CMU-E Corridor Mixed Use East Street
- CMU-K Corridor Mixed Use Kentucky
- CC Community Commercial
- RC Regional Commercial
- HDR High Density Residential
- LIF Light Industrial Flex Overlay
- ✕ Housing Element site
- Urban Limit Line
- City Boundary



Housing Element Site:
This site has been identified as a Housing Element Residential Development site in accordance with Government Code 65583.2 (h) & (i). This site shall be developed with a residential use, unless a suitable replacement site is identified. Please contact the Planning Division for more information.



Woodland Municipal Code

[Up](#)[Previous](#)[Next](#)[Main](#)[Search](#)[Print](#)[No Frames](#)[Title 17 ZONING](#)[Chapter 17.92 I INDUSTRIAL ZONE](#)**17.92.020 Table 3—Permitted uses.**

The uses permitted in the I zone shall be those uses specified in Table 3, the Industrial Land Use Table, and subject to the special conditions accompanying that table.

To determine whether a specific use is allowed:

- A. Find the use in the left-hand column.
- B. Read across the table until either a “letter” or an “x” appears in the right-hand column.
- C. If a letter appears this means that the use is allowed in the I zone, but only if certain conditions are complied with. The conditions applicable to that use are those corresponding to the letter listed in Section [17.92.030](#).
- D. If an “x” appears in that column the use is allowed in the I zone without being subject to any of the conditions listed in Section [17.92.030](#).
- E. The Planning Commission shall interpret the appropriate zone for any land use not specifically listed in the table, based on a finding of consistency with the purpose of the zone and that use is of the same general character as that of the uses permitted in that zone.
- F. Entryway overlay zones is included in table.

Table 3
Industrial Land Uses Modified

Uses	I	EOZ
Animal and Food Processing		
Animal slaughter	Prohibited	
Bakery goods	x	
Beverage bottling	x	
Breweries	a	a
Candy	x	x
Canneries	a	
Dairy products, creameries	x	x
Food processing	x	
Flour mills	a	
Fruit and vegetable packing	c	c
Meat products	x	
Nut processing	c	c
Olive processing	x	x
Sugar refineries	a	
Tannery, hide curing	a	
Wineries, distilleries	a	a
Assembly, Fabrication and Manufacturing		
Agricultural equipment and machinery	c	a

Uses	I	EOZ
Aircraft, auto, boat, bus, mobile home, motorcycle, RV, tractor, trailer, and truck	c	
Brick and concrete plants	a	
Concrete and asphalt batch plants Prohibited	a	
Electrical appliances, instruments, parts, and products	x	x
Electrical equipment, instruments, parts and products	x	x
Forges and foundries	a	
Ice manufacture and storage	x	
Manufacturing, assembly, compounding or treatment of articles or treatment of articles or merchandise from the following previously prepared materials:		
Canvas	x	x
Chemicals	a	
Clay	x	x
Cloth	x	x
Cork	x	x
Feathers	x	
Felt	x	x
Fiber	c	
Fiberglass and resins	a	
Fur	x	
Glass	x	x
Hair	x	
Leather	x	
Paper	c	
Pharmaceuticals	a	x
Precious or semi-precious stones or metals	x	x
Plaster	x	
Plastic	a	
Rubber	a	
Textiles	x	x
Wood	c	
Yarn	x	x
Metal fabrication	a	x
Millwork, planing mills, saw mills, wood products	a	
Photographic equipment and materials, film processing	x	x
Printing, lithography and book binding	x	x
Sign manufacture	x	x
Auto, Boat, RV, Bus, Truck and Truck Trailer Service		
Agricultural equipment and machinery sales and service	c	c
Auto electric and ignition	x	x

Uses	I	EOZ
Auto sales, new and used, including RV, trailer and motorcycles (used auto sales shall be associated with new auto dealerships)		x
Batteries	a	a
Brakes	x	x
Glass	x	x
Mufflers	x	x
Painting	c	c
Parts	b	b
Radiators	x	x
Repair and overhaul	c	c
Service stations	x	x
Tire recapping and retreading	x	x
Tire sales	x	x
Transmissions	x	x
Truck and truck trailer sales and service	x	x
Upholstery	x	x
Industrial Yard Uses		
Agricultural equipment and machinery sales and service	f	a
Building materials and lumber sales yards	a	
Contractors storage yards	a	
Feed yards	c	
Fuel yards, coal and wood	x	
Grading stations	c	
Heavy equipment storage, service and repair yards	a	
Heliports	a	
Junk, scrap, used materials and auto wrecking yards	f	
Parking facilities, including truck and trailer parking, park and ride lots	x	
Pipe storage	x	
Plant nurseries, wholesale	x	x
Public scales	x	
Recycling facilities	a	
RV, boat, auto, truck and trailer storage	x	
Truck terminals	c	
Repair, Service and Incidental Sales		
Communication and public utility distribution and service facilities	c	c
Delivery service	x	x
Equipment rental	x	x
Janitorial service	x	x
Laundry and dry cleaning plants	x	
Pest control service	a	a

Uses	I	EOZ
Shop uses		
Blacksmith	a	a
Cabinet, carpenter, woodworking	c	c
Contractors	x	x
Electrical	x	x
Electric motor rebuilding	x	x
Heating and air conditioning	x	x
Hydraulic, well drilling equipment	x	
Machine	x	x
Pipe	x	x
Plumbing	x	x
Pool service	x	x
Pumps, irrigation and sprinkler systems	x	
Sheet metal	c	
Upholstery	x	x
Welding	c	c
Taxicab service and storage	x	
Trade schools	c	c
Tree service	x	x
Storage and Warehouse Uses		
Agricultural chemical and fertilizer sales and storage	a	
Bottled gas distribution and storage	c	
Cold storage plants, frozen food lockers	x	x
Grain elevators, bean, feed, grain and seed processing and storage	a	
Mini-storage facilities	Prohibited	
Petroleum distribution and storage	a	
Warehousing, including furniture and household goods	x	x
Wholesaling and distributing, excluding explosive, flammable and toxic materials	x	
Wholesaling, distribution, storage and testing of explosive, flammable and toxic materials	a	
Miscellaneous Uses		
Accessory buildings and uses customarily appurtenant to a permitted use	x	
Agriculture, general	x	
Auctions: 2/21/85 Interpretation by Planning Commission	a	
Cafés and coffee shops, serving the industrial area	x	x
Micro-chip assembly	a	x
Mini marts serving the industrial area	a	x
Mixed use developments	a	x
Offices	e	c
Passenger terminals	c	c

Uses	I	EOZ
Churches		
Public and quasi public buildings and uses appropriate to the area	c	a
Research and development facilities	a	a
Residence for a caretaker or watchman	b	
Temporary outdoor uses	d	
Testing laboratories, excluding explosive, flammable and toxic materials	x	a
Wells, gas and oil	a	a
Cannabis Uses		
Indoor commercial cultivation for cannabis: Prohibited		
Manufacturing, both volatile and nonvolatile: Limited to manufacturing for wholesale distribution for resale; Retail (on-site) sales prohibited	i	
Testing, research and development: Retail (on-site) sales prohibited	i	
Distribution: Retail (on-site) sales prohibited	i	
Retailers (dispensaries): Prohibited		

Table 3A**Industrial Uses Within the I-5/CR 102 Entryway Overlay Zone**

Professional offices for the following:
Accountants, bookkeepers, auditors
Engineering
Planners
Architects and building designers
Landscape architects
Contractors—all categories—offices only
Consultants such as:
Business consultants
Agricultural consultants
Building construction consultants
Building maintenance consultants
Chemical recycling consultants
Computer system consultants
Freight traffic consultants
Geophysical companies and consultants
Elevator consultants
Legal consultants
Industrial designers for tool designers
Geologists
Arbitrators
Auctioneer offices, but excluding auctioneer rooms

Clothing and fashion design studios
Real estate appraisers
Business offices and personal service functions consisting of the following:
Advertising agencies—billboard advertising
Communications:
Beeper and paging services
Broadcasting stations (radio and TV)
Computing services
Computerized billing service companies
Calculating and statistical services
Confidential records and destruction companies
Inventory service firms
Security patrols
Electronic data processing, tabulating and record keeping services
Digital instrumentation systems, equipment and supply companies
Office planning services
Credit reporting and collection agencies
Pension and profit sharing plan management companies
Pest control companies
Brokerage and investment firms such as:
Real estate brokers including development and management, but excluding those that deal exclusively in residential sales
Data processing time brokers
Food, frozen food, fruit and vegetable brokers
Foreign exchange brokers
Custom house brokers
Grain and meat brokers
Oil and land lease brokers
Lumber companies and brokers exclusive of project storage yard
Exporters and importers (no retail sales)
Manufacturers sales representatives
Gasoline and oil marketers and distributors
Logging and wood chipping companies exclusive of product storage yards
Publications, graphics and reproduction such as:
Publishers
Printing, engraving and stationery sales and services
Business, periodical and architectural illustrators
Display builders and designers
Graphic designers
Drafting, blueprinting and photocopying services
Duplication and mimeographing services
Photographers and artists catering to industrial clients

Record and microfilming service
Medical related, such as:
Medical, dental, biological and x-ray laboratories which do not serve the public
Veterinary clinics (excluding outside kennel)
Small animal grooming
Research and development, such as:
Agricultural laboratories, including testing and analysis
Small animal laboratories, testing and research
Economic research and development
Electronics research and development
Energy conservation research and development
Oil and gas exploration and development excluding drilling for oil and gas
Patent development and marketing
Marketing analysis, research and consultation
Transportation, such as:
Auto sales, new and used, including RV, trailer and motorcycles (Used auto sales shall be associated with new auto dealerships)
Freight forwarding and freight consolidating companies
Freight inspection services
Package delivery
Government offices which do not provide direct public services except for those governmental agencies related to agricultural activities
Surveyors, such as:
Land surveyors
Marine surveyors
Personal services, such as:
Management and business organizations
Trade and labor organizations
Hotel and motel reservation center - phone service only
Ambulance service
Deli/retail for employees in area
Equipment rental - small, to be stored inside
Minor farm supply
Commercial recreational facilities (swimming, tennis, racquetball clubs, gymnastics, dancing, etc)
Technical and vocational schools for industrially related trades:
Industrial apprentice training schools
Computer schools
Drafting
Corporate and regional headquarters occupying related trades:
The following and similar uses from which noise, smoke, dust, odors, and other such offensive features are confined to the premises of each use and all such uses are completely confined within enclosed buildings excluding the storage or manufacturing of hazardous or flammable materials or liquids

Bookbinding, printing and lithography
Cartography
Communication equipment buildings
Data processing and computer operation
Editorial and design operations
Electrical products and appliance manufacturing
Janitorial services
Material testing laboratory
Photographic and film processing operations
Research institutes and laboratories
Other uses which the Planning Commission finds to be consistent with the intent of the Industrial PD within the 1-5 CR 102 Entryway which are of the same general character as the uses set forth above, and not objectionable by reason of adverse external effects, such as odor, smoke, noise, glare, fumes, radiation or vibration, subject to first obtaining a use permit

(Prior code § 25-18-10)

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TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: March 17, 2020
ITEM #: J.15
SUBJECT: Amendments to Chapter 15.16 Affordable Housing

Recommendation for Action: Staff recommends that the City Council: 1) receive a staff report; 2) conduct a public hearing; 3) consider for first reading an ordinance of the City of Woodland, amending Section 15.16 of Chapter 15 of the Municipal Code relating to affordable housing, and determining the ordinance to be exempt from CEQA; and 4) direct staff to negotiate an in-lieu fee and prepare an agreement for payment of in-lieu fees equivalent to \$3.00 per square foot for the proposed approximately 168-unit multi-family rental project at the northwest corner of Main Street and Ashley Avenue.

Staff Contact:

Cindy Norris, Principal Planner (530) 661-5911, cindy.norris@cityofwoodland.org

Fiscal Impact:

There is no fiscal impact to the general fund

Background:

The affordable housing ordinance (inclusionary housing ordinance) was amended in 2018 to help stimulate the construction of new housing units. Amendments also clarified the payment of in-lieu fees as the preferred approach for satisfying the inclusionary requirements for single-family for-sale units as opposed to construction of new units.

On February 4, 2020, staff provided a status update concerning new infill housing development that has advanced as a result of the 2018 amendments to the inclusionary housing requirements, as well as other proactive measures taken by the city such as updates to the impact fee structure and zoning amendments.

While the new provisions have generated interest, actual new infill housing development activity remains limited. In part, due to a lag time between concept, entitlement, financing, and construction. Further, in spite of a strong housing market, there has yet to be a new multifamily market rate housing project application submittal. The cost of construction, lack of market standing, combined with city fees and inclusionary housing requirements, all contribute to the difficulty in financing these projects. In an effort to help overcome this barrier, staff is recommending that Council consider further adjustments to the inclusionary requirements and in lieu fees, including reducing the number of affordable units and allowing payment of in-lieu fees for multifamily development. On February 4, 2020, Council directed staff to prepare amendments to Chapter 15.16 Affordable Housing of the City's Municipal Code.

Recent Active Infill Project Summary

Staff has observed a general increased interest, demonstrated through application submittal and inquiries, in maximizing density on available sites. As illustrated in the table below, interest in smaller development projects has picked up. The goal will be to encourage continued incremental densification in addition to encouraging larger market rate development projects.

Active Projects	Type	# of Units	Status
Multi-Family Rental			
Winnie 4-plex	MF Rental (rehab)	4 (1 bedroom)	Completed (fully leased)
702 Main Street	MF Rental (rehab)	7 (1 bedroom)	Permit Issued
440 College units behind Winnie 4-plex	MF Rental (new)	12	Parcel map approved
Small Lot For Sale			
Country Oaks*	Single Story Detached	38 market rate 4 affordable	Under construction
Downtown Suites	For Sale Townhouses	14 market rate	Under construction
421 Cleveland St	Townhomes	17 units	Parcel map approved
Lot Splits			
35 Oak Ave	SF, 1 new lot in NP district.	(1 primary, 2 ADU)	Parcel Maps (lot splits) approved for smaller pick up sites allowing one to two new units entitled in the last year.
65 Locust	SF, 2 new lots in R2 district.	(4 primary, 3 ADU)	
127 N College	SF, 1 new lot in the R2 district	(3 primary, 2 ADU)	
604 Elm	SF, 1 new lot in NP	No homes at this time	

*Inclusionary Housing Ordinance amendments did not affect this project. However, the impact fee deferral program was critical to enabling this project to obtain financing.

Spring Lake Medium and High Density

Spring Lake has its own affordable housing requirements, and the amendments to the Ordinance in 2018 did not affect requirements in Spring Lake; nor will the proposed updated amendments. Due to the difficulty of qualifying low income buyers for for-sale units, the City Council approved a transition to payment of in-lieu fees. This has significantly increased the affordable housing revenues available to subsidize affordable rental and homeless housing units. See Attachment 2 for a summary of in-lieu fee revenues and expenditures.

While single-family home construction activity in Spring Lake has been very strong the last few years and is projected to continue through 2020, construction of medium and higher density units continue to lag. The only multi-family rental construction in Spring Lake to date has been 100% affordable units (Rochdale, Terracina, and Mutual Housing).

There has been recent interest in developing market rate small-lot for-sale projects within Spring Lake, which has not been seen for nearly 15 years. The two recent proposals would provide 170 middle income units, 17 low income for-sale units, and approximately \$500,000 in affordable housing in-lieu fees. One particular issue that impacts these higher density small lot projects is the multi-family affordability requirements, which are significantly higher than for single family.

In Spring Lake multifamily is defined as projects over 8 dwelling units per acre. At least 30 percent (30%) of the units in a multi-family project must be dedicated to both low and very-low income units, whereas only 10 percent (10%) of the single family product is required to be dedicated to low-income units. This has burdened developers who wish to build higher density market rate products, for example at 12 to 15 units per acre. Without amendments to the Spring Lake Affordable Housing plan, a comparable way to facilitate these projects will be through moderation of the in-lieu fee amount.

Spring Lake Multi-family

Project	Type	# of Units	Status
Recently Completed or in Process			
Mutual Housing at Spring Lake (phase 2)	MF Rental (Extremely Low income) (R-25)	61 units	Completed 2019
Beeghly Ranch	For-sale small lot detached (R-15)	72 units (17 for sale affordable units)	Application Review
Parkside 3	For-sale small lot detached (R-15)	98 units (30 low/very-low income units) in-lieu fees	Application Review
Future Anticipated Applications			
Gracewood Commons	MF Rental (very low and low income – senior) (R-25)	112 low/very low income units, with a possible 146 with a density bonus (72 units Phase 1)	Application expected in 2020
Spring Lake Central	MF Rental (market rate and affordable) (R-25)	9 acres	Project on-hold. Cost prohibitive.

Affordable Housing In-Lieu Fees

To date, the City has collected \$2,867,393 in affordable housing in-lieu fees and land valuation from subdivisions completed or under construction in Spring Lake. In lieu fees are payable incrementally at the time of building permit issuance for each unit. Assuming continued construction in subdivisions owned by national builders, additional in-lieu fee revenues of approximately \$1,191,200 should be generated totaling \$4,058,593. For sites that have approved tentative subdivision maps and Development Agreements, but no builders, it is anticipated that potential future in-lieu fees of approximately \$4,009,512 will be generated (Attachment 2).

Units Assisted

The number of potential low-income affordable single-family units replaced by in-lieu fees is 144 units. To date, the number of potential low, very-low, and extremely low housing units that have been developed as a result of in-lieu fee or land dedication assistance is 212, and may be 246 if Gracewood proposes a density bonus. An additional 61 units may be assisted at the East Beamer Way project for a total of 307 units to service the at risk population. (Attachment 2)

With the availability of City affordable housing funds, developers are able to leverage the financial support with significant outside funding sources. Having access to locally-generated affordable housing in-lieu fees provides the City with the flexibility to program the funds for affordable housing initiatives without the regulatory framework that accompanies federal and state grants and loans. Revenues from in-lieu fees have been combined with Spring Lake Affordable Housing Off-Site Fees. To date, the use of in-lieu fees has been focused on projects that will result in new affordable multi-family housing units that serve the population at greatest risk for homelessness.

Regional Housing Needs Allocation

The City will be required to provide sites that are appropriately zoned to meet our 2021-2029 RHNA housing allocation of 663 very low, 399 low, 601 moderate and 1,424 above moderate units. This obligation, will commence after approval of our updated Housing Element in 2021. It is likely that the City will need to designate new sites to residential use, and/or restrict existing mixed use sites to primarily residential use. Availability of affordable housing funds will be essential to leverage external funding sources needed for Woodland to achieve its RHNA targets.

Discussion:

With the limited housing development resulting from the 2018 amendments to the Affordable Housing Ordinance (Inclusionary Housing), and the increasing demand for housing that serves the missing middle, staff recommends the City Council consider further amendments that would expand the applicability of the amendments citywide, except in Spring Lake.

The proposed amendments will provide temporary relief from the standard provisions of the Affordable Housing Ordinance for two years, by requiring for projects over 81 units that 10% shall be affordable to low income households and removing the requirement for very low income. To incentivize higher density projects that are developed to a level of at least 95% of the maximum allowed density shall be required to meet a 5% low income requirement.

Staff is working on developing a standard in-lieu fee for single family and multifamily projects that would be adopted per a fee schedule. Previously, in-lieu fees for single family development have been negotiated, based on gap financing analysis. In consideration of the proposed multifamily project at Main Street and Ashley Avenue, staff has conducted a fee calculation that compared the cost per average single-family unit to average multifamily unit in order to develop a possible multifamily in lieu fee. Based on a comparison of recent for-sale projects in Woodland that have been approved for payment of affordable housing in-lieu fees, the average single family unit size of these projects is 2,264 square feet compared to the proposed average multifamily unit size of 925 square feet. Applying an in-lieu fee of \$65,000 per required single family affordable unit results in an equivalent multifamily in-lieu fee of \$26,557. To further incentivize smaller units, it is recommended that this fee be applied on a square-foot basis. The multifamily square foot fee amount, as rounded, would be \$3 per square foot. Assuming a 168-unit apartment project with a total of 155,000 square feet of living space, the resultant in-lieu fee is approximately a \$2,773 per unit cost, or \$465,996.

Proposed Amendments and Policy Direction:

The following is a summary of amendments as proposed and provided in Attachment A

1. Modify Section 15.16.50 (A) for for-sale projects in the Downtown, Corridor Mixed use and Neighborhood Commercial district, to allow any project that is built to a level of at least 95% of the maximum allowed density to provide five percent of the units affordable to low-income households. The current requirement provides that for-sale projects of 81 or more units, developed at the maximum allowed density, but no less than 10-units per acre, 5% of the units shall be affordable to low-income households.
2. Modify the Section 15.16.50 (C) to require affordable units for multifamily rental projects over 81 units to be 10% of the units at low income and to allow projects developed at 95% of the maximum density to have 5% of the of the units affordable to low income households. The current requirement requires all multifamily rental projects of 81 or more units to have 5% of units be affordable to low income households and 10% of units affordable to very low income households.
3. Modify Section 15.16.200 (C)(1)(b) to allow the Community Development Director to determine that the payment of in-lieu fees will accomplish the objectives of the ordinance. This change is consistent with the existing language allowed for consideration of land dedication in Section 15.16.200 (B)(1)(b).
4. Modify Section 15.16.200 (C)(2) to allow both for-sale and multifamily rental projects to pay in-lieu fees, and to allow in-lieu fees to be considered with review of the project's affordable housing plan and as memorialized in a documented agreement.
5. Modify Section 15.16.50 (E) to provide that the changes noted above in 1. and 2. are temporary and will

remain in effect for two years, or until the City has issued building permits for a total of 400 residential dwelling units in areas designated Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial.

Additionally, staff's recommendation requests City Council direction to negotiate an in-lieu fee and prepare an agreement for payment of in-lieu fees equivalent to \$3.00 per square foot for the proposed approximately 168-unit multi-family rental project at the northwest corner of Main Street and Ashely Avenue. Based on the estimated size of the project (155,000 square feet of living space), this would yield approximately \$465,996 in affordable housing in-lieu fees which would result in a \$2,773 cost per unit.

These proposed ordinance amendments, and policy agreement, would bring Woodland closer to parity with inclusionary requirements of other cities in the region and staff believes, based on feedback from interested builders, would be the difference in allowing these much need new rental projects to be financeable. A comparison of surrounding jurisdictions' inclusionary housing ordinances is listed in Attachment 3. Specifically, as shown in the chart, Woodland's inclusionary requirement for multi-family is 2 to 2.5 times greater than most other jurisdictions (20-25% vs. 10%).

Conclusion:

Staff recommends that the City Council: 1) receive a staff report; 2) conduct a public hearing; 3) consider for first reading an ordinance of the City of Woodland, amending Section 15.16 of Chapter 15 of the Municipal Code relating to affordable housing, and determining the ordinance to be exempt from CEQA; and 4) direct staff to negotiate an in-lieu fee and prepare an agreement for payment of in-lieu fees equivalent to \$3.00 per square foot for the proposed approximately 168-unit multi-family rental project at the northwest corner of Main Street and Ashley Avenue.

Prepared By: Cindy Norris, Principal Planner
Dan Sokolow, Senior Planner

Reviewed By: Brent Meyer, Acting Community Development Director/City Engineer



Ken Hiatt
Interim City Manager

Attachments:

1. ATT A - Chapter 15.16 AFF HSG ORD Amd
2. ATT B - In Lieu Fee with Unit Comparison Tables
3. ATT C - Inclusionary Housing Regional Comparison

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WOODLAND AMENDING SECTIONS 15.16.050, 15.16.080, 15.16.110, 15.16.140, AND 15.16.200 OF CHAPTER 15.16 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO AFFORDABLE HOUSING

WHEREAS, the City Council of the City of Woodland adopted certain amendments to its affordable housing ordinance in 2018 to help stimulate the construction of new housing units within the City; and

WHEREAS, since then, infill development within the City has not occurred at the pace or rate the City anticipated, and the City has not yet had an application submitted for a new multi-family market rate housing project; and

WHEREAS, the amendments set forth in this Ordinance are intended to help generate additional construction of new multi-family market housing within the City of Woodland.

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

Section 1. Section 15.16.050 of the City of Woodland Municipal Code is hereby amended to read as follows:

15.16.050 General inclusionary housing requirements.

A. For-Sale Units in Areas within existing City limits and designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial:

1. All new for-sale projects of 30 units or less shall be exempt from the requirements of this chapter.
2. For all new for-sale projects of 31 to 80 units, five percent of units shall be affordable to low income households.
3. For all new for sale projects of 81 or more units, 10% of units shall be affordable to low income households.; ~~However, except that for all new, for-sale projects that~~ **are developed to a level at least 95% of the allowable maximum density, at the maximum allowed density, but no less than 10 units per acre, 5%** five percent of units shall be affordable to low income households.
4. Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.

B. For-Sale Units in All Other Areas of the City.

1. In projects of at least 10 units, developed at the maximum allowed density but at no less than 10 units per acre, five percent of new for-sale units shall be affordable to low income households.
2. In all other projects of at least 10 units in size, 10% of new for-sale units shall be affordable to low income households.
3. Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.

4. The City Council may determine the need to implement an additional requirement for 10% of new for-sale units to be affordable to moderate income households, based on prevailing conditions in the housing market. Such a finding would require an amendment to this chapter as well as an amendment to the Spring Lake specific plan and Spring Lake affordable housing plan.
- C. Multifamily Rental Units in Areas Within Existing City limits and Designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial.
1. Multifamily rental projects of 30 units or less shall be exempt from the requirements of this chapter
 2. For all multifamily rental projects of 31 to 80 units, five percent of units shall be affordable to low income households
 3. For all multifamily rental projects of 81 or more units, ~~five percent of units shall be affordable to low income households, and~~ 10% shall be affordable to very low income households. **However, for new, multifamily rental projects that are developed to a level of at least ninety five percent (95%) of the allowed maximum density, 5% of units shall be affordable to low income households.**
 4. Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.
- D. Multifamily Rental Units in All Other Areas of the City.
1. ~~10% of all multifamily rental units shall be affordable to low income households,; and 20% shall be affordable to very low income households; or~~
 2. ~~25% of the units shall be affordable to very low income households.~~
 23. These requirements shall apply to all multifamily rental projects of at least 20 units. **Projects with fewer than 20 units are exempt from affordable housing requirements.** Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.
- E. Subsections A and C of this section shall expire and be of no further force and effect on the later of: (1) ~~three~~ **two** years from the effective date of Ordinance No. **XXX 4633**, which enacts this subsection E; or (2) the date upon which the City has issued building permits for a total of ~~3400~~ residential dwelling units (including for-sale and multifamily units) after the effective date of Ordinance No. **XXX 4633**, in areas designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial. Upon the expiration of subsections A and C, the requirements set forth in subsection B shall apply to all for-sale projects in the City, regardless of location, and the requirements set forth in subsection D shall apply to all multifamily projects in the City, regardless of location, except that any residential projects located in areas within existing City limits and designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial for which the City has accepted a complete application for development entitlements prior to the date on which subsections A and C expire, shall be subject to the requirements of subsections A and C.

Section 2. Section 15.16.080 of the City of Woodland Municipal Code is hereby amended to read as follows:

15.16.080 Standards applicable to multifamily rental units.

A. Standards applicable to multifamily rental projects shall be consistent with the provisions specified in Section 15.16.050 C and D. ~~Percentage of Affordable Units in Areas Within Existing City Limits and Designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial. The requirements for multifamily rental units within the areas described above shall be as follows:~~

- ~~1. Multifamily rental projects of 30 units or less shall be exempt from the requirements of this chapter.~~
- ~~2. For all multifamily rental projects of 31 to 80 units, five percent of units shall be affordable to low income households.~~
- ~~3. For all multifamily rental projects of 81 or more units, five percent of units shall be affordable to low income households, and 10% shall be affordable to very low income households.~~
- ~~4. Any developer of a multifamily rental project of at least 81 units shall make at least five percent of the units on-site affordable to and occupied by low income households and 10% of the units affordable to and occupied by very low income households.~~

~~This subsection A shall expire and be of no further force and effect on the later of: (a) three years from the effective date of Ordinance No. 1633, which enacts this subsection A; or (b) the date upon which the City has issued building permits for a total of 3500 residential dwelling units (including for-sale and multifamily units) after the effective date of Ordinance No. 1633, in areas designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial. Upon the expiration of this subsection A, the requirements set forth in subsection B of this section shall apply to all multifamily projects in the City, regardless of location, except that any multifamily projects located in areas within existing City limits and designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial for which the City has accepted a complete application for development entitlements prior to the date on which this subsection A expires, shall be subject to the requirements of this subsection A.~~

~~B. Percentage of Affordable Units in All Other Areas in the City. Any developer of a multifamily rental project of at least 10 units shall make at least 20% of the units on-site affordable to and occupied by very low income households and 10% of the units affordable to and occupied by low income households. In the alternative, the developer may make 25% of the units affordable to and occupied by very low income households.~~

~~C. Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.~~

BD. ~~Term of Affordability.~~ All affordable rental units constructed on-site shall be permanently affordable.

CE. ~~Requirements for Construction.~~ The affordable units shall not be segregated from the market-rate units. Clustering of affordable units is allowed only if required to facilitate the construction of the project. A developer may meet the residential project's affordability obligation by either designating specific individual units as affordable units or using a system of "floating units" where the affordable units may change. However, in either option, the residential project must always contain the required number of inclusionary units. The developer shall indicate the preferred option to the City as part of the implementation of the City's affordable housing monitoring program guidelines.

Section 3. Section 15.16.110 of the City of Woodland Municipal Code is hereby deleted in its entirety as it is duplicative of Section 15.16.100 and concerns the procedure for determining affordable rent.

Section 4. Section 15.16.140 of the City of Woodland Municipal Code is hereby amended to read as follows:

15.16.140 Standards applicable to for-sale projects.

A. Standards applicable to for-sale projects shall be consistent with the provisions specified in Section 15.16.050A and B.

~~A. For Sale Units in Areas within existing City limits and designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial:~~

- ~~1. All new for-sale projects of 30 units or less shall be exempt from the requirements of this chapter.~~
- ~~2. For all new for-sale projects between 31 to 80 units, five percent of units shall be affordable to low income households.~~
- ~~3. For all new for-sale projects of 81 or more units, 10% of units shall be affordable to low income households, except that for new, for-sale projects developed at the maximum allowed density but no less than 10 units per acre, five percent of units shall be affordable to low income households.~~
- ~~4. Calculations of required affordable units that result in a fraction of a unit shall be rounded up to the nearest whole unit.~~

~~This subsection A shall expire and be of no further force and effect on the later of: (a) three years from the effective date of Ordinance No. 1633, which enacts this subsection A; or (b) the date upon which the City has issued building permits for a total of 300 residential dwelling units (including for-sale and multifamily units) after the effective date of Ordinance No. 1633, in areas designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial. Upon the expiration of this subsection A, the requirements set forth in subsection B of this section shall apply to all for-sale projects in the City, regardless of location, except that any for-sale projects located in areas within existing City limits and designated in the City's General Plan as Downtown Mixed Use, Corridor Mixed Use, and Neighborhood Commercial for which the City has accepted a complete application for development entitlements prior to the date on which this subsection A expires, shall be subject to the requirements of this subsection A.~~

~~B. For Sale Units in All Other Areas of the City:~~

- ~~1. In projects of at least 10 units with density of at least 10 dwelling units per acre, five percent of new for-sale units shall be affordable to low income households.~~
- ~~2. In all other projects of at least 10 units in size, 10% of new for-sale units shall be affordable to low income households.~~

BC. Term of Affordability. For-sale units shall be affordable for the longest feasible time but not less than 10 years. This affordability requirement of at least 10 years for affordable for-sale units will be reset at each transfer of title upon re-sale to a qualified low income buyer, as outlined in Section 15.16.170 of this chapter.

CD. Requirements for Construction.

1. Number of Bedrooms.

a. It is the goal that the affordable units “blend in” with the market rate units, which can be achieved through providing a variety of elevations and unit mixes within the residential project. Affordable for sale units may be smaller in square footage than the market rate units in a residential project that trigger the affordable housing obligation to a minimum unit living area of 850 square feet. However, a mix of bedroom numbers and greater square footage among for sale homes shall be implemented whenever feasible in order to accommodate larger low-income households.

Except as provided for elsewhere in this section, there shall be an average of three bedrooms provided per affordable unit, and the developer can provide more but not less than the average target, unless it can be clearly demonstrated that a different average is required in order for the units to be sold in the affordable marketplace.

b. A developer of a for-sale residential project may request an exemption from the requirements of this subsection if, based upon substantial evidence and financial information, such a mixture would be infeasible to the satisfaction of the Community Development Director.

2. Affordable units shall not be clustered but be dispersed throughout the residential project and be comparable in infrastructure (including sewer, water, and other utilities) and construction quality to the market-rate units. A cluster is considered to be four or more units adjacent to each other. Duplexes shall not be allowed as the only affordable units, unless all units in the development are duplexes. The developer shall submit, along with a map review fee, proposed locations for affordable units with the tentative map for approval by the City. If the developer desires to alter the approved locations of the affordable units, the requested alterations shall be submitted, along with a map review fee, with the final map. The map review fee shall be set by resolution of the City Council, as amended from time to time.

3. Affordable units must be visibly indistinguishable from the exterior in comparison with surrounding market-rate units. Affordable for-sale units may have different interior finishes and features than market-rate units so long as the interior features are durable, of good quality, and consistent with contemporary standards for new housing.

DE. Criteria for Size and Design of Units to Meet Special Needs Housing.

1. For residential projects that include units that meet categories of special needs housing, the criteria for size and design of these units will be addressed by the City on a project-by-project basis as guided by the housing element, and based on any new information regarding increased need or demand for special needs housing as it becomes available from the census or other sources. The City will participate in securing funding for those projects that provide special needs housing units in a greater amount of special needs units than required by State or Federal law.

2. Builders of for-sale projects shall comply with applicable State and Federal laws regarding accessible design features for persons with disabilities. Homebuyers of affordable units shall be offered “universal design” or “visit-ability” features to be incorporated into the construction of the unit by the builder. Such modifications shall be paid for by the homebuyer, independent of and in addition to the amount calculated as the affordable purchase price of the unit. Information on “universal design” and “visit-ability” building features is available from the Community Development Department upon request.

Section 5. Section 15.16.200 of the City of Woodland Municipal Code is hereby amended to read as follows:

15.16.200 Alternatives to on-site construction of affordable units.

- A. Alternative Means of Compliance. As an alternative to on-site construction of the affordable units as set forth in this chapter, the City may, at its discretion, permit the developer to satisfy the requirements of this chapter through one or more of the alternative means of compliance as described in this section.
- B. Land Dedication.
 - 1. A developer may be allowed to make an irrevocable offer of dedication to the City or its designee of sufficient land to satisfy the affordability requirement under this section, if either:
 - a. The developer demonstrates to the City Council that it is not feasible to develop the affordable dwelling units on-site as part of the residential project; or
 - b. In the judgment of the Community Development Director, the developer’s proposed land dedication would accomplish the objectives of this chapter.
 - 2. Dedicated sites for residential projects shall meet the following criteria:
 - a. The dedicated site shall be a minimum of two acres unless the City agrees to a smaller site based on a special housing need.
 - b. The dedicated site shall be economically feasible to develop, of sufficient size to build the required number of affordable units and physically suitable for development of the required affordable units prior to the dedication of the land. The City may, at its discretion, accept a dedicated site that will provide a different housing type than would be required if the affordable units were constructed ed on-site, if in the judgment of the Community Development Director such dedication would accomplish the objectives of this chapter.
 - c. The dedicated site shall also have appropriate General Plan designation and zoning to accommodate not less than the required number of units, be fully improved with infrastructure, frontage improvements (i.e., curb, gutter, walk), paved street access, utility (i.e., water, gas, sewer and electric) service connections stubbed to the property lines, and other such off-site improvements as may be necessary for development of the required affordable units or as required by the City.
 - d. The value of the dedicated site shall be equal to or greater than the in-lieu fee in effect at the date of dedication for the applicable residential development

multiplied by the number of otherwise required inclusionary units within the residential development.

3. The City may approve, conditionally approve, or reject such offer of land dedication of any specific property. If the City rejects such an offer of land dedication, the developer shall be required to meet the affordable housing obligations by other means set forth in this chapter.

4. Density Credit. In determining the amount of land to dedicate to satisfy a developer's affordable housing obligation, the developer shall receive credit for the base density of the dedicated site (e.g., 20 units per acre if the dedicated parcel is zoned **to require residential density of 20 units per acre or greater R-20**).

5. Development of Dedicated Land. Within one year from the date of conveyance of the dedicated land to the City, the City shall determine, at its discretion, whether the dedicated land will be:

- a. Developed by the City to produce the required affordable dwelling units; or
- b. Conveyed to an affordable housing developer approved by the City to produce the required affordable dwelling units. The City Council shall determine which affordable housing developer shall be conveyed the land required to produce the affordable dwelling units.

C. In-Lieu Fees.

1. The developer may be permitted to pay in-lieu fees to satisfy all or a part of the developer's affordable housing obligation if either:

- a. The developer demonstrates to the City Council that it is not feasible to develop the affordable dwelling units on-site as part of the residential project; or
- b. In the judgment of the City Council **Community Development Director**, the payment of in-lieu fees would accomplish the objectives of this chapter.

2. The payment amount of in-lieu fees shall be determined pursuant to an adopted fee schedule designating in-lieu fees for **either or both for-sale affordable units and for rental affordable units**, to be reviewed and revised as necessary on an annual basis. ~~provided that the payment of in-lieu fees must be approved by the City Council following review of the development's affordable housing plan. The City Council will review a request for payment of in-lieu fees.~~ **In the event a fee schedule has not been adopted, the City Council may allow payment of in-lieu fees upon review of the project's affordable housing plan and as memorialized in a documented agreement.**

3. If the City determines that the developer may contribute in-lieu fees, the developer must pay such fees **as calculated on a per unit basis** ~~as a lump sum~~ prior to the issuance of the first building permits for the residential project. No building permit or certificate of occupancy shall be issued by the City until the developer provides ~~written proof of the payment of all in-lieu fees~~ **is provided.**

D. Combination of Methods to Provide Inclusionary Housing. The developer of a project may propose any combination of the requirements for the construction of on-site affordable units pursuant to this chapter and/or alternative options pursuant to this section in order to comply with the provisions of this chapter. Such proposals shall be made in and considered by the City as part of the developer's application for development entitlements, and approved by the City if the City Council finds that the combined construction of affordable units and/or alternative methods of compliance provide substantially the same or greater level of affordability and the amount of affordable housing is as required pursuant to this chapter.

PASSED AND ADOPTED by the City Council this ____ day of ____, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Ana B. Gonzalez, City Clerk

Kara K. Ueda, City Attorney

Summary of In-Lieu Fees and Unit Comparison

Tables A-1 through A-4

A-1: In-Lieu Fee Revenues Based on Current Construction, Fiscal Year 2017 to Current

Fiscal Year	Revenues	Notes
FY 2017	60,800	
FY 2018	147,040	
FY 2019	1,073,076 + (\$900,000 land value)	The subtotal amount includes \$900,000 value of Oyang North land dedication for senior citizen affordable housing development
FY 2020	686,477	Amount represents revenues collected through January 27.
Subtotal	\$2,867,393	Revenue value to date (\$1,967,303 + 900,000 land value)
FY 2021 +*	\$1,191,200	Based on SL developments under construction with permits/fees yet to be paid.
TOTAL	\$4,058,593	Anticipated based on active construction projects

*Dependent upon home sales and payment of in-lieu fees at building permit issuance. Amount variable based on the CCI index at the time the project fees are paid.

A-2: Projected Future In-lieu Fee Revenues Based on Approved DAs

Fiscal Year	Future Revenues	Notes
FY 2021+	1,152,000	Prudler development (non-Spring Lake)
FY 2021+ SL	2,857,512	SL Central Phase 3, Merritt 3/8, and Pioneer Village
TOTAL	\$4,009,512	Projected revenue should building occur

A-3: Affordable In-Lieu Fees and City Funds Committed to Date and Units Expected

Committed	City Funds Committed	Notes
Sac Mutual	140,000 (2,270,000 in SL off-site affordable fees)	100 units very low and extremely low income units + one managers unit (\$2,410,000 in total city funds)
East Beamer Way	640,000 (plus \$2/sq ft in land valuation) (plus \$260,000 from the off-site fund)	61 extremely low units; (\$900,000 total in city funds)
Gracewood Commons	900,000 land dedication value	112 Senior low/very low income units. (possibly 146 units with density bonus)
Subtotal In-Lieu Fees	780,000	Funds committed or tentatively committed to date Does not include additional items for East Beamer way
Total all City Fund Subsidy	4,210,000	
Units Expected		273 (307)
Remaining In Lieu Fees	2,118,593	Of expected in-lieu fees based on active construction projects.

Fund 321 – Spring Lake Off-site fees (One-time payment) – Remaining, unencumbered funds \$409,350

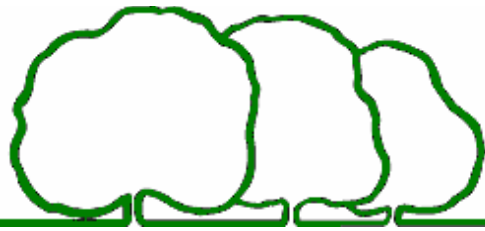
Fund 327 – Affordable In-Lieu fees (One-time payment)

Fund 326 – Housing Trust (Inclusionary Loan repayments)

**Summary of In-Lieu Fees and Unit Comparison
Tables A-1 through A-4**

A-4: In Lieu Fees Foregone Units

Project	Product type/Density	In Lieu Payment per Lot	Foregone Units
Approved			
Cal West	Single Family / R-8	\$2,533 per lot (3 low-income and 20 very low-income met at Sac Mutual site)	19 low income SF
Spring Lake Central	Single Family/R-8 & R-5	\$4,240 per lot (VL income obligation met in Rochdale Grange)	42 low income
Oyang North	Single Family /R-8 + R-25 site	No in-lieu fee as the developer provided a 4-acre land dedication site for 112 units	-
Oyang South	Single Family /R-4	\$6,414 per lot	25 low income SF
Pioneer Village	Single Family R-8 and R-5 + R-20 site	\$6,386 per lot	23 low income SF
Merritt 3/8	Single Family / R-8	\$6,454 per lot	16 low income SF
Prudler	Single Family/R-8 & R-5	\$425,000 lump + \$3,679 per lot	19 low income SF
TOTAL			144 low income SF
Proposed			
<i>Beeghly R-15</i>	<i>Multiple Family/R-15</i>	<i>17 low income units proposed to be constructed</i>	
<i>Parkside 3</i>	<i>Multiple- Family/R-15</i>	TBD	<i>10 low income units 20 VL income units</i>



City of Woodland

MEMORANDUM

SUBJECT: Summary of Inclusionary Housing Requirements in the Yolo and Sacramento Areas

Table 1: Inclusionary housing requirements

	Single Family For-sale	Multifamily Rental	Multifamily For-sale
Woodland	10% *other requirements for DMU, CMU, and CC zones	10% (80% AMI), & 20% (50% AMI) or 25% (50% AMI)	10% *other requirements for DMU, CMU, and CC zones
Woodland – SLSP	10%	Density based (over 8 du/ac) 10% (80% AMI), & 20% (50% AMI) or 25% (50% AMI)	Based on density (over 8 du/ac) 10% (80% AMI), & 20% (50% AMI) or 25% (50% AMI)
Elk Grove	No inclusionary requirement; <u>subject to impact fee</u>	No inclusionary requirement; <u>subject to impact fee</u>	No inclusionary requirement; <u>subject to impact fee</u>
Roseville	10% of all units shall be affordable [40% (80% AMI), 40% (50% AMI), 20% (middle)]	10% [40% (80% AMI), 40% (50% AMI), 20% (middle)]	10% [40% (80% AMI), 40% (50% AMI), 20% (middle)]
Davis (Ord 2545) <i>Allows consideration to</i>	<u>Market rate SF detached</u> 25% for lots larger than 5,000 sq ft, or 15% for lots smaller than 5,000 sq ft.	<u>Projects totaling 5-19 units</u> 15% low income 10% very low income	<u>Market rate stacked condo ownership units</u> 5% of units <u>Vertical Mixed Use</u>

<i>adjust or waive requirements based on findings.</i>	<u>Market rate SF attached</u> 10 % of units	<u>Projects totaling 20+ units</u> 25% low income 10% very low income Allows a project individualized program	5% of units
West Sacramento	10% (70% AMI)	10% [5% (50% AMI), 5% (60% AMI)]	10% (70% AMI)
Sacramento	No percentage required, impact fee	No percentage required, impact fee	No percentage required, impact fee
Rancho Cordova	No percentage <u>Fee required per DA</u>	No percentage <u>Fee required per DA</u>	No percentage <u>Fee required per DA</u>
Folsom	10% [3% (50% AMI), 7% (80% AMI)]	10% [3% (50% AMI), 7% (80% AMI)] *these requirements only come into effect if the developer receives funding assistance from the city	10% [3% (50% AMI), 7% (80% AMI)]
Winters	15% [6% (50% AMI), 9% (80% or 120% AMI depending on need)]	15% [6% (50% AMI), 9% (80% or 120% AMI depending on need)]	15% [6% (50% AMI), 9% (80% or 120% AMI depending on need)]
Chico	No inclusionary requirement Negotiated DA for Meriam Specific Plan	No inclusionary requirement Negotiated DA for Meriam Specific Plan	No inclusionary requirement Negotiated DA for Meriam Specific Plan

Table 2: In-Lieu Fee Requirements

City	Single Family	Multifamily	Other
Woodland	City and Developer can negotiate in-lieu fees for qualifying project	City and Developer can negotiate in-lieu fees for qualifying project	A development agreement may be utilized as an approved legislative tool and adopted as an ordinance.
Woodland – SLSP	Qualifying residential projects may pay an in-lieu fee in place of building affordable housing The current in-lieu fee as negotiated is \$64,140 per affordable unit adjusted annually. To date, Spring Lake affordable fees paid <u>per lot</u> have varied from \$2,533 to \$6,454.	No in-lieu fee option Land dedication option	
Elk Grove	\$4,731/ market rate unit at building permit	\$2,838/ market rate unit at building permit	Based on an Affordable Housing Nexus Study - for a non-residential impact fee calculated based on square feet. The rates for different uses are as follows: - Commercial/retail: \$.78/sq ft - Hotel: \$2.29/sq ft - Manufacturing: \$.88/sq ft - Office: \$0/sq ft - Warehouse: 0.94 sq ft.
Roseville	Option not offered to most developers, only for small qualifying projects	Option not offered to most developers, only for small qualifying projects	
Davis	\$75,000/ required affordable housing unit	\$75,000/ required affordable housing unit	
West Sacramento	\$6375/ market rate unit	\$6375/ market rate unit	
Sacramento	Single-unit and duplex dwellings (less than 20 dwelling units per net acre): - \$2.68/sqft (FY 17/18) - \$2.77/sqft (FY 18/19) High density single-unit and duplex dwellings (20 dwelling units per net acre or more): - \$0.00/sqft (FY 17/18) - \$0.00/sqft (FY 18/19)	Multi-unit dwellings (less than 40 dwelling units per net acre): - \$2.68/sqft (FY 17/18) - \$2.77/sqft (FY 18/19) High density multi-unit dwellings (40 dwelling units per net acre or more): - \$0.00/sqft (FY 17/18) - \$0.00/sqft (FY 18/19)	Conversion of a nonresidential building to a residential use: - \$0.00/sqft (FY 17/18) - \$0.00/sqft (FY 18/19) Dwelling units in the Housing Incentive Zone: - \$1.16/sqft (FY 17/18) - \$1.20/sqft (FY 18/19) Use fees to establish an interest bearing trust

			fund for affordable housing est 2013.
Rancho Cordova	Determined in a case-by-case basis. Current examples on larger specific plans: ~ \$2400/ market rate unit ~ \$5000/ market rate unit	Determined in a case-by-case basis. Current examples: ~ \$2400/ market rate unit ~ \$5000/ market rate unit	
Chico			
Winters	Payment of in-lieu fees for the VL and L obligation, Developer to build the Mod income homes. (Varied from \$47,000 to \$58,000 depending on size of project)	Payment of in-lieu fees for the VL and L obligation, Developer to build the Mod income homes. (Varied from \$47,000 to \$58,000 depending on size of project)	

Table 3: Alternative options to affordable housing or in-lieu fees

City	Alternatives to On-Site Construction
Woodland	Developer can propose to sell or dedicate sufficient residential lots to a nonprofit developer to satisfy its obligation or to dedicate appropriate off-site land, subject to approval by Community Development Director.
Woodland – SLSP	Alternate options: - Density bonus up to 25% available to qualified projects - Land dedication option for qualified projects - Off-site affordable housing; funded by off-site affordable housing fee
Elk Grove	Technically possible for developers to submit alternate proposals, but none have.
Roseville	Must provide units either on-site or within same Specific Plan area.
Davis	Acquisition and recordation of permanent affordability restrictions on existing housing units within the city, can count towards requirement subject to city council discretion. Land dedication shall be of an irrevocable offer of sufficient land that will accommodate the affordable housing requirement (no less than 2 acres) and have complete public works infrastructure already present
West Sacramento	None
Sacramento	Land dedication (must be approved by the Sacramento Housing and Redevelopment Agency). Land dedications must have all site improvements completed. Construction of affordable housing units (must be more than 400 feet away from another multi-unit affordable housing dwelling complex if

	both projects are more than 50% affordable dwelling units).
Folsom	Land Dedication
Rancho Cordova	Developers are also required to help cities identify land where specific affordable developments can be built. Some developers decide to dedicate for this use, and the City gives them an in-lieu fee credit for the price of that land
Winters	Have collected in-lieu fees for an equivalent of 63 units. City is in the process of building a 63 unit affordable senior project. Considering sweat equity moderate income homeowner housing.