



City of Woodland
Meeting Agenda
Zoning Administrator Hearing

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

April 4, 2025
10:00 AM

A. CALL TO ORDER

B. ADJOURNMENT

C. ROLL CALL

D. COMMUNICATIONS FROM THE PUBLIC

E. BUSINESS ITEM

1. SUBJECT: Woodland Wonder School Zoning Administrator Permit

RECOMMENDATION FOR ACTION: Staff recommends that the Zoning Administrator approve the Zoning Administrator Permit for a new preschool/childcare center (Woodland Wonder School) at 430 Third Street.

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 ZONING ADMINISTRATOR
AGENDA: Zoning Administrator Hearing
DATE: April 4, 2025
ITEM #: E.1
SUBJECT: Woodland Wonder School Zoning Administrator Permit

Recommendation for Action: Staff recommends that the Zoning Administrator approve a Zoning Administrator Permit for a new preschool/childcare center (Woodland Wonder School) at 430 Third Street.

Staff Contact:

Amanda Portier, (530) 661-5920, amanda.portier@cityofwoodland.gov

Background:

Project Site Details

Location: 430 Third Street

Applicant: Keri Aoki SBA Woodland Wonder School LLC

Owner: Keri Aoki DBA Aoki-Slaven Properties LLC

Assessor's Parcel Number (APN): 006-564-007-000

General Plan Designation: Downtown Mixed Use

Current Zoning: Downtown-Core, DX-1

Adjacent Land Uses & Zoning:

Direction	Zoning	Land Use
North	Downtown-Core, DX-1	City of Woodland Public Parking Lot
South	Downtown-Core, DX-1	Residential
East	Downtown-Core, DX-1	Residential
West	Downtown-Core, DX-1	Office

Project Proposal

Applicant, Keri Aoki, Administrator of Woodland Haven Preschool, is requesting a Zoning Administrator Permit for a new preschool/childcare center at 430 Third Street – Woodland Wonder School. The project includes several interior improvements to the existing 2,585 SF building and 8,550 SF site, including the addition of a fenced outdoor play area, in place of the existing outdoor parking area. The center will operate Monday-Friday 8am-5pm with a maximum of 45 children ranging from age 2 to Kindergarten and employ a maximum of 6 employees at any given time.

Applicable Laws and Ordinances

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

- The California Environmental Quality Act (CEQA)
- The City of Woodland General Plan
- The City of Woodland Municipal Code

Zoning Administrator Permit

Woodland Municipal Code Section 17.100.090 addresses Zoning Administrator Permits. The Zoning Administrator shall be the Community Development Director or his or her designated appointee. It is the authority of the Zoning Administrator to conduct public hearings and convene and preside over meetings that are authorized or required by state planning law, this chapter, or other federal, state, or city laws or regulations.

Discussion:

Staff Analysis

General Plan Consistency

The 2035 General Plan designation for the site is Downtown Mixed Use, which provides for retail services, restaurants, professional and administrative offices, hotels and motels, public and quasi-public uses, and similar compatible uses. The proposed use of the site as a preschool/childcare center is consistent with the General Plan designation.

The General Plan has adopted policies to maintain the Downtown as an established area to create a vibrant city center with a diverse mix of offices, housing, theaters, retail stores, professional services, and restaurants that serve residents, employees, and night-time entertainment populations. Below is an outline of 2035 General Plan policies that relate to the City Downtown Mixed Use zone district and to the proposed use:

- Policy 2.A.4 Downtown. Promote Downtown Woodland as the city's sole civic, cultural, entertainment, and central business district that serves as the primary specialty retail and dining, entertainment, office, arts, and government center.
- Policy 2.H.11 Local Goods and Products. Encourage the sale of local goods, foods, and products that showcase Woodland's historic and emerging industries.

Zoning Consistency

The Zoning designation for the site is Downtown-Core. The project includes improvements to the existing structure which is not in compliance with all Downtown-Core development standards. However, the existing structure lawfully existed prior to the Zoning Code update and therefore qualifies as a continuation of a nonconforming structure under Woodland Municipal Code section 17.80.050. The Downtown-Core zone allows for Day Care Centers, Family Day Cares, and Residential Care Facilities with a Zoning Administrator Permit. Woodland Municipal Code Section 17.84.150 addresses the requirements for Day Care Centers, Family Day Cares, and Residential Care Facilities operating in Woodland. The proposed preschool/childcare center land use has been reviewed through the Zoning Administrator review process and corresponding conditions of approval have been attached to the project. Due to Title 22 Childcare Licensing requirements, all childcare centers require 75 SF of outdoor space per child at any given time. To meet this requirement, the applicant requests to remove the existing parking lot to build a fenced outdoor play area. The applicant included a parking use statement that provides details on where staff will park (either in leased spaces in the Business Center lot across the street or in existing street spaces) and where families will park during staggered drop-off/pick-up times (either in the existing adjacent public lot or in on-street parking spaces). The proposed site plans include maintaining the existing landscaping and adding new landscaping areas. The conditions of approval require the applicant to submit detailed Landscape and Irrigation Plans prior to issuance of a building or grading permit. The

Community Development Department will review and approve plans to ensure compliance with relevant City and State standards.

Environmental Determination

Pursuant to the California Environmental Quality Act ("CEQA"), the proposed project is exempt from CEQA review per CEQA regulations (Title 14 of the California Code of Regulations) 15301. Existing Facilities. and 15304. Minor Alterations to Land. The project is considered a Class 1, Existing Facility and a Class 3, Minor Alterations to Land. A class 1 exemption consists of minor alterations to existing private structures and a class 3 exemption consists of minor private alterations in the condition of vegetation. The building improvements and landscape additions will not result in significant traffic, noise, air quality, or water quality impacts. The project does not involve a significant amount of hazardous materials. The project will comply with City noise standards. Existing utilities (stormwater, sewer, water, electrical, gas) are adequate to serve the proposed project.

Reviewing Agency Comments

Staff circulated the project to other City divisions and departments for review, and integrated all review comments into the conditions of approval.

Public Notification

In accordance with the City of Woodland Zoning Code section 17.96.080 and State Planning Law, public notice was prepared by the Community Development Department. Two methods of public notice were used:

- Public Notice was posted at the site ten days prior to the Zoning Administrator Permit determination; and
- Public Notices were mailed to all property owners within 300 feet of the project site.

Appeals

Any person dissatisfied with any decision by the Zoning Administrator may appeal therefrom to the Planning Commission at any time within ten (10) days after the rendition of the decision by the Zoning Administrator. Said appeal shall be conducted pursuant to procedures set forth in Woodland Municipal Code Section 17.96.160.

Conclusion:

Staff recommends that the Zoning Administrator approve the Zoning Administrator Permit for a new preschool/childcare center (Woodland Wonder School) at 430 Third Street.

Attachments:

1. Conditions of Approval



PLNG 25-00016
Woodland Wonder School -Zoning Administrator Permit

Conditions of Approval

GENERAL CONDITIONS:

1. **Project Approval.** This Zoning Administrator Permit is based upon and limited to compliance with the project description outlined in the staff report prepared for April 4, 2025 and all conditions of approval set forth below, including mitigation measures and specified plans and agreements included by reference, as well as all applicable County rules and regulations. The project description is as follows:

Keri Aoki, Administrator of Woodland Haven Preschool that currently serves over 100 children in our community, is requesting a Zoning Administrator Permit for a new childcare center at 430 Third Street – Woodland Wonder School. The project includes several improvements to the existing 2,585 SF building and 8,550 SF site, including removing the on-site parking lot and replacing it with a fenced outdoor play area. The center will operate Monday-Friday 8am-5pm with a maximum of 45 children ranging from age 2 to Kindergarten and employ a maximum of 6 employees at any given time.
2. **Project Changes.** Should there be a change in the use or intensification or expansion of the described use or project design, 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 Zoning Administrator Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.
3. **Indemnification.** The applicant/owner 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.

4. **Requirements of Agencies.** Applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating.
5. **Appeal Period.** Pursuant to Zoning Code Section 17.96.160.F., unless otherwise specified in state or federal law, all appeals shall be filed in writing within 10 calendar days of the date when the action was taken. In the event an appeal period ends on a Saturday, Sunday, or any other day the City is closed, the appeal period shall end at the close of business on the next consecutive business day.
6. **Expiration.** The Zoning Administrator Permit must be exercised within one year of issuance, or it shall be deemed null and void.
7. **Fee Statement.** The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

8. **Coordination of Plans.** Concurrent with submittal for Building Division Plan Check, the applicant shall submit plans, including landscape plans and elevations for review and approval by the Planning Division (review of landscape plans can occur concurrent to building plan- check). Plans shall be coordinated and submitted as a single package.
9. **Final Plan Set.** Prior to the issuance of building permits, the applicant shall include a Final Plan Set, with all conditions of approval incorporated or clearly listed on the plans. The conditions shall be printed on a full-size plan sheet(s). All plans, including site, grading, civil, mechanical, street improvement, landscaping, and architectural elevations shall be coordinated for consistency prior to issuance of

permits.

10. **Informing Subcontractors.** The applicant shall be responsible for informing all subcontractors, consultants, engineers or other business entities providing services related to the project of their responsibilities to comply with all pertinent requirements herein in the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities.

PLANNING

11. **Day Care Centers, Family Day Cares and Residential Care Facilities Standards.** The project must follow all standards outlined in Woodland Municipal Code Section 14.84.150 Day Care Centers, Family Day Cares and Residential Care Facilities.
12. **Outdoor storage.** Outdoor storage shall be screened to the satisfaction of the Community Development Department with the use of fencing and or landscaping.
13. **Outdoor Fencing.** Location, design and height of all new outdoor fencing shall be approved by the Planning Department prior to installation. Exterior fencing shall not exceed 6 feet in height and shall not be closer than 15 feet from back of walk if taller than 42 inches in height.
14. **Outdoor Play Structures:** Outdoor play structures visible from the public right of way shall be reviewed and approved by Planning staff prior to installation.
15. **Tree Inspection/Maintenance.** Prior to opening, applicant shall enter into an operating agreement with the City of Woodland that defines how expenses will be shared between the applicant and the City for increased inspections and maintenance for the Landmarked City Tree on the North side of the property. The applicant shall also contract with a City approved arborist to conduct an initial inspection and produce an arborist report.
16. **Tree Protection.** Applicant shall provide a tree protection plan during construction and operation for the Landmarked City Tree on the North side of the property.
17. **Landscaping.** Prior to issuance of a building or grading permit, applicant shall submit Detailed Landscape and Irrigation plans shall be submitted and approved by the Community Development, and Public Works Departments concurrent with public improvement plans and prior to issuance of building permits. Landscape plans shall specify the following:
 - Final planting design including all final landscape coverage calculations and ensure compliance with the City Zoning Ordinance
 - Locations, size, and quantity of all plant materials.

- A plant legend specifying species type (botanical and common names), container size, maximum growth habit, and quantity of all plant materials.
 - Location of all pavements, fencing, buildings, accessory structures, property lines, and other pertinent site plan features.
 - Planting and installation details; and notes including soil amendments.
 - Details of all irrigation (drip, sprinkler, and bubbler) as well as equipment such a backflow controller and water meter devices identified.
 - Soils analysis and specification of any amendment requirements
 - Tree preservation measures
18. Landscape plans shall comply with the State and the City's Water Efficient Landscape Ordinance. The landscape architect shall document and attest to the compliance with the State Ordinance on the final landscape plans.
 19. All trees shall be planted and staked with Reddy stakes in accordance with city standards.
 20. For landscaping on private property, a minimum of 15-gallon size (or larger) trees are required. All landscape stock shall be inspected by the project landscape architect prior to installation. No root bound plants shall be used, only healthy, well formed, and vigorous plant material shall be used. A soil test shall be provided. The Landscape architect shall provide written verification as to plant health and proper soil amendments.
 21. Vegetative matter shall cover a minimum of 75 percent (75%) of the landscape area within 2 years of planting. Shade coverage shall be 50% of parking area and 20% of hardscape. The landscape architect shall document the calculations and attest to this on the final landscape plan.
 22. MWEL Title 23, Chapter 2.7, §492.7 requires that a dedicated water service meter or private submitter to be installed in all non-residential landscape properties of at least 1,000sgft.
 23. Enter into a Landscape Maintenance Agreement with the City to be recorded prior to issuance of a building permit to assure continuing maintenance.
 24. **Trash/Recycling.** If amount of waste will greatly increase from previous use, additional carts or commercial bins with a trash enclosure will be required. Trash storage design and elevations shall be provided on the final building plan set which shall be reviewed and approved prior to issuance of building permits. Any outdoor trash receptacle shall be fully enclosed with masonry or an alternative high quality material(s) that is architecturally compatible with the primary building. Where feasible, landscaping shall surround the trash enclosure. The trash facilities and

enclosures shall be of sufficient size and dimensions to accommodate waste, recycling and organics containers. Outdoor enclosure(s) shall contain a roof to prevent rainfall from entering containers. Evidence of approval from Waste Management for the quantity, location and size of the trash and recycling enclosures shall be submitted with the building permit application.

25. **Green Waste.** Green waste from landscape maintenance must be hauled away or placed in organics carts. Landscaped materials may not be placed in the street.
26. **Lighting.** A detailed on-site lighting plan shall be reviewed and approved by the Community Development Department prior to the issuance of building permits. Such plan shall indicate style, illumination, location, height, and materials of all outdoor lighting fixtures. Lighting shall be constructed using sufficient poles and fixtures so that the lighting does not impact adjacent public and/or private properties. Lighting shall be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs are prohibited.
27. **Signage.** Any new signage, modifications, or changes to the signage shall conform to the City Zoning Code and Sign Ordinance. A separate Design Review permit for the building signage shall be submitted.

Prior to Construction

28. Prior to issuance of a grading or any ground disturbance, or building permit or other improvement activities on the site the applicant shall submit a final grading plan concurrent with the initial building plan check submittal to the Community Development Department. All accessibility features and access routes are to be clearly shown on the site and grading plan.

During Construction

29. The applicant/owner shall be responsible for the ongoing maintenance and upkeep of the site. The site shall be kept free of trash or debris at all times.
30. If temporary perimeter fencing is installed during construction/development, it shall consist of chain link or better.
31. An effective dust control program should be implemented whenever earth moving activities occur on site.

Required Prior to Certificate of Occupancy

32. Prior to any use of the project site or business activity being commenced thereon, all Conditions of Approval shall be completed to the satisfaction of the Community

Development Department. The site and buildings shall be inspected for compliance prior to the Certificate of Occupancy.

DEVELOPMENT SERVICES

General Conditions

33. Applicant shall prepare improvement plans for utility connections, and all work within the public right-of-way and submit them to the Development Engineering Division of Community Development Department with encroachment permit application for review and approval. The submittal shall include an engineer's estimate of cost for the public improvements and applicant shall pay a plan check and inspection fee in accordance with the fee schedule. Prior to the first building permit issuance, applicant shall obtain permit and post security determined necessary during the permit process. Work shall be completed under the encroachment permit prior to certificate of occupancy providing the above conditions are met prior to building permit issuance. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.
34. Unless otherwise determined by the City Engineer, construction of public improvements will require that the applicant enter into an improvement agreement, and provide bonds and insurance.
35. All public improvements are required as a condition of development of this site, and shall be completed prior to certificate of occupancy of the canopy structure.

Fees:

36. Prior to approval of improvement plans, the Owner shall pay all fees for plan check and inspection of offsite infrastructure improvements, as approved by City Council and defined in the City Fee Schedule. If Owner pays a deposit only at improvement plan submittal, the balance shall be paid prior to improvement plan approval by the City Engineer.
37. Applicant shall pay applicable development impact fees or connection fees in effect at the time of building permit issuance including special calculation for high generation traffic uses.
38. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of

the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Site Design and Frontage Improvements

39. The existing driveway shall be removed and replaced with new ADA compliant sidewalk with vertical curb per City standards.
40. Applicant shall remove and replace all non-ADA compliant sidewalk along frontage of property.

Water Infrastructure:

41. Backflow protection devices shall be installed on all domestic, landscape irrigation, and fire water services. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.

Sanitary Sewer Collection System:

42. The Applicant shall install City standard sewer cleanout at back of walk on existing sewer lateral.

Storm Drainage:

43. A comprehensive drainage plan for the full site shall be prepared and shall identify specific storm drainage design features to control runoff from the project site. This may be achieved through one or more of the following: onsite detention or retention facilities, channel modifications, and/or equally effective measures to control the rate and volume of runoff. All necessary calculations, assumptions,

and design details shall be submitted to the City Public works Department for review and approval. The design features proposed by the applicant shall be consistent with the most recent version of the City's Storm Drainage Master Plan criteria and Standard Specifications and Details.

44. Applicant shall protect storm drain inlet to prevent debris (including bark) from entering the City's storm drain system. The applicant may wish to switch the turf area with the bark area to accomplish this.
45. Storm drain inlet may need to be reset to grade depending on slopes and grading of the surrounding area.

Transportation:

46. It is noted in the parking narrative that the applicant requests that the City stripe at least one 30-minute parking space in front of their property. The City will not grant this request. If the applicant needs space for drop off/pick up, it is recommended to maintain adequate space onsite. If the applicant chooses to eliminate all on-site parking, all parking adjacent the property will be in kind with other parking in the area and will remain unmarked and unrestricted.

BUILDING

47. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - a. 2022 California Building Code
 - b. 2022 California Existing Building Code
 - c. 2022 California Fire Code
 - d. 2022 California Plumbing Code
 - e. 2022 California Mechanical Code
 - f. 2022 California Electrical Code
 - g. 2022 Building Energy Efficiency Standards
 - h. 2022 California Green Building Code
 - i. The Code of the City of Woodland
48. 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.

49. 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.
50. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
51. 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.
52. Childcare facilities must obtain licensing from the California Department of Social Services (CDSS) in accordance with:
 - j. California Code of Regulations
 - k. Title 22. Social Security
 - l. Division 12. Child Care Facility Licensing Regulations

FIRE

53. **Project condition. Prior to Issuance of Certificate of Occupancy:** Project addressing size and location shall meet the minimum requirements of the Woodland Fire Department and the City of Woodland.
54. **Project condition. Prior to Issuance of Certificate of Occupancy:** A Knox Box shall be installed at the main entrance for the new tenant. If a locked gate restricts access to the building, an additional Knox Box is required at the gate.
55. **Advisory. Prior to improvement plan approval:** A manual fire automatic alarm system that initiates the occupant notification system in accordance with section 907.2.3 shall be installed in Group E or I-4 occupancies for childcare purposes.
56. **Advisory. Prior to improvement plan approval:** Project shall meet the requirements of the 2022 California Building Code Section 452.1.1. Width is measured from the flow line to the flow line or edge of the pavement. If the requirements of the 2022 California Building Code Section 452.1.1 are not met, "NO PARKING FIRE LANE" signs and/or red-painted curbs with a white stencil "No Parking Fire Lane" shall be installed per the California Fire Code and to the satisfaction of the Woodland Fire Department on the new playground frontage on 3rd Street.
57. **Project Condition. Prior to permit approval to install gates or barriers:** The installation of perimeter fencing, gates, or barriers that obstruct fire apparatus

access roads shall require a separate plan submittal, review, and approval by the Woodland Fire Department before installation.

58. **Project Condition. Prior to permit approval:** Tenant improvement plans shall be submitted to the City of Woodland Building and Fire Department for review and approval due to the interior remodel of the space.
59. **Advisory:** Please be aware that, at a minimum or as applicable, the following items will be inspected, tested, or reviewed at the time of inspection.
- Existing exit signs and emergency lighting shall be in good working order and capable of supplying illumination for not less than 90 minutes. Testing records are required. Test to be conducted at fire inspection.
 - New and existing fire extinguishers shall be current and labeled with a State Fire Marshal-approved service label.
 - Existing exits, exit doors, and door hardware are not obstructed, are in good working order, and shall meet the minimum requirements of the CFC.
 - Housekeeping shall be orderly, and storage shall be stored in an approved manner per the CFC.
 - All electrical and cords shall comply with the CFC.
 - All electrical panels shall have a minimum 36-inch clearance before the panel.
 - Verify that the address and suite numbers are visible from the assigned street.
 - Verify fire lanes are marked.
 - Verify all landscaping is three feet away from fire department equipment.
 - Verify that fire department equipment is painted, marked, labeled, and secured as applicable.
 - Existing walls and ceilings are free from holes that would lead to fire extension.
 - Verify Knox Box keys.