



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 7, 2025
6:00 PM

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING 6:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

Land Acknowledgment Statement - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

1. SUBJECT: General Public Comments

WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

E. 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.

F. CONSENT CALENDAR

3. SUBJECT: Proclamation for National Hispanic Heritage Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2025 through October 15, 2025 as National Hispanic Heritage Month in Woodland.

4. SUBJECT: 2025 Fire Prevention Week Proclamation

RECOMMENDATION: Staff recommends that the City Council adopt a Proclamation recognizing October 5, 2025, through October 11, 2025, as Fire Prevention Week in Woodland.

5. SUBJECT: City Council Meeting Minutes of September 2, 2025 and September 16, 2025.

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of September 2, 2025 and September 16, 2025.

6. SUBJECT: Community Development Department Semi-Annual Report for January 2025 to June 2025.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the semi-annual report for the Community Development Department for the time period of January to June 2025.

7. SUBJECT: Second Reading and Adoption of Ordinance Relating to Entertainment Zones

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a second reading and adopt an Ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones" relating to Entertainment Zones.

8. SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Amending Woodland Municipal Code Title 17 "Zoning" Updates for Clarity and Usability

RECOMMENDATION FOR ACTION: Staff recommends that City Council waive the second reading and adopt Ordinance No. _____ amending Woodland Municipal Code Title 17 "Zoning" in multiple sections for enhanced clarity, usability, and State law conformity.

9. SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Amending Woodland Municipal Code Title 17, "Zoning" and Title 16, "Subdivision" Amendments related to Two-Unit projects and Urban Lot Splits

RECOMMENDATION FOR ACTION: Staff recommends that City Council

Waive the second reading and adopt Ordinance No. _____, amending Woodland Municipal Code Title 17, "Zoning", and Title 16, "Subdivision", Sections 17.84.380 and 16.90 related to Two-Unit projects and Urban Lot Splits.

10. SUBJECT: Accept funding from the Woodland-Davis Clean Water Agency and allocate the funds to the ASR Well #31 Project, CIP 17-05

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to accept \$592,453.94 from the Woodland-Davis Clean Water Agency and appropriate the funds to the ASR Well #31 project, CIP 17-05 in the Water Enterprise Fund (Fund 2210).

11. SUBJECT: Consider authorizing a rate for the collection and handling of residential solid waste in excess of authorized bundled rates.

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, to establish a solid waste rate for additional residential garbage collection service effective November 1, 2025.

12. SUBJECT: Approve Consultant Services Agreement with Mark Thomas for design of the SR 113/CR 25A Ultimate Interchange Improvements Project, CIP 21-14

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a consultant services agreement with Mark Thomas, in an amount not to exceed \$1,154,980 for design of the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP 21-14 (the "Project") and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$173,247) of the agreement amount, and 2) appropriate \$1,554,148 in Spring Lake Infrastructure – Roads funding (Fund 682) to the Project.

13. SUBJECT: Resolution Authorizing the Acceptance and Appropriation of the 2024 Assistance to Firefighters Grant for Tiller Equipment and Additional Training

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, authorizing the acceptance of the 2024 Assistance to Firefighters Grand award and the appropriation of \$251,450.00 to the Other Federal Grants Fund (1330) to fund the additional expenditure of Aerial Tiller Operations Training and Additional Training.

14. SUBJECT: Consideration of Settlement Agreement between the City, Sierra Northern Railroad, and County of Yolo

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____, Approving the Settlement and Release Agreement between, and among, Sierra Northern Railway (SNRR), City of Woodland (City), and the County of Yolo (County), which settles the claims that SNRR has alleged against the City and County in Yolo County Superior Court No. CV2022-0479.

G. REPORTS OF THE CITY MANAGER

15. SUBJECT: Adoption of the 2025 Emergency Operation Plan (EOP).

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____, approving the updated City of Woodland Emergency Operations Plan and authorizing the Mayor to sign the Letter of Promulgation stating the Council's support for the Plan.

16. SUBJECT: Woodland Police Department Semi-Annual Report January 1, 2025 – June 30, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Woodland Police Department's Semi-Annual Report for the period from January 1, 2025 to June 30, 2025.

H. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular City Council/ Woodland Finance Authority of the City of Woodland scheduled for October 7, 2025 was posted on October 3, 2025 in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

Marissa Kersey
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: October 7, 2025
ITEM #: D.1
SUBJECT: General Public Comments

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Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: E.2
SUBJECT: Long Range Calendar

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



Ken Hiatt
City Manager

Attachments:

1. Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

October 21st

REGULAR MEETING

Proclamation – World Polio Day
Proclamation – YCH 25th Anniversary
Approving Consultant Agreement for ESDC WPCF Grit and IPS Project
Approving Consultant Agreement for Fire Station #4 Project
Approving Consultant Agreement for SS4A Safety Action Plan, CIP 25-03
Approving Consultant Agreement for Main Street Complete Streets, CIP 22-13
Approve Recreation Enterprise Funds for Gym Floor Maintenance
Adoption of 2025 California Building Standards and Fire Codes
FY24/25 Budget Carry-Overs
Citywide Road Maintenance Program Presentation

November 4th

REGULAR MEETING

Proclamation – Yolo Philanthropy Awards
Approving a Declaration of Surplus Property at 3 Well Sites
Approving License Agreement with Community Care Car
Quarterly Investment Report
FY26 First Quarter Budget Update

November 18th

REGULAR MEETING

Public Hearing: Adoption of 2025 California Building Standards and Fire Codes
Downtown Parking Time Limit Changes
Woodland Soccer Club – License Agreement Sports Park

Future Topics / Study Sessions:

Cemetery Maintenance (December) Solar PPA Buyout – Terra Verde (December) Yolo Active Transportation Corridors Project Presentation (January 2026) Sewer and Water Rate Study Presentations (Jan/Feb 2026) Animal Services Governance Model (TBD)

Updated 10/6/2025



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.3
SUBJECT: Proclamation for National Hispanic Heritage Month

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation recognizing September 15, 2025 through October 15, 2025 as National Hispanic Heritage Month in Woodland.



Ken Hiatt
City Manager

Attachments:

1. Proclamation National Hispanic Heritage Month 2025 (1)



**PROCLAMATION
HISPANIC HERITAGE MONTH 2025
COLLECTIVE HERITAGE: HONORING THE PAST, INSPIRING THE FUTURE**

WHEREAS, Hispanic Heritage month was enacted into law on August 17, 1988 and the US celebrates from September 15 through October 15; and

WHEREAS, the term Hispanic refers to communities from Spain and other Spanish-speaking countries, excluding Brazil; Latino refers to communities from Latin America; and Chicano refers to all Spanish-speaking and original Indigenous peoples who trace their heritage to Latin America and Africa; and

WHEREAS, September 15 was selected as this celebration's start date to coincide with the Independence Day celebrations of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico, Chile, and Belize observe their independence on September 16, 18, and 21, respectively; and

WHEREAS, Chicano, Latino, and Hispanic people have had a profound and positive influence in the United States through their strong commitment to family, hard work, and public service, among many other qualities. They have enhanced our national character with traditions that reflect the diverse customs of their communities and Woodland is a more vibrant place because of them; and

WHEREAS, Chicano, Latino, and Hispanic people have and continue to serve as Civil Rights leaders, educators, public servants, business owners, activists, artists, colleagues, friends, and much more in our community and across the world; and

WHEREAS, the State of California is home to more than 15 million Latinos, more than half of the K-12 student population in California is Latino, and roughly 49% of Woodlanders identify as Hispanic or Latino; and

WHEREAS, the City of Woodland is proud to celebrate our Chicano, Latino, and Hispanic neighbors by partnering on several activities during the month-long celebration, including; a delegation from our Sister City of La Piedad, Michoacan and the Concilio of Yolo County's 37th Recognition Dinner and Scholarship Fundraiser on October 11th hosting; and

WHEREAS, even today, Chicano, Latino, and Hispanic people persist through discrimination and prejudice to build and grow their communities undeterred, and we remember those who have long led the ongoing movement for justice and equality; and

WHEREAS, the theme for the 2025 Hispanic Heritage Month celebration is "Collective Heritage: Honoring the Past, Inspiring the Future," which celebrates the rich history and achievements of Hispanic and Latino communities while emphasizing their role in shaping the future.

NOW THEREFORE, BE IT RESOLVED that the City Council of Woodland proclaims the month beginning on September 15 and ending on October 15, 2025 as National Hispanic Heritage Month and encourages all Woodlanders to commemorate this occasion.

DATED: October 7, 2025

Rich Lansburgh, Mayor

Tom Stallard, Mayor Pro Tempore

David Moreno, Council Member

Tania Garcia-Cadena, Council Member

Mayra Vega, Council Member





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.4
SUBJECT: 2025 Fire Prevention Week Proclamation

Recommendation for Action: Staff recommends that the City Council adopt a Proclamation recognizing October 5, 2025, through October 11, 2025, as Fire Prevention Week in Woodland.

Staff Contact:

Matt Flint, Fire Marshal, Matt.Flint@cityofwoodland.gov, 530-661-5855

Background:

Since 1922, the National Fire Protection Agency (NFPA) has sponsored the public observance of Fire Prevention Week. In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in our country. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This devastating fire killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land.

Discussion:

For 2025, Fire Prevention Week runs from October 5, 2025, through October 11, 2025. This year's Fire Prevention Week campaign, "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home," focuses on raising awareness about the safe use, charging, and disposal of lithium-ion batteries. These batteries power many of the devices used in daily life — from cell phones, tablets, and laptops to power tools, e-bikes, and children's toys. While highly efficient, lithium-ion batteries can pose a fire risk if they are damaged, improperly charged, or not recycled responsibly.

The Woodland Fire Department is committed to reducing the occurrence of home fires and injuries by educating the community on safe battery practices. This includes three key messages: purchase only listed and tested products, charge batteries safely by following manufacturer instructions, and recycle old or damaged batteries properly.

The Woodland Fire Department Community Risk Reduction Division staff will run a targeted social media and outreach campaign to share this year's theme with residents, schools, and businesses. The campaign will include practical tips for preventing battery-related fires and highlight resources for safe disposal and recycling.

Fire Prevention Week will conclude with a community open house at Woodland Fire Station #1, located at 101 Court Street, on Saturday, October 11, 2025, from 10:00 am until 1:00 pm. The event will provide opportunities for families to meet local firefighters, tour fire engines, and learn more about fire prevention and battery safety.

Conclusion:

Staff recommends that the City Council adopt a Proclamation recognizing October 5, 2025, through October 11, 2025, as Fire Prevention Week in Woodland.

Prepared by: Morgan Sanchez, Community Risk Reduction Specialist

Reviewed by: Matt Flint, Fire Marshal



Ken Hiatt
City Manager

Attachments:

1. Proclamation - Fire Prevention Week 2025



**PROCLAMATION
FIRE PREVENTION WEEK 2025**

WHEREAS, the City of Woodland is committed to ensuring the safety and security of all residents and visitors, recognizing that fire safety is a responsibility shared by the entire community; and

WHEREAS, fire remains a serious public safety concern both in Woodland and across the nation, and the widespread use of lithium-ion batteries in everyday devices introduces unique and growing fire risks; and

WHEREAS, Woodland families, schools, and businesses rely daily on electronics powered by lithium-ion batteries — including smartphones, tablets, laptops, power tools, e-bikes, and toys — which, if damaged, improperly charged, or misused, can overheat, catch fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) has reported a significant increase in battery-related fires, underscoring the need for community-wide education on safe battery use, charging, and disposal; and

WHEREAS, the Woodland Fire Department encourages residents to take three simple but vital steps to prevent battery-related fires: purchase only listed and tested products, charge batteries safely using the manufacturer’s instructions, and recycle old or damaged batteries responsibly; and

WHEREAS, lithium-ion batteries store a large amount of energy in a small space, and unsafe practices — such as overcharging, using off-brand or uncertified chargers, or exposing batteries to physical damage — create dangerous fire hazards that threaten homes, businesses, and first responders; and

WHEREAS, the proper recycling and disposal of lithium-ion batteries not only reduce environmental harm but also lower fire risks within Woodland neighborhoods and throughout Yolo County; and

WHEREAS, Woodland’s firefighters and prevention specialists are dedicated to reducing the occurrence of fires through inspections, safety education, and community outreach, striving to keep our community safe every day; and

WHEREAS, the 2025 Fire Prevention Week™ theme, “Charge into Fire Safety™: Lithium-Ion Batteries in Your Home,” reminds us of the importance of making safe choices when using, charging, and recycling lithium-ion batteries to protect our families and our community.

NOW THEREFORE, BE IT RESOLVED that the City Council of Woodland proclaims the week of October 5th to 11th, 2025, as Fire Prevention Week in the City of Woodland and urge all residents to join the Woodland Fire Department in supporting fire safety efforts and practicing safe use of lithium-ion batteries at home, at work, and in our community.

DATED: October 7, 2025



**CITY OF
WOODLAND**
CALIFORNIA

Tom Stallard, Mayor Pro Tempore
Tania Garcia-Cadena, Council Member

Rich Lansburgh, Mayor

David Moreno, Council Member
Mayra Vega, Council Member



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.5
SUBJECT: City Council Meeting Minutes of September 2, 2025 and September 16, 2025.

Recommendation for Action: Staff recommends the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meetings of September 2, 2025 and September 16, 2025.

Staff Contact:

Marissa Kersey, City Clerk, (530) 661-5806, marissa.kersey@cityofwoodland.gov

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

Ken Hiatt
City Manager

Attachments:

1. Draft Minutes for September 2, 2025
2. Draft Minutes for September 16, 2025

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, September 2, 2025

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING
6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:02 PM.

B. ROLL CALL

Council Members Present: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by James Vorhees.

***Land Acknowledgment Statement** - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

D. COMMUNICATIONS - PUBLIC COMMENT

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1. SUBJECT: General Public Comments

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Mayor Lansburgh invited public comment. Speaking from the public was James Vorhees.

No further public comment was received.

E. 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.

Verbal updates provided by Council Members/ Staff.

2. SUBJECT: Long Range Calendar

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

Received the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

Mayor Pro Tem Stallard requested that item number F. 7. be removed for further discussion. City Manager Ken Hiatt presented the item and answered questions from the Council along with City Attorney Ethan Walsh and Community Services Director Christine Ferrara. Council directed staff to return with a report detailing cost-reduction measures for the maintenance of the Woodland Cemetery. Council agreed to include item F.7. in their vote on the Consent Calendar.

Mayor Lansburgh invited public comment. Speaking from the public was James Vorhees. No further public comment was received.

On a motion by Mayor Lansburgh, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members approved Consent Calendar items No. 3 through 10.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

3. SUBJECT: Proclamation in Honor of Hawaiian Spaniards

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation honoring the contributions of Hawaiian Spaniards as well as celebrating the upcoming Spanish Hawaiian Heritage Association's Academic & Cultural Conference.

Adopted a proclamation honoring the contributions of Hawaiian Spaniards as well as celebrating the upcoming Spanish Hawaiian Heritage Association's Academic and Cultural Conference.

Accepting the proclamation was Jennifer Hogan, who provided a presentation on the history of Hawaiian Spaniards.

4. SUBJECT: Proclamation Recognizing the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a proclamation recognizing September 13, 2025 as the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

Adopted a proclamation recognizing September 13, 2025, as the Silver Anniversary of the Cache Creek Conservancy and Nature Preserve.

Accepting the proclamation was Jim Smith, President of the Board of Directors and Sheila Pratt, Executive Director of the Cache Creek Nature Preserve.

5. SUBJECT: Public Works Semi-Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive a presentation and accept the Public Works Semi-Annual Status Report for the period of January 2025 through June 2025.

Accepted the Public Works Semi-Annual Status Report for the period of January 2025 through June 2025.

6. SUBJECT: Appropriation of Funds for the 2025 Clean Air Funds Grant Budget

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No.____, authorizing a budget appropriation of \$10,281.09 to Fund 1365 in Fiscal Year 2025/26 for the Clean Air Funds Grant.

Adopted Resolution No. 8561, AUTHORIZING THE APPROPRIATION OF FUNDS TO THE FISCAL YEAR 2025/26 CLEAN AIR FUNDS GRANT BUDGET.

7. SUBJECT: Authorize the Purchase and Appropriate Funds for One New Vehicle for the Pool Facilities Technician and Six (6) Replacement EV Lawn Mowers.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____,

1. Authorizing the appropriation of \$40,000 in the Equipment Replacement Fund (2012) for the purchase of a new vehicle for the recently adopted position of Pool Facilities Technician at the Community Services Department (CSD);
2. Authorizing the appropriation of \$132,434.96 in the Equipment Replacement Fund (2012) from collected reserved balances for the replacement purchases of equipment numbers #792, #813, #814, #815, #843 and #844 with six (6) new EV Lawn Mowers; and
3. Approving the equipment purchase contract totaling \$132,434.96 for the purchase of six (6) EV mowers, and authorizing the City Manager to execute the contract.

Adopted Resolution No. 8562, AUTHORIZING THE APPROPRIATION IN THE EQUIPMENT REPLACEMENT FUND FOR THE PURCHASE OF A VEHICLE FOR THE POOL AND RECREATION FACILITIES TECHNICIAN POSITION AND APPROVING THE APPROPRIATION OF RESERVED BALANCES AND THE PURCHASE OF SIX (6) ELECTRIC LAWN MOWERS FOR THE COMMUNITY SERVICES DEPARTMENT.

8. SUBJECT: Increase Construction Contingency for the Downtown Parking Lot Rehabilitation Project, CIP 24-09, and First Street Parking Lot Rehabilitation Project, CIP 24-13

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ to approve an increase in construction contract contingency up to \$251,672.97 for a total contract amount of up to \$628,245.16 for the Downtown Parking Lot Rehabilitation Project (CIP 24-09) and the First Street Parking Lot Rehabilitation Project (CIP 24-13).

Adopted Resolution No. 8563, INCREASING THE CONSTRUCTION CONTINGENCY FOR THE DOWNTOWN PARKING LOT REHABILITATION PROJECT (CIP 24-09) AND FIRST STREET PARKING LOT REHABILITATION PROJECT (CIP 24-13).

9. SUBJECT: Authorize Additional Conservation Coordinator Position and Appropriate Funding for the Environmental Compliance Fund (1365)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. ____ Approving Changes to the Authorized Full-Time Equivalent Positions for Fiscal Year 2025/26 and Appropriating \$125,135 to the Environmental Compliance Fund (1365).

Adopted Resolution No. 8564, APPROVING CHANGES TO AUTHORIZED FULL-TIME EQUIVALENT POSITIONS FOR FISCAL YEAR 2025/26 AND APPROPRIATING \$125,135 IN THE ENVIRONMENTAL COMPLIANCE FUND (1365).

10. SUBJECT: City Council Meeting Minutes of August 19, 2025

RECOMMENDATION FOR ACTION: Staff recommend the City Council adopt the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 19, 2025.

Adopted the minutes of the Joint Regular City Council/Woodland Finance Authority Meeting of August 19, 2025.

G. PUBLIC HEARINGS

11. SUBJECT: Development Agreement with Pacific Coast Producers - 1376 Lemen Avenue

RECOMMENDATION FOR ACTION: Staff recommends that the City Council hold a Public Hearing and take the following action:

Waive the First Reading and Introduce Ordinance No. _____, approving a Development Agreement by and between the City of Woodland and Pacific Coast Producers for the Lemen Avenue agricultural processing facility (1376 Lemen Avenue) and authorizing the execution of said agreement.

City Manager Ken Hiatt introduced the item. Erika Bumgardner, Deputy Director of Community Development, presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing. Speaking from the public were Sabrina Barr, James Vorhees, and Xóchitl Rodríguez. No further public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Councilmember Vega, seconded by Councilmember Garcia-Cadena, and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the First Reading and Introduced Ordinance No. 1740, APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND PACIFIC COST PRODUCERS FOR THE LEMEN AVENUE AGRICULTURAL PROCESSING FACILITY (1376 LEMEN AVENUE) AND AUTHORIZING EXECUTION OF SAID AGREEMENT.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh
NOES: None
ABSENT: None
ABSTAIN: None

H. REPORTS OF THE CITY MANAGER

12. SUBJECT: 2026 Aquatics Programming and Use Fees

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive an overview of aquatics programming for 2026 and adopt Resolution _____ authorizing new fees for aquatics programming.

Community Services Program Manager Kris Bain presented the item and answered questions from Council along with Community Services Director Christine Ferrara.

Mayor Lansburgh opened the floor to public comment. Speaking from the public was James Vorhees. No further public comment was received.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members 1) received an overview of aquatics programming for 2026 and 2) adopted Resolution No. 8565 AUTHORIZING NEW FEES FOR AQUATICS PROGRAMMING.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

13. SUBJECT: Fire Station #4 – Project Update and Next Steps

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive an update on the project scope, proposed delivery method, and next steps for advancing the Fire Station #4 Project (CIP 16-10); and
2. Direct staff to proceed with issuing a Request for Proposal for Owner's Representative Services to assist the City in managing the Progressive Design Build Process for the project.

The item was introduced by City Manager Ken Hiatt. Community Development Director and City Engineer Brent Meyer presented the item and answered questions from Council along with Fire Chief Eric Zane.

Mayor Lansburgh opened the floor to public comment. Speaking from the public were Xóchitl Rodriguez, James Vorhees, and Woodland Fire Engineer Trevor Moureaux. No further public comment was received.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) received an update on the project scope, proposed delivery method, and next steps for advancing the Fire Station #4 Project (CIP 16-10), and 2) directed staff to proceed with issuing a Request for Proposal for Owner's Representative Services to assist the City in managing the Progressive Design Build Process for the project.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

I. ADJOURN

Meeting adjourned at 7:42 PM.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Regular Meeting Minutes

Tuesday, September 16, 2025

6:00 PM

City Council

JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING

6:00 PM

A. CALL TO ORDER

Meeting called to order at 6:01 PM.

B. ROLL CALL

Council Members Present: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Jim Gillette.

***Land Acknowledgment Statement** - The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

D. COMMUNICATIONS - PUBLIC COMMENT

This is an opportunity for the public to speak to the Council on any item other than those listed 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. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

1. SUBJECT: General Public Comments

WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

Mayor Lansburgh invited public comment. No public comment was received.

E. 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.

Verbal updates provided by Council Members/ Staff.

2. SUBJECT: Long Range Calendar

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

Received the Long Range Calendar for informational purposes only.

F. CONSENT CALENDAR

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members approved Consent Calendar items No. 3 through 10.

AYES: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

3. SUBJECT: Proclaim October 2025 as Breast Cancer Awareness Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing October 2025 as Breast Cancer Awareness Month and acknowledging the local efforts of Thriving Pink.

Adopted a proclamation RECOGNIZING OCTOBER AS NATIONAL BREAST CANCER AWARENESS MONTH AND ACKNOWLEDGING THE LOCAL EFFORTS OF THRIVING PINK.

Speaking from the public was Xóchitl Rodríguez. Accepting the proclamation was Gena Bravo, Hospital President for Woodland Memorial Hospital and Thriving Pink Board Member; Carmelita Ramirez with Thriving Pink; and Holly Rodriguez, Thriving Pink Board Member.

4. SUBJECT: Junior League Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a proclamation recognizing the contributions of the Junior League of Sacramento and declaring September 18 as "Find the Good Day"

Adopted a proclamation RECOGNIZING THE CONTRIBUTIONS OF THE JUNIOR LEAGUE OF SACRAMENTO AND DECLARING "FIND THE GOOD DAY."

Accepting the proclamation was Alex Zucco, Advocacy Chair with the Junior League of Sacramento.

5. SUBJECT: Proclaim September to be National Service Dog Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation declaring September to be National Service Dog Month.

Adopted a proclamation DECLARING SEPTEMBER 2025 TO BE NATIONAL SERVICE DOG MONTH IN THE CITY OF WOODLAND, CALIFORNIA.

6. SUBJECT: Resolution Authorizing the Acceptance and Appropriation of FY 2024 Homeland Security Grant Program Funds for Target Hazard Pre-Planning

Project and Equipment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt resolution No. ____ authorizing the acceptance and appropriation of Fiscal Year 2024 Homeland Security Grant Program funds in the amount of \$31,238 to support the Target Hazard Pre-Planning Project and the purchase of related Global Information System-enabled equipment.

Adopted Resolution No. 8566, AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF FISCAL YEAR 2024 HOMELAND SECURITY GRANT PROGRAM FUNDS IN THE AMOUNT OF \$31,238 FOR THE TARGET HAZARD PRE-PLANNING PROJECT AND RELATED EQUIPMENT.

7. SUBJECT: Resolution Authorizing the Acceptance and Appropriation of the 2023 Homeland Security Grant Program Emergency Preparedness Intern Program.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ____ authorizing the appropriation of \$10,240 to Fund 330 (Other Federal Grants Fund) for the implementation and administration of the Emergency Preparedness Intern Program, as awarded under the 2023 Homeland Security Grant Program.

Adopted Resolution No. 8567, AUTHORIZING THE APPROPRIATION OF \$10,240 TO FUND 330 FOR THE FUNDING OF THE EMERGENCY PREPAREDNESS INTERN PROGRAM AS AWARDED UNDER THE 2023 HOMELAND SECURITY GRANT PROGRAM.

8. SUBJECT: Approve Sole Source Finding and Goods Purchase Agreement for water meters and smartpoints with Aqua-Metric Sales Company for the Water Meter Replacement Project, CIP 22-03

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ for:

1. Making a finding designating certain products, brands, or services by Aqua-Metric Sales Company to be required for the continued functionality of the existing water meter infrastructure;
2. Authorizing the City Manager to execute a goods purchase agreement with Aqua-Metric Sales Company for water meters and smartpoints in the amount of \$367,316.80 for the Water Meter Replacement Project, CIP 22-03.

Adopted Resolution No. 8568, APPROVING A SOLE-SOURCE PROCUREMENT BY DESIGNATING CERTAIN PRODUCTS, THINGS, OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 AND APPROVING A GOODS PURCHASE FOR WATER METERS AND SMARTPOINTS WITH AQUA-METRIC SALES COMPANY FOR THE WATER METER REPLACEMENT PROJECT, CIP 22-03.

9. SUBJECT: Development Agreement with Pacific Coast Producers — 1376 Lemen Avenue

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a second reading and adopt the following ordinance:
Ordinance No. _____, approving a Development Agreement by and between

the City of Woodland and Pacific Coast Producers for the Lemen Avenue agricultural processing facility (1376 Lemen Avenue) and authorizing the execution of said agreement.

Conducted a second reading and adopted Ordinance No. 1740, APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND PACIFIC COST PRODUCERS FOR THE LEMEN AVENUE AGRICULTURAL PROCESSING FACILITY (1376 LEMEN AVENUE) AND AUTHORIZING EXECUTION OF SAID AGREEMENT.

10. SUBJECT: Update and Approve a Drainage Basin Agreement with PCCP, LLC in the Northeast Industrial Area

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving the Drainage Basin Agreement with PCCP, LLC.

Adopted Resolution No. 8569, APPROVING A DRAINAGE BASIN AGREEMENT WITH PCCP, LLC.

G. PUBLIC HEARINGS

11. SUBJECT: Woodland Municipal Code Title 17 "Zoning" Updates for Clarity and Usability

RECOMMENDATION FOR ACTION: Staff recommends that City Council hold a Public Hearing and take the following action:
Introduce and waive the first reading of an Ordinance amending Woodland Municipal Code Title 17 "Zoning" in multiple sections for enhanced clarity, usability, and State law conformity.

Assistant Planners Anna Canales and Hadlie Ward presented items 11 and 12 and answered questions from Council along with Deputy Director of Community Development, Erika Bumgardner.

Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the first reading of Ordinance No. 1742 AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE WOODLAND MUNICIPAL CODE TO UPDATE AND CLARIFY THE PROVISIONS OF THE ZONING ORDINANCE.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

12. SUBJECT: Woodland Municipal Code Title 17, "Zoning" and Title 16, "Subdivision" Amendments related to Two-Unit projects and Urban Lot Splits

RECOMMENDATION FOR ACTION: Staff recommends that City Council hold a Public Hearing and take the following action:
Introduce and waive the first reading of an Ordinance amending Woodland

Municipal Code Title 17, "Zoning", and Title 16, "Subdivision", Sections 17.84.380 and 16.90 related to Two-Unit projects and Urban Lot Splits.

Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the first reading of Ordinance No. 1743 AMENDING SECTIONS 17.84.380 AND 16.90 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO URBAN LOT SPLITS AND TWO-UNIT DEVELOPMENT.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

13. SUBJECT: Urgency Ordinance Adopting Changes to the 2022 California Fire and Building Codes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. ____, an Urgency Ordinance amending Section 8.20.040 of Chapter 8.20 of Title 8, and Section 15.04.030(H) of Chapter 15.04 of Title 15, of the Woodland Municipal Code Relating to Amendments to the 2022 California Fire Code and the 2022 California Building Code.

Fire Marshall Matt Flint presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) adopted Ordinance No. 1741 AMENDING SECTION 8.20.040 OF CHAPTER 8.20 OF TITLE 8, AND SECTION 15.04.030(H) OF CHAPTER 15.04 OF TITLE 15, OF THE WOODLAND MUNICIPAL CODE RELATING TO AMENDMENTS TO THE 2022 CALIFORNIA FIRE CODE AND THE 2022 CALIFORNIA BUILDING CODE.

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

14. SUBJECT: Public Hearing and Approval of Fiscal Year 2024/25 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2024/25 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER); and
2. Adopt Resolution No. ____, approving the FY2024/25 CDBG CAPER in substantially the same form presented to the City Council and incorporating public comments received at the public hearing; and

3. Authorize the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.

Franklin Cui, Housing Analyst, and Katharine Apicella, Housing Intern presented the item and answered questions from Council.

Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.

On a motion by Councilmember Vega, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members 1) held a public hearing, 2) adopted Resolution No. 8570, **APPROVING THE FISCAL YEAR 2024/25 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**, and 3) **authorized the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.**

AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh

NOES: None

ABSENT: None

ABSTAIN: None

H. REPORTS OF THE CITY MANAGER

Mayor Pro Tem Stallard recused himself for items 15 and 16 due to a potential conflict of interest regarding his property ownership in the downtown area.

15. SUBJECT: Yolo Transit District Short-Range Transit Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:

1. Receive a presentation on the Yolo Short Range Transit Plan, and
2. Recommend the Yolo Transit District Board approve the proposed Short Range Transit Plan routing changes for Woodland for the purpose of preparing cost analysis and proceed with planning for the future transfer point on Main Street between 5th and 6th Street.

City Manager Ken Hiatt introduced the item. Presenting the item from Yolo Transportation District was Lola Torney, Senior Transportation Planner, and Brian Abbanat, Director of Planning.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Councilmember Moreno, seconded by Councilmember Garcia-Cadena and carried on a 4-0 vote, Council Members 1) received a presentation, and 2) Recommended the Yolo Transit District Board approve the proposed Short Range Transit Plan routing changes for Woodland for the purpose of preparing cost analysis and proceed with planning for the future transfer point on Main Street between 5th and 6th Street.

AYES: Members Moreno, Garcia-Cadena, Vega, and Mayor Lansburgh

NOES: None

ABSENT: Mayor Pro Tem Stallard

ABSTAIN: None

16. SUBJECT: Introduction and Waiver of First Reading on Ordinances Relating to Entertainment Zones; and Authorization for the City Manager, or their Designee, to Enter into a Memorandum of Understanding with Eligible

Businesses that Wish to Participate in the Entertainment Zone.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:
1) Introduce and waive the first reading of an Ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones", and

2) Adopt Resolution No. ____ authorizing the City Manager, or their designee, to enter into Memoranda of Understanding with participating businesses upon the establishment of a Downtown Entertainment Zone.

City Manager Ken Hiatt introduced the item. Marketing and Business Relations Specialist Amanda Portier presented the item and answered questions from Council.

Mayor Lansburgh invited public comment. No public comment was received.

On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Vega and carried on a 4-0 vote, Council Members 1) waived the first reading of Ordinance No. 1744 AMENDING CHAPTER 9.28 SECTION 9.28.220 AND 12.40 SECTION 12.40.50 AND ADOPTING CHAPTER 12.42 INTO THE WOODLAND MUNICIPAL CODE RELATING TO ENTERTAINMENT ZONES, and 2) adopted Resolution No. 8571, AUTHORIZING THE CITY MANAGER, OR THEIR DESIGNEE, TO ENTER INTO MEMORANDA OF UNDERSTANDING WITH PARTICIPATING BUSINESSES UPON THE ESTABLISHMENT OF A DOWNTOWN ENTERTAINMENT ZONE.

AYES: Members Moreno, Garcia-Cadena, Vega, and Mayor Lansburgh

NOES: None

ABSENT: Mayor Pro Tem Stallard

ABSTAIN: None

I. ADJOURN

Meeting adjourned at 8:07 PM in memory of Peg Parker, Gil Walker, and John Saragoza.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.6
SUBJECT: Community Development Department Semi-Annual Report for January 2025 to June 2025

Recommendation for Action: Staff recommends that the City Council receive the semi-annual report for the Community Development Department for the time period of January to June 2025.

Staff Contact:

Lauryn Wiens, Management Analyst, (530) 661-5818, lauryn.wiens@cityofwoodland.org

Discussion:

This Semi-Annual Community Development Department Status Report covers the period from January 1, 2025, through June 30, 2025. The report presents a summary of work performed during this time period, including notable Department highlights.

Conclusion:

Staff recommends that the City Council receive the Community Development Department Semi-Annual Status Report for January 1, 2025, through June 30, 2025.



Ken Hiatt
City Manager

Attachments:

1. CDD Semiannual Jan-Jun 2025

PLANNING & BUILDING

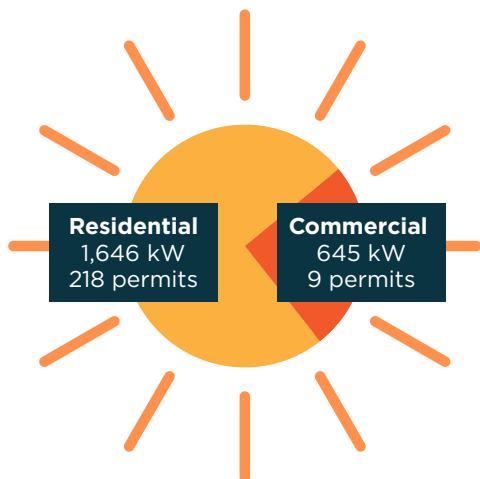
- **32** planning entitlements completed or in process
- **12** pre-application reviews
- Partnership with **Yolo County Housing** on **Affordable Housing Sustainable Communities** grant application for Tupelo Residential Project and **Choice Neighborhoods Planning** grant
- **Ordinance updates** for Two-Unit Projects and Urban Lot Splits, Small Lot Subdivisions, Mobile Food Vendors, and Density Bonus
- **Heritage Home Awards** selection guidelines updated in partnership with the Planning Commission
- **Parklets** policy update and two-year program extension
- **3** Retail Cannabis Business Permits Issued



Yolano Donnelly Choice Neighborhoods Design Carette

SOLAR PERMITS

BY KILOWATTS - 2291 KW TOTAL



ISSUED BUILDING PERMITS VALUATION

\$50.2 M



- **61** new residential building permits issued (Spring Lake 40, Infill 9 & ADU 12)
- **4** commercial accessory building permits
- **1,200** other permit types (tenant improvements, pools, HVAC, electrical, plumbing, etc.)

DEVELOPMENT IMPACT FEES COLLECTED

\$4,165,373

AVERAGE DAILY INSPECTIONS

35

4,620 TOTAL

DEVELOPMENT & ENGINEERING

DEVELOPMENT SERVICES & CAPITAL PROJECTS

CLEVELAND SUITES



PRUDLER



SOUTHEAST AREA AQUATICS CENTER



RUBY ESTATES



116

ENCROACHMENT PERMITS ISSUED

VALUATION OF PUBLIC IMPROVEMENTS

SUBDIVISION

- **\$2.5M** in progress
- **\$2.2M** accepted

COMMERCIAL & INFILL

- **\$250K** initiated (Woodland Opportunity Village, Cobram Estates Expansion, Welders Supply)
- **\$630k** in progress (Woodland Mosque, Woodland Ford)
- **\$1.25M** accepted (Staybridge Suites Hotel, Hilton/Courtyard)

UTILITY ENGINEERING HIGHLIGHTS

- Selected for a **\$3 million grant** from the US Bureau of Reclamation WaterSMART Drought Resiliency Program for the **Aquifer Storage & Recovery Well #31 Project**
- Evaluated of over **200 miles** of sewer collection system and prioritized necessary repairs
- **Completed** design for the WPCF Grit System and Headworks Screw Pump Replacement Project
- Completed over **1,200 water quality tests**
- Delivered nearly **76 Million** gallons of recycled water

AQUIFER STORAGE & RECOVERY

- **Over 3 billion gallons** of treated drinking water stored in ASR wells
- **1.8 billion gallons** for use as drinking water supply



373
CALLS FOR SERVICE

273
CASES CLOSED

**Does not account for ongoing or uncompleted case carry-over from previous periods*

COMMON TOPICS

- Junk/debris
- Lawn parking & inoperable vehicle
- Visual blight
- Overgrown vegetation
- Substandard housing
- Unpermitted work
- Unpermitted food vendors



TRANSPORTATION

TRAFFIC SERVICE REQUESTS*

	Traffic Calming & Speeding	Stop Sign	Traffic Signal	Parking	Data Request	Construction & Traffic Control
Received	8	3	1	1	2	3
Completed	25	3	0	12	19	7

*Requests completed do not always match requests received because uncompleted requests carry-over

PAVEMENT QUALITY



Pavement Condition Index

The pavement management program aims to achieve an average PCI of 75 throughout the City. Our aggressive program has the larger arterial and collector roadways nearing an average PCI of 69, while the local streets, which make up almost 60% of our system, have an average PCI of 64.

The purpose of tracking PCI is to provide information on pavement maintenance needs, effectiveness of strategies and roadway condition trends.

MAJOR PROJECT UPDATES

- Designed Hotel Woodland and First Street parking lot projects - Construction anticipated Fall 2025
- Began construction for East/E. Main Street signal improvements - Completion anticipated Dec 2025
- Designed and started construction for the 2025 Road Maintenance Project: Third Street from Gibson Rd to Main St. - Anticipated Completion Fall 2025
- Completed Pedestrian Crossing Improvements: Upgrade existing solar flashing crosswalks with newer lights/technology

KEY GRANTS

Staff submitted a **\$3M grant** application for road rehabilitation for several key areas, including College from Kentucky to Gibson, Beamer from Cottonwood to East and Cross from West to East.



HOUSING

Community Development Block Grant (CDBG)

- 5-Year Consolidated Plan submitted Aug 2025; secures ~\$2.4M in CDBG funds over 5 years. First-year grant: \$473,643.

HUD Continuum of Care (CoC)

- \$377,173 grant allocated for services for Yolo Wayfarer Center permanent supportive housing units.

HOME First-Time Home Buyers Program (FTHB)

- State approved City's FTHB guidelines and resale/recapture policy, positioning Woodland for future HOME allocations.

AFFORDABLE HOUSING PROJECTS

Vista Del Robles Phase II



The City committed its largest ever housing fund commitment incorporating the **\$2.3 million** value of land for the northwest corner of **W. Main Street and Ashley Avenue** in a land dedication, combined with a \$1.7 million loan commitment to develop Vista Del Robles Phase II. This Phase 2 project will provide **96 additional affordable units** at one of the City's most robust infill housing sites due to proximity to services and transit.

Freeman Garden Court



Project utilizing \$900,000 in total funding for **13 affordable housing units**, broke ground May 2025.

Tupelo Family Apartments

The City committed **\$1.5 million** towards Tupelo Family Apartments, a sustainable affordable project in the Armfield-Lemen neighborhood to provide **73 units** of additional affordable housing. Furthermore, this projects is slated to be the first domino in the **Armfield-Lemen Neighborhood Framework Plan** in the overall redevelopment of the Donnelly Circle and Yolano Drive residential areas.



SOUTHEAST AREA AQUATICS CENTER PROJECT



By the end of 2024, the contractor for the new aquatics center (DG Granade, Inc.) had made significant progress on site grading and utility work to allow work on the new support building to progress through the winter. By the end of June 2025, the project remains on schedule for completion by the end of 2025. Notable areas of progress during this reporting period include:

- Building shell completed (exterior masonry and roof decking)
- Interior framing, plumbing, mechanical, and electrical nearly complete
- Activity and competition pool structural concrete complete
- Tile at both pools complete
- Site grading and utilities complete
- Main shade canopy structure complete

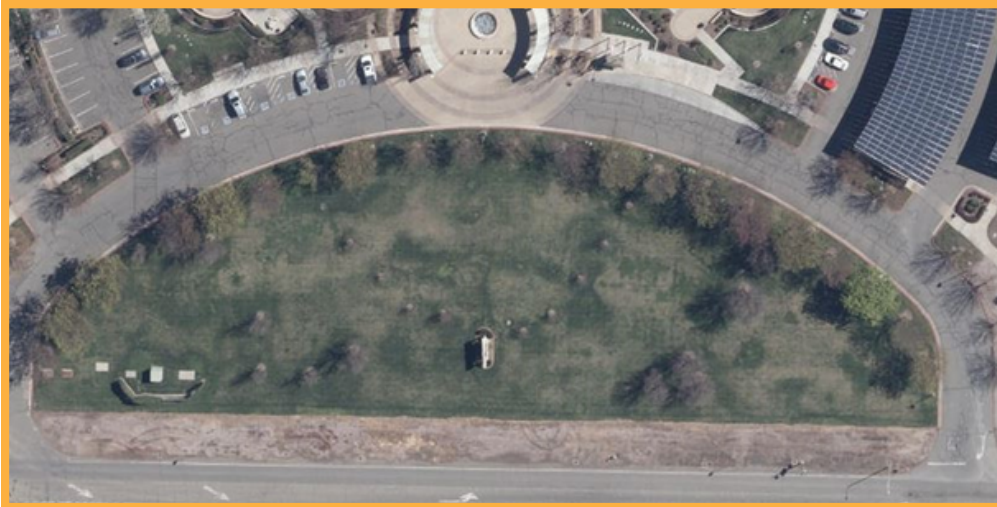
Electrical switchgear is expected to arrive on site in mid-September, which will mark a critical milestone to completing the project on schedule. Other notable items to be completed in the second half of 2025 include the concrete deck, building finishes, circulation/chemical equipment installation & commissioning, pool plaster, fencing, and landscape irrigation & planting. Staff has also commissioned an artist to create a tile mural at the entry to the facility.



COMMUNITY CENTER PARKING LOT EXPANSION PROJECT

Improvement plans to convert the existing turf area west of the Community & Senior Center to approximately 100 new parking spaces were completed in December 2024. The project was advertised for bids on February 13, and on March 11, the City received 17 bids. A construction contract was awarded to All Phase Construction on March 18. Preconstruction efforts began with schedule prep and material submittals. Notice to proceed was issued on June 9 and initial construction activity included site clearing, rough grading, and utility installation.

The parking lot is scheduled to be paved in late September. Landscape irrigation and planting will continue through October. In addition to the main parking lot expansion, the project also includes installation of 4 electric vehicle charging stations and infrastructure to support another 28 future EV chargers. EV improvements are on a later timeline since the electrical switchgear is a long lead item that won't arrive until mid-2026. The parking lot will be available for use as early as late October or early November 2025.



Preconstruction

**Progress as of
6/30/25**



2025 WATER & SEWER REPLACEMENT PROJECT

This year, one of the oldest areas of Woodland was identified for improvements in the 2025 Water & Sewer Repair & Replacement Project. Over one mile of 8-inch diameter water distribution pipeline was installed this year in the street, which replaced the pre-existing network of one 6-inch main in the street and two back-of-walk 2-inch mains buried just inside residences' front yards on either side of the street. These back-of-walk mains are sized too small and buried too shallow, leading to poorer water pressures, slower water velocities, and deteriorated pipe conditions (accelerated corrosion) due to their unlined cast-iron material, problematic location and influence from diurnal and seasonal temperature fluctuations. More than 112 residences had their water services reconstructed with this project; these new services and the new water main are expected to serve Woodlanders for the next century.

Every few years, coinciding with how defective the sewer system in the project vicinity is, new sewer mainline will be installed alongside the water improvements. This year, over a half mile of 125-year-old vitrified clay sewers were replaced with a deeper PVC gravity main constructed at the recommended pipe slopes for sewer "self-cleaning" velocity (meaning the wastewater carries the solid waste along with it). Before this year's improvements, the sewer system from 1900 had been built at less than half the required slope. Though the previous system had functioned for the majority of Woodland's existence as an incorporated city, the new system should result in less maintenance visits for Public Works crews and less wastewater exfiltration into the surrounding Central Valley soil. Each residence along the route had their public sewer services reconstructed along with the mainline and many of these older homes with near-flat plumbing networks can now improve their plumbing as a result of the new deeper mainline. The sewer system installed with the 2025 Water & Sewer Project is also expected to last for the next century.



CODE ENFORCEMENT SUCCESSES

730 BARTLETT

Working collaboratively with Code Enforcement and the Building department, the property owner at 730 Bartlett was able to bring an incomplete structure into compliance – transforming it from a visual blight into a fully completed exterior. The case was opened on March 7, 2025, and, with the Building Department’s assistance in reactivating the permit, it was successfully closed June 3rd.



1600 TIDE CT

After the business remained unresponsive to communications from Planning staff, Code Enforcement was able to gain cooperation from U-Haul (located at 1600 Tide Ct) in obtaining permits for work they were performing without required permits. The work was substantial and resulted in the payment of over \$200,000 in fees. The case was opened June 19 and resolved by June 26.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.7
SUBJECT: Downtown Entertainment Zone Proposal

Recommendation for Action: Staff recommends that the City Council conduct a second reading and adopt an Ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones" relating to Entertainment Zones.

Staff Contact:

Amanda Portier, Marketing & Business Relations Specialist, (530) 661-5920, amanda.portier@cityofwoodland.gov

Fiscal Impact:

The proposed Downtown Entertainment Zone is anticipated to generate positive economic impacts by allowing downtown bars, restaurants, wineries, and breweries ("eligible businesses") to participate directly in special events, increasing local sales for eligible businesses and nearby businesses alike as well as potentially boosting sales tax revenue. Incremental costs related to staff time, signage, and special event permit coordination will be absorbed by department budgets.

Background:

Senate Bill 969, effective January 1, 2025, authorizes California cities to establish designated Entertainment Zones where licensed businesses may sell alcoholic beverages in open containers for outdoor consumption during City-permitted special events. Establishing a Downtown Woodland Entertainment Zone would allow eligible businesses to participate directly in these events, generating economic benefits that often flow to out-of-town vendors under temporary state licenses.

The proposed ordinance would designate the maximum boundaries and hours of operation for a Downtown Entertainment Zone and authorize staff to develop a management plan to regulate its activation through the City's existing special event permit process. The program has broad support from downtown businesses, event organizers, and law enforcement, and includes safeguards to ensure public safety.

On September 16, 2025, the City Council introduced and waived the first reading of an ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones" relating to Entertainment Zones. At this meeting, the City Council also adopted a resolution that authorizes the City Manager, or their designee, to execute Memoranda of Understanding (MOUs) with businesses that choose to participate in the proposed Entertainment Zone. A summary of the ordinance was published in the Daily Democrat at least five days in advance of the second reading.

Discussion:

Downtown Entertainment Zone Proposal

Proposed Zone Boundary & Hours

Staff worked with special event organizers to identify a suitable location for the entertainment zone. Consistent with the San Francisco program, the proposed ordinance designates the maximum

geographic boundaries of the entertainment zone that are subject to any additional conditions outlined in the zone management plan or special event permit requirements. The proposed zone is as follows: The area bounded by the eastern side of Walnut Street on the west, the western side of 6th Street on the east, the northern side of Lincoln Avenue on the south, and the southern side of Court Street on the north, including all plazas, parks, public streets, sidewalks, and public rights-of-way, and all establishments holding permits or licenses from ABC that are adjacent thereto. A map is attached.

The maximum permissible hours for an Entertainment Zone Event are from 10:00am-11:59pm. Event hours will be restricted by the special event permit requirements, the zone's management plan, and ABC permits or licenses.

Management Plan

If the Entertainment Zone ordinance is adopted, a specific management plan will be developed to regulate the operation of the zone with input from city agencies, participating businesses, special event organizers, and public safety personnel. The management plan will detail operational requirements including, but not limited to:

- The maximum geographic boundary and days and hours of operation
- The activation process through a special event permit
- Specific requirements for:
 - Age verification
 - Safety and security
 - Signage
 - Cup material and disposal
 - Business notification for special event permit holders
 - Insurance for special event permit holders

Staff will engage with eligible businesses through meetings and email correspondence to gather feedback on operational requirements, using the draft Management Plan as a guiding document. The City Manager, or their designee, will enter into MOUs with participating businesses that outline the rules, responsibilities, and expectations for participating businesses as defined in the Management Plan, ensuring safety and adherence to program standards.

Downtown Entertainment Zone Activation through a Special Event Permit

The Downtown Entertainment Zone will only be activated in conjunction with an approved special event permit and after careful review from the City's existing Special Event Committee. The Special Event Committee has an established model that will provide efficient coordination, regulatory compliance, and technical assistance for event organizers and participating businesses. Staff will update the Special Event Guidelines and Application to incorporate specific requirements to operate an entertainment zone event.

The Committee retains discretion to impose additional conditions or, if warranted, to deny activation of the Entertainment Zone for specific events to ensure public safety and community compatibility. By leveraging the City's proven special event permitting framework, the Entertainment Zone Activation can be implemented thoughtfully and efficiently, ensuring a safe and vibrant experience for all participants.

Implementation Timeline

- September 16: Council introduced and waived the first reading of the Ordinance establishing the Entertainment Zone.
- October 7: Second reading of the Ordinance is considered.
- November 6: If the Ordinance is adopted, the 30-day waiting period will conclude, and the Entertainment Zone Ordinance will go into effect.

Conclusion:

Staff recommends that the City Council conduct a second reading and adopt an Ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones" relating to Entertainment Zones.

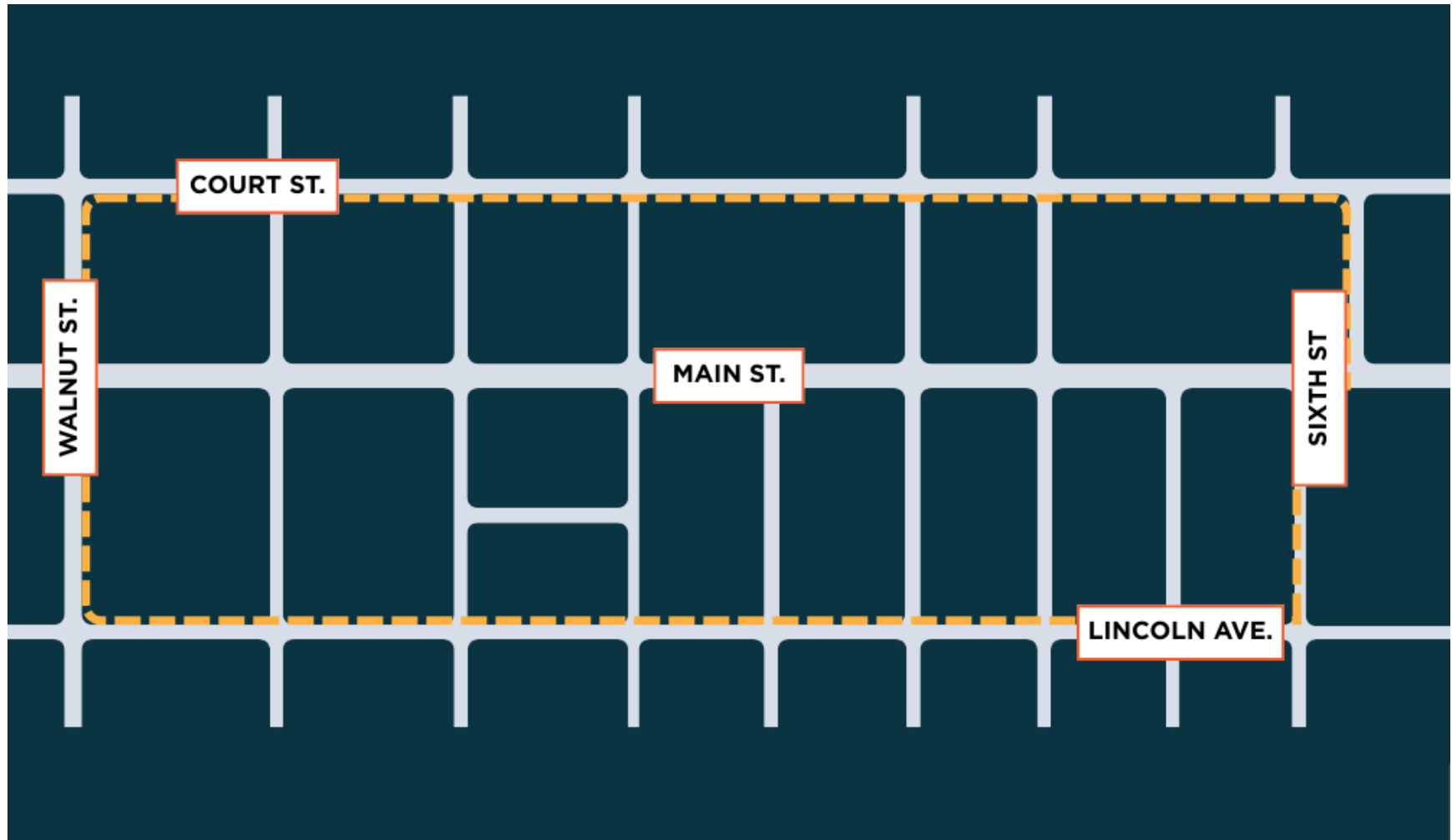


Ken Hiatt
City Manager

Attachments:

1. Proposed Downtown Entertainment Zone Map
2. Proposed Ordinance - Relating to Entertainment Zones

Proposed Downtown Entertainment Zone Map



ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING CHAPTER 9.28 SECTION 9.28.220 AND 12.40 SECTION 12.40.050 AND
ADOPTING CHAPTER 12.42 INTO THE WOODLAND MUNICIPAL CODE
RELATING TO ENTERTAINMENT ZONES**

WHEREAS, the City of Woodland is committed to supporting a vibrant and economically thriving downtown; and

WHEREAS, there are several City-permitted special events in the downtown that draw thousands of attendees and contribute to Woodland’s cultural and economic vitality; and

WHEREAS, current state law prevents breweries, wineries, bars, and restaurants within special event areas from fully participating in these events, which limits their ability to benefit economically from increased attendance; and

WHEREAS, the California State Legislature enacted Senate Bill 969, effective January 1, 2025, authorizing cities to establish designated Entertainment Zones where alcoholic beverages purchased from eligible licensed businesses may be consumed in open containers in approved outdoor areas during City-permitted special events; and

WHEREAS, establishing a Downtown Entertainment zone will enhance the success of City-permitted special events, support local business, increase economic activity, and create a community-friendly, lively atmosphere; and

WHEREAS, the City has consulted with local businesses, event organizers, and law enforcement, who support the Downtown Entertainment Zone with appropriate safeguards to protect public health, safety, and welfare; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. California Environmental Quality Act (CEQA). The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3 because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected.

SECTION 3. Code Amendment/Adoption. Section 9.28.220 and Section 12.40.050, are hereby amended to read in full as set forth in the attached Exhibit “A” and “B” respectively, incorporated by this reference, and Chapter 12.42 is hereby adopted and added to the Woodland Municipal Code to read in full as set forth in the attached Exhibit “C,” incorporated by this reference.

SECTION 4. Severability. If any provision or clause of this ordinance or any application of it to any person, firm, organization, partnership or corporation is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given effect without the invalid provision or application. To this end, the provisions of this ordinance are declared to be severable.

SECTION 5. Effective Date and Notice. This ordinance shall take effect thirty (30) days after its adoption and shall be published by summary in a newspaper of general circulation published and circulated within the City of Woodland in accordance with applicable law.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 16th of September 2025, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

§ 9.28.220. Public places—Alcoholic beverages.

- A. No person shall consume any alcoholic beverage, as defined in Business and Professions Code Section 23004, on any public parking lot, on any private parking lot held open to the public, on any public street, sidewalk, alley or walkway, or in any place held open to the public within 250 feet of any establishment selling alcoholic beverages.
- B. A person or group applying for a block party permit may request, on the application for a block party permit, exemption from this section for the duration and location of the block party. If the person or group has requested this exemption and the block party permit is granted, the provisions of this section shall not apply during the time requested in the permit application to the public street, sidewalk, alley, walkway, or party thereof which is described in the permit application.
- C. Notwithstanding any provision to the contrary, this section does not prohibit the consumption of alcoholic beverages in an Entertainment Zone during an Entertainment Zone Event, in accordance with Chapter 12.42 Entertainment Zones.
- D. Anyone found guilty of violating this section shall be guilty of an infraction.
- E. This section shall not be construed to prohibit any act which is prohibited by any laws of the State of California.

(Prior code § 15-39; Ord. 1713, 10/3/2023)

EXHIBIT B

§ 12.40.050. Contents of application form.

A. The application for a permit shall include the following information:

1. Written proof of consent by the owners of the property where the special event is to be held;
2. The name, address and telephone number of the applicant and an alternate contact person;
3. The location of the event, including its boundaries and site plan drawings;
4. If the proposed event is sponsored by an organization, the name, address, and telephone number of the organization, and the authorized representative of the organization;
5. The nature and purpose of the event, including a list of all planned activities that are contemplated for the special event;
6. The name, address and telephone number of the person(s) who will be present and in charge of the event on the day of the special event;
7. Date and estimated starting and ending times of the special event, including set-up and cleanup time;
8. The estimated number of participants of the special event;
9. The type and estimated number of vehicles, animals and structures which will be used at the special event, and whether there will be water aid stations at the special event;
10. A description of any sound-amplification equipment and the times during which such equipment will be used at the special event, and a sound plan that describes measures to be taken by the applicant to ensure compliance with all applicable City laws, rules and regulations regarding amplified sound and music;
11. Whether any food or nonalcoholic beverages will be sold or consumed at the special event and, if so, proof of compliance with all applicable local, State and Federal laws, rules and regulations, including proof that the applicant has obtained all necessary permits;
12. Whether any alcoholic beverages will be sold or consumed at the event and, if so, proof of compliance with all applicable laws, rules and regulations of the California Department of Alcoholic Beverages Control;
13. Expected parking requirements and parking plan for the special event;
14. The plan for cleanup after the special event, including any contracts to effectuate the cleanup;
15. Proof of liability and property insurance as required by Section 12.40.120 of this

chapter;

16. A description of the sanitary facilities that will be available to serve the participants of the special event.

17. Whether the applicant requests to activate the Downtown Entertainment Zone, and, if so, proof of compliance with all applicable requirements in Section 12.42 of the Woodland Municipal Code, and all applicable laws, rules, and regulations of the California Department of Alcoholic Beverages Control.

B. Supplemental Information. The applicant shall provide any supplemental information that, under the particular circumstances of the special event, the Parks, Recreation and Community Services Director finds reasonably necessary to determine whether to approve or conditionally approve a permit application.

(Prior code § 20-11-5)

EXHIBIT C
CHAPTER 12.42
ENTERTAINMENT ZONES

§ 12.42.010. Purpose.

The purpose of this Chapter 12.42 is to implement Senate Bill 969 (2024) through the establishment and regulation of entertainment zones to allow the purchase of open container alcoholic beverages from local bars, restaurants, wineries, breweries and on-sale licensees for consumption outside in common spaces such as plazas, public streets, sidewalks, or public rights-of-way during certain hours, subject to a special event permit issued pursuant to Chapter 12.40.

§ 12.42.020. Definitions.

The definitions set forth in this Chapter shall govern the application and interpretation of this Chapter:

“ABC” means the California Department of Alcoholic Beverage Control.

“Alcoholic beverage” has the same meaning as in California Business and Professions Code section 23004.

“City Manager” means the City Manager or designee.

“Entertainment Zone” has the same meaning as set forth in Section 23039.5 of the California Business and Professions Code, as may be amended, with the locations described under Section 12.42.050.

“Entertainment Zone Event” means an event during which the consumption of one or more types of alcoholic beverages is authorized on public streets, sidewalks, or public rights-of-way that occurs within the boundaries of an Entertainment Zone established in accordance with this chapter and during the hours permitted as described under Section 12.42.060, in compliance with ABC, and subject to the requirements of a special permit issued under Chapter 12.40.

“Management plan” means a plan approved by the City Manager for the management and regulation of the Entertainment Zone.

"Open container" means any bottle, can, glass, jug, box, or other receptacle that is open or has been opened and contains any alcoholic beverage.

“Parks, Recreation, and Community Services Director” means the Parks, Recreation, and Community Services Director or designee.

§ 12.42.030. Entertainment Zone Controls.

- A. No person or commercial entity or organization shall conduct an Entertainment Zone Event without obtaining a special event permit issued pursuant to Chapter 12.40.
- B. All persons and commercial entities and organizations organizing the Entertainment Zone Event, or selling alcoholic beverages at an Entertainment Zone, shall comply with all applicable state and local laws and regulations, including the following:
 - a. All applicable ABC license and permitting requirements;
 - b. Sections 23357, 23358, 23396 of the California Business and Professions Code, as may be amended from time to time regulating licensed beer manufacturers, licensed winegrowers, and on-sale licensees, respectively;
 - c. All other laws governing the sale and consumption of alcoholic beverages;
 - d. All permit requirements for special events issued under Chapter 12.40;
 - e. Special event permit conditions imposed pursuant to Chapter 12.40;
- C. A person may possess an open container of alcoholic beverage for consumption only within an Entertainment Zone during an Entertainment Zone Event if the open container of alcoholic beverage was purchased from either:
 - a. A licensed premises that is authorized to permit consumers to leave the premises with open containers for consumption off the premises within an Entertainment Zone, pursuant to section 23357, 23358, or 23396 of the California Business and Professions Code; or
 - b. A person or commercial entity or organization that is authorized by an ABC special event permit or license to sell alcoholic beverages within the Entertainment Zone.

§ 12.42.040. Implementation.

- A. The City Manager has the authority to issue administrative policies for the implementation of this chapter.
- B. The Parks, Recreation, and Community Services Director shall not issue a special event permit authorizing an Entertainment Zone Event in an Entertainment Zone before the City Manager does the following:
 - 1. Issues a management plan that:
 - Establishes a process or procedure to readily identify individuals in possession of alcoholic beverages within the Entertainment Zone as being 21 years of age or older;
 - Requires any person seeking a city permit for an Entertainment Zone Event to comply with all insurance requirements applicable to that permit, and all rules and regulations authorized by Chapter 12.40; and
 - Imposes requirements not otherwise imposed by state or local law, including additional requirements for permissible beverage containers, additional restrictions on the hours of operation for Entertainment Zone Events, and other restrictions on time, place, and manner.

2. Transmits a copy of the management plan to ABC.
3. In consultation with the Police Department, provides the following information to ABC, pursuant to California Business and Professions Code section 25690, subdivision (b):
 - A copy of the ordinance establishing or modifying the Entertainment Zone;
 - Information as may be necessary to identify the boundaries of the Entertainment Zone;
 - The days and hours of operation of the Entertainment Zone;
 - The types of alcoholic beverages allowed within the Entertainment Zone; and
 - The approved non-glass and non-metal containers in which alcoholic beverages may be allowed.
- C. Any holder of an ABC license or permit that wishes to allow customers to leave the premises with open containers for consumption off the premises within an Entertainment Zone during an Entertainment Zone Event shall provide to the Parks, Recreation and Community Services Director a copy of the notice required under California Business and Professions Code sections 23357, 23358, or 23396, as applicable. The notice shall be provided to the Parks, Recreation, and Community Services Director at the same time the notice is provided to ABC.

§ 12.42.050. Entertainment Zone Location.

- A. Downtown Entertainment Zone: All plazas, public streets, sidewalks, and public rights-of-way located on either side of Main Street running east from Walnut Street to 6th Street, and each adjacent cross street from Lincoln Avenue running north to Court Street and all establishments holding permits or licenses from ABC that are adjacent thereto, are hereby designated as the Downtown Entertainment Zone under Sections 23039.5 and 25690 of the California Business and Professions Code, subject to any additional limitations imposed by the special event permit approved and issued pursuant to Chapter 12.40, including but not limited to more restrictive zones within the Entertainment Zone for the Entertainment Zone Event.

§ 12.42.060. Hours of an Entertainment Zone Event.

- C. Outdoor consumption of alcoholic beverages within the Downtown Entertainment Zone may only occur between the hours of 10:00am and 11:59pm, inclusive, subject to any additional limitations imposed by any one or more of the following:
 1. Any ABC permit or license; or
 2. The management plan approved for this Entertainment Zone; or
 3. The special event permit approved and issued for the Entertainment Zone Event pursuant to Chapter 12.40, including but not limited to more restrictive days and hours during which outdoor consumption of alcoholic beverages is authorized, as may be designated by the City.

§ 12.42.070. Entertainment Zone insurance and indemnity requirements.

- A. Prior to issuance of a special event permit for an Entertainment Zone Event, the permit

applicant or sponsoring organization, if different than the applicant, shall submit evidence of general liability insurance coverage, which must be at no cost to the City, and which at a minimum must comply with the requirements set forth in Chapter 12.40 governing Insurance requirements for Special Events. The City may, at its option, establish additional insurance requirements for Entertainment Zone Events, which requirements may be established by administrative action of the City's Administrative Services Department.

- B. No person shall conduct an Entertainment Zone Event without the insurance required by this section being in full force and effect.
- C. The special event permit holder shall defend, indemnify, and hold harmless the City, its officers, employees, and agents from and against all actions, losses, damages, liability, costs, and expenses of every type and description, including attorneys' fees, arising directly or indirectly, in whole or in part, from the acts or omissions of the permit holder or its officers, employees, or agents.

§ 12.42.080. Biennial review.

Every two years, the City Manager shall review the operation of the Entertainment Zone to ensure that the zone is being maintained in a manner that protects the health and safety of the general public. This review shall be conducted in consultation with the Police Department. The City Manager shall present the findings to the city council and any reports produced during the review shall be made available to ABC upon request.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.8
SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Amending Woodland Municipal Code Title 17 "Zoning" Updates for Clarity and Usability

Recommendation for Action: Staff recommends that City Council waive the second reading and adopt Ordinance No. _____ amending Woodland Municipal Code Title 17 "Zoning" in multiple sections for enhanced clarity, usability, and State law conformity.

Staff Contact:

Anna Canales, Assistant Planner (530) 661-5819, anna.canales@cityofwoodland.gov
Hadlie Ward, Assistant Planner (530) 661-5960, hadlie.ward@cityofwoodland.gov

Background:

On June 4, 2024, the City adopted a new Comprehensive Zoning Code, a new Zoning Map, and updates to the 2035 General Plan and Land Use Map. This update was a major effort to update and strengthen land use and development standards city-wide.

After a year of implementing the 2024 Comprehensive Zoning Code, City Staff have identified multiple areas of the code where improvements to clarity and consistency are necessary for further usability. Based on this initial assessment, Staff have proposed a series of minor amendments to the zoning code to achieve these goals. Following a public hearing held at a regularly scheduled meeting on August 21, 2025, the City Planning Commission unanimously adopted a resolution recommending that the City Council approve the proposed amendments.

On September 16, 2025, the City Council held a public hearing to discuss these amendments. Following the hearing, the City Council introduced the ordinance and waived the first reading. The ordinance is now presented for a waiver of the second reading and is recommended for adoption without changes.

Discussion:

Following the 2024 Comprehensive Zoning Code Update, a number of opportunities for minor amendments to the City Zoning Code have been identified that would improve the clarity of zoning provisions, standards, guidelines, and procedures. The topics of the proposed amendments outlined in this report include additional and amended definitions, added language that clarifies provisions without altering their nature, reduced level of review required for certain uses, and clarification of standards and review procedures.

Key amendments include:

- Refinement of local standards to make sure they are consistent with State law for Accessory Dwelling Units (ADUs), residential care facilities, and supportive housing.
- Clarification of development standards for accessory structures, signage, and parking for consistent application.
- Reduction of barriers for small businesses in downtown zones by streamlining review processes.

- Strengthening landscape standards to require native plants and protect mature trees, in support of the City's Climate Action Plan.

General Plan Consistency

The proposed minor Zoning Code amendments support the implementation of multiple policies outlined in the City of Woodland 2035 General Plan as follows:

- **Policy 2.A.4 (Downtown).** The proposed amendments implement this policy by reducing barriers for small businesses and clarifying definitions for brewpubs and wine bars to encourage active uses in the downtown core.
- **Policy 2.F.1 (Development Regulations).** The proposed amendments clarify standards for accessory structures, flagpoles, and signage.

Housing Element Consistency

The proposed minor Zoning Code amendments support the implementation of multiple policies outlined in the City of Woodland Updated Housing Element as follows:

- **HE Program A.2.** The proposed amendments improve usability and add employee housing to the single-family dwelling definition to comply with state law.
- **HE Program A.13.** The proposed amendments remove the requirement for separate ADU utility connections, which can reduce costs for homeowners.
- **HE Program A.25.** This policy is implemented by allowing transitional and supportive housing in zones where multi-unit and mixed-use residential development is permitted.
- **HE Program C.10.** The proposed amendments allow large residential care facilities by right in several mixed-use and downtown zones, removing barriers to housing.

Climate Action Plan Consistency

The amendments support the Climate Action Plan's "Urban Forest and Open Space" and "Water and Solid Waste" strategies by adding tree protection standards and requiring a percentage of native and climate-adapted plants in landscaping.

Zoning Amendment Findings

Following a public hearing, the City Council may approve a zoning amendment, if all of the following findings can be made:

1. **The proposed amendments are consistent with the goals, objectives, and policies of the General Plan.** The amendments are aligned with the City's goals to provide clear and fair development standards and make the Zoning Code more user-friendly. Further, the amendments align with the Housing Element's goals, which facilitate housing development.
2. **The proposed amendment will promote the growth of the City in an orderly manner and will promote and protect the public health, safety, or welfare of the community.** The amendments support orderly growth by refining and improving the Zoning Code, which is the primary tool used to implement development in the City.
3. **The anticipated land uses on the subject site will be compatible with existing and future surrounding uses.** The city-wide amendments are prepared to make sure that new development will be compatible with existing neighborhood character.
4. **The City's inventory of residential lands for qualified housing sites has not been reduced.** The amendments do not involve any change of zone or re-designation of property that would reduce the City's inventory of residential land.

5. **The proposed amendment is consistent with any development-related application that is processed and approved concurrently with the amendment application.** These city-initiated amendments are not tied to a specific development project and therefore are consistent with any concurrently processed applications.

Environmental Review:

The adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to State CEQA Regulation Section 15061 (B)(3) and is categorically exempt pursuant to Section 15301 of the CEQA regulations.

Conclusion:

Staff recommends that City Council waive the second reading and adopt Ordinance No. _____ amending Woodland Municipal Code Title 17 "Zoning" in multiple sections for enhanced clarity, usability, and State law conformity.

Prepared by: Anna Canales, Assistant Planner
Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development



Ken Hiatt
City Manager

Attachments:

1. Zoning Amendment Redlines
2. Summary Table of Proposed Amendments
3. Planning Commission Resolution No. PC 25-09
4. Public Comment - 8.21.25 - California Housing Defense Fund
5. Proposed Ordinance - Zoning Code Amendments

Division II Zone Regulations

CHAPTER 17.24 RESIDENTIAL ZONES

§ 17.24.010. Purpose and Applicability.

The purpose of this chapter is to provide for the development of residential dwellings that are suitable to the character of Woodland's residential neighborhoods while allowing for neighborhood services that meet the daily needs of residents. Additional purposes of each zone are described below.

- A. **Low-Density Residential (R-L).** The R-L zone is intended to accommodate primarily low-density housing with private yards and private parking; to provide space for community facilities needed to complement urban residential areas and for institutions which require a residential environment. The R-L zone implements areas of the Low Density Residential General Plan land use designation.
- B. **Neighborhood Preservation (N-P).** The purpose of the N-P zone is to stabilize and protect the established diverse character of older, predominately residential neighborhoods, where a mix of housing types and other uses exist. These areas are along the fringes of the Downtown zones and are characterized by homes generally constructed prior to 1940. This zone is intended to be applied to those areas designated Low Density Residential in the General Plan. This zone is intended to provide space for community facilities needed to complement urban residential areas and for institutions which require a residential environment.
- C. **Residential Low-Medium (R-LM).** The R-LM zone is intended to provide a variety of housing types with a compatible mixture of low and medium density housing; to provide space for community facilities needed to complement urban residential areas and for institutions which require a residential environment. The R-LM zone implements areas of the Medium-Low Density Residential General Plan land use designation.
- D. **Residential Medium (R-M).** The R-M zone is intended to provide residential areas which can accommodate a suitable mixture of more intensive land uses, including multiple-unit dwellings, community facilities, and limited commercial and office uses compatible with the surrounding area. The R-M zone also accommodates a range of detached and attached housing types including triplexes, fourplexes, and townhomes. The R-M zone implements the Medium Density Residential General Plan land use designation.
- E. **Residential High (R-H).** The R-H zone is intended to accommodate a mix of higher density multi-unit development types including rowhouses and 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. Multi-story structures are intended to include 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 when found to be compatible with the surrounding neighborhood. The R-H zone implements the High Density Residential General Plan land use designation.

§ 17.24.020. Use Regulations.

Table 17.24.020-1: Use Regulations - Residential Zones, lists the uses permitted, permitted with a staff-

level Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit), and permitted with a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) granted at a public hearing. The right-hand column provides references to other sections of this Zoning Code where additional regulations are located. Refer to Division V, Chapter 17.144 for Definitions of Uses.

Table 17.24.020-1: Use Regulations – Residential Zones

Use Classification	R-L	N-P	R-LM	R-M	R-H	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed						
Residential Uses						
Single-Family						
Detached	P	P	P	—	—	
Attached	P	P	P	—	—	
Duplex	P	P	P	—	—	
SB 9 Project	P	P	P	—	—	See Title 16, Subdivisons and Section 17.84.380, Two-Unit Projects
Small Lot Subdivision	A	A	A	P	P	
Multi-Unit Dwelling	—	—	A	P	P	
Accessory Dwelling Unit	See Section 17.84.030, Accessory Dwelling Units					
Family Day Care						
Small	P	P	P	P	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Large	PA	PA	PA	PA	PA	See Section 17.84.150, Day Care Centers, Family Day Cares and Residential Care Facilities
Live/Work	—	—	A	A	P	See Section 17.84.230, Live/Work
Manufactured Home Park	—	—	C	C	—	See Section 17.84.240, Manufactured Home Parks, RV/Trailer Parks, and Manufactured Buildings
Residential Care Facilities						
Small	P	P	P	P	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Large	P	P	P	P	P	See Section 17.84.150, Day Care Centers, Family Day Cares and Residential Care Facilities
Supportive Housing	Subject only to those restrictions that apply to other residential uses of the same type in the same zone					
Transitional Housing	Subject only to those restrictions that apply to other residential uses of the same type in the same zone					
Commercial Uses						
Eating and Drinking Establishments						
Restaurant, Limited Counter Service/Fast Casual Food (no drive-through)	—	—	—	A ¹	A ¹	See also Section 17.84.320, Residential Limited Retail
Tasting Room	—	—	—	A ¹	A ¹	See Section 17.84.060, Alcoholic Beverage Sales

Table 17.24.020-1: Use Regulations – Residential Zones

Use Classification	R-L	N-P	R-LM	R-M	R-H	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>						
Lodging						
<i>Bed and Breakfast</i>	—	C	—	A	A	See Section 17.84.100, Bed and Breakfast Lodging
<i>Short-Term Rental</i>	—	—	—	—	—	See Section 17.84.330, Short-Term Rental
Office Uses						
<i>Business, Professional, and Technology</i>	—	—	—	A ¹	P ¹	
<i>Medical and Dental Offices</i>	—	—	—	C	—	
Personal Services						
<i>General Personal Services</i>	—	—	—	A ¹	P ¹	See Section 17.84.290, Personal Services
<i>Instructional Services</i>	—	—	—	A ¹	P ¹	See Section 17.84.290, Personal Services
<i>Massage Establishments</i>	—	—	—	A ¹	A ¹	See Section 17.84.290, Personal Services and WMC Chapter 5.20, Massage Establishments
Recreation, Fitness, and Entertainment						
<i>Indoor Sports and Recreation, Small-Scale</i>	—	—	—	C	C ¹	
<i>Indoor Entertainment Facility</i>	—	—	—	—	—	
<i>Outdoor Sports and Recreation Facility</i>	C	C	C	C	—	
Retail						
<i>Residential Limited Retail</i>	A	A	A	A	A	See Section 17.84.320, Residential Limited Retail
Public/Institutional Uses						
<i>College and Trade School</i>	—	—	—	A ¹	A ¹	
<i>Community and Religious Assembly</i>	C	C	C	C	A	
<i>Community Garden</i>	A	A	A	A ¹	A ¹	See Section 17.84.130, Community Gardens
<i>Cultural Facility</i>	—	—	C	C	A ¹	
<i>Day Care Center</i>	C	C	C	A	A	See Section 17.84.150, Day Care Centers, Family Day Cares and Residential Care Facilities
<i>Government Buildings</i>	C	C	C	P	P	
Hospitals and Clinics						
<i>Skilled Nursing Facility</i>	A	A	A	A	—	
<i>Clinic</i>	—	—	—	C	A ¹	
<i>Park and Recreation Facility, Public</i>	P	P	P	P	—	
<i>School</i>	C	C	C	C	—	
Transportation, Communications, and Utilities						
Communication Facilities						
<i>Antennas and Transmission Towers</i>	See Section 17.84.360, Telecommunication Facilities					

Table 17.24.020-1: Use Regulations – Residential Zones

Use Classification	R-L	N-P	R-LM	R-M	R-H	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>						
Equipment within Buildings	See Section 17.84.360, Telecommunication Facilities					
Cannabis Uses						
Indoor Personal Cannabis Cultivation	P	P	P	P	P	See Section 17.84.280, Personal Cultivation of Cannabis
Other Uses						
Accessory Uses	See Section 17.84.020, Accessory Uses					
Home Occupations	See Section 17.84.200, Home Occupations and Cottage Food Operations					
Temporary Uses	See Section 17.84.370, Temporary Uses					

Notes:

1. Use shall be considered as accessory to a primary use only.

§ 17.24.030. Development Standards.

Table 17.24.030-1: Development Standards - Residential Zones, establishes the development standards for the residential zones. Letters refer to subsections that directly follow the table.

Table 17.24.030-1: Development Standards – Residential Zones

Standard	R-L	N-P	R-LM	R-M	R-H
Density and Lot Standards					
Density (units/acre)	1- 8	1- 8	5-15	8.1-19.9	20-40
Lot Area (sf)					
Corner Lot	Min. 6,000	Min 6,000	Min. 5,000	n/a	n/a
Interior Lot	Min. 5,000	Min. 5,000	Min. 5,000	n/a	n/a
Small Lot Subdivision (see Section 17.56.040)	n/a	n/a	n/a	n/a	n/a
Lot Width (ft.)					
Corner Lot	Min. 60	Min. 60	Min. 60	n/a	n/a
Interior Lot	Min. 50 <u>(D)</u>	Min. 50 <u>(D)</u>	Min. 50 <u>(D)</u>	n/a <u>(D)</u>	n/a <u>(D)</u>
Small Lot Subdivision (see Section 17.56.040)	n/a	n/a	n/a	n/a	n/a
Max. Lot Coverage	50%	50%	60%	60%	70%
Building Form and Placement Standards					
Max. Building Height (ft.)	30	40	30	40; 30 within 40 feet of an R-L, L, N-P or R-LM zone	45; 30 within 40 ft of an R-L, N-P or R-LM zone
Min. Setbacks (ft.)					
Front, Primary Structure	20 (A)	20 (A)	20 (A)	15	15
Front, Porch/Stoop	14 (C)	14 (C)	14 (C)		
Front, Garage	20	20	20	n/a	n/a
Street Side	15	15	10	10	10

Table 17.24.030-1: Development Standards – Residential Zones

Standard	R-L	N-P	R-LM	R-M	R-H
<i>Interior Side</i>	5	5	5	5; 10 when abutting R-L or N-P	5, 10 when abutting R-L or N-P
<i>Rear</i>	20	20	20	10; 15 when abutting R-L or N-P	10; 15 when abutting R-L or N-P
<i>Alley</i>	4 (B)	4 (B)	4 (B)	4 (B)	4 (B)
<i>Small Lot Subdivision</i>	See Section 17.56.040				
Site and Open Space Standards					
Max. Impervious/Paved Area	50% of required front and street side setbacks	50% of required front and street side setbacks	50% of required front and street side setbacks	n/a	n/a
Min. Private Open Space	n/a	n/a	100 sf per unit	48 sf per unit	n/a
Min. Private Open Space Dimension	n/a	n/a	6 ft.	6 ft.	n/a
Min. Common Open Space	n/a	n/a	100 sf per unit	100 sf per unit	n/a
Private OR Common Open Space	n/a	n/a	n/a	n/a	48 sf per unit

- A. Where a uniform setback which differs from the above standard exists on the block or cul-de-sac, the setback shall conform to the established setback of the block or cul-de-sac.
- B. Setbacks facing alleys may be reduced to zero where determined by the Director to allow adequate maneuverability for emergency and waste vehicles and where no garage access is required.
- C. A front porch may project into the required front setback up to six feet in order to provide a covered porch that is open on three sides and parallel to the street frontage.
- ~~C.~~ D. Flag lots are prohibited in residential zones, except when an alternative method of access, such as a legal easement, is approved by the Director or otherwise allowed by state law.

§ 17.24.040. Supplemental Regulations.

- A. **General Design Standards.** See § 17.56.010, General Design Standards.
- B. **Single-Family and Duplex Design Standards.** See § 17.56.020, Single-Family and Duplex Design Standards.
- C. **Multi-Unit Use Design Standards.** See § 17.56.030, Multi-Unit Design Standards.
- D. **Small Lot Subdivision Design Standards.** See § 17.56.040, Small Lot Subdivision Design Standards.
- E. **Citywide Standards.** All development is subject to the provisions of Division III, Citywide Standards.

CHAPTER 17.28
DOWNTOWN ZONES

§ 17.28.010. Purpose and Applicability.

The purpose of this chapter is to provide for the development of a range of uses suitable to the character of Downtown Woodland. Additional purposes of each zone are described below.

- A. **Downtown Core (DX-1).** The Downtown Core zone is intended to support a diverse mix of offices, housing, and active uses such as theaters, retail, professional services, restaurants, and entertainment in Woodland's historic downtown core. The zone envisions primarily a vertical mix of uses that support a vibrant district centered on Main Street. The DX-1 zone implements areas of the Downtown Mixed-Use General Plan land use designation.
- B. **Downtown Civic (DX-2).** The Downtown Civic zone is intended to support a mix of public uses and offices, housing, retail, professional services, and open space in the Court Street corridor of Woodland's historic downtown core. The zone envisions both vertical and horizontal mix of uses that support a vibrant and walkable civic-oriented downtown district. The DX-2 zone implements areas of the Downtown Mixed-Use General Plan land use designation.
- C. **Downtown Transitional (DX-3).** The Downtown Transitional zone is intended to support a mix of offices, housing, and active uses on the edges of Woodland's historic downtown core. Centered on the Lincoln Avenue and North Street corridors, this zone provides a transition from the downtown core to the residential neighborhoods north and south of the zone. The zone supports vertical and horizontal mixed-use development with a lower intensity urban feel that provides walkable transition to the residential neighborhoods to the north and south. The DX-3 zone implements areas of the Downtown Mixed-Use General Plan land use designation.
- D. **Downtown Gateway (DX-4).** The Downtown Gateway zone supports a vibrant mixed-use node at the primary entry point to Woodland's historic downtown core. Centered on Main Street between 5th Street and East Street, the DX-4 zone facilitates a mix of uses and open spaces that welcome residents and visitors to the Downtown, that intensify opportunity areas abutting the railroad, and that ensure appropriate transitions to the corridor, downtown, and residential areas. The DX-4 zone implements areas of the Downtown Mixed-Use General Plan land use designation.

§ 17.28.020. Use Regulations.

Table 17.28.020-1: Use Regulations - Downtown Zones, lists the uses permitted, permitted with a staff-level Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit), and permitted with a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) granted at a public hearing. The right-hand column provides references to other sections of this Zoning Code where additional regulations are located. Refer to Division V, Chapter 17.144 for Definition of Uses.

Table 17.28.020-1: Use Regulations – Downtown Zones					
Use Classification	DX-1	DX-2	DX-3	DX-4	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>					
Residential Uses					
Single-Family					
<i>Detached</i>	—	—	P	—	
<i>Attached</i>	—	—	P	—	
Duplex	—	—	P	—	

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Table 17.28.020-1: Use Regulations – Downtown Zones

Use Classification	DX-1	DX-2	DX-3	DX-4	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed					
Small Lot Subdivision	P ¹	P	P	P ¹	
Multi-Unit Dwelling	P ¹	P	P	P ¹	
Accessory Dwelling Unit	See Section 17.84.030, Accessory Dwelling Units				
Family Day Care					
Small	P	P	P	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Large	P ¹	P C	P A	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Live/Work	A ¹	P	P	A ¹	See Section 17.84.230, Live/Work
Residential Care Facilities					
Small	P ¹ —	P —	P	P ¹ —	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Large	—	P A ²	P A	—	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Supportive Housing	Subject only to those restrictions that apply to other residential uses of the same type in the same zone. Shall be allowed by right, subject to the requirements in California Government Code Section 65651.				
Transitional Housing	Subject only to those restrictions that apply to other residential uses of the same type in the same zone.				
Commercial Uses					
Animal Care, Sales, and Services					
Grooming	A	P	A	P	
Pet Store	P	P	A	P	
Veterinary Services	P ²	A	A	C ²	
Automobile/Vehicle Sales and Services					
Automobile Rental Office	P	P	P	P	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/Vehicle Sales and Leasing, New	C	—	—	—	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/Vehicle Service and Repair, Minor ³	—	—	—	—	
Banks and Financial Institution					
Bail Bonds	—	C ⁴	—	—	See Section 17.84.260, Non-Traditional Financial Institutions
Bank and Savings and Loan	P	P	—	P	
Business and Communication Services					
General Business Services	P	P	A	P	
Printing and Copy Services	P	P	A	P	
Eating and Drinking Establishments					
Bar/Night Club/Lounge	C	C	—	C	See Section 17.84.060, Alcoholic Beverage

Table 17.28.020-1: Use Regulations – Downtown Zones

Use Classification	DX-1	DX-2	DX-3	DX-4	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed					
					Sales
<i>Brewpub/Wine Bar</i>	A	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
<i>Microbrewery</i>	A	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
<i>Micro-Distillery</i>	C	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
<i>Restaurant, Full Service</i>	P	P	A	P	
<i>Restaurant, Limited Counter Service/Fast Casual Food</i>	P	P	A	P	
<i>Tasting Room</i>	P	P	A	P	See Section 17.84.060, Alcoholic Beverage Sales
<i>Funeral and Internment Service</i>	P ²	P	A	—	
Lodging					
<i>Bed and Breakfast</i>	A	A	A	A	See Section 17.84.100, Bed and Breakfast Lodging
<i>Boarding House</i>	—	€	—	—	
<i>Hotel and Motel</i>	C	C	—	C	
<i>Short-Term Rental</i>	A	—	A	—	See Section 17.84.330, Short-Term Rental
<i>Maintenance and Repair Services</i>	P	P	A	P	
Office Uses					
<i>Business, Professional, and Technology</i>	P	P	A ⁶	P	
<i>Medical and Dental Offices</i>	P ¹	P	A	P	
Personal Services					
<i>General Personal Services</i>	P	P	A ⁶	P	See Section 17.84.290, Personal Services
<i>Dry Cleaner/Self Service Laundry</i>	P ^{1, 2}	P ^{1, 2}	—	—	See Section 17.84.290, Personal Services
<i>Instructional Services</i>	P	P	P	P	See Section 17.84.290, Personal Services
<i>Massage Establishments</i>	A€	A€	A€	A€	See Section 17.84.290, Personal Services
<i>Tattoo/Body Modification Parlor</i>	A	A	—	A	See Section 17.84.290, Personal Services
Recreation, Fitness, and Entertainment					
<i>Cinema/Theaters</i>	P	—	—	—	
<i>Indoor Entertainment Facility</i>	P	A	—	A	
<i>Indoor Sports and Recreation, Small-Scale</i>	P	P	—	P	
Retail					
<i>Artisan Shop</i>	P	P	P	P	
<i>Convenience/Small Grocery Market</i>	P	P	A	P	
<i>General Retail Sales</i>	P	P	P	P	
<i>Liquor Sales as Primary Use</i>	C	C	—	—	See Section 17.84.060, Alcoholic Beverage Sales
<i>Liquor Sales as Accessory Use,</i>	A	A	A	A	See Section 17.84.020, Accessory Uses and

Table 17.28.020-1: Use Regulations – Downtown Zones

Use Classification	DX-1	DX-2	DX-3	DX-4	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed					
<i>Small</i>					Section 17.84.060, Alcoholic Beverage Sales
<i>Liquor Sales as Accessory Use, Large</i>	A	A	—	A	See Section 17.84.020, Accessory Uses and Section 17.84.060, Alcoholic Beverage Sales
<i>Secondhand/Consignment Store</i>	P	P	P	P	
Public/Institutional Uses					
College and Trade School	P	P	—	P	
Community and Religious Assembly	A	A	A	C	
Community Garden	—	—	A	—	See Section 17.84.130, Community Gardens
Cultural Facility	P	P ⁵	P ⁵	P ⁵	
Day Care Center	A ²	A	C	—	See Section 17.84.150, Day Care Centers, Family Day Cares and Residential Care Facilities
Emergency Shelter	—	C	A	A	See Section 17.84.170, Emergency Shelters, Daytime Services Facilities, and Low Barrier Navigation Centers
Government Buildings	P	P	C	P	
Hospitals and Clinics					
<i>Skilled Nursing Facility</i>	—	C	C	—	
<i>Clinic</i>	—	—	—	—	
Park and Recreation Facility, Public	P	P	P	P	
School	C	C	C	C	
Industrial Uses					
Artisan/Small-Scale Manufacturing	A	A	A	P	
Artist’s Studio	P	P	P	P	
Food and Beverage Manufacturing					
<i>Small Scale</i>	P ¹	P	P ¹	—	
Food Preparation	P	P	A	P	
Research and Development	P ⁵	P ⁵	—	P ⁵	
Transportation, Communications, and Utilities					
Communication Facilities					
<i>Antennas and Transmission Towers</i>	See Section 17.84.360, Telecommunication Facilities				
<i>Equipment within Buildings</i>	See Section 17.84.360, Telecommunication Facilities				
Emergency Services	P	P	P	P	
Cannabis Uses					
Indoor Personal Cannabis Cultivation	P	P	P	P	See Section 17.84.280, Personal Cultivation of Cannabis
Cannabis Retail	—	—	—	—	See Section 17.84.280, Personal Cultivation of Cannabis
Other Uses					
Accessory Uses	See Section 17.84.020, Accessory Uses				
Home Occupations	See Section 17.84.200, Home Occupations and Cottage Food Operations				

Table 17.28.020-1: Use Regulations – Downtown Zones

Use Classification	DX-1	DX-2	DX-3	DX-4	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed					
Temporary Uses	See Section 17.84.370, Temporary Uses				

Notes:

1. Not permitted on the ground floor facing Main Street.
2. Not permitted on properties fronting/adjacent to Main Street.
3. Existing auto repair businesses, established prior to the Effective Date may remain. Any proposed expansion or modification shall be subject to a Conditional Use Permit (see Section 17.100.100, Conditional Use Permit) and shall be subject to the standards of Chapter 17.80, Nonconforming Provisions.
4. Bail bonds are subject to the same design and operational standards as non-traditional financial institution; see Section 17.84.260, Non-Traditional Financial Institutions.
5. A ZAP is required for establishments greater than 5,000 gross square feet.
6. Small-scale establishments that are less than 2,000 gross square feet with low on-site client volume and/or turnover and that meet the parking requirements as outlined in Section 17.68.030, Required On-Site Parking Spaces, may be allowed as a permitted use at the discretion of the Director.

§ 17.28.030. Development Standards.

Table 17.28.030-1: Development Standards - Downtown Zones, establishes the development standards for the Downtown zones. Letters refer to subsections that directly follow the table.

Table 17.28.030-1: Development Standards – Downtown Zones

Standard	DX-1	DX-2	DX-3	DX-4
Intensity and Lot Standards				
Density (du/ac)	Min. 15; Max. Unlimited	Min. 15; Max. Unlimited	Unlimited	Min. 15; Max. Unlimited
FAR of Residential and Non-residential Combined	Min 1.0, Max. 4.0 (A)	Min 1.0, Max. 4.0 (A)	Min 1.0, Max. 4.0 (A)	Min 1.0, Max. 4.0 (A)
Max. Lot Coverage	100%	70%	60%	70%(B)
Building Form and Placement Standards				
Building Height				
<i>Principal Structure</i>	Min. 25 ft., Max. 65 ft., 50 ft. within 50 ft. of DX-3 zone	Max. 55 ft., 50 ft. within 50 ft. of DX-3 zone	Max. 40 ft.	Min. 25 ft., Max 65 ft.
<i>Min. Ground Floor Height, Floor to Ceiling</i>	12 ft.	10 ft.	10 ft.	12 ft.
<i>Min. Upper Floor Height, Floor to Ceiling</i>	9 ft.	9 ft.	9 ft.	9 ft.
Setbacks				
<i>Front and Street Side</i>	Min. 0, Max. 15 ft.; Max. 5 ft. if fronting Main Street (C)	Min. 0, Max. 20 ft.	Min. 8, Max. 20 ft.	Min. 5, Max. 15 ft. (C)
<i>Interior Side</i>	0 ft.; Min. 5 ft. adjacent to DX-3 or adjacent residential land use	5 ft.	5 ft.	0 ft.
<i>Rear</i>	Min. 0 ft.; Min. 10 ft.	Min. 0 ft.; Min. 10 ft.	Min. 10 ft.; 15 ft. if	Min. 0 ft.; Min. 30 ft.

Table 17.28.030-1: Development Standards – Downtown Zones

Standard	DX-1	DX-2	DX-3	DX-4
	adjacent to DX-3 or any Residential zone	adjacent to DX-3 or any Residential zone	building is over 30' in height and adjacent to any Residential zone	adjacent to railroad centerline
<i>Open Space Standards for Residential Uses</i>				
Min. Private Open Space	n/a	48 sf per unit	48 sf per unit	n/a
Min. Private Open Space Dimension	n/a	6 ft.	6 ft.	n/a
Min. Common Open Space	0 sf if development fronts Main Street; 50 sf per unit if off Main Street	50 sf per unit	100 sf per unit	50 sf per unit

- A. Additional FAR may be granted for uses that offer community benefits. Eligible benefits include but are not limited to public open space beyond what is required, restoration or adaptive reuse of a historic structure, or the promotion of alternative modes of transportation. The additional development capacity and nature of community benefits may be determined through a Development Agreement (see § 17.100.180, Development Agreements).
- B. In the Downtown Gateway DX-4 district, development approved as part of a master plan or precise plan, may allow for increase in lot coverage for one or more individual parcels if community serving features have been incorporated, such as a plaza, open space, or pass through to an interior courtyard.
- C. Building setback from Main Street may be increased to allow for outdoor dining, patio, or plaza space at the discretion of the Director or applicable Review Authority.

§ 17.28.040. Supplemental Regulations.

- A. **Preservation/Restoration of and Additions to Historic Structures.** See § 17.56.050, Preservation/Restoration of and Additions to Historic Structures.
- B. **New Development or Renovation of Non-Historic Structures Design Standards in the Downtown Zones.** See § 17.56.060, New Development or Renovation of Non-Historic Structures Design Standards in the Downtown Zones.
- C. **Citywide Standards.** All development is subject to the provisions of Division III, Citywide Standards.

CHAPTER 17.32 MIXED-USE ZONES

§ 17.32.010. Purpose and Applicability.

The purpose of this chapter is to provide for the development of a range of uses suitable to the character of Woodland's corridors. Additional purposes of each zone are described below.

- A. **Corridor Mixed-Use-West Main (CMU-WM).** West of Downtown, the Corridor Mixed-Use-West Main Zone is a mixed-use corridor intended to accommodate residential infill and neighborhood-serving retail. The residential density and intensity of nonresidential uses are intended to give the corridor an urban character and revitalize and replace older strip commercial development. Residential, retail, commercial service, and office uses are permitted in a horizontal or vertical mixed-use setting to enhance the streetscape. The CMU-WM zone implements the Corridor Mixed-Use General Plan land use designation.
- B. **Corridor Mixed-Use-East (CMU-E).** The Corridor Mixed-Use-East zone facilitates the revitalization of the auto-oriented East Street corridor. Supporting a mix of uses, the zone permits a flexibility of design intended to enhance the urban character and streetscape of the corridor. Residential, retail, commercial service, office, and light industrial uses are permitted in a horizontal or vertical mixed-use configuration. The CMU-E zone implements the Corridor Mixed-Use General Plan land use designation.
- C. **Corridor Mixed-Use-Kentucky (CMU-K).** The Corridor Mixed-Use-Kentucky zone accommodates a mix of uses including service and light industrial uses. Residential uses are allowed on the south side of Kentucky. The zone allows this area to continue to function as an agriculture-industrial corridor while sensitively integrating new, mixed-use development to activate specific sections of the corridor. The CMU-K zone implements the Corridor Mixed-Use General Plan land use designation.
- D. **Corridor Mixed-Use-Armfield (CMU-A).** The Corridor Mixed-Use-Armfield zone supports a mix of uses similar to the CMU-E zone and permits a flexibility of design intended to enhance the urban character and streetscape of the area with residential, retail, commercial service, and office, uses in a horizontal or vertical mixed-use configuration while providing appropriate transitions and buffers between newer higher intensity uses and existing single-family residential uses. The CMU-A zone implements the Corridor Mixed-Use General Plan land use designation.
- E. **Corridor Mixed-Use-Flex (CMU-F).** The Corridor Mixed-Use-Flex zone supports a sensitive transition between the North East Street corridor and the industrial areas to the east. Like the CMU-E zone, it facilitates the revitalization of the auto-oriented East Street corridor and supports a mix of uses to enhance the urban character and streetscape of the corridor, with residential, retail, commercial service, office, and light industrial uses in a horizontal or vertical mixed-use configuration. Smaller-scale custom, light industrial and artisan manufacturing are allowed to add flexibility and vitality to the corridor. The CMU-F zone implements the Corridor Mixed-Use General Plan land use designation.
- F. **Community Commercial Mixed-Use (CCMU).** The Community Commercial Mixed-Use zone is intended to support 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. Uses in this zone include retail, services, grocery stores, restaurants, professional offices, hotels, and similar commercial uses, as well as higher density housing and mixed-use development. The CCMU zone

implements the Community Commercial General Plan land use designation.

- G. **Neighborhood Mixed-Use (NMU).** The Neighborhood Mixed-Use zone supports commercial development that meets the needs of local neighborhoods. Uses in this zone include smaller scale retail, grocery stores, office, and service-oriented businesses, as well as higher density housing and mixed-use development. The NMU zone implements the Neighborhood Commercial General Plan land use designation.
- H. **Corridor Mixed-Use-Gateway (CMU-G).** The Corridor Mixed-Use-Gateway zone, located along an important north-south corridor, is envisioned by the General Plan to support a mix of uses including retail, medical services, offices, business park development and housing. The zone allows for vertical and horizontal mixed-use development. The CMU-G zone implements the Corridor Mixed-Use General Plan land use designation.

§ 17.32.020. Use Regulations.

Table 17.32.020-1: Use Regulations - Mixed-Use Zones, lists the uses permitted, permitted with a staff-level Zoning Administrator Permit, and permitted with a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) granted at a public hearing. The right-hand column provides references to other sections of this Zoning Code where additional regulations are located. Refer to Division V, Chapter 17.144 for Definition of Uses.

Table 17.32.020-1: Use Regulations – Mixed-Use Zones									
Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
Residential Uses									
Single-Family									
Detached	—	A	A ¹	A	—	—	—	—	
Attached	—	A	A ¹	A	—	—	—	—	
Duplex	—	A	—	A	—	—	—	—	
Small Lot Subdivision	P	P	A ¹	A	—	A ²	—	P	
Multi-Unit Dwelling	P	P	p ¹	P	P	p ²	p ²	p ²	
Accessory Dwelling Unit	See Section 17.84.030, Accessory Dwelling Units								
Family Day Care									
Small	P	P	P	P	<u>P</u> —	P	P	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Large	P	<u>P</u> A	<u>P</u> —	<u>P</u> A	<u>P</u> —	<u>P</u> ² —	<u>P</u> ² —	P	See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities
Live/Work	p ²	P	p ¹	A	A	A	P	p ²	See Section 17.84.230.

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
									Live/Work
Manufactured Home Park	—	C	—	—	—	—	—	—	See Section 17.84.240, Manufactured Home Parks, RV/Trailer Parks, and Manufactured Buildings
Residential Care Facilities									
Small	P	P	P	P	<u>P</u> —	<u>P</u> ² —	<u>P</u> ² A	<u>P</u> A	<u>See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities</u>
Large	<u>P</u> A	<u>P</u> A	P	<u>P</u> A	<u>P</u> —	<u>P</u> —	<u>P</u> —	<u>P</u> A	<u>See Section 17.84.150, Day Care Centers, Family Day Cares, and Residential Care Facilities</u>
Single-Room Occupancy									
<u>Small</u>	=	<u>P</u>	=	=	<u>P</u>	=	=	=	<u>See Section 17.84.340, Single Room Occupancy Units</u>
<u>Large</u>	=	C	=	=	C	=	=	=	<u>See Section 17.84.340, Single Room Occupancy Units</u>
Supportive Housing	<u>Subject only to those restrictions that apply to other residential uses of the same type in the same zone. Shall be allowed by right, subject to the requirements in California Government Code Section 65651.</u>								
Transitional Housing	<u>Subject only to those restrictions that apply to other residential uses of the same type in the same zone.</u>								
Commercial Uses									
Adult Businesses	—	—	—	—	C	—	—	—	See Section 17.84.040, Adult Businesses
Animal Care, Sales and Services									
Animal Boarding Kennel/Pet Day Care	—	—	C	—	C	—	—	C	
Grooming	P	P	P	P	P	P	A	P	
Pet Store	P	P	P	P	P	P	P	P	
Veterinary Services	P	P	P	P	—	P	A	A	
Automobile/Vehicle Sales and Services									
Automobile Rental Office	P	P	P	P	P	P	—	P	See Section 17.84.090, Automobile/Vehicle Sales and Service

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
									Uses
Automobile/ Vehicle Sales and Leasing, New	A ³	A ³	A ³	—	—	—	—	A ³	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/ Vehicle Service and Repair, Major	—	C	C	—	C	—	—	—	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/ Vehicle Service and Repair, Minor	P ⁴	P ⁴	P ⁴	P ⁴	P ⁴	A	—	P ⁴	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Farm/Agricultural Equipment Sales, Service and Rental	P	P	P	A	P	—	—	P	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Fueling Station	C ⁵	C ⁵	C ⁵	—	—	C ⁵	—	C ⁵	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Large Vehicle and Equipment Sales, Service and Rental	—	—	—	—	C	—	—	—	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Washing (Full Service)	—	C ⁶	—	—	—	—	—	—	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Washing (Self- Serve)	A ⁶	A ⁶	A ⁶	—	A ⁶	C ⁶	—	A ⁶	See Section 17.84.090, Automobile/Vehicle Sales and Service Uses
Banks and Financial Institution									
Bank and Savings and Loan	P	P	P	P	—	P	P	P	
Non-Traditional Financial Institution	A	A	—	—	—	A	—	—	See Section 17.84.260, Non- Traditional Financial Institutions
Business and Communication Services									
General Business Services	P	P	P	P	P	P	P	P	
Printing and Copy	P	P	P	P	P	P	P	P	

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
Services									
Drive-Through Facility									
Drive-Through, Food Establishment	C—	—	—	—	—	C	—	A	See Section 17.84.160, Drive-Through Establishments
Drive-Through, Limited	C	—	—	—	—	C	—	A	See Section 17.84.160, Drive-Through Establishments
Eating and Drinking Establishments									
Bar/Night Club/Lounge	C	C	C	C	C	C	—	C	See Section 17.84.060, Alcoholic Beverage Sales
Brewpub/ Wine Bar	A	A	A	A	A	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Microbrewery	A	A	A	A	A	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Micro-Distillery	A	A	A	A	A	C	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Restaurant, Full Service	P	P	P	P	P	P	P	P	
Restaurant, Limited Counter Service/Fast Casual Food	P	P	P	P	P	P	P	P	
Tasting Room	P	P	P	P	P	P	P	P	See Section 17.84.060, Alcoholic Beverage Sales
Funeral and Internment Service	P	P	P	—	A	—	—	—	
Hookah Lounge	C	C	—	—	—	—	—	C	See Section 17.84.210, Hookah Lounges
Lodging									
Bed and Breakfast	A	A	—	A	—	—	A	A	See Section 17.84.100, Bed and Breakfast Lodging
Boarding House	A	—	—	—	—	—	—		
Hotel and Motel	A	A	—	A	—	A	—	A	
RV Park Resort	—	—	—	—	C	—	—	—	See Section 17.84.240,

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
									Manufactured Home Parks, RV/Trailer Parks, and Manufactured Buildings
Short-Term Rental	A	A	—	—	—	—	—	A	See Section 17.84.330, Short-Term Rental
Maintenance and Repair Services	P	P	P	P	P	P	P	P	
Office Uses									
Business, Professional, and Technology	P	P	P	P	P	P	P	P	
Medical and Dental Offices	P	P	P	P	P	P	P	P	
Personal Services									
General Personal Services	P	P	P	P	P	P	P	P	See Section 17.84.290, Personal Services
Instructional Services	P	P	P	P	P	P	P	P	See Section 17.84.290, Personal Services
Massage Establishments	A	A	C	C	—	A	C	A	See Section 17.84.290, Personal Services
Tattoo/Body Modification Parlor	A	A	A	A	A	A	C	A	See Section 17.84.290, Personal Services
Recreation, Fitness, and Entertainment									
Cinema/Theaters	—	—	—	—	—	—	—	—	
Indoor Entertainment Facility	P	P	P	A	A	A	A	P	
Indoor Sports and Recreation, Large-Scale	A	A	C	—	C	A	—	A	
Indoor Sports and Recreation, Small-Scale	P	P	P	P	A	P	P	P	
Outdoor Sports and Recreation	—	—	—	A	A	—	—	—	
Retail									
Artisan Shop	P	P	P	P	P	P	P	P	
Convenience/ Small Grocery Market	P	P	P	P	P	P	P	P	See Section 17.84.020, Accessory Uses and Section 17.84.060, Alcoholic Beverage Sales

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
<i>Firearm Sales and Servicing</i>	A	A	A	A	A	A	—	A	See Section 17.84.180, Firearms Sales
<i>General Retail Sales</i>	P	P	P	P	P	P	P	P	
<i>Grocery Store</i>	P	P	P	A	A	P	P	P	
<i>Large Format Retail Sales</i>	—	—	—	—	—	—	—	P	
<i>Liquor Sales as Primary Use</i>	C	C	C	C	C	C	C	C	
<i>Liquor Sales as Accessory Use, Small</i>	A	A	A	C	C	A	A	A	See Section 17.84.020, Accessory Uses and Section 17.84.060, Alcoholic Beverage Sales
<i>Liquor Sales as Accessory Use, Large</i>	A	A	A	C	C	A	—	A	See Section 17.84.020, Accessory Uses and Section 17.84.060, Alcoholic Beverage Sales
<i>Nursery and Garden Center</i>	P	P	P	A	P	P	P	P	
<i>Pawn Shop</i>	A	A	A	—	A	—	—	—	
<i>Secondhand/Consignment Store</i>	P	P	P	P	—	P	P	P	
<i>Smoke Shop</i>	A	A	—	—	A	—	—	—	See Section 17.84.350, Smoke Shops
Public/Institutional Uses									
<i>College and Trade School</i>	P	P	P	P	P	P	—	P	
<i>Community and Religious Assembly</i>	A	A	A	A	A	A	A	A	
<i>Community Garden</i>	—	—	A	A	—	—	A	—	See Section 17.84.130, Community Gardens
<i>Cultural Facility</i>	P ⁷	P ⁷	P	P ⁷	P ⁷	—	P ⁷	P ⁷	
<i>Day Care Center</i>	A	A	A	C	C	A	A	A	See Section 17.84.150, Day Care Centers, Family Day cares and Residential Care Facilities
<i>Emergency Shelter</i>	P	P	P	P	P	P	—	—	See Section 17.84.170, Emergency Shelters, Daytime Service Facilities,

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed									
									and Low Barrier Navigation Centers
Government Buildings	P	P	P	P	—	P	—	P	
Hospitals and Clinics									
<i>Hospital</i>	C	C	C	—	—	—	—	C	
<i>Skilled Nursing Facility</i>	A	A	A	A	—	—	—	A	
<i>Clinic</i>	A	A	A	—	—	—	A	A	
Park and Recreation Facility, Public	P	P	—	P	A	P	—	P	
Parking Facilities (privately-owned)	—	C	—	—	—	—	—	—	
School	—	C	—	C	—	C	—	—	
Social Service Centers/ Daytime Service Facility	C	C	A	—	C	—	—	—	See Section 17.84.170, Emergency Shelters, Daytime Service Facilities, and Low Barrier Navigation Centers
Industrial Uses									
Agricultural Production, Light	—	—	A	—	A	—	—	—	
Artisan/Small-Scale Manufacturing	P	P	P	P	P	—	—	P	
Artist’s Studio	P	P	P	P	P	P	P	P	
Building Materials and Supply	A	A	A	A	A	A	—	A	
Food and Beverage Manufacturing									
<i>Small Scale</i>	A	A	A	—	P	A	—	A	
<i>Large Scale</i>	—	—	—	—	P	—	—	—	
Food Preparation	P	P	P	P	P	P	A	P	
Industrial, Light	—	A	A	—	P ⁸	—	—	—	
Recycling Facilities									
<i>Reverse Vending Machine / Donation Container</i>	A	A	A	A	A	A	—	A	
Research and Development	P/ A ⁹	P/ A ⁹	P/ A ⁹	P/ A ⁹	P	P/ A ⁹	—	P/ A ⁹	
Storage Yard	—	P ¹⁰	P ¹⁰	—	P ¹⁰	—	—	—	See Section 17.70.040 Outdoor Storage Areas, Section 17.84.020 Accessory Uses, and Subsection 17.64.100.B Truck

Table 17.32.020-1: Use Regulations – Mixed-Use Zones

Use Classification	CMU-WM	CMU-E	CMU-K	CMU-A	CMU-F	CCMU	NMU	CMU-G	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>									
									Storage
Warehousing, Storage, Logistics, and Distribution									
<i>Indoor Warehousing and Storage</i>	P ¹¹	P ¹¹	P ¹¹	P ¹¹	P ¹¹	—	—	—	See Section 17.84.020, Accessory Uses
<i>Logistics and Distribution</i>	P ¹¹	P ¹¹	P ¹¹	P ¹¹	P ¹¹	—	—	P ¹¹	See Section 17.84.020, Accessory Uses
<i>Chemical or Mineral Storage</i>	—	—	—	—	—	—	—	—	
<i>Personal Storage Warehouse Facility</i>	—	—	—	—	—	—	—	—	See Section 17.84.300, Personal Storage Facilities
Transportation, Communications, and Utilities									
Communication Facilities									
<i>Antennas and Transmission Towers</i>	See Chapter 17.84, Telecommunication Facilities								
<i>Equipment within Buildings</i>	See Chapter 17.84, Telecommunication Facilities								
Emergency Services	P	P	P	P	P	P	P	P	
Transportation Passenger Facility	—	C	—	C	—	—	—	—	
Cannabis Uses									
Indoor Personal Cannabis Cultivation	P	P	P	P	P	—	—	—	See Section 17.84.280, Personal Cultivation of Cannabis
Cannabis Retail	C	C	C	C	C	C	C	C	See Section 17.84.120, Commercial Cannabis Businesses
Temporary/Other Uses									
Farmers Market	P	P	P	P	—	P	P	P	See Section 17.84.370, Temporary Uses
Mobile Vendor	See Section 17.84.250, Mobile Vendors						—	—	
Swap Market/Flea Market	—	C	—	C	—	—	—	—	See Section 17.84.370, Temporary Uses

Notes:

1. Residential uses are allowed only on the south side of Kentucky Avenue unless part of an adopted Specific Plan.
2. Residential not permitted on the ground floor facing Main Street or CR102.
3. Used Car Sales must be associated with a new car dealership, except for a large format used car dealership. A single use, used car lot is not permitted. See Subsection 17.84.090.B, Auto/Vehicles Sales, New and Used.
4. A ZAP is required where adjacent to an R-L, N-P, or R-LM zone.

5. Beer and wine sales associated with a fueling station is subject to a CUP. The sale of hard alcohol is not permitted.
6. Only allowed as an accessory use to a gas station or car dealership, typically on the same parcel. See Subsection 17.84.090.D.2.
7. A ZAP is required for establishments greater than 2,000 gross square feet.
8. A ZAP is required for outdoor processing and storage.
9. A ZAP is required for establishments greater than 5,000 gross square feet.
10. May not exceed 5,000 gross square feet. Must be located on the rear half of the lot or screened from view from the right-of-way and must be accessory to a primary use.
11. May not exceed 5,000 gross square feet and must be accessory to a primary use. See Chapter 17.84.020, Accessory Uses.

§ 17.32.030. Development Standards.

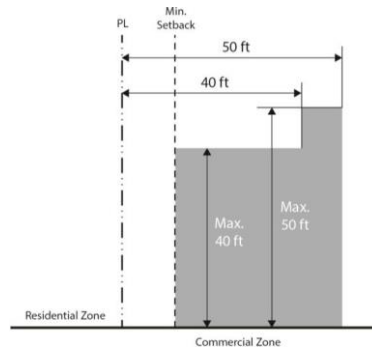
Table 17.32.030-1: Development Standards - Mixed-Use Zones, establishes the development standards for the Mixed-Use zones. Letters refer to subsections that directly follow the table.

Table 17.32.030-1: Development Standards – Mixed-Use Zones					
Standard	CMU-WM CMU-E, CMU-F, and CMU-G	CMU-K	CMU-A	CCMU	NMU
Intensity and Lot Standards					
Density (du/ac)	Min. 20, Max. 40. For CMU-G, Min. 15, Max 45	Min. 20, Max. 40	Min. 20, Max. 40	Min. 15, Max. 30	Unlimited
FAR of Residential and Non-residential Combined	0.25-2.0 for single use; 0.5-3.0 for residential mixed use (A)	0.25-2.0 for single use; 0.5-3.0 for residential mixed use (A)	0.25-2.0 for single use; 0.5-3.0 for residential mixed use (A)	0.15-0.7 for single use; 0.5-3.0 for residential mixed use (A)	0.15-0.5
Max. Lot Coverage	70%	60%	70%	60%	60%
Building Form and Placement Standards					
Building Height					
Max. Height	55 ft. (B)	55 ft. (B)	45 ft. (B)	55 ft. (B)	45 ft. (B)
Min. Height on Corner Sites	Min. 2 stories required on all corner parcels with frontage on Main, West Main and East Streets	Min. 2 stories required on all corner parcels with frontage on Kentucky Avenue	—	—	—
Minimum Setbacks					
Front	10 ft. (C)(D)	10 ft. (C)(D)	10 ft. (C)(D)	15 ft. (C)(D)	20 ft. (D)
Interior Side Setback	0 ft.; where abutting a residential zone, minimum setback is that of the abutting residential zone			5 ft.	5 ft.
Street Side Setback	10 ft. (C)(D)	10 ft. (C)(D)	10 ft. (C)(D)	10 ft. (C)(D)	10 ft. (D)
Rear Setback	0 ft.; where abutting a residential zone, minimum setback is that of the abutting residential zone			10 ft.	10 ft.
Open Space Standards					

Standard	CMU-WM CMU-E, CMU-F, and CMU-G	CMU-K	CMU-A	CCMU	NMU
Min. Common or Private Open Space (Residential)	48 sf per unit	48 sf per unit	48 sf per unit	48 sf per unit	48 sf per unit

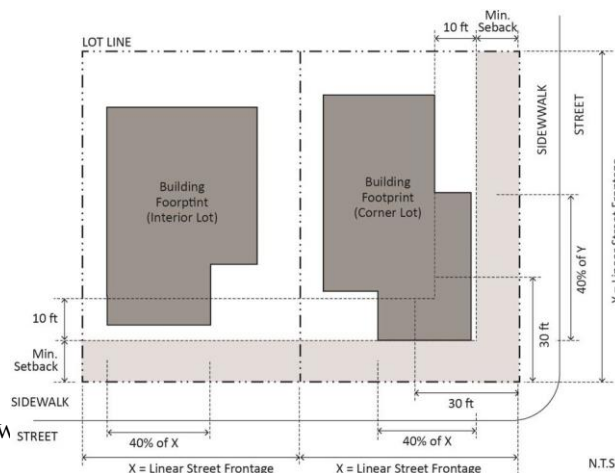
- A. **Additional FAR.** Additional FAR may be granted for uses that offer significant community benefits. Eligible benefits include, but are not limited to, the provision of public open space and the promotion of transit accessibility. The additional development capacity and nature of community benefits shall be determined through an Agreement between the City and applicant.
- B. **Maximum Height Adjacent to Residential Zones.** The maximum height within 40 feet of a residential zone is limited to 40 feet. The maximum height within 50 feet of a residential zone is 50 feet. If an adjacent residential use is 40 feet or taller, the maximum height requirement shall be that stated in Table 17.32.030-1: Development Standards - Mixed-Use Zones, above.

FIGURE 17.32.030.B-1: MAXIMUM HEIGHT ADJACENT TO RESIDENTIAL ZONES



- C. **Required Building Location.** The following building location requirements apply in all Mixed-Use zones with the exception of the NMU zone.
1. Buildings shall be located within 10 feet of the minimum required front setback line for at least 40% of the linear street frontage.
 2. Buildings shall be located within 10 feet of the required setback line within 30 feet of the street corner.

FIGURE 17.32.030.C-1: REQUIRED BUILDING LOCATION



3. **Frontage Improvements.** The area between buildings and the property line shall be improved as part of a wider sidewalk, as outdoor dining/seating area, or with landscaping.
 4. **Exceptions.** These requirements may be modified or waived by the Director upon finding that:
 - a. Entry courtyards, plazas, entries, or outdoor eating areas are located adjacent to the property line and buildings are built to the edge of the courtyard, plaza, or dining area; or
 - b. The building incorporates an alternative entrance design that creates a welcoming entry feature facing the street.
- D. **Front Setback Exception.** Where 50% or more of the block is developed and has lesser setbacks, the setbacks shall be the average of the two nearest buildings on the same side of the street.

§ 17.32.040. Supplemental Regulations.

- A. **Mixed-Use, Commercial, and Employment Zones Design Standards.** See § 17.56.070, Mixed-Use, Commercial and Employment Zones Design Standards.
- B. **Citywide Standards.** All development is subject to the provisions of Division III, Citywide Standards.

CHAPTER 17.36 COMMERCIAL ZONES

§ 17.36.010. Purpose and Applicability.

The purpose of this chapter is to provide for the development of neighborhood shopping areas where retail business or service establishments supply commodities or perform services to meet the daily needs of the residential neighborhood and commercial uses that are appropriate in the RC-F and RC zones. Additional purposes of each zone are described below.

- A. **Regional Commercial-Flex (RC-F).** The Regional Commercial-Flex zone is located near entry access nodes to the community and supports regional commercial uses, light industrial uses, new auto and recreational vehicle sales and service, limited contractor facilities, and other retail uses. The RC-LIF zone implements the Regional Commercial with Light Industrial Flex Overlay General Plan land use designation.
- B. **Regional Commercial (RC).** The Regional Commercial 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 is allowed, as are supporting uses such as gas stations and hotels, stand-alone professional office buildings, and limited ancillary office spaces. Complementary clusters of retail, healthcare, commercial, recreational, and institutional uses also are permitted. The RC zone implements the Regional Commercial General Plan land use designation.

§ 17.36.020. Use Regulations.

Table 17.36.020-1: Use Regulations - Commercial Zones, lists the uses permitted, permitted with a staff-level Zoning Administrator Permit, and permitted with a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) granted at a public hearing. The right-hand column provides references to other sections of this Zoning Code where additional regulations are located. Refer to Division V, Chapter 17.144 for Definition of Uses.

Table 17.36.020-1: Use Regulations - Commercial Zones			
Use Classification	RC-F	RC	Additional Regulations
"P" = Permitted; "A" = Zoning Administrator Permit (ZAP) required; "C" = Conditional Use Permit (CUP) required; "—" = Not Allowed			
Commercial Uses			
Animal Care, Sales, and Services			
Animal Boarding Kennel/Pet Day Care	C	—	
Grooming	P	P	
Pet Store	P	P	
Veterinary Services	P	A	
Automobile/Vehicle Sales and Service:			

Table 17.36.020-1: Use Regulations - Commercial Zones			
Use Classification	RC-F	RC	Additional Regulations
Automobile Rental Office	A	P	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/Vehicle Sales and Leasing, New	P	P	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/Vehicle Service and Repair, Major	C	—	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Automobile/Vehicle Service and Repair, Minor	A	C	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Farm/Agricultural Equipment Sales, Service and Rental	P	P	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Fueling Station	C ¹	C ¹	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Large Vehicle and Equipment Sales, Service and Rental	A	—	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Washing (Self-Serve)	A ²	A	See § 17.84.090, Automobile/Vehicle Sales and Service Uses
Banks and Financial Institution			
Bank and Savings and Loan	P	P	
Business and Communication Services			
General Business Services	P	P	
Printing and Copy Services	P	P	
Drive-Through Facility			
Food Establishment	C	C	See § 17.84.160, Drive-Through Establishments
Limited	C	C	See § 17.84.160, Drive-Through Establishments
Eating and Drinking Establishments			
Bar/Night Club/Lounge	C	C	See § 17.84.060, Alcoholic Beverage Sales

Table 17.36.020-1: Use Regulations - Commercial Zones

Use Classification	RC-F	RC	Additional Regulations
Brewpub/ <u>Wine Bar</u>	A	A	See § 17.84.060, Alcoholic Beverage Sales
Microbrewery	A	A	See § 17.84.060, Alcoholic Beverage Sales
Micro-Distillery	A	A	See § 17.84.060, Alcoholic Beverage Sales
Restaurant, Full Service	P	P	
Restaurant, Limited Counter Service/Fast Casual Food	P	P	
Tasting Room	P	P	See § 17.84.060, Alcoholic Beverage Sales
Funeral and Interment Service	A	—	
Hookah Lounge	C	C	See § 17.84.210, Hookah Lounge
Lodging			
Hotel and Motel	A	A	
Maintenance and Repair Services	P	P	
Office Uses			
Business, Professional, and Technology	P	P	
Medical and Dental Offices	P	P	
Personal Services			
General Personal Services	P	P	See § 17.84.290, Personal Services
Instructional Services	P	—	See § 17.84.290, Personal Services
Massage Establishments	—	A C	See § 17.84.290, Personal Services
Tattoo/Body Modification Parlor	A	A	See § 17.84.290, Personal Services
Recreation, Fitness, and Entertainment			
Indoor Sports and Recreation, Large-Scale	A	A	
Indoor Sports and Recreation, Small-Scale	P	P	

Table 17.36.020-1: Use Regulations - Commercial Zones			
Use Classification	RC-F	RC	Additional Regulations
Outdoor Sports and Recreation Facilities	A	C	See § 17.64.090, Swimming Pools and Spas
Retail			
Artisan Shop	P	P	
Convenience/Small Grocery Market	P	—	
Grocery Store	A	P	
Firearm Sales and Servicing	A	A	See § 17.84.180, Firearms Sales
General Retail Sales	P	P	
Large Format Retail Sales	P	P	
Liquor Sales as Primary Use	C	C	
Liquor Sales as Accessory Use, Small	A	A	See § 17.84.060, Alcoholic Beverage Sales
Liquor Sales as Accessory Use, Large	A	A	See § 17.84.060, Alcoholic Beverage Sales
Nursery and Garden Center	P	A	
Secondhand/Consignment Store	P	—	
Public/Institutional Uses			
College and Trade School	A	P	
Community and Religious Assembly	A	A	
Cultural Facility	P	P	
Day Care Center	C	A	See § 17.84.150, Day Care Centers, Family Day Cares and Residential Care Facilities
Government Buildings	P	P	
Hospitals and Clinics			
Hospital	—	C	
Clinic	A	A	
Park and Recreation Facility, Public	A	P	See § 17.64.090, Swimming Pools and Spas
Industrial Uses			
Artisan/Small-Scale Manufacturing	P	—	
Artist's Studio	P	—	

Table 17.36.020-1: Use Regulations - Commercial Zones			
Use Classification	RC-F	RC	Additional Regulations
Brewery	A	A	
Building Materials and Supply	A	—	
Food and Beverage Manufacturing			
Small Scale	P	—	
Large Scale	P	—	
Food Preparation	P	—	
Freight/Trucking Facilities	—	—	
Industrial, Light	P ³	—	
Recycling Facilities			
Reverse Vending Machine / Donation Container	A	—	
Research and Development	P ⁴	P ⁴	See § 17.84.020, Accessory Uses
Storage Yard	P ⁵	—	See Chapter 17.70, Screening Standards; § 17.64.100, Vehicle/Truck Parking and Storage; and § 17.84.020, Accessory Uses
Salvage and Wrecking Yard	—	—	
Warehousing, Storage, Logistics and Distribution			
Chemical or Mineral Storage	C	—	
Indoor Warehousing and Storage	P ⁶	—	See § 17.84.020, Accessory Uses
Logistics and Distribution	P ⁶	—	See § 17.84.020, Accessory Uses
Personal Storage Facility	—	—	
Wholesale Nursery	A	—	
Transportation, Communications, and Utilities			
Communication Facilities			
Antennas and Transmission Towers	See § 17.84.360, Telecommunication Facilities		
Emergency Services	P	P	
Light Fleet Based Services	A	—	
Public Service, Minor	P	P	
Cannabis Uses			

Table 17.36.020-1: Use Regulations - Commercial Zones			
Use Classification	RC-F	RC	Additional Regulations
Cannabis Retail	C	—	See § 17.84.120, Commercial Cannabis Businesses
Other Uses			
Mobile Vendor	See § 17.84.250, Mobile Vendors		
Swap Market/Flea Market	C	—	See § 17.84.370, Temporary Uses

Notes:

1. Liquor sales associated with a fueling station is subject to a CUP. The sale of hard alcohol is not permitted.
2. Only allowed as an accessory use to a gas station or car dealership, typically on the same parcel. See § 17.84.090.D.2.
3. A ZAP is required for outdoor processing and storage.
4. A ZAP is required for establishments greater than 10,000 gross square feet.
5. Must be located on the rear half of the lot or screened from view from the right-of-way and must be accessory to a primary use.
6. Outdoor pallet storage is prohibited, except as an accessory use in support of an existing business. Pallets must be stored below the fence line or otherwise screened from public view.

§ 17.36.030. Development Standards.

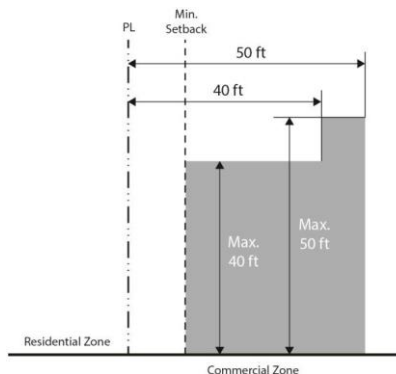
Table 17.36.030-1: Development Standards - Commercial Zones, establishes the development standards for the Commercial zones. Letters refer to subsections that directly follow the table.

Table 17.36.030-1: Development Standards - Commercial Zones		
Standard	RC-F	RC
Floor Area Ratio (FAR)	0.15 – 0.7 (A)	0.15 – 0.7 (A)
Lot Coverage	Max. 70%	Max. 70%
Building Height	Max. 65 ft. (B)	Max. 65 ft. (B)
Minimum Setbacks		
Front	15 ft. (C)	15 ft. (C)
Street Side	10 ft.	10 ft.
Interior Side	Min. 0 ft.; where abutting a residential zone, minimum setback is equal to that of the residential zone	

Table 17.36.030-1: Development Standards - Commercial Zones		
Standard	RC-F	RC
Rear	Min. 0 ft.; where abutting a residential zone, minimum setback is equal to that of the residential zone	
Surface Parking, from any Street-Facing Property Line	Min. 12 ft.	Min. 12 ft.
Common Usable Open Space for Employees	For employment uses over 50,000 sf: Min. 5 sf per 1,000 sf up to 1,500 sf. This space need not be publicly accessible.	

- A. **Additional FAR.** Additional FAR may be granted for uses that include an upper-story office, lodging or service use.
1. A total of 1.2 FAR may be achieved with a Development Review Tier 2 permit (see § 17.100.060, Development Review Tier 2).
 2. A total of 1.5 FAR may be achieved with a CUP.
- B. **Maximum Height Adjacent to Residential Zones.** The maximum height within 40 feet of a residential zone is limited to 40 feet. The maximum height within 50 feet of a residential zone is 50 feet. If an adjacent residential use is 40 feet or taller, the maximum height requirement shall be that stated in Table 17.36.030-1: Development Standards - Commercial Zones, above.

FIGURE 17.36.030.B-1: MAXIMUM HEIGHT ADJACENT TO RESIDENTIAL ZONES



- C. **Front Setback Exception.** Where 50% or more of the block is developed and has lesser setbacks, the setbacks shall be average of the two nearest buildings on the same side of the street.

§ 17.36.040. Supplemental Regulations.

- A. **Mixed-Use, Commercial, and Employment Zones Design Standards.** See § 17.56.070, Mixed-Use, Commercial and Employment Zones Design Standards.
- B. **Citywide Standards.** All development is subject to the provisions of Division III, Citywide Standards.

CHAPTER 17.40 EMPLOYMENT ZONES

§ 17.40.010. Purpose and Applicability.

The purpose of this chapter is to encourage sound industrial development by providing areas exclusively for such development subject to regulations necessary to insure the protection of adjoining uses. Additional purposes of each zone are described below.

- A. **Industrial Flex (IF).** The Industrial Flex zone provides for a mix of research and development and limited, artisan/small-scale manufacturing uses, including multi-tenant spaces with offices, agricultural processing, food producers, industrial technology, and other sensitive processing regulated by specific 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. The zone provides a transition between more intensive industrial uses and urban mixed-use environments, with the intent of minimizing conflicts with sensitive uses. The IF zone implements the Industrial with Light Industrial Flex Overlay General Plan land use designation.
- B. **Industrial General (IG).** The Industrial General zone encourages sound industrial development by providing areas exclusively for such development. The zone supports light, medium, and heavy industrial uses, including manufacturing, processing, refining, and similar uses including those with outdoor facilities. It also provides for warehousing, distribution, and logistics uses with supporting commercial services and office space. Uses in the IG zone are subject to regulations necessary to insure the protection of adjoining uses. The IG zone implements the Industrial General Plan land use designation.
- C. **Business Park (BP).** The Business Park zone accommodates master-planned office parks that may include a mix of research and development, green technology uses, and light manufacturing related to research and development. This zone additionally allows for supporting uses including professional offices, hotels, and general retail that cater to industrial and office uses. The BP zone implements the Business Park General Plan land use designation.

§ 17.40.020. Use Regulations.

- A. **Permitted Uses.** Table 17.40.020-1: Use Regulations - Employment Zones, lists the uses permitted, permitted with a staff-level Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit), and permitted with a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) granted at a public hearing. The right-hand column provides references to other sections of this Zoning Code where additional regulations are located. Refer to Division V, Chapter 17.144 for Definition of Uses.
- B. **Prohibited Uses.** Prohibited uses include those uses not listed Table 17.40.020-1: Use Regulations - Employment Zones; uses shown as not permitted in Table 17.40.020-1: Use Regulations - Employment Zones; and the following uses:
 1. Pallet storage as a primary use;
 2. Freight storage yard as a primary use;
 3. Tire or concrete recycling/storage;

4. Salvage and wrecking yard, either as a primary or accessory use;
5. Vehicle impound and tow yard, either as a primary or accessory use;
6. Personal storage facilities, either as a primary or accessory use; and
7. Personal storage warehouse facilities, either as a primary or accessory use.

Table 17.40.020-1: Use Regulations – Employment Zones

Use Classification	IF	IG	BP	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>				
Residential Uses				
Small Lot Subdivision	—	—	A	
Live/Work	—	—	A	
Multi-Unit Dwelling	—	—	P	
Commercial Uses				
Adult Businesses	C	—	C	
Animal Care, Sales and Services				
<i>Animal Boarding Kennel/Pet Day Care</i>	A	A	A	
<i>Grooming</i>	A	—	—	
<i>Pet Store</i>	A	—	—	
<i>Veterinary Services</i>	A	—	A	
Automobile/Vehicle Sales and Services				
<i>Automobile Rental Office</i>	A	—	A	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Automobile/Vehicle Sales and Leasing, New</i>	A	—	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Automobile/Vehicle Service and Repair, Major</i>	C	A	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Automobile/Vehicle Service and Repair, Minor</i>	A	A	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Farm/Agricultural Equipment Sales, Service and Rental</i>	A	P	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Fueling Station</i>	C ¹	—	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Large Vehicle and Equipment Sales, Service and Rental</i>	A ²	P	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Tire Retreading and Capping</i>	—	C	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
<i>Washing (Self-Serve)</i>	A ³	—	—	See Section 17.84.090, Automobile/ Vehicle Sales and Service Uses
Business and Communication Services				
<i>General Business Services</i>	P	—	P	
<i>Printing and Copy Services</i>	P	—	P	

Eating and Drinking Establishments

Table 17.40.020-1: Use Regulations – Employment Zones

Use Classification	IF	IG	BP	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed				
Bar/Night Club/Lounge	C	—	C	See Section 17.84.060, Alcoholic Beverage Sales
Brewpub/ <u>Wine Bar</u>	C	—	A	
Microbrewery	C	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Micro-Distillery	C	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Restaurant, Full Service	A	—	A	See Section 17.84.060, Alcoholic Beverage Sales
Restaurant, Limited Counter Service/Fast Casual Food	P	P	—	See Section 17.84.060, Alcoholic Beverage Sales
Tasting Room	A	A	—	See Section 17.84.060, Alcoholic Beverage Sales
Funeral and Internment Service	A	C	—	
Maintenance and Repair Services	P	P	P	
Lodging				
Hotel and Motel	—	P ⁴	—	
Office Uses				
Business, Professional, and Technology	P	P ⁴	P	
Medical or Dental Offices	—	—	A	
Recreation, Fitness, and Entertainment				
Indoor Sports and Recreation, Large-Scale	C	C	C	
Indoor Sports and Recreation, Small-Scale	C	C	C	
Outdoor Sports and Recreation Facility	A	—	A	
Personal Services				
Dry Cleaner/Self Service Laundry	—	—	A	
General Personal Services	—	—	P	
Instructional Services	—	—	P	
Retail				
Artisan Shop	P	A	P	
Convenience/Small Grocery Market	P	—	P	
General Retail Sales	P ⁴	P ⁴	P ⁴	
Nursery and Garden Center	P	—	—	
Public/Institutional Uses				
College and Trade School	A	A	P	
Community and Religious Assembly	A	—	A	
Cultural Facility	A	—	A	
Day Care Center	C	—	C	See Section 17.84.150, Day Care Centers, Family Day Cares and Residential Care

Table 17.40.020-1: Use Regulations – Employment Zones

Use Classification	IF	IG	BP	Additional Regulations
“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed				
Facilities				
Emergency Shelter	—	C	—	See Section 17.84.170, Emergency Shelters, Daytime Service Facilities, and Low Barrier Navigation Centers
Government Buildings	P	—	P	
Hospitals and Clinics				
<i>Clinics</i>	—	—	A	
<i>Hospital</i>	—	—	C	
Park and Recreation Facility, Public	A	—	A	
Parking Facilities (privately-owned)	—	—	—	
Social Service Centers/Daytime Service Facility	—	C	—	See Section 17.84.170, Emergency Shelters, Daytime Service Facilities, and Low Barrier Navigation Centers
Industrial Uses				
Agricultural Production, Light	P	P	P	See Section 17.84.050, Agricultural Production, Light
Artisan/Small-Scale Manufacturing	P	A	P	
Artist’s Studio	P	A	P	
Brewery	C	C	C	
Building Materials and Supply	P	P	P	
Crematorium	—	C	—	See Section 17.84.140, Crematorium
Food and Beverage Manufacturing				
<i>Small Scale</i>	P	P	P	
<i>Large Scale</i>	P	P	P	
Food Preparation	P	A	P	
Freight, Trucking Facilities	—	—	—	
Hazardous Waste Management Facilities	—	C	—	See Section 17.84.190, Hazardous Waste Management Facilities
Laundry and Dry-Cleaning Plants	A	A	A	
Industrial, Heavy	—	A	—	
Industrial, Light	p ⁵	P	p ⁵	
Industrial, Medium	A	P	A	
Pallet Storage	—	—	—	Accessory only
Recycling Facilities				
<i>Collection</i>	—	C	—	See Section 17.84.310, Recycling Facilities
<i>Processing</i>	—	C	—	
<i>Reverse Vending Machine / Donation Container</i>	A	—	A	
<i>Tire/Concrete Recycling and Storage</i>	—	—	—	
Research and Development	P	P	P	
Storage Yard	p ^{5, 7}	p ^{6, 7}	p ^{6, 7}	See Chapter 17.70, Screening Standards; Section 17.64.100, Vehicle/Truck Parking and Storage; and Section 17.84.020, Accessory

Table 17.40.020-1: Use Regulations – Employment Zones

Use Classification	IF	IG	BP	Additional Regulations
<i>“P” = Permitted; “A” = Zoning Administrator Permit (ZAP) required; “C” = Conditional Use Permit (CUP) required; “—” = Not Allowed</i>				
				Uses
Salvage, Wrecking Yard	—	—	—	
Vehicle Impound and Tow Yard	—	—	—	
Warehousing, Storage, Logistics and Distribution				
<i>Chemical or Mineral Storage</i>	—	C ⁶	—	
<i>Indoor Warehousing and Storage</i>	C ⁶	C ⁶	A ⁶	
<i>Logistics and Distribution</i>	P ⁴	P	—	
<i>Personal Storage Facility</i>	—	—	—	
Wholesale Nursery	A	A	—	
Transportation, Communications, and Utilities				
Communication Facilities				
<i>Antennas and Transmission Towers</i>	See Section 17.84.360, Telecommunication Facilities			
<i>Equipment within Buildings</i>	See Section 17.84.360, Telecommunication Facilities			
Emergency Services	P	—	P	
Heliport	—	C	—	
Light Fleet Based Services	A	A	—	
Public Service, Major	P	C	P	
Public Service, Minor	P	P	P	
Cannabis Uses				
Cannabis Manufacturing, Volatile and Non-Volatile	C	C	C	See Section 17.84.120, Commercial Cannabis Businesses
Cannabis Testing, Research and Development	C	C	C	See Section 17.84.120, Commercial Cannabis Businesses
Cannabis Distribution	C	C	C	See Section 17.84.120, Commercial Cannabis Businesses
Other Uses				
Mobile Vendor	See Section 17.84.250, Mobile Vendors			

Notes:

1. Beer and wine sales associated with a fueling station is subject to a CUP. The sale of hard alcohol is not permitted.
2. Not permitted on properties facing Main Street or adjacent to a Main Street-facing property.
3. Only allowed as an accessory use to a gas station or car dealership, typically on the same parcel. See Section 17.84.090.D.2, Self Service Drive Through.
4. Permitted as accessory use only and shall not exceed 20% percent of the site area. Greater percentage subject to ZAP and not more than 50% of the site.
5. A ZAP is required for outdoor processing and storage.
6. Must be located on the rear half of the lot or screened from view from the right-of-way and must be accessory to a primary use.
7. Outdoor pallet storage is prohibited, except as an accessory use in support of an existing business. Pallets must be stored below the fence line or otherwise screened from public view.

§ 17.40.030. Development Standards.

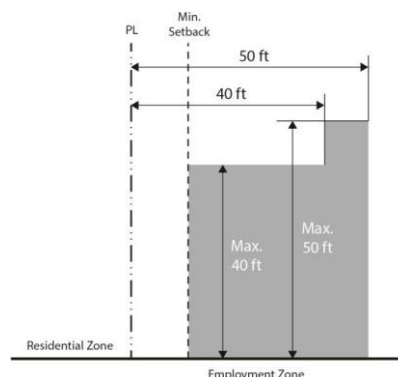
Table 17.40.030-1: Development Standards - Employment Zones, establishes the development standards for the Employment zones. Letters refer to subsections that directly follow the table.

Table 17.40.030-1: Development Standards - Employment Zones			
Standard	IF	IG	BP
Floor Area Ratio (FAR)	0 – 0.8	0 – 0.8	0.25 – 2.0
Max. Lot Coverage (%)	70%	70%	70%
Max. Building Height (ft.)	55 ft. (A)	65 ft. (A)(B)	55 ft. (A)

Table 17.40.030-1: Development Standards - Employment Zones			
Standard	IF	IG	BP
Min. Ground Floor Height, Finish Floor to Finish Floor (ft.)	12	None	12
Minimum Setbacks			
Front	15 ft. (C)	20 ft. (C)	15 ft.
Street Side	15 ft.	20 ft.	15 ft.
Interior Side	5 ft.; 15 ft. abutting an R-L, N-P or R-LM zone	0 ft.	5 ft.; 15 ft. when abutting a residential zone or use
Rear	0 ft.; 10 ft. when abutting an R-L, N-P or R-LM zone	0 ft.	0 ft.; 10 ft. when abutting a residential zone or use
Common Usable Open Space	For employment uses over 50,000 sf: Min. 5 sf per 1,000 sf, up to 1,500 sf This space need not be publicly accessible.		

- A. **Maximum Height Adjacent to Residential Zones.** The maximum height within 40 feet of a residential zone is limited to 40 feet. The maximum height within 50 feet of a residential zone is 50 feet. If an adjacent residential use is 40 feet or taller, the maximum height requirement shall be that stated in Table 17.40.030-1: Development Standards - Employment Zones, above.

FIGURE 17.40.030. A-1: MAXIMUM HEIGHT ADJACENT TO RESIDENTIAL ZONES



- B. **Height Exceptions.** Maximum height may be increased for agricultural related facilities such as grain siloes or towers. Other height exemptions may be granted through a CUP, unless otherwise permitted subject to § 17.08.030, Rules of Measurement.
- C. **Setback Exceptions.** Where 50% or more of the block is developed and has lesser setbacks, the setbacks shall be average of the two nearest buildings on the same side of the street.

§ 17.40.040. Supplemental Regulations.

- A. **Mixed-Use, Commercial, and Employment Zones Design Standards.** See § 17.56.070, Mixed-Use, Commercial and Employment Zones Design Standards.
- B. **Citywide Standards.** All development is subject to the provisions of Division III, Citywide Standards.

§ 17.64.020. Accessory Structures.

- A. **Purpose.** This section establishes development standards for accessory structures. The purpose is to recognize accessory structures as desirable and beneficial and to provide for such uses under certain circumstances by providing standards to protect the public health, safety, and welfare by maintaining safe distances between structures, establishing architectural compatibility between primary and accessory structures, and minimizing potential impacts associated with lot coverage, privacy, and maintenance of light and air space.
- B. **Applicability.** The provisions of this section apply to:
1. Accessory buildings, which are detached, enclosed buildings located on the same lot as the principal (main) building, the use of which is normally incidental, ancillary, and entirely secondary to that of the principal building. This includes sheds, detached garages, greenhouses, workshops, and pool houses. ~~Detached accessory structures, including, but not limited to, carports, detached garages, sheds, workshops, gazebos, greenhouses, and pool houses.~~
 2. Patio covers, which are structures that are attached or detached from the primary residence, open on at least three sides, and covered overhead. This includes sunshades, porches, carports, gazebos, and similar structures. ~~Attached accessory structures, including, but not limited to, patio covers, sunshades, porte-cocheres, and porches and decks that are over 18 inches in height measured from grade.~~
 3. This section does not apply to secondary or accessory dwelling units. Secondary or accessory dwelling units are governed by the requirements of § 17.84.030, Accessory Dwelling Units.
- C. **Permits Required.**
1. A Building Permit (see § 17.100.130, Building Permit) is required for all accessory structures 120 square feet or greater and all accessory structures ~~requiring~~ with utility hookups, regardless of square footage.
 2. A Building Permit (see § 17.100.130, Building Permit) is required for any accessory structure that is attached to an existing structure, including a deck or trellis.
 3. A Building Permit (see § 17.100.130, Building Permit) is required for decks over 30 inches in height.
 4. A Development Review Permit Tier 1 (see § 17.100.050, Development Review Tier 1) is required for accessory structures over 120 square feet up to 800 square feet ~~and or under over~~ 12 feet in height in residential zones and for accessory structures ~~over~~ less than 1,200 square feet in

all other zones, or where an exception as provided in this section is requested.

5. A Development Review Permit Tier 2 (see § 17.100.060, Development Review Tier 2) is required for accessory structures over 800 gross square feet in gross floor area ~~or over 12 feet in height in residential zones~~ and for accessory structures over 1,200 gross square feet in gross floor area in Mixed-Use, Commercial, or Employment zones.

D. **General Requirements for ~~All Detached~~ Accessory Structures.**

1. Accessory structures may not encroach into recorded utility easements.
2. Accessory structures must be appurtenant to and incidental to a primary structure.
3. The cumulative floor area of any residential accessory structure(s) may be a maximum of 75% of that of the primary structure, except as otherwise approved by the Director.
4. Accessory structures may not be located within required front or street side setbacks, except as otherwise allowed in this section or § 17.64.060, Projections into Required Setbacks.
5. Accessory structures shall be set back a minimum of four feet from an alley or as required to provide a minimum 24-foot clear back-up space if the alley provides vehicular access to the detached accessory structure.
 - a. *Exception.* A setback less than four feet may be allowed, where there is no vehicular access required to the structure, and where there is adequate vehicular, pedestrian, and public safety access in the alley.
6. Accessory structures shall not contain a permanent indoor kitchen (combination of a sink, cooking apparatus, and refrigeration appliance) or a full bath and may not be designed for full-time living or rental purposes.
7. Carports shall be constructed out of durable materials, match or complement the architecture of the primary structure and be built on a permanent foundation. Temporary carports are prohibited.
8. Accessory structures shall be oriented and designed to minimize visual impacts on adjoining properties. Placement of doors and windows shall be located to ensure the greatest extent of privacy to adjacent neighbors.
9. Accessory structures located in residential zones shall be of a compatible size, scale, and appearance so as to be in harmony with the character and quality of surrounding development.
10. **Detached Accessory Structures-Buildings in Residential Zones.** In addition to the requirements in Subsection 17.64.020.D, accessory buildings in residential zones shall comply with the following standards:
 - a. *Placement.* All accessory ~~structures~~ buildings shall be located on the rear one-half of the lot.
 - b. *Building Separation.* All accessory ~~structures~~ buildings shall be located at least six feet from any primary building or dwelling on the lot. An accessory ~~structure~~ building closer than six feet to another structure may be considered through a Minor Modification request (see § 17.100.110, Minor Modification). Garages, storage sheds, or other enclosed buildings attached to the primary home shall be considered an addition and subject to the setback and height requirements of the base zone.
 - b.c. *Setbacks.* Accessory ~~structures~~ buildings shall conform to the front and street side setbacks of the base zone. The following interior side and rear setback requirements shall apply:

Table 17.64.020.D-1: Accessory Structure Setbacks	
Eave Height at Point Closest to Property Line	Minimum Setback from Interior Side or Rear Property Line
Less than 9 feet	3 feet
At least 9 feet but less than 10 feet	4 feet
At least 10 feet but less than 11 feet	5 feet
At least 11 feet but less than 12 feet	6 feet
12 to 16 feet (subject to review)	7 feet

~~e.d.~~ **Fire Access.** A minimum three-foot ingress/egress pathway into a backyard shall be maintained for fire access.

~~d.e.~~ **Height.** Accessory structures shall not exceed a maximum height of 16 feet.

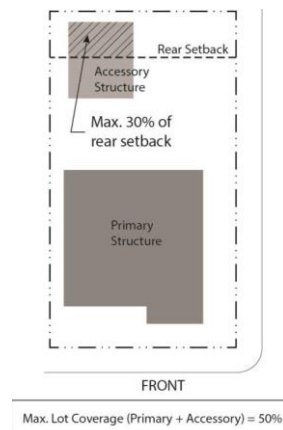
- i. Exception. A two-story accessory structure no greater than 25 feet in height may be allowed at the rear of a lot that abuts an alley but must comply with a minimum 10-foot side property line setback.

~~e.f.~~ **Roof Decks.** All roof decks along the project perimeter and abutting residential uses shall be stepped back a minimum of five feet from the roof edge and a minimum of eight feet from the property line and shall include a minimum 42-inch solid rail or parapet, so that they are oriented away from and screened to prevent direct views of abutting residential neighbors. Roof decks facing/adjacent to a right-of-way or alley are not required to be stepped back.

~~f.g.~~ **Lot Coverage.** The total square footage of all accessory structures shall not occupy more than 30% of the required side and rear setback of the underlying zone. Unless otherwise allowed in the base zone, maximum aggregate lot coverage by primary and accessory structures shall not exceed 50%.

- ~~i.~~ ~~Roofless structures or structures with a latticed roof, such as pergolas, arbors, and trellises, are excluded from lot coverage but shall not occupy more than 60% of the required rear setback.~~

FIGURE 17.64.020.D-1: ACCESSORY STRUCTURE LOT COVERAGE



~~11.1. Detached Accessory Structures in Mixed Use and Nonresidential Zones.~~

- ~~a. Height. An accessory structure in a nonresidential zone shall not exceed the permitted height for principal buildings in the zone in which it is located.~~
- ~~b.a. Setbacks. Any accessory structures in a nonresidential zone shall conform to the building setback requirements for that zone.~~
- ~~c.a. Building Separation. Any accessory structure in a nonresidential zone over 120 square feet shall be located at least six feet from any building on the lot.~~
- ~~d.a. Location. Any accessory structure up to 120 square feet in a nonresidential zone shall be located to the side or rear of the primary building and not in front of the primary building.~~

E. **Requirements for Patio Covers in Residential Zones.** In addition to the requirements in Subsection 17.64.020.D, patio covers in residential zones shall comply with the following standards:

1. **Setbacks.**

- a. Front and street side setbacks of the base zone apply to patio covers.
- b. A minimum five-foot interior side and rear yard setback is required, measured from the nearest post/ structural support to the property line.
- c. The minimum required interior side yard and rear yard setbacks shall be increased by one foot for every one-foot increase in patio cover height over 10 feet. If a patio cover is sloped or otherwise varies in height, the setback requirements for the side versus the front of the structure may vary depending on orientation to the nearest property line(s).
- d. Patio covers in residential zones shall conform to the following setback requirements:

Table 17.64.020.E-1: Patio Cover Setbacks	
Height at Point Closest to Property Line	Minimum Setback from Interior Side or Rear Property Line
Less than 11 feet	5 feet
At least 11 feet but less than 12 feet	6 feet
12 feet (Maximum Height)	7 feet

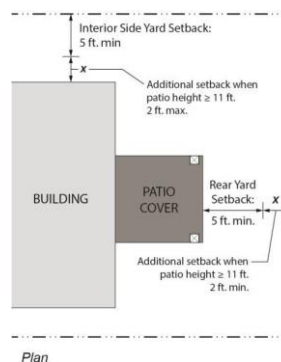
2. **Height.** Patio covers shall not exceed 12 feet in height. An exception to the 12-foot height limit may be granted by the Director if a taller cover is required to match the architectural style and roof pitch of the primary structure or as necessary to tie-in structurally to the primary structure as long as ~~setback requirements are otherwise met and~~ the Director finds that the increased height will not negatively impact adjacent residential properties. Covers that match the height of the existing home may be required to meet the setback requirements of the underlying zone, as determined by the Director.

FIGURE 17.64.020.E-1: PATIO COVERS AND SUNSHADE SETBACK AND HEIGHT

3.2. Eaves and Projections into Required Setback Area. Eaves, rain gutters, and other architectural features may project 24 inches into the required setback subject to applicable building and fire/life safety requirements as provided in § 17.64.060, Projections into Required Setbacks.

4.3. Yard and Lot Coverage.

- a. Patio covers with a solid or impervious roof/cover shall count toward the lot coverage calculations.
- b. Patio covers with a permeable (i.e., open lattice style) or semi-transparent roof/cover and roofless structures such as pergolas, trellises, and arbors are excluded from the lot coverage calculation.
- c. Solid cover residential patio covers ~~may use up to 40%~~ contribute to the maximum 30% lot coverage of the required side and rear setback as measured by the roof/covering dimensions.

FIGURE 17.64.020.E-2: PATIO HEIGHT AND REAR AND SIDE SETBACK

5.4. Design.

- a. Patio covers shall not be enclosed by any walls, partial solid panel wainscoting, and/or glazing, except for the walls adjoining primary and/or accessory building(s), which may not constitute more than two of the four sides of the patio structure.
- b. Patios shall be open structures that are at least 80% transparent.
- c. Patios shall not be conditioned space but may be fitted with removable clear plastic or

screen mesh.

d. Metal "lean-to" structures and similar metal structures are prohibited in residential zones.

5. Detached Accessory Structures in Mixed-Use and Nonresidential Zones.

a. Height. An accessory structure in a nonresidential zone shall not exceed the permitted height for principal buildings in the zone in which it is located.

b. Setbacks. Any accessory structures in a nonresidential zone shall conform to the building setback requirements for that zone.

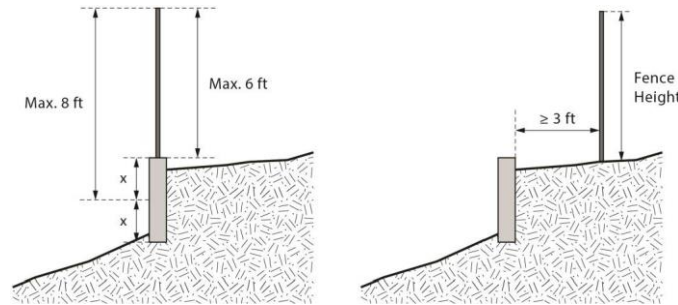
c. Building Separation. Any accessory structure in a nonresidential zone over 120 square feet shall be located at least six feet from any building on the lot.

d. Location. Any accessory structure up to building over 120 square feet in a nonresidential zone shall be located to the side or rear of the primary building and not in front of the primary building. Exceptions may be granted for structures required for the primary business in a site in Industrial Flex (IF) and Industrial General (IG) zones subject to Director discretion.

✎

§ 17.64.030. Fences, Walls, and Hedges.

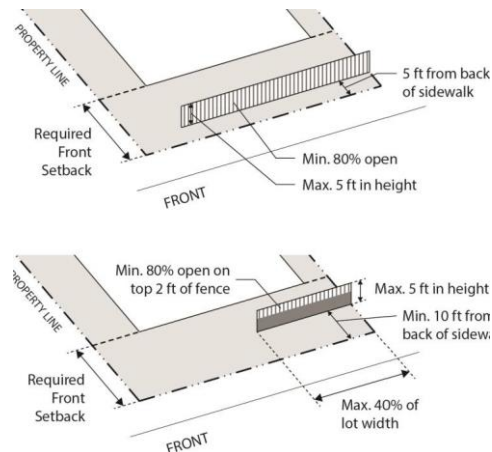
- A. **Purpose.** The purpose of this section is to recognize well-designed fencing as a necessary site feature that can enhance the visual appearance of properties. Requirements ensure safe sight lines and minimize potential negative visual impacts or hazards of tall or unsightly fences, walls, and retaining walls.
- B. **Applicability.** The requirements of this section apply to all fences, walls, hedges, and similar structures. For specific and modified fencing standards in the Spring Lake Specific Plan area, see the standards in the Spring Lake Specific Plan.
- C. **Permits Required.**
 - 1. All fences and walls over six feet in height and all retaining walls 36 inches or greater in height require a Building Permit (see § 17.100.130, Building Permit).
 - 2. All fences and walls within the public right-of-way require an encroachment permit and shall be subject to all requirements of this section in addition to any public works requirements.
- D. **Fence, Wall and Hedge Height and Placement.** Fences, walls, and hedges shall comply with the height and placement standards below, unless more restrictive standards are required by an operative plan, an adopted policy, or a condition of approval for a project or subdivision.
 - 1. **Fence and Retaining Wall Combinations.** Where a fence is located at the top of a retaining wall required to address grade differential, and a six-foot maximum height fence is normally applicable, the Director may allow a combined height of fence and retaining wall up to eight feet, as measured from the midpoint of the retaining wall to the fence top. Where the fence is offset from a retaining wall by at least three feet, the fence height shall be measured from finished grade to the fence top.

FIGURE 17.64.030.D-1: FENCE AND RETAINING WALL COMBINATIONS

2. **Front Setback.**

- a. Solid fences, walls, and hedges located within a required front setback or along the front yard property line may be a maximum of three feet six inches in height. See Section 17.64.040, Landscaping for landscaping requirements adjacent to street-facing walls and fences.
- b. *Exceptions.*
 - i. Downtown Zones. A wrought iron or powder coated/integral color tubular steel fence, or other equivalent material approved by the Director (Tier 1 Development Review), up to five feet in height may be installed within a required front or street side setback provided the fence is a minimum of 80% open (no more than 20% opaque) and setback a minimum of five feet from the back of sidewalk.
 - (A) A landscaped and irrigated planting strip composed of groundcover, shrubs, and/or trees, shall be provided along the base of that portion of the fence that abuts the public street or public right-of-way. The remaining setback area between the fence and property line shall be landscaped and maintained in a healthy and growing condition. In no case shall fencing block required access or sight visibility.
 - ii. Downtown and N-P Zones. In the Downtown and N-P zones, fencing may follow a historically established pattern and location of fencing provided sight visibility, safety and public welfare are not impacted, as determined by the Director.
 - iii. Residential Zones RL, N-P, RLM. A fence up to five feet in height may be located five feet from the back of sidewalk provided the fence in its entirety is open a minimum of 80% (no more than 20% opaque), such as black and tubular steel. A fence up to five feet in height may be located a minimum of 10 feet from the back of the sidewalk provided the top two feet are open a minimum of 8% (no more than 20% opaque) and may not extend more than 40% across the front width of the property. The area between the fence and the public right-of-way shall be landscaped and maintained.

FIGURE 17.64.030.D-2: FENCE HEIGHT IN R-L, N-P, R-LM FRONT YARDS



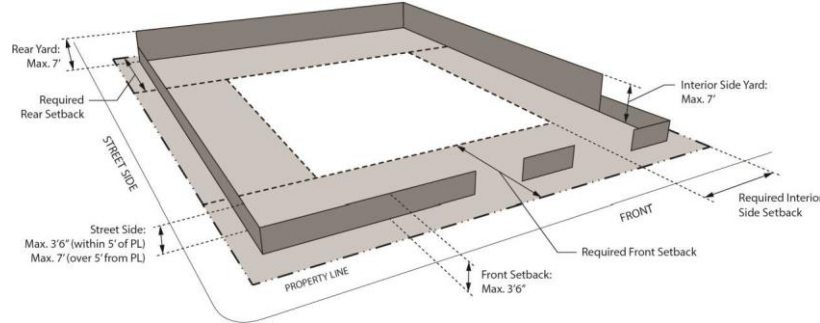
- iv. Multi-Unit (RM and RH), Mixed-Use (CMU, CCMU), Commercial (RC, RCF) and Employment (IF, IG, and BP) Zones. A decorative, wrought Iron, power coated/ integral color tubular steel, or other equivalent material approved by the Director, fence up to six feet in height may be located 10-feet from the back of sidewalk, provided the fence is a minimum of 80% open (no more than 20% opaque) and set back a minimum of 10 feet from the back of sidewalk. In no case shall fencing block required access or sight visibility.
 - (A) A landscaped and irrigated planting strip composed of groundcover, climbing vines, shrubs, and trees, shall be provided along the base of that portion of the fence that abuts the public street or public right-of-way. The remaining setback area between the fence and property line shall be landscaped and maintained in a healthy and growing condition.
 - (B) If necessary for security purposes, as determined by the Director, tubular steel, or equivalent open welded metal fencing, may be placed at the back of sidewalk (or if no sidewalk, then property line) in the RCF, IF, IG, and BP zones as long as the required landscaping is visible through the fencing.
- v. Columns, pilasters, and support structures, and the decorative elements attached to them associated with a fence or gate located on or within required setbacks may exceed the height limit provided they meet the following criteria:
 - (A) They do not exceed seven feet in height;
 - (B) They are not located closer than 12 feet on center;
 - (C) The fencing materials do not cumulatively exceed the see through fence standard, where applicable; and
 - (D) They do not interfere with the sight visibility area associated with any street or driveway.

3. **Street Side.**

- a. Fences, walls, and hedges located within five feet of the street side property line may be a maximum of three feet six inches in height. Fences, walls, and hedges located five feet or more ~~than five feet~~ from the street side property line may be a maximum of seven feet in height.

- i. **Exception.** When the primary structure is located within the five-foot setback, a fence up to seven feet is allowed where the fence is parallel to the street and represents an extension of the primary structure's façade.
 - b. See Section 17.64.040, Landscaping for landscaping requirements adjacent to street-facing walls and fences.
4. **Rear and Interior Side Setbacks.** Fences, walls, and hedges behind the required front setback within the interior side and rear setback areas may be a maximum of seven feet in height.

FIGURE 17.64.030.D-3: FENCE, WALL, AND HEDGE HEIGHT



5. **Intersection and Driveways.** Notwithstanding other provisions of this section, fences, walls, and hedges shall comply with § 17.64.110, Visibility at Intersections to ensure adequate site visibility.
 6. **Additional Fence Height.** In nonresidential zones, additional fence height up to eight feet may be considered by the Director (Development Review Tier 1) if located outside of a required front setback and more than five feet from a street side lot line, provided that the Director determines that the additional height is necessary due to specific circumstances related to on-site safety and security and the fence is designed appropriately to minimize negative visual impacts to neighboring properties.
- E. **Double Fence/Walls.** Double walls or fences are prohibited unless the Director finds that:
1. The existing fence is not adequate to provide basic privacy, safety, security, and it is not possible to remove the established fencing material; and
 2. The new fence has been designed to allow access for maintenance and cleanout of the space between the two fences and minimizes the gap to the smallest extent possible to reduce the potential for rodents, debris accumulation, and other nuisance problems.
- F. **Fence and Wall Materials and Design.**
1. Perimeter fencing utilized along a public street shall be constructed of material such as iron, pre-painted welded steel, brick, wood picket, or other similarly durable material.
 2. Fence posts shall be set in concrete.
 3. All wood fencing posts shall be either wood or galvanized metal covered in wood and stained with a semi-transparent or opaque treatment.
 4. Each fence or wall adjacent to the public right-of-way shall be stained, painted, or treated with a graffiti-resistant coating.
 5. **Limitations on Chain-Link Fencing.**

- a. *Location.* Chain-link fencing is prohibited in Residential and Downtown Zones.
 - b. *Visibility.* Chain-link fencing shall not be located in a front or street side yard setback area, or where visible from the street, a State highway, or an adjacent Residential zone. Exceptions may be granted by the Director in the IG and IF zones for powder coated chain link.
 - c. *Exception.* Welded horizontal and vertical "hog" wire or steel cable, that is supported by either a decorative capped stained wood fence frame or decorative welded tubular steel posts and frame, or other similarly architecturally designed fence, may be allowed as a fencing material, subject to Tier 1 Development Review.
6. ***Limitations on Concrete/Masonry Block.***
- a. Plain, concrete block is not permitted as a fencing or wall material along arterials and collectors, in any residential zone, or any area where walls are required as a condition of approval.
 - b. Concrete block must be finished with stucco or be of a decorative material and capped with a decorative cap. Other materials may be approved by the Director should the design provide an enhanced appearance.
7. ***Prohibited Fencing Materials.*** The following fence materials are prohibited in all zones
- a. Barbed wire or electrified security fence, except for security purposes as outlined in subsection F.7.f, Exception below.
 - b. Razor or concertina wire, climb-proof spikes, or other hazardous fencing in conjunction with a fence or wall, or by itself.
 - c. Electrified fence for animal control.
 - d. Improvised security materials such as broken glass or nails.
 - e. Improvised materials such as plywood, particle board, paper, plastic tarp, cloth, or secondhand material not designed for fencing, or other similar material.
 - f. *Exception.* An exception to fence types listed in subsection A or B may be considered for sites in Employment zones, in the CMU-Flex zone, and in the Regional Commercial Flex zone east of Quality Circle only, where the Director finds such fencing if necessary for security purposes. Exceptions shall be considered through a Development Review Tier 3, Zoning Administrator review process (see Section 17.100.070, Development Review Tier 3) and are subject to the following provisions:
 - i. Hazardous or electrified security fencing shall not be permitted within 100 feet of a residential property or facility where children are routinely present.
 - ii. Hazardous or electrified security fencing shall be setback a minimum of 75 feet from any segment of Main Street. A setback exception may be considered along E. Main Street, east of Quality Circle, where existing semi-truck/trailer parking areas are located closer to Main Street. (Non-electrified security fencing that resembles electrified security fencing shall similarly be setback a minimum of 75 feet from any segment of Main Street, unless the encroaching portion is equal height with the exterior fence.)
 - iii. The hazardous or electrified security fencing materials are located at the top portion of or behind a legally established fence which is at least five feet in height, but not

more than eight feet in height, subject to fence height regulations described in this chapter.

- iv. Electrified security fencing shall meet all applicable standards as established in California Civil Code § 835.
- v. Required warning signs shall be set at the maximum separation requirements established in California Civil Code § 835.
- vi. Electrified security fencing shall not extend taller than eight feet in height within 80 feet of the front property line; and may not extend taller than 10 feet in height if setback further than 80 feet from the front property line. Non-electrified security fencing that resembles electrified security fencing shall at no time exceed eight feet in height and shall meet otherwise applicable fence setback requirements.

G. Entry Gateway. One entry gateway, trellis, arbor, or other entry or decorative feature is permitted in the required front yard or street facing side yard of each lot, provided that the maximum height or width of the structure does not exceed 10 feet and the maximum depth ~~or width~~ does not exceed six feet.

G.H. Flagpoles. No more than one flagpole per lot is permitted in residential zones. Residential flagpoles must be a minimum of 10 feet from any property line and shall not exceed the height of the primary home or 20 feet in height, whichever is less.

H.I. Temporary Fencing.

1. ***Temporary Construction Fencing.*** Temporary construction fencing may be required by the designated approving authority where necessary to protect trees or other sensitive features and the general public from construction activity during site preparation and construction. Temporary fencing shall be removed after 90 days once construction is complete. See Section 12.48.130, Tree preservation of established trees, heritage oak trees, specimen trees and landmark trees as part of development projects or on vacant/undeveloped commercial and residential property.
2. ***Temporary Security Fencing.*** Temporary security fencing (including chain link) with a maximum height of six feet may be installed around the property lines of vacant property with approval from the Director. Properties shall be maintained in a condition free from weeds and litter.

H.J. Gates. All driveway gates shall be placed to allow adequate "throat depth" for all driveways to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation. The installation of driveway gates requires Development Review Tier 1 approval (see Section 17.100.050, Development Review Tier 1), and if they are electrically operated, a Building Permit is required (see Section 17.100.130, Building Permit).

J.K. Swimming Pool Fences. Swimming pools, spas, and other similar water features shall be fenced in compliance with the adopted Building Code.

K.L. Sound Walls. Wherever sound walls are required to mitigate sound impacts adjacent to streets, the following standards shall apply. These standards do not preclude the use of other innovative methods of project design utilizing greater setbacks, building design, or mounding.

1. ***Setbacks.*** Walls shall be set back a sufficient distance from the ultimate public street right-of-way in accordance with sound attenuation and landscaping. The area between the right-of-way and the wall shall include a public sidewalk and landscaping, including canopy street trees.
2. ***Materials.*** Walls shall be constructed of brick, concrete, or decorative masonry material. Walls

and fences shall be made of durable materials, be graffiti resistant, and require limited ongoing upkeep and maintenance.

3. **Height.**

- a. Walls shall be six feet in height along the roadway side, unless additional height is needed as documented by a noise study, required to conform to environmental mitigation measures, or the noise element of the General Plan.
 - b. Walls required to be greater than six feet in height shall be constructed utilizing soil mounding, or other techniques, to reduce the apparent height from the roadway. The mounds shall not exceed a 3:1 slope. Drainage shall be contained so that there is no sheet flow of water onto the sidewalk.
4. **Maintenance.** A funding method to provide for the long term, ongoing maintenance of the wall and landscaped area shall be submitted and approved by the City prior to the construction of the wall.
5. **Walls adjacent to CalTrans Right-of-Way.** Walls located adjacent to CalTrans rights-of-way shall utilize the CalTrans sound wall design criteria and the CalTrans standard construction drawings of approved sound wall types.

L.M. Screening of Outdoor Uses. All outdoor uses shall be adequately screened in accordance with Chapter 17.70, Screening Standards.

§ 17.64.040. Landscaping.

A. **Purpose.** The purpose of this chapter is to:

1. Promote an attractive visual environment requiring permanently maintained landscaping;
2. Promote a transition between land uses and minimize or eliminate conflicts between potentially incompatible uses through landscaping; Soften the appearance of parking lots and other development;
3. Promote conservation and efficient use of water through proper plant selection and placement and to decrease high summer temperature by blocking heat and glare;
4. Provide opportunities for carbon sequestration;
5. Preserve existing established tree canopy; and
6. Implement the Water Conservation in Landscaping Act.

B. **Applicability.** The regulations of this section apply to all new development and improvement of existing uses in the City, including any construction, expansion, or improvement on private property, which requires the issuance of a Building Permit (see § 17.100.130, Building Permit) or other approval by the City. Specific applications are as follows:

1. New nonresidential projects, multifamily residential projects, and single-family residential subdivisions.
2. Modification to an existing nonresidential development project that proposes an increase in building square footage by 10% or more. In this case, the designated approving authority for design review shall evaluate the existing landscape to ensure compliance with applicable provisions of this chapter as deemed necessary.
3. New and rehabilitated nonresidential and multifamily residential landscaping projects that

include new irrigated landscaping over 500 square feet.

4. Change of occupancy of an existing building requiring a change of occupancy permit as defined by the Building Code.
5. An unpaved area proposed to be used for parking.
6. The removal of existing trees on vacant/undeveloped, multi-unit, or nonresidential projects. See also Woodland Municipal Chapter 12.48, Trees.
7. Any other permit when the Director deems it necessary.

C. Permits Required.

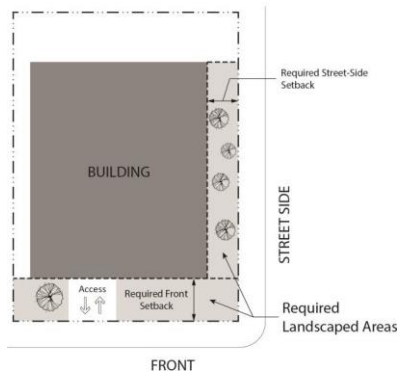
1. A landscape plan is required in conjunction with project entitlement review identified in subsection B above.
2. Development Review Tier 1 (see § 17.100.050, Development Review Tier 1) is required for any new or rehabilitated landscaping.

D. Other Applicable Requirements. In addition to the provisions of this section:

1. California Green Buildings Standards Code (CalGreen);
2. California Model Water Efficient Landscape Ordinance (MWELI);
3. California Plumbing Code (CPC) may apply to landscape plans at the time of plan review submittal for building, landscaping and/or plumbing permits. Where there is a conflict between CalGreen, MWELI, and CPC and this article, the state requirements prevail;
4. Development Engineering Post Construction Standards Plan;
5. Woodland Municipal Code Chapter 12.48, Trees; and
6. Woodland Municipal Code Chapter 13.32, Water Conservation.

E. Areas to be Landscaped. The following areas shall be landscaped and may count toward the total area of the site required to be landscaped by the zoning regulations.

1. **Landscape Area Requirements.** Minimum landscape area (net lot area) requirements by zone, inclusive of parking lot landscape requirements, are as follows:
 - a. *R-H Zone.* 20%.
 - b. *CMU-WM, CMU-E, CMU-K, CMU-G, and CMU-F Zones.* 10%.
 - c. *CMU-A, CCMU, and NMU Zones.* 15%.
 - d. *RC-F Zone.* 15%.
 - e. *IF, IG, and BP Zones.* 15%.
2. **Required Front and Street-Facing Setbacks.**
 - a. All required front and street-facing side setbacks, except for areas used for parking, exit and entry, shall be landscaped.

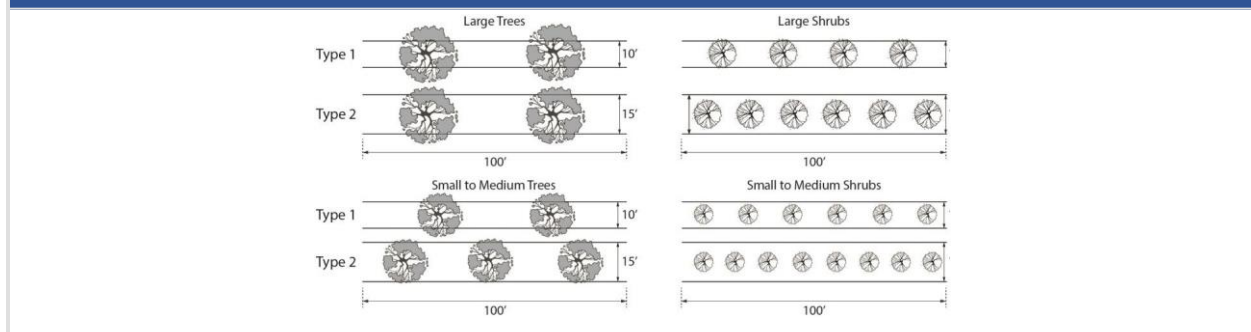
FIGURE 17.64.040.E-1: AREAS REQUIRED TO BE LANDSCAPED

- b. *Street Adjacent Walls and Fencing.* A landscaping area shall be installed adjacent to that portion of the wall or fence that fronts a public street between the fence or wall and the property line. All plants shall be properly planted, irrigated, and maintained in accordance with § 17.64.040, Landscaping.
- c. For additional landscape buffer requirements in the IF zone, see Section 17.56.0670.M, Additional Site Design Standards in Employment Zones (IF, IG, and BP).

3. ***Interior Side and Rear Common Property Lines.***

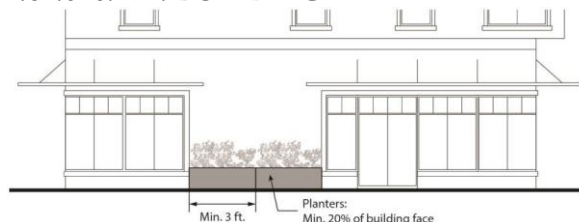
- a. Whenever a development is located adjacent to a zone with a lower maximum intensity, a landscape buffer planted with a mix of trees and shrubs shall be provided along the interior property lines. Tables 17.64.040.E-1, Required Common Property Line Buffers and 17.64.040.E-2, Common Property Line Buffer Types indicate when a buffer treatment is required and what type, based on the abutting zone.
- b. Required screen planting shall have a 75% summer opacity and 60% winter opacity within three years of planting.

Table 17.64.040.E-1: Required Common Property Line Buffers						
Zone	Adjoining Zone					
	Public or Open Space Zones	R-L or N-P Zone	R-LM, R-M, and R-H Zone	Downtown or Mixed-Use Zone	Commercial Zone	Employment Zone
Public or Open Space Zones	—	Type 1	Type 1	Type 1	—	—
R-L or N-P Zone	—	—	—	Type 1	Type 2	Type 2
R-LM, R-M, and R-H Zone	Type 1	Type 1	—	—	Type 1	Type 2
Downtown or Mixed-Use Zone	Type 2	Type 2	Type 2	—	—	Type 1
Commercial Zone	Type 2	Type 2	Type 2	Type 1	—	—
Employment Zone	Type 2	Type 2	Type 2	Type 2	Type 2	—

Table 17.64.040.E-2: Common Property Line Buffer Types

Buffer Yard Type	Minimum Width	Trees per 100 linear feet of Buffer		Shrubs per 100 linear feet of Buffer		Fencing
		Large	Small to Medium	Large	Small to Medium	
Type 1	10 ft	2	2	4	6	Wood or masonry
Type 2	15 ft	2	3	6	8	Masonry

- c. **Alternative Buffering or Screening.** Alternative means of achieving buffering or screening as required in Tables 17.64.040.E-1, Required Common Property Line Buffers and 17.64.040.E-2, Common Property Line Buffer Types may be considered by the Director or applicable approval authority provided the alternative will achieve the intended purpose for the buffering or screening. Alternative screening measures include, but are not limited to, landscaping, alternate window, and balcony placement, incorporating wing walls or louvers, using glass block or other translucent material, or building placement.
4. **Building Perimeters.** The portions of a nonresidential building that front a public street shall have one or more landscape planters installed along a minimum 20% of that building face. The minimum width of the planter shall be three feet or the entire distance between the building and the property line, whichever is less.
- a. **Exception.** Not applicable to the DX zones.

FIGURE 17.64.040.E-2: BUILDING PERIMETER LANDSCAPING

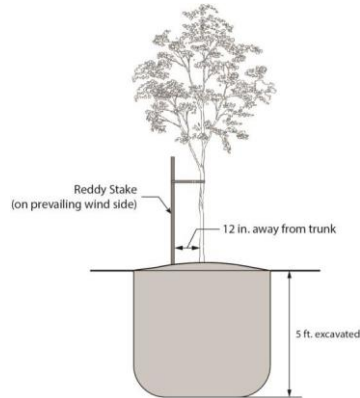
5. **Interior Areas.** All open areas in the interior of a project site shall be landscaped with appropriate plant materials and maintained in good condition as provided in this Code.
6. **Unused Areas.** All areas of a project site not intended for a specific use, including areas planned

for future phases of a phased development, shall be landscaped or hydro seeded. The Director may waive this requirement for areas planned for near-term future development.

7. **Parking Areas.** Parking areas as required by § 17.68.090, Parking Area Development and Design Standards.

F. Required Parking Area Landscaping.

1. **Minimum Landscaped Area in Parking Areas.** A minimum of six percent of the interior portion of a required parking area shall be landscaped in addition to any shading or other requirements.
2. **Landscaping Between Parking Areas and Non-Residential Entrances.** A landscaped area at least three feet in width is required between a non-residential entrance and abutting parking area.
3. **Parking Area Landscaping along the Public Right-of-Way.**
 - a. Along the public right-of-way adjacent to any street front parking there shall be a minimum landscape strip eight feet wide.
 - b. Portions of the right-of-way landscape strip may be reduced to five feet when in the opinion of the Director the following conditions are met:
 - i. The total amount of required landscaping, as calculated by applying the eight-foot width requirement, is met along the same street frontage;
 - ii. The reduction does not preclude the requirement for adequate shading or screening of the parking area; and
 - iii. The reduction in required width does not impede any other landscape requirement.
4. **Minimum Planter Sizes Within Parking Areas.**
 - a. For each tree, a minimum six-foot by six-foot tree well or a planting area a minimum six feet in width shall be provided in an island or finger.
 - b. A planter strip, perpendicular to the cars or any planter island/finger, shall be a minimum of five feet by eight feet.
 - c. Planter dimensions are measured from the interior side of the curb.
 - d. Where large shade tree species as defined in subsection G.16, Trees, below are proposed, fewer planter areas may be considered, subject to Director approval as long as resulting planter areas are larger, such as 12 feet in length by 12 feet in width, and provided that the shade tree requirements of subsection G, Landscape Plans are met.
5. **Parking Lot Tree Planting Requirements.**
 - a. Trees shall be staked with "Reddy Stake" or equal set 12 inches away from trunk on the prevailing wind side. Nursery stakes shall be removed when setting Reddy Stake. Stakes shall be removed once trees can stand by themselves.
 - b. The entire tree planting area shall be excavated to a depth of five feet. Planter shall be backfilled with native soil and necessary amendment prior to planting.

FIGURE 17.64.040.F-1: PARKING LOT LANDSCAPING

G. **Landscape Plans.** A landscape plan showing compliance with the standards of this chapter shall be submitted with the permit application for all projects for which landscaping is required. The following may be required, as clarified in the application requirements, as part of the plan set subject to application submittal requirements and the Director's determination; landscape plan, landscape grading plan, irrigation plan, and shading plan.

1. **Information Required.** Landscape plans shall be drawn to scale and shall at a minimum include the following:
 - a. Proposed plant locations, species type and common name, sizes, quantities, growth rate, and water consumption factor.
 - b. Plants with similar water needs shall be grouped together on the landscape plan. The plant factor, established in the California Department of Water Resources study, Water Use Classification of Landscape Species (WUCOLS) shall be identified for all landscaped areas on site.
 - c. Proposed landscape features (mounds, ~~stepping stones~~ **steppingstones**, benches, sculptures, decorative stones, or other ornamental features) locations, dimensions, and materials.
 - d. Proposed landscape structures (sheds, trellises, arbors, gazebos, fire pits, fireplaces, built-in barbeques, decks, retaining walls, and seat walls) locations, dimensions, and materials.
 - e. Location and diameter of any existing trees over six inches in diameter, as measured at 48 inches above natural grade, and whether such tree is proposed for retention or removal.
 - f. Any erosion control or water runoff measures.
 - g. Shade coverage as required in subsection H, General Landscaping Requirements and subsection I, Shade Requirements. At minimum shade plans shall include:
 - i. All surface areas, trees drawn to scale representing canopy size at 15 years.
 - ii. Percentage of the tree crown for each tree that will result in shading over the parking or right-of-way surface.
 - iii. Trees shall receive 25%, 50%, 75%, or 100% shading credit based on their location relative to paved surface. Where canopies overlap, they may not be counted twice.

- iv. Include a table identifying the quantity and type of trees used and the percentage of shade credited to each.
 - h. Planting details and methods of application shall be shown.
 - i. Construction detail referencing shall be indicated.
2. ***Preparation by a Qualified Person.*** Landscaping for commercial projects and institutional projects and residential projects consisting of more than four units shall be prepared by a California Registered landscape architect. The architect shall indicate compliance with this chapter with a written statement on all prepared landscape construction plan sets and intended compliance on all preliminary or conceptual plans.

H. General Landscaping Requirements.

1. ***General.***

- a. Landscaping shall be designed as an integral part of the overall site plan with the purpose of enhancing building design, public views, and spaces, and providing buffers, transitions, and screening.
 - b. Planting design shall have focal points at project entries, plaza areas, and other areas of interest using distinct planting and/or landscape features.
 - c. Required landscaped areas shall be planted with a combination of ground covers, shrubs, vines, and trees.
 - d. Landscaping may include incidental features such as stepping stones, benches, fountains, sculptures, decorative stones, or other ornamental features, placed within a landscape setting.
 - e. Landscaped areas may include paved or graveled surfaces, provided they do not cover more than 30% of the area required to be landscaped.
 - f. Garden areas and other areas dedicated to edible plants are considered landscaped areas and count toward required landscaping.
2. ***Required Water Efficient Plants.*** Plants shall be one of the following options to ensure that the landscape project meets water efficiency requirements as certified by a qualified landscape professional.
- a. ***Option A: All Low Water Plants.*** Exclusive of edible garden areas, all plants and trees shall be low or very low water use (California Department of Water Resources, Water Use Classification of Landscape Species (WUCOLS) plant factor of 0.3). Option A is available for all residential, mixed-use, and non-residential areas.
 - b. ***Option B: Primarily Low Water Plants.*** Exclusive of edible and decorative garden areas, at least 85% of the landscape area shall contain low or very low water use plants (average WUCOLS plant factor of 0.3). Option B is only available for residential-only areas.
 - c. ***Option C: Water Use Calculation.*** The estimated total water use (ETWU) of the landscaping shall not exceed the maximum applied water allowance (MAWA), calculated pursuant to the State Water Efficient Landscape Ordinance (MWELO). Option C is available for all residential, mixed-use, and non-residential areas.

- i. Department of Water Resources Model Water Efficient Landscape Ordinance Compliance Required. Where Option C is selected, all requirements of the Department of Water Resources Model Water Efficient Landscape Ordinance shall apply.
3. **Hydrozones.** Plant materials shall be grouped in hydrozones in accordance with their respective water, cultural (soil, climate, sun, and light), and maintenance needs.
4. **Drought-Tolerant Species.** Drought tolerant species and California native species are to be used to the maximum extent possible over non-drought tolerant and nonnative species.
 - 4.a. **Climate-Adapted Plant Requirement.** A minimum of seventy-five (75) percent of all non-turf plant materials used in required landscape areas shall be native species or selected from the list of approved low-water-use, climate-adapted plants as maintained by the Community Development Department.
5. **Invasive Plants Prohibited.** Plant species that are listed by the California Invasive Plant Council (CAL-IPC) as invasive are prohibited. Existing invasive plants and noxious weeds shall be removed.
6. **Landscaping Adjacent to Paved Areas.**
 - a. All landscaped areas located adjacent to driveways, loading areas, parking lots and sidewalks shall be protected along the parking lot side with curbs or wheel stops. Alternative treatments may be considered.
 - b. A six-inch high curb with a 12-inch wide concrete walkway shall be constructed along planters on end stalls adjacent to vehicle parking spaces.
7. **Landscaping in Public Areas.** Public landscaping, including street trees, shall comply with City Standard Specifications.
8. **Preservation of Mature Trees.** Existing mature trees on the site shall be preserved whenever it is possible and practical to do so. Site designs shall be prepared to preserve existing trees to the extent possible.
9. **Heritage Oak Trees.**
 - a. Applicant shall take measures to keep drainage flow around existing Heritage Oak Trees as close to natural state as possible.
 - b. Applicant shall take measures to preserve the area to at least one foot outside the dripline of existing heritage oak trees in a natural state.
 - c. Native oaks may be surrounded with a variety of shade-tolerant native plants or alternative planting, design, or materials at the Director's discretion and in consultation with the City's Arborist.
10. **Mulch.** A minimum three-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seedling applications where mulch is contraindicated.
11. **Compost.** Compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contraindicated by a soil test) shall be incorporated.
12. **Stormwater/Retention.** Subject to Development Review, landscaped areas and setbacks may be used for stormwater management practices provided tree planting and canopy shading

requirements are met. Additional planter spacing may be required. Areas designated for landscape-based stormwater treatment must satisfy the Stormwater Permit requirements of Chapter 8.08, Urban Stormwater Quality Management and Discharge Control.

13. **Water Features.** Recirculating water shall be used for all decorative water features.
14. **Turf.** Turf defined as a ground cover surface of mowed grass is subject to the following limitations.
 - a. No more than 25% of landscaped area may be turf.
 - b. Installation of turf on slopes greater than 25% is prohibited.
 - c. Prohibited in locations that are less than 10 feet wide.
 - d. Shall be heat tolerant and lowest water use species available.
 - e. Synthetic turf material may be used in place of any proposed turf areas provided synthetic material is located a minimum of six feet from any tree.
15. **Shrubs and Ground Covers.** Plants shall be of the following size and spacing at the time of installation:
 - a. *Ground Covers.* Ground cover plants other than grasses must be at least a four-inch container size. Areas planted in ground cover plants other than grass seed or sod must be planted at a rate of one per 12 inches on center.
 - b. *Shrubs.* Spacing of shrubs shall be according to local conditions; the species, cultivars, or varieties used; and their mature height, spread and form. When planted to serve as a hedge or screen, shrubs shall be spaced at 75% of their mature length.
 - i. *Small Shrub.* A small shrub shall have a mature height of three to less than five feet and shall be planted at a minimum from one-gallon containers.
 - ii. *Medium Shrub.* A medium shrub shall have a height of between five and eight feet and shall be planted at minimum from five-gallon containers.
 - iii. *Large Shrub.* A large shrub shall have a mature height of greater than eight feet and shall be planted at minimum from five-gallon containers.
16. **Trees.**
 - a. *Required Trees.* Trees shall be provided as follows:
 - i. *R-L, R-LM, and N-P Zones.* A minimum of two trees per frontage. If these are not provided in a landscaped parkway strip between the sidewalk and curb, they must be provided on private property and oriented to the street. Corner lots must provide four trees (two for each frontage) unless a lesser number is permitted by Director based on lot size/frontage limitations and/or dependent on mature canopy size of tree species.
 - ii. *R-M and R-H Zones.* A minimum of one tree per unit.
 - iii. *Downtown and Mixed-Use Zones.* A minimum of one tree per new residential unit.
 - iv. *Commercial Zones.* A minimum of one tree for every 2,000 square feet of lot coverage.

- v. *Employment Zones.* Trees are only required in employment zones along the front or exterior side perimeter of a parcel. Trees required in other Sections of this Code, such as parking lot trees or street trees, may count toward this requirement provided the required shading is met.
- b. *Cumulative Requirement.* Trees required in other parts of this Code, including shade requirements, shall apply in addition to these requirements.
 - i. Where it is determined that it is not possible to place all required trees, an applicant may request that the Director allow planting in a nearby public facility or through payment of an in-lieu fee.
- c. *Tree Size.* All required trees shall be a minimum of fifteen-gallon size. Trees shall be spaced 12 to 15 feet apart, or as otherwise approved by the Director. Spacing of trees shall be according to local conditions; the species, cultivars, or varieties used; and their mature height, spread and form. Newly planted trees shall be appropriately supported.
 - i. *Small Tree.* A small tree shall have a mature height less than 25 feet and shall be at least one-inch in diameter at six inches above ground level.
 - ii. *Medium Tree.* A medium tree shall have a mature height of between 25 and 45 feet and be at least 1.25 inch in diameter at six inches above ground level.
 - iii. *Large Tree.* A large tree shall have a mature height of greater than 45 feet and be at least 1.5 inch in diameter at six inches above ground level.
 - ~~iv. Trees shall be spaced between 12 to 15 feet apart, regardless of tree size.~~
 - ~~v.~~iv. Appropriate planter sizing will be determined based on proposed tree sizing at maturity. If larger trees are proposed which have a larger canopy, the planter area shall be increased as needed for the larger tree.
- d. *Stakes.* Trees shall be staked with metal stakes or equivalent as may be approved by the Director.

I. **Shade Requirements.**

1. ***Along a Public Right-of-Way.*** Trees shall be planted and spaced in order to achieve a 50% canopy cover after 10 years. The maximum spacing between trees shall be 35 feet on center and trees shall be drawn to scale representing canopy size at 10 years on a shade tree plan. Existing street trees located in the public right-of-way may be counted to meet this requirement.
2. ***Surface Parking Areas.*** Shade tree planting shall be installed to provide shade over 50% of the auto parking area within 15 years. All required parking is included in the total auto parking area calculation. Areas excluded from the total auto parking area are limited to:
 - a. The surface parking area covered by solar photovoltaic shade structures, or shade structures;
 - b. Truck loading in front of overhead doors;
 - c. Truck maneuvering and main access roads and driveways not used as back-up areas are exempt; and
 - d. Surfaced areas for automobile dealerships and areas used for display, service and vehicle

storage.

3. **Other Interior Shade Requirements.** All multi-unit residential and nonresidential projects shall provide the following in addition to the requirements of subsection E, Areas to be Landscaped.
 - a. *General Landscape Areas.* Shade tree plantings shall be installed to provide shade of 50% of landscape areas within 15 years.
 - b. *Hardscape Areas.* Shade tree plantings shall be installed to provide shade of 50% of hardscape areas, not including parking areas, within 15 years.
- J. **Soil Testing.** For landscape development projects of over 2,000 square feet a soil test shall be obtained to determine appropriate soil amenities and planting requirements.
- K. **Irrigation Specifications.** An automatic irrigation system shall be installed that meets the following standards.
 1. **Irrigation of Parking Lot Shade Trees.** All parking lot shade trees shall be irrigated with either a minimum of two deep watering tubes or drip rings, and in any case shall be on their own valve system separate from the general landscaping valves.
 2. **General Requirements.**
 - a. All irrigation equipment must meet American National Standards Institute (ANSI), American Society of Agricultural and Biological Engineers/International Code Council (ASABE/ICC) 802-2014 or equal, "Landscape Irrigation Sprinkler and Emitter Standard."
 - b. The following areas must be irrigated with subsurface irrigation or other means that produce no runoff or overspray.
 - i. Slopes exceeding 25%.
 - ii. Areas less than 10 feet wide in any direction.
 - c. The irrigation system must be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas such as adjacent property or hardscapes.
 - i. Irrigation systems must be designed for zero run-off onto paved surfaces unless that surface drains to another landscape area.
 - ii. Spray irrigation must be placed at least two feet from impervious surfaces unless that surface drains to another landscape area.
 - iii. Proper irrigation equipment and schedules, including features such a repeated cycle, must be used to closely match application rates to infiltration rates therefore minimizing runoff.
 - iv. Slopes greater than 25% must not be irrigated with an irrigation system with an application rate exceeding 0.75 inches per hour. Check valves shall be utilized.
 - d. *Sprinkler Heads.* Where used, sprinkler heads must be selected for proper area coverage, application rate, operating pressure, adjustment capability, and ease of maintenance.
 - i. Sprinkler heads and other emission devices must have matched precipitation rates,

unless otherwise directed by the manufacturer's recommendations.

- e. *Pressure Regulating Equipment.* Pressure regulating valves or assemblies shall be installed to ensure that the dynamic pressure at each emission device is within the manufacture's recommended pressure range for optimal performance.
- f. *Controllers.* Automatic control systems shall be required for all irrigation systems and must be able to accommodate all aspects of the design.
 - i. Automatic irrigation controllers must utilize either evapotranspiration or soil moisture sensor data, or rain sensing override devices.
 - ii. Irrigation controllers must be of a type which does not lose programing data in the event the primary power source is interrupted.
- g. *Control Valves.* Plants which require different amounts of water should be irrigated by separate valves.

L. Installation and Completion.

- 1. ***Consistency with Approved Plans.*** All landscaping must be installed consistent with approved plans and specifications, in a manner designed to promote and maintain healthy plant growth.
- 2. ***Timing of Installation.*** Required landscaping must be installed prior to the issuance of a Certificate of Occupancy for the project.
- 3. ***Certification of Completion.*** Upon completion of the installation of the landscaping and irrigation system, a field observation shall be completed by the licensed project contractor. A certificate of completion shall be submitted to the City by the licensed project contractor. The certificate shall specifically indicate that the plants were installed as specified and that the irrigation system was installed as designed, along with a list of any deficiencies.
 - a. Where Required Water Efficient Plan Option C: Water Use Calculation, was installed, the applicant shall submit a Certificate of Completion pursuant to the Department of Water Resources Model Water Efficient Landscape Ordinance.

M. Maintenance of Landscaping.

- 1. All required landscaping and structural features must be maintained in a healthy and attractive condition as determined by the City, and consistent with the approved landscape plan and Landscape Maintenance Agreement. Maintenance must include, but is not limited to, watering, fertilizing, weeding, cleaning, pruning, trimming, spraying, and cultivating.
- 2. Planting areas must be kept free from weeds, debris, undesirable materials which may be detrimental to public safety, drainage, or site appearance.
- 3. All plant materials must be maintained free from physical damage or injury arising from lack of water, chemical damage, insects, and diseases. Dying, decayed, untrimmed, or plant materials showing such damage shall be remedied, or replaced in kind consistent with an approved landscape plan.
- 4. Prior to the re-occupancy of a building with existing landscaping all portions of damaged or defective irrigation systems, dead, dying, or damaged ground cover, shrubs, and trees must be replaced. Where trees are approved for removal due to maintenance concerns, all portions of the

tree, including trunk and roots, shall be removed and stumps shall not be left in the landscape. Trees removed shall be replaced where feasible consistent with approved landscape plan or as otherwise approved by Director.

5. At the discretion of the Director, the City can require financial security, per year, to ensure the maintenance of landscaping.
6. All landscaped areas in a public street, sidewalk, or right-of-way that is abutting a residential property shall be maintained by the adjoining property owner, unless it is maintained through another mechanism such as a Home Owner's Association or Community Facilities or Landscape District.
7. Landscaping within a yard shall not obstruct a public street, intersection, sidewalk, or right-of-way either physically or visually.

N. §17.64.040.N. Tree Protection During Construction.

1. Tree Protection Zone (TPZ). Prior to the commencement of any construction, demolition, or grading activities, a protective fence of at least four (4) feet in height shall be installed around every tree designated for preservation. The fence shall be located at the edge of the tree's dripline or as otherwise specified by a certified arborist and approved by the Director.
2. Prohibited Activities within TPZ. The following activities are strictly prohibited within the established Tree Protection Zone: storage of materials, equipment, or excavated soils; parking of vehicles or equipment; dumping of waste or toxic materials; attachment of signs or wires to trees; and any unapproved soil disturbance or grade changes.
3. Root Protection. Any excavation or trenching approved to occur within the TPZ shall be performed by hand or with the use of an air spade. The cutting of any root two (2) inches in diameter or greater is prohibited without prior approval from the Director.
4. Tree Protection: Trunk Wrapping Standards
 - a. Applicability. These standards shall apply to all trees subject to protection requirements during construction, demolition, or other site disturbance activities, unless otherwise specified by the City Arborist or designee.
 - b. Trunk Wrapping Requirements:
 - i. Wrapping Material. Tree trunks shall be wrapped with waddles (also known as fiber rolls or erosion control logs). The waddles shall be secured in place using snow fencing or an equivalent method to prevent displacement during installation and throughout the protection period.
 - ii. Wrapping Height. The waddle wrapping shall extend vertically from the base of the tree trunk to a minimum height of ten (10) feet.
 - iii. Vertical Supports. Two-by-four (2x4) lumber, or an approved alternative providing equivalent protection, shall be placed vertically around the circumference of the wrapped tree trunk. These vertical supports shall be spaced no more than four (4) inches apart on-center.
 - iv. Securing Method. The waddles and vertical two-by-fours shall be securely fastened to the tree trunk using non-damaging straps, such as ratchet straps, or other approved methods that do not penetrate the tree bark.
 - v. Prohibited Fasteners. Under no circumstances shall nails, screws, or any other

penetrating fasteners be used to attach protective materials directly to the tree trunk.

7.vi. Maintenance. All tree protection measures, including trunk wrapping, shall be maintained in good condition throughout the duration of the site disturbance activities and until final inspection and approval by the City Arborist or designee. Damage to or displacement of protective measures shall be repaired or replaced immediately.

§ 17.68.030. Required On-Site Parking Spaces.

- A. **Required On-Site Parking in the Downtown and Mixed-Use Zones.** Required on-site parking spaces for the Downtown and Mixed-Use zones are indicated in Table 17.68.030.B-1, Required Parking in the Downtown and Mixed-Use zones. Required parking for any use not listed in Table 17.68.030.B-1, Required Parking in the Downtown and Mixed-Use Zones shall be the same as stated in Table 17.68.030.C-1, Required Parking in the Residential and Nonresidential Zones.
- B. **Existing Buildings In Downtown.** Existing buildings which currently operate in the Downtown zones are exempt from the parking requirements set forth in this section, except that:
1. Off-street parking shall be required upon the expansion, addition, or change in use of existing buildings following accordance with §§ 17.68.020.B.1 and 17.68.020.C, Alterations that Increase the Number of Dwelling Units above; and
 2. Where a residential unit did previously exist, no parking is required (for example, use of the upstairs portion of a downtown building).

Table 17.68.030.B-1: Required Parking in the Downtown and Mixed-Use Zones		
	Downtown Zones (DX-1, DX-2, DX-3, and DX-4)	Mixed-Use Zones (CMU-WM, CMU-E, CMU-K, CMU-A, CMU-F, CMU-G and CCMU)
New Residential Uses		
Studio and 1 bedroom	1 space per unit	1 space per unit plus 1 additional guest space for every 5 units for projects greater than 4 units
2 bedrooms	1.25 spaces per unit	1.25 spaces per unit plus 1 guest space for every 5 units for projects greater than 4 units
3 or more bedrooms	1.5 spaces per unit	1.5 spaces per unit plus 1 guest space for every 5 units for projects greater than 4 units
Nonresidential Uses		
Office		1 space per 500 square feet
Retail		1 space per 500 square feet
Restaurant		1 space per 500 square feet
All other non-residential uses		1 space per 400 square feet

- C. **Required On-Site Parking in the Residential and Nonresidential Zones.** Parking requirements for R-1, N-P, R-LM, R-M, R-H, RC-F, RC, IF, IG, BP, PF, OS, and FSA zones are indicated in Table 17.68.030.C-1, Required Parking in the Residential and Nonresidential zones.

Table 17.68.030.C-1: Required Parking in the Residential and Nonresidential Zones	
Residential Uses	
Single-Family Dwelling (attached and detached) and Duplexes	2 per dwelling unit, must be located in a garage.
Accessory Dwelling Unit	See Section 17.84.030
Multi-Unit Dwelling (See § 17.68.050.A for Affordable Multi-Unit Dwellings)	
<i>Studio and 1 bedroom</i>	1.25 space per unit. At least 60% of all spaces must be covered. This requirement may be waived due to site constraints, costs, or other factors as determined by the Director.
<i>2 bedrooms</i>	1.5 space per unit. Covered parking spaces are encouraged where feasible.
<i>3 or more bedrooms</i>	1.5 spaces per unit. Covered parking spaces are encouraged where feasible.
<i>Single Room Occupancy</i>	0.5 spaces per unit
Family Day Care, Large	1 per employee, plus an area for loading and unloading children, on or off-site. Required spaces and residential driveway for the primary residential use may be counted toward meeting these requirements.
Live/Work	1 per unit, or 1 for every 1,000 sq ft of floor area, whichever is greater.
Residential Care Facility, Large	2 spaces for the owner-manager; 1 for every 5 beds; and 1 for each non-resident employee
Residential Care Facility, Small	None beyond what is required for the residential housing type (single-family dwelling, duplex, or multi-unit dwelling)
Supportive and Transitional Housing	None beyond what is required for the residential housing type (single-family dwelling, duplex, or multi-unit dwelling)
Commercial Uses	1 per 300 sq. ft. or as determined by the Review Authority, unless otherwise specified below.
Automobile/Vehicle Sales and Services	
<i>Automobile Rental Office</i>	1 per 250 sq ft office area plus spaces for all vehicles for rent
<i>Automobile/Vehicle Sales and Leasing, New</i>	1 per 2,500 sq ft of lot area plus 2 per service bay
<i>Automobile/Vehicle Service and Repair (minor and major)</i>	1 space plus 1.5 per service bay and 1 per 250 sq ft for of any retail or office on site
<i>Farm/Agricultural Equipment Sales, Service and Rental</i>	1 per 2,500 sq ft of lot area plus 2 per service bay

Table 17.68.030.C-1: Required Parking in the Residential and Nonresidential Zones	
<i>Fueling Station</i>	1.5 per bay if service bays are included on site; 1 per 250 sq ft of any retail and/or office on site. Parking spaces provided for fueling stations shall not count toward meeting parking standards.
<i>Large Vehicle and Equipment Sales</i>	1 per 2,500 sq. ft. of lot area plus 2 per service bay
<i>Tire Retreading and Capping</i>	1 space plus 1.5 per service bay and 1 per 250 sq ft for of any retail or office on site
<i>Washing (full service)</i>	0.5 per service bay plus 1 per 250 per sq ft of indoor sales, office, or lounge area
<i>Washing (self service)</i>	0.5 per service bay
Eating and Drinking Establishments	
<i>Bar/Nightclub/Lounge, Brewpub, Microbrewery, Micro-Distillery</i>	1 per 100 sq ft of floor area
<i>Restaurant, Full Service</i>	1 per 150 sq ft of floor area plus 1 per 150 of outdoor dining areas over 300 square feet.
<i>Restaurant, Limited Counter Service/Fast Casual Food</i>	1 per 250 sq ft of floor area. For drive-through establishments, see § 17.84.160.
<i>Tasting Room</i>	1 per 100 sq ft of floor area
Lodging	
<i>Bed and Breakfast</i>	1 per guest room and 1 manager's space
<i>Boarding House</i>	1 per sleeping room or 1 per 2 guest/resident beds, whichever is greater
<i>Hotel and Motel</i>	1 per guest room and 1 manager's space
Office Uses	
<i>Business, Professional, and Technology</i>	1 per 400 sq ft of floor area
<i>Medical and Dental Offices</i>	1 per 300 sq ft of floor area of lab, x-ray, or similar specialty plus five parking spaces per each doctor
Personal Services	
<i>General Personal Services</i>	1 per 400 sq ft of floor area, or 2 per service room or function plus 2 for administrative staff, whichever is greater
<i>Instructional Services</i>	1 per 250 sq ft of public or instruction area
Recreation, Fitness and Entertainment	
<i>Cinema/Theater</i>	1 per 5 seats in the main assembly area, or 1 for every 50 sq ft of assembly area for group activities or where temporary or movable seats are provided, whichever is greater.

Table 17.68.030.C-1: Required Parking in the Residential and Nonresidential Zones	
Indoor Entertainment Facility	1 space per 400 sq ft of floor area open to the public
Indoor Sports and Recreation (small-scale and large-scale)	1 space per 400 sq ft of floor area open to the public
Outdoor Sports and Recreation Facility	1 space per 400 sq ft of floor area open to the public
Retail	
General Retail Sales	1 per 400 sq ft, max. 1 per 300 sq ft
Grocery Store	1 per 400 sq ft, max. 1 per 300 sq ft
Large Format Retail Sales	1 per 400 sq ft, max. 1 per 300 sq ft
Nursery and Garden Center	1 per 500 sq ft of floor area, plus 1 per 2,000 sq ft of outdoor display area
Residential Limited Retail	None
Public/Institutional	1 per 250 sq ft or as determined by the Review Authority, unless otherwise specified below
Colleges and Trade Schools	1 per 5 members of the school population, (including students, faculty, and staff) based on maximum enrollment.
Community and Religious Assembly	1 per 5 seats in the main assembly area, or 1 for every 50 square feet of assembly area for group activities or where temporary or movable seats are provided, whichever is greater. For auxiliary classrooms, 1 space per classroom.
Community Garden	None
Cultural Facility	1 space per 400 sq ft of floor area open to the public
Day Care Center	1 per employee, 3 per classroom/instructional care room, plus 2 loading spaces up to 100 students; greater than 100 students additional loading/unloading spaces required per the Zoning Administrator.
Emergency Shelter	1 per 500 sq ft
Hospitals and Clinics	
Hospitals	1 per 1.5 beds, plus 1 per 300 square feet of area used for office, clinics, testing, research, administration, and similar activities associated with the principal use.
Skilled Nursing Facility	1 for every 7 residents plus 1 for each live-in caregiver. Facilities serving more than 15 residents shall also provide 1 space for each caregiver, employee, and doctor on-site at any one time.
Clinic	1 per exam room, plus 1 per 300 square feet of area used for office, clinics, testing, research, administration, and similar activities with the principal use.

Table 17.68.030.C-1: Required Parking in the Residential and Nonresidential Zones	
School	To be determined by the Zoning Administrator based on use, facilities, and location
Social Service Center/Daytime Service Facility	1 per 350 square foot of floor area
Industrial, Transportation, Communications, and Utilities Uses	1 per 2,000 sq ft or as determined by Review Authority, unless otherwise specified below
Building Materials and Supply	1 per 500 sq ft of floor area, plus 1 per 2,000 sq ft of outdoor display area.
Food Preparation	1 per 500 sq ft of floor area
Industrial (heavy, light, and medium)	1 per 2,000 sq ft of use area plus 1 per 300 sq ft of office area
Recycling Processing Facility	1 for each 2 employees on the maximum work shift, or 1 per 1,000 sq ft of floor area, whichever is greater.
Research and Development	1 per 600 sq ft of manufacturing and assembly, 1 per 300 sq ft of office, 1 per 2000 sq ft of warehouse, and 1 per 800 sq ft of laboratory.
Warehousing, Storage, Logistics and Distribution	
Chemical or Mineral Storage	1 per 2,500 sq ft up to 10,000 sq ft, plus 1 per 5,000 sq ft over 10,000 sq ft, plus 1 per 300 sq ft of office area.
Indoor Warehousing and Storage, Logistics and Distribution	1 per 2,500 sq ft up to 10,000 sq ft, plus 1 per 5,000 sq ft over 10,000 sq ft, plus 1 per 300 sq ft of office area.
Personal Storage Warehouse Facility	1 per 50 storage units plus one manager space
Light Fleet Based Services	1 per 300 sq ft of office plus 1 truck parking space for each delivery vehicle on-site

- D. Parking Requirements for Uses Not Specified. When parking requirements for a use are not specifically stated, the parking requirement for such use shall be determined by the Director, based on the requirement from the most comparable listed use in this Code.

CHAPTER 17.70 SCREENING STANDARDS

§ 17.70.010. Purpose and Applicability.

- A. **Purpose.** The specific purposes of the screening regulations are to minimize the visual impacts of on-site service, storage, and equipment.
- B. **Applicability.** This chapter applies to the following:
 - 1. All on-site ground-mounted and roof-mounted mechanical, electrical, and other equipment related to utilities. Equipment to be screened includes but is not limited to, heating and/or air conditioning units, water tanks, valves, all back flow prevention devices, solar and photovoltaic panels, ~~and transformers,~~ above-ground storage tanks, and generators.
 - 2. All on-site outdoor service yards and work areas.
 - 3. Open storage of goods, materials, machines, equipment and vehicles, or parts outside of a building for more than 72 hours.
 - 4. **Exceptions.**
 - a. Temporary storage of materials reasonably required for construction work on the premises pursuant to a valid building or grading permit.
 - b. Outdoor sales or uses that by their nature provide outdoor storage, such as auto, trailer, and boat dealers, and equipment rental specified as an allowed land use in the applicable base zone.

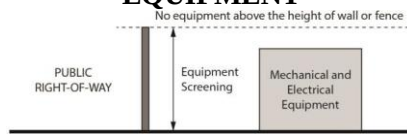
§ 17.70.020. ~~Mechanical and Electrical Equipment and Utilities.~~

- A. **Location of Equipment.**
 - 1. Utilities, particularly if noise producing, shall be located away from private and common open space areas, and shall not be located within the front setback of any residential zone, excluding public utilities, unless sufficiently screened to the satisfaction of the Director.
 - 2. Backflow prevention devices shall not be located within the public right-of-way or along primary pedestrian streets unless required by the Fire Department or Public Works Department.
- B. **Screening and Visibility Requirements.** All exterior ~~mechanical and electrical~~ equipment and utilities shall be screened or incorporated into the design of buildings so as not to be visible from public rights-of-way or adjacent Residential zones.
- C. **Rooftop-Mounted Equipment Screening.** Roof mounted mechanical equipment shall be screened in compliance with the following standards:
 - 1. To the extent possible equipment shall be placed in wells, or behind parapet walls.
 - 2. Screening materials may be solid concrete, wood, or other opaque material and shall effectively screen the mechanical equipment so that it is not visible from a public street;
 - 3. The method of screening shall be architecturally compatible with other on-site development in

terms of colors, materials, and architectural styles;

4. Mechanical equipment must be screened from the perspective of the adjacent public streets, right-of-way, and/or sidewalk.
- D. **Ground-Mounted Equipment Screening.** Equipment shall be located underground where feasible or screened from the public right-of-way by landscaping, berms, decorative fencing and/or masonry walls, and/or solid building elements that are architecturally compatible and complementary with the structure and overall project in terms of materials, color, shape, and size rather than after-the-fact add-on screening (e.g., metal slats). Exceptions may be granted by the Director where screening is infeasible due to health and safety or utility requirements. See § 17.84.070.B.4 for location requirements for ground-mounted solar equipment.

FIGURE 17.70.020.D-1: SCREENING OF MECHANICAL AND ELECTRICAL EQUIPMENT



§ 17.70.030. Service Areas.

- A. **Commercial Loading Docks and Service Areas.** Loading docks and storage areas shall be screened from public view and adjoining streets and rights-of-way and residentially zoned areas. The method of screening shall be architecturally compatible with other on-site development in terms of colors, materials, and architectural style. Exceptions may be considered through Development Review for sites with unique characteristics (e.g., shallow depth, narrow lot).
- B. **Screening of Outdoor Trash Enclosures/Recycle Containers.** Trash receptacles including recycling and green waste containers shall not be stored within a required front or street side yard, when feasible, and shall be screened from the public right-of-way. See § 17.64.080, Refuse and Recycling Enclosures for trash enclosure design standards.
- C. **Outdoor Equipment and Work Areas.** Work bays and related equipment for materials other than plants shall be enclosed and screened from view from the public right-of-way and abutting property by a solid fence or wall. All gates provided for ingress and egress in any required fence or wall shall be at least six feet in height and shall be of view obstructing construction in compliance with § 17.64.110, Visibility at Intersections.

§ 17.70.040. Outdoor Storage Areas.

- A. 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 as a specified land use in allowed use tables of Division II, Zone Regulations.
- B. All allowed on-site outdoor storage areas shall be screened from view from any public street or freeway; existing or planned Residential zone; or publicly accessible open space area, parking area, access driveway, or similar thoroughfare.

C. Location of Outdoor Storage Areas.

1. Outdoor storage may only be allowed in conjunction with and as an accessory use to an existing business with an active business license. Primary use outdoor storage or truck parking lot is not permitted.
2. Outdoor storage may not be located within any required front or street side yard.
3. If outdoor storage is adjacent to a residential district, a Zoning Administrator Permit is required (see § 17.100.090, Zoning Administrator Permit).

D. Surfacing. Outdoor storage areas must be surfaced (paved and/or treated) to mitigate potential dust, and debris on public roadways. In making a determination regarding the type of surfacing, the following shall be taken into consideration:

1. The type of product being stored and frequency of use and movement of goods, vehicles, and materials.
2. Surrounding sensitive uses, such as residential, schools, day care, industrial food preparation, research and technology uses requiring clean facilities.
3. If the surfacing will conform to all applicable Federal and State air and water quality standards.
4. Driveway access and employee parking must be paved and landscaped as required in Chapter 17.68, Parking and Loading.

E. Screening. All materials and outdoor storage areas must be fully screened so as not to be visible from any rights-of-way and shall be located below fence height, wall, or building.

1. All outside industrial storage areas must be screened from all public rights-of-way and adjacent commercial or residential properties to a height of eight feet. Screening height and location may be modified for security reasons with the concurrence of the Director and the Police Chief.
2. The screening shall be a combination of appropriate wall or fence materials and landscaping, or of a substantially equivalent material appropriate to the district and location. See § 17.64.030, Fences, Walls, and Hedges.
3. Where applicable, screen planting shall be designed to achieve a 75% summer opacity and 60% winter opacity within three years of planting.

CHAPTER 17.72 SIGNS

§ 17.72.010. Purpose.

This chapter regulates signs in a manner that expresses the character and environment of the City of Woodland and implements the General Plan, consistent with State and Federal law. These regulations recognize the importance of business activity to the economic vitality of the City as well as the need to protect the visual environment. This chapter promotes the public health, safety, and welfare through a comprehensive system of reasonable, effective, consistent, content-neutral, and nondiscriminatory sign standards and requirements. More specifically, this chapter is intended to:

- A. Ensure that all signs are compatible with the unique character and environment of the City, and that they support the desired ambience and development patterns of the various districts and historic areas within the City;
- B. Balance public and private objectives by allowing adequate avenues for both commercial and noncommercial messages;
- C. Allow signs to serve as an effective channel of communication while preventing signs that may create visual clutter, or nuisance to nearby properties, violate privacy, or create hazards or unreasonable distractions for pedestrians and drivers;
- D. Prevent property damage, personal injury, and litter caused by signs that are improperly constructed or maintained;
- E. Protect and improve property values, the local economy, and quality of life by preserving and enhancing the appearance of the streetscape;
- F. Encourage creative and innovative approaches to signage within an established framework; and
- G. Provide clear and unambiguous sign design standards that enable the fair and consistent enforcement of these sign regulations, and
- H. Ensure that the constitutionally guaranteed right of free speech is protected.

§ 17.72.020. Applicability.

- A. This chapter applies to all signs within the City regardless of their nature or location, unless otherwise specifically exempted in subsection F, Exempt Signs.
 - 1. Standards for permanent signs are found in § 17.72.050, Standards for Permanent Signs.
 - 2. Standards for temporary signs are found in § 17.72.060, Standards for Temporary Signs.
- B. The provisions of this chapter shall be applied in a content-neutral manner. Non-communicative aspects of all signs, not related to the content of the sign, shall comply with the provisions of this chapter. "Noncommunicative aspects" include the time, place, manner, location, size, height, illumination, spacing, and orientation of signs.
- C. Nothing in this chapter shall be construed to prohibit a person from holding a sign while picketing or protesting on public property that has been determined to be a traditional or designated public forum, so long as the person holding the sign does not block ingress and egress from buildings, create a

safety hazard by impeding travel on sidewalks, in bike or vehicle lanes, or on trails, or violate any other reasonable time, place, and manner restrictions adopted by the City.

- D. All regulations included in this chapter shall apply unless a Master Sign Program is approved by the Planning Commission; see § 17.72.030.C. Entry into an agreement between the City and a developer for a Master Sign Program may supersede this chapter, except for matters of public safety.

E. **Substitutions and Interpretations.**

1. This chapter is not intended to, and does not, restrict speech on the basis of its content, viewpoint, or message. No part of this chapter shall be construed to favor commercial speech over noncommercial speech. A noncommercial message may be substituted for any commercial or noncommercial message displayed on a sign, or the content of any noncommercial message displayed on a sign may be changed to a different noncommercial message, without the need for any approval or permit, provided that the size of the sign is not altered and the sign otherwise complies with the provisions of this chapter. To the extent any provision of this chapter is ambiguous, the term will be interpreted not to regulate on the basis of the content of the message.
2. This chapter applies to all signs within the City. When there is any question regarding the interpretation of a provision of this chapter, or its application to any specific case or situation, the Director shall interpret the intent of this chapter.
3. All regulations included in this chapter shall apply unless a Master Sign Program is approved by the Planning Commission; see § 17.100.140 Sign Permit—Permanent Signs. Entry into agreement between the City of Woodland and a developer for a Master Sign Program may supersede this chapter except for matters of public safety.

- F. **Exempt Signs.** The following are not regulated under this chapter, do not count toward the maximum total sign area for all permanent signs, and do not require a Sign Permit:

1. **Government Signs.** Any sign, posting, notice or similar signs placed, installed, or required by law by a City, County, or a Federal or State governmental agency in carrying out its responsibility to protect the public health, safety, and welfare, including the following:
 - a. Numerals and letters identifying an address from the street to facilitate emergency response and compliant with City requirements,
 - b. Emergency and warning signs necessary to warn of dangerous and hazardous conditions and that serve to aid public safety or civil defense,
 - c. Traffic signs erected and maintained by an authorized public agency,
 - d. Signs required to be displayed by any applicable Federal, State, or local law, regulation, or ordinance,
 - e. Signs directing the public to points of interest, and
 - f. Signs showing the location of public facilities;
2. **Incidental Signs.** Incidental signs not to exceed a total of three square feet in sign area for all permanent signs in the R-1 and N-P zones and six square feet in all other zones;
3. **Signs not Readable from the Public Right-of-Way.** Signs not readable from the public right-of-

way, including:

- a. Signs or displays located entirely inside of a building, within a courtyard, open-air pedestrian space or similar open area and not visible from the building's exterior,
 - b. Signs intended to be readable from within a parking area or City park but not readable beyond the boundaries of the lot or parcel upon which they are located or from any public right-of-way; and
4. ***Historic Plaques and Commemorative Signs.*** Historic plaques, memorial signs or tablets, or signs indicating the names of buildings and dates they were erected, either attached to or cut into the surface of buildings, provided that no such sign exceeds four square feet in area.

§ 17.72.030. Sign Permits.

The procedures for submittal, review, and approval of permanent signs and for a Master Sign Program, inclusive of any required fees, are established in the following Sections:

- A. Section 17.100.140, Sign Permit—Permanent Signs, for all permanent building-mounted and freestanding signs;
- B. Section 17.100.150, Sign Permits—Master Sign Program, for all Master Sign Programs; and
- C. A Sign Permit is not required for a sign on property used exclusively for a single-family residence or duplex.
- D. **Nonstructural Modifications and Maintenance.** A Sign Permit is not required for the following:
 1. Changes to the face or copy of changeable copy signs;
 2. Changes to the face or copy of an existing single-tenant or multi-tenant freestanding or building-mounted nonilluminated sign from one business to another with no structural or lighting modifications to the sign; and
 3. The normal repair and maintenance of conforming or legal nonconforming signs, except as identified in § 17.72.040.K, Sign Maintenance.

§ 17.72.040. General Standards for All Signs.

- A. **Sign Message.** Any permitted sign may contain, in lieu of any other message or copy, any lawful noncommercial message, so long as the sign complies with the size, height, area, location, and other requirements of this chapter.
- B. **Location Standards.** All signs may not be placed in the following locations or manner, except where specifically authorized in this chapter:
 1. ***Architectural Features.*** Areas where a sign would cover the architectural features of a building, such as dormers, insignias, pilasters, soffits, transoms, trims, windows, or another architectural feature;
 2. ***Accessory Structures.*** Tacked, painted, pasted, or otherwise affixed, to the walls of any building, barn or shed, accessory structure, or on trees, poles, posts, fences, ladders, or other

structures that are visible from a public way. Signs may be attached to a fence or freestanding wall only when a ground sign is not present in the development and must be maximum three square feet in sign area;

3. **Clearance Standards.** Within the horizontal or vertical clearance standards from communications lines and energized electrical power lines prescribed by the laws of the State of California;
 4. **Fences and Walls.** A fence or freestanding wall if a freestanding sign is present on the development;
 5. **Fuel Tanks, Storage Containers, and Solid Waste Receptacles.** Painted, attached, or mounted on fuel tanks, storage containers and/or solid waste receptacles or their enclosures, except for a manufacturer's or installer's identification sign, appropriate warning signs and placards, and information required by law;
 6. **Off-Premises.** Off the premises to which the sign refers, except as provided in § 17.72.060, Standards for Temporary Signs;
 7. **Public Utilities and Infrastructure.** Any sign attached to any public utility pole, structure or streetlight, tree, fence, fire hydrant, bridge, curb, sidewalk, park bench, statue, memorial, or other location on public property, except those signs approved as part of a Special Event Permit on City property or banner signs permitted by the City on light poles within the City;
 8. **Right-of-Way.** Within, on, or projecting over public property including City rights-of-way, except as specifically provided in this chapter;
 9. **Signs Mounted on a Roof.** Except as allowed in Table 17.72.050.C-9: Standards for Roof-Mounted Signs; and
 10. **Vehicles.** Mounted, attached, or painted on a trailer, boat, or motor vehicle when parked, stored, or displayed conspicuously on private premises in a manner intended to attract attention of the public for the purpose of advertising or identifying the business premises. This provision excludes signs indicating the name of the owner or business that are permanently painted or wrapped on the surface of the vehicle, adhesive vinyl film affixed to the interior or exterior surface of a vehicle window, or signs magnetically attached to motor vehicles or rolling stock that are actively used in the daily conduct of the business. Vehicles must be operable and parked in a lawful or authorized manner.
- C. **Parking of Mobile Billboards Prohibited.** No person shall park or convey any mobile billboard advertising display as defined by this Zoning Code, either standing alone or attached to a motor vehicle, upon any public street or public lands in the City.
1. **Removal of Mobile Billboard Advertising Displays Authorized.** Pursuant California Vehicle Code § 22651(v) and (w), a peace officer, or any regularly employed and salaried employee of the City, who is authorized to engage and is engaged in directing traffic or enforcing parking laws and regulations may remove, or cause to be removed, the mobile billboard, or anything that the mobile billboard is attached to including a motor vehicle, located within the territorial limits of the City when the mobile billboard is found upon any public street or any public lands, if all of the following requirements are satisfied:
 - a. When a mobile billboard either standing alone or attached to a motor vehicle, is parked, or left standing in violation of the Zoning Code, and the registered owner of the vehicle or

display was previously issued a warning notice or citation for the same offense;

- b. A warning notice or citation was issued to a first-time offender at least 24 hours prior to the removal of the vehicle or display. The City is not required pursuant to California Vehicle Code § 22651(v)(2) and (w)(2) to provide further notice for a subsequent violation prior to enforcement; and
 - c. The warning notice or citation advised the registered owner of the vehicle or display that he or she may be subject to penalties upon a subsequent violation of this Zoning Code that may include removal of the vehicle or display.
 2. ***Permanent Advertising Signs Excepted.*** Pursuant to California Vehicle Code § 21100(p)(2) and (p)(3), this section does not apply to advertising signs that are permanently affixed in a manner that is painted directly upon the body of a motor vehicle, applied as a decal on the body of a motor vehicle, or placed in a location on the body of a motor vehicle that was specifically designed by a vehicle manufacturer for the express purpose of containing an advertising sign, such that they are an integral part of, or fixture of a motor vehicle for permanent decoration, identification, or display and that do not extend beyond the overall length, width, or height of the vehicle.
 3. ***Post Storage Impound Hearing.*** California Vehicle Code § 22852 of the California Vehicle Code applies to this section with respect to the removal of any mobile billboard advertising display vehicle. California Vehicle Code § 22852 is incorporated by reference as if set forth in full by this Zoning Code and provides, in summary, that whenever an authorized employee of the City directs the storage of a vehicle, the City shall direct the storage operator to provide the vehicle's registered and legal owner(s) of record, or their agent(s), with the opportunity for a post-storage hearing to determine the validity of the storage. Notice of the storage shall be mailed or personally delivered to the registered and legal owner(s) within 48 hours, excluding weekends, as specifically provided for under California Vehicle Code § 22852. To receive a post-storage hearing, the owner(s) of record, or their agent(s), must request a hearing in person, in writing, or by telephone within 10 days of the date appearing on the notice. The City may authorize its own officer or employee to conduct the hearing as long as the hearing officer is not the same person who directed the storage of the vehicle.
 4. ***Violations and Penalties.*** A violation of this section is a misdemeanor, punishable upon conviction by a fine of not less than \$250, nor more than \$1,000, or by imprisonment in the County Jail for not more than six months, or by both fine and imprisonment. At the discretion of any person authorized by the Chief of Police to issue a citation for any violation of this section, or the City Attorney's office, a violation of this section may be an infraction enforced through the parking penalty process set forth in California Vehicle Code § 40200 et seq.
- D. ***Display Standards.*** This subsection regulates the manner in which signs convey their messages by specifying prohibited display features that create distractions to the traveling public and create visual clutter that mar the natural and architectural aesthetics of the City. Signs with the following display features are prohibited:
 1. ***Devices Affected by Movement.*** Any sign animated by any means, including fixed aerial displays, balloons, pennants, spinners, including strings of flags, streamers, tubes, or other devices affected by the movement of the air or other atmospheric or mechanical means;
 2. ***Exposed Light Source.*** Any sign with an exposed light source, except for neon LED strip lights incorporated into the design of the sign;

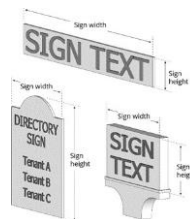
3. **Flashing Lights.** Any sign or lighting device, whether on the exterior of a building or on the inside of a window which is visible beyond the boundaries of the lot or parcel, or from any public right-of-way, with intermittent, flashing, rotating, blinking, or strobe light illumination, including search lights;
 4. **Fluorescent Colors.** Any sign which uses fluorescent colors;
 5. **Rotating Signs and Barber Poles.** Any sign in which the sign body or any portion of the sign rotates, moves up and down, or any other type of action involving a change in position of the sign body or any portion of the sign, whether by mechanical or any other means. Barber poles no larger than three feet high and 10 inches in diameter, and clocks, are excepted from this restriction;
 6. **String of Lights.** Strings of lights arranged in the shape of a product, arrow, or any commercial message; and
 7. **Visible Matter and Motion Picture Projection.** Any sign which emits sound, odor, smoke, laser or hologram lights, or other visible matter, including any sign that uses motion picture projection.
- E. **Signs that Create a Traffic Hazard or Affecting Pedestrian Safety.** All signs may not be placed in locations or manner that constitute a safety hazard or to impede the public use of the public right-of-way, except where specifically authorized in this chapter:
1. **Conflict with Traffic Signs.** Any location that obstructs the view of any authorized traffic sign, signal, or other traffic control device or which by reason of shape, color, or position interferes with or could be confused with any authorized traffic signal or device;
 2. **Exits and Entrances.** Any sign which is placed in a manner that would prevent or inhibit free ingress to or egress from any door, window, vent, or any exit way required by the Building Code or by Fire Department regulations;
 3. **Intersections.** Any sign erected or maintained at or near any street intersection that will obstruct the free and clear vision of drivers and pedestrians;
 4. **Sidewalks.** Any sign mounted or displayed in such a manner that it blocks or impedes the normal pedestrian use of public sidewalks. A minimum width of four feet must be maintained on sidewalks at all times; and
 5. **Site Visibility Triangle.** Within the site visibility triangle as defined in § 17.64.110, Visibility at Intersections, that must be observed at all street intersections and the intersections of dedicated alleys or driveways with streets.
- F. **Prohibited Sign Types.**
1. Any sign which advertises a business that is a prohibited use or no longer in existence or a product or service no longer being sold;
 2. Bandit signs;
 3. Cabinet signs, except as allowed for cabinet logo signs that are a maximum of 4 square feet in area or otherwise proportional to sign lettering on site, as approved by the Director;

4. Feather banner signs, except as provided in § 17.72.060, Standards for Temporary Signs;
- ~~4.5.~~ One-dimensional signage, except as allowed for window signage, temporary signage, and painted signage;
6. Digital/Electronic message signs, including but not limited to LED, LCD, or similar electronic message boards, are prohibited in all zoning districts except as expressly provided below: gas price display on service station monument signage, and except as allowed in § 17.72.050.D.2, Digital Billboard Signs;
 - a. Fuel Price Displays at Service Stations. Digital signs may be used solely to display gasoline or diesel fuel prices on monument signs located on the premises of legally established service stations. Such signs shall comply with all applicable size, height, and illumination standards, and shall not include any other digital content.
 - b. Public Facilities. Digital display signs may be permitted for public facilities, including hospitals and large-scale medical clinics, subject to the review and written approval of the Director. Digital signs must be tuned off during non-business hours and shall not shine into adjacent residential or other sensitive uses. The Director may impose conditions related to the size, location, duration, brightness, and content to ensure compatibility with surrounding land uses and to minimize visual impacts.
- ~~5.c.~~ Digital Billboard Signs, as described in Section 17.72.050.D.2, Digital Billboard Signs;
- ~~6.7.~~ Nondigital billboards;
- ~~7.8.~~ Pole signs;
- ~~8.9.~~ Signs installed on the roof of a building or structure, except as allowed in § 17.72.050.C.9, Roof-Mounted Signs;
- ~~9.10.~~ Signs which bear or contain statements, words, or pictures of an obscene nature;
- ~~10.11.~~ Sign walkers;
- ~~11.12.~~ Statutory signs; and
- ~~12.13.~~ Stuffed or inflated animals or characters used as signs.

G. Rules of Measurement.

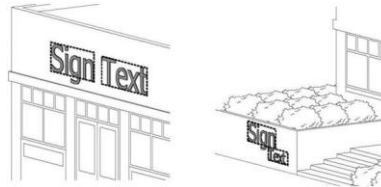
1. **Sign Area Measurement.** Sign area is measured as follows:
 - a. *Signs on Background Panel.* Where the sign copy is mounted, affixed, or painted on a background panel or distinctively painted, textured, or constructed surface, the sign area is measured as the sum of the smallest rectangle(s) that will enclose both the sign copy and the background, as shown in Figure 17.72.040.G-1: Signs on Background Panel.

FIGURE 17.72.040.G-1: SIGNS ON BACKGROUND PANEL



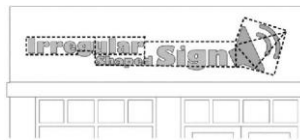
- b. *Signs with Individual Letters.* Where the sign has individual letters or graphics mounted against a wall, fascia, mansard, parapet, or other building surface that has not been distinctively painted, textured or constructed as a background panel, the sign area is measured as a sum of the smallest rectangle(s) that will enclose each word and each graphic in the total sign except for the descending elements of lower case letters, as shown in Figure 17.72.040.G-2: Signs with Individual Letters. Sign area for individual letters or graphics shall be counted as 75% of the area enclosing the sign copy.

FIGURE 17.72.040.G-2: SIGNS WITH INDIVIDUAL LETTERS



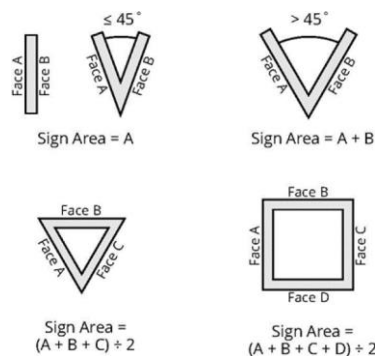
- c. *Irregular Shaped Signs.* Sign area for irregular shaped signs is determined by dividing the sign into the smallest squares, rectangles, triangles, circles, or arcs that enclose each word or graphic in the sign, as shown in Figure 17.72.040. G-3: Irregular Shaped Signs.

FIGURE 17.72.040.G-3: IRREGULAR SHAPED SIGNS



- d. *Multi-Face Signs.* The sign area for multi-face signs, as shown in Figure 17.72.04-0.G-4: Multi-Face Signs, are measured as follows:
- Two-Face Signs.* Where the interior angle between the two sign faces is 45° or less and the sign faces are less than 42 inches apart, the sign area is measured as the area of one sign face only. Where the angle between the two sign faces is greater than 45° the sign area is the sum of the areas of the two sign faces.
 - Three- or Four-Face Signs.* The allowable sign area is measured as 50% of the sum of the areas of all sign faces.

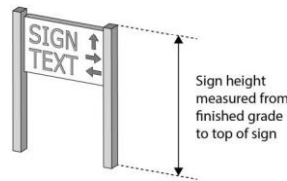
FIGURE 17.72.040.G-4: MULTI-FACE SIGNS



2. *Sign Height Measurement.*

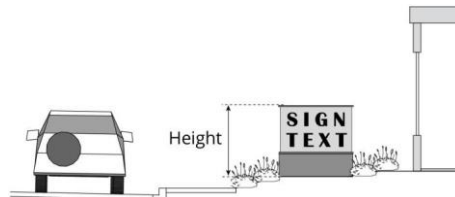
- a. *Freestanding Signs.* Sign height for freestanding signs is measured as the vertical distance from the finished grade to the top of the sign.

FIGURE 17.72.040.G-5: FREESTANDING SIGN HEIGHT



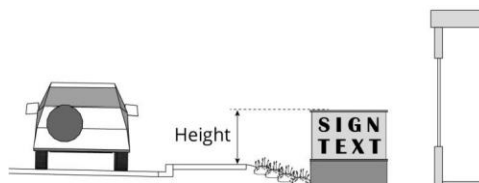
- i. *Higher Than Adjacent Grade.* Where the grade at the base of a sign is higher than the grade of the adjacent road right-of-way, sign height is measured from the base of the sign, as shown in Figure 17.72.04.G-6: Freestanding Sign Height, Higher than Adjacent Grade.

FIGURE 17.72.040.G-6: FREESTANDING SIGN HEIGHT, HIGHER THAN ADJACENT GRADE

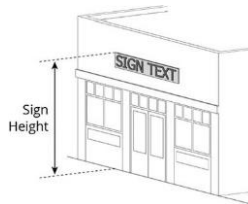


- ii. *Lower Than Adjacent Grade.* Where the grade at the base of a sign is lower than the grade of an adjacent road right-of-way, the height of the sign is measured from the top of curb elevation, as shown in Figure 17.72.040.G-7: Freestanding Sign Height, Lower than Adjacent Grade (the portion of the sign below the grade at the edge of the right-of-way shall not be included in determining the sign's overall height).

FIGURE 17.72.040.G-7: FREESTANDING SIGN HEIGHT, LOWER THAN ADJACENT GRADE



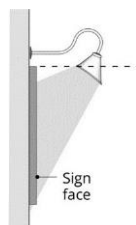
- b. *Wall Signs.* The height of building-mounted signs is the vertical distance measured from the base of the wall on which the sign is located to the top of the sign or sign structure, as shown in Figure 17.72.040.G-8: Wall Sign Height.

FIGURE 17.72.040.G-8: WALL SIGN HEIGHT**3. Building Frontage.**

- a. The wall length and sign area shall be calculated separately for buildings with two or more frontages.
- b. Projections and recesses on a building wall may not exceed 10 feet for a continuous building frontage.

H. Sign Illumination.

1. **Internal Illumination.** Internally illuminated signs include single- or two-color LED signs, signs constructed with pan channel letters, or indirect halo illuminated channel letters (e.g., a reverse panel channel letter sign) are on an unlit or otherwise indistinguishable background on a freestanding sign or building wall.
2. **External Illumination.**
 - a. Externally illuminated signs shall be illuminated only with steady, stationary, fully shielded light sources directed solely onto the sign without causing glare.
 - b. The light source for externally illuminated signs shall be arranged and shielded to substantially confine all direct light rays to the sign face and away from streets and adjacent properties as illustrated in Figure 17.72.040.H-1: External Illumination.

FIGURE 17.72.040.H-1: EXTERNAL ILLUMINATION**3. Direct Illumination.**

- a. Direct illumination may not be used in residential zones and is limited to letters, numbers, symbols, and accents on a marquee sign.
- b. Exposed lamps must not exceed an output of 25 watts and must only have a steady light output.

4. Neon.

- a. Exposed neon sign lighting is only allowed on permanent monument and wall signs in the nonresidential zones.
 - b. Each business is only allowed one neon sign and it must be placed on the primary frontage of the building.
 - c. Neon is allowed on no more than 25% of the total sign area of a permanent building mounted sign.
 - d. Neon signs placed in a window are exempt from the total sign area limitations for all window signs (refer to Table 17.72.050.C-12: Standards for Window Signs).
 - e. Neon signs must be turned off daily at the close of business or 10:00 p.m., whichever occurs last.
5. ***Single-Color or Two-Color LED Signs.***
- a. Single-color or two-color LED signs are exempt from the sign area limitations for wall signs and window signs established in Table 17.72.050.C-11: Standards for Wall Signs, and Table 17.72.050.C-12: Standards for Window Signs.
 - b. Any individual single-color or two-color LED sign must not exceed four square feet in area.
 - c. Single color or two-color LED signs are not allowed in residential zones.
 - d. Single-color or two-color LED signs must be turned daily at the close of business or 10:00 p.m., whichever occurs last.

I. Sign Structure and Installation.

1. The installation of signs shall be enforced and administered by the Building Inspector. All signs and sign structures must be designed to comply with the provisions of this chapter, the applicable provisions of the Building and Electrical Codes, and constructed to withstand wind loads, dead loads, and lateral forces.
 - a. Any angle iron, bracing, guy wires, or similar features used to support a sign shall not be visible to the extent technically feasible.
 - b. Where electrical service is provided to freestanding signs or landscape wall signs, the electrical service shall be placed underground and concealed. Electrical service to building-mounted signs, including conduit, housings, and wire, shall be concealed or, when necessary, painted to match the surface of the structure upon which they are mounted. A Building Permit shall be issued prior to installation of any new signs requiring electrical service.
 - c. All permanent signs allowed by this chapter shall be constructed of durable materials capable of withstanding continuous exposure to the elements and the conditions of a built-up environment, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
2. Raceway, as illustrated in Figure 17.72.040.I-1: Raceway, shall only be used in building-mounted signs when access to the wall behind the sign is not feasible, or when the Zoning Administrator determines that a benefit exists to preserve a historic or architectural feature of a

building. In such cases, the raceway shall not extend in width and height beyond the area of the sign and shall match the color of the building to which it is attached.

FIGURE 17.72.040.I-1: RACEWAY



3. Signs shall be designed so that all frameworks for the support of the sign are an integral part of the design of the sign or within the structure of the building to which it is attached so as to not be visible.
- J. **Signage Design and Materials in the DX-1 and DX-2 Zones.** Appropriate sign materials for the Downtown area are dependent on the style, age, and materials used in the building. Materials may include the following:
1. **Wood.** Carved, etched, and painted or stained;
 2. **Metal.** Formed, etched, cast, engraved, and painted; and
 3. High-density preformed foam or similar material.
- K. **Sign Maintenance.**
1. All signs shall be maintained by any property owner, lessor, lessee, manager, agent, or other person having lawful possession or control over a sign, building, structure, or parcel of land, in a condition or state of equivalent quality to which was approved or required by the City.
 2. All signs together with their supports and appurtenances shall be maintained in good structural condition, in compliance with applicable Building and Electrical Codes, and in conformance with this chapter. Maintenance of a sign includes periodic cleaning, replacement of flickering, burned out or broken light bulbs or fixtures, repair or replacement of any faded, peeled, cracked, or otherwise damaged or broken parts of a sign, and any other activity necessary to restore the sign so that it continues to comply with the requirements and contents of the Sign Permit issued for its installation and provisions of this chapter.
 3. All signs and supporting structures shall be kept in repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly painted and clean. The immediate surrounding premises shall be maintained free of weeds and rubbish. The Zoning Administrator is authorized to order the painting, cleaning or repair of signs which become dilapidated and the cleaning of the immediate premises. Such maintenance shall be completed within 30 days of receiving written notice.
 4. **Landscape Maintenance.** Required landscaped areas contained by a fixed border, curbed area, wall, or other perimeter structure shall receive regular repair and maintenance. Plant materials that do not survive after installation in required landscape areas are required to be replaced within three months.
 5. The Building Inspector has the authority to order the repair, maintenance, or removal of any

sign or sign structure that has not been maintained and is dangerous or in disrepair, or which is erected or maintained contrary to the requirements of this section.

6. Failure to maintain a sign constitutes a violation of this chapter and will be subject to enforcement action, in which case the Building Inspector may order the removal of any sign that is determined to be in disrepair or dangerous.
7. Any owner of a sign victimized by graffiti shall remove, repair, or repaint sign(s) within 10 days of the graffiti being applied or within 10 days of notification by the Director, whichever event comes first, or the sign shall be subject to removal by the City at the owner's expense.

§ 17.72.050. Standards for Permanent Signs.

A. Applicability.

1. This section establishes the standards for permanent building-mounted and freestanding signs that are applicable in all zones. Standards for each allowed sign type are provided in Tables 17.72.050.C-1 through Table 17.72.050.C-12 and Tables 17.72.050.D-1 through 17.721.050.D-4, respectively. These tables are organized as permanent building-mounted and freestanding signs for each sign type. All permanent signs must comply with the standards for sign area, height, number, type, and other requirements provided in these tables.
2. A sign type not specifically included in this section may be allowed by the Director provided the sign meets the intent of the zone in which it is proposed.

Table 17.72.050.A-1: Allowed Sign Types by Zones

Sign Type	R-1, N-P	R-LM	R-M, R-H	CMU-E, CMU-K, CMU-F, CMU-A, CMU-G	DX-2, DX-3, CCMU	DX-1, DX-4, CMU-WM	RC	RC-F	IF, IG, BP	OS, PF, FSA
"•" = Permitted										
Building-Mounted Signs										
Awning Sign	• ¹	•	•	•	•	•	•			
Blade Sign	• ¹		•	•	•	•	•			
Canopy Sign			•	•	•	•	•			
Directional Sign	•	•	•	•	•	•	•	•	•	•
Directory Sign	•	•	•	•	•	•	•	•	•	•
Hanging Sign	• ¹			•	•	•	•			
Marquee Sign					•	•				
Projecting Sign			•		•	•	•			
Roof-Mounted Sign					•	•		•	•	
Service Island Canopy Sign					•	•		•	•	
Wall Sign	• ¹		•	•	•	•	•	•	•	
Window Sign	• ¹		•		•	•	•	•	•	
Freestanding Signs										
Digital Billboard Sign							• [±]	• [±]	• [±]	• [±]
Directory Sign	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]
Directional Sign	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]

Table 17.72.050.A-1: Allowed Sign Types by Zones

Sign Type	R-1, N-P	R-LM	R-M, R-H	CMU-E, CMU-K, CMU-F, CMU-A, CMU-G	DX-2, DX-3, CCMU	DX-1, DX-4, CMU-WM	RC	RC-F	IF, IG, BP	OS, PF, FSA
Freeway-Oriented Sign							• [±]	• [±]	• [±]	
Monument Sign			• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]	• [±]

Notes:

1. Limited to residential limited retail uses only.

B. Standards for Permanent Building-Mounted and Freestanding Signs.

1. Businesses with frontage and primary vehicle access on a through lot may consider each frontage separately when determining maximum sign area. The area for each frontage is not transferable to the opposite frontage.
2. Businesses with direct alley access are permitted an additional one square foot of sign area per linear foot of building facade facing the alley. The sign area for the alley frontage is not transferable to the main street frontage.
3. If a business frontage is only on the alley, then the total permitted sign area is allowed for the business, and all sign(s) shall be located on the alley frontage.
4. Where several businesses are developed as a unit, such as a shopping center, one sign which identifies the development is allowed. The area of this sign shall not exceed the maximum allowable area for the largest business sign permitted in the development but in no case shall it exceed 100 square feet. Where the development identification is placed on a monument sign, subsection D.6, Monument Signs, is applicable.
5. The maximum total area for all building-mounted and freestanding signs is established in Table 17.72.050.B-1: Standards for All Permanent Signs, including additional regulations for sign area, height, and setback from a property line.
6. The area of all building-mounted signs is included in the maximum total sign area, except when specifically exempted.
7. All permanent building-mounted and freestanding signs must comply with the corresponding sign type standards provided in Tables 17.72.050.C-1 to 17.72.050.D-4.

Table 17.72.050.B-1: Standards for All Permanent Signs				
Zone(s)	Max. Sign Height, Building-Mounted	Max. Sign Height, Freestanding	Total Sign Area per Business or Development	Min. Distance from Property Line
R-1, N-P, R-LM	10 ft	5 ft	4 sf per residential business; 24 sf per residential limited retail use ¹	R-1, R-LM: 15 ft; N-P: 5 ft; Residential limited retail use: 0 ft
R-M, R-H	20 ft	8 ft	20 sf for residential uses; 24 sf per residential limited retail use	5 ft
CMU-E, CMU-K, CMU-F, CMU-A, CMU-G, DX-2, DX-3	30 ft	8 ft	2.0 sf per linear foot of building frontage; not to exceed 175 sf	CMU zones: 5 ft; DX-2 and DX-3: 0 ft

Table 17.72.050.B-1: Standards for All Permanent Signs				
Zone(s)	Max. Sign Height, Building-Mounted	Max. Sign Height, Freestanding	Total Sign Area per Business or Development	Min. Distance from Property Line
DX-1, DX-4, CMU-WM	30 ft	8 ft	2.0 sf per linear foot of building frontage; not to exceed 175 sf	0 ft
CCMU	20 ft	8 ft	1.5 sf per linear foot of building frontage; not to exceed 125 sf	5 ft
RC, RC-F	40 ft	8 ft plus 1 ft for every 5 ft of setback from property line, not to exceed 15 ft ²	2.0 sf per linear foot of street frontage; not to exceed 200 sf	5 ft
H IE, IG, BP	40 ft	8 ft plus 1 ft for every 5 ft of setback from property line, not to exceed 15 ft	2.0 sf per linear foot of street frontage; not to exceed 200 sf	10 ft
OS, PF	20 ft	8 ft	20 sf ¹	OS and PF: 25 ft; FSA: 15 ft

Notes:

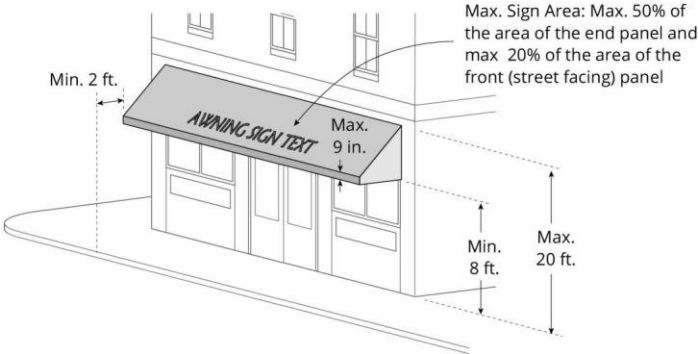
1. The Zoning Administrator may grant by Zoning Administrator Permit an increase in the maximum total sign area for all permanent signs in these zones for public parks and recreation facilities, public schools, governmental facilities, public cultural facilities, and nonprofit hospitals. See § 17.100.090, Zoning Administrator Permit.
2. Refer to § 17.72.050.D.5, Freeway-Oriented Signs.

C. Standards for Permanent Building-Mounted Signs.

1. **Awning Sign.** Awning signs must comply with the standards provided in the table below.

Table 17.72.050.C-1: Standards for Awning Signs	
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Sign area is max. 50% of the area of the end panel and max. 20% of the area of the front (street-facing) panel of the awning or valance. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).

Table 17.72.050.C-1: Standards for Awning Signs

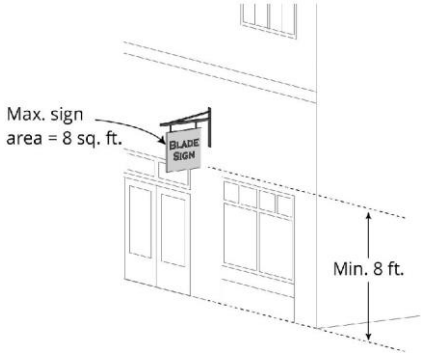
Standards	Requirements
Mounting Height	Max. 8 ft from the bottom of the awning to the nearest grade or sidewalk. Max. 20 ft.
Sign Placement	Must only be placed above the doors and windows of the ground floor. May project into public right-of-way with approval of an Encroachment Permit.
Valance Height	Max. 9 in.
Horizontal Distance from Back of Curb	Min. 2 ft.
Illumination	Nonilluminated or illumination allowed under the awning.
	

2. **Blade Sign.** Blade signs must comply with the standards provided in the table below.

Table 17.72.050.C-2: Standards for Blade Signs

Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 8 sf. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Mounting Height	Min. 8 ft from the bottom of the sign to the nearest grade or sidewalk. Must be mounted perpendicular to the building face or at the corner of the building.
Number of Signs	Max. 1 per frontage, except on a corner where 2 signs are allowed, i.e., 1 per frontage.

Table 17.72.050.C-2: Standards for Blade Signs

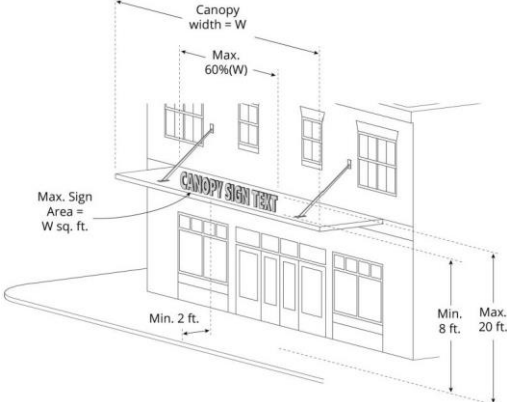
Standards	Requirements
Sign Placement	Sign must not extend beyond the edge of the structure on which it is located if mounted below the walkway or overhead structure. May project into public right-of-way with approval of an Encroachment Permit.
Horizontal Distance from Back of Curb	Min. 2 ft.
Illumination	Nonilluminated or internal illumination.
	

3. **Canopy Signs.** Canopy signs must comply with the standards provided in the table below.

Table 17.72.050.C-3: Standards for Canopy Signs

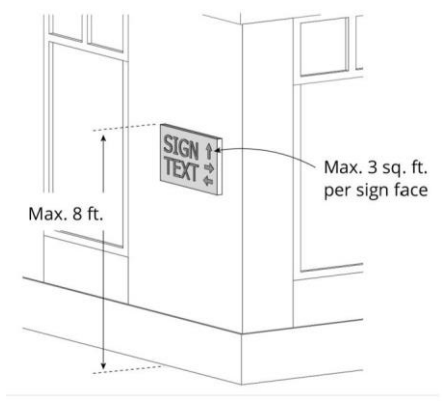
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 1 sf per 1 lf of canopy width.
Mounting Height	Min. 8 ft from the bottom of the canopy to the nearest grade or sidewalk. Max. 20 ft. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Sign Placement	Must be placed above the doors and windows of the ground floor of a building. Sign area is max. 60% of the store width or tenant space per business when canopy is placed on multiple store fronts. May project into public right-of-way with approval of an Encroachment Permit.
Horizontal Distance from Back of Curb	Min. 2 ft.
Illumination	Nonilluminated or internal illumination.

Table 17.72.050.C-3: Standards for Canopy Signs

Standards	Requirements
Other Requirements	Max. height of sign letters is 2 ft measured from the top of the canopy.
	

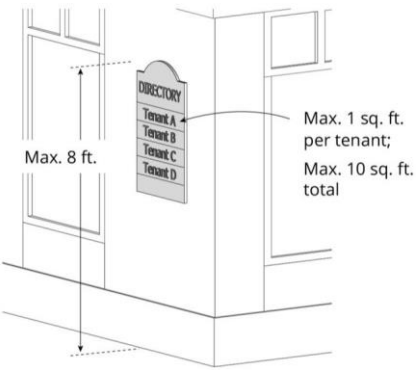
4. **Directional Signs (Building-Mounted).** Directional signs must comply with the standards provided in the table below.

Table 17.72.050.C-4: Standards for Directional Signs

Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 3 sf. Excluded from the total number of allowed signs for all building-mounted signs.
Mounting Height	Max. 8 ft.
Sign Placement	Max. 1 per driveway entrance.
Illumination	Nonilluminated or external illumination.
	

5. **Directory Signs (Building-Mounted).** Directory signs must comply with the standards provided

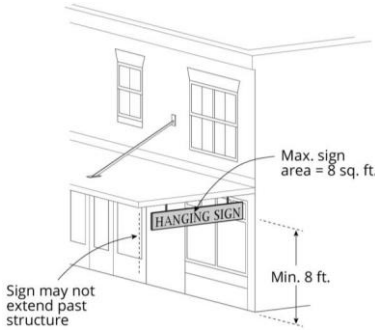
in the table below.

Table 17.72.050.C-5: Standards for Directory Signs (Building-Mounted)	
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 1 sf per tenant space; max. 10 sf total sign area. Excluded from the total number of allowed signs for all building-mounted signs.
Mounting Height	Max. 8 ft from nearest grade.
Number of Signs	Max. 1 per primary building entrance.
Illumination	Nonilluminated, internal illumination, or external illumination.
	

6. **Hanging Signs.** Hanging signs must comply with the standards provided in the table below.

Table 17.72.050.C-6: Standards for Hanging Signs	
Standards	Requirement
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 6 sf in area on each sign face. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Mounting Height	Max. 8 feet from the ground level (as measured directly under the sign).
Sign Placement	Hanging signs shall not be permitted closer than 20 ft from each other. May not extend past the structure to which they are mounted. May project into public right-of-way with approval of an Encroachment Permit. Awnings, canopies, and marquees may have a hanging sign suspended beneath.

Table 17.72.050.C-6: Standards for Hanging Signs

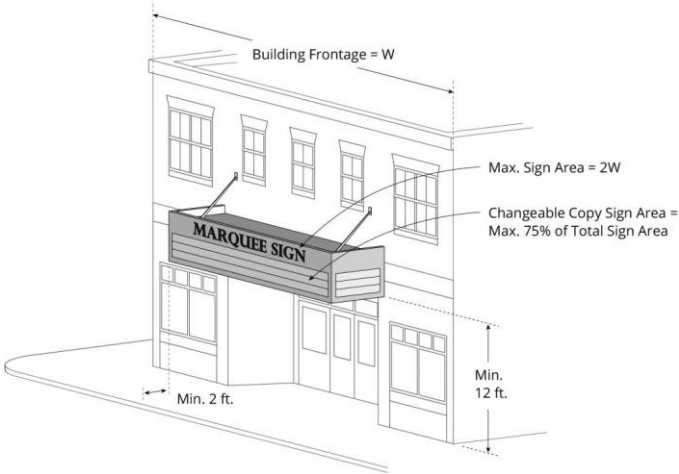
Standards	Requirement
Horizontal Distance from Back of Curb	Min. 2 ft.
Number of Signs	Max. 1 sign per business per street face.
Illumination	Nonilluminated, internal illumination, or external illumination.
	

7. **Marquee Signs.** Marquee signs must comply with the standards provided in the table below.

Table 17.72.050.C-7: Standards for Marquee Signs

Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 2 sf per 1 lf of building frontage. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs). Max. 75% of the total sign area is allowed for the changeable copy.
Mounting Height	Min. 12 ft from the bottom of the marquee to the nearest grade or sidewalk.
Number of Signs	Max. 1 per business.
Sign Placement	May project into public right-of-way with approval of an Encroachment Permit.
Horizontal Distance from Back of Curb	Min. 2 ft.
Illumination	Direct Illumination or internal illumination.
Other Requirements	No projecting sign (Table 17.72.050.C-8: Standards for Projecting Signs) shall be permitted when signage is placed directly on a marquee.

Table 17.72.050.C-7: Standards for Marquee Signs

Standards	Requirements
	

8. **Projecting Signs.** Projecting signs must comply with the standards provided in the table below.

Table 17.72.050.C-8: Standards for Projecting Signs

Standards	All Other Zones	DX-2, DX-3, CCMU	DX-1, DX-4, CMU-WM
"sf" = square feet; "lf" = linear feet			
Sign Area	Max. 36 sf.	Max. 24 sf.	
	Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).		
Mounting Height	Min. 8 ft from the bottom of the sign to the nearest grade or sidewalk.		
Sign Placement	Projecting signs shall not be permitted closer than 20 ft from each other. May project into public right-of-way (but not public alleys) with approval of an Encroachment Permit. May not extend vertically above the second floor window sill or when there is no second floor, may not extend above the parapet, eaves, or roof line. Must be placed so that the sign causes no harm to street trees.		
Horizontal Distance from Back of the Curb	Signs may not project within 2 ft of the curb line. Max. 6 ft from the building wall to the outer edge of the sign.		
Number of Signs	1 per business when neither a monument sign nor a roof sign is present in the development.		
Illumination	Nonilluminated, internal illumination, or external illumination.		

Table 17.72.050.C-8: Standards for Projecting Signs

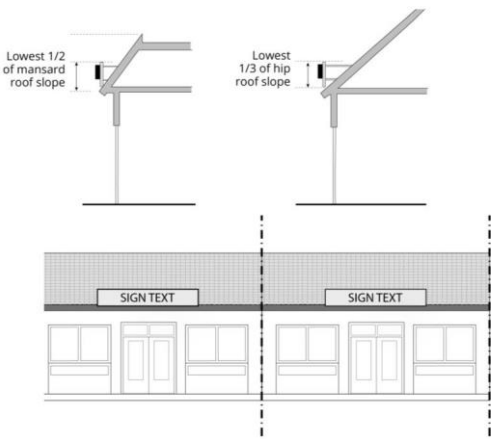
Standards	All Other Zones	DX-2, DX-3, CCMU	DX-1, DX-4, CMU-WM
			

9. **Roof-Mounted Signs.** Roof-mounted signs must comply with the standards provided in the table below.

Table 17.72.050.C-9: Standards for Roof-Mounted Signs

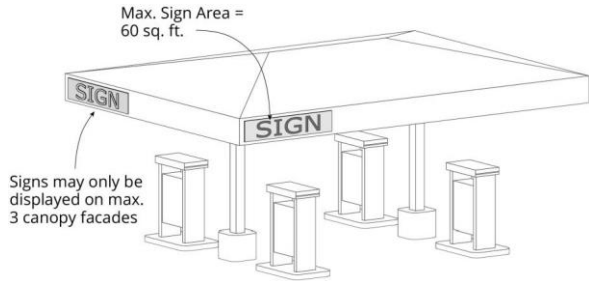
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	As provided in Table 17.72.050.B-1: Standards for All Permanent Signs. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Sign Height	As provided in Table 17.72.050.B-1: Standards for All Permanent Signs.
Number of Signs	Max. 1 per business.
Sign Placement	Roof-mounted signs shall be placed below the roof peak and must comply with the maximum height allowed for the zone. Hip roof: Only placed on the lowest 1/3 of the slope of the roof. Mansard roof: Only placed on the lowest 1/2 of the slope of the roof. Sign lettering shall have a minimum depth of 6 in to convey a three-dimensional appearance. Signs for individual tenants in multi-tenant centers shall be centered above the tenant space and only mounted on a mansard roof.
Illumination	Nonilluminated, internal illumination, or external illumination.
Other Requirements	The bottom of roof signs shall be mounted flush with the surface of the roof and shall not interrupt roof lines or other major architectural features.

Table 17.72.050.C-9: Standards for Roof-Mounted Signs

Standards	Requirements
	

10. **Service Island Canopy Signs.** Service island canopy signs must comply with the standards provided in the table below.

Table 17.72.050.C-10: Standard for Service Island Canopy Signs

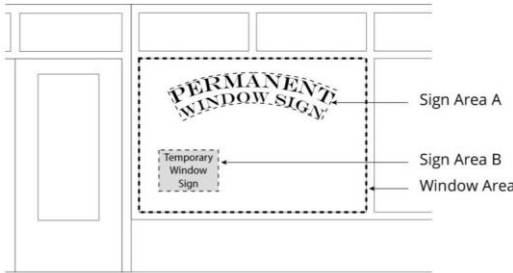
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 60 sf for the total area of all signs on the canopy. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Number of Signs	Signs may only be displayed on max. 3 canopy facades.
Illumination	Nonilluminated or internal illumination.
	

11. **Wall Signs.** Wall signs must comply with the standards provided in the table below.

Table 17.72.050.C-11: Standards for Wall Signs

Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	As provided in Table 17.72.050.B-1: Standards for All Permanent Signs. Included in the total allowable sign area for all building-mounted signs (see Table 17.72.050.B-1: Standards for All Permanent Signs).
Number of Signs	Unlimited, provided the maximum area allowed for wall signs is not exceeded.
Sign Placement	Refer to the illustration below for applicable standards. Wall signs shall be placed to establish a facade rhythm, scale, and proportion between buildings. The sign's length shall not exceed the width of the framed portion of the storefront and shall not exceed 40 45% of the building facade. Wall signs shall not face an adjacent residential zone.
Sign Depth	Max. depth 12 inches measured from the wall on which the sign is placed.
Illumination	Nonilluminated, internal illumination, or external illumination.
Special Provisions	Requirements
Painted Wall Signs	Painted wall signs are allowed on any exterior building wall of an individual tenant space or building. Painted wall signs must be professionally painted. The allowable area for painted wall signs will be increased by 10% over the normal allowable sign dimensions for the zone.
Changeable Copy Signs	Max. sign area 30% of the total allowable sign area for the building
The diagrams illustrate the standards for wall sign placement. The left diagram shows a sign with a length of max. 15% of building facade width and a placement area height. The right diagram shows a sign with a length of max. 40% of building facade width and a placement area height. Both diagrams indicate a minimum sign width of 12 inches or 20% of building facade width, whichever is less.	

12. **Window Signs.** Window signs must comply with the standards provided in the table below.

Table 17.72.050.C-12: Standards for Window Signs	
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Permanent window signs shall be limited to 20% of the ground floor frontage window area occupied by a given business. The combined area of temporary and permanent window signs must not exceed 40% of the area of the window on which they are displayed. Neon or single-color or two-color LED signs are excluded from the total allowed sign area for all building-mounted signs. Refer to § 17.72.040.H.4, Neon; and § 17.72.040.H.5, Single-Color or Two-Color LED Signs. Adhesive vinyl, gild-leaf, or screen printing is preferred over hand-painted window signs.
Sign Placement	Must be mounted or displayed on the interior of the window. If the business is on the first floor, signs shall not be placed above the upper window frame or the second floor. If the business is conducted above the first floor, signs shall not be placed above the max. height allowed in the zone or above the window frame of the third floor.
Illumination	Nonilluminated. Neon or single- or two-color LED signs are allowed.
 Sign Area A + Sign Area B ≤ 40% Window Area	

D. Standards for Permanent Freestanding Signs.

- Standards for each allowed permanent freestanding sign type are provided in tables with a supporting illustration of each sign type. All permanent signs must comply with the standards for sign area, height, number, type, and other requirements provided in these tables.
- Digital Billboard Signs.** Digital billboard signs are permitted only as billboard relocations or as conversions of an existing billboard. Digital billboard signs must meet all location and development standards established in this section. Digital billboard signs shall be subject to approval of a Conditional Use Permit (see § 17.100.100, Conditional Use Permit), site plan, and Design Review by the Planning Commission, as set forth in Chapter 17.100, Planning Permits and Approvals.
 - Location.*

- i. Digital billboard signs are only permitted along two specific segments of the Interstate 5 (I-5) corridor as described below:
 - (A) Segment One. This segment begins where the City boundary bisects the I-5 corridor to the north and runs south along I-5 to the East Main Street freeway underpass, excluding the Section of frontage on the north side of I-5 between the East Beamer Street underpass and the East Kentucky Avenue overpass. A maximum of two digital billboard signs are permitted within this segment. The signs may be located on the same side of the freeway or one on each side of the freeway.
 - (B) Segment Two. This segment begins at County Road 102 and runs east along I-5 to the eastern boundary of the City. A maximum of one digital billboard is permitted within this segment.
- ii. Digital billboard signs shall be located within 500 feet of the freeway right-of-way. No digital billboard sign shall be located within 2,500 feet of another digital billboard sign on the same or opposite side of the freeway and no closer than 250 feet to any other freeway-oriented sign over 30 feet in height on the same side of the freeway.
- iii. The location of digital billboard signs shall be verified by the City Engineer to ensure no conflict exists between the location of the proposed sign and the Interstate 5/State Route 113 direct connect interchange project as identified in the CalTrans Project Report dated April 6, 2000, or as otherwise amended or updated by CalTrans or the City. Updates shall include the development of project plans. When reviewing for conflicts, the City Engineer will review for physical and visual conflicts.
- iv. Proximity to Residential Uses. No digital billboard signs shall be located between East Main Street and East Beamer Street or within 1,200 feet of any existing residential property in existence at the time of adoption of the digital billboard signs standards, unless it can be demonstrated by the applicant, that the proposed sign installation cannot be viewed from the residential property. A "balloon test" (or similar) may be required and shall be paid for by the applicant to determine visual impacts of a proposed digital billboard sign and to demonstrate that the proposed sign cannot be viewed from a residential property.
- b. *Standards.* Any new digital billboard sign or a legally existing billboard refurbished to become a digital billboard sign shall be subject to the development standards below.
 - i. Number of Faces. A digital billboard sign may consist of no more than two digital display areas, each positioned to be visible only by opposing directions of traffic. Double-faced signs shall not have an interior angle between the face of the panels greater than 20°, unless a visibility study is provided showing that a greater angle is necessary to achieve reasonable sign visibility, up to a maximum of 45°.
 - ii. Height. Heights of digital billboard signs shall be established relative to topography and setting to provide the best balance between the sign's purpose of effectively communicating a visual message, the setting (including topography and surrounding architecture), and freeway traffic safety. However, in no case shall the digital billboard sign (including structure) exceed a maximum height of 68 feet as measured from the finished grade of the center line of the nearest freeway to the top of the digital billboard sign face or structure, as applicable. Applicants shall provide to the

City supporting documentation from a licensed engineer or surveyor demonstrating compliance with this provision.

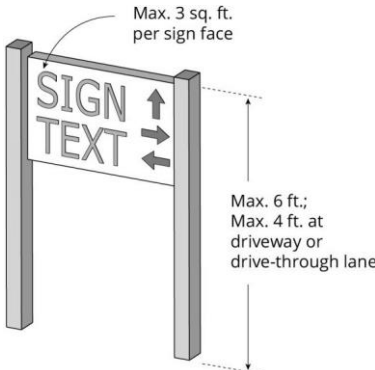
- iii. Area. The maximum area of each digital display area shall not exceed 672 square feet per sign face.
- iv. No more than one digital billboard sign and one freeway-oriented sign each over 30 feet in height shall be permitted on a single parcel or multiple parcels developed as a single retail, office, or industrial center. One sign shall not directly or substantially impede the view of another sign for any prolonged length of travel time of a passing driver on Interstate 5.
- v. Illumination. Digital billboard signs must be limited in brightness to a maximum lighting intensity of 0.3 candela (i.e., foot-candles) over ambient light levels, as measured using a foot-candle meter at 250 feet from the sign face.
 - (A) Each digital display area must have a light sensing device that will adjust the brightness of the sign as ambient light conditions change throughout the day.
 - (B) Digital billboard signs must create minimal glare, maintain contrast between the sign face and the surrounding area, have minimal impact on driver distraction, and create minimal light trespass into residential areas.
 - (C) The applicant must demonstrate through field testing compliance with a 0.3 candela increase, or less, over ambient light at a distance of 250 feet during nighttime conditions upon initial start-up, again at six months of operation and at the request of the City for the life of the sign.
 - (D) The applicant must fund field testing by a qualified independent contractor or City staff trained in the use of a handheld photometer to demonstrate continued compliance. If increases in ambient light are found to be above the 0.3 candela level, the dimming level shall be adjusted until this level can be demonstrated. This must be completed and demonstrated through follow-up field testing within 24 hours or the billboard shall not be operated until the lighting levels can be brought into compliance.
- vi. Pole Cladding. High-quality decorative pole covering is required for newly constructed digital billboard signs as well as any existing nondigital billboard that is converted to a digital billboard sign.
- vii. Message Display. Digital billboard signs shall display static messages only, and shall not have animation, movement, or the appearance or optical illusion of movement in or on any part of the sign structure, design, or pictorial segment of the sign, except that static images may be displayed for a minimum of eight seconds with a transition or blank screen time no longer than one second in duration. No static message shall include flashing or scintillating lighting, or varying light intensity. Digital billboard signs shall be operated with systems and monitoring in place to either turn the display off or show a "full black" image on the display in the event of a malfunction.
- viii. Community Messaging. The City shall be provided with access to a minimum of five percent of the total available display time to allow the City to present messages of community interest. This access shall also include access for other appropriate

agencies for the purpose of displaying public safety messages such as "Amber Alert" messages and emergency-disaster communications. The City shall retain sole discretion regarding the content and prioritization of messages displayed on the City's behalf, subject to specific standards of individual sign companies for displayed material.

- ix. **Traffic Safety.** The digital billboard sign shall not create a visibility hazard to traffic on adjacent streets, freeways, or parking areas. The sign shall not reduce required on-site parking availability and shall not interfere with on-site vehicular circulation.
- x. **Future Technologies.** There may be alternate, preferred, or superior technology available in the future to illuminate digital freeway signs. These alternate technologies may be incorporated into existing legally permitted digital freeway signs in the future without additional permissions from the Planning Commission or City Council provided:
 - (A) The required maximum brightness standards are met; and
 - (B) No substantial exterior physical change to the digital display area will occur. The owner shall be responsible for obtaining any required ministerial permits for technology improvements as required by applicable code standards. The City shall expedite any required approvals for technology that is superior in energy efficiency over previous generations or types.
- xi. **Quality and Maintenance Plan.** The applicant shall demonstrate that the proposed digital billboard sign provides high resolution, clear graphic display, and consistent reliability and durability. The applicant must establish a quality and maintenance plan to ensure implementation of all above-listed development standards and to assure the proper maintenance and repair of the digital billboard sign as needed.
- c. **Billboard Removal.** For every one square foot of digital message display area installed, the applicant must permanently remove at least two square feet of existing legal conforming or nonconforming billboard display area within the City limits prior to operation of the digital billboard sign. An existing billboard display area being converted to a digital billboard sign may count toward the required permanent removals.
- d. **Operating Agreement.** The City and applicant shall enter into an operating agreement, subject to City Council approval, in conjunction with the issuance of a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) for a digital billboard sign. The City and applicant may use the operating agreement, on a case-by-case basis, to deviate from the development standards in subsection D.2, Digital Billboard Signs, or reduce the required billboard removals under subsection D.2.C, Digital Billboard Signs. The City Council will only approve an operating agreement if it determines that the operating agreement achieves community benefits that are equivalent or greater to those that would be achieved through strict compliance with subsection D.2, Digital Billboard Signs. If deviation from the foregoing development standards is requested, the City Council shall also serve as the final review and approval authority for the Conditional Use Permit (see § 17.100.100, Conditional Use Permit) and Development Review application.
- e. **Compliance with Applicable Laws and Regulations.** The owner of the digital billboard sign shall comply with all applicable Federal, State, or local laws, including the Highway Beautification Act of 1965 (23 U.S.C. § 131), the Outdoor Advertising Act (California

Business and Professions Code § 5200 et seq.), and this section, when constructing, operating, improving, maintaining, repairing, and removing the digital billboard.

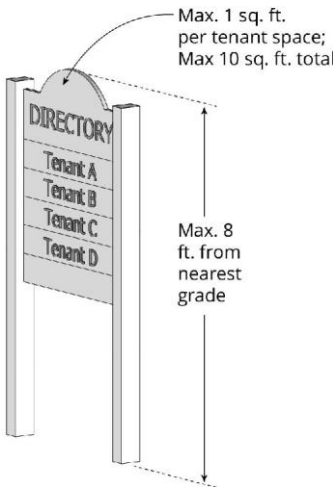
3. **Directional Signs (Freestanding).** Directional signs must comply with the standards provided in the table below.

Table 17.72.050.D-1: Standards for Directional Signs	
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	2-sided allowed; max. 3 sf per sign face. Excluded from the total number of allowed signs for all freestanding signs.
Sign Height	Max. 4 ft.
Number of Signs	Max. 1 per driveway entrance.
Illumination	Nonilluminated, internal illumination, or external illumination.
	

4. **Directory Signs (Freestanding).** Directory signs must comply with the standards provided in the table below.

Table 17.72.050.D-2: Standards for Directory Signs	
Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	Max. 10 sf; max. 1 sf per tenant space. Excluded from the total number of allowed signs for all freestanding signs.
Sign Height	Max. 8 ft from nearest grade.
Number of Signs	Max. 1 per building. A directory sign that displays multiple individual tenants, nameplates, etc., shall be considered one sign.
Illumination	Nonilluminated, internal illumination, or external illumination.

Table 17.72.050.D-2: Standards for Directory Signs

Standards	Requirements
	

5. **Freeway-Oriented Signs.** Freeway-oriented signs must comply with the standards provided in the table below.

Table 17.72.050.D-3: Standards for Freeway-Oriented Signs

Standards	Requirements
<i>“sf” = square feet; “ft” = feet; “lf” = linear feet</i>	
Sign Area	Max. 200 sf
Sign Height ¹	Max height 60 ft. Elements to enhance the design of a sign structure may extend above the sign to a max. 20% of the sign’s allowed height or 12 inches, whichever is greater.
Base Width	The sign base <u>cannot be individual poles and must be a single column. The base</u> must be at least 60% of the width of the sign <u>and tie into the overall sign design and materials.</u>
Number of Signs	Max. 1 freeway-oriented sign in areas adjoining interchanges or for groups of adjoining parcels. 1 additional freeway-oriented sign is allowed for a single parcel or a group of parcels greater than 20 acres provided the two signs are separated by min. 300 linear ft.
Sign Placement	Only located along a site frontage facing a freeway and within 500 linear ft of a freeway interchange.
Illumination	Non-illuminated or internal illumination.
Special Provisions	Requirements
Sign Design	The major architectural elements or details of the primary building(s) shall be integrated into the design of the support structure for the freeway oriented <u>freeway-oriented</u> sign.

Table 17.72.050.D-3: Standards for Freeway-Oriented Signs

Standards	Requirements
Sign Panels for Vacant Businesses	The sign panel on a freeway-oriented sign for a business that goes out of business shall be replaced within 30 days with a blank sign panel. Also refer to Section 17.72.080, Enforcement.
Changeable Copy Signs and Electronic Message Centers	Changeable copy and digital/electronic messages are not permitted.

Notes:

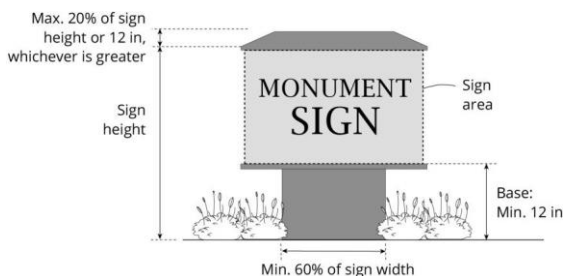
1. The overall height of freeway signs and their support structures shall be determined on a case-by-case basis utilizing a line of site study and visibility modeling analysis techniques which shall include an evaluation of the presence of visual obstructions, the number of anchor tenants proposed, etc. The Planning Commission will review the analysis presented by the applicant and render a judgement as to whether the proposed sign height and area is appropriate. Signs shall be no higher than necessary for effective visibility.

6. **Monument Signs.** Monument signs must comply with the standards provided in the table below.

Table 17.72.050.D-4: Standards for Monument Signs

Standards	Requirements
"sf" = square feet; "lf" = linear feet	
Sign Area	As provided in Table 17.72.050.B-1: Standards for All Permanent Signs.
Sign Height	As provided in Table 17.72.050.B-1: Standards for All Permanent Signs. Elements to enhance the design of a sign structure may extend above the sign to a max. 20% of the sign's allowed height or 12 in, whichever is greater.
Sign Base Standards	The sign base must be at least 60% of the width of the sign. The base shall be min. 12 in. in height from finish grade. The sign based shall be constructed of solid permanent materials such as concrete block, stone, brick, metal, stucco, or similar veneer extending the full height of the sign or to the base.
Number of Signs	Only one monument sign is allowed per building per frontage.

Table 17.72.050.D-4: Standards for Monument Signs

Sign Placement	Only located along a site frontage facing a public street.
Illumination	Nonilluminated, internal illumination, or external illumination.
Special Provisions	Requirements
Changeable Copy Signs	Max. sign area 40% of the total allowable sign area.
Other Requirement	Signs shall integrate major architectural elements or details of the primary building(s) into the design of the support structure for the monument sign. Signage must be compatible with the building and site design relative to colors, materials, and placement and will respect established architectural and/or historical character as appropriate.
	

§ 17.72.060. Standards for Temporary Signs.

- A. **Purpose.** The City Council finds that the proliferation of temporary signs is a distraction to the traveling public and creates aesthetic blight and litter that threatens the public's health, safety, and welfare. In addition to the purpose provisions of § 17.72.010, Purpose, these regulations ensure that temporary signs do not create a distraction to the traveling public by eliminating the aesthetic blight and litter caused by temporary signs. These standards and requirements ensure that temporary signs do not create aesthetic clutter or a distraction to the traveling public.
- B. **General to All Temporary Signs.** Temporary signs are allowed only in compliance with the provisions of this section.
1. **Information Required for Display.** All temporary signs are required to display the name and address of the entity placing the sign and the date the sign was erected.
 2. **Permits.** No permits are required for the installation and placement of any temporary signs.
 3. **Not Included in Permanent Sign Allowances.** Temporary signs are not counted toward the maximum total sign area established in § 17.72.050, Standards for Permanent Signs.
 4. **General Time, Place, and Manner Restrictions.**
 - a. **Location Standards.** Temporary signs must be placed in compliance with § 17.72.040.B, Location Standards, unless specifically exempted by this section.
 - b. ~~Period of Use. There is no limit on the length of time that a temporary sign may be displayed, except for wall banner signs (see Table 17.72.060.C 2: Standards for Specific~~

~~b. Temporary Signs).~~ May not be displayed for a period of time exceeding 30 days in a calendar year.

c. *Display Standards.* Temporary signs must be placed in compliance with § 17.72.040.D, Display Standards, unless specifically exempted by this section.

d. *Design and Construction.* Temporary signs must be of sufficient weight and durability to withstand wind gusts, storms, etc., and must be professionally crafted.

C. Additional Standards for Temporary Signs.

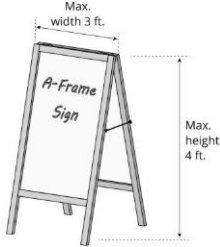
1. Temporary signs are allowed in compliance with provisions in Table 17.72.060.C-1: Standards for Temporary Signs.

Table 17.72.060.C-1: Standards for Temporary Signs	
Standard	Requirement
<i>“sf” = square feet; “lf” = linear feet</i>	
All Residential and Public and Open Space Zones	
Total Area of all Temporary Signs at Any One Time	Max. 16 sf ¹
Number of Signs	Unlimited except that the total sign area must not exceed 16 sf.
All Downtown and Mixed-Use Zones	
Total Area of All Temporary Signs at Any One Time	Max. 32 sf per business, with a total of max. 72 sf per lot. Excludes the area of temporary window signs and wall banner signs.
Number of Signs	Unlimited except that the total sign area of all temporary signs (excludes the area of temporary window signs and wall banner signs) must not exceed 32 sf per business. Exception: Multi-tenant centers or offices — Max. 2 temporary wall banner signs per 150 lf of property frontage not to exceed 64 sf combined.
All Commercial and Employment Zones	
Total Area of All Temporary Signs at Any One Time	Max. <u>30% of the building frontage.</u> 40 sf
Number of Signs	Unlimited except that the total sign area of all temporary signs (excludes the area of temporary window signs and wall banner signs) must not exceed <u>40 sf per business</u> shall not exceed 30% of the building frontage. Exception: Multi-tenant centers or offices — Max. 2 temporary wall banner signs per 150 linear feet of property frontage not to exceed 64 sf combined.

Notes:

1. The Zoning Administrator may grant, by Zoning Administrator Permit, an increase in the maximum total sign area for all temporary signs in these zones for public parks and recreation facilities, governmental facilities, public cultural facilities, and non-profit hospitals. See Section 17.100.090, Zoning Administrator Permit.

2. **Standards for Specific Temporary Signs.** Temporary signs must comply with the standards provided in Table 17.72.060.C-2: Standards for Specific Temporary Signs.

Table 17.72.060.C-2: Standards for Specific Temporary Signs				
Standards				
Temporary Sign Type ¹	Height (Max.)	Width (Max.)	Area (Max.)	Other Requirements
"sf" = square feet; "lf" = linear feet				
A-Frame Sign	4 ft	3 ft	6 sf	Only allowed in the Downtown zones. Max. 1 A-frame sign per business. Must be located within 15 ft of the building in which the business is located. May be located on a sidewalk, provided a minimum width of at least 4 ft allows for unimpeded pedestrian movement. Prohibited in residential zones. Only permitted during regular business hours. Must be professionally crafted and not constructed of molded vinyl or plastic.
				
Wall Banner	25 ft to top of banner	—	32 sf	Prohibited in residential zones. Must be mounted on a building wall or on T-posts or stakes installed ≤ 6 in from a wall on which the wall banner would be hung.
Window Sign	—	—	See Note 2	Must be placed no higher than first story windows. Inside mounting required. Not included in the total sign area for all temporary signs.
Yard Sign Type	—	4 ft	3 sf	All yard signs must be installed securely in the ground.
Yard Sign Type 2	—	6 ft	4 sf	
Yard Sign Type 3	—	6 ft	32 sf	
				

Notes:	
1.	Other temporary sign types may be allowed (e.g., fuel pump topper signs, wrap-around waste receptacles, or balloon bobbers), provided the maximum area limitation for all temporary signs is not exceeded.
2.	The area of temporary and permanent window signs combined (including signs constructed of perforated vinyl or painted on the window) is established in Table 17.72.050.C-12: Standards for Window Signs.
3.	All temporary signs associated with a model sales office for new subdivision or multifamily residential developments for sale or rent require approval of a Zoning Administrator Permit approval (see § 17.100.090, Zoning Administrator Permit).

§ 17.72.070. Standards for Nonconforming Signs.

Section 17.80.090, Nonconforming Signs, provides the standards and regulations for nonconforming signs.

§ 17.72.080. Enforcement.

- A. **Inspection.** Construction of all signs, and their attachment, is governed by the regulations of the Uniform Building Code, the Uniform Sign Code, and this chapter, as adopted by the City of Woodland and shall be inspected and approved by the Building Inspector.
- B. **Sign Removal.**
 - 1. **Unlawful Signs.** The Zoning Administrator may order the removal of any sign erected, altered, or maintained in violation of this chapter, the Uniform Building Code, or the Uniform Sign Code, in which case 30-day written notice shall be provided to the owner of the building, structure, or lot on which the sign is located requiring the removal of the sign or to bring it into compliance.
 - 2. **Dangerous or Defective Signs.** The Zoning Administrator may order the immediate removal of a sign without notification if, in his or her opinion, the condition of the sign presents an immediate threat to the safety of the public.
 - 3. **Abandoned Signs.** Any sign which no longer advertises the original business conducted, product sold, or activity conducted shall be deemed to have been abandoned. The Zoning Administrator shall give 30 days' written notice to the owner of the building, structure, or lot on which the sign is located to remove the sign.
- C. The provisions in this chapter shall be enforced by the City of Woodland Police Department, when applicable.
- D. Any Conditional Use Permit (see § 17.100.100, Conditional Use Permit) or Variance (see § 17.100.120, Variance) granted for a sign or signs shall become void if the sign is altered or relocated in any way which makes the sign in violation of the requirements of this chapter.
- E. **Penalties.** Failure to comply with the provisions of this chapter shall subject the owner to the penalties provided for in Chapter 17.128, Enforcement, of this Zoning Code.
- F. **Appeals.** Any person aggrieved by any decision or order of the Zoning Administrator may appeal to the Planning Commission unless such denial is based on violations of the Uniform Building Code,

the Uniform Sign Code, or the National Electrical Code. Denial for these reasons must be appealed to the Board of Building Appeals. Appeals shall be in writing and must be filed in the with the Zoning Administrator 10 days of the date of the decision or order which is being appealed. See § 17.96.160, Appeals.

§ 17.72.090. Severability.

If any section, sentence, clause, phrase, word, portion, or provision of the Chapter is held invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect, impair, or invalidate any other section, sentence, clause, phrase, word, portion, or provision of this chapter which can be given effect without the invalid provision. The invalidation of the application of any section, sentence, clause, phrase, word, portion, or provision of this chapter to a particular property or structure, or any particular properties or structures, by any court of competent jurisdiction shall not affect the application of such section, sentence, clause, phrase, word, portion or provision to any other property or structure not specifically included in said invalidation.

CHAPTER 17.76 PERFORMANCE STANDARDS

§ 17.76.010. Purpose and Applicability.

A. The purposes of this chapter are to:

1. 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.
2. Establish permissible limits and permit objective measurement of nuisances, hazards, and objectionable conditions;
3. Protect industry from arbitrary exclusion from areas of the City.

B. The standards of this chapter shall apply to all uses and properties existing in the City at the time of adoption of this Zoning Code. The standards established by this chapter are minimum requirements and shall not be construed to prevent the City Council, the Planning Commission, or the Director from imposing, as part of a project approval, specific conditions which may be more restrictive, in order to meet the intent of these regulations.

§ 17.76.020. Measurement of Impacts.

Measurements necessary for determining compliance with the performance standards of this chapter shall be taken at the property line of the establishment or use that is the source of a potentially objectionable condition, hazard, or nuisance.

§ 17.76.030. General Standards.

Land or buildings shall be used or occupied in a manner that does not create any dangerous, injurious, or noxious fire, explosive, or other hazard that would adversely affect the surrounding area.

§ 17.76.040. Electromagnetic Interference.

No use, activity, or process shall cause electromagnetic interference with normal radio and television reception in any residential zone, or with the function of other electronic equipment beyond the lot line of the site in which it is situated. All uses, activities, and processes shall comply with applicable Federal Communications Commission's regulations.

§ 17.76.050. Fire and Explosive Hazards.

All activities, processes, or uses involving the storage, use of, transportation, or production of products which, in the raw or finished state, constitute a flammable or explosive material (for example, flour milling or ~~nut-shell~~nutshell processing), or volatile extraction, shall be subject to approval by the Fire Department. All incineration is prohibited with the exception of those substances such as, but not limited to, chemicals, insecticides, hospital materials and waste products required by law to be disposed of by burning, and in those instances where the Fire Department deems it a practical necessity.

§ 17.76.060. Hazardous and Extremely Hazardous Materials.

The use, handling, storage, and transportation of hazardous and extremely hazardous materials shall comply with the provisions of the California Hazardous Materials Regulations and the California Fire and Building Codes, as well as the laws and regulations of the California Department of Toxic Substances Control and the County Environmental Health Agency. Activities, processes, and uses shall not generate or emit any fissionable or radioactive materials into the atmosphere, sewage system, or onto the ground.

§ 17.76.070. Heat and Humidity.

Uses, activities, and processes shall not produce any emissions of heat or humidity that cause distress, physical discomfort, or injury to a reasonable person, or interfere with the ability to perform work tasks or conduct other customary activities. In no case shall heat emitted by a use cause a temperature increase of more than five degrees Fahrenheit on another property.

§ 17.76.080. Light and Glare.

- A. **Glare.** All lighting, reflective surfaces, mechanical or chemical processes, or any other sources of illumination shall be designed and located in a manner that produces no glare visible on public streets or on any other parcel. Glare or heat reflected from building materials shall be mitigated so as to not disrupt surrounding properties.
- B. **Lighting.** Lights shall be of the minimum illumination necessary for a given application and shall be placed to deflect light away from adjacent properties and public streets, and to prevent adverse interference with the normal operation or enjoyment of surrounding properties. Lights 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.
 - 1. Except for public ~~street lights~~ **streetlights** or stadium lights, no light or combination of lights or activity shall cast light onto a residentially zoned property, or any property containing residential uses, exceeding one-half foot-candle.

§ 17.76.090. 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, the State Water Resources Control Board, and any other applicable laws.

- A. **Discharges to Water or Sewers.** 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. Liquids or solids of any kind shall not be discharged, either directly or indirectly, into a public or private body of water, sewage system, watercourse, or into the ground. No exceptions are allowed unless in accordance with applicable regulations of the various local and state agencies having jurisdiction over such activities.
- B. **Solid Wastes.** Solid wastes shall be handled and stored so as to prevent nuisances, health, safety, and fire hazards; and to facilitate recycling.

- C. **Containment.** Waste shall be handled and stored to prevent nuisances, health, safety, and fire hazards, and to facilitate recycling. Material, including, but not limited to, paper products, plastic, dirt, sand, lime, seed, bran, chaff, wood refuse, and other readily transportable compounds, shall be contained in a way it cannot be tracked or carried by wind off site or dissolved into a water system. Closed containers shall be provided and used for storage of any materials which by their nature are combustible, volatile, dust, or odor producing or edible or attractive to rodents, vermin, or insects.
- D. **Incineration.** There shall be no refuse incineration on the premises.

§ 17.76.100. Odors, Particulate Matter, and Air Contaminants.

- A. **Odors.** 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.
- B. **Dust or Particulates.** Uses, activities, and processes shall not operate in a manner that emits excessive dust, fumes, smoke, or particulate matter. No dust or particulate matter shall be emitted that is detectable at zone boundary lines or property lines by a reasonable person without instruments. Exhaust air ducts shall be located or directed away from abutting properties zoned R-1, N-P, R-LM, R-M, or R-H.
- C. **Sources of Air Emissions.** Sources of air emissions shall comply with regulations established by the Environmental Protection Agency (Code of Federal Regulations, Title 40), the California Air Resources Board, and the Yolo-Solano Air Quality Management Control District (YSAQMD). The City shall consult with YSAQMD to determine which uses shall be equipped with emission-control devices or measures to preclude fugitive dust and particulate emissions from the site. Such devices or measures shall be approved by YSAQMD prior to issuance of a Building Permit or other approval authorizing construction activities. All devices shall be maintained by the owner.

§ 17.76.110. Noise.

Applicants for proposed projects may be required to provide evidence that all 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. Standards deemed "normally acceptable" are established in in Table 8-5: Land Use Noise Compatibility Standards of the General Plan.

A. Standards.

- 1. **Sources.** Table 8-6: Noise Level Performance Standards for New Projects and Existing Non-Transportation Sources, of the General Plan, provides noise level performance standards that apply to the noise sources themselves for new projects and existing non-transportation sources.
- 2. **Exposure.** Table 8-7: Maximum Allowable Noise Exposure from Transportation Sources, of the General Plan, provides the maximum allowable noise exposure from transportation related (i.e., non-aircraft) noise sources.
- B. **Acoustic Study.** An acoustic study shall be required for any proposed project which could create or be subject to noise exposure that exceed the levels established in General Plan Table 8-6: Noise Level Performance Standards for New Projects and Existing Non-Transportation Sources, and Table 8.7:

Maximum Allowable Noise Exposure from Transportation Sources.

- C. **Noise Attenuation Measures.** Any project subject to the acoustic study requirements of subsection B, Acoustic Study, may be required to incorporate noise attenuation measures deemed necessary to ensure compliance with established noise standards.
1. New noise sensitive uses (e.g., schools, hospitals, churches, and residences) shall incorporate noise attenuation measures to achieve and maintain an interior noise level within those established in Table 8-7: Maximum Allowable Noise Exposure from Transportation Sources, of the General Plan.
 2. Noise attenuation measures identified in an acoustic study shall be incorporated into the project to reduce noise impacts to satisfactory levels.
 3. Emphasis shall be placed upon site planning and project design measures. The use of noise barriers may be required only after all feasible design-related noise measures have been incorporated into the project.

§ 17.76.120. Vibration.

No vibration shall be produced that is transmitted through the ground and is discernible without the aid of instruments by a reasonable person at the lot lines of the site. 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.

- A. **Development Near Railroads.** A vibration study shall be required for any proposed development within 200 feet of a railroad track. Measures may be required to ensure that vibration impacts remain below acceptable levels.
- B. **Exemptions.** 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.

§ 17.84.030. Accessory Dwelling Units.

- A. **Purpose.** The purpose of this section is to provide reasonable regulations for the development of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in certain areas and on lots developed or proposed to be developed with single-family residential dwellings, duplexes, and multiple-family units dwellings. Such accessory dwelling units contribute needed housing to the community's housing stock and promote housing opportunities for the persons wishing to reside in the City. In addition, the regulations in this section are intended to promote the goals and policies of the City's General Plan and comply with requirements codified in the State Planning and Zoning Law related to accessory dwelling units in residential areas, including Chapter 13 of Division 1 of Title 7 of the California Government Code. ~~California Government Code §§ 65852.2 and 65852.22.~~
- B. **Effect of Conforming Accessory Dwelling Unit.** An accessory dwelling unit that conforms to this section shall:
1. Be deemed an accessory use and shall not be considered to exceed the allowable density for the lot upon which it is located;

2. Be deemed a residential use that is consistent with the General Plan and the zoning designations for the lot on which the ADU or JADU is located;
3. Not be considered in the application of any local ordinance, policy, or program to limit residential growth;
4. Not be considered a new residential use for the purposes of calculating connection fees or capacity charges for utilities, including water and sewer service; and
5. Not be required to correct a nonconforming zoning condition, as defined in Section 17.84.030.C.6, Definitions, below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code § 17980.12.

C. Definitions.

"Accessory dwelling unit (ADU)" means a residential dwelling unit that is either attached to, or located within, the proposed or existing primary dwelling(s), including attached garages, storage areas or similar uses, or an accessory structure detached from the proposed or existing primary dwelling(s) and located on the same lot as the proposed or existing primary dwelling(s), including detached garages and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes:

1. An efficiency unit, as defined in California Health and Safety Code § 17958.1; and
2. A manufactured home, as defined in California Health and Safety Code § 18007.

"Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances.
 - a. A food preparation counter or counters that are of reasonable size in relation to the size of the junior accessory dwelling unit; and
 - b. Food storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

"Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:

1. Is no more than 500 square feet in size;
2. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family structure;
3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;
4. If the unit does not include its own separate bathroom, then it shall contain an interior entrance to the main living area of the existing or proposed single-family structure to allow bathroom access from the main house, in addition to an exterior entrance that is separate from the main entrance to the primary dwelling; and

5. Includes an efficiency kitchen, as defined in subsection C.3, Definitions.

"Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

- D. **Locations Permitted.** Accessory dwelling units and junior accessory dwelling units are permitted in all zones that allow for any single-family or multifamily residential uses, including the downtown and corridor mixed-use districts if they allow for any residential use.

- E. **Approvals.** Before constructing an ADU or converting an existing structure or portion of an existing structure or residence to an ADU or JADU, the applicant shall obtain permits in accordance with the requirements of this Section.

1. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.
2. **Building Permit Only Approval.** An applicant shall not be required to submit an application for an ADU Permit under subsection E.3, ADU Permit Review, and may instead seek Building Permit (see Section 17.100.130, Building Permit) only approval for an ADU or JADU, or both, where the proposal satisfies the requirements of California Government Code § ~~65852.2~~ 66323, as the same may be amended from time to time, the California Building Standards Code, as amended by the City, and any other applicable laws. The following are categories of ADUs and JADUs that shall be approved under this subsection E.2, Building Permit Only Approval:
 - a. *Converted Space or Structure on Single-Family Lot.* Only one ADU as described in this subsection E.2.a, Converted Space or Structure on Single-Family Lot, and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:
 - i. Is either within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress;
 - ii. Has exterior access that is independent of that for the single-family dwelling;
 - iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and

- iv. The JADU complies with the requirements of California Government Code ~~§ 66333 through 66339~~ 65852-22.
- b. *Limited Detached on Single-Family Lot.* One detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection E.2.a, Converted Spaced or Structure on Single-Family Lot, above), if the detached ADU satisfies the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet.
 - ii. The total floor area is 800 square feet or smaller.
 - iii. The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height, below.
- c. *Converted on Multifamily Lot.* One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages:
 - i. If each converted, ADU complies with state building standards for dwellings.
 - ii. At least one converted ADU is allowed within an existing multifamily dwelling structure, but the number of ADUs created under this subsection E.2.c, Converted on Multifamily Lot, may not exceed 25% of the existing multifamily dwelling units.
- d. *Limited Detached on Multifamily Lot.* No more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot that has an existing multifamily dwelling if each detached ADU satisfies the following limitations:
 - i. The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the City will not require any modification to the multifamily dwelling as a condition of approving the ADU.
 - ii. ~~The total floor area is 800 square feet or smaller.~~
 - iii. ii. The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height.
 - iv. iii. If the lot has an existing multifamily dwelling, the quantity of detached ADUs ~~does~~ shall not exceed the number of primary dwelling units on the lot.

3. **ADU Permit Review.**

- a. The Director or designee shall administratively (ministerially) review and approve an ADU permit application filed pursuant to subsection E.5, Application Requirements and shall not require a public hearing, provided that the submitted application is complete and that the ADU complies with the requirements contained in that section and any other applicable law.
- b. Except as allowed under subsection E.2, Building Permit Only Approval, no ADU may be created without a Building Permit (see Section 17.100.130, Building Permit) and an ADU permit in compliance with the standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements.
- c. ~~Discretionary~~ Additional review for an ADU permit application is required as a result of noncompliance with standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements, and shall be subject to the review requirements in subsection ~~E.7.1, Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures~~ ADUs That Do Not Qualify for

4. ADU Permit Application Process and Timing.

- a. The City must approve or deny an application to create an ADU or JADU within 60 days from the date that the City receives a completed application. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless the following:
 - i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay; or
 - ii. If the permit application to create an ADU or JADU is submitted with an application to create a new single-family or multifamily dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
- b. If the City denies an application to create an ADU or JADU, the City must provide the applicant with comments that include, among other things, a list of all defective or deficient items and a description of how the application may be remedied by the applicant. Notice of denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection E.4.a.
- c. A permit to demolish a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

5. Application Requirements.

- a. Applications for an accessory dwelling unit permit shall be made in writing by the property owner or his or her authorized agent, on forms provided by the Community Development Department, and accompanied by such data and information as may be necessary to fully describe the request including:
 - i. Name and address of the applicant.
 - ii. Owner-Builder Acknowledgment and Information Verification Form.
 - iii. Assessor's parcel number(s) of the property.
 - iv. Plot Plan (drawn to scale) in sufficient detail to clearly describe:
 - (A) Physical dimensions of the property.
 - (B) Location and dimensions of all existing and proposed structures, walls, and fences.
 - (C) Location and dimensions of all existing and proposed easements, drainage structures, and utilities.
 - (D) Location, dimensions, and names of all adjacent roads, whether public or private.
 - (E) Setbacks.
 - (F) Existing and proposed methods of circulation, including ingress and egress, driveways, parking areas, and parking structures.
 - (G) A narrative description of architectural treatments proposed for the ADU.

- v. *Floor Plans.* Complete floor plans of both existing and proposed conditions shall be provided. Each room shall be dimensioned and resulting floor area calculation included. The use of each room shall be labeled. The size and location of all doors, closets, walls, and cooking facilities shall be clearly depicted. For an attached ADU, the plans must include the primary dwelling as well.
- vi. Elevations of all sides of the exterior structure and show all exterior structures, all architectural projections, and all openings for both the primary residence and the proposed ADU including building dimensions, and material call outs.
- vii. A color and materials sample board as requested by the Director.
- viii. Color photographs of the exterior of the primary residence as requested by the Director.
- ix. *Construction Management Plan.* Construction hours and staging to minimize impacts on surrounding residential properties, as requested by the Director.
- b. The filing and review fee shall be as prescribed by City Council resolution or ordinance. The City may charge a fee to reimburse it for costs incurred in processing ADU permits, including the costs of adopting or amending the City's ADU ordinance.

6.1. ADUs and Discretionary Approval.

- ~~a. Any proposed ADU or JADU that does not conform to the objective standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements, may be allowed by the City with a Zoning Administrator Permit in accordance with Section 17.100.090, Zoning Administrator Permit and Section 17.92.020.D, Zoning Administrator. If required, a noticed public hearing shall be held in accordance with Section 17.96.080, Public Notice and Section 17.96.090, Conduct of Public Hearing.~~
 - ~~i. Applies to ADUs over 1,000 square feet and/or three bedrooms.~~
 - ~~ii.i. The maximum size of an ADU subject to this subsection E.6, ADUs and Discretionary Approval is 1,200 square feet, or three bedrooms.~~
- ~~b.a. Findings. Before approval of the Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) granting the exception, the Zoning Administrator shall find that:~~
 - ~~i. The exterior design of the accessory dwelling unit is in harmony with, and maintains the scale of, the neighborhood;~~
 - ~~ii.i. If an exception to parking requirements is requested, the exception will not result in excessive parking congestion;~~
 - ~~iii.i. The site plan provides adequate open space usable and useful for both the accessory dwelling unit and the primary residence;~~
 - ~~iv.i. Where applicable, open space and landscaping provides for privacy and screening of adjacent properties;~~
 - ~~v.i. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, noise, light air, solar access, or parking of adjacent properties; and~~
 - ~~vi.i. Windows that impact the privacy of the neighboring side or rear yard have been minimized. Major windows, access stairs, entry doors and decks are generally limited to the walls facing the primary residence or the alley, if applicable.~~

~~7.1. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.~~

- ~~a. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, Building Code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.~~

~~b.a. Unpermitted ADUs and JADUs Constructed Before 2020.~~

- ~~i. Permit to Legalize. As required by State law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:~~

~~(A) The ADU or JADU violates applicable building standards; or~~

~~(B)(A)The ADU or JADU does not comply with the State ADU or JADU law (California Government Code § 65852.2) or this section.~~

~~ii.i. Exceptions.~~

~~(A) Notwithstanding subsection E.7.b.i, Permit to Legalize, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code § 17920.3.~~

~~(B)(A)Subsection E.7.b.i, Permit to Legalize does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code § 17920.3.~~

- F. **General ADU and JADU Requirements.** The following requirements apply to all ADUs and JADUs that are approved under Subsection 17.84.030.E.2, Building Permit Only Approval, or Subsection 17.84.030.E.3, ADU Permit Review:

1. **Zoning.**

- a. An ADU or JADU subject only to a Building Permit under subsection E.2, Building Permit Only Approval, may be created on a lot in a Residential or Mixed-Use zone.
- b. An ADU or JADU subject to an ADU permit under subsection E.3, Height ADU Permit Review, may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

2. **Height.**

- a. Except as otherwise provided by subsection F.2.b, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed 16 feet in height.
- b. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.
- c. An ADU that is attached to the primary dwelling may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling and a separate ingress and egress is provided. A height of 25 feet or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower shall apply to an ADU attached to a primary dwelling. Notwithstanding the foregoing, ADUs subject to this subsection F.2.c, may not exceed two stories.
- d. An ADU above a detached structure located contiguous to an alley may be up to 25 feet in

height.

- e. For purposes of this subsection F.2, Height, height is measured above existing legal grade to the peak of the structure.

3. **Fire Sprinklers.**

- a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.
- b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

4. **Rental Term.** No ADU or JADU may be rented for a term that is shorter than 30 days, except for one unit per parcel in zones where short-term rentals are allowed, subject to approval through a Zoning Administrator Permit and the requirements in Section 17.84.340, Short-Term Rentals. This prohibition applies regardless of when the ADU or JADU was created.

5. **No Separate Conveyance.** An ADU or JADU may be rented, except as otherwise provided in Government Code § ~~65852.26~~66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

6. **Owner Occupancy.**

- a. ADUs are not subject to owner occupancy requirements.
- b. As required by State law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

7. **Building and Construction.**

- a. All ADUs and JADUs must comply with all local Building Code requirements.
- b. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- c. *No Change of Occupancy.* Construction of an ADU does not constitute a Group R occupancy change under the local Building Code, as described in the California Building Code § 310, unless the Building Official or Code Enforcement Division makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection prevents the City from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

8. **Deed Restriction.** Prior to issuance of a Building Permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the City and must provide that:

- a. ~~Except as otherwise provided in Government Code § 65852.26, the ADU or~~ The JADU may not be sold separately from the primary dwelling.
- b. ~~The ADU or~~ JADU is restricted to the approved size and to other attributes and applicable ~~ADU and~~ JADU requirements and standards.

- c. The deed restriction runs with the land and may be enforced against future property owners.
 - d. The deed restriction may be removed if the owner eliminates the ~~ADU or JADU~~, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the ~~ADU or JADU~~ has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the ~~ADU or JADU~~ has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the ~~ADU or JADU~~ is not entirely physically removed but is only eliminated by virtue of having a necessary component of an ~~ADU or JADU~~ removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
 - e. The deed restriction is enforceable by the Director or designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ~~ADU or JADU~~ in violation of the recorded restrictions or abatement of the illegal unit.
9. ***Income Reporting.*** In order to facilitate the City's obligation to identify adequate sites for housing in accordance with Government Code §§ 65583.1 and ~~65852.2~~ 66330, the following requirements must be satisfied:
- a. With the Building Permit application, the applicant must provide the City with an estimate of the projected annualized rent that will be charged for the ADU or JADU. See § 17.100.130, Building Permit.
 - b. By January 30 of each year after initial Building Permit issuance, the owner shall report the actual rent charged for the ADU or JADU during the prior year. If the City does not receive the report within the 90-day period, the City shall send a request for information to the owner.
- G. ***Specific ADU and JADU Requirements.*** The following requirements apply only to ADUs that require an ADU permit under subsection E.3, ADU Permit Review.
1. ***Maximum Size.***
- a. The maximum size of a detached or attached ADU subject to this subsection G.1, Maximum Size, is 1,000 square feet. ~~No more than two bedrooms are allowed.~~
 - i. An ADU over 1,000 square feet ~~or three bedrooms~~ shall be subject to Zoning Administrator review as provided in subsection ~~E.6J~~, ADUs That Do Not Qualify for Ministerial Approval ~~ADUs and Discretionary Approval~~.
 - ii. No ADU shall exceed 1,200 square feet per subsection 1.1.b ~~E.6.a.ii~~.
 - b. An attached ADU that is created on a lot with an existing primary dwelling shall not exceed 50% of the existing floor area of the primary dwelling.
 - c. Exception. Application of other development standards such as size based on a percentage of the proposed or existing primary dwelling, FAR, lot coverage, front setbacks, minimum lot size, or open-space requirements for an attached or detached ADU may not require ~~the~~ an ADU that meets all the requirements of subsection 17.84.030.F, General ADU and JADU Requirements, to be less than 800 square feet or prevent the development of an 800 square-foot ADU on a qualifying lot.
2. ***Parking—General Requirement.*** Accessory dwelling units must meet the following parking standards.

- a. One off-street parking space is required for an ADU that is approved under subsection E.3, ADU Permit Review.
- b. Parking configuration, if required:
 - i. The required parking spaces may be located in setback areas or tandem parking on an existing driveway unless specific findings are made under subsection G.2.b.ii.
 - ii. Parking arrangements in subsection G.2.b.i, are not permitted if the Director (or designee) makes specific findings that such parking arrangements are not feasible based upon specific site or regional topographical or fire or life safety conditions.
- c. *Exceptions.* Parking standards shall not be imposed on an ADU in any of the following circumstances:
 - i. The ADU is located within one-half mile walking distance of public transit, including a public bus stop, bus station or transit station that charge set fares, run on fixed routes, and are available to the public.
 - ii. The ADU is located within an architecturally and historically significant historic district.
 - iii. The ADU is part of the existing primary residence or an existing accessory structure under subsection E.2.a, Converted Space or Structure on Single-Family Lots.
 - iv. When on-street parking permits are required but not offered to the occupant of the ADU.
 - v. When there is an established car share vehicle stop located within one block of the ADU.
 - vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided the ADU or the lot satisfies any other criteria listed in parking exception subsections G.2.c.i through v.
- d. *No Replacement.* When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

3. **Setbacks.**

- a. An ADU that is subject to this subsection must conform to a 20-foot front yard setback, or the front setback imposed by the underlying zone, whichever is greater, except as otherwise allowed under subsection 17.84.030.G.1(c).
- b. An ADU that is subject to this subsections G, Specific ADU and JADU Requirements must conform to four-foot side- and rear-yard setbacks.
- c. *Alley Adjacent ADUs Adjacent to Nonresidentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or nonresidentially zoned property may be zero feet. Parking provided off the alley shall maintain a 24-foot back-out, which includes the alley.
- d. *Garage and Accessory Building Conversion.* No setback shall be required for a legally established, existing garage or accessory building that is converted to an ADU, provided the structure is not expanded under subsection E.2.a.i. Any expansion of the structure under subsection E.2.a.i is subject to side and rear setbacks of four feet.
- e. *Addition Over a Garage.* The four-foot minimum side and rear setback requirement of subsection G.3.b shall apply to the newly constructed portion of an ADU constructed

above a legally established existing garage.

- f. *Roof Decks.* All roof decks along the project perimeter and abutting residential uses shall be stepped back a minimum of five feet from the roof edge and a minimum of eight feet from the property line and shall include a minimum 42-inch solid rail or parapet, so that they are oriented away from and screened to prevent direct views of abutting residential neighbors. Roof decks facing/adjacent to a right-of-way or alley are not required to be stepped back.

4. ***Lot Coverage.***

- a. No ADU subject to this subsection G, Specific ADU and JADU Requirements may cause the total lot coverage of the single-family lot to exceed 50%, except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four-foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.
- b. *Rear Yard Coverage.* An ADU shall not result in more than 30% rear yard coverage as measured from the rear wall of the primary residence to the rear property line (or as measured from the average distance of the rear wall from the rear property boundary if the rear wall does not follow a straight line). Except that an ADU that is 800 square feet or less, not more than 16 feet in height, and compliant with a minimum four-foot side and rear setback, shall be considered consistent with all City development standards, irrespective of any other Municipal Code limitations governing lot coverage, floor area ratio, and open space.

5. ***Architectural Requirements.***

- a. The materials and colors of the exterior walls, roof, and windows and doors must match ~~or be harmonious with the appearance and~~ the architectural design of the primary dwelling.
- b. The exterior lighting must be limited to down-lights or as otherwise required by the Building or Fire Code.
- c. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- d. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.
- e. Windows and doors of the ADU may not have a direct line of sight to an adjoining residential property. Fencing, landscaping, or privacy glass may be used to provide screening and prevent a direct line of sight.
- f. All second-story windows and doors in a second unit that are less than 30 feet from a property line that is not a right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and for doors) utilize frosted or obscure glass.
- g. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- h. A garage converted to an accessory dwelling unit shall include removal of garage door(s) which shall be replaced with architectural features, including walls, doors, windows, trim and accent details.
- i. The architectural treatment of an ADU to be constructed on a lot that has an identified historical resource listed on the Federal, State, or local register of historic places must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.***

- a. Evergreen landscape screening must be planted and maintained between the ADU and adjacent parcels when there is direct adjacency of the ADU to an existing primary dwelling on an adjacent parcel in which there is no screening as follows:
 - i. At least one five-gallon size plant shall be provided for every five linear feet of exterior wall.
 - ii. As an alternative, a solid fence of at least six feet in height may be installed along a side or rear yard in compliance with fencing standards.
- b. All landscaping must be drought-tolerant.

7. ***Other.***

- a. The ADU and primary dwelling must use the same driveway to access the street, unless otherwise required for fire-apparatus access, as determined by the fire authority.
- b. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
- c. Each parking space that is provided in an enclosed garage shall be at least 10 feet wide and 20 feet long and have at least seven and one-half feet vertical clearance.

H. **Fees.** The following requirements apply to all ADUs that are approved under subsections E.2, Building Permit Only Approval, and E.3, ADU Permit Review.

1. ***Impact Fees.***

- a. For purposes of this subsection, "impact fee" means a "fee" under the Mitigation Fee Act (California Government Code § 66000(b)) and a fee under the Quimby Act, California Government Code § 66477. "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.
- b. No impact fee is required for an ADU or JADU that is less than 750 square feet in size.
- c. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the primary dwelling, divided by the floor area of the ADU, times the typical fee amount charged for a new dwelling).

I. ADUs That Do Not Qualify for Ministerial Approval.

1. Any proposed ADU or JADU that does not conform to the objective standards set forth in subsections F, General ADU and JADU Requirements, and G, Specific ADU and JADU Requirements, herein, and thus does not qualify for ministerial approval under subsection E.2, Building Permit Only Approval or E.3, ADU Permit Review, may be allowed by the City with a Zoning Administrator Permit in accordance with Section 17.100.090, Zoning Administrator Permit and Section 17.92.020.D, Zoning Administrator. If required, a noticed public hearing shall be held in accordance with Section 17.96.080, Public Notice and Section 17.96.090, Conduct of Public Hearing.

a. Applies to ADUs over 1,000 square feet and/or three bedrooms.

b. The maximum size of an ADU subject to this subsection I.E.6, ADUs That Do Not Qualify for Ministerial Approval, and Discretionary Approval is 1,200 square feet, or three bedrooms.

2. Findings. Before approval of the Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) granting the exception, the Zoning Administrator shall find that:

- a. The exterior design of the accessory dwelling unit is in harmony with, and maintains the scale of, the neighborhood;
- b. If an exception to parking requirements is requested, the exception will not result in excessive parking congestion;
- c. The site plan provides adequate open space usable and useful for both the accessory dwelling unit and the primary residence;
- d. Where applicable, open space and landscaping provides for privacy and screening of adjacent properties;
- e. The location and design of the accessory unit maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, noise, light air, solar access, or parking of adjacent properties; and
- f. Windows that impact the privacy of the neighboring side or rear yard have been minimized. Major windows, access stairs, entry doors and decks are generally limited to the walls facing the primary residence or the alley, if applicable.

J. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.

1. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, Building Code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

2. Unpermitted ADUs and JADUs Constructed Before 2020.

a. Permit to Legalize. As required by State law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:

i. The ADU or JADU violates applicable building standards; or

ii. The ADU or JADU does not comply with the State ADU or JADU law (California Government Code § 65852.2) or this section.

b. Exceptions.

i. Notwithstanding subsection J.2.a, ~~E.7.b.i, Permit to Legalize~~, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code § 17920.3.

ii. Subsection J.2.a, ~~E.7.b.i, Permit to Legalize~~ does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code § 17920.3.

d.

2. ~~Utility Fees and Connection.~~

a. ~~If an ADU is constructed with a new single family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required pursuant to Government Code~~

§ 65852.2(f)(4) and (f)(5).

- b. ~~Except as described in subsection H.2.a, converted ADUs on a single family lot that are created under subsection E.2.a, Converted Space or Structure on Single Family Lot are not required to have a new or separate utility connection directly between the ADU and the utility, nor is a connection fee or capacity charge required.~~
- c. ~~Except as described in subsection H.2.a, all ADUs that are not covered by subsection H.2.b, require a new, separate utility connection directly between the ADU and the utility.~~
 - i. ~~The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU based on either the floor area or the number of drainage fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.~~
 - ii. ~~The portion of the fee or charge that is charged by the City may not exceed the reasonable cost of providing this service.~~

§ 17.84.060. Alcoholic Beverage Sales.

- A. **Purpose.** Establishments which serve alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication, and disturbances. All establishments selling alcoholic beverages are reviewed by the City. The following provisions provide minimum development standards for alcoholic beverage sales. These standards are designed to provide for the appropriate development of alcoholic beverage sales and to protect the health, safety, and welfare of residents by further awareness of laws relative to drinking.
- B. **Public Convenience and Necessity.**
1. Any person whose application for an on-sale or off-sale alcohol license is required by the Alcoholic Beverage Control Board of the State of California (ABC) to be subject to a determination of public convenience or necessity (PCN determination) by the City, shall apply to the City for a determination of whether public convenience or necessity would be served by the granting of such license. Refer to the PCN review requirements below in subsection C, Requirements for On-Sale Liquor Establishments.
 2. Such application shall be on forms provided by the City and contain such information as required by the City and shall be accompanied by payment of a fee.
 3. The PCN application shall include a written statement from the applicant demonstrating, by substantial evidence, that the public convenience or necessity would be served by the issuance of the license from the ABC. See subsection G, Review of PCN Applications.
- C. **Requirements for On-Sale Liquor Establishments.**

1. **Permit Required.** Unless otherwise specified, restaurants with alcohol sales, bars, nightclubs, and lounges, and alcoholic beverage retail sales establishments, shall not be established without first securing a Conditional Use Permit (see § 17.100.100, Conditional Use Permit) as required in the applicable base zone.
 - a. **Exceptions.** The following uses do not require a Conditional Use Permit:
 - i. Veterans' clubs and fraternal organizations.
 - ii. Full-service restaurants, defined as having gross receipts for food constituting 51% of all sales, that do not sell alcohol past 10:00 p.m.
 - iii. Membership organizations and clubs that are restricted to members and guests only.
 - iv. Non-profit temporary licenses.
 - v. One-day on-sale licenses pursuant to California Business and Professions Code § 24045.1.
 - vi. Hotels or motels that offer complimentary drinks to their guests.
2. **Operational Statement Required.** Applicants shall submit an operational statement which shall include, but not be limited to the following:
 - a. Information as to persons doing business under fictitious names, members of partnerships, and officers of corporations or associations.
 - b. Exhibits that include a site plan and floor plan.
 - c. An evacuation plan in case of emergency (bars and nightclubs).
 - d. Hours of operation.
 - e. Security plan (including efforts to ensure that the parking area is monitored to prohibit loitering and crowding and line control).
3. **Development Standards.** The following standards apply to all on-sale liquor establishments.
 - a. **Parking Areas.** The designated parking area shall be oriented away from residences as much as possible and shall be clearly shown on the site plan.
 - b. **Noise.** Noise levels shall be monitored to ensure compliance with all applicable noise standards.
 - c. **Security.** The Police Department shall review security measures for each application, and measures shall be based upon the function of the establishment as described in the operational statement. Additional and/or security measures such as reduced hours of operation, security guards, door monitors, alarm systems, may be required if nuisance or related problems are demonstrated to occur as a result of business practices or operations.
 - d. **Loitering.** The owner and/or proprietor and/or operator of the establishment is responsible to provide supervision to prevent loitering in the immediate vicinity of the establishment.
 - e. **Tasting Rooms.**
 - i. The tasting room use will be accessory to a restaurant or retail sales facility.

- ii. Outdoor dining and seating may be conducted as an accessory use located on the same parcel, on a contiguous adjacent parcel, or on a public right-of-way immediately adjacent to the tenant space subject to a City-issued encroachment permit.
 - iii. Outdoor dining and seating shall comply with all applicable adopted City design standards. See § 17.84.270, Outdoor Display, Sales, and Dining.
 - iv. No structure or enclosure to accommodate the storage of trash or garbage shall be erected or placed on, adjacent to, or separate from the public sidewalk or right-of-way. Outdoor dining shall remain clear of litter at all times.
 - v. The hours of operation of the outdoor dining and seating shall be limited to the hours of 8:00 a.m. and 10:00 p.m. If open later than 10:00 p.m. and/or within 500-feet of a residential use, a Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit) is required, in compliance with Table 17.84.060.C-1: Separation of Use and Time Standards for On-Sale Liquor Establishments Outside of the Downtown.
 - vi. Products offered for tasting and sale may include wine, beer, olive oil, cheese, and or other specialty retail products.
 - vii. Outdoor events would be subject to a City-issued Special Event Permit.
4. ***Separation of Use and Time Standards Outside of the Downtown.*** Table 17.84.060.C-1: Separation of Use and Time Standards for On-Sale Liquor Establishments Outside of the Downtown identifies the separation from residential uses and serving time requirements for all on-sale liquor establishments outside of the Downtown zones.

Table 17.84.060.C-1: Separation of Use and Time Standards for On-Sale Liquor Establishments Outside of the Downtown		
Use ¹	Time to Stop Sales or Service of Alcohol	Separation From Residential ²
Restaurant, Indoor Dining (should a restaurant seek to stay open after 10:00 p.m. it shall require additional use permit review and be subject to separation standards for a bar) ³	10:00 p.m.	N/A
Outdoor Dining (should the outdoor dining be proposed to be open after 10:00 p.m. or be within 500-ft of a residential use or zone, a Zoning Administrator Permit is required)	10:00 p.m.	N/A if closed by 10:00 p.m.; 500 feet if open after 10:00 p.m.
Tasting Room (should a tasting room seek to stay open after 10:00 p.m., or serve alcoholic beverages other than beer and wine, it shall require additional use permit review and be subject to separation standards for a bar)	10:00 p.m.	N/A
Bar	2:00 a.m.	500 feet

Table 17.84.060.C-1: Separation of Use and Time Standards for On-Sale Liquor Establishments Outside of the Downtown		
Use¹	Time to Stop Sales or Service of Alcohol	Separation From Residential²
Nightclub (whether or not they serve alcoholic beverages)	2:00 a.m.	500 feet

Notes:

- ¹ Subject to base zone requirements and performance standards.
- ² Minimum horizontal distance measured between the building, or portion of the building, occupied by the alcohol use, and the closed property line of the planned or zoned residential use, not including a residential portion of a vertical missed-use development or project.
- ³ Multiple uses on site, as example, a restaurant that becomes a nightclub after a set time, may have separate permit for the specific uses.

D. Requirements for Off-Sale Liquor Establishments.**1. Applicability.****a. New or Expanded Use.**

- i. Any proposed new establishment or existing establishment that requests to expand their alcohol or business license type(s), reinstate their alcohol or business license(s) after an expiration or revocation, extend their hours of operation, or expand their floor area, shall obtain a Zoning Administrator Permit (see Section 17.100.090, Zoning Administrator Permit) or Conditional Use Permit (see Section 17.100.100, Conditional Use Permit) as provided for in the zone- specific use regulations issued in compliance with the standards of this section.
- ii. A modification to an existing establishment shall not be approved when a condition exists that has caused or resulted in repeated activities that are harmful to the health, peace, or safety of persons residing or working in the surrounding area.

2. Development Standards.

- a. *Concurrent Sale of Fuels and Off-Sale Liquor Establishments.* The following additional standards shall apply to the concurrent sale of motor vehicle fuels and beer and wine for off-premises consumption:
 - i. Only beer and wine may be sold;
 - ii. The owner of each location and the management at each location shall educate the public regarding driving under the influence of intoxicating beverages, minimum age for purchase and consumption of alcoholic beverages, driving with open containers and the penalty associated with violation of these laws. In addition, the owner shall provide health warnings about the consumption of alcoholic beverages. This educational requirement may be met by posting prominent signs, decals, or brochures at points of purchase. In addition, the owner and management shall provide adequate

training for all employees at the location as to these matters;

- iii. No displays related to alcoholic beverages shall be located within five feet of any building entrance or checkout counter;
 - iv. Cold beer or wine shall be sold or displayed in the main, permanently affixed electrical coolers only;
 - v. No advertising related to alcoholic beverages shall be located on gasoline islands; and no lighted advertising for beer, wine, or other alcoholic beverages shall be located on the exterior of buildings or within window areas;
 - vi. Employees selling beer and wine between the hours of 10:00 p.m. and 2:00 a.m. shall be at least 21 years of age; and
 - vii. No sale of alcoholic beverages shall be made from a drive-in window.
- b. *General Standards for Off-Sale Facilities.*
- i. Lighting. The exterior of the premise, including adjacent public sidewalks and all parking lots under the control of the establishment, shall be illuminated during all hours of darkness during which the premises are open for business in a manner so that persons standing in those areas at night are identifiable by law enforcement personnel. Exterior lighting of the parking lot shall be kept at an intensity of at least one foot-candle. However, required illumination shall be placed and/or shielded in a way that minimizes light and glare on adjacent residences or sensitive uses.
 - ii. Litter and Graffiti.
 - (A) Trash and recycling receptacles, that meet City design standards, shall be provided by public entrances and exits from the building.
 - (B) The owner or operator shall provide for daily removal of trash, litter, and debris from the premises and on all abutting sidewalks within 20 feet of the premises.
 - (C) The owners or operator shall remove graffiti within 48 hours.
 - iii. Location.
 - (A) No off-sale liquor establishment outside of the Downtown shall be maintained within 500 feet of any other establishment where alcoholic beverages are sold for both off-site and on-site consumption or such consideration points as schools (public and private), established churches or other place of worship, hospitals, convalescent homes, public parks, and playgrounds and/or other similar uses. The distance of 500 feet shall be measured between the nearest entrances used by patrons of such establishments along the shortest route to other establishments, or to the nearest property line of any of the above referenced consideration points.
 - (B) No off-sale liquor establishment may lead to a grouping of more than four establishments within a 1,000 foot radius.
 - (C) Establishments shall not be located in areas of undue concentration, or areas of high crime, as defined by the California Business and Professions Code

§ 23958.4(a)(1) and (2), and as determined by the Department of Alcoholic Beverage Control, unless a determination of public convenience or necessity (PCN) is approved.

- iv. **Adult Printed Matter.** Adult magazines and all printed matter coming within the definition of the California Penal Code § 313 shall be located for sale only behind the counter and shall be stored in racks covered by modest panels.
 - v. **Noise.** Noise levels shall not exceed required noise standards.
 - vi. **Display.** No beer or wine shall be displayed within five feet of the front door unless it is in a permanently affixed cooler.
 - vii. **Plastic Cup Sales.** Paper or plastic cups shall not be sold in quantities less than their usual and customary packaging.
3. **Staff Requirements for Off-sale Liquor Establishments.** It shall be the responsibility of the applicant licensee to provide all staff with the knowledge and skills that will enable them to comply with their responsibilities under law. The knowledge and skills deemed necessary for responsible alcoholic beverage service shall include, but not be limited to, the following topics and skills development:
- a. State laws relating to alcoholic beverages, particularly ABC and penal provisions concerning sales to minors and intoxicated persons, driving under the influence, hours of legal operation, and penalties for violations of these laws.
 - b. The effects of alcohol on the body, and behavior, including how the effects of alcohol affect the ability to operate a motor vehicle.
 - c. Methods for dealing with intoxicated customers and recognizing underage customers.

E. Nonconforming Liquor Establishments and Improvements to Nonconforming Liquor Establishments.

1. Existing Uses.

- a. **Nonconforming.** Existing establishments that have been legally established under previous regulations, but do not conform to current law, may continue to operate as a recognized use pursuant to Chapter 17.80, Nonconforming Provisions.
- b. **Loss of Nonconforming Status.** Changes to an existing use that could cause the loss of nonconforming status are, but not limited to the following:
 - i. When a business closes for six continuous months;
 - ii. Change of use (e.g., from restaurant to nightclub), or is a single use would like to establish multiple uses;
 - iii. An increase of floor area (including patio area) for existing use; and
 - iv. Request to modify manner of operation, change in type of business, or character of operation.
- c. When a nonconforming status is lost, any subsequent use must be consistent with current zoning and land use regulations and a new permit is required.

- d. Any use wishing to expand that previously did not have a use permit shall obtain a use permit issued in compliance with the standards of this section.
2. **Non-Operation.** Whenever all of the rights granted by a use permit are discontinued, the following rules to reestablish the use shall apply:
 - a. *One Year or Less.* The same or different operator may reestablish the use pursuant to the preexisting use permit and all conditions applicable thereto.
 - b. *More Than One Year.* A new permit is required.
- F. **Existing Establishments Selling Alcoholic Beverages (On-Sale and Off-Sale).** Any establishment which becomes lawfully established on or after the effective date of the ordinance codified in this section and licensed by the State of California for the retail sale of alcoholic beverages of on-site and/or off-site consumption, shall obtain a modification of its Conditional Use Permit (see § 17.100.100, Conditional Use Permit) or Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit) when:
 1. The establishment changes its type of liquor license within a license classification; and/or
 2. There is a substantial change in the mode or character of operations.
- G. **Review of PCN Applications.**
 1. Upon receipt of an application for a PCN determination, the application shall be reviewed by the Police Department, Code Compliance staff, Building Division, and any other City departments that the Director believes appropriate for review and comment. The Director may request from the applicant any additional pertinent information regarding the applicant, the proposed license, or the applicant premises.
 2. The police chief or designee shall determine whether there are existing problems regarding criminal activity at the applicant premises or in the area surrounding the applicant premises. Also, the police department shall comment on whether issuance of the license would tend to create a law enforcement problem. If the department determines that law enforcement problems exist, or that such problems would be created in the event an alcoholic beverage license is issued, a written report of the problems and a recommendation shall be given to the Director.
 3. The Director shall determine whether the applicant premises are located in the appropriate land use designations and have received all required entitlements to permit the type of alcoholic beverages sales described in the application. No PCN shall be approved if the applicant premises are not within the appropriate land use designation or do not have all necessary land use entitlements.
 4. The Director, in conjunction with the Code compliance coordinator, shall determine whether there are pending Code enforcement actions regarding the applicant premises. If it is determined that there is a pending or ongoing Code enforcement action involving the applicant premises, no PCN determination may be made by the department until the investigation is completed and all Code issues are resolved.
 5. Any other City department that has received a request from the Director to review the application shall file its comments and, if appropriate, its recommendation on the application with the department.

6. The Director shall contact the ABC to determine whether any protests were lodged with the ABC in relation to the applicant's request for a license from the ABC.
7. Based on an evaluation of all timely submitted written findings, comments, and the factors that may be considered, as set forth in § 17.84.060, Alcoholic Beverage Sales, the Director shall make a determination on whether public convenience or necessity will be served by the ABC's issuance of an alcoholic beverage license for the applicant premises and whether to issue or deny a letter of public convenience or necessity.

H. Issuance of a PCN Determination.

1. In all cases in which an applicant applies for a PCN determination, the Director may exercise their discretion to issue or deny issuance of a letter of public convenience or necessity. In exercising their discretion, the Director shall consider the following factors:
 - a. The type of proposed use by the applicant;
 - b. Whether the proposed use will be detrimental to the health, safety, and welfare of the community;
 - c. Whether the use would enhance the economic viability of the area in which it is proposed to be located;
 - d. The extent of support or opposition to the proposed license from members of the community;
 - e. The number of licenses within a one-mile radius of the proposed licensed location;
 - f. The type of licensed premises within a one-mile radius of the proposed licensed location and the extent to which the proposed license would cause a further overconcentration of that particular type of premises in the area;
 - g. The background and the history of the applicant's operations, including the nature and extent of problems on any premises where he or she has operated a licensed premises in the past;
 - h. Whether the applicant has ever been convicted of any offense involving moral turpitude or any offense related to the sale or use of alcoholic beverages;
 - i. How close the proposed establishment will be to a residential neighborhood, place of worship, or school;
 - j. Whether there is a history of police or crime-related problems in the area proposed for a license; and
 - k. Whether the proposed license would enhance recreational or entertainment opportunities in the area.
2. The Director may determine that the PCN will be met and the health, safety or welfare of the community will be promoted only if certain conditions are imposed upon the operations of the licensee. The conditions may cover any matter relating to the privileges to be exercised under the license. If a letter is issued with conditions applied, it shall specifically set forth that the public convenience or necessity is served only if the conditions set forth in the letter are met by the applicant.

3. The Director shall provide a comment period of no less than 10 calendar days prior to final approval of a letter of public convenience and necessity, beginning on the date the public notices are mailed. The purpose of the comment period is to enable the public to bring comments or questions to the attention of the department. If the department receives substantive comments or information which establishes that the application should not be approved administratively, the department shall either deny the application or, if requested by the applicant and upon submittal of the applicable fee, schedule a public hearing before the Planning Commission to consider the application.
4. The final PCN determination shall be issued in writing by the Director who will author a PCN determination stating whether the Director finds public convenience and necessity will or will not be served by the issuance of a license from the ABC. The written determination shall be served by mail upon the applicant and the ABC within 15 business days of the decision of the Director.
5. No letter of public convenience or necessity shall be issued by the Director pursuant to this article unless the applicant agrees, in writing, that if the ABC issues a license to sell alcoholic beverages, the license will be subject to all conditions imposed as part of the PCN determination at all times the license is in use and in effect.

I. Expiration—No Transfer of a PCN Determination.

1. A PCN determination in support of the issuance of a license from the ABC is only valid for one year from the date of the Director's action and the PCN determination shall so state. If no license to sell alcoholic beverages has been issued to the applicant for the applicant premises, within one year of issuance of a favorable PCN determination, the City's PCN determination shall be deemed withdrawn without the need for further action by the Director or the applicant, and the applicant must reapply if he or she seeks another PCN determination.
2. Except as provided in California Business and Professions Code § 23958.4, the PCN determination is not transferable to any other applicant or proposed licensee. Unless permitted by California Business and Professions Code § 23958.4, any proposed licensee for the same premises must submit a new application and follow the procedures for issuance of a PCN determination in this section. Nothing in this section precludes the City from protesting the issuance of a license from the ABC pursuant to other sections of the Alcoholic Beverage Control Act, including, but not limited to, § 23958.

- J. Revocation.** In the event of a violation of any of the conditions imposed on an applicant or the applicant premises in accordance with this section, the Planning Commission may, after public notice and hearing, revoke any letter of public convenience or necessity issued regarding the applicant or applicant premises. Upon revocation, the applicant shall not continue to sell alcoholic beverages at the applicant premises. The determination of the Planning Commission shall become final 10 days after the date of decision unless appealed to the City Council. The revocation shall be reported to the ABC.

§ 17.84.070. Alternate Energy Sources.

- A. **Purpose.** To encourage and promote the use of alternate energy sources by providing solar and wind access protection.
- B. **Solar Energy Collection Systems.**

1. When a solar energy collection system is installed on a lot, any accessory structure or vegetation on an abutting lot shall not be located so as to block the solar collector's access to solar energy. The portion of the solar collector that is protected is that portion which:
 - a. Is located so as not to be shaded between the hours of 10:00 a.m. and 3:00 p.m. by any hypothetical 12-foot obstruction located on the lot line; and
 - b. Has an area of not greater than one-half of the heated floor area of the structure, or the largest of the structures, served.
 2. This section does not apply to accessory structures or vegetation existing on an abutting lot at the time of the installation of the solar energy collection system, or on the effective date, whichever is later. This section controls any accessory structure erected on, or vegetation planted on, abutting lots after the installation of the solar energy collection system.
 3. A copy of the Building Permit for the solar energy collection system shall be kept on file in the Community Development Department and the date the Building Permit is issued shall be the effective date. The solar facility must be completed and have a final inspection, approved by the Building Inspector, within one calendar year from the date the Building Permit is issued. See § 17.100.130, Building Permit.
 4. Ground-mounted solar energy collections systems shall be screened from public view and, unless in the Industrial zone, shall be located on the rear half of the property and shall meet applicable setback standards.
- C. **Clotheslines.** It is unlawful to establish any private covenant or restriction which prohibits the installation and/or use of a clothesline in any residential zone.
- D. **Wind Energy Conversion Systems (WECS).** Wind energy conversion systems shall be permitted in all zones subject to the following requirements:
1. ***Building Permit Application for a WECS.*** Building Permit applications (see § 17.100.130, Building Permit) for a wind energy conversion system shall be accompanied by a plot plan drawn in sufficient detail to clearly describe the following:
 - a. Property line and physical dimensions of the site;
 - b. Locations, dimensions, and types of existing structures, and uses on site;
 - c. Location of the proposed WECS;
 - d. Location of all above-ground utility lines on site or within one radius of the total height of the WECS; and
 - e. Location and size of the largest structure taller than 35 feet or tree which may potentially grow taller than 35 feet during the lifetime of the WECS within a 500-foot radius of the proposed WECS.
 2. ***General Provisions.*** Installation of all wind energy conversion systems shall comply with the following requirements:
 - a. ***Size.*** This section covers those WECS whose swept area is 500 square feet or less. For conventional propeller WECS, this would be approximately 25 feet in diameter.

- b. *Compliance with Uniform Building Code.* Building Permit applications (see § 17.100.130, Building Permit) shall be accompanied by standard drawings of the structural components of the wind energy conversion system and support structures, including base and footings. The application shall also include engineering data and calculations to demonstrate compliance of the support structure with seismic and structural design provisions of the Uniform Building Code. Drawing and engineering calculations shall be certified in writing by a California-registered structural engineer. This certification can be supplied by the manufacturer. Where the structural components of an installation vary from the standard design or specification, the proposed modifications shall be certified by a California-registered structural engineer for compliance with the seismic and structural design provisions of the Uniform Building Code.

All equipment and materials shall be used or installed in accordance with such drawings. The above certifications by a California-registered structural engineer shall be deemed to satisfy all applicable requirements of the Uniform Building Code.

- c. *Compliance with National Electrical Code.* Building Permit applications (see § 17.100.130, Building Permit) shall be accompanied by a drawing identifying the location of metering, protection and control devices, and transformer equipment in sufficient detail to allow for a determination that the manner of installation will conform to Articles 250 (Grounding), 280 (Lightning Arrestors), 300 (Wiring Methods), 310 (Conductors for General Wiring), 430 (Motors), 445 (Generators), and 450 (Transformers and Transformer Vaults) of the National Electrical Code. The application shall include a statement from a California-registered electrical engineer indicating that the electrical system conforms with good engineering practices and complies with the above articles of the National Electrical Code. All equipment and materials shall be used or installed in accordance with such drawings and diagrams. This certification can be supplied by the manufacturer.

Where the electrical components of an installation vary from the standard design or specifications, the proposed modifications shall be reviewed and certified by a California-registered electrical engineer for compliance with the requirements of the National Electrical Code and good engineering practices. The above certification by a California-registered electrical engineer shall be deemed to satisfy all applicable requirements of the National Electrical Code.

- d. *Rotor Safety.* Each wind energy conversion system must be equipped with both manual and automatic controls to limit the rotational speed of the blade below the design limits of the rotor. The application must include a statement by a California-registered engineer certifying that the rotor and over-speed controls have been designed and fabricated for the proposed use in accordance with good engineering practices. The engineer should also certify the compatibility of possible towers with available rotors. The certification can be supplied by the manufacturer.
- e. *Guy Wires.* Anchor points for guy wires shall be located within property lines and not on or across any above-ground electric transmission or distribution line. Guy wires shall be enclosed by a fence six feet high or the WECS shall be set back from the property line the total height of the WECS.
- f. *Tower Access.* Lattice towers capable of being climbed shall be enclosed by a locked, protective fence at least six feet high located not closer than eight feet from the ground. Other towers should have either:

- i. Tower-climbing apparatus located not closer than 12 feet from the ground;
 - ii. A locked anti-climb device installed on the tower; or
 - iii. The tower shall be completely enclosed by a locked, protective fence at least six feet high.
- g. *Noise.* The WECS shall meet the requirements of the Noise Element of the General Plan.
- h. *Electromagnetic Interference.* A wind energy conversion system shall comply with the provisions of 47 C.F.R., Parts 15 and 18. The wind energy conversion system shall be operated such that no harmful interference is caused. When notified by the City Building Inspector that a wind energy conversion system is causing harmful interference, the operator shall promptly take steps to eliminate the harmful interference.
- i. *Signs.* At least one sign shall be posted at the base of the tower warning of high voltage. The sign shall also include emergency phone number and emergency shutdown procedures.
- j. *Utility Notification.* No wind turbine shall be interconnected with a utility company's grid until said company has been notified in accordance with procedures established by the California Public Utilities Commission.
- k. *Height.* The minimum height of the lowest part of the WECS shall be either 30 feet above the highest structure allowed under the local zoning requirement or potential tree height, whichever is higher, if it is within a 200-foot radius. If an obstruction is within a 201- to 500-foot radius, the lowest part of the WECS shall be 10 feet above it.
- l. *Setbacks.* The WECS shall be located such that the furthest extension of the apparatus does not cross any property lines, except as provided for under subsection D.2.e, Guy Wires.
- m. *Abatement.* If a wind energy conversion system or systems are not maintained in operational condition and pose a potential safety hazard, the owner or operator shall take expeditious action to remedy the situation. The City reserves the authority to abate any hazardous situation and to pass the cost of such abatement on to the owner or operator of the system. If the City determines that the WECS has been abandoned, the system shall be removed within 30 days of written notice to the owner or operator of the system.
- n. *Liability Insurance.* The applicant, owner, lessee, or assignee shall maintain a current insurance policy which will cover installation and operation of the wind energy conversion system at all times. Said policy shall provide a minimum \$300,000 property and personal liability coverage.

§ 17.84.080. Animal Keeping.

- A. **Purpose.** The purpose of this section is to provide development standards for animal keeping and to minimize potential adverse effects related to the keeping of animals on adjoining property.
- B. **Additional Regulations Related to Animal Keeping.** All regulations established in Woodland Municipal Code Chapter 6.08, Domestic Animal Keeping, apply to the keeping of animals in the City and should be consulted together with this section.

C. Noncommercial Animal Keeping.

1. ***Livestock and Domestic Fowl Prohibited Generally.*** It is unlawful for any person to maintain within the City, or permit to be kept or maintained upon land belonging to such person, any cattle, horses, swine, sheep, goats, geese, ducks, turkeys, roosters, and other poultry and fowl birds, except as specifically permitted under provisions of Woodland Municipal Code Section 6.08, Domestic Animal Keeping.
2. ***Miniature Pigs.*** The noncommercial raising of miniature pigs (Vietnamese pot-bellied pigs) shall comply with the standards of Woodland Municipal Code Section 6.08.040.C, and the following standards:
 - a. *In the R-1 Zone.* Not more than three miniature pigs on lots of not less than 20,000 square feet.
 - b. *In the N-P, RL-M, and R-M Zones.*
 - i. Not more than one miniature pig on a lot between 7,200 and 19,999 square feet.
 - ii. Not more than two miniature pigs on lots not less than 20,000 square feet.
 - c. Any person having charge, care, custody, or control of any miniature pig shall keep such pig exclusively upon his or her own premises.
 - d. The miniature pig must be kept in an enclosure that is no closer than 30 feet from the front property line, 15 feet from any side or rear property line, and no closer than 35 feet from any dwelling unit other than on the subject lot.

D. **Poultry.** Crowing fowl are not permitted. Refer to Woodland Municipal Code Section 6.08.030, Keeping of chickens, pigeons, or rabbits.

E. **Small Animals.** Rabbits, frogs, guinea pigs, parakeets, chinchillas, dogs, cats, or other similar small animals. The raising or breeding shall comply with the following Woodland Municipal Code Section 6.08, Domestic Animal Keeping, and the standards below:

1. A total of not more than four small animals, or a combination thereof, may be kept and maintained in a clean and sanitary pen or structure.
2. Animals must be kept and maintained in an enclosed area.
3. The keeping of such animals shall not create a health or nuisance problem.

F. Kennels and Stables.

1. Kennels for dogs and cats, shall be located no closer than 200 feet from any property line, shall provide automobile and truck ingress and egress, and shall provide parking and loading spaces so designed to minimize traffic hazard and congestion.
2. Kennels and stables are subject to all other standards for accessory structures.
3. Proponents shall show that odor, dust, noise, and drainage shall not constitute a nuisance or hazard to adjoining property or uses.

G. **Animal Hospital, Commercial Animal Boarding, Kennels, Pet Day Care.** Animal hospitals and veterinarian hospitals, and commercial animal boarding and/or pet day care shall be located no closer

than 150 feet from any residential district, restaurant, hotel, or motel, in any district and shall show adequate measures and controls are taken to prevent offensive noise and odor. No incineration of refuse shall be permitted on the premises.

- H. **Wild, Dangerous, Exotic and Prohibited Animals.** The keeping of roosters, peacocks, geese, and any animal which requires a permit from the Department of Fish and Wildlife pursuant to the Fish and Game Code § 2118, is prohibited.

§ 17.84.120. Commercial Cannabis Businesses.

- A. **Purpose.** The purpose of this section is to impose zoning restrictions on commercial cannabis businesses in the City as authorized and/or licensed by the State of California pursuant to State law. This section is not intended to, and does not, give any person or entity independent legal authority to operate a cannabis business. Rather, it is intended to impose zoning restrictions regarding cannabis businesses that may operate in the City pursuant to this Zoning Code and State law. This section is in addition to any other business license and regulatory requirements imposed on cannabis businesses by this Zoning Code or other applicable law.
- B. **Applicability.** No part of this chapter shall be deemed to conflict with Federal law, as contained in the Controlled Substances Act, nor to otherwise permit any activity that is prohibited under that Act or any other local, State, or Federal law, statute, rule, or regulation. Nothing in this chapter shall be construed to allow any conduct or activity relating to cultivation, distribution, dispensing, sale, or consumption of cannabis that is otherwise illegal under local or State law. No provision of this chapter shall be deemed a defense or immunity to any action brought against any person by the Yolo County District Attorney's office, the Attorney General of the State of California, or of the United States of America.
- C. **Planning Commission and City Council Review.**
1. The Planning Commission shall review all Conditional Use Permit applications (see § 17.100.100, Conditional Use Permit) submitted pursuant to this section and provide a recommendation regarding approval to City Council.
 2. The City Council is authorized to approve up to a maximum of ~~six~~ ten total Conditional Use Permits for cannabis businesses pursuant to this section.
 3. In evaluating whether to recommend approval or approve a Conditional Use Permit application (see § 17.100.100, Conditional Use Permit) for a commercial cannabis business, the Planning Commission and City Council shall consider the following factors, in addition to all other requirements provided this section:
 - a. The type of proposed use by the applicant;
 - b. Whether the proposed use will be detrimental to the health, safety, and welfare of the community;
 - c. Whether the use would enhance the economic viability of the area in which it is proposed to be located, including adjacent and surrounding properties;
 - d. Whether the applicant has adequately addressed potential community benefits of the use to offset potential adverse impacts;
 - e. The extent of support or opposition to the proposed use and location from members of the community, and applicant's plans to ensure strong community relations and compatibility with the surrounding neighborhood;
 - f. The number of cannabis uses located or proposed to be located within 1,000 feet of the proposed location;

- g. The extent to which the proposed use would cause a further overconcentration of that particular type of use in the area;
 - h. The background and the history of the applicant, including the experience and qualifications of the applicant and those persons involved in the management, oversight and day to day operations of the proposed use, the professional training and certifications of the applicant and/or persons involved in the management, oversight and day to day operations of the proposed use, and the nature and extent of problems on any premises where the applicant has operated a cannabis business in the past;
 - i. Whether there is a history of police or crime-related problems in the area of the proposed location which may be exacerbated by establishment of the proposed cannabis use; and
 - j. Whether the proposed license would enhance recreational or entertainment opportunities in the area.
- 4. The City Council is authorized to approve up to a maximum of six total Conditional Use Permits for commercial cannabis manufacturing, distribution and/or testing businesses pursuant to this chapter. The City Council is authorized to approve up to a maximum of four total Conditional Use Permits for cannabis retailers pursuant to this chapter.
 - 5. The Director is authorized to administer reasonable guidelines and policies, including appropriate application periods for accepting requests for zoning approvals and use permits for cannabis retailers, consistent with this section, and evaluation and scoring criteria that may be used for the selection of cannabis retailers, in the event that the City receives more applications than the number of available Conditional Use Permits. The Director may use such evaluation and scoring criteria for making recommendations to the Planning Commission and City Council on the proposed uses.
 - 6. The Director or City Council may address additional development and operational standards through conditions on the Conditional Use Permit (see § 17.100.100, Conditional Use Permit) as it determines necessary or appropriate for the cannabis retailer Conditional Use Permit under consideration, provided that any such conditions shall not conflict with operating requirements that may be applicable pursuant to other provisions of this Zoning Code.

D. General Conditions.

- 1. No cannabis business may operate in any zone in the City except as expressly permitted by and in conformance with the provisions of this section. No cannabis business may engage in the retail sales of cannabis unless expressly permitted or conditionally permitted pursuant to this section. No temporary cannabis events shall be permitted or conditionally permitted.
- 2. Any cannabis business permitted by this section must, prior to operating a cannabis business, obtain and maintain at all times a valid license issued by the State of California, as may be applicable, and any other local or regulatory licenses required by this Zoning Code. Any cannabis business operating without a valid license from the State of California shall cease operations until a valid state license is obtained, in addition to any other state and local requirements that may apply.
- 3. Pursuant to California Business and Professions Code § 26054(b), as may be amended, no cannabis business may be located within a 600-foot radius of a school providing K through 12 instruction, a day care center or a youth center in existence at the time the license is issued.

Additionally, no cannabis business may be located within a 600-foot radius of a public park.

- a. The City Council may make an exception if there is clear evidence based on considerations such as the separation of sensitive uses by a significant physical barrier, no expressed evidence of public concern, and the potential revitalization of an existing blighted condition, that there will be no public health, safety, or nuisance issues due to closer proximity of cannabis retail uses to an identified sensitive use.
- E. **Cannabis Manufacturing.** Cannabis manufacturing may be permitted, subject to the requirements of this Zoning Code, including all applicable performance standards, and the granting of a Conditional Use Permit as provided for in the use tables of Chapters 17.24 through 17.48 and in § 17.100.100, Conditional Use Permits.
- F. **Cannabis Laboratories and Research.** Cannabis laboratories and research facilities may be permitted, subject to the requirements of this Zoning Code, including all applicable performance standards, and the granting of a Conditional Use Permit as provided for as provided for in the use tables of Chapters 17.24 through 17.48 and in § 17.100.100, Conditional Use Permits. Cannabis laboratories and research facilities are prohibited from engaging in commercial cultivation, manufacturing, distribution, and sales of cannabis.
- G. **Cannabis Distribution Facilities.** Cannabis distribution facilities may be permitted, subject to the requirements of this Zoning Code, including all applicable performance standards, and the granting of a Conditional Use Permit as provided for in the use tables of Chapters 17.24 through 17.48 and in § 17.100.100, Conditional Use Permits.
- H. **Cannabis Cultivation.** Cannabis cultivation is prohibited.
- I. **Cannabis Retailers.** ~~Cannabis retailers are prohibited.~~
 1. Cannabis retailers may be permitted, subject to the requirements of this Zoning Code including all applicable performance standards, and granting of a Conditional Use Permit as provided in § 17.100.100, Conditional Use Permit, and subsection C, Planning Commission and City Council Review, of this section, in the Corridor Mixed-Use-West Main (CMU-WM), Corridor Mixed-Use-East (CMU-E), Corridor Mixed-Use-Kentucky (CMU-K), Corridor Mixed-Use-Armfield (CMU-A), Corridor Mixed-Use-Gateway (CMU-G); Corridor Mixed-Use-Flex (CMU-F), Community Commercial Mixed-Use (CCMU), Neighborhood Mixed-Use (NMU), and Regional Commercial-Flex (RC-F), and cannabis retailers are prohibited in all other zones of the City.
 2. Delivery services. In addition to the requirements established in this Chapter for Cannabis Retailers, the delivery of Cannabis and Cannabis Products shall be subject to the following requirements:
 - a. Commercial delivery to patients at locations outside a permitted Cannabis Retail facility shall only be permitted in conjunction with a permitted Cannabis Retail facility that has a physical location and a retail storefront open to the public.
 - b. A Cannabis Retail facility shall not conduct sales exclusively by delivery.
 - c. If delivery services will be provided, the application shall describe the operational plan and specific extent of such service, security protocols, and how the delivery services will comply with the requirements set forth in this Chapter and State law.
 2. ~~Cannabis retailers that will not be open to the public and that perform sales exclusively by delivery are prohibited.~~

3. Cannabis retailers may include a cannabis distribution facility as an accessory use to serve the on-site business pursuant to this chapter and shall be subject to the following:
 - a. The distribution facility shall be appurtenant and incidental to the retail use, both in terms of size and use and shall only be used to support the retail facility that is the primary use on site and, if applicable, other retail facilities owned and operated by the applicant. The distribution facility shall not be used for distribution of cannabis or cannabis products to other cannabis retailers.
 - b. The distribution facility shall not be predominantly visible to the public from the street frontage adjacent to the cannabis retailer or if the distribution facility is located within a commercial center, the distribution facility shall not be a specific and identifiable use apart from the cannabis retailer.
 - c. There shall be adequate parking and loading on site to serve both the cannabis retailer and the distribution facility, and spaces for loading associated with the distribution facility shall be located in the rear of the applicable property, outside of view from the street frontage or frontage of the commercial center. Only smaller vehicles, vans, or sprinter vans shall be used for delivery vehicles. Larger trucks, such as CA legal "semi-trucks" or "18-wheelers," and any trucks over five tons are prohibited from delivering cannabis product on site. The location and storage of all vehicles used for the cannabis business shall be provided in a safe and secure manner and meet all security requirements of the City Police Chief and applicable State requirements.
 - d. Accessory distribution facilities shall comply with all provisions applicable to cannabis distribution facilities as a primary land use.
 4. Public notice of a commercial cannabis retail Conditional Use Permit application (see § 17.100.100, Conditional Use Permit) shall be provided to all properties within a minimum 600-foot radius 10 days prior to any scheduled public hearing date, and the site shall be posted with a highly visible notice.
 - a. The highly visible notice shall be a minimum of four feet wide by eight feet deep in size mounted on a freestanding sign or posted on the building frontage.
 - b. The applicant shall be responsible for posting the site consistent with a format provided by the City and shall provide verification of the posting.
 5. Cannabis retailers shall be no closer than 500 feet to each other, and no more than two cannabis retailers shall be located within a 1,000-foot radius, except that the City Council may make an exception to this subsection if there is clear evidence based on considerations such as the separation of cannabis retail uses by a significant physical barrier, no expressed evidence of public concern, and potential economic revitalization to the proximate area, that there will be no public health, safety, or nuisance issues resulting from the closer proximity of one cannabis retail use to another.
- J. **Additional Regulatory Requirements.** In addition to complying with all applicable requirements in this section and obtaining a state license for commercial cannabis activities, no commercial cannabis use may operate in the City without first obtaining a cannabis business permit.

§ 17.84.150. Day Care Centers, Family Day Cares, and Residential Care Facilities.

Day care centers, family day cares and residential care facilities shall be located, developed, and operated in compliance with the following standards:

A. License. The Operator shall secure and maintain all required licenses, including licensing from the State of California Department of Social Services.

B. Safety. The use shall be subject to applicable building and fire/life safety requirements for the appropriate occupancy type. Conversions of an existing home or building may require improvements.

C. Location. Day care centers, family day cares, or residential care facilities shall be located at least 300 feet from any other day care center, family day care, or residential care facility, unless specifically allowed pursuant to a use permit.

D. Pick Up and Drop Off Plan. A plan and schedule for the pick-up and drop off of children.

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residents, or clients shall be provided for approval by the Director, for day care centers, large family day cares and large residential care facilities. The plan shall demonstrate that adequate parking and loading are provided to minimize congestion and conflict points on travel aisles and public streets. The plan shall address:

1. Scheduled pick up and drop off times with allowances for emergencies; and
2. Prohibitions of double parking, blocking driveways of neighboring properties, or using driveways of neighboring properties.

E. Screening and Landscaping. A minimum six-foot-high solid wall or fence shall be provided for purposes of screening and securing outdoor recreational areas. Chain metal fencing and barbed wire are prohibited. All other provisions of Chapter 18.18, Landscaping, shall apply.

~~D.F.~~ No Drug or Alcohol Use. Residents and staff shall sign an agreement affirming that use of drugs or alcohol on the premises is prohibited and acknowledging that drug or alcohol use will result in termination or eviction.

~~E.G.~~ Additional Requirements for Child Day Care Centers.

1. **Outdoor Space.**
 - a. Child day care centers for children shall provide a minimum of 75 square feet of outdoor space for each child over two years old. This area must be either owned or leased by the applicant and cannot be shared with other property owners unless written permission is granted by the other property owners.
 - b. Outdoor use area and play equipment and structures shall not be located in any required front or street side setback.
2. **Hours of Operation.** Drop off and pick up shall only be within the hours of 6:00 a.m. and 8:00 p.m., Monday through Friday. Additional hours may be allowed subject to approval of a Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit).
3. **Noise.** Outdoor activities shall not occur before 9:00 a.m. and 6:00 p.m. Review of activities outside the specified time period may be allowed subject to approval of a Zoning Administrator Permit (see § 17.100.090, Zoning Administrator Permit).

H. Additional Requirements for Large Residential Care Facilities.

1. Large residential care facilities in Residential Low (R-L), Neighborhood Preservation (N-P), and Residential Low-Medium (R-LM) zones shall be limited to a maximum of 12 residents.
2. Large residential care facility buildings in Residential Low (R-L), Neighborhood Preservation (N-P), and Residential Low-Medium (R-LM) zones shall comply with Section 17.56.020, Single-Family and Duplex Design Standards. The building scale and design must be compatible with the surrounding neighborhood.
3. Large residential care facilities with greater than 12 residents may be allowed in Residential Medium (R-M), Residential High (R-H), Downtown Civic (DX-2), Downtown Transitional (DX-3), Corridor Mixed-Use-West Main (CMU-WM), Corridor Mixed-Use-East (CMU-E), Corridor Mixed-Use-Kentucky (CMU-K), Corridor Mixed-Use-Armfield (CMU-A) Corridor Mixed-Use-Flex (CMU-F), Community Commercial Mixed-Use (CCMU), Neighborhood Mixed Use (NMU), and Corridor Mixed-Use-Gateway (CMU-G) zones.
4. Parking spaces must be provided as specified in Table 17.88.030.C-1, Required Parking in the Residential and Non-Residential zones. For large residential care facilities in Residential Low

(R-L), Neighborhood Preservation (N-P), and Residential Low-Medium (R-LM) zones where more than four parking spaces are required, parking spaces beyond four shall be required to be in a garage or screened from public view.

5. Each bedroom shall be limited to a maximum of two residents. Each resident must have access to full bathroom facilities on the same floor as their bedroom.
6. Total common area shall be provided in an amount equal to 50 square feet per resident or 300 square feet, whichever is greater, excluding janitorial storage, laundry facilities, kitchen, and common hallways. Common areas must be usable for gathering and resident activities.
7. Security and safety features shall be included, such as lighting, security cameras, fencing, and defensible space.
- 3.8. The owner must maintain the property, including litter control, recycling programs, upkeep of landscaping and shared spaces, and use of durable materials.

~~F.A. Screening and Landscaping. A minimum six foot high solid wall or fence shall be provided for purposes of screening and securing outdoor recreational areas. Chain metal fencing and barbed wire are prohibited. All other provisions of Chapter 18.18, Landscaping, shall apply.~~

~~G.A. No Drug or Alcohol Use. Residents and staff shall sign an agreement affirming that use of drugs or alcohol on the premises is prohibited and acknowledging that drug or alcohol use will result in termination or eviction.~~

§ 17.84.160. Drive-Through Establishments.

- A. **Purpose.** The purpose of this section is to ensure that establishments with drive-through facilities provide adequate on-site maneuvering and circulation, that vehicles do not impede traffic on abutting streets, and that stacking lanes will not have nuisance impacts.
- B. **Applicability.** This section applies to:
 1. All new uses that include drive-through facilities; and
 2. The addition of, or relocation of, drive-through facilities in existing developments.
- C. **Location.**
 1. With the exception of the Corridor Mixed-Use-Gateway (CMU-G) zone, Aany new drive-through fast food/restaurant in a Mixed-Use zone must be located within 600 feet of a ~~highway~~ or interstate off-ramp or highway.
 2. With the exception of the Corridor Mixed-Use-Gateway (CMU-G) zone, aA new drive-through may not be located within 500 feet of any existing drive-through facility.
 3. Drive through windows may not front directly onto Main Street. Drive-through windows shall be located to the side or rear of the building.
 4. Drive in and drive-through entrances and exits shall be a minimum of one hundred (100) feet from any intersection of public rights-of-way, measured at the closest intersecting curbs, and at least 25 feet from the nearest curb cut on an adjacent property. Shorter distances from road

intersections may be approved if the City Engineer determines that public safety and/or the efficiency of traffic circulation are not being compromised.

5. Drive-through stacking lanes shall be a minimum 100 feet from any residential lot. The Review Authority may modify or waive this requirement if the property is located in a mixed-use zone and if it determines that the impacts to nearby residences will be minimal.

D. Drive-Through Lane Design and Stacking Requirements.

1. ***Parts of a Drive-Through Facility.*** A drive-through facility includes the following parts:
 - a. Stacking lanes, which are the spaces occupied by vehicles queuing for the service to be provided; and
 - b. Service areas, which are areas where the point of service occurs. These include menu boards, service windows, gas pumps, and air compressors.
2. ***Circulation Plan.*** A pedestrian and vehicular circulation plan shall indicate how drive-through, pedestrian, and vehicular circulation will be designed to allow safe, unimpeded movement of vehicles at street access points and within the travel aisles and parking space areas and provide for pedestrian safety. The plan shall also indicate how vehicles will circulate to and through the drive-through or use drive-up facilities in a manner that will not impede traffic flow on any public right-of-way.
3. ***Stacking Lane Design and Layout.***
 - a. Stacking lanes must be designed so they do not interfere with on-site parking and vehicle circulation.
 - b. Stacking spaces must be 11 feet wide by 22 feet long.
 - c. Stacking lanes must be clearly identified through such means as striping, landscaping, pavement design.
 - d. Drive through aisles shall not exit directly into a public right-of-way. Aisles shall be integrated with the on-site circulation and shall merge with the driveway.
 - e. Overflow from a stacking lane shall not spill out onto public streets or major aisles of any parking lot.
 - f. Drive through lanes shall not be located adjacent to patios and other pedestrian use areas, other than walkways to minimize emissions impact.
 - g. Drive through aisles shall not intersect pedestrian walkways unless no alternative exists. In such cases, pedestrian walkways shall have clear visibility, emphasized by enhanced paving or markings.
 - h. The following are minimum required stacking spaces for -uses:
 - i. Drive-in bank: five spaces.
 - ii. Drive-in beverage, food sales: 12 spaces with a minimum of six spaces behind the menu board.
 - iii. Pharmacies: five spaces.

- iv. Automatic car wash: three spaces per service position.
- v. Gate (house) residential: Under 50 units, one space per 10 units; greater than 50 units, five spaces.
- vi. Exceptions or variations may be evaluated based on a drive-through queue analysis, or if requested by the Director to evaluate potential stacking concerns, including multiple lanes.
 - i. A minimum nine-foot wide escape lane must be designed as part of the drive-through.
- 4. Speakers for drive-through lanes shall not be audible from adjacent residential uses. Sound attenuation walls, landscaping, or other mitigation measures may be required, as necessary.
- 5. Entrances to an aisle and the direction of flow shall be clearly designated by signs or pavement markings or raised curbs outside of the public right-of-way.

E. Landscaping and Screening.

- 1. Each drive-through aisle shall be screened with a combination of decorative walls, trellis structures, or other similar features, and landscape to a height of 36 inches to prevent headlight glare and direct visibility of vehicles from adjacent streets and parking lots.
- 2. Drive through lanes and wash stall areas shall be screened from public view.

§ 17.84.250. Mobile Vending and Food Preparation.

Editor's Note: Ordinance 1731 contains the most current version of this section and not Ordinance 1733.

A. Definitions.

"Commissary" means a food facility that services mobile food facilities, compact mobile food operations, or vending machines where any of the following occur: (1) food, containers, or supplies are stored; (2) food is prepared or prepackaged for sale or service at other locations; (3) utensils are cleaned; (4) liquid and solid wastes are disposed, or potable water is obtained.

"Compact mobile food operation" means a vending operation where food is sold ~~mobile food facility that operates~~ from an individual or from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance.

"Mobile food facility" means any vehicle or trailer used in conjunction with a commissary or other permanent food facility upon which food is sold or distributed at retail. "Mobile food facility" does not include a "transporter" used to transport packaged food from a food facility, or other approved source to the consumer.

"Mobile vending conveyance" means any vehicle, trailer, cart, stand, wagon, or other motorized or nonmotorized, moveable facility used for vending food or non-food merchandise.

"Stationary mobile vendor" means a mobile vendor who vends from a fixed location on private property.

B. Permits Required.

1. Stationary mobile vendors operating on private property shall be subject to the provisions of this section, in addition to the requirements of Chapter 5.44 of the City of Woodland Municipal Code, including, but not limited to, the requirement for a Mobile Vendor Permit.
2. The maximum number of Mobile Vendor Permits issued for stationary mobile food facilities or other motorized mobile vending conveyances shall be 13, except as described in subsection C.1.
 - a. Should all 13 permits for stationary mobile food facilities or other motorized mobile vending conveyances be filled, the Director shall place subsequent applicants that meet City requirements on a permit availability list and shall notify the applicant of this decision and provide him or her with general information regarding the permit availability list. In the event a Mobile Vendor Permit becomes available, the Director shall notify the applicant who has been on the permit availability list the longest and allow him or her a reasonable time to provide the Director with any information necessary to ensure the application is current and otherwise complies with this code. If the applicant does so, he or she shall receive the Mobile Vendor Permit. In the event the applicant does not, the Director shall remove that applicant from the permit availability list and repeat the process until a permit has been issued or all the applicants on the permit availability list have been notified.

C. Mobile Food Facilities for Local Brick-and-Mortar Restaurants.

1. Each legally established restaurant located in a brick-and-mortar location may have one mobile vending conveyance that is owned by the restaurant owner(s), under the same business license, and that substantially has the same business name as the restaurant. Such mobile vending facilities will not be subject to the 13-permit limit on stationary motorized mobile vending facilities allowed in the City jurisdiction.

2. Restaurants that wish to serve as a commissary for more than one mobile vendor must obtain approval by the Community Development Department and the Public Works Department. Any additional stationary mobile food facilities affiliated with an existing restaurant beyond one will be subject to the 13-permit limit per subsection B.2.
3. The affiliated restaurant must be approved by Yolo County Environmental Health and the City as the commissary for the mobile food facility.

D. Sale or Transfer of Mobile Vending Conveyance.

1. In the event that a Mobile Vendor Permit holder for a stationary mobile food facility or other motorized vending conveyance subject to the 13-permit limit sells or otherwise transfers the mobile vendor vehicle to a bona fide purchaser for value, such bona fide purchaser for value may continue to operate the mobile vending conveyance in the same location previously approved through the stationary Mobile Vendor Permit within the City provided the purchaser first complies with all of the provisions and requirements of this section and Chapter 5.44 of the City of Woodland Municipal Code, including having applied for and obtained all required licenses and permits.
2. Within five days of any mobile vendor conveyance sale or transfer, the seller shall notify the City of the sale or transfer and shall provide proof of the sale or transfer as may be required by the City.
3. A bona fide purchaser of a mobile vendor conveyance previously approved through a Mobile Vendor Permit subject to the 13-permit limit on stationary motorized mobile vendors shall provide all necessary updated application documents and information within 90 days of the original owner ceasing operations. A bona fide purchaser pursuant to this section shall not be placed on the permit availability list when applying for a stationary Mobile Vendor Permit to replace the permit of the previous permittee for the purchased vehicle.

E. Application Requirements. In addition to the Mobile Vendor Permit application requirements outlined in Chapter 5.44 of the Woodland Municipal Code, the following will be required for review for mobile vendors subject to this section:

1. Site plan including the parking location address, existing site conditions, major cross streets, and the proposed operation location.
2. The private property owner's written authorization to operate and vend on the private property. The written authorization shall describe the approved location and operation schedule.
3. Any other reasonable information regarding time, place, and manner of proposed vending.

F. Permit Expiration and Renewal. Mobile Vendor Permits for stationary mobile vendors subject to this section shall be subject to the following, in addition to Section 5.44.070 of the City of Woodland Municipal Code:

1. Should a Mobile Vendor Permit subject to the 13-permit limit for stationary mobile vendors expire, the vendor must reapply for a Mobile Vendor Permit. If there are no permits available due to the 13-permit limit for stationary mobile vendors, the vendor will be placed on the permit availability list, as described in subsection B.2.i.

G. Location and Siting Requirements. In addition to the location and siting requirements in Section 5.44.080 of the City of Woodland Municipal Code, the following will be required for mobile vendors

subject to this section:

1. Stationary mobile vending facilities may be permitted, subject to the requirements of this code including all applicable operating standards and granting of a Mobile Vendor Permit as provided in Chapter 5.44, in the Corridor Mixed Use-West Main (CMU-WM), Corridor Mixed Use-East (CMU-E), Corridor Mixed Use-Kentucky (CMU-K), Corridor Mixed Use-Flex (CMU-F), Community Commercial Mixed Use (CCMU), Regional Commercial-Flex (RC-F), Regional Commercial (RC), and Industrial Flex (IF) zones. Stationary mobile vending facilities may be permitted in Downtown Zones if they are part of an existing brick-and-mortar restaurant located in a Downtown Zone and the vendor operates on the same parcel as the restaurant or on a proximate site in an approved location.
 2. Stationary mobile vendors are prohibited in residential areas in the City and within 100 feet of properties zoned Residential Low (R-L), Residential Low-Medium (R-LM), Residential Medium (R-M), and Residential High (R-H).
 3. Stationary mobile vendors must be accessory to a primary permitted use that has a valid business license on the same lot as their approved location.
 4. No more than one stationary mobile vendor shall be allowed per lot, except as allowed in Section 17.84.250 or otherwise approved by the Community Development Director.
 5. Adequate access, drainage, sanitation, and other necessary facilities must be provided on the proposed site in a safe and secure manner. The City's Traffic Engineer and Fire Marshall shall review and approve each location prior to operation.
 6. Shopping centers or buildings must be at least 50% occupied, as measured by square footage, before a stationary mobile food facility vendor may be approved at the address, or before a permit may be renewed.
- H. **Mobile Vending Conveyance Storage.** In addition to the storage requirements detailed in Section 5.44.080(J) of the City of Woodland Municipal Code, the following shall apply to mobile vendors subject to this section:
1. The approved vending location may be approved as an overnight storage location for stationary mobile vendors, if the permit holder provides verification that the vending conveyance is serviced at the approved commissary daily, subject to the discretion of the Community Development Director.
- I. **Operating Standards.** In addition to the operation requirements detailed in Section 5.44.090 of the City of Woodland Municipal Code, the following will be required for mobile vendors subject to this section:
1. Stationary mobile vendors must have access to approved restroom facilities within 200 feet of the vending site. Restroom facilities must be easily accessible to the food handlers and be supplied with hot water, soap, and towel dispensers. The restroom facility must be listed in the Restroom Agreement on file with the Yolo County Environmental Health Division.
- J. **Mobile Vending Conveyance Design Standards.**
1. Signage must be professional and readable. The use of prohibited or unpermitted signs for mobile vendors is not allowed.
 2. No freestanding or banner signs shall be displayed.
 3. Mobile vendors shall not have any site furniture, including chairs, tables, shade structures, or

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other structures outside of the mobile vending conveyance, unless otherwise approved by the Director.

4. Mobile vending conveyances must be self-contained, including any signage, fuel, cooking equipment, shading, and heating and cooling equipment.
5. Mobile vending conveyances must be functioning and operable.

K. Food Preparation and Commissary Requirements.

1. Stationary mobile food facilities must have an approved commissary that is located in the City of Woodland jurisdiction.
2. Existing restaurants may act as commissaries for no more than two mobile food facilities or compact mobile food operations at any time, subject to approval by the Community Development Department Director, the Public Works Department, and by the Yolo County Environmental Health Division.
3. A business that is a commissary for mobile food facilities and/or compact mobile food operations must be in a zone where the food preparation use is permitted.
4. No stand-alone food preparation uses shall be allowed in the Downtown Core (DX-1) zone facing Main Street. Any commissary or other food preparation use must be accessory to the primary use, such as a customer facing restaurant.
5. The Public Works Department must approve the commissary location and determine that the site has sufficient capacity to support the mobile vendor prior to permit application approval.
6. The food preparation use may require site upgrades or increased servicing at cost to the business and/or property owner to support multiple mobile food facilities, catering operations, or other food production operations.
7. The commissary must provide facilities for preparation and packaging of food, potable water supply, liquid waste disposal facilities, waste grease removal, refrigerated/frozen food storage, dry food storage, utensil storage, electrical hook-up, ware washing, restrooms, and truck/cart cleaning, as specified by the Yolo County Environmental Health Department Director.
8. Overnight parking for mobile food facilities or compact mobile food operations must be provided by the commissary, unless an alternative location for the parking of each mobile vendor or sidewalk vendor utilizing the commissary is approved by the Community Development Director.
9. Any stationary mobile vendor with a Mobile Vendor Permit previously approved by the City prior to the effective date of the ordinance codified in this section shall be entitled to a 90 day period to find a new commissary if the vendor's existing commissary does not comply with the requirements of this section. At the expiration of the 90 day period, existing vendors shall be subject to the same commissary requirements as new vendors.

L. Permanent Food Truck Hub. A food-court style vendor hub, where multiple stationary mobile food facilities are located may be considered in nonresidential zones, subject to a Zoning Administrator Permit at the discretion of the Community Development Director.

1. Food truck hubs shall require permanent infrastructure including dining areas, restrooms, service areas for the vending vehicles, lighting, and landscaping.

§ 17.84.290. Personal Services.

Personal service establishments shall be located, developed, and operated in compliance with the following standards:

A. **Hours of Operation.** Hours of operation shall be limited to 6:00 a.m. to 10:00 p.m., ~~excluding massage establishments, or unless~~ otherwise specified in a use permit.

~~A.~~**B. Impacts on Adjacent Properties.** Additional review through a Zoning Administrator Permit may be required to evaluate impacts on surrounding properties, subject to the discretion of the Director.

~~B.~~**C. Massage Establishments.**

1. Massage establishments shall comply with Woodland Municipal Code Chapter 5.20, Massage Establishments.
2. Noncompliant establishments that offer massage in exchange for compensation, including sole proprietorships, shall be prohibited.
3. No exterior window shall be tinted, covered, or obstructed such that visibility into the business is reduced or eliminated.
- ~~3.~~4. Hours of operation shall be limited to 6:00 am to 8:00 pm.

§ 17.84.300. Personal Storage Facilities.

Prohibition on New Personal Storage Facilities. New personal storage (mini-storage) facilities are not permitted.

§ 17.84.310. Recycling Facilities.

A. **General Requirements.** All recycling facilities, including reverse vending machines, recycling collection facilities, and recycling processing facilities, shall be located, developed, and operated in compliance with the California Beverage Container Recycling and Litter Reduction Act of 1986 (Public Resources Code § 14500) and the following standards:

1. **Security.** Recycling facilities shall be secured from unauthorized entry or removal of material and have enough capacity to accommodate materials collected and collection schedule.
2. **Maintenance.** Recycling facilities, including donation areas, shall be maintained in a clean, sanitary, and free of litter and any other undesirable materials.
- ~~2.3.~~ **State compliance.** Recycling facilities must possess applicable state permits and certifications through the California Department of Resources Recycling and Recovery.

B. **Reverse Vending Machines and Donation Containers.** In addition to the requirements subsection A, General Requirements, reverse vending machines shall be located, developed, and operated in compliance with the following standards.

1. **Accessory Use.** Reverse vending machines and donation containers may be installed as an accessory use to a permitted or conditionally permitted commercial or public use.

2. **Location.**

- a. Reverse Vending Machines

- ~~a.i.~~ Reverse vending machines shall be located within the interior of the same building as the permitted or conditionally permitted commercial or public use on the site. Machines shall not be located outdoors.

- ~~b.ii.~~ Machines shall not be located within 50 feet of a Residential zone or within 1,000 feet of any business that sells alcohol.

- ~~c. Machines shall not be located outdoors.~~

- b. Donation Containers

- i. Only one donation container is allowed per commercial center or site. Containers open for 24-hour donations may be located outdoors.

- ii. Containers in parking areas shall not result in fewer than the minimum number of parking spaces required for the primary uses on site, as required in Section 17.68.030.

- iii. Donation containers shall all be at least 100 feet from any property zoned or occupied for residential use unless there is a recognized service corridor and acoustical shielding between the containers and the residential use.

- iv. Containers must be screened from the public right-of-way by landscaping, decorative fencing, and/or solid building elements that are architecturally compatible and complementary with the buildings on site.

3. **Identification.** Machines shall be clearly marked to identify the type of material to be deposited, operating instructions, the identity and phone number of the operator or person responsible to call if the machine is inoperative, and a notice stating that no material shall be left outside of the reverse vending machine.

4. **Signs.**

- a. The maximum sign area on a reverse vending machine or donation container is four square feet per machine, not including operating instructions.
 - ~~4.b.~~ Containers shall be clearly marked to identify the type of acceptable materials, hours of operation, the identity and phone number of the operator or responsible person to call if the machine is inoperative, and a notice stating that no material shall be left outside the recycling machine or container.
 5. **Trash Receptacle.** Operators shall provide a 40-gallon garbage can for nonrecyclable materials adjacent to the reverse vending machine.
 6. **Maximum Size.** Reverse vending machines and donation containers shall occupy no more than 50 square feet of floor space per installation, including any protective enclosure, and shall be no more than eight feet in height.
 7. **Hours of Operation.** Operating hours shall be at least the operating hours of the primary use.
 8. **Lighting.** ~~Reverse vending machines~~ Donation containers located outdoors shall be illuminated placed in a well-lit area to ensure comfortable and safe operations. ~~if operating hours are between dusk and dawn.~~
 9. **Material.** Reverse vending machines and donation containers shall be constructed and maintained with durable waterproof and rustproof material. Each machine or container shall be secured from unauthorized removal of material and maintained in good condition. Capacity must be sufficient to accommodate materials collected in the collection schedule.
- C. **Recycling Collection Facilities.** In addition to the requirements subsection A, General Requirements, recycling collection facilities shall be located, developed, and operated in compliance with the following standards.
1. **Equipment.** No power-driven processing equipment may be used.
 2. **Items Accepted.** Recycling collection facilities shall accept only glass, metals, plastic containers, papers, and reusable items. Used motor oil may be accepted with the permission of the County Health Official and City Fire Marshal. Recycling facilities for tires, concrete, and hazardous chemicals and other industrial materials are not permitted.
 3. **Location.**
 - a. Recycling collection facilities shall only be established in conjunction with a commercial or community service host facility in compliance with applicable building and fire codes.
 - b. Facilities shall not be located within 100 feet of a Residential zone or within 1,000 feet of any business that sells alcohol.
 - c. Facilities shall comply with the setback requirements of the zone, be at least 200 feet from the edge of any four-way intersection, and not obstruct pedestrian or vehicular circulation.
 - d. Attended recycling collection facilities located within 200 feet of a property zoned or occupied for Residential zone shall operate only during the hours between 9:00 a.m. and 7:00 p.m.
 - ~~e. Containers for the 24-hour donation of materials shall all be at least 100 feet from any property zoned or occupied for residential use unless there is a recognized service corridor and acoustical shielding between the containers and the residential use.~~
 - f.e. Mobile recycling units shall have an area clearly marked to prohibit other vehicular parking during hours when the mobile unit is scheduled to be present.

4. **Containers.** Containers shall be constructed of durable waterproof and rustproof material and secured from unauthorized removal of material and maintained in good condition. Capacity must be sufficient to accommodate materials collected in the collection schedule.
5. **Signs and Identification.** Signs shall comply with the requirements of Chapter 17.72, Signs, in addition to the following standards:
 - a. The maximum sign area shall be 20% of the area of the side of facility or container or 16 square feet, whichever is larger. ~~In the case of a wheeled facility, the side is measured from the pavement to the top of the container.~~ The Director may authorize increases in the number, size, and nature of additional signs for necessary directional or identification purposes but not for outdoor advertising.
 - b. ~~Containers~~ The facility shall be clearly marked to identify the type of accepted material, hours of operation, the identity and phone number of the operator ~~or responsible person to call if the machine is inoperative~~, and a notice stating that no material shall be left outside the recycling enclosure facility ~~or containers~~.
6. **Storage.**
 - a. Materials shall not be left outside of containers when attendant is not present.
 - b. All exterior storage shall be in sturdy containers which are covered, secured, and maintained in good condition.
 - c. Storage containers for flammable material shall be constructed of nonflammable material. Oil storage must be in containers approved by the Fire Chief.
 - d. No storage, excluding truck trailers and overseas containers, will be visible above the height of the fencing.
 - e. ~~Containers shall be constructed of durable waterproof and rustproof material, shall have enough capacity to accommodate materials.~~
7. **Design and Screening.**
 - a. The Recycling collection facility shall comply with the design standards for the zone, shall not exceed 250 square feet or include more than three parking spaces.
 - b. Screening shall be in compliance with Chapter 17.70, Screening Standards, in addition to the following:
 - i. ~~In all Commercial zones and the IF zone, all collection and storage of material shall take place within a completely enclosed building.~~
 - ii. i. In the Industrial zone, all collection and storage shall be screened from the public right-of-way ~~or~~ by operating in an enclosed building, or:
 - (A) Within an area enclosed by an opaque fence at least six feet in height with landscaping;
 - (B) Located at least 200 feet from a Residential zone or a property occupied by a residential use.
- D. **Recycling Processing Facilities.** In addition to the requirements subsection A above, recycling processing facilities shall be located, developed, and operated in compliance with the following standards.
 1. **Minimum Lot Size.** The minimum lot size for recycling processing facilities is three acres.

2. **Location.** Facilities shall not be located within 200 feet of a Residential zone or within 1,000 feet of any business that sells alcohol.
3. **Screening.** The facility shall be screened from public rights-of-way by a screening wall or be within an enclosed structure.
4. **Pavement.** The area used for recycling, parking, and/or storage shall be paved and kept clean.
5. **Outdoor Storage.**
 - a. Exterior storage of material must be ancillary and shall be in sturdy containers or enclosures that are covered, secured, and maintained in good condition. Storage shall not be visible above the height of the required screen wall.
 - ~~b. Exterior storage of materials, other than baled material, shall be in sturdy containers or enclosures which are covered, secured, and maintained in good condition.~~
 - ~~c.~~ b. Outdoor storage shall be limited and comply with the Fire Code for pile size, fire apparatus access, and fire hydrant protection.
6. **Processing.** Processing facilities are limited to baling, briquetting, crushing, compacting, grinding, shredding, and sorting of source-separated recyclable and reusable materials. Processing must take place within a building.
7. **Fluids.** A processing facility may accept used motor oil and/or used oil filters for recycling ~~from the generator~~ in accordance with California Health and Safety Code § 25250.11. All storage of used motor oil and/or used oil filters must be within a containment apparatus capable of containing all stored oil in the event of a spill or leak. No containment apparatus shall exceed a capacity greater than 55 gallons. All used motor oil and/or used oil filter storage containers shall be located on an approved surface.
8. **Batteries.** A processing facility may accept used lead-acid batteries in accordance with the California Health and Safety Code § 25215.1. All batteries must be stored inside an enclosed building.
9. **Hours of Operation.** If the facility is within 500 feet of a Residential District, or an existing home, it may not operate between the hours of 7:00 p.m. and 7:00 a.m.
10. **Personnel.** The facility shall be administered by on-site personnel during the hours the facility is open.

E. **Enforcement.**

1. All uses or changes in the use of the land, and the establishment, installation, operation, and maintenance of any improvement of the land, shall comply with the provisions of this Code and the applicable regulations of all agencies and departments having jurisdiction.
2. This section applies to the establishment and continued use of all recycling facilities. All facilities in existence prior to the effective date of this Code shall comply with the terms of this Code within 120 days from its effective date. Any such use not in conformance after this 120-day period shall be deemed to be a violation of this Code and subject to enforcement in accordance with Chapter 17.128, Enforcement.
3. Should the actual construction deviate from the plan as approved, the Certificate of Occupancy shall be withheld until the construction is in conformance with the approved plan.

§ 17.84.330. Short-Term Rental.

A. **Purpose.** The City Council finds that unregulated transient occupancy uses in residential zones present a threat to the public welfare. The purposes of this section are to:

1. Provide a visitor experience and accommodation as an alternative to the hotel, motel, and bed and breakfast accommodations currently existing in the City;
2. Ensure the collection and payment of transient occupancy taxes;
3. Minimize the negative secondary effects of short-term rental use on surrounding residential neighborhoods;
4. Retain the character of the neighborhoods in which short-term rentals occur;
5. This section is not intended to regulate hotels and bed and breakfast inns that do not qualify as short-term rentals; and
6. This section is not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants, and restrictions applicable to the owner's property that may prohibit the use of such owner's residential property for short-term rental purposes as defined in this section.

B. **Permit Required.** A Zoning Administrative Permit is required.

C. **Permitted Locations.** Short-term rentals must be permitted in accordance with the provisions established in each zone and as provided in this section.

D. **Restrictions and Standards.** Short-term rentals are subject to the following restrictions and standards:

1. The short-term rental use is permitted in no more than one unit ~~single-family dwelling~~ per lot, except for multifamily developments with 15 or more units in which a maximum of 10% of the units may be used for short-term rentals.
2. The Zoning Administrative Permit authorizing the short-term rental use must be in the name of the owner-applicant, who must be an owner of the real property upon which the short-term rental use is to be permitted. One person may hold no more than one short-term rental permit. The permit is not transferable.
3. Short-term rental uses are limited to single-family dwellings existing and constructed as of the date of application for the short-term rental permit.
4. The maximum number of bedrooms used for short-term rental use in the short-term rental

dwelling must be no greater than three. The total number of guests staying in the short-term rental dwelling at any one time must be no greater than the number of bedrooms plus two persons, up to a maximum of five persons.

5. Short-term rental dwellings must meet all applicable building, health, fire, and related safety Codes at all times and shall be inspected by the Fire Department before any short-term rental activity can occur.
6. A minimum of two on-site parking spaces must be provided for use by the short-term rental occupants.
7. The owner-applicant must keep on file with the City the name, telephone number, cell phone number, and e-mail address of a local contact person who shall be responsible for responding to questions or concerns regarding the operation of the short-term rental. This information must be posted in a conspicuous location within the short-term rental dwelling. The local contact person shall be available 24 hours a day to accept telephone calls and respond physically to the short-term rental within a reasonable amount of time when the short-term rental is rented and occupied. The City shall post the name and contact information of the local contact person associated with each short-term rental on the City's webpage.
8. The owner-applicant must post "house policies" within each guest bedroom. The house policies must be included in the rental agreement, which must be signed by the renter and must be enforced by the owner-applicant or the owner-applicant's designated contact person. The house policies at a minimum must include the following provisions:
 - a. Quiet hours must be maintained from 10:00 p.m. to 7:00 a.m., during which noise within or outside the short-term rental dwelling must not disturb anyone on a neighboring property.
 - b. Outdoor amplified sound is prohibited.
 - c. Vehicles must be parked in designated on-site parking spaces and must not be parked on the street overnight.
 - d. Parties or group gatherings which exceed the maximum number of allowed guests and/or which have the potential to cause traffic, parking, noise, or other problems in the neighborhood are prohibited from occurring at the short-term rental property, as a component of short-term rental activities.
 - e. Guests must not leave any waste or trash outside the house. All trash containers shall be stored behind a fence and shall not be visible.
9. Weddings, commercial functions, and any other similar events which have the potential to cause traffic, parking, noise, or other problems in the neighborhood are prohibited.
10. The owner-applicant must ensure that the occupants and/or guests of the short-term rental use do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Code or any State law pertaining to noise, disorderly conduct, the consumption of alcohol, or the use of illegal drugs or be subject to fines and penalties levied by the City up to and including revocation of the Zoning Administrative Permit (see § 17.96.150, Revocation of Permit) for the short-term rental use.
11. The owner-applicant, upon notification that occupants and/or guests of his or her short-term rental use have created unreasonable noise or disturbances, engaged in disorderly conduct or committed violations of this Code or State law pertaining to noise, disorderly conduct, the consumption of alcohol or the use of illegal drugs, must prevent a recurrence of such conduct by those occupants or guests or be subject to fines and penalties levied by the City up to and

including revocation of the Zoning Administrator's Permit (see § 17.96.150, Revocation of Permit) for the short-term rental use.

12. All advertising for any short-term rental, including electronic advertising on short-term rental websites, must include the number of the Zoning Administrator's Permit for the short-term rental use granted to the owner-applicant.
13. The owner-applicant must maintain City business licenses and pay all transient occupancy taxes in accordance with Woodland Municipal Code Chapter 3.12, Transient Occupancy Tax as required.
14. Preference for the review and issuance of a new Zoning Administrator's Permit for a short-term rental must be given to current residents of Woodland over nonresident applicants. Applicants whose primary residence is within the City must be reviewed and acted on ahead of other nonresident applications to implement the local preference policy for the Zoning Administrator's Permit for short-term rental uses.
15. Applicants for short-term rental permits are required to have owned their homes for a minimum of two years prior to applying for and being issued a Zoning Administrator's Permit for a short-term rental use.

§ 17.84.340. Single Room Occupancy Units.

Single room occupancy (SRO) ~~units~~ uses, including conversions of existing buildings into SRO housing, shall be subject to Design Review Tier 2 and shall be located, developed, and operated in compliance with the following standards:

- A. **Maximum Occupancy.** Each SRO tenant space ~~living unit~~ shall be designed to accommodate no more than ~~a maximum of~~ two persons.
- B. **Minimum Size.** An SRO tenant space ~~living unit~~ shall have at least 100 square feet for a single occupant or 150 square feet of floor area for two occupants, excluding a kitchen, closet, and bathroom. No individual unit may exceed 400 square feet.
- C. **Minimum Width.** Each ~~An~~ SRO tenant space ~~of one room~~ shall not be less than 12 feet in width.
- D. **Entrances.** All SRO tenant spaces ~~units~~ shall be independently accessible from a single main entry, excluding emergency and other service support exits.
- E. **Cooking Facilities.** Cooking facilities shall be provided either in individual units or in a community kitchen. ~~Where cooking is in individual SRO units, SRO~~ tenant spaces ~~units with any type of cooking facility~~ shall have a sink with hot and cold water; a counter with dedicated electrical outlets and a microwave oven or properly engineered cook top unit pursuant to Building Code requirements; a small refrigerator; and cabinets for storage.
- F. **Bathroom.** An SRO tenant space ~~unit~~ is not required to but may contain partial or full bathroom facilities. A partial bathroom facility shall have at least a toilet and sink; a full facility shall have a toilet, sink and bathtub, shower, or bathtub/shower combination. If a full bathroom facility is not provided within the SRO tenant space, common bathroom facilities shall be provided in accordance with the Building Code for congregate residences with at least one full bathroom per floor.
- G. **Closet.** Each SRO tenant space ~~unit~~ shall have a separate closet.
- H. **Common Area.** Common area shall be provided in an amount equal to 50 ~~10~~ square feet per tenant or 300 square feet, whichever is greater. ~~living unit shall be provided, excluding~~ Common area shall exclude janitorial storage, laundry facilities and common hallways. ~~At least 200 square feet in area~~

~~of interior common space shall be provided as a ground floor entry area that provides a central focus for tenant social interaction and meetings.~~

I. **Tenancy.** SRO tenant space cannot be used for short-term rental and each tenancy must be for 30 days or more. ~~Tenancy of SRO units shall be limited to 30 or more days.~~

J. **Responsible Party.** The property owner or owner's agent/master leasing agent is responsible for the coordination and maintenance of the SRO. Tenants shall enter a rental agreement with the owner or owner's agent.

K. **Large Single Room Occupancy Housing.** Large SROs have seven or more tenants. Along with meeting the general SRO requirements, large SRO housing must meet the following criteria through the Conditional Use Permit process:

1. **Facility Management.** An SRO Facility with ~~seven~~ 10 or more units ~~tenants~~ shall provide full-time on-site management. ~~An SRO Facility with less than 10 units shall provide a management office on site.~~

2. **Tenant Entry Space.** At least 100 square feet in area of interior common space shall be provided as a ground floor entry area that provides a central focus for tenant social interaction and information.

~~K.3.~~ **Management Plan.** A management plan shall be submitted with the permit application for all SRO projects. At minimum, the management plan shall include the following:

1.a. **Security/Safety.** Proposed security and safety features such as lighting, security cameras, defensible space, central access, and user surveillance;

2.b. **Management Policies.** Management policies including desk service, visitation rights, occupancy restrictions, and use of cooking appliances;

3.c. **Rental Procedures.** All rental procedures, including weekly and monthly tenancy requirements;

4.d. **Staffing and Services.** Information regarding all support services, such as job referral and social programs; and

5.e. **Maintenance.** Maintenance provisions, including sidewalk cleaning and litter control, recycling programs, general upkeep, and the use of durable materials.

§ 17.84.360. Telecommunication Facilities.

- A. **Overview.** The following outlines the development permitting process as it applies to facilities described in this Zoning Code. Wireless telecommunications facilities which are generally considered to have minimal impacts or which are exempt from local review by state or Federal statutes have been classified as exempt under this section and are not regulated when in compliance with the

development standards set forth in this Zoning Code. Other wireless telecommunications facilities which have the potential to create impacts have been categorized to allow for additional review. Unless listed below as exempt or prohibited, no wireless telecommunications facility shall be constructed without first undergoing the specific review process and obtaining the prescribed approval as set forth below.

1. ***Prohibited Telecommunications Facilities.*** The following telecommunications facilities shall be prohibited:
 - a. Public carrier telecommunications facilities located within designated habitat areas and habitat restoration areas. The City shall make available for public review a map identifying any such areas.
 - b. More than one monopole or tower within 1,000 feet of any other existing monopole or lattice tower(s), unless visual impacts are negligible and the applicant can demonstrate that the site is a technical necessity to meet demands of the geographic service area and the applicant's Citywide network.
 - c. Telecommunications facilities where the combined electromagnetic frequency radiation (EMF) exceeds the State or Federal standard.
 - d. Telecommunication facilities within urban reserve areas or undesignated planning areas or within areas zoned or designated on the General Plan land use map for residential uses or on sites containing existing or planned public or private school facilities; or within 500 feet of areas so designated or zoned, except as follows:
 - i. Areas zoned commercial, subject to Conditional Use Permit review procedures (see § 17.100.100, Conditional Use Permit) and a determination that all aspects of the proposed facility, including support facilities, are completely concealed (i.e., completely incorporated into the site architecture or designed in a manner that is not identifiable as a wireless facility by the casual observer; this exception does not provide for mono-pines or similarly "stealth" facilities) from view and remain at least 100 feet from areas zoned or designated on the General Plan land use map for residential uses or on sites containing existing or planned public or private school facilities.
 - ii. Telecommunications facilities located on public or private school sites, supported and/or initiated by the applicable school district or governing entity, subject to the review procedures as set forth in subsection A.3, Director Review, or subsection A.5, Conditional Use Permit, are satisfied and provided the facilities meet the location and design standards set forth in this section, except historic properties and sensitive habitat areas.
 - iii. Telecommunications facilities within the public right-of-way (PROW) or on City-owned property (including parks), provided the applicant procedures set forth in subsection A.3, Director Review, or subsection A.5, Conditional Use Permit, are satisfied and provided the facilities meet the location and design standards set forth in this section, except historic properties and sensitive habitat areas.
2. ***Compliance Review.*** The following facilities are exempt from discretionary review under this section, subject to ~~minor design review~~ Design Review Tier 1 to ensure compliance with development requirements set forth below:
 - a. Interior and exterior facilities accessory to the residential use of the site including television antennas, satellite dishes, and amateur radio facilities meeting all requirements set forth below:

- i. No more than one satellite dish exceeding 36 inches in diameter per parcel.
- ii. Satellite dishes shall not extend above the peak of the roof or parapet.
- iii. Antennas shall meet applicable height requirements.
- iv. Antennas and dishes shall meet applicable setback requirements.
- b. Flush-mounted panel antennas in employment zones which meet the following standards:
 - i. The lowest part of the panel shall be at least 20 feet above grade.
 - ii. The panel and connections shall not project out more than 18 inches from the building surface it is mounted to.
 - iii. Panels, connections, and supports shall be treated to match the color scheme of the building.
 - iv. Panels and connections shall not project above the mounting façade.
 - v. The structure is not a historic site or a potentially historic resource.
 - vi. Ground-mounted support equipment cabinets or buildings shall be screened. The specific design is subject to City review based on a visual analysis of the particular site and may require fencing, walls, landscaping, or both.
 - vii. Exterior electrical lines serving the equipment cabinet or building shall be undergrounded.
 - viii. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
- c. Telecommunications facilities, including support facilities, concealed from public view (i.e., not visible) or fully integrated into the site architecture of nonresidential structures to be constructed or renovated.
 - i. The structure is not a historic site or a potentially historic resource.
 - ii. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
- d. Public safety facilities include transmitters, repeaters, and remote cameras. Public safety facilities are to be located, preferably, on existing public structures such as buildings, towers, bridges, and light poles and shall be treated to match the supporting structure.
- e. Telecommunications facilities accessory to other public equipment for data acquisition such as irrigation controls, well monitoring, and traffic signal controls.
- f. Facilities erected and operated for emergency situations. Emergency facilities shall be removed at the conclusion of the emergency or shall be replaced by public safety facilities.
- g. Mobile facilities when placed on a site for less than 24 consecutive hours.
- h. Facilities specifically exempted under Federal or State law including work subject to Pub.L. No. 112-96 § 6409, as follows:
 - i. The modification of an existing wireless tower or base station for the co-location of

new transmission equipment or removal or replacement of existing transmission equipment, provided that such modification does not substantially change the physical dimensions of such tower or base station from the dimensions approved as part of the existing use permit for such tower or base station.

- ii. For purposes of this subsection, "substantially change the physical dimensions"—shall be defined in Title 47 Code of Federal Regulations (CFR) Section 1.6100(b)(7) and any subsequent rulings and interpretations by the Federal communications Commission (FCC). ~~means any of the following, and refers—This shall refer~~ to a single change, or a series of changes over time (whether made by the same or different entities) viewed against the initial approval for the tower or base station, unless otherwise specified by the FCC. that cumulatively have any of the effects described below:
 - (A) ~~Changing any physical dimension of the wireless tower or base station in a manner that creates a safety hazard, whether from wind loading, stress on the wireless tower, or in any other manner.~~
 - (B) ~~Changing the physical dimension of a stealth wireless tower, where the changes would be inconsistent with the design of the stealth wireless tower, or make the wireless tower more visible.~~
 - (C) ~~Changing the physical dimensions would require work that would intrude upon the public right of way, or any environmentally sensitive area.~~
 - (D) ~~Increasing by more than 10% any of the following: the height or width in any direction of the wireless tower, or the area required for structures required to support the wireless tower, such as guy wires as approved and constructed through the discretionary permit process; provided that in no event shall the height exceed the maximum height permitted under the City's regulations.~~
 - (E) ~~Increasing by more than 10% any of: the height or area encompassed within any structure or object enclosing the wireless tower, such as a fence or line of bushes.~~
 - (F) ~~Increasing any of an existing antenna array's depth, circumference, or horizontal radius from the wireless tower in any direction by more than 10%.~~
 - (G) ~~Adding more than two antenna arrays to an existing wireless tower, or adding antenna arrays that, if the array were an existing array, would be of such depth, circumference, or radius as to fall outside of subsection A.2.h.ii.F, unless such arrays were approved under subsection A.3.a or subsection A.3.e.~~
 - (H) ~~The mounting of the new or replacement transmission equipment would involve installing new equipment cabinet(s) not permitted under the initial approval and that will not fit within the existing enclosure for the wireless tower or base station or would require installation of a new cabinet or enclosure, excluding new equipment and cabinets that will be installed underground.~~
- iii. Additional application information. Any application for a wireless telecommunications facility under this subsection A.2.h, shall include:
 - (A) A signed statement by a certified engineer, licensed and qualified in California, attesting that the work that will be performed will not trigger discretionary review under this subsection. Such statement shall be submitted in addition to all other application information required under this section.

- (B) A detailed description of the proposed modifications to the existing facility.
- (C) A photograph or description of the wireless tower or base station as originally constructed, if available, and a photograph of the existing wireless tower or base station, and a graphic depiction of the wireless tower or base station after modification, showing all relevant dimensions.
- (D) A description of all construction that will be performed in connection with the proposed modification.

Nothing in this section prevents the City from imposing such other conditions on the grant of the permit consistent with obligations imposed with respect to the initial installation or with respect to facilities similar to those proposed by application. Any facility installed under this subsection shall require a development permit.

3. **Director Review.** The following telecommunications facilities shall be subject to review by the Director, including ~~design and site plan review~~ **Design Review Tier 2**, provided they meet the development requirements set forth below and meet the location and design standards set forth in subsection B, Location and Design Standards for Nonexempt Facilities. Facilities that fail to meet the development requirements as set forth below shall be elevated to the review procedures as set forth in subsection A.4, Zoning Administrator Review, or, at the discretion of the Director, may be elevated to the review procedures as set forth in subsection A.5, Conditional Use Permit.
 - a. Modification of an existing wireless tower or base station for the co-location of new transmission equipment or removal or replacement of existing transmission equipment provided the following standards are complied with:
 - i. The telecommunications facility has been constructed and is operating in accordance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
 - ii. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
 - iii. The new array does not increase, by more than 15% any of the following: height or width in any direction of the wireless tower, or the area required for structures required to support the wireless tower, such as guy wires as approved and constructed through the discretionary permit process; provided that in no event shall the height exceed the maximum height permitted under the City's regulations.
 - iv. The new array does not increase, by more than 15% any of the following: the height or area encompassed within any structure or object enclosing the wireless tower, such as a fence or line of bushes.
 - v. The new array does not increase, by more than 15%, the existing antenna array's depth, circumference, or horizontal radius from the wireless tower in any direction.
 - vi. The panel array is the second or third grouping on the structure containing the existing telecommunications facility.
 - vii. A microwave dish greater than 36 inches in diameter is not being proposed as part of the array.
 - viii. The combined EMF for all arrays does not exceed applicable state or Federal standards.

- ix. The new array will meet the conditions of any existing use permit.
- x. The new array does not require major modifications to the structure containing the existing telecommunications facility.
- xi. Ground-mounted equipment shall be screened from public view. The specific design is subject to City review based on a visual analysis of the particular site and may require fencing, landscaping, or both.
- xii. The telecommunications facility is not subject to Pub. L. No. 112-96 § 6409.
- b. Any mobile antenna when placed on a site for more than 24 hours but less than 30 days, which meets the following standards:
 - i. Antenna vehicle/trailer shall be located only on an improved surface.
 - ii. Parking and access for support personnel shall be on an improved surface.
 - iii. Day and night safety marking shall be provided.
 - iv. The antenna vehicle/trailer and support parking shall not be located within a public right-of-way.
- c. Roof-mounted facilities on nonresidential structures that are not entirely concealed from public view, which meet the following standards:
 - i. The facility and related equipment shall be screened from view or architecturally integrated into the building design so that only support brackets and panels are visible from the opposite side of the right-of-way in front of the building.
 - ii. Panels shall match the color scheme of the building façade.
 - iii. Ground-mounted equipment cabinets/buildings shall be screened from public view. The specific design is subject to City review based on a visual analysis of the particular site and may require fencing, landscaping, or both.
 - iv. Shall not exceed the allowable height limit for the zone.
 - v. The structure is not a designated historic site or a potentially historic resource.
 - vi. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
- d. Flush-mounted antennas in commercial zones, which meet the following standards:
 - i. Placement of the panel shall not interfere with or encroach upon vehicular or pedestrian accessways.
 - ii. The panel and connections shall not project out more than 18 inches from the building surface it is mounted to.

- iii. Panels, connections, and supports shall be treated to match the color scheme of the building.
- iv. The structure is not a designated historic site or a potentially historic resource.
- v. Ground-mounted support equipment cabinets or buildings shall be adequately screened. The specific design is subject to City review based on a visual analysis of the particular site and may require fencing, landscaping, or both.
- vi. Exterior electrical lines serving the equipment cabinet or building shall be undergrounded.
- vii. Panels shall not protrude above the roofline.
- viii. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
- e. Antenna arrays mounted on existing billboards, water towers and other similarly scaled structures.
 - i. Placement of the new array shall not exceed applicable height requirements.
 - ii. The proposed array fits within the ~~three-dimensional~~ three-dimensional envelope of the existing structure to which the array will be attached.
 - iii. The new array does not require substantial modifications to the existing structure to which the array will be attached.
 - iv. The original structure was erected and is operated in accordance with the conditions of the original use permit.
 - v. The co-location request does not include microwave transmitters exceeding 36 inches in diameter.
 - vi. The combined EMR for all arrays does not exceed state or Federal standards.
 - vii. May be subject to annual review as provided for in this Zoning Code.
- f. Telecommunications facilities, excluding towers, on publicly owned or publicly utilized lands (including City-owned land such as parks, general facilities, and utility apparatus) or on existing utility, signal or lighting structures within the public right-of-way, easement, or City-owned land which meet the following standards:
 - i. Facilities shall meet the requirements of subsection B, Location and Design Standards for Nonexempt Facilities, except as follows:
 - (A) Low power facilities to meet the needs of the immediate neighborhood may be proposed on existing light towers in public parks.
 - ii. Antennas placed on signal or street light poles shall not exceed two feet in length or six inches in diameter.
 - iii. Permits for telecommunication facilities proposed in the PROW shall be issued in a manner consistent with applicable law regarding the physical use and occupation of

the PROW and only to applicants who have met all the conditions and requirements of this section and who establish a right to enter the PROW. The applicant must state the basis for its claimed right to enter the PROW, subject to independent confirmation by the City. If the applicant has a certificate of public convenience and necessity (CPCN) issued by the California Public Utilities Commission, it shall provide a copy of its CPCN. If the applicant is asserting a right to enter the PROW to close a significant gap in coverage, it shall provide evidence of the coverage gap and evidence that the site selected is the least intrusive means of closing that gap.

- iv. Antennas and all support equipment shall be treated to match the supporting structure.
- v. Telecommunication facility installations located above the surface grade in the PROW, including, but not limited to, those on streetlights, traffic signal standards, or joint utility poles, shall consist of small equipment components that are compatible in scale and proportion to the structures they are mounted on and compatible with the neighborhood in which they are located. Antennas should generally be located on existing structures, such as street light poles or joint utility poles, and be visually compatible with the existing structure and surroundings. All equipment, including antennas, shall be the smallest and least visually intrusive equipment feasible. Equipment shall be painted or otherwise coated to be visually compatible with the support structure and shall be subject to the issuance of a license or other special form or written agreement with the City.
- vi. Proposals for telecommunication facilities shall not exceed 40 feet in height. This standard may be modified upon finding that cumulative visual impacts are not significant and that the telecommunication facility is necessary to provide services not possible with location on an existing tower or structure in the service area. Independent review of the request, at the applicant's cost, may be required by the Director.
- vii. Accessory equipment, excluding required electrical meters, shall be placed in an underground vault or entirely within the proposed pole. However, applications proposing to place accessory equipment within the pole, instead of underground vaults, shall be subject to design review and approval. If it is determined that the proposed telecommunication facility with accessory equipment in the pole is not acceptable, accessory equipment shall be placed in an underground vault. Factors that may be considered in evaluating whether to permit placement of accessory equipment within the pole instead of in an underground vault are aesthetics, such as whether placing equipment in the pole would result in a larger, more visually obtrusive telecommunication facility, and public safety, such as whether the proposed facility would visually obstruct pedestrian, bicycle, or vehicular traffic. An applicant contesting undergrounding bears the burden of establishing that undergrounding is not feasible. If it is determined that undergrounding is not feasible, such accessory equipment shall comply with all applicable laws and regulations and shall be visually screened or camouflaged. All wall and landscaping materials shall be selected so that the resulting screening will be visually integrated with the architecture and landscape architecture of the surroundings.
- viii. Telecommunication facilities in the PROW or on City-owned property in or within 500 feet of residential, school, or mixed-use zones shall be subject to the review

procedures as set forth in subsection A.5, Conditional Use Permit.

- ix. The City retains the right to deny an application for this type of telecommunication facility based on aesthetic or land use impacts.
4. **Zoning Administrator Review.** The following telecommunications facilities shall be reviewed in accordance with § 17.92.020.D, Zoning Administrator, provided they meet the development requirements set forth below and meet the location and design standards set forth in subsection B, Location and Design Standards for Nonexempt Facilities. Facilities that fail to meet the development requirements as set forth below shall be elevated to the review procedures as set forth in subsection A.5, Conditional Use Permit.
- a. Replacement of previously approved towers not authorized under the provisions of the existing permit, provided that such modification does not substantially change (by more than 10%) the physical dimensions of such tower or base station from the dimensions approved as part of the existing use permit for such tower or base station consistent with subsection A.2.h.ii definition of "substantial change" (unless otherwise exempt from discretionary review pursuant to subsection A.2.h, Work, subject to Pub. L. No. 112-96 § 6409.
 - i. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
 - b. Additions and/or expansions of legal nonconforming uses, including co-locations, which do not meet the criteria for exempt facilities under subsection A.2.h, Work, subject to Pub. L. No. 112-96 § 6409. At the discretion of the Zoning Administrator, such applications may be elevated to the Planning Commission for review and approval.
 - i. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
5. **Conditional Use Permit.** The following telecommunications facilities shall be reviewed in accordance with § 17.100.100, Conditional Use Permit, provided they meet the development requirements set forth below and meet the location and design standards set forth in subsection B, Location and Design Standards for Nonexempt Facilities.
- a. Telecommunications facilities within historic districts, on sites or buildings designated historic or potentially historic resources.
 - i. A ~~site-specific~~ **site-specific** historic evaluation may be required by the City and shall be paid for by the applicant if the proposed project site or building is over 50 years old.
 - ii. The facility must comply with the applicable development regulations of the land use zone and all other applicable regulations pertaining to the preservation of historical sites.
 - iii. Construction of the facility must not result in a reduction in required parking provided on the site.
 - iv. The facility must be concealed from public view or integrated into the site architecture so as not to be noticed or identified as a telecommunication facility by

the casual observer.

- v. Must be reviewed by applicable historical preservation commission prior to final action by City.
- vi. Limited to building mounted facilities.
- b. Wireless telecommunications facilities on publicly owned lands not otherwise subject to local land use zoning, but lying within the local jurisdiction, when the wireless telecommunications facility is not solely maintained or operated for the primary public use of the site.
- c. Monopole facilities, single carrier wireless towers, and lattice tower in any nonresidentially zoned area, subject to the following standards:
 - i. Shall be subject to periodic review as identified in this Zoning Code.
 - ii. Monopoles and lattice towers shall be located and designed to minimize visual impacts. Towers located in high visibility locations shall incorporate "stealth" design techniques to camouflage the tower to the maximum extent feasible as art/sculpture, clock tower, flag pole, tree or any other appropriate and compatible visual form.
 - iii. Monopoles and lattice towers shall be located on the rear half of the parcel, unless aesthetic benefit is achieved through an alternative location, as determined by the Planning Commission.
 - iv. New private monopoles and lattice towers shall not be located in any land developed or zoned for any residential and/or school zone/use, pursuant to subsection A.1, Prohibited Telecommunication Facilities.
 - v. Monopoles and lattice towers shall generally not be permitted within 1,000 feet of an existing tower or facility. This standard may be modified upon finding by the Planning Commission that cumulative visual impacts are not significant and that the tower is necessary to provide services not possible with co-location on an existing tower or structure in the service area. Independent review of the request, at the applicant's cost, may be required by the Planning Commission.
 - vi. Monopoles and lattice towers shall be designed at the minimum functional height. Tower height shall generally not exceed the maximum height for buildings in the zone in which it is located by more than 12 feet. This standard may be modified upon a finding by the Planning Commission that cumulative visual impacts are not significant and that the height is necessary to provide services not possible with a tower meeting the height standard. Independent review of the request, at the applicant's cost, may be required by the Director. If no maximum building height is established in this Zoning Code, the height of the tower shall be reviewed for the visual impact on the surrounding land uses and the community.
 - vii. As a condition of approval for all monopoles and lattice towers, the applicant shall provide the City with a written commitment that it will allow other service providers to co-locate antennas on towers where technically and economically feasible. Support structures and site area for telecommunication facilities shall be designed and of adequate size to allow at least one additional service provider to co-locate on the structure, including sufficient area available for ground mounted equipment.

- viii. Ground-mounted equipment shall be under ground or screened from public view, including, but not limited to, decorative fencing and/or landscaping. If the Planning Commission determines that screening is not adequate, it may require that equipment be placed underground.
 - ix. Parking and access shall be on an improved surface, subject to review and approval by the Planning Commission.
 - x. The project site (the parcel on which the facility or lease area is located) is operating in compliance with all prior approvals including approved landscape plans, site plan and design review approvals, and/or conditions of existing use permit.
- d. Towers located on property owned, leased, or otherwise controlled by the City (or wireless facilities on publicly/City-owned property or PROW within 500 feet of residential/school buffer) provided prior written acknowledgement and pre-authorization for such antenna or tower is approved by the City.
- i. Shall be subject to development requirements as set forth in subsection A.3.f, Facilities, excluding towers, on publicly owned or publicly utilized lands, and subject to subsection A.5.c, Monopole facilities, single carrier wireless towers, and lattice tower in any nonresidentially zoned area.
- e. Other telecommunications facilities not listed as exempt, permitted, or prohibited shall comply with the following minimum physical standards and other requirements as deemed appropriate by the Planning Commission:
- i. Adequate access shall be provided.
 - ii. Facility shall be concealed or designed as a stealth facility to the satisfaction of the Planning Commission.
 - iii. No reduction in parking below that required by this Zoning Code.
 - iv. Concurrent review and approval by the City and the County.

B. Location and Design Standards for Nonexempt Facilities.

1. The following standards are applicable to all telecommunication facilities except exempt facilities identified in subsection A.2.h:
 - a. If technological improvements or developments occur that allow the use of materially smaller or less visually obtrusive equipment, the service provider may be required to replace or upgrade an approved telecommunication facility upon application for a new permit in order to minimize the facility's adverse impacts on land use compatibility and aesthetics. This provision would only apply to the specific site where the application for modification is requested.
 - b. All telecommunication facilities shall be installed and maintained in compliance with the requirements of the California Building Standards Code, the Americans with Disabilities Act, as well as other restrictions specified in this section and other applicable provisions of this Zoning Code.
 - c. *Design Standards.* All telecommunication facilities shall:

- i. Utilize state of the art stealth technology as appropriate to the site and type of facility. Specifically, all telecommunication facilities shall employ and maintain camouflage design techniques to minimize visual impacts and provide appropriate screening. Such techniques shall be employed to make the installation, operation, and appearance of the facility as visually inconspicuous as possible and to hide the installation from predominant views from surrounding properties. Where no stealth technology is proposed for the site, a detailed analysis as to why stealth technology is physically and technically infeasible for the project shall be submitted with the application.
 - ii. Antennae and support structures, where utilized, must be monopole type. Monopole support structures shall not exceed four feet in diameter unless technical evidence is provided showing that a larger diameter is necessary to attain the proposed tower height and that the proposed tower height is necessary.
 - iii. In the case of existing structures, telecommunication facilities shall be located in a manner so as to minimize visual impacts from surrounding properties and public rights-of-way.
 - iv. All flush-mounted antenna(s) and support structures shall be painted to be architecturally compatible with the building on which it is located or painted to minimize the visual impacts where the structures extend above the roof line and minimize visual impacts from surrounding properties. The specific color is subject to City review based on a visual analysis of the particular site.
 - v. Accessory equipment must be designed and screened from public view. The specific design is subject to City review based on a visual analysis of the particular site and may include decorative fencing and/or landscaping. If landscaping is required, landscape plans shall be prepared by a licensed landscape architect.
 - vi. Support structures and site area for telecommunication facilities shall be designed and of adequate size to allow at least one additional service provider to co-locate on the structure, including sufficient area available for ground mounted equipment, subject to the specific design standards and aesthetic considerations of the specific telecommunication facility location and Conditional Use Permit requirements in subsection A.5, Conditional Use Permit.
 - vii. All proposed fencing shall be decorative and compatible with the adjacent buildings and properties within the surrounding area and shall be designed to limit and/or allow for removal of graffiti.
 - viii. Placement of ground mounted equipment shall not substantially hinder the future development potential of any property.
- d. *Height.* All telecommunication facilities shall be designed to meet the minimum functional height required.
- i. Unless this section imposes a more restrictive height limitation on a specific type of facility, facility height shall not extend more than 12 feet beyond the maximum allowable building height for the zone, except as otherwise allowed in this section. If a maximum building height has not been established in this Zoning Code, the height of the facility shall be reviewed for the visual impact on the surrounding land uses

and the community.

- ii. If the facility is not attached to a building, the height of the facility shall be reviewed for the visual impact on the surrounding land uses and the community.
 - iii. The height of a telecommunication tower shall be measured from the natural, undisturbed ground surface below the center of the base of said tower to the top of the tower itself or, if higher, the tip of the highest antenna or piece of equipment attached thereto.
- e. *Setbacks.* The following setback requirements shall apply to all telecommunication facilities except facilities in the public right-of-way and on City-owned property:
- i. All facilities shall comply with the required building setbacks for the zone in which the site is located. However, in no instance shall the facility (including antenna equipment) be located closer than five feet of any property line. Additional setback requirements may be established in conjunction with a Conditional Use Permit for those antennae exceeding the height limit for the zone.
 - ii. Facilities shall not be located within the required front yard area of any parcel, unless specifically approved by the Planning Commission.
 - iii. The Planning Commission may reduce setbacks through the Conditional Use Permit process (see § 17.100.100, Conditional Use Permit) upon determination that aesthetic impacts would be reduced and/or open space improved.
- f. *Landscaping.*
- i. Landscaping, wherever appropriate, shall be used as screening to reduce visual impacts of telecommunication facilities. Any proposed landscaping shall be visually compatible with existing vegetation in the vicinity.
 - ii. Existing landscaping in the vicinity of a proposed telecommunication facility shall be protected from damage during and after construction. Submission of a tree protection plan may be required to ensure compliance with this requirement.
 - iii. Off-site landscaping may be required to mitigate off-site impacts, subject to willing property owners. Additional landscaping may also be required in public rights-of-way to obscure visibility of facilities from passing motorists, bicyclists, and pedestrians.
 - iv. When required, a landscape and irrigation plan prepared by a licensed landscape architect shall be submitted at the Building Permit stage for review and approval by the Community Development Department.
- g. *Signage.* A permanent, weather-proof identification sign must be placed on the gate of the fence surrounding the telecommunication facility or base shelter or, if there is no fence, on the facility itself. The sign must identify the facility operator(s), type of use, provide the operator's address, and specify a 24-hour telephone number at which the operator can be reached so as to facilitate emergency services.
- h. *Access.* Parking and access to and for the maintenance of telecommunication facilities shall be on an improved surface and no required parking for the primary use shall be lost

due to placement of the pole and support facilities unless otherwise permitted by the Planning Commission. A minimum of one parking space shall be provided and calculated separately from the required parking for the primary use, for maintenance of the telecommunication facility. Required fire access shall be maintained.

- i. *Lighting and Placement.* Facility lighting shall comply with the local requirements of the City. Towers shall not be artificially lighted, unless required by the FAA or other applicable public safety authority. If lighting is required, the governing authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views.
 - j. *Noise.* In general, noise levels shall comply with the applicable State and local guidelines. In no instance shall noise levels produced by the facility or appurtenant equipment exceed 65 dBA as measured at the site property line. Back-up generators shall only be operated during power outages and for testing and maintenance purposes. Testing and maintenance shall only take place on weekdays between 8:30 a.m. and 4:30 p.m.
2. ***Management.***
- a. *Periodic Review.* The City may conduct a periodic review of the telecommunications facility to consider whether or not the facility is conforming with the (including the co-location) conditions of its discretionary approval or appropriate permits. The City shall consider whether or not the facility is conflicting with emerging land uses approved under the applicable master or Specific Plan. If the City concludes that adverse impacts to emerging land uses can be reduced through the use of new technology, or through the retirement of the current facility, the carriers shall work with the City to develop a plan for achieving these mitigating goals. The City may impose a condition limiting the duration of any permit for a telecommunications facility located on property zoned other than industrial only after making findings of fact that such a condition is warranted. As part of such condition, the City shall specify the development threshold which could trigger termination of the permit following a duly noticed public hearing.
 - b. *Abandonment.* If any telecommunications facility is not operated for a continuous period of six months, the service provider shall notify the Zoning Administrator. A telecommunications facility shall be considered abandoned and shall be removed by the facility owner within the next six months and the site restored back to its original setting. The City may, at its discretion, require the posting of a performance surety to cover the cost of the removal of abandoned facilities.
 - c. *Public Health and Safety (EMF and RF).* No telecommunications facility or combination of facilities shall generate, at any time, EMF, or radio frequency radiation (RF) in excess of the FCC adopted standards for human exposure, as amended over time.
3. All telecommunications facilities must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the Federal government with the authority to regulate such facilities. If such standards and regulations are changed, the property owner or responsible party shall bring such facilities into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations, unless a more stringent compliance schedule is mandated by the controlling agency. Any violation of this subsection shall constitute grounds for revocation of any permits and/or approvals granted under this section (see § 17.96.150, Revocation of Permits). Such violations shall also constitute grounds for abatement and removal of the telecommunications facility by the City at the property

owner's expense.

4. If it is found that wireless telecommunications facilities are or will be detrimental to the health, safety, or welfare of persons working or residing near such facilities, then the service provider(s) shall be solely responsible for the removal, adjustment, or replacement of the facilities. In no case shall the facility remain in operation if it is found to create a hazard to health, safety, or welfare. A facility shall not be found to create a hazard to health, safety, or welfare as a result of EMF or RF emissions from the facility so long as it meets all then current standards established by the FCC, or other Federal agency having jurisdiction.

C. Findings for Approval for Telecommunications Facility Applications.

1. The proposal meets or exceeds the criteria of this Zoning Code and is consistent with the General Plan and applicable land use designations.
2. That the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use and required provisions of this Zoning Code.
3. The proposal for the telecommunications facility is in its design and appearance is consistent or compatible with the development and design of the surrounding structures and neighborhood.
4. That the proposed use will be organized, designed, constructed, operated, and maintained so as to be compatible with the character of the area as intended in the General Plan or any Specific Plan.
5. That adequate streets and highways exist to carry the type and quantity of traffic anticipated to accommodate access for maintenance and/or service vehicles.

D. Appeals. Any person dissatisfied with the decision to either approve or deny a development permit for the construction or modification of a wireless telecommunications permit, excluding exempt facilities, may file an appeal in accordance with the procedures set forth in Division II: Administration and Procedures, as applicable. Staff decisions regarding exempt facilities may be appealed in the same manner as a decision of the Zoning Administrator as set forth in § 17.92.020.D, Zoning Administrator.

§ 17.84.380. Two-Unit Projects.

A. **Purpose.** The purpose of this section is to allow and appropriately regulate two-unit projects in accordance with California Government Code § 65852.21.

B. **Definition.**

"Two-unit project" means the development of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot in accordance with the requirements of this section.

C. **Application.**

1. Only individual property owners may apply for a two-unit project. "Individual property owner" means a natural person holding fee title individually or jointly in the person's own name or a beneficiary of a trust that holds fee title. "Individual property owner" does not include any corporation or corporate person of any kind (partnership, LP, LLC, C Corp, S Corp, etc.) except for a community land trust (as defined by Revenue and Taxation Code § 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by § 214.15).
2. An application for a two-unit project must be submitted on the City's approved form. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted.
3. The City may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the Zoning Code, in accordance with applicable law. The City Council may establish and change the fee by resolution. The fee must be paid with the application.

D. **Approval.**

1. An application for a two-unit project is approved or denied ministerially, by the Director, without discretionary review.

2. The ministerial approval of a two-unit project does not take effect until the City has confirmed that the required documents have been recorded, such as the deed restriction and easements.

E. **Requirements.** A two-unit project must satisfy each of the following requirements:

1. **Map Act Compliance.** The lot must have been legally subdivided.
2. **Zone.** The lot is in a single-family residential zone which includes:
 - a. R-L, N-P and R-LM zones; the R-3, R-4, and R-5 single-family residential zones in the Spring Lake Specific Plan; and the R-4 and R-5 single-family zones in the Southeast Area Specific Plan.
3. **Lot Location.**
 - a. Prime farmland, farmland of statewide importance, or land that is zoned or designated for agricultural protection or preservation by the voters.
 - b. A wetland.
 - c. Within a very high fire hazard severity zone, unless the site complies with all fire-hazard mitigation measures required by existing building standards.
 - d. A hazardous waste site that has not been cleared for residential use.
 - e. Within a delineated earthquake fault zone, unless all development on the site complies with applicable seismic protection Building Code standards.
 - f. Within a 100-year flood hazard area, unless the site has either:
 - i. Been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction; or
 - ii. Meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.
 - g. Within a regulatory floodway, unless all development on the site has received a no-rise certification.
 - h. Land identified for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan.
 - i. Habitat for protected species.
 - j. Land under conservation easement.
4. **Not Historic.** The lot must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a City or County landmark or as a historic property or district.
5. **No Impact on Protected Housing.** The two-unit project must not require or include the demolition or alteration of any of the following types of housing:
 - a. Housing that is income-restricted for households of moderate, low, or very low income.
 - b. Housing that is subject to any form of rent or price control through a public entity's valid

exercise of its policy power.

- c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (California Government Code §§ 7060 through 7060.7) at any time in the 15 years prior to submission of the urban lot split application.
- d. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which a two-unit project is sought must provide a notarized statement as to this fact with the application for the parcel map.

6. ***Quantity.***

- a. No more than two dwelling units of any kind may be built on a lot that results from an urban lot split. For purposes of this paragraph, "unit" means any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under this section of the Zoning Code, an ADU, or a JADU.
- b. A lot that is not created by an urban lot split may have a two-unit project under this section, plus any ADU or JADU that must be allowed under State law and the City's ADU ordinance.
- c. In no case shall there be more than four total units of any kind in total provided as a result of an urban lot split or on a lot that is not created by an urban lot split.

7. ***Unit Size.***

- a. Each primary dwelling built that is developed under this section is limited to 800 square feet of floor area.
- b. A primary dwelling that was legally established on the lot prior to the two-unit project and that is larger than 800 square feet is limited to the lawful floor area at the time of the two-unit project.
- c. A primary dwelling that was legally established prior to the two-unit project and that is smaller than 800 square feet may be expanded to 800 square feet after or as part of the two-unit project.
- d. *Exception.* One or both primary dwelling units may be expanded if able to meet lot coverage and setback requirements as established in Chapter 17.24, Residential Zones, inclusive of all units and accessory structures on the property.

8. ***Height Restrictions.***

- a. On a lot that is larger than 2,000 square feet, a new primary dwelling may be 30 feet in height if the rear setback is 20 feet or the side setback is five feet, otherwise, no new primary dwelling unit may exceed 16 feet in height, measured from grade to peak, or tallest point, of the structure.
- b. On a lot that is smaller than 2,000 square feet, no new primary dwelling unit may exceed two stories or 22 feet in height, measured from grade to peak of the structure. Any portion of a new primary dwelling that exceeds 16 feet in height as measured from grade to peak or tallest point, must be stepped back by an additional seven feet; no balcony deck or other portion of the second story may project into the step-back.

- c. No rooftop deck is permitted on any new or remodeled dwelling or structure on a lot with a two-unit project.
9. **Demolition Cap.** The two-unit project may not involve the demolition of more than 25% of the existing exterior walls of an existing dwelling unless the site has not been occupied by a tenant in the last three years.
10. **Lot Coverage.** Structures shall not cover more than 50% of the total lot area. This lot coverage standard is only enforced to the extent that it does not prevent two primary dwelling units on the lot at 800 square feet each.
11. **Open Space.** A minimum of 30% of the required rear yard shall be open space. This open space standard is only enforced to the extent that it does not prevent two primary dwelling units on the lot at 800 square feet each.
12. **Setbacks.**
- a. No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.
 - b. Dwellings must be at least four feet from the interior side and rear property lines.
 - c. Dwellings must be at least 15 feet from a corner street side setback.
 - d. A front yard setback of at least 25 feet shall be maintained from the front of a new or existing dwelling unit to the required rear yard area of another dwelling unit.
 - e. Dwellings must be at least 25 feet from the front property lines. Exceptions are as follows:
 - i. Front yard setbacks of 20 feet are permitted for houses where garages or carports are set back 25 feet. Front yard setbacks of 20 feet are allowed for garages equipped with roll up doors or carports.
 - f. The front setback area must:
 - i. Provide adequate line of sight visibility from driveways, corners, and intersections;
 - ii. Be at least 50% landscaped with drought-tolerant plants, with vegetation and irrigation plans approved by a licensed landscape architect; and
 - iii. Allow for vehicular and fire-safety access to the front structure.
13. **Parking.** Each new primary dwelling unit must have at least one off-street parking space per unit unless one of the following applies:
- a. The lot is located within one-half mile walking distance of either:
 - i. A corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours;
 - ii. The intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods; or
 - iii. A site that contains:

- (A) An existing rail or bus rapid transit station, or
 - (B) A ferry terminal served by either a bus or rail transit service.
- b. The site is located within one block of a permanent car-share pick up or drop off vehicle location.
14. **Accessibility.** All dwellings and structures built or substantially remodeled on the lot must be ADA accessible. "Substantially remodeled" means that more than 10% of the existing floor area is the subject of a Building Permit (see § 17.100.130, Building Permit) or that the existing floor area, including non-livable space, increases by more than 10%. Pedestrians shall have a clear path of travel a minimum of four feet wide and ADA compliant from the principal building entrances to the street.
15. **Architecture.** See § 17.56.020, Single-Family and Duplex Design Standards,
16. **Landscaping.**
- a. All required street front and street-facing side setbacks, except areas used for parking, exit and entry, shall be landscaped.
 - i. Required landscape areas shall be planted with a combination of ground covers, shrubs, vines, and trees. No more than 25% of the required landscaped area may be turf and shall not be used in areas less than 10 feet wide.
 - ii. Required landscape areas may include paved, gravel, or bark surfaces, provided they do not cover more than 30% of the required landscape area.
 - iii. Garden area and other areas dedicated to edible plants are considered landscaped areas and count toward required landscaping.
 - b. To the extent possible, existing mature trees on the site shall be preserved whenever it is possible and practical to do so. The project shall comply with the City's Tree Preservation Ordinance.
 - c. A landscape plan shall be provided with each submittal and shall at minimum include:
 - i. Property lines and public utility easements; structures, streetlights, transformers, trash enclosures, utilities.
 - ii. Grading, including finished planter elevations, grade differentials with adjacent properties, retaining walls, on-site drainage features.
 - iii. Proposed planting list ~~including~~ **including** botanical and common names, quantities of each species, container sizes, spread and height of plant at maturity, rate of growth (fast, moderate, slow).
 - iv. Distance of trees to all structures. Large trees (40 feet to 90 feet in height at maturity) shall not be planted closer than 15-feet to any structure. Medium sized trees (30 feet to 40 feet in height at maturity) shall not be planted closer than 10 feet to any structure.
 - d. All landscaping must be drought-tolerant tolerant and shall be suitable for the local climate. All new landscaping shall comply with the City's Water Conservation Ordinance,

California Model Water Efficient Landscape Ordinance, and the CalGreen Code.

- e. Automated irrigation system shall be installed to provide coverage of all irrigated landscaped areas and shall have automatic rain shut-off valves.
 - f. Deciduous shade trees are permitted around the east, west, and south sides of residences to help reduce cooling loads during summer and allow solar gain during the winter months.
 - g. Landscaping and/or architectural treatments shall be provided to screen views of service elements that include storage areas, trash enclosures, mechanical equipment transformers, HVAC, and other similar elements. Screening shall either be landscaping a minimum of three feet high or architectural screens designed to match building features.
 - h. Pedestrian walkways and paths of travel shall not be combined with, or be part of driveways unless textures, patterns, and colors are provided to designate separate pedestrian paths.
 - i. There shall be a clear transition between the City sidewalk or public property, and the development property. This is to be achieved through changes in pavement textures, landscaping, and front fencing.
 - i. Fencing in the required front setback, or five feet from the corner side yard setback, shall not exceed three feet six inches, in compliance with § 17.64.030, Fences, Walls, and Hedges. Chain-link fencing is prohibited.
 - j. When next to a side or rear property line of an adjacent property, a solid six-foot-high wood or masonry fence shall be provided on the property line as a buffer.
 - k. Landscaping that is required to help achieve screening of views into an adjacent property shall be planted along the rear or side property line to achieve a 75% summer opacity and 60% winter opacity within three years of planting. At minimum, four medium to large size shrubs at maturity shall be planted per 50 linear feet of buffer. Shrubs shall be a minimum five gallon in size.
 - l. All landscaping shall be installed prior to issuance of a Certificate of Occupancy.
17. **Nonconforming Conditions.** A two-unit project may only be approved if all nonconforming zoning conditions are corrected, consistent with § 17.80.040, Nonconforming Uses.
18. **Utilities.** Each primary dwelling unit on the lot must have its own direct utility connection to the utility service provider.
19. **Building and Safety.** All structures built on the lot must comply with all local Building Code requirements.
20. **Separate Conveyance.**
- a. Primary dwelling units on the lot may not be owned or conveyed separately from each other.
 - b. Condominium airspace divisions and common interest developments are not permitted within the lot.
 - c. All fee interest in the lot and all the dwellings must be held equally and undivided by all

individual property owners.

21. ***Regulation of Uses.***

- a. *Residential Only.* No nonresidential use is permitted on the lot.
- b. *No Short-Term Rentals.* No dwelling unit on the lot may be rented for a period of less than 30 days.

22. ***Owner Occupancy.*** Unless the lot was formed by an urban lot split, the individual property owners of a lot with a two-unit project must occupy one of the dwellings on the lot as the owners' principal residence and legal domicile.

23. ***Notice of Construction.***

- a. At least 30 business days before starting any construction of a two-unit project, the property owner must give written notice to all the owners of record of each of the adjacent residential parcels, which notice must include the following information:
 - i. Notice that construction has been authorized;
 - ii. The anticipated start and end dates for construction;
 - iii. The hours of construction;
 - iv. Contact information for the project manager (for construction-related complaints); and
 - v. Contact information for the Building and Safety Department.
- b. This notice requirement does not confer a right on the noticed persons or on anyone else to comment on the project before permits are issued. Approval is ministerial. Under State law, the City has no discretion in approving or denying a particular project under this section. This notice requirement is purely to promote neighborhood awareness and expectation.

24. ***Deed Restriction.*** The owner must record a deed restriction, acceptable to the City, that does each of the following:

- a. Expressly prohibits any rental of any dwelling on the property for a period of less than 30 days.
- b. Expressly prohibits any nonresidential use of the lot.
- c. Expressly requires the individual property owners to state that they intend to live in one of the dwelling units on the lot as the owners' primary residence and legal domicile for at least three years from the date of approval by the City.

25. ***Specific Adverse Impacts.***

- a. Notwithstanding anything else in this section, the City may deny an application for a two-unit project if the building official makes a written finding, based on a preponderance of the evidence, that the project would have a "specific, adverse impact" on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.

- b. "Specific adverse impact" has the same meaning as in Government Code § 65589.5(d)(2): "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete" and does not include: (i) inconsistency with this Zoning Code or General Plan land use designation; or (ii) the eligibility to claim a welfare exemption under Revenue and Taxation Code § 214(g).
- c. The Building Official may consult with and be assisted by planning staff and others as necessary in making a finding of specific, adverse impact.

§ 17.92.020. Review Authorities.

- A. **City Council.** The City Council is established in accordance with the Woodland Municipal Code Chapter 2.04, City Council. The powers and duties of the City Council under this Zoning Code include, but are not limited to, the following:
1. Consider and adopt, reject, or modify amendments to the General Plan map and text pursuant to provisions of Chapter 17.104, Amendments to the General Plan, and of the California Government Code, following a public hearing and recommended action by the Planning Commission.
 2. Consider and adopt, reject, or modify amendments to the Zoning Map and text of this Zoning Code pursuant to the provisions of Chapter 17.108, Amendments to the Zoning Map and Text, and the California Government Code, following a public hearing and a recommendation from the Planning Commission.
 3. Hear and decide applications for Development Agreements, pursuant to § 17.100.180, Development Agreements.
 4. Hear and decide on proposals to revoke permits, pursuant to Chapter 17.96.150, Revocation of Permits.
 5. Make environmental determinations on any approvals for which it has authority to grant that are subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to State law.
 6. Hear and decide appeals from decisions of the Planning Commission pursuant to § 17.96.160, Appeals.
 7. Establish by resolution, a Planning Application Fee Schedule listing fees, charges, and deposits for various applications and services provided, pursuant to this Zoning Code.
- B. **Planning Commission.** The powers and duties of the Planning Commission are established in the Woodland Municipal Code Section 2.28.020, Planning Commission. The Planning Commission shall be the approval authority for planning permits identified in Table 17.100.020-1: Planning/Processes Permits and Review Authority. All discretionary decisions of the Planning Commission may be

appealed to the City Council, in compliance § 17.96.160, Appeals. The Planning Commission shall make recommendations on all legislative entitlement requests to the City Council. The powers and duties of the Planning Commission under this Zoning Code include, but are not limited to the following:

1. Conduct hearings and make recommendations to the City Council on proposed amendments to the General Plan map and text, pursuant to Chapter 17.104, Amendments to General Plan.
2. Conduct hearings and make recommendations to the City Council on proposed amendments to the Zoning Map and text of this Zoning Code, pursuant to Chapter 17.108, Amendments to Zoning Map and Text, and the California Government Code.
3. Conduct hearings and make recommendations to the City Council on proposed Development Agreements, pursuant to § 17.100.180, Development Agreements.
4. Approve, conditionally approve, modify, or deny Conditional Use Permits and Variances, pursuant to § 17.100.100, Conditional Use Permit and § 17.100.120, Variance.
5. Hear and decide on modifications to approved Conditional Use Permits and Variances, pursuant to § 17.96.140, Modifications to an approved Permit.
6. Hear and decide on proposals to revoke permits, pursuant to § 17.96.150, Revocation of Permits.
7. Hear and decide appeals from decisions of the Director or Zoning Administrator on decisions, determinations, or interpretations made in the enforcement of this Zoning Code and any other decisions that are subject to appeal, pursuant to § 17.96.160, Appeals.
8. Make environmental determinations on any approvals it grants that are subject to environmental review under CEQA pursuant to State law.
9. Review of the annual capital improvement program budget for conformity with the General Plan in compliance with California Government Code § 65401.
10. Conduct development review on any approvals it grants that are subject to development review pursuant to § 17.100.040, Development Review Process.
11. Undertake a comprehensive historic resources inventory and maintain a historic register.
12. Establish various criteria, guidelines, and standards to carry out the intent of the Woodland Municipal Code Chapter 15.24, Historical Landmarks, Districts and Resources.
13. Recommend to the City Council the designation of historical landmarks and historical districts.
14. Participate in administrating regulations pertaining to historical landmarks and historical districts.
15. Recommend to the City Council ways to fund and to otherwise make financially feasible the protection of historical landmarks and historical districts in the City.
16. Recommend to the City Council the means to implement the historic preservation element of the General Plan and the Woodland Municipal Code Chapter 15.24, Historical Landmarks, Districts and Resources, by developing information and programs to increase awareness of, preservation of, and use of historical landmarks and historical districts in the City.

17. Other duties and powers as assigned or directed by the City Council.

C. **Community Development Director.** The powers and duties of the Community Development Director (the "Director") under this Zoning Code include, but are not limited to, the following:

1. Prepare the annual report related to the implementation of the General Plan in compliance with California Government Code § 65400.
2. Maintain and administer the Zoning Code, including processing of applications, abatements, and other enforcement actions.
3. Interpret the Zoning Code to members of the public and other City departments.
4. Prepare and effect rules and procedures necessary or convenient for the conduct of the Director's business (e.g., scheduling, rules of procedure, and recordkeeping).
5. Issue administrative regulations for the submission and review of applications subject to the requirements of this Zoning Code and California Government Code § 65950, time periods for effective approval or disapproval of a project.
6. Review applications for permits and licenses for conformance with this Zoning Code and issue a Zoning Clearance when the proposed use, activity, or building is allowed by right and conforms to all applicable development and use standards pursuant to § 17.100.030, Zoning Clearance.
7. Review applications for administrative/ministerial permits and approvals to ensure compliance with all applicable development and use standards established in this Zoning Code.
8. Review applications for discretionary permits and approvals to determine whether the application is subject to review under the CEQA and notify the applicant if any additional information is necessary to conduct the review.
9. Make recommendations to the Planning Commission and City Council on all applications, amendments, appeals, and other matters upon which the Planning Commission and City Council have the authority and duty to act under this Zoning Code.
10. Conduct development review pursuant to § 17.100.040, Development Review Process.
11. Approve, modify, or deny requests for reasonable accommodation for land use projects, pursuant to § 17.100.160, Reasonable Accommodation for Persons with Disabilities.
12. Serve as staff to the Planning Commission.
13. Investigate and report to the Planning Commission on permit violations when the City has initiated revocation procedures.
14. Delegate administrative and discretionary functions to members of the Planning Division as deemed necessary.
15. Provide required notice of public hearings.
16. Serve as or designate a member of the Planning Division staff to serve as Zoning Administrator pursuant to § 17.100.090, Zoning Administrator Permit.
17. Review and make determinations regarding nonconforming uses.

18. Decide requests for minor modifications to approved permits, pursuant to § 17.96.140, Modification to an Approved Permit.
 19. Make determinations on lot line adjustments and Certificates of Compliance.
 20. Refer items to the Planning Commission where, in the Director's opinion, the public interest would be better served by a Planning Commission public hearing and action.
 21. Other duties and powers as assigned by the City Council or established by legislation.
- D. **Zoning Administrator.** The Zoning Administrator is a City staff member appointed by the Director with the following powers and duties.
1. Approve, modify, or deny applications for Zoning Administrator Permits and Variances, pursuant to § 17.100.090, Zoning Administrator Permit and § 17.100.120, Variance, including holding administrative public hearings.
 2. Decide requests for modifications to an approved permit, pursuant to § 17.96.140, Modifications to an Approved Permit.
 3. Approve, modify, or deny requests for extensions for land use projects, pursuant to § 17.96.130, Expiration and Extension.
 4. Refer items to the Planning Commission where in the Zoning Administrator's opinion, the public interest would be better served by a Planning Commission public hearing or action.
 5. Provide required notice and conduct public hearings.
 6. Other duties and powers as assigned by the Director.

§ 17.96.060. Environmental Review.

All projects must be reviewed for compliance with the CEQA. Environmental review will be conducted pursuant to the California Code of Regulations, Title 14, Division 6, Guidelines for the Implementation of the California Environmental Quality Act. If Title 14 of the California Code of Regulations is amended, the amendments will govern City procedures.

§ 17.96.080. Public Notice.

Unless otherwise specified, whenever public notice is required, the City shall provide notice in compliance with State law.

- A. **Mailed Notice.** At least 10 days before the date of a scheduled public hearing the Director (or the City Clerk for City Council meetings) shall provide notice by First Class mail delivery to the following:
1. The applicant, the owner, and any occupant of the subject property;
 2. All property owners of record within a minimum 300-foot radius of the subject property as shown on the latest available assessment role, or a larger radius if deemed necessary by the Director in order to provide adequate public notification;
 3. All neighborhood groups and community organizations that have previously filed a written request for public hearing notices for projects in the area where the site is located; and
 4. Any person or group who has filed a written request for notice regarding the specific application.
- B. **Alternative Method for Large Mailings.** If the number of owners to whom public hearing notice would be mailed or delivered is greater than 1,000, instead of a mailed notice, the Director (or City Clerk for City Council hearings) may provide public notice by placing a display advertisement of at least one-eighth of a page in at least one newspaper of general circulation in the City, at least 10 days prior to the hearing.
- C. **Posted Notice.**
1. At the discretion of the Director, or as otherwise may be required in this Zoning Code or State law, a notice shall be posted in a format approved by the department. The applicant shall post a public notice on the subject property in compliance with the following requirements:
 - a. The public notice shall be posted at least 10 days prior to the public hearing or action;
 - b. ~~At least One notice per street~~ shall be displayed on each public street frontage ~~shall be posted or affixed to the property in question in a visible location~~ of the subject property;
 - c. The City shall prepare the notice;
 - d. The applicant shall submit a signed letter stating that they posted or caused the notice to be posted along with photographic verification;
 - e. The notice shall contain the information as required in subsection E, Contents of Public Notice; ~~F, Failure to Notify Individual Properties~~; and
 - f. The notice shall be a minimum of 11 inches wide by 17 inches high and laminated (or another size as may be required for a specific permit or by the Director).
 - g. The notice shall be removed within 15 days after the public hearing.
- D. **Newspaper Public Notice.** At least 10 days before the date of the public hearing the Director (or the City Clerk for City Council meetings) shall publish a notice in at least one newspaper of general

circulation in the City.

E. **Contents of Public Notice.** Public hearing notices shall include the following information:

1. Project location, when the application is proposed on real property;
2. A general description of the proposed project or action;
3. The date, time, location, and purpose of the public hearing, or the date of when action will occur if a public hearing is not required;
4. The Review Authority;
5. The name(s) of the project applicant and the property owner;
6. The location and availability of the project application and materials for review by the public;
7. A statement that any interested person or authorized agent may appear at the hearing and be heard;
8. A statement describing how to submit written comments; and
9. For City Council hearings, the Planning Commission's recommendation.

F. **Failure to Notify Individual Properties.** The validity of the proceedings will not be affected by the failure of any property owner, resident, or community organization to receive a mailed notice.

G. **Optional Notice Methods.** The Director may require additional noticing of public hearings. Projects that may be considered for optional public noticing methods include those that may result in major policy changes, affect large neighborhoods or districts, or that may have strong public interest.

1. ~~**Internet Postings.** Social media platforms available on the Internet may be used to augment traditional forms of public noticing.~~

a. Notice shall be given on the City's webpage.

b. Alternative online postings including, but not limited to social media are encouraged at the discretion of the Director.

2. **Supplemental Large Sign Notice.** A supplemental large sign may be used to notice neighbors in the affected area and the community early in the review process. If determined appropriate by the Director, the applicant shall install the sign as directed.

a. The sign must be at least four feet by eight feet in size.

b. The sign shall be located in a position most visible to the public, but shall not block the visibility triangle. The location for the sign shall be determined by the Director.

c. All signs shall be kept adequately maintained and remain in place until the final determination on the application has been made, or the application is withdrawn.

~~e.~~ d. The sign shall be removed within 15 days after the public hearing.

§ 17.100.050. Development Review Tier 1.

- A. **Purpose.** Development Review Tier 1 provides a staff-level administrative review process. Development Review Tier 1 is intended to promote attractive, compatible architectural design, protect views, and preserve natural landforms and existing vegetation as identified below.
- B. **Applicability.**
1. Development Review Tier 1 applies to the following uses and improvements; similar uses and improvements; and uses and improvements indicated throughout this Zoning Code as requiring Development Review Tier 1:
 - a. New single-unit or duplex residential project.
 - b. Small additions, gates installed in driveways, expanded, or updated landscape areas, remodels, and accessory structures less than 1,200 gross square feet in mixed-use, commercial, or employment zones.
 - c. Accessory dwelling units over 800 square feet gross floor area up to 1,000 square feet, subject to § 17.84.030.E.3, ADU Permit Review.
 - d. Accessory structures (not dwelling units) larger than 120 square feet but less than 800 square feet gross floor area or over 12 feet in height in residential zones.
 - e. Façade improvements or site alterations that are not visible from the right-of-way or that are up to 500 square feet in gross floor area. This includes exterior materials and, except in the case of development review of a single-family residence, color as they relate to each other, to the overall appearance of the project, and to surrounding development.
 - f. Exceptions to fence standards as provided in § 17.64.030.D, Fence, Wall and Hedge Height and Placement.
 - g. Modifications to existing landscaping or parking lots for existing commercial, multifamily, mixed-use, or employment projects that do not disturb existing trees.
 - h. Other development improvements presenting similar impacts as determined by the Director.
 - i. Nonstructural modifications (e.g., paint, in-kind window replacement, awnings) to buildings within the National Register Historic Downtown District or to designated historical resources outside of the Historic District.
 - i-j. Stand-alone tree plan review.
 2. The Director may waive the requirement for projects subject to Development Review Tier 1 when the project does not involve exterior building or site modifications, and/or when it can be determined that the modifications would be consistent with the previously approved entitlement for the site or use.

§ 17.100.060. Development Review Tier 2.

- A. **Purpose.** Development Review Tier 2 provides a staff level administrative review process for

projects that are permitted but are more complex or larger in scope and scale than Tier 1 projects, that are visible from public view, or that may significantly change the design of the original structure or landscaping.

B. Applicability.

1. Development Review Tier 2 applies to projects that possess locational, structural, historic, traffic, or operating characteristics requiring special consideration in order to ensure compatibility with neighboring properties. This includes the following projects; similar projects; and projects indicated throughout this Zoning Code as requiring Development Review Tier 2:
 - a. New nonresidential buildings;
 - b. Exterior modifications or site alterations for nonresidential buildings and structures, visible from the right-of-way and/or over 500 square feet in gross floor area;
 - c. New residential projects over two units, including small lot subdivisions;
 - d. The exterior remodel of multifamily residential buildings or structures;
 - e. New landscaping, or significantly revised (greater than 60%) existing commercial, industrial, or multifamily landscaping, including the potential removal of existing trees;
 - f. Accessory structures (not dwelling units) over 800 gross square feet in floor area ~~or over 12 feet in height in residential zones~~ and accessory structures over 1,200 gross square feet in floor area in mixed-use, commercial, or employment zones; and
 - g. Projects previously reviewed under an entitlement process that requires staff level review of the site and architectural design.
2. The Director may refer a Tier 2 Development Review application to the Planning Commission to act as the approval body (no public notice as required by § 17.96.080, Public Notice) when in their opinion the public interest would be better served by having the Planning Commission conduct the Development Review.

§ 17.104.050. City Council Hearing and Action.

- A. **City Council Hearing.** After receiving the report from the Planning Commission, the City Council shall hold a noticed public hearing in conformance with Chapter 17.96.090, Conduct of Public Hearing.
- B. **Public Notice.** At least 10 days before the date of the public hearing, the Director shall provide notice as specified in § 17.96.080, Public Notice. The notice shall include a summary of the Planning Commission's recommendation. Notice of the hearing shall also be mailed or delivered to any local agencies expected to provide essential facilities or services to the property that is the subject of the proposed amendment.
- C. **City Council Action.** At the conclusion of the hearing, the City Council may approve, modify, or deny the proposed amendment application. If the Council proposes any substantial modification, such as introducing a new zone district or planned land use designation, not previously considered by the Planning Commission during its hearings, the proposed modification shall first be referred back to the Planning Commission for report and recommendation, but the Planning Commission shall not be required to hold a public hearing. The failure of the Planning Commission to report within 40 days after the referral shall be deemed a recommendation to approve and the amendment shall be returned to Council for adoption.
- D. **Frequency of Amendments.** Pursuant to California Government Code § 65358, no mandatory element of the General Plan may be amended more frequently than four times during any calendar year. Subject to that limitation, an amendment may be made at any time and may include more than one change to the General Plan.
- E. **Required Findings.** The City Council shall not approve an amendment to the General Plan unless the proposed amendment meets the following:
 - 1. The proposed amendment is consistent with the goals, objectives, and policies of the General Plan;
 - 2. That the proposed amendment will promote growth of the City in an orderly manner and will promote and protect the public health, safety, or welfare of the community;
 - 3. That the anticipated land uses on the subject site will be compatible with existing and future surrounding uses;
 - 4. That the City's inventory of residential lands for qualified housing sites has not been reduced; and

5. That the proposed amendment is consistent with any development related application that is processed and approved concurrently with the amendment application.

CHAPTER 17.108
AMENDMENTS TO THE ZONING MAP AND TEXT

§ 17.108.010. Purpose and Applicability.

- A. **Purpose.** This chapter establishes the procedures to consider amendments to the Zoning Code text and to the City's official Zoning Map, which may be referred to as a "rezone" or "rezoning," whenever such amendment is in furtherance of public necessity, convenience, and general welfare, reflects changed conditions, and provides greater consistency with the goals and policies of the General Plan.
- B. Zoning Code and Zoning Map amendments (zoning amendments) shall not be used in lieu of other planning permit processes to achieve a similar result.
- C. **Applicability.** The procedures in this chapter apply to all proposals to change the text of this Zoning Code or to revise a zone classification or zone boundary line, or add a new zone, shown on the Zoning Map.

§ 17.108.020. Application Requirements.

- A. **Initiation.** An amendment to the Zoning Code text or Zoning Map may be initiated by the any qualified applicant identified in § 17.96.020, Application Forms and Fees, the Director, Planning Commission, or City Council.
- B. **Application.** A qualified applicant shall submit an application for a zoning amendment on a form prescribed by the Planning Division accompanied by the required fee as prescribed in § 17.96.020, Application Forms and Fees. The Planning Division may require an applicant to submit such additional information and supporting data as considered necessary to process the application.
- C. **Coordination with Other Applications.** Proposed zoning amendments may be processed concurrently with other related entitlement application requests.

§ 17.108.030. Review Procedures and Public Notice.

- A. **Staff Report.** The Director shall prepare a report and recommendation to the Planning Commission on any application for a zoning amendment. The report shall include, but not be limited to, a discussion of how the proposed amendment satisfies the criteria and findings in § 17.108.060, Required Findings, for approving a zoning amendment and an environmental document prepared in compliance with CEQA.
- B. **Neighborhood Meeting.** At the discretion of the Director, the applicant may be required to conduct a neighborhood meeting prior to an application being submitted or during the review of an application as set forth in § 17.96.070, Neighborhood Meeting. The meeting may be required when in the opinion of the Director, the zoning amendment may have an impact on a neighborhood, the project is unique, or the project is of such scale or scope that it is likely to generate community interest.

§ 17.108.040. Planning Commission Hearing and Recommendation.

- A. **Planning Commission Hearing.** The Planning Commission shall conduct at least one public hearing on any proposed zoning amendment and make recommendations to the City Council in conformance

with the provisions of § 17.96.090, Conduct of Public Hearing.

- B. **Public Notice.** At least 10 days before the date of public hearing, the Director shall provide notice as specified in § 17.96.080, Public Notice. For amendments that affect permitted uses on real property, the Director shall provide notice at least 20 days before the date of public hearing. Notice of the hearing also shall be mailed or delivered to any local agencies expected to provide essential facilities or services to the property that is the subject of the proposed amendment.
- C. **Recommendation to City Council.** Following the public hearing, the Planning Commission shall make a recommendation on the proposed zoning amendment to the City Council. The recommendation shall include the reasons for the recommendation, findings related to the criteria for zoning amendments in § 17.108.060, Required Findings, and the relationship of the proposed Code or amendment to other adopted documents and plans. The Director shall transmit the Planning Commission's written recommendation and complete record of the application to the City Council.

§ 17.108.050. City Council Hearing and Action.

- A. **City Council Hearing.** After receiving the report with the Planning Commission's recommendation, the City Council shall hold a public hearing in accordance with § 17.96.090, Conduct of Public Hearings.
- B. **Public Notice.** At least 10 days before the date of public hearing, the Director shall provide notice as specified in § 17.96.080, Public Notice. For amendments that affect permitted uses on real property, the Director shall provide notice at least 20 days before the date of public hearing. The public hearing notice for the hearing shall include a summary of the Planning Commission recommendation. Notice of the hearing also shall be mailed or delivered to any local agencies expected to provide essential facilities or services to the property that is the subject of the proposed amendment.
- C. **City Council Action.** After conclusion of the hearing, the City Council may approve, modify, or deny the proposed amendment. If the Council proposes a substantial modification not previously considered by the Planning Commission during its hearings, the proposed modification shall first be referred back to the Planning Commission for report and recommendation, but the Planning Commission shall not be required to hold a public hearing. The failure of the Planning Commission to report within 40 days after the referral, or such longer period as may be designated by the legislative body, shall be deemed a recommendation to approve and the amendment shall be returned to the City Council for adoption.

§ 17.108.060. Required Findings.

The Planning Commission shall not recommend and the City Council shall not approve a zoning amendment unless the proposed amendment meets the following findings:

- A. The proposed amendment is consistent with the goals, objectives, and policies of the General Plan;
- B. That the proposed amendment will promote growth of the City in an orderly manner and will promote and protect the public health, safety, or welfare of the community;
- C. That the anticipated land uses on the subject site will be compatible with existing and future surrounding uses;
- D. That the City's inventory of residential lands for qualified housing sites has not been reduced; and
- E. That the proposed amendment is consistent with any development related application that is

processed and approved concurrently with the amendment application.

Division V Definitions

CHAPTER 17.136 DEFINITIONS OF TERMS

§ 17.136.010. Definitions of Terms.

This chapter provides definitions for terms that are commonly used throughout this Zoning Code. Refer to Chapter 17.144, Definitions of Uses, for definitions of all uses established in the use tables on Division II, Zone Regulations.

Abandoned, Abandonment. When, for the period of time established in Chapter 17.80, Nonconforming Provisions, a nonconforming 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.

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 Zoning Code.

Accessory Building. A detached building located on the same lot as the principal (main) building, the use of which is normally incidental, ancillary, and entirely secondary to that of the principal building.

Accessory Structure. A ~~detached~~ subordinate structure used only as incidental, or ancillary, to the main structure on the same site or lot. Accessory structures include, but are not limited to, detached ~~parking~~ garages, gazebos, sheds, ~~flagpoles~~, pool houses, and patio covers/sunshades.

Accessory Use. A use that is customarily associated with, and incidental and subordinate to, the principal use of a building or land, is located on the same lot as the primary use. Accessory uses are typically not greater than 20% of the floor area of the primary structure or use.

Addition. Any construction which increases the size of a building or facility in terms of site coverage, height, length, width, or gross floor area.

Agent of Owner. Any person who can show written proof that they are acting for the property owner.

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.

Antenna. Any system of wires, poles, rods, discs or other similar devices used for the transmission or reception of radio frequency electromagnetic waves when such system is external or attached to the exterior of a structure.

Appeal Board. The City Council shall act on appeals from the decisions of the Planning Commission.

Applicant. A person who requests in writing the approval of a permit, license, certificate, or other entitlement for use from one or more public agencies. An applicant includes the owner of property for which the application is submitted or the owner's authorized agent.

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.

Appurtenant. Secondary or incidental; auxiliary.

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, 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.

Area, Net. The developable area of a lot or parcel excluding streets or rights-of-way.

Artist. A person who has a reputation among his or her peers as a person of artistic excellence, through a record of exhibitions, public commissions, sale of works, or educational attainment, as judged by the Design Review Authority for the project. In determining whether an artist is qualified for a particular project, the Design Review Authority shall consider the following criteria:

1. The artist has demonstrated successful, creative, innovative, and effective approach in comparable projects as that proposed;
2. The artist has proven mastery or skill in at least one artistic medium;
3. The artist's ability to complete the project within a reasonable timeframe as judged by the Design Review Authority for the project; and
4. The artist's prior experience in producing public art. If an artist does not have prior experience in producing public art, the artist shall be considered qualified if they have significant experience working as a professional artist as evidenced by the artist's exhibit record, critical review, honors, and awards.

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 Station. The power supplies, electronic equipment housed in cabinets and antennas at an existing wireless tower site that together comprise a wireless tower.

Basement. A story partly or wholly underground. See "Story."

Bay Window. An angular or curved window that projects from the building surface.

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.

Block. Property bounded on all sides by a public right-of-way.

Block Face. All property between two intersections that fronts upon a street or abuts a public right-of-way.

Buffer or 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. Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals, or property.

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, excluding stoops, bay windows, columns, balconies, or other projecting architectural features.

Building Frontage. The building façade that directly abuts a public street, private street, parking lot driveway, parking spaces, pedestrian mall, or walkway. The primary business frontage is one which contains a customer entrance or which includes a glass-enclosed showroom facing the street.

Building Height. The vertical distance measured from the average level of the highest and lowest point of that portion of the lot covered by the building to the topmost point of the roof excluding chimneys, elevators, ventilation and air conditioning equipment, and parapet walls.

Building Official. The City's Building Official or designee.

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 Zoning Code 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). California Public Resources Code § 21000 et seq., or any successor statute and associated guidelines (California Code of Regulations § 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 (MWELO). See California Code of Regulations, Title 23, Waters, Divisions 2, Department of Water Resources, Chapter 2.7 Model Water Efficient Landscape Ordinance.

Cannabis. All or any parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis, and cannabis as defined by the California Health and Safety Code § 11018, as it may be amended. For purposes of this Zoning Code, "cannabis" means and includes both cannabis for medical purposes and nonmedical, adult-use purposes, unless otherwise specified, but does not include industrial hemp.

Cannabis Business. A business activity, including, but not limited to, transporting, manufacturing, compounding, converting, processing, preparing, storing, packaging, distributing, researching, testing, providing, or selling wholesale and/or retail sales of cannabis. A cannabis business includes any facility, building structure, or location, expressly including dispensaries and deliveries, and shall expressly include those commercial cannabis activities authorized and/or licensed by State law.

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.

Change of Use. A discontinuance of an existing use and the substitution therefor 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.

Chief of Police. The City of Woodland Chief of Police or designee.

City Council. The City Council of the City of Woodland.

City Manager. The Manager of the City of Woodland or designee.

Cluster Housing. Housing that is configured as multiple units on one lot, typically as a group of detached individual units. Cluster housing typically includes shared vehicular access and open space. Cottage court and drive court developments are considered cluster housing.

Co-Location. The practice of sharing support structures and buildings by wireless telecommunications providers (either public or private).

Concealed From View. A tower or support structure, ancillary facility, or equipment compound that is not readily identifiable as such, and is designed to be aesthetically compatible with existing and proposed building(s) and uses on a site. Concealed facilities may be attached or freestanding. A concealed attached facility may include, but is not limited to, the following: faux windows, dormers or other architectural features that blend with an existing or proposed building or facility. Freestanding concealed antenna support facilities may have a secondary, function which may be, but is not limited to, the following: church steeple, windmill, bell tower or support structure, clock tower or support structure, light standard, or flagpole.

Conditionally Permitted. A use permitted subject to approval of a Conditional Use Permit.

Condominium. Real property consisting of an undivided interest in common in a portion of a parcel of real property together with a separate interest in space in a multi-unit building on the real property.

Construction. Construction, erection, enlargement, alteration, conversion, or movement of any building, structures, or land together with any scientific surveys associated therewith.

Construction Cost. The total cost of any development project. Calculations shall be based on all aspects of construction and improvement costs, not to include system and operational equipment costs, grading, or sidewalks as declared on all Building Permit applications. Building Permit applications shall include, but not be limited to, all building, plumbing, mechanical and electrical permit applications for the project.

Cottage Court Development. A group of small, detached single unit structures, arranged to define a shared court that is typically oriented perpendicular to the street. Units are typically one story and access to shared drive aisles or shared parking areas is typically provided from the side or rear of the lot. Cottage court development is a type of cluster housing. Also known as bungalow court development.

Cottage Food Employee. An individual, paid or volunteer, who is involved in the preparation, packaging, handling, and storage of a cottage food product, or otherwise works for the cottage food operation. An employee does not include an immediate family member or household member of the cottage food operator.

Cottage Food Operation. An enterprise that is accessory to a residential use and operated by a cottage food operator and not more than one full-time equivalent cottage food employee, not including a family member or household member of the cottage food operator, within the registered or permitted area of a private home where cottage food products are prepared or packaged for direct or indirect sale to

consumers, as defined and may be amended by the California Department of Public Health, California Health and Safety Code § 113758. Gross annual sales are regulated by and subject to the provisions of California Health and Safety Code § 113758.

Cottage Food Operator. An individual who operates a cottage food operation in his or her private home and is the owner of the cottage food operation.

Cottage Food Products. Non-potentially hazardous foods, including foods that are limited to and described in the California Health and Safety Code § 114365.5 and that are prepared for sale in the kitchen of a cottage food operation.

Council. The City Council of the City of Woodland.

Court or Courtyard. An open unoccupied space, on the same lot with a building or buildings and bounded on two or more sides by such building or buildings.

Cultivation. Any activity involving the planting, growing, harvesting, drying, curing, grading, trimming, or processing of cannabis or any part thereof.

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 Zoning Code.

Density. The ratio between dwelling units and land, expressed as the number of dwelling units per gross acre.

Density Bonus. A density increase granted in accordance with California Government Code § 65915 and Woodland Municipal Code Chapter 15.16, Affordable Housing.

Department. The Community Development Department.

Developer. The person or entity that is financially and legally responsible for the planning, development, and construction of any development project, who may, or may not, be the owner of the subject property.

Development. Any man-made 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.

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.

Direct Sale. A transaction between a cottage food operation operator and a consumer, where the consumer purchases the cottage food product directly from the cottage food operation. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers' markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the cottage food operation.

Director. The Community Development Director, or designee.

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 to be

made.

Drip Irrigation. Any non-spray low volume irrigation system utilizing emission devices with a flow rate measured in gallons per hour. Low volume irrigation systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

Drive Court Development. A group of detached single unit structures or duplexes arranged to face a central shared drive aisle. The shared drive aisle typically provides access to individually secured, attached garages. The drive aisle may extend partway into a lot, through to a rear alley, or between rights-of-way when located on a through lot. Drive court development is a type of cluster housing.

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.

Dwelling. Any building or portion thereof designed or used exclusively for residential occupancy.

Dwelling Unit. One or more rooms and a single kitchen area designed for occupancy by one family for living and sleeping purposes.

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. The effective date is also the date upon which this Zoning Code is in full force and effect from and after its adoption by the City Council.

Electronic Submittal. The submission of materials via electronic mail.

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 Zoning 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). A 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.

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° of an adjacent street, right-of-way, or public park, plaza, or open space.

Family. One or more persons occupying a premises and living as a single housekeeping unit, as distinguished from a group occupying a boarding house, lodging house, or hotel, as defined by this Zoning Code.

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 Ratio (FAR). The ratio of the total gross floor area of all buildings on a lot to the lot area. See § 17.08.030, Rules of Measurement.

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, Net. The total of all floor areas of a building, excluding stairwells 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.

Flush-Mounted. Any antenna or wireless communication antenna array attached directly to the face of the support facility or building such that the antenna extends a minimal distance of 18 inches beyond the width of the support facility or building. Where a maximum flush-mounting distance is given, that distance shall be measured from the outside edge of the support facility or building to the inside edge of the antenna.

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, Lot or Parcel. The portion of property that abuts one side of a public street which allows primary access to the property. The public street frontage for residential lots fronting on a curved street, or on the curved portion of a cul-de-sac street, shall be measured along a chord located 20 feet from the edge of the street right-of-way.

Fully Shielded. Light fixture or luminous tube constructed and mounted such that all light emitted by the fixture or tube, either directly from the lamp, tube, or a diffusing element, or indirectly by reflection or refraction from any part of the light fixture, is projected below the horizontal. If the lamp or tube, any reflective surface, or lens cover (clear or prismatic) is visible when viewed from above or directly from the side, from any angle around the fixture or tube, the fixture or tube is not fully shielded.

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, and as may be amended in the future.

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.

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. The lowest floor of a building, other than a basement, that is closest to finished grade.

Ground Floor Street Frontage. The first level of a building, other than a basement, that borders a public street.

Guest House. Living quarters within an accessory building for use by temporary guests of the occupants of the premises, having no kitchen or cooking facilities and not rented or otherwise used as a separate dwelling.

Habitable Space. As defined in the California Building Code § 202.

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.

Half-Plex. See "Split Lot Duplex."

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 contact 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.

Hip Roof. A roof that slopes upward from all sides of a structure, having no vertical ends.

Historic Resource. A resource listed in, or determined to be eligible for listing in, the California Register of Historical Resources and/or including the local register of historical resources. A "potentially historic resource" is a resource associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage; is associated with the lives of persons important in our past; embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or has yielded, or may be likely to yield, information important in prehistory or history. A site-specific historic evaluation may be necessary to determine historic significance.

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 household.

Hydrozone. A portion of the landscaped area that includes plants with similar water needs and rooting depth. A hydrozone may be irrigated or non-irrigated.

Illegal Nonconforming Use or Site Feature. A use, structure, site feature or lot shall be designated as having illegal nonconforming 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 its establishment or imposed upon it any time thereafter.

Impervious Surface. An artificial surface such as pavement that allows little to no water to pass through. Examples of impervious surfaces are roofs, asphalt, concrete, crushed gravel, compacted soil.

Indirect Sale. An interaction between a cottage food operation, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the cottage food operation from a third-party retailer that holds a valid permit issued pursuant to the California Health and Safety Code § 114381. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

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, FAR, density, 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.

Interior. The inner or indoor part of something, especially a building; the inside; being within.

Kitchen. A room or space within a building with appliances used for cooking or preparing food.

Landscaping. The planting, configuration, and maintenance of trees, ground cover, shrubbery, and other plant material, decorative natural and structural features (e.g., walls, fences, hedges, trellises, fountains, sculptures), bedding materials, and other similar site improvements that serve an aesthetic or functional purpose.

Lattice tower. A three- or more legged structure designed and erected on the ground to support wireless telecommunication antennas and connecting appurtenances.

Legal Nonconforming Use, Structure, or Site Feature. A use, structure, or site feature shall be designated as having legal nonconforming 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 nonconforming status shall also be assigned if nonconformities were created by a public improvement, 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.

Liquor Establishment.

Off-Sale Liquor Establishment. Any establishment which is applying for or has obtained a liquor license from the California Department of Alcoholic Beverage Control, including Type 20 (off-sale beer and wine) or Type 21 (off-sale general), for selling alcoholic beverages in an unopened container for the consumption off the premises. Off-sale liquor establishment shall not include food markets, supermarkets, drugstores, or any establishment in which sales of alcoholic beverages constitute less than 20% of total sales. The owner/operator shall submit evidence of total sales to the City Accounting Department, upon request by City officials, for the purpose of verifying compliance with this Zoning Code.

On-Sale Liquor Establishments. Any establishment where alcoholic beverages are sold, served, or given away for consumption on the premises, including, but not limited to, any facility which has obtained a California Department of Alcoholic Beverage Control License. Typical on-sale uses include, but are not limited to, the following establishments: ballrooms, dance bars, piano bars, billiard and/or game parlors, nightclubs, or other private clubs. This definition shall not include bona fide restaurants as defined herein, veterans' clubs, or the following fraternal organizations: Elks Club, Moose Club, or Eagle Club. Fraternal organizations not listed may be exempt if approved by the Planning Commission.

Loading Space. An off-street space or berth on the same lot with a building or contiguous to a group of buildings, for the temporary parking of a commercial vehicle while loading or unloading merchandise or materials, and which abuts upon a street, alley, or other appropriate means of access.

Local-Serving or Neighborhood-Serving. Having a market area generally not exceeding one mile in radius.

Lot. A parcel of land shown on a subdivision map, parcel map or record of survey map or described by metes and bounds and recorded in the office of the County Recorder of Yolo County, and/or a building site in one ownership having an area for a building or buildings, together with such yards, open spaces, or width, and lot areas as are required by this Zoning Code, and have frontage upon a public street, road or highway (other than an alley), unless otherwise approved.

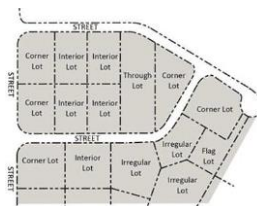
Lot, Corner. A lot situated at the intersection of two or more streets having an angle of intersection of not more than 135°.

Lot, Flag. A lot so shaped and designed that the main building site area does not have street frontage but is connected to the street by a strip of land which is used for access purposes.

Lot, Interior. A lot ~~other than a corner lot~~ bounded on one side by a street line and on all other sides by lot lines between adjacent lots; a lot other than a corner lot.

Lot, Through. A lot having frontage on two parallel or approximately parallel streets.

FIGURE 17.136-1: LOT TYPES



Lot Area. The total horizontal net area within the lot lines of a lot or parcel exclusive of streets, highways, roads, and alleys.

Lot Coverage. The area of a lot occupied by buildings. It shall not include fences, walls, hedges,

swimming pools, or uncovered patios. See § 17.08.030, Rules of Measurement.

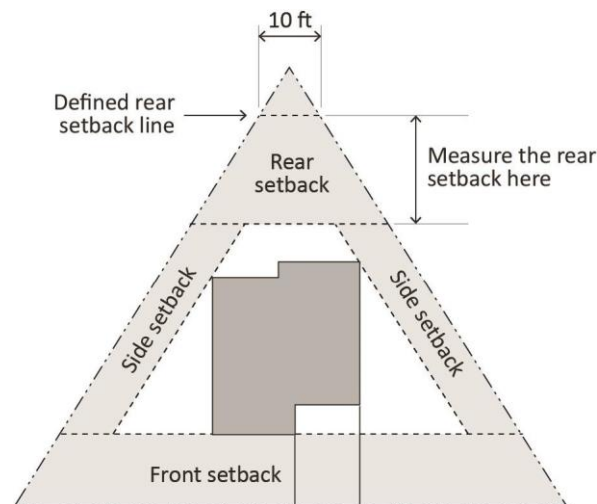
Lot Depth. The horizontal distance between the front and rear lot lines measured on the longitudinal ~~longitudinal~~ centerline.

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.

Lot Line, Front. In the case of an interior lot, a line separating the lot from the street right-of-way. In the case of a corner lot, the owner may choose which street they shall designate as the front of the lot. In the case of a flag lot, the interior lot line most parallel to and nearest the street or lane from which access is obtained. See "Determining Lot Frontage" in § 17.08.030, Rules of Measurement.

Lot Line, Rear. A lot line that is opposite and most distant from the front lot line or, in the case of an irregular or triangular-shaped lot, a line 10 feet in length within the lot, parallel to and at the maximum distance from the front lot line.

FIGURE 17.136-2: REAR LOT LINE FOR PURPOSES OF DETERMINING SETBACKS



Lot Line, Side. Any lot boundary line not a front lot line or a rear lot line.

Lot Width. The horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear property lines.

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.

Mansard Roof. A roof having two slopes on all sides with the lower portion having a steeper slope than the upper portion. This definition shall apply to any roof having a flat upper portion and sloped sides.

Manufactured Home. A manufactured home is built in a factory or warehouse in accordance with building codes set forth by the U.S. Department of Housing and Urban Development (HUD). The homes are transported to the home site, either in sections or as a whole, and installed on either a temporary or permanent foundation. In most cases, they will be permanently affixed.

Merger. The joining of two or more contiguous parcels of land under one ownership into one parcel.

Mobile Home. As defined in the California Health and Safety Code § 18008 or "manufactured home" as

defined in the California Health and Safety Code § 18007, a movable dwelling constructed on a chassis, designed for use without a permanent foundation, and designed to be connected to utilities. Excludes manufactured modular housing designed to be placed on a permanent foundation and recreational vehicles, recreational vehicles as defined in the California Civil Code § 799.24 and the California Health and Safety Code § 18010, commercial coaches, and or factory-built housing, as defined in the California Health and Safety Code § 19971.

Modular Building. A factory-fabricated transportable building designed to be used by itself or to be incorporated with similar units at a building site into a modular structure to be used for residential, commercial, educational, or industrial purposes. A modular unit will be built to comply with the Uniform Building Code.

Modular Home. A modular home is like a traditional home, placed on a permanent foundation. The house structure is partially constructed in a factory and shipped to the homeowner's lot. The construction of a modular home must comply with local building codes and standards in the area where the home will be placed.

Monopole. A structure of single pole (non-lattice) design and erected on the ground to support wireless telecommunications antennas and connecting appurtenances.

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.

Nonconforming Building. A building or structure or portion thereof lawfully existing at the time of the adoption of this Zoning Code, and which does not conform to the applicable regulations of this Zoning Code. Includes any building or structure or portion thereof lawfully existing in an area annexed to the City at the time of such annexation, and which does not conform to the applicable regulations of this Zoning Code.

Nonconforming Lot. A legally created lot of land having less area, frontage, or dimensions than the existing Zoning Code requires in the zone in which it is located.

Nonconforming Use. A use which lawfully occupies a building or land at the time of the adoption of this Zoning Code, and which does not conform to the applicable regulations of this Zoning Code. Includes any use which lawfully occupies any building or land in an area annexed to the City at the time of such annexation, and which does not conform to the applicable regulations of this Zoning Code.

Occupancy Group. The Building Code use category for determining requirements for building construction elements and life safety system requirements.

Occupant Load. As defined and determined in the Woodland Municipal Code Chapter 15.04, Building Codes.

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.

On-Site. 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.

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.

Overlay District or Overlay Zone. 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 zone.

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 Title 16, Subdivisions, 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 the Subdivision Map Act § 66426.

Parking Area. A permanently surfaced open area, other than a street or alley, used for the parking of motor vehicles, either free, for compensation, or as an accommodation for resident, clients, or customers. See Chapter 17.68, Parking and Loading.

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.

Parking Space. A permanently surfaced space, directly accessible to a driveway, street, or alley, exclusive of access, driveways, ramps, or maneuvering areas, designed or used for the parking of one motor vehicle. See Chapter 17.68, Parking and Loading.

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.

Patio Covers. Structures that are attached or detached from the primary residence, open on at least three sides and covered overhead. The term "patio covers" includes sunshades and similar structures.

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.

Permitted Use. Any use or structure that is allowed in a zone without a requirement for approval of a use permit, but subject to any restrictions applicable to that zone.

Person with Disabilities. Under the Americans with Disabilities Act, an individual with a disability is a person who: (a) has a physical or mental impairment that substantially limits one or more major life activities; or (b) has a record of such an impairment; or (c) is regarded as having such an impairment.

Personal Cultivation. Any activity involving the planting, growing, harvesting, drying, curing, grading, trimming, or processing of cannabis or any part thereof, conducted by an individual for personal use, and not intended or conducted for sale, resale, or other commercial activity.

Pervious Surface. A surface that releases as runoff a small portion of the precipitation that falls on it. Pervious surfaces include, but are not limited to, vegetated areas, bark, crushed open stone such as decomposed granite, and permeable pavers. See Low Impact Development Requirements in Section 5.3 of

the City of Woodland Post-Construction Standards Plan.

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 acre to two acres in size that intended to serve the needs of a smaller, specific neighborhood located within a one-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-Cochère. 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 Zoning Code [July 18, 2024].

Primary Caregiver. Shall have the same definition as set forth in California Health and Safety Code § 11362.7(d), as it may be amended.

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 Zoning Code. This term includes, but is not limited to, any action that qualifies as a "project" as defined by the California Environmental Quality Act.

Public Art. An original work of a permanent nature in any variety of media produced by an artist that may include sculpture, murals, photography, original works of graphic art, water features, neon, glass, mosaics, or any combination of forms of media, furnishing, or fixtures permanently affixed to the building or its grounds, or a combination thereof, and may include architectural features of the building such as decorative handrails, stained glass, and other functional features that have been enhanced to be visually appealing. Public art does not include the following:

1. Art objects that are mass produced of standard design such as playground equipment, benches, statuary objects, or fountains;
2. Decorative or functional elements or architectural details, which are designed solely by the building architect as opposed to an artist commissioned for this purpose working individually or in collaboration with the building architect (this shall not preclude the architect from being the artist if such individual meets the definition of "artist" as provided above);
3. Landscape architecture and landscape gardening except where these elements are designed by the artist and are an integral part of the work of art by the artist;
4. Directional elements such as super graphics, signage as defined in the City of Woodland Municipal Code, or color-coding except where these elements are integral parts of the original work of art or executed by artists in unique or limited editions;
5. Interpretive programs;
6. Reproductions, by mechanical or other means, of original works of art, except in cases of film, video, photography, printmaking, or other media arts, specifically commissioned by the City;
7. Existing works of art offered for sale or donation to the City, which do not have an established and recognized significance as public art among arts professionals and art appraisers as determined by the Design Review Authority;

8. Logos or corporate identity.

Public Art Fund. A fund established and maintained by the City of Woodland for the purpose of acquiring, commissioning, designing, installing, placing, improving, and/or maintaining public art.

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.

Public Works Director. The Director of the Department of Public Works, or designee.

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.

Qualified Patient. A person identified in California Health and Safety Code § 11362.7(c) or (f), as they may be amended.

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.

Recreational Vehicle. Any vehicle or trailer designed, or modified for use as a camp car, truck camper, motor home, travel trailer, trailer coach, camping trailer; with or without motive power; designed for human habitation or other occupancy; truck-mounted, or permanently towable on the highways without a permit. They must contain less than 320 square feet of internal living room area (excluding built-in equipment and including, but not limited to, wardrobe, closets, cabinets, kitchen units, fixtures, and bath or toilet rooms) and 400 square feet or less of gross area measured at maximum horizontal projections (see California Health and Safety Code § 18010).

Registered or Permitted Area. The portion of a private home that contains the private home's kitchen used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, and attached rooms within the home that are used exclusively for storage.

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. The body or City staff person responsible for making decisions on zoning and related applications.

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, whichever is higher, excluding any cupolas, pylons, chimneys, or minor projections.

Rowhouse. A single-family dwelling that shares a party wall with another of the same type placed side by side with dedicated private open space for each unit. Each unit has its own front access located at the ground floor. Also known as a townhouse or townhome.

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.

Rustication. A type of decorative masonry that provides a purposefully rough or patterned surface for exterior masonry walls.

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.

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.

Signs. See Chapter 17.140, Definitions of Sign Terms, for all signs definitions.

Site. A parcel or group of contiguous parcels that is proposed for development in accordance with the provisions of this Zoning Code and is in a single ownership or under unified control.

Small Residential Rooftop Solar Energy System. A solar energy system that meets all of the following criteria:

1. Is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal;
2. Conforms to all applicable State fire, structural, electrical, and other Building Codes as adopted or amended by the City, and all State and City health and safety standards;
3. Conforms to all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability;
4. Is installed on a single- or duplex-family dwelling; and
5. The panel or module array does not exceed the maximum legal building height as defined by the City.

Solar Energy System. A solar energy system as defined in California Civil Code § 801.5(a)(1) and (2), as such section or subdivision may be amended, renumbered, or redesignated from time to time.

Specific, Adverse Impact. A significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

Split Lot Duplex. A dwelling unit designed exclusively for occupancy by one family and attached to one other similar unit located on separate parcels of land. Also referred to as "half-plex" or "single-family attached" (see Chapter 17.144, Definitions of Uses).

Stable. A detached accessory building for the shelter of houses or other hoofed animals.

Standard Specifications. The Standard Specifications of the Department of Public Works of the City, as may be amended from time to time.

Stealththing. Improvements or treatments added to an improvement which mask or blend the proposed improvement into the existing structure or visual backdrop in such a manner as to render the improvement

minimally visible to the casual observer.

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.

Street. A public thoroughfare 30 feet or more in width, other than an alley, which affords the principal means of access to abutting property.

Street Tree. A tree fronting private property within the street right-of-way.

Structural Alterations. Any change in the supporting members of a building or structure such as bearing walls, columns, beams, girders, or rafters.

Structure. Anything constructed or erected which requires location on the ground or attached to something having location on the ground, including swimming pools, but not including fences or walls used as fences 72 inches in height or lower.

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.

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

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.

Tenant. A person who rents, leases, or subleases, through either a written or an oral agreement, real property from another person for permanent or semi-transient residence for at least 30 days or more.

Tentative Map. A map made for the purpose of showing the design and improvements of a proposed parcel map or subdivision and the existing conditions in and around it.

Townhouse. See "Rowhouse."

Travel Trailer. See "Recreational vehicle."

Tripartite Design. Building façade design in which architectural elements such as cornices, eaves, step-backs, or change of material are employed to create a distinct base, middle and top.

Use. The purpose for which a lot or structure is or may be leased, occupied, maintained, arranged, designed, intended, constructed, erected, moved, altered, or enlarged. All uses are listed in Chapter 17.144, Definitions of Uses.

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, commercial, public/institutional, industrial, transportation, communication, and utilities, and temporary.

Use Permit. A permit approved by the Planning Commission for any use listed as a conditional use in that zone.

Use Type. A category, which classifies similar uses based on common functional, product, or compatibility characteristics.

Use, Conditional. A use that may be suitable only in specific locations in a zone or only if such use is designed or laid out on the site in a particular manner. Also referred to as a "conditionally permitted use."

Use, Permitted. A permitted use not requiring a Conditional Use Permit in that zone.

Utilities. Equipment and associated features related to the mechanical functions of a building(s) and services such as water, electrical, telecommunications, and wastewater.

Visible. Capable of being seen (whether or not legible) by a person of normal height and visual acuity walking or driving on a public road.

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.

Wireless Telecommunication Facility or Telecommunications Facility. Any structure, antenna, pole, equipment and related improvements which support the wireless telecommunications industry in the transmission and/or reception of electromagnetic signals.

Wireless Tower. Any structure built for the sole or primary purpose of supporting antennas and their associated facilities used to provide services licensed by the FCC, including a lattice tower and monopole. A water tower, utility tower, ~~street light~~ streetlight, or other structure built primarily for a purpose other than supporting services licensed by the FCC, including any structure installed pursuant to California Public Utilities Code § 7901, is not a wireless tower for purposes of this definition.

Yard. An open space other than a court on the same lot with a building, unoccupied and unobstructed from the ground upward, except as otherwise provided in this Zoning Code.

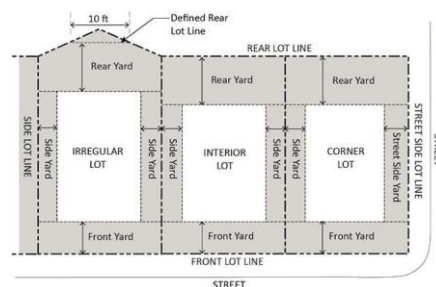
Yard, Front. A yard extending across ~~the full width of the lot measured between the front property line and the nearest vertical support or wall of the main building~~ the front of a lot for the full width of the lot between the side lot lines. The depth of a front yard shall be a distance specified by this Ordinance for the district in which it is located and measured inward from the front lot line.

Yard, Rear. A yard extending across ~~the full width of the lot measured between the rear property line and the nearest vertical support or wall of the main building~~ rear of a lot for its full width between side lot lines, and to a depth specified by this Ordinance for the district in which it is located. If a lot has no rear lot line, a line 10 feet in length within the lot, parallel to and at the maximum possible distance from the front lot line, will be deemed the rear lot line for the purpose of establishing the minimum rear yard.

Yard, Required. A yard which complies with the minimum yard requirements for the zoning district in which the lot is located.

Yard, Side. A yard extending from the ~~front yard to the rear yard measured between the side lot line and the nearest vertical support or wall of the main building~~ rear line of the required front yard, or the front property line of the site where no front yard is required, to the front line of the required rear yard, or the rear property line of the site where no rear yard is required, the depth of which is the minimum horizontal distance between the side property line and a line parallel thereto on the site.

FIGURE 17.136-3: YARD TYPES



Zone. A specifically delineated area in the City within which regulations and requirements uniformly govern the use, placement, spacing, and size of land and buildings.

Zoning Administrator. The officer designated to perform the duties and exercise the powers of the Zoning Administrator as set forth in this Zoning Code or the designated representative of such officer.

Zoning Administrator Permit. A Minor Conditional Use Permit approved by the Zoning Administrator.

Zoning Code. The Zoning Code codified as Title 17 of the Woodland Municipal Code.

Zoning Map. A map or maps that were adopted to implement the Zoning Code and delineate the boundaries of zones within the City.

CHAPTER 17.144 DEFINITIONS OF USES

§ 17.144.010. Definitions of Uses.

This chapter provides definitions for all uses established in the use tables on Division II, District Regulations. Refer to Chapter 17.36, Definitions of Terms, for definitions of the terms commonly used throughout this Zoning Code.

Accessory Dwelling Unit. A residential dwelling unit that is accessory to and either detached from, attached to, or located within the living area of an existing primary dwelling unit, and that provides independent living facilities for one or more persons. An accessory dwelling unit also includes an efficiency unit, as defined in California Health and Safety Code § 17958.1, and a manufactured home, as defined in California Health and Safety Code § 18007.

Adult Businesses. Any commercial activity identified in § 17.84.040, Adult Businesses, as an adult entertainment use.

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 use as a test or research facility. This use does not include nurseries, greenhouses, processing, or retail sales of agricultural products from the site.

Animal Care, Sales and Services.

Animal Boarding Kennel/Pet Day Care. A commercial, nonprofit, or governmental establishment licensed to operate a facility providing shelter, breeding, 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.

Grooming. An establishment that provides day care, bathing and trimming services for domestic animals on a commercial basis.

Pet Store. Retail pet supply stores. May include the sale of small household pets (birds, fish, reptiles). This classification includes grooming if incidental to the retail use. Uses are conducted within an enclosed building.

Veterinary Services. Medical and health services for animals. Typical uses include veterinary offices, pet clinics, and animal hospitals. This classification allows 24-hour accommodation of animals receiving medical or grooming services. This use type excludes kennels.

Artisan/Small-Scale Manufacturing. An establishment primarily engaged in small-scale, on-site production of goods by hand manufacturing, which involves only the use of hand tools or domestic mechanical equipment not exceeding two 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.

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.

Automobile/Vehicle Sales and Services. Retail or wholesale business that sell, rent, and/or repair automobiles, trucks, vans, trailers, motorcycles including the following:

Automobile Rental Office. Office for the rental of automobiles. Typical uses include one or more car rental agencies with no on-site storage of vehicles. Vehicle storage may be provided in a location where automobile storage is allowed.

Automobile/Vehicle Sales and Leasing, New. Sale or lease, retail or wholesale, of new 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. Used vehicle sales and leasing, provided it is not large-format, may be associated with this use.

Automobile/Vehicle Service and 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. Excludes parking and service of large trucks (for large truck service, see "Large Vehicle and Equipment Sales, Service and Rental").

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.

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.

Fueling 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. Also known as a service station.

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. This use does not include semi-truck or semi-trailer parking, storage, service, or repair.

Tire Retreading and Capping. A business involved in the retreading, recapping, or rebuilding of tires using previously processed rubber or synthetic products.

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 customers and may include ancillary retail and/or food and drink service for waiting customers.

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.

Banks and Financial Institutions.

Bail Bonds. A business which provides bond money, for a fee, to meet bail requirements for the release of a person arrested and awaiting a hearing or trial.

Bank and Savings and Loan. A financial institution, including a 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.

Nontraditional Financial Institution. An establishment 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, payday lenders (also known as deferred deposit originators), and similar activities.

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.

Building Materials and Supply. Retail sales or rental of building supplies or equipment. This classification includes finished lumber for purchase, tool and equipment sales, or rental establishments.

Business and Communication Services.

General Business Services. An establishment primarily engaged in providing services to other businesses on a fee or contract basis, including advertising and mailing, legal document services, security services, janitorial services, model building, and taxi services or delivery services with two or fewer fleet vehicles on site.

Printing and Copy Services. An establishment providing printed or copied materials from digital or hard copy format originals, including printing and distribution of envelopes, business cards, and similar business products.

Cannabis Uses.

Cannabis Distribution. 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.

Cannabis Manufacturing, Volatile and Nonvolatile. The compounding, blending, extracting, infusing, or otherwise making or preparing a cannabis product. For purposes of this Zoning Code, cannabis manufacturing expressly includes the production, preparation, propagation, processing, or compounding of cannabis or cannabis products directly or indirectly, including through extraction and/or chemical synthesis methods. Cannabis manufacturing may include distribution of wholesale products from the premises but shall not include any retail sales of cannabis or cannabis products or other sales to consumers.

Indoor Personal Cannabis Cultivation. Any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis licensed by the State and intended for commercial sale. For purposes of this Zoning Code, cannabis cultivation does not mean or include personal cultivation of cannabis regulated by § 17.84.280, Personal Cultivation of Cannabis.

Cannabis Retail. A premises permanently located in the City licensed by the State of California pursuant to the Medicinal and Adult-Use Cannabis Regulation and Safety Act, California Business and Professions Code § 26000 et seq., as may be amended, where cannabis is provided for retail sale to consumers, including an establishment that delivers cannabis as part of a retail sale. Unless otherwise specified, "cannabis retailer" means both a retailer selling medical cannabis and medical cannabis products to patients with valid physician's recommendations, and a retailer providing adult-use cannabis and cannabis products for adults 21 years of age and over, pursuant to State law.

Cannabis Testing, Research and Development. A laboratory, facility, or entity that offers or performs tests or testing of cannabis or cannabis products, including accredited testing laboratories licensed by the State and involved in commercial cannabis activity in the State. Cannabis laboratories and research also includes start-up or incubator research activities, which typically include, but are not limited to, research, design, analysis, development, and/or testing of a cannabis product, and laboratories or facilities engaged in scientific research studies, investigation, testing, or experimentation, but not including cannabis manufacturing or sales of cannabis.

Cemetery. An establishment engaged primarily in operating sites or structures reserved for the interment of human or animal remains, including mausoleums, burial places, and memorial gardens.

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.

Communications Facilities. Facilities for the provision of broadcasting and other information relay services through the use of electronic and telephonic mechanisms.

Antennas and Transmission Towers. Broadcasting and other communication services accomplished through electronic or telephonic mechanisms, as well as structure 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.

Equipment within Buildings. Indoor facilities containing primarily communication equipment and storage devices such as computer servers.

Community and Religious Assembly. A facility for public or private meetings including community centers, banquet centers, religious assembly facilities, dance halls, 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.

Community Garden. An area of land managed and maintained by a public or nonprofit 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 do not include medical marijuana collectives.

Construction Office. A temporary structure or trailer placed on or adjacent to a project site for the duration of construction. May include a construction materials yard. Also referred to as a job shack.

Crematorium. A place with a building or structure containing a furnace used for the reduction of human remains by way of incineration.

Cultural Facility. A facility 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.

Day Care Center. 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 nonhome-based 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.

Drive-Through Facility. A motor vehicle drive-through facility which is a commercial building or structure portion thereof which is designed to be used to provide goods or services to the occupants of motor vehicles.

Drive-Through, Food Establishment. Includes drive-through for food establishments.

Drive-Through, Limited. Includes, but is not limited to, banks, pharmacies, or other similar uses. Does not include drive-in movies, fueling stations, car-wash operations, or food establishments.

Duplex. A residential building containing two dwelling units, both of which are located on a single parcel (also referred to as a duplex or two-flat). The dwelling units are attached and may be located on separate floors or side by side. This use is distinguished from an accessory dwelling unit, which is considered a secondary residential unit, or incidental to a primary dwelling unit as defined by State law and this chapter.

Eating and Drinking Establishments. Businesses primarily engaged in serving prepared food and/or beverages for consumption on or off the premises.

Bar/Night Club/Lounge. A business 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 beverages are sold and consumed on site and any food service is subordinate to the sale of alcoholic beverages.

Brewpub/Wine Bar. An establishment with on-sale alcohol sales and food service, such as a full-service or limited-service restaurant, with May have a micro-brewery as an accessory use. A brewpub may May sell other supplier's beer, including other specialty, handcrafted, or microbrewed beers as well as wine to patrons for consumption on its premises. Customers are not limited to 21 years or older.

Microbrewery. A brewery that produces up to 15,000 barrels of beer per 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. Microbreweries do not include food service.

Microdistillery. 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.

Restaurant, Full Service. A restaurant providing food and beverage services to patrons who order and are served while seated and pay after eating. Takeout service may be provided.

Restaurant, Limited Counter Service/Fast Casual Food. An establishment where food and beverages are consumed on the premises, taken out, or delivered, but where limited table service is provided. 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. Excludes drive-through establishments.

Tasting Room. A retail sales facility where customers may taste and purchase beverage and food products, grown or processed on site or locally. Products offered for tasting and sale may include wine, beer, olive oil, cheese, honey, and/or other food and beverage products.

Emergency Services. Facilities for parking and the dispatch of emergency medical transport services, including ambulance, fire, police, and rescue. May include offices and facilities for cooking and sleeping of on-duty personnel.

Emergency Shelter. Any facility whose primary purpose is to provide temporary shelter housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. Emergency shelter shall include other interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative facilities. Emergency shelters do not include evacuation shelters during emergencies.

Family Day Care. A day care facility licensed by the State of California, located in and accessory to a residential unit where the resident of the dwelling provides care and supervision for children under the age of 18 for periods of less than 24 hours a day. Family day care also includes adult in-home day care that is less than 24 hours a day.

Family Day Care, Small. A facility that provides care for children, including children who reside at the home and are under the age of 10, as set forth in California Health and Safety Code § 1597.44 and as defined in those regulations.

Family Day Care, Large. A facility that provides care for children, as defined in California Health and Safety Code § 1596.78, including children who reside at the home and are under the age of 10, as set forth in California Health and Safety Code § 1597.465 and as defined in those regulations.

Farmers Market. A location where the primary activity is the sale of agricultural products by producers and certified producers. Sales of ancillary products may occur at the location. Open-air farmers markets are operated by a local government agency only.

Food and Beverage Manufacturing. Establishments engaged in the production, processing, packaging, or manufacturing of food or beverage products and any instruction, direct sales, or on site consumption are incidental to the food or beverage production activity. 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.

Small Scale. A small-scale food and beverage products manufacturing and distribution establishment located in facilities less than 10,000 square feet in size. Examples include small coffee roasters, microbreweries (manufacturing less than 15,000 barrels per year or less), microdistilleries (manufacturing 10,000 barrels per year or less), wine manufacturing, meat or fish products, small batch candy shops, cheese makers, wholesale bakeries, and brew-on-premises stores which provide ingredients and equipment for customers to manufacture their own product.

Large Scale. Large scale production, packaging, processing, preparation, or manufacturing of a food, beverage, or ingredient used or intended for use by human consumption in a facility over 10,000 square feet. This classification includes such uses as bottling of alcoholic or nonalcoholic beverages, milling of grain, canning, processing, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling or packaging of food; coffee roasting; food products; brewing; and distillation of liquor and spirits. This use may include multiple food preparation and packaging/canning lines where processes are both interior and exterior to buildings. This use also involves warehousing and outdoor storage, including, but not limited to, pallets, bins, trailers, crates, and process-related construction materials and equipment. Ancillary office space is also consistent with this use. The parking and storage of trucks, trailers, service vehicles, and other vehicles used in connection with the operation is also permitted in this use designation. This does not include slaughtering of animals, fowl, or direct retail sales.

Food Preparation. A business that prepares and/or packages 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, commercial kitchens, and small-scale specialty food production. This classification does not include businesses involved in the processing or manufacturing of wholesale food products.

Freight Storage Yard. A site or facility for the keeping of empty cargo containers and equipment. Includes the storage of container chassis and truck cabs, repair facilities, warehouses and other equipment associated with the movement or storage of cargo containers.

Freight/Trucking Facilities. Any property and improvements used for freight, courier, and postal services, freight transfer truck terminals; or the operations of a common carrier trucking company including the parking, servicing, repairing, storage of trucks, truck tractors, semi-trucks, and/or truck trailers. Allowed as an accessory use only.

Funeral and Interment Service. An establishment primarily engaged in services involving the care, preparation, or disposition of human dead other than in a cemetery. Does not include crematoriums.

Garage or Yard Sale. A sale conducted from any location on the premises of a residence in any kind of residential zone for the purpose of permitting occupants of that residence to dispose of their personal property accumulated during the course of ordinary residential living to sell the same to the public.

Government Buildings. Facilities providing administrative or public services, including public safety and emergency services, with incidental storage, training, and maintenance facilities. Review of such uses will be dependent upon the government agency and the proposed use. If an agency owns the land and the use is for the purpose of that agency, the City may not have review oversight. This use includes publicly owned and operated surface parking lots and parking structures offering parking to the public with or without a fee.

Hazardous Waste Management Facilities. A facility, excluding vehicles, for collection, source separation, storage, processing, treatment, recovery or disposal of hazardous wastes, or a transfer station for hazardous waste, and may include a facility at which such activities occur and where waste has been generated. Storage of hazardous materials include, but are not limited to: bottled gas, chemicals, minerals

and ores, petroleum or petroleum-based fuels, and fireworks (California Code of Regulations Title 22, Division 4.5, Chapter 10).

Heliport. Helicopter landing area used, designed, or intended to be used for the receiving or discharging of passengers and cargo and including appurtenant facilities for passengers, cargo, or for the servicing, repair, shelter, or storage of helicopters.

Home Occupations. Any accessory use conducted entirely within a dwelling, accessory building, or swimming pool, and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof or adversely affect the uses permitted in the residential zone of which it is part (see § 17.84.200, Home Occupations and Cottage Food Operations).

Hookah 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.

Hospitals and Clinics.

Clinic. A facility providing medical, mental health, or surgical services for sick or injured persons exclusively on an outpatient basis, including emergency treatment, urgent care, cosmetic, diagnostic services, administration, and related services to patients who are not lodged overnight. Services may be provided without a prior appointment. 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.

Hospital. A facility providing medical, surgical, mental health, or services primarily on an inpatient basis, and including ancillary facilities for outpatient and emergency treatment, diagnostic services, training, research, administration, and services to patients, employees, or visitors.

Skilled Nursing Facility. A range of facility types that provides bed care on a chronic basis or 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 patient's stay at 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.~~

Industrial, Heavy. Establishments engaged in the manufacturing of non-edible products that include processing, manufacturing, or compounding of materials, or energy, or any industrial activities that, due to the 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. Includes the use of raw materials to fabricate semi-finished products including 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. Includes structures outside of the primary structure 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 byproducts, include outdoor storage areas, and may have activities that take place outdoors. There is no general public access.

Industrial, Light. Establishments engaged in the manufacturing of non-edible products and finished parts primarily from previously-prepared materials by means of physical assembly or reshaping. This classification includes uses where retail sales are clearly incidental to an industrial or manufacturing use. Production takes place primarily within enclosed buildings with limited impacts on nearby properties. Any heat, glare, dust, smoke, fumes, odors, or vibration are confined to the building. These uses typically have more employees per acre than other industrial uses and are more consumer-oriented. May include a showroom or ancillary sales of products related to the items manufactured on site. 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 use vans and light duty box trucks rather than semi-trucks. Examples include the manufacturing of personal care and home care products, cosmetics, printing, engraving, publishing, clothes and shoes, furniture, art ware and crafts, consumer electronics, and sign manufacture shops. Limited outdoor processing and storage of materials may require a permit in some zones.

Industrial, Medium. Establishments engaged in the manufacturing of non-edible products that are larger in scale and size than light industrial uses and involve the manufacturing of products from processed or unprocessed raw materials, where the finished product is noncombustible and nonexplosive. On-site manufacturing may produce noise, vibrations, illumination, or particulate that is perceptible to adjacent land uses, but is not offensive or obnoxious. May involve interplant transfers. Uses are typically accesses by semi-trailer truck, tractor-trailer truck (18-wheeler, fifth-wheel, box-trailer) and include truck bays to accommodate semi-truck trips.

Examples include, but are not limited to, research, development, and manufacturing of finished or semi-finished products; the packaging of products manufactured on site; glass production made from manufactured glass, clay, and pottery products; wood truss assembly; computer hardware; products made from rubber, plastic, resin; converted paper and cardboard products; fabricated metal products made from semi-finished metals. Limited outdoor processing and storage of materials may require a permit in some zones.

Laundry and Dry-Cleaning Plants. A facility engaged in the cleaning of fabrics in an essentially nonaqueous solvent by means of one or more washes in solvent and extraction of excess solvent. Does not include drop off and pick up for dry cleaners.

Light Fleet-Based Services. Passenger transportation services, local delivery services, medical transport, and other businesses that rely on fleets of three or more vehicles with rated capacities less than 10,000 pounds. This classification includes parking, dispatching, and offices for taxicab and limousine operations, ambulance services, nonemergency medical transport, local messenger and document delivery services, home cleaning services, and similar businesses.

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 nonresidential occupancies in compliance with the Building Code.

Lodging. An establishment providing overnight lodging to transient patrons.

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.

~~**Boarding House.** A dwelling unit, other than a hotel, bed and breakfast, or condominium hotel, used in whole or in part to provide short-term or long-term lodging for compensation under multiple separate written or oral agreements. Also known as rooming house.~~

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.

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. RV park resorts are self-contained and provide amenities to the clients, including, but not limited to, barbecue areas, bathhouses, exercise equipment, tennis courts, gift store, laundry, and swimming pool.

Short-Term Rental. Rental of a dwelling unit or rooms within a dwelling unit for 30 or fewer consecutive days. ~~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.~~

Low Barrier Navigation Center. A housing first, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. (See California Government Code § 65660.)

Maintenance and Repair Services. Establishments engaged in the maintenance or repair of small office machines, household appliances, furniture, and similar items. This classification excludes maintenance and repair of vehicles or boats (see "Automotive Sales and Services") and personal apparel (see "Personal Services").

Manufactured Home Park. As defined in California Health and Safety Code § 18214, a manufactured home park is a mobile home development constructed according to the requirements of California Health and Safety Code §§ 18200 to 18700 and intended for use and sale as a mobile home condominium or cooperative park, or as a mobile home planned unit development.

Mobile Vendor. A self-contained truck or trailer or non-motorized push cart that is readily movable without disassembling, and is used to sell merchandise, prepare, and serve food and beverages, or provide other services that requires a permit as provided for in the Woodland Municipal Code Section 10.20.040, Mobile vendor permit required.

Multi-Unit Dwelling (also called Multifamily). Three or more units on a single lot. Accommodates a broad range of attached multi-unit housing types including triplex, fourplex, townhouses, and stacked apartments or condominiums. Units may be contained in single structures or in a collection of cohesive structures with common open spaces and amenities.

Office Uses. Offices of firms or organizations providing professional, executive, management, administrative or design services. This classification also includes offices where medical and dental services are provided by physicians, dentists, chiropractors, acupuncturists, optometrists, including medical/dental laboratories within medical office buildings, but excludes clinics or independent research laboratory facilities.

Business, Professional, and Technology. 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, graphic design, legal, accounting, engineering or architectural firms, employment agencies, insurance agent offices, real estate offices, travel agencies, utility company offices, and offices for elected officials. Excludes banks and savings and loan associations (see "Banks and Financial Institutions") and any drive-up service.

Medical and Dental Offices. Uses primarily engaged in the provision of personal health services including consultation, diagnosis, therapeutic, preventative, or corrective personal treatment by physicians, dentists, nurses, chiropractors, optometrists, 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. Excludes clinics or independent research laboratory facilities and hospitals (see "Hospitals and Clinics").

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.

Pallet Storage. A site or facility for the keeping of pallets and similar transport structures intended to support goods while being lifted by a forklift, front loader, jacking device, crane, or similar equipment.

Park and Recreation Facility, Public. Parks, playgrounds, recreation facilities, trails, wildlife preserves, and related open spaces, all of which are noncommercial. This classification also includes playing fields, courts, gymnasiums, swimming pools, picnic facilities, tennis courts, and golf courses, botanical gardens, as well as related food concessions or community centers within the facilities.

Parking Facilities. Privately owned or operated surface lots and structures offering parking to the public with or without a fee. Commercial parking facilities provide parking that is not considered accessory parking to a specific use. Does not include truck storage or car rental storage. Private parking may be considered on a case-by-case basis as an accessory use to a primary use.

Personal Services.

Dry Cleaner/Self Service Laundry. A facility where coin-operated equipment for self-service laundering is open to the public. May include dry cleaning drop off/pick up. Excludes dry cleaning facilities and bulk cleaning plants.

General Personal Services. Services of a personal nature that are typically needed on a recurring basis. Services include, but are not limited to, barbershops and beauty salons, nail salons, personal trainers, day spas, clothing rental, seamstresses, tailors, dry cleaning drop off/pick up (excluding cleaning plants), shoe repair shops, photocopying, and photo finishing services. These uses also may include accessory retail sales of products related to the services provided.

Instructional Services. An establishment that offers specialized programs in personal growth and development such as music, martial arts, photography, vocal, fitness, yoga, dancing, and academic tutoring. Attendance is typically limited to hourly classes rather than full-day instruction. These establishments do not grant diplomas or degrees, though instruction could provide credits for diplomas or degrees granted by other institutions. Retail sales are permitted as an accessory use.

Massage Establishments. Any establishment 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.

Tattoo/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 or puncture the skin; or (2) piercing of the body of a person for the purpose of inserting jewelry or other decoration.

Public Services, Major. Services for the public that include water treatment facility, wastewater treatment facility, corporation yard, and other services that provide major public infrastructure services for urban development.

Public Services, Minor. Facilities necessary to support established uses involving only minor structures, such as substations, pumping stations, electrical distribution lines, and underground water and sewer lines.

Recreation, Fitness and Entertainment.

Cinema/Theater. An establishment intended to be used for the specific purposes of presenting or displaying motion pictures, slides, or television pictures before an assemblage of persons.

Indoor Entertainment Facility. Indoor entertainment establishments that occupy less than 5,000 square feet of building area, including billiard parlors, axe throwing, game arcades, pool halls, and amusement arcades. Does not include cinema/theater.

Indoor Sports and Recreation, Large-Scale. Facilities with more than 5,000 square feet in building area providing participant sports, indoor amusement and entertainment services conducted within an enclosed building. Includes coin-operated electronic amusement centers, ice or roller skating rinks, bowling alleys, indoor shooting ranges. Does not include cinema/theater.

Indoor Sports and Recreation, Small-Scale. Facilities that are generally located indoors and occupy less than 5,000 square feet of building area. Includes gyms, exercise clubs, and studios offering martial arts, physical exercise, yoga training, or similar types of instruction to classes and groups.

Outdoor Sports and Recreation Facility. Amusement or sports related facilities that are conducted in open or partially enclosed or screened facilities. Facilities such as amusement and theme parks, amphitheaters, golf courses, driving ranges, and golf courses. Also includes larger swimming or tennis club facilities, swimming or wave pools, miniature golf courses, archery range.

Recycling Facilities.

Collection. A drop off/collection and sorting point for recyclable materials such as paper, metal, plastic, and glass. A recycling collection facility is accessory to a primary use.

Processing. An industrial facility where recycled materials are processed into new materials or products.

Reverse Vending Machine. An automated mechanical device which accepts at least one or more types of empty beverage containers, including, but not limited to, aluminum cans, glass, and plastic bottles, and issues a cash refund or a redeemable credit slip with a value not less than the container's redemption value as determined by the State. A reverse vending machine may sort and process containers mechanically provided that the entire process is enclosed within the machine. A bulk reverse vending machine is a type of reverse vending machine that is larger than 50 square feet; is designed to accept more than one container at a time; and will pay by weight instead of by container.

Donation Container. An unattended container, bin, or receptacle installed outdoors on a commercial site that is used for soliciting and collecting donations of clothing or other salvageable personal property. This term does not apply to temporary/seasonal donation containers located inside buildings or recycle bins for collection of recyclable materials such as glass, plastics, or aluminum.

Research and Development. A facility for the scientific research and the design, development, and testing of agri-tech, electrical, electronic, magnetic, optical, pharmaceutical, chemical, biotechnology, plant breeding, seed research, and life science components and products in advance of product manufacturing. This classification includes assembly of related products from parts produced off site, where the manufacturing activity is secondary to the research and development activities, in addition to involving the production of experimental products. Excludes uses that produce odor, dust, noise, bright lights, vibration, or the storage of hazardous material, including biohazards, that threaten public safety.

Residential Care Facilities. A facility licensed by the State of California to provide living accommodations, nonmedical 24-hour care for persons requiring personal services, supervision, protection, or assistance for sustaining the activities of daily living. Living accommodations are group homes or 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. Examples include residential care facilities for the elderly as defined in California Health and Safety Code § 1569.2(k), residential care facilities for the chronically ill as defined in California Health and Safety Code § 1568.01, and group homes as defined in California Health and Safety Code § 1502(a)(13).

Small. A residential care facility that is licensed by the State of California to provide care for six or fewer persons. A ~~small~~ residential care facility for six or fewer persons is considered a ~~single-unit~~ residential use of property as specified in California Health and Safety Code § 1566.3.

Large. A residential care facility that is licensed by the State of California to provide care for more than six persons. ~~This category includes transitional residential, foster family homes and any facilities supervised by or under contract with the State Department of Corrections.~~

Retail.

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.

Convenience/Small Grocery Market. A small retail establishment (up to 10,000 square feet) that sells a range of everyday items, such as coffee, groceries, prepackaged food items, magazines, newspapers, and other household goods. The market may include a delicatessen or specialty food items and may cater to neighborhood or local clients or may be operated on the same parcel in conjunction with another use. Also known as a corner store or bodega. Liquor sales are considered separate from the market.

Firearm Sales and Servicing. A business whose primary use is the sale and servicing of firearms, ammunition, and related materials.

General Retail Sales. The retail sale or rental of merchandise not specifically listed under another use classification. This classification includes retail establishments with 60,000 square feet or less of sales area; including bakeries, clothing stores, drug and discount stores, florists, gift shops, household stores, furniture 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.

Grocery Store. An establishment between 5,000 and 60,000 square feet of sales area, primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments.

Large Format Retail Sales. Retail establishments with over 60,000 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 not occupy more than 25% of the floor area. Retail sales may be combined with accessory indoor repair services.

Liquor Sales as Primary Use. Establishments primarily engaged in selling packaged alcoholic beverages for off-site consumption.

Liquor Sales as Accessory Use, Small. Establishments up to 5,000 gross square feet in size where liquor sales represent no more than 20% of the total inventory sold.

Liquor Sales as Accessory Use, Large. Establishments greater than 5,000 gross square feet in size where liquor sales represent no more than 20% of the inventory sold.

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.

Residential Limited Retail. Small neighborhood-oriented retail establishments in residential districts. Limited uses provide convenient, walkable access to convenience and/or specialty goods and services. Appropriate uses include the following: counter-service cafes and coffee shops; delicatessens; bakeries; flower shops; and bike shops and bike repair services.

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.

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.

Smoke Shop. Smoke shop shall mean any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia. Smoke shop includes tobacco stores and vape shops. Any grocery store, supermarket, convenience store or similar retail use that only sells conventional cigars, cigarettes or tobacco as an ancillary sale is not considered a smoke shop.

Roadside Stand. A temporary structure designed or used for the display or sale of agricultural products.

Salvage and Wrecking Yard. Storage and dismantling of vehicles and equipment for sale of parts, as well as their collection, storage, exchange, or sale of goods, including, but not limited to, any used building materials, used shipping containers or steel drums, used tires, and similar related articles or property.

SB 9 Project. See § 17.84.380, Two-Unit Projects.

School. A facility for primary or secondary education, including public schools, charter schools, and private and parochial schools having curricula comparable to that required in the public schools of the State of California.

Single Room Occupancy (SRO). A type of multi-unit group residential facility where living accommodations are individually rented secure rooms, with or without separate kitchen or bathroom facilities for each room, ~~rented to one or two person households on a weekly or monthly basis.~~ SROs have some form of shared cooking, living, and/or bathroom facilities, and there are specific rules regarding on-site management and minimum unit size. This use classification includes rooming/boarding houses and dormitories, but is distinct from a hotel or motel, which is a commercial use.

Single-Family Dwelling Unit. A dwelling unit that is designed for occupancy by one household with private yards on all sides and located on a separate lot from any other units (except an accessory dwelling unit). This classification includes individual manufactured housing units installed on a foundation system pursuant to the California Health and Safety Code § 18551.

Detached. A single-unit dwelling, on a single lot, within which all rooms are internally accessible and that is not attached to any other primary dwelling unit.

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 other dwelling on an abutting parcel (also referred to as a half-plex).

Employee Housing. This type of housing includes farmworker housing and is defined in California Health and Safety Code § 17008(b), even if the housing accommodations are not located in a rural area. Employee housing for six or fewer persons shall be treated as a single-family structure and residential use, as described in California Health and Safety Code § 17021.5.

Small Lot Subdivision. A residential subdivision in which there are attached or detached residential units, each owned fee-simple and located on lots less than the minimum lot size and less than the minimum lot dimensions otherwise established for the underlying residential zones. Single-family, duplex and multi-unit building types may be permitted within a small lot subdivision subject to § 17.56.040, Small Lot Subdivision Design Standards. Configurations for small lot subdivisions may include, but are not limited to, cluster housing, cottage courts, drive courts, and townhouses/rowhouses. A maintenance agreement or homeowners association may govern common areas like driveways or open space. Reduced interior setbacks are typical.

Social Service Centers/Daytime Service Facility. 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").

Storage Yard. The use of land to store material, equipment, or vehicles as an accessory to a primary use. The primary use must have an active business license within the City of Woodland. Does not include freight or truck trailer storage or impound lots.

Supportive Housing. Dwelling units with no limit on length of stay that are occupied by the target population as defined in the California Health and Safety Code § 53260(d) or individuals eligible for

services provided pursuant to the Lanterman Developmental Disabilities Act (Division 45 of the Welfare and Institutions Code), and that are linked to on-site or off-site 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 on-site medical care is provided. Supportive housing as defined in the California Health and Safety Code § 50675.14(b) 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.

Swap Market/Flea Market. 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.

Temporary Tract Office. A temporary sales office located on the site of a new development, usually in a model home, and operated until sales are completed.

Tire or Concrete Recycling/Storage. A facility to recycle or store tires, concrete, hazardous chemicals, or other industrial materials. This use does not include the processing of recycled materials into new materials.

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 the California Health and Safety Code § 50675.2(h). Facilities may be linked to on-site or off-site 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.

Transportation Passenger Facility. A facility for passenger transportation operations, including transit bus stops and bus terminals.

Vehicle Impound and Tow Yard. A lot, tow-yard, or in an interior space for the holding of equipment or vehicles legally impounded 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.

Warehousing, Storage, Logistics and Distribution. Storage and distribution facilities without sales to the public on site or direct public access except for public storage in small individual space exclusively and directly accessible to a specific tenant.

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.

Indoor Warehousing and Storage. The receiving, storing and distribution of goods, including cold storage. Includes maintaining inventory and providing safekeeping for a product before sale, resale, or use. A building where goods or raw materials are stored. Includes unloading, receiving, and checking inbound goods. Includes storage and sale of materials and supplies used in production or operation, including janitorial and restaurant supplies. This use normally operates from a warehouse or office having little or no display of merchandise and is not designed to solicit walk-in-traffic. This classification does not include wholesale sale of building materials (see "Building Material Sales and Services").

Logistics and Distribution. Includes the inbound and outbound flow of goods with a focus on freight-related transportation services that concentrate logistics and transportation activities. Logistics centers participate in all activities linked to the supply chain. Fulfillment and distribution centers that may serve designated by companies to store products, prepare orders, and distribute products. May be a transfer center, distribution center or process distribution center. Typically larger in size, with specialized handling equipment, loading and docks.

Personal Storage Facility. 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 workshops, warehousing, manufacturing, retail or wholesale selling, office or other business services with the spaces and human habitation.

Personal 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. This classification excludes workshops, commercial warehousing, manufacturing, retail or wholesale selling, office or other business services with the spaces and human habitation.

Wholesale Nursery. An establishment primarily engaged in the wholesale of 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.

Summary of Proposed Amendments to the Title 17 Zoning Ordinance

Topic	Proposed Change
General Clean-Up / Minor Edits	
<i>Section 17.24.020</i> <i>Section 17.32.020</i> <i>Section 17.72.050.A.1</i> <i>Section 17.72.050.B</i> <i>Section 17.84.330</i> <i>Section 17.136.010</i>	Correct typos and any inconsistencies to improve code clarity.
<i>Section 17.64.020</i> <i>Section 17.64.030.D.3</i> <i>Section 17.64.030.G</i> <i>Section 17.64.040.H.16.c</i> <i>Section 17.70.010</i> <i>Section 17.70.020</i>	Resolve contradictory text. Add clarification where the intent is misleading or not clearly conveyed in the code language.
<i>Section 17.84.250.A</i> <i>Section 17.136.010</i> <i>Section 17.144.010</i>	Revise the following definitions: Accessory structure, Animal Boarding Kennel/Pet Day Care, Brewpub, Compact Mobile Food Operation, Interior Lot, Lot Depth, Front Yard, Rear Yard, Side Yard, Short-Term Rental, Tenant, Multi-Unit Dwelling, Residential Care Facilities, Skilled Nursing Facility, and Single Room Occupancy (SRO). Add a definition for Required Yard and Donation Container. Remove Boarding House Definition. <i>State Law Requirement:</i> Add Employee Housing under definition for Single-Family Dwelling Unit to comply with California Health and Safety Code Section 17021.5.
<i>Section 17.96.080</i> <i>Section 17.108.040</i> <i>Section 17.108.050</i>	Clarify minor inconsistencies in written procedures. Specify timelines for removing posted notices. <i>State Law Requirement:</i> Modify procedures for public noticing to comply with Assembly Bill 2904.
Proposed Changes to Allowed Uses	
Small and Large Family Daycares <i>Section 17.24.020</i> <i>Section 17.28.020</i> <i>Section 17.32.020</i>	<i>State Law Requirement:</i> Revise code to allow Large Family Daycares by right in the following zones: R-L, N-P, R-LM, R-M, R-H, DX-2, DX-3, CMU-E, CMU-K, CMU-A, CMU-F, CCMU, NMU, and CMU-G.

Residential Care Facilities (RCFs) <i>Section 17.28.020</i> <i>Section 17.32.020</i>	<i>State Law Requirement:</i> Revise code to allow Small Residential Care Facilities by right in DX-1, DX-2, DX-4, CMU-F, CCMU, NMU, and CMU-G. Allow Large Residential Care Facilities by right in DX-2, DX-3, CMU-WM, CMU-E, CMU-A, CMU-F, CCMU, NMU, CMU-G.
Single Room Occupancy (SRO) <i>Section 17.24.020</i> <i>Section 17.28.020</i> <i>Section 17.32.020</i>	Allow small SROs by right in the CMU-E and CMU-F zones. Remove Boarding House in use table since this use is included in the proposed changes to the SRO definition.
Office Uses <i>Section 17.28.020</i>	Allow small-scale business, professional, and technology offices that are less than 2,000 square feet to be allowed by-right in the DX-3 zone, subject to Director discretion.
Personal Services <i>Section 17.28.020</i> <i>Section 17.32.020</i>	Conditionally allow a massage establishments with approval of a Zoning Administrator Permit in the DX-1, DX-2, DX-3, DX-4, and RC zones. Allow small-scale general personal services uses that are less than 2,000 square feet to be allowed by-right in DX-3, subject to Director discretion.
Supportive Housing <i>Section 17.28.020</i> <i>Section 17.32.020</i>	<i>State Law Requirement:</i> Allow supportive housing and transitional housing in zones where multi-unit or mixed uses are allowed.
Drive-Through Food Establishments <i>Section 17.32.020</i>	Conditionally allow drive-through food establishments with approval of a Conditional Use Permit in the CMU-WM zone.
Recycling Facilities <i>Section 17.32.020</i> <i>Section 17.36.020</i>	Add Donation Containers to use table line to be allowed in the same zones as Reverse Vending Machines.
Proposed Changes to Standards	
Flag Lots <i>Section 17.24.030</i>	Prohibit flag lots in residential zones except as alternative access is approved by the Director or allowed by state law.
Accessory Structures <i>Section 17.64.020</i>	Change the requirement for the maximum area of accessory structures from 30% to 75% of the total area of the primary home. Clarify applicability of standards for detached patio covers and carports.

Flagpoles <i>Section 17.64.030.H</i>	Specify requirements for residential flagpoles, including a minimum 10-foot setback and a maximum height equal to the height of the primary home or 20 feet, whichever is less.
Landscaping <i>Section 17.64.040</i>	Add standards for tree protection during construction. Include a minimum of 75% of the plant materials in required landscape areas to be native species or low-water use, climate-adapted plans.
Required Parking <i>Section 17.68.030.C</i>	Remove requirement that off-street parking spaces for single-family dwellings must be located in a garage.
Signage <i>Section 17.72.040</i>	Add maximum square footage for logo signs and clarify required freeway sign base width.
	Change wall sign figure to indicate that maximum sign width is 40% of the building façade width instead of 15%.
	Similar to previous code and practice, add a 30-day limit for all temporary signage. Clarify maximum temporary sign area.
	Specify standards for digital signs for public facilities, such as large hospitals and medical clinics.
Accessory Dwelling Units (ADUs), Section 17.84.030	<i>State Law Requirements:</i> Remove deed restriction requirement for ADUs. Update references to California Government Code. Remove maximum size for eligible building-permit only ADUs on multifamily lots. Remove limits on number of bedrooms.
	Remove requirement for separate utility connections for ADUs.
	Relocate subsections 17.84.030.E.6 and 17.84.030.E.7. Clarify language for ADUs over 1,000 square feet that are subject to a ZAP.
Commercial Cannabis Business <i>Section 17.84.120.I</i>	Specify requirements for delivery as an accessory use to a permitted storefront retail use.
Day Care Centers, Family Day Cares, and Residential Care Facilities <i>Section 17.84.150</i>	Add a maximum capacity of 12 residents for large RCFs in R-L, N-P, and R-LM zones. The proposed cap does not apply in other zones where large RCFs are permitted. Specify standards for maintenance and design of large residential care facilities.

Drive-Through Establishments <i>Section 17.84.160</i>	Exempt properties in CMU-G zones from distancing requirements that restrict where drive-through restaurants are allowed in other mixed-use zones; Permit drive-through establishments in CMU-WM zone.
Mobile Vending <i>Section 17.84.250</i>	As originally intended, allow brick-and-mortar restaurants in downtown to have their own stationary mobile vending operation proximate to the restaurant.
Personal Services, Massage Establishment Standards <i>Section 17.84.290.B</i>	Specify that additional review through a Zoning Administrator Permit may be required to evaluate impacts, subject to Director discretion. Restrict hours of operation for massage establishments to 6am-8pm.
Recycling Facilities <i>Section 17.84.310</i>	Specify requirements for permanent donation containers in commercial centers. Clarify standards for all facility types and align language with zones where the uses are allowed.
Short-Term Rentals <i>Section 17.84.330</i>	Allow a short-term rental in one unit per lot, instead of one single-family dwelling per lot. For multi-unit developments with 15 or more units, allow a maximum of 10% of the units to be used for short-term rentals.
Single Room Occupancy <i>Section 17.84.340</i>	Differentiate single-room occupancy (SRO) units from multi-unit development. Specify standards related to for large SROs with seven or more residents.
Wireless Telecommunication Facilities , <i>Section 17.84.360</i>	<i>Federal Law Requirement:</i> Remove outdated eligibility language and reference the code section for the federal regulations to create continued consistency.

No amendments to the Zoning Map are proposed. For reference, the current Zoning Map is available on the [City of Woodland website](#).

RESOLUTION NO. PC 25-09

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND RECOMMENDING CITY COUNCIL APPROVAL OF UPDATES TO TITLE 17 (ZONING) OF THE WOODLAND MUNICIPAL CODE

WHEREAS, On June 4, 2024, the City adopted a comprehensive Zoning Code, along with a new Zoning Map, and updates to the 2035 General Plan and Land Use Map, as part of a thorough update aimed at clarifying zoning provisions, standards, guidelines, and procedures; and

WHEREAS, The City Zoning Code has traditionally functioned as a living document that reflects the goals and policies of the General Plan, translated into regulatory requirements;

WHEREAS, Through implementation of the Comprehensive Zoning Code Update in the past year, identified many opportunities to improve clarity, consistency, and compliance with state and federal law; and

WHEREAS, Given the breadth of the changes in the 2024 Comprehensive Zoning Code update, staff anticipated that minor clean-up amendments would be needed after use and implementation of the code in practice; and

WHEREAS, on August 21, 2025, the City of Woodland Planning Commission conducted a duly noticed public hearing to consider a comprehensive package of amendments to Title 17 (Zoning) of the Woodland Municipal Code ("Zoning Code"), and considered the staff report, recommendations by staff, and all public testimony concerning the amendments; and

WHEREAS, the purpose of the proposed amendments is to update multiple sections of the City of Woodland Zoning Code to improve clarity, readability, and internal consistency, and to ensure that land use regulations reflect the current operational characteristics of modern businesses and development practices; and

WHEREAS, pursuant to California Government Code, all amendments to the Zoning Code must be consistent with the adopted General Plan, and the Planning Commission finds that the proposed amendments are consistent with and implement the goals and policies of the Woodland 2035 General Plan; and

WHEREAS, the proposed amendments to the Zoning Code are exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000, et seq.) pursuant to State CEQA Regulation Section 15061 (B)(3) (Cal. Code Regs. Tit. 14,

Section 15061 (b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Woodland has determined that the proposed amendments are categorically exempt pursuant to Section 15301 of the CEQA regulations applicable to minor alterations of land use limitations; and

WHEREAS, proper noticing of the public hearing was given in all respects as required by law; and

WHEREAS, the City of Woodland Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE BE IT RESOLVED that the City of Woodland Planning Commission does hereby resolve as follows:

SECTION 1. Recitals. The City of Woodland Planning Commission hereby adopts the above recitals as true and correct findings of the City of Woodland Planning Commission and incorporates them into this Resolution by this reference.

SECTION 2. Environmental Determination. The City of Woodland Planning Commission finds that the proposed Zoning Code amendments are exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000, et seq.) pursuant to State CEQA Regulation Section 15061 (B)(3) (Cal. Code Regs. Tit. 14, Section 15061 (b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Woodland has determined that the proposed amendments are categorically exempt pursuant to Section 15301 of the CEQA regulations applicable to minor alterations of land use limitations.

SECTION 3. General Plan Consistency. The City of Woodland Planning Commission finds that the proposed Zoning Code amendments are consistent with the goals, policies, and objectives of the City of Woodland 2035 General Plan.

SECTION 4. Recommendation. The City of Woodland Planning Commission hereby recommends that the City of Woodland City Council adopt the Ordinance attached hereto as Exhibit A, approving the proposed amendments to Title 17 of the City of Woodland Municipal Code.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 21st day of August 2025, by the following vote:

AYES:

NOES:

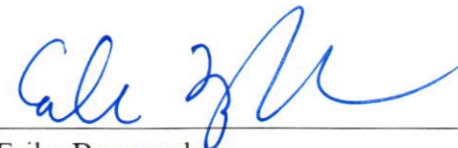
ABSENT:

RECUSE:



Greg Ortiz
Vice Chairperson

ATTEST:



Erika Bumgardner
Deputy Director of Community Development

Exhibit A – Draft Ordinance

Exhibit A – Draft Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE WOODLAND MUNICIPAL
CODE TO UPDATE AND CLARIFY THE PROVISIONS OF THE ZONING
ORDINANCE**

WHEREAS, the purpose of the Zoning Ordinance of the City of Woodland is to establish a precise and detailed plan for the use of land in the City based on the General Plan; and

WHEREAS, Article 17 of the Woodland Municipal Code establishes various zones, permitted and conditional uses, development standards and entitlement process procedures to promote the orderly and harmonious growth of the city and stability of land values and investments and general welfare of the city; and

WHEREAS, the procedures set forth in Title 17 provide for a process to review the proposed residential, commercial and industrial projects and to ensure that the architectural design of the proposed project is suitable for purposes of the building and the site and will enhance the character of the neighborhood and community, and will ensure that the proposed use is compatible with existing properties and anticipated future developments; and

WHEREAS, the City has identified a need to periodically update the Zoning Ordinance to improve its clarity, streamline review procedures, address new State laws, and better implement the goals and policies of the General Plan; and

WHEREAS, this ordinance (“Ordinance”) provides for updates to multiple sections of Title 17 to achieve these goals; and

WHEREAS, on August 21, 2025, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance and voted to _____.

WHEREAS, on _____, the City Council conducted a duly noticed public hearing to consider the Ordinance, including all public testimony and reports prepared in connection with the Ordinance, and the recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that the adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000, et seq.) pursuant to State CEQA Regulation Section 15061 (B)(3) (Cal. Code Regs. Tit. 14, Section 15061 (b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Woodland has determined that the ordinance is categorically exempt pursuant to Section 15301 of the CEQA regulations applicable to minor alterations of land use limitations.

SECTION 3. Code Amendment. Title 17 (Zoning) of the Woodland Municipal Code is hereby amended to read in its entirety as set forth in Exhibit "A," attached hereto and incorporated herein by this reference.

SECTION 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable.

SECTION 5. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

SECTION 6. Effective Date. This Ordinance shall become effective 30 days after its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the ____ day of ____, 2025.

The foregoing ordinance was introduced with the first reading waived at a regular meeting of the City of Woodland City Council on the ____ day of ____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

Rich Lansburgh, Mayor

ATTEST:

Marissa Kersey, City Clerk



Aug 21, 2025

**City of Woodland
300 First Street
Woodland, CA 95695**

By Email: planningcommissionmeetings@cityofwoodland.org

**CC: jennifer.robinson@cityofwoodland.gov; marissa.kersey@cityofwoodland.gov;
Planners@cityofwoodland.gov**

Re: Proposed Amendments to the City's ADU Regulations

Dear Woodland Planning Commission,

The California Housing Defense Fund ("CalHDF") submits this letter as a public comment concerning Item 3 on the agenda for the August 21, 2025 Planning Commission meeting, a proposed zoning text amendment that includes an update to the City's regulations for the development of accessory dwelling units ("ADUs") and junior accessory dwelling units ("JADUs").

CalHDF applauds the City for updating its ADU regulations to keep pace with changes in state law. However, CalHDF writes to flag specific legal issues with the ordinance, which the city should address before approving the ordinance.

Background

The law gives local governments authority to enact zoning ordinances that implement a variety of development standards on ADUs. (Gov. Code, § 66314.) The standards in these local ordinances are limited by state law so as not to overly restrict ADU development. (See *id.*) Separately from local ADU ordinances, Government Code section 66323 establishes a narrower set of ADU types that local governments have a ministerial duty to approve. "Notwithstanding Sections 66314 to 66322 ... a local agency shall ministerially approve" these types of ADUs. (*Id.* at subd. (a).) This means that ADUs that satisfy the minimal requirements of section 66323 must be approved regardless of any contrary provisions of the local ADU ordinance. (*Ibid.*) Local governments may not impose their own standards on such ADUs. (Gov. Code, § 66323, subd. (b) ["A local agency shall not impose any objective development or design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a)."].)

**2201 Broadway, PH1, Oakland, CA 94612
hi@calhdf.org**

In addition, ADUs that qualify for the protections of Government Code section 66323, like other ADUs, must be processed by local governments within 60 days of a complete permit application submittal. (Gov. Code, § 66317, subd. (a).)

State law also prohibits creating regulations on ADU development not explicitly allowed by state law. Government Code Section 66315 states, “No additional standards, other than those provided in Section 66314, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require that the property may be used for rentals of terms 30 days or longer.”

Impermissible Size Limits on Exemption ADUs on Multifamily Parcels

City Code section 17.84.030(E)(2)(d)(ii) limits building permit-only, new construction, detached ADUs on multifamily parcels to 800 square feet in size.

However, Government Code section 66323 subdivision (a)(4) allows up to eight detached ADUs on multifamily parcels without size restrictions.

Size restrictions are plainly forbidden by Government Code, section 66323, subdivision (b), which explicitly exempts statewide exemption ADUs from all local standards: “(b) A local agency shall not impose any objective development or design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a).” Because Government Code section 66323 subdivision (a)(4) does not contain a size limit for new construction, detached ADUs on multifamily parcels, the City may not unilaterally impose one.

HCD reaffirms this requirement of state law on page 20 of the January 2025 HCD ADU [Handbook](#) (emphasis added):

A local agency **may not impose development or design standards**, including both local standards and standards found in State ADU Law, on 66323 Units that are not specifically listed in Government Code section 66323. (Gov. Code, § 66323, subds. (a), (b).) This includes, but is not limited to, parking, height, setbacks, or **other zoning provisions** (e.g., lot size, open space, floor area ratio, etc.).

The City must amend its ADU ordinance to remove this size limitation for ADUs developed pursuant to Government Code section 66323, subdivision (a)(4).

Impermissible Front Setback Requirements

City Code section 17.84.030(E)(2)(b)(iv) only allows ADUs in the front setback on single-family parcels if the lot area in the side and rear yards does not permit the construction of a detached ADU that is at least 800 square feet in size.

City Code section 17.84.030(E)(2)(d)(v) only allows ADUs in the front setback of multifamily dwellings if they are 800 square feet or less in size (an impermissible size restriction addressed above) and the lot area in the side and rear yards does not permit the construction of an 800 square foot ADU.

However, Government Code section 66323, subdivision (a) does not permit any application of front setback requirements to ADUs that qualify for its protections. Government Code section 66323, subdivision (b) specifically forbids the imposition of any local design or development regulations other than what is specifically required by that section of law. Because the City may not impose any design or development regulations on section 66323 ADU, it also may not force an applicant to place an ADU in the side yard or rear yard.

Additionally, Government Code section 66323, subdivision (a)(4) allows a multifamily property to develop up to eight detached ADUs. These ADUs can be developed without size limit, and therefore the City's exception for 800 square foot ADUs in the front setback places an illegal size and location limit on such ADUs.

Furthermore, cities may impose only "objective standards" on ADUs. (Gov. Code, § 66314, subd. (b)(1); see also Gov. Code, § 66315 [stating local jurisdictions may only impose standards authorized by section 66314].) "Objective standards" are "standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal." (Gov. Code, § 66313, subd. (i).) HCD's [ADU Handbook](#) (see pages 13, 35, and 45) confirms that, pursuant to state law, only objective standards may be imposed on ADUs. A rule that forbids ADUs in the front setback unless the "lot area in the rear and side yards does not permit" the construction of an ADU is not an objective standard. The applicant cannot know ex ante and with certainty under what circumstances the City will judge it necessary to permit an ADU in the front setback. If the City wishes to impose such a rule on any ADUs – not just section 66323 ADUs – it must provide explicit, objective standards governing when front setback ADUs are prohibited. As written, the rule is unenforceable.

There are many policy reasons for ADUs to be located in the front setback. For instance, a homeowner may prefer to preserve a private backyard space while redeveloping the less useful front yard. While children may play in the backyard, the front yard is closer to the street and less safe for a variety of activities. The City therefore must allow front yard ADUs that comply with the standards in Government Code section 66323, subdivision (a) both on single family and on multifamily properties - regardless of how much area is available in the side and rear yards.

HCD has issued guidance (the January 2025 HCD ADU [Handbook](#), page 18) affirming the

duty of local agencies to allow ADUs protected by Government Code section 66323 in the front setback under all circumstances. From page 18 of the January 2025 HCD ADU Handbook (emphasis added): “66323 Units do not have to comply with lot coverage, **front setbacks**, and design standards.”

The City must amend this section of code to allow section 66323 ADUs in the front setback under all circumstances, on both single-family and multifamily parcels.

Impermissible Public Hearings and Non-Objective Standards

City Code section 17.84.030(E)(6) “ADUs and Discretionary Approval” establishes a method for public hearings for certain ADUs and JADUs that do not comply with the standards in City Code sections 17.84.030(F) and (G). However, Government Code section 66317, subdivision (a) forbids all public hearings and discretionary review for ADU approvals: “A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits.”

The City must therefore amend this section of code to specify that the Zoning Administrator’s review of an ADU application shall be ministerial in nature and shall not involve a public review or discretionary action.

Additionally, the findings contained in City Code section 17.84.030(E)(6)(b) include non-objective findings. Terms such as “harmony,” “excessive parking congestion,” “adequate open space,” and “compatible relationship” are not objective.

As discussed above, cities may impose only “objective standards” on ADUs. (Gov. Code, § 66314, subd. (b)(1); see also Gov. Code, § 66315 [stating local jurisdictions may only impose standards authorized by section 66314].) “Objective standards” are “standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.” (Gov. Code, § 66313, subd. (i).) HCD’s [ADU Handbook](#) (see pages 13, 35, and 45) confirms that, pursuant to state law, only objective standards may be imposed on ADUs.

CalHDF supports the City allowing creative ADU proposals that may not conform to the standards in the City code. However, the City should establish objective criteria for their approval, as is required by state law.

Out-of-date Citations

City Code sections 17.84.030(A), (E)(2), (F)(6), (F)(9), (F)(10) refer to out-of-date sections of the Government Code. State ADU Law has been reorganized and is now located at Government Code section 66310 et seq. The City should update its code to refer to the current code sections.



CalHDF applauds the City for amending its code to keep pace with changes to state law. However, the City should make sure that its ADU regulations comply with state law.

CalHDF is a 501(c)(3) non-profit corporation whose mission includes advocating for increased access to housing for Californians at all income levels, including low-income households. You may learn more about CalHDF at www.calhdf.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dylan Casey", with a long horizontal stroke extending to the right.

Dylan Casey
CalHDF Executive Director

A handwritten signature in black ink, appearing to read "James M. Lloyd", with a stylized, cursive script.

James M. Lloyd
CalHDF Director of Planning and Investigations

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE WOODLAND MUNICIPAL
CODE TO UPDATE AND CLARIFY THE PROVISIONS OF THE ZONING
ORDINANCE**

WHEREAS, the purpose of the Zoning Ordinance of the City of Woodland is to establish a precise and detailed plan for the use of land in the City based on the General Plan; and

WHEREAS, Article 17 of the Woodland Municipal Code establishes various zones, permitted and conditional uses, development standards and entitlement process procedures to promote the orderly and harmonious growth of the city and stability of land values and investments and general welfare of the city; and

WHEREAS, the procedures set forth in Title 17 provide for a process to review the proposed residential, commercial and industrial projects and to ensure that the architectural design of the proposed project is suitable for purposes of the building and the site and will enhance the character of the neighborhood and community, and will ensure that the proposed use is compatible with existing properties and anticipated future developments; and

WHEREAS, the City has identified a need to periodically update the Zoning Ordinance to improve its clarity, streamline review procedures, address new State laws, and better implement the goals and policies of the General Plan; and

WHEREAS, this ordinance (“Ordinance”) provides for updates to multiple sections of Title 17 to achieve these goals; and

WHEREAS, on August 21, 2025, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, the adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000, et seq.) pursuant to State CEQA Regulation Section 15061 (B)(3) (Cal. Code Regs. Tit. 14, Section 15061 (b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Woodland has determined that the ordinance is categorically exempt pursuant

to Section 15301 of the CEQA regulations applicable to minor alterations of land use limitations; and

WHEREAS, on September 16, 2025, the City Council conducted a duly noticed public hearing to consider the Ordinance, including all public testimony and reports prepared in connection with the Ordinance, and the recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that the adoption of the ordinance is exempt from review under the California Environmental Quality Act (CEQA) (California Public Resources Code Section 21000, et seq.) pursuant to State CEQA Regulation Section 15061 (B)(3) (Cal. Code Regs. Tit. 14, Section 15061 (b)(3)) covering activities with no possibility of having a significant effect on the environment. In addition, the City of Woodland has determined that the ordinance is categorically exempt pursuant to Section 15301 of the CEQA regulations applicable to minor alterations of land use limitations.

SECTION 3. Code Amendment. Title 17 (Zoning) of the Woodland Municipal Code is hereby amended to read in its entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

SECTION 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable.

SECTION 5. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

SECTION 6. Effective Date. This Ordinance shall become effective 30 days after its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 16th of September 2025, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 7th of October 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Title 17]



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.9
SUBJECT: Waiver of Second Reading and Adoption of an Ordinance Amending Woodland Municipal Code Title 17, "Zoning" and Title 16, "Subdivision" Amendments related to Two-Unit projects and Urban Lot Splits

Recommendation for Action: Staff recommends that City Council Waive the second reading and adopt Ordinance No. _____, amending Woodland Municipal Code Title 17, "Zoning", and Title 16, "Subdivision", Sections 17.84.380 and 16.90 related to Two-Unit projects and Urban Lot Splits.

Staff Contact:

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

Background:

On September 16, 2021, Governor Newsom signed California Senate Bill 9 (SB 9) into law. This legislation was designed to streamline housing permitting and increase density in residential areas. SB 9 requires local jurisdictions, including the City of Woodland, to approve the construction of two-unit dwellings and/or the subdivision of single lots into two (known as urban lot splits) within any single-family dwelling zone, without a discretionary review process.

Beginning January 1, 2022, the City has been obligated to accept applications under SB 9 for duplex development and urban lot splits in single-family zoned districts. To implement this, amendments to both the Zoning Code and the Subdivision Ordinance were necessary to establish objective zoning standards, objective subdivision standards, and objective design standards that comply with the provisions of SB 9. The units constructed under this legislation could be included in the City's Annual Housing Element Report.

On September 19, 2024, Governor Newsom signed California Senate Bill 450 (SB 450) into law as a cleanup measure for SB 9. Effective January 1, 2025, SB 450 limits the ability of local agencies to regulate SB 9 projects concerning specific areas such as objective standards, approval timelines, and findings for project review determinations.

Projects under both SB 9 and SB 450 would still apply to single-family residential zones throughout the city, including the following zones: Low Density Residential (R-L), Neighborhood Preservation (N-P), and Residential Low-Medium (L-M).

Planning Commission Recommendation

At its June 5, 2025, meeting, the Woodland Planning Commission voted 5-0 to recommend City Council approval of the proposed amendments to multiple sections of the Woodland Municipal Code, Subdivision and Zoning Ordinances.

On September 16, 2025, the City Council held a public hearing to discuss the proposed amendments. Following the hearing, the City Council introduced the ordinance and waived the first reading. The ordinance is now presented for a waiver of the second reading and is recommended for adoption without changes.

Discussion:

The City's Single Family Residential neighborhoods are designated for single-unit homes, which tend to be the most expensive housing option to own or rent. In recent years, the state has enacted legislation aimed at promoting housing production and increasing the availability of affordable housing. The City's 2035 General Plan and the 2021-2029 Housing Element also support the development of a wider variety of housing types, which will enhance housing options and choices for residents.

The new provisions of SB 9 and SB 450 require jurisdictions to conduct ministerial reviews and permit Urban Lot Splits and Two-Unit developments while relaxing local objective standards. These updates aim to streamline the review process for eligible lots in single-family zones, as long as other relevant standards are met.

By adopting the proposed ordinance (Exhibit A of Attachment 1), the City will ensure that its Subdivision Ordinance and Zoning Ordinance comply with SB 450.

The following provisions highlight key changes introduced by SB 450. However, they do not cover all planning and building regulations that may apply to projects submitted under SB 9 and SB 450.

Key Provisions of Senate Bill 450

All applications submitted pursuant to SB 9 and SB 450 must allow for the following:

- Local agencies are prohibited from imposing objective zoning standards, objective subdivision standards, and objective design standards that do not uniformly apply to development within the underlying zone.
- Applications for proposed housing developments must be considered and approved or denied within 60 days from the date the local agency receives a completed application. If the local agency has not approved or denied the completed application within 60 days, the application shall be deemed approved.
- A project proposed under SB 9 may only be denied if the City Building Official provides a written finding, based on a preponderance of evidence, indicating that the project would have a specific, adverse impact on public health and safety— as defined in paragraph (2) of subdivision (d) of Section 65589.5 of the Government Code— for which there is no feasible method to satisfactorily mitigate or avoid that impact.

This report outlines the relevant City Standards for SB 9 projects, including Section 16.90, which pertains to Urban Lot Splits, and Section 17.84.380, which establishes specific standards for Two-Unit Projects.

The amendments associated with SB 450 limit the objective standards that local agencies can use to review proposed projects under SB 9 and SB 450.

While cities face restrictions under the recent amendments to SB 9, many objective standards still apply to new construction and subdivision map reviews. These include:

- The City's Fencing Standards specified in Section 17.64.030 of the Woodland Municipal Code
- The City's Landscape Ordinance outlined in Section 17.64.040
- General design standards for Single-Family and Duplex land use detailed in Section 17.56.020

Additionally, other City Standards related to screening, buffers, lighting, parking, waste management,

life safety, engineering design, and other objective standards concerning new construction and subdivision maps may also be applicable.

If the City does not amend its standards to comply with the provisions of SB 450, the City Code related to Urban Lot Splits and Two-Unit projects could become void, limiting the city's ability to enforce essential development standards mentioned above.

Environmental Review

Under California Public Resources Code section 218080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provision of SB 450.

Conclusion:

Staff recommends that City Council Waive the second reading and adopt Ordinance No. _____, amending Woodland Municipal Code Title 17, "Zoning", and Title 16, "Subdivision", Sections 17.84.380 and 16.90 related to Two-Unit projects and Urban Lot Splits.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development



Ken Hiatt
City Manager

Attachments:

1. Proposed Ordinance - SB9 and SB450

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING SECTIONS 17.84.380 AND 16.90 OF THE CITY OF WOODLAND
MUNICIPAL CODE RELATED TO URBAN LOT SPLITS AND TWO-UNIT
DEVELOPMENT**

WHEREAS, on September 16, 2021, the Governor signed into law Senate Bill (SB) 9, which generally became operative on January 1, 2022; and

WHEREAS, SB 9 added Government Code Sections 65852.21 and 66411.7 to State law and amended Government Code Section 66452.6 to require local agencies to ministerially approve certain two-unit dwellings and/or a subdivision of one lot into two in any single unit dwelling zone, subject to certain criteria; and

WHEREAS, on September 19, 2024, SB 450 amended Government Code sections 65852.21 and 66411.7 to clarify and update certain provisions; and

WHEREAS, the City's existing subdivision ordinance and zoning ordinance in Titles 16 and 17 of the City of Woodland Municipal Code require amendments to conform to the new State law requirements of SB 450; and

WHEREAS, this ordinance ("Ordinance") therefore updates Woodland Municipal Code sections 16.90 and 17.84.380, to adopt the applicable state standards and provide for local regulation as appropriate; and

WHEREAS, on June 5, 2025, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance and following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, an ordinance implementing the provisions of SB 450 is not considered a project under the California Environmental Quality Act (CEQA Pub. Res. Code Sections 21000, *et seq.*) pursuant to Government Code Sections 65852.28(e), 65913.4.5(b), and 66499.41(i); and

WHEREAS, on August 27, 2025, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on September 16, 2025, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland does hereby ordain as follows:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 3. Code Amendment. Sections 16.90 and 17.84.380 of the Woodland Municipal Code are hereby amended and restated to read in their entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

SECTION 2. CEQA. The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected by the Ordinance. Finally, pursuant to Government Code sections 65852.28, 65913.4.5, and 66499.41, this Ordinance implementing the provisions of SB 450 is not a “project” for purposes of CEQA because it establishes a streamlined, ministerial process to which CEQA does not apply.

SECTION 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

SECTION 5. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within 15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

SECTION 6. Effective Date. This Ordinance shall become effective 30 days after its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Woodland, California on the 16th day of September 2025, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 7th of October 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

Amended City of Woodland Municipal Code Sections

(follows this page)

CHAPTER 16.90
URBAN LOT SPLITS

§ 16.90.010. Purpose.

The purpose of this chapter is to allow and appropriately regulate urban lot splits in accordance with Government Code Section 66411.7.

(Ord. 1678 § 2, 2021)

§ 16.90.020. Definition.

An "urban lot split" means the subdivision of an existing, legally subdivided lot into two lots in accordance with the requirements of this chapter.

(Ord. 1678 § 2, 2021)

§ 16.90.030. Application.

- A. Only individual property owners may apply for an urban lot split. "Individual property owner" means a natural person holding fee title individually or jointly in the person's own name or a beneficiary of a trust that holds fee title. "Individual property owner" does not include any corporation or corporate person of any kind (partnership, LP, LLC, C corp, S corp, etc.) except for a community land trust (as defined by Revenue and Taxation Code Section 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by Section 214.15).
- B. An application for an urban lot split must be submitted on the City's approved form. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted.
- C. Each map application shall contain information as required in Chapter 16.16 Filing of Tentative Map.
- D. The City may establish a fee to recover its costs for adopting, implementing, and enforcing this chapter of the code, in accordance with applicable law. The City Council may establish and change the fee by resolution. The fee must be paid with the application.

(Ord. 1678 § 2, 2021)

§ 16.90.040. Approval.

- A. ~~An application for a parcel map for an urban lot split is approved or denied ministerially, by the community development director, without discretionary review. An application for a parcel map for an urban lot split shall be approved or denied ministerially by the community development director within sixty (60) days from the date the City receives a completed application.~~
- B. ~~A tentative parcel map for an urban lot split is approved ministerially if it complies with all the requirements of this chapter. A final parcel map is approved ministerially as well, but not until the owner demonstrates that the required documents have been recorded, such as the deed restriction and easements. The tentative parcel map expires three months after approval.~~

(Ord. 1678 § 2, 2021)

An urban lot split must satisfy each of the following requirements:

A. Map Act Compliance.

1. The urban lot split must conform to all applicable objective requirements of the Subdivision Map Act (Government Code Section 66410 et seq., "SMA"), including implementing requirements in this code, except as otherwise expressly provided in this section.
2. Notwithstanding Section 66411.1 of the SMA, no dedication of rights-of-way or construction of off-site improvements is required for an urban lot split.

B. Zone. The lot to be split is in a single-family residential zone which includes:

1. The ~~R-1~~ **R-L, N-P and R-LM single-family** residential zones citywide;
2. The R-3, R-4, and R-5 single-family residential zones in the Spring Lake specific plan; and
3. The R-4 and R-5 single-family zones in the Southeast Area specific plan.

C. Lot Location.

1. The lot to be split is not located on a site that is any of the following:
 - a. Prime farmland, farmland of statewide importance, or land that is zoned or designated for agricultural protection or preservation by the voters.
 - b. A wetland.
 - c. Within a very high fire hazard severity zone, unless the site complies with all fire-hazard mitigation measures required by existing building standards.
 - d. A hazardous waste site that has not been cleared for residential use.
 - e. Within a delineated earthquake fault zone, unless all development on the site complies with applicable seismic protection building code standards.
 - f. Within a 100-year flood hazard area, unless the site has either:
 - i. Been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction, or
 - ii. Meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.
 - g. Within a regulatory floodway, unless all development on the site has received a no-rise certification.
 - h. Land identified for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan.

- i. Habitat for protected species.
 - j. Land under conservation easement.
- D. Not Historic. The lot to be split must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a City or County landmark or as a historic property or district.
- E. No Prior Urban Lot Split.
 - 1. The lot to be split was not established through a prior urban lot split.
 - 2. The lot to be split is not adjacent to any lot that was established through a prior urban lot split by the owner of the lot to be split or by any person acting in concert with the owner.
- F. No Impact on Protected Housing. The urban lot split must not require or include the demolition or alteration of any of the following types of housing:
 - 1. Housing that is income-restricted for households of moderate, low, or very low income.
 - 2. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its policy power.
 - 3. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (Government Code Sections 7060-7060.7) at any time in the 15 years prior to submission of the urban lot split application.
 - 4. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which an urban lot split is sought must provide a notarized statement as to this fact with the application for the parcel map.
- G. Lot Size.
 - 1. The lot to be split must be at least 2,400 square feet.
 - 2. The resulting lots must each be at least 1,200 square feet.
 - 3. Each of the resulting lots must be between 60% and 40% of the original lot area.
- H. Easements.
 - 1. The owner must enter into an easement agreement with each public-service provider to establish easements that are sufficient for the provision of public services and facilities to each of the resulting lots.
 - 2. Each easement must be shown on the parcel map.
 - 3. Copies of the unrecorded easement agreements must be submitted with the application. The easement agreements must be recorded against the property before the final map

may be approved, in accordance with Section 16.90.040 above.

I. Lot Access.

1. Each resulting lot must adjoin the public right-of-way and have at least 20 feet of frontage on the public right-of-way. Public right-of-way may include private streets that are open to the public and actively maintained. Private roads and alleys that are not maintained shall not be utilized as primary access.
2. Curb cuts and additional driveways shall be minimized. Shared driveways shall be utilized to the extent possible.
3. Any new driveway shall be no closer than five feet to any other driveway and shall be the narrowest width at the right-of-way possible to allow access.
(Ord. 1678 § 2, 2021)

J. Owner Occupancy. As part of an application for an Urban Lot Split the owner of an original parcel must submit an affidavit, in a form approved by the Community Development Director, stating that the owner intends to occupy one of the existing or proposed housing units as their principal residence for a minimum of three years from the date of the approval of the urban lot split.

§ 16.90.060. Information to be submitted with parcel and final maps.

The following information shall be submitted with all parcel and final maps:

- A. Improvement plans as required by Chapter 16.44 of this title.
- B. A title report showing the legal owners at the time of submittal of the parcel or final map.
- C. A guarantee of title, in form acceptable to the City Engineer and City Attorney, shall be issued by a competent title company to and for the benefit and protection of the City and shall be continued complete up to the instant of recording of the final map, guaranteeing that the names of all persons whose consent is necessary to pass a clear title to the land being subdivided, and all public easements being offered for dedication, and all acknowledgments hereto, appear on the proper certificates and are correctly shown on the map, both as to consents as to the making thereof and affidavits of dedication where necessary.
- D. A certificate from the County Tax Collector stating that all taxes due have been paid or that a tax bond or other adequate form of security assuring payment of all taxes which are a lien but not yet payable has been filed with the County.
- E. Whenever land, easements or rights-of-way are to be dedicated for public use or access or land, easements or rights-of-way are to be granted to public agencies, all such land, easements, or rights-of-way not dedicated or granted by the owner's statement on the final map or parcel map shall be granted by deeds submitted with the final or parcel map.
- F. Written evidence of rights-of-entry or permanent easements on or across private property not within the proposed subdivision as may be necessary to allow performance of the work necessary to improve the subdivision, to allow for the maintenance of the subdivision

improvements once completed, to allow for permanent public access to the proposed subdivision, and to allow for and to grant necessary slope rights shall be submitted with the final map or parcel map.

- G. Written evidence of such deeds, easements or rights-of-way not within the proposed subdivision as may be necessary to provide for the acceptance of stormwaters generated by the proposed subdivision shall be submitted with the final map or parcel map.

- H. All title, rights and easements reasonably required to carry out the purposes of this chapter and the Subdivision Map Act shall be offered for dedication to the City or other appropriate public agency not later than the time the final map or parcel map is filed for approval. Except as provided for urban lot splits in Section 16.90.050.
- I. Traverse closures for the boundary blocks, lots, easements, street centerlines and monument lines.
- J. Complete hydrologic and hydraulic calculations of all storm drains and flood flow.
- K. The submittal of the final map or parcel map for a common interest development within the meaning of Civil Code Section 4000 et seq., shall include the proposed declaration of covenants, conditions and restrictions in Section 4250, and all other governing documents for the subdivision as are appropriate pursuant to Civil Code Section 4800 et seq. The submittal of the final map or parcel map for all subdivisions other than a common interest development shall include any declaration of covenants, conditions and restrictions proposed in connection therewith. All documents shall be subject to review and approval by the City Engineer and City Attorney.
- L. In the event sewer, water, drainage, grading, paving or other required improvements have not been completed prior to the filing of the final map, an agreement in accordance with the requirements of Chapter 16.44 of this title shall be filed for the improvement thereof. The subdivider shall secure the performance of the agreement in accordance with the requirements of Chapter 16.44.
- M. The improvement agreement shall obligate the subdivider to hold the City and its elected officials, officers, agents, employees and volunteers harmless from any liability for damages or claims for damages for personal injury or death, which arise from the operations of the subdivider and/or the subdivider's subcontractors in connection with the subdivision. Evidence of insurance as required by the City indicating the amount of insurance the subdivider or his or her subcontractors in connection with the subdivision. A certificate of insurance shall be provided which names the City as an additional insured. The evidence and certificate of insurance required by this subsection shall be subject to prior review and approval by the City Engineer and City Attorney.
- N. Copy of the approved or conditionally approved tentative map and the final conditions of approval.
- O. The final map or parcel map shall be accompanied by a statement to be signed by the Community Development Director, which states that the map substantially complies with the conditions of approval imposed by the Planning Commission and/or City Council.
(Prior code § 21-9-5; Ord. 1678 § 2, 2021)

§ 16.90.070. Parcel map preparation.

A parcel map may be compiled from data shown on final maps, records of survey and parcel maps only if such filed or recorded maps were based upon field surveys and were recorded within the last 15 years. Data from a filed survey made within the last 15 years and filed with the City Engineer, County Surveyor or County Recorder may also be used. The 15-year time limit

may be waived by the City Engineer, if it is shown that record monumentation exists and that existing angles and distances on the ground measure within the required limits of record angles and distances. Parcel maps compiled from filed or recorded data shall conform to the requirements of the Subdivision Map Act. All other parcel maps shall be based on a field survey made in conformity with the Professional Land Surveyor's Act (California Business and Professions Code Section 8700 et seq.) and shall conform to the requirements of the Subdivision Map Act (California Government Code Section 66410 et seq.).

(Prior code § 21-9-6; Ord. 1678 § 2, 2021)

§ 16.90.080. Acceptance of dedications.

The City Engineer shall first approve and the City Clerk thereafter may accept or reject on behalf of the City, dedications or offers of dedications, whether made by separate document or by statement on the parcel map or final map.

(Prior code § 21-9-7; Ord. 1678 § 2, 2021)

§ 16.90.090. City Engineer statement on final map.

A. The City Engineer shall sign, date and, below or immediately adjacent to the signature, indicate his or her registration or license number with expiration date and the stamp of his or her seal, the following statement:

1. He or she has examined the map;
2. The subdivision as shown is substantially the same as it appeared on the tentative map, and any approved alterations thereof;
3. All provisions of this chapter and the Subdivision Map Act applicable at the time of approval of the tentative map have been complied with;
4. He or she is satisfied that the map is technically correct.

B. If the City Engineer cannot sign the statement required by subsection A of this section due to deficiencies with the final map, he or she shall return the map, along with a written list of the deficiencies, to the subdivider for correction. Resubmittals of final maps shall be subject to the same time limits as original submittals.

(Prior code § 21-9-8; Ord. 1678 § 2, 2021)

§ 16.90.100. Review and approval of final maps.

A. The City shall disapprove a map for failure to meet or perform any of the requirements or conditions imposed by the Subdivision Map Act or this chapter, which were applicable to the subdivision at the time of approval of the tentative map. Such disapproval shall be accompanied by a finding identifying the requirements or conditions that have not been met or performed. When the failure of the map is the result of a technical and inadvertent error, which, in the determination of the Community Development Director, does not materially affect the validity of the map, the provisions of this subsection may be waived in the discretion of the Community Development Director.

B. The review and approval of final maps shall be as stated below:

1. Pursuant to Section 66442 of the Subdivision Map Act and Section 16.36.080, the City Engineer shall examine the final map. Within 20 days from the time the final map is submitted to the City Engineer, he or she shall complete and file the statement required by Section 16.36.080(A) and approve the map if it conforms to all requirements of the Subdivision Map Act and this title as applicable at the time of approval or conditional approval of the tentative map. If the map does not conform, the City Engineer shall disapprove the map. After approval by the City Engineer, the map shall be forwarded by the City Clerk to the County Recorder for recordation.
(Prior code § 21-9-9; Ord. 1678 § 2, 2021)

§ 16.90.110. Correction and amendment of maps.

- A. After a final map for an urban lot split is filed in the office of the County Recorder, it may be amended by a certificate of correction or an amending map for any of the following purposes:
 1. To correct an error in any course or distance shown.
 2. To show any course or distance that was omitted.
 3. To correct an error in the description of the real property shown on the map.
 4. To indicate monuments set after the death, disability, retirement from practice or replacement of the engineer or surveyor charged with responsibilities for setting monuments.
 5. To show the proper location or character of any monument which has been changed in location or character which originally was shown at the wrong location or incorrectly as to its character.
 6. To correct any other type of map error or omission as approved by the City Engineer, which does not affect any property right. Such errors and omissions may include, but are not limited to, lot numbers, acreage, street names and identification of adjacent record maps but not changes in courses or distances if not ascertainable from the data shown on the map.
- B. The amending map must conform to the requirements of this chapter and must be signed by a registered civil engineer or licensed land surveyor, current property owners and the City Engineer. Said map shall be filed in the office of the County Recorder.
(Prior code § 21-9-10; Ord. 1678 § 2, 2021)

§ 17.84.380.
Two-Unit Projects

A. Purpose. The purpose of this section is to allow and appropriately regulate two-unit projects in accordance with California Government Code § 65852.21.

B. Definition.

"Two-unit project" means the development of two primary dwelling units or, if there is already a primary dwelling unit on the lot, the development of a second primary dwelling unit on a legally subdivided lot in accordance with the requirements of this section.

C. Application.

1. Only individual property owners may apply for a two-unit project. "Individual property owner" means a natural person holding fee title individually or jointly in the person's own name or a beneficiary of a trust that holds fee title. "Individual property owner" does not include any corporation or corporate person of any kind (partnership, LP, LLC, C Corp, S Corp, etc.) except for a community land trust (as defined by Revenue and Taxation Code § 402.1(a)(11)(C)(ii)) or a qualified nonprofit corporation (as defined by § 214.15).
2. An application for a two-unit project must be submitted on the City's approved form. Only a complete application will be considered. The City will inform the applicant in writing of any incompleteness within 30 days after the application is submitted.
3. The City may establish a fee to recover its costs for adopting, implementing, and enforcing this section of the Zoning Code, in accordance with applicable law. The City Council may establish and change the fee by resolution. The fee must be paid with the application.

D. Approval.

1. ~~An application for a two-unit project is approved or denied ministerially, by the Director, without discretionary review. An application for a two-unit shall be approved or denied ministerially by the community development director within sixty (60) days from the date the City receives a completed application.~~
2. ~~The ministerial approval of a two-unit project does not take effect until the City has confirmed that the required documents have been recorded, such as the deed restriction and easements.~~

E. Requirements. A two-unit project must satisfy each of the following requirements:

1. **Map Act Compliance.** The lot must have been legally subdivided.
2. **Zone.** The lot is in a single-family residential zone which includes:
 - a. R-L, N-P and R-LM zones; the R-3, R-4, and R-5 single-family residential zones in the Spring Lake Specific Plan; and the R-4 and R-5 single-family zones in the Southeast Area Specific Plan.

3. **Lot Location.**

- a. Prime farmland, farmland of statewide importance, or land that is zoned or designated for agricultural protection or preservation by the voters.
- b. A wetland.
- c. Within a very high fire hazard severity zone, unless the site complies with all fire-hazard mitigation measures required by existing building standards.
- d. A hazardous waste site that has not been cleared for residential use.
- e. Within a delineated earthquake fault zone, unless all development on the site complies with applicable seismic protection Building Code standards.
- f. Within a 100-year flood hazard area, unless the site has either:
 - i. Been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction; or
 - ii. Meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program.
- g. Within a regulatory floodway, unless all development on the site has received a no-rise certification.
- h. Land identified for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan.
- i. Habitat for protected species.
- j. Land under conservation easement.

4. ***Not Historic.*** The lot must not be a historic property or within a historic district that is included on the State Historic Resources Inventory. Nor may the lot be or be within a site that is designated by ordinance as a City or County landmark or as a historic property or district.

5. ***No Impact on Protected Housing.*** The two-unit project must not require or include the demolition or alteration of any of the following types of housing:

- a. Housing that is income-restricted for households of moderate, low, or very low income.
- b. Housing that is subject to any form of rent or price control through a public entity's valid exercise of its policy power.
- c. Housing, or a lot that used to have housing, that has been withdrawn from rental or lease under the Ellis Act (California Government Code §§ 7060 through 7060.7) at any time in the 15 years prior to submission of the urban lot split application.
- d. Housing that has been occupied by a tenant in the last three years. The applicant and the owner of a property for which a two-unit project is sought must provide a

notarized statement as to this fact with the application for the parcel map.

6. Quantity.

- a. ~~No more than two dwelling units of any kind may be built on a lot that results from an urban lot split. For purposes of this paragraph, "unit" means any dwelling unit, including, but not limited to, a primary dwelling unit, a unit created under this section of the Zoning Code, an ADU, or a JADU.~~
- b. A lot that is not created by an urban lot split may have a two-unit project under this section, ~~plus any ADU or JADU that must be allowed under State law and the City's ADU ordinance.~~
- c. ~~In no case shall there be more than four total units of any kind in total provided as a result of an urban lot split or on a lot that is not created by an urban lot split.~~

7. Unit Size.

- a. ~~Each primary dwelling built that is developed under this section is limited to 800 square feet of floor area. New dwelling units are subject to the development standards applicable in the zone where they are to be constructed.~~
- b. A primary dwelling that was legally established on the lot prior to the two-unit project and that is larger than 800 square feet is limited to the lawful floor area at the time of the two-unit project.
- c. A primary dwelling that was legally established prior to the two-unit project and that is smaller than 800 square feet may be expanded to 800 square feet after or as part of the two-unit project.
- d. *Exception.* One or both primary dwelling units may be expanded if able to meet lot coverage and setback requirements as established in Chapter 17.24, Residential Zones., ~~inclusive of all units and accessory structures on the property.~~

8. Height Restrictions.

- a. ~~On a lot that is larger than 2,000 square feet, a new primary dwelling may be 30 feet in height if the rear setback is 20 feet or the side setback is five feet; otherwise, no new primary dwelling unit may exceed 16 feet in height, measured from grade to peak, or tallest point, of the structure.~~
- b. ~~On a lot that is smaller than 2,000 square feet, no new primary dwelling unit may exceed two stories or 22 feet in height, measured from grade to peak of the structure. Any portion of a new primary dwelling that exceeds 16 feet in height as measured from grade to peak or tallest point, must be stepped back by an additional seven feet; no balcony deck or other portion of the second story may project into the step back.~~
- c. ~~No rooftop deck is permitted on any new or remodeled dwelling or structure on a lot with a two-unit project.~~

9. ~~**Demolition Cap.** The two-unit project may not involve the demolition of more than 25% of the existing exterior walls of an existing dwelling unless the site has not been occupied by a tenant in the last three years.~~
10. **Lot Coverage.** Structures shall not cover more than 50% of the total lot area. This lot coverage standard is only enforced to the extent that it does not prevent two primary dwelling units on the lot at 800 square feet each.
11. ~~**Open Space.** A minimum of 30% of the required rear yard shall be open space. This open space standard is only enforced to the extent that it does not prevent two primary dwelling units on the lot at 800 square feet each.~~
12. **Setbacks.**
 - a. No setback is required for an existing legally established structure or for a new structure that is constructed in the same location and to the same dimensions as an existing legally established structure.
 - b. Dwellings must be at least four feet from the interior side and rear property lines.
 - c. ~~Dwellings must be at least 15 feet from a corner street side setback.~~
 - d. ~~A front yard setback of at least 25 feet shall be maintained from the front of a new or existing dwelling unit to the required rear yard area of another dwelling unit.~~
 - e. ~~Dwellings must be at least 25 feet from the front property lines. Exceptions are as follows:~~
 - i. ~~Front yard setbacks of 20 feet are permitted for houses where garages or carports are set back 25 feet. Front yard setbacks of 20 feet are allowed for garages equipped with roll up doors or carports.~~
 - f. The front setback area must:
 - i. Provide adequate line of sight visibility from driveways, corners, and intersections;
 - ii. ~~Be at least 50% landscaped with drought-tolerant plants, with vegetation and irrigation plans approved by a licensed landscape architect; and~~
 - iii. Allow for vehicular and fire-safety access to the front structure.
13. **Parking.** Each new primary dwelling unit must have at least one off-street parking space per unit unless one of the following applies:
 - a. The lot is located within one-half mile walking distance of either:
 - i. A corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours;
 - ii. The intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute

periods; or

iii. A site that contains:

(A) An existing rail or bus rapid transit station, or

(B) A ferry terminal served by either a bus or rail transit service.

b. The site is located within one block of a permanent car-share pick up or drop off vehicle location.

14. **Accessibility.** All dwellings and structures built or substantially remodeled on the lot must be ADA accessible. "Substantially remodeled" means that more than 10% of the existing floor area is the subject of a Building Permit (see § 17.100.130, Building Permit) or that the existing floor area, including non-livable space, increases by more than 10%. Pedestrians shall have a clear path of travel a minimum of four feet wide and ADA compliant from the principal building entrances to the street.

15. **Architecture.** See § 17.56.020, Single-Family and Duplex Design Standards. **New dwelling units are subject to the development standards applicable in the zone where they are to be constructed.**

16. **Landscaping.**

a. All required street front and street-facing side setbacks, except areas used for parking, exit and entry, shall be landscaped.

i. Required landscape areas shall be planted with a combination of ground covers, shrubs, vines, and trees. No more than 25% of the required landscaped area may be turf and shall not be used in areas less than 10 feet wide.

ii. Required landscape areas may include paved, gravel, or bark surfaces, provided they do not cover more than 30% of the required landscape area.

iii. Garden area and other areas dedicated to edible plants are considered landscaped areas and count toward required landscaping.

b. To the extent possible, existing mature trees on the site shall be preserved whenever it is possible and practical to do so. The project shall comply with the City's Tree Preservation Ordinance.

c. ~~A landscape plan shall be provided with each submittal and shall at minimum include:~~

i. ~~Property lines and public utility easements; structures, streetlights, transformers, trash enclosures, utilities.~~

ii. ~~Grading, including finished planter elevations, grade differentials with adjacent properties, retaining walls, on-site drainage features.~~

iii. ~~Proposed planting list including: botanical and common names, quantities of each species, container sizes, spread and height of plant at maturity, rate of~~

~~growth (fast, moderate, slow).~~

- ~~iv. Distance of trees to all structures. Large trees (40 feet to 90 feet in height at maturity) shall not be planted closer than 15 feet to any structure. Medium sized trees (30 feet to 40 feet in height at maturity) shall not be planted closer than 10 feet to any structure.~~
 - d. All landscaping must be drought-tolerant tolerant and shall be suitable for the local climate. All new landscaping shall comply with the City's Water Conservation Ordinance, California Model Water Efficient Landscape Ordinance, and the CalGreen Code.
 - e. Automated irrigation system shall be installed to provide coverage of all irrigated landscaped areas and shall have automatic rain shut-off valves.
 - f. Deciduous shade trees are permitted around the east, west, and south sides of residences to help reduce cooling loads during summer and allow solar gain during the winter months.
 - g. Landscaping and/or architectural treatments shall be provided to screen views of service elements that include storage areas, trash enclosures, mechanical equipment transformers, HVAC, and other similar elements. Screening shall either be landscaping a minimum of three feet high or architectural screens designed to match building features.
 - ~~h. Pedestrian walkways and paths of travel shall not be combined with, or be part of driveways unless textures, patterns, and colors are provided to designate separate pedestrian paths.~~
 - ~~i. There shall be a clear transition between the City sidewalk or public property, and the development property. This is to be achieved through changes in pavement textures, landscaping, and front fencing.~~
 - i. Fencing in the required front setback, or five feet from the corner side yard setback, shall be in compliance with § 17.64.030, Fences, Walls, and Hedges. Chain-link fencing is prohibited.
 - ~~j. When next to a side or rear property line of an adjacent property, a solid six-foot-high wood or masonry fence shall be provided on the property line as a buffer.~~
 - k. Landscaping that is required to help achieve screening of views into an adjacent property shall be planted along the rear or side property line to achieve a 75% summer opacity and 60% winter opacity within three years of planting.—~~At minimum, four medium to large size shrubs at maturity shall be planted per 50 linear feet of buffer. Shrubs shall be a minimum five gallon in size.~~
 - l. All landscaping shall be installed prior to issuance of a Certificate of Occupancy.
17. ~~**Nonconforming Conditions.** A two-unit project may only be approved if all nonconforming zoning conditions are corrected, consistent with § 17.80.040, Nonconforming Uses.~~

18. **Utilities.** Each primary dwelling unit on the lot must have its own direct utility connection to the utility service provider.
19. **Building and Safety.** All structures built on the lot must comply with all local Building Code requirements.
20. **Separate Conveyance.**
 - a. Primary dwelling units on the lot may not be owned or conveyed separately from each other.
 - b. Condominium airspace divisions and common interest developments are not permitted within the lot.
 - c. All fee interest in the lot and all the dwellings must be held equally and undivided by all individual property owners.
21. **Regulation of Uses.**
 - a. *Residential Only.* No nonresidential use is permitted on the lot.
 - b. *No Short-Term Rentals.* No dwelling unit on the lot may be rented for a period of less than 30 days.
22. **Owner Occupancy.** ~~Unless the lot was formed by an urban lot split, the individual property owners of a lot with a two-unit project must occupy one of the dwellings on the lot as the owners' principal residence and legal domicile. If a lot with a proposed Two-Unit project was formed by an Urban Lot Split, the property owner of the lot with a Two-Unit project must occupy one of the dwelling units on the lot as the owner's principal residence.~~
23. **Notice of Construction.**
 - a. ~~At least 30 business days before starting any construction of a two-unit project, the property owner must give written notice to all the owners of record of each of the adjacent residential parcels, which notice must include the following information:~~
 - i. ~~Notice that construction has been authorized;~~
 - ii. ~~The anticipated start and end dates for construction;~~
 - iii. ~~The hours of construction;~~
 - iv. ~~Contact information for the project manager (for construction-related complaints); and~~
 - v. ~~Contact information for the Building and Safety Department.~~
 - b. ~~This notice requirement does not confer a right on the noticed persons or on anyone else to comment on the project before permits are issued. Approval is ministerial. Under State law, the City has no discretion in approving or denying a particular project under this section. This notice requirement is purely to promote~~

~~neighborhood awareness and expectation.~~

24. ***Deed Restriction.*** The owner must record a deed restriction, acceptable to the City, that does each of the following:
- a. Expressly prohibits any rental of any dwelling on the property for a period of less than 30 days.
 - b. Expressly prohibits any nonresidential use of the lot.
 - c. Expressly requires the individual property owners to state that they intend to live in one of the dwelling units on the lot as the owners' primary residence and legal domicile for at least three years from the date of approval by the City.
25. ***Specific Adverse Impacts.***
- a. ~~Notwithstanding anything else in this section, the City may deny an application for a two-unit project if the building official makes a written finding, based on a preponderance of the evidence, that the project would have a "specific, adverse impact" on either public health and safety or on the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact.~~
 - b. ~~"Specific adverse impact" has the same meaning as in Government Code § 65589.5(d)(2): "a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete" and does not include: (i) inconsistency with this Zoning Code or General Plan land use designation; or (ii) the eligibility to claim a welfare exemption under Revenue and Taxation Code § 214(g).~~
 - c. ~~The Building Official may consult with and be assisted by planning staff and others as necessary in making a finding of specific, adverse impact.~~
(Ord. 1722, 6/18/2024)



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.10
SUBJECT: Accept Funding from the Woodland-Davis Clean Water Agency and Allocate Funds to the ASR Well #31 Project, CIP 17-05

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____ to accept \$592,453.94 from the Woodland-Davis Clean Water Agency and appropriate the funds to the ASR Well #31 project, CIP 17-05 in the Water Enterprise Fund (Fund 2210).

Staff Contact:

Tim Busch, PE, Principal Utilities Engineer, (530) 661-5963, tim.busch@cityofwoodland.gov

Fiscal Impact:

This project is included in the approved Capital Improvement Program Budget with a current budget of approximately \$7.087 million as approved by Council on June 17, 2025. The existing funding has been provided from Fund 2210, the Water Enterprise Fund. Acceptance and allocation of the \$592,453.94 from WDWCA will result in a new project budget of \$7,679,486.94. Additional funding will be necessary for the construction of the well equipping phase as the total project cost of well drilling and well equipping is estimated at around \$10 million. That funding will be addressed in future budget cycles.

Background:

The City of Woodland relies on treated surface water from the WDCWA for its water supply, with augmentation through its Aquifer Storage & Recovery (ASR) program. Woodland's ASR program improves short-term drought resiliency and long-term water supply reliability by storing high-quality treated Sacramento River water in the underground aquifer when water is abundant (winter) for use during peak demand (summer) or in drought years. The addition of a fourth ASR well will increase Woodland's overall injection and pumping capabilities to provide increased reliability of Woodland's highest quality supplemental source to WDCWA.

WDCWA holds a 10,000 acre-foot (AF) Sacramento River Settlement Contract (SRSC). This contract with the United States Bureau of Reclamation (Reclamation) is based on a water right senior to Reclamation's post-1914 rights for Shasta Lake and is available for use between April 1 and October 31 each year. WDCWA relies on this water right during the Term 91 curtailment, which curtails WDCWA's primary post-1914 water right issued by the SWRCB. The Term 91 curtailment is in effect nearly all summers to meet certain Delta water quality objectives. The SRSC water right is subject to a 25% reduction in years when a "Shasta Critical Year" is declared. The Shasta Critical Year designation occurs when Shasta Lake receives insufficient inflow or has insufficient storage.

WDCWA entered into the Drought Protection Plan Agreement (DPP) with the SRSC and Reclamation. The DPP modified the existing contract with Reclamation to improve drought protection for both water users and the environment by permitting Reclamation to keep more water in Shasta Lake. The DPP implements a water reduction and water acquisition program over the next 20 years in response to drought conditions at Shasta Lake. The DPP is expected to improve water storage in Shasta Lake to improve both water deliveries in droughts and to improve water supply and temperature management for Salmonids.

The DPP retains the current rules for the 25% reduction in Shasta Critical Years and adds a 50% reduction clause in more severe droughts. Shasta Critical Years occur in 16% of years over the long-term average. The proposed 50% reduction is anticipated to occur in approximately 7% of years.

The DPP provided \$250 million in federal funding to the SRSC contractors that participate in the program. The funding was allocated according to each contractor's SRSC contract quantity. The DPP also obligates the participating contractors to spend at least 50% of the funding proceeds on drought resiliency projects like infrastructure improvements and expanding conjunctive use programs. WDCWA's share of the funding was \$1,137,147.67.

The reallocation of the DPP funds follows the allocation percentages for supplemental water per Section 6.1.5 Supplemental Water Purchase Costs outlined in the Water Supply Contract between Woodland-Davis Clean Water Agency and University of California. The allocation is for the City of Davis: 44.4% - \$504,893.56; for UC-Davis: 3.5% - \$39,800.17; and for the City of Woodland: 52.1% - \$592,453.94.

ASR wells are considered drought resiliency projects under the DPP. The City of Woodland is in design for the 4th ASR Well and expects construction to begin in early 2026. The DPP funds will be used for construction of ASR Well #31.

Discussion:

Woodland has been recognized by the Federal EPA for being a leader in water resiliency and climate change adaptation, with the ASR program being central to the City's water resiliency portfolio. A podcast by FEMA (Level Up Audio Project) recently released an episode on drought mitigation featuring the City of Woodland as a case study (Season 3, Episode 5: Mitigating Drought with the City of Woodland, CA), citing the ASR program as a principal measure in the City's drought resiliency.

WDCWA holds the water rights to the water stored under WDCWA's primary water right. The ASR wells, when used to meet peak summer demands and during droughts offsets the use of water diverted under the SRSC water right.

Water system planning has indicated the need for the 4th ASR Well by year 2026 to improve water system reliability and accommodate growth in the City. The development of an ASR well takes over 3 years total, including design, construction in two projects, and initial injection of surface water prior to use as a production well. To meet these timelines and maintain drought resiliency with respect to water supply as the City grows and develops, it's critical that the City begin the design of ASR Well #31. The schedule includes the well drilling package construction occurring in Spring 2026. The results of the new well capacity testing are used to design the well equipping package. Well equipping construction is anticipated from summer to winter of 2026 and initial injection in the winter of 2026/27. The ASR well would be available for drinking water supply in summer 2028.

ASR Well #31 is planned to be drilled and constructed in Everman Park, replacing Well #8, a well that was formerly part of the City's water system. The site was chosen for a few reasons; the well site is far enough away from the other ASR wells to avoid interference in well operations but interior enough within the City to mitigate the risk of agricultural pumpers on the outskirts of the City pumping stored ASR water.

Conclusion:

Staff recommends that the City Council adopt Resolution No. ____ to accept \$592,453.94 from the Woodland-Davis Clean Water Agency and appropriate the funds to the ASR Well #31 project, CIP

17-05 in the Water Enterprise Fund (Fund 2210).

Prepared by: Tim Busch, PE, Principal Utilities Civil Engineer

Reviewed by: Brent Meyer, PE, City Engineer, Community Development Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - ASR Well #31

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ACCEPTING FUNDING FROM THE WOODLAND-DAVIS CLEAN WATER AGENCY
AND APPROPRIATING \$592,453.94 TO THE ASR WELL #31 PROJECT, CIP 17-05 IN
THE WATER ENTERPRISE FUND (FUND 2210)**

WHEREAS, the City of Woodland is engaged in the design and construction of ASR Well #31, CIP 17-05 and the ASR Well is a drought resiliency project; and

WHEREAS, Section 6.1.5 Supplemental Water Purchase Costs outlined in the Water Supply Contract between Woodland-Davis Clean Water Agency (WDCWA) and University of California defines the cost allocations as follows: City of Davis: 44.4%, the UC-Davis: 3.5%, and the City of Woodland, 52.1%; and

WHEREAS, WDCWA has received \$1,137,147.67 from the Drought Protection Water Program Agreement between the Sacramento River Settlement Nonprofit Mutual Benefit Corporation, individual Sacramento River Settlement Contractors, and the U.S. Bureau of Reclamation and intends to use that funding on drought resiliency projects and wishes to reallocate the funds to the partners respective ASR projects with \$592,453.94 for the City of Woodland; and

WHEREAS, the City Council wishes to accept the funds and appropriate those funds to the Water Enterprise Fund (Fund 2210), specifically ASR Well #31 Project, CIP 17-05 through the adoption of this Resolution.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby authorizes the acceptance of the \$592,453.94 from WDCWA.

SECTION 2. The City Council hereby appropriates these funds to the Water Enterprise Fund (Fund 2210), specifically the ASR Well #31 Project, CIP 17-05.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

Marissa Kersey, City Clerk

APPROVED AS TO FORM:

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.11
SUBJECT: Consider Authorizing a Rate for the Collection and Handling of Residential Solid Waste in Excess of Authorized Bundled Rates.

Recommendation for Action: Staff recommends the City Council adopt Resolution No._____, to establish a solid waste rate for additional residential garbage collection service effective November 1, 2025.

Staff Contacts:

Spencer Bowen, Communication & Strategic Policies Manager, (530) 661-5808, spencer.bowen@cityofwoodland.gov
Ken Hiatt, City Manager, (530) 661- 5800, ken.hiatt@cityofwoodland.gov

Fiscal Impact:

The approval of the proposed rate is in line with the previously authorized rates, which reflected an overall upward adjustment of 6.43 percent. Collection rates for Solid Waste Services are paid directly to USA Waste of California, Inc. dba WM of Woodland (WM) by their customers. Revenues derived from the Solid Waste Service rates are used solely for the purpose of defraying costs incurred in providing efficient Solid Waste Service and to ensure continued compliance with State law, including but not limited to, garbage, recycling, and organic waste pick-up, transportation, processing, disposal, facilities and equipment maintenance, capital projects and financing, and billing and account management.

Background:

WM has been the City of Woodland's solid waste provider since 2011. The original Agreement for Solid Waste, Recyclables, Green Waste, and Street Sweeping Services was amended on December 18, 2013 and March 28, 2016. On April 15, 2025, City Council approved a new Solid Waste Franchise Agreement with USA Waste of California, Inc. On June 15, 2025, the City Council held a public hearing under Proposition 218. After the public hearing closed, staff counted the number of written and in-person protests and determined that a majority of the solid waste customers did not submit a valid protest. City Council proceeded to adopt Resolution No. 8547, which authorized the rate adjustment.

The rate under consideration today does not require another Proposition 218 majority protest hearing process, as it is not part of the mandatory base service, and can be approved via City Council resolution.

Discussion:

WM provides Solid Waste Service within the City pursuant to an exclusive franchise agreement. The rate structure for monthly Solid Waste Service is for two customer classes: (i) residential, and (ii) commercial (including monthly roll-off). The rates for Solid Waste Service for each customer class are determined based on: (i) the size of the container serving the property, (ii) the materials accepted in the container (e.g., trash, recyclables, or organic waste) serving the property, and (iii) the frequency of pickups per week.

Residential Rates

In the new service structure effective from September 1, 2025, residential service is bundled. For one rate based on the garbage subscription volume (35-, 64-, or 96-gallon), residential customers can receive up to two (2) additional recycling carts and two (2) additional organics carts. Additionally, a low-income rate representing a 15 percent discount off the garbage rate will be made available to qualifying individuals.

Service Capacity	Previous Rates (1/25 - 8/31)				New Agreement Increase	New Bundled** Monthly Rate (9/1/25)	New Bundled Monthly Rate: Low Income (9/1/25)
	Garbage	Recycle	Organics	Previous Total*			
35 Gallons	\$15.26	\$2.00	\$20.01	\$37.27	\$2.40	\$39.67	\$33.72
64 Gallons	\$18.02	\$2.00	\$20.01	\$40.03	\$2.57	\$42.60	\$36.21
96 Gallons	\$31.33	\$2.00	\$20.01	\$53.34	\$3.43	\$56.77	\$48.25

* Total = Garbage + Recycle + Organics

** Bundled service includes one (1) Recycle Cart, one (1) Organics Cart, and Street Sweeping. A second Recycle Cart and a second Organics cart can be provided at no additional cost.

As WM implemented the new rates in the WM billing system, it was identified that over 500 residential customers have more than one garbage cart. The newly authorized rate structure did not contemplate this additional garbage service for residential customers and how to charge customers for garbage service in excess of the one garbage can included in bundled service.

The City and WM identified a fair rate to charge for this additional garbage service based on the previously authorized rates. As noted, a rate reflecting an overall upward adjustment of 6.43% has already been approved. Following suit, to calculate a new additional garbage cart service rate, an increase of 6.43% is applied to the previous rates for additional garbage cart service, as illustrated below.

Service Capacity	Previous Rates (1/25 - 8/31)	New Agreement Increase (6.43%)	New Additional Garbage Monthly Rate (9/1/25)
	Garbage		
35 Gallons	\$15.26	\$0.98	\$16.24
64 Gallons	\$18.02	\$1.16	\$19.18
96 Gallons	\$31.33	\$2.01	\$33.34

In addition to the existing residential customers with additional garbage cart service, it is anticipated that a mechanism to increase garbage service in excess of the volumes contemplated in the bundled rates will be necessary as WM staff right-size garbage service, especially in cases where there is consistent contamination of Recycle or Organics Carts. While increasing garbage service is an intervention the City and WM hope to rarely use, this Council action would implement the necessary mechanism to allow for such circumstances.

Conclusion:

Staff recommends the City Council adopt Resolution No._____, to establish a solid waste rate for additional residential garbage collection service effective November 1, 2025.



Ken Hiatt
City Manager

Attachments:

1. EXHIBIT A Additional Residential Garbage Rates
2. Proposed Resolution - Additional Garbage Service



EXHIBIT A: ADDITIONAL RESIDENTIAL GARBAGE RATE

Service Capacity (In addition to bundled garbage service)	Additional Garbage Rate
35 Gallons	\$16.24
64 Gallons	\$19.18
96 Gallons	\$33.34

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ESTABLISHING A SOLID WASTE RATE FOR ADDITIONAL RESIDENTIAL
GARBAGE COLLECTION SERVICES**

WHEREAS, the City Council approved a new Solid Waste Franchise Agreement (Agreement) with USA Waste of California, Inc. dba WM of Woodland (WM) starting September 1, 2025; and

WHEREAS, in the process of implementing the updated rates and Agreement, WM identified a missing rate for residential customers subscribed to more than one garbage cart and the City and WM have determined that this rate is necessary moving forward; and

WHEREAS, this rate is not part of the mandatory base service and is only charged based on the customer's voluntary decision to receive this service; and

WHEREAS, this rate is not a property-related fee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby finds and determines that the above Recitals are true and correct and are incorporated herein.

SECTION 2. The proposed rates described in Exhibit A shall become effective November 1, 2025, and follow the rate adjustment procedures as authorized by the City Council in Resolution 8547 approved on June 15, 2025.

SECTION 3. If any section, subsection, subdivision, sentence, clause, or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional or invalid, ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The City Council hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses, or phrases be declared unconstitutional, invalid, or ineffective.

SECTION 4. This Resolution shall supersede any and all provisions of any previous resolution and/or ordinance approved by the City Council that may conflict with, or be contrary to, this Resolution.

SECTION 5. The City Council finds that the subject activity outlined in this Resolution is not a Project within the meaning of the California Environmental Quality Act ("CEQA") Guidelines, Section 15378, and is therefore not subject to review under CEQA.

SECTION 6. The City Clerk shall certify the adoption of this Resolution, which shall become effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.12
SUBJECT: Approve Consultant Services Agreement with Mark Thomas for Design of the SR 113/CR 25A Ultimate Interchange Improvements Project, CIP 21-14

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a consultant services agreement with Mark Thomas, in an amount not to exceed \$1,154,980 for design of the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP 21-14 (the "Project") and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$173,247) of the agreement amount, and 2) appropriate \$1,554,148 in Spring Lake Infrastructure – Roads funding (Fund 682) to the Project.

Staff Contact

Brent Meyer, Community Development Director/City Engineer, (530) 661-5947, brent.meyer@cityofwoodland.gov.

Fiscal Impact

The funding allocated within this Council item will fund the project design and staff management costs. The currently approved Capital Improvement Program Budget includes \$1,867,082 in funding for the project consisting of \$1,567,082 in Spring Lake Infrastructure – Roads funding (Fund 682) and \$300,000 in Road Development Funding (Fund 582). With the proposed appropriation, the total project funding will be \$3,421,230 including \$3,121,230 in Spring Lake Infrastructure – Roads funding (Fund 682). The Spring Lake contribution represents 22% of the estimated project cost and includes two years of construction cost increases (CCI) from the most recent programming documents. In the future, additional Road Development Funding (Fund 582) will be added as that fund source is responsible for 25% of the project cost and additional Research and Technology Infrastructure Fee (RTIF) funding will be added as that fund source is responsible for 50% of the project cost. The current project cost estimate is \$14.2 million.

There is no impact to the General Fund.

Background

On March 1, 2022, the City Council approved a consultant services agreement with Mark Thomas for the preparation of a Project Report for the SR 113/CR 25A Ultimate Interchange Improvement Project. The Project Report is complete and should be approved by Caltrans in the next 2–4 weeks. The next phase of this project is the preparation of the project design and bid package for the interchange.

The Project Report phase of a project includes approval of the environmental document, selection of a preferred alternative, and concept approval of the roadway geometry. Most of the California Environmental Quality Act (CEQA) work was included with the approval of the Woodland Research and Technology Park Specific Plan. The preferred alternative includes the construction of single-lane roundabouts with right-turn bypass lanes at the intersection of each off-ramp, on-ramp and CR 25A. The new roundabout interchange would also provide Class II bike lanes on CR 25A through the interchange and a 6-foot wide pedestrian sidewalk on the north side of CR 25A. Due to the narrowing of traffic lanes, the bridge would not need to be widened to accommodate these improvements. The

interchange improvement is needed to accommodate growth in the south area of the City.

Discussion

The project schedule allows for the completion of the design in 2026 with the project ready for bidding in early 2027. Depending on the pace of development, staff may delay project bidding. Nonetheless, staff is recommending that the City move forward with project design at this time so that we can have more certainty as to the cost of the project, so that our development fees can be collected for the correct amount of funding.

Staff is requesting City Council approval of this contract with Mark Thomas. Mark Thomas was selected through a Quality Based Selection process. Mark Thomas carries a significant amount of vested knowledge in navigating the Caltrans project approval process. The selection of Mark Thomas also took under consideration the consultant's experience and direct involvement in providing design services for the City's SR113 Pedestrian/Bicycle Overpass, as well as their experience and qualifications working on the Spring Lake Specific Plan and the Woodland Research and Technology Park Specific Plan.

Conclusion

Staff recommends that the City Council adopt Resolution No. _____, to 1) approve a consultant services agreement with Mark Thomas, in an amount not to exceed \$1,154,980 for design of the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP 21-14 (the "Project") and authorize the City Manager to execute the agreement and amendments as necessary up to 15% (\$173,247) of the agreement amount, and 2) appropriate \$1,554,148 in Spring Lake Infrastructure – Roads funding (Fund 682) to the Project.

Prepared by: Brent Meyer, Community Development Director/City Engineer



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution - Mark Thomas Agreement

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH MARK
THOMAS FOR DESIGN OF THE SR 113/CR25A ULTIMATE INTERCHANGE
IMPROVEMENT PROJECT, CIP 21-14**

WHEREAS, the City is nearing completion of a Project Report document and is wanting to move forward with a consultant services agreement to design the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP 21-14 (the “Project”); and

WHEREAS, the Capital Budget includes \$1,867,082 in funding for the project consisting of \$1,567,082 in Spring Lake Infrastructure – Roads funding (Fund 682) and \$300,000 of Road Development Funding (Fund 582); and

WHEREAS, the City wishes to appropriate additional funding to the project budget and approve a consultant service agreement with Mark Thomas for the design of the Project; and

WHEREAS, the City wishes to enter into and approve the consultant services agreement with Mark Thomas through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

Section 1. The City Council hereby authorizes the appropriation of \$1,554,148 in Spring Lake Infrastructure – Roads funding (Fund 682) to the Project.

Section 2. The City Council hereby approves the Consultant Services Agreement with Mark Thomas, in an amount not to exceed \$1,154,980 for design of the SR 113/CR 25A Ultimate Interchange Improvement Project, CIP 21-14 and authorize and direct the City Manager to execute the agreement and amendments as necessary up to 15% (\$173,247) of the agreement amount, subject to City Attorney approval; and, the City Attorney is authorized to make clarifying and confirming changes so long as the total dollar amount authorized herein does not change.

Section 3. Copies of the Consultant Services Agreement are available and on file in the City Clerk’s office and are incorporated herein by reference and made a part of this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.13
SUBJECT: Resolution Authorizing the Acceptance and Appropriation of the 2024 Assistance to Firefighters Grant for Tiller Equipment and Additional Training

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, authorizing the acceptance of the 2024 Assistance to Firefighters Grand award and the appropriation of \$251,450.00 to the Other Federal Grants Fund (1330) to fund the additional expenditure of Aerial Tiller Operations Training and Additional Training.

Staff Contact:

Eric Zane, Fire Chief, (530) 661-5861, eric.zane@cityofwoodland.org

Fiscal Impact:

The Assistance to Firefighters Grant (AFG) award reimburses 90% of the requested costs, requiring a 10% recipient match. The estimated total cost of the training is expected to be approximately \$251,450.00. Of this, 90% will be reimbursed by the Federal Emergency Management Agency in the amount of \$228,590.91. The matching funds required for the City of Woodland's cost share will be approximately \$22,859.09, which was approved in the FY2025/26 operating budget.

Background:

In February 2025, the Woodland Fire Department submitted an application for the AFG program to support tiller training and additional fire service training needed to prepare personnel for new and evolving operational demands.

A key risk the department is addressing is the upcoming integration of a tiller ladder truck, which has been ordered and is scheduled for delivery in early 2026. The operation of this apparatus requires a high level of technical skill and coordination, as it differs significantly from standard fire vehicles in both size and maneuverability.

The grant request includes funding for comprehensive tiller training, as well as additional training programs designed to enhance firefighter capabilities and readiness. All instruction will be delivered by certified instructors and aligned with applicable National Fire Protection Association (NFPA) standards, including NFPA 1002 for driver/operator training.

By proactively securing this funding, the department aims to reduce the risk of accidents, injuries, and equipment damage, while ensuring personnel are fully equipped to respond safely and effectively to a wide range of emergency incidents.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, authorizing the acceptance of the 2024 Assistance to Firefighters Grand award and the appropriation of \$251,450.00 to the Other

Federal Grants Fund (1330) to fund the additional expenditure of Aerial Tiller Operations Training and Additional Training.

Prepared by: Nallely Castro, Management Analyst

Approved by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. EMW-2024-FG-05347 -Award Letter
2. Proposed Resolution - AFG Tiller Training

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Effective date: 09/20/2025



Erik Komula
WOODLAND FIRE DEPARTMENT
1000 LINCOLN AVE
WOODLAND, CA 95695

EMW-2024-FG-05347

Dear Erik Komula,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2024 Assistance to Firefighters Grant (FG) Grant funding opportunity has been approved in the amount of \$228,590.91 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 10.0% of the Federal funds awarded, or \$22,859.09 for a total approved budget of \$251,450.00. Please see the FY 2024 FG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2024 FG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacey Street", is written above the typed name.

Stacey Street
Deputy Assistant Administrator
Grants Program Directorate

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF GRANT
AWARDED FUNDS FROM THE 2024 ASSISTANCE TO FIREFIGHTERS GRANT
PROGRAM FOR TILLER TRAINING, ADDITIONAL FIRE SERVICE TRAINING,
ASSOCIATED PERSONNEL COSTS.**

WHEREAS, the City of Woodland Fire Department has been awarded funding through the 2024 Assistance to Firefighters Grant (AFG) program administered by the Federal Emergency Management Agency (FEMA); and

WHEREAS, the grant award will fund certified training for the safe operation of a newly acquired tiller ladder truck, scheduled for delivery in early 2026, as well as additional fire service training programs to enhance operational readiness and firefighter safety; and

WHEREAS, the grant also includes funding for associated personnel wages for staff attending the training sessions, reducing the financial impact on the City while maintaining adequate staffing levels; and

WHEREAS, the City of Woodland has been awarded a grant in the amount of \$228,590.91 through the 2024 AFG program, which will reimburse 90% of the total training cost of approximately \$251,450.00; and

WHEREAS, the remaining 10% cost share, approximately \$22,859.09, will be the responsibility of the City of Woodland and represents the only non-reimbursed expense associated with this grant.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council authorizes the acceptance of the 2024 Assistance to Firefighters Grant (AFG) award in the amount of \$228,590.91.

SECTION 2. The City Council authorizes the appropriation of \$251,450.00, of which \$228,590.91 will be reimbursed by the AFG Program, to the Other Federal Grants Fund (330) to support tiller training, additional fire service training, and associated personnel costs.

SECTION 3. The Fire Chief, or their designee, is authorized to execute all necessary documents related to the grant, including agreements, certifications, and required reporting.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: F.14
SUBJECT: Consideration of Settlement Agreement between the City, Sierra Northern Railroad, and County of Yolo

Recommendation for Action: Staff recommends that the City Council adopt Resolution No._____, Approving the Settlement and Release Agreement between, and among, Sierra Northern Railway (SNRR), City of Woodland (City), and the County of Yolo (County), which settles the claims that SNRR has alleged against the City and County in Yolo County Superior Court No. CV2022-0479.

Staff Contact:

Ken Hiatt, City Manager, 530-661-5802, ken.hiatt@cityofwoodland.gov

Fiscal Impact: The fiscal impact is anticipated to be approximately \$130,000, which includes the City's share of a settlement payment and the cost of title insurance for the City's interest in a drainage and stormwater easement that SNRR is granting to the City and County as part of the settlement.

Background: The Yolo Bypass is a component of the Sacramento River Flood Control Project. The Yolo Bypass conveys certain floodwaters through Yolo and Solano Counties until it connects to the Sacramento River a few miles upstream of Rio Vista. SNRR is the fee title owner of certain real property which is located in, and bisects, the Yolo Bypass ("Property"). The Property is a 1.57 mile, approximately 43 acre portion of Assessor's Parcel Number 057-170-099 located in Yolo County. The Property is improved with a railroad trestle that elevates the Woodland Branch Railroad, which is owned by Sierra Northern, above the Yolo Bypass.

The City owns and operates a stormwater conveyance facility, which is partially funded by the County, known as the Yolo Bypass West Levee Outfall Channel ("Outfall Channel"). The Outfall Channel conveys stormwater from portions of the City and the surrounding unincorporated areas to a discharge point at the west levee of the Yolo Bypass, upstream of the Property. At times, stormwater discharged from the Outfall Channel enters onto, over, and across the Property.

On March 28, 2022, Sierra Northern filed a civil action in the Yolo County Superior Court, Case No. CV2022-0479, against certain state agencies and local governments, including the City and the County. The complaint contains two claims for relief: quiet title and declaratory relief. Sierra Northern alleges that each of the defendants, including the City and the County, are contributing to the "diversion of excess flood flows into the Yolo Bypass" and onto the Property without any corresponding "right, title, lien, or interest" to do so. Sierra Northern seeks judgment quieting title to the Property in its favor, confirming that it is the fee owner of the Property and that none of the defendants have any right, title, estate, lien, or interest in the Property adverse to Sierra Northern. In the alternative, Sierra Northern seeks a declaratory judgment determining the rights of the defendants to discharge excess floodwaters into the Yolo Bypass and onto the Property.

The Parties have been engaged in settlement discussions aimed at resolving Sierra Northern's claims against the City and the County in a manner that allows the City and County to continue to operate and use the Outfall Channel for its intended purposes. The City's staff and legal counsel have worked with representatives for SNRR to develop a proposed, written Settlement and Release Agreement

(SAR), which contains the terms and conditions of a proposed settlement.

Discussion: The principle terms and conditions of the SAR include a grant of drainage and stormwater easement from SNRR to the City and County, which is designed to allow for the continued operation of the Outfall Channel ("Easement"). SNRR is agreeing that certain of its property interests will be subordinated to the Easement. The City and County are agreeing to pay SNRR a total of \$174,059 as part of the settlement (the City's share is \$128,803.66). The City and County are also to provide reasonable cooperation to SNRR in connection with the sale of the Property or the relocation of the SNRR rail track between the City and the City of Davis. The parties would also file a stipulated judgment dismissing SNRR's claims against the City and County with prejudice and without an award of attorney fees and costs to any party. The proposed SAR also includes mutual releases, a limited disclaimer from the City and County, along with certain representations and acknowledgments by the parties.

Conclusion: City staff is familiar with the proposed settlement and, on balance, believes that it is a reasonable settlement. The City staff recommends that the City Council approve the proposed SAR and authorize the City Manager to finalize, execute, and implement the settlement.

Prepared by: Ethan Walsh, City Attorney, Josh Newton, Special Counsel



Ken Hiatt
City Manager

Attachments:

1. 2025.09.30 - Settlement and Release Agreement (Fremont Trestle) (Final Draft)-c1
2. Proposed Resolution - SNRR Settlement and Release Agreement

**City of Woodland Agreement No.
County of Yolo Agreement No.**

SETTLEMENT AND RELEASE AGREEMENT

This SETTLEMENT AND RELEASE AGREEMENT (“Agreement”) is entered into by, between, and among Sierra Northern Railway, a California corporation (“Sierra Northern”); the City of Woodland, a municipality of the State of California (“City”); and the County of Yolo, a subdivision of the State of the California (“County”). Each party to this Agreement may each be referred to as “Party” or collectively as “Parties.”

1. Recitals.

1.1 The Yolo Bypass is a component of the Sacramento River Flood Control Project. The Yolo Bypass begins at the Fremont Weir, which is located about 15 miles northwest of Sacramento and eight miles northeast of the City. The Yolo Bypass conveys certain floodwaters through Yolo and Solano Counties until it connects to the Sacramento River a few miles upstream of Rio Vista.

1.2 Sierra Northern is the fee title owner of certain real property, which is located in, and bisects, the Yolo Bypass (“Property”). The Property is a 1.57 mile, approximately 43 acre portion of Assessor’s Parcel Number 057-170-099 located in Yolo County. The Property is improved with a railroad trestle that elevates the Woodland Branch Railroad, which is owned by Sierra Northern, above the Yolo Bypass.

1.3 The City owns and operates a stormwater conveyance facility, which is partially funded by the County, known as the Yolo Bypass West Levee Outfall Channel (“Outfall Channel”). The Outfall Channel conveys stormwater from portions of the City and the surrounding unincorporated areas to a discharge point at the west levee of the Yolo Bypass, upstream of the Property. At times, stormwater discharged from the Outfall Channel enters onto, over, and across the Property.

1.4 On March 28, 2022, Sierra Northern filed a civil action in the Yolo County Superior Court, Case No. CV2022-0479, against certain state agencies and local governments, including the City and the County (“Quiet Title Action”). The complaint contains two claims for relief: quiet title and declaratory relief. Sierra Northern alleges that each of the defendants, including the City and the County, are contributing to the “diversion of excess flood flows into the Yolo Bypass” and onto the Property without any corresponding “right, title, lien, or interest” to do so. Sierra Northern seeks judgment quieting title to the Property in its favor, confirming that it is the fee owner of the Property and that none of the defendants have any right, title, estate, lien, or interest in the Property adverse to Sierra Northern. In the alternative, Sierra Northern seeks a declaratory judgment determining the rights of the defendants to discharge excess floodwaters into the Yolo Bypass and onto the Property.

1.5 On May 24, 2022, County filed an answer in the Quiet Title Action generally denying the allegations in the complaint filed by Sierra Northern. County also alleged fourteen affirmative defenses in its answer.

1.6 On August 30, 2022, the State of California, by and through the Department of Water Resources, commenced an eminent domain action against Sierra Northern, and others, to acquire an easement over a portion of the Property in connection with the Yolo Bypass Salmonid Habitat Restoration and Fish Passage Project, Yolo County Superior Court Case No. CV2022-1546 (“Eminent Domain Action”).

1.7 On December 30, 2022, the City filed an answer in the Quiet Title Action generally denying the allegations in the complaint filed by Sierra Northern. The City also alleged twenty-one affirmative defenses in its answer.

1.8 On or about March 21, 2023, the Yolo County Superior Court entered an order consolidating the Quiet Title Action with the Eminent Domain Action “for purposes of pretrial discovery and motions.”

1.9 The Parties have been engaged in settlement discussions aimed at resolving Sierra Northern’s claims against the City and the County in a manner that allows the City and County to continue to operate and use the Outfall Channel for its intended purposes. The Parties have reached an agreement-in-principle settling Sierra Northern’s claims against the City and County in the Quiet Title Action, which is subject to the full execution and performance of this Agreement.

2. Settlement. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the mutual terms, covenants, conditions, and releases contained herein, the Parties, intending to be legally bound, agree as follows:

2.1 Recitals. The recitals in Section 1 are expressly incorporated and made a part of this Agreement.

2.2 Grant of Easement. Sierra Northern will grant a drainage and stormwater easement to the City and County in a form substantially similar to the Grant of Permanent Drainage and Stormwater Easement for Yolo Bypass West Levee Outfall Channel, a copy of which is attached as Exhibit 1 (“Easement”) and the terms of which are incorporated herein by reference. Within 10 business days of the Effective Date of this Agreement, Sierra Northern will record the fully executed Easement in the Yolo County Real Property Records and will provide a copy of the recorded Easement to the City and the County.

2.3 Sierra Northern Consent and Subordination. Concurrently with recording the Easement (as an attachment thereto), Sierra Northern will record an executed Consent and Subordination for Drainage and Stormwater Easement, in form attached as Exhibit 2, which subordinates its property interests described in the Notice of Pendency of Action recorded in the official records of Yolo County, California as Document No. 2022-009874, to the Easement.

2.4 Settlement Payment. Within 15 days after receiving a copy of the recorded Easement from Sierra Northern, the City and County will pay Sierra Northern a combined settlement payment of one-hundred seventy-four thousand and fifty-nine dollars (\$174,059) (“Settlement Payment”). The City shall pay \$128,803.66 of the Settlement Payment, and the County shall pay \$45,255.34 of the Settlement Payment. Payment will be by check or checks payable to Sierra Northern Railway and will be delivered to c/o Torgny Nilsson, 1745 Enterprise Boulevard, West Sacramento, California 95691.

2.5 Reasonable Cooperation. If requested in writing by Sierra Northern, the City and County shall continue to reasonably cooperate and make a good faith and reasonable effort to assist Sierra Northern with either, or both, of the following: (a) the sale of the Property; or (b) the relocation of Sierra Northern’s rail track between the City and the City of Davis. Leaving the particular course of action to the City and County’s sole discretion, the scope of the City’s and County’s cooperation and assistance may include (a) providing written statements of support to the extent that such statements are consistent with applicable law, and (b) reasonably cooperating in Sierra’s efforts to explore ways in which the sale of the Property and relocation of the rail line will benefit communities surrounding the Yolo Bypass. Nothing in this Agreement precludes the City and County from providing additional assistance should they choose to do so in their sole discretion.

2.6 Stipulated Judgment. Within five court days after Sierra Northern receives the Settlement Payment in accordance with Section 2.3 of this Agreement, Sierra Northern will file a stipulated judgment, substantially similar in form to the Stipulated Judgment of Dismissal attached as Exhibit 3, in the Quiet Title Action.

2.7 Mutual Releases.

(a) Sierra Northern’s Release of City and County. Except as set forth in this Agreement and the Easement, and as consideration for this Agreement, Sierra Northern for itself and all of its agents, successors, and assigns hereby releases the City and the County, their respective agents, employees, successors, and assigns (collectively the “City and County Released Parties”), from any and all claims, demands, causes of action, and liabilities of any kind, known or unknown, contingent or vested, liquidated or unliquidated, now existing or hereafter accruing, of any kind or nature, arising out of City and County’s use and operation of the Outfall Channel occurring on, before, or after the Effective Date of this Agreement that is consistent with, or reserved by, the Easement. Sierra Northern recognizes, understands, and agrees that the releases in this paragraph shall be and will remain in effect as full and complete releases of the City and County Released Parties of the subject matters described in this subparagraph, notwithstanding the future discovery or existence of any such additional or different facts that currently exist.

(b) City and County’s Release of Sierra Northern. Except as set forth in this Agreement and the Easement, and as consideration for this Agreement, the City and the County for themselves and all of their agents, successors, and assigns hereby release Sierra Northern, its agents, employees, successors, and assigns (collectively the “Sierra Northern Released Parties”), from any and all claims, demands, causes of action, and liabilities of any kind, known or unknown, contingent or vested, liquidated or unliquidated, now existing or hereafter accruing, of any kind or

nature, arising out of the City and County's use and operation of the Outfall Channel occurring on or before the Effective Date of the Agreement. The City and the County recognize, understand, and agree that the releases in this paragraph shall be and will remain in effect as full and complete releases of the Sierra Northern Released Parties of the subject matters described in this subparagraph, notwithstanding the future discovery or existence of any such additional or different facts that currently exist.

2.8 City and County Limited Disclaimer. Except as set forth in this Agreement and the Easement, the City and County disclaim any interest in the Property to discharge stormwater from the Outfall Channel onto the Property in a manner that is not authorized or reserved by the Easement.

2.9 Representation and Acknowledgment. Except for the Outfall Channel, the Parties represent and acknowledge to one another that no Party is aware of any flood control facility that is owned or operated by the City or County and that discharges stormwater into the Yolo Bypass, which enters onto the Property.

2.10 Civil Code section 1542 Waiver. The Parties are familiar with the provisions of California Civil Code section 1542, which provide as follows:

A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

The Parties, being aware of Civil Code section 1542, expressly waive any rights each may have under this section, as well as under any other statutes or common law principles of similar effect, with respect to claims that are released pursuant to Section 2.7.

3. Miscellaneous.

3.1 No Admission of Liability. This Agreement is the result of a compromise. The purpose of this Agreement is to settle claims that are denied and contested or are potential claims. Nothing contained herein shall be deemed to be an admission of liability of any kind as against any Party or in favor of any Party, all such liability being expressly denied.

3.2 No Third-Party Beneficiaries. The Parties do not intend to confer any right or remedy on any third party or the general public.

3.3 No Agency Relationship. This Agreement does not create an agency relationship between the Parties and does not establish a joint venture or partnership between the Parties. No Party has the authority to bind other Parties or represent to any person that the Party is an agent of the other Parties.

3.4 Attorneys' Fees. Each Party shall bear all of that Party's attorneys' fees and costs associated with the performance of this Agreement. The prevailing party in any dispute arising out of or related to this Agreement shall be entitled to recover its reasonable attorneys' fees and costs incurred in such dispute. The prevailing party shall also be entitled to any other relief that may be awarded by a court or other tribunal of competent jurisdiction.

3.5 Governing Law. The rights and obligations of the Parties and the interpretation and performance of this Agreement shall be governed by California law without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction. Any judicial proceeding related to this Agreement shall be initiated in the Yolo County Superior Court.

3.6 Construction. The language in all parts of this Agreement shall in all cases be construed according to its fair meaning and not strictly for or against any of the Parties to this Agreement. Without limitation, there shall be no presumption against any Party on the ground that such Party was responsible for drafting this Agreement or any part of it. All pronouns contained herein and any variations thereof will be deemed to refer to the singular or plural as the identity of the Parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The headings contained in this Agreement are for convenience of reference only and do not define, limit, or enlarge the scope or meaning of the provisions of this Agreement.

3.7 Advice of Counsel. Each of the Parties has obtained advice of legal counsel prior to and for the execution of this Agreement, or have knowingly waived their right to do so, and each Party understands fully the contents hereof.

3.8 Entire Agreement. This Agreement, including all attachments, and the easements contemplated herein contain the entire understanding of the Parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the Parties with respect to the subject matter of this Agreement.

3.9 Modification. This Agreement may not be amended or modified except in writing signed by all Parties.

3.10 Time of Essence. Time is of the essence with respect to all dates and time periods in this Agreement.

3.11 Waiver. No waiver will be binding on a Party unless it is in writing and signed by the Party making the waiver. A Party's waiver of a breach of a provision of this Agreement will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision.

3.12 Saving Clause. If any provision of this Agreement, or the application of a provision to any person or circumstance, is held invalid, the remainder of this Agreement, or the application of that provision to other persons or circumstances, must not be affected thereby.

3.13 Further Assurances. The Parties agree to execute and deliver any further documents, instruments, and other agreements as are necessary or convenient to carry out the terms and purposes of this Agreement.

3.14 Signatures. This Agreement may be signed in counterparts. An electronic transmission of a signature page will be considered an original signature page.

3.15 Authority. The Parties and their designated representatives have full power and authority to sign and deliver this Agreement and to perform all of their respective obligations under this Agreement.

3.16 Effective Date. This Agreement is effective as of September __, 2025.

DRAFT

IN WITNESS WHEREOF, the parties have executed this Settlement and Release Agreement.

SIERRA NORTHERN RAILWAY

CITY OF WOODLAND

By: _____
Name:
Title:
Date:

By: _____
Name:
Title:
Date

COUNTY OF YOLO

By: _____
Mary Vixie Sandy
Chair, Board of Supervisors

Attest:
Julie Dachtler, Senior Deputy Clerk
Board of Supervisors

(Seal)

Approved as to form:

Philip J. Pogledich
County Counsel

RECORDING REQUESTED BY
AND WHEN RECORDED RETURN TO:

EXEMPT FROM RECORDING FEES PURSUANT
TO GOVERNMENT CODE SECTION 6103.

SPACE ABOVE THIS LINE FOR
RECORDER'S USE ONLY

APN: _____

The undersigned declare under penalty of perjury that the following is true and correct:

DOCUMENTARY TRANSFER TAX \$ 0.00

- () computed on full value of property conveyed, or
() computed on full value less value of liens and encumbrances remaining at time of sale.
(X) Unincorporated area of Yolo County () City of Woodland, and
(X) There is no Documentary Transfer Tax due.

The conveyance is to a governmental entity or political subdivision, R & T Code § 11922

**GRANT OF PERMANENT
DRAINAGE AND STORMWATER EASEMENT FOR
YOLO BYPASS WEST LEVEE OUTFALL CHANNEL**

Article 1. GRANT OF EASEMENT

For valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Sierra Northern Railway, a California Corporation formerly known as Yolo Shortline Railroad Company ("**Sierra Northern**" or "**Grantor**"), hereby grants to County of Yolo, California ("**County**") and City of Woodland, California ("**City**", and collectively with County, "**Grantee**") and Grantee's respective successors and assigns, a permanent, non-exclusive easement (the "**Easement**"), subject to the terms and conditions set forth in this Grant of Permanent Drainage and Stormwater Easement for Yolo Bypass West Levee Outfall Channel ("**Agreement**"), and on the terms and conditions set forth in the attached **Exhibit B** (all of which are specifically incorporated herein and made part of this Agreement) for drainage and stormwater flows ("**Stormwater**") onto, over, and across Grantor's property located in County of Yolo, California, as more particularly described in the attached **Exhibit A** (the "**Property**"), including temporary flooding and submerging of the Property, resulting from Stormwater delivered by Grantee into the Yolo Bypass via the Yolo Bypass West Levee Outfall Channel, more particularly described in the attached **Exhibit C**, which are Stormwater drainage facilities owned by the City and partially funded by the County ("**Outfall**

Channel”). Grantor and Grantee may be referred to as “Party” or, collectively, as “Parties” in this Agreement.

The Easement includes the right to allow *de minimis* mud or debris or other similar matter contained in the Stormwater discharged from the Outfall Channel (the “**Stormwater Debris**”) to be discharged into the Yolo Bypass, and the drainage and discharge of such Stormwater Debris onto, over, and across the Property, provided that Grantee continues to filter the Stormwater through detention ponds and/or “trash racks” such that the Stormwater Debris discharged from the Outfall Channel is less than one inch in size. Stormwater Debris does not include debris that is the result of intentional dumping of debris into the Stormwater or similar activity by Grantee.

Grantor acknowledges and agrees that this Easement includes the flow of stormwater onto, over, and across the Property as a result of Outfall Channel Stormwater discharges into the Yolo Bypass at volumes of up to 1,443 cubic feet per second (“**Max Capacity**”). Grantee acknowledges and agrees that this Easement does not permit Grantee to: (1) increase the capacity of the Outfall Channel beyond the Max Capacity; (2) discharge any Stormwater, Stormwater Debris, or any other matter onto, over, or across the Property other than Stormwater and Stormwater Debris originating from the Outfall Channel; or (3) modify the Outfall Channel in any manner that increases the amount, duration, or velocity of the Stormwater or Stormwater Debris that crosses over the Property. To the extent Grantee intends to conduct any of the aforementioned activities, the Parties will meet and confer in good faith to negotiate an amendment to the Agreement upon such terms as may be agreed in writing by Grantor and Grantee, provided that Grantor retains the right to refuse any amendment to this Agreement in its sole discretion.

For reference purposes only, this Agreement is dated _____, 2025.

Article 2. DEFINITION OF GRANTEE

All references in this Agreement to Grantee include the City and the County and their elected officials, officers, employees, agents, any other related persons and entities, contractors, sub-contractors, and all persons or entities acting under its or their authority.

Article 3. NOTICES

3.1 Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party under this Agreement shall be in writing. Notice shall be deemed to have been given to a party by serving the party personally or by mailing the same, postage prepaid, to the party at the address listed below or at any last-known superseding address. Postal notices shall be by first class mail and notice shall be deemed given on the third business day after deposit with the United States Postal Service except as otherwise provided herein.

3.2 To the extent Grantee proposes modifying the Outfall Channel in a manner that affects the Max Capacity, or modifies the amount, duration, or velocity of the Stormwater or Stormwater Debris that crosses over the Property, notice of such modification shall be provided to Grantor at least 30 days prior to the final decision on such modification or any public meeting or hearing to consider such modification.

3.3 Notices shall be addressed as follows:

To Grantee:

County of Yolo
625 Court Street, Suite 201
Woodland, CA 95695
Attn: County Counsel

City of Woodland
300 1st St,
Woodland, CA 95695
Attn: City Manager

To Grantor:

Sierra Northern Railway
1745 Enterprise Blvd.
West Sacramento, CA 95691
Attn: Torgny Nilsson

Article 4. MISCELLANEOUS PROVISIONS

4.1 The terms **“include,” “includes,”** and **“including”** are to be read as if they were followed by the phrase “without limitation.”

4.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California without reference to its conflicts of laws provisions. Any and all disputes, controversies, or claims arising out of, relating to, or in connection with this Agreement shall be instituted and maintained in a competent state court in Yolo County, California, and the parties hereby consent to the jurisdiction of any such court and to service of process by any means authorized under California law.

4.3 To the extent that either Party believes the other Party is in breach of this Agreement, the non-breaching Party will provide the breaching Party with written notice of the alleged breach (**“Notice”**). Within thirty (30) days of mailing of the Notice, the Parties will meet to discuss the alleged breach and attempt to resolve the matter through direct or mediated settlement communications. To provide time for meaningful settlement discussions, no party may commence legal action within ninety (90) days of mailing of the Notice except as necessary to avoid the expiration of an applicable statute of limitations or with consent of all Parties to this Agreement. Nothing in this Agreement precludes the Parties from extending any pre-litigation settlement discussion time period as long as all Parties agree.

4.4 Nothing in this Agreement will be deemed to be a gift or dedication of any portion of the Property to the general public or for any public purposes whatsoever, it being the intent of the Parties that this Agreement will be strictly limited to and for the purposes expressed herein.

4.5 The prevailing party in any dispute arising out of or related to this Agreement shall be entitled to recover its reasonable attorneys' fees and costs incurred in such dispute. The prevailing party shall also be entitled to any other relief that may be awarded by a court or other tribunal of competent jurisdiction. Any award of damages following judicial remedy or arbitration as a result of the breach of this Agreement or any of its provisions shall include an award of prejudgment interest from the date of breach at the maximum amount of interest allowed by law.

4.6 Each party and attorneys for each party have fully participated in negotiating and drafting this Agreement, so that if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a party because that party (or its attorneys) was responsible for drafting one or more provisions of this Agreement.

4.7 The Easement granted to Grantee by Grantor under this Agreement is subject to each and every term, provision, condition, limitation, and covenant set forth in this Agreement and in all exhibits hereto.

4.8 This Agreement constitutes the entire understanding between the Parties concerning the subject matter of this Agreement and cancels and supersedes any prior understandings, whether written or oral, with respect thereto.

4.9 All modifications of, waivers of, and amendments to this Agreement or any part hereof must be in writing signed on behalf of each of the Parties. No failure or delay by either party in exercising any right, power, or privilege under this Agreement shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise of any right, power, or privilege hereunder.

4.10 If any provision of this Agreement is held to be invalid or unenforceable by a court or other tribunal of competent jurisdiction, that provision will be amended to achieve as nearly as possible the same economic benefit as the original provision and the remainder of this Agreement will remain in full force and effect.

4.11 Each party represents and warrants to the other that the officer executing this Agreement has the authority to enter into this Agreement on behalf of the party and in so doing is authorized to bind the party on whose behalf he or she is signing to the terms and conditions of this Agreement.

4.12 The Parties have entered into this Agreement to resolve Grantor's claims against Grantee in Sierra Northern Railroad Company v. Department of Water Resources et. al, Yolo County Superior Court Case No. CV2022-0479. No Party makes any representation or admission with respect to the claims at issue in the dispute, and Grantee expressly denies any and all liability. Specifically, but not to limit the foregoing sentence in any manner, Grantee's acceptance of the Easement is not a representation or admission that an easement is required for Grantee's discharge of Stormwater or Stormwater Debris into the Yolo Bypass. There are no third party beneficiaries of this Agreement, and nothing in this Agreement, express or implied, is intended to confer on any person other than the Parties hereto (and their respective successors, heirs and permitted assigns), any rights, remedies, obligations or liabilities.

4.13 If any provision of this Agreement is found invalid or unenforceable, such provision may be severed from this Agreement, and its invalidity or unenforceability shall not affect the validity of the remaining provisions of this Agreement, which shall remain in full force and effect.

4.14 This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together constitute one and the same instrument. If this Agreement is executed in counterparts, no signatory hereto shall be bound until all Parties named below have duly executed, or caused to be duly executed, a counterpart of this Agreement.

4.15 The Parties have negotiated and reviewed this Agreement in its electronic form. They desire to be able to sign a hard-copy version without having to re-read the Agreement to confirm that no unauthorized changes were made before the final printout. Toward that end, by signing and delivering this Agreement, each party represents to the other that it has not made any changes to the Agreement from the drafts originally provided to the other party by the signing party, or vice versa, unless the signing party has expressly called such changes to the other party's attention in writing (e.g., by "redlining" the document or by a comment memo or e-mail).

[Signatures on Following Page]

The Parties hereto have executed this Agreement, which is effective as of [insert date] (“Effective Date”).

SIERRA NORTHERN RAILWAY

By: _____

Its: _____

President

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF YOLO

On _____, 20__ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

COUNTY OF YOLO

By: _____

Name: Lucas Frerichs

Its: Chair, Yolo County Board of Supervisors

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF YOLO

On _____, 20__ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

CITY OF WOODLAND

By: _____
Ken Hiatt
City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF YOLO

On _____, 20__ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____ (Seal)

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B

GENERAL EASEMENT PROVISIONS

Section 1. LIMITATION OF RIGHTS GRANTED

1.1 This grant of rights is subject to the prior and continuing right and obligation of Grantor, and its successors and assigns, to use all of the Property for any lawful purpose, all of which such rights are reserved to Grantor, including, but not limited to, the use and maintenance of its entire railroad right-of-way, including the right to construct, maintain, repair, renew, use, operate, change, modify, protect, or relocate railroad tracks, signals, communications equipment and lines, fiber optic or other wire lines, pipelines, and any other facilities upon, over, under, along, or across any or all parts of the Property, and the leasing of all or any portion of the Property, any of which may be freely done at any time by Grantor without liability to Grantee or to any other party for compensation or damages; provided, however, that any of such uses installed or changed after the date of this Agreement do not unreasonably interfere with the rights granted to Grantee herein. As a specific example, but not as a limitation to Grantor's reserved rights, Grantor reserves the right to protect its Property in any manner Grantor deems necessary in its sole discretion, such as through rocking or revetments around railroad structures, so long as such protections do not prohibit flowage of the Max Capacity of Stormwater from the Outfall Structure.

1.2 Other than as provided in this Agreement, Grantee shall not damage, destroy, or interfere with the Property or the rights of any other person or entity in, upon, or relating to the Property unless Grantee, at its own expense, settles with and obtains releases from such persons or entities. Any property rights other or greater than the right hereby granted for the construction, maintenance, or use of the Outfall Channel, or its appurtenances, or for the performance of any work in connection with the Outfall Channel, are subject to Grantor's prior written approval and, if approved, will be acquired by Grantee at its own expense and without expense to Grantor, provided that Grantor shall execute any necessary documents and provide such other cooperation as may reasonably be requested by Grantor. Nothing in this Agreement shall obligate Grantor to sell or otherwise transfer any additional property rights to Grantee.

1.3 This Agreement grants the Easement to allow the Stormwater to flow into the Yolo Bypass via the Outfall Channel up to the Max Capacity and thereafter onto, over and across the Property. Grantee shall not use or permit use of any part of the Property for any purposes other than for such purposes and as otherwise stated in this Agreement. No third party shall be permitted by Grantee to divert water, use, or occupy the Property in any manner, or benefit from this Agreement, without Grantor's written consent. Nothing herein shall obligate Grantor to give such consent.

1.4 Grantee shall not install, maintain, or permit any improvements, equipment, structure, sign, or advertisement upon the Property, except as otherwise authorized by law.

1.5 Except as set forth in this paragraph, the foregoing grant is also subject to all pre-existing rights of record as of the Effective Date of the Agreement, whatever they may be, (including but not limited to those held by other tenants on or other grantees of Grantor's Property, and others) and the right of Grantor to renew and extend the same, and is made without covenant or warranty of title, for quiet enjoyment, or fitness for any particular use. Notwithstanding the foregoing, the Easement will have priority over all pre-existing rights not

of record to drain or discharge water across the property, to the extent any such rights exist, which Grantor asserts they do not. In the event that a court determines an unrecorded right in the Property exists that takes priority over the Easement, the Parties agree that such determination shall not be cause to void this Agreement in whole or in part. It shall be Grantee's sole obligation to obtain such additional permission, license, and grants as may be necessary to enjoy the rights granted hereunder.

Section 2. FLOW MEASUREMENT; MAINTENANCE AND REPAIR OF PROPERTY

2.1 Grantee will measure the rate of the Outfall Channel Stormwater discharge using the sum of the instantaneous rates pumped by each of the City's pump stations that discharge Stormwater into the Outfall Channel. If requested by Grantor in writing following a storm event, Grantee will provide a report, within thirty (30) days of the request, of the maximum rate of Outfall Channel Stormwater discharge during the storm event.

2.2 If Grantee's delivery of Stormwater into the Yolo Bypass via the Outfall Channel is less than 600 cubic feet per second and otherwise in accordance with the Agreement, Grantor is responsible for any and all maintenance and repairs to the Property resulting from Grantee's delivery of Stormwater into the Yolo Bypass via the Outfall Channel and flowing over and through the Property.

2.3 If Grantee's delivery of Stormwater into the Yolo Bypass via the Outfall Channel is 600 cubic feet per second or greater ("**Exceedance Event**"), Grantee will provide notice to Grantor within thirty (30) days of such Exceedance Event. If requested by Grantor, the Parties will meet and confer in good faith regarding any response or remedies to impacts to the Property caused by the Exceedance Event, which may include, but not be limited to, removing detritus washed onto the Property by Stormwater, maintenance of the railroad trestle on the Property, rectifying erosion conditions, stabilizing soil, and addressing scouring and channelization across the Property caused by the Exceedance Event. Such meet and confer shall take place within 30 days of Grantee's receipt of written notice by Grantor. If the Parties do not reach a resolution within 90 days of receipt of Grantor's written notice, Grantor reserves the right to commence legal action against Grantee to recover maintenance and repair costs, as well as any other damages, to the Property, if any, caused by the Exceedance Event, including, but not limited, to any damage to the Fremont Trestle. Grantee reserves any arguments it may have under state law to reasonably discharge Stormwater into the Yolo Bypass.

2.4 Grantee shall permanently be relieved of its obligations under Section 2.3 when the following conditions are satisfied: (1) Grantor conveys the Property to a third party; (2) the Fremont Trestle is removed from the Property; and (3) no new railroad use is proposed for the Property at the time the Fremont Trestle is removed.

Section 3. ASSUMPTION OF RISK; RELEASE; INDEMNITY; INSURANCE

3.1 Grantor acknowledges that the discharge of Stormwater and Stormwater Debris from the Outfall Channel by Grantee into the Yolo Bypass, and resulting drainage of such Stormwater and deposit of such Stormwater Debris onto, over, and across the Property, may result in damage, erosion, and subsidence to the Property, including Grantor's improvements located on the Property (the "Grantor Assumed Risks"). Other than as provided in Section 2, Grantor, for itself and on behalf of its successors-in-interest to the Property, waives its right

to recover from Grantee for any costs arising from or in connection with the Grantor Assumed Risks.

3.2 The Grantor Assumed Risks are specifically limited to those risks associated with physical damage to the Property caused by the flowage of water across the Property. The Grantor Assumed Risks do not include any other risks, including, but not limited to, liabilities, losses, costs, expenses (including reasonable attorneys' fees), fines, judgments, claims, administration of claims, liens, and demands of any kind arising from: (a) claims by third Parties relating to (i) flooding on the Property or (ii) Grantee's exercise of its rights under this Agreement; and (b) contamination of the Property caused by the Stormwater or Stormwater Debris or contaminants contained within the Stormwater or Stormwater Debris. Grantor expressly reserves the right to recover from Grantee for risks that are not Grantor Assumed Risks.

3.3 By execution of this Easement, Grantor, on its behalf and on behalf of its successors-in-interest to the Property, hereby releases Grantee (including its successors and assigns) from, and waives all costs and right to file any claims against, Grantee with respect to any damages, costs, claims, or liability whatsoever associated with any Grantor Assumed Risks other than as provided in this Agreement, including but not limited to in the provisions of Section 2.

3.4 Grantee covenants and agrees to indemnify, defend, save, and hold Grantor free, clear, and harmless from and against any and all liabilities, losses, costs, expenses (including reasonable attorneys' fees), fines, judgments, claims, investigations, administration of claims, liens, and demands, without limitation caused by, resulting from, or in any way connected with or related to any third-party claim of damages, whether or not suit has been filed: (i) occurring as a result of Grantee's acts, omissions, or negligence, or the acts, omissions, or negligence of Grantee's agents, contractors, subcontractors, or employees, in connection with this Agreement; or (ii) occurring as a result of Grantee's breach of this Agreement or any of its express representations or warranties contained herein; except to the extent resulting from Grantor's acts, omissions, or negligence, or the acts, omissions, or negligence of Grantor's agents, contractors, subcontractors, or employees.

3.5 All protective and indemnifying provisions of this Agreement shall inure to the benefit of Grantor and any other person or entity, including any railroad company, lawfully using the Property, or tracks or other facilities thereon.

3.6 Grantee shall, at its own cost and expense and to the extent available, maintain commercially reasonable insurance covering Grantee's use of the Outfall Channel. Grantor shall, at its own cost and expense, maintain commercially reasonable insurance covering all non-Easement related use of its Property.

Section 4. ACTS OF GOD, ETC.

Except for the payment of money, neither party shall be liable for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including acts of God, acts of military authority, acts of terrorism, fire, epidemic, earthquake, riot, war, and sabotage, provided that the delayed party: (i) promptly gives the other party written notice of such cause and, in any event, within 15 days of discovery thereof; and (ii) uses its reasonable efforts to correct such failure or delay in its performance.

Section 5. TERMINATION

In the event Grantee abandons the Easement granted by this Agreement or this Easement is no longer needed for the purpose described in Article 1, the Easement shall automatically cease and terminate. For purposes of this Section, abandonment shall occur when no Stormwater is discharged from the Outfall Channel for a period of 10 years.

Section 6. RUNS WITH THE LAND

This Easement shall be recorded and run with the Property and bind, and inure to the benefit of, the successors in interest of Grantor and Grantee. Subject to the provisions of this section 6, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, successors, and assigns; provided that, Grantee shall not assign this Easement without the prior written approval from Grantor, which will not be unreasonably withheld.

Section 7. CONSENT

Unless otherwise specified, wherever the consent, approval, judgment, or determination of a party is required or permitted under this Agreement, that party shall exercise good faith and reasonable business judgment in granting, withholding, or making such consent, approval, judgment, or determination and shall not unreasonably withhold or delay the same.

EXHIBIT C

**CONSENT AND SUBORDINATION FOR
DRAINAGE AND STORMWATER EASEMENT**

Sierra Northern Railway, a California corporation formerly known as Yolo Shortline Railroad Company (“**Sierra Northern**”) has filed an action, Case No. CV2022-0479 (the “**Action**”) in the Superior Court of the County of Yolo, seeking to quiet title in certain real property (such property interests held by Sierra Northern as determined now or in the future pursuant to the Action, the “**Sierra Northern Real Property Interests**”) as more particularly described in **Exhibit A** attached hereto. Sierra Northern has also filed a Notice of Pendency of Proceeding in the official records of Yolo County, California as Document No. 2022-0009874 (the “**Lis Pendens**”).

Sierra Northern has granted an easement to the County of Yolo, California (“**County**”) and City of Woodland, California (“**City**”, and collectively with County, “**Grantee**”) pursuant to the attached Grant of Permanent Drainage and Stormwater Easement for Yolo Bypass West Levee Outfall Channel (the “**Drainage and Stormwater Easement**”), which has been granted by Sierra Northern as part of a settlement of Sierra Northern’s claims against Grantee in the Action, as specified in the terms of the settlement agreement executed between Sierra Northern and Grantee. This Consent and Subordination for Drainage and Stormwater Easement (this “**Consent**”) is being executed in connection with the Drainage and Stormwater Easement and will be delivered and recorded concurrently and as an attachment to such Drainage and Stormwater Easement.

Sierra Northern hereby consents and subordinates the Lis Pendens to the Drainage and Stormwater Easement to which this Consent is attached, and Sierra Northern hereby agrees that such subordination shall be to the same extent and with the same force and effect as if said Drainage and Stormwater Easement had been executed, delivered and recorded prior to the execution, delivery and recordation of the Lis Pendens.

Executed as of this _____ day of _____, 2025.

SIERRA NORTHERN RAILWAY

By: _____

Its: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)

COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

EXHIBIT A TO CONSENT AND SUBORDINATION
FOR DRAINAGE AND STORMWATER EASEMENT
(LEGAL DESCRIPTION)

JOSH NEWTON, Bar No. 983087
josh.newton@bbklaw.com
DUSTIN J. NIRSCHL, Bar No. 326648
dustin.nirschl@bbklaw.com
BEST BEST & KRIEGER LLP
360 SW Bond Street, Suite 400
Bend, Oregon 97702
Telephone: (541) 382-3011
Facsimile: (541) 388-5410

Attorneys for Defendant
CITY OF WOODLAND

EXEMPT FROM FILING FEES PURSUANT
TO GOVERNMENT CODE SECTION 6103

SUPERIOR COURT OF THE STATE OF CALIFORNIA
COUNTY OF YOLO

SIERRA NORTHERN RAILWAY, a California
Corporation,

Plaintiff,

v.

CALIFORNIA DEPARTMENT OF WATER
RESOURCES, an agency of the State of
California; CENTRAL VALLEY FLOOD
PROTECTION BOARD, an agency of the State
of California; SACRAMENTO AREA FLOOD
CONTROL AGENCY, a joint powers authority
of the State of California; SACRAMENTO AND
SAN JOAQUIN DRAINAGE DISTRICT, acting
by and through the CENTRAL VALLEY
FLOOD PROTECTION BOARD of the State of
California; CITY OF WOODLAND, a
municipality of the State of California; YOLO
COUNTY FLOOD CONTROL AND WATER
CONSERVATION DISTRICT, a special district
of the State of California; YOLO COUNTY, a
county of the State of California;
RECLAMATION DISTRICT 2035, a special
district of the State of California; CITY OF
WEST SACRAMENTO, a municipality of the
State of California; ALL PERSONS
UNKNOWN, CLAIMING ANY LEGAL OR
EQUITABLE RIGHT, TITLE, ESTATE, LIEN,
OR INTEREST IN THE PROPERTY
DESCRIBED IN THE COMPLAINT ADVERSE
TO PLAINTIFF'S TITLE, OR ANY CLOUD
ON PLAINTIFF'S TITLE THERETO; and
DOES 1 through 20, inclusive,

Defendants.

Case No. CV2022-0479
Consolidated with: CV2022-1546

**STIPULATION FOR DISMISSAL OF
PLAINTIFF'S CLAIMS AGAINST
DEFENDANTS CITY OF
WOODLAND AND YOLO COUNTY;
[PROPOSED] JUDGMENT OF
DISMISSAL**

Action Filed: March 28, 2022
Trial Date: March 23, 2026

1 Plaintiff Sierra Northern Railway (“Plaintiff” or “Sierra Northern”) and Defendants City of
 2 Woodland (“City”) and County of Yolo (“County”) (collectively, “Defendants”), by and through
 3 their respective counsel, hereby enter into the following Stipulation pursuant to Code of Civil
 4 Procedure section 664.6 and request that the Court enter this Stipulated Partial Judgment
 5 (“Stipulation”) disposing of all of Plaintiff’s claims against City and County.

6 **STIPULATION**

7 WHEREAS, Plaintiff commenced this action in the Superior Court of Yolo County,
 8 Case No. CV2022-0479, against certain state agencies and local governments, including
 9 Defendants.

10 WHEREAS, Plaintiff brought claims for quiet title and declaratory relief, alleging that
 11 Defendants contributed to “diversion of excess flood flows into the Yolo Bypass” and onto
 12 Plaintiff’s property consisting of a 43-acre portion of Assessor’s Parcel Number 057-170-099.

13 WHEREAS, Plaintiff and Defendants (collectively, “Settling Parties”) have reached a
 14 settlement resolving all of Plaintiff’s claims against Defendants asserted in this action. A copy of
 15 the Settling Parties’ Settlement and Release Agreement is attached as Exhibit 1.

16 THEREFORE, Plaintiff and Defendants, by and through their respective counsel, hereby
 17 stipulate as follows:

- 18 1. The Court has jurisdiction over the Settling Parties, this action, and to enter and
 19 enforce this Stipulation. All judicial proceedings related to the Settlement and
 20 Release Agreement shall be initiated in this Court.
- 21 2. Plaintiff’s first cause of action for quiet title against the City and County is dismissed
 22 with prejudice.
- 23 3. Plaintiff’s second cause of action for declaratory relief against the City and County
 24 is dismissed with prejudice.
- 25 4. The Settling Parties shall bear their own attorneys’ fees and costs associated with
 26 this action and performance of the Settlement and Release Agreement.
- 27 5. This Stipulation shall run with the land and shall be binding on the Settling Parties
 28 and their successors and assigns.

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6. Nothing in this Stipulation may be construed as an admission, express or implied, by any Settling Party.
7. This Stipulation shall not be binding on any other party to this action, and there are no third-party beneficiaries to the Stipulation.
8. This Stipulation and the Settlement and Release Agreement may not be used for any purpose whatsoever by any non-Settling Party.

IT IS SO STIPULATED.

Dated: June [REDACTED], 2025

BEST BEST & KRIEGER LLP

By: _____
JOSH NEWTON
DUSTIN J. NIRSCHL
Attorneys for Defendant
CITY OF WOODLAND

Dated: June [REDACTED], 2025

OFFICE OF THE COUNTY COUNSEL

By: _____
PHILIP J. POGLEDICH
ERIC MAY
Attorneys for Defendant
COUNTY OF YOLO

Dated: June [REDACTED], 2025

BROWNSTEIN HYATT FARBER
SCHRECK, LLP

By: _____
SCOTT S. SLATER
CHRISTOPHER R. GUILLEN
MATTHEW L. HOFER
LAURA K. YRACEBURU
Attorneys for Plaintiff
SIERRA NORTHERN RAILWAY

[PROPOSED] JUDGMENT

Based on the stipulation of the parties, **IT IS ORDERED, ADJUDGED, AND DECREED** that **JUDGMENT** be and same is entered dismissing with prejudice all causes of action against the City of Woodland ("City") and County of Yolo ("County"). Any final judgment quieting title in this matter shall acknowledge and reflect the Permanent Drainage and Stormwater Easement for Yolo Bypass West Levee Outfall Channel transferred by Plaintiff to City and County pursuant to paragraph 2.2 of the Settlement and Release Agreement attached hereto as Exhibit 1.

IT IS FURTHER ORDERED that all parties shall bear their own costs.

IT IS SO ORDERED.

Dated: _____

JUDGE OF THE SUPERIOR COURT

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EXHIBIT 1

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROVING THE SETTLEMENT AND RELEASE AGREEMENT BY AND
BETWEEN THE CITY OF WOODLAND, COUNTY OF YOLO AND SIERRA
NORTHERN RAILWAY**

WHEREAS, the Yolo Bypass is a component of the Sacramento River Flood Control Project. The Yolo Bypass conveys certain floodwaters through Yolo and Solano Counties until it connects to the Sacramento River a few miles upstream of Rio Vista. SNRR is the fee title owner of certain real property, which is located in, and bisects, the Yolo Bypass (“Property”). The Property is a 1.57 mile, approximately 43-acre portion of Assessor’s Parcel Number 057-170-099 located in Yolo County. The Property is improved with a railroad trestle that elevates the Woodland Branch Railroad, which is owned by Sierra Northern, above the Yolo Bypass; and

WHEREAS, the City owns and operates a stormwater conveyance facility, which is partially funded by the County, known as the Yolo Bypass West Levee Outfall Channel (“Outfall Channel”). The Outfall Channel conveys stormwater from portions of the City and the surrounding unincorporated areas to a discharge point at the west levee of the Yolo Bypass, upstream of the Property. At times, stormwater discharged from the Outfall Channel enters onto, over, and across the Property; and

WHEREAS, On March 28, 2022, Sierra Northern filed a civil action in the Yolo County Superior Court, Case No. CV2022-0479, against certain state agencies and local governments, including the City and the County. The complaint contains two claims for relief: quiet title and declaratory relief. Sierra Northern alleges that each of the defendants, including the City and the County, are contributing to the “diversion of excess flood flows into the Yolo Bypass” and onto the Property without any corresponding “right, title, lien, or interest” to do so. Sierra Northern seeks judgment quieting title to the Property in its favor, confirming that it is the fee owner of the Property and that none of the defendants have any right, title, estate, lien, or interest in the Property adverse to Sierra Northern. In the alternative, Sierra Northern seeks a declaratory judgment determining the rights of the defendants to discharge excess floodwaters into the Yolo Bypass and onto the Property; and

WHEREAS, The Parties have been engaged in settlement discussions aimed at resolving Sierra Northern’s claims against the City and the County in a manner that allows the City and County to continue to operate and use the Outfall Channel for its intended purposes. The City’s staff and legal counsel have worked with representatives for SNRR to develop a proposed, written Settlement and Release Agreement (SAR), which contains the terms and conditions of a proposed settlement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The above recitals are true and correct and are incorporated herein in their entirety.

SECTION 2. The City Council, being fully advised, has determined that the proposed SAR is a reasonable and prudent settlement of the lawsuit.

SECTION 3. The City Manager is hereby authorized to execute or enter into the proposed SAR, subject to minor nonsubstantive edits as reviewed and approved by the City Attorney.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: G.15
SUBJECT: Adoption of the 2025 Emergency Operation Plan (EOP)

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. ____, approving the updated City of Woodland Emergency Operations Plan and authorizing the Mayor to sign the Letter of Promulgation stating the Council's support for the Plan.

Staff Contact:

Eric Zane, Fire Chief, (530) 661-5860, eric.zane@cityofwoodland.gov

Background:

The City of Woodland's Emergency Operations Plan (EOP) establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the Federal Government's National Incident Management System (NIMS). Serving as the City's primary framework for preparing for, responding to, and recovering from major emergencies and disasters, the EOP was last revised and adopted in 2017. Because emergency management protocols and best practices evolve over time, the plan requires regular review and revision. The Fire Department is responsible for conducting these reviews and coordinating necessary updates. For the 2025 revision, staff completed a comprehensive review and reformatted the plan to strengthen overall preparedness and ensure compliance with state and federal standards.

Discussion:

The updated Emergency Operations Plan provides clear guidance for City departments and local special districts with emergency service responsibilities, incorporating direction from the Federal Emergency Management Agency and the California Office of Emergency Services. It defines roles, responsibilities, and activation triggers during disasters and, together with training and exercises, provides a framework for the City to respond effectively when emergencies occur. Adoption of the revised plan also maintains compliance with SEMS and NIMS, preserving the City's eligibility for state and federal disaster assistance.

The most significant amendment in the 2025 update is a full reformatting of the plan to align with FEMA's *Comprehensive Preparedness Guide 101 v3.1*, ensuring consistency with current best practices and further strengthening the City's ability to safeguard the Woodland community.

Conclusion: Staff recommends that the City Council adopt Resolution No. ____, approving the updated City of Woodland Emergency Operations Plan and authorizing the Mayor to sign the Letter of Promulgation stating the Council's support for the Plan.

Prepared and Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. City of Woodland EOP
2. Resolution - EOP



This document outlines the responsibilities of the Emergency Management Organization for the City of Woodland

City of Woodland Emergency Operations Plan

Basic Plan Final Draft v1.3

Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardize Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes city personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for city departments and local special districts with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency and the California Office of Emergency Services. The intent of the plan is to provide guidance on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the County of Yolo Emergency Operations Plan and the State of California Emergency Plan. It will be reviewed and tested periodically and revised as necessary, to meet changing conditions such as lessons learned from an actual disaster or emergency; and/or changes in State/Federal guidance.

This plan will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this plan further affirms the City's support for emergency management, and a safe and resilient community.

Mayor, City of Woodland

Approval and Implementation

Foreword

The City of Woodland City (hereafter, “City”) EOP addresses the City’s planned response to extraordinary emergency situations associated with natural and human-caused disasters, technological incidents, and national security emergencies in or affecting the City. This plan does not apply to normal day-to-day emergencies, or the established departmental procedures used to cope with such emergencies. Rather, this plan focuses on operational concepts and would be implemented relative to large-scale disasters posing major threats to life, property, and the environment requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City.
- Identifies the roles and responsibilities required to protect the health and safety of residents, public and private property, and the environmental effects of natural, technological, and human-caused emergencies and disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City Emergency Operations Center (EOC) activities, and the recovery process.

Plan Approval and Implementation

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page. The plan will be distributed to those City departments, supporting allied agencies, and community organizations having assigned primary functions or responsibilities within the EOP as necessary.

Plan Modifications

Upon the delegation of authority from the Director of Emergency Services, specific modifications can be made to this plan without the signature of the City Council. This Basic Plan, it’s Annexes, Appendices, and Attachments supersede all previous versions of the City EOP.

City of Woodland City's Commitment to Comprehensive Equity and Climate Resilience

Overview

In alignment with FEMA's Equity and Climate Resilience Framework, the City of Woodland's City's EOP demonstrates a strong commitment to equity and climate resilience, ensuring that all community members are considered and protected during emergencies. The plan integrates comprehensive strategies to address the needs of vulnerable populations and mitigate the impacts of climate-related hazards, reflecting the city's dedication to inclusive and sustainable emergency management. This robust approach ensures that the city is proactive in its efforts to build resilience and equity, creating a safer and more sustainable environment for all its residents.

Equity Approach

1. **Inclusive Planning and Implementation:** The City of Woodland ensures that cultural competence and considerations for Access and Functional Needs (AFN) are integrated into every stage of emergency management, focusing on preventing disproportionate impacts on vulnerable populations.
2. **Accessible Housing and Services:** The city prioritizes accommodating AFN populations in inclusive, ADA-compliant facilities during emergencies, ensuring access to necessary services and communication aids such as interpreters and assistive technologies.
3. **Community Engagement and Accessibility:** The development of the EOP involves significant input from diverse community stakeholders and representatives to address the needs of all populations, enhancing overall resilience and inclusiveness.

Conclusion

The City of Woodland City's EOP emphasizes equity and climate resilience by integrating inclusive planning, accessible services, and community engagement with comprehensive risk assessments, adaptation strategies, and environmental protection. These efforts ensure that the city is well-prepared to manage emergencies while protecting its diverse populations and sustaining its environment.

Plan Concurrence

The following list of signatures documents each City Council Member's concurrence and receipt of the 2025 City EOP.

Council Member	_____	Date
Council Member	_____	Date
Council Member	_____	Date
Council Member	_____	Date
Council Member	_____	Date

Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved By	Description of Change
1	09/01/25	Fire Department		Fire Chief	Complete update
2					
3					
4					
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Record of Distribution

The City of Woodland prepares, coordinates, publishes, and distributes the Emergency Operations Plan (EOP) and its revisions. The EOP is distributed to the City departments and allied agencies within the Yolo Operational Area. The EOP can be accessed on the City of Woodland Fire Department's web page.

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1. Purpose, Scope, Situation and Assumptions

1.1 Purpose

The purpose of the City EOP is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community.
- Identify the organizational framework for the overall management and coordination of emergency operations in the City by implementing the SEMS and the NIMS.
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the City.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders.
- Facilitate mutual aid to supplement local resources.
- Facilitate multi-agency and multi-jurisdictional coordination between local government, the private sector, operational area (OA), state, and federal agencies.
- Support the provision for emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document, that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

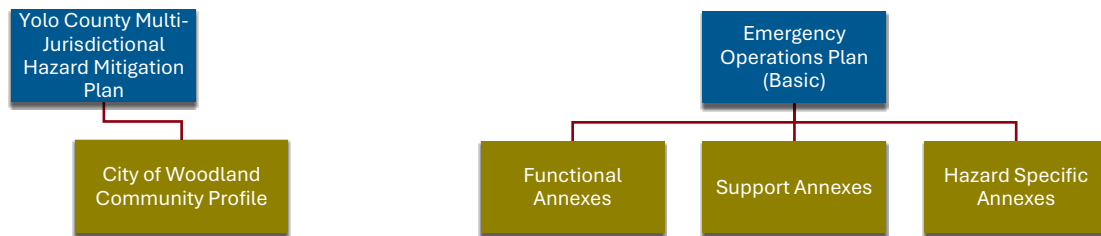
Allied agencies, special districts, private enterprises, and volunteer organizations that have roles and responsibilities in this plan are encouraged to develop operating protocols and emergency action checklists to support their responsibility to this plan.

1.2 Planning Organization and Format

This plan is divided into several parts that contain general and specific information relating to city emergency management operations. Those parts are as follows:

- **Basic Plan.** This part provides the structure and organization of the City’s emergency management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the City implements SEMS and NIMS, as established by federal and state emergency management entities.
- **Functional Annexes:** The functional annexes focus on the support, emergency phase, or agency-focused annexes add information and direction to the overall EOP. These annexes are variations of functional annexes tailored to the EOP format used by the City of Woodland. While the basic plan provides broad, overarching information relevant to the EOP as a whole, these annexes focus on specific responsibilities, tasks, and operational considerations that pertain to the performance of a particular emergency operations function.
- **Support Annexes:** The support annexes focus on critical operational functions and clearly describes the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.
- **Hazard Specific Annexes:** Hazard specific annexes identify hazard specific risk areas including evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders.

Figure 1-1 Plans Relational Structure



1.3 Scope

The policies, procedures and provisions of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

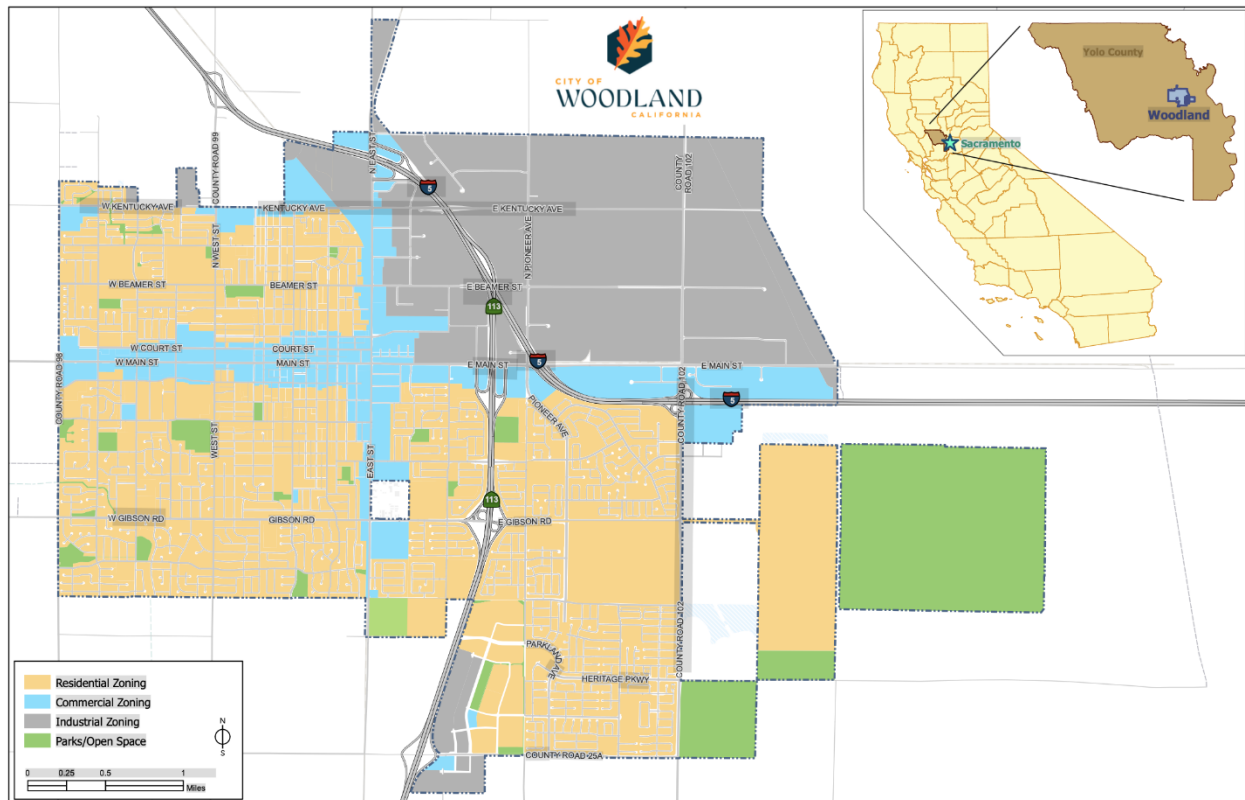
Incorporating the FEMA Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining EOPs, November 2020, Version 3.1, the CalOES EOP Crosswalk - Local Government, the Yolo County EOP, and the California Emergency Plan, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the SEMS and NIMS for the City.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

1.4 Situation Overview

This section describes a number of potential hazards that could affect the City, which would warrant the activation of the emergency management organization. The map provided in Figure 1-2, details the City of Woodland City.

Figure 1-2 Base Map of the City of Woodland



The City, situated within Yolo County, faces a variety of hazards. This plan was developed using an all-hazards planning approach and leverages the specific hazard and vulnerability findings that are identified and noted, which include, but are not limited to:

- Climate Change
- Dam Failure
- Earthquake
- Flood
- Severe Weather
- Urban Conflagration

1.4.1 Capability Assessment

A capability assessment provides part of the foundation for determining the type of emergency management, preparedness, and mitigation strategy. The assessment process also identifies gaps, or

weaknesses, that may need to be addressed through preparedness planning goals and actions deemed practical considering the jurisdiction's capabilities to implement them. Finally, the capability assessment highlights the positive measures that are in place or underway for continued support and enhancement of the jurisdiction's preparedness and response efforts.

As an established organization, the Emergency Management Organization has the capabilities to perform the necessary emergency response duties outlined in this EOP.

The City has completed the following to increase capabilities:

- The City has identified a secondary EOC.
- Incorporated EOC Position Specific training.
- Participates in training and Exercises in the Region
- Serves as an Operational Area partner.
- Hired a part time emergency manager at the fire department that works with prevention

In light of the City's susceptibility and vulnerability to disasters, continuing emphasis will be placed on emergency planning, training of full-time personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with such emergencies.

As part of the planning and threat mitigation process, the city is involved in ongoing public education programs which focus on the need of individuals to be knowledgeable about the nature of disasters, necessary preparations, and proper responses to those disasters.

1.4.2 Mitigation Overview

The city has taken a number of mitigation measures for each identified hazard to minimize the impact that is likely to result from an emergency. The approved Yolo County Multi-Jurisdictional Local Hazard Mitigation Plan identifies inclusive mitigation efforts to reduce the occurrence and impact of identified hazards in the city. As the cost of damage from all hazards continues to increase nationwide, the city recognizes the importance of identifying effective ways to reduce their vulnerability to disastrous events.

For detailed information on mitigation strategies, please refer to *Yolo County Multi-Jurisdictional Local Hazard Mitigation Plan*.

1.5 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the City.

- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and the Incident Command System (ICS) are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disasters may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City is primarily responsible for emergency actions within city boundaries and will commit all available resources to save lives, minimize injury to people, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in largescale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies described here, within the capabilities and resources available at the time of an emergency or disaster.

This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other AFN.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from city departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

Woodland, CA
Emergency Operations Plan (Base Plan)
October 2025 Final Draft v1.3

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1. The ability of first responder agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include EOCs, mass notification systems and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving it's resiliency to emergencies and disasters.

2. Concept of Operations

2.1 Response

During a major emergency response, the City will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response. The response phase concept of operations the City practices can be summarized in six key elements

1. Goals, priorities, and strategies.
2. Plan activation.
3. Proclaiming an emergency.
4. Presidential declarations.
5. Emergency management response levels.
6. And the sequence of events during disasters.

2.1.1 Goals, Priorities, and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- Mitigate Hazards.
- Meet basic human needs.
- Address needs of People with AFN.
- Restore essential services.
- Support community and economic recovery.

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- Save Lives – The preservation of life is the top priority and takes precedence over all other considerations.
- Protect Health and Safety – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- Protect Property – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- Preserve the Environment – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- Mitigate hazards –As soon as practical during the disaster response; suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- Meet basic human needs –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- Address needs of individuals with disabilities or AFN –People with AFN are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- Restore essential services –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- Support Community and Economic Recovery –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

2.1.2 Plan Activation

The City EOP may be activated by the Director of Emergency Services (City Manager) or designated alternates under any of the following circumstances:

- By order of the Director of Emergency Services (City Manager) as designated by the City Municipal Code Title 13: Public Services or as needed on the authority of the City Manager or designee based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

2.1.3 Proclaiming an Emergency

The California Emergency Services Act (ESA) provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance under existing agreements or requesting assistance from agencies such as the American Red Cross (ARC), the Yolo County, or the State of California.

Local Emergency Proclamations

In the case of the existence or likely existence of an emergency that threatens the people, property, or environment of the City; and the condition is beyond the capability of the City to control effectively; the Director of Emergency Services (City Manager) can proclaim a Local Emergency.

A Local Emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other conditions. If assistance will be requested through the California Disaster Act (CDAA), a Local Emergency may be recommended by the City Manager as specified by the Municipal Code and issued within 10 days after the actual occurrence of a disaster. A Local Emergency proclamation must be ratified by the City Council within 7 days.

The governing body must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. The Proclamation of a Local Emergency provides the governing body with legal authority to:

- Request the Governor proclaims a State of Emergency, if necessary.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition of necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment; and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful order.
- •Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides for certain privileges and immunities).

When the City proclaims a Local Emergency, it will notify the Yolo County Office of Emergency Services (OES).

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area.

- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

2.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Stafford Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States’ response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

2.1.5 Emergency Management Response Levels

The City EOP will be activated when an emergency occurs or threatens to exceed normal day to day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the EOP and EOC will be activated, and to what level.

For planning purpose, Cal OES has established three EOC activation “levels” which the City follows. Table 2-1 defines those levels:

Table 2-1 EOC Activation Levels

Activation Level	Detail	Event or Situation	Minimum Staffing
Three (Low)	Level Three is a minimum activation. This level may be used for situations which initially only require a few people	Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2+ City departments Low risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies	EOC Director Other Designees (Such as Section Coordinators,)
Two (Medium)	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing	Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outage and Stage 3 power emergencies Hazardous Material Incident involving large scale or possible large-scale evacuations	EOC Director Section Coordinators Branches & Units as appropriate Liaison/Agency Representatives as appropriate Public Information Officer
One (High)	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help.	Major County/City or Regional emergency, multiple departments with heavy resource involvement	All EOC as appropriate

2.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

1. *Before Impact*

Before an emergency ever occurs, the City is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the EOC ready at all times.

Routine Monitoring for Alerts, Watches and Warnings

Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness

Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once an emergency occurs. This includes, but is not limited to:

- Briefing government officials.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community.
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Activating EOC(s), even if precautionary.

Pre-Impact

When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

Proclaiming and Emergency

In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the City to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

2. Immediate Impact

During this phase, emphasis is placed on control of the situation, savings lives and minimizing the effect of the disaster. Below is a list of actions to be taken:

Alert and Notification

Local response agencies are alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization

Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources within the City, or, when resources are exhausted, from surrounding unaffected jurisdictions and/or the County.

Incident Response

Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the ICS organizational structures, doctrine, and procedures.

Establishing Incident Command

Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander (IC). The IC develops an initial Incident Action Plan (IAP), which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post (ICP) to facilitate multijurisdictional and multiagency policy decisions. The IC may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.

Activation of the Multiagency Coordination System

Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and

Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the ICP, Local 911 Centers, Local EOC, Regional EOC (REOC), the State EOC, the Federal EOC, and National Response Framework (NRF) organizational elements.

Local EOC Activation

Local jurisdictions activate their local EOC based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the IC by providing a single point of contact to support multiagency coordination. When activated the local EOC notifies the OA that the local EOC has been activated.

Communications between field and the EOC

When a jurisdiction's EOC is activated, communications and coordination are established between the IC and the Department Operations Center(s) (DOC) to the EOC, or between the IC and the EOC.

OA EOC Activation

If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the OA EOC activates. The OA EOC also activates if a Local Emergency is proclaimed by the affected local government. The OA EOC then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the OA, forwards the resource request to the REOC and mutual aid coordinators.

REOC Activation

Whenever an OA EOC is activated the Cal OES Regional Administrator will activate the REOC within the affected region and notifies the Cal OES Headquarters. The REOC will then coordinate resource requests from the affected OA to unaffected OAs within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center (SOC) for coordination.

State Level Field Teams

The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the REOC in coordination with responsible Unified Command.

State Operations Center Activation

The State Operations Center is activated when the REOC activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate.

- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers.
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established.
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact (EMAC) or Interstate Disaster and Civil Defense Compact.
- The SOC may also be activated independently of a REOC to continuously monitor emergency conditions.

Joint Information Center Activation

Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center (JIC) to facilitate the dissemination of consistent information.

FEMA Regional Response Coordination Center Activation

The FEMA Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the SOC to monitor the situation and provide situational awareness to federal officials.

3. Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

4. Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Center (LAC)

LACs are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information

needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office (JFO)

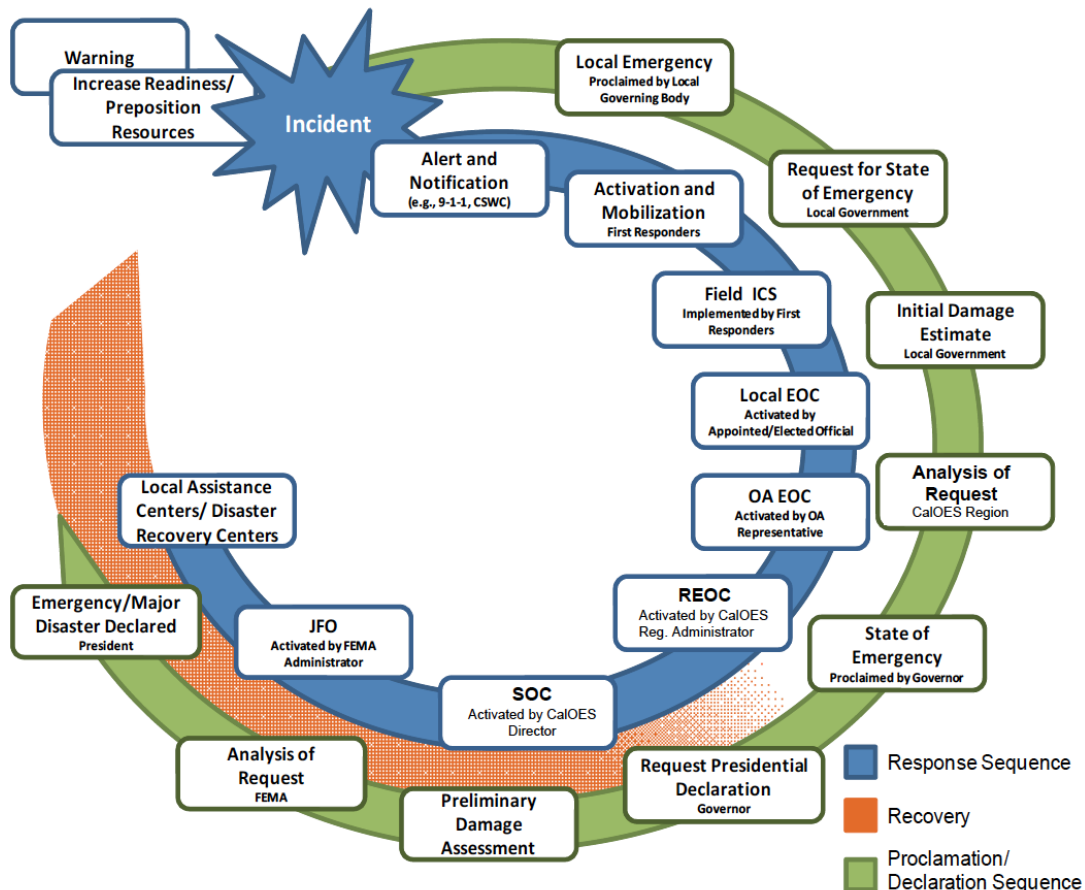
The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization

As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

The sequence of activities occurring for the emergency response and proclamation process is illustrated in Figure 2-1.

Figure 2-1 Response Phase Sequence of Event



2.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as:

1. Assessment of the extent and severity of damages to public and private property.
2. Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
3. Repair of damaged homes, buildings, and infrastructure.
4. Professional counseling due to mental anguish and inability to cope.

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

2.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems).
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by FEMA to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the ARC, the City may provide sheltering for disaster victims until housing can be arranged.

2.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.

- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

2.3 Continuity

2.3.1 Continuity of Operations and Government

A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority, is a responsibility that must be provided for to the greatest extent possible. A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function. The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government (COG) in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the ESA).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnishing a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions are to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies are to designate and appoint three standby officers for each member of a governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than those to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3.

- Authorize standby officers are to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies are to convene as soon as possible when a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

City Council

To provide for the continuation of the Council during an emergency, the Council may appoint standby members or make necessary appointments, at the time of the emergency, for an official quorum. The Council may choose to meet virtually as allowed under AB 557 (Hart, 2023).

City Officials

Depending on the extent of the emergency, the normal City organization may be partially or entirely replaced by an emergency organization, and City officials may or may not be fully occupied with their emergency roles.

Alternate Facilities

The City has identified alternate facilities to coordinate emergency response. Those facilities are identified below:

City Council Chambers

If the City Council chambers in the City Hall Building is unusable, then the interim seat of government shall be located at:

First Alternate:

Woodland Community Center
2001 East Street
Woodland, CA 95776

Second Alternate:

Yolo County Office of Education
1280 Santa Anita Ct
Woodland CA 95776

Emergency Operations Center (EOC)

The EOC is equipped with emergency power generators, radios, telephones, and maps and can be staffed 24 hours per day.

Primary EOC:

Woodland Fire Station 3- Training Center



1556 Springlake Ct
Woodland CA, 95695

Secondary EOC:

Woodland Police Department
1000 Lincoln Ave,
Woodland, CA 95695

Succession

The County Administrative Code requires that the order of succession for the position of the Director of Emergency Services be as follows:

1. City Manager/Director of Emergency Services
2. Assistant Director of Emergency Services, who shall be appointed by the Director
3. Fire Chief

3. Organization and Assignment of Responsibilities

3.1 Use of SEM, NIMS, and ICS

For the City, this basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the SEMS, The NIMS, and the ICS, to be consistent with the NRF concepts and to be coordinated with other jurisdictional partners within the Yolo County.

The following sections list out the City's organization structure as well as departmental roles and responsibilities during an EOC activation.

3.2 Emergency Management Organization

The Fire Department reports to the City Manager who is the Director of Emergency Services during an EOC activation. The Fire Chief provides general direction and oversight to the staff, and the functions of emergency management and the City EOC. The Office is responsible for the following:

- Ensure all phases of emergency management are addressed in strategic planning efforts, building the core capabilities and disaster resiliencies within the City of Woodland
- Organizing, staffing and operating the EOC
- Provide information and guidance to the public and elected officials including emergency warning and alerting
- Provide resource management inventories of critical assets, supplies and equipment necessary to support emergency response and recovery operations
- Reviewing and maintaining internal and external emergency operations plans and preparedness programs for the City of Woodland
- Ensure that emergency planning follows state and federal guidance
- Identifying and analyzing potential hazards and recommending appropriate mitigation measures
- Conduct on-going emergency preparedness and educational campaigns and training

Serving as the emergency management point of contact for government officials, public safety, organizations, nonprofit and community-based organizations, city, county, tribal, and private industry partner and stakeholders.

3.3 Role of Elected Official

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section details some of the local official's roles and responsibilities during and following a disaster.

Elected Officials Role During an Emergency Disaster

The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation before attempting to step in as a decision maker. Elected officials' role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and City EOC staff will do this. To help with this goal, an elected official's role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, proclaiming a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to constituents and work with partners to ensure a coordinated message.
- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.
- Provide input for response-related activities, when appropriate.
- Trust and empower emergency management staff to make the right decisions.
- Serve citizens by allowing First Responders and EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning/training before a disaster and leadership during the recovery period is where they will have the greatest impact and be of most value.
- Use an EOC Liaison to help stay informed during the incident.

Elected Officials Role Following an Emergency Disaster

The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure the community is built back right. For a city to truly recover, diligent and firm adherence to the City's Codes and Regulations must be adhered to. To help in accomplishing this goal, elected officials can:

- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

3.4 Role of City Departments

In the event of an EOC activation, each city department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information to manage an incident that occurs in the City, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the City departments. Details of department staff roles and responsibilities in the EOC are defined in the EOC position job aids included in part two of this plan.

3.4.1 Administrative Services

City Manager's Office

The executive staff members of the City Manager's Office are responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager, or designee, will serve as the EOC Manager/Director overseeing the direction and policy guidance of all EOC operations. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as appropriate. The City Manager's Office will also utilize the Public Information Officer (PIO) to staff the position of EOC PIO to support the collection, verification, and dissemination of emergency related information to the public and the media.

Community & Recreation Services

Community & Recreation Services is responsible for supporting mass care operations, including the implementation of shelter operations in the City. Mass care and shelter operations include the mobilization and deployment of department personnel and resources and receiving and registering volunteer resources during emergencies. Community & Recreation Services will provide staff to manage the shelter facilities and may request additional assistance from the Yolo OA and the American Red Cross (ARC), if necessary. Community & Recreation Services personnel are also responsible for reporting damage assessment information related to park facilities, working within their departmental reporting structure. Community & Recreation Services will appoint department representatives to the City EOC to assist in the coordination of department operations. In addition, the department also serves in a primary role for activation and operation of cooling and warming centers due to severe weather.

Economic Community Development

The Economic Community Development is responsible for providing support on public infrastructure evaluation/damage assessment, providing Geographic Informational Services (GIS) support upon request,

identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, providing animal care services to sheltering/evacuation, and administering evaluations and permits in the recovery process. Department representatives lead the Planning Section and may serve in a variety of EOC sections and branches, depending on the needs of the incident. Economic Community Development also establishes the Recovery Coordination Group following the response phase of a disaster event as the City moves into the recovery phase and supports redevelopment and recovery strategies for the City using current economic development strategies.

Finance Department

The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations.

Human Resources Department

The City Human Resources Department is responsible for managing all efforts associated with city personnel and volunteers. As emergency resources, city personnel and volunteers may be assigned to positions in the EOC or in the field to support city emergency management and response operations. Department representatives will staff the Personnel Branch of the EOC, addressing issues such as workers compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate. In addition, the risk management personnel within Human Resources are responsible for providing a representative to staff the Safety Officer position within the EOC.

Information Technology Department

The Information Technology (IT) Department is responsible for ensuring the operation of the City's critical IT infrastructure during an emergency and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC, and will provide support to GIS, mapping, and any other technical resources. IT will provide representatives to the EOC when activated.

Fire Department

The Fire Department is responsible for the management of fire operations within the City during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of EMS, providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A Fire Department representative will be appointed to serve in the Fire Branch of the Operations Section in the EOC.

The Fire Department is the lead for the day to day management of the emergency management function for the City.

Police Department

The Police Department is responsible for law enforcement operations and terrorism prevention within the City. Police officers will respond to the immediate threats and dangers associated with any emergencies in the City. The Police Department will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, and damage assessment. A Police Department representative will be appointed to serve in the Law Branch of the Operations Section in the EOC.

Public Works Department

The Public Works Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Public Works is also responsible for providing flood gate management services for designated areas within the City. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Works will assist emergency operations by deploying personnel into the incident area to assess damage and begin emergency restoration efforts. These operations will be coordinated through their DOC, which will communicate and coordinate with the EOC.

Utilities Engineering

Utilities Engineering is responsible for the management of flood response operations, mitigation, planning, and recovery activities. Utilities will monitor and assess weather-related data, provide technical assistance for interpreting river level related data and its impacts in the City, document any flooding through photographs, observations, and computer-generated data, ensure water and sewer are maintained during the emergency, manage certain floodgates, and provide staff to the EOC. The flood monitoring information provided by Utilities will assist the EOC in making necessary evacuation, transportation, or other emergency management related decisions. Utilities will coordinate flood fighting operations in coordination with local reclamations districts and other city and contracted partners, in the event of potential or actual levee failure/flood emergencies. Utilities are responsible for the maintenance and access to hazard maps (such as 100-year flood zone maps).

Woodland Public Library

The Woodland Public Library supports the Planning/Intelligence Section of the Emergency Operations Center by leveraging its expertise in information management, documentation, and research. Librarians

can assist as part of the Documentation Unit, maintaining accurate records, situation reports, and incident action plans, while also providing access to data, maps, and historical archives that aid situational awareness. In addition, the library can serve as a community information hub, helping distribute verified updates, manage rumor control, and ensure the public has access to reliable emergency resources.

EOC, DOC and Responder Personnel

While this EOP is focused on the City's organizational response, all city employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any city employee with responsibility to report to the EOC, a DOC, or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports city employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their city emergency management responsibilities.

Finally, the following sections list out the role and responsibilities of the private sector.

3.5 Role of the Private Sector

3.5.1 Contracted City Services

In the event of an EOC activation, each contract city service partner is responsible for supporting emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract city service partners will either provide a representative to the City EOC or provide a contact number for their Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the City, and to communicate emergency efforts between their organization and the City.

3.5.2 Residents

The resident of the City are primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community, and reduce demands on first responders.

3.5.3 Population with AFN

Populations with AFN include those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence,

communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong.
- Live in assisted living settings.
- Are elderly.
- Are unaccompanied children.
- Are from diverse cultures.
- Have limited English proficiency or a non-English speaking.
- Have sight or hearing losses (impairments).
- Are transportation disadvantaged.
- Other situations that would require assistance.

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- Communications and Public Information: Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Evacuation and Transportation: Evacuation plans must incorporate disability and older adult transportation providers enable the movement of people with mobility impairments and those with transportation disadvantages.
- Sheltering: Care and shelter plans must address the AFN of people with disabilities and older adults to allow for sheltering in general population shelters.
- Americans with Disabilities Act: When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

3.5.4 At Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless.
- Without transportation.
- Out of hearing range of community alert sirens/systems.
- Without radio or television to know they need to take action.
- Without access to telephones.
- Visiting or temporarily residing in an impacted region.
- Not familiar with available emergency response and recovery resources.

- Limited in their understanding of English.
- Geographically or culturally isolated.

3.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards

Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans

Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The Cal OES Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds, to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous materials within the county.

Business Emergency Plans

This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A list of critical products and services.
- Production shutdown procedures.
- A company command post.
- Alternative work sites.
- Methods and channels of communication.
- Contacts with local emergency management officials.
- A method to provide and accept goods and services from other companies.

Business Operations Centers

This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing EOC.

3.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources which can augment emergency response and recovery efforts. Some examples of voluntary organization are the following:

- American Red Cross.
- Volunteers in Policing.
- Service and Religious Organizations.
- Yolo County Amateur Radio Group.

3.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times.
- Logistic measures required to quickly deliver needed supplies and services to affected areas.
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies.
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies.
- Systems that aid business and economic recovery after an emergency.

4. Direction, Control and Coordination

4.1 Direction and Control

The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the EOC, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the EOC Manager/Director that is staffed by the City Manager or designee.

4.2 Coordination

The City EOC will coordinate resource requests from the field and other jurisdictions within the City. If request exceed the supply, the EOC will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Yolo OA EOC. The OA EOC will coordinate resources obtained from within the OA. If resources are not available in the OA, they will request from the Coastal REOC. The REOC(s) will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the SOC. If the state cannot supply the resource, they will request from FEMA and other federal agencies.

4.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

4.3.1 OA Coordination

In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the City will follow SEMS and make requests for additional assistance through the OA, working directly with the operational area emergency management personnel and the OA EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (REOC), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, city representatives in the EOC will ensure that these external partners work within the designated organizational structure of the City EOC. The City EOC Manager/Director will designate the coordination procedures for new partners that are not already established as part of the City's emergency management operational systems.

4.3.2 Mutual Aid

California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid

Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

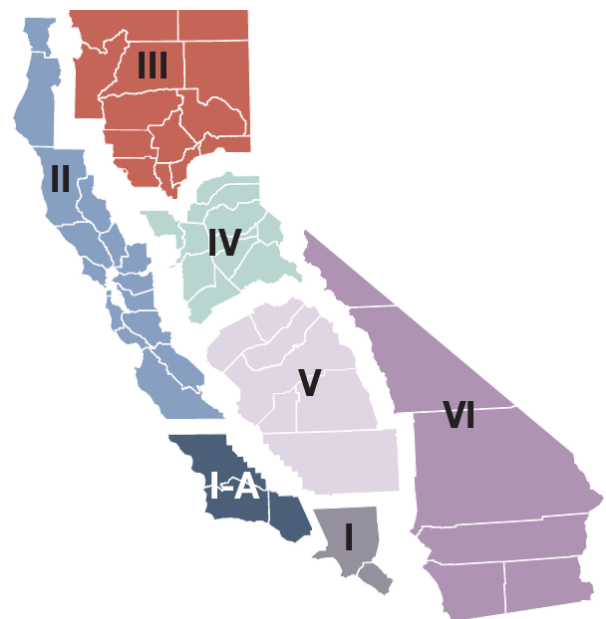
There are four approved, formal Mutual Aid Systems in California. Those systems are:

- Fire and Rescue.
- Law Enforcement.
- Coroner.
- Emergency Management.

Other informal mutual aid involves, but is not limited to the interchange of:

- Public Information.
- Public Works.
- Medical and Health.
- Communications.
- Transportation Services.
- Facilities.
- Hazardous Material Mutual Aid System.
- Volunteer and Private Agencies.

Figure 4-1 California Mutual Aid Regions



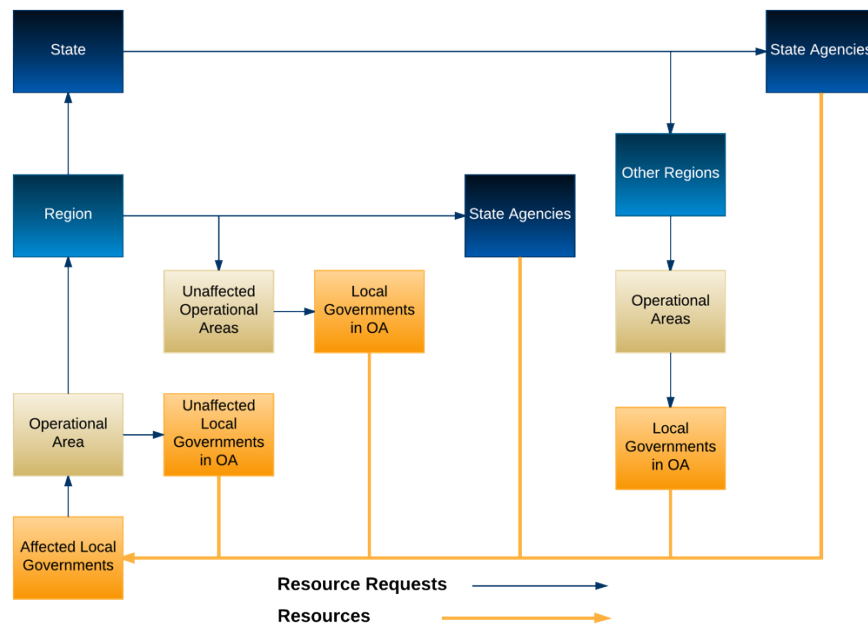
California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more OAs. A map of the Regions is shown in Figure 4-1. The City is located in Mutual Aid Region IV.

4.3.3 Mutual Aid Coordination

Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the IC. If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
- **OA Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the Regional Mutual Aid Coordinator responsible to be filled.
- **Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple OAs and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

Figure 4-2 Flow of Request and Resources



4.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, city management plan, and nests into and supports the Yolo County EOP.

The city will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the City EOC is organized into the sections listed below.

- Management Section.
- Operations Section.
- Planning Section.
- Logistics Section.
- Finance Section.

Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan,

and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the SEMS, based on State of California emergency management standards, has been adopted by the City for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to REOC(s), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the Cal OES website.

4.4.1 NIMS

The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- HSPD-5, Management of Domestic Incidents: Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a NRF and a NIMS.
- PPD-8, National Preparedness: Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the NIMS, NRF, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The NIMS structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the NIMS provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The NIMS structure requires the institutionalization of the ICS and its use to manage all domestic incidents.

The NIMS structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the NIMS approach:

- Command and Management.
- Preparedness.
- Resource Management.
- Communications and Information Management.
- Supporting Technologies.
- Ongoing Management and Maintenance.

4.4.2 SEMS

The SEMS is the cornerstone of California’s emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the ESA for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the OA concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

Standardized Emergency Management System Organization Levels

There are five Standardized Emergency Management System organizational levels.

State

The State Level of SEMS prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the EMAC and similar interstate compacts/agreements and coordinates with FEMA when federal assistance is requested. The State Level operates out of the SOC. At the Federal Level, the NRF identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via SEMS process through the mutual aid region and SOC.

Region

The Regional Level manages and coordinates information and resources among OA(s) within the mutual aid region and also between the OA and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern which are further divided into six mutual aid regions as shown in Figure 4-1.

OA

An OA is the intermediate level of the state’s emergency management organization, which encompasses a county’s boundaries, and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

Local Government (The City)

The Local Government Level includes cities, counties and special districts, Local governments are required to use SEMS when their EOC is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

Field

The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

SEMS Functions

SEMS requires that every emergency response involving multiple agencies includes the five functions identified in Figure 4-. These functions must be applied at each level of the SEMS organization.

Figure 4-3

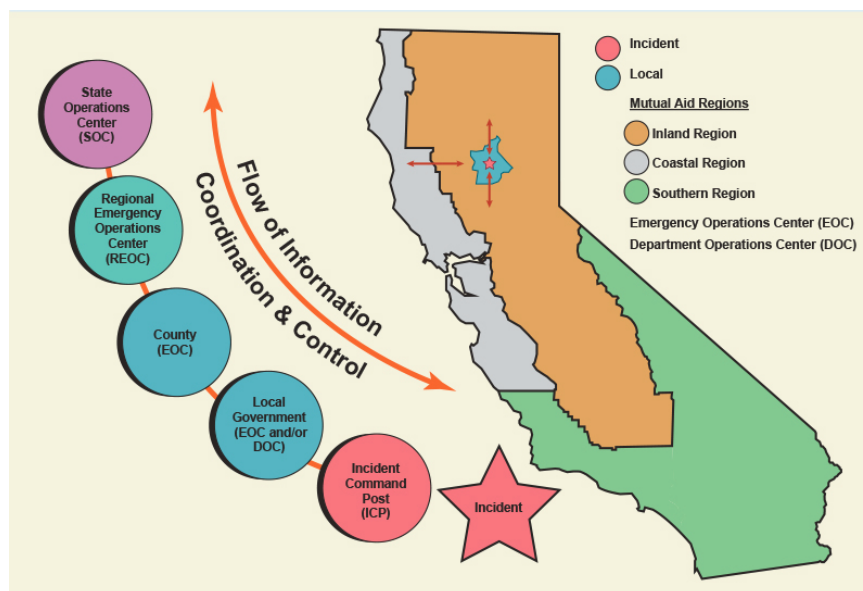
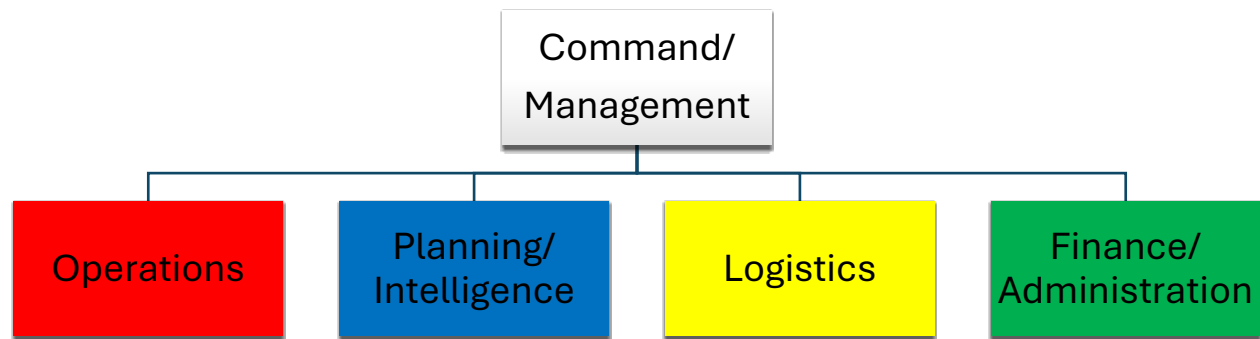


Figure 4-4 Standardized Emergency Management Functions



Command/Management

Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the EOC levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the ICS, the IC, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the DOC or the EOC, when activated.
- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the IAP. In the EOC, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.

- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the EOC Action Plan (EAP) at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set GIS priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for the incident or EOC personnel; coordinate procurement activities, process claims and track costs.

The field and EOC are illustrated in Table 4-1.

Table 4-1 Field and EOC SEMS Functions Comparison

SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the IAP	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EAP
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

5. Communication

5.1 City EOC

Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the City, communications will be established between the City EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications are used for direct communications with field responders or outside agencies.

The City EOC can communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's REOC, and the SOC. OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

5.2 City Operations and Responders

The City operational staff in the field implement interoperable communications through the use of radios to facilitate communications with all responding departments and city entities. Alternate forms of communication such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communication between DOCs, EOCs, and the ICP that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the City EOC when it is activated.

5.3 Notification and Warning

In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as a result of an emergency. Those alert and warning methods are as follows:

Maintaining communication during emergencies and disasters is essential. The City of Woodland uses several systems to communicate with its employees and the public before, during, after a disaster. Communication systems may be damaged or overloaded during and after an event, making communication difficult and highlighting the need to have multiple systems. The words "alert", "warning", and "notification" are defined as follows:

- **Alert:** A communication intended to draw the attention of recipients to some previously unexpected or unknown condition or event.
- **Warning:** A communication that encourages recipients to take immediate protective actions appropriate to some emergent hazard or threat.
- **Notification:** A communication intended to inform recipients of a condition or event for which contingency plans are in place.

Deciding whether to issue an alert, warning or notification can be a difficult decision. Ultimately, it will be a matter of local judgement. The following criteria can be applied when faced with the decision to issue a warning that encourages immediate action:

- Does the hazardous situation require the public to take immediate action?
- Does the hazardous situation pose a serious threat to life or property?
- Is there a high degree of probability the hazard situation will occur?

Persons within the City, including those in the AFN community, have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the City will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

The City of Woodland's alert, warning, and notification systems are described in the sections below.

Alert Yolo

Through Yolo County the City of Woodland uses a mass notification system powered by Everbridge software. Yolo County began implementing this software in 2013, and the City of Woodland opted-in with the County to have a singular system. It has two functions, an opt-in system: only people who register will receive notification; and an Integrated Public Alert and Warning system.

Integrated Public Alert and Warning System (IPAWS), Wireless Emergency Alert (WEA) and Emergency Alert System (EAS)

The Integrated Public Alert and Warning System (IPAWS) is an internet-based capability Federal, State, and local authorities can use to issue critical public alerts and notifications. This system is embedded in the County's Mass Alerting Software in which Woodland is a participant.

IPAWS delivers alerts simultaneously through multiple communications devices reaching as many people as possible to save lives and protect property. The three components of IPAWS are Emergency Alert Systems (EAS), Wireless Emergency Alert (WEA), and the National Oceanographic and Atmospheric Administration (NOAA) Weather Radio.

During an emergency, the City of Woodland through Yolo County may use the Wireless Emergency Alert (WEA) and the Emergency Alert Systems (EAS).

- Wireless Emergency Alert (WEA) – FEMA licenses Yolo County to send emergency alerts through the WEA system, which accesses cell phone towers to broadcast alerts to all cell phones within the geographical area. It sends a unique alert tone and vibration is accompanied by a brief text message but is limited in the length WEA messages. Unlike Yolo Alert, the WEA system does not require people to do opt-in registration to get the alert.
- Emergency Alert Systems (EAS) – Yolo County can utilize the EAS system to send emergency alerts to the public via media outlets, such as broadcast, cable, satellite television, and AM, FM, and satellite radio. The system may be used by federal, state, and local authorities to deliver important emergency

information, such as AMBER alerts and weather information targeted to specific areas through commercial broadcast stations.

Amateur/ Ham Radio

Amateur, or ham, radio operators can use radio frequencies to relay emergency information to other agencies at the municipal, county, or state level.

California Health Alert Network

The Yolo County Health and Human Services Agency receives health alerts via the California Health Alert Network (CAHAN). CAHAN sends out health alerts to Yolo County health providers via a rapid and secure communications system, State and local health agencies, healthcare providers, emergency management officials, and other emergency response partners. It provides the capability to disseminate announcements from local, state, or federal public health authorities to inform health and medical service personnel of likely or imminent dangers to the health of their community.

Government Notification to Employees

Each City department is encouraged to develop its plan to notify employees during or after an emergency or disaster.

Public Information Officer, and Use of Media and Social Media

The Public Information Officer (PIO) disseminates notifications to the public using press releases and other outreach to standard media outlets, including radio, television, newspapers, posts on social media sites like Facebook and X, and press conferences, video of which may be livestreamed and made available for later viewing.

Alert, Warnings, and Notifications for the Whole Community

Individuals with access or functional needs often require more time and resources to act (including securing accessible transportation and evacuating) before, during, and after disasters. Providing the whole community with accessible, timely information throughout the emergency lifecycle is essential, and failure to do so places individuals with access and functional needs at greater risk of losing their life, safety, security, and independence. Considerations include accessible and actionable messages, time needed to act on alert or warning messages, types of events warranting alert or warning, and establishing inclusive communication strategies and networks.

For more information on accessible alerting and warning in Yolo County, see the Yolo County Access and Functional Needs Annex and Alert and Warning Annex.

6. Information Collection, Analysis and Distribution

6.1 Before an Incident

Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the City population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

6.2 During an Incident

Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EAP.

The use of APs in the City EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts.
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives.

The Action Planning process should involve the EOC Director and Section Chiefs/Coordinators (one from each Section) along with other EOC staff, as needed, such as agency representatives.

The initial EAP may be a verbal plan that is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An EAP will be developed whenever the EOC is activated, either partially or fully. A written EAP is required whenever:

- Two or more agencies are involved in the response.
- The incident overlaps more than one operational period.
- All EOC functions are fully staffed.

The EAP addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated throughout the operational period and revised or updated as warranted.

The Planning Section Chief/Coordinator, with input from the EOC Manager/Director, EOC Coordinator, and the Operations Section Chief/Coordinator, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EAPs will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, EOC personnel, the OA, and other key agencies using the City's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

6.3 After an Incident

Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the City and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

6.4 Emergency Public Information

Emergency Public Information is a priority of most importance during emergencies and disasters. The City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

7. Administration, Finance and Logistics

7.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses.
- Document all actions taking during emergency operations.
- Procure necessary equipment, resources, and additional support.
- Track and document city employee working hours.
- Manage continuity of operations (COOP) for the City.
- Develop staff rotation schedules for extended operations.
- Manage compensation and claims related to emergency operations.
- Track and document the deployment and utilization of resources.
- Manage additional staff and volunteers to support emergency operations.
- Manage financial and in-kind donations.
- Oversee and manage information technology components and issues as they arise.
- Other actions as appropriate.

7.1.1 City Operations Policy Statement

Limitations

Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees

Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel

City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City EOC.

Non-Discrimination

All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Citizen Preparedness

This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

7.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all people employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the EOC, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Assignment may include duties within the EOC, in the field or at another designated location.

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

7.1.3 Documentation

The EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The EOC Planning Section will maintain copies of documents that are integral to EOC functions such as EAP, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

7.2 Finance

In the case of a major disaster, the EOC will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the FEMA Public Assistance Program. The City may assist the citizenry with public service announcement regarding available unemployment benefits, worker's compensation, and insurance benefits.

7.2.1 Expenditure Tracking

The city may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

7.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expenses include standby personnel and/or equipment and lost revenue.

7.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all the cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece(s) of heavy equipment used for emergency operations.
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance.
- Labor costs should be compiled separately from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.

- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of a disaster. The following section focuses on logistics and resource management, priorities, and requests.

7.3 Logistics

7.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

7.3.2 Resource Priorities

When activated, the City EOC establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the EOC to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the EOC.

7.3.3 Resource Requests

Resource requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Request for resources that are normally within the inventories of the mutual aid system will go from local coordinator to OA Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from the City will be coordinated with the Yolo OA EOC to determine if the resource is available internally or other more appropriate sources located within the OA. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from the City EOC to the Yolo OA EOC may be verbally requested and then documented. Available resources will be allocated to the requesting local government, if a request for a specific resource exceeds the supply, the available resources will be allocated consistently with the priorities established through the action planning process. The Section Chiefs in the EOC are responsible for ensuring that priorities are followed.



Resource requests for equipment, personnel, or technical assistance not available to the City should be coordinated with the Yolo County EOC to the Inland REOC. Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches is important for tracking the resources.

8. Plan Development and Maintenance

This section of the City EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority of the City Manager's office in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City uses the planning process prescribed by FEMA and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with the City Departments and Yolo County.

8.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The City follows administrative practices required by state law and the SEMS Guidelines in Part III of the SEMS Guidelines documenting California's Emergency Management administrative practices.

8.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

8.3 Training and Exercises

All city department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided with a copy of this plan (as noted in Record of Distribution section of this plan) and are required to read and become familiar with the plan.

A multi-year training and exercise plan called the Integrated Preparedness Plan (IPP) is developed at the County level and followed by the City that identifies and prioritizes the levels of training and the exercises

the City should follow. This IPP aligns with other training and exercises within the OA to ensure practice and integration with OA partners as often as possible.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

8.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the City's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

8.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) require any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a State of Emergency or State of War Emergency shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.

- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the City EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.

9. Authorities and References

Federal

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining EOPs, November 2020, Version 3.0 (draftv0.5)

State

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government
- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act

- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardized Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

County

Authorities

- Yolo County Code Title 4, Chapter 1

References

- Yolo County Emergency Operations Plan, March 2024
- Yolo County Multi-jurisdictional Local Hazard Mitigation Plan, 2023

City

Authorities

- Woodland Municipal Code Title 13

References

- LHMP City of Woodland Community Profile, 2018

Appendix A – Acronyms

- Access and Functional Needs (AFN)
- Action Plan (AP)
- After Action Report (AAR)
- American Red Cross (ARC)
- California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)
- California Disaster Assistance Act (CDAA)
- California Emergency Services Act (ESA)
- California Office of Emergency Services (Cal OES)
- Continuity of Government (COG)
- Continuity of Operations (COOP)
- Department Operations Center (DOC)
- Disaster Recovery Center (DRC)
- Disaster Service Worker (DSW)
- Emergency Management Assistance Compact (EMAC)
- Emergency Medical Services (EMS)
- Emergency Operations Center (EOC)
- Emergency Operations Plan (EOP)
- EOC Action Plan (EAP)
- Federal Coordinating Officer
- Federal Emergency Management Agency (FEMA)
- Geographic Informational Services (GIS)
- Homeland Security Presidential Directives (HSPDs)
- Incident Action Plan (IAP)
- Incident Commander (IC)
- Incident Command Post (ICP)
- Incident Command System (ICS)
- Information Technology (IT)
- Integrated Preparedness Plan (IPP)
- Joint Field Office (JFO)
- Joint Information Center (JIC)
- Local Assistance Centers (LAC)
- Multiagency Coordination Group (MAC Group)
- Multiagency Coordination System(s) (MACS)
- National Incident Management System (NIMS)
- National Oceanic Atmospheric Administration (NOAA)
- National Response Framework (NRF)
- Office of Emergency Services (OES)
- Operational Area (OA)

- Public Information Officer (PIO)
- Regional Emergency Operations Center (REOC)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)
- Standard Operating Procedure (SOP)
- Standardized Emergency Management System (SEMS)
- State Coordinating Officer (SCO)
- State Operations Center (SOC)

Appendix B – Glossary of Terms

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activation: 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Communications: Process of the transmission of information through verbal, written, or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted, including all levels of governments, across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures based on lessons learned from actual incidents or from training and exercises.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

Emergency: Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Management Community: The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local, and tribal governments.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Federal: Of or pertaining to the federal government of the United States of America.
Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC Level, it is called the EOC Action Plan.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for an incident or EOC activation.

Management Staff: See Command Staff.

Mitigation: Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. **Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National: Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management. **Non-governmental Organization (NGO):** An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the ARC.

Officer: 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Operations Section: The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provide a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to

states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Standard Operating Procedure (SOP): Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107–296, 116 Stat. 2135 (2002).

State Operations Center (SOC): The SOC is operated by the California Governor’s Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

Strategy: The general plan or direction selected to accomplish incident objectives.

System: An integrated combination of people, equipment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Technical Assistance: Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ADOPTING THE 2025 EMERGENCY OPERATIONS PLAN AND AUTHORIZING
THE MAYOR TO SIGN THE LETTER OF PROMULGATION**

WHEREAS, the City of Woodland is committed to protecting the health, safety, and welfare of its residents, businesses, and visitors during emergencies and disasters; and

WHEREAS, the City of Woodland's Emergency Operations Plan (EOP) establishes the City's Emergency Management Organization and assigns functions and responsibilities consistent with the California Standardized Emergency Management System (SEMS) and the Federal National Incident Management System (NIMS); and

WHEREAS, the EOP serves as the City's primary framework for preparing for, responding to, and recovering from emergencies and disasters by defining the City's organizational structure, activation triggers, and coordination processes with local, regional, state, federal, and non-governmental partners; and

WHEREAS, the City's EOP is a living document that requires regular review and revision to remain current with evolving emergency management protocols, best practices, and compliance requirements; and

WHEREAS, the City's Fire Department, through the Office of Emergency Services, has completed a comprehensive review and full reformatting of the EOP to align with the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101, Version 3.1, ensuring consistency with federal and state guidelines and strengthening overall preparedness; and

WHEREAS, adoption of the updated EOP ensures the City of Woodland maintains compliance with SEMS and NIMS, thereby preserving its eligibility for state and federal disaster assistance and sustaining access to homeland security and emergency management grant funding; and

WHEREAS, the City Council recognizes the importance of adopting the revised EOP to further strengthen the City's ability to protect life, property, and the environment during emergencies and disasters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby adopts the 2025 Emergency Operations Plan as presented.

SECTION 2. The City Council authorizes the Mayor to execute the Letter of Promulgation affirming the Council's support of the updated plan.

SECTION 3. The City Manager, serving as the City’s Director of Emergency Services, is directed to implement the updated plan and ensure all necessary training, exercises, and updates are completed to maintain compliance and readiness.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 7th day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rich Lansburgh, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: October 7, 2025
ITEM #: G.16
SUBJECT: Woodland Police Department Semi-Annual Report
January 1, 2025 – June 30, 2025

Recommendation for Action:

Staff recommends that the City Council receive the Woodland Police Department's Semi-Annual Report for the period from January 1, 2025 to June 30, 2025.

Staff Contact:

Ryan Kinnan, Chief of Police, (530) 661-7832, Ryan.Kinnan@cityofwoodland.gov

Background:

The Woodland Police Department provides the City Council with semi-annual updates to highlight operational activity, public safety trends, and community engagement efforts. These reports are intended to ensure transparency, track progress toward Council goals, and provide an opportunity for discussion regarding departmental priorities and resource needs.

Discussion:

The Woodland Police Department has remained committed to delivering high-quality law enforcement services throughout the first half of calendar year 2025. Currently, staffing vacancies are the department's primary operational hurdle, as not being fully staffed has put additional strain on other bureaus internally. This semi-annual report highlights the following areas of interest and includes discussion surrounding the current staffing challenges:

1. Goals and Challenges
2. Calls for Service/Crime Statistics
3. Homeless & Co-responder Efforts

As previously mentioned, staffing remains a primary point of concern for the department. With 21 professional staff and 71 sworn staff, the department has 92 approved positions. Currently, the department has 82 staffed positions, with 3 vacancies among the sworn staff. This does not tell the whole story of the staffing difficulties, as additionally, there are 2 officers still at the academy, 2 officers going through FTO (field training), and 2 officers out on "4850 time," or long-term disability. Accounting for those staff shows that of the department's 71 *approved* sworn staff, currently only 62 can operate at full capacity. Although 87% staffing levels may sound reasonable at first, each staff member missing causes an additional strain on departmental resources, driving up overtime costs, response times, and the potential for increased liability as officers attempt to do more with less.

Through these staffing challenges, Woodland PD has continued to operate commendably. Staff were faced with over 30,000 calls for service, the same amount as in the previous reporting period, while down an additional 4 personnel. Although staff were able to respond to the same number of calls, we observed an average increase in response time of approximately 48% due to these staffing shortages. The worst case being Priority 3 calls, which saw an increase of nearly 30 minutes per response.

Thanks to the continued efforts of our dedicated staff, we have seen downward trends in both total offenses and arrests. This is due in part to officers proactively initiating about 9,000 of the approximate 30,000 calls for service. These proactive stops, patrols, and area checks, performed by officers, have been a contributing factor to Woodland's crime rates continuing to drop from one period to the next. Notably, there has been a modest increase of approximately 15 percent in traffic stops and citations but a slight decrease of about 5 percent for DUI's specifically.

In addition to the proactive measures focused on patrols and traffic stops, the department's homeless programs, including the Homeless Outreach Service Team (HOST) & Co-Responders, were able to make contact with unhoused individuals over 1,200 times while down 1 of their 3 staff members. The continued efforts by both HOST and Co-Responders have resulted in approximately a 28% drop in calls for service directly related to homelessness.

At the time of agenda posting a summary of the semiannual department statistics was still being finalized. The summary will be provided as part of the Council presentation on the item.

Conclusion:

Staff recommends that the City Council receive the Woodland Police Department's Semi-Annual Report for the period from January 1, 2025, to June 30, 2025.

Prepared by: Ana Carvajal, Administrative Clerk II

Reviewed by: Ryan Kinnan, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. WPD 2025 P1 Semi Annual Report

Police Department Semi-Annual Report

January 2025 – June 2025

City Council, October 7, 2025



Overview

1. Goals & Challenges
2. Statistics (Calls for Service/Crime)
3. Homeless & Co-responder Efforts
4. Social Media & Outreach

Presenting:



Chief Ryan L. Kinnan

Challenges & Goals

Challenges

1. Staffing

- WPD has been operating 9 sworn staff short, causing reductions in service.

2. Funding

- Lack of funding has contributed to inability to staff and integrate new technology to attract talent.

3. Technology Integration

- Of the technology that is being implemented, staff have had difficulty with some vendors not keeping to promised timelines and expectations.

Goals

1. Have all 92 approved Full-Time positions staffed

2. Increase operational efficiency

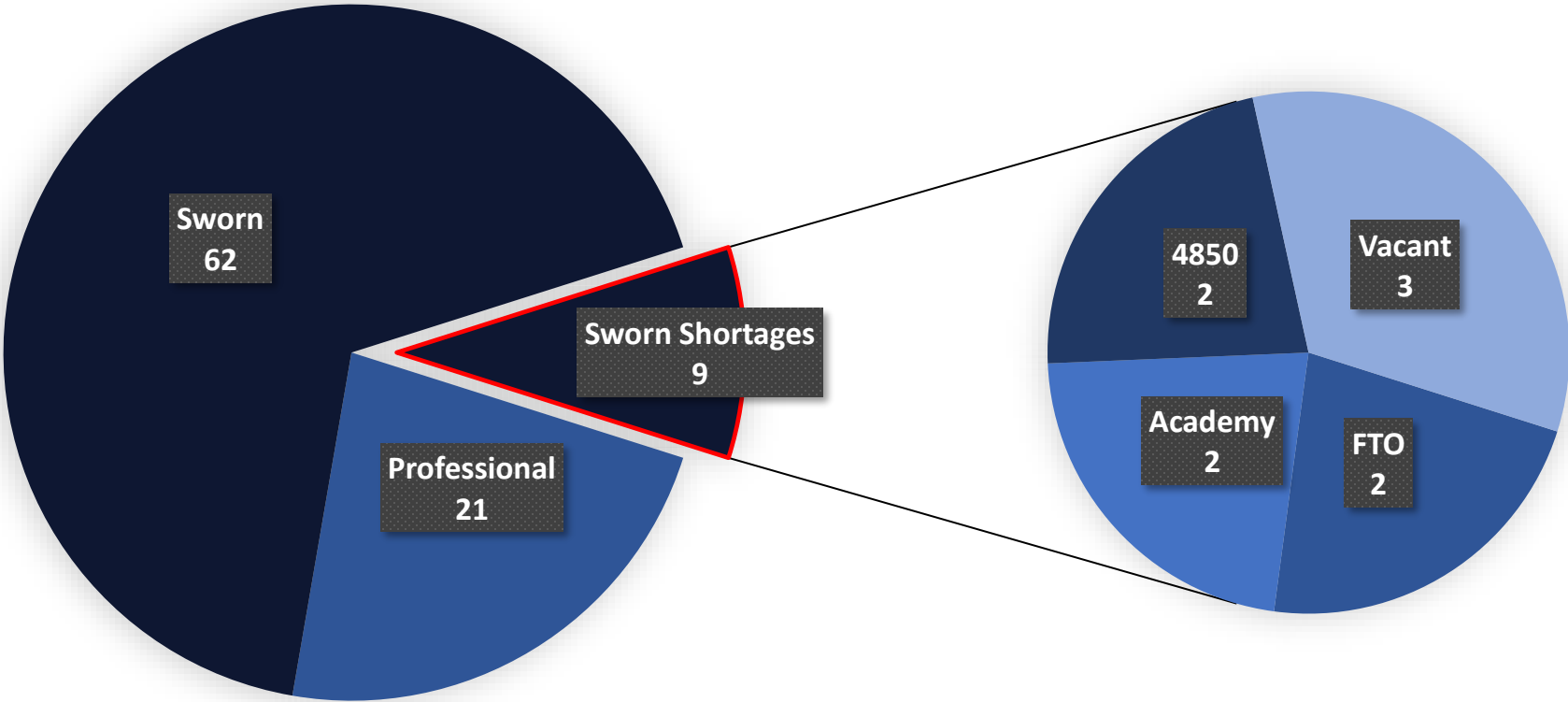
3. Reduce DUIs and homeless-related incidents

4. Continue community outreach efforts



Challenges & Goals – Staffing

- 92 Approved Full-Time Positions
 - 21 Professional Staff
-
- 71 Sworn Staff
 - 9 Shortages
 - Academy
 - 4850
 - FTO
 - Vacancies
- 62 Sworn Staff Current Capacity



Statistics – Response Times & Calls for Service



Average Response Times
(minutes, number of calls)

	2024 P2	2025 P1	%Δ
Priority 1	7:02	8:03 (464)	+14.5%
Priority 2	12:01	12:13 (5,039)	+1.66%
Priority 3	43:44	60:06 (24,642)	+37.4%



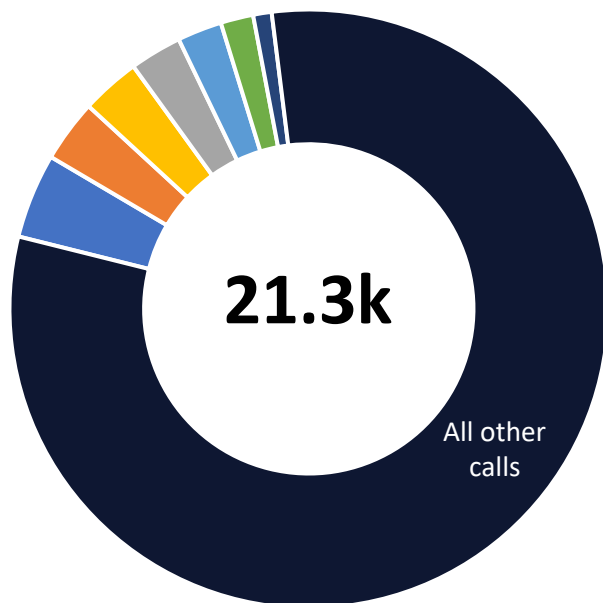
Total Calls for Service

	2024 P2	2025 P1	%Δ
Total	31,629	30,145	-4.67%
Officer-Initiated	8,689	8,877	+2.16%

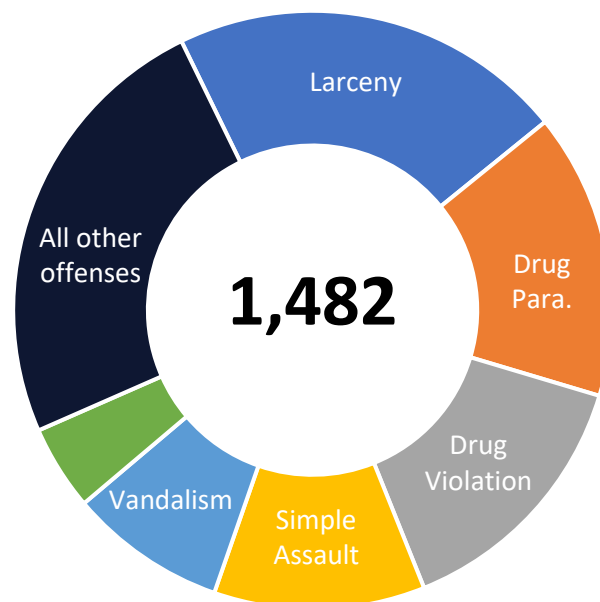


Statistics – Crime Statistics

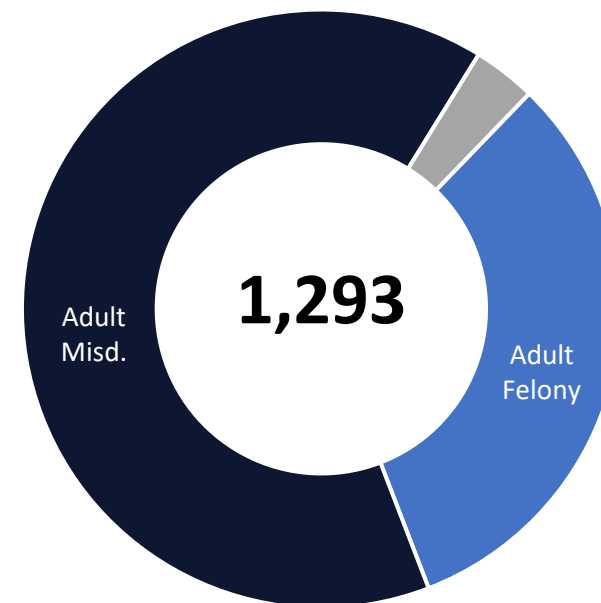
Calls for Service
(Community Initiated)



CIBRS Group A Offenses



Arrests

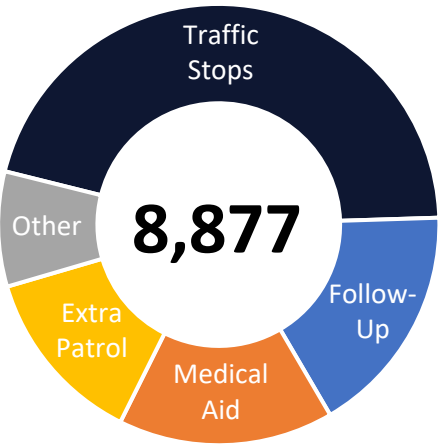


Note: Top 3 Calls/Offenses/Arrests shown – additional data will be available with the WPD annual report



Statistics – Officer-Initiated & Traffic

Calls for Service
(Officer-Initiated)



Traffic



	2025 P1
Traffic Stops	4049
Follow-Up	1515
Medical Aid	1402

	2024 P2	2025 P1	%Δ
Stops	3445	4049	+17.5%
Citations	1689	1935	+14.6%
DUI	98	93	-5.10%



Note: Top 3 Calls shown – Not all stops result in citations



Homeless & Co-Responder Efforts



Note: Only Mental Health Assessments were tracked in 2024 P2

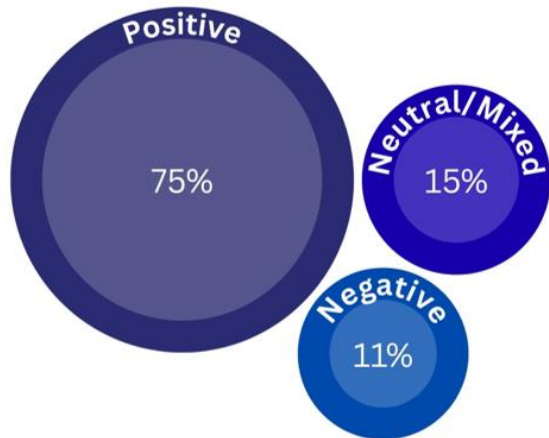


Social Media & Outreach



Post Contact Satisfaction Survey Jan-Jun 2025

Done using Axon My90



1 Volunteer Hour = \$34.79
747 Volunteer Hours = \$25,988



18 Volunteers
23 Neighborhood Watch Groups



Reach (people)	535,000	45,000
Engagement (interactions)	56,000	23,000
Visits	173,000	19,000
Followers	33,657	5,266

Facebook: facebook.com/WoodlandPD/
Instagram: [@woodlandpolice](https://www.instagram.com/woodlandpolice)



Thank You

