



City of Sonoma Planning Commission **AGENDA**

Regular Meeting of June 9, 2016 -- 6:30 PM
Community Meeting Room, 177 First Street West
Sonoma, CA 95476

Meeting Length: No new items will be heard by the Planning Commission after 10:30 PM, unless the Commission, by majority vote, specifically decides to continue reviewing items. If an item is not heard due to the length of the meeting, the Commission will attempt to schedule a special meeting for the following week. If a special meeting is necessary, potential dates will be established at the close of this meeting, and a date set as soon as possible thereafter.

CALL TO ORDER – Chair, Robert Felder

Commissioners: Michael Coleman
James Cribb
Chip Roberson
Mary Sek
Ron Wellander
Bill Willers
Robert McDonald (Alternate)

*Be Courteous - **TURN OFF** your cell phones and pagers while the meeting is in session.*

PLEDGE OF ALLEGIANCE

COMMENTS FROM THE PUBLIC: Presentations by audience members on items not appearing on the agenda.

MINUTES: Minutes from the meetings of April 14, 2016 and May 12, 2016.

CORRESPONDENCE

ITEM #1 – PUBLIC HEARING

REQUEST:

Consideration of a Temporary Use Permit to allow outdoor live music in association with a wine club event from 1p.m. to 4p.m. on Sunday, June 12, 2016.

Applicant/Property Owner:

Sebastiani Winery/Foley Family Wines

Staff: Wendy Atkins

Project Location:

389 Fourth Street East

General Plan Designation:

Wine Production (WP)

Zoning:

Planning Area: Northeast Area

Base: Wine Production (W)

Overlay: Historic (/H)

RECOMMENDED ACTION:

Approve with conditions.

CEQA Status:

Categorically Exempt

ITEM #2 – PUBLIC HEARING

REQUEST:

Consideration of a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex.

Applicant/Property Owner:

STRATAap Architecture/Sonoma Court Shops, Inc.

Staff: Rob Gjestland

Project Location:

533 First Street East

General Plan Designation:

Commercial (C)

Zoning:

Planning Area: Downtown District

Base: Commercial (C)

Overlay: Historic (/H)

RECOMMENDED ACTION:

Commission discretion.

CEQA Status:

Categorically Exempt

ITEM #3 – PUBLIC HEARING**REQUEST:**

Consideration of a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex.

Applicant/Property Owner:

STRATAap Architecture/Sonoma Court Shops, Inc.

Staff: Rob Gjestland

Project Location:

11 East Napa, Unit #1

General Plan Designation:

Commercial (C)

Zoning:

Planning Area: Downtown District

Base: Commercial (C)

Overlay: Historic (/H)

RECOMMENDED ACTION:

Commission discretion.

CEQA Status:

Categorically Exempt

ITEM #4 – PUBLIC HEARING**ISSUE:**

Receipt of draft Circulation Element update.

Staff: David Goodison

RECOMMENDED ACTION:

Receive and discuss.

CEQA Status:

Not applicable.

ISSUES UPDATE**COMMENTS FROM THE COMMISSION****COMMENTS FROM THE AUDIENCE****ADJOURNMENT**

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on June 3, 2016.

CRISTINA MORRIS, ADMINISTRATIVE ASSISTANT

Rights of Appeal: Any decision of the Planning Commission may be appealed to the City Council. Appeals must be filed with the City Clerk within fifteen (15) calendar days following the Planning Commission's decision, unless the fifteenth day falls on a weekend or a holiday, in which case the appeal period ends at the close of the next working day at City Hall. Appeals must be made in writing and must clearly state the reason for the appeal. Appeals will be set for hearing before the City Council on the earliest available agenda. A fee is charged for appeals.

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA, (707) 938-3681. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Planning Commission regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the Administrative Assistant office, No. 1 The Plaza, Sonoma CA during regular business hours.

If you challenge the action of the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Administrative Assistant, at or prior to the public hearing.

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY OF SONOMA
PLANNING COMMISSION
Special MEETING
April 14, 2016**

Community Meeting Room, 177 First Street West, Sonoma, CA

Draft MINUTES

Chair Felder called the meeting to order at 6:30 p.m.

Roll Call:

Present: Chair Felder, Comms. Wellander, Cribb, Heneveld, McDonald, Willers

Absent: Comms. Roberson and Coleman

Others

Present: Planning Director Goodison, Senior Planner Gjestland, Administrative Assistant Morris

Chair Felder stated that no new items would be heard after 10:30 p.m. unless the Planning Commission so decides. Any decisions made by the Planning Commission can be appealed within 15 days to the City Council. He reminded everyone to turn off cell phones and pagers. Comm. McDonald led the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC: Bob Mosher, resident, (Clay Street) opposed the Negative Declaration. He said the developer had a fiduciary responsibility to the citizens and expected the same standards as with other projects.

Chair Felder confirmed that the Commission has not acted on the anticipated affordable housing project at the corner of Clay Street and Leveroni Road.

Comm. Heneveld arrived.

APPROVAL OF MINUTES: Comm. Willers made a motion to approve the minutes of February 25, 2016 with changes noted. Comm. Cribb seconded. The motion was unanimously approved (6-0). Comm. Willers made a motion to approve the minutes of March 10, 2016 with changes noted. Comm. Wellander seconded. The motion was unanimously approved (5-0) (Comm. Heneveld abstained).

CHANGES TO AGENDA ORDER: None

CORRESPONDENCE: Staff prepared revised site plan on Item 2; late mail received on Item 5 from Carol Marcus, Francois Hodges and David Eichar; corrected version of exhibit A on Item 6; and the Planning Issues Update report.

Item #1 – Public Hearing – Consideration of a Use Permit to construct a second dwelling unit over an existing detached garage at 660 Fifth St. East.

Applicant/Property Owner: Paula Moulton

Senior Planner Gjestland presented staff's report.

Comm. Felder confirmed with staff that vacation rentals are prohibited in the zoning district.

Chair Felder opened the item for public comment.

Scott Eddinger of Ledson Construction, representative for applicant, was available to answer questions.

Chair Felder closed the item for public comment.

Comm. McDonald requested a condition of approval that prohibited the rental of the studio while the second unit is rented.

Comm. Willers made a motion to approve the application with the condition of approval that the studio not be rented in conjunction with a second unit. Comm. Cribb seconded. The motion was unanimously approved (6-0).

Item 2 – Public Hearing – Consideration of an Exception from the side yard setback requirements to construct additions to a residence at 252 Wilking Way.

Applicant/Property Owner: Robert Baumann & Associates/Alan and Maren Hicks.

Comm. Cribb recused due to a conflict of interest and left the room.

Senior Planner Gjestland presented staff's report.

Chair Felder opened the item for public comment.

Robert Baumann, Robert Baumann & Associates/project architect, stated that an adjoining neighbor's concern about landscape screening plantings on the north side of the rear addition was addressed to their satisfaction.

Chair Felder closed the item for public comment.

Comm. Willers is satisfied the setbacks conformed with the code and was pleased the neighbor's concern was resolved.

Comm. Wellander concurred with Comm. Willer's comments.

Comm. Willers made a motion to approve the application as submitted with the revised conditions of approval. Comm. Heneveld seconded. The motion was unanimously approved (5-0).

Comm. Cribb returned to the dais.

Item 3 – Public Hearing – Consideration of a Use Permit to allow the expansion of an existing commercial building at 117 West Napa Street.

Applicant/Property Owner: Kenwood Investments, LLC

Planning Director Goodison presented staff's report.

Comm. McDonald asked if additional ADA parking is required for the new office expansion.

Planning Director Goodison responded that the Building Official will address ADA parking in the building permit process.

Chair Felder inquired about water and sewer constraints with the building expansion and the Planning Director responded that he expected a re-calculation in usage fees.

Comm. Wellander asked if the new parapet will hide the electrical equipment.

Comm. McDonald inquired if HVAC units could be relocated for less visibility. Planning Director Goodison noted that the placement of the HVAC units was addressed in the conditions of approval, though review by the DRHPC

Chair Felder opened the item for public comment.

Bill Hooper, President/Kenwood Investments, LLC/project sponsor, said the expansion will house a local business and preserve a family legacy by allowing the newspaper business to be retained.

Michael Ross, Ross/Drulis/Cusenberry, the project architect, said the renovation will seismically strengthen the historic building and correct deferred maintenance issues.

John Sebastiani, Krave Founder/Sonoma Brands, is pleased with the expansion of non-wine businesses on the Plaza.

Shane Chambers, General Manager/Krave, supported the expansion as it will provide more opportunities to grow the business while respecting the founder's legacy in Sonoma.

Chair Felder closed the item for public comment.

Comms. Wellander and Cribb are satisfied that adequate parking is available.

Comm. McDonald supported the changes as long as the conditions of approval preserve the integrity of the building.

Comm. Willers is pleased with the revitalization of the historic building.

Comms. Willers, Wellander, and Chair Felder noted that they individually met with the applicants to review the proposal prior to the meeting.

Comm. Heneveld is satisfied with the expansion since the water and ADA issues were addressed.

Comm. Heneveld made a motion to approve the application as submitted, subject to the conditions of approval. Comm. Willers seconded. The motion was unanimously approved (6-0).

Item 4 – Discussion – Update on Sanitation District issues.

Planning Director Goodison presented staff's report.

Chair Felder opened the item for public comment.

No public comment.

Chair Felder closed the item for public comment.

Comm. Wellander asked if sewer problems were caused by an outdated system. Planning Director Goodison noted the storm-water overflows resulted in large part from two factors: 1) older laterals that allowed for an influx of storm water; and 2) trunk lines, mainly north of the City, that are not sized to allow for peak storm flow conditions. The Sanitation has taken and is taking steps to address both issues.

Comm. McDonald questioned if the General Plan review addressed the local sewer system in terms of projected capacity needs. Planning Director Goodison stated that the General Plan did take into account sewer capacity.

Chair Felder confirmed with staff that developer fees contribute to improving the sewer system.

Comm. Willers noted that many sewer system inefficiencies have been corrected over time as improvements are being made to the sewer main.

Comm. Cribb agreed with Comm. Willers that it is only natural that a significant rainfall might have negative impacts to the system. He is satisfied that problems are being addressed by the Sanitation District.

Comm. McDonald confirmed with Planning Director Goodison that the staff report was sent to Anna Gomez.

Chair Felder thanked staff for the helpful information on the Sanitation District issues.

Item #5 – Public Hearing – Continued review of the Circulation Element update, focusing on options for improving Plaza area circulation conditions.

Planning Director Goodison presented staff's report.

Chair Felder opened the item for public comment.

Lois Abbott, Valley resident/car accident victim, strongly urged greater consideration for pedestrian safety.

Randy Cook, resident, envisioned a more bicycle friendly environment and viewed a roundabout as a viable alternative.

David Eichar, Valley resident, recommended re-routing Highway 12 away from the Plaza district for less traffic congestion.

Michael Ross, resident/participant in the Broadway Street tree program, suggested median strip plantings and wider sidewalks on Broadway. He supported narrowing Broadway and opposed a roundabout.

Lynn Clary, resident, opposed a roundabout since it would detract from views of the Plaza. He urged the commissioners to preserve the postcard view of City Hall.

Jim Karabochus, Valley resident, suggested more study before recommending the narrowing of Broadway.

Greg Brennan, resident, recommended coordinating with Caltrans on possible solutions. He believed the real challenge is to slow down traffic and recommended serious consideration for a roundabout and perhaps one-way streets around the Plaza.

Cheryl Bayliss, resident/Watmaugh/Broadway, is disappointed with traffic backups and felt that a median strip on Broadway might be acceptable as long as the view of the Plaza is not obstructed.

Victor Conforti, resident/local business owner, agreed with speakers that pedestrian safety should be the highest priority and expressed concern that a roundabout would detract from the character of the Plaza.

Matthew Tippell, resident/former Planning Commissioner, participated in the traffic consultant selection process while he served on the Planning Commission and was involved in a grant proposal presented Caltrans for the study of a roundabout at Broadway/West Napa Street. He said roundabouts are environmentally friendly and functional. He agreed with other speakers that the design aesthetics are extremely important and more efficient traffic flow will improve pedestrian safety.

Darla , is concerned with the safety of pedestrians crossing the well-traveled intersection at Broadway and West Napa Street.

Jack Wagner, resident, is not a proponent of roundabouts and viewed a road diet as a better option. He opposed a median strip along Broadway.

Chair Felder closed the item for public comment.

Comm. McDonald stated that he was supportive of the policy directions identified in the staff report, especially the prioritization of pedestrian and bicycle safety. In his view, two key areas are the Plaza and the regional context, which need to be dealt with in an integrated manner. He is familiar with roundabouts and their many variations. Generally speaking, he finds that roundabouts increase vehicle speeds, which is not necessarily consistent with improving pedestrian and bicycle safety, especially in an environment such as the Plaza. He is concerned about Class 2 bike lanes transitioning into a roundabout. However, his main issue with regard to the roundabout option is with the historic context of the Plaza and his concern that a roundabout would diminish its historic integrity. For those reasons, he does not believe that a roundabout is the best solution for the Plaza. Looking at the other options, he is interested in the concept of narrowing the intersection at Broadway/West Napa Street and improving pedestrian safety at

West Napa/First Street West. However, all require further study, especially with regard to bicycle safety and transitions at intersections. With regard to the concept of back-in diagonal parking, he has reservations about how that would work. In general, he does not feel that increasing the amount of parking in the Plaza area should be a priority. He is concerned with the proposed prohibition on left-hand turns from West Napa Street onto First Street West, as he feels that could lead to longer trips and more turning movements, as well as increased traffic on streets that have a more residential orientation. He opposes the use of an overhead light at West Napa/First West and he does not believe that the rapid beacon light option would provide much benefit, as he thinks it would be largely ignored.

Comm. Heneveld noted that Tahoe City is getting three roundabouts.

Comm. Wellander expressed support slowing traffic around the Plaza as it is a special place that needs to be protected. He supports the concept of a road diet on Broadway. While he is not closed-minded with respect to a roundabout, he does have questions and concerns and the design would need to be clearly compatible with the historic Plaza. He opposes excessive signage and striping and recommends consideration of changes in materials instead. He opposes the overhead light option at West Napa/First West. He does not support maximizing parking around the Plaza, as in his view improvements that support pedestrians are more important.

Comm. Willers stated that the intersection of Broadway/West Napa is the most historic spot in Sonoma and it has state-wide historic significance. In his view, a round-about is about moving vehicles efficiently and that is not the goal in the Plaza. He agrees with those who spoke in the comment period who are fine with traffic delays at Broadway, as this makes the Plaza more pedestrian-friendly. A road diet would take this further and would help de-emphasize Highway 12 as a regional route. The option of narrowing the intersection with bulb-outs is a better approach to improving pedestrian safety. In his view, the roundabout should be taken off the table as an option. With regard to West Napa/First West, he was interested in Comm. McDonald's perspective as his first thought was that the flashing beacons would be an improvement over the in-pavement crossing lights. He opposes consideration of an overhead light at that intersection. In his view, the best approach would, as with Broadway, be to further narrow the pedestrian crossing distance. He noted that while it is sometimes frustrating to wait for people to cross the street, in this part of town vehicle congestion is appropriate. In a business area, slower traffic is also better for businesses. For commuters, it may not be great, but that should not be the priority. Highway 37 contributes to the problem because it is so dysfunctional. In his view, the emphasis in the Plaza should be on local pedestrians and local traffic. He likes the bike lane concept on Broadway. Bicyclists appreciate clarity and road diet configuration is clear. In his view, while there is a transition/merge point, it is clearly denoted for both bicyclists and drivers. He noted that, reverse diagonal parking is much safer for bikes, because it greatly improves sight-lines. In his view, the emphasis should be on preserving the historic character of the Plaza and reducing the importance of the automobile. Overhead devices should be the last resort. Reducing the crossing distances should be the first step.

Comm. Cribb stated that as a starting point, he agrees with the concept of putting pedestrians first. The Broadway road diet is a good direction and it is not so much about narrowing the roadway, it is about expanding the pedestrian promenade, which is consistent with the Plaza's historic context. He is not against roundabouts in principle, but he does not believe it is the right approach for the Broadway/West Napa intersection, as it favors cars more than pedestrians. In addition, he does not think it provides sufficient room for bicyclists. In my view, the model for

Broadway should be “the Rambla” in Barcelona, with wide sidewalks that allow for engaging experiences for pedestrians. Slow traffic in a downtown environment is desirable.

Comm. Willers stated that he agrees with Comm. Cribb. In the Broadway road diet scenario, pedestrians should come first, bicycles second, and cars third. A narrowed Broadway would be safer for bicyclists without having to have Class 2 bike lanes. As a bicyclist, he would rather be in the vehicle travel lane as long as traffic speeds are slow.

Comm. McDonald stated that with regard to Broadway, widening the sidewalks would allow for options to enliven the streetscape. Right now, for many business, it is a dead zone.

Chair Felder stated that while he supports roundabouts in many contexts, he does not believe that it would be an appropriate solution for Broadway/West Napa Street. In his view, it would benefit cars more than pedestrians and it would not be consistent with the historic character of the Plaza. He also agrees that pedestrian safety and amenities are far more important than trying to increase the amount of parking in the Plaza area.

Item 6 – Discussion – Continued discussion of the parameters and conduct of study sessions.

Planning Director Goodison presented staff’s report.

Chair Felder opened the item for public comment.

David Eichar, Valley resident, appreciated the allowance for a second public comment period after the commissioner comments.

Chair Felder closed the item for public comment.

Comm. McDonald recommended moving forward with the proposed study session guidelines.

Comm. Willers made a motion to adopt study session guidelines. Comm. McDonald seconded. The motion was unanimously approved (6-0).

Item #7 – Discussion – Housing upcoming joint meeting with the City Council.

Planning Director Goodison presented the staff report.

Chair Felder opened the item for public comment.

David Eichar, Valley resident, supported stronger collaboration with the City Council to achieve housing objectives.

Chair Felder closed the item for public comment.

Comm. McDonald recommended conducting a survey of underutilized properties that might be candidates for affordable housing.

Planning Director Goodison said that an inventory of potential sites is available in the Housing Element report.

Comm. Willers reiterated the Housing Element identified housing opportunity sites in Sonoma. He hopes for clearer policy direction from the City Council as to the expectations for these sites in terms of housing.

Chair Felder agreed with Comm. Willers that more clarity is needed.

Comm. Cribb suggested exploring financial incentives for developers to build more affordable housing units.

Issues Update

Planning Director Goodison reviewed the issues update.

Comments from Commissioners:

Comm. Heneveld reported that Sonoma County Water Agency is sending a letter to Governor Brown with regard to State-imposed water restrictions.

Chair Felder thanked Comm. Heneveld for his dedicated service as the out-of-city commissioner.

Comments from the Audience:

None.

Adjournment: Chair Felder made a motion to adjourn. Comm. Heneveld seconded. The motion was unanimously adopted. The meeting adjourned at 10:30 p.m. to the next regular meeting scheduled for 6:30 p.m. on Thursday, May 12, 2016.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma Planning Commission on the day of, 2016.

Approved:

Cristina Morris, Administrative Assistant

**CITY OF SONOMA
PLANNING COMMISSION
REGULAR MEETING
May 12, 2016**

Community Meeting Room, 177 First Street West, Sonoma, CA

Draft MINUTES

Chair Felder called the meeting to order at 6:30 p.m.

Roll Call:

Present: Chair Felder, Comms. Wellander, Cribb, Heneveld, McDonald, Willers, Sek

Absent: Comms. Roberson

Others

Present: Planning Director Goodison, Senior Planner Gjestland, Administrative Assistant Morris

Chair Felder stated that no new items would be heard after 10:30 p.m. unless the Planning Commission so decides. Any decisions made by the Planning Commission can be appealed within 15 days to the City Council. He reminded everyone to turn off cell phones and pagers. Comm. Wellander led the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC: Roda Lee Myers, resident, said three story development is inappropriate for the affordable housing development at Broadway and Clay Street. Scott Parker, resident, supported having more affordable housing units but opposed the project proposed for this site. Sandra Tovey, resident, opposed the project as in her view it is too dense and would not address the need for senior housing.

Chair Felder clarified that the Planning Commission has not received an application for the anticipated affordable housing project at the corner of Broadway and Clay Street.

APPROVAL OF MINUTES: Comm. Willers made a motion to approve the minutes of February 11, 2016. Comm. Cribb seconded. The motion was unanimously approved (6-0). Comm. Willers made a motion to approve the minutes of March 10, 2016 with changes noted. Comm. Wellander seconded. The motion was unanimously approved (5-0) (Comm. Heneveld abstained).

CHANGES TO AGENDA ORDER: None

CORRESPONDENCE: Ellen Fetty and Bob Mosher submitted letters opposing the affordable housing project. Staff distributed an Issues update report and the staff report for the joint study session on Housing with the City Council.

Item #1 – Public Hearing – Consideration of a Temporary Use Permit to hold the annual zucchini car race outdoors on the grounds of the Sebastiani Winery on Friday, July 29, 2016 at 389 Fourth Street East.

Applicant/Property Owner: Sonoma Valley Certified Farmers Market/Foley Family Wines, Inc.

Senior Planner Gjestland presented staff's report.

Chair Felder opened the item for public comment.

Gary Peter, President/Sonoma Valley Certified Farmer's Market, supported staff's presentation and agreed with the proposed conditions of approval.

Chair Felder closed the item for public comment.

All the Commissioners supported the event because of a history of no negative impact on the neighborhood.

Comm. Cribb made a motion to approve the Temporary Use Permit as requested. Comm. Willers seconded. The motion was unanimously approved (7-0).

Item 2 – Public Hearing – Consideration of an Exception in order to allow the installation of a second driveway on a residential property at 228-232 Patten Street.

Applicant/Property Owner: Bill and Helen Fernandez

Planning Director Goodison presented staff's report.

Chair Felder opened the item for public comment.

Bill Fernandez, applicant, explained the necessity for building a new driveway.

Chair Felder closed the item for public comment.

The Commission discussed whether the second driveway would raise sight-line issues, but ultimately agreed that it would not be appropriate to require the removal of vegetation on another party's property as a condition of approval.

Comm. Willers made a motion to approve the exception as submitted. Comm. Coleman seconded. The motion was unanimously approved (7-0).

Item 3 – Public Hearing – Consideration of a Use Permit to relocate a sparkling wine bar (SIGH) to an existing commercial tenant space at 120 West Napa Street.

Applicant/Property Owner: Jayme Powers/David and Linda Detert

Comm. Willers recused due to a financial conflict of interest and left the room.

Senior Planner Gjestland presented staff's report.

Chair Felder confirmed with staff that the Building Official was not concerned with the distance between the proposed ADA parking space and the entrance to the tenant space, as long as the path of travel meets accessibility requirements.

Chair Felder opened the item for public comment.

Bennett Martin, Strata Architects, noted that SIGH is a successful local business that needs room to expand and confirmed there is no limit on the distance from an ADA parking space to the tenant space.

Jayne Powers, business owner/SIGH, is pleased to expand the business and said there would be no change in how the business operated.

Chair Felder closed the item for public comment.

Comm. Cribb disclosed that he met with the applicant. He supported the request noting that the use is compatible with surrounding conditions.

Comm. Coleman concurred with Comm. Cribb and is satisfied since there is no intensification in use.

Comm. Sek supports the use, which differs from a typical wine tasting room and provides variety.

Comm. McDonald made a motion to approve the Use Permit as requested. Comm. Cribb seconded. The motion was unanimously approved (7-0).

Item 4 – Public Hearing – Consideration of a Use Permit and Tentative Map to construct a 6-unit condominium development at 1181 Broadway.

Applicant: Scott and Claudia Murray/Gola Properties, LLC

Senior Planner Gjestland presented staff's report.

Comms. Wellander and Cribb recused due to proximity and left the room.

Comm. McDonald asked staff if landscape improvements and storm water BMPs had been identified.

Staff responded that specifics had not been identified yet, however the conditions of approval address the requirements for storm water, grading and drainage, and landscape improvements.

Chair Felder opened the item for public comment.

Bill Dimick, the project architect, noted that the proposed development is exactly what the type of housing that the City desires. He responded to landscape and onsite water issues raised by the commissioners.

Scott Murray, applicant, emphasized that a similar project was previously approved and at the building permit stage but was abandoned due to market conditions. He stated that the existing

structure is not characteristic of historic Sonoma and the new project will improve the Broadway streetscape.

Robert Burkhart, owner of the property to the south, supported the project and requested the removal of condition of approval #26 (penalty fee for unauthorized tree removal).

Comm. McDonald asked the architect about tree plantings on the south side of the parking lot and whether the planter strip was wide enough to support tree plantings.

Senior Planner Gjestland emphasized that the Planning Commission is responsible for taking action on the proposed site plan, while the landscape plan will be subject to review by the DRHPC.

Planning Director Goodison stated that the Planning Commission has the discretion to increase the planter width if deemed necessary but noted that the parking area is constrained by the narrow parcel width.

Chair Felder closed the item for public comment.

Comm. Willers expressed support for the project and commended the applicant for proposing much needed housing. He favors increasing the landscape strip on the south to a width of six feet.

Comm. Coleman expressed concern about further reducing the back-up distance behind the parking spaces.

Comm. McDonald supported the proposal, noting that it is an infill project that meets all the objectives. His only concern was about creating inadequate landscaping areas within infill projects.

Comm. Willers suggested amending condition #26 to require either a 36"-box size replacement tree along Broadway or payment of the penalty fee.

Comm. McDonald suggested a condition that would allow for the south landscape strip to be increased, subject to the DRHPC's discretion.

Chair Felder supported the project and requested a motion.

Comm. Coleman opposed requiring any penalty fee for tree removal.

Comm. Willers made a motion to approve the Use Permit and Tentative Map as submitted with amendments to the conditions of approval to: 1) allow a six foot wide planter strip along the south side of the parking court; and, 2) to provide the option of either a 36"-box size replacement tree along Broadway or payment of the \$1,000 penalty fee (condition #26) Comm. McDonald seconded. The motion was approved (4-1), Comm. Coleman opposed.

Comm. Wellander and Cribb returned to the dais.

Issues Update:

Planning Director Goodison reviewed the issues update.

Comments from Commissioners: Comm. Wellander viewed the intersection at First Street West and West Napa Street as problematic. He dislikes the plastic bollards and suggested improved signage. Planning Director Goodison noted that the improvement of this intersection has been added as a project to the City's Capital Improvement Program.

Comments from the Audience:

None.

Adjournment: Chair Willers made a motion to adjourn. Comm. Cribb seconded. The motion was unanimously adopted. The meeting adjourned at 8 p.m. to the next regular meeting scheduled for 6:30 p.m. on Thursday, June 9 , 2016.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma Planning Commission on the day of, 2016.

Approved:

Cristina Morris, Administrative Assistant

Agenda Item Title: Application for a Temporary Use Permit to allow outdoor live music in association with a wine club event from 1p.m. to 4p.m. on Sunday, June 12, 2016.

Applicant/Owner: Sebastiani/Foley Family Wines, Inc.

Site Address/Location: 389 Fourth Street East

Staff Contact: Wendy Atkins, Associate Planner
Staff Report Prepared: 05/31/16

PROJECT SUMMARY

Description: Application of Sebastiani Vineyards & Winery for a Temporary Use Permit to allow outdoor live music in association with a wine club event from 1p.m. to 4p.m. on the grounds of the Sebastiani Winery at 389 Fourth Street East on Sunday, June 12, 2016.

General Plan Designation: Wine Production (WP)

Zoning: **Base:** Wine Production (W) **Overlay:** Historic (/H)
Site

Characteristics: The Sebastiani Winery is located on Fourth Street East between East Spain Street and Lovall Valley Road. The facility consists of several properties and buildings used for wine production, wine tasting, and related activities. The proposed wine club event would occur on the deck on the northeastern corner of the tasting center lawn area.

Surrounding Land Use/Zoning: **North:** Single Family Residences/Low Density Residential
South: Single Family Residences/Low Density Residential
East: Winery Building/Wine Production
West: Winery Office/Low Density Residential

Environmental Review:

<input checked="" type="checkbox"/> Categorical Exemption	<input type="checkbox"/> Approved/Certified
<input type="checkbox"/> Negative Declaration	<input checked="" type="checkbox"/> No Action Required
<input type="checkbox"/> Environmental Impact Report	<input type="checkbox"/> Action Required
<input type="checkbox"/> Not Applicable	

Staff Recommendation: Approve subject to conditions.

PROJECT ANALYSIS

DETAILED PROJECT DESCRIPTION

Sebastiani Vineyards & Winery is requesting approval of a Temporary Use Permit to hold outdoor live music in association with a wine club event on the grounds of the Sebastiani Winery. The event would take place on the deck on the northeastern corner of the tasting center lawn area (directly in front of the tasting room), June 12, 2016, between 1 p.m. and 4 p.m. (including set-up and breakdown time). Amplification is proposed as part of the event and the band would be positioned to play toward the tasting center building to minimize noise impacts on the nearby residential neighborhood. The approximate distance to nearest residence at this location is 180 feet. It is anticipated that up to 600 people could attend the event.

GENERAL PLAN CONSISTENCY (**Not Applicable to this Project**)

The property is designated Wine Production by the General Plan. This designation is intended to recognize the Sebastiani Winery. Within this land use designation, agricultural or food processing, wineries, and winery accessory uses are allowed subject to use permit review. The scope of this proposal does not raise issues with regard to General Plan goals and policies.

DEVELOPMENT CODE CONSISTENCY (**Not Applicable to this Project**)

Use: The property is zoned Wine Production (WP). “Winery Accessory Uses” are allowed in the Wine Production zone with a use permit. Winery accessory uses are defined as follows: *Uses and activities conducted in conjunction with a winery, including wine tasting, food service and restaurants, gift sales and special events.*

On-Site Parking: Parking for activities at the winery property on the date of the event, including the wine club event, would be accommodated within the winery’s main parking lot, which has over 190 parking spaces.

Development Standards: Because the proposal does not involve construction of any new permanent structures, coverage, setbacks, building height, and other development standards are not applicable.

Temporary Use Permit Approval: Pursuant to Development Code Section 19.54.030.J, the Planning Commission may approve a Temporary Use Permit provided that the following findings can be made:

1. That the establishment, maintenance or operation of the temporary use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use; and
2. The temporary use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
3. The temporary use does not involve the construction of new permanent structures for which a building permit is required.

Because the winery has not elected to apply for an annual calendar of special events, individual outdoor events (excluding weddings), such as wine club events, are now forwarded to the Planning Commission for review on a case-by-case basis in order to allow public notice and comment from neighboring residents. In this instance, it appears the findings for a temporary use permit can be made in that the wine club event is a one-time event and will be limited to 1 p.m. to 4 p.m. That being said, in review of

the permit the Planning Commission can take into consideration the frequency of special events at the winery and the winery's responsiveness to neighbor concerns that have arisen from previous events.

**CONSISTENCY WITH OTHER
CITY ORDINANCES/POLICIES** (Not Applicable to this Project)

ENVIRONMENTAL REVIEW (Not Applicable to this Project)

Pursuant to Section of 15301 of the State CEQA Guidelines, the leasing or minor alteration of existing private structures and facilities is Categorical Exempt from the provisions of CEQA (Class 1 – Existing Facilities).

DISCUSSION OF PROJECT ISSUES

The primary issue to be considered in review of the event is compatibility with neighboring residential uses in terms of noise. Given the limited hours of the event (1p.m. to 4 p.m.) it is staff's view that the wine club event would not significantly impact residential neighbors. Although amplification of music is proposed, the music will be directed towards the tasting center building. In addition, the wine club event (including the music) will be required to comply with the City of Sonoma Noise Ordinance.

RECOMMENDATION

Staff recommends approval of the Temporary Use Permit, subject to the attached conditions.

Attachments

1. Findings of Project Approval
2. Draft Conditions of Approval
3. Location map
4. Project narrative

cc: Sebastiani Winery
Attn: Gary Geiger
389 Fourth Street East
Sonoma, CA 95476

Foley Family Wines, Inc.
10300 Chalk Hill Road
Healdsburg, CA 95448-9558

Bret Sackett, Police Chief (via email)

City of Sonoma Planning Commission
FINDINGS OF PROJECT APPROVAL
Temporary Use Permit for 2016 Wine Club Event
389 Fourth Street East

June 9, 2016

Based on substantial evidence in the record and upon consideration of all testimony received in the course of the public review, including the public review, the City of Sonoma Planning Commission finds and declares as follows:

Temporary Use Permit Findings

1. That the establishment, maintenance or operation of the temporary use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use; and
2. The temporary use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and
3. The temporary use does not involve the construction of new permanent structures for which a building permit is required.

City of Sonoma Planning Commission
CONDITIONS OF PROJECT APPROVAL
Temporary Use Permit for 2016 Wine Club Event
389 Fourth Street East

June 9, 2016

1. The wine club event shall be operated and managed in accordance with the project narrative and approved site plan, except as modified by these conditions of approval.

Enforcement Responsibility: Planning Department
Timing: Ongoing

2. Hours of operation in for the event, including set-up, breakdown, and attendance by the public shall not exceed 1 p.m. to 4 p.m.

Enforcement Responsibility: Planning Department
Timing: Ongoing

3. Compliance with the decibel limits of the Noise Ordinance shall be required.

Enforcement Responsibility: Planning Department
Timing: Ongoing

4. No other outdoor activities specific to this event, including food service are authorized under this permit.

Enforcement Responsibility: Planning Department
Timing: Ongoing

RECEIVED

MAY 17 2016

CITY OF SONOMA

Re: Request for Approval for Live Music Outdoors on 6/12/16 at Sebastiani Winery

Sebastiani Winery will be holding an Event on June 12th, 2016 for its Wine Club Members from the hours of 1:00pm to 4:00pm. During the Event which will be attended by 600 people, the Winery is seeking approval and providing Public Notice through this Uniform Application for Outdoor Live Music.

The Music provided will be Big Band-Swing in style and will be located on the Deck on the North Eastern Corner of our Tasting Center Lawn located directly in front of the Tasting Room. . The Music will be soothing with 1940s and 1950s songs provided by **It's About Time Band** (www.itsabouttimeband.com) and will be set up to play toward the Tasting Center Building for the enjoyment of our Club Member attendees.

Any amplification required will comply with City of Sonoma noise ordinance requirements.

The Music will end promptly at 4:00pm.

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

Gary Geiger

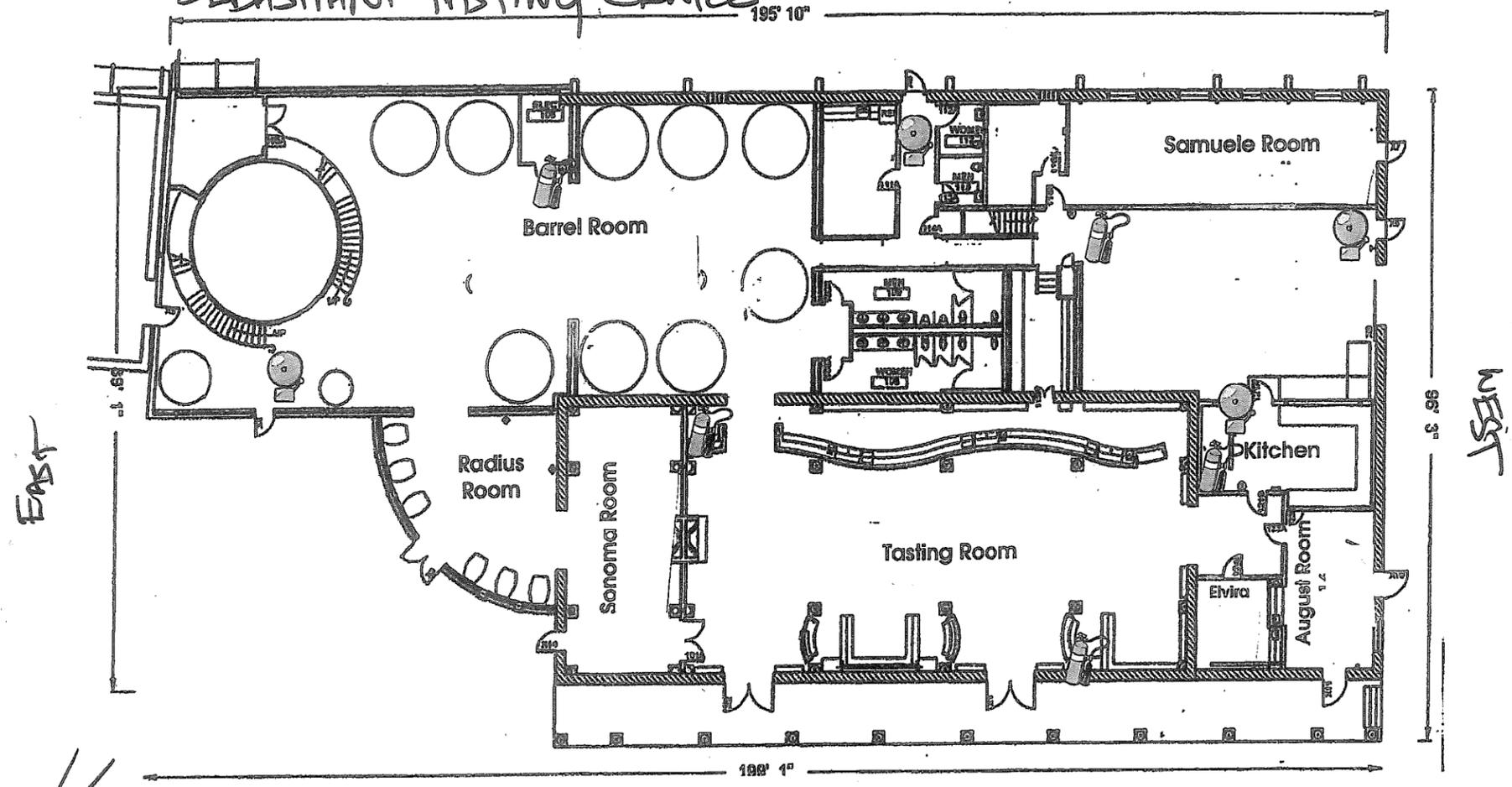
Senior Hospitality Manager

Sebastiani Vineyards & Winery

707-933-3256

970-274-3731 M

SOUTH
SEBASTIANI TASTING CENTER 195' 10"



DECK
← LOCATION OF BAND
LAWN

NORTH

[FOUNTAIN]

Prepared by:
GARY GERGER

City of Sonoma Planning Commission
STAFF REPORT

Agenda Item #2
Meeting Date: 6-09-16

Agenda Item Title: Application for a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex.

Applicant/Owner: STRATAap Architecture/Sonoma Court Shops, Inc.

Site Address/Location: 533 First Street East (APN 018-810-042)

Staff Contact: Rob Gjestland, Senior Planner
Staff Report Prepared: 6/03/16

PROJECT SUMMARY

Description: Application of STRATAap Architecture for a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex at 533 First Street East.

General Plan Designation: Commercial (C)

Planning Area: Downtown District

Zoning: **Base:** Commercial (C) **Overlay:** Historic (/H)

Site Characteristics: The subject property is a ±940-square foot condominium unit occupying the upper floor of Building F in the Sonoma Court Shops complex. Building F fronts First Street East and was constructed in 2000.

Surrounding Land Use/Zoning: **North:** Offices/Commercial
South: Parking lots/Commercial
East: Church (across First Street East)/Commercial
West: Wine tasting rooms and offices within Building A/Commercial

Environmental Review:

<input checked="" type="checkbox"/> Categorical Exemption	<input type="checkbox"/> Approved/Certified
<input type="checkbox"/> Negative Declaration	<input checked="" type="checkbox"/> No Action Required
<input type="checkbox"/> Environmental Impact Report	<input type="checkbox"/> Action Required
<input type="checkbox"/> Not Applicable	

Staff Recommendation: Commission discretion.

PROJECT ANALYSIS

BACKGROUND

Building F within the Sonoma Court Shops complex was constructed in 2000 and contains one ground floor condominium unit and one upstairs condominium unit. The ground floor unit was approved for commercial use, while the upper floor unit (the subject of this application) was approved by the Planning Commission as flexible space with an allowance for either commercial offices, a live-work unit, or residential use (i.e., an apartment). It appears that the unit was initially rented as an apartment for two or three years but subsequently has accommodated office uses for over ten years. Most recently, for the past six years, the unit has been used for office space by Beautiful Spaces, which also occupies the ground floor (Beautiful Spaces is in the process of moving out).

DETAILED PROJECT DESCRIPTION

The owners are requesting approval to convert an upper floor condominium unit into a vacation rental within the Sonoma Court Shops complex. As noted above, this unit was approved for offices, live-work, or residential use and has accommodated office uses for over a decade. The unit has a floor area of ±940 square feet and, because of its allowance for residential or office use, the floor plan includes a kitchen, full bathroom, and one bedroom. As a vacation rental, it would be rented on a short-term basis for periods of less than 30 consecutive days under management by Sonoma Management. With the current commercial tenant moving out, the owners anticipate difficulty re-leasing the space for offices, noting that the unit is undesirable for office use because it is located on a second floor and lacks an open floor plan. More details on the proposal can be found in the attached project narrative.

GENERAL PLAN CONSISTENCY (**Not Applicable to this Project**)

The property is designated Commercial by the General Plan. The Commercial land use designation is intended to provide areas for retail, hotel, service, medical, and office development, in association with apartments and mixed-use developments and necessary public improvements. Vacation rentals are allowed in the corresponding Commercial zone, subject to review and approval of a Use Permit by the Planning Commission. The following General Plan goals and policies apply to the project:

Local Economy Element, Policy 1.5: Promote and accommodate year-round tourism that is consistent with the historic, small-town character of Sonoma.

Housing Element, Policy 1.5: Continue to provide opportunities for the integration of housing in commercial districts and the adaptive reuse of non-residential structures.

Housing Element, Policy 3.8: Preserve Sonoma's existing housing stock by regulating and restricting the use of residences for vacation rentals.

The proposal is consistent with the policy that encourages tourism; however, the effect of converting the unit to vacation rental use must also be considered in relation to policies that support housing (refer to "Discussion of Project Issues" below).

DEVELOPMENT CODE CONSISTENCY (**Not Applicable to this Project**)

Use: The property is located within a Commercial (C) zoning district, which is applied to areas appropriate for a range of commercial land uses including retail, tourist, office, and mixed-uses. Vacation rentals are allowed in the C zone subject to review and approval of a Use Permit by the Planning Commission.

Development Standards: The proposed use would operate within an existing structure/condominium. As a result, the project does not raise any issues in terms of compliance with building setback, FAR, lot coverage, open space, and building height standards.

On-Site Parking: Under the Development Code, one parking space is required for each bedroom within a vacation rental. The vacation rental unit would include one bedroom so one on-site parking spaces is required. Per the project narrative the unit would be provided with a dedicated parking space directly south of the building in compliance with the standard.

Vacation Rental Standards: The applicable standards set forth under Section 19.50.110 of the Development Code have been included in the draft conditions (attached) in the event that the Planning Commission approves the Use Permit. These include requirements related to fire and life safety, maintaining a business license, payment of Transient Occupancy (TOT) taxes, and limitations on signs. Staff would also note that a maximum of two vacation rental units are allowed on a property. If this Use Permit request is approved along with the request for 11 East Napa Street, these two units would represent the maximum number of vacation rentals allowed within the Sonoma Court Shops complex.

CONSISTENCY WITH OTHER CITY ORDINANCES/POLICIES (**Not Applicable to this Project**)

ENVIRONMENTAL REVIEW (**Not Applicable to this Project**)

Pursuant to Section of 15301 of the State CEQA Guidelines, the leasing, permitting, or operation of existing private structures involving negligible or no expansion of use is considered Categorical Exempt from the provisions of CEQA (Class 1 – Existing Facilities).

DISCUSSION OF PROJECT ISSUES

Housing: In addition to General Plan policies that support housing, the planning area standards for the Downtown District encourage the preservation and enhancement of the downtown’s housing stock with a focus on multi-family and higher-density residential development. The proposal would not reduce the City’s current housing stock since the unit has accommodated commercial offices for over a decade. However, the unit was also approved for residential use and converting it to a vacation rental would reduce the potential for the unit to be used as a long-term unit/rental in the future given the economic incentive associated with vacation rentals in the City of Sonoma. This circumstance differs somewhat from simply converting a dedicated commercial space and warrants consideration in terms of consistency with housing policy. That said, there is nothing that would require residential use of the unit or preclude its continued use as offices, although the applicant indicates the market is weak for this type of office configuration. The list of approved vacation rentals has been included for reference.

Compatibility: In staff’s view, the proposal does not raise significant issues in terms of compatibility with surrounding land uses. The vacation rental would be appropriately located in the downtown commercial core in a setting that supports a variety of land uses including numerous commercial businesses, a church, a club/hall, and some residential units. As noted in the narrative, the owners intend to have Sonoma Management manage the vacation rental. Through the terms of their rental contract, group size would be limited to a maximum of 4 guests, and parties/events, live music, pets, and smoking would be prohibited at the rental (these limits have been included in the draft conditions of approval along with a requirement that outside noise cease by 10p.m). In addition, Sonoma Management operates their office nearby at 662 Broadway and would be available to address any issues or complaints that could arise.

RECOMMENDATION

Over the past three years, the Planning Commission has approved seven Use Permit applications involving the conversion of commercial spaces to vacation rentals and the subject proposal could be viewed in that in light. However, the unit in question is somewhat different in that it is designed to accommodate residential use, at least as an option. The residential rental use option would be precluded as a practical matter if the application were to be approved. Based on these factors, the staff recommendation is Commission discretion.

Attachments

1. *Findings of Project Approval*
2. *Draft Conditions of Approval*
3. *List of Approved Vacation Rentals*
4. *Location map*
5. *Assessor's Parcel Map*
6. *Project Narrative*
7. *Site Plan, Floor Plan & Building Elevations*

cc: Terence and Melissa Redmond (via email)
Sonoma Court Shops, Inc.
P.O. Box 27278
San Francisco, CA 94127

Brad Johnson, STRATap Architecture (via email)

City of Sonoma Planning Commission
FINDINGS OF PROJECT APPROVAL
Sonoma Court Shops Vacation Rental Use Permit – 533 First Street East
June 9, 2016

Based on substantial evidence in the record, including but not limited to the staff report, and upon consideration of all testimony received in the course of the public review, including the public review, the City of Sonoma Planning Commission finds and declares as follows:

Use Permit Approval

1. That the proposed use is consistent with the General Plan and any Specific Plan;
2. That the proposed use is allowed with a conditional Use Permit within the applicable zoning district and complies with all applicable standards and regulations of the Development Code (except for approved Variances and Exceptions).
3. The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity; and
4. The proposed use will not impair the architectural integrity and character of the zoning district in which it is to be located.

City of Sonoma Planning Commission
CONDITIONS OF PROJECT APPROVAL
Sonoma Court Shops Vacation Rental Use Permit – 533 First Street East
June 9, 2016

1. The vacation rental shall be operated in conformance with the project narrative except as modified by these conditions and the following:
 - a. No more than four guests shall occupy the vacation rental unit.
 - b. Parties, weddings, events, and live music shall be prohibited at the vacation rental property.
 - c. Outside activities/noise shall cease by 10p.m.

Enforcement Responsibility: Planning, Building and Public Works
Timing: Ongoing

2. One on-site parking space shall be provided and maintained for the vacation rental.

Enforcement Responsibility: Planning, Building, and Public Works
Timing: Ongoing

3. The applicant/property owner shall obtain and maintain a business license from the City for the vacation rental use, and shall register with the City to pay associated Transient Occupancy Taxes (TOT).

Enforcement Responsibility: Planning, Building, and Public Works; Finance Department
Timing: Prior to operation of the vacation rental and ongoing

4. Fire and life safety requirements administered by the Fire Department and the Building Division shall be implemented. Minimum requirements shall include approved smoke detectors in each lodging room, installation of an approved fire extinguisher in the structure, and the inclusion of an evacuation plan posted in each lodging room.

Enforcement Responsibility: Building Division; Fire Department
Timing: Prior to operation and ongoing

5. The vacation rental shall comply with the annual fire and life safety certification procedures of the Fire Department.

Enforcement Responsibility: Fire Department
Timing: Ongoing

6. One sign, with a maximum area of two square feet, may be allowed subject to the approval of the City's Design Review Commission.

Enforcement Responsibility: Planning Department; DRC
Timing: Prior to installation of a sign for the vacation rental

7. The project shall comply with all Building Department and Building Code requirements, including any applicable ADA accessibility requirements.

Enforcement Responsibility: Building Department
Timing: Prior to operation

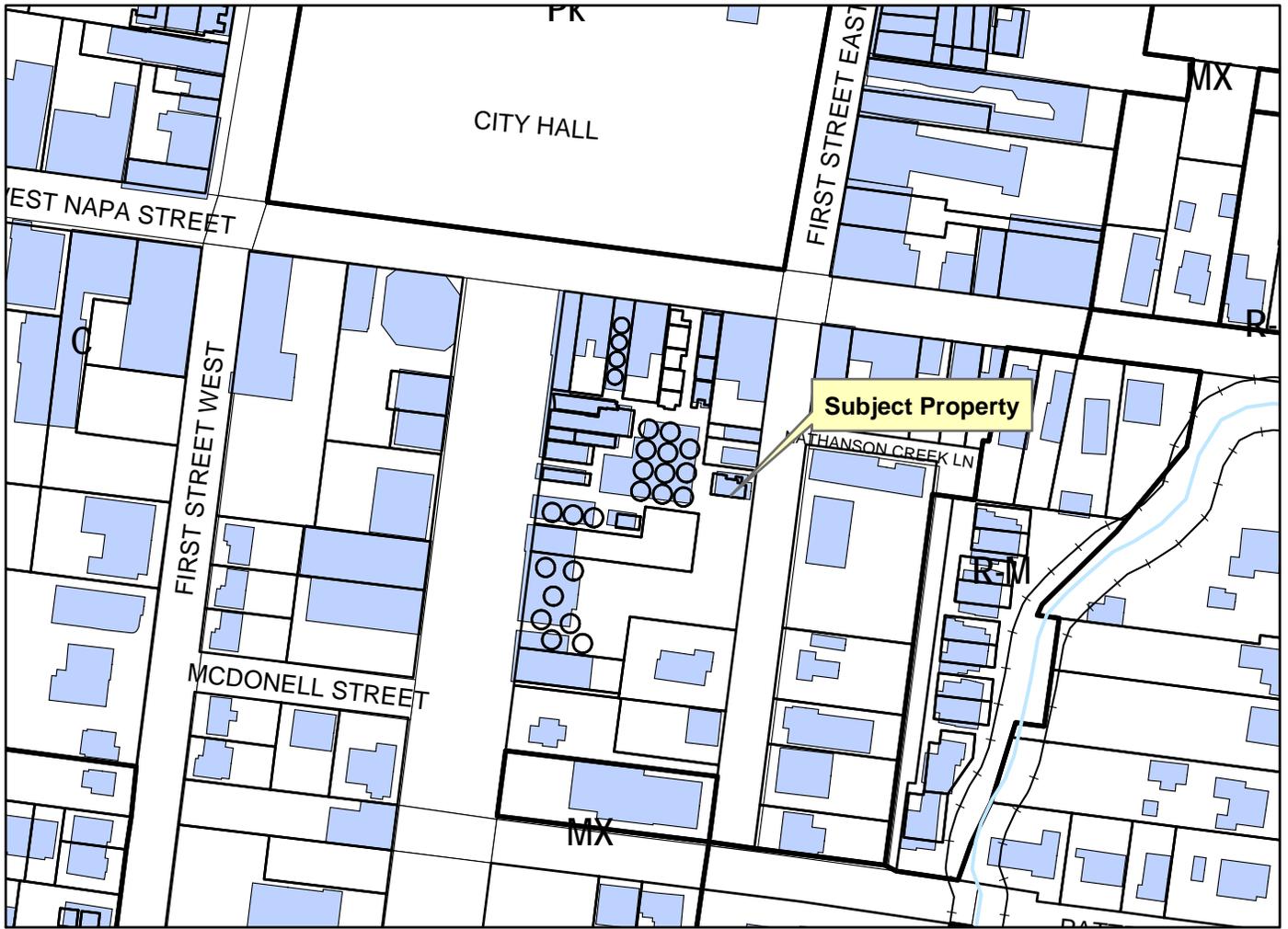
City of Sonoma - Legal Vacation Rentals (updated 2/3/16)

Operator/Property Name	APN	Site Address	Zoning	Number of Units	Approval Date	Type of Approval
Alexandra's Plaza Suite	018-222-023	440 Second Street East	R-L/H	1	Grandfathered	Grandfathered
Casa De Carroll	018-442-019	965 West Spain Street	C	1	Grandfathered	Grandfathered
Andrea's Hidden Cottage	018-171-009	138 East Spain Street	R-M/H	1	Grandfathered	Grandfathered
Bungalows 313	018-162-025	313 First Street East	R-M/H	5	Grandfathered	Grandfathered
Casa Chiquita Cottage	018-780-001	196 West Spain Street	R-M/H	2	Grandfathered	Grandfathered
Blankfort/Martin	018-352-030	117 France Street	R-L/H	1	Grandfathered	Grandfathered
Sonoma Farmhouse Town	018-201-003	446 Third Street West	R-L/H	2	Grandfathered	Grandfathered
Huff	018-121-021	289 First Street West	R-M/H	1	Grandfathered	Grandfathered
Mathis	018-121-020	287 First Street West	R-M/H	1	Grandfathered	Grandfathered
Cecilia's Adobe	018-172-003	378 Second Street East	R-M/H	1	Grandfathered	Grandfathered
Cortopassi	018-191-034	477 West Spain Street	R-L	3	Grandfathered	Grandfathered
Cuneo Cottage	018-231-022	391 East Spain Street	R-L/H	1	Grandfathered	Grandfathered
Susan's Guest Cottage	018-202-006	458 Second Street West	C/H	2	Grandfathered	Grandfathered
Cooperage Inn	018-161-017	301 First Street West	R-M/H	3	Grandfathered	Grandfathered
Caroline's Cottage	128-172-051	171 Newcomb Street	R-L	1	Grandfathered	Grandfathered
Bernard	018-201-008	270 West Napa Street, Unit 2R	C/H	1	4/13/2000	Use Permit
Cottage Sonoma	018-202-002	424 Second Street West	R-M/H	1	7/10/2003	Adaptive Reuse
Bungalow Sonoma	018-202-026	157 West Spain Street	R-M/H	1	7/10/2003	Adaptive Reuse
Tulsi Cottage	018-171-030	304 First Street East	R-M/H	1	6/9/2005	Adaptive Reuse
Casa Sebastiani	018-141-012	247 Fourth Street East	R-HS/H	1	9/14/2006	Adaptive Reuse
Inn Wine Country	018-352-052	758 Broadway	MX/H	1	1/10/2008	Use Permit
Auberge Sonoma	018-261-023	151 East Napa Street	R-M/H	2	5/20/2008	Adaptive Reuse
Mary Jean's Place	128-083-021	20073 Broadway	MX/H	1	12/11/2008	Use Permit
Sonoma Farmhouse Ranch	018-201-004	454 Third Street West	C/H	1	3/10/2011	Use Permit
Tillem-Fegan	018-412-032	854 Broadway	MX/H	1	12/11/2011	Use Permit
Jones-Morrison	128-083-009	20079 Broadway	MX/H	1	2/14/2012	Use Permit
Matt & Jan Mathews	018-201-007	284-294 West Napa Street, Units #2 and #3	C/H	2	4/11/2013	Use Permit
Sonoma Plaza 1889	018-201-039	464 Third Street West	C/H	1	4/11/2013	Use Permit
Marino	018-411-020	853 Broadway	MX/H	1	4/11/2013	Use Permit
O'Toole	018-221-020	180 East Napa Street	R-M/H	1	5/9/2013	Adaptive Reuse
Dambach-Argenziano	018-352-040	780 Broadway	MX/H	1	8/8/2013	Use Permit
Redmond	018-212-026	567 First Street East	C/H	1	10/10/2013	Use Permit
Marino	018-202-010	158 West Napa Street	C/H	1	3/13/2014	Use Permit
Marino	018-202-009	164 & 172 West Napa Street	C/H	2	3/13/2014	Use Permit
Tillem-Olsen	018-780-006	162-166 West Spain Street	R-M/H	2	11/3/2014	Adaptive Reuse
Martinez-Montague	018-251-020	515 First Street West	C/H	1	1/8/2015	Use Permit
Tillem-Fegan	018-412-032	846 Broadway	MX/H	1	4/9/2015	Use Permit
Benchmark-Hoover LLC	018-131-026	289 First Street East	Pk/H	1	5/14/2015	Use Permit
835 Broadway LLC	018-411-022	835 Broadway	MX/H	1	9/10/2015	Use Permit
Total:				54		

Zoning Designations:

R-L = Low Density Residential	10
R-M = Medium Density Residential	22
R-HS = Hillside Residential	1
C = Commercial	12
MX = Mixed Use	8
Pk = Park	1
/H = Historic Overlay Zone	49

Vicinity Map



Zoning Designations

- R-HS Hillside Residential (1 D.U./10 acres, maximum)
- R-R Rural Residential (2 D.U./acre, maximum)
- R-L Low Density Residential (2-5 D.U./acre)
- R-S Sonoma Residential (3-8 D.U./acre)
- R-M Medium Density Residential (6-10 D.U./acre)
- R-H High Density (9-12 D.U./acre)
- R-O Housing Opportunity (15-20 D.U./acre)
- R-P Mobile Home Park (7 D.U./acre, maximum)
- MX Mixed Use (12 D.U./acre, maximum)
- C Commercial (15 D.U./acre, maximum)
- C-G Commercial-Gateway (15 D.U./acre, maximum)
- W Wine Production
- P Public Facility
- Pk Park
- A Agriculture

Project Summary

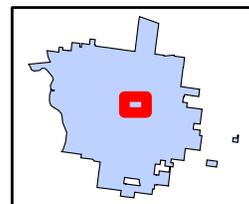
<i>Project Name:</i>	SCS Vacation Rental 1
<i>Property Address:</i>	533 First Street East
<i>Applicant:</i>	STRATAap Architecture
<i>Property Owner:</i>	Sonoma Court Shops Inc.
<i>General Plan Land Use:</i>	Commercial
<i>Zoning - Base:</i>	Commercial
<i>Zoning - Overlay:</i>	Historic

Summary:

Application for a Use Permit to convert a second-floor space into a vacation rental unit within Sonoma Court Shops.



1 inch = 200 feet



COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA
6-012

18-81

SONOMA COURT SHOPS
A CONDOMINIUM O.R.# NO CCR'S RECORDED
REC. 6-10-99 IN BK. 593, MAPS, PG. 10-17

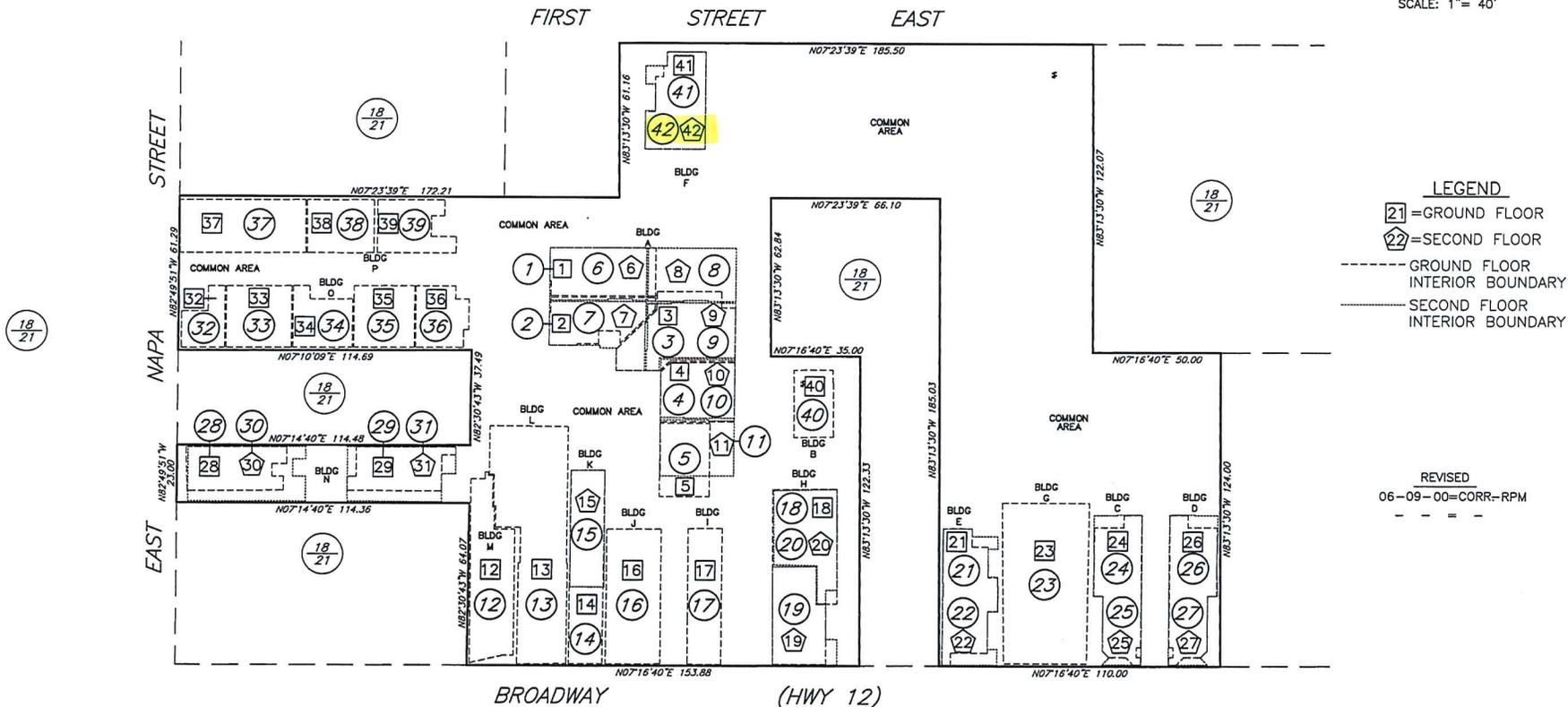
NOTES: APNS CORRESPOND WITH UNIT NUMBERS.
FOR BUILDING DIMENSIONS, SEE RECORDED MAP

18/26

18/26



SCALE: 1" = 40'



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREON.

Assessor's Map Bk. 18, Pg. 81
Sonoma County, Calif. (ACAD)
DSK 10-19-99=42 RPM

Date: May 20, 2016

To: City of Sonoma Planning Commission

Re: Application for a Conditional Use Permit to allow a commercial property to be operated as a vacation rental

Site Address: 533 First Street East

PROJECT NARRATIVE;

Sonoma Court Shops, Inc. has owned 531-533 First Street East for 20 years. Sonoma Court Shops, Inc. constructed the building as a two-unit mixed use complex. The building now comprises two condominium units which were built about fourteen years ago.

The unit has been occupied as an office by Beautiful Places for the past six years, in connection with their downstairs office space, for vacation rentals. National Data Services previously rented the space for several years. In the 1990's it was leased as an apartment for two or three years to two separate individuals. Beautiful Places will be moving out of the space on June 1st.

The unit is approximately 941 square feet and has one bedroom, one bathroom, a kitchen, a living room/dining room combination and a balcony. There is a dedicated parking space located in the adjacent lot.

Second floor office is difficult to rent. Individuals looking to rent office space prefer ground floor office and want an open floor plan. Despite using top rate commercial real estate companies, the floor plan is not particularly attractive to office space users today. Cushman and Wakefield has suggested that the space will take at least several months to attract a suitable tenant. The decision to change from office space to a vacation rental seemed is a logical alternative to an empty unit. Additionally, and more importantly for the direct benefit for the City of Sonoma, will be the inevitable increase in hotel tax revenue. Rotating guests from out of town will also result in a significant increase in retail sales for local retailers and sales tax revenue for the City.

Should the property be granted a conditional use permit as a vacation rental it will be managed by Sonoma Management which is owned by Scott Vollert and located at 662 Broadway Street.

Sonoma Management has an impeccable record for the high standards and expectations of the properties that they represent. There is no question that the renters will be well screened. Each guest will sign a contract with several rules and highlights:

1. No more than 4 guests will be allowed to stay in the unit at any one time.
2. There will be a direct customer service line available if an issue arises. There is also an emergency maintenance phone line that can be called by guests. Should anyone in the neighborhood have any issues, Sonoma Management can be contacted day and night.

3. Large parties will not be allowed nor will live outdoor music.

4. The management plan that Sonoma Management outlines in its contract will reflect the general rules and regulations for all Sonoma Court Shops tenants and their guests which includes no smoking and no pets.

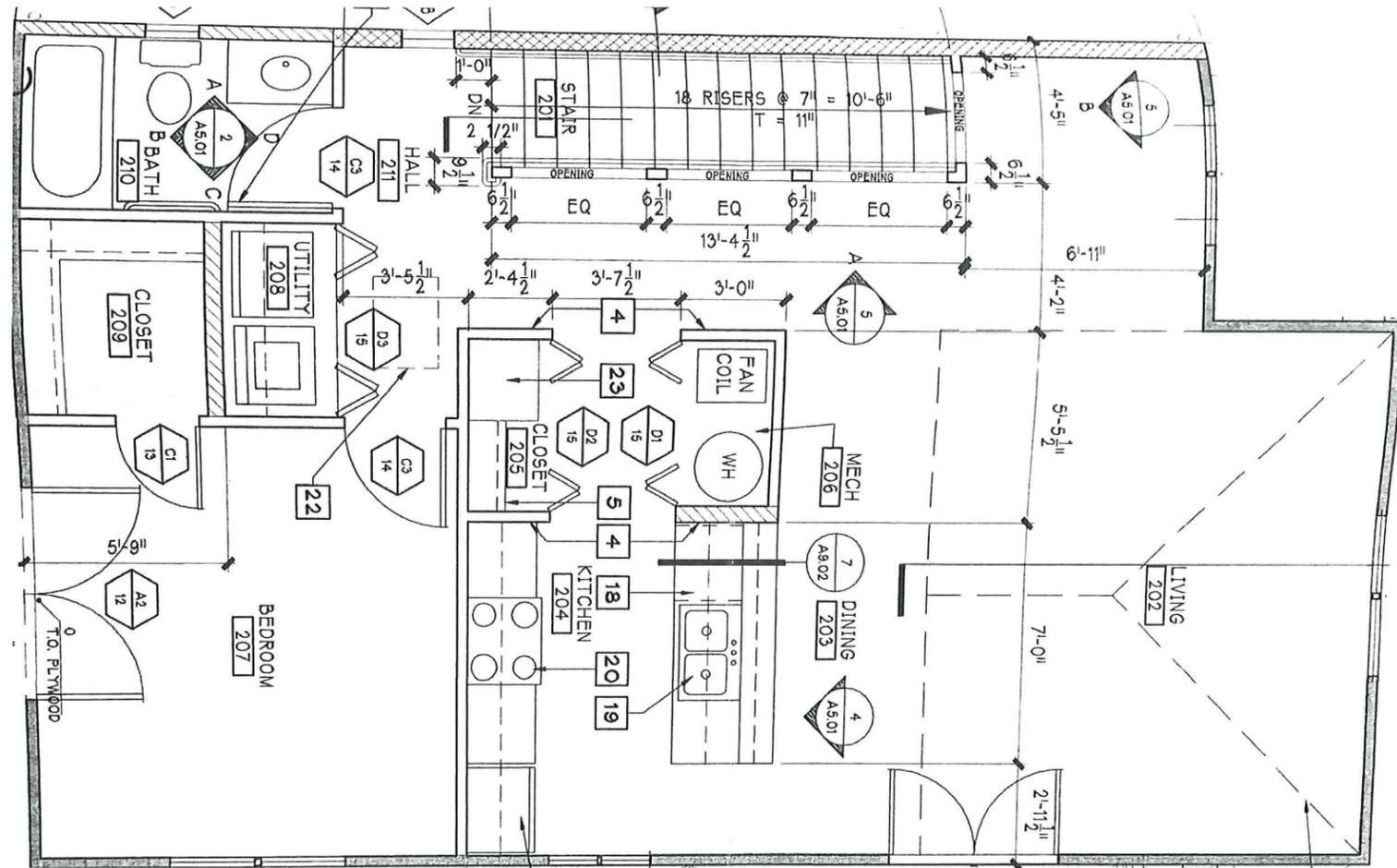
EAST NAPA STREET



533 FIRST STREET EAST

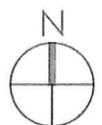
AERIAL SITE PLAN
DATE: 05.12.16





UPPER LEVEL FLOOR PLAN
 DATE: 05.12.16

533 FIRST STREET EAST





533 FIRST STREET EAST
"UPSTAIRS UNIT"

**City of Sonoma Planning Commission
STAFF REPORT**

**Agenda Item #3
Meeting Date: 6-09-16**

Agenda Item Title: Application for a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex.

Applicant/Owner: STRATAap Architecture/Sonoma Court Shops, Inc.

Site Address/Location: 11 East Napa, Unit #1 (APN 018-810-030)

Staff Contact: Rob Gjestland, Senior Planner
Staff Report Prepared: 6/03/16

PROJECT SUMMARY

Description: Application of STRATAap Architecture for a Use Permit to convert a second-floor space into a vacation rental unit within the Sonoma Court Shops complex at 11 East Napa Street.

General Plan Designation: Commercial (C)

Planning Area: Downtown District

Zoning: Commercial (C) **Base:** Commercial (C) **Overlay:** Historic (/H)

Site Characteristics: The subject property is a ±1,250-square foot upper floor, condominium unit (Unit #1) within Building N of the Sonoma Court Shops complex. The unit is located above Sole Desire shoe store, directly fronting East Napa Street and the Plaza. Building N was constructed in 1992.

Surrounding Land Use/Zoning: **North:** The Plaza (across East Napa Street)/Park
South: Apartment and wine tasting room (Westwood Estate)/Commercial
East: Retail shop (The Church Mouse)/Commercial
West: Restaurant (Oso)/Commercial

Environmental Review: Categorical Exemption Approved/Certified
 Negative Declaration No Action Required
 Environmental Impact Report Action Required
 Not Applicable

Staff Recommendation: Commission discretion.

PROJECT ANALYSIS

BACKGROUND

Building N within the Sonoma Court Shops complex was constructed in 1992 and contains four condominium units, including two ground floor commercial units and two upstairs units. The two upper floor condominiums, including Unit #1 (the subject of this application), were approved by the Planning Commission as flexible space with an allowance for either commercial offices or residential use (i.e., apartments). Unit #1 accommodated the offices of E.A. Durrell & Company from 1999 until this past February when they moved out.

DETAILED PROJECT DESCRIPTION

The owners are requesting approval to convert an upper floor condominium unit into a vacation rental within the Sonoma Court Shops complex. As noted above, this unit was approved for office or residential use and has accommodated the offices of E.A. Durrell & Company for over 15 years. The unit has a floor area of ±1,250 square feet and, because of its allowance for residential or office use, the floor plan includes a kitchen, full bathroom, and two bedrooms. As a vacation rental, it would be rented on a short-term basis for periods of less than 30 consecutive days under management by Sonoma Management. The owners indicate they have had difficulty leasing the space for offices since E.A. Durrell & Company moved out this past February, noting that the unit is undesirable for office use because it is located on a second floor and lacks an open floor plan. More details on the proposal can be found in the attached project narrative.

GENERAL PLAN CONSISTENCY (**Not Applicable to this Project**)

The property is designated Commercial by the General Plan. The Commercial land use designation is intended to provide areas for retail, hotel, service, medical, and office development, in association with apartments and mixed-use developments and necessary public improvements. Vacation rentals are allowed in the corresponding Commercial zone, subject to review and approval of a Use Permit by the Planning Commission. The following General Plan goals and policies apply to the project:

Local Economy Element, Policy 1.5: Promote and accommodate year-round tourism that is consistent with the historic, small-town character of Sonoma.

Housing Element, Policy 1.5: Continue to provide opportunities for the integration of housing in commercial districts and the adaptive reuse of non-residential structures.

Housing Element, Policy 3.8: Preserve Sonoma's existing housing stock by regulating and restricting the use of residences for vacation rentals.

The proposal is consistent with the policy that encourages tourism; however, the effect of converting the unit to vacation rental use must also be considered in relation to policies that support housing (refer to "Discussion of Project Issues" below).

DEVELOPMENT CODE CONSISTENCY (**Not Applicable to this Project**)

Use: The property is located within a Commercial (C) zoning district, which is applied to areas appropriate for a range of commercial land uses including retail, tourist, office, and mixed-uses. Vacation rentals are allowed in the C zone subject to review and approval of a Use Permit by the Planning Commission.

Development Standards: The proposed use would operate within an existing structure/condominium. As a result, the project does not raise any issues in terms of compliance with building setback, FAR, lot coverage, open space, and building height standards.

On-Site Parking: Under the Development Code, one parking space is required for each bedroom within a vacation rental. The vacation rental unit would include two bedrooms so two on-site parking spaces are required. The owner has confirmed that one dedicated parking space would be provided for the vacation rental south of Building F (the site plan incorrectly identifies two spaces for the unit). Accordingly an Exception from the parking standards is necessary. Pursuant to Development Code Section 19.48.050.A.1, the Planning Commission may grant exceptions from the parking standards, provided that the following findings can be made:

1. *The adjustment authorized by the Exception is consistent with the General Plan, any applicable Specific Plan, and the overall objectives of this Development Code;*
2. *An exception to the normal standards of the Development Code is justified by environmental features or site conditions; historic development patterns of the property or neighborhood; or the interest in promoting creativity and personal expression in site planning and development;*
3. *Granting the Exception will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and in the same zoning district.*

Roughly fifty parking spaces are provided for the Sonoma Court Shops complex within two parking lots off of First Street East. All of the parking spaces (aside from two handicap spaces) are reserved for businesses/uses within the complex. The owners emphasize that one space should be sufficient for the vacation rental in that guests staying in the unit would likely arrive in a single vehicle. The Planning Commission can agree with this rationale and approve the exception or require an additional space for the vacation rental unit.

Vacation Rental Standards: The applicable standards set forth under Section 19.50.110 of the Development Code have been included in the draft conditions (attached) in the event that the Planning Commission approves the Use Permit. These include requirements related to fire and life safety, maintaining a business license, payment of Transient Occupancy (TOT) taxes, and limitations on signs. Staff would also note that a maximum of two vacation rental units are allowed on a property. If this Use Permit request is approved along with the request for 533 First Street East, these two units would represent the maximum number of vacation rentals allowed within the Sonoma Court Shops complex.

CONSISTENCY WITH OTHER CITY ORDINANCES/POLICIES (**Not Applicable to this Project**)

ENVIRONMENTAL REVIEW (**Not Applicable to this Project**)

Pursuant to Section of 15301 of the State CEQA Guidelines, the leasing, permitting, or operation of existing private structures involving negligible or no expansion of use is considered Categorically Exempt from the provisions of CEQA (Class 1 – Existing Facilities).

DISCUSSION OF PROJECT ISSUES

Housing: In addition to General Plan policies that support housing, the planning area standards for the Downtown District encourage the preservation and enhancement of the downtown's housing stock with

a focus on multi-family and higher-density residential development. The proposal would not reduce the City's current housing stock since the unit has accommodated commercial offices for over 15 years. However, the unit was also approved for residential use and converting it to a vacation rental would reduce the potential for the unit to be used as a long-term unit/rental in the future given the economic incentive associated with vacation rentals in the City of Sonoma. This circumstance differs somewhat from simply converting a dedicated commercial space and warrants consideration in terms of consistency with housing policy. That said, there is nothing that would require residential use of the unit or preclude its continued use as offices, although the applicant indicates the market is weak for this type of office configuration. The list of approved vacation rentals has been included for reference.

Compatibility: In staff's view, the proposal does not raise significant issues in terms of compatibility with surrounding land uses. The vacation rental would be appropriately located in the downtown commercial core in a setting that supports a variety of land uses including numerous commercial businesses, a church, a club/hall, and some residential units. As noted in the narrative, the owners intend to have Sonoma Management manage the vacation rental. Through the terms of their rental contract, group size would be limited to a maximum of 6 guests, and parties/events, live music, pets, and smoking would be prohibited at the rental (these limits have been included in the draft conditions of approval along with a requirement that outside noise cease by 10p.m). In addition, Sonoma Management operates their office nearby at 662 Broadway and would be available to address any issues or complaints that could arise.

RECOMMENDATION

Over the past three years, the Planning Commission has approved seven Use Permit applications involving the conversion of commercial spaces to vacation rentals and the subject proposal could be viewed in that in light. However, the unit in question is somewhat different in that it is designed to accommodate residential use, at least as an option. The residential rental use option would be precluded as a practical matter if the application were to be approved. In addition, it is a concern that the required amount of parking is not provided. Based on these factors, the staff recommendation is Commission discretion.

Attachments

1. *Findings of Project Approval*
2. *Draft Conditions of Approval*
3. *List of Approved Vacation Rentals*
4. *Location map*
5. *Assessor's Parcel Map*
6. *Project Narrative*
7. *Site Plan, Floor Plan & Building Elevations*

cc: Terence and Melissa Redmond (via email)
Sonoma Court Shops, Inc.
P.O. Box 27278
San Francisco, CA 94127

Brad Johnson, STRATAap Architecture (via email)

City of Sonoma Planning Commission
FINDINGS OF PROJECT APPROVAL
Sonoma Court Shops Vacation Rental Use Permit – 11 East Napa Street, Unit #1
June 9, 2016

Based on substantial evidence in the record, including but not limited to the staff report, and upon consideration of all testimony received in the course of the public review, including the public review, the City of Sonoma Planning Commission finds and declares as follows:

Use Permit Approval

1. That the proposed use is consistent with the General Plan and any Specific Plan;
2. That the proposed use is allowed with a conditional Use Permit within the applicable zoning district and complies with all applicable standards and regulations of the Development Code (except for approved Variances and Exceptions).
3. The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity; and
4. The proposed use will not impair the architectural integrity and character of the zoning district in which it is to be located.

Exception Approval

1. The adjustment authorized by the Exception is consistent with the General Plan, any applicable Specific Plan, and the overall objectives of this Development Code;
2. An exception to the normal standards of the Development Code is justified by environmental features or site conditions; historic development patterns of the property or neighborhood; or the interest in promoting creativity and personal expression in site planning and development;
3. Granting the Exception will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and in the same zoning district.

City of Sonoma Planning Commission
CONDITIONS OF PROJECT APPROVAL
Sonoma Court Shops Vacation Rental Use Permit – 11 East Napa Street, Unit #1
June 9, 2016

1. The vacation rental shall be operated in conformance with the project narrative except as modified by these conditions and the following:
 - a. No more than six guests shall occupy the vacation rental unit.
 - b. Parties, weddings, events, and live music shall be prohibited at the vacation rental property.
 - c. Outside activities/noise shall cease by 10p.m.
2. One on-site parking space shall be provided and maintained for the vacation rental.

Enforcement Responsibility: Planning, Building and Public Works
Timing: Ongoing
3. The applicant/property owner shall obtain and maintain a business license from the City for the vacation rental use, and shall register with the City to pay associated Transient Occupancy Taxes (TOT).

Enforcement Responsibility: Planning, Building, and Public Works; Finance Department
Timing: Prior to operation of the vacation rental and ongoing
4. Fire and life safety requirements administered by the Fire Department and the Building Division shall be implemented. Minimum requirements shall include approved smoke detectors in each lodging room, installation of an approved fire extinguisher in the structure, and the inclusion of an evacuation plan posted in each lodging room.

Enforcement Responsibility: Building Division; Fire Department
Timing: Prior to operation and ongoing
5. The vacation rental shall comply with the annual fire and life safety certification procedures of the Fire Department.

Enforcement Responsibility: Fire Department
Timing: Ongoing
6. One sign, with a maximum area of two square feet, may be allowed subject to the approval of the City's Design Review Commission.

Enforcement Responsibility: Planning Department; DRC
Timing: Prior to installation of a sign for the vacation rental
7. The project shall comply with all Building Department and Building Code requirements, including any applicable ADA accessibility requirements.

Enforcement Responsibility: Building Department
Timing: Prior to operation

City of Sonoma - Legal Vacation Rentals (updated 2/3/16)

Operator/Property Name	APN	Site Address	Zoning	Number of Units	Approval Date	Type of Approval
Alexandra's Plaza Suite	018-222-023	440 Second Street East	R-L/H	1	Grandfathered	Grandfathered
Casa De Carroll	018-442-019	965 West Spain Street	C	1	Grandfathered	Grandfathered
Andrea's Hidden Cottage	018-171-009	138 East Spain Street	R-M/H	1	Grandfathered	Grandfathered
Bungalows 313	018-162-025	313 First Street East	R-M/H	5	Grandfathered	Grandfathered
Casa Chiquita Cottage	018-780-001	196 West Spain Street	R-M/H	2	Grandfathered	Grandfathered
Blankfort/Martin	018-352-030	117 France Street	R-L/H	1	Grandfathered	Grandfathered
Sonoma Farmhouse Town	018-201-003	446 Third Street West	R-L/H	2	Grandfathered	Grandfathered
Huff	018-121-021	289 First Street West	R-M/H	1	Grandfathered	Grandfathered
Mathis	018-121-020	287 First Street West	R-M/H	1	Grandfathered	Grandfathered
Cecilia's Adobe	018-172-003	378 Second Street East	R-M/H	1	Grandfathered	Grandfathered
Cortopassi	018-191-034	477 West Spain Street	R-L	3	Grandfathered	Grandfathered
Cuneo Cottage	018-231-022	391 East Spain Street	R-L/H	1	Grandfathered	Grandfathered
Susan's Guest Cottage	018-202-006	458 Second Street West	C/H	2	Grandfathered	Grandfathered
Cooperage Inn	018-161-017	301 First Street West	R-M/H	3	Grandfathered	Grandfathered
Caroline's Cottage	128-172-051	171 Newcomb Street	R-L	1	Grandfathered	Grandfathered
Bernard	018-201-008	270 West Napa Street, Unit 2R	C/H	1	4/13/2000	Use Permit
Cottage Sonoma	018-202-002	424 Second Street West	R-M/H	1	7/10/2003	Adaptive Reuse
Bungalow Sonoma	018-202-026	157 West Spain Street	R-M/H	1	7/10/2003	Adaptive Reuse
Tulsi Cottage	018-171-030	304 First Street East	R-M/H	1	6/9/2005	Adaptive Reuse
Casa Sebastiani	018-141-012	247 Fourth Street East	R-HS/H	1	9/14/2006	Adaptive Reuse
Inn Wine Country	018-352-052	758 Broadway	MX/H	1	1/10/2008	Use Permit
Auberge Sonoma	018-261-023	151 East Napa Street	R-M/H	2	5/20/2008	Adaptive Reuse
Mary Jean's Place	128-083-021	20073 Broadway	MX/H	1	12/11/2008	Use Permit
Sonoma Farmhouse Ranch	018-201-004	454 Third Street West	C/H	1	3/10/2011	Use Permit
Tillem-Fegan	018-412-032	854 Broadway	MX/H	1	12/11/2011	Use Permit
Jones-Morrison	128-083-009	20079 Broadway	MX/H	1	2/14/2012	Use Permit
Matt & Jan Mathews	018-201-007	284-294 West Napa Street, Units #2 and #3	C/H	2	4/11/2013	Use Permit
Sonoma Plaza 1889	018-201-039	464 Third Street West	C/H	1	4/11/2013	Use Permit
Marino	018-411-020	853 Broadway	MX/H	1	4/11/2013	Use Permit
O'Toole	018-221-020	180 East Napa Street	R-M/H	1	5/9/2013	Adaptive Reuse
Dambach-Argenziano	018-352-040	780 Broadway	MX/H	1	8/8/2013	Use Permit
Redmond	018-212-026	567 First Street East	C/H	1	10/10/2013	Use Permit
Marino	018-202-010	158 West Napa Street	C/H	1	3/13/2014	Use Permit
Marino	018-202-009	164 & 172 West Napa Street	C/H	2	3/13/2014	Use Permit
Tillem-Olsen	018-780-006	162-166 West Spain Street	R-M/H	2	11/3/2014	Adaptive Reuse
Martinez-Montague	018-251-020	515 First Street West	C/H	1	1/8/2015	Use Permit
Tillem-Fegan	018-412-032	846 Broadway	MX/H	1	4/9/2015	Use Permit
Benchmark-Hoover LLC	018-131-026	289 First Street East	Pk/H	1	5/14/2015	Use Permit
835 Broadway LLC	018-411-022	835 Broadway	MX/H	1	9/10/2015	Use Permit
Total:			54			

Zoning Designations:

R-L = Low Density Residential
R-M = Medium Density Residential
R-HS = Hillside Residential
C = Commercial
MX = Mixed Use
Pk = Park
/H = Historic Overlay Zone

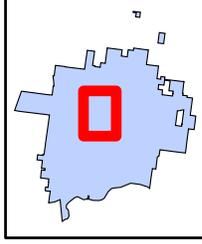
10
22
1
12
8
1
49

Vicinity Map



Zoning Designations

- R-HS Hillside Residential (1 D.U./10 acres, maximum)
- R-R Rural Residential (2 D.U./acre, maximum)
- R-L Low Density Residential (2-5 D.U./acre)
- R-S Sonoma Residential (3-8 D.U./acre)
- R-M Medium Density Residential (6-10 D.U./acre)
- R-H High Density (9-12 D.U./acre)
- R-O Housing Opportunity (15-20 D.U./acre)
- R-P Mobile Home Park (7 D.U./acre, maximum)
- MX Mixed Use (12 D.U./acre, maximum)
- C Commercial (15 D.U./acre, maximum)
- C-G Commercial-Gateway (15 D.U./acre, maximum)
- W Wine Production
- P Public Facility
- Pk Park
- A Agriculture



Project Summary

<i>Project Name:</i>	SCS Vacation Rental 2
<i>Property Address:</i>	11 East Napa St., Unit #1
<i>Applicant:</i>	STRATAap Architecture
<i>Property Owner:</i>	Sonoma Court Shops Inc.
<i>General Plan Land Use:</i>	Commercial
<i>Zoning - Base:</i>	Commercial
<i>Zoning - Overlay:</i>	Historic
<i>Summary:</i>	

Application for a Use Permit to convert a second-floor space into a vacation rental unit within Sonoma Court Shops.



1 inch = 200 feet

COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA
6-012

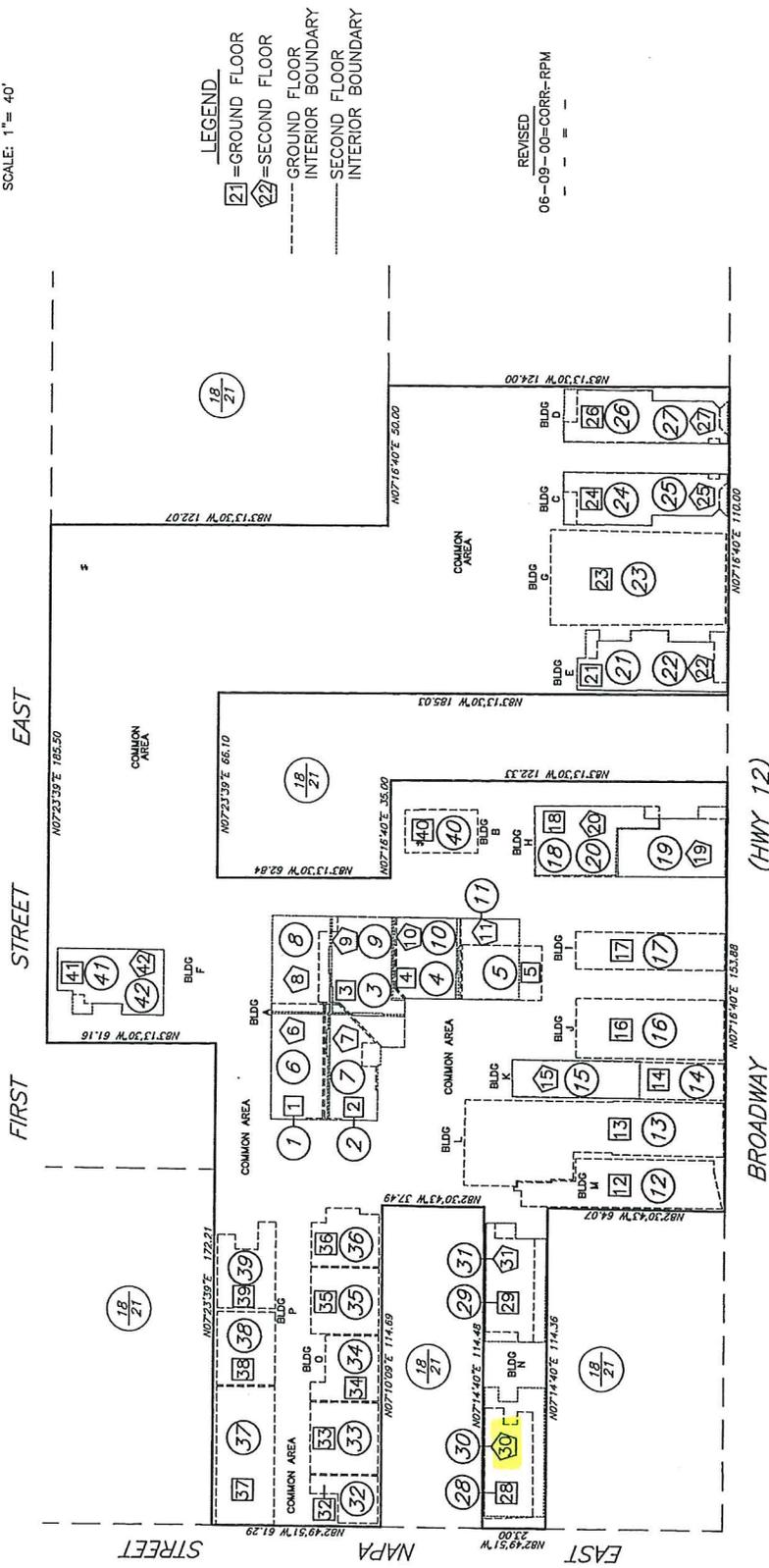
18-81

SONOMA COURT SHOPS
A CONDOMINIUM O.R.# NO COR'S RECORDED
REC. 6-10-99 IN BK. 593, MAPS, PG. 10-17

NOTES: APNS CORRESPOND WITH UNIT NUMBERS.
FOR BUILDING DIMENSIONS, SEE RECORDED MAP



SCALE: 1" = 40'



NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREON.

Assessor's Map Bk. 18, Pg. 81
Sonoma County, Calif. (A-C-40)
DSK 10-19-99=42 RPM

Date: May 20, 2016

To: City of Sonoma Planning Commission

Re: Application for a Conditional Use Permit to allow a commercial property to be operated as a vacation rental

Site Address: 11 East Napa Street, Upstairs, Front

PROJECT NARRATIVE;

Sonoma Court Shops, Inc. has owned 11 E. Napa Street for 30 years. Sonoma Court Shops, Inc. constructed the building as a four-unit mixed use building. It is now comprised of four condominium units. This particular unit has been used as an office by E.A Durrell & Company from 1999-2016. The company moved out in February, 2016.

The unit is approximately 1,250 square feet and has two bedrooms, a kitchen, a bathroom, a dining room, a living room and a balcony.

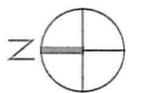
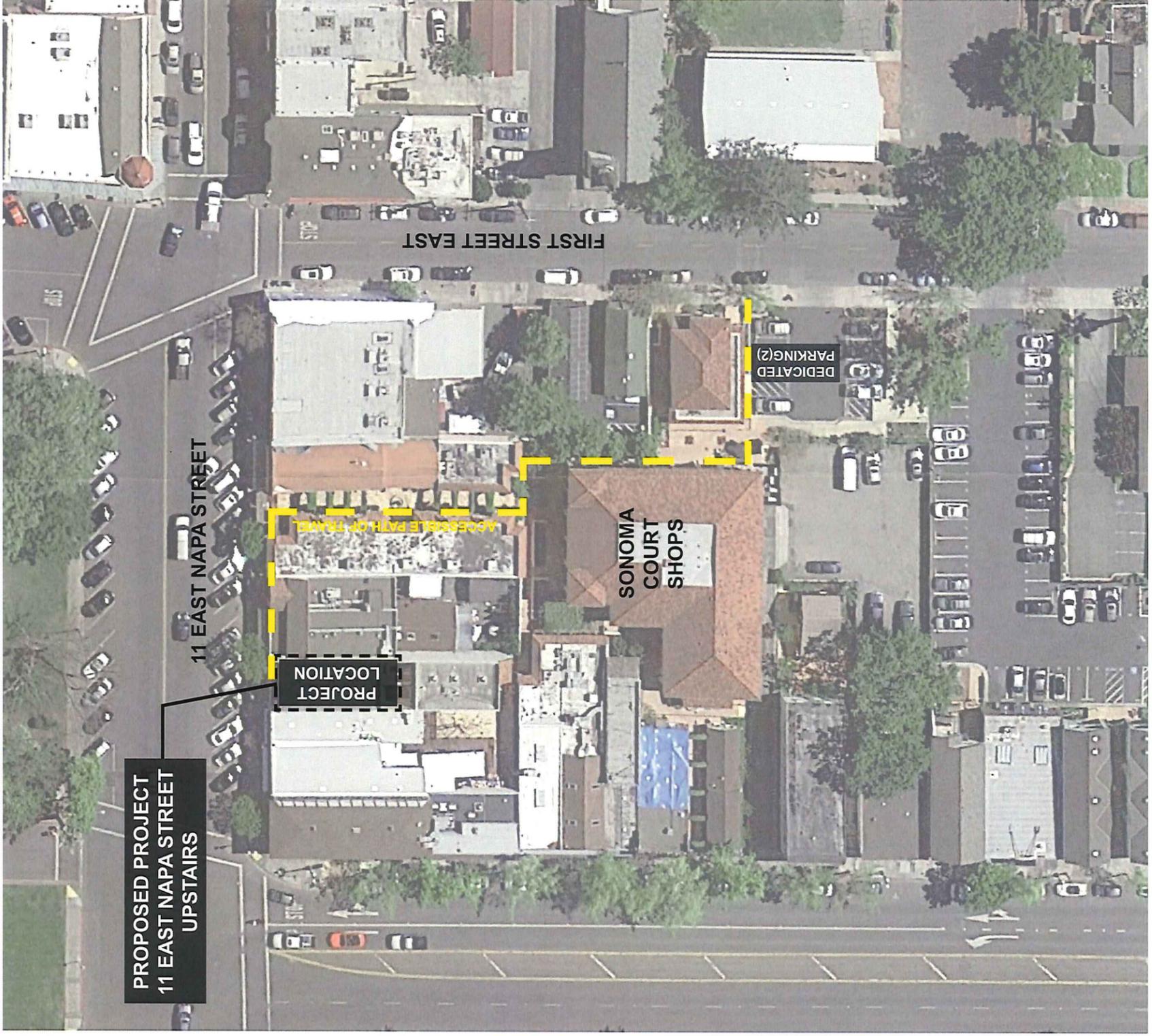
Second floor offices are difficult to rent. Individuals looking to rent office space prefer ground floor offices and open floor plans. Despite using top rate commercial real estate companies, the floor plan it is not particularly attractive to office space users today. Cushman and Wakefield has tried leasing the space since February and has found no serious interest. The decision to change from an office space to a vacation rental is a logical alternative to an empty unit. Additionally, and more importantly for the direct benefit for the City of Sonoma, will be the inevitable increase in hotel tax revenue. Rotating guests from out of town will also result in a significant increase in local retail sales and taxes.

Should the property be granted a conditional use permit as a vacation rental it will be managed by Sonoma Management which is owned by Scott Vollert and located at 662 Broadway Street.

Sonoma Management has an impeccable record for the high standards and expectations of the properties that they represent. There is no question that the renters will be well screened. Each guest will be required to sign a contract with several rules and highlights:

1. No more than 6 guests will be allowed to stay in the unit at any one time.

2. There will be a direct customer service line available if an issue arises. There is also an emergency maintenance phone line that can be called by guests. Should anyone in the neighborhood have any issues, Sonoma Management can be contacted day or night.
3. Large parties will not be allowed nor will live outdoor music.
4. The management plan that Sonoma Management outlines in their contract will follow the general rules and regulations for all Sonoma Court Shops tenants and their guests which include no smoking and no pets.



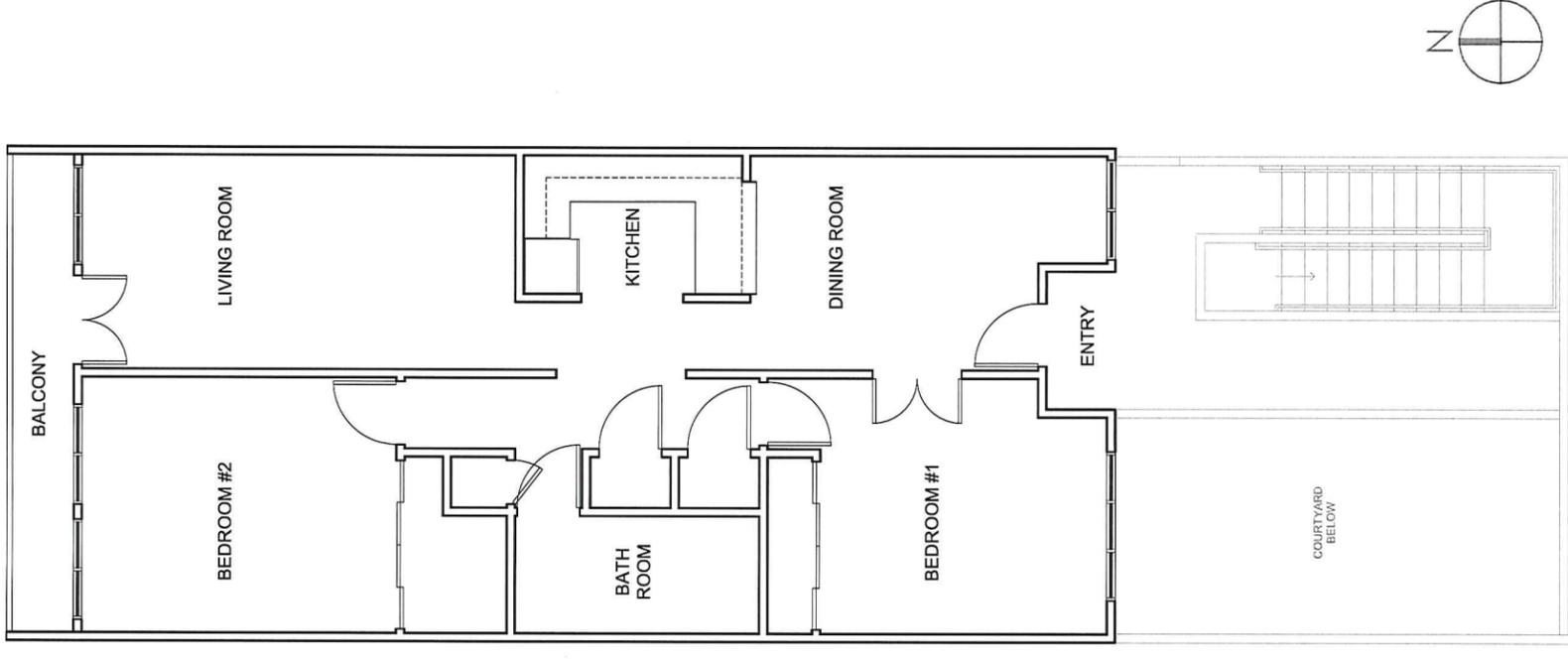
AERIAL SITE PLAN
DATE: 05.12.16

11 EAST NAPA STREET



11 EAST NAPA STREET
"UPSTAIRS UNIT"

EXTERIOR ELEVATION/UPPER LEVEL FLOOR PLAN
DATE: 05.12.16



MEMO

To: Planning Commission
From: Planning Director Goodison
Re: Draft Circulation Element

Background

Based on the input received from the Planning Commission over a series of study sessions, a final draft of the Circulation Element has been prepared. The element emphasizes the importance of promoting alternatives to auto use as a means of avoiding the need for or minimizing road improvements, while maintaining adequate service levels. Over the course of the update, the Planning Commission has held a series of discussions on policy options and improvement alternatives. Through this process, the Commission has provided the following key directions:

- Explicitly prioritize pedestrian safety and convenience with respect to circulation improvements on the Plaza area.
- The five intersections surrounding the historic Sonoma Plaza shall be exempt from vehicle LOS standards in order to maintain the historic integrity of the Plaza and prioritize non-auto modes.
- Seek context-sensitive solutions to reduce traffic congestion and improve pedestrian circulation at the intersection of Broadway/Napa Street, while preserving the historic character of the area.
- Design and implement road diets along the Broadway corridor, in coordination with Caltrans, to enhance pedestrian and bicycle facilities and provide additional opportunities for landscaping.
- Collaborate with Caltrans and the County in exploring potential ways to accommodate regional pass-through traffic on routes other than Highway 12 through the Sonoma Plaza area.
- Implement significant roadway and intersection improvements only when the need has been proven.

The policy direction approved by the Planning Commission with respect to the intersection of Broadway/West Napa Street is intended to provide maximum flexibility and allow for the further study of a wide range of improvement options.

Next Steps

A final Planning Commission review of the Circulation Element will occur in July. In the meantime, an initial study will be prepared and circulated for comment, which staff anticipates will provide a basis for the Planning Commission to adopt a negative declaration.

Recommendation

Receive and discuss.

CIRCULATION ELEMENT

ROLE OF THE CIRCULATION ELEMENT

One of the most important components of a community is its circulation network. It provides the connection between different land uses, linking homes to shopping, jobs, and recreation. An efficient and integrated transportation system enables Sonoma residents to combine the benefits of small-town living with the job and recreation opportunities afforded by easy access to Sonoma Valley, Santa Rosa, Marin County, and San Francisco.

The purpose of the Circulation Element is to coordinate development of the city circulation system with existing and planned land uses. Areas of particular focus include pedestrian, bicycle, and transit improvements, as well as auto use. This element balances the need to facilitate and promote alternative modes of transportation—including buses, bicycling, and walking—with the provision of an effective roadway network that reflects the character and scale of Sonoma. The Circulation Element serves as the policy basis for the development of an integrated circulation system by providing for alternative modes of transportation, and it specifies the improvements necessary to resolve existing deficiencies and accommodate planned growth.

KEY CONCEPTS AND TERMS

Complete Streets

An overarching theme of the Circulation Element is that of “complete streets.” The term “complete streets” refers to an ideology that redefines how we use our streets and spend our money to improve them. This is accomplished by balancing allocation of space in the roadway right-of-way to provide safe and effective facilities that can be used for all modes and by all users. Complete streets are designed and operated to empower users of all ages and abilities to safely move along and across streets in a community, regardless of how they are traveling. As the National Complete Streets Coalition simply states, “Complete Streets are streets for everyone.” They make it easy to walk to the market, take the bus to work, and bike to the park.

Complete Streets are comprised of elements that make getting around safer and more efficient. Roadways designed using a complete streets approach may include sidewalks, bike lanes or cycle tracks, wide paved shoulders in rural and semi-rural areas, special bus lanes, accessible and comfortable transit stops, frequent and safe crossing opportunities, median islands, mid-block pedestrian and bicycle crossings, accessible pedestrian signals, curb extensions or “bulb outs,” narrower travel lanes, roundabouts and many other possible treatments that are selected based on the context of surrounding land uses and activities.

Level of Service

In transportation/traffic studies, Level of Service (LOS) has traditionally been determined for vehicle traffic at intersections and on roadway segments based on vehicle delays and speeds. LOS is intended to be a mechanism for communicating the performance of a transportation facility in a non-technical manner, using the results of detailed transportation analyses. Letter-based categories ranging from LOS A to LOS F are used to capture the performance of a facility. LOS A represents conditions in which drivers encounter minimal delays, whereas LOS F represents extremely congested conditions in which drivers encounter substantial delay and difficulty progressing.

It is important to understand that in some cases an automobile facility operating at LOS A or B may be undesirable as it may be characterized as having excessive capacity that can adversely affect other travel modes (through unnecessarily wide pedestrian crossing distances and promotion of higher vehicle speeds, for instance). Further, achieving a high vehicle LOS often results in disproportionately high construction and maintenance costs. In many cases, automobile operation in the LOS C to LOS E range may reflect a reasonable balance among its influences on other travel modes, auto mobility, and cost of constructing and maintaining the facility itself. In downtowns and major pedestrian districts, some jurisdictions exempt application of vehicle-based LOS requirements altogether. Some of the reasons for

exempting LOS in downtown areas may include concern that pedestrian and bicyclist mobility will suffer as modifications are made to maintain auto flow, that existing structures (historic or otherwise) would need to be demolished in order to widen roads, and that the character of the downtown would be adversely affected by an auto-focused philosophy.

CALTRANS COORDINATION

Several of Sonoma's most important roadway segments are owned and operated by the California Department of Transportation (Caltrans). State Route 12 (SR 12) includes Sonoma Highway, West Napa Street, and Broadway. Caltrans is responsible for maintaining these roads, and for reviewing and approving any proposed changes. Accordingly, the City of Sonoma must coordinate closely with Caltrans in the design and implementation of potential improvements along the SR 12 corridor that are identified in the Circulation Element.

In 2014 Caltrans completed the *Transportation Concept Report: State Route 12 (West)*, which establishes a long-range vision for the highway corridor including portions within the City of Sonoma. The report identifies SR 12 as a "Main Street" in Sonoma and recommends that the corridor be designed to maximize Smart Mobility benefits over vehicle throughput. A focus on Complete Streets, as described above, is compatible with the Smart Mobility benefits recommended by Caltrans.

The Transportation Concept Report also addresses the influence of regional traffic on the City, indicating that many regional drivers on the SR 12 corridor divert to parallel routes that avoid central Sonoma, including Napa Road, Leveroni Road, and Arnold Drive. Caltrans suggests that one potential long-range strategy may be "reassigning the SR 12 designation to a potentially more appropriate route," as a way to "better use resources and/or disperse traffic." This statement is consistent with Policy 4.2 in this Circulation Element, which calls for exploring ways to accommodate regional pass-through traffic on routes that avoid the Sonoma Plaza area, as well as Implementation Measure CE-34, which calls for the City to work with Caltrans and the County of Sonoma to establish a unified signage scheme that directs regional traffic to parallel routes.

If Caltrans, the County of Sonoma, and the City of Sonoma ultimately agree to reassign SR 12 to parallel routes, the former SR 12 segments passing through Sonoma would be relinquished to the City. The City of Sonoma would then become responsible for the

maintenance, operation, and ultimate configuration of the roadway and its intersections. This would result in added maintenance costs to the City, but may also allow the City to implement its chosen vision for Broadway, West Napa Street, and the Plaza more efficiently and without the need to obtain concurrence from Caltrans.

CIRCULATION NETWORK

The discussion of circulation network components begins with pedestrian and bicycle facilities, followed by transit and auto modes.

Walking

Sonoma is a city with a size and a scale well-suited to walking. This is one of the features that makes the Plaza so enticing to both local residents and visitors. Some of the characteristics that make the Plaza area so pleasant to walk around become less common as one travels to other areas of the city. People who might otherwise choose to walk to the store, the library, or a restaurant may not because they are confronted with noise, inconvenience, lack of shade, a perceived lack of safety, or even a lack of sidewalks. So instead they decide to drive. This creates a dilemma: as most people tend to drive, there is little incentive to provide amenities for pedestrians, but because there are few amenities for pedestrians, most people tend not to walk.

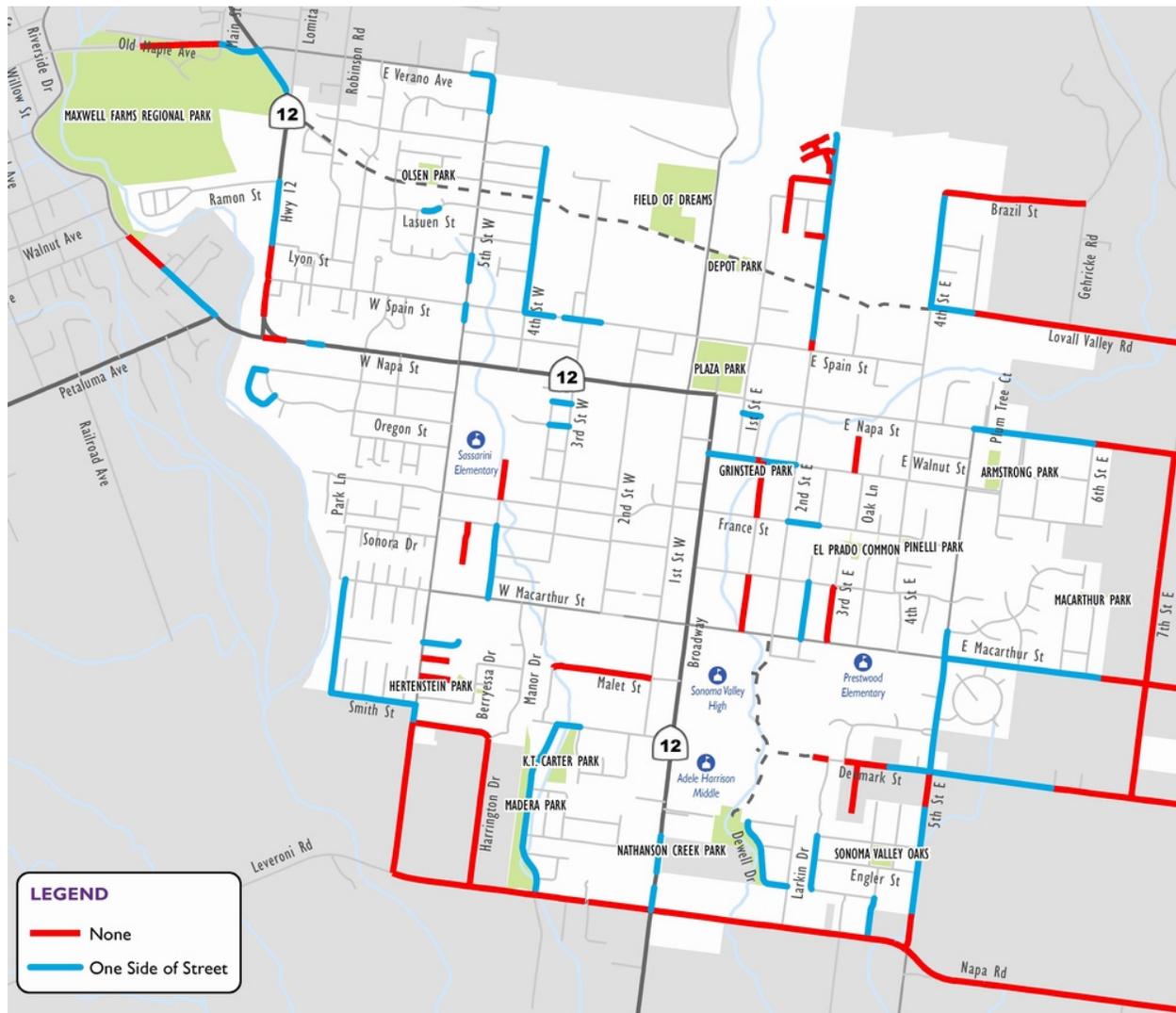
A continuous sidewalk system exists around the Plaza where pedestrian activity is highest. While the pedestrian network is also generally well-developed in the remainder of Sonoma, there are some locations where gaps in the sidewalk network can be found, as depicted in Figure CE-1. While the Circulation Element calls for closing gaps in the sidewalk, on certain rural lanes the City may choose to forgo curb, gutter, and sidewalk.

The Circulation Element policies and implementation measures are intended to recognize and enhance the inherent positive qualities of walking in Sonoma to get more people out of their vehicles more often. As discussed in the following section on bicycles, Class 1 bikeways are also commonly used as pedestrian pathways and serve as important links in the pedestrian network.

Bicycling

Sonoma's size, scale, climate, and topography make it ideal for bicycling. However, many residents continue to use automobiles because in many areas the city lacks the facilities and amenities to render biking an efficient

Figure CE-1: Sidewalk Completeness



alternative to driving. The Circulation Element includes many policies and implementation measures that are intended to promote bicycling as a means of reducing the number of vehicle trips on the local roadway network, recognizing that it can be more than just a recreational activity.

Bicycle circulation in Sonoma is supported by an existing network of multi-use paths, on-street bike lanes, and bicycle routes. Bikeways are typically classified as being one of four types:

- Class I: A completely separated right-of-way designated for the exclusive use of bicycles and pedestrians, commonly called a “bike path.” Cross-flows by pedestrians and motorists are minimized.

The paths along Fryer Creek and the former railroad right-of-way through the northern part of the city are Class 1 routes.

- Class II: A restricted right-of-way along a street designated for the exclusive or semi-exclusive use of bicycles, identified by pavement markings and signage and commonly referred to as a “bike lane.” Through travel by pedestrians or motor vehicles is not allowed. Bike lanes exist on several City streets including long segments on portions of Fifth Street West and West MacArthur Street.
- Class III: A shared street right-of-way designated by signs placed on vertical posts or stenciled on the pavement. These bikeways, which share right-of-way with motor vehicles and are typically called “bike routes,” offer the least protection from automobile

traffic. They are typically used to indicate preferred routes.

- **Class IV:** A separated bikeway for the exclusive use of bicycles, provided on public streets and including a physical separation between the bikeway and through vehicular traffic. The separation may include, but is not limited to, a physical difference in grade, a raised median, flexible posts, inflexible posts, inflexible barriers, or on-street parking. This is a relatively new classification and no Class 4 bikeways currently exist in Sonoma.

Many variations of these standard types are possible. Striping along shoulders can be used to designate bike lanes in areas without enough room for a standard Class II lane. This reduces the width of vehicle travel lanes and creates a common area shared by bicyclists and parked cars. Another option is the uses of “Sharrows,” shared bicycle-automobile lane marking symbols that can be striped on the street to alert drivers to the presence of bicyclists, as well as to both guide bicyclists on designated routes and help them position within the lane to avoid opening car doors.

Notable bicycle facilities in Sonoma include the Sonoma City Trail, which runs from SR 12/Lomita Avenue to Fourth Street/Lovall Valley Road. Other Class I trails include the Nathanson Creek Trail with connection between Fine Avenue and East MacArthur Street, the Fryer Creek Trail which stretches from Leveroni Road to Arroyo Way and connects with the Hertenstein Park trail, and the Sonoma Creek Path which parallels a segment of the waterway to Riverside Drive. The City’s *Bicycle and Pedestrian Master Plan*, a map excerpt of which is shown in Figure CE-2, expands upon the existing network to create a robust bicycle circulation system in Sonoma. The Plan includes important bicycle facility improvements such as future bike lanes on SR 12, Fifth Street East, and Leveroni Road/Napa Road, as well as several new future bike routes throughout the City.

Transit

Sonoma County Transit is the primary transit provider in Sonoma; it provides regularly-scheduled local service to major activity centers within the City limits, as well as regional service to Sonoma Valley, Santa Rosa, and San Rafael. Service to Sonoma is also provided by VINE Transit, Napa County’s primary transit operator, with connections between the Plaza and the Soscol Gateway Transit Center in downtown Napa. A door-to-door paratransit service operated by Volunteer Wheels, funded

by Sonoma County Transit and the City of Sonoma, is available for those that are unable to independently use the transit system due to a physical or mental disability. Transit routes serving the City are shown in Figure CE-3.

The City is committed to increasing ridership through increased frequency, expanded operating hours, direct funding, transit-oriented planning, and upgraded transit facilities. The Land Use Plan envisions increased densities around existing retail commercial areas and promotes mixed-use development to encourage walking and help create nodes with a sufficient level of activity to support transit services. The Circulation Element also calls for additional transit support amenities including lighted bus shelters and bike racks at transit stops.

Street System

Sonoma’s central street system follows a grid pattern established in the 1800’s by General Vallejo when the city was first laid out. As the city has grown, the basic grid has been elaborated in some areas and disregarded in others. Many residential subdivisions developed in the 1970’s and 1980s employ curvilinear streets. The dominant element of the system is Highway 12 (Caltrans SR 12), which follows the major local streets in the city: Broadway, West Napa Street, and Sonoma Highway. The regional importance of Highway 12, in conjunction with its path through the heart of the city, means that local circulation conditions are greatly affected by regional traffic and, therefore, by regional growth.

The City’s roadway network is shown in Figure CE-4. Major north/south carriers of traffic are Sonoma Highway, Fifth Street West, Broadway, and Eighth Street East. The major east/west roadways include Spain Street, Napa Street, Andrieux Street, MacArthur Street, and Napa/Leveroni Roads. These major routes are supported by a number of lesser arterials, collectors, and local streets. The road network in the Sonoma Planning Area is made up of five types of roadways, each of which serves a different primary function:

- **State Highway**—Although Highway 12 is considered an arterial, it is unique among local roadways. The highway is not only a primary route for through traffic, commuters, and tourists; it also carries many longer-distance and regional trips.
- **Arterials**—These streets carry traffic to and from the highway and to major commercial and public destinations. Volumes are heavy compared to collectors and local streets.

Figure CE-3: Transit Routes

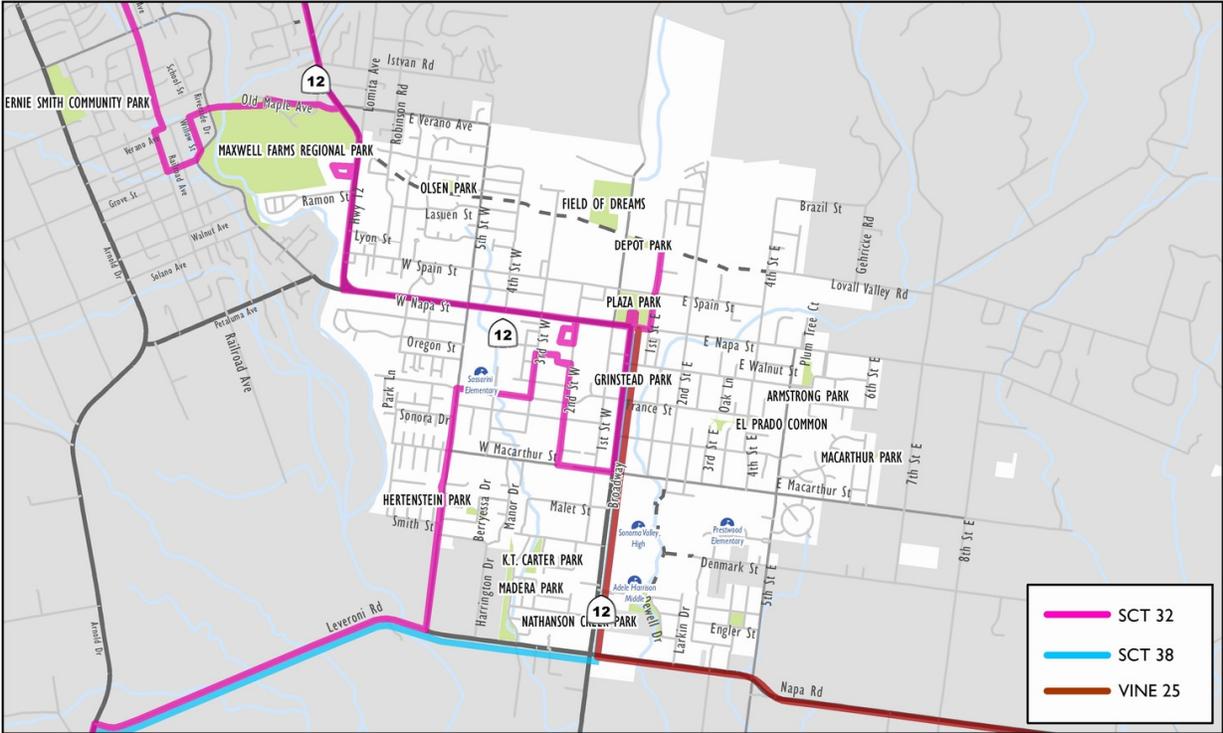
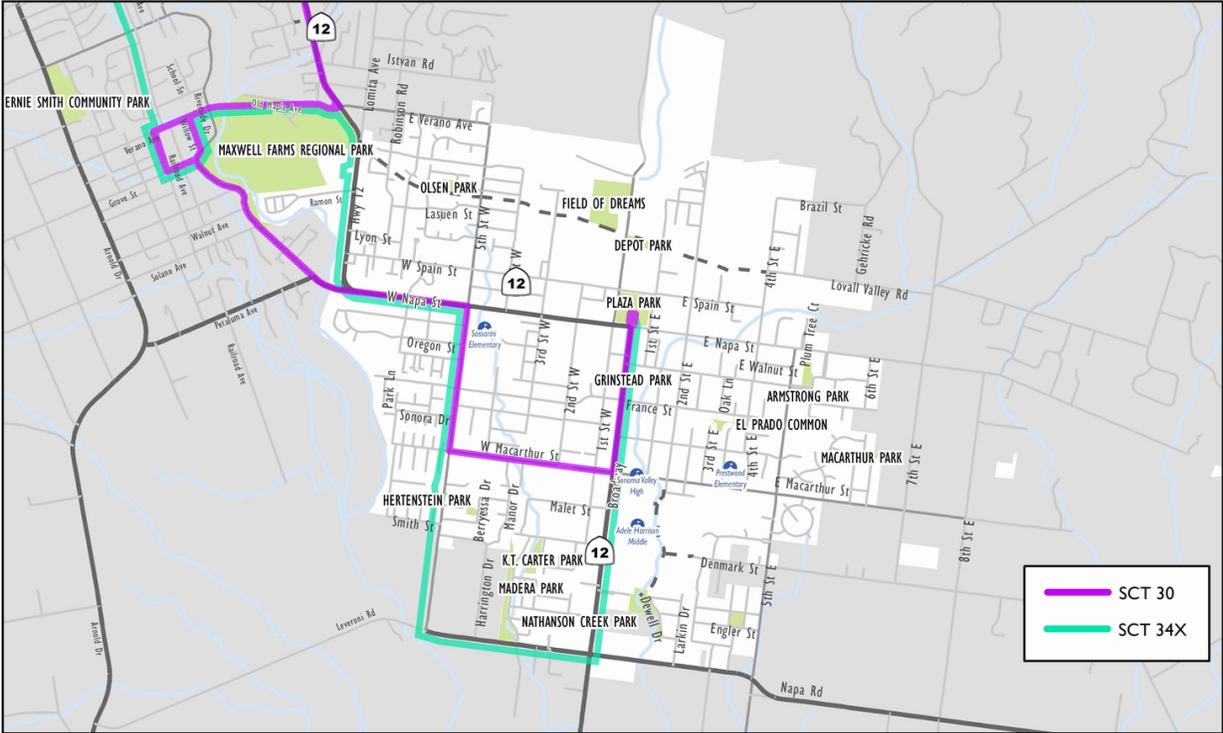


Figure CE-4: Roadway Network



- **Collectors**—These roads link arterials to local streets and commercial and public destinations. In some cases a collector may also serve as a lesser link to the highway.
- **Local Streets**—Typically residential streets, these streets provide access to neighborhoods and individual parcels within them. They are generally developed with curb, gutter, and sidewalk.
- **Rural**—These routes carry traffic to outlying districts. They are generally not developed with curb, gutter, or sidewalk.

The current travel pattern within Sonoma is dominated by Highway 12 (Broadway, West Napa Street, and the Sonoma Highway), with the highest volumes occurring along West Napa Street. Supporting arterials include Napa

Road, Fifth Street West, MacArthur Street, Second Street West, and West Spain Street. The traffic on Highway 12 has many sources including commuters, through traffic, tourists, and residents. Some traffic on other major arterials and collectors can also be attributed in part to driver avoidance of Highway 12. During peak commute times, many regional drivers traveling between Napa County and points north of Sonoma appear to bypass the central part of the city by using Napa Road, Leveroni Road, and Arnold Drive. This diversion pattern is acknowledged in the Caltrans Route Concept Report for SR 12, and in fact the report identifies redesignation of SR 12 to these parallel corridors as a potential long-term strategy.

Some of the local traffic on major streets such as Fifth Street West, MacArthur Street, Second Street West, and West Spain Street also results from drivers skirting Highway 12.

While the increase in traffic along West Spain Street is well within capacity limits, residents along this street have been particularly affected by this diverted traffic. The Plaza also experiences considerable traffic, not only due to volume, but also because of parking activity and a large pedestrian presence.



ROADWAY CAPACITY AND IMPROVEMENTS

Future changes to traffic patterns in the city will be largely determined by the location of jobs and housing in Sonoma and the region, and by improvements to the local street system. In analyzing future traffic conditions, traffic volume projections were obtained through use of the SCTM\10 travel demand model maintained by the Sonoma County Transportation Authority (SCTA), which includes year 2040 development projections representing buildout of both the City of Sonoma and regional General Plans. In other words, future traffic growth is the result of expected growth in the city, Sonoma Valley, and the greater Bay Area. Year 2030 traffic projections were obtained by assuming straight-line growth between the year 2014 and the SCTA model's year 2040 horizon year.

Table CE-1 classifies main roads in Sonoma according to functional types. The table identifies sub-segments for some streets and provides information on existing peak hour volumes as of 2014, and projected peak hour volumes in the years 2030 and 2040. Table CE-2 has a similar format but provides information on roadway capacities, identifying segments that are anticipated to encounter a traffic demand that exceeds capacity, thereby being subject to auto congestion.

Table CE-3 lists levels of service for key intersections in Sonoma for 2014, as well as projected operation in the years 2030 and 2040. The intersection locations and numbers are shown Figure CE-4.

Roadway Network Improvements

The objective for future roadway network modifications is to minimize needed improvements in Sonoma while promoting alternatives to automobile use. Accordingly, road widenings in the city will be minimized to the extent possible and implemented only when proven necessary. Future roadway improvements will be phased in accordance with the City Capital Improvement Plan and the State Transportation Improvement Program. Some improvements may be put in place as a condition of project approval as development occurs, and all will be funded in part by the City Circulation Improvement Fee imposed on all construction. The City will continue to rely on Capital Improvement Program revenues, Community Development Agency monies, and gas tax funds to finance street improvements. Sonoma County Transportation Authority funds are available for some maintenance of existing facilities and highway improvements, while any Caltrans-initiated upgrades along Highway 12 would require State and federal funding.

Roadway Segments

The Circulation Element includes completion of the following roadway modifications to provide multimodal access and maintain adequate traffic conditions. Because nearly all of the following improvements are on Highway 12, close coordination between the City of Sonoma and Caltrans will be required.

- West Napa Street (SR 12) from Riverside Drive to Fifth Street West – widen to five lanes. Future volumes on this segment are well beyond what a three-lane street can accommodate, and the segment should be widened to five lanes (two lanes in each direction and a center turn lane, plus bicycle lanes).
- West Napa Street (SR 12) from Fifth Street West to Second Street West – maintain existing three-lane configuration. Projected volumes on this segment are approximately 25 percent lower than the segment to the west, and are within the upper-end of a range that has been handled by a three-lane street in other jurisdictions. The segment also passes through areas with frequent building frontages that would impede widening, and areas with higher levels of pedestrian activity. Widening the highway to add new vehicle lanes in this type of built environment may cause adverse effects on pedestrian and bicyclists modes. For these reasons, the current three-lane configuration should be maintained into the future.

Table CE-1: Roadway Classification and Traffic Volumes

Roadway Segment	Class	Year 2014 Volume		Year 2030 Volume		Year 2040 Volume	
		NB/EB	SB/WB	NB/EB	SB/WB	NB/EB	SB/WB
West Napa Street (Highway 12)							
Riverside Dr to Fifth St West	Arterial	1000	975	1218	1150	1353	1258
Fifth St West to Second St West	Arterial	725	725	888	860	990	944
Second St West to Broadway	Arterial	615	585	658	621	684	644
East Napa Street							
First St East to Fifth St East	Collector	195	290	216	318	230	336
West Spain Street							
Fifth St West to Highway 12	Collector	375	420	404	459	423	484
Broadway (Highway 12)							
Watmaugh Rd to Napa/Leveroni Rd	Arterial	390	380	473	515	525	600
Napa/Leveroni Rd to MacArthur St	Arterial	635	570	805	707	911	793
MacArthur St to West Napa St	Arterial	560	460	700	605	786	695
Highway 12							
Riverside Dr to West Spain St	Arterial	750	805	901	1007	996	1132
West Spain St to Maxwell Village	Arterial	1015	965	1156	1164	1245	1289
Napa Road							
Broadway (Hwy 12) to Fifth St East	Arterial	660	675	745	796	855	813
Fifth St East to Eighth St E	Arterial	630	670	693	761	733	817
Leveroni Road							
Broadway (Hwy 12) to Fifth St West	Arterial	620	640	707	696	760	731
West MacArthur Street							
Broadway (Hwy 12) to Fifth St W	Collector	205	235	243	264	267	282
East MacArthur Street							
Broadway (Hwy 12) to City Limits	Collector	170	225	257	281	312	317
City Limits to Eighth St E	Collector	80	60	195	97	268	118
Fifth Street East							
East Napa St to Napa Rd	Local	150	125	206	163	241	187
Napa Rd to East Watmaugh Rd	Rural	60	50	70	56	75	58
Fifth Street West							
Verano Ave to West Spain St	Collector	400	295	441	317	467	331
Andrieux St to West MacArthur St	Arterial	550	480	601	524	632	551
West MacArthur St to Leveroni Rd	Arterial	460	430	504	461	531	479
Verano Avenue							
Highway 12 to Fifth St West	Collector	195	305	220	335	235	354

NB=Northbound; SB=Southbound; EB=Eastbound; WB=Westbound

Table CE-2: Roadway Capacity Utilization

Roadway Segment	Class	Capacity (veh)	Year 2014 V/C		Year 2030 V/C		Year 2040 V/C	
			NB/EB	SB/WB	NB/EB	SB/WB	NB/EB	SB/WB
West Napa Street (Highway 12)								
Riverside Dr to Fifth St West	Arterial	800	1.14	1.11	1.52	1.44	1.69	1.57
<i>Widen to 2 lanes in each direction</i>		<i>1620</i>			<i>0.75</i>	<i>0.71</i>	<i>0.84</i>	<i>0.78</i>
Fifth St West to Second St West	Arterial	800	0.82	0.82	1.11	1.08	1.24	1.18
Second St West to Broadway	Arterial	800	0.95	0.91	0.82	0.78	0.86	0.81
East Napa Street								
First St East to Fifth St East	Collector	800	0.30	0.44	0.27	0.40	0.29	0.42
West Spain Street								
Fifth St West to Highway 12	Collector	800	0.57	0.64	0.51	0.57	0.53	0.61
Broadway (Highway 12)								
Watmaugh Rd to Napa/Leveroni Rd	Arterial	880	0.38	0.37	0.54	0.59	0.60	0.68
Napa/Leveroni Rd to MacArthur St	Arterial	800	0.84	0.75	1.01	0.88	1.14	0.99
<i>Widen to 2 lanes in each direction</i>		<i>1620</i>			<i>0.50</i>	<i>0.44</i>	<i>0.56</i>	<i>0.49</i>
MacArthur St to West Napa St	Arterial	1620	0.38	0.32	0.43	0.37	0.49	0.43
<i>Reduce to 1 lane in each direction</i>		<i>800</i>			<i>0.88</i>	<i>0.76</i>	<i>0.98</i>	<i>0.87</i>
Highway 12								
Riverside Dr to West Spain St	Arterial	800	0.88	0.94	1.13	1.26	1.25	1.42
<i>Widen to 2 lanes in each direction</i>		<i>1620</i>			<i>0.56</i>	<i>0.62</i>	<i>0.61</i>	<i>0.70</i>
West Spain St to Maxwell Village	Arterial	800	1.28	1.21	1.45	1.46	1.56	1.61
<i>Widen to 2 lanes in each direction</i>		<i>1620</i>			<i>0.71</i>	<i>0.72</i>	<i>0.77</i>	<i>0.80</i>
Napa Road								
Broadway (Hwy 12) to Fifth St East	Arterial	880	0.70	0.71	0.85	0.90	0.97	0.92
Fifth St East to Eighth St E	Arterial	880	0.65	0.69	0.79	0.86	0.83	0.93
Leveroni Road								
Broadway (Hwy 12) to Fifth St West	Arterial	880	0.64	0.66	0.80	0.79	0.86	0.83
West MacArthur Street								
Broadway (Hwy 12) to Fifth St W	Collector	800	0.36	0.42	0.30	0.33	0.33	0.35
East MacArthur Street								
Broadway (Hwy 12) to City Limits	Collector	800	0.30	0.40	0.32	0.35	0.39	0.40
City Limits to Eighth St E	Collector	800	0.13	0.10	0.24	0.12	0.34	0.15
Fifth Street East								
East Napa St to Napa Rd	Local	800	0.23	0.19	0.26	0.20	0.30	0.23
Napa Rd to East Watmaugh Rd	Rural	800	0.11	0.09	0.09	0.07	0.09	0.07
Fifth Street West								
Verano Ave to West Spain St	Collector	800	0.71	0.52	0.55	0.40	0.58	0.41
Andrieux St to West MacArthur St	Arterial	800	0.80	0.70	0.75	0.66	0.79	0.69
West MacArthur St to Leveroni Rd	Arterial	800	0.58	0.54	0.63	0.58	0.66	0.60
Verano Avenue								
Highway 12 to Fifth St West	Collector	800	0.35	0.54	0.28	0.42	0.29	0.44

Bold v/c ratios indicates locations where volumes may exceed capacity and LOS F operation may occur; *italicized* lines represent alternate configurations; planning-level roadway capacities based on Exhibit 10-7 of the *Highway Capacity Manual 2000*, Transportation Research Board, 2000; v/c=volume to capacity ratio; NB=Northbound; SB=Southbound; EB=Eastbound; WB=Westbound

Table CE-3: Intersection Levels of Service

Intersection	Type of Control	Year 2014	Year 2030	Year 2040
1. Sonoma Hwy (SR 12)/Verano Ave	Signal	22.7/C	25.3/C	28.4/C
2. Sonoma Hwy (SR 12)/Maxwell Village Center	Signal	18.3/B	20.9/C	22.7/C
3. Sonoma Hwy (SR 12)/W Spain St	Signal	26.0/C	33.1/C	43.5/D
4. Fifth St W/W Spain St	All-Way Stop	40.0/E	44.7/E	46.4/E
<i>a. Add EB and WB right turn lanes</i>	<i>All-Way Stop</i>	<i>n/a</i>	<i>31.6/D</i>	<i>33.9/D</i>
<i>b. Install mini-roundabout</i>	<i>Mini Roundabout</i>	<i>n/a</i>	<i>11.6/B</i>	<i>13.1/B</i>
5. Sonoma Hwy (SR 12)/Riverside/W Napa St	Signal	15.9/B	16.3/B	17.5/B
6. Fifth St W/W Napa St (SR 12)	Signal	37.3/D	47.5/D	59.5/E
<i>Add SB right-turn lane and EB overlap</i>	<i>Signal</i>	<i>n/a</i>	<i>n/a</i>	<i>43.0/D</i>
7. Broadway (SR 12)/Napa St	All-Way Stop	32.2/D	53.0/F	58.7/F
<i>a. Install traffic signal</i>	<i>Signal</i>	<i>n/a</i>	<i>51.2/D</i>	58.6/E
<i>b. Install single-lane roundabout</i>	<i>Roundabout</i>	<i>n/a</i>	<i>9.6/A</i>	<i>11.7/B</i>
8. E Napa St/Fifth St E Northbound Approach	Two-Way Stop	1.7/A	2.1/A	2.4/A
		12.3/B	13.5/B	14.3/B
9. Eighth St E/E Napa St Northbound Approach	Two-Way Stop	6.1/A	6.4/A	6.6/A
		12.3/B	12.9/B	13.4/B
10. Fifth St W/W MacArthur St	All-Way Stop	17.1/C	21.1/C	24.8/C
11. Broadway (SR 12)/MacArthur St	Signal	17.4/B	19.3/B	21.2/C
12. Fifth St E/E MacArthur St	All-Way Stop	8.9/A	11.2/B	13.7/B
13. Fifth St W/Leveroni Rd	Signal	11.6/B	12.7/B	13.5/B
14. Broadway (SR 12)/Leveroni Rd/Napa Rd	Signal	36.7/D	44.6/D	51.1/D
15. Fifth St E/Napa Rd	All-Way Stop	39.5/E	44.6/E	49.3/E
<i>Install traffic signal</i>	<i>Signal</i>	<i>n/a</i>	<i>10.0/A</i>	<i>11.6/B</i>
16. Eighth St E/Napa Rd	Signal	21.5/C	34.1/C	48.2/D

Results are expressed as Delay/LOS; Delay is measured in average seconds per vehicle; LOS = Level of Service; **Bold**=operation below LOS D; *italicized* rows reflect mitigated or alternate configurations; NB=Northbound; SB=Southbound; EB=Eastbound; WB=Westbound

➤ Broadway (SR 12) from Napa/Leveroni Roads to MacArthur Street – widen to five lanes only if proven necessary. Many of the parcels along this segment already include frontage improvements to accommodate a future five-lane roadway (two lanes in each direction and a center turn lane), and the projected traffic volumes are near the limits of what can be accommodated by a three-lane roadway. For these reasons the City and Caltrans should continue to plan for an ultimate five-lane roadway, however, striping of spot improvements such as right turn lanes and acceleration/deceleration areas be utilized in lieu of striping for two lanes in each direction until such time that the need for dual through lanes is proven. Maintaining one travel lane in each direction will help to regulate speeds and function better as a gateway to the Sonoma Plaza.

➤ Broadway (SR 12) from MacArthur Street to West Napa Street – implement a road diet. This segment currently includes five lanes (two in each direction plus a center turn lane). Volumes are lower than on the segment to the south, and based on the projected volumes, a single lane in each direction would be expected to function acceptably. The City and Caltrans should plan to implement a “road diet” on this segment of Broadway. A three-lane configuration would be expected to operate safely and efficiently, would help to regulate vehicle speeds in a pedestrian-oriented area, would create space for bicycle facilities, and would potentially create space for additional parking spaces. A reduction in lanes is also consistent with the Caltrans Route Concept Report for SR 12 (West), which for Broadway suggests that “reducing the number of lanes by a combination of diagonal parking, bike lanes and/or a median would

improve the location efficiency and community design.” If the Broadway/West Napa Street intersection remains as all-way stop-controlled, a three-lane configuration would allow for implementation of bulb-outs that would improve pedestrian circulation at this key Plaza gateway location. A three-lane segment would also work with a potential signal or roundabout.

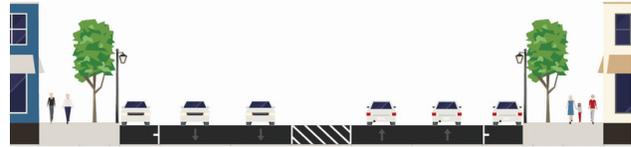
- Sonoma Highway (SR 12) from Riverside Drive to Maxwell Village Center – widen to five lanes. This segment of Sonoma Highway already encounters congestion, and the projected future volumes cannot be accommodated by a roadway with one lane in each direction. The City and Caltrans should plan for this to be a five-lane roadway in the future (two lanes in each direction, a center turn lane, and bike lanes).
- Upgrade Hayes Street and Fourth Street West to local street standards between Bettencourt Street and West MacArthur Street.

Road widenings would only be implemented upon proven need.

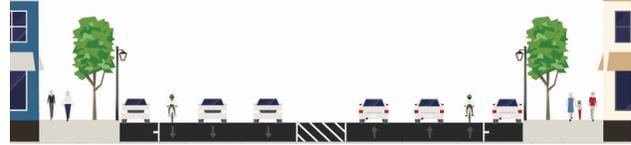
Intersections

Intersections are the major determinants of local traffic conditions on the City’s street network, and also serve as designated crossing locations for non-auto users. Accordingly, they should be designed in a context-sensitive manner to accommodate mobility for all users as effectively and as safely as possible. The following intersection improvements have been identified; again, in many locations coordination between the City and Caltrans will be required.

- Fifth Street West/West Spain Street – There are two improvement options. One includes restriping the eastbound and westbound approaches to add right-turn lanes. Alternatively, a mini-roundabout could be installed. The mini-roundabout would have a higher installation cost though it would provide a beneficial traffic calming effect, result in superior operation, and result in less fuel consumption, emissions, and noise than all-way stops. Either option would entail elimination of existing parking spaces near the intersection.



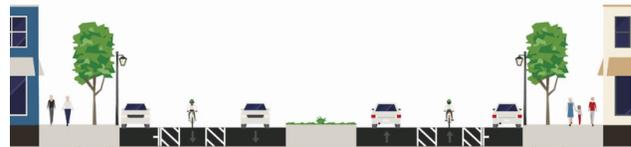
Existing



Bike Lanes with Narrower Vehicle Lanes



Protected Bikeway, Widened Sidewalks, and Road Diet



Buffered Bike Lanes and Road Diet



Protected Bikeway, Diagonal Parking, and Road Diet

Many options exist for reconfiguring Broadway near the Plaza



View on Broadway looking north toward Plaza

- Fifth Street West/West Napa Street (SR 12) – Construct a southbound right-turn pocket and add an eastbound right-turn signal overlap phase. Construction of the right-turn pocket would require land acquisition.
- Broadway (SR 12)/Napa Street – The Circulation Element calls for further community engagement and evaluation before identifying specific modifications to improve multimodal circulation at this intersection. Potential changes may include (but are not limited to) any of the following: modify curbs to reduce pedestrian crossing distances while maintaining current all-way stop controls, install a traffic signal, install a single-lane roundabout, or make no changes. Any modifications would need to be completed in a manner that is deemed compatible with the Plaza’s physical and historical context.
- Fifth Street East/Napa Road – Install a traffic signal. The intersection is located in the County of Sonoma, and the City will coordinate with the County to participate in funding.



Broadway/Napa Street Intersection

Circulation Element helps organize land use through policies requiring adequate access, pedestrian and bicycle amenities, and safety improvements at street/bike path connections.

COORDINATION WITH OTHER ELEMENTS

Circulation and land use are interconnected, as is recognized in the State guidelines pertaining to general plans, which emphasize the correlation between the circulation element and the land use element. The Circulation Element is also closely related to the Housing and Environmental Resources elements and has ties to the Local Economy Element. Traffic-related noise is addressed in the Noise Element.

The Community Development Element

The Land Use Plan and designations in the Community Development Element establish the general arrangement of uses by type and intensity, from which circulation relationships derive. Through the organization of uses, the Land Use Plan lays the basis for linking housing, employment, goods and services, schools, and parks and recreation. The connection between land use and circulation has been reinforced by using the Land Use Plan as the basis for the traffic model used to develop projected traffic volumes. Building on that foundation, the elements are designed to work in concert to achieve various General Plan policy objectives. For example, in order to reduce auto dependence and promote walking, the Land Use Plan establishes higher densities adjacent to commercial centers and encourages mixed-use development. These measures also help promote transit. At the same time, the

The Local Economy Element

Through its programs to ensure acceptable traffic conditions, address downtown parking, and improve pedestrian conditions, the Circulation Element helps support the Local Economy Element in its objective of maintaining the continued vitality of Sonoma’s commercial centers. Through their policies and implementation measures, the two elements also seek to encourage a pedestrian presence in retail and service areas, particularly the downtown, by promoting mixed-use development and ground floor retail use.

The Housing Element

Like the Community Development Element, the Housing Element includes policies and implementation measures aimed at promoting mixed-use development and locating higher density residential development near commercial centers. The Housing Element expands upon those basic directions by providing guidance for the design of new housing, ensuring that higher density developments are compatible with their surroundings and include provisions for bicyclists, pedestrians, and transit users.

The Environmental Resources Element

The Circulation and Environmental Resources elements share the objectives of reducing auto dependency, encouraging transit use, and promoting energy conservation. The Circulation Element provides goals and

policies intended to establish safe and convenient bicycle and pedestrian networks linking housing, shopping, services, schools, and parks, while the Environmental Resources Element includes additional measures supporting that effort. In addition, the Environmental Resources Element includes a street tree planting measure to make local travel more enjoyable for pedestrians, bicyclists, and drivers.

The Noise Element

Current and projected traffic volumes, as documented through the Circulation Element, are assessed as a noise source in the Noise Element.



GOALS AND POLICIES

The following Circulation Element goals and policies will guide the City's actions pertaining to transportation during the planning period.

Maintain Safe and Efficient Movement

Goal 1.0: Maintain a Citywide Roadway System that Provides for the Safe and Efficient Movement of People and Goods to All Parts of Sonoma.

Policy 1.1: Ensure that the City's circulation network is a well-connected system that effectively accommodates vehicular and non-vehicular traffic in a manner that considers the context of surrounding land uses and the needs of all roadway users.

Policy 1.2: Promote safety for all users of the street system.

Policy 1.3: Maximize efficient use of the existing circulation system and avoid widening streets to the extent possible.

Policy 1.4: When analyzing the circulation network, consider the needs of all users including those with disabilities, ensuring that pedestrians, bicyclists, and transit riders are considered at an equal level to motor vehicle drivers.

Policy 1.5: Establish a motor vehicle Level of Service (LOS) standard of LOS D at intersections. The following shall be taken into consideration in applying this standard:

- Efforts to meet the vehicle LOS standard shall not result in diminished safety for other modes including walking, bicycling, or transit (see Policy 1.6).
- The standard shall be applied to the overall intersection operation and not that of any individual approach or movement.
- Consideration shall be given to the operation of the intersection over time, rather than relying exclusively on peak period conditions.
- The five intersections surrounding the historic Sonoma Plaza shall be exempt from vehicle LOS standards in order to maintain the historic integrity of the Plaza and prioritize non-auto modes.

Policy 1.6: Intersections may be exempted from the vehicle LOS standards established in Policy 1.5 in cases where the City Council finds that the infrastructure improvements needed to maintain LOS D operation (such as roadway or intersection widening) would be in conflict with goals of for improving multimodal circulation, or would lead to other potentially adverse environmental impacts. For those locations where the City allows a reduced motor vehicle LOS or queuing standard, additional multimodal improvements and/or transportation demand management (TDM) measures may be required in order to reduce impacts to mobility.

Policy 1.7: Continue to seek context-sensitive solutions to reduce traffic congestion and improve pedestrian circulation at the intersection of Broadway (SR 12)/Napa Street.

Policy 1.8: Consider all transportation improvements as opportunities to enhance safety, access, and mobility.

Policy 1.9: Design intersections to provide adequate and safe access for all users including pedestrians, bicyclists, and motorists of all ages and abilities, and in a manner that is appropriate for the surrounding land use and cultural context.

Policy 1.10: Consider the use of roundabouts and mini-roundabouts, where appropriate, to enhance pedestrian and cyclist circulation, moderate traffic flow, reduce accident severity, and improve intersection efficiency.

Policy 1.11: Ensure that new development contributes its proportional share of the cost of improvements necessary to address cumulative transportation impacts on the multimodal circulation network.

Policy 1.12: Design and implement road diets along the Broadway corridor, in coordination with Caltrans, to enhance pedestrian and bicycle facilities, provide additional opportunities for landscaping, and potentially increase parking supply.

Support Non-Auto Travel

Goal 2.0: Create a Circulation Network that Supports and Encourages Travel by Non-Automobile Modes

Policy 2.1: Implement the extensions and upgrades to the bicycle network identified in the City's Bicycle and Pedestrian Master Plan, with a focus on establishing safe routes to popular destinations.

Policy 2.2: Improve city streets as necessary to preserve safety and expand opportunities for non-automobile modes of transportation.

Policy 2.3: Preserve and establish short-cuts that give pedestrians and bicyclists alternatives to traveling along major streets.

Policy 2.4: Improve pedestrian circulation and safety at major intersections.

Policy 2.5: Establish a system of hiking trails through major public open space.

Policy 2.6: Eliminate gaps and obstructions in the sidewalk system.

Policy 2.7: Proactively work with utility providers to reduce or eliminate barriers to pedestrian and bicyclist mobility created by utility infrastructure.

Policy 2.8: Prioritize pedestrian safety and convenience when considering circulation improvements near the Sonoma Plaza.

Policy 2.9: Prioritize bicycle and pedestrian safety for students traveling to and from school.

Policy 2.10: Create an accessible circulation network that is consistent with guidelines established by the Americans with Disabilities Act (ADA).

Policy 2.11: Promote bicycling as an efficient alternative to driving.

Policy 2.12: Expand the availability of sheltered bicycle parking and other bicycle amenities.

Policy 2.13: Resolve potential conflicts between bicycles and vehicles and pedestrians.

Policy 2.14: Incorporate bicycle facilities and amenities in new development.

Policy 2.15: Promote transit use and improve transit services.

Policy 2.16: Ensure that adequate lighting is provided at all bus stops.

Maintain Neighborhood Access and Town Character

Goal 3.0: Coordinate circulation and land use patterns to ensure safe and convenient access to activity centers while maintaining Sonoma’s neighborhoods and small-town character.

Policy 3.1: Encourage a mixture of uses and higher densities where appropriate to improve the viability of transit, pedestrian and bicycle travel.

Policy 3.2: Ensure that new development complements and extends the historic street grid pattern, where feasible, while minimizing cut-through traffic.

Policy 3.3: Protect residential areas by keeping traffic speeds low and discouraging through truck traffic.

Policy 3.4: Encourage shared and “park once” parking arrangements that reduce vehicle use.

Policy 3.5: Improve parking availability and traffic and pedestrian circulation around the Plaza area while maintaining the historic, small-town character of the area.

Policy 3.6: Recognize the role of streets not only as vehicle routes but also as parts of a system of public spaces, with quality landscaping, street trees, and bicycle and pedestrian amenities.

Policy 3.7: If necessary, utilize traffic calming techniques to control vehicle speeds on residential streets as well as on collector streets within residential areas.

Integrate with Regional Circulation Network

Goal 4.0: Effectively Integrate the City’s Circulation System with Surrounding Regional Networks

Policy 4.1: Actively work with Sonoma County and SCTA in coordinating improvements to major roads in the unincorporated areas surrounding Sonoma.

Policy 4.2: Collaborate with Caltrans and the County in exploring potential ways to accommodate regional pass-through traffic on routes other than Highway 12 through the Sonoma Plaza area.

Policy 4.3: Continue to consult with Caltrans and Sonoma County on transportation planning, operations, and funding to improve automobile and non-automobile circulation on the Sonoma Highway corridor.

IMPLEMENTATION MEASURES

The implementation measures outlined in Table CE-4 correspond to the four major topics outlined in the above circulation goals and policies: Maintain Safe and Efficient Movement, Support Non-Auto Travel, Maintain Neighborhood Access and Town Character, and Integrate with Regional Circulation Network.

Table CE-4: Circulation Implementation Summary

Implementation Measure	Objective(s)	Responsible Department
SAFE AND EFFICIENT MOVEMENT		
CE-1. CIP Circulation Improvements	Prioritize and implement circulation improvements through the five-year capital improvement program.	Public Works
CE-2. Impact Fee Program	Prepare and adopt a transportation impact fee program that establishes a mechanism for new development to pay its proportional share of circulation improvements.	Public Works
CE-3. Monitor Safety	Routinely monitor collision trends in order to proactively respond to safety problems and changing conditions. Prioritize locations with high collision rates for safety improvements.	Public Works
CE-4. Seek Outside Funding	Continually seek opportunities to fund maintenance of and improvements to the circulation network, including through pursuit of grants.	Public Works, Planning
CE-5. Roadway Improvements	<p>If and when deemed clearly necessary, complete the following roadway improvements to maintain the safety and efficiency of the current circulation system, and to support buildout of the General Plan.</p> <p>Roadway Segments</p> <ul style="list-style-type: none"> • Sonoma Highway (SR 12) from Riverside Drive to Maxwell Village Center: widen street to two lanes in each direction, including a center turn lane and bicycle lanes • West Napa Street (SR 12) from Riverside Drive to Fifth Street West: widen street to two lanes in each direction, including a center turn lane and bicycle lanes • Broadway (SR 12) from MacArthur Street to West Napa Street: implement a “road diet” consisting of one travel lane in each direction plus center turn lane and bicycle lanes • Broadway (SR 12) from Napa Road-Leveroni Road to MacArthur Street: limit further widenings to spot improvements such as adding turn lanes where needed to maintain traffic flow and safety. Design and implement a plan that reduces the paved section, where possible, enhances conditions for pedestrians and bicyclists, and improves the visual quality and consistency of the corridor. <p>Intersections</p> <ul style="list-style-type: none"> • Fifth Street West/West Spain Street: restripe the eastbound and westbound approaches to add right-turn lanes, or install a mini-roundabout within the available right-of-way • Fifth Street West/West Napa Street (SR 12): construct a southbound right-turn pocket and add an eastbound right-turn signal overlap phase • Fifth Street East/Napa Road: install a traffic signal; this intersection is under County of Sonoma jurisdiction and the costs of designing, funding, and implementing the improvement should be shared by the City and County 	Public Works

Implementation Measure	Objective(s)	Responsible Department
CE-6. Design Intersections for all modes	Review plans for new or modified intersections to ensure that lane configurations are limited where possible to provide for moderate speeds and pedestrian and cyclist safety, and that curb extensions are installed where appropriate to reduce driving speeds and shorten pedestrian crossing distances.	Public Works
CE-7. Mitigate Development Impacts	Require development projects to mitigate circulation impacts through installation of necessary associated improvements or payment of in-lieu fees, consistent with a nexus between the level of impact and required improvements and/or contributions.	Public Works, Planning
CE-8. Review of Development Impacts	<p>As part of the development review process, the Planning and Public Works Departments shall review development projects to ensure that developers:</p> <ul style="list-style-type: none"> • Construct transportation improvements along property frontages when appropriate • Address the project's proportional share of impacts to the City's circulation network through payment of traffic mitigation and other fees • For local project-related circulation impacts requiring improvements that are not included in an adopted impact fee program, either complete the necessary improvements or pay a proportional share of the cost • Provide for complete streets to the extent feasible, facilitating walking, biking, and transit modes • Fund transportation impact studies that identify on-site and off-site project effects and mitigation measures • Provide adequate emergency vehicle access 	Public Works, Planning
CE-9. Improvements at Broadway/Napa Street	Engage the community in discussions to evaluate and select among alternatives to improve pedestrian circulation and alleviate congestion at the intersection of Broadway (SR 12)/Napa Street in a context-sensitive manner, and work with Caltrans to fund and implement the improvements.	Planning, Public Works
CE-10. Multimodal LOS	Monitor ongoing efforts to establish multimodal LOS methodologies and assess whether implementation of multimodal LOS is appropriate for application in Sonoma. Should the City deem a multimodal LOS methodology to be suitable for application, the LOS standards described in Policy 1.5 shall be amended to include quantitative evaluation of designated non-auto modes where deemed applicable.	Public Works, Planning
SUPPORT NON-AUTO TRAVEL		
CE-11. Add Pedestrian/Bicycle to CIP	Create and fund pedestrian and bicycle improvement categories in the five-year Capital Improvement Program as a mechanism for identifying, budgeting, and implementing specific pedestrian and bicycle improvements, including constructing pathways and repairing and completing sidewalks.	Public Works
CE-12. Provide Cut-Through Paths	Require the preservation or replacement of cut-through paths in conjunction with proposed development projects.	Planning
CE-13. Prioritize Pedestrian Improvements	Monitor and prioritize the need for pedestrian improvements through the Traffic Safety Committee.	Public Works
CE-14. Non-Auto	Work with Caltrans, the County of Sonoma, Sonoma County Transit, Sonoma County Bicycle Coalition, and the SCTA to coordinate bicycle improvements within Sonoma	Public Works, Planning

Implementation Measure	Objective(s)	Responsible Department
Modes Regional Coordination	Valley, to provide connections to regional routes, and to incorporate bicycle facilities such as carriers and racks on transit buses and at bus stops.	
CE-15. Bicycle Education	Work with schools and other interested organizations to establish safe bike routes and to promote bicycle use, registration, safety, and etiquette in accordance with the Police Department bicycle education program.	Public Works, Police
CE-16. Safe Routes to School	Coordinate with the Sonoma Valley Unified School District to fund new Safe Routes to School plans for schools within the City of Sonoma.	Public Works
CE-17. Accessible Transportation Improvements	Review all transportation improvements to ensure installation in accordance with current accessibility standards.	Public Works
CE-18. Identify and Remove Barriers	Review transportation corridors to identify barriers encountered by persons with disabilities, including locations with damaged sidewalk surfaces and non ADA-compliant curb cuts and ramps, and address such obstacles in the Capital Improvement Program as funding permits.	Public Works
CE-19. Incorporate Bicycle and Pedestrian Improvements	Require development projects to provide all rights-of-way and improvements necessary to comply with the Bicycle and Pedestrian Master Plan and Development Code requirements pertaining to bicycle and pedestrian amenities.	Planning
CE-20. Update Bike Requirements in Development Code	Implement Development Code requirements for bicycle access and amenities in commercial and multi-unit residential developments and update the provisions as necessary.	Planning
CE-21. Improve Transit Availability	Work with Sonoma County Transit to improve transit coverage and headways on routes serving Sonoma.	Planning
CE-22. Add Bus Shelters	Coordinate with Sonoma County Transit to construct attractive and consistently designed lighted bus shelters along Highway 12 and other transit corridors.	Public Works
CE-23. Pedestrian Signal Timing	Review traffic signal timing plans to ensure adequate crossing times for all users at signalized intersections.	Public Works
CE-24. Upgrade Signals for Bicyclists and Pedestrians	Prepare an inventory of bicycle and pedestrian facilities at signalized intersections, and develop a program to install crosswalk actuators, bicycle detectors with stencils, and bicycle safety signs as appropriate where they currently do not exist.	Public Works
MAINTAIN NEIGHBORHOOD ACCESS AND TOWN CHARACTER		
CE-25. Caltrans Collaboration	Work collaboratively with Caltrans to ensure that the City's vision for the design and implementation of Highway 12 improvements is achieved.	Public Works

Implementation Measure	Objective(s)	Responsible Department
CE-26. Truck Routes	Establish and enforce truck routes and regulations that apply to all heavy vehicles, including delivery trucks and tour buses.	Public Works
CE-27. Traffic Calming	Evaluate requests and proposed approaches to traffic calming through the Traffic Safety Committee.	Public Works
CE-28. Casa Grande Parking Lot	Work with the State Parks Department to retain and expand the use of the Casa Grande lot for public parking.	Planning
CE-29. Parking Wayfinding	Provide maps, signage, entrance lighting, and other improvements that advertise off-street public parking.	Planning
CE-30. Develop Off-Street Parking	Work with property-owners to acquire land and/or develop public off-street parking to serve the Plaza area.	Planning, Public Works
CE-31. Parking Improvement District	Explore the feasibility of creating a downtown improvement district to fund acquisition and development of parking as well as other types of improvements.	Planning
CE-32. Tour buses	Work with the Visitors Bureau and tour bus providers to minimize safety and parking conflicts associated with tour buses.	Public Works, Police
INTEGRATE WITH REGIONAL CIRCULATION NETWORK		
CE-33. Regional Collaboration on Circulation	Work with Caltrans, the County of Sonoma and the Sonoma Valley Citizens Advisory Commission to monitor potential traffic impacts of proposed development, to identify options for regional circulation improvements, and to implement methods of alleviating traffic congestion, such as improved signal timing along Highway 12.	Public Works
CE-34. Regional Signage Program	Work with Caltrans and the County of Sonoma to establish a unified directional signage scheme in the Sonoma Valley that directs through drivers to peripheral routes instead of through downtown Sonoma.	Public Works
CE-35. Assist SCTA	Provide land use and circulation data to the Sonoma County Transportation Authority (SCTA) as requested, and coordinate with SCTA in implementing and updating the regional Comprehensive Transportation Plan.	Planning, Public Works

