



City of Woodland

Meeting Agenda

City Council

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 17, 2026
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 Declaring February 2026 as Black History Month

RECOMMENDATION FOR ACTION: Staff recommends the City Council proclaim the month of February 2026 as Black History Month.

4. SUBJECT: Designation of March 7 as Arbor Day

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve Resolution No. _____, designating March 7, 2026, as Arbor Day in the City of Woodland.

5. SUBJECT: Commission on Aging Meeting Minutes for November 20, 2025

RECOMMENDATION FOR ACTION: Staff recommends the City Council receive the November 20, 2025 Commission on Aging meeting minutes.

6. SUBJECT: Accept the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, as complete.

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, accepting the construction contract for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, with Argonaut Constructors, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

7. SUBJECT: City Council Priority Goals & Strategic Actions

RECOMMENDATION FOR ACTION: Staff recommends that the City Council review and accept its updated Priority Goals & Strategic Action Plan.

8. SUBJECT: Appropriate Funding for the Aquifer Storage & Recovery Well #31 Project, CIP 17-05

RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, 1) Appropriating \$1,142,490 from the Water Enterprise Fund, and 2) Amending the project budget to allocate the \$3,000,000 in grant funding from the US Bureau of Reclamation WaterSMART program to the Aquifer Storage & Recovery Well #31 Project, CIP 17-05.

9. SUBJECT: Accessory Dwelling Unit (ADU) Ordinance Updates

RECOMMENDATION FOR ACTION: Staff recommends that the City Council waive the second reading and adopt Ordinance No. ____ amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

10. SUBJECT: Prohousing Incentive Program Application Authorizaiton

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No._____, authorizing an application for, and receipt of, Prohousing Incentive Program funds.

11. SUBJECT: Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) – Final Acceptance and Notice of Completion

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

1.) Accept the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and

2.) Approve an engineering design consultant services contract amendment with Mark Thomas in the amount of \$2,805 for a total agreement amount of \$407,762.29 and authorize the City Manager to execute the amendment

12. SUBJECT: Resolution Supporting Woodland's Immigrant Community

RECOMMENDATION: Staff recommends that the Council approve Resolution No. _____, affirming support for Woodland's immigrant community.

G. REPORTS OF THE CITY MANAGER

13. SUBJECT: Fire Department Semi-Annual Status Report

RECOMMENDATION FOR ACTION: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July to December 2025.

14. SUBJECT: Woodland Police Department Annual Report January 1, 2025 – December 31, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Woodland Police Department's Semiannual Report for the period from January 1, 2025, to December 31, 2025.

15. SUBJECT: Creation of an Automotive Dealership Advertising/Sales Tax Rebate Program

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

1. Establishing the Automotive Dealership Advertising/Sales Tax Rebate Program as outlined in this report and attached program framework (Attachment 3); and

2. Authorizing the City Manager, or designee, to negotiate rebate agreements with qualifying dealerships in accordance with the approved program parameters. Individual Draft Agreements will be brought back to City Council for approval following a public hearing.

H. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Joint Regular Meeting of the Woodland Finance Authority/ City Council of the City of Woodland scheduled for February 17, 2026 was posted on February 14, 2026 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: February 17, 2026
ITEM #: D.1
SUBJECT: General Public Comments

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.



Ken Hiatt
City Manager

Attachments:

None



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: E.2
SUBJECT: Long Range Calendar

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

Staff Contact:

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

Background:

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

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

Ken Hiatt
City Manager

Attachments:

1. Council Long Range Calendar

CITY COUNCIL LONG RANGE CALENDAR

March 3rd

REGULAR MEETING

Approve Kamstrup Water Meter Purchase for the Water Meter Replacement Project CIP 22-03
Award 2026 Water and Sewer Replacement Project, CIP 25-01
CDD Semiannual Report
CSD Semiannual Report
Hiddleson Park Improvements - Phase 1
FY26 Midyear Budget Presentation

March 17th

REGULAR MEETING

Library Eave and Roof Replacement Project - Approve Plans and Authorize Bid
Aquatic Facility Use Agreement with WJUSD
East Beamer Way Campus - Annual Report
Yolo County Animal Services Presentation

April 7th

REGULAR MEETING

Proclamation – Child Abuse Prevention Month
Yolo Active Transportation Corridors Project Presentation
Award Design Build Contract for Fire Station #4
Elkhorn Fire District – MOU with Yolo County
Woodland Senior Center, Inc. 50th Anniversary
Approval of the SB707 Policy Regarding Disruption of Internet Service During Public Meetings
FY27 Budget Workshop

April 21st

(Capital to Capital) NO REGULAR MEETING

May 5th

REGULAR MEETING

Proclamation – Public Works Week
YoloTD Short Range Transit Plan Presentation

Future Topics / Study Sessions:

Urban Limit Line Amendment FEIR and General Plan Amendment (May/June) City Solar Arrays – Madison Energy PPA Buyout (TBD) Sewer and Water Rate – 218 Hearing (TBD)
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Updated 2/13/2026



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: F.3
SUBJECT: Proclamation Declaring February 2026 as Black History Month

Recommendation for Action: Staff recommends the City Council proclaim the month of February 2026 as Black History Month.

Background:

Dr. Carter G. Woodson, African-American Historian, author, and founder of the Association for the Study of African American History, founded Negro History Week, which was celebrated during a week in February 1926. The observance of February as Black History Month began in 1976 and has been recognized nationally for 50 years.

The theme for 2026 is "A Century of Black History Commemorations." The 2026 theme marks the 100th anniversary of the first Negro History Week and explores the impact of commemorating Black life, culture, and history.

Prepared by: Jennifer Robinson, Deputy City Clerk



Ken Hiatt
City Manager

Attachments:

1. Proclamation - Black History Month 2026

Woodland

PROCLAMATION RECOGNIZING THE MONTH OF FEBRUARY 2026 AS “BLACK HISTORY MONTH”

WHEREAS, the City of Woodland is welcoming, inclusive, and dedicated to improving the quality of life for those who live, work, and visit here; and

WHEREAS, Black History Month grew out of the establishment in 1926 of Negro History Week by Carter G. Woodson and the Association for the Study of African American Life and History (ASALH); and

WHEREAS, the observance of Black History Month calls for the attention to the continued need to battle racism and build a society that lives up to its democratic ideals; and

WHEREAS, the ASALH established the 2026 national theme for observance of this year’s Black History Month as "A Century of Black History Commemorations", marks the 100th anniversary of the first Negro History Week and explores the impact of commemorating Black life, culture, and history; and

WHEREAS, the City of Woodland continues to work toward becoming an inclusive community in which all residents – past, present, and future – are respected and recognized for their contributions and potential contributions to our community, the state, the country, and the world; and

WHEREAS, the City of Woodland is proud to honor the history and contributions of African Americans in our community, throughout our state, and nation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland hereby proclaims February 2026 as Black History Month and encourages all residents to celebrate our diverse heritage and culture and continue efforts to create a world that is more just, peaceful, and prosperous for all.

DATED: February 17, 2026

Tom Stallard, Mayor

Mayra Vega, Mayor Pro Tempore

David Moreno, Council Member

Tania Garia-Cadena, Council Member

Rich Lansburgh, Council Member





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: F.4
SUBJECT: Designation of March 7 as Arbor Day

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____, designating March 7, 2026, as Arbor Day in the City of Woodland.

Staff Contact:

Westley Schroeder, Park Superintendent, (530) 661-5958, westley.schroeder@cityofwoodland.gov

Fiscal Impact:

Hosting an annual Arbor Day celebration is included in the regular Urban Forestry budget. The event's costs are reduced with assistance from the Woodland Tree Foundation, West Coast Arborist, and community volunteers.

Background:

Each year, the City of Woodland celebrates Arbor Day to recognize the many benefits trees provide to the community and to honor its heritage as "The City of Trees". Arbor Day is a nationally recognized observance that promotes tree planting and care. Celebrating Arbor Day is also a requirement of Woodland's designation as a "Tree City USA".

Founded by J. Sterling Morton in Nebraska in 1872, National Arbor Day is usually celebrated each year on the last Friday in April. However, the date varies depending on the climate of the state in which it is being held.

Discussion:

This year, the City's Arbor Day observance is scheduled for Saturday, March 7th, and will feature a community tree-planting event. City of Woodland Urban Forestry staff, the Woodland Tree Foundation, and West Coast Arborist will partner with community volunteers to plant more than 50 trees representing 17 different species at four locations near the Community & Senior Center. The event will begin at 8:30 am, with a gathering at the Community Center front entrance, followed by a brief presentation to commemorate Arbor Day. Volunteers will then break into groups to plant trees. Environmental Services is providing information on water conservation, green waste, composting, and other conservation topics.

Celebrating Arbor Day highlights the City's ongoing commitment to its urban forest and the quality of life trees provide for the community. It also creates opportunities to educate the public and promote best practice in urban tree planting and care. Arbor Day celebrations support the City's 2019 Urban Forest Plan goals for community outreach and engagement.

Conclusion:

Staff recommends that the City Council approve Resolution No. _____, designating March 7, 2026, as Arbor Day in the City of Woodland.

Prepared by: Westley Schroeder, Park Superintendent

Reviewed by: Christine Ferrara, Community Services Director



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution_Arbor Day

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
DESIGNATING MARCH 7, 2026, AS ARBOR DAY IN THE CITY OF
WOODLAND**

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, 2026 is the 154th anniversary of the holiday, and Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for building homes, fuel for our fires, and beautifying our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby designates Saturday, March 7, 2026, as Arbor Day in the City of Woodland. The City urges all citizens to celebrate and support efforts to protect our trees and woodlands, to plant trees to gladden the heart, and promote the well-being of this and future generations.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 17th day of February 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: F.5
SUBJECT: Commission on Aging Meeting Minutes for November 20, 2025

Recommendation for Action: Staff recommends the City Council receive the November 20, 2025 Commission on Aging meeting minutes.

Staff Contact:

Dallas Tringali, Community Services Program Manager, (530) 661-2005,
dallas.tringali@cityofwoodland.gov

Discussion:

The minutes from the November 20, 2025 Commission on Aging meeting were approved at the meeting on January 15, 2026.

Conclusion:

Staff recommends the City Council receive the November 20, 2025 Commission on Aging meeting minutes.

Prepared by: Dallas Tringali, Community Services Program Manager

Reviewed by: Christine Ferrara, Community Services Director

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

Ken Hiatt
City Manager

Attachments:

1. 2025 11 20 COA Minutes

City of Woodland

Woodland Community & Senior Center
2001 East Street
Woodland, CA 95776



CITY OF
WOODLAND
CALIFORNIA

Commission on Aging –

Thursday, November 20, 2025

3:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS - PUBLIC COMMENT

E. REGULAR CALENDAR

1. Approve Minutes from the September 18, 2025 Commission on Aging Meeting
On a motion by Commissioner Kathy Harryman, seconded by Commissioner Iulia Bodeanu and carried on a 4-0 vote, Commissioners approve the Minutes from the September 18, 2025 Commission on Aging Meeting

AYES: Commissioner Kathy Harryman, Commissioner Iulia Bodeanu, Commissioner Regan Overholt, Commissioner Judy Aubuchon

NOES:

ABSENT:

ABSTAIN:

2. Commissioner Request for Absence from Future Meetings
No Commissioner requests made.

F. COMMUNICATIONS - COMMISSION/STAFF STATEMENTS AND REQUESTS

3. Commissioner Reports and Updates
No Commissioners had specific reports.

G. NEW BUSINESS

4. Review 2025 Senior Satisfaction Survey
Staff presented the Senior Satisfaction Survey that was conducted in May/June 2025. Commissioners plan to survey Senior Center classes, will discuss at the January 2026 COA meeting.

5. Commission on Aging FY26 Work Plan
On a motion by Commissioner Kathy Harryman, seconded by Commissioner Iulia Bodeanu and carried on a 4-0 vote, Commissioners vote to approve the Commission on Aging FY26 Work Plan.

AYES: Commissioner Kathy Harryman, Commissioner Iulia Bodeanu, Commissioner Regan Overholt, Commissioner Judy Aubuchon

NOES:

ABSENT:

ABSTAIN:

H. REPORT OF THE STAFF

6. Woodland Senior Center Staff Report

Staff discussed the recent large events at the Senior Center: Oktoberfest, Thanksgiving Dinner, and the upcoming Holiday Social and Brunch. Ticket sales are successful and tickets sell out fast. Commission circled back to some survey suggestions and had questions about the HICAP program.

7. Senior Center Program Trends

Staff discussed how the Senior Center collects program data. Senior Center Coordinator Ruth Dowling organizes the facilitators of the classes, and one of the facilitators' responsibilities is to report class numbers. Classes are best compared to themselves and not to each other, since the needs of each class are so different.

I. AGENDA ITEMS FOR NEXT MEETING

Commissioners would like to schedule time to take a Satisfaction Survey to Senior Center classes for more input on programs.

J. ADJOURN

Meeting adjourned at 03:47 PM.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: F.6
SUBJECT: Accept the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, as complete.

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, accepting the construction contract for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, with Argonaut Constructors, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

Staff Contact:

Mark Miller, Associate Engineer, (530) 661-5968; mark.miller@cityofwoodland.gov

Fiscal Impact:

The authorized construction contract amount with Argonaut Constructors, Inc. (hereafter "Argonaut") for the 2025 Water and Sewer Repair and Replacement Project, CIP 24-02, (hereafter "Project") is \$4,279,624.25 with an approved contingency amount of \$427,962. One initial change order was executed increasing the contract amount by \$14,635.94 and one final change order was executed decreasing the contract amount by \$71,951.95 which results in a total construction contract of \$4,222,308.24.

The Project has an authorized total budget of \$6,387,737 funded through Water Enterprise (\$3,887,737) and Sewer Enterprise (\$2,500,000) Funds. All work was completed within the authorized project budget.

There is no impact to the City's General Fund.

Background:

CIP 24-02 was partially scoped for underground utility repairs to be completed in advance of a future road improvement project. The road project, tentatively planned for 2028, would rehabilitate and improve portions of Cross Street inclusive of the utility project limits.

CIP 24-02 is also the ninth phase of a multi-year project where Utility Engineering and Operations staff annually identify locations around the City that have the greatest prevalence of water main and service lateral breaks and leaks, and prioritize these locations for repair or replacement. The 2025 project replaced the existing water distribution system and replaced or repaired the defective portions of the existing sanitary sewer system in the vicinity of Cross and College Streets between West Street, Lincoln Avenue, Fourth Street, and Pendegast Street.

Approximately 5,470 linear feet of mainline water pipe were replaced by the Project, thereby eliminating a portion of the antiquated system of 2-inch diameter cast iron water mains which are buried in residents' front yards near the city sidewalks. These 2-inch mains are notorious for problems such as breaks and leaks as they are a direct-buried cast iron material located shallow enough to be subject to diurnal fluctuations in temperature and can be disturbed by homeowner's improvements. The Project constructed a new 8-inch diameter potable water main in the street and connected 109 adjacent residences with new polyethylene services that will deliver more reliable water pressure for the next century. Concurrent with this water work, the Project replaced 3,589

linear feet of slope-deficient and fractured sewer mains, installed 8 new manholes, and replaced 84 defective sewer laterals within the public right-of-way in the project's vicinity.

Discussion:

One initial change order for CIP 24-02 was executed in the amount of \$14,635.94 and one final change order was executed in the amount of -\$71,951.95. The final change order brings the total construction change order amount to -\$57,316.02 and the total construction contract amount to \$4,222,308.24. The first change order compensated Argonaut for scope changes and unforeseen obstructions encountered during sewer system improvements on Dingle Lane and Cross Street and during water system improvements on Cross Street. The final change order compensated the contractor for additional scope changes and unforeseen conditions during sewer lateral construction on Second Street, water main construction on Craig Avenue, and water connections on College Street, and also accounted for the final contract quantities that were measured at the end of the Project to be below or above the originally bid amounts.

A breakdown of project expenditures is provided in the table below:

Construction Contract	\$4,279,624
Project Design	\$302,525
Change Orders	-\$57,316
Construction Inspection	\$216,226
Total Construction Cost	\$4,741,059
Project Management Staff Time	\$120,000
Total Project Cost	\$4,861,059
Total Project Budget	\$6,387,737

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, accepting the construction contract for the 2025 Water & Sewer Repair & Replacement Project, CIP 24-02, with Argonaut Constructors, Inc., as complete and authorizing the City Clerk to file a Notice of Completion.

Prepared by: Mark Miller, Associate Engineer

Reviewed by: Tim Busch, PE, Principal Utilities Civil Engineer
 Brent Meyer, PE, Community Development Director/ City Engineer



Ken Hiatt
 City Manager

Attachments:

1. Proposed Resolution_ CIP 24-02 Completion

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ACCEPTING THE CONSTRUCTION CONTRACT FOR THE 2025 WATER & SEWER
REPAIR & REPLACEMENT PROJECT, CIP 24-02, AS COMPLETE AND AUTHORIZING
THE CITY CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, the City Council adopted Resolution 8451 on March 4, 2025, to execute a construction contract with Argonaut Constructors, Inc., (“Argonaut”) in the amount of \$4,279,624.25 and to approve construction contingencies of up to \$427,962 for the 2025 Water and Sewer and Replacement Project, CIP 24-02 (the “Project”); and

WHEREAS, construction of the Project began on April 21, 2025, and was completed on November 26, 2025; and

WHEREAS, one initial contract change order was executed in an amount totaling \$14,635.94, and one final change order was executed in the amount of -\$71,951.95, which brings the total contract change order amount to -\$57,316.02 and the total contract amount to \$4,222,308.24.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby accepts the 2025 Water and Sewer and Replacement Project, CIP 24-02, as complete.

SECTION 2. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the 2025 Water and Sewer and Replacement Project, CIP 24-02.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 17th day of February 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: F.7
SUBJECT: City Council Priority Goals & Strategic Actions

Recommendation for Action: Staff recommends that the City Council review and accept its updated Priority Goals & Strategic Action Plan.

Staff Contact:

Ken Hiatt, City Manager | ken.hiatt@cityofwoodland.gov, (530) 661-5800
Spencer Bowen, Communication & Strategic Policies Manager
| spencer.bowen@cityofwoodland.gov, (530) 661-5808

Fiscal Impact:

There is no direct fiscal impact associated with this recommendation. To the extent that identified priority projects and initiatives require resources beyond those currently appropriated, staff will return to City Council for subsequent actions as necessary.

Background:

Every year, the City Council holds a special meeting to discuss their Priority Goals and Strategic Action Plan. Goals and priorities set by the City Council provide important structure as the City assesses progress made to address the top issues facing our community. Additionally, clear priorities help direct the City's limited resources towards those initiatives and programs that contribute most directly to the outcomes prioritized by the Council.

Discussion of and consensus on priorities, resource allocation, and key areas of focus among Council Members, City staff, and community members fuels progress towards these goals. To this end, the Council held a public Study Session on January 31, 2026, to review and update its Priority Goals and Strategic Action Plan for the coming year. Staff presented both narrative and quantitative updates on progress made in calendar year 2025 to assist in the discussion.

Below is a summary of accomplishments since the Council's most recent goals and actions update in Spring 2025:

- Opened New Woodland Aquatics Center
- Completed Parking Lot Expansion at the Community & Senior Center
- Opened Woodland Regional Park Preserve to the public
- Completed erosion and habitat improvements at the Pacific Flyway Pond
- Launched the Woodland Public Library Bookmobile
- Opened Dr. Jesse Ortiz Child Development Center
- Entered into Agreements with Woodland Tennis Club and Woodland Soccer Club for Sports Park Facilities
- Completed Phase 2 of the Recycled Water Project extension
- Supported completion of Staybridge, Courtyard, Home 2 Suites hotels
- Repaved 3rd Street (Main to Gibson) and added ADA ramp improvements
- Repaved Downtown Parking Lots and administered Downtown Parking Survey

- Completed public arts projects including "Bees Knees" at the Woodland Public Library and the Porter Building Mural on Dead Cat Alley
- Approved new waste hauling Franchise Agreement with WM (formerly Waste Management)
- Determined a location for a new Woodland Transit Transfer Hub in collaboration with the Yolo Transportation District
- Entered into a new 20-year Agreement with Spring Lake Fire Protection District

Discussion:

Based on staff and the Council's feedback, below is a summary of the changes proposed to the Priority Goals & Strategic Actions.

Category 1: Improve Quality of Life

Initiatives Removed:

- Open New Woodland Aquatics Center (ribbon cut on February 7, 2026)
- In collaboration with concerned residents, evaluate and implement best enforcement and communication practices to reduce use and impacts of illegal fireworks (significant progress made in the last two years)
- Continue to expand access and affordability of the City's youth programs (duplicative with priority initiative "evaluate different models to deliver impactful, inclusive, and affordable programming")
- Open Woodland Regional Park Preserve for public access and environmental education (completed)
- Improve overall resident engagement (addressed in Category 4, "Enhance Governance & Fiscal Responsibility")

Initiative Changed:

- Update "Neighborhood traffic-calming" to "Focus on walkability, bikeability, safety, and neighborhood traffic-calming."

Category 2: Focus on Economic Development & Downtown

Initiative Changed:

- Updated wording to "Implement professional marketing, events, and promotions that drive increased business activity and hotel stays, including using our new Entertainment Zone ordinance to promote Woodland as a destination."

Category 3: Strengthen Public Safety & Infrastructure

Initiatives Added:

- "Complete a rate study and adopt new multi-year sewer and water utility rates."
- "Take necessary steps to consider an Urban Limit Line amendment to expand the water user base and prioritize resident affordability."
- "Develop a citywide policy to enhance sidewalks and clarify maintenance responsibilities."

Category 4: Enhance Governance & Fiscal Responsibility

Initiatives Added:

- "Reduce/manage costs associated with the operation of the Woodland Cemetery and analyze alternative service models, including re-establishing a Cemetery District."
- "Facilitate community engagement with the legislative process by expanding digital access to City Council meetings consistent with new State of California requirements."

Initiative Removed:

- Continue to strengthen alignment of City's boards, commissions, and advisory committees with Council priorities (significant progress made).

Other changes to the document are very minor and/or stylistic.

Conclusion:

Staff recommends that the City Council review and accept its updated Priority Goals & Strategic Action Plan.



Ken Hiatt
City Manager

Attachments:

1. City Council Priority Goals - Updated 02.17.26

City Council
Priority Goals & Strategic Plan
February 17, 2026



CITY OF
WOODLAND
CALIFORNIA

300 FIRST STREET - WOODLAND, CA 95695



Improve Quality of Life

Preserve and enhance Woodland as an inclusive community and an exceptional place to live, learn, work, play, and engage for current and future generations

Key Strategies

- *Promote healthy and purposeful living*
- *Provide opportunities for youth to thrive*
- *Celebrate our diversity through multicultural events*
- *Continually reevaluate the effectiveness of programs and services*
- *Invest in cultural and recreational amenities*
- *Focus on sustainability and resiliency to climate change*

Priority Initiatives

- Improve coordination with service providers and partner agencies to reduce the negative impacts of homelessness, both on unhoused folks and community quality of life
- Evaluate different models to deliver impactful, inclusive, and affordable programming
- Expand the Community Enhancement Unit (CEU) to beautify and maintain Woodland's streets, parks, facilities, and neighborhoods.
- Continue to partner with Yolo County Housing to take next steps in revisioning and revitalizing the Yolano-Donnelly and Armfield neighborhood
- Proactively pursue opportunities to increase senior housing

Continuing Initiatives

- Monitor and ensure effective utilization of the East Beamer Way Campus to reduce homelessness in Woodland
- Complete remaining deferred maintenance improvements to the Library
- Focus on walkability, bikeability, safety, and neighborhood traffic calming
- Strengthen code enforcement
- Continue to implement Equity Action Plan to ensure better access to City programs, services, and facilities (*moved from priority to continuing*)
- Support and assist community groups in efforts to invest in recreational facilities
- Expand public arts and continue to grow multicultural activities including strengthen relationship with our Sister City (*moved to from priority to continuing*)



Focus on Economic Development & Downtown

Support a vibrant economy throughout town with a diverse economic base offering a range of employment opportunities and business services; Revitalize Downtown as the heart of the community and center of civic activity

Key Strategies

- *Cultivate existing businesses*
- *Strengthen communications and relationships with entire business community*
- *Continue to develop Woodland as a visitor destination*
- *Expand digital and technology-based economy*
- *Develop workforce training initiatives in support of existing and future economy*

Priority Initiatives

- Support the establishment of a global center of innovation for food, agriculture and health as a catalyst project for the Woodland Research & Technology Park.
- Incentivize economic growth in sectors that generate substantial sales tax revenue
- Support the construction of new industrial space, with a focus on higher wage and property value generating projects
- Facilitate stakeholder conversations focused on improving local workforce training initiatives
- Implement professional marketing, events, and promotions that drive increased business activity and hotel stays, including using our new Entertainment Zone ordinance to promote Woodland as a destination
- Focus on inclusive economic development and diversifying Woodland's job base through retention, expansion, and attraction of technology-based industries
- Partner with County Fair Mall ownership to develop viable reuse for the mall
- Evaluate downtown parking utilization and implement changes to continually improve management and user experience
- Improve communication with businesses in all areas and sectors

Continuing Initiatives

- Continue to partner with Yolo County in enforcing unpermitted street vendor activity while providing a pathway for vendors to become licensed and operate in conformance with codes
- Advance pre-development of the Woodland Research & Technology Park
- Continue to promote The Food Front industry partnership
- Lighting, landscaping, and public art enhancements with a focus on Downtown and expansion throughout the community



Strengthen Public Safety & Infrastructure

Ensure that Woodland is a safe and resilient community through delivery of high-quality public services and infrastructure that protects our community from risk and harm

Key Strategies

- *Continually assess public safety service delivery models*
- *Invest in programs that support youth and families*
- *Communicate and educate the public on neighborhood safety*
- *Ensure maintained infrastructure that complies with regulations*

Priority Initiatives

- Expand law enforcement capacity across sectors, including traffic, patrol, and investigations
- Educate public on the importance of flood safety and take steps necessary to advance flood protection project
- Advance design-build of new fire station at Gibson Road and Bourn Drive
- Mitigate congestion on E. Main Street and secure state and federal funding for 5/113 freeway connector and E. Main Street Neighborhood Livability project
- Upgrade the public safety radio system infrastructure to enhance communication and ensure timely and effective response of emergency services
- Evaluate industry best practices in public safety delivery models and identify potential opportunities to adapt and expand capacities, including a focus on staffing strategies and limiting reliance on overtime (*moved from continuing to priority*)
- Complete rate study and adopt new multi-year sewer and water utility rates
- Take necessary steps to consider an Urban Limit Line amendment to expand water user base and prioritize resident affordability

Continuing Initiatives

- Continue to invest in projects to improve the efficiency and resiliency of the City's water system and overall public infrastructure
- Continue to leverage state and outside funding for reconstruction of major roadway corridors
- Develop a citywide policy to enhance sidewalks and clarify maintenance responsibilities
- Advocate to State of California for maintenance of Cache Creek
- Continue to advocate for key legislative changes to criminal justice system
- Expand volunteer and neighborhood watch programs



Enhance Governance & Fiscal Responsibility

Promote a local government and city organization that is committed to transparency and fiscal responsibility while meeting the needs of the community with effective delivery of services and information

Key Strategies

- *Proactive communication of factual and relevant information*
- *Utilize City boards and commissions to effectively engage public*
- *Streamline budget process while maintaining transparency*
- *Regularly reassess effectiveness of government services*

Priority Initiatives

- Conduct a comprehensive community engagement effort to build understanding of City services, finances, and budgetary limitations
- Cultivate community foundations to help support improved public services and programming
- Maintain balanced budget while strategically investing in projects and programs that yield fiscal, social, and/or environmental benefits
- Ensure timely and broad-based dissemination of information and seek input to continue to improve communication and engagement efforts
- Assess staff recruitment, retention, training, and data collection with a focus on diversity, equity, and inclusion
- Reduce/manage costs for services provided to, or received from, external agencies, with a focus on YoloTD, Animal Services, and Elkhorn
- Reduce/manage costs associated with the operation of the Woodland Cemetery and analyze alternative service models, including re-establishing a Cemetery District
- Evaluate new and innovative funding strategies to help the City continue to provide exceptional programs, services, and infrastructure.
- Establish funding mechanism to cover costs to comply with state stormwater quality mandates
- Reduce utility costs by assessing and identifying strategies to increase efficiency and sustainability, including evaluating purchase of existing City solar arrays
- Facilitate community engagement with the legislative process by expanding digital access to City Council Meetings consistent with new State of California requirements

Continuing Initiatives

- Improve collaboration with partner agencies and community organizations
- Improve and expand access to constituent services
- Invest in improved service delivery and organizational efficiencies
- Continue to work with labor groups to address budget priorities while ensuring adequate benefits
- Review the City's investment policy



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: F.8
SUBJECT: Appropriate Funding for the Aquifer Storage & Recovery Well #31 Project, CIP 17-05

Recommendation for Action: Staff recommends the City Council adopt Resolution No. _____, 1) Appropriating \$1,142,490 from the Water Enterprise Fund, and 2) Amending the project budget to allocate the \$3,000,000 in grant funding from the US Bureau of Reclamation WaterSMART program to the Aquifer Storage & Recovery Well #31 Project, CIP 17-05.

Staff Contact:

Matt Cohen, Associate Engineer - (530) 661-5973; matt.cohen@cityofwoodland.gov

Fiscal Impact:

The Aquifer Storage & Recovery Well #31 Project, CIP 17-05 (the "Project"), is currently funded for design in the Capital Budget with \$7,679,487 of Water Enterprise Funds, including the recent funding from the Woodland-Davis Clean Water Agency (WDCWA). An additional \$1,142,490 in funding for the Project construction is included in the Final Report of the 2021 Water Rate Study. With the \$1,142,490 appropriation and the \$3,000,000 in grant funding from the US Bureau of Reclamation WaterSMART program, the project budget will be \$11,821,977.

The total project cost is estimated at \$11,400,000. These costs are subject to change based on actual bid prices. Additionally, costs may be affected by tariffs and long delivery times for certain equipment. An updated budget analysis will be prepared after receiving the bids.

There is no impact to the City's General Fund.

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.

On September 3, 2024, the Council authorized a grant application for the US Bureau of Reclamation's WaterSMART Drought Response Program. In December 2024, the City applied to the Program and thereafter received a notice of intent for funding in June 2025 and a final executed grant agreement on January 26, 2026. ASR wells are considered drought resiliency projects under the program. The City of Woodland is in the design stage for a fourth ASR Well and expects construction to begin in Summer 2026 and injection of treated surface water to begin by December 2027.

Discussion:

The City's 2020 Urban Water Management Plan indicated the need for a fourth ASR Well by year 2025 to improve water system reliability and accommodate growth in the City. The development of an ASR well takes around 4 years of design, construction, and initial injection of surface water prior to

use as a production well. The plan was to begin work on the fourth ASR well (ASR Well 31) in 2022 and have it operational for water supply of stored surface water. However, the City was not selected for funding from the 2022 funding application to the Department of Water Resources's Urban Community Drought Relief Grant Program. The City's successful application through the Bureau of Reclamation will be used to supplement funding for the project.

New regulations further threaten the use of existing active and standby groundwater wells (non-ASR wells). Well 22G experienced a catastrophic failure in 2021 and had to be removed from the City's water supply portfolio. Well 22G had been considered an active well, meaning that it was one of the wells next in line for operation when additional water is necessary. Additionally, Blending Well 16 will become inoperable on October 1, 2026, due to the State Water Resources Control Board's (SRWCB) new hexavalent chromium regulation. The loss of Well 22G and Well 16 has accelerated the need for the fourth ASR well. In addition, the City has demolished several other legacy groundwater wells in recent years due to water quality concerns from the native groundwater being pumped from those wells. The list of wells inactivated and demolished within the past ten years include: Wells 5, 6, 10, 12, 17, 20, and 21. These wells were demolished for several reasons, including hexavalent chromium and nitrate compliance concerns and expensive mechanical replacement work in order to maintain operations.

Though the City still maintains Wells 14, 15S, and 19, these wells would pump groundwater directly to nearby customers, which would change the water chemistry and water quality these Woodland water customers have received since the conversion to surface water and ASR backup. These wells are for emergency use only and are limited to a maximum use of 5 days per year per SWRCB regulations. The City also maintains Wells 24 and 26 as blending wells, to blend groundwater with surface water in the City's distribution prior to delivery of water to customers. The new hexavalent chromium regulatory limit of 10 parts per billion will restrict the use of all remaining wells that used to be relied on for potable water supply. ASR Well 31 is needed to replace the lost capacity and limitations to pumping durations with higher quality surface water that is much lower in nitrate, hexavalent chromium, and hardness.

Conclusion:

Staff recommends the City Council adopt Resolution No. _____, 1) Appropriating \$1,142,490 from the Water Enterprise Fund, and 2) Amending the project budget to allocate the \$3,000,000 in grant funding from the US Bureau of Reclamation WaterSMART program to the Aquifer Storage & Recovery Well #31 Project, CIP 17-05.

Prepared by: Matt Cohen, Associate Engineer

Reviewed by: Tim Busch, Utilities Engineering Manager
Brent Meyer, Community Development Director / City Engineer



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution_CIP 17-05 Grant Acceptance

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
APPROPRIATING FUNDING AND AMENDING THE PROJECT BUDGET
TO ALLOCATE GRANT FUNDING FROM THE U.S. BUREAU OF
RECLAMATION WATERSMART PROGRAM TO THE ASR WELL #31
PROJECT, CIP 17-05**

WHEREAS, the City of Woodland is engaged in the design and construction of ASR Well #31, CIP 17-05, which is a drought resiliency project; and

WHEREAS, the City Council wishes to appropriate \$1,142,490 in funds from the Water Enterprise Fund, Fund 2210, as approved in the 2021 Water Rate Study through the adoption of this Resolution; and

WHEREAS, the City Council authorized the grant application to the US Bureau of Reclamation WaterSMART Drought Resilience Program on September 3, 2024; and

WHEREAS, the grant agreement with the US Bureau of Reclamation WaterSMART Drought Response Program has been executed for a grant award amount of \$3,000,000; and

WHEREAS, the City Council wishes to accept and allocate the funds to the 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 appropriates \$1,142,490 from the Water Enterprise Fund (Fund 2210) to the ASR Well #31 Project, CIP 17-05.

SECTION 1. The City Council hereby accepts the \$3,000,000 from US Bureau of Reclamation WaterSMART Drought Response Program and allocates the funds to 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 17th day of February 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: F.9
SUBJECT: Accessory Dwelling Unit (ADU) Ordinance Updates

Recommendation for Action: Staff recommends that the City Council waive the second reading and adopt Ordinance No. ____ amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

Staff Contact:

Hadlie Ward, Assistant Planner, (530) 661-5960, hadlie.ward@cityofwoodland.gov

Background:

In recent years, the California Legislature has approved, and the Governor has signed into law, several bills that amended the Government Code to impose new limits on local jurisdiction authority to regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs). On October 10, 2025, Governor Gavin Newsom signed Assembly Bill (AB) 462, AB 1154, Senate Bill (SB) 9, and SB 543, which further amended State ADU and JADU law, as summarized below:

AB 462

This bill included a new provision that allows the Certificate of Occupancy for a detached ADU to be issued prior to the primary dwelling on the same site, if the area is subject to a proclaimed state of emergency, the primary dwelling is damaged or destroyed, and certain requirements are met (Gov. Code § 66328(b)). The bill also modified the processing timelines for coastal development permits in coastal areas, which does not affect Woodland. AB 462 was an urgency measure that took effect on October 10, 2025.

AB 1154

Previously, a property owner was required to live on site for a JADU to be allowed. This bill reduced this owner occupancy requirement, so that owner occupancy is only required if the JADU and primary home share a bathroom (Gov. Code § 66333(b)). AB 1154 also prohibited JADUs from being operated as short-term rentals, or units rented for less than 30 days (Gov. Code § 66333(g)). This bill took effect January 1, 2026.

SB 9 (2025)

This bill expanded upon the existing requirement for a copy of an ADU ordinance to be submitted to the California Department of Housing and Community Development (HCD) within 60 days of adoption. SB 9 (2025) stipulated that an ADU ordinance becomes null and void if local jurisdictions do not submit the ordinance or if the jurisdiction does not respond to a finding that the ordinance is out of compliance within the required timeframe (Gov. Code §§ 66323(d) and 66333.5(d)). SB 9 (2025) took effect January 1, 2026.

SB 543

This bill modified the way in which ADU sizes are measured, as it pertains to the size requirements in state law, to be measured in square footage of "interior livable space" (Gov. Code §§ 66313(d) and 66321(b)(2)). Livable space is defined as "a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation" (Gov. Code § 66313(e)). SB 543 also clarified that a combination of state-defined ADU types, including those specified in California

Government Code Section 66323, may be constructed on a site. Additionally, the bill further specified the timeframes in which cities must process completeness review for ADU and JADU applications. Cities must provide written notice of whether an application for an ADU or JADU is complete within 15 business days after the City receives the application. If determined to be incomplete, a list of remaining items required must be provided to the applicant, and the applicant has the opportunity to appeal (Gov. Code §§ 66317 and 66335). SB 543 took effect January 1, 2026.

Following a public hearing held at a regularly scheduled meeting on January 15, 2026, the Woodland Planning Commission unanimously adopted a resolution (Attachment 3) recommending that the City Council approve the proposed amendments to Section 17.84.030 of the City of Woodland Municipal Code. On February 3, 2026, the City Council held a public hearing to discuss these amendments. Following the hearing, the City Council introduced and waived the first reading. The ordinance is now presented for waiver of the second reading and is recommended for adoption without changes.

Discussion:

The proposed amendments (Exhibit A) include changes to the City of Woodland ADU ordinance for clarification and compliance with recent state legislation, including AB 462, AB 1154, and SB 543. If the proposed amendments are adopted, staff will submit a copy of the ordinance to HCD within 60 days of adoption, which is required to prevent the ordinance from becoming null and void, as specified by SB 9 (2025).

Retaining a valid ADU ordinance allows the City to maintain local control where allowed by the State. For example, the Woodland ADU ordinance specifies objective design standards for ADUs over 800 square feet and retains discretion for large ADUs otherwise not allowed under minimum state ADU requirements, by creating a path for ADUs over 1,000 square feet and up to 1,200 square feet. These standards, which remain in the proposed ordinance, create flexibility for development of a variety of ADU sizes and assist with integration of ADUs over 800 square feet into residential neighborhoods.

Zoning Amendment Findings:

The ADU ordinance is located in Section 17.84.030 of the Zoning Ordinance in the City of Woodland Municipal Code. The following findings are required for amendments to the Zoning Ordinance:

1. The proposed amendment is consistent with the goals, objectives, and policies of the General Plan;

Pursuant to California Government Code § 66314(c), if a local agency adopts an ADU ordinance to allow ADUs in single-family and multifamily zones, ADUs shall be a residential use consistent with the existing general plan. The City of Woodland Housing Element includes Implementation Program A.21, which requires continuous encouragement of ADUs for increased housing opportunities and technical assistance to homeowners regarding ADU applications and standards. Maintaining a valid ADU ordinance that complies with State law supports this Housing Element program.

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;

The proposed amendments align with State ADU law. Where possible, objective standards are included for larger ADUs to assist with orderly infill within existing neighborhoods.

3. That the anticipated land uses on the subject site will be compatible with existing and future surrounding uses;

The proposed amendments are citywide and not site-specific.

4. *That the City's inventory of residential lands for qualified housing sites has not been reduced; and*

The proposed amendments do not include any changes to the Zoning Map and the residential lands available for qualified housing are not reduced.

5. *That the proposed amendment is consistent with any development-related application that is processed and approved concurrently with the amendment application.*

There is no development application associated with the proposed amendments.

Environmental Review:

Under California Public Resources Code Section 21080.17, the California Environmental Quality Act (CEQA) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the Government Code, which is California's ADU and JADU law. Therefore, the adoption of the proposed ordinance is statutorily exempt from CEQA in that it implements State ADU and JADU law.

Conclusion:

Staff recommends that the City Council waive the second reading and adopt Ordinance No. ____ amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director



Ken Hiatt
City Manager

Attachments:

1. Exhibit A – Section 17.84.030 Accessory Dwelling Units
2. Planning Commission Resolution PC 26-01
3. Proposed Ordinance - ADU Ordinance Update

§ 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-unit 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.

B. **Effect of Conforming Accessory Dwelling Unit.** An ~~accessory dwelling unit~~ ADU or JADU 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.76, 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~~ JADU; and
 - b. Food storage cabinets that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU.

"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~~ of interior livable space 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~~ The following approvals apply to ADUs and JADUs created under this Section.

1. **Building Permits Required.** All ADUs and JADUs require a building permit. The City will review and approve permit applications in accordance with subsection E.4 below, ~~shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.~~

2. **Processing Fee.** 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. The ADU-permit processing fee is determined by the Director and approved by the City Council by resolution.

3. **Classes.**

~~2-a.~~ **Class 1: Statutorily Regulated.** Class 1 ADUs and JADUs are approved under Government Code § 66323. If an ADU or JADU complies with each of the general requirements in subsection F below, it is allowed in each of the scenarios provided in this subsection E.3.a. An ADU and JADU approved under subsection E.3.a.i may be combined with an ADU approved under subsection E.3.a.ii, and ADUs approved under subsection E.3.a.iii may be combined with ADUs approved under subsection E.3.a.iv. **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 ADUs and/or JADUs, or both, where the proposal satisfies the requirements of California Government Code § 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:~~

- i. *Converted Space or Structure on Single-Family Lot.* ~~Only one~~ One ADU as described in this subsection E.23.a.i, Converted Spaced 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:
 - (A) 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;
 - (B) Has exterior access that is independent of that for the single-family dwelling;
 - (C) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and
 - (D) The JADU complies with the requirements of California Government Code § 66333 through 66339.
- ii. *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.32.a.i, Converted Spaced or Structure on Single-Family Lot, above), if the detached ADU satisfies the following limitations:
 - (A) The side- and rear-yard setbacks are at least four feet.
 - (B) The total floor area is 800 square feet of livable space or smaller.
 - (C) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height, below.
- iii. *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:
 - (A) If each converted, ADU complies with state building standards for dwellings.
 - (B) At least one converted ADU is allowed within an existing multifamily dwelling structure, ~~but~~ and the number of ADUs created under this subsection E.23.a.iii, Converted on Multifamily Lot, may not exceed 25% of the existing multifamily dwelling units.
- iv. *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:
 - (A) 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.

(B) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height.

(C) If the lot has an existing multifamily dwelling, the quantity of detached ADUs shall not exceed the number of primary dwelling units on the lot.

~~(C)~~ b. Class 2: Locally Regulated. Class 2 ADUs are approved under Government Code §§ 66314–66322. Except for Class 1 ADUs approved under subsection E.3.a, above, all ADUs are subject to a ministerial Development Review Tier 1 permit, processed according to the requirements in subsection E.4, prior to building permit submittal and the standards set forth in subsections F and G below.

~~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.~~

~~e. Additional review for an ADU 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 I, ADUs That Do Not Qualify for Ministerial Approval.~~

4. ADU and JADU Permit Application Process and Timing.

a. Completeness.

i. Determination in 15 days. The City will determine whether an application to create or serve an ADU or JADU is complete and will provide written notice of the determination to the applicant within 15 business days after the City receives the application submittal.

ii. Incomplete items. If the City's determination under subsection E.4.a.i above is that the application is incomplete, the City's notice must list the incomplete items and describe how the application can be made complete.

iii. Cure. After receiving a notice that the application is incomplete, the applicant may cure and address the items that were deemed by the city to be incomplete.

iv. Subsequent submittals. If the applicant submits additional information to address incomplete items, within 15 business days of the subsequent submittal the City will determine in writing whether the additional information remedies all the incomplete items that the City identified in its original notice. The City may not require the application to include an item that was not included in the original notice.

v. Deemed complete. If the City does not make a timely determination as required by this subsection E.4.a, the application or resubmitted application is deemed complete for the purposes of subsection E.4.c below.

vi. Appeal of incompleteness. An applicant may appeal the City's determination that the

application is incomplete by submitting a written appeal to the City Clerk. The Planning Commission will review the written appeal and affirm or reverse the completeness determination and provide a final written determination to the applicant within 60 business days after receipt of the appeal.

b. No discretion or hearing. Ministerial permits for an ADU or JADU are considered and approved without discretionary review or a hearing.

d.c. Deadline to approve or deny ministerial approvals. 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 there is an existing single-family or multifamily dwelling on the lot. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless ~~the following~~ either:

- 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.

e.d. Denial. 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.

f.e. Concurrent review of demolition. 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.

4.5. 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 structures ~~and show all exterior structures,~~ **including** all architectural projections; and all openings for both the primary residence and the proposed ADU ~~including with~~ building dimensions; and material call outs.

~~vii. A color and materials sample board as requested by the Director.~~

~~viii.vii.~~ **vii.** 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.~~

F. **General ADU and JADU Requirements.** The following requirements apply to all **Class 1 and Class 2** 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, ADU Permit Review, may be created on a lot that is zoned to allow single family dwelling residential use or multifamily dwelling residential use.~~

~~2.1. Height.~~

a. Except as otherwise provided by subsection F. **12.b and F.1.c below**, 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.

b.c. **A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.**

e.d. 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.~~de~~, may not exceed two stories.

- ~~d.e.~~ An ADU above a detached structure located contiguous to an alley may be up to 25 feet in height.
- ~~e.f.~~ For purposes of this subsection F.2, ~~Height~~, height is measured ~~above~~ from existing legal grade to the peak of the structure.

3.2. 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.

3. Rental Term.

a. Generally. No ADU or JADU may be rented for a term that is shorter than 30 days.

4.b. Exception. Notwithstanding the above, if there is no other ADU or JADU on the lot, one Class 2 ADU may be operated as a short-term rental if the lot is in a zone where short-term rentals are allowed, subject to full compliance with the short-term rental regulations in Section 17.84.340 of this Code. 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.

5.4. No Separate Conveyance. An ADU or JADU may be rented; ~~E~~ except as otherwise provided in Government Code § 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).

6.5. Owner Occupancy.

a. ADUs are not subject to owner occupancy requirements.

b. JADUs.

i. Generally. As required by State law, ~~all~~ JADUs are generally 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.~~

ii. Exceptions. The owner-occupancy requirement in this subsection F.6.b does not apply in either of the following situations:

(A) The JADU has separate sanitation facilities (i.e., does not share sanitation facilities with the existing primary dwelling unit structure).

~~b.~~ (B) The property is entirely owned by another governmental agency, land trust, or housing organization.

7.6. Building and Construction.

a. Subject to subsection F.6.c, 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.~~except as specified in California Government Code § 66314(d)(8).

7. Certificate of Occupancy Timing.

- a. Generally. No certificate of occupancy for an ADU or JADU may be issued before the certificate of occupancy is issued for the primary dwelling unit.
- b. Limited Exception for State-declared Emergencies. Notwithstanding subsection F.7.a above, a certificate of occupancy for an ADU may be issued before a certificate of occupancy for the primary dwelling if each of the following requirements are met:
 - i. The county is subject to a proclamation of a state of emergency made by the California Governor on or after February 1, 2025.
 - ii. The primary dwelling was substantially damaged or destroyed by an event referenced in the Governor's state of emergency proclamation.
 - iii. The ADU has been issued construction permits and has passed all required inspections.
 - iv. The ADU is not attached to the primary dwelling.

- 8. **Deed Restriction.** Prior to issuance of a Building Permit for a 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 include the provisions described in California Government Code § 66333(c) to 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. ~~The JADU may not be sold separately from the primary dwelling.~~
- b. ~~The JADU is restricted to the approved size and to other attributes and applicable JADU requirements and standards.~~
- e. ~~The deed restriction runs with the land and may be enforced against future property owners.~~
- d.a. The deed restriction may be removed if the owner eliminates the 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 JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an 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 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 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 Class 2 ADUs that require an ADU permit~~approved~~ under subsection E.3.b, ADU Permit Review and subsection I.1, ADUs That Do Not Qualify for Ministerial Approval.

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 of interior livable space.
 - i. ~~An ADU over 1,000 square feet shall be subject to Zoning Administrator review as provided in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~
 - ii. ~~No ADU shall exceed 1,200 square feet per subsection I.1.b.~~
- 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 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 of interior livable space ~~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. Generally. One off-street parking space is required ~~for an~~ per ADU or per bedroom, whichever is less. ~~that is approved under subsection E.3, ADU Permit Review.~~
- b. Parking configuration, if required:
 - i. The required parking space(s), if required, 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. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
 - iii. 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.
 - 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 ~~G.1.c.17.84.030.G.1(e).~~
- 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 Non-residentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or non-residentially 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%, subject to subsection G.1.c.; ~~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.*** Except as otherwise provided in subsection G.1.c., ~~An-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 the architectural design of the primary dwelling.~~
- ~~b.~~ b.a. The Any exterior lighting must be limited to ~~down lights~~ downlights or as otherwise required by the Building or Fire Code.
- ~~e.~~ b. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- ~~d.~~ c. 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.~~ d. 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.~~ e. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- ~~h.~~ f. 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.~~ g. 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~~ California Register of Historical Resources must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.*** The following shall apply, except as specified in subsection G.1.c.

- 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 plants.

~~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 Class 1 ADUs and JADUs and Class 2 ADUs that are approved under subsections E.2.3.a and E.3.b, 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 or less of interior livable space.
- c. Any impact fee that is required for an ADU that is larger than 750 square feet or larger in size of interior livable space 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).
- ~~e.d. A JADU or ADU with less than 500 square feet of interior livable space does not increase assessable space by 500 square feet for purposes of Education Code § 17620(a)(1)(C), and is therefore not subject to school fees under Education Code § 17620.~~

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 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.~~
 - ~~b. The maximum size of an ADU subject to this subsection I, ADUs That Do Not Qualify for Ministerial Approval, is 1,200 square feet.~~
- 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 total floor area of the ADU is 1,200 or fewer square feet of interior livable space.

- ~~a.b.~~ 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. Generally. 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. Enforcement. The City shall delay enforcement of a building standard upon request of an owner of ADU in accordance with the requirements in California Government Code § 66331.

- ~~a.b.~~ 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 Section 17.84.030.

- ~~b.c.~~ Exceptions.

- i. Notwithstanding subsection J.2.a, ~~Permit to Legalize~~ above, 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 above, ~~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.

**PLANNING COMMISSION
RESOLUTION NO. PC 26-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND RECOMMENDING THAT THE CITY COUNCIL ADOPT AN
ORDINANCE AMENDING SECTION 17.84.030 OF THE WOODLAND MUNICIPAL
CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY
DWELLING UNITS AND FINDING THE ACTION TO BE STATUTORILY EXEMPT
FROM CEQA UNDER PUBLIC RESOURCES CODE § 21080.17.**

WHEREAS, California Government Code Section 66314 authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

WHEREAS, in recent years, various sections of the Government Code have been amended to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, in the 2025 legislative session, the California Legislature approved and the Governor signed into law, legislation that further amended state ADU law, including Assembly Bill (“AB”) 462, effective October 10, 2025, and AB 1154, Senate Bill (“SB”) 9, and SB 543, effective January 1, 2026; and

WHEREAS, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to implement recent changes to state law and to retain a valid ADU ordinance; and

WHEREAS, proper noticing of this 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 reference.

SECTION 2. Environmental Determination. The City of Woodland Planning Commission finds that, under California Public Resources Code Section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU law and which also regulates JADUs, as defined by California Government Code Section 66313. Therefore, adoption of the proposed ordinance is statutorily exempt from CEQA.

SECTION 3. General Plan. The Planning Commission hereby finds that the adoption of the Ordinance is consistent with the General Plan as a matter of law under Government Code Section 66314(c).

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 Section 17.84.030 of the City of Woodland Municipal Code.

SECTION 5. Effective Date. This Resolution take effect immediately upon adoption.

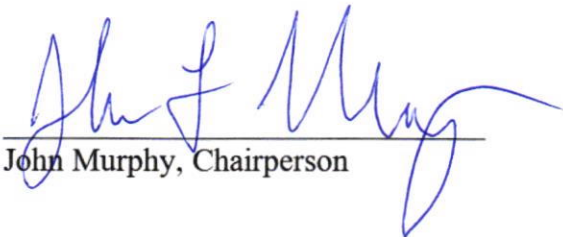
PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 15th day of January 2026, by the following vote:

AYES: Harris, Lizarraga, Murphy, Ortiz, Roberts, Smith, Torney

NOES:

ABSTAIN:

ABSENT:



John Murphy, Chairperson

ATTEST:



Erika Bumgardner, Deputy Community Development Director

EXHIBIT A

[Insert Exhibit A – Proposed Accessory Dwelling Unit Ordinance Updates]

§ 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-unit 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.

B. **Effect of Conforming Accessory Dwelling Unit.** An ~~accessory dwelling unit~~ ADU or JADU 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.76, 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~~ JADU; and
 - b. Food storage cabinets that are of reasonable size in relation to the size of the ~~junior accessory dwelling unit~~ JADU.

"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~~ of interior livable space 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~~ The following approvals apply to ADUs and JADUs created under this Section.

1. **Building Permits Required.** All ADUs and JADUs require a building permit. The City will review and approve permit applications in accordance with subsection E.4 below, ~~shall satisfy the requirements of the California Building Standards Code, as amended by the City, and any other applicable laws.~~

2. **Processing Fee.** 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. The ADU-permit processing fee is determined by the Director and approved by the City Council by resolution.

3. **Classes.**

~~2-a.~~ **Class 1: Statutorily Regulated.** Class 1 ADUs and JADUs are approved under Government Code § 66323. If an ADU or JADU complies with each of the general requirements in subsection F below, it is allowed in each of the scenarios provided in this subsection E.3.a. An ADU and JADU approved under subsection E.3.a.i may be combined with an ADU approved under subsection E.3.a.ii, and ADUs approved under subsection E.3.a.iii may be combined with ADUs approved under subsection E.3.a.iv. **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 ADUs and/or JADUs, or both, where the proposal satisfies the requirements of California Government Code § 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:~~

- i. *Converted Space or Structure on Single-Family Lot.* ~~Only one~~ One ADU as described in this subsection E.23.a.i, Converted Spaced 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:
 - (A) 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;
 - (B) Has exterior access that is independent of that for the single-family dwelling;
 - (C) Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes; and
 - (D) The JADU complies with the requirements of California Government Code § 66333 through 66339.
- ii. *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.32.a.i, Converted Spaced or Structure on Single-Family Lot, above), if the detached ADU satisfies the following limitations:
 - (A) The side- and rear-yard setbacks are at least four feet.
 - (B) The total floor area is 800 square feet of livable space or smaller.
 - (C) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height, below.
- iii. *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:
 - (A) If each converted, ADU complies with state building standards for dwellings.
 - (B) At least one converted ADU is allowed within an existing multifamily dwelling structure, ~~but~~ and the number of ADUs created under this subsection E.23.a.iii, Converted on Multifamily Lot, may not exceed 25% of the existing multifamily dwelling units.
- iv. *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:
 - (A) 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.

(B) The peak height above grade does not exceed the applicable height limit provided in subsection F.2, Height.

(C) If the lot has an existing multifamily dwelling, the quantity of detached ADUs shall not exceed the number of primary dwelling units on the lot.

~~(C)~~ b. Class 2: Locally Regulated. Class 2 ADUs are approved under Government Code §§ 66314–66322. Except for Class 1 ADUs approved under subsection E.3.a, above, all ADUs are subject to a ministerial Development Review Tier 1 permit, processed according to the requirements in subsection E.4, prior to building permit submittal and the standards set forth in subsections F and G below.

~~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.~~

~~e. Additional review for an ADU 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 I, ADUs That Do Not Qualify for Ministerial Approval.~~

4. ADU and JADU Permit Application Process and Timing.

a. Completeness.

i. Determination in 15 days. The City will determine whether an application to create or serve an ADU or JADU is complete and will provide written notice of the determination to the applicant within 15 business days after the City receives the application submittal.

ii. Incomplete items. If the City's determination under subsection E.4.a.i above is that the application is incomplete, the City's notice must list the incomplete items and describe how the application can be made complete.

iii. Cure. After receiving a notice that the application is incomplete, the applicant may cure and address the items that were deemed by the city to be incomplete.

iv. Subsequent submittals. If the applicant submits additional information to address incomplete items, within 15 business days of the subsequent submittal the City will determine in writing whether the additional information remedies all the incomplete items that the City identified in its original notice. The City may not require the application to include an item that was not included in the original notice.

v. Deemed complete. If the City does not make a timely determination as required by this subsection E.4.a, the application or resubmitted application is deemed complete for the purposes of subsection E.4.c below.

vi. Appeal of incompleteness. An applicant may appeal the City's determination that the

application is incomplete by submitting a written appeal to the City Clerk. The Planning Commission will review the written appeal and affirm or reverse the completeness determination and provide a final written determination to the applicant within 60 business days after receipt of the appeal.

b. No discretion or hearing. Ministerial permits for an ADU or JADU are considered and approved without discretionary review or a hearing.

d.c. Deadline to approve or deny ministerial approvals. 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 there is an existing single-family or multifamily dwelling on the lot. If the City has not acted upon the completed application within 60 days, the application shall be deemed approved unless ~~the following~~ either:

- 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.

e.d. Denial. 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.

f.e. Concurrent review of demolition. 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.

4.5. 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 structures ~~and show all exterior structures,~~ **including** all architectural projections; and all openings for both the primary residence and the proposed ADU ~~including with~~ building dimensions; and material call outs.

~~vii. A color and materials sample board as requested by the Director.~~

~~viii.vii.~~ vii. 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.~~

F. **General ADU and JADU Requirements.** The following requirements apply to all Class 1 and Class 2 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, ADU Permit Review, may be created on a lot that is zoned to allow single family dwelling residential use or multifamily dwelling residential use.~~

~~2.1. Height.~~

a. Except as otherwise provided by subsection F. 12.b and F.1.c below, 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.

~~b.c.~~ A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.

~~e.d.~~ 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.~~de~~, may not exceed two stories.

- ~~d.e.~~ An ADU above a detached structure located contiguous to an alley may be up to 25 feet in height.
- ~~e.f.~~ For purposes of this subsection F.2, ~~Height~~, height is measured ~~above~~ from existing legal grade to the peak of the structure.

3.2. 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.

3. Rental Term.

a. Generally. No ADU or JADU may be rented for a term that is shorter than 30 days.

4.b. Exception. Notwithstanding the above, if there is no other ADU or JADU on the lot, one Class 2 ADU may be operated as a short-term rental if the lot is in a zone where short-term rentals are allowed, subject to full compliance with the short-term rental regulations in Section 17.84.340 of this Code. 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.

5.4. No Separate Conveyance. An ADU or JADU may be rented; Except as otherwise provided in Government Code § 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).

6.5. Owner Occupancy.

a. ADUs are not subject to owner occupancy requirements.

b. JADUs.

i. Generally. As required by State law, ~~all~~ JADUs are generally 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.~~

ii. Exceptions. The owner-occupancy requirement in this subsection F.6.b does not apply in either of the following situations:

(A) The JADU has separate sanitation facilities (i.e., does not share sanitation facilities with the existing primary dwelling unit structure).

~~b.~~ (B) The property is entirely owned by another governmental agency, land trust, or housing organization.

7.6. Building and Construction.

a. Subject to subsection F.6.c, 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.~~except as specified in California Government Code § 66314(d)(8).

7. Certificate of Occupancy Timing.

- a. Generally. No certificate of occupancy for an ADU or JADU may be issued before the certificate of occupancy is issued for the primary dwelling unit.
 - b. Limited Exception for State-declared Emergencies. Notwithstanding subsection F.7.a above, a certificate of occupancy for an ADU may be issued before a certificate of occupancy for the primary dwelling if each of the following requirements are met:
 - i. The county is subject to a proclamation of a state of emergency made by the California Governor on or after February 1, 2025.
 - ii. The primary dwelling was substantially damaged or destroyed by an event referenced in the Governor's state of emergency proclamation.
 - iii. The ADU has been issued construction permits and has passed all required inspections.
 - iv. The ADU is not attached to the primary dwelling.
8. **Deed Restriction.** Prior to issuance of a Building Permit for a 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 include the provisions described in California Government Code § 66333(c) to 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. ~~The JADU may not be sold separately from the primary dwelling.~~
 - b. ~~The JADU is restricted to the approved size and to other attributes and applicable JADU requirements and standards.~~
 - e. ~~The deed restriction runs with the land and may be enforced against future property owners.~~
 - d.a. The deed restriction may be removed if the owner eliminates the 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 JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an 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 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 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 Class 2 ADUs that require an ADU permit approved under subsection E.3.b, ADU Permit Review and subsection I.1, ADUs That Do Not Qualify for Ministerial Approval.

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 of interior livable space.
 - i. ~~An ADU over 1,000 square feet shall be subject to Zoning Administrator review as provided in subsection I, ADUs That Do Not Qualify for Ministerial Approval.~~
 - ii. ~~No ADU shall exceed 1,200 square feet per subsection I.1.b.~~
- 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 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 of interior livable space ~~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. Generally. One off-street parking space is required ~~for an~~ per ADU or per bedroom, whichever is less. ~~that is approved under subsection E.3, ADU Permit Review.~~
- b. Parking configuration, if required:
 - i. ~~The required parking space(s), if required,~~ 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. Each unenclosed parking space shall be at least eight and one-half feet wide and 18 feet long.
 - iii. 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.
 - 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 ~~G.1.c.17.84.030.G.1(e).~~
- 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 Non-residentially Zoned Property.* Side or rear yard setbacks adjacent to an alley or non-residentially 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%, subject to subsection G.1.c.; ~~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.*** Except as otherwise provided in subsection G.1.c., ~~An-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 the architectural design of the primary dwelling.~~
- ~~b.~~ b.a. The Any exterior lighting must be limited to ~~down lights~~ downlights or as otherwise required by the Building or Fire Code.
- ~~e.~~ b. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.
- ~~d.~~ c. 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.~~ d. 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.~~ e. Access stairs, entry doors and decks must face the primary residence or the alley, if applicable.
- ~~h.~~ f. 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.~~ g. 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~~ California Register of Historical Resources must comply with all applicable ministerial requirements imposed by the Secretary of Interior.

6. ***Landscape and Screening Requirements.*** The following shall apply, except as specified in subsection G.1.c.

- 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 plants.

~~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 Class 1 ADUs and JADUs and Class 2 ADUs that are approved under subsections E.2.3.a and E.3.b, 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 of interior livable space.
- c. Any impact fee that is required for an ADU that is 750 square feet or larger in size more of interior livable space 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).
- e.d. A JADU or ADU with less than 500 square feet of interior livable space does not increase assessable space by 500 square feet for purposes of Education Code § 17620(a)(1)(C), and is therefore not subject to school fees under Education Code § 17620.

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 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.~~
 - ~~b. The maximum size of an ADU subject to this subsection I, ADUs That Do Not Qualify for Ministerial Approval, is 1,200 square feet.~~
- 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 total floor area of the ADU is 1,200 or fewer square feet of interior livable space.

- ~~a.b.~~ 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. Generally. 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. Enforcement. The City shall delay enforcement of a building standard upon request of an owner of ADU in accordance with the requirements in California Government Code § 66331.

- ~~a.b.~~ 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 Section 17.84.030.

- ~~b.c.~~ Exceptions.

- i. Notwithstanding subsection J.2.a, ~~Permit to Legalize~~ above, 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 above, ~~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.

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING SECTION 17.84.030 OF THE WOODLAND MUNICIPAL CODE
RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY
DWELLING UNITS**

WHEREAS, the City of Woodland, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, California Government Code Section 66314 authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, in the 2025 legislative session, the California Legislature approved and the Governor signed into law, Assembly Bill (“AB”) 462, AB 1154, Senate Bill (“SB”) 9, and SB 543, which further amend State ADU law; and

WHEREAS, for the City’s ADU ordinance to remain valid, it must be amended to reflect the requirements of the recent State legislation which is now in effect; and

WHEREAS, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect recent changes to State law; and

WHEREAS, on January 15, 2026, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning this proposed Ordinance, following which the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on February 3, 2026, the City Council held 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 by the City’s Planning Commission; and

WHEREAS, proper noticing of this public hearing was given in all respects as required by law; and

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

NOW, THEREFORE, BE IT RESOLVED that the City of Woodland City Council does hereby resolve 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”) under California Public Resources Code Section 21080.17, which states that CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU and JADU law. Therefore, adoption of the proposed Ordinance is statutorily exempt from CEQA.

SECTION 3. Code Amendment. Section 17.84.030 (Accessory Dwelling Units) 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 to be 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. HCD Submittal. In accordance with California Government Code Section 66326, a copy of this Ordinance shall be submitted to the California Department of Housing and Community Development within 60 days after adoption.

SECTION 6. 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 the California Government Code Section 36933. The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at 300 First Street, Woodland, CA.

SECTION 7. 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 3rd of February 2026, and **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Woodland at a regular meeting held on the 17th day of February, 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney

EXHIBIT A

[Insert Exhibit A – Section 17.84.030 Accessory Dwelling Units]



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: F.10
SUBJECT: Prohousing Incentive Program Application

Recommendation for Action: Staff recommends that the City Council adopt Resolution No._____, authorizing an application for, and receipt of, Prohousing Incentive Program funds.

Staff Contact:

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

Background:

The California Department of Housing and Community Development's (HCD) Prohousing Incentive Program provides funding for planning and implementation activities related to housing and community development for municipalities that have been awarded a Prohousing Designation. The Program is funded through Chapter 364, Statutes of 2017 (SB 2, Atkins), which established the Building Homes and Jobs Trust Fund (Fund). The Fund utilizes real estate transaction fees collected at the county level to establish a permanent source of funding. Five percent of annual collections are deposited in a fund to be used for an incentive program. The program awards funds based on the applicant's jurisdiction size and Prohousing Designation Score.

Discussion:

The City of Woodland received a Prohousing Designation status on May 27, 2025. The Prohousing Incentive Program Round 4 Notice of Funding Availability was released September 30, 2025 for approximately \$8 million, and applications are due March 31, 2026. Using the eligible award formula, the City is eligible for an award up to \$950,000 (\$500,000 base award from jurisdiction size plus \$450,000 bonus award from the City's Prohousing Designation Score). Staff are evaluating eligible projects in preparation for an application. If awarded, these funds will support affordable housing projects that advance the City's housing goals. This Council Resolution authorizes the City Manager to submit an application for funds and, if awarded, accept the funds.

Conclusion:

Staff recommends that the City Council adopt Resolution No._____, authorizing an application for, and receipt of, Prohousing Incentive Program funds.



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution_ Prohousing Incentive Program

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AUTHORIZING THE APPLICATION FOR, AND RECEIPT OF, PROHOUSING
INCENTIVE PROGRAM FUNDS.**

WHEREAS, pursuant to Health and Safety Code 50470 et. Seq, the California Department of Housing and Community Development (Department) is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or “PIP”); and

WHEREAS, the City Council of the City of Woodland desires to submit a PIP grant application package (“Application”), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including but not limited to Prohousing Designation; and

WHEREAS, the Department has issued Guidelines and Application on September 30, 2025 in the estimated amount of \$8,000,000 for the PIP.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Manager is hereby authorized and directed to submit an Application to the Department in response to the Notice of Funding Availability, and to apply for the PIP grant funds in a total amount not to exceed \$950,000.

SECTION 2. In connection with the PIP grant, if the Application is approved by the Department, the City Manager of the City of Woodland is authorized and directed to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for an amount up to \$950,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the Applicant’s obligations related thereto, and all amendments thereto.

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the Guidelines, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the Guidelines and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 17th day of February 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: F.11
SUBJECT: Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) – Final Acceptance and Notice of Completion

Recommendation for Action: Staff recommends that the City Council adopt Resolution No. _____, to

- 1.) Accept the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and
- 2.) Approve an engineering design consultant services contract amendment with Mark Thomas in the amount of \$2,805 for a total agreement amount of \$407,762.29 and authorize the City Manager to execute the amendment

Staff Contact:

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

Fiscal Impact:

The Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) is currently funded in the Capital Budget at \$2.8 million, consisting of \$2,765,000 in Spring Lake Infrastructure Roads funding (Fund 682), and \$35,000 in Road Development funding (Fund 582). The project was completed with no change orders and approximately \$500,000 under the total budget previously allocated to the project.

There was no impact to the General Fund.

Background:

The project consisted of realigning the northbound SR-113 off-ramp at Gibson Road by removing the free right turn ramp and aligning the off-ramp movement to utilize the traffic signal. A new pedestrian crosswalk was added on the east leg of the intersection and the existing traffic signal and lighting system was modified for the changes at the intersection. Other project improvements included widening over the existing drainage ditch between SR 113 and Harry Lorenzo Avenue to construct a new curb and gutter, a 10-foot-wide planter strip, a 10-foot-wide multi-use pathway, and a 15-foot-wide landscape buffer behind the new sidewalk. New pedestrian-scale streetlights along Gibson Road were also included in the construction of this project.

The project has provided operational benefits for all travel modes on the northbound SR-113 Off-Ramp at Gibson Road and improved pedestrian connectivity along the south side of Gibson Road. In addition, the Proposed Project improved the level of service, eliminated projected back-ups onto Northbound SR-113, and reduced Vehicle Hours of Delay, Total Stops, and Fuel Consumption / Emissions.

Discussion:

On November 5, 2024, the City Council approved the project plans and specifications and authorized a bid advertisement. On December 17th, 2024, the project was awarded to Carone & Company Inc. via Resolution No. 8425.

The original construction contract with Carone & Company Inc. was approved on December 17th, 2024, in the amount of \$1,671,099. Staff worked cooperatively with the Caltrans traffic operations team to expedite construction by facilitating temporary closure of the off-ramp. This resulted in quicker completion and reduced costs to the City. Ultimately, the project was completed with no change orders.

Construction is now complete, and the construction contract is ready for acceptance. The project cost breakdown is as follows:

Design	\$407,762
Construction	\$1,640,166
Project/Construction Management & Inspection	\$259,873
Misc. Costs	\$500
Total Project Costs	\$2,308,302
Project Budget	\$2,800,000
Remaining Balance	\$491,698

Staff also requests that Council approve an amendment to the consultant service agreement with Mark Thomas in the amount of \$2,805, for a total contract of \$407,762.29. The amendment will cover engineering design support services during construction which addressed conflicts discovered during construction that ultimately expedited project completion. Construction support tasks included responding to contractor’s questions and providing clarifications during construction.

Conclusion:

Staff recommends that the City Council adopt Resolution No. _____, to

- 1.) Accept the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) construction contract as complete and authorize the City Clerk to file a Notice of Completion, and
- 2.) Approve an engineering design consultant services contract amendment with Mark Thomas in the amount of \$2,805 for a total agreement amount of \$407,762.29 and authorize the City Manager to execute the amendment

Prepared by: Miguel Chavez, Sr. Construction Project Manager

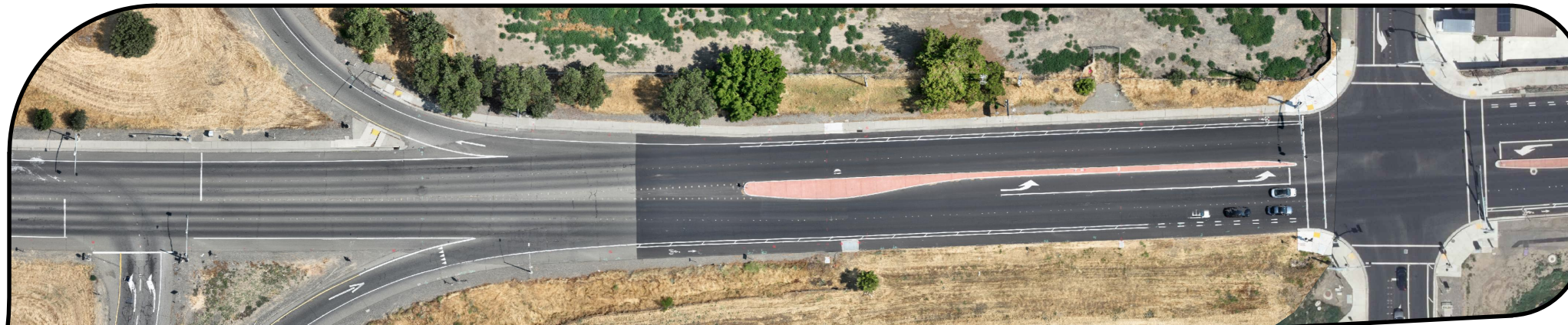
Reviewed by: Brent Meyer, Community Development Director / City Engineer



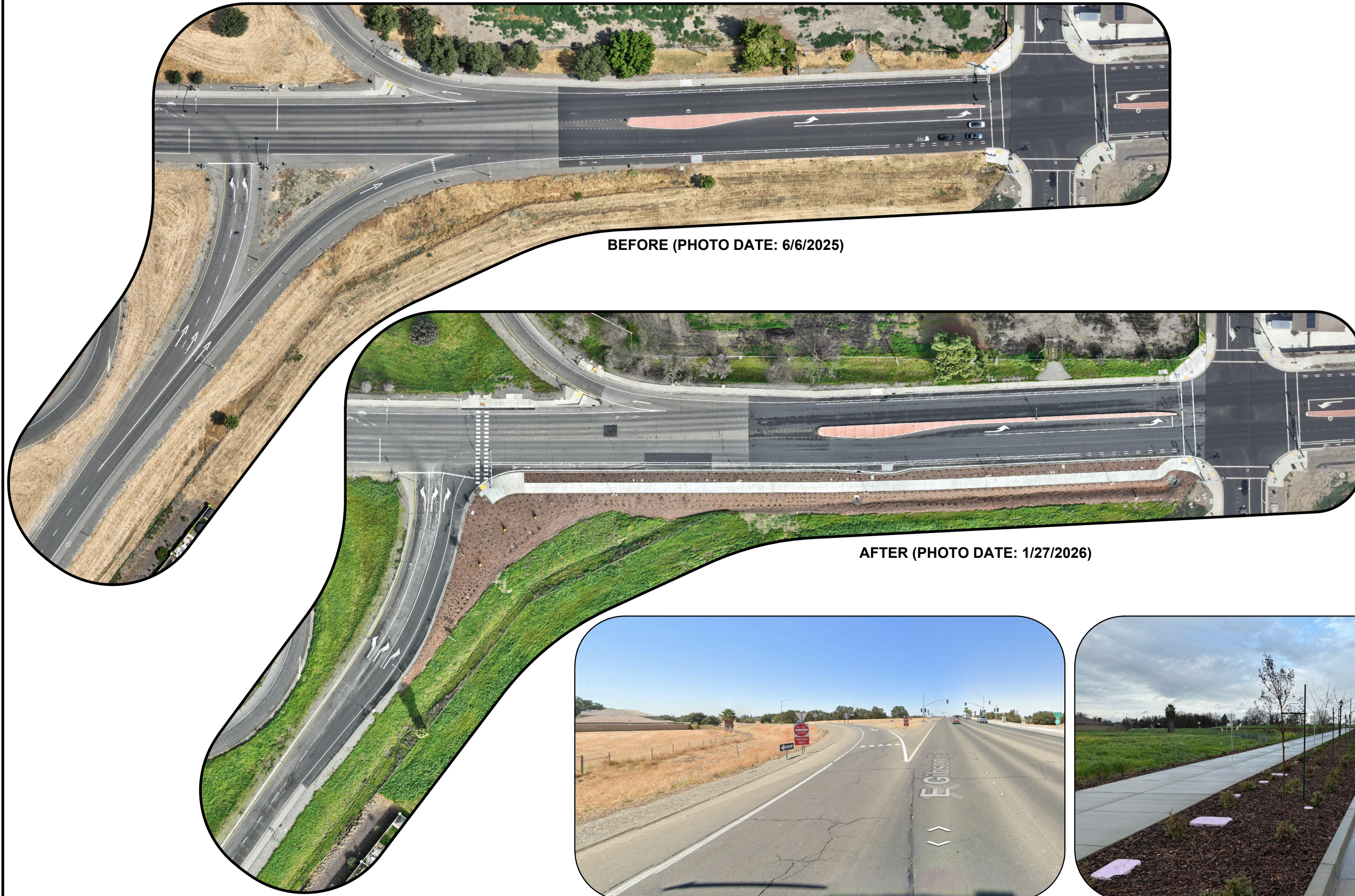
Ken Hiatt
City Manager

Attachments:

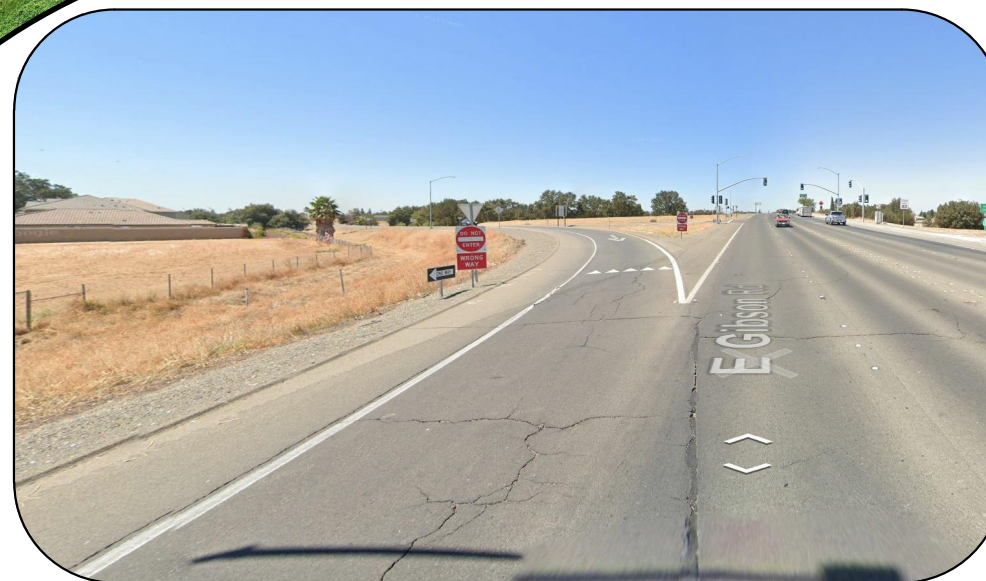
1. Before & After Photos
2. Proposed Resolution__CIP 19-13 Acceptance



BEFORE (PHOTO DATE: 6/6/2025)



AFTER (PHOTO DATE: 1/27/2026)



BEFORE



AFTER



**SR113 @ GIBSON RD INTERCHANGE MODIFICATION PROJECT (CIP 19-13)
BEFORE & AFTER AERIAL PHOTOGRAPHY**



RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ACCEPTING THE GIBSON ROAD AT SR-113 INTERCHANGE MODIFICATION
PROJECT CIP 19-13 CONTRACT AS COMPLETE AND AUTHORIZE THE CITY
CLERK TO FILE A NOTICE OF COMPLETION**

WHEREAS, on November 5, 2024, the City Council approved the plans and specifications and authorized staff to bid the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13); and

WHEREAS, on December 17, 2024, the City Council authorized the City Manager to award and execute a construction contract with Carone & Company Inc. in the amount of \$1,671,099 and approved construction contingency up to (\$246,000); and

WHEREAS, the construction of these improvements began in July 2025 and were completed in December 2025; and

WHEREAS, the City wishes to approve a professional services contract amendment with Mark Thomas for \$2,805.00 for a total contract amount of \$407,762.29 and authorize its execution through the adoption of this Resolution; and

WHEREAS, the City Council wishes to accept the construction contract as complete and authorize the City Clerk to file a notice of completion.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby accepts the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13) as complete.

SECTION 2. The City Council hereby approves a Contract Amendment with Mark Thomas in the amount of \$2,805. The City Manager is hereby authorized and directed to execute the Amendment, subject to City Attorney approval. The City Attorney is hereby authorized to make clarifying and confirming changes so long as the total dollar amount authorized in the Amendment does not change.

SECTION 3. The City Council hereby authorizes the City Clerk to file a Notice of Completion for the Gibson Road at SR-113 Interchange Modification Project (CIP 19-13).

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting of the City Council held on the 17th day of February 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: F.12
SUBJECT: Resolution Supporting Woodland's Immigrant Community

Recommendation: Staff recommends that the Council approve Resolution No. ____, affirming support for Woodland's immigrant community.



Ken Hiatt
City Manager

Attachments:

1. Proposed Resolution_Immigrant Support

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AFFIRMING SUPPORT FOR IMMIGRANT COMMUNITY MEMBERS,
REAFFIRMING THE CITY'S COMMITMENT TO PUBLIC SAFETY AND
COMMUNITY TRUST, RECOGNIZING THE CALIFORNIA VALUES ACT,
AND CONDEMNING VIOLENCE AGAINST THOSE EXERCISING
CONSTITUTIONAL RIGHTS**

WHEREAS, the City of Woodland is grateful to enjoy the privilege of living in a generally peaceful community and values the contributions of all residents, regardless of immigration status; and

WHEREAS, immigrants have been integral to Woodland's history, culture, and economy, contributing to our agricultural heritage, small businesses, workforce, schools, and neighborhoods; and

WHEREAS, many Woodland families include members of mixed immigration status, and aggressive federal immigration enforcement actions can create fear, uncertainty, and family separation within our community; and

WHEREAS, the City of Woodland is committed to the safety, well-being, and dignity of all residents; and

WHEREAS, public safety is enhanced when all community members, regardless of immigration status, feel safe cooperating with local law enforcement, calling 911, accessing emergency services, and participating in civic life; and

WHEREAS, the City Council expresses deep appreciation for the dedicated men and women of the Woodland Police Department and Woodland Fire Department, who labor day in and day out to protect and serve all residents of our community; and

WHEREAS, recent expanded immigration enforcement activities by federal authorities have disrupted daily life and created anxiety among immigrants across the country, affecting their willingness to access essential services, report crimes, send children to school, and exercise their constitutional rights; and

WHEREAS, violence against individuals exercising their First Amendment rights to free speech and peaceful assembly is inconsistent with American democratic values and must be unequivocally condemned; and

WHEREAS, recent incidents of violence associated with public demonstrations and enforcement actions in communities across the nation have heightened concerns regarding the presence of heavily armed federal personnel operating in local jurisdictions; and

WHEREAS, the California Values Act (Senate Bill 54), enacted in 2017, establishes statewide standards limiting the use of local law enforcement resources for federal immigration enforcement purposes in order to promote community trust and effective policing; and

WHEREAS, the City of Woodland Police Department, Fire Department, and City employees serve all residents and are not responsible for federal immigration enforcement, and involvement in such activities may undermine community trust and divert resources from local public safety priorities; and

WHEREAS, the City of Woodland recognizes the federal government's role in immigration enforcement while affirming the City's responsibility to maintain trust with all residents and protect community well-being; and

WHEREAS, the City of Woodland remains committed to upholding the rule of law while fostering a safe and inclusive community for all residents; and

WHEREAS, Congress bears responsibility to ensure that federal immigration enforcement agencies operate with appropriate oversight, training, accountability, and safeguards to protect civil liberties and prevent unnecessary violence; and

WHEREAS, the City of Woodland supports comprehensive federal immigration reform that provides pathways to legal status, keeps families together, and reflects American values of fairness, accountability, and compassion;

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

SECTION 1. **AFFIRM Support for Immigrant Community Members:**

Declare that all Woodland residents, regardless of immigration status, are valued members of our community who deserve to be treated with dignity and respect.

SECTION 2. **Express Concern Regarding Large-Scale Immigration Enforcement Operations:**

Express concern that large-scale immigration enforcement operations within local communities may undermine public safety and community trust, particularly when such actions instill fear, separate families, and disrupt the fabric of our community.

SECTION 3. **Maintain Community-Based Policing:**

Reaffirm that Woodland Police Department personnel, consistent with the California Values Act, will continue to serve all residents without regard to immigration status and will not use City resources to engage in immigration enforcement activities except as required by state or federal law, in order to maintain community trust and public safety.

SECTION 4. **Ensure Access to Emergency and City Services:**

Direct City departments to continue providing emergency response, public safety services, and other City services to all residents regardless of immigration status and to avoid collecting or inquiring about immigration status except where legally required.

SECTION 5. Condemn Violence and Protect Constitutional Rights:
Condemn violence against individuals exercising their constitutional rights and reaffirm the City’s commitment to peaceful civic engagement, de-escalation, and the protection of civil liberties.

SECTION 6. Urge Federal Accountability and Safeguards:
Urge Congress to ensure that federal immigration enforcement funding includes appropriate oversight, training standards, transparency, and safeguards to protect public safety and constitutional rights.

SECTION 7. Support Comprehensive Immigration Reform:
Urge Congress to enact comprehensive immigration reform that includes pathways to citizenship, family unity provisions, due process protections, and humane and proportional enforcement priorities.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on the 17th day of February, 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tom Stallard, 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: February 17, 2026
ITEM #: G.13
SUBJECT: Fire Department Semi-Annual Status Report

Recommendation for Action: Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July to December 2025.

Staff Contact:

Eric Zane, Fire Chief (530) 661-5861, eric.zane@cityofwoodland.gov

Background:

The Fire Department Semi-Annual Status Report provides the City Council with a comprehensive summary of departmental activity and performance. In lieu of providing monthly or quarterly reports, the Fire Department reports to the City Council on a semi-annual basis to provide a more meaningful, data-driven overview of operations, outcomes, and resource utilization.

Beginning in 2026, the Fire Department will include California Office of the State Fire Marshal (OSFM) mandated inspection data in the first semi-annual report of each calendar year to enhance transparency, regulatory reporting, and Council oversight.

Discussion:

This report summarizes Fire Department activities, performance metrics, and accomplishments from July through December 2025, with an emphasis on Administration, Operations, and Community Risk Reduction (CRR).

Operations Overview and Performance

During the reporting period, the Fire Department responded to 4,351 calls for service, representing a 2.7% decrease compared to the January to June 2025 period. Despite this decrease in call volume, operational performance continued to improve. The Department's average response time improved by nine seconds, achieving an average response time of 4 minutes and 37 seconds. Priority incidents met the Department's travel time goal of four minutes or less 90 percent of the time, demonstrating effective deployment and coverage strategies.

Fire suppression outcomes remained strong. 95 percent of structure fires were contained to the room of origin, significantly exceeding the Department's performance goal of 80 percent. These outcomes resulted in approximately \$46.5 million in property value saved, compared to just over \$1 million in losses, highlighting the effectiveness of early intervention, training, and coordinated response efforts.

The Department also continued to participate in regional emergency response through automatic aid agreements, providing assistance to neighboring jurisdictions and receiving aid when necessary to maintain system reliability.

Administrative Division

Regionalization

In an effort to streamline service delivery across multiple jurisdictions, the Woodland Fire Department has been actively engaged with LAFCO, Yolo County, and the City of West Sacramento in efforts to consolidate and annex the Elk Horn Fire Protection District. This regionalization effort is expected to be completed by July 1, 2026, and is intended to improve governance, coordination, and long-term service sustainability.

Personnel Updates

The Department conducted lateral and recruit firefighter interviews during the reporting period to support staffing

levels and maintain operational readiness. These efforts resulted in the successful hiring of one lateral firefighter and four recruit firefighters. During the same period, the Department experienced the loss of two firefighters to Bay Area agencies, reflecting continued regional competition for qualified personnel.

Administrative Systems and Efficiency

Administrative staff continued to integrate and expand the use of the First Due software system. This platform supports improved data management, reporting accuracy, inspection tracking, and operational analytics, contributing to increased efficiency and more robust performance reporting.

Facilities, Apparatus, and Training

Facilities and Capital Improvements

Several facility improvement projects were initiated during the reporting period, including the Station 3 kitchen remodel and installation of a new alerting system at Station 3. These projects are intended to improve station functionality, firefighter safety, and response efficiency.

Training

The Department hosted and participated in specialized training opportunities to enhance operational readiness and leadership development, including:

- *Flashpoint* presented by Chief Frank Viscuso
- *The Art of Reading Smoke* presented by Chief Phillip Jose

In total, personnel logged more than 6,700 hours of fire operations training, supporting safe and effective emergency response across all incident types.

Apparatus

In November 2025, the Department took delivery of the new tiller truck, enhancing fleet capability and supporting complex operational responses, particularly in areas with limited access, higher density development, and commercial occupancies. Training on the new apparatus began during the reporting period and will continue into 2026.

The functionality and expanded capabilities of the tiller truck will also allow the Department to remove two existing apparatus from service, helping to right-size the Department's fleet while maintaining operational effectiveness. This approach supports more efficient use of resources, reduces long-term maintenance and replacement costs, and aligns fleet composition with current service demands.

Field Activities

Engine companies supported department-wide initiatives, including 374 engine company inspections and the delivery of fire safety education programs, such as the first-grade fire safety program at Woodland Elementary schools.

Overall, the data reflects a department that is improving response performance, delivering strong fire-loss outcomes, and balancing emergency response with prevention, training, and community engagement, all while managing workload within existing staffing and resource constraints.

Community Risk Reduction

The Community Risk Reduction (CRR) Division continued to advance the City's public safety priorities through proactive fire prevention, public education, inspections, and interdepartmental coordination. The continued implementation of First Due has improved workflow efficiency and inspection tracking.

Public Education and Outreach

CRR staff conducted Fire Prevention Week activities and participated in 29 community events, totaling 116 hours of outreach, reinforcing fire safety education and community engagement. The Department also expanded its digital outreach, generating approximately 1.8 million social media views and more than 15,000 public interactions during the reporting period.

Inspections and Compliance

CRR staff completed fire inspections throughout the reporting period, including 100 percent completion of OSFM-mandated inspections, ensuring compliance with state fire and life safety regulations.

Special Inspections

A joint inspection was conducted at the Yolo County Fair Mall involving City Code Enforcement, the Building Department, the Police Department, Yolo County Environmental Health, and the Water Resources Board. The property remains vacant and unsuitable for occupancy. Existing conditions may impact emergency response operations due to potential structural concerns, concealed spaces, and inactive fire protection systems. Administrative citations have been issued, and responsible parties have been notified of required corrective actions. As of this reporting period, no significant corrective updates have been reported.

Conclusion:

From July through December 2025, the Fire Department demonstrated continued progress in response performance, fire loss outcomes, training, prevention, and community engagement, while advancing regional governance initiatives and maintaining regulatory compliance. Collectively, these efforts reflect a department that is balancing emergency response demands with proactive risk reduction and operational efficiency, in direct support of the City’s public safety goals and the Fire Department’s mission to protect life, property, and the community.

Staff recommends that the City Council accept the Fire Department Semi-Annual Status Report for July to December 2025.

Prepared by: Nallely Castro, Management Analyst
Reviewed by: Eric Zane, Fire Chief



Ken Hiatt
City Manager

Attachments:

1. Annual Compliance Report Prevention
2. Fire Semi Annual Report- July-December 2025



WOODLAND FIRE DEPARTMENT

Inspection Compliance Report

DATE: February 17, 2026

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

Woodland Fire Department Annual Inspection Compliance Report			
Occupancy Type	Total # of Occupancies	Completed in Y25	% Complete
E (Schools)	22	22	100%
R-1 (Hotels, Motels)	10	10	100%
R-2 (Apartment, Lodging houses)	148	148	100%
Total E & R Occ. (Reportable)	180	180	100%
I-2 (Hospital, Nursing Homes)	7	7	100%
I-3 (Jails, Detention Centers)	Inspected by office of SFM	Inspected by office of SFM	
I-4 (Adult Day Care)	2	2	100%
Total I Occ.	9	9	100%



SEMI-ANNUAL REPORT

JULY 1-DECEMBER 31, 2025

Total Calls for Service

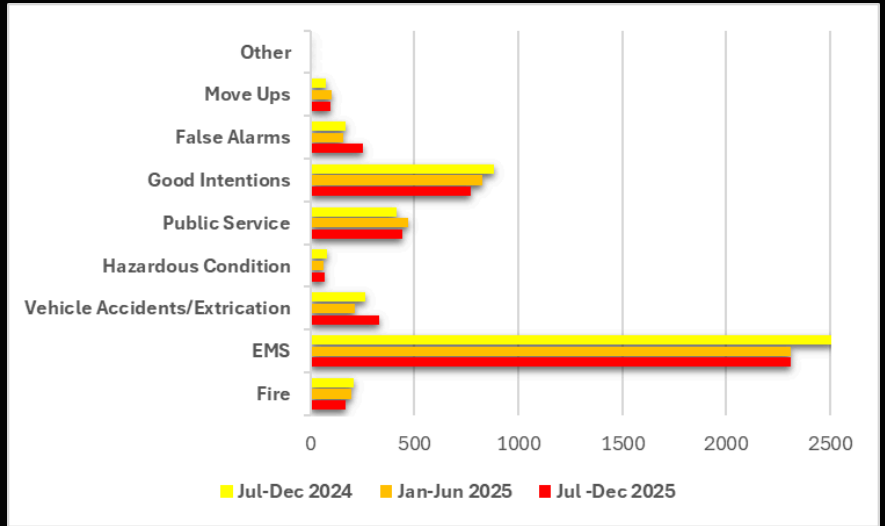
2.7 % decreased from Jan-Jun 2025 **4351**

Average Response Time

9 seconds decreased from Jan-Jun 2025 **4:37**

What types of calls did we run?

Calls for Service Comparison



*When two or three (dependent on area) engine/truck companies are committed to calls simultaneously, the remaining engine/truck companies move strategically into the vacated area(s) to ensure adequate coverage based upon the number of available apparatus. This practice is called a "move up".

Automatic Aid

Aid Received

35

Aid Given

55

Automatic aid is provided to another agency through formal agreement and occurs automatically on significant events without any special request.

CONTAINED FIRE TO ROOM OF ORIGIN

95%

Goal: 80% of the time

PRE INCIDENT VALUE

\$47,497,001

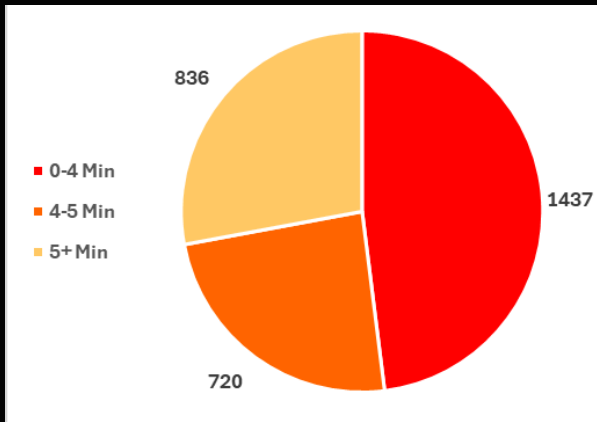
SAVED

\$46,480,748

Loss
\$1,016,253

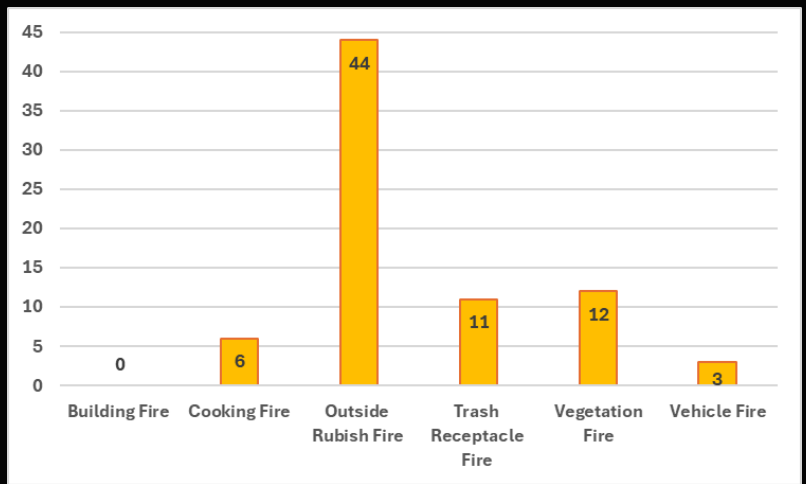
Priority Calls

Travel Time Goal of 4 Minutes or Less 90% of the Time



Intentional Fires

July-December 2025



UNHOUSED CONTACTS

560

CANCELLED TO NON-EMERGENENT

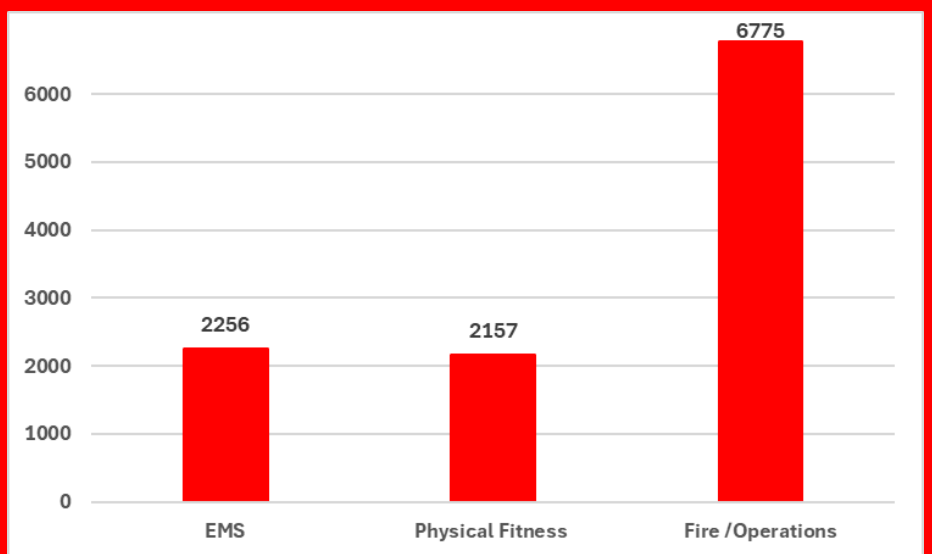
177

Medical aids cancelled at medical facilities

ENGINE COMPANY Inspections

374

Jul-Dec 2025 Training Hours Snapshot





SEMI-ANNUAL REPORT

JULY 1- DECEMBER 31, 2025

Total Hours Committed

1951

Total Work Hours

2,340

Uncommitted Work Hours per Week

04

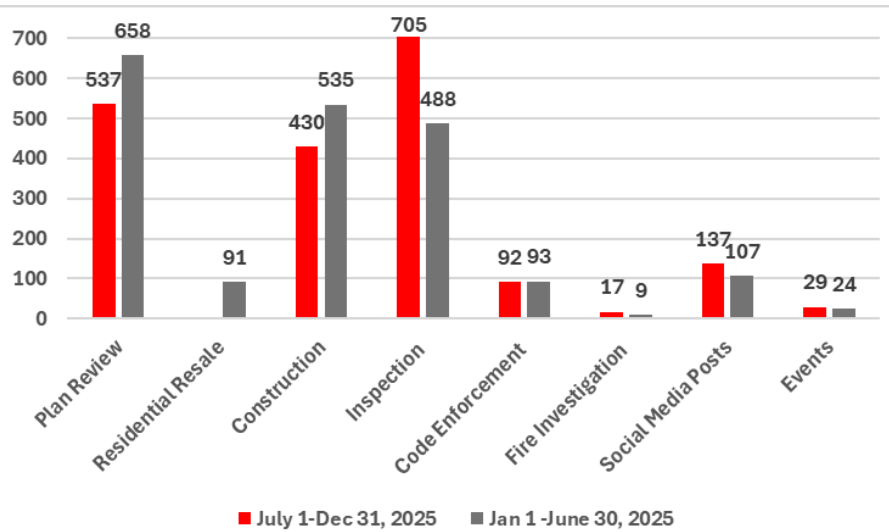


3 FT
Department Staff

Formal Completed Training Hours

112

What types of duties did we complete?



PLAN REVIEW HOURS

430

Average time spent per plan set:

1 Hour

INSPECTION HOURS

705

Average time spent per inspection:

1 Hour

CONSTRUCTION HOURS

322.5

Average time spent per inspection:

45 Minutes

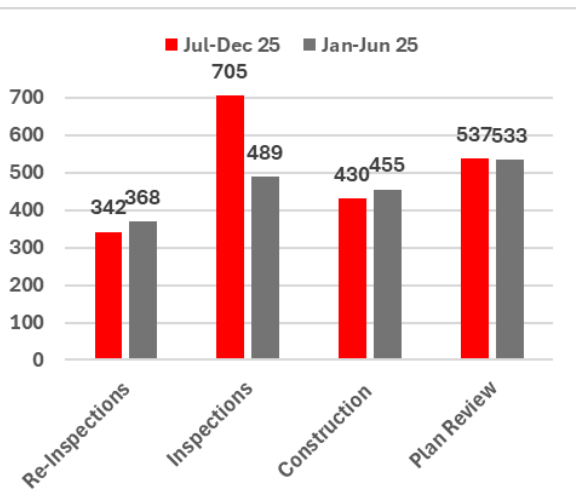
CA OSFM

180

Mandated Inspections

Completed Annually

Inspection & Plan Review



Social Media Insights

Facebook

1.8M Views
137 Posts
15.5K Interactions
10.5K Followers

Instagram

1.8M Views
137 Posts
15.5K Interactions
10.5K Followers

Community Events

29 Events
116 Hours Total
4 hour average time



COMMUNITY RISK REDUCTION

Community Risk Reduction (CRR) is a process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: G.14
SUBJECT: Woodland Police Department Annual Report January 1, 2025 – December 31, 2025

Recommendation for Action:

Staff recommends that the City Council receive the Woodland Police Department’s Annual Report for the period from January 1, 2025, to December 31, 2025.

Staff Contact:

Ryan L. Kinnan, Chief of Police, (530) 661-7832, Ryan.Kinnan@cityofwoodland.gov

Background:

The Woodland Police Department provides the City Council with 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 calendar year 2025. Currently, staffing vacancies are the department's primary operational hurdle, as understaffing has placed additional strain on other internal bureaus. This 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 72 sworn staff, the department has 93 approved positions. Currently, the department has 80 staffed positions, with 3 vacancies between the sworn (2) and professional staff (1). This does not tell the whole story of the staffing difficulties, as additionally, there are 5 officers still at the academy, 2 officers going through FTO (field training), and 5 staff members, four (4) officers and one (1) professional staff, out on "4850 time," or long-term disability. Accounting for that shows that of the department's 72 approved sworn staff, only 60 are currently operating at full capacity. Although 87% staffing levels may sound reasonable at first, each staff member missing creates additional strain on departmental resources, driving up overtime costs, response times, and the risk of 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 33,000 community-generated calls for service, a similar 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 due to these staffing shortages. The worst case being Priority 3 calls, which have a response time of nearly nine minutes per response.

Thanks to the continued efforts of our dedicated staff, we have seen downward trends in crimes against persons and property. Crimes against society saw a significant increase which is due in part to officers proactively initiating about 17,000 of the approximate 50,000 total calls for service (a combination of community-generated and officer-initiated 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 12% in traffic stops and citations, but a significant increase of about 26% for DUIs specifically.

Crimes against property declined in 2025 by approximately 16 percent year over year. Within that category, several key indicators moved in the right direction: robberies decreased to 22 in 2025 compared to 30 in 2024 (a reduction of 8 incidents, approximately 27%), burglaries declined 29% (63 in 2025 compared to 89 in 2024), and vandalism decreased 23% (242 in 2025 compared to 313 in 2024).

These reductions reflect continued focus on proactive enforcement, repeat-offender disruption, and targeted problem-solving in locations and crime patterns driving property offenses.

Crimes against persons remained stable and showed a slight decline in 2025, down approximately 1% overall compared to 2024.

The most significant year-over-year change in this category was the reduction in homicides: Woodland recorded zero murders in 2025, compared to six in 2024. While violent crime trends can fluctuate, this outcome is a meaningful indicator of improved public safety conditions and sustained operational focus on rapid response, investigations, and prevention-oriented policing.

In addition to the proactive measures focused on patrols and traffic stops, the department's homeless programs, including the Homeless Outreach Service Team (HOST) and Co-Responders, made contact with unhoused individuals more than 1,200 times despite being down 1 of their 3 staff members. The continued efforts by both HOST and Co-Responders have resulted in approximately a 17% drop in calls for service directly related to homelessness.

As reflected in the most recent Point-in-Time Count, Woodland experienced a significant reduction in unsheltered homelessness over the last year. The unsheltered count decreased from 251 individuals (2024) to 154 individuals (2025) — a reduction of 97 individuals, or approximately 39% — consistent with the department's continued emphasis on problem-solving, outreach, and coordinated response efforts that reduce repeat calls for service and improve community conditions.

At the time of agenda posting, a summary of the annual 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 Annual Report for the period from January 1, 2025, to December 31, 2025.

Prepared by: Ryan L. Kinnan, Chief of Police



Ken Hiatt
City Manager

Attachments:

1. WPD 2025 Annual Report - Final

Police Department Semi-Annual Report

January 2025 – December 2025

City Council, February 17, 2026



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 ended 2025, with **13 total staffing shortages (11 sworn)** causing reductions in service, including increase in response times.

2. Resource Capacity vs City Growth/Expectations

- Department's **authorized capacity has not kept pace with the city's growth, workload complexity, and community expectations.**

3. Recruiting, Retention, & Training Pipeline

- Continue to face a **slow and competitive hiring environment** and a **long training runway** (academy, FTO, specialty training)

Goals

1. Stabilize staffing and deployable capacity

2. Improve emergency response performance

3. Sustain crime reduction

4. Reduce homelessness-related incidents & repeat calls



Challenges & Goals – Staffing

93 Approved Full-Time Positions

21 Professional Staff (FTE)

72 Sworn Staff (FTE)

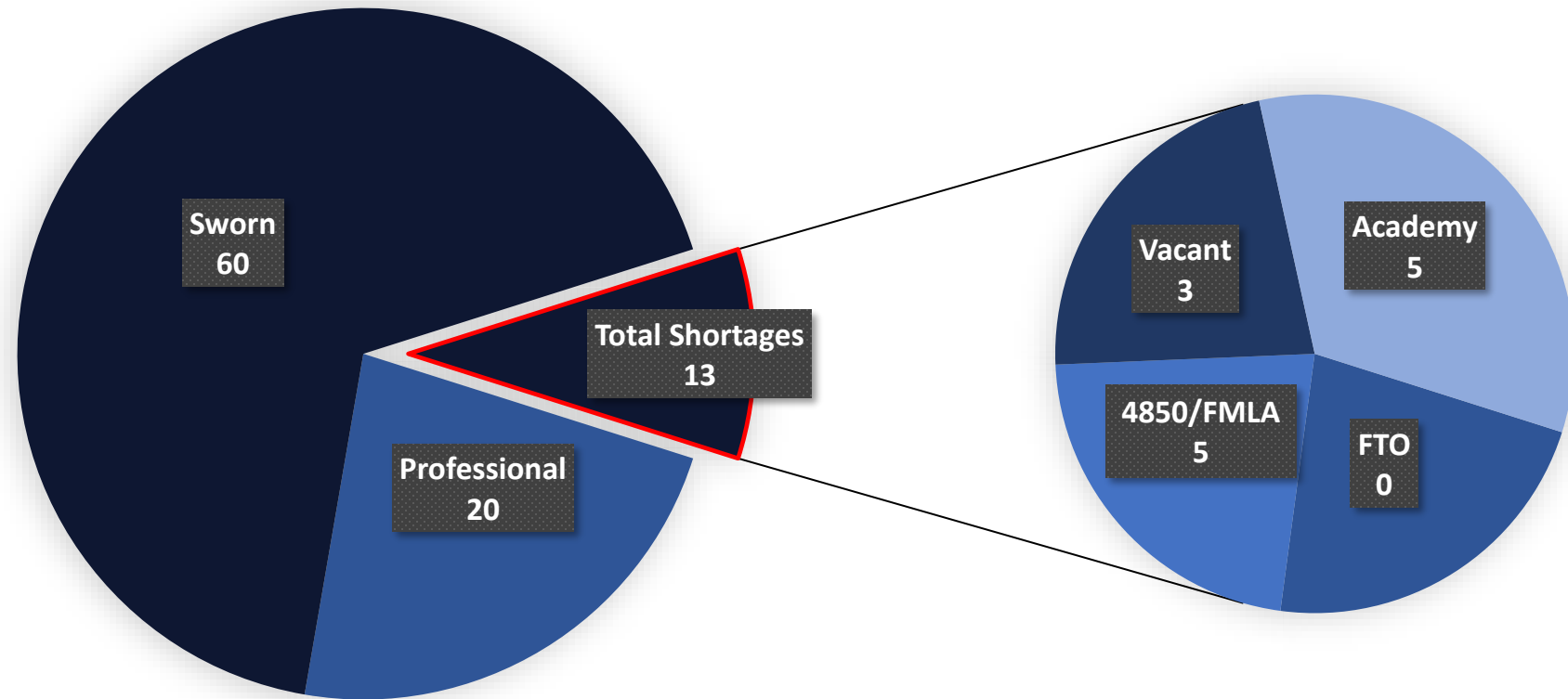
- 13 Shortages

Academy

4850/FMLA

Vacancies

60 Staff Current Capacity



Statistics – Response Times & Calls for Service



Average Response Times
(minutes, number of calls)

	2024	2025	%Δ
Priority 1	0:04:42 (862)	0:05:27 (842)	+16%
Priority 2	00:06:18 (10,962)	00:06:56 (10,193)	+10 %
Priority 3	00:08:39 (2,878)	00:08:46 (2,468)	+1 %



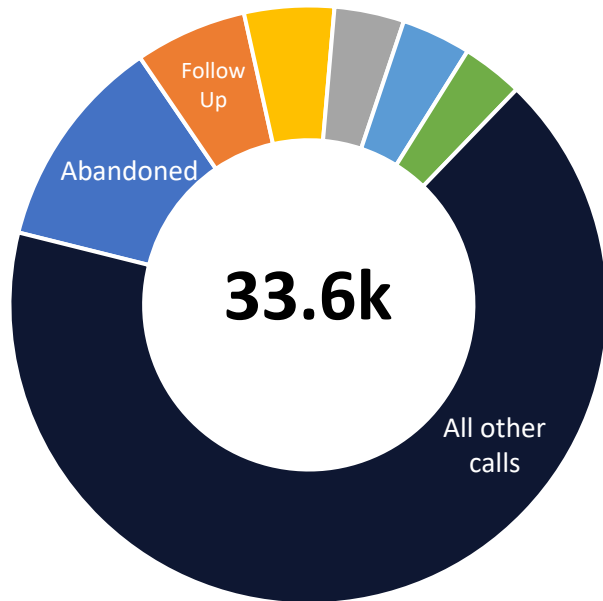
Total Calls for Service

	2024	2025	%Δ
Total	53,520	50,654	-5%
Officer-Initiated	16,930	17,376	+2%



Statistics – Crime Statistics

Calls for Service
(Community Initiated)



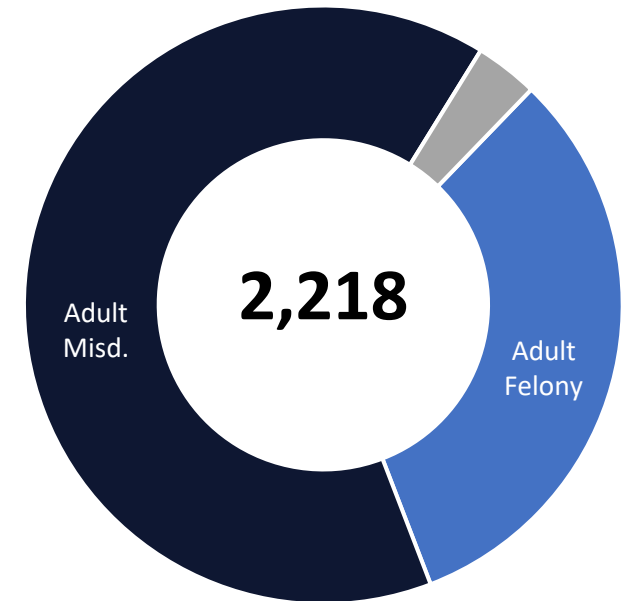
1.	Abandoned 911 Calls	3888
2.	Follow-Up	2031
3.	Homeless Complaints	1492

NIBRS Group A Offenses



1.	Larceny	623
2.	Drug Paraphernalia	444
3.	Drug Violation	424

Arrests



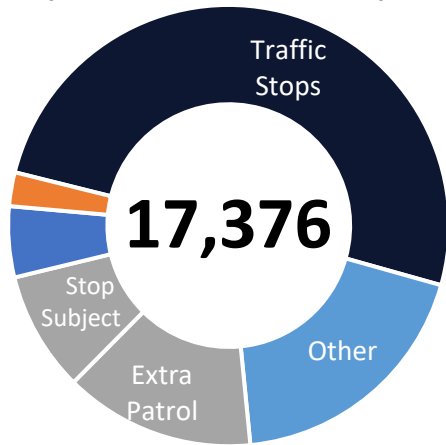
1.	Adult Misdemeanor	1438
2.	Adult Felony	705
3.	Minor	75

Note: Top 3 Calls/Offenses/Arrests shown – additional data will be available with the WPD annual report

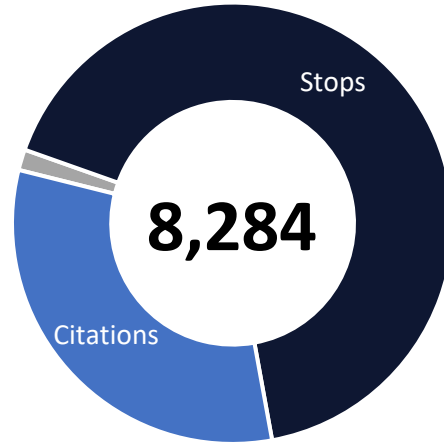


Statistics – Officer-Initiated & Traffic

Calls for Service
(Officer-Initiated)



Traffic



Activity	2025
Traffic Stops	8,284
Extra Patrol	2,431
Subject Stops	1,528

	2024	2025	%Δ
Stops	7410	8284	+11.8%
Citations	3495	3925	+12.3%
DUI	180	227	+26.1%



Note: Top 3 Calls shown – Not all stops result in citations



Homeless & Co-Responder Efforts

HOST



2024

2,931

2025

2,423

Homeless
Calls for
Service

17.3% Decrease

Point in Time Count

2024 – 251 unsheltered

2026 – 154 unsheltered

Reduction of 97 individuals

(-39%)

CO-RESPONDER



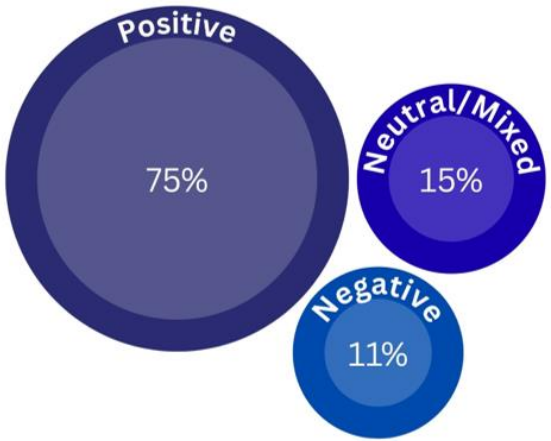
Social Media & Outreach




1 Volunteer Hour = \$34.79
747 Volunteer Hours = \$25,988


18 Volunteers
23 Neighborhood Watch Groups

Post Contact Satisfaction Survey Jan-Jun 2025
Done using Axon My90



Reach (people)	833,546	106,752
Engagement (interactions)	134,347	21,505
Visits	389,137	42,997
Followers	37,275	5,950

Facebook: facebook.com/WoodlandPD/
Instagram: [@woodlandpolice](https://www.instagram.com/woodlandpolice)



2025 Police Department Public Safety Highlights

Crime Trends (NIBRS)

Crimes Against Property: ↓ ~16%

- Robbery: 22 (2025) vs 30 (2024) (↓27%)
- Burglary: 63 (2025) vs 89 (2024) (↓29%)
- Vandalism: 242 (2025) vs 313 (2024) (↓23%)
- Theft: 623 (2025) vs 742 (2024) (↓16%)

Crimes Against Society: ↑ ~39%

- Drug/Narcotic Violations: 424 (2025) vs 314 (2024) (↑35%)
- Drug Equipment Violations: 444 (2025) vs 297 (2024) (↑49%)
- Weapon Law Violations: 163 (2025) vs 127 (2024) (↑28%)

Crimes Against Persons: ↓ ~1%

- Homicides: 0 (2025) vs 6 (2024)



Thank You





TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: City Council Regular Meeting
DATE: February 17, 2026
ITEM #: G.15
SUBJECT: Creation of an Automotive Dealership Advertising/Sales Tax Rebate Program

Recommendation for Action: Staff recommends that the City Council approve Resolution No. _____:

1. Establishing the Automotive Dealership Advertising/Sales Tax Rebate Program as outlined in this report and attached program framework (Attachment 3); and
2. Authorizing the City Manager, or designee, to negotiate rebate agreements with qualifying dealerships in accordance with the approved program parameters. Individual Draft Agreements will be brought back to City Council for approval following a public hearing.

Staff Contact:

Erika Bumgardner, Deputy Community Development Director, (530) 661-5886, erika.bumgardner@cityofwoodland.org

Fiscal Impact:

The Automotive Dealership Advertising/Sales Tax Rebate Program is structured as a performance-based incentive, meaning rebates are only issued when participating dealerships generate new sales tax revenue above a defined baseline. As such, the program does not create an unfunded or up-front General Fund obligation.

Under the approved framework, the City may rebate up to \$250,000 per year, with a maximum cumulative rebate of \$2.5 million per dealership over a ten-year period. Rebates are calculated as a percentage of incremental Bradley-Burns 1% sales tax generated above a baseline established using prior years' sales tax returns.

Even in years where a rebate is paid, the City will continue to retain a portion of the incremental sales tax, resulting in a net fiscal gain for each year in which increased sales occur. If incremental sales are not realized, no rebate is issued.

The program is designed to encourage substantial private investment in dealership facilities, sustainability upgrades, and advertising reach, each of which is expected to increase vehicle sales volume and therefore increase long-term sales tax revenues to the City.

Overall, the program is anticipated to produce a positive net fiscal impact through increased sales tax revenue, strengthened dealership competitiveness, and long-term investment in Woodland's economic base.

Background:

Auto dealerships are among the City's most significant generators of local sales tax revenue. Woodland is home to three new-vehicle dealerships:

- Woodland Ford
- Woodland Motors (Chevrolet/GMC)

- Hoblit Dodge/Chrysler/Jeep/Ram

These dealerships compete in a highly regionalized automotive retail market in which consumers routinely shop across counties for the best price, financing terms, or product availability. Dealerships must invest heavily in advertising and ongoing facility upgrades to maintain market share.

To support dealership reinvestment and to encourage increased advertising and facility modernization, particularly in response to the changing automobile market, electrification trends, and consumer purchasing patterns, staff is proposing creation of an Automotive Dealership Advertising/Sales Tax Rebate Program.

The intent of the program is to incentivize dealerships to undertake capital investments, sustainability improvements, and marketing expansions that will drive additional vehicle sales within Woodland. The program structure is based on the framework contained in the attached program requirements (Attachment A) and summarized below.

Discussion:

Program Overview

The proposed Automotive Dealership Advertising/Sales Tax Rebate Program provides a performance-based sales tax rebate tied to sales tax generated above a defined baseline. Under the program:

- Rebates are available for substantial facility investments, modernization projects, sustainability upgrades, and expanded advertising initiatives.
- Rebates are issued only when actual incremental sales occur beyond historical averages, ensuring fiscal protection for the City.
- The program runs for up to 10 years, with rebates disbursed semi-annually upon submission of required documentation.
- The annual rebate is capped at \$250,000, with a program maximum of \$2.5 million over the 10-year term.

Rebate Structure

The proposed tiered structure incentivizes investments early and allows the City to share in the upside of increased vehicle sales:

Years 1–2: 50% rebate of sales tax above baseline

Years 3–4: 40% rebate of sales tax above baseline

Years 5–10: 25% rebate of sales tax above baseline

Baseline sales tax levels are calculated using the average of the prior three years, or prior two years in cases where dealership ownership has changed within that period.

Eligibility and Commitments

Participating dealerships must meet the eligibility requirements summarized below:

Facility Investment / Modernization

- A minimum of \$2.5 million in qualifying investments (facility upgrades, expansions, modernization, service bay improvements, major advertising campaigns, etc.) over ten

years. The annual rebate shall not exceed the investment amount in any given year if the investment is made incrementally over time.

Job Creation / Retention

- Creation of 10 new full-time jobs within the 12 months preceding execution of the agreement or within 24 months following execution, OR
- Demonstrated retention of stable, existing jobs with pathways for workforce development and/or training partnerships.

Sustainability Requirements

- Minimum \$200,000 investment in EV readiness, solar or energy-efficiency upgrades, battery lifts, water conservation improvements, or similar sustainability components within the 12 months preceding execution of the agreement or within 24 months following execution.

Community and Marketing Commitments

- Participation in city-led campaigns promoting Woodland as a retail destination.
- Support for youth programs, internships, or/and community events.
- Co-branded or Woodland-focused marketing as appropriate.

Although Woodland dealerships already invest heavily in marketing, a rebate program provides several important economic benefits. By reducing the net cost of advertising, the program enables dealerships to expand their reach into larger regional markets such as Sacramento, the Bay Area, and Northern California. This expanded visibility strengthens Woodland's competitive position by drawing more customers from outside the city. In addition, the program encourages dealerships to reinvest in modern, high-quality facilities that improve customer experience and stimulate additional sales, which are investments that might otherwise be delayed due to cost.

The structure of the rebate ensures that the City shares only in new growth of sales tax revenues, as rebates are issued solely from incremental revenue generated above established baseline levels, with the City retaining the remaining portion of new revenue. Ultimately, by supporting dealership reinvestment and increasing sales activity, the program helps stabilize and strengthen Woodland's long-term sales tax base, ensuring that dealerships remain strong contributors to the City's General Fund revenue.

Individual Program Agreements

Should the City Council approve the establishment of this rebate program, the City Manager, or designee, will work with qualifying dealership applicants on individual, dealership-specific Program Agreements subject to the established program criteria and guidelines. Those draft agreements will be brought back to City Council at a future date for approval following a public hearing and made available on the City's website pursuant to California Government Code §53084 and Revenue and Taxation Code §7213.

Conclusion:

Staff recommends that the City Council approve Resolution No. ____:

1. Establishing the Automotive Dealership Advertising/Sales Tax Rebate Program as outlined in this report and attached program framework (Attachment 3); and
2. Authorizing the City Manager, or designee, to negotiate rebate agreements with qualifying dealerships in accordance with the approved program parameters. Individual Draft Agreements will be brought back to City Council for approval following a public hearing.



Ken Hiatt
City Manager

Attachments:

1. Draft Program Application
2. Attachment A to Draft Program Application
3. Proposed Resolution_Auto Dealership Incentive Program

CITY OF WOODLAND
Automotive Dealership Advertising/Sales Tax Rebate Program
Application Form

The City of Woodland's Automotive Dealership Advertising/Sales Tax Rebate Program is a performance-based incentive designed to support new and existing auto dealerships that invest in their facilities, sustainability, workforce, and marketing.

Eligibility - The program is available to new and existing automotive dealerships located in the City of Woodland that meet investment and commitment requirements as defined in the attached Program Requirements.

Please complete all sections and attach additional pages as needed. Submission of an application does not guarantee approval.

A. APPLICANT INFORMATION

Dealership Name: _____

Franchise/Brand(s): _____

Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (if different): _____

Primary Contact Person: _____

Title: _____

Phone: _____ **Email:** _____

B. PROJECT TYPE & DESCRIPTION

- New dealership facility in Woodland
- Expansion/major remodel of existing facility
- Service facility upgrade
- Sustainability/energy efficiency investment
- Major advertising/marketing initiative

Total Estimated Qualifying Investment (10-year period):

\$ _____ (minimum \$2.5 million)

Project Description:

Provide a brief description of the proposed improvements and/or advertising initiative, including scope, timing, and objectives.

Location of Improvements (if different from business address):

Estimated Construction/Implementation Start Date: _____

Estimated Completion Date: _____

C. JOB CREATION & RETENTION

Current Number of Full-Time Employees (FTEs): _____

Projected New Full-Time Jobs (FTEs) Created: _____

Average Annual Wage of New Positions: \$ _____

Describe job creation/retention plans, including any training, apprenticeship, or internship components (e.g., partnerships with high schools, Woodland Community College, etc.):

D. SUSTAINABILITY & ENERGY EFFICIENCY INVESTMENTS

Minimum Required Investment: \$200,000 (EV, solar, HVAC, water conservation, etc.)

Estimated Sustainability Investment Amount: \$_____

Check all that apply:

- EV charging stations
- Battery lifts / EV service equipment
- Solar PV or other on-site renewable energy
- Energy-efficient HVAC or lighting
- Water conservation / wash system upgrades
- Other (describe): _____

Provide a brief summary of sustainability improvements:

E. COMMUNITY & MARKETING COMMITMENTS

Check the commitments you intend to make as part of participation in the Program:

- Workforce development (internships, job shadowing, auto tech/STEM partnerships)
- Community sponsorships (youth sports, local nonprofits, community events)
- Participation in City-led “Shop Woodland” or regional marketing campaigns
- Co-branded advertising highlighting Woodland as a retail destination
- Hosting or participating in auto-related events in Woodland

Describe your anticipated community and marketing commitments:

F. ADVERTISING & SALES TAX INFORMATION

Baseline Period:

The City will calculate a baseline of sales tax using the average of prior three years (or two years if recent ownership change).

Ownership Change Within Last Three Years?

Yes No

If yes, provide date of ownership change: _____

Authorization to Obtain Sales Tax Data:

By signing below, the applicant authorizes the City of Woodland to obtain, review, and use sales tax information from the California Department of Tax and Fee Administration (CDTFA) and other relevant agencies for purposes of evaluating and administering the Program.

G. ATTACHMENTS (REQUIRED)

Please include:

- Project budget and preliminary cost estimates (construction, equipment, sustainability upgrades, etc.)
- Conceptual plans, renderings, or site plans (if available)
- Description of advertising/marketing strategy, target markets, and estimated annual advertising spend
- Any additional information demonstrating economic, fiscal, or community benefit

H. CERTIFICATION

I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that participation in the Program is subject to City Council-approved parameters and the execution of a formal Rebate Agreement approved by the City of Woodland.

Authorized Representative Name (print): _____

Title: _____

Signature: _____ Date: _____

Submit completed application to:

City of Woodland – Economic Development

300 First Street

Woodland, Ca 95695

DRAFT

Attachment A – Program Requirements

Automotive Dealership Advertising/Sales Tax Rebate Program City of Woodland

This attachment outlines the minimum requirements, commitments, and compliance obligations for participation in the City of Woodland’s Automotive Dealership Advertising/Sales Tax Rebate Program. All applicants must review and acknowledge these requirements as part of the application process. Submission of an application does not guarantee approval.

1. Eligibility Requirements

1.1 Eligible Businesses

The program is available to automotive dealerships located within the City of Woodland that:

- Operate a new-vehicle franchise dealership; and
- Undertake qualifying capital investments, facility upgrades, sustainability improvements, or expanded advertising initiatives consistent with program goals.
- The dealership must confirm that the agreement will not result in a reduction in sales tax revenue for another local agency if the dealership maintains a physical presence in that other local agency’s jurisdiction. See Government Code section 53084.5.

1.2 Minimum Qualifying Investment

To participate, applicants must demonstrate a minimum of:

- \$2.5 million in qualifying capital, facility, or operational investments over a ten-year period.

Qualifying investments may include, but are not limited to:

- Facility construction, expansion, or renovation
- Service bay upgrades or EV-related equipment
- Site improvements, ADA upgrades, parking, and circulation improvements
- Technology, equipment, and dealership modernization efforts
- Major advertising campaigns

2. Required Program Commitments

2.1 Job Creation and/or Retention

Participants must commit to one of the following:

- Creation of at least 10 new full-time jobs with annual wages of at least \$60,000 within the 12 months preceding execution of the agreement or within 24 months following execution; or
- Demonstrated, ongoing retention of at least 10 existing full-time jobs earning at least \$60,000 through the life of the rebate agreement (subject to reasonable fluctuations, i.e. not more than 20% reduction) combined with development of workforce training, apprenticeship, or internship opportunities (e.g., partnerships with local high schools or Woodland Community College).

2.2 Sustainability Investment

Participants must invest a minimum of \$200,000 in sustainability or energy-efficiency improvements within the 12 months preceding execution of the agreement or within 24 months following execution, which may include:

- Electric vehicle (EV) charging infrastructure
- Battery lifts and EV-ready service equipment
- Solar photovoltaic systems
- Energy-efficient HVAC, lighting, or building systems
- Water conservation improvements and wash system upgrades

2.3 Community & Marketing Contributions

Participants must commit to at least one of the following annually:

- Support for workforce development programs
- Sponsorship of community events, youth activities, or nonprofit organizations
- Participation in City-led “Shop Woodland” or regional marketing efforts
- Co-branded advertising that highlights Woodland as a retail destination
- Hosting or participating in local automotive or economic development events

3. Rebate Structure & Terms

3.1 Annual and Program Caps

- Maximum annual rebate: **\$250,000**
- Maximum total rebate per dealership over 10 years: **\$2.5 million**

Rebates shall not exceed total eligible advertising expenditures or annual qualifying investment.

3.2 Rebate Percentages

Rebates are calculated on incremental Bradley-Burns 1% sales tax revenue above an established baseline:

- Years 1–2: 50% of sales tax generated above baseline
- Years 3–4: 40% of sales tax generated above baseline
- Years 5–10: 25% of sales tax generated above baseline

3.3 Baseline Determination

The sales tax baseline will be calculated by the City using:

- The average of the prior three years of sales tax returns; or
- The average of two years, if dealership ownership changed within the prior three-year period.

3.4 Payment Cycle

Rebates are processed semi-annually based on:

- Verified sales tax data
- Submission of required documentation as listed in Section 4.0

Rebates are issued only when incremental sales tax revenue above baseline is achieved.

4. Required Documentation for Rebate Eligibility

Participants must submit the following documents to qualify for semiannual rebate payments:

1. **Proof of Capital Investment** - Invoices, contracts, receipts, or other evidence of qualifying expenditures
2. **Advertising Expenditure Documentation** - Paid invoices, contracts, or receipts showing advertising costs
3. **Payroll and Job Creation Documentation** - Employee rosters, payroll summaries, or other verifiable reports
4. **Sustainability Investment Documentation** - Invoices or proof of purchase/installation for qualifying improvements
5. **Community and Marketing Commitments** - Written confirmation or evidence of participation
6. **Authorization for Sales Tax Access** - Applicant must authorize the City to access CDTFAs sales tax data if requested

5. Program Administration

5.1 Agreement Requirement

Participation requires execution of a Rebate Agreement approved by the City Council following a public hearing held in compliance with Government Code Section 53083.

5.2 Term

- The agreement is effective beginning the first full quarter following project completion or agreement execution.
- It remains active for up to 10 years or until the maximum rebate is reached, whichever occurs first.

5.3 Compliance

Failure to comply with program requirements, provide accurate documentation, or maintain commitments may result in:

- Suspension of rebate payments
- Reduction of eligible rebate amounts
- Termination of the Rebate Agreement

5.4 Program Adjustments

The City reserves the right to:

- Make administrative adjustments to clarify program procedures
- Modify reporting formats or documentation requirements
- Request supplemental information as needed to verify compliance

ACKNOWLEDGEMENT

Applicants must sign the Application Form acknowledging they have read, understand, and agree to comply with all Program Requirements contained in this attachment.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
ESTABLISHING THE AUTOMOTIVE DEALERSHIP ADVERTISING/SALES TAX
REBATE PROGRAM**

WHEREAS, the City of Woodland (“City”) is committed to supporting local economic development, job creation, and long-term fiscal sustainability; and

WHEREAS, automotive dealerships are among the City’s most significant generators of sales tax revenue and serve as important anchor businesses that draw customers from throughout the region; and

WHEREAS, the City wishes to encourage ongoing reinvestment, modernization, sustainability improvements, and expanded marketing efforts by automotive dealerships located within Woodland in order to strengthen their competitive position in the regional market; and

WHEREAS, the proposed Automotive Dealership Advertising/Sales Tax Rebate Program (“Program”) is structured as a performance-based incentive that shares a portion of incremental sales tax revenue generated above a defined baseline with participating dealerships; and

WHEREAS, the Program provides for a maximum annual rebate of \$250,000, and a total Program maximum of \$2.5 million per dealership over a ten-year period, with rebates calculated as a percentage of sales tax generated above baseline levels and disbursed only upon submission of required documentation; and

WHEREAS, eligible dealerships will be required to undertake qualifying capital investments, sustainability improvements, and community and workforce-related commitments consistent with the City’s economic development and policy goals.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Woodland as follows:

SECTION 1. The City Council hereby establishes the Automotive Dealership Advertising/Sales Tax Rebate Program substantially in the form described in the staff report dated February 17, 2026 and attached program framework, and authorizes staff to finalize Program guidelines consistent with Council direction.

SECTION 2. The Program shall be available to new and existing automotive dealerships located within the City of Woodland that meet the eligibility criteria set forth in the Program guidelines, including but not limited to:

- Woodland Ford
- Woodland Motors

- Hoblit Dodge/Chrysler/Jeep/Ram

and any future qualifying dealerships that may locate within the City and meet Program requirements.

SECTION 3. The City Council hereby authorizes the City Manager, or designee, to:

1. Develop and refine Program application materials and administrative procedures consistent with the adopted Program framework;
2. Review and evaluate applications from qualifying dealerships, negotiate rebate agreements in accordance with the approved program parameters, and return to the City Council with individual, dealership-specific Program Agreements for approval following a public hearing; and
3. Make non-substantive administrative adjustments to the Program as may be necessary to implement its intent and resolve minor ambiguities, provided such adjustments are consistent with City Council policy direction.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Woodland at a regular meeting held on this 17th day of February, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tom Stallard, Mayor

ATTEST:

APPROVED AS TO FORM:

Marissa Kersey, City Clerk

Ethan Walsh, City Attorney