

**CONCURRENT REGULAR MEETINGS OF THE
SONOMA CITY COUNCIL
&
SONOMA CITY COUNCIL AS THE SUCCESSOR AGENCY TO THE
DISSOLVED SONOMA COMMUNITY DEVELOPMENT AGENCY**

*Community Meeting Room, 177 First Street West
Sonoma CA 95476*



**Monday, December 16, 2013
6:00 p.m.

AGENDA**

City Council
Tom Rouse, Mayor
David Cook, Mayor Pro Tem
Steve Barbose
Ken Brown
Laurie Gallian

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

OPENING

CALL TO ORDER & PLEDGE OF ALLEGIANCE
ROLL CALL (Gallian, Barbose, Cook, Brown Rouse)
REPORT ON CLOSED SESSION

1. COMMENTS FROM THE PUBLIC

At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the City Council at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration. Upon being acknowledged by the Mayor, please step to the podium and speak into the microphone. Begin by stating and spelling your name.

2. COUNCILMEMBERS' COMMENTS AND ANNOUNCEMENTS

Item 2A: Councilmembers' Comments and Announcements

3. CITY MANAGER COMMENTS AND ANNOUNCEMENTS INCLUDING ANNOUNCEMENTS FROM SUCCESSOR AGENCY STAFF

4. PRESENTATIONS

Item 4A: Recognition of Francisco Chavez - Boys & Girls Club of Sonoma Valley 2013 Youth of the Year

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL

All items listed on the Consent Calendar are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Council, staff, or public request specific items to be removed for separate action. At this time Council may decide to change the order of the agenda.

Item 5A: Waive Further reading and Authorize Introduction and/or Adoption of Ordinances by Title Only. (Standard procedural action - no backup information provided)

5. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL, Continued

- Item 5B:** **Approval of Successor Employment Agreement between the City of Sonoma and Carol Giovanatto as City Manager.**
Staff Recommendation: Approve agreement and authorize the Mayor to execute the agreement on behalf of the City.
- Item 5C:** **Adopt resolution approving the Declaration of Covenants Agreement, and Final Map for the 4-lot Subdivision at 20144 Fifth Street East known as Parcel Map No. 154.**
Staff Recommendation: Adopt resolution approving the Final Map and Declaration of Covenants Agreement for Parcel Map No. 154 4-lot Subdivision.
- Item 5D:** **Council approval of an 18-month lease with the Valley of the Moon Nursery School for the premises at 136 Mission Terrace (Youth Center Building).**
Staff Recommendation: Approve the revised lease.
- Item 5E:** **Award of contract for consultant assistance for the preparation of updates to the Housing and Circulation Elements of the General Plan and the preparation of a downtown parking study.**
Staff Recommendation: Authorize staff to enter into a consultant agreement with M-Group/W-Trans for the preparation of updates to the Housing and Circulation Elements of the General Plan, as well as a downtown parking study.
- Item 5F:** **Approval of the annual assignment of Councilmembers to various Boards and Committees.**
Staff Recommendation: Approve the assignments.

6. CONSENT CALENDAR/AGENDA ORDER – CITY COUNCIL AS SUCCESSOR AGENCY

There were no Successor Agency consent calendar items at the time agenda was prepared.

7. PUBLIC HEARING

- Item 7A:** **Discussion, consideration and possible action on an appeal of the Planning Commission’s decision to approve the application of AT&T for a Use permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter. (Associate Planner Atkins)**
Staff Recommendation: Conduct the public hearing and deny the appeal, upholding the decision of the Planning Commission.

8. REGULAR CALENDAR – CITY COUNCIL

(Matters requiring discussion and/or action by the City Council)

- Item 8A:** **Discussion, consideration and possible action selecting the 2014 City of Sonoma Alcalde. (City Manager)**
Staff Recommendation: Receive and ratify the nomination of the 2014 Alcalde from Mayor Rouse.

9. REGULAR CALENDAR – CITY COUNCIL AS THE SUCCESSOR AGENCY

(Matters requiring discussion and/or action by the Council as the Successor Agency)

There were no items at the time agenda was prepared.

10. COUNCILMEMBERS' REPORTS AND FINAL REMARKS

Item 10A: Reports Regarding Committee Activities.

Item 10B: Final Councilmembers' Remarks.

11. COMMENTS FROM THE PUBLIC

12. ADJOURNMENT

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on December 12, 2013. GAY JOHANN, ASSISTANT CITY MANAGER / CITY CLERK

Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are normally available for public inspection the Wednesday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the City Council regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the City Clerk's office, No. 1 The Plaza, Sonoma CA during regular business hours.

If you challenge the action of the City Council 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 City Clerk, 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
City Council
Agenda Item Summary

City Council Agenda Item: 4A

Meeting Date: 12/16/2013

Department

Administration

Staff Contact

Gay Johann, Assistant City Manager / City Clerk

Agenda Item Title

Recognition of Francisco Chavez - Boys & Girls Club of Sonoma Valley 2013 Youth of the Year.

Summary

Youth of the Year is the premier recognition program for Boys & Girls Club members, promoting service to club, community and family, academic success, strong moral character, life goals and poise and public speaking ability. The program is used as a year-round tool for fostering young people's character, personal growth and leadership qualities.

Francisco Chavez was selected as the 2013 Youth of the Year.

Recommended Council Action

Mayor Rouse to present a Certificate of Recognition to Francisco Chavez.

Alternative Actions

N/A

Financial Impact

N/A

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

Certificate of Recognition
Newspaper article
Chavez Bio

Alignment with Council Goals:

Public Service: Fosters communication and informs and educates the public.

cc: Dave Pier via email

City of Sonoma
Certificate of Recognition

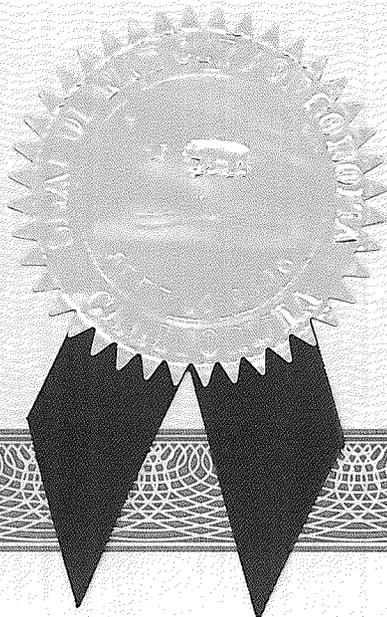
PRESENTED TO

Francisco Chavez

In Recognition of Being Named
Boys & Girls Club of Sonoma Valley
Youth of the Year

PRESENTED THIS 16th DAY OF DECEMBER 2013

Tom Rouse, Mayor



Friday, November 22, 2013 11:41 AM
By Lorna Sheridan/Index-Tribune Education Editor

Friends, family and the community at large turned out in force Thursday night to honor the Boys & Girls Club's four Youth of the Year nominees and to hear Sonoma High School senior Francisco Chavez named as the 2013 recipient.

The Youth of the Year is selected based on service to the club and community, academic success, strong moral character, life goals and poise and public speaking ability. This year's four panel judges were John Gurney, Pam Hamel, Matt Simi and Vanessa Rognlén.

The four nominees – Sonoma High seniors Chavez, Itzel Macedonio Santiago and Carmelita Bastress and junior Marlen Rojas – gave moving and introspective speeches at the event. They spoke of specific ways that the staff and the programs of the Boys & Girls Club have changed their lives.

Said CEO David Pier, "We have watched these boys and girls transform over the years from our after-school homework club through camps and classes to our College Bound and Career Launch programs. We have had front row seats witnessing and participating in their journey. We could not be more proud of all four of our nominees or more optimistic about their future."

In his speech, the 17-year-old Chavez credited the club with helping him walk away from bad habits and a bad attitude toward a future that he is now willing to work hard to achieve.

He started his speech by looking back to the day he was expelled from middle school for brandishing a knife. "Back then, I got into trouble all the time with the principal. I would disrespect teachers and get into arguments with other students. I put my mom and close relatives through so much – court hearings, house arrest, probation and community service."

Chavez left Adele Harrison Middle School and attended the district's now-closed Gateway School alongside other students who had been expelled from school. But Chavez believed deep down that he was different.

"The other kids didn't care about school. Most of them would show up late, throw books at the teacher and disrespect him. I was not that kind of person. I wanted to get out of Gateway as fast as possible," he said.

Chavez turned a corner. He met weekly with his counselors for long talks about his future. In his freshman year at Sonoma Valley High School, he joined the club's College Bound program and he credits the staff with helping him stay on track and develop a plan for his future. The highlight of this time was being chosen to represent the club at the bi-annual Intel Computer Clubhouse technology and leadership Teen Summit in Boston.

Chavez has three younger siblings and he will be the first in his family to graduate high school and go on to college. "Throughout life, it was only my mom taking care of us. My dad was deported when I was 2 years old. He was not in my life to see me grow up into a young adult. I held in all this anger about my dad's absence."

The role models at the Boys & Girls Club filled a void. "The club has helped me in so many ways. It keeps me out of trouble and away from the wrong group of people. The College Bound

program motivated me to improve my grades. Last year, I got my first 3.0 GPA, which had been one of my goals, and it felt great to reach it.”

This year, Chavez is taking honors civics/honors economics and advanced biology. “The staff at the club had confidence in me and knew I could pass these courses. They helped me to overcome my disrespectful and rude behavior, as well as my bad school and study habits,” he said.

Chavez has a busy senior year schedule. He works at Sonoma Cinemas and tutors younger students at the club and at Prestwood Elementary School. He enjoys the child development classes at the high school and is headed to junior college next year to study to become a probation officer with the goal of one day helping troubled teens, like himself, to find a path toward a brighter future.

Previous recipients of the Sonoma Boys & Girls Club competition were Yencenia Vargas in 2012, Gene Truong in 2011, Jessica Contreras in 2010 and Manuel Herredia-Santoyo in 2009. As the 2013 recipient, in March, Chavez will head to the Northern California regionals for the next level of the Boys & Girls Clubs of America Youth of the Year competition.

Also honored Thursday night were Member’s of the Year chosen from each satellite Boys and Girls Club location. The four Youth of the Year nominees received a \$1,000 scholarship toward continued education, and Chavez will receive a Mac laptop computer.



Youth of the Year

Candidate Packet



Candidate Name: Francisco Chavez	
Candidate School: Sonoma Valley High School	Grade: Senior
Length of Club Membership: Nine years	Age: 17
Candidate's Involvement at the Club (Keystone, College Bound, other programs): College Bound & Career Launch, Volunteer Programs, Teen Programs (yoga, basketball, cooking, etc.) One-on-one tutoring for elementary age members at the Club	
Volunteer Efforts & Number of Hours: Volunteers in the Club as a power hour mentor, and works with specific youth in a one-on-one basis. Helps with different Club events, pretzel cart events, and more. Volunteers as a dish washer at the Teen Center, various events helping the mentoring alliance, and most recently as a Teacher's Assistant at Prestwood Elementary. 75 Hours	
Candidate's Academic Plan: Plans to attend a Junior College, either Santa Rosa or Santa Barbara and study probation. Hopes to transfer to a 4 year University and become a probation officer.	
Candidate Bio: Francisco has many hobbies and talents, including staying active every day. He specifically enjoys basketball, football, and skateboarding, and was previously sponsored by a skate company thanks to his talent in that area. Francisco also enjoys music and film, and is a member of the Film Club at SVHS. In the past year, Francisco achieved a 3.0 GPA for the first time in his academic career. Some of his favorite memories at the Club include the southern California college tour, and the 2012 Teen Summit. Francisco and one other member were selected to attend the Summit in the summer of 2012 in Boston, along with 270 other teens and chaperones from around the globe.	
A Few Words From Our Teen Staff: Francisco is the perfect example of a young person who gives as much as he receives from the Club. His relationships with the younger members, the staff, and his peers make him one of the most likeable and respected teens in our program. Francisco manages to balance his active lifestyle with keeping a strong commitment to his academic success, and finds time to give back to his Club and community without breaking stride. I have a particular soft spot for Francisco, as he was one of the first teens I met when I started at the Club. His warm nature and genuineness led to a quick bond between he and I. I also had the pleasure of attending the Teen Summit with him, and can easily say it was one of the most enlightening and entertaining experiences in my lifetime. With approximately 270 teens and chaperones from around the world, Francisco stood out as a leader. He effortlessly became one of the most popular attendees, and led the way when it came to meeting new people. I came home thinking that he was destined to be a great leader in some capacity.	



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: **5B**

Meeting Date: **12/16/13**

Department

Administration

Staff Contact

Carol Giovanatto, City Manager

Agenda Item Title

Approval of Successor Employment Agreement between the City of Sonoma and Carol Giovanatto as City Manager

Summary

Following a closed session held on December 2, 2013, the Mayor announced the City Council's decision to approve a Successor Employment Agreement with City Manager Carol Giovanatto effective December 13, 2013. The Council's re-appointment of Carol Giovanatto as City Manager is subject to formal adoption of the successor employment agreement (attached) at a regular City Council meeting.

The employment agreement has been reviewed and revised by the City Attorney. The terms and conditions of employment are consistent with standard terms and conditions of City Manager employment agreements implemented by the City in the past.

Recommended Council Action

Approve agreement and authorize the Mayor to execute the agreement on behalf of the City.

Alternative Actions

N/A

Financial Impact

Sufficient funds to cover the provisions of the employment agreement are included in the adopted budget for FY 2013-14.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
 - No Action Required
 - Action Requested
-

Attachments:

Employment Agreement

cc: Carol Giovanatto

EMPLOYMENT AGREEMENT

THIS AGREEMENT is between the CITY OF SONOMA ["City"] and CAROL GIOVANATTO ["Employee"] and is dated for convenience this 13th day of December, 2013.

RECITALS:

CAROL GIOVANATTO ("Employee") was appointed as the City Manager for the City of Sonoma on December 13, 2012 for the term of one year. City desires to continue employment of CAROL GIOVANATTO as City Manager of the City of Sonoma beginning December 13, 2013 and continuing through June 30, 2015.

The City Council as appointing power agrees to employ Employee as the City's City Manager, and CAROL GIOVANATTO agrees to be employed as the City's City Manager under the following terms and conditions.

AGREEMENT:

1. DUTIES.

[a] City agrees to continue employment of CAROL GIOVANATTO as City Manager of the City of Sonoma to perform the functions and duties specified in the ordinances and resolutions of City, and to perform other legally permissible and proper duties and functions as the City Council may from time to time assign.

[b] Employee shall perform her duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the City, including the City of Sonoma's Code of Ethics.

[c] Employee shall not engage in any activity which is, or may become, a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under this Agreement and annually thereafter, the Employee must complete disclosure forms required by law. However, Employee may engage in charitable endeavors not involving employment or activities related to the business of the City so long as such outside activities do not interfere with Employee's duties under this Agreement.

2. TERM.

[a] The term of this Agreement shall be for the period commencing on December 13, 2013 and continuing through June 30, 2015 unless terminated by either party in accordance with the provisions set forth in Paragraph 3 or until terminated by the event of the death or permanent

disability of Employee. The term may be extended or revised by mutual, written agreement of the parties.

[b] At least thirty (30) days prior to the end of the term of this Agreement, the City Council shall give Employee written notice stating whether the City Council intends to allow this Agreement to expire without renewing its term or to extend the term of this Agreement. If the City Council states that it desires to extend or renew the term of this Agreement, it shall do so conditionally, stating that any such extension or renewal shall be subject to the parties reaching agreement on the terms and conditions of any such extension or renewal, and inviting Employee to discuss any such terms and conditions with the Mayor as soon as is practicable, with the objective of reaching an agreement, if one can be reached, prior to the end of the term of this Agreement. If no such agreement can be timely reached, then this Agreement shall expire at the end of its term.

[c] Employee agrees to remain in the exclusive employ of the City during the term of this Agreement.

3 RESIGNATION AND TERMINATION.

[a] Employee may resign at any time and agrees to give City at least ninety [90] days advance written notice.

[b] City may at any time terminate Employee upon ninety [90] days advance written notice.

[c] The parties recognize and affirm that: 1) Employee is an "at will" Employee whose employment may be terminated by the City without cause, and 2) there is no express or implied promise to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and City.

[d] For the ninety-[90] day period immediately following a general or special election at which a Council member is elected to office, the City Council agrees not to terminate the services of Employee without cause; provided, however, that the City Council may give to Employee the 90-day notice described in Paragraph 3(b) during said 90-day period as long as the effective date of Employee's termination specified in said 90-day notice is not any sooner than the day after said 90-day period.

4. SEVERANCE PAY.

If the City Council terminates Employee by giving Employee the 90-day notice of termination specified in Paragraph 3(b), then the City agrees to pay Employee a cash payment equal to the lesser

of (a) three (3) months' aggregate salary, based on the salary in effect on the date of termination, or (b) the Employee's monthly salary (in effect on the date of termination) multiplied by the number of months left on the unexpired term of this Agreement. This cash payment may be paid, at the option of the Employee, in 1) lump sum upon the date of termination; 2) lump sum on January of the calendar year following termination, or 3) three (3) equal monthly installments. Any said payment shall be reduced by the amount of any mandatory withholdings. Such payment by the City will release the City from any further obligations or liabilities under this Agreement. Notwithstanding the foregoing to the contrary, the Employee shall not be entitled to be paid severance pay in the event (a) this Agreement expires and is not renewed, or (b) Employee's employment is terminated due to her death or permanent disability.

5. SALARY.

[a] City agrees to pay Employee One Hundred Fifty Five Thousand Two Hundred Ninety Five Thousand Dollars [\$155,295] in salary per annum for her services, payable in installments at the same time as other employees of the City are paid and subject to customary withholding.

[b] The salary compensation provided in this paragraph shall not be decreased unless the same percentage decrease is applied to all management employees.

6. AUTOMOBILE.

Employee's duties require that she shall have the use of an automobile at all times during her employment with the City. City shall reimburse Employee Four Hundred Dollars [\$400.00] per month for the expenses of owning, maintaining, and insuring a personal automobile. The amount of reimbursement shall be evaluated each fiscal year and, if appropriate, adjusted to reflect increased costs. The auto allowance shall appear on Employee's payroll stub as ordinary income and as part of her salary, but it shall not be considered part of Employee's base salary for purposes of this Agreement. Employee shall be responsible for all operation expenses, maintenance expenses, replacement costs, and insurance for the automobile. Employee shall at all times maintain insurance for the automobile in an amount and with coverages acceptable to the City, name the City as an additional insured thereon, provide the City evidence of such insurance and shall inform her insurer that the automobile is used for personal and business purposes.

7. BUSINESS EXPENSES.

City shall pay for or provide Employee reimbursement of all actual business expenses incurred in the performance of her duties under this Agreement. Without prior written approval from the City

Council, Employee shall not incur business expenses in excess of the amount annually budgeted and approved by the City Council for this item. Employee shall provide written documentation verifying the incurring of each expense and the necessity therefor, which said documentation shall be permanently maintained by the City in accordance with its records retention policies. Notwithstanding the foregoing, mileage shall not be reimbursed to Employee.

8. SUPPLEMENTAL BENEFITS.

The City shall also provide the Employee the same benefits and increases in same as provided to management employees and as they may be amended from time to time, except that [1] in any event City shall provide One Hundred Percent [100%] of the cost of medical, vision and dental benefits . Employee may opt to decline medical, vision or dental benefits for spouse and in exchange, employee shall receive payment in-lieu of benefits equal to 50% of premium of the benefit(s) which Employee declines. Payments by the City to Employee in-lieu of the benefit(s) she declines shall appear on Employee's payroll stub as ordinary income and as part of her salary, but it shall not be considered part of Employee's base salary for purposes of this Agreement. All actions taken by the City relating to benefits for such management employees shall be considered actions granting the same benefits to Employee. As used herein, benefits include but are not limited to holidays, administrative leave, sick leave, administrative leave, retirement benefits and payments, health insurance, vision insurance, dental insurance, and life insurance.

9. LEAVE BENEFITS.

[a] Vacation Leave. Employee shall be entitled to fifteen [19] vacation days each year,

[b] Sick Leave. Employee shall be entitled to twelve [12] days of sick leave each year.

[c] Administrative Leave. Employee shall be entitled to ten [10] days of administrative leave annually.

10. RELOCATION ASSISTANCE.

This section not applicable.

11. PERFORMANCE EVALUATION.

The City Council shall evaluate Employee's performance in June 2015. The review of the performance of Employee shall be subject to a process, form, criteria, and format for the evaluation, which shall be mutually agreed upon by the City Council and Employee. In addition, every year the City Council and Employee will set goals and objectives for the ensuing year.

12. RESIDENCY REQUIREMENT WAIVED

The City Council agrees to waive the provisions of Municipal Code 2.08.020 requiring that employee shall reside within the boundaries of the Sonoma Valley School district during the term of this agreement.

13. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

The City Council, by resolution, shall fix any other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with provisions of this Agreement or law.

14. NOTICES.

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

TO CITY: City Council
Attn: Mayor
City of Sonoma
No. 1 the City
Sonoma, CA 95476

TO EMPLOYEE: Carol Giovanatto
City Manager
City of Sonoma
c/o 533 Port Circle
Cloverdale, CA 95425

15. GOVERNMENT CODE SECTION 53243.2

Pursuant to Cal. Gov't Code section 53243.2, Employee agrees that if this Agreement is terminated, Employee shall reimburse the City the full amount of any cash settlement Employee received from the City relating to that termination if the Employee is convicted of a crime involving an abuse of her office or position.

This Agreement is executed on the date above stated.

CITY OF SONOMA

CAROL GIOVANATTO

Tom Rouse, Mayor

Date: _____

Date: _____

ATTEST:

Gay Johann, City Clerk

APPROVED AS TO FORM:

Jeffrey Walter, City Attorney



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 5C

Meeting Date: 12/16/2013

Department

Public Works

Staff Contact

Dan Takasugi, Public Works Director/City Engineer

Agenda Item Title

Adopt resolution approving the Declaration of Covenants Agreement, and Final Map for the 4-lot Subdivision at 20144 Fifth Street East known as Parcel Map No. 154

Summary

The Tentative Map application for this proposed subdivision was filed by Art Fichtenberg and approved by the City Council on December 15, 2010. This is a 1-acre parcel located on Fifth Street East between Eastin Drive and Denmark Street. Development on the site consists of a single-family home built in 1963. The proposed project and Final Map involves a 4-unit subdivision on the property. The Final Map is for a subdivision consisting of 4 residential lots ranging from 9,043 to 11,615 square feet in area with a shared driveway to the north. The subdivision also includes on and off-site drainage improvements, including an innovative Tree Well. The Declaration of Covenants Agreement ("the easements") was reviewed by the City Attorney's Office. The City Engineer has reviewed the Final Map, Improvement Plans, and the easements.

Recommended Council Action

Adopt resolution approving the following documents for the Parcel Map No. 154 4-lot Subdivision:

- Final Map; and,
 - Declaration of Covenants Agreement.
-

Alternative Actions

Council discretion.

Financial Impact

After the one-year maintenance period, the City will assume responsibility for the public improvements installed by the developer. The City will also assume responsibility for the Tree Well, as required by the San Francisco Regional Water Quality Control Board (Note: the applicant has paid the City \$2,500 to cover tree well maintenance costs for the first five years).

Environmental Review

Status

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

- Approved/Certified
 - No Action Required
 - Action Requested
-

Attachments:

Resolution
Declaration of Covenants Agreement
Final Map (copy available at the City Clerk's office)

Alignment with Council Goals:

This item is not directly related to any stated in Council Goals.

cc:

CITY OF SONOMA

RESOLUTION NO. __ -2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SONOMA
APPROVING THE FINAL MAP AND DECLARATION OF COVENANTS,
AND ACCEPTING OFFERS OF DEDICATION FOR THE
PARCEL MAP NUMBER 154 4-LOT SUBDIVISION

WHEREAS, the City Council is requested to approve the Final Map for the Parcel Map Number 154 4-lot Subdivision; and

WHEREAS, the City Engineer has reviewed the Final Map and has determined that it complies with all applicable provisions of the development code and the Map Act; and

WHEREAS, the Declaration of Covenants has been determined to be acceptable by the City Attorney; and

WHEREAS, the Public Works Director has determined that all public improvements are complete; and

WHEREAS, the City Engineer has determined that said Final Map conforms to the Tentative Map and Conditions of Approval previously approved.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sonoma hereby approves the Final Map, the Declaration of Covenants, and accepts all of the offers of dedication made thereon.

ADOPTED the 16th day of December, 2013, by the following vote:

AYES:
NOES:
ABSENT:

Tom Rouse, Mayor

ATTEST:

Gay Johann
Assistant City Manager / City Clerk

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

City of Sonoma
Attn: City Clerk
No. 1 The Plaza
Sonoma CA 95476

OFFICIAL BUSINESS: Exempt from Recording Fees Pursuant to California Government Code §6103.

DECLARATION OF COVENANTS

Executed this _____ day of _____, 2013, by the undersigned,
hereinafter referred to as "DECLARANT."

RECITALS

Whereas, Leland W. Doan, the DECLARANT hereunder, is the owner of Lots 1 through 4 of Parcel Map No. 154 (the "Property") lying within the City of Sonoma, State of California, and more fully described as Lots 1 through 4, as shown upon Parcel Map No. 154 recorded in Book ____ of Maps at Page ____, of the Official Records of Sonoma County on _____, 2013 ("Parcel Map No. 154"); and

Whereas, across the northern portion of Lots 1 through 4, as shown on Parcel Map No. 154, there is designated an area which is or can be jointly utilized for the benefit of all of Lots 1 through 4 of the Property described on said Parcel Map No. 154, which area is designated thereon to be used for a private access roadway, for easements for drainage, installation of public utilities, emergency vehicle access and for installation of a public water main (collectively, the "Easements").

Whereas, it is the desire and intention of DECLARANT to subdivide and develop all of Property, and to provide for the preservation of the values and amenities in the development of said Property. To this objective, DECLARANT desires to and intends to impose upon the Property, prior to the sale and/or conveyance of any part thereof, mutual beneficial restrictions, covenants, servitudes and easements, under a general plan of improvement for the benefit of all of the subject Lots making up the Property, and the future owners of said Lots.

Now, therefore, it is agreed and declared as follows:

1. **GRANT OF EASEMENTS.** For the orderly development and use and other valuable consideration, DECLARANT hereby agrees to convey and hereby does create the Easements and rights as hereinafter described and in the area designated on Parcel Map No. 154, as "PRIVATE ACCESS, DRAINAGE EASMENT, PUBLIC UTILITIES EASMENT, PUBLIC FIRE SERVICE EASEMENT, & PUBLIC WATER MAIN EASEMENT" for the benefit of all of Lot 1, Lot 2, Lot 3 and Lot 4 of Parcel Map No. 154 (hereinafter, each individually referred to as a "Lot," or "Lots" when referring to more than a single Lot). All Easements and rights granted herein and created hereby shall be binding upon and inure to the benefit of all owners,

successors and assigns of said Lots 1 through 4, hereinafter referred to individually as an “Owner.” The term “Owner” shall mean the record owner, whether one or more persons or entities, of the fee simple title to any Lot situated upon the Property, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.

2. **CHARACTER OF EASEMENT**. The Easements to be granted will be appurtenant to all of Lot 1, Lot 2, Lot 3 and Lot 4 of Parcel Map No. 154.

3. **DESCRIPTION OF EASEMENTS**. The Easements and other rights granted include the right to a private, non-exclusive, reciprocal road easement for ingress and egress between each of Lots 1 through 4 and the public right-of-way currently referred to on the date hereof as Fifth Street East (the “Private Road”), the right of ingress and egress for emergency vehicle access, and the rights of installation, maintenance, repair and replacement of drainage facilities, public utilities, and a public water main.

4. **USE BY DOMINANT TENEMENT**. The Easements granted and the rights appurtenant thereto are for the use and benefit of the Owners of Lots 1 through 4 and may not be separated and/or conveyed or assigned apart from such Lots 1 through 4.

5. **BINDING EFFECT**. The provisions of this instrument are intended to satisfy the provisions of Section 1468 of the California Civil Code and thereby establish covenants running with the land binding upon the Owners of the Property and their respective successors, assigns, and transferees. Consequently, the Property is burdened and benefited by this instrument; the terms, covenants, and conditions set forth herein shall be deemed to be covenants running with the land; and this instrument shall be binding upon and shall inure to the benefit of the Owners of Lots 1 through 4, their respective successors, assigns, and transferees.

6. **SECONDARY EASEMENTS**. The Easements granted include incidental rights of installation, maintenance, repair, and replacement.

7. **DUTY TO REPAIR AND MAINTAIN ROAD [AND LANDSCAPING]**. Each Owner shall be entitled to use the Private Road for the benefit of said Owner, and their tenants, guests and invitees. Each Owner shall have a duty to repair and maintain the Private Road in accordance with any and all applicable federal, state, and City of Sonoma laws, ordinances, and regulations, which duty shall be shared equally (1/4 equally) by each of Owners without regard to relative actual use or lack thereof by any such Owner. The Owners shall repair and maintain the Private Road in a paved, all weather condition substantially similar to its condition on the date of the original installation of the Private Road. The repairs and maintenance to be undertaken and performed under this Section 7 shall include the filling of chuckholes, compacting, repaving, weed removal and such other repairs or maintenance which may be reasonably necessary or advisable to maintain the Private Road in the condition described herein.

7.1 **Conduct of Repairs and Maintenance**. Whenever it is determined by the Owners of two or more Lots that the Road requires repairs or maintenance under this Declaration, such Owners shall notify the remaining Lot Owners in writing specifying the scope of the proposed work. The initiating Owners shall then solicit at least two bids or estimates for the work and provide copies of such bids to the other Owner(s), with their recommendation for

acceptance and a request for payment for each Owner's one-quarter share. Within 15 days after such request is made, each Owner shall pay his or her share of the amount requested, by check payable to the person or entity that is to perform the work. If payment is not so received, the requesting Owners may, but shall not be required to, proceed with the work and advance the share of any Owner from whom payment was not received (the "Defaulting Owner(s)"). Any Owner so advancing any payment ("Advancing Owner") shall provide written notice and demand to the Defaulting Owner(s) of the costs so incurred, accompanied by receipts and invoices for the work performed. Within thirty (30) days of receipt of such notice and demand, the Defaulting Owner(s) shall reimburse the Advancing Owner for the amount advanced plus any associated costs incurred thereby. If the Defaulting Owner fails to pay promptly after having been notified by the Advancing Owner of such expenditures, the Advancing Owner is authorized to enforce collection thereof by any means permitted by law or equity, and there shall be added to such amount sought to be collected, interest at the highest rate of interest then permitted by applicable law, together with reasonable attorneys' fees and costs of collection, all of which the Defaulting Owner agrees to pay as hereinafter set forth.

7.2 Personal Obligation for Maintenance Costs. Each charge for repair and/or maintenance of the Private Road incurred as provided in this Section 7, together with interest, attorneys' fees and costs of collection, shall be a separate, distinct and personal obligation of the Defaulting Owner and shall bind such Owner's heirs, devisees, personal representatives and assigns. Each Owner, upon taking title and becoming an Owner, is deemed to covenant to pay the obligations described in this Section 7, and is deemed to consent to the enforcement and remedies as set forth herein. Any Owner may enforce the obligations of the other Owners provided for in this Declaration in any manner provided by law or in equity including an action for specific performance, and further including without limitation, by commencement and maintenance of a suit at law against any such Owner or Owners personally obligated hereunder.

7.3 Subordination to First Trust Deeds. Any lien upon any Lot arising out of enforcement of the provisions of this instrument shall be subject and subordinate to and shall not affect the rights of a holder of indebtedness secured by any first mortgage or deed of trust upon such Lot made in good faith and for value; provided such first mortgage or deed of trust is recorded prior to the recording of a notice of claim of lien. No foreclosure of any such mortgage or deed of trust shall impair the right of any other party to enforce the provisions of this instrument against the purchaser at such foreclosure sale as to existing or future repairs or maintenance.

7.4 Dispute Resolution. Any dispute arising among the Owners as to the use and enjoyment or the necessity, type or degree of maintenance or repair of the Private Road, or the cost thereof, which cannot be resolved after consultation among the Owners, or their duly appointed representatives, shall be submitted to arbitration in accordance with the provisions of Section 1280 et seq. of the California Code of Civil Procedure as such provision may from time to time be amended or otherwise in effect.

7.5 Damage or Destruction by Owner. In the event that the Private Road or any portion thereof is damaged or destroyed by the actions of any one of the Owners or an Owner's agents, contractors, subcontractors, guests, invitees or employees, then the cost of repairing such damage or destruction shall be solely the obligation of such Owner, who shall pay for the same upon submission of a written request to do so signed by the other Owners and if payment is not

made within 60 days thereafter, the obligation may be enforced in the same manner as other claims under the provisions of this Section 7.

8. **MODIFICATIONS**. Any oral representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing, signed by all Owners of all Lots. The provision of this declaration of covenants relates to use and maintenance of a water supply as a public health condition to approval of a subdivision. Alteration or elimination of the rights and duties without the express written consent of the City of Sonoma may constitute a violation of State and local laws.

9. **SEVERABILITY**. Any provision of this instrument adjudicated by a court of competent jurisdiction to be invalid or unenforceable for any reason shall be ineffective only to the extent of such invalidity or unenforceability and shall not render invalid or unenforceable any other provision of this instrument.

10. **ATTORNEY'S FEES**. In the event of any controversy, claim, or dispute relating to this instrument or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses attorney's fees, and costs.

In witness whereof, the undersigned has executed this instrument the day and year first above written.

DECLARANT:

LELAND W. DOAN

NOTARY ACKNOWLEDGMENT

STATE OF CALIFORNIA)

) ss.

COUNTY OF _____)

On _____, 2013, before me, _____,
Notary Public, personally appeared LELAND W. DOAN who proved to me on the basis of
satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument; and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity upon behalf of which the person(s) acted, executed
the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

(seal)



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 5D

Meeting Date: 12/16/2013

Department

Building

Staff Contact

Wayne Wirick, Development Services Director / Building Official

Agenda Item Title

Council approval of an 18-month lease with the Valley of the Moon Nursery School for the premises at 136 Mission Terrace (Youth Center Building).

Summary

On August 30, 2011, the five-year lease with the Valley of the Moon Nursery School (VOMNS) for the Youth Center Building expired and the school has requested that the lease be renewed.

Since that time, a number of steps have been initiated by City staff and the City Council to evaluate issues related to the lease and develop appropriate provisions within the lease to address the issues.

At its meeting of November 18, 2013, the Council directed staff to revise the draft lease to a) provide for an 18-month term and b) relieve all parties of the deadlines for making the code improvements previously set forth in the Building Survey Report dated January 25, 2012. The Council also suggested that staff look into the possibility of splitting the property for future sale of the resulting parcel without the City well.

The revised lease (Attachment A) will become effective on January 1, 2014 and will terminate on June 30, 2015.

Recommended Council Action

Approve the revised lease.

Alternative Actions

1. Authorize the Mayor to execute the lease as presented.
2. Provide direction to staff to further revise the terms of the draft lease.
3. Do not renew the lease with the Valley of the Moon Nursery School and provide direction to staff regarding the future use of the premises.

Financial Impact

The draft lease increases the rental income for the property by 33% from \$601 to \$800 per month (\$9,600/year). The City's estimated annual ongoing costs are expected to be approximately \$4,500 per year.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

- Revised Lease for Valley of the Moon Nursery School - 136 Mission Terrace
-

Alignment with Council Goals:

This item loosely aligns with the Council goal of **BUDGET STRATEGY & FISCAL STABILITY: Balance Budget without eroding infrastructure and preserving essential services** to the extent that it reviews and applies budgetary policies and solid fiscal management.

cc:

Robyn and Rosemary Lely (Valley of the Moon Nursery School) (via e-mail)

Recording Requested By:
City of Sonoma

When Recorded Return to:
City of Sonoma
Attn: City Clerk
No. 1 The Plaza
Sonoma, CA 95476 /

APN: 018-171-026

LEASE AGREEMENT

1. It is agreed by and between the City of Sonoma, a Municipal Corporation in the County of Sonoma, State of California (hereinafter "CITY") and the Valley of the Moon Nursery School, a non-profit organization, (hereinafter "SCHOOL") as follows:
2. PREMISES DEFINED. For the purposes of this Lease, "Premises" shall mean the land and all improvements, including structures and any future improvements to the land or to the buildings and any fixtures, equipment, casework or other appurtenance affixed to or maintained on the land or the building ("building") located at 136 Mission Terrace, Sonoma, California except that portion of the building, including the walls, door, floor, ceiling finishes, equipment, piping, pumps, wiring and other apparatus contained within or a part of the "Well Pump Room" as further described in Exhibit A.
3. TERM. CITY shall Lease to SCHOOL the Premises, for a term of eighteen (18) months, commencing January 1, 2014 and terminating on June 30, 2015.
4. CONSIDERATION. SCHOOL shall pay to CITY Eight-Hundred Dollars (\$800.00) per month beginning January 1, 2014 and a like amount on the first day of each month thereafter as rent for the first year of the Lease. The rent in subsequent years shall be increased beginning on the anniversary date of the commencement of the Lease by a percentage equal to the average annual change in the Consumer Price Index (CPI-U) for All Urban Consumers for the San Francisco Bay Area for the previous full calendar year of data as determined by the United States Department of Labor, but in no case greater than five percent (5%) per annum. All monthly payments shall be due and payable on the 1st day of each month.
5. USE. The Premises are leased to the SCHOOL for the sole purpose of conducting a preschool thereon. Parties agree that the CITY may use the Premises in the event of a declared local disaster or civil emergency, in which case the rent shall not be abated.
6. ENTRY BY CITY. SCHOOL shall permit CITY and its agents to enter into and upon Premises at all reasonable times for the purpose of inspecting the Premises to determine compliance with the terms of this Lease and/or for maintaining, repairing, altering or adding to the Premises or the Well Pump Room or the equipment, components or parts therein.
7. UTILITIES. SCHOOL shall pay for all utilities, including, but not limited to, water, telephone, gas, electricity, television, data and sewer service except CITY shall pay separately metered electrical utility costs to run pumps and equipment located in the Well Pump Room.
8. PROPERTY TAX ASSESSMENTS. SCHOOL shall pay directly to the Sonoma County Tax Collector all property tax assessments, if any be imposed on the Premises as a result of SCHOOL's use of the Premises. SCHOOL recognizes and understands that this Lease may create a possessory interest subject to property taxation and that SCHOOL may be subject to payment of property taxes levied on such interest. SCHOOL agrees to promptly pay any such tax.
9. GARBAGE AND RECYCLING. SCHOOL shall pay for the cost and expense of the proper and legal disposal of all garbage removal and for the recycling of recyclable waste materials generated during its use and operation of the facility.

10. CONDITION OF PREMISES. SCHOOL accepts the Premises in “as is” condition with all of their faults and defects and as being in the condition in which CITY is obligated to deliver the Premises. SCHOOL waives all rights to make repairs at the expense of CITY or instead to vacate the Premises, and SCHOOL further waives the provisions of Civil Code sections 1941 and 1942 with respect to CITY's obligations under this Lease. CITY has no obligation and has made no promise to alter, remodel, improve, repair, decorate, or paint the Premises or any part of them, except as specifically set forth in this Lease.

11. MAINTENANCE AND REPAIRS.

A. SCHOOL, at its own expense, shall keep the Premises in clean, safe and sanitary condition to the satisfaction of the CITY. Except as otherwise provided in paragraphs 11.B below, SCHOOL, at its own expense, shall maintain and repair as necessary the Premises or portions thereof including those improvements, fixtures, appliances, components, piping, wiring, parts, equipment and apparatus located on or made a part of the Premises in a good and safe operating condition. SCHOOL, at its own expense, shall repair any breakage of glass and shall maintain doors and windows in good and securable operating condition. SCHOOL shall furnish and maintain all necessary materials and supplies, including light bulbs, filters, paper goods, soap, fire extinguishers, flags and other supplies and components designed to be replaced or as may be necessary to keep the Premises in good and safe operating order for its intended purpose. SCHOOL shall be responsible for any necessary or desirable cleaning, washing, painting, decorative finishes or other similar treatment or supplies needed to maintain cleanliness or aesthetics in the interior of the main school building, or the play yard and associated accessory structures. SCHOOL shall obtain, at its own cost and expense, any required building or other permits or approvals for maintenance or repair work as required by law or City ordinances.

B. SCHOOL shall not be responsible for repair or maintenance of the Well Pump Room or the apparatus contained therein. CITY, at its own expense, shall keep the Well Pump Room in good repair and in a safe, secure, clean and sanitary condition for its intended use. SCHOOL shall not be responsible for costs to repair damage to the Premises resulting from water originating from the City well apparatus located within or under the Well Pump Room. Notwithstanding paragraph 11.A, CITY is responsible for the maintenance and repair of the roof, exterior side walls, exterior painting, foundation and for the maintenance of plumbing and electrical lines within the walls and underneath the building and shall maintain the same at its own expense to the extent necessary to keep the building habitable and usable for the purposes intended by the Lease. Notwithstanding the foregoing to the contrary, any damage to electrical wiring or appurtenances, or plumbing stoppages, resulting from act or negligence of agents or employees of the SCHOOL, shall be repaired at the expense of the SCHOOL.

12. LANDSCAPE MAINTENANCE. SCHOOL, at its own expense, shall maintain in good working order all landscaping irrigation systems. SCHOOL, at its own expense, shall maintain all yards, landscaping, roof gutters, roof drains, walkways, public sidewalk, driveway approaches and parking lot on the Premises in a good, clean and sanitary condition. SCHOOL shall, at its own expense, maintain the landscaping in a viable, thriving, and visually aesthetic condition, and shall promptly replace landscaping improvements that die or are not viable or thriving.

13. ALTERATIONS AND ADDITIONS.

SCHOOL shall not make, or cause to be made, any structural alterations or additions to the Premises, or any part thereof, without the prior written consent of CITY. Any additions to, or alterations of, the Premises, except movable furniture, play equipment, freestanding shelving and casework, shall become at once a part of the realty and belong to the CITY. Upon the termination of this Lease, SCHOOL shall remove such furniture, play equipment, freestanding shelving, casework and trade fixtures as may have been installed by SCHOOL during the term of this Lease and shall repair or replace any areas damaged by such installation or removal to its original conditions, subject to reasonable wear and tear only. Any such fixtures or furnishings not removed within five (5) calendar days of the termination of the Lease shall become at once a part of the realty and belong to the CITY. SCHOOL shall keep the demised Premises and the property in which the demised Premises are situated free from any liens arising out of any work performed, material furnished or obligations incurred by SCHOOL, including but not limited to mechanic's, materialmen's, contractor's or subcontractor's liens. SCHOOL shall obtain, at its own cost and expense, any required building or other permits or approvals for addition or alteration work as required by law.

14. COMPLIANCE WITH APPLICABLE LAWS.

A. SCHOOL shall comply with all applicable state and federal laws, ordinances, rules and orders of the City of Sonoma, County of Sonoma, State of California, or other authorities pertaining to the operation

of a nursery school, including but not limited to the licensing, cleanliness, occupancy and maintenance of the demised Premises.

B. SCHOOL, at its own cost and expense, shall make and maintain the program, services and activities provided by SCHOOL or made available to the public, accessible to individuals with disabilities in accordance with the applicable provisions of Title II and Title III of the Americans with Disabilities Act (“ADA”). SCHOOL shall consult with CITY and obtain CITY's written consent, before making any renovations to the interior of the building that would trigger any required ADA upgrades or renovations.

15. PREMISES ARE DAMAGED OR DESTROYED. If the Premises or any part thereof are damaged or destroyed by any cause whatsoever, SCHOOL shall not be entitled to any compensation or damages from CITY for loss of use of the whole or any part of the Premises, from being displaced from the Premises either temporarily or permanently, for SCHOOL's personal property or for any inconvenience or annoyance occasioned by such damage, repair, reconstruction or restoration of the Premises. In addition, CITY may, at its sole discretion:

A. terminate the Lease, in which case the CITY shall have the right to receive all insurance proceeds, including insurance owned by and payable to the SCHOOL, excepting any insurance proceeds specifically for SCHOOL relocation or personal property owned by the SCHOOL; or

B. rebuild the Premises so destroyed or damaged similar to the building or portion thereof so damaged and destroyed, in which case the CITY shall have the right to receive all insurance proceeds, including insurance owned by and payable to the SCHOOL, excepting any insurance proceeds specifically for SCHOOL relocation or personal property owned by the SCHOOL; or

C. agree that the SCHOOL, at its own cost and expense, promptly repair and restore the same to a building substantially similar or better than the building or portion thereof damaged or destroyed. Without limiting such obligation of SCHOOL, it is agreed that the proceeds of any insurance, including insurance owned by and payable to the CITY, covering the damage or destruction shall be made available to SCHOOL for such repair or replacement. However, in the case of destruction of the building, or damage thereto from any cause so as to make it untenable, SCHOOL may elect to terminate this Lease by written notice served on CITY within ninety (90) days after the occurrence of such damage or destruction. In the event of such termination, there shall be no obligation on the part of SCHOOL to repair or restore the building and improvements, but in such event, CITY shall be entitled to all of the insurance proceeds collected under any insurance policies covering said building or any part thereof, including insurance owned and payable to the SCHOOL.

16. INSURANCE. SCHOOL shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with SCHOOL's operation and use of the leased Premises. The cost of such insurance shall be borne by the SCHOOL. The provisions of this section shall survive the termination of this Lease for any event occurring prior to the termination.

A. MINIMUM SCOPE OF INSURANCE. Coverage shall be at least as broad as:

i) Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including property damage, bodily injury and personal injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The insurance shall include broad form property damage, blanket contractual, completed operations, vehicle coverage, products liability and employer's non-ownership liability coverage.

ii) Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. (for lessees with employees).

iii) Property insurance against all risks of loss to any tenant improvements or betterments, at full replacement cost with no coinsurance penalty provision.

B. OTHER INSURANCE PROVISIONS. The policies are to contain, or to be endorsed to contain, the following provisions:

i) For General Liability, the CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of ownership, maintenance, or use of that part of the premises leased to the SCHOOL.

ii) The SCHOOL'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, or volunteers shall be excess of the SCHOOL'S insurance and shall not contribute with it.

iii) Each insurance policy required above shall contain, or be endorsed to contain, a waiver of all rights of subrogation against the CITY.

iv) Each insurance policy shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the CITY.

v) The Property insurance shall name the CITY as Loss Payee as its interests may appear.

C. ACCEPTABILITY OF INSURERS. Insurance is to be placed with insurers with an A.M. Best's rating of no less than A: VII unless otherwise acceptable to the CITY.

D. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either: the SCHOOL shall obtain coverage to reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees, and volunteers; or the SCHOOL shall provide a financial guarantee satisfactory to the CITY guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

E. VERIFICATION OF COVERAGE. SCHOOL shall furnish the CITY with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms approved by the CITY. All certificates and endorsements are to be received and approved by the CITY within 10 days following execution of this Lease. The CITY reserves the right to require complete, certified copies of all required policies, at any time.

F. WAIVER OF SUBROGATION. SCHOOL hereby grants to CITY a waiver of any right to subrogation which any insurer of said SCHOOL may acquire against the CITY by virtue of the payment of any loss under such insurance. This provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

17. INDEMNIFICATION. SCHOOL waives all claims against the CITY for damages to property or injury or death to any person on the Premises arising at any time and from any cause other than the sole negligence of CITY. SCHOOL shall indemnify, hold harmless and defend CITY against and from any and all claims arising from SCHOOL's use of the Premises, for conduct of its business or from any activity, work, or other thing done, permitted or suffered by SCHOOL in or about the Premises, and shall further indemnify, defend and hold harmless CITY against and from any and all claims arising from any breach or default in the performance of any obligation on SCHOOL's part to be performed under the terms of this Lease, SCHOOL's failure to comply with all applicable laws in its performance under this Lease or arising from any act or negligence of SCHOOL, or any officer, agent, employee, guest or invitee of SCHOOL, and from all and against all costs, attorney's fees, expenses and liabilities incurred in or about any such claim or any action or proceeding brought against CITY by reason of any such claim; provided that such indemnity shall not extend to any loss arising from CITY'S sole negligence. SCHOOL, upon notice from CITY, shall defend same at SCHOOL's expense by counsel reasonably satisfactory to CITY. The provisions of this section shall survive the termination of this Lease for any event occurring prior to the termination.

18. LOSS OR DAMAGE TO PERSONAL PROPERTY. CITY shall not be liable for any damage to SCHOOL's property used or stored on the Premises, for any damage to property entrusted to SCHOOL's employees, for any loss or damage to any property by theft or otherwise, or for any injury to or damage to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water or any other cause whatsoever unless caused by or due to the sole negligence of CITY, its agents, servants or employees.

19. FIRE INSURANCE. CITY, at its own expense, may maintain in effect throughout the term of the Lease, a policy or policies of insurance on the building which is part of the leased Premises, providing protection against any peril of fire, exclusive of trade fixtures and equipment of SCHOOL.

20. DEFAULT. CITY and SCHOOL agree that every condition, covenant and provision of this Lease is material and reasonable. Any breach by SCHOOL of a condition, covenant or provision of this Lease will constitute

a material breach. For any material breach by SCHOOL, CITY may provide SCHOOL with a written notice that describes the breach and demands that SCHOOL cure the default (if a cure is possible). If SCHOOL does not cure the default within thirty (30) days (or within five (5) days for SCHOOL's failure to timely pay rent), or if a cure is not possible, this Lease will be terminated. Termination of this Lease for a breach by SCHOOL will not occur unless the foregoing events occur.

Specifically, the following shall constitute a default by the SCHOOL.

- A. Failure to pay rent when due;
- B. Use of the Premises for any unlawful purpose in violation of any City, State or Federal law or regulation;
- C. Abandonment of the Premises for more than 90 days;
- D. Assigning or subletting the leased Premises without the prior written consent of CITY;
- E. Committing waste on the leased Premises;
- F. Maintaining, committing or permitting the maintenance or commission of a nuisance on the leased Premises;
- G. Any material failure to keep the Premises in a sanitary condition or to dispose of all trash, debris, recycling and garbage;
- H. Altering the Premises in any manner, except as provided in this Lease Agreement;
- I. Failure to perform or meet any other provision, covenant or condition of this Lease.

21. **TERMINATION.** Upon termination of this Lease, SCHOOL shall quit and surrender the Premises thereby demised in as good a state and condition as they were at the commencement of the term, reasonable use and wear thereof and damage by the elements excepted.

22. **ASSIGNMENT OF LEASE TO OTHERS.** SCHOOL shall have no right to encumber the Premises in any manner and shall not assign, sublet, hypothecate or otherwise transfer whether voluntarily, involuntarily, or by operation of law, its interest in this Lease or any part thereof without the prior written consent of CITY, which said consent may be withheld in the sole and unfettered discretion of CITY. No such assignment or transfer shall be valid or binding without the CITY's prior written consent. An attempted assignment or transfer not in compliance with the provisions of this paragraph shall be grounds for CITY's termination of this Lease.

23. **BINDING ON SUCCESSORS.** Subject to the provisions of this Lease regarding assignments, each of the covenants and conditions of this Lease shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties hereto.

24. **RECOVERY OF ATTORNEY'S FEES.** In the event that either party thereto shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any term, covenant or condition of this Lease by it to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover, in addition to its court costs, a reasonable attorney's fee to be fixed by the court, and such recovery shall include court costs and attorney's fees on appeal, if any. The Court will determine the "prevailing party" and whether or not the suit proceeds to final judgment. However, if an action is voluntarily dismissed, or dismissed pursuant to a settlement of the case, neither party will be entitled to recover its attorney's fees.

25. **WAIVER OF BREACH OR COVENANT.** Waiver by either party of a breach of any covenant of this Lease Agreement will not be construed to be a continuing waiver of any subsequent breach. No waiver by either party of a provision of this Lease Agreement will be considered to have been made unless expressed in writing and signed by all parties.

26. **CITY OF SONOMA (CITY) and VALLEY OF THE MOON NURSERY SCHOOL (SCHOOL) agree that this instrument contains the entire, sole and only agreement between them concerning the demised Premises and correctly sets forth their rights and obligations to each other concerning the demised Premises as of its date. Any agreement or representations respecting the demised Premises or the duties of either CITY or SCHOOL in relation thereto not expressly set forth in this instrument is null and void.**

27. For the purpose of service of process and service of notices and demands, SCHOOL'S address is:

Valley of the Moon Nursery School
136 Mission Terrace
Sonoma, CA 95476

Notices, demands and service of process for the CITY shall be served on the City Manager at the following address:

City Hall
No. 1 The Plaza
Sonoma, CA 95476

28. MERGER. This Lease is intended as the final expression of the agreement between the parties hereto with respect to the included terms, and as a complete and exclusive statement of the terms of the agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Lease shall be effective unless and until such modification is evidenced by a writing signed by both parties. Each party has relied on its own examination of this Lease, the counsel of its own choosing, and the warranties, representations and covenants of the Lease itself. The failure or refusal of either party to read the Lease or other documents, or to obtain legal or other advice relevant to this transaction, constitutes a waiver of any objection, contention or claim that might have been based on such reading, inspection or advice.

29. RECORDING OF LEASE. This Lease shall be recorded in the Sonoma County Recorder's Office immediately after it is fully executed, pursuant to California Government Code Section 37393.

30. Each signatory to this Lease represents and warrants that s/he has been fully authorized by the entity that s/he represent to execute this Lease and that this Lease is a legally binding obligation on the part of the entity s/he represents and is enforceable against that entity, consistent with the Lease's terms and conditions.

31. SCHOOL, on behalf of itself and its successors and assigns, acknowledges, agrees and confirms that at the time SCHOOL entered into this Lease that SCHOOL was a "post-acquisition tenant with notice" pursuant to California law, including but not limited to, Title 25 California Code of Regulations Section 6034(b), and that SCHOOL shall not be entitled to relocation benefits or assistance from CITY upon expiration of this Lease or upon the earlier termination of the Lease for any reason. SCHOOL further expressly waives and relinquishes any and all claims to relocation benefits or assistance from CITY under any law, including but not limited to, California Government Code Section 7260 et seq. and Title 25 California Code of Regulations Section 6000 et seq., upon expiration of this Lease or upon the earlier termination of the Lease for any reason.

Executed on _____, 2013, in the City of Sonoma, County of Sonoma, California.

CITY OF SONOMA

VALLEY OF THE MOON NURSERY SCHOOL

By: _____

Mayor

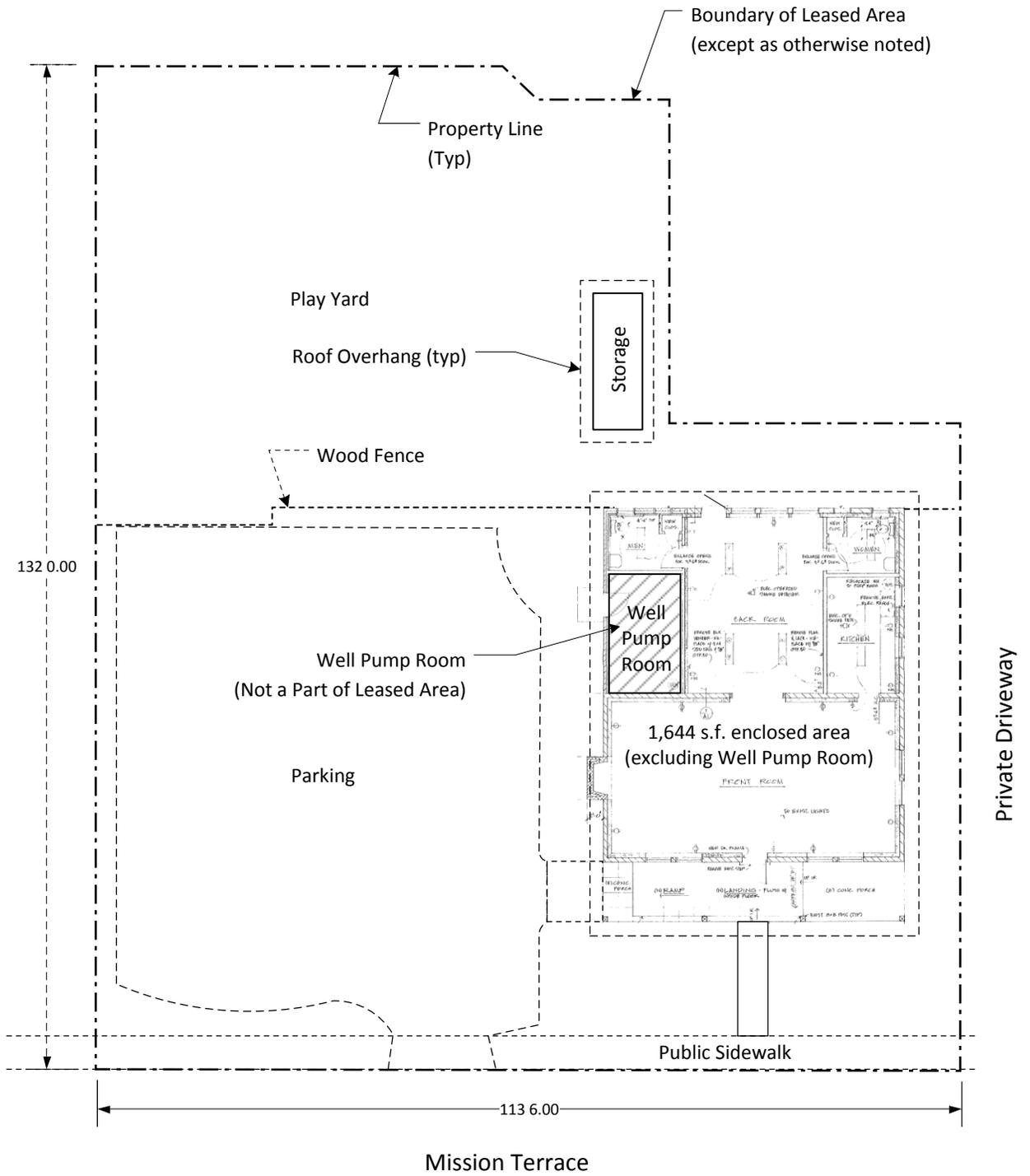
By: _____

President

Attest: _____

City Clerk

ATTACH ACKNOWLEDGMENTS



136 Mission Terrace

6/1/2012



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 5E

Meeting Date: 12/16/13

Department

Planning

Staff Contact

David Goodison, Planning Director

Agenda Item Title

Award of contract for consultant assistance for the preparation of updates to the Housing and Circulation Elements of the General Plan and the preparation of a downtown parking study.

Summary

Under State law, the Housing Element must be updated to reflect updated fair share housing allocations and the deadline for completing this work is January 31, 2015. In addition the Circulation Element needs to be updated to comply with the provisions of AB 1358, "The Complete Streets Act", as compliance with the Act is becoming a major factor in the award of transportation funding from the MTC (the Metropolitan Transportation Commission). The update of the Housing Element and the Circulation Element is a complex task that will require considerable time as well as specialized technical expertise. For these reasons, the City Council, as part of its FY 2013-14 Budget, allocated \$150,000 for consultant assistance. In September, the Council approved a request for proposals to solicit consultant assistance for the update of the two elements and for the preparation of a downtown parking study as an optional task. Four responses were received and the responding firms were interviewed by selection committee comprised of the Public Works Director, a member of the Planning Commission, the Assistant Planner, and the Planning Director. The selection committee is recommending the selection of the M-Group/W-Trans consultant team for a number of reasons, including the following:

- The M-Group has recent and successful experience with Sonoma Housing Element, as they were the lead consultant on the most recent Housing Element update, which was certified by HCD.
- The M-Group/W-Trans proposal has the most complete and extensive public participation component.
- In addition to fulfilling the basic tasks associated with updating the Circulation Element, The M-Group/W-Trans proposal devotes significant resources to developing solutions to improve the operation of the intersections of Broadway/West Napa Street and West Napa/Street First Street West.

While for the most part, the proposals were quite competitive, it was the finding of the selection committee that the M-Group/W-Trans proposal provided the most favorable cost/benefit outcome. Note: the M-Group/W-Trans Proposal includes (as did all of the respondents) the preparation of a downtown parking study.

Recommended Council Action

Authorize staff to enter into a consultant agreement with M-Group/W-Trans for the preparation of updates to the Housing and Circulation Elements of the General Plan, as well as a downtown parking study.

Alternative Actions

Provide direction to staff.

Financial Impact

The City Council, as part of its FY 2013-14 Budget, allocated \$150,000 for consultant assistance for the update of the Housing and Circulation Elements. The M-Group/W-Trans proposal budgets for that full amount. Of the three other proposals received, the budget estimates were for \$149,998, \$149,350, and \$107,810. While the selection committee gave serious consideration to the least-cost proposal, it concluded that that the housing update component lacked specificity, public outreach was limited, and that it would not provide a sufficiently detailed analysis of circulation improvement options.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
- No Action Required
- Action Requested

Alignment with Council Goals:

The update of the Housing and Circulation Elements relates to the "Policy and Leadership" goal, as it responds to the requirements of State legislation while emphasizing local control through the planning process.

Attachments:

1. M-Group/W-Trans Proposal

cc: Geoff Bradley, M-Group



Proposal for:
**City of Sonoma
Housing Element and Circulation
Element Update**
Submitted November 8, 2013



Submitted by:
M-Group
579 Clyde Ave Ste 340
Mountain View, CA 94043
650 938 1111 | mplanninggroup.com

KWA
KAREN WARNER ASSOCIATES





November 8, 2013

Mr. Dave Goodison
Planning and Community Services Director
City of Sonoma
No. 1 The Plaza
Sonoma, CA 95476

RE: Proposal for 2015-2023 Housing Element and Circulation Element Update

Dear Mr. Goodison,

Thank you for this opportunity to submit our proposal to assist the City of Sonoma in the preparation of the following policy planning projects:

- Housing Element Update for the 2015-2023 planning period;
- Circulation Element Update; and,
- Downtown Sonoma Parking Study.

Since its creation, M-Group has brought high-caliber planning services to over 35 Bay Area communities. Our mission is to create *a new design on urban planning*. Our staff of 34 planners brings a wealth of experience in developing innovative and effective planning solutions.

In the 2009-2014 Housing Element cycle, M-Group managed and prepared Housing Element Updates for 12 Cities including the Cities of Mill Valley, Sausalito, and Belvedere in the North Bay. We also previously worked with the City of Sonoma in the preparation of its Housing Element in the same cycle, providing us with detailed insight into the community. We retain and use best practices learned from past projects, and customize our approach to meet the City's desired direction and the community's unique character.

For this project, M-Group has partnered with Karen Warner Associates (KWA) and Whitlock & Weinberger Transportation, Inc. (W-Trans). M-Group and KWA have successfully collaborated on numerous Housing Elements during the last two Housing Element cycles, most recently elements for the cities of Sausalito and Mill Valley. M-Group, partnering with W-Trans, will lead the consultant team in development of the City's Circulation Element.

Please do not hesitate to request any changes to our proposal, as we are committed to finding the best solution for the City, and will consider any City requested modifications. I can be reached at 650.938.1111 or 408.603.0072 (cell).

Sincerely,

A handwritten signature in black ink that reads "G. Bradley".

Geoff I. Bradley, AICP
Principal
geoff@mplanninggroup.com



Executive Summary

M-Group exists to bring high-caliber, innovative and effective planning solutions and services to Bay Area cities. Regarding this proposal, please contact:

Geoff I. Bradley, AICP, Principal
579 Clyde Ave, Suite 340
Mountain View, California 94043
(650) 938.1111
geoff@mplanninggroup.com
www.mplanninggroup.com

I. Purpose

M-Group understands that Housing Element Updates are a major opportunity for a City and its community to shape policy in ways that are both visionary and accomplishable. Our approach is one of listening, educating, and translating community desires and dreams into cohesive direction. In the current Housing Element cycle (2009-2014), M-Group managed and completed twelve (12) Housing Elements throughout the Bay Area. This planning effort encompassed nearly 15,000 housing units.

In our Housing Element update efforts, we work closely with State Department of Housing and Community Development (HCD) reviewers and the community to create sustainable, forward-thinking plans reflecting city character and goals. We produce "living documents" that not only comply with regulatory requirements, but that citizens identify with and understand, and are straightforward for the City to implement. We work closely with staff, decision makers, and citizens to engage in a collaborative planning effort throughout the policy planning process.

M-Group also has experience leading the development of Circulation Elements. We are currently in the final stages of implementing a Circulation Element Update for the Town of Los Altos Hills. As the lead consultant, working in partnership with Hexagon Traffic Consultants, M-Group successfully managed crucial parts of the element, including valuable community input and visioning. The effort with the Town of Los Altos Hills further demonstrates our commitment to deliver innovative planning results.

II. Project Understanding & Approach

Community Outreach

Community outreach is a critical Housing Element and Circulation Element Update component. In particular, input from residents, local businesses, and interested affordable housing groups will be needed to generate informed decisions and help craft solutions that address State Law. For the Circulation Element Update, meetings with key stakeholders including transit, paratransit, and social service groups would serve to further address the needs of the community and establish an

appropriate vision. Our community-oriented approach allows for ample opportunities for public input.

Unmet Need & Site Inventory for Housing Element

M-Group will determine whether there is any unmet need across various income categories from current planning period. The site inventory for the new 2015-2023 planning period will involve an existing unit capacity review on all residentially zoned land in the City to be counted towards the new RHNA plus approved projects since adoption of the previous Housing Element and new projects slated in the pipeline.

General Experience/Understanding Related to Circulation in Sonoma

W-Trans is uniquely qualified to assist the team in drafting the Sonoma Circulation Element update. They have 18 years of experience in working on a diverse set of transportation-related work in the City Sonoma, ranging from bicycle planning to engineering design. W-Trans worked extensively on the Countywide Bicycle and Pedestrian Plan for the Sonoma County Transportation Authority, including preparation of the Plan for the City of Sonoma, and has a strong working relationship with SCTA's transportation modeling staff. W-Trans staff members have also worked on numerous streetscape and downtown plans not only in Sonoma County but throughout California and the West, and are committed to helping communities create truly "complete" streets that balance the needs of all users regardless of their transportation mode. W-Trans understands Sonoma's desire to maintain the character of the Square and the City's neighborhoods, reducing automobile dependence and creating a more walkable, bikable community. At the same time they understand the traffic pressures that Highway 12 creates in the City, and the difficulties associated with having to contend with a regional Caltrans facility while trying to maintain a sustainable and cohesive circulation system for Sonoma's residents, business owners, and visitors.

Scope, Timeline & Cost

M-Group, KWA, and W-Trans propose the following Scope of Work based on tasks identified in the RFP to be completed by January 31, 2015 for a total fee of \$150,970 or \$173,960 including the optional Downtown Parking Study.

Housing Element Update Scope of Work

- Task 1. Coordination & Public Meetings
- Task 2. Housing Element (Admin. Draft 06/14, Public Review Draft 08/14, Final 1/15)
- Task 3. Public Participation

Circulation Element Update Scope of Work

- Task 1. Project Initiation
- Task 2. Existing Circulation Conditions
- Task 3. Determine Circulation Needs
- Task 4. Draft Circulation Element
- Task 5. Final Circulation Element
- OPTIONAL: Task 6. Parking Summary of Existing Conditions
- OPTIONAL: Task 7. Parking Strategies Report

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SECTION 1



Work Program and Scope of Work

M-Group, KWA, and W-Trans propose the following work program and scope of work. The following is based on elements in the City provided RFP and based on our experience conducting Housing Element and Circulation Element Updates in the Bay Area.

Work Program

A. Housing Element Update

Having successfully completed 12 housing elements in the 4th cycle, M-Group is experienced in coordinating with teams and cities to develop accurate data analysis and effective policies. M-Group and KWA's approach and methodology to the City of Sonoma's Housing Element Update is as follows:

A.1. Compliance with State Housing Element Law.

M-Group and KWA will follow guidelines provided by HCD in crafting a Housing Element that falls within compliance with State law. To meet the standards set forth by the State, the Housing Element will include the following:

➤ Population and Household Profile

M-Group will work with City staff to conduct a housing needs assessment by collecting and analyzing the City's baseline housing data. The purpose of data collection is to distill and synthesize background information that will be used to describe existing conditions and identify opportunities and constraints for the Housing Element Update.

M-Group will use updated information reflecting 2010 Census data and other newer data sources for the City's Demographic profiles, including population and household information, income levels, number of household units, number of owner vs. rental occupied units and other

household characteristics such as affordability, special needs group such as senior housing and assisted living.

➤ **Housing Needs**

M-Group will assess the City's housing needs based on current development trends and projections for housing, households, jobs, job/housing mix, etc

M-Group will work with City staff on assessing existing conditions, documenting factors related to conditions of Sonoma's housing stock, and market characteristics such as:

- The age of the housing stock
- Type of dwelling units
- The cost of housing: rent, value and monthly cost
- The location, condition and inventory of mobile home parks

M-Group will work with City staff to review databases to update the housing needs inventory. These may include the Census, American Community Survey, Department of Finance statistics, permit records, historic heritage records, and field surveys, to gather information on current housing conditions.

➤ **Housing Characteristics**

M-Group will review existing characteristics of the City's housing stock to identify any trends. M-Group will use the most recent housing data and information from GIS, Census, local Realtors boards, and ABAG.

➤ **Adequate Site Inventory**

M-Group will generate maps that clearly depict sites, using GIS and Adobe programs.

Inventory of land and suitable sites shall include:

- Vacant sites zoned for residential use
- Vacant sites zoned for nonresidential use that allows residential use
- Sites zoned for residential use that can be developed at higher density (if this is a strategy of the Housing Element Update)
- Sites zoned for nonresidential development that can be redeveloped for, and as necessary, rezoned for, residential use
- A list of sites by parcel number or other specific reference
- Parcel size
- Description of the existing use, or vacant
- Description of any environmental constraints to housing development, for which documentation is available to the local government
- Description of existing or planned water, sewer, and dry utilities supply, including the availability and access to distribution facilities. The description must be sufficient to determine whether a site is served or will be served by infrastructure
- Sites identified for housing for above-moderate income households in areas not served by public sewer

- Map showing the location of the sites included in the inventory
- Residential development potential during the Housing Element planning period along with the methodologies and assumptions used to determine the potential, including development trends, market conditions, incentives or standards to encourage additional residential development, and sufficiency of the inventory to accommodate the RHNA.

Each site in the inventory will be analyzed for additional potential units per the assumptions stated above, resulting residential density and income category based on default density assumptions established by HCD, and additional site constraints that may lower the additional potential number of units.

➤ **Housing Goals, Policies and Programs**

The Goals, Policies and Programs should work towards meeting the RHNA, and facilitate production of housing for all segments of the community. Goals and policies can include:

- Programs to make identified sites available for housing redevelopment during the planning period
- Policies and actions that respond to the results of the site inventory and statutory requirements for adequate sites
- Other policies and actions to maintain and preserve Sonoma's existing affordable housing stock, and facilitate the production of affordable housing

There are many different goals, factors, and elements that will need to be considered in writing a Housing Element Update. In order to meet State requirements, the Housing Element must clearly identify tools and incentives to encourage production of affordable housing in the City.

At the same time, the Housing Element needs to address community vision and concerns. For example, there is generally more concern from single-family neighborhoods that feel impacted by an increasing rate of surrounding development. The goals and policies of the Housing Element could be shaped in a way to address these viewpoints.

➤ **Housing Constraints**

M-Group and KWA will analyze physical constraints to housing in the City, such as the impact of steep slopes and natural habitat areas on housing. M-Group and KWA will also analyze existing governmental and non-governmental constraints in providing housing. Constraints to the creation of affordable housing can include development standards and fees, or certain permit requirements. Other information such as terms of affordability restriction, historic preservation issues can also be useful. Any efforts undertaken by the City and local organizations to remove barriers to housing will be reviewed and analyzed to identify ways to support such efforts.

A.2. Addressing mixed-use housing and inclusionary housing.

M-Group and KWA will assess potential available infill sites to identify opportunities for mixed-use and inclusionary housing. The assessment will include an inventory of potential dwelling units that can be provided on each identified site. The number of mixed-use and inclusionary housing units will be adjusted to account for regulatory and environmental constraints, ensuring compliance with RHNA figures.

A.3. Analyzing existing ongoing controls and regulatory practices.

As a crucial part of the Housing Element Update, M-Group and KWA will assess the current zoning controls and regulatory practices of the City of Sonoma. The analysis will examine how the current zoning and regulations influence the current availability of housing in the City. If the current zoning is acceptable and can adequately meet the needs specified by the RHNA, then the Housing Element Update will be developed to utilize current practices to their fullest extent.

If current zoning and regulations are assessed to constrain housing development to meet RHNA numbers, M-Group will conduct a subsequent analysis of the City's service capacity and identify sites that could be rezoned to provide denser housing. A review of identified parcels would be conducted to project possible impacts to neighboring properties and the environment. M-Group may also recommend changes to increase zoning code flexibility, allowing for more mixed-use, accessory dwelling units, or other alternatives that could provide additional housing. Examination will also determine if current zoning permits transitional housing, emergency shelters, farmworker housing, and special needs and senior housing.

A.4. Developing policy recommendations addressing affordable housing and the RHNA.

Using visioning results, general plan goals, and existing regulations as a reference point, M-Group will develop policy recommendations to fulfill the need to provide affordable housing. The 2014-2022 RHNA for the City of Sonoma (see table in Task C.1) shows that RHNA numbers are less than half of those determined in the previous cycle.

M-Group will initiate policy recommendations based on set constraints and identified opportunities, revealed upon research of existing regulations and site analyses. Recommended policy will consider the opinions of community members and local stakeholders as they relate to affordable housing.

B. State Housing Element Legal Requirements

B.1. Housing Element State Law

The Housing Element is one of seven mandatory elements of the General Plan. However, unlike other General Plan Elements, the Housing Element is required to be updated on a regular basis and is subject to requirements and detailed review by HCD. The State of California and ABAG require that all Bay Area jurisdictions adopt their updated Housing Elements by January 31, 2015.

Sonoma's current Housing Element update was approved by the City in 2010 and certified by HCD in 2012. The Housing Element Update effort will require long term visioning and careful planning in order to provide for housing and maintaining a high standard of living in the City. Through this effort, M-Group will ensure that the plan reflects community values for the City and is in full compliance with State Law.

The ABAG Executive Board adopted final RHNA numbers for the San Francisco Bay Area for the 5th Cycle of Housing Element (2014-2022) on July 18th, 2013. The Final RHNA published by ABAG for 2014-2022 for the City of Sonoma, Sonoma County and the Bay Area is as follows:

	Very Low 0-50%	Low 51-80%	Moderate 81-120%	Above Moderate 120%+	Total
Sonoma 2007-2014	73	55	69	156	353
Sonoma 2014-2022	24	23	27	63	137
Sonoma County	1,818	1,094	1,355	4,177	8,444
Bay Area Region	46,680	28,940	33,420	78,950	187,990

RHNA Period: 1/1/2014-10/31/2022 Planning Period: 1/31/2015-1/31/2023

In the existing Housing Element, the City of Sonoma identified sites to accommodate 688 units. Therefore, M-Group does not anticipate too many difficulties in meeting the 2014-2022 numbers. However, the existing Housing Element’s analysis is broadly based on numbers from the 2000 Census, and shall be updated to use the 2010 Census statistics.

The Sonoma 2015-2023 Housing Element Update will provide the City with a multifaceted document, which will articulate the community vision and provide guidance for the future. The Housing Element Update will be based on a broad, citizen-supported vision. M-Group will maintain regular communication with the City and HCD to avoid any misunderstanding that would cost time and money to the City, and to produce high-quality documents adapted to the City’s needs and vision.

We envision the Housing Element Update to fulfill the following goals:

- Effectively address community housing needs, constraints and opportunities.
- Reflect the community’s vision for housing by building and focusing in on issues related to housing affordability, availability and adequacy.
- Build upon the City’s adopted General Plan.
- Garner HCD approval

B.2. Housing Element Certification Requirements

M-Group and KWA are very familiar with procedures in preparing HCD certifiable Housing Element Updates. The update must fulfill certain requirements to garner HCD certification, illustrated in the Department’s guidance document. A complete Housing Element Update will demonstrate the following:

- Public Participation
- Review and/or revision of goals and policies from the previous Housing Element
- Housing Needs Assessment
- Identification of Special Needs Housing
- At-Risk Units Inventory
- Potential Governmental and Non-Governmental Constraints
- Sites Inventory and Analysis
- Quantified Objectives and Housing Programs, and
- Other Requirements such as General Plan consistency and energy conservation

B.3. Experience with HCD

M-Group and KWA are familiar with Housing Element statutes. M-Group worked on 12 Housing Element Updates during the current and previous cycle, many in partnership with KWA. Past experiences working with HCD have led to successfully completed Housing Element Updates, demonstrating our firms' knowledge with the HCD and its procedures.

Task C. Circulation Element Update

C.1. Focused Analysis on West Napa Street

While General Plan Circulation Elements are typically broad in nature by intent, the City has identified two locations at the historic Square that are critical to the City's multimodal circulation system and warrant focused attention.

Broadway/Napa Street Intersection

For over a decade, W-Trans has had a strong interest in improving the Broadway corridor in Sonoma, and in particular the intersection at Broadway/Napa Street. Broadway's width and traffic volumes create a barrier effect that tends to disrupt the urban fabric south of the Square, and crossing Broadway at the Square itself as a pedestrian can be an uncomfortable experience. We understand that signalization of the intersection is considered to be undesirable because of aesthetic impacts to the historic square, and that the City has had discussions surrounding potential implementation of a modern roundabout. We believe that a roundabout has the potential to effectively address concerns of safety, pedestrian circulation, automobile operation, and aesthetics at the intersection and propose to fully explore the potential for roundabout implementation through work on the Circulation Element. When W-Trans first worked with the City of Sonoma on a potential roundabout project at Broadway/Leveroni Road in 1999, the idea was met with insurmountable resistance from Caltrans. Since that time, Caltrans has almost fully reversed course and is now embracing roundabouts as a preferred option.

W-Trans has developed horizontal geometries or assisted with construction plans for more than 30 roundabout projects in California, including one of the first roundabouts approved and constructed on the Caltrans Highway system (the East Main Street/State Route 20 westbound freeway ramps in Grass Valley). W-Trans has obtained approval for four Caltrans roundabouts including State Route 29/Silverado Trail in Calistoga, and has good working relationships with District 4 and Headquarters design coordinators. W-Trans prides themselves on taking an objective approach when considering the best form of traffic control for all modes of travel, and their ability to explain the pros and cons of roundabouts and other forms of traffic control to decision makers, City staff and the general public. This approach to traffic engineering, coupled with their extensive experience in roundabout design, complements the needs and desires of both the City and the broader community with respect to this project. W-Trans is passionate about roundabouts and their many benefits; that said, they also recognize that roundabouts are not appropriate in all locations and commit to maintaining an objective approach in evaluating potential improvements to the Broadway/Napa Street intersection.

First Street West/West Napa Street Intersection

This intersection has some of the highest levels of pedestrian activity in the City, coupled with high traffic volumes that are associated with Highway 12 regional travel, local inter-city travel, and localized parking circulation. The pedestrian crosswalk on the east leg is long and at times difficult for pedestrians to comfortably traverse, and during busy tourist periods the flow of pedestrians becomes nearly continuous, leading to traffic delays on West Napa Street. As part of the Circulation Element update, creative solutions to upgrade the intersection to better accommodate multimodal circulation will be developed. Potential modifications may range from fairly straightforward striping modifications to more complex solutions such as implementation of controlled pedestrian crossing devices (such as a pedestrian hybrid beacon) with raised channelization. W-Trans is very much aware of the careful balance that will be needed to address both pedestrian activity and traffic operation at this intersection, and thrives on finding solutions to these types of challenges.

D. Existing Housing and Circulation Elements as Starting Point

M-Group understands the importance of familiarity with the City's policies and history, as well as with the community's goals and aspirations. M-Group will review all the documents that the City wishes to update, as well as other related documents to gain a firm understanding of the City's goals and policies. Based on our understanding of the City's history and desired direction, M-Group will discuss questions and recommendations with City staff.

D.1. Review City's existing Housing and Circulation Elements

M-Group and KWA will review the City's existing Housing Element, and identify areas that require updating.

The review of the existing Housing Element is intended to measure the success of existing goals and policies, and provide a foundation for the consideration of future housing needs, while balancing community objectives and resources.

M-Group and KWA will analyze the effectiveness of existing housing programs and policies, including the comparison of projected goals to actual accomplishments. M-Group and KWA will also determine whether there is any unmet need from the previous RHNA, based on actual implementation. This analysis will take into account any implementation challenges the City experienced.

State law requires an assessment of the existing Housing Element covering:

- Progress in Implementation
- Effectiveness of the element
- Appropriateness of goals, objectives, policies

W-Trans will review relevant transportation planning documents describing the Sonoma area including the current Circulation Element, the City's Capital Improvement Program, MTC's *Plan Bay Area*, the SCTA Comprehensive Transportation Plan, and the Sonoma Bicycle and Pedestrian Master Plan.

Scope of Work: Housing Element Update

1. Coordination & Public Meetings

1.1 - Coordination with City Staff

M-Group will work closely with City Staff throughout the entire Housing Element update according to an agreed upon timeline (Section 4 – Schedule) to ensure adoption occurs prior to January 31, 2015.

1.2 - Public Hearings

M-Group will attend and present at two (2) public meetings (two (2) Planning Commission and two City Council hearings) during the Draft Housing Element public review. M-Group will assist City Staff in responding to questions and comments from public, agencies, or HCD. In addition, M-Group will present public and committee feedback to City Council on prioritized funding. M-Group will also be available to attend additional meetings at rates described in the cost proposal.

1.3 - HCD Certification

M-Group will continue to assist the City in obtaining completed Housing Element HCD certification. M-Group will closely collaborate with the City and HCD to ensure that the Housing Element meets State requirements and, if necessary, will suggest modifications to the update in order to obtain certification.

Task 1 Deliverables

- M-Group will engage in regularly scheduled conference calls and in-person meetings with City staff during entire project lifecycle.
- M-Group will attend two (2) Planning Commission public hearings.
- M-Group will attend two (2) City Council public hearings.
- M-Group will deliver a memo listing possible revisions necessary to achieve HCD certification.

Task 2. Housing Element Update

2.1 – Current Housing Element Evaluation / Recommended Modifications

M-Group will review existing City policies, plans and programs in order to plan and provide for housing that meets the fair share housing requirement for the City as mandated by State law. The existing conditions review is intended to plan for housing needs while balancing community objectives and resources.

M-Group will analyze the results and effectiveness of the current Housing Element and existing housing programs and policies in the City. This will include a study of the previous Housing Element Update cycle and a comparison of Regional Housing Needs Allocation projected goals and actual accomplishments. The study report will take into account challenges faced by the City in meeting its fair share of housing during the current planning period.

2.2 - Document Review

M-Group will conduct a thorough review of documents pertaining to the Housing Element update. The General Plan, Specific Plans, Zoning Ordinance, permit data, and other background documents deemed applicable will be studied to formulate an accurate understanding of the existing housing situation, including potential and actual nongovernmental constraints, especially in light of the State's elimination of Redevelopment Agencies.

2.3 - Housing Resource Inventory & Opportunities

M-Group will locate appropriate housing resources including programmatic, financial, and physical resources, energy conservation opportunities, in a vacant and underutilized land analysis. This is an important step in determining available zoning capacity in the City to fulfill its RHNA. This analysis will be organized into a parcel-specific listing and will examine suitability for housing development during the near term.

M-Group will work with City staff to confirm opportunity sites, including details such as assessor parcel numbers, addresses, potential dwelling units, Zoning and General Plan designations, and development regulations.

2.4 - Housing Constraints

To identify governmental and market constraints, M-Group will analyze existing zoning and land use patterns within the City. M-Group will analyze constraints at all income levels pertaining to:

- Land-use controls
- Local and regional impact fees
- Permit procedures and fees
- Codes and enforcement
- Physical/environmental constraints
- Infrastructure
- Financial and market conditions
- Constraints for Housing for Persons with Disabilities
- Inclusionary Housing

2.5 - Goals, Policies & Implementing Programs

M-Group will prepare Housing Element Goals, Policies, and Implementing Programs. This task will also identify programs to mitigate or remove constraints. M-Group will develop a Housing Element that contains programs specifically tailored to housing needs and challenges while satisfying State requirements with specific attention paid to mixed-use housing.

2.6 - Draft Housing Element

M-Group will prepare the City's Housing Element update in compliance with the State's procedure and guidelines for a Housing Element process including necessary exhibits, tables, and appropriate goals, policies, and recommended actions. M-Group will incorporate staff comments on the Administrative Draft in the Public Review Draft.

2.7 – Final Housing Element

M-Group will incorporate comments from the public and commissions in the submittal to HCD. M-Group will prepare a transmittal letter to HCD and correspond with HCD on comments made following the Public Review Draft.

Once comments have been received from HCD and the public, M-Group will amend the Public Review Draft Housing Element to reflect feedback. Once HCD has deemed the Final Draft Housing Element compliant, M-Group will produce and submit the Final Housing Element.

Task 2 Deliverables

- M-Group will provide the City with a detailed memo summarizing key issues with existing policy documents and provide strategy recommendations
- Administrative Draft Housing Element hardcopy and electronic version
- Public Review Draft Housing Element hardcopy and electronic version
- Public Hearing Draft Housing Element hardcopy and electronic version
- The final adopted Housing Element will be delivered in Microsoft Word and InDesign so that it is compatible with the City's General Plan

3. Public Participation

M-Group will prepare media to post on the City website to advertise upcoming community meetings and information about the Housing Element Update effort. M-Group will also prepare handouts to gather input from the community. Maps, PowerPoint presentations, and materials for workshops will also be prepared to facilitate discussion and a clear understanding by participants.

With the goal of facilitating meaningful public participation, M-Group aims to inform the community about innovative housing programs, improved quality of life, addressing development and preservation, incorporating smart and sustainable initiatives, and fostering open space conservation while addressing fears concerning development density. M-Group will prepare for and attend two (2) community meetings during the housing needs analysis. M-Group will identify and produce a key stakeholders list and create workshop materials such as notifications, displays and materials for attendees. Meetings will be arranged in such a manner so as to facilitate informal discussions and generate creative ideas that would help address City housing need. Photographs and questionnaires may be used to record input over a wide cross section of the public. M-Group has found this to be an effective means for collecting and recording feedback, which will be used to formulate and refine Housing Element goals and policies.

Task 3 Deliverables

- M-Group will prepare a memo outlining the public participation approach and format.
- M-Group will provide a digital copy of all noticing and advertising materials.
- M-Group staff will budget for two (2) public meetings and/or workshops [approx. two (2) hours each] and incorporate comments into the Draft Housing Element.

Scope of Work: Circulation Element Update

1. PROJECT INITIATION

W-Trans will attend a project kick-off meeting with the team in Sonoma. During this meeting any refinements to the circulation and parking analysis scope of work will be finalized. Intersection traffic counts will be obtained at 16 intersections during the weekday p.m. peak hour, as will 48-hour traffic counts on 22 street segments, consistent with the peak periods and locations included in the City's current Circulation Element. Pedestrian and bicycle peak hour volumes will be obtained at all 16 intersections. Circulation-related GIS data available from the City and County will also be obtained.

W-Trans will review relevant transportation planning documents describing the Sonoma area including the current Circulation Element, the City's Capital Improvement Program, MTC's *Plan Bay Area*, the SCTA Comprehensive Transportation Plan, and the Sonoma Bicycle and Pedestrian Master Plan.

2. EXISTING CIRCULATION CONDITIONS

W-Trans will conduct a field survey of the City's existing transportation facilities. The inventory of physical features will include the number of through vehicle lanes; presence of bicycle lanes, sidewalks, and medians; locations of transit stops; posted speed limits; traffic control types at collector and arterial street intersections; and locations of off-street pathways.

W-Trans will prepare a brief report describing the City's existing circulation system and its operation. Federal, state, regional, and local regulations pertaining to multimodal circulation in Sonoma will be described. Existing conditions will be described for roadway operations, the pedestrian-bicycle network, and transit facilities. Graphics illustrating the roadway system, bicycle and pedestrian facilities, peak hour traffic counts, pedestrian/bicycle counts, and transit routes/stops will be included. Collision history data available through the California Highway Patrol's SWITRS reports will be reviewed to identify specific intersection "hot spots" that have experienced more automobile, pedestrian, and/or bicyclist collisions than would be expected. The City's collision experience will also be compared to similar-sized jurisdictions within California.

Existing intersection levels of service will be determined using the collected traffic volume data, intersection geometric configurations, and signal phasing information using *Highway Capacity Manual* methodologies. Roadway segment volumes and capacities will be reported in a similar manner to the City's current Circulation Element. Results of the intersection and roadway

analyses will be described in the text and summarized in a Level of Service table, and copies of all calculations will be provided in a technical appendix.

W-Trans will complete a review of the current Circulation Element, identifying components that should be revised, with a particular focus on incorporating “Complete Streets” policies consistent with guidelines published by the California Office of Planning and Research. A draft, annotated version of the current Circulation Element goals and policies will be prepared using the “track changes” feature in Microsoft Word, and submitted to Staff for internal review. It is our understanding that many components of the City’s existing Circulation Element will be retained rather than completely overhauled.

W-Trans will attend one (1) workshop with the project team to present an overview of existing circulation conditions, and solicit input on key circulation components that members of the community would like to see addressed through the Circulation Element update.

Task 2 Deliverables

- Annotated Circulation Element
- One (1) workshop

3. DETERMINE CIRCULATION NEEDS

W-Trans will obtain information regarding future land use changes on a parcel-specific basis from City staff, focusing on any sites that could accommodate new/intensified development in the city, including those identified in the Housing Element update. This information will be used to determine the incremental growth in traffic that may be generated by growth within Sonoma over the lifespan of the General Plan. The trip generation rates to be applied to the various categories of development will be detailed, including deductions to account for mixed use and transit-oriented development.

Regional transportation data from SCTA’s travel demand model will be used to determine the potential growth in traffic from sources beyond Sonoma, including regional traffic growth on Highway 12. Future traffic forecasts will be determined for a buildout year (likely 2040 to be consistent with the SCTA model) and an interim year such as 2020 or 2030. Any areas where potential vehicle congestion is projected to occur will be identified.

An assessment of multimodal circulation will be provided relative to issues such as connectivity in the pedestrian and bicycle network, as well as connectivity to and effective accommodation of transit.

W-Trans will conduct a focused analysis of the Broadway/Napa Street intersection, evaluating potential solutions that reduce pedestrian crossing distances, improve safety, and maintain traffic flow while maintaining the aesthetic character of the historic Square. Based on input from the community, up to two options will be graphically depicted with an accompanying analysis of effectiveness for improving all modes of travel. It is assumed that one of the options will reflect relatively low-cost improvements such as curb extensions, pedestrian refuges, and revised striping. It is assumed that the second option will include a modern roundabout. The

roundabout option will be evaluated using state-of-the-practice methodologies accepted by Caltrans, and the conceptual roundabout layout will reflect a configuration that meets Caltrans performance and design criteria.

W-Trans will also conduct a focused analysis of the Broadway/First Street West intersection. The evaluation will be conducted in a similar manner to Broadway/Napa Street discussed above, though based on existing constraints is not expected to include a roundabout option. The primary focus on determining potential improvements at this intersection will be on balancing high pedestrian volumes with high traffic volumes in a safe and effective manner.

W-Trans will meet with City Staff to discuss the results of the analysis and potential circulation improvements.

Following the meeting with Staff, the circulation needs analysis will be summarized in a technical memo. An exhibit will be included, showing the locations in the City where future circulation improvements may be needed. The memo will also include the intersection improvement concepts prepared for the two focus intersections on West Napa Street.

W-Trans will participate in a public workshop to present the draft set of circulation improvements to be included in the Circulation Element. Attendees will be informed to the reasoning behind the recommended improvements, and to the characteristics of modern roundabouts if relevant. The team will solicit input from the community regarding the improvements that have been presented.

Task 3 Deliverables

- One (1) public workshop.

4. DRAFT CIRCULATION ELEMENT

The draft Circulation Element goals and policies will be updated to reflect input received by Staff and the community, and to incorporate components of the circulation analysis and recommendations resulting from the circulation needs analysis. The circulation projects and policies included in the Circulation Element will balance local and regional roadway projects with a "complete streets" theme that emphasizes a multi-modal system providing safe access for pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

An administrative draft Circulation Element section will be prepared and submitted for review. We will then coordinate with Staff to refine the Circulation Element section in preparation for review by the Planning Commission and City Council.

Task 4 Deliverables

- W-Trans will attend two public hearings related to the Draft Circulation Element.

5. FINAL CIRCULATION ELEMENT AND ADOPTION

W-Trans will have a phone meeting with Staff to discuss feedback received at the first two public hearings, and strategize on how to incorporate revisions. The Circulation Element will then be revised and a Final Administrative Draft section prepared. Following final review by Staff, a Final Draft Circulation Element will be submitted for public review.

W-Trans will attend a Planning Commission hearing to present the Final Draft Circulation Element. Following Planning Commission review, the section will be updated for review by the City Council.

W-Trans will attend a City Council Hearing to present the Final Circulation Element, and subsequently work with Staff to incorporate Council's final feedback into the final document.

SUMMARY OF W-TRANS MEETINGS INCLUDED ABOVE

- Two (2) meetings with Staff in Sonoma
- Two (2) community workshops
- Three (3) public hearings

OPTIONAL: TASK 6. PARKING SUMMARY & EXISTING CONDITIONS

M-Group and W-Trans agree to work with the City of Sonoma in producing a Downtown Parking Study. The following is a scope of work for the Downtown Parking Study which excludes several items listed in the RFP.

- A. Once the parking study area has been confirmed with City staff, W-Trans will conduct a parking survey that includes the following:
 1. Inventory of existing off-street parking and on-street parking supply
 2. Parking utilization (two –hour peak period surveys taken during a weekday midday, weekday evening, weekend midday, and weekend evening)
 3. Qualitative observations of parking duration and turnover (usage) during key times at key locations within the study area
 4. Qualitative observations of spillover effect on surrounding neighborhoods.
- B. Based on the surveys we will determine current needs and deficiencies related to multiple uses. Future parking demand that would be generated by future development potential in study area will be estimated based on land use data provided by the City.
- C. W-Trans will prepare an online survey to conduct public outreach, focusing on identification and prioritization of parking issues/problems as they relate to:
 - Residents, businesses and employees
 - Adopted economic development goals
 - Support/opposition with regard to potential programs such as parking meters and options for funding parking improvements

- Law enforcement and public safety issues
- Disabled access

City staff will be responsible for identifying survey recipients and providing stakeholder e-mail addresses and contact information.

OPTIONAL: TASK 7. PARKING STRATEGIES REPORT

This will be a high-level document that establishes goals for future development of a Parking Management Plan. The document will be informed by the parking surveys and stakeholder surveys that were conducted in the prior task.

- A. W-Trans will research and provide guidance on industry standard best practices for:
 - An optimum and realistically achievable peak period parking space vacancy rate.
 - Policy, funding and legal frameworks for managing, maintaining and developing downtown parking facilities.
 - How to determine the need for new parking facilities (private or public, lots or structures), parking meters or pay stations.
- B. W-Trans will draft a report to be submitted for review by City staff summarizing the study methodology, analysis, findings, conclusions, and recommendations. We will then present the draft report to the City Council for feedback in a public meeting. We will complete a final report based on direction received from the City Council, and ultimately present the final report to the Council for adoption in a public meeting.

Parking Study Exclusions

The following items identified in the project RFP are **not** included in this task, as they would be recommended for more detailed study and analysis and possible inclusion in the Parking Management Plan:

- Create budget and proformas to detail the cost of implementing new parking facilities.
- Develop recommendations for implementation and ongoing maintenance of existing and proposed parking improvements.
- Prepare an itemized cost estimate for the implementation of the aforementioned programs and improvements.
- Identify any recommended changes in the City's parking standards with respect to both dimensional requirements and requirements for on-site parking.

SECTION 2



GROUP SCHEDULE

SECTION 3



Experience and Qualifications

I. M-Group Firm Description

M-Group exists to bring innovative and effective planning solutions to Bay Area cities. Since the creation of the firm in 2006, we have brought high-caliber advance, current and environmental planning services to many Bay Area communities.

M-Group's Principal, Geoff I. Bradley, AICP, has extensive experience working on complex and high-profile projects in Bay Area jurisdictions. Our staff of 34 planners brings together a range of accomplishments and a wealth of real-world experience gained from working for over 35 Bay Area planning departments.

We are committed to creating *a new design on urban planning*. This new approach to urban planning takes many forms in our relationships with our clients and within the firm. It is an important part of what makes us unique and allows us to grow both as individuals and as a firm.

M-Group strives to provide the highest levels of customer service and quality of planning services, delivering tailored solutions that fit the needs of our clients. We also maintain a commitment to continuous improvement and accountability. We understand the need to represent all interests of the community in the planning activities that we are involved with, and we achieve this by working seamlessly with city staff and the public in all the communities we serve.

M-Group's Services

M-Group's team of 34 planners has expertise and provides services in the areas of:

- Staffing Solutions
- Policy Planning
- Urban Design
- Sustainability Services

M-Group has crafted and implemented General Plans, Housing Elements, Zoning Codes, Design Guidelines, Urban Design plans, Area Plans and Precise Plans throughout the Bay Area that help communities achieve their goals.

M-Group also has experience conducting environmental review for projects, including categorically exempt projects, Initial Studies, Negative Declarations and Mitigated Negative Declarations and Environmental Impact Reports (EIR's). This includes completing CEQA documents for both private and public projects, ranging from in-fill housing projects to pedestrian bridges to Housing Elements. M-Group has also managed the Environmental Impact Report (EIR) process for several high-profile projects in the Bay Area. This combined experience has given M-Group planners the familiarity with all aspects of environmental review.

M-Group staff is also trained in graphic design. M-Group planners are able to deliver clear, usable graphics and maps to support and illustrate various aspects of planning.

Office Locations

Mountain View:	Petaluma:	Napa:	San Rafael:
579 Clyde Ave Suite 340 Mountain View, California 94043 650.938.1111	40 4th St Suite 264 Petaluma, California 94952 707.778.4301	1303 Jefferson St Suite 100B Napa, California 94558 707.259.1790	454 Las Gallinas Ave #205 San Rafael, California 94903 415.889.0580

Contact:

Geoff I. Bradley, AICP, Principal

650.938.1111

geoff@mplanninggroup.com

Current staff: 34 planners and 2 support staff

II. Karen Warner Associates, Subconsultant



Sub-Consultant – Karen Warner Associates, Inc.

882 N. Holliston Avenue, Pasadena, CA 91104, T: 626-791-5596

Principal

Karen Warner, AICP

kwarnerasoc@yahoo.com

626-791-5596

Firm Description and Services

Karen Warner Associates specializes in providing housing policy consulting services to municipal clients. Ms. Warner offers over 20 years of experience in preparing a wide range of housing studies including Housing Elements, Consolidated Plans, Inclusionary Housing Studies, Fair Housing Assessments Housing Market Studies and Needs Assessments.

She is a recognized leader in the field of Housing Elements, having worked with over 100 jurisdictions in crafting housing strategies to address their unique needs and circumstances, including programs to facilitate infill and mixed use development. Ms. Warner has developed a strong working relationship with the staff at the State Department of Housing and Community Development (HCD) and has an excellent track record in achieving HCD approval. She is very familiar with current legislative requirements that impact the Housing Element, and has successfully taken several elements through HCD's process.

During the last cycle, KWA completed and obtained HCD certification for 10 Housing Element Updates in Los Angeles County, 4 in Orange County, in addition to the 5 completed with M-Group in the Bay Area.

III. Whitlock & Weinberger Transportation, Inc. (W-Trans), Subconsultant



Sub-Consultant - Whitlock & Weinberger Transportation, Inc. (W-Trans)

490 Mendocino Ave Suite 201, Santa Rosa, CA 95401 (707)542-9500

Principal

Dalene J. Whitlock
dwhitlock@w-trans.com
(707)542-9500

Firm Description and Services

W-Trans provides traffic engineering and transportation planning services that emphasize mobility within available resources and help transform streets to serve all potential users. They are particularly skilled in retrofitting streets and roads to make walking, bicycling and transit use safer and more convenient while also appropriately managing vehicle traffic.

W-Trans' strength and focus are on balancing the technical needs and functionality of traffic with the desire of communities to create more livable streets and sustainable transportation systems

W-Trans staff have applied their skills to a variety of projects ranging from traffic operation analyses, traffic collision reduction programs, transportation facilities design including traffic signal and roundabout design to downtown revitalization, streetscape planning effort and complete street projects. They take a holistic approach to traffic engineering, realizing that solutions cannot be developed in a vacuum or strictly follow the standards of the past. Traffic analysis and design must be sensitive to the context of the surrounding land use and community goals to be successful.

IV. Project Staff and Experience

All of M-Group staff have the required Planning qualifications and real-world experience to develop plans that will complement and strengthen existing neighborhoods. Our exposure to working with various local jurisdictions has helped us to develop approaches that help each community and client achieve their unique objectives. We have earned a reputation for providing quality services to the communities we work with.

M-Group has partnered with Karen Warner Associates (KWA) and W-Trans for this project. M-Group and KWA have great experience working together on Housing Element Updates in the North Bay. In the last cycle, M-Group and KWA completed the Housing Element Updates of the City of Sausalito, Mill Valley, Belvedere and Campbell. We work seamlessly and complete each other on data gathering and community engagement. M-Group also has a strong relationship with W-Trans and our firms are dedicated to producing effective results through our collaborative efforts.

M-Group assigned the following staff to assist the City of Sonoma with preparation of the Housing and Circulation Element Updates:

- Geoff I. Bradley, AICP, Principal-in-Charge
- Heather Hines, Principal Planner, Project Manager
- Justin Shiu, Assistant Planner
- Blaze Syka, Assistant Planner



Geoff I. Bradley, AICP, Principal-in-Charge:

Geoff is an experienced planner recognized among Bay Area planners as a highly motivated and results-oriented professional. Geoff's focus is on building strong relationships with clients through a thorough understanding of their needs and constant open communication. Recently, Geoff oversaw the completion of the General Plan Update and Housing Element Update for the City of Belvedere. This was one of the first Housing Elements in Marin County to be certified by HCD. Geoff Bradley, while Senior Planner to the City of Campbell, was the project manager for a comprehensive update of the General Plan including an EIR and Housing Element Update in 2001. Geoff worked closely with the consultant team and was able to successfully manage the project and gain HCD certification.



Heather Hines, Principal Planner, Project Manager:

Heather Hines has more than ten years experience as a planning professional in Utah, Washington, and California. She is the Planning Manager in Petaluma and provides management oversight to M-Group's other North Bay contracts. Heather's planning portfolio includes both long range and current planning projects. She is a highly effective communicator and has worked extensively with neighborhood and community groups to help them navigate and participate in the planning process. Heather has also worked with a variety of boards and commissions in different communities to integrate the planning process, update regulations and guidelines, and increase public outreach.

Heather Hines will focus on community outreach for this project and may replace Geoff I. Bradley at some meetings, should he have a conflict in agenda.



Karen Warner, AICP, KWA Principal, Subconsultant:

Karen Warner is a recognized leader in the field of housing elements, having authored over 100 elements throughout the State. She has developed a strong working relationship with the staff at the State Department of Housing and Community Development (HCD) and has an excellent track record in achieving HCD approval. Ms. Warner has gone through several housing element cycles in the SCAG, SANDAG, Kern COG, and ABAG regions, and is currently working with the cities of Santa Monica, Beverly Hills and Huntington Beach, among others, using the State's new Streamlined Update Template. Ms. Warner served as a panel member on HCD's Housing Element Streamlining session at the 2013 California American Planning Association (CCAPA) annual conference.

W-Trans Staffing

Zack Matley would be the Project Manager for W-Trans, serving as the primary point of contact for the Circulation Element update and analysis, assisting the team with public outreach, and overseeing technical staff. Mark Spencer would direct the parking components of the project and would participate in parking-related outreach efforts. Dalene Whitlock would provide Principal oversight, solution input and quality control.



Zachary Matley, AICP, Project Manager

Mr. Matley focuses on projects that require a creative approach to solving circulation problems. Zack has over 15 years of experience working on projects throughout Northern California, managing many of W-Trans' larger projects, including Specific Plans and General Plans and their associated CEQA analyses. He often manages projects that have an emphasis on mixing various transportation modes, that reallocate roadway space to improve pedestrian and bicycle circulation while maintaining traffic flow, that involve the analysis and design of modern roundabouts, and that tackle the transportation and parking issues associated with mixed-use developments and downtown revitalization. Zack's background and experience bring together the planning and engineering disciplines, providing an understanding of transportation policies as well as the operational and design aspects of transportation facilities.



Mark Spencer, PE, Principal

Mr. Spencer joined W-Trans in 2011 and manages the Oakland office. In his 23 years of experience he has directed planning projects including Traffic and Pedestrian Impact Studies, EIRs, Parking Studies, General Plans, Regional Transportation Plans, Site Planning, Impact Fees, Circulation and Access Studies, School Safety Programs and Traffic Calming Plans. He has provided services to public agency and private sector clients, and is recognized for his ability to present findings to both decision-makers and the general public in a clear and concise manner. He has served as an officer of the San Francisco Bay Area Section of ITE, chaired the 2010 Western District Annual Meeting in San Francisco, and has presented papers at numerous conferences.



Dalene J. Whitlock, PE, PTOE, Principal

Ms. Whitlock has expertise in a broad range of areas including traffic operation, safety analysis and transportation facility design as well as the various facets of transportation planning. She gained substantial experience in traffic operation through public agency positions and by providing staff services, including for the City of Sonoma. Dalene is very detail-oriented and performs the quality control reviews on W-Trans products. She has served as an officer of the Western District of the Institute of Transportation Engineers (ITE), presiding over the record-breaking 2007 meeting in Portland, and has also assisted the State Board of Registration with the preparation of the California Traffic Engineering registration exam.

Please see Budget for time dedicated by each team member to the Project, and Section 6 for résumés of key staff members above.

SECTION 4



Budget

	M-Group					KWA		W-Trans							
	Geoff I. Bradley, AICP, Principal in Charge, Project Manager	Heather Hines, Project Manager	Assistant Planner	M-Group Hours	M-Group Subtotal	Karen Warner, Principal, KWA	KWA Subtotal	Dalene Whitlock, PE, PTOE, Principal in Charge, W-Trans	Mark Spencer, PE, Principal	Zack Matley, AICP, Project Manager	Smadar Boardman	Tech/Admin	W-Trans Hours	W-Trans Subtotal	
HOUSING ELEMENT UPDATE															
	\$165	\$135	\$80			\$165		\$210	\$190	\$150	\$100	\$80			
1.1	Coordination with City Staff	4	26		30	\$ 4,170	8	\$ 1,320							
1.2	Public Hearings (2 Planning Commission + 2 City Council)	16	16		32	\$ 4,800	10	\$ 1,650							
1.3	HCD Certification	4	10	16	30	\$ 3,290	18	\$ 2,970							
2.1	Current Housing Element Evaluation/Recommendations	2	8	8	18	\$ 2,050	8	\$ 1,320							
2.2	Document Review	2	4	10	16	\$ 1,670	8	\$ 1,320							
2.3	Housing Resource Inventory & Opportunities	0	4	10	14	\$ 1,340	8	\$ 1,320							
2.4	Housing Constraints	0	4	10	14	\$ 1,340	8	\$ 1,320							
2.5	Housing Goals, Policies & Implementation Plan	4	10	16	30	\$ 3,290	24	\$ 3,960							
2.6	Draft Housing Element	8	20	26	54	\$ 6,100	30	\$ 4,950							
2.7	Final Housing Element	4	14	24	42	\$ 4,470	12	\$ 1,980							
3.1	Public Participation (Min. 2 workshops)	4	10	10	24	\$ 2,810	10	\$ 1,650							
CIRCULATION ELEMENT UPDATE															
Task 1	Project Initiation	2	2	2		\$ 760			1	5	10	12	4	32	\$ 4,180
Task 2	Existing Conditions, Opportunities, and Constraints		2			\$ 270			6		34	51	26	117	\$ 13,540
Task 3	Determine Circulation Needs		2			\$ 270			6		60	58	15	139	\$ 17,260
Task 4	Draft Circulation Element		4	10	14	\$ 1,340			6		26	21	10	63	\$ 8,060
Task 5	Final Circulation Element and Adoption		2	2		\$ 430			3		19	14	11	47	\$ 5,760
Task 6	OPTIONAL: Parking Summary of Existing Conditions								2	18	3	44	16	83	\$ 9,970
Task 7	OPTIONAL: Parking Strategies Report								2	25	3	30	7	67	\$ 9,180
	Subtotal (Hours)	50	138	144	318		144		26	48	155	230	89	548	
	Subtotal (Cost)					\$ 38,400		\$ 23,760							\$ 67,950
	Printing and Mailing Costs					\$ 709									
	W-Trans Direct Cost (See W-Trans Direct Cost Breakdown)														\$ 9,100
	M-Group Management Fee (10% of KWA and W-Trans Costs)					\$ 10,081									
	Total Costs					\$ 49,190		\$ 23,760							\$ 77,050

Percentage by Firm 33% 16% 51%

TOTAL BUDGET: \$ 150,000

NOTES

1	M-Group reserves the right to re-allocate hours and include assistance from other planners within M-Group to complete the tasks, as necessary, but within the total budget.
2	No charge for driving time or mileage within the nine counties of the Bay Area.

W-Trans Direct Cost Breakdown	
Traffic Data Collection (intersections and segments)	\$ 5,622
SCTA Traffic Model Runs	\$ 800
Parking Surveys Data Collection	\$ 2,030
Travel Related Expenses and Equipment	\$ 648
Total	\$ 9,100

Total Budget Breakdown	
Housing Element Update	\$ 72,950
Circulation Element Update	\$ 55,870
Optional Downtown Parking Study	\$ 21,180
Total Project Cost	\$ 150,000
Total Project Cost excluding Downtown Parking Study	\$ 128,820

Task	SUMMARY OF MEETINGS INCLUDED (W-TRANS)					Total
	Phone	Staff	Workshop	Hearing		
1		1				1
2			1			1
3		1	1			2
4	1			1		2
5	1			1		2
6						0
7				1		1
	2	2	2	3		9

SECTION 5



Representative Examples

I. M-Group Housing Element and Circulation Element Updates Project Descriptions

In the most recent 2009-2014 Housing Element cycle, M-Group worked throughout the Bay Area, engaged in twelve Housing Elements. This planning effort encompassed about 15,000 housing units. We are familiar with housing development issues in a variety of different communities. The firm has extensive experience conducting all types of public outreach activities including focus groups, community meetings, steering committees, website design and maintenance, press releases and noticing, workshops and design charrettes. We have also completed Initial Studies and Mitigated Negative Declarations for several cities in the Bay Area, including Mitigated Negative Declarations for updates of Housing Elements.

M-Group has also preciously collaborated with Hexagon Traffic Engineers in the development of the Town of Altos Hills' Circulation Element Update. This effort, which is in its final stages, engaged the community and achieved a vision for future circulation designs within the Town. Los Altos Hills' unique and rural character was a driving force in the vision and the Complete Streets aspect of the Circulation Element Update emphasized the incorporation of features, tailored to the Town.

W-Trans' extensive experience in traffic engineering and planning is evidenced by their project portfolio, having completed progressive and innovative projects throughout Northern California. The firm is effectively grounded in the technical engineering aspects while maintaining a grasp on community context and vision.

Our team strives to be forward thinking, utilize what works, and create sustainable cities. At the end of the process we want a "living document" that citizens can identify with and understand, and which proves useful in the day-to-day operations of the City. We work with staff, decision makers, and the community to engage in a collaborative planning effort throughout the policy planning process.

1. SONOMA HOUSING ELEMENT (2009-2014)

M-Group and KWA was engaged by the City of Sonoma to provide an update of the existing Housing Element. Additionally, M-Group incorporated sustainability features into the plan, and conducting a thorough review of the affordable housing administrative procedures, upon the request of the City. Sonoma's population is roughly 10,600. Sonoma is planning for a total of 353 units over the life of the planning period. The plan was adopted by the City Council on July 7, 2010 after a successful community outreach effort.



Key Personnel:

Geoff I. Bradley, AICP, Principal
Karen Warner, KWA Principal

Client Contact:

David Goodison
Director of Planning
707.938.3681

- Adopted
- HCD Certified

2. COTATI GENERAL PLAN UPDATE

As part of a multi-disciplinary team, W-Trans is currently working on the City of Cotati's General Plan update. To date, W-Trans has completed an extensive analysis of base conditions, authored the Draft Circulation Element including updated circulation policies, assisted with local outreach, and conducted evaluations of several land use and circulation alternatives. The update has a strong multimodal circulation emphasis that both reflects the community's character and meets State of California requirements for Complete Streets to be addressed in General Plan updates. Key constraints facing Cotati's circulation network include heavy regional traffic demand on City streets, challenges in preserving rural roadway character desired by citizens of select neighborhoods, and a lack of pedestrian/bicycle connectivity between the eastern and western portions of the City. The General Plan and EIR are anticipated to be complete by Spring 2014.

Client Contact:

Vicki Parker
Community Development Director
(707) 665-3637
vparker@ci.cotati.ca.us

II. M-Group Housing Elements and Client Contacts

Client Contacts		M-Group's work
1	Jeremy Graves, AICP Community Development Director City of Sausalito 420 Litho Street, Sausalito, CA 94965 415.289.4133	Housing Element Update KWA Subconsultant
2	Mike Moore Planning and Building Director City of Mill Valley 26 Corte Madera Ave, Mill Valley, CA 94941 415.388.4033	Housing Element Update KWA Subconsultant
3	George Rodericks (Former City Manager City of Belvedere) City of Atherton City Manager 91 Ashfield Drive Atherton, CA 94027 650.752.0504	Housing Element and General Plan Update: City of Belvedere
4	Paul Kermoyan, AICP Community Development Director City of Campbell 70 N. First Street, Campbell, CA 95008 408.866.2141	Housing Element Update
5	William Meeker Community Development Director City of Burlingame 501 Primrose Road, Burlingame, CA 94010 650.558.7250	Downtown Specific Plan and Housing Element Update

III. KWA Housing Element Client Contacts

Client Contacts		M-Group's work
1	David Crabtree, AICP City Planner City of Brea 714.990.7674	Housing Element Update
2	Tom Barlett City Planner City of Calabasas 818.878.4225	Housing Element Update
3	Maribel Leyland Housing Manager City of Burbank 818.238.5180	Housing Element Update

IV. W-Trans Client Contacts

Client Contacts		M-Group's work
1	Vicki Parker Community Development Director City of Cotati 707.665.3637 vparker@ci.cotati.ca.us	General Plan Update
2	Ken MacNab Former Planning Manager City of Santa Rosa 707.257.9530 kmacnab@cityofnapa.org	Circulation and Parking Components of Downtown Specific Plan
3	Erik Nolthenius Planning Manager City of Brentwood 925.516.5405 enolthenius@brentwoodca.gov	General Plan Update
4	James Ortbal Deputy Director of Transportation 408.535.3850 Jim.ortbal@sanjoseca.gov	Parking Guidance System
5	Tom O'Kane Public Works Deputy Director County of Sonoma 707.565.2231 tokane@sonoma-county.org	Roundabout Design

SECTION 6



Staff Resumes

M-Group

- Geoff Bradley, AICP, Principal-in-Charge
- Heather Hines, Project Manager
- Justin Shiu, Assistant Planner
- Blaze Syka, Assistant Planner

KWA

- Karen Warner, AICP, Principal

W-Trans

- Dalene Whitlock, PE, PTOE, Principal in Charge
- Mark Spencer, PE, Principal
- Zack Matley, AICP, Project Manager
- Smadar Boardman



Geoff I. Bradley, AICP

Principal

Experience

M-Group

Principal

2006 to Present

KB Home South Bay

Forward Planning Manager

2005-2006

City of Campbell

Senior Planner

2000-2005

City of Campbell

Redevelopment Coordinator

1997-2000

City of Sunnyvale

Assistant & Associate Planner

1995-1997

RRM Design Group

Assistant & Associate Planner

1989 -1995

Morris Skenderian & Associates

Architectural Draftsman

1985 – 1989

Education

Master of Science in Architecture

California Polytechnic State

University, San Luis Obispo

Bachelor of Science in City &

Regional Planning

California Polytechnic State

University, San Luis Obispo

Landscape Architecture &

Urban Studies

University of Sheffield, U.K.

Geoff has over 20 years of professional public and private experience working for architecture, planning, development firms and public agencies. Prior to the formation of M-Group, this included 10 years of public sector experience with Bay Area planning and redevelopment agencies and 10 years of private sector experience. Geoff has worked with numerous jurisdictions throughout the Bay Area. His work includes downtown revitalization, major commercial, mixed-use, transit oriented projects, as well as updates of General Plans, Housing Elements and Zoning Codes.

Geoff is a results-oriented planning professional with a strong design background in architecture, urban design and landscape architecture. He is highly motivated to work to improve our natural and man-made places with an ability to combine innovative ideas with pragmatic solutions.

Areas of Expertise

Visioning/General Plan and Zoning Code Updates

Ordinance Preparation/Planning Department Management

Development Review/Design Review

Site Planning & Urban Design/Design Guidelines

Entitlements for Complex Projects

Policy Planning

Geoff managed or was Principal-in-Charge for the following long-range planning projects:

General Plan Updates

Foster City General Plan 2010 Land Use and Circulation Element Update

Belvedere General Plan 2030

Campbell General Plan 2020 - comprehensive General Plan Update, including EIR and Housing Element for 1999-2006 planning period (while Senior Planner for the City of Campbell).

Visioning

City of Daly City, Envision Daly City 2030: A Framework for the Future

Housing Elements; 2009 – 2014 Planning Period

City of Belvedere

City of Campbell

Town of Los Altos Hills

City of Mill Valley

City of Sausalito

City of Sonoma

Residential Design Guidelines

City of Redwood City

City of Monte Sereno

City of Santa Clara

City of Saratoga



Memberships

American Planning Association

American Institute of Certified Planners

San Francisco Planning & Urban Research

Silicon Valley Bicycle Coalition

Californians for Electoral Reform

Awards

San Jose Mercury News
Design a monument to Silicon Valley - Grand Prize Winner

Shop Sunnyvale
Logo Design Contest

Pratt Institute
National Talent Search Winner

Activities

Northern California APA
Membership Co-Director

ULI UrbanPlan Volunteer

Sunday Friends Volunteer

2010 City of Vallejo Speaker Series
Reinventing City Government
Panel Member

2012 Planners Institute
Doing More with Less - Success Stories
Panel Member

Zoning Ordinance Updates

City of Campbell (while Senior Planner for the City of Campbell)
City of Coalinga

Specific and Precise Plans

City of Burlingame, Downtown Specific Plan

Development Review

City of Petaluma; July 2009 – July 2012

Serve as Planning Manager and provide complete staffing for Planning Division under multi-year contract. Numerous projects including 95-room hotel adaptive reuse in a historic building, East Washington Place shopping center (378,000 s.f.), Deer Creek Village shopping center (315,000 s.f.), historic downtown development, numerous mixed-use projects and hillside residential subdivisions. Zoning ordinance updates and coordination for special projects and advance planning efforts. EIR process management.

City Ventures Project; 2011 – 2012 - Morgan Hill, California

Project planner for fast-tracked development processing for a 42-unit infill project near Downtown Morgan Hill.

Netflix Project; 2011 - Los Gatos, California

Project planner for the Albright Project; a high-profile project for a new 550,000 square foot corporate campus in Los Gatos.

Murphy Ranch Project; 2007 - Milpitas, California

Project Planner for 400-unit apartment and townhouse project involving a controversial General Plan Amendment and Rezoning request.

City of Mountain View, Various Projects; 2006 – 2007

Transit-oriented residential projects, Home Depot project at San Antonio Center, El Camino Real redevelopment opportunities.

Water Tower Plaza – Park Town Place; 2003 – 2005 - Campbell, California

Project coordination and processing for award winning 24-unit transit-oriented development in Downtown Campbell.

Kohl's Shopping Center; 2004 - Campbell, California

Project coordination and processing for controversial 175,000 s.f. shopping center at Hamilton and Highway 17.

Downtown Master Developer Site; 2000 – 2002 - Campbell, California

Project Manager for multi-parcel redevelopment mixed-use project involving major design negotiations with architect and developer.

Downtown Campbell; 1997 – 2000 - Campbell, California

Redevelopment Coordinator responsible for all aspects of Downtown Revitalization including Farmers' Market, Storefront Improvement Program, Street Furniture Project, new 300 space Parking Garage and business recruitment and retention.

Creekside Marriott; 2000 – 2001 - Campbell, California

Manage planning process for highly controversial four-story hotel adjacent to Los Gatos Creek at Campbell Avenue.



Entitlements

City of Sunnyvale - Trinity Church Project

Rezone and Use Permit for time sensitive church relocation requiring full range of services to overcome city resistance and political challenges.

City of San Jose – Lowe’s Shopping Center

Worked closely with developer team and city staff to expedite new Lowe’s anchored shopping center. Overcame highway right-of-way and creek issues to facilitate expedited processing and construction schedules.

City of Campbell – Merrill Gardens Senior Housing & Retail Project

Facilitated staff understanding of mixed-use project and how it was consistent with City General Plan and Zoning requirements. Interfaced with neighbors to address concerns that led to project approval.



Heather Hines

Principal Planner

Experience

M-Group

Principal Planner
Senior Planner
2010 to present

City of Santa Rosa

City Planner
2006-2010

City of Sausalito

Contract Planner
2004-2006

University of Washington

Dept of Urban Design & Planning
HUD Fellow
1998-2000

City of Logan, Utah

Associate Planner
Assistant Planner
1996-1998

Education

Master of Urban Planning
Certificate in
Preservation Planning and Design
University of Washington, Seattle,
WA

Bachelor of Arts
Environmental Studies & Planning
Sonoma State University
Rohnert Park, CA

Fellow
Leadership Institute
for Ecology and the Economy
Santa Rosa, CA

Green Building Certificate
Sonoma State University
Rohnert Park, CA

Heather Hines has a background in urban planning and historic preservation and has more than ten years experience as a planning professional in Utah, Washington, and California. Heather joined M-Group in 2010, bringing her historic preservation expertise to M-Group’s broad range of planning specialties. She works as the Planning Manager in Petaluma and provides management oversight to M-Group’s other North Bay contracts.

Heather’s planning portfolio includes both long range and current planning projects. She is a highly effective communicator and has worked extensively with neighborhood and community groups to help them navigate and participate in the planning process. Heather has also worked with a variety of boards and commissions in different communities to integrate the planning process, update regulations and guidelines, and increase public outreach.

Areas of Special Expertise

- Historic Preservation
- Board and Commission Oversight and Training
- Ordinance Preparation
- Planning Department Management
- Development Review
- Design Review
- Site Planning & Urban Design

Planning Department Management

Petaluma, California

Heather is actively involved in all aspects of current planning, including development review, environmental review, historic preservation, building review and inspection, and code compliance. Additionally, Heather manages Petaluma’s Planning Department to ensure excellent customer service, interdepartmental coordination and collaboration, efficient and timely processing of applications, and department organization. Heather is the staff liaison to Petaluma’s Planning Commission, Historic and Cultural Preservation Committee, and Public Art Committee and works closely with the city’s senior management team. She also oversees environmental studies and document preparation subsequent to CEQA. She has managed the development process of a variety of projects, from single family projects to two retail shopping centers.

Policy Planning

Downtown Station Area Plan Consistency Amendments - Santa Rosa, California

Worked with City staff on zoning code amendments to implement Santa Rosa’s Downtown Station Area Specific Plan. Amendments included creation of a new zoning district within Santa Rosa’s historic downtown and location of the future commuter rail station and updates to the City’s existing “-H” historic combining district to include district specific guidelines, setback flexibility, and building height limitations.



Memberships

Past Chair
Sonoma County Landmarks
Commission
American Planning Association
National Trust for Historic
Preservation
California Preservation Foundation

Awards

1999 – Summer Architecture Studio
Civita di Bagnoregio
University of Washington

1998-2000 – HUD Fellow
University of Washington

1996 – NTHP Barn Again
Preservation Workshop
Park City, Utah

Photo Inventory, Ballard Historic District - Seattle, Washington

Photo inventory of Seattle's Ballard Avenue Historic District for the City's Department of Neighborhoods.

Conservation District White Paper - Seattle, Washington

Researched and participated in exploring conservation districts as a tool for historic preservation both as a general concept and specific application to the City of Seattle.

Station Area Public Outreach - Seattle, Washington

Organized and facilitated public outreach meetings in various Seattle neighborhoods as part of the City's initial station area planning process.

Neighborhood Planning Process - Seattle, Washington

Reviewed neighborhood plans created by Seattle's 38 designated neighborhoods as part of the larger neighborhood planning process and associated with Planning Commission review.

Historic District Design Guidelines - Logan, Utah

Developed Historic District Design Standards for the City of Logan's Center Street National Historic District.

Façade Rehabilitation Program - Logan, Utah

Developed and implemented a façade rehabilitation matching grant program for properties within Logan's Center Street National Historic District.

Housing Update - Logan, Utah

Prepared and developed the City of Logan's housing update in response to state mandated reporting requirements.

Development Review

City of Petaluma; 2010 – Present

Overseeing Planning Division. Numerous projects including downtown infill development, residential subdivisions, and historic rehabilitation.

Fox Hollow - Santa Rosa, CA

Project Planner for 172 unit residential subdivision with creek frontage and wetland/special species mitigation.

Lola's Plaza - Santa Rosa, CA

Shopping center redevelopment within boundaries of the Downtown Station Area Specific Plan.

DeTurk Roundbarn - Santa Rosa, CA

Rehabilitation and adaptive reuse of historic roundbarn located in City core and designated a local, state, and national landmark.

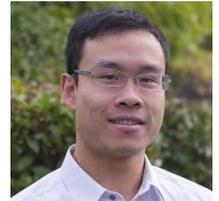
City of Sausalito; 2004-2006

Projects like large single family homes on hillside lots, cellular antennae installations, and commercial expansion along Richardson Bay.



Justin Shiu

Assistant Planner



Experience

M-Group
Assistant Planner
2013 to Present

City of Lafayette
Transportation Planning Intern/
Planning Intern
2012-2013

City of Pittsburg
Shuttle Program Researcher/ Public
Works Intern
2011-2012

**City of Pittsburg/Pittsburg Art and
Community Foundation**
Intern
2010

**University of California
Transportation Center**
Research Associate
2009

Education

Master of City and Regional
Planning/ Master of Science in
Engineering (Transportation
Planning)
California Polytechnic State
University, San Luis Obispo

Bachelor of Arts in Urban Studies
University of California, Berkeley

Justin has experience in areas of current and long-range planning. Justin has contributed to current planning in areas of design review and permit processing. His experience in long-range planning has ranged from municipal code amendments to general plan update projects. Justin brings together his technical knowledge with his analytical skills to create comprehensive projects that support local planning.

Areas of Special Expertise

Development and Design Review
Permit Processing
Policy Planning
General Plan Updates

Current Planning

Lafayette, California

Served as the project planner for permit and design review applications. Produced findings for the approval or denial of sign permits, tree permits, variance applications, and design review applications. Guided project applicants through the application review process and responded to public inquiries about ongoing projects.

Long-Range Planning

Lafayette, California

Coordinated with city staff on a variety of long-range projects including a municipal code amendment for a downtown demolition ordinance, GIS mapping of parcels appropriate for specific development types, and a planning database update.

Developed a traffic collision database and accident mapping program for the transportation planning division. The project continues to serve as a tool to evaluate traffic safety concerns for planning and engineering projects.

Pittsburg, California

Prepared a circulator shuttle implementation plan that projected shuttle usage, examined operational costs, and proposed alternative route planning options. The plan explored the benefits and costs of a new shuttle service for the city and for residents.

Newark, California

Collaborated with planners in the preparation of a land use inventory, a community background report, a policy document, and public meetings in a general plan update project. Land use and circulation proposals based on various growth scenarios were presented at public meetings, and then key concepts were refined into a preferred direction of growth for the general plan.



Blaze Syka

Assistant Planner



Experience

M-Group
Assistant Planner
2013 to Present

DL English Design Studio
Fabrication Assistant
2013

**California Polytechnic State
University**
Student Planner
2010-2012

City of Del Mar
Planning Intern
2010

Blaze is a skilled and knowledgeable planner with experience in community and urban design. Blaze has worked on projects ranging from specific plans and design guidelines to project review. He is especially skilled in providing clear and legible graphics and layouts that effectively convey planning concepts to wide audiences. Blaze has had experience facilitating community discussion and help generate ideas and input from members and stakeholders. Blaze is a creative problem-solver and a highly adaptable planner who is passionate about effective urban design and fostering healthy and sustainable environments.

Areas of Expertise

Policy Planning
Long-Range Planning
Project Review
Planning Graphics
Project Management
Community Outreach

Education

BS City and Regional Planning
California Polytechnic State
University
San Luis Obispo, CA

**Spanish Culture and Language
Study Abroad**
Barcelona and Sevilla, Spain
Southwestern College

Memberships

American Planning Association
(APA) California Northern

San Francisco Planning + Urban
Research Association (SPUR)

Policy Planning

Coalinga Zoning Ordinance Update, Coalinga, CA

Provided illustrations, research, and ordinance writing support to senior planning staff. Produced graphics illustrating ordinances relating to commercial and residential design standards and signage. Described overlay zones within the code and developed accompanying maps to provide visual reference of these zones and their context to the rest of the City. Presented and described the overlay zones and maps at an administrative draft review meeting with city staff, City Council, and the Planning Commission.

Single Family Residential Design Guidelines, Santa Clara, CA

Managed the graphic and layout aspects of the project which required thorough review and interpretation of new and existing guiding policies. Collaborated with city staff to develop layouts and direct the guidelines. Developed legible and effective CAD renderings to demonstrate site planning, privacy and massing principles in the guidelines.

Downtown Village Specific Plan, City of Del Mar, CA

Prepared maps and renderings reflecting FAR and massing alterations for the Downtown Village Specific Plan. Produced comprehensive parking and walkability analysis to determine faults in the City's current streetscape. Collaborated with City staff in creating alternative streetscape designs and illustrated the products with cross-section and perspective renderings. Conducted a shadow impact study, producing images and a report which summarized shading conditions between existing and proposed building height limits.

Current Planning

Tenant Improvement Review, Petaluma, CA

Supported Building Department processes in communicating with applicants and coordinating development review for tenant improvement projects at the East Washington Place development. Guided applicants through application process and provided support to less experienced applicants in their plan submittals. Drafted approval memos to the Building Department to recommend project approvals based on reviews of outdoor spaces, façade and window treatment, and HVAC equipment.

Project Review, Woodside, CA

Analyzed site and design plans of fence and gate projects on properties. Conducted site visits and documented existing conditions of project sites. Referenced the Town's Municipal Code and Design Guidelines to Draft Staff reports to summarize projects and provide recommendations prior to Architectural and Site Review Board (ASRB) hearings.

Historical Preservation

Oakhill-Brewster Historical Resource Survey, Petaluma, CA

Conducted field studies of homes a designated historical district. Updated and digitalized records of homes with maps, photographs and thorough descriptions of conditions, property owners and alterations.



KAREN WARNER ASSOCIATES

Housing Policy Consultants

STATEMENT OF QUALIFICATIONS

KAREN A. WARNER, AICP

Karen Warner is a consultant with 20 years of experience in providing housing policy services to municipal clients. Karen Warner Associates (KWA) offers the following range of housing services, along with GIS mapping and graphics capability:

Housing Plan Preparation	Special Housing Studies	Public Outreach
Housing Elements	Inclusionary Zoning Studies	Community Workshops
Housing Needs Assessments	Density Bonus Ordinances	Facilitation of Stakeholder Groups
Consolidated Plans	Condo Conversion Studies	Consensus Building
Redevelopment Implementation Plans	Housing Program Design	
Fair Housing Assessments	Affordable Housing Review	

HOUSING POLICY SERVICES AND EXPERIENCE

Housing Elements

Ms. Warner is a recognized leader in the field of **housing elements**, having authored nearly 100 elements throughout the State. She has developed a strong working relationship with the staff at the State Department of Housing and Community Development (HCD) and has an excellent track record in achieving HCD approval. Ms. Warner has gone through several housing element cycles in the SCAG, SANDAG, Kern COG, and ABAG regions, and is currently working with several jurisdictions in the SCAG region to meet the June 2008 update deadline. Many housing element programs have involved extensive community participation and consensus building among divergent stakeholders to establish the community’s long- range vision for housing, while fulfilling the parameters of State housing element law. Some of Ms. Warner’s *housing element clients include the cities of Burbank, Campbell, Huntington Beach, Kern County, Pasadena, San Buenaventura, Santa Cruz and Santa Clara County, all of which received HCD approval.*

Housing Strategies

In addition to her work on housing elements, Ms. Warner is also involved in assisting redevelopment agencies in developing **housing strategies** for expenditure of low and moderate income housing funds. She is well versed in redevelopment housing law post AB 637, and in the linkages between Agency housing expenditures and the City’s housing element. *She recently completed work for the City of Long Beach to develop Action Plans for three targeted neighborhoods for allocation of \$40 million in local housing funds.*

Nexus Studies

Ms. Warner has also prepared several **nexus studies** in support of inclusionary zoning and commercial impact fee ordinances. *She worked with the City of Burbank in development of its first inclusionary housing ordinance and assisted the cities of Agoura Hills and Calabasas in conducting fee studies in support of establishing an inclusionary housing in-lieu.*

FEDERALLY MANDATED HOUSING PLANS

Ms. Warner has overseen the preparation of numerous **federally mandated housing plans**, including over 25 HUD Consolidated Plans and Fair Housing Assessments. Many of these plans have involved extensive community participation and consensus building among divergent stakeholders to establish a long- range vision for expenditure of public funds. *She recently assisted the cities of Long Beach and Huntington Park in preparing their 2005-2010 Consolidated Plans, and currently administers the CDBG and HOME Program for Huntington Park.*

PRIOR PROFESSIONAL EXPERIENCE

Prior to forming KWA, Ms. Warner worked as a planner in both the public and private sectors. Private sector experience over the past 20 years included serving as Director of Housing Programs for Cotton/Bridges/Associates, and as General Plan project manager for Envicom Corporation. Public sector experience included current planning work for the City of Paramount and County of Santa Barbara. As a research assistant for the Department of Housing and Urban Development in Washington D.C., Ms. Warner produced a guidebook for local jurisdictions to facilitate mixed-use development.

Ms. Warner has served as a conference speaker on housing issues for CRA, APA, NAHRO, HUD, and the League of California Cities.

EDUCATION

Master in Urban Planning, UCLA

B.A. in Environmental Studies/Business Economics, UC Santa Barbara

UCLA Continuing Education – courses in public speaking and community facilitation

REPRESENTATIVE PROJECTS

Housing Elements

City of Brea
City of Huntington Beach
City of Irvine
City of Orange
City of Oxnard
City of Riverside
City of Santa Clarita
City of Santa Monica
City of Santa Paula
City of San Buenaventura
City of Sierra Madre
City of Walnut
City of West Hollywood
City of Yorba Linda

Consolidated Plans

City of Bakersfield
City of Burbank
City of Long Beach
County of Los Angeles
County of Ventura

Other Housing Projects

Burbank Inclusionary Housing Ordinance
Calabasas Housing Trust Fund Strategy
Calabasas In-Lieu & Commercial Impact Fee Update
Huntington Park CDBG and HOME Administration
Long Beach Housing Action Plan
MERCY Affordable Housing Development Assistance
Pasadena Housing Agenda for Action
Thousand Oaks Affordable Housing Site Assessment

Dalene J. Whitlock, PE, PTOE

Principal



Education

BS in Civil Engineering, *San Diego State University, 1981*

BA in Physical Science, *Westmont College, Santa Barbara, 1981*

Affiliations/Activities

Institute of Transportation Engineers (ITE), *Fellow, Western District President 2006-2007, International Director 2010-2012*

ITE North Bay Transportation Forum, *Past Chairman*

Women's Transportation Seminar, *Member*

American Society of Civil Engineers (ASCE), *Member*

Traffic Engineer Registration Testing, *Test Preparation Participant*

Registration

Professional Engineer in California:
Civil Engineer – *Certificate No. 38942*
Traffic Engineer – *Certificate No. 1552*
Professional Traffic Operations
Engineer – *Certificate No. 343*

Professional History

1995 – Present W-Trans
(Principal/Owner)
1992 – 1994 TJKM Transportation
Consultants
1987 – 1992 City of Santa Rosa
1986 – 1987 County of Marin
1981 – 1986 Bechtel Power
Corporation,
San Francisco

Background

Ms. Whitlock has expertise in a broad range of areas including traffic operation, safety analysis and transportation facility design as well as the various facets of transportation planning. She gained substantial experience in traffic operation through public agency positions and by providing staff services. Dalene is very detail-oriented, so she performs the quality control reviews on W-Trans products. She has served as an officer of the Western District of the Institute of Transportation Engineers (ITE), presiding over the 2007 meeting in Portland and recently completed a three-year term on the International Board of Direction.

Representative Projects

Project Management

- *East Bay Municipal Utility District (EBMUD) – West of Hills Northern Pipeline Installation Project*
- *Bay Area Rapid Transit (BART) – Traffic Control Plans*

Traffic Safety

- *Rohnert Park – Snyder Lane Pedestrian Safety Study*
- *Petaluma – Protected-Permitted Left-turn Phasing Evaluation and Design*

Bicycles and Pedestrians

- *Marin County – Signal Modifications for Bicycle Detection*
- *Windsor – Public Bicycle Guide Map*

Traffic Operation

- *Mill Valley – Engineering and Traffic Surveys*
- *Marin County – San Domenico Expansion Traffic Impact Study*

Traffic Engineering Design

- *Rohnert Park – Rohnert Park Expressway/Rancho Verde Circle Signal Design*
- *American Canyon – Devlin Road and Napa Junction Road Extension Conceptual Layout*

Municipal Staff Services

- *Windsor – Traffic Impact Fee Update*
- *Novato – On-call Traffic Engineering Services*

Complete Streets

- *Lake County – Highway 20 Traffic Calming and Beautification Plan*
- *San Rafael – Point San Pedro Road Median Landscaping Design*

Traffic Impacts

- *Calistoga – Enchanted Resorts EIR*
- *Windsor – Windsor Unified School District EIR*

Expert Witness

- *Santa Rosa – Rowe vs. City of Santa Rosa*
- *Fresno – Garvey vs. City of Fresno*

Parking

- *Marin County – Wellness Campus Traffic and Parking Study*
- *Santa Rosa – Coddington Target Initial Study*

Mark E. Spencer, PE

Principal



Education

MS in Civil Engineering, *University of California, Berkeley, 1989*
B. Eng. in Civil, *McGill University, Montreal, Canada, 1988*

Affiliations/Activities

Institute of Transportation Engineers (ITE), *Bay Area Section President, 2003-2004*
Chair, ITE Western District Annual Meeting, San Francisco, 2010
Transportation Consultants Council Executive Board, *Member*
South Bay Transportation Officials Association, *President, 2000*

Registration

Professional Engineer in California:
Traffic Engineer – *Certificate No. 1737*

Professional History

2011 – Present W-Trans
1990 – 2011 DKS (Principal)

Background

Mr. Spencer manages the W-Trans office in Oakland, California, where he is responsible for directing planning projects of all types. Mr. Spencer is recognized for his ability to present findings to both decision-makers and the general public in a clear and concise manner. He has served as a San Francisco Bay Area ITE Officer and chaired the 2010 Western District Local Arrangements Committee.

Publications and Presentations

ADA Design vs. Practicality: Training Engineers to Go Beyond the Manuals, with L. Lim-Tsao, presented at the ITE Western District Annual Meeting, Anchorage, AK, July 2011
Implementation of San Jose's Parking Guidance System, with J. West, presented at the TRB Annual Meeting, Washington, DC, January 2004 and published in *Transportation Research Record*, Journal of the Transportation Research Board, No. 1886, 2004
Merging ITS Into the Santa Clara County Transportation Plan 2020, with C. Emoto, presented at the ITE Annual Meeting, Las Vegas, NV, August 1999
Spartan Stadium Parking and Transportation Plan, with D. Dagang and J. Harrison, presented at the ITE District 6 Annual Meeting, San Jose, CA, July 1998

Representative Projects

CEQA EIR/NEPA EIS

- BART – Segment 2 Seismic Retrofit Program EIR/EIS
- EBMUD – West of Hills Northern Pipeline Installation Project
- Fremont – Ohlone College Master Facilities Plan EIR
- Menlo Park – SRI Campus, Facebook Campus EIR
- Oakland – Creekside EIR

Transportation Planning

- BART – Traffic Control Plans for San Francisco Street Grate Replacement
- Belmont – Ralston Avenue Complete Streets Corridor Study
- Fremont – State Route 84 Truck Restriction Study
- Hercules, San Bruno, Fremont and Pacifica – General Plan Circulation Element Updates
- Santa Clara County – Silicon Valley Main Street Best Practices Study
- Walnut Creek – Shadelands Gateway Specific Plan

Parking Studies

- Morgan Hill – Downtown Parking Management Plan
- San Jose – Parking Guidance System
- Santa Clara – Santa Clara University Parking Study
- VTA – El Camino BRT Parking Analysis

School Traffic and Parking Studies

- Atherton – Sacred Heart Schools Master Plan Transportation Analysis
- Menlo Park – Oak Knoll and Encinal School Safe Routes to School Plans
- Oakland – Bentley School TDM Monitoring
- San Jose – Franklin Elementary School Access Improvements

Traffic Impact Studies

- Alameda – Fire Station No. 3 Relocation Study
- Oakland – Civic and Contrada Traffic Impact Studies
- San Francisco – SF Jazz Facility, City College of SF, SFO Master Plan Traffic Studies
- San Jose – Goble Lane Residential, Tully Road Ball Fields, and SJIA Master Plan EIR/EIS Traffic Studies
- South San Francisco – Centennial Village Transit Oriented Development

On-Call Traffic Engineering Services

- Albany – Development and design review
- El Cerrito – Engineering and Traffic Surveys
- Menlo Park – Development project and policy consistency analysis, mitigation plan review
- Pleasanton – Traffic impact studies of mixed-use developments
- San Bruno – Traffic signal and stop sign warrants, traffic calming toolkit, parking analysis



Education

BS in Environmental Policy Analysis and Planning, *University of California, Davis*, 1995

MS in City and Regional Planning, *California Polytechnic State University*, 1998

MS in Engineering (Transportation Planning), *California Polytechnic State University*, 1998

Affiliations/Activities

American Planning Association (APA), *Member*

Institute of Transportation Engineers (ITE), *Member*

Certification

American Institute of Certified Planners (AICP) – *Certificate No. 16651*

Professional History

1998 – Present W-Trans

1995 – 1996 FPE Engineering & Planning, *Reno, NV*

Background

Mr. Matley focuses on projects that require a creative approach to solving circulation problems. He often manages projects that have an emphasis on mixing various transportation modes, that reallocate roadway space to improve pedestrian and bicycle circulation while maintaining traffic flow, that involve the analysis and design of modern roundabouts, and that tackle the transportation and parking issues associated with mixed-use developments and downtown revitalization. Zack's background and experience bring together the planning and engineering disciplines, providing an understanding of transportation policies as well as the operational and design aspects of transportation facilities.

Representative Projects

Complete Streets

- *Contra Costa County* – Improvement Plans for Danville Boulevard
- *Cotati* – General Plan Update
- *Rio Rancho, NM* – City Center and University of New Mexico Master Plans
- *Santa Rosa* – North South Santa Rosa Station Area Plan
- *Santa Rosa* – Santa Rosa Avenue Streetscape Project

Traffic Impacts

- *Novato* – Housing Element Update EIR
- *Petaluma* – Riverfront Development Traffic Impact Study
- *Rio Rancho, NM* – City Center Regional Access Study
- *Rohnert Park* – Northwest Specific Plan and EIR

Bicycles and Pedestrians

- *Metropolitan Transportation Commission (MTC)* – Pedestrian District Typologies
- *Scotts Valley* – Town Center Specific Plan
- *Sonoma Marin Area Rail Transit* – Preliminary SMART Station Designs
- *Windsor* – Station Area Specific Plan

Roundabouts

- *Atascadero* – Del Rio Road Interchange Preliminary Roundabout Design
- *Berkeley* – Interstate 80/Gilman Street Interchange Roundabout Study
- *Calistoga* – Lincoln Avenue (SR 29)/Silverado Trail Roundabout
- *Chico* – East 20th Street Roundabout Corridor Study
- *Chico* – First Street/Second Street/Camelia Way Roundabout Design
- *Grass Valley* – East Main Street/Idaho-Maryland Road Roundabout Design
- *Paso Robles* – Union Road/Golden Hill Road Roundabout Feasibility Study
- *Paso Robles* – Union Road/SR 46 PSR (PDS) Roundabout Concept Design and Evaluation
- *Petaluma* – Petaluma Boulevard South/Southern Crossing Roundabout Evaluation
- *Sonoma County* – Arnold Drive/Agua Caliente Road Roundabout Design
- *Windsor* – Old Redwood Highway Roundabout Designs at Windsor River Road and Market Street
- *Windsor* – Windsor Road/Windsor River Road Preliminary Roundabout Design

Traffic Operation

- *Novato* – San Marin Interchange Capacity Analysis and Improvements Study
- *Paradise* – Skyway Corridor Study
- *Rohnert Park* – Rohnert Park Expressway Striping and Operational Evaluation
- *Santa Rosa* – Courthouse Square Reunification Operational Analysis
- *Santa Rosa* – Northwest Santa Rosa Circulation Study

Parking

- *Santa Rosa* – Downtown Station Area Specific Plan
- *Sonoma County* – Human Services/Family Services Departments Parking Analysis
- *Windsor* – Station Area Specific Plan

Smadar Boardman, EIT

Assistant Engineer



Education

BS in Civil Engineering, *California Polytechnic State University, San Luis Obispo, 2011*

Professional History

2013 – Present W-Trans
2011 – 2012 Crain & Associates
2009 Linscott, Law & Greenspan (Intern)
2008 Fehr & Peers (Intern)

Background

Ms. Boardman joined the W-Trans staff in the Santa Rosa office in January of this year. She previously worked in Los Angeles as a transportation planner, specializing in traffic impact studies. Additional transportation planning experience includes capacity analyses, warrant evaluations, and collision analyses. She has also successfully completed signing and striping plans as well as traffic control plans.

Representative Projects

Traffic Impacts

- Windsor – Esposti Park Apartments Traffic Impact Study
- Santa Rosa – Elm Tree Station Traffic Impact Study
- Sonoma – Nicora Place Traffic Impact Study
- Corte Madera – Marin Montessori Traffic Impact Study
- Petaluma – Downtown Petaluma Hotel Traffic Impact Study
- Napa County – Napa County Jail EIR
- Fort Bragg – Franklin Street Intersection Evaluation
- Sonoma County – Riverside Equestrian Center Use Permit
- El Segundo – Scattergood Generating Station Construction Impacts
- Los Angeles – Lindbrook-Gayley Traffic Impact Study
- Los Angeles – Millenium Hollywood EIR

Traffic Engineering Design

- Golden Gate Bridge Highway & Transportation District – Golden Gate Bridge Toll Plaza Striping Plan and Sign Detail
- BART – Mission Street Traffic Control Plans

Safe Routes to School

- Petaluma – Safe Routes to School
- Sonoma County – Safe Routes to School
- San Rafael – Davidson Middle School Safe Routes to School

Transportation Planning

- Walnut Creek – Shadelands Gateway Specific Plan
- Mendocino County – Electric Vehicle Charging Station Plan

Parking

- Sonoma County – La Plaza Parking Reorganization
- Los Angeles – Casa Vega Parking Lot Redesign



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 5F

Meeting Date: 12/16/13

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Approval of the annual assignment of Councilmembers to various Boards and Committees.

Summary

Council members are assigned to represent the City on various boards and committees on an annual basis. The attached worksheet reflects the list of boards, committees and commissions to which Council members were assigned for 2013.

Recommended Council Action

Approve the assignments.

Alternative Actions

n/a

Financial Impact

n/a

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
- No Action Required
- Action Requested

Attachments:

- 1) Council assignment work sheet
-

CITY OF SONOMA
2014 CITY COUNCIL ASSIGNMENTS
TO BOARDS AND COMMISSIONS

Board/Committee/Commission	2013 Representative	2014 Representative
AB 939 Local Task Force (Sonoma County Waste Management Agency) 2 nd Thurs, bimonthly, afternoons in Santa Rosa	Ken Brown City Manager, Alternate	David Cook City Manager, Alternate
Association of Bay Area Governments (ABAG), General Assembly Annual April meeting in S F	Laurie Gallian, Delegate Tom Rouse, Alternate	Laurie Gallian, Delegate Tom Rouse, Alternate
Cittaslow Sonoma Valley Advisory Council	Laurie Gallian Steve Barbose, Alt.	Laurie Gallian Steve Barbose, Alt.
City Audit Committee Meets as needed	Laurie Gallian Tom Rouse	Laurie Gallian Tom Rouse
City Facilities Committee Meets on an as needed basis	Tom Rouse David Cook	Tom Rouse David Cook
City Historian	George McKale, through 7/2/14	George McKale, through 7/2/14
League of California Cities N.B. Division Liaison Quarterly evening meetings, various locations	David Cook Laurie Gallian, Alternate	David Cook Laurie Gallian, Alternate
North Bay Watershed Assn. Board of Directors Monthly morning meetings, first Friday of Month, in Novato	Steve Barbose Public Works Director, Alternate	Steve Barbose Public Works Director, Alt.
Oversight Board to the Dissolved Sonoma Community Development Agency (CDA)	Ken Brown David Cook, Alternate	Ken Brown David Cook, Alternate
Sonoma Clean Power Authority (effective 7/15/13)	Steve Barbose David Cook, Alternate	Steve Barbose David Cook, Alternate
Sonoma County Health Action & SV Health Roundtable Monthly meetings, First Friday in Santa Rosa	Ken Brown (8/19/13)	Ken Brown
Sonoma County Mayor and Councilmembers Association Board of Directors (Mayor and Mayor Pro Tem)	Ken Brown Tom Rouse	Tom Rouse David Cook
Sonoma County Mayor and Councilmembers Association Legislative Committee – First Friday in Santa Rosa, 9:30 a.m.	David Cook Tom Rouse, Alternate	David Cook Tom Rouse, Alternate
Sonoma County Transportation Authority & Regional Climate Protection Authority – Monthly Monday p.m. meetings in Santa Rosa	Laurie Gallian Steve Barbose, Alternate	Laurie Gallian Steve Barbose, Alt.
Sonoma County Waste Management Agency Monthly morning meetings, third Wednesday, Santa Rosa	Steve Barbose City Manager, Alternate Public Works Dir., 2 nd Alt.	Steve Barbose City Manager, Alternate Public Works Dir., 2 nd Alt.
Sonoma Disaster Council (Mayor and Mayor Pro Tem per Muni Code) Quarterly, 2 nd Thursday	Ken Brown Tom Rouse, Alternate	Tom Rouse David Cook, Alternate
Sonoma Housing Corporation (Mayor and Mayor Pro Tem) Meets as needed	Ken Brown Tom Rouse	Tom Rouse David Cook
Sonoma Tourism Improvement District Board	City Manager Giovanatto	City Manager Giovanatto Asst. CM Johann
Sonoma Valley Citizens Advisory Commission Monthly evening meetings, fourth Wed., in Sonoma	Ken Brown Tom Rouse, Alternate	Ken Brown Tom Rouse, Alternate
Sonoma Valley County Sanitation District Board of Directors (Mayor & Mayor Pro Tem) Meets as needed, Tuesday mornings	Ken Brown Tom Rouse	Tom Rouse David Cook, Alternate
S.V. Economic Development Steering Committee Monthly morning meetings, first or second Monday	Ken Brown Tom Rouse, Alternate	Ken Brown David Cook, Alternate
Sonoma Valley Fire & Rescue Authority Oversight Committee (Mayor and Mayor Pro Tem)	Ken Brown Tom Rouse	Tom Rouse David Cook
Sonoma Valley Library Advisory Committee , Meets second Thursday, 4 p.m.	David Cook Ken Brown, Alternate	David Cook Ken Brown, Alternate
Substance Abuse Prevention Coalition , Meets as needed	Ken Brown	Ken Brown
Valley of the Moon Water District / City of Sonoma Ad Hoc Committee Meets as needed	Laurie Gallian Steve Barbose	Laurie Gallian Steve Barbose
Water Advisory Committee Quarterly morning meetings, first Monday, in Santa Rosa	Laurie Gallian Steve Barbose, Alternate	Laurie Gallian Steve Barbose, Alt.



CITY OF SONOMA
City Council
Agenda Item Summary

City Council Agenda Item: 7A

Meeting Date: 12/16/13

Department

Planning

Staff Contact

Associate Planner Atkins

Agenda Item Title

Discussion, consideration and possible action on an appeal of the Planning Commission's decision to approve the application of AT&T for a Use permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter.

Summary

October 15, 2013, the Planning Commission considered the application of AT&T for a Use Permit to install a wireless telecommunication facility on the Sebastiani Winery site at 389 Fourth Street East, including an 80-foot tall redwood monopine tower and fenced equipment shelter. Ultimately, the Planning Commission approved the Use Permit for the project with a vote of 7-0. On October 17, 2013, Linda McGarr, Elizabeth and Cameron Stuckey, Patricia McTaggart, and Jennifer and Michael Palladini filed an appeal of the Planning Commission's decision. As noted in the attached appeal application and letter, the appellants assert that there are health hazards associated with the project, that the location of the project is inappropriate, and that letters were accepted for the project from non-Sonoma residents.

Recommended Council Action

Conduct the public hearing and deny the appeal, upholding the decision of the Planning Commission.

Alternative Actions

1. Uphold the appeal, thereby denying the Use Permit.
2. Uphold the appeal, approving the application with modifications.
3. Refer the project back to the Planning Commission for further consideration.

Note: Except in the case of option number 3, staff would return on the following Council meeting with a Resolution formalizing the Council's decision, including the necessary findings.

Financial Impact

N.A.

Environmental Review

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

Status

- Approved/Certified
 - No Action Required
 - Action Requested
-

Attachments:

1. Supplemental Report
 2. Appeal Application Form (Note: attachments to the appeal may be downloaded here: <http://www.sonomacity.org/default.aspx?Pageid=455>)
 3. Recent correspondence
 4. Planning Commission staff report of October 10, 2013, with attachments (including late correspondence)
 5. Minutes of the June 13, 2013, Planning Commission meeting
 6. Minutes of the October 10, 2013, Planning Commission meeting
 7. Amended Final conditions of approval dated October 10, 2013
-

Alignment with Council Goals:

N/A

cc: AT&T Use Permit mailing list

SUPPLEMENTAL REPORT

Discussion, consideration and possible action on an appeal of the Planning Commission's decision to approve the application of AT&T for a Use Permit to install a wireless telecommunication facility on the Sebastiani Winery site (389 Fourth Street East), including an 80-foot tall redwood monopine tower and fenced equipment shelter.

For the City Council meeting of December 16, 2013

Property Description

The subject property is a 3.96-acre parcel that is one of several parcels that make up the Sebastiani Winery complex, located at 389 Fourth Street East. The subject parcel (APN 127-161-007), which is on the north side of the winery, adjoining Lovall Valley Road, is largely undeveloped, but serves as the secondary access and loading area of the tasting room building adjacent to the west. The site has a General Plan land use designation of "Agriculture" and a corresponding "A" zoning through the Development Code. (The project site lies outside of the Historic Overlay zone.) Based on the zoning of the property and the provisions of the City's Telecommunication Ordinance (SMC 5.32), telecommunication facilities that are readily visible from any public place or residential use immediately adjacent to the proposed location may be permitted subject to approval of a Use Permit from the Planning Commission.

Adjoining uses are as follows:

North: A vineyard is located to the north, across Lovell Valley Road (Note: this property is located in Sonoma County and zoned Land Intensive Agriculture District).

South: A winery production building is located to the south.

East: Two single family homes and open fields (agriculture) are located east of the project site.

West: A winery warehouse building is located to the west.

Project Description

The project involves installing and operating a wireless telecommunications facility on the Sebastiani Winery property on Fourth Street East and Lovall Valley Road, consisting of an 80-foot tall redwood monopine tree tower, twelve six-inch panel antennas, fifteen remote radio units, three surge protectors, and an associated equipment building (enclosed within a chain-link fence at its base). An equipment area and AT&T emergency generator is proposed near the tower and would be enclosed within the chain-link fence. The facility would be located within an unimproved portion of the property, 35 feet from the west property line and 135 feet from the north property line. The equipment building would have an area of 230 square feet, consisting of prefabricated equipment shelter, with an exterior concrete aggregate finish, and a non-reflective

roof measuring 12 feet in height at the peak. In total, AT&T would lease a 1,296-square foot area from the Sebastiani property. The purpose of the facility is to improve AT&T's network coverage for wireless phone communications in the Sonoma area. (A site plan and construction details are attached.)

Planning Commission Review

The Planning Commission first considered the application at its meeting on June 13, 2013. At that time, the proposed height of the facility was 97 feet. In the course of the public hearing, seven residents spoke in opposition of the project, citing concerns about visual impacts and the lack on any relationship between the function of the Winery site and the proposed facility. Some expressed the view that the tower was unnecessary, as cell coverage in the area was adequate in their view. Following the close of the public hearing, the Planning Commission discussed the matter and agreed that additional information was necessary in order to fully evaluate the proposal, including:

- Mapping of all wireless facilities (regardless of carrier or type of facility) within and adjacent to city limits.
- An analysis of the coverage provided by a 97-foot tall tower and of reduced tower heights. Analysis of other candidate sites (including options for colocation).
- Additional information regarding EMF levels and exposures resulting from the application.

The Planning Commission provided direction to the applicant to supply the requested information and to conduct additional neighbor outreach. The applicant's representatives at the meeting agreed to the Planning Commission's requests and the item was tabled.

In response to the concerns identified at the Planning Commission hearing and a subsequent neighborhood outreach meeting conducted by the applicants, the applicants modified the project by reducing the height of the tower to 80 feet and provided the Planning Commission with the additional information it had requested, including an expanded analysis of EMF levels and an analysis of alternative locations (including potential colocation sites). The revised proposal, including the supplemental information requested by the Commission, was reviewed at the Planning Commission meeting of October 10, 2013. At that meeting, six residents spoke in opposition of the project, mainly citing concerns with potential health impacts associated with EMF emissions. One resident spoke in support of the application. Ultimately, the Planning Commission approved a Use Permit for the revised proposal on a vote of 7-0. The minutes from the June 13, 2013 and October 10, 2013 meetings are attached for consideration.

Issues Raised in the Appeal

On October 17, 2013, Linda McGarr, Elizabeth and Cameron Stuckey, Patricia McTaggart, and Jennifer and Michael Palladini filed an appeal of the Planning Commission's decision to approve the use permit. As noted in the attached appeal application and letter, appellants assert that: 1) there are health hazards associated with the project, 2) the location of the project is inappropriate,

and 3) letters were accepted in support of the project from non-Sonoma residents. With respect to these issues, staff would note the following:

- 1) *Electromagnetic Field Study:* As required by the telecommunications ordinance (Municipal Code section 5.32.120), an EMF (Electromagnetic Field) study was prepared to verify that the facility would comply with appropriate guidelines limiting human exposure to radio frequency electromagnetic fields. Specifically, the results from the study determined that for a person anywhere on the ground immediately adjacent to the facility, the maximum RF exposure level resulting from the proposed AT&T facility is calculated to be 0.011 mW/cm² (milliWatt per square centimeter per micrometer), which represents 1.2% of the applicable public exposure limit (1.00 mW/cm²). The maximum calculated level at the second-floor elevation of any nearby residence (located at least 250 feet away from the site) is 0.79% of the public exposure limit. Based on the study, the proposed facility would operate well below radio frequency exposure standards and for this reason would not cause a significant impact on the environment or pose a threat to public health. The Telecommunications Act of 1996 [47 U.S.C. § 332 (c) (7) (iv)] states that “*No state or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission’s regulations concerning such emissions.*”

- 2) *Location:* Under the telecommunications ordinance, telecommunications facilities may be located in all zoning districts (§5.32.070) and are encouraged to locate on sites that are already developed with public or quasi-public uses, excluding parks (§5.32.110.C). Telecommunication facilities that are readily visible from any public place or residential use immediately adjacent to the proposed location may be permitted subject to approval of a Use Permit from the Planning Commission (§5.32.070.A.2). As discussed above, the Planning Commission requested additional analysis for the applicants addressing co-location options. The analysis provided by the applicants indicates that co-location options would not provide the desired coverage. (Note: the proposed facility is itself designed to facilitate potential co-location options in the future.)

The telecommunications ordinance does not specify a maximum height limit for this type of facility. As proposed, the monopine would have a maximum height of 80 feet. Visual simulations have been provided (attached) showing the appearance of the facility from a variety of vantage points. With regard to setbacks, under the telecommunications ordinance, towers must be setback at least 20% of the tower height from all property lines. This minimum setback requirement is met, as the monopole is proposed 35 feet from the west property line and 135 feet from the north property line.

- 3) *Correspondence:* Correspondence was received in support of the project from residents both inside and outside of the City of Sonoma limits. That said, there are no Municipal Code limitations restricting residents outside of the City from commenting on projects.

Staff would emphasize that that Federal law pre-empts local jurisdictions from substituting their own judgment with respect to EMF exposure levels. That is not to say that an application for a telecommunication facility may not be denied. However, a denial must be based on compliance (or lack thereof) with the telecommunications ordinance and/or the use permit findings required to approve such applications. The following are the Use Permit findings:

1. The proposed use is consistent with the General Plan;
2. 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;
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 propose use will not impair the architectural integrity and character of the zoning district in which it is to be located.

It seems to staff the findings #3 and #4 provide the City Council with the most latitude with respect to a potential denial of the project on aesthetic grounds. On a related subject, in the course of preparing this staff report, the question was raised as to whether the project raised any issues with respect to historic resources. The project site, as noted above, is located outside of the Historic Overlay zone. While many elements of the Sebastiani Winery complex are historically significant, the proposed facility is somewhat remote from those structures and is visually separated from them by a large warehouse structure. The “monopine” design of the facility is intended to allow it to blend in to views of the site and the visual simulations do not, in staff’s view, support the idea that the facility would significantly degrade views of the historic winery buildings in a manner that would diminish their historic significance.

Environmental Review

Pursuant to Section of 15303 of the State CEQA Guidelines, construction and location of new small facilities or structures, and installation of equipment and facilities in small structures is considered Categorical Exempt from the provisions of CEQA (Class 3 – New Construction).

Requested Action in the Appeal

The appellants are requesting that the City Council deny the project.

Recommendation

In accordance with standard practice, staff recommends that the City Council uphold the decision of the Planning Commission. Based on Council direction (whether to deny the appeal, uphold the appeal, or refer the application back to the Planning Commission with direction), a resolution will be prepared implementing the City Council’s decision, for adoption as a consent calendar item at the meeting of January 6, 2014.



City of Sonoma Appeal Application Form

For City Use

Date Received 10-17-13

By R. Evans

- A copy of the rights of appeal and the City's appeal procedures may be found on the reverse of this form
 - The fee to file an appeal is \$100.00 and must accompany this form
 - Appeals must be filed with the City Clerk within fifteen (15) calendar days of the action
 - Appeals must address issues raised or decisions made at previous hearings. Appeal hearings cannot be used as a forum to introduce new issues
 - In order for your appeal to be valid this form must be filled out completely.
- Feel free to attach additional sheets or supporting documentation as may be necessary.

APPELLANT INFORMATION: (Please Print)

Clayton and Cameron Sackey
 Name: Clayton and Cameron Sackey
 Address: 430 LUCCA COURT - SONOMA
 Phone: (707) 843-1423 & (707) 843-6778

LINDA MCGARR
 Name: Jennifer + Michael Palladini
 Address: 486 KOSKUL YLVA RD - SONOMA
 Phone: 707-240-4444

707-938-2626 402-4TH ST. EAST, SONOMA
 I/We the undersigned do hereby appeal the decision of the:

Planning Commission

Design Review Commission

City Planner or Department Staff

Other: _____

Regarding: ATTN USE PERMIT
(Title of project or application)

Located at: 379 FOURTH STREET EAST - SONOMA
(Address)

Made on: 6/13/13 & 10/10/13
(Date decision was made)

I/We hereby declare that I/We are eligible to file an appeal because:
(Refer to Section 19.84.30-A, Eligibility, on the reverse)

OF OUR RESIDENTIAL PROXIMITY

The facts of the case and basis for the appeal are:

HEALTH HAZARD / INAPPROPRIATE LOCATION
LETTERS WRITTEN / ACCEPTED FROM NON-SONOMA RESIDENTS

I/We request that the Appeal Body take the following specific action(s):

DENY PLANNING COMMISSION APPROVAL.

Signed: [Signature]

10-17-13
Date

[Signature]
Signature

10-17-13
Date

RECEIVED

DEC 05 2013

CITY OF SONOMA

November 27, 2013

To: Sonoma City Council

Re: Proposed AT&T use permit at 389 Fourth St. East

Fm: Michael and Cindy George

Dear Councilmembers,

We are adamantly opposed to upholding the Planning Commission's approval for this use permit. We're opposed for two reasons.

First, we were never, repeat never, noticed by mail about the project coming before the Planning Commission.

Second, this is nothing more than an unfettered money grab by Foley Winery and AT&T at the expense of the health of those living in the vicinity of the proposed tower. Were the government, most notably the FCC and FERC, transparent and truthful about the science supporting the health impacts of such towers, they would never be allowed in populated areas.

Sincerely,

Michael and Cindy George

RECEIVED

12/4/2013

DEC 05 2013

CITY OF SONOMA

Sonoma City Council

Good People,

The proposed cell tower is enabling technology. I strongly support it. I live within 600 feet of it. Presently, visitors to our home are horrified to find their ipads barely function with one bar of signal. To them, this is a city with substandard services.

Our property values will be enhanced by excellent reception. 91% of all adults have cell phones and buyers will value quality reception. For their young, the educational value of an ipad is far greater than that of a passive television.

Both the reliability and the data rate will be increased by the proposed tower. Do you use Google Maps to find directions? Speed of data transfer is crucial to real time decision making.

The number and complexity of wireless applications is expanding rapidly. Recently, my wife used Facebook to view pictures posted by a friend traveling in Portugal. Facebook reports over a billion customers worldwide.

Since retiring as Radiation Safety Officer for Sonoma State I have had a decade to ponder the health effect of cell phones. Below are some of my thoughts.

It is unlikely that microwaves cause cancer. Millions of patients have benefitted from microwave diathermy treating muscle injuries with gentle heating. Microwave diathermy operates in the same Radio Frequency (RF) range proposed for the tower and at 10,000 times the ground power levels. Cancers are not listed as a potential side effect from this therapy. If high RF power levels do not cause cancer, how can very much lower power levels due to the cell tower somehow cause cancer?

A cell tower is not the dominant source of RF for most people. Many wireless devices in my home radiate more power to me than the proposed cell tower. My cell phone transmits with 150 times the power at my ear. In addition my home has: a garage door opener, portable telephones operating off the land lines, local wireless for smart phones, a microwave oven, a smart meter.....

There is a large body of literature on the health effects or lack thereof from RF exposure. This is summarized in the review article referenced. In the author's own words: "Results of these epidemiologic studies give no consistent or convincing evidence of a causal relation between RF exposure and any adverse health effect."

The FCC has guidelines for general public exposure to RF. The proposed cell tower antenna system is designed so that ground level exposure is ~1% of these guidelines. This is very conservative.

The tower is disguised as an 80 foot high tree comparable in height to adjacent trees. In time the trees will grow to be taller than the tower. People will likely barely notice the tower after a few weeks. It costs us nothing beyond our existing AT&T service costs. The site is on private property and costs the city no land. The nearest home is ~250 feet from the tower. This distance is greater than possible for most other possible sites in Sonoma. While some may prefer to have towers farther from their homes the vast majority of us want to have the connectivity provided by having a cohesive set of

them in town. We will see the tree tower from our yard and feel like it is a reasonable price to pay in order for this section of Sonoma to join the modern world in terms of wireless signal connectivity. We have seen people horrified at Sebastiani winery that they cannot text from inside the building and have to go outside and wander around to find a spot that will work.

I remain mentally active at 76 partly due to my enjoyment of this digital evolution. We are in the early stages, much like that of the horseless carriage in ~1900. The carriage evolved into a versatile auto. Likewise wireless technologies are evolving. Join me in helping Sonoma to participate in the future.

Sincerely yours,

John Dunning

Emeritus Professor of Physics,

Radiation Safety Officer retired,

Sonoma State University

<http://pewinternet.org/Commentary/2012/February/Pew-Internet-Mobile.aspx> recent % for cell phone users in the US

<http://www.slideshare.net/sreerajsr/microwave-diathermy> This is a power point presentation on microwave diathermy.

<http://quizlet.com/15371085/physical-agents-diathermy-traction-and-compression-flash-cards/> SAR = 45 – 170 watts/kg SAR = specific absorption rate

<http://www.lg.com/global/support/sar/sar> This lists the FCC guidelines for SAR and allows one to find the actual value for selected LG phones.

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1253668/> This is a review article on health effects of Radio Frequency radiation.

October 10, 2013
Agenda Item #1

MEMO **LATE MAIL** RECEIVED
Item# 1 OCT 10 2013
CITY OF SONOMA

To: Planning Commission

From: Associate Planner Atkins

Re: AT&T Wireless Telecommunications Facility—379 Fourth Street East (Sebastiani Winery)

Staff was made aware of inconsistencies with the City of Sonoma Municipal Code and the California Government Code (Code) section 65964.b, which states that the City may not limit the duration of any permit for a wireless telecommunications facility to less than 10 years. Accordingly, the draft conditions of approval for the project have been revised to incorporate the requirements of the Code.

Attachments:

Revised Draft Conditions of Approval

City of Sonoma Planning Commission
CONDITIONS OF PROJECT APPROVAL
AT&T Wireless Telecommunications Facility – 379 Fourth Street East (Sebastiani Winery)

October 10, 2012

1. The telecommunications facility shall be constructed in substantial conformance with the site plan and elevations, except as modified by these conditions.

Enforcement Responsibility: Planning, Building and Public Works
Timing: Prior to occupancy or final of any building permit.

2. All Building Division requirements shall be met. A building permit shall be required.

Enforcement Responsibility: Building Division
Timing: Prior to construction

3. All Fire Department requirements shall be met, including but not limited to the provision of fire sprinklers and a rapid entry (KNOX) system if deemed necessary by the Fire Chief.

Enforcement Responsibility: Fire Department
Timing: Prior to issuance of any occupancy permit

4. A maintenance/facility removal agreement, signed by the applicant and the property owner shall be submitted to the Community Development Director prior to issuance of any building permit(s) necessary for installation of the facility. Said agreement shall comply with all provisions of §5.32.130 of the City of Sonoma's Municipal Code.

Enforcement Responsibility: Planning Director; City Attorney
Timing: Prior to issuance of any occupancy permit

5. The monopole, antennas, and equipment building shall be painted a neutral, non-reflective color.

Enforcement Responsibility: Planning Division
Timing: Prior to issuance of any occupancy permit

6. The telecommunication facility shall comply at all times with all FCC rules, regulations, and standards.

Enforcement Responsibility: Planning Division
Timing: Ongoing

7. The use permit shall be reviewed every ~~five~~^{ten} years for renewal. If the use permit is not renewed by the applicant, it shall become null and void upon notice and hearing by the Planning Commission ~~five~~^{ten} years after the date of issuance, or upon cessation of use for more than a year and a day, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Every five years from the date of approval; Ongoing

8. All improvements installed as part of the telecommunication facility shall be removed from the site, and the property restored to its natural pre-construction state, within 180 days of non-renewal of the use permit or abandonment of the use, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Ongoing

DATE: June 11, 2013
TO: Sonoma Planning Commission
FROM: Linda L. McGarr
486 Lovall Valley Road
RE: AT&T Application - Use Permit
97 FOOT WIRELESS INSTALLATION
389 FOURTH STREET/LOVALL VALLEY ROAD

This application for a use permit should have been denied at City Hall's counter! I am appalled that the taxpayers, residents and Planning Commission members are being forced to spend time on this ridiculous issue!

I am reminding each Commissioner this specific area has been designated **AGRICULTURE - PERIOD**. Sebastiani Winery is located in the middle of single family homes.

I was born on Spain Street, one block from the winery. My father was the wine foreman for 42 years. Until the winery was sold to Mr. Foley, this neighborhood did not undergo the various problems we have been forced to endure. It is time to stop this nonsense!

You and I know an electro magnetic radiation field is a health hazard to those residing within a quarter mile of a wireless tower and all those residing within this area should have been notified with the green Notice of Public Hearing cards. Be that as it may, the safety issue must be first and foremost in our minds.

Leukemia and other forms of Cancer, cell tissue damage, immune function destruction are not welcome in our neighborhood.

I have had an AT&T cell phone for a number of years and have never experienced a problem with it, except after throwing it into the washer along with clothes. We absolutely do not want, or need this wireless installation in our neighborhood, nor do we need it in Sonoma Valley!

My recommendation is that AT&T install this 97 foot eyesore on Mr. Foley's Chalk Hill Road property in Windsor since it is not in the middle of residential and the profit from the rental will still fill his pocket!

Please deny the application from AT&T and Foley/Sebastiani for a wireless tower on Sebastiani property in Sonoma, California.

Thank you.

RECEIVED

OCT 10 2013

Wendy Atkins

From: Jesse Jones-Pittman <jessejp08@gmail.com>
Sent: Thursday, October 10, 2013 4:57 PM
To: Wendy Atkins
Cc: ra5361@att.com
Subject: Proposed Sonoma AT&T Tower

CITY OF SONOMA
Item #1
LATE MAIL

Hello,

My name is Jesse Jones-Pittman and I have been an AT&T Wireless customer for ten years. I am currently living in Sonoma while working for a vineyard harvesting company, but my sister's family has lived here for their most of their lives. Whenever I would come to visit them (and still today), I always have undependable service even though her house is located a few miles west of Sonoma Plaza. I believe that a new tower located on the Sebastiani family property would help to remedy the lack of service profoundly at my sister's house and most likely, the surrounding areas as well. Thank you for your time.

Sincerely,

Jesse Jones-Pittman

OCT 10 2013

Wendy Atkins

From: Christina Toleu <Christina.Toleu@cwncal.com>
Sent: Thursday, October 10, 2013 4:51 PM
To: Wendy Atkins
Cc: ssarkisov@bergdavis.com
Subject: Coverage in Sonoma, Ca

~~CITY OF SONOMA~~
Item # J
LATE MAIL

My name is Christina Toleu, I am the retail store manager at the Cellular world location in Sonoma, Ca. Cellular World is an authorized retailer for AT&T. I have been at this location in Sonoma, ca for about 3 months. During this time our customers have repeatedly asked for better coverage, and when would we be upgrading our towers. I feel as though it would be a great benefit to both our store and our customers if we were able to provide them with better cell phone reception, less dropped calls and faster data speeds. My hopes are to provide our customers with exceptional service and for them to not go to our competitors!!!!

Christina Toleu
Store Manager
Cellular World
19227 Sonoma Highway
Sonoma, Ca 95476
Cell: 707-953-7747

LATE MAIL RECEIVED

OCT 10 2013

Wendy Atkins

From: Diane Olmstead <dolmstead@w3partnersllc.com>
Sent: Thursday, October 10, 2013 4:13 PM
To: Wendy Atkins
Cc: Stan Sarkisov <SSarkisov@bergdavis.com> (SSarkisov@bergdavis.com); Matt Slepina (matt@terraresearchpartners.com)
Subject: Improved Wireless Coverage in Sonoma

CITY OF SONOMA

Item # 1

Hello Ms. Wendy Atkins and the Sonoma Planning Commission. My name is Diane Olmstead, and I support AT&T's efforts to improve wireless coverage in Sonoma by installing an antenna at 379 4th St. E. Although I am a resident of San Rafael, I own property in Sonoma and am frequently in the city of Sonoma on weekend. It is important for me to be able to communicate while I am in Sonoma, and I hope this project is approved.

Thank you,
Diane Olmstead
San Rafael, CA 94901

All the best,
Diane

Diane Olmstead
Managing and Founding Partner
W3 Partners
711 Grand Ave Ste 240
San Rafael, CA 94901
415-454-3202 - O
415-279-9252 - C

LATE MAIL

Item#1

Wendy Atkins

From: cindy <cthehaze@yahoo.com>
Sent: Thursday, October 10, 2013 4:00 PM
To: Wendy Atkins
Subject: Better AT&T service

RECEIVED
OCT 10 2013
CITY OF SONOMA

Please approve the tower for better cell service here in Sonoma. I have a Micro cell here in my house which helps, but when I get out there is very little service. I was at the drug store today trying to call my doctor and there was just no service.

so PLEASE improve the service here

thank you

Cindy Hayes
1551 E. Napa St
Sonoma CA 95476

LATE MAIL Item#1

Wendy Atkins

From: Jennifer.Mazzaferro@kp.org
Sent: Thursday, October 10, 2013 3:54 PM
To: Wendy Atkins
Cc: ra5361@att.com
Subject: improving AT&T cellular service in Sonoma

RECEIVED
OCT 10 2013
CITY OF SONOMA

Dear Ms. Atkins,

I would like to add my voice to the discussion of whether to allow AT&T to add a tower in Sonoma in order to improve service for its wireless customers. My understanding is that the proposed tower is to be erected at the Sebastiani Winery, and will look much like the existing pine trees, and be no taller than the trees that are currently there. There are some places in Sonoma Valley where I always lose my cell phone connection. I'm in favor of improving AT&T's service. It will be a benefit for all the AT&T customers in the valley.

Thank you for your consideration.

Sincerely,

Jennifer Mazzaferro
643 Gregory Circle
Sonoma, CA 95476

RECEIVED

OCT 10 2013

Wendy Atkins

OFFICE OF SONOMA

#1

LATE MAIL

From: Isabel Wyatt <isawyatt@msn.com>
Sent: Thursday, October 10, 2013 2:48 PM
To: Wendy Atkins
Cc: ak061g@att.com
Subject: ATT coverage in Sonoma

Hello

I wanted to voice my support for better ATT wireless/cell service in Sonoma.

My husband is ill - I don't like leaving the house knowing I can't really rely on my ATT serviced cell phone.

Thank you

Isabel Wyatt

RECEIVED

OCT 10 2013

Wendy Atkins

~~CITY OF SONOMA~~

From: Carol Lockwood <calockwood@sbcglobal.net>
Sent: Wednesday, October 09, 2013 11:28 AM
To: Wendy Atkins
Subject: Wireless Upgrades

LATE MAIL

Item # 1

Please support Wireless Upgrades for Sonoma. We need it and it is very important.

I have it but it is not as reliable as it could be because it is so far away from my home and to provide it they have to provide extra connections. Please please please no more satellite dishes. They take away from the beauty of the neighborhoods. And the networks that provide services via satellite won't take the dishes down if you discontinue your service with them unless you pay them \$100 to remove it. Then another dish goes up on the house

Carol Lockwood
Registered Voter and home owner and tax payer Sonoma
1170 Beasley Way
Sonoma

Sent from my iPad

RECEIVED

OCT 10 2013

Wendy Atkins

From: Joan Roberts <j.m.roberts@att.net>
Sent: Wednesday, October 09, 2013 2:02 PM
To: Wendy Atkins

LATE MAIL CITY OF SONOMA

Item# 1

My name is Joan Roberts and I live in Petaluma with my husband who is disabled. I have a cell phone that I carry with me at all times so that my husband can reach me in an emergency. I support the wireless infrastructure in Sonoma County.

Thank you, Joan Roberts, 508
garfield Dr., Petaluma

RECEIVED

OCT 07 2013

Like Mail
Item # 1

Sonoma Planning Commission

CITY OF SONOMA

October 7, 2013

Good People,

The proposed cell tower is enabling technology and should be approved without delay.

Residents of Sonoma are poised to benefit from the new cell tower on Sebastiani Winery property. Presently, visitors to our home are horrified to find their ipads barely function with one bar of signal. To them, this is a city with substandard services. Our home is ~600 feet from the proposed tower and we believe our property value will be enhanced by it because buyers will want excellent mobile device reception.

Both the reliability and the data rate will be increased. As an example of increased reliability: I have an implanted defibrillator which automatically transmits wirelessly to a modem located under my bed. Presently the modem uses a land line to transmit detailed, potentially lifesaving, information automatically to the doctor. With suitable changes, the defibrillator could transmit to a smart phone which alerts the doctor.

Examples of increase data rate abound. Do you use Google Maps to find directions? Here the map data and most of the programming are stored on remote servers referred to as the cloud. Access is via an application or app on your mobile device. Speed of data transfer is crucial to real time decision making.

The number and complexity of apps is expanding rapidly. Many people store their pictures and videos in the cloud. Yesterday my wife used Facebook to view pictures posted by a friend traveling in Portugal. Facebook reports over a billion customers worldwide. We all benefit from the flexibility wireless offers.

The tower is disguised as a pine tree comparable in height to adjacent trees. After driving by it a couple of times most people will stop noticing it. The tower costs us nothing beyond our existing AT&T service costs. The site is on private property and costs the city no land. The nearest home is about 300 feet from the tower.

I remain mentally active partly due to my enjoyment of this digital evolution. We are in the early stages, much like that of the horseless carriage in ~1900. The carriage evolved into a versatile auto. Likewise wireless technologies are evolving. Approve the tower and enable Sonoma to participate in the future.

Sincerely yours,



John Dunning

272 4th St East

RECEIVED

OCT 10 2013

CITY OF SONOMA



Item #1

LATE MAIL at&t

Dear Sonoma City officials,

As a business operator near Sonoma Plaza, I support AT&T's efforts to improve wireless coverage in Sonoma City with a new wireless communication site at 389 4th St. E. Please vote in support of improved wireless service in Sonoma City.

Name	Business	Address	Email	Phone
Shirley Stewart	Boche Winery	122 W Spanish Street Sonoma, CA	935-287-3000 spinal.com	
LINA CORZINE	Summer Vine	100 W. SPAIN	INFO@SUMMERVINE-SONOMA.COM	933-8810
Francie Skanks	HFRACK	28 W. SPAIN ST.	lady@hfracksonoma.com	938-5100
Rebecca Lange	Footcrandy	452 First St.	Footcrandysonomadogmail.com	938-38710
STONE T NEY	MURPHY'S IRISH PUB	1ST ST EAST	STREETNEY@JALHO.COM	287-7109
BOB Nathan	Big Collections	126 E. NAPA ST.	707-677-6772	

I understand AT&T will keep a copy of this petition, and I agree to receive updates regarding AT&T's wireless initiatives.



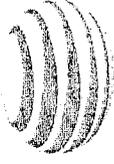
at&t

Dear Sonoma City officials,

As a business operator near Sonoma Plaza, I support AT&T's efforts to improve wireless coverage in Sonoma City with a new wireless communication site at 389 4th St. E. Please vote in support of improved wireless service in Sonoma City.

Name	Business	Address	Email	Phone
Paul Rae	STUDIO	126 E. NAPA ST SONOMA, CA 95476	braspaul@ 701.com	707- 935-6772
Andrew Weinberg	Readers' Books	130 E. Napa St.	andy@readersbooks.com	707-935-1779
Blaine Cookware	ASH, ALUMINA, BIOM	173 1st West SONOMA	Ash.Bondi@alumina.com	707-935-3917
Yodelsky	Cangydel.com	401A N. West	info@cangydel.com	707-938-1092
Genevieve Robbins	Bella Vita	457 1st St W SONOMA	BellaVitaSonoma @gmail.com	707-935-8206
Genevieve Robbins		940 Grove St. SONOMA	Genevieve11@gmail.com	

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at&t

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As a business operator near Sonoma Plaza, I support AT&T's efforts to improve wireless coverage in Sonoma City with a new wireless communication site at 389 4th St. E. Please vote in support of improved wireless service in Sonoma City.

Name	Business	Address	Email	Phone
	Wine Country Group	470 First E.		709 939-2000
Town Square Bar		482 1st E		709-996-2922
Ledson Hotel		480 1st St E		(707) 996-9779
The Corner House		498 Grant St East		996 8211
Wine Bay Gallery		31 E 4th Napa St		2 996-3453
Jeffrey Jones		Po Box 153 6 Glen Ellen Ca	95442	7995195

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at&t

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Name	Business	Address	Email	Phone
Caroline	Hipkiss Gallery	414 1st St. E. 416 1st St E	caroline@vom.com	(707) 953 3162
Claudette	Filiagne Estate Builders	416 1st St E	Mirabel1971@gmail.com	707 935 0383
Allison	The Total Lock	450 1st St. E 'F'		707-9916-8105
Jenny	Maretto	Venus my Boutique	450 First St. E #H	929-3659
K. Chaves	Do	541 1st St E SKH.		707 938 0171
L. Howells	Angelique	452 1st St E	ange@angeboutique.com	707-938-9988

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at&t

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As a business operator near Sonoma Plaza, I support AT&T's efforts to improve wireless coverage in Sonoma City with a new wireless communication site at 389 4th St. E. Please vote in support of improved wireless service in Sonoma City.

Name	Business	Address	Email	Phone
Michele	Twin Amigos Wines	250 Napa Street	quino@twinamigoswines.com	707-938-7410
Bryan	Bryten Estates	25 E Napa St.	bryan@bryten.com	707-938-7410
Steve	McLaren	270 Napa St	stevie@mcclarenwinning.com	707-935-2005
Barbara	Solheby's R.E.	25 E. Napa	barbara_cimino@solhebyhomes.com	
Patricia	Church House	15 E. Napa	churchhouse@solhebyhomes.com	938-9797
Stacy	Solheby's R.E.	25 E. Napa	stacy@solhebyhomes.com	938-9797

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at&t

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As a business operator near Sonoma Plaza, I support AT&T's efforts to improve wireless coverage in Sonoma City with a new wireless communication site at 389 4th St. E. Please vote in support of improved wireless service in Sonoma City.

Name	Business	Address	Email	Phone
PAM CARSON	UNION BANK	500 BROADWAY	SONOMA CA 95476	
Theresa Gonzalez	Catalina's	535 1st St. West	Catalina@cs3-	933-
Fran Meininger	HomeStance	639 1st St W	catalinaspa.com 8800	
YANA HONRA		107 W AVARA	mg@sonoma.com	938 380
Erica Head Perle		124 N. Napo	Amigos Friends Club	926000
Carly Johnson		120 W. NAPA		761 9555800
				767 9956707

I understand AT&T will keep a copy of this petition, and I agree to receive updates regarding AT&T's wireless initiatives.

Wendy Atkins

~~LATE MAIL~~ RECEIVED
OCT 10 2013
Item# 1
CITY OF SONOMA

From: Kristina Hoffman <kvhoffman@att.net>
Sent: Thursday, October 10, 2013 4:18 PM
To: Wendy Atkins
Cc: ra5361@att.com; gchoffman@att.net
Subject: In favor of Proposed G5 AT&T antenna at Sebastiani Winery

Dear Ms. Watkins,

Thank you for this opportunity to express our strong support for the installation of an antenna at Sebastiani Winery to better support the AT&T G5 cellular network here in Sonoma.

Having moved from Marin County in 2012, we have been residents of Sonoma for 1-1/2 years on 10 acres in the western hills of the Valley of the Moon. We have been employing numerous Sonoma residents to improve existing structures, build new structures, landscape and plant three acres of wine grapes. We intend to remain here in Sonoma for many, many years.

We are supporters of Hanna Boys Center, Boys & Girls Clubs, and The Sonoma Art Museum. In the years to come, we hope to grow in our contribution to this wonderful community we call home.

I work from home as the Co-Chair of Marin Charitable's fall fundraiser and will be president of Marin Charitable next year. My husband has his office in Greenbrae (Marin County) but often works from home. We also frequently have friends and family as house guests. As we have just one phone line, someone often needs to make or receive calls on their AT&T cell phones, which is problematic as the reception is very poor.

We regret that we cannot attend this evening's hearing, but hope that this email will function as a vote of support for the proposed G5 antenna at Sebastiani Winery.

Best Regards,

Kristina & Greg Hoffman
16490 Arnold Drive
Sonoma, CA 95476

Agenda Item Title: Application for a Use Permit to allow a wireless telecommunications facility on the Sebastiani Winery site, including an 80-foot tall redwood monopine tower and fence equipment shelter.

Applicant/Owner: AT&T/Foley Family Wines, Inc.

Site Address/Location: 379 Fourth Street East (Sebastiani Winery site – APN 127-161-007)

Staff Contact: Wendy Atkins, Associate Planner
Staff Report Prepared: 10/03/13

PROJECT SUMMARY

Description: Application of AT&T for a Use Permit to allow a wireless telecommunications facility on the Sebastiani Winery site at 379 Fourth Street East.

General Plan Designation: Agriculture (A)

Zoning: **Base:** Agriculture (A) **Overlay:** None

Site Characteristics: The property is a 3.96-acre parcel that is one of several parcels that make up the Sebastiani Winery complex at 379 Fourth Street East. The parcel is largely undeveloped, but serves as a secondary access and loading area of the tasting room building adjacent to the west.

Surrounding Land Use/Zoning:

North: Single family homes/Low Density Residential
South: Winery/Wine Production
East: Single family homes, open fields/Agriculture
West: Winery/Wine Production

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.

BACKGROUND

At its meeting of June 13, 2013, the Planning Commission reviewed the Use Permit application for a wireless facility on the Sebastiani Winery property. In the course of the public hearing, a number of residents spoke in opposition of the project, citing concerns about visual impacts and the lack on any relationship between the Winery site and the proposed facility. Some expressed the view that the tower was unnecessary as cell coverage in the area is adequate in their view. Upon the conclusion of the public hearing, the Commission provided the following feedback to the applicant:

- Provide a map of all wireless facilities (regardless of carrier or type of facility) within five miles of the proposed site (including site on Broadway south of the city limits).
- Explain the reasoning for a 97-foot tall tower and provide coverage maps for towers having heights of 80, 70, 60, and 50 feet. Provide additional information on other candidate sites, including options for colocation, and explain why they might be inferior to the proposed project.
- Research an alternative site location at the City-owned Mountain Cemetery property located at 90 First Street West.
- Describe the process used to reach out to the neighborhood prior to the next hearing on the application.

Because the Planning Commission determined that insufficient information had been provided to take action on the application, they tabled the item and requested that the applicants provide the additional information described above. The Commission further recommended that the applicants conduct outreach to concerned neighbors. The applicants stated that they would provide the requested information and would meet with neighboring residents.

DETAILED PROJECT DESCRIPTION

AT&T is proposing to install and operate a wireless telecommunications facility on the Sebastiani Winery property on Fourth Street East. The project would involve installation of an 80-foot tall redwood monopine tree tower, twelve six-inch panel antennas, fifteen remote radio units, three surge protectors, and an associated equipment building enclosed within a chain-link fence at its base. The height of the proposed tower has been reduced by 15 feet in comparison to the original proposal, but otherwise, the design and location of the tower are unchanged. An equipment area and AT&T emergency generator is proposed near the tower and would be enclosed within the chain-link fence. The facility would be located within an unimproved portion of the property, 35 feet from the west property line and 135 feet from the north property line. The equipment building would have an area of 230 square feet, consisting of prefabricated equipment shelter, with an exterior concrete aggregate finish, and a non-reflective roof measuring 12 feet in height at the peak. In total, AT&T would lease a 1,296-square-foot area from the Sebastiani property. The purpose of the facility is to improve AT&T's network coverage for wireless phone communication in the Sonoma area. Additional details on the proposal are contained in the attached documents.

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

The property is designated Agriculture by the General Plan. This designation is intended to protect remaining tracts of productive agriculture within city limits, including grazing land, truck farms, vineyards, and crop production areas.

General Plan policies that apply to the project call for the protection of important scenic vistas (Community Development Element, Policy 5.3). In staff's view, the proposed facility does not raise any issues in terms of consistency with General Plan (see "Discussion of Project Issues" below).

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

Use: The property is zoned Agriculture (A), which is applied to existing agricultural areas within the City. Under the telecommunications ordinance, telecommunications facilities may be located in all zoning districts (§5.32.070) and are encouraged to locate on sites that are already developed with public or quasi-public uses, excluding parks (§5.32.110.C). Telecommunication facilities that are readily visible from any public place or residential use immediately adjacent to the proposed location may be permitted subject to approval of a Use Permit from the Planning Commission (§5.32.070.A.2).

Height: The telecommunications ordinance does not specify a maximum height limit for this type of facility. As proposed, the monopine would have a maximum height of 80 feet.

Setbacks: Under the telecommunications ordinance, towers must be setback at least 20% of the tower height from all property lines. This minimum setback requirement is met as the monopole is proposed 35 feet from the west property line and 135 feet from the north property line.

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

Telecommunications Ordinance: The following sections of the Telecommunications Ordinance are applicable to the project:

§5.32.110B. All telecommunications facilities shall be designed to blend into the surrounding environment to the greatest extent feasible.

§5.32.110B.4. Telecommunications support facilities (i.e., vaults, equipment rooms, utilities, and equipment enclosures) shall be constructed out of non-reflective materials (visible exterior surfaces only).

§5.32.110B.5. Telecommunications support facilities shall be no taller than one-story (15 feet in height), and shall be designed to blend with existing architecture in the area or shall be screened from sight by mature landscaping, and shall be located or designed to minimize their visibility.

§5.32.110E. All telecommunications facilities shall be unlit except when authorized personnel are actually present at night.

§5.32.110K. Visual Compatibility. Facility structures and equipment shall be located, designed and screened to blend with the existing natural or built surroundings, as well as any existing supporting structures, so as to reduce visual impacts to the extent feasible.

The proposed project complies with the quantified standards set forth in the Telecommunications Ordinance. The Ordinance also emphasizes the importance of minimizing visual impacts through appropriate design and placement of facilities, which is the primary issue raised by this applica-

tion. As required, the applicants have provided visual simulations from a variety of perspectives in order to assist in the evaluation of this issue (see “Discussion of Project Issues”). In addition, the Ordinance promotes co-location where feasible. As requested by the Planning Commission, the applicants have provided further analysis of co-location options.

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

Pursuant to Section of 15303 of the State CEQA Guidelines, construction and location of new small facilities or structures, and installation of equipment and facilities in small structures is considered Categorically Exempt from the provisions of CEQA (Class 3 – New Construction).

DISCUSSION OF PROJECT ISSUES

Visual Impacts: The telecommunications regulations are clearly aimed at minimizing potential visual impacts associated with installation of telecommunications facilities. In addition, General Plan policy calls for the protection of scenic vistas. As illustrated by the visual simulations, the facility would not significantly degrade public or private views in the area. The facility is proposed in the northwest corner of a 3.96-acre property and therefore public/private views of the monopole would be distant and obscured by winery buildings, nearby residences, and the riparian corridor. The 15-foot reduction in height has helped to further reduce the prominence of the structure. The equipment building would only be visible from within the winery property and would not be evident from surrounding public or private views. As normally required, the monopine, antennas and accessory building would be painted a neutral, non-reflective colors.

Co-Location: As indicated in the project narrative (attached), eight existing and new tower sites were reviewed as alternative locations to the proposed site. The applicant stated that location and achieved coverage (relating to antenna height) were the main factors in considering a new location and each alternative fell short of the AT&T criteria.

Electromagnetic Field Study: As required by the telecommunications ordinance, an EMF (Electromagnetic Field) study was prepared to confirm that the facility would comply with appropriate guidelines limiting human exposure to radio frequency electromagnetic fields. Based on the study, the proposed facility would operate well below radio frequency exposure standards, and for this reason would not cause a significant impact on the environment or pose a threat to public health.

Lighting: Normally, telecommunications facilities cannot be illuminated except when authorized personnel are actually present at night (§5.32.110.E). Two overnight lights are proposed. The applicant has indicated that the light uses a motion sensor and will only come on with the cell technician visits the site.

Maintenance/Facility Removal Agreement: In accordance with §5.32.070 of the telecommunications regulations, an agreement will be required to ensure proper maintenance of the exterior appearance of the facility, and ultimate removal of all improvements upon cessation of use (condition of approval No. 4).

Results of Neighbor Outreach: On August 29, 2013, AT&T conducted a community workshop; notices were mailed out on August 14, 2013. The meeting yielded eight total visitors. The appli-

cant stated that issues were raised related to concerns and questions with tower placement, tower design, and need for improved coverage in the area.

RECOMMENDATION

Staff recommends approval of the use permit subject to the attached conditions.

Attachments

1. Findings
2. Draft Conditions of Approval
3. Location map
4. Project Narrative
5. Correspondence
6. Minutes from June 13, 2013, Planning Commission meeting
7. Existing on-air UMTS 850 Coverage
8. Site Plan & Elevations
9. EMF Study
10. PowerPoint presentation
11. Photo Simulations

cc: SAC Wireless
C/O Jason Osborne
3 Rovina Lane
Petaluma, CA 94952

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

Linda McGarr
486 Lovall Valley Road
Sonoma, CA 95476

Ken and Patricia McTaggart
402 Fourth Street East
Sonoma, CA 95476

Joell Arens
421 San Lorenzo Court
Sonoma, CA 95476

Mike and Ronny Kalyk
232 Wilking Way
Sonoma, CA 95476

Cameron Stuckey
553 Este Madera Drive
Sonoma, CA 95476

City of Sonoma Planning Commission
FINDINGS OF PROJECT APPROVAL
AT&T Wireless Telecommunications Facility – 379 Fourth Street East (Sebastiani Winery)

October 10, 2012

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:

1. The proposed use is consistent with the General Plan;
2. 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;
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
AT&T Wireless Telecommunications Facility – 379 Fourth Street East (Sebastiani Winery)

October 10, 2012

1. The telecommunications facility shall be constructed in substantial conformance with the site plan and elevations, except as modified by these conditions.

Enforcement Responsibility: Planning, Building and Public Works
Timing: Prior to occupancy or final of any building permit.

2. All Building Division requirements shall be met. A building permit shall be required.

Enforcement Responsibility: Building Division
Timing: Prior to construction

3. All Fire Department requirements shall be met, including but not limited to the provision of fire sprinklers and a rapid entry (KNOX) system if deemed necessary by the Fire Chief.

Enforcement Responsibility: Fire Department
Timing: Prior to issuance of any occupancy permit

4. A maintenance/facility removal agreement, signed by the applicant and the property owner shall be submitted to the Community Development Director prior to issuance of any building permit(s) necessary for installation of the facility. Said agreement shall comply with all provisions of §5.32.130 of the City of Sonoma's Municipal Code.

Enforcement Responsibility: Planning Director; City Attorney
Timing: Prior to issuance of any occupancy permit

5. The monopole, antennas, and equipment building shall be painted a neutral, non-reflective color.

Enforcement Responsibility: Planning Division
Timing: Prior to issuance of any occupancy permit

6. The telecommunication facility shall comply at all times with all FCC rules, regulations, and standards.

Enforcement Responsibility: Planning Division
Timing: Ongoing

7. The use permit shall be reviewed every five years for renewal. If the use permit is not renewed by the applicant, it shall become null and void upon notice and hearing by the Planning Commission five years after the date of issuance, or upon cessation of use for more than a year and a day, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Every five years from the date of approval; Ongoing

8. All improvements installed as part of the telecommunication facility shall be removed from the site, and the property restored to its natural pre-construction state, within 180 days of non-renewal of the use permit or abandonment of the use, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Ongoing



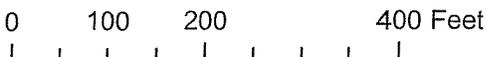
Project Summary

<i>Project Name:</i>	AT&T Wireless Telecommunication Facility
<i>Property Address:</i>	379 Fourth Street East
<i>Applicant:</i>	AT&T
<i>Property Owner:</i>	Foley Family Wines
<i>General Plan Land Use:</i>	Agriculture
<i>Zoning - Base:</i>	Agriculture
<i>Zoning - Overlay:</i>	N/A

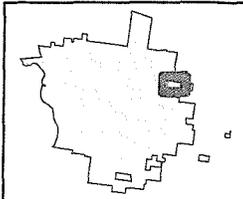
Summary:
 Application for a Use Permit to install a wireless telecommunications facility on the Sebastiani Winery site.

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



1 inch = 200 feet





Sept. 11, 2013

Wendy Atkins
Associate Planner
City of Sonoma
No. 1 The Plaza
Sonoma, CA 95476

RECEIVED

SEP 12 2013

CITY OF SONOMA

Re: AT&T site CCU5801 - proposal for facility adjacent to parcel at 379 4th St. East

Dear Wendy,

Regarding the Planning Commission's request for additional information about the AT&T proposal referenced above, we enclose the following materials:

- Revised photosims
- Revised EMF/EME study
- Revised propagation maps
- Revised Alternative Site Analysis
- (5) 8.5 x 11 zoning drawings
- (5) 11 x 17 zoning drawings
- (3) 24 x 26 zoning drawings

In addition, in response to planning commission questions:

Comment: Provide a map of all wireless facilities (regardless of carrier or type of facility) in the City and a five-mile area around the proposed site (including site on Broadway south of the city limits).

Response: I have provided a *google earth* overlay map, which shows all the existing facilities as reported by the FCC along with multiple sources to create this document, which is located on slide/page 40 of the Alternative Sites Analysis. Please note, due to the number of facilities, it is somewhat difficult to capture a scale large enough to view each and every site. I have also prepared a kmz file (via google earth), if staff needs it, I can send via email. This will allow you to manipulate the view and focus on multiple sites if necessary.

Comment: Explain reasoning for an 80' tower, and provide coverage map. Provide additional information on all other candidate sites (including options for colocation) and explain thoroughly why they did not work out.

Response: After the initial Planning Commission hearing, our internal team worked very hard to bring forward a site which mitigated visual impact, during this process, we lowered the overall proposed height by 15', bringing the pole from an overall height of the 95' to 80', bringing our antennas to an overall height of 70'. We have revised our drawings, photosims, and propagation maps to reflect this proposed change. Although this does reduce our overall coverage footprint, the new proposal fits into the landscape of the area and we feel we have worked not only with staff, but the public to achieve a mutually agreeable design. Taking into account the topography of the area and coverage objectives designing a site at less than 70' not only negates our needed capacity needs, and reduces the odds another carrier would locate on the pole (due to industry standards for carrier to carrier separation).

September 11, 2013

Comment: Provide additional information on all other candidate sites (including options for colocation) and explain thoroughly why they did not work out.

Regarding the request for opportunities for colocation, we have examined multiple candidates, and included the primary ones in our revised alternative site analysis (pages 45-52). Ultimately, location and achieved coverage (relating to antenna height) are the main factors in considering a new location and each alternative fell short of our criteria. It is important to mention our proposed location is designed to offload the increasing "capacity" issues facing our network. Many of the alternatives would not benefit our network, while increasing visual impact at their respective locations (please refer to the ASA for further explanation).

Comment: Research new site location at the Mountain Cemetery located at 90 First Street West.

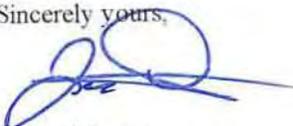
Response: On July 22nd 2013, I personally visited the area in question and was able to outline my findings with RF, namely the location in question, would only really serve our as a "single sector" site, namely due to the fact this location sits North of town, and the hillside to the North blocks over half the intended coverage, ultimately creating a temporary solution to offload capacity, which impacts the southern portion of town our proposed location would help cover. It is also important to mention the most viable "tower/equipment" space to locate a "monopine", due to the fact this land is being used as a cemetery is locating a facility in the northern portion of the property, which impacts the design as the existing foliage creates RF degradation. We would also need nearly 1400 sq ft. of ground space to allow for equipment and tower space, not to mention the potential for other carriers adding more space, as the proposed pole is designed for colocation.

Comment: Describe process AT&T will undertake to reach out to the neighborhood prior to the meeting (this would take the form of a summary from the community meeting).

Response: AT&T conducted a community workshop on Thursday, August 29th, from 6pm-8pm. The workshop was held at the Sonoma Community Center. We set up (3) primary stations for each aspect of the project, "project design", which included photosims storyboards, along with elevations reflective of our proposed 80' monopine. The second station included our RF study (referred to as our EMF/EME) wherein we had an engineer (Bill Hammett) in attendance available to address any public concerns, and the third station focused on the proposed RF coverage, which also included a story board reflective our the before/after coverage maps. The meeting yielded (8) total visitors (notices were mailed August 14th to adjacent property owners from Petaluma, Ca). Questions and concerns were typical, mostly involving health concerns and questions over placement, tree design, and need for improved coverage in the area. Each attendee was given the opportunity to sign in, and provide any written comments as well.

I trust that this addresses the concerns raised. Please let me know if there is anything further you require.

Sincerely yours,



Jason Osborne
Authorized agent of at&t, representing SAC Wireless
3 Rovina Lane
Petaluma, CA 94952
Mobile: 415.559.2121
Fax: 415.358.5766
Email: josborne@osbornepm.com

Wendy Atkins

From: gardenstudio@comcast.net
Sent: Tuesday, August 06, 2013 4:19 PM
To: Wendy Atkins
Subject: AT&T Tower at Sebastiani

Dear Ms. Atkins,

Thank you for the notice re the AT&T application for the AT&T telephone tower in Sebastiani.

Unfortunately, my wife and I cannot attend that evening.

However, as neighbors just one block from the offending (potential) ugliness, we would like you and the city of Sonoma to know that we are strongly opposed to the idea.

If the City of Sonoma is inclined to allow a telephone tower, why not have it on City property (on a suitably industrial site) and the City take the rent?

Sincerely,

John and Alice Micklewright
242 Wilking Way

Public Comments

Chair Roberson closed the public hearing.

Comms. Howarth and Edwards would not support a sanction in this case.

Planning Director Goodison says that no motion is necessary and staff has direction.

Comm. Henevald arrives at 6:55 p.m. and joins commissioners at dais.

Item #2 – 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, August 2, 2013 at 389 Fourth Street East.

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

Associate Planner Atkins presented staff's report.

Chair Roberson opened the public hearing.

No Public Comments

Chair Roberson closed the public hearing.

Comm. Edwards made a motion to approve the use permit subject to the conditions of approval. Comm. Henevald seconded. The motion was unanimously approved 6-0.

Item #3- Public Hearing- Consideration of a Use Permit to install a wireless telecommunications facility on the Sebastiani Winery site including a 97-foot tall redwood monopole tower and fenced equipment shelter at 389 Fourth Street East.

Applicant/Property Owner: AT&T/Foley Family Wines Inc.

Associate Planner Atkins presented staff's report.

Rhuenette Alums, AT&T representative applicant, says that the telecommunications facility will comply with all FCC rules, regulations, and standards. A lease contract is negotiated between the property owner and AT&T.

Chair Roberson opened the public hearing.

Rebekah Anderson, SAC Wireless, explains that the cell phone tower is intended to improve AT&T's network coverage for wireless customers. The design consists of a new stealth redwood monopine tree tower. The analysis did not include consideration of the other towers in Sonoma.

Jody Arens, resident, does not support the proposal for the neighborhood, expressing a view that it would be out-of-place and unnecessary.

Cameron Stuckey, resident, stated that the tower does not belong in this location.

Mike Kalyk, resident, opposes the "fake" tree and believes there is an alternative solution to

ing better coverage for AT&T customers.

aron Palmer, resident, considers the tower an intrusion. He thinks it will be visible for miles and that a more suitable location should be found.

Linda McGarr, neighbor, agreed that the tower is not appropriate for the neighborhood.

Ronnie Kalyk, resident, asked about the setback of the tower from the northeast corner of the site.

Associate Planner Atkins confirmed that the tower would be located approximately 360 feet from the southern property line.

Patricia McTaggart, resident, questioned the relationship between a cell tower and a winery. She stated that it was not a suitable proposal for the property and should be denied.

Chair Roberson closed the public hearing.

Comm. Henevald would like information on the EMF study that was prepared for the application.

Chair Roberson stated that given his knowledge about issues of this magnitude and experience in the telecommunication sector, he is knowledgeable about appropriate procedures for evaluating a proposal of this magnitude and is disappointed with the presentation and quality of the information provided. He is interested in seeing further analysis of the capabilities of the existing cell towers in Sonoma and alternative siting options.

Comm. Howarth agreed that more information was needed with respect to alternative sites and alternative heights.

Comm. Edwards discussed other examples of towers in the Sonoma area. He asked whether a microwave transmission dish was proposed in conjunction with the tower. The applicants stated that this would not be needed at the proposed location.

By consensus, the Planning Commission agreed to table the item, with direction to the applicants to develop a more complete proposal if they wanted to pursue the application further.

Item #4 – Public Hearing – Consideration of an Exception from the front yard setback requirement for a carport at 726 Eda Court.

Applicant/Property Owner: Shawn and Rachael Buckley

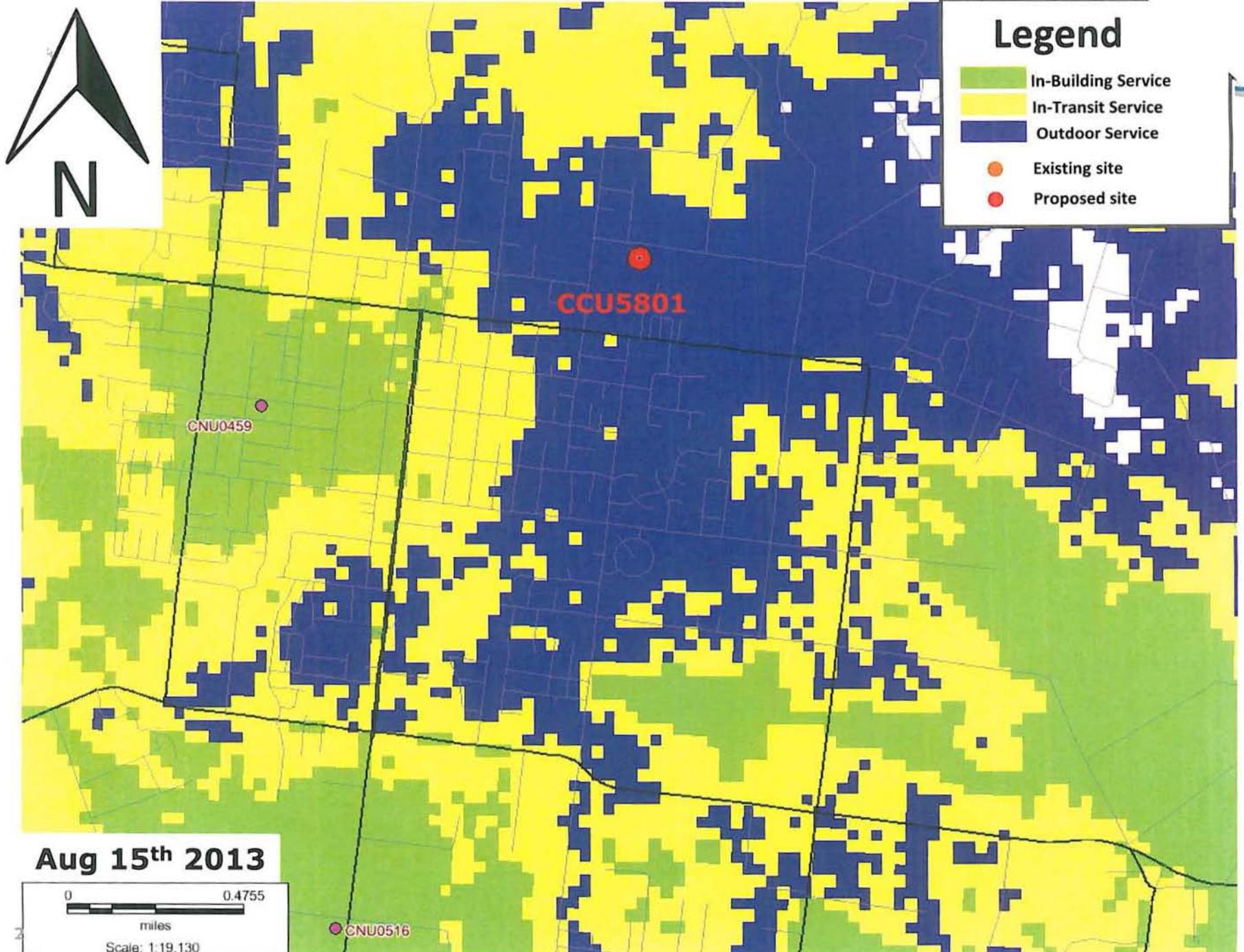
Associate Planner Atkins presented staff's report.

Rachel and Shawn Buckley, applicants, provided signatures of neighbors that support the continued day care use. They apologized for not contacting the City sooner as they were under the impression that no permits were required. They need a dedicated space to operate the day care business and no additional parking is necessary.

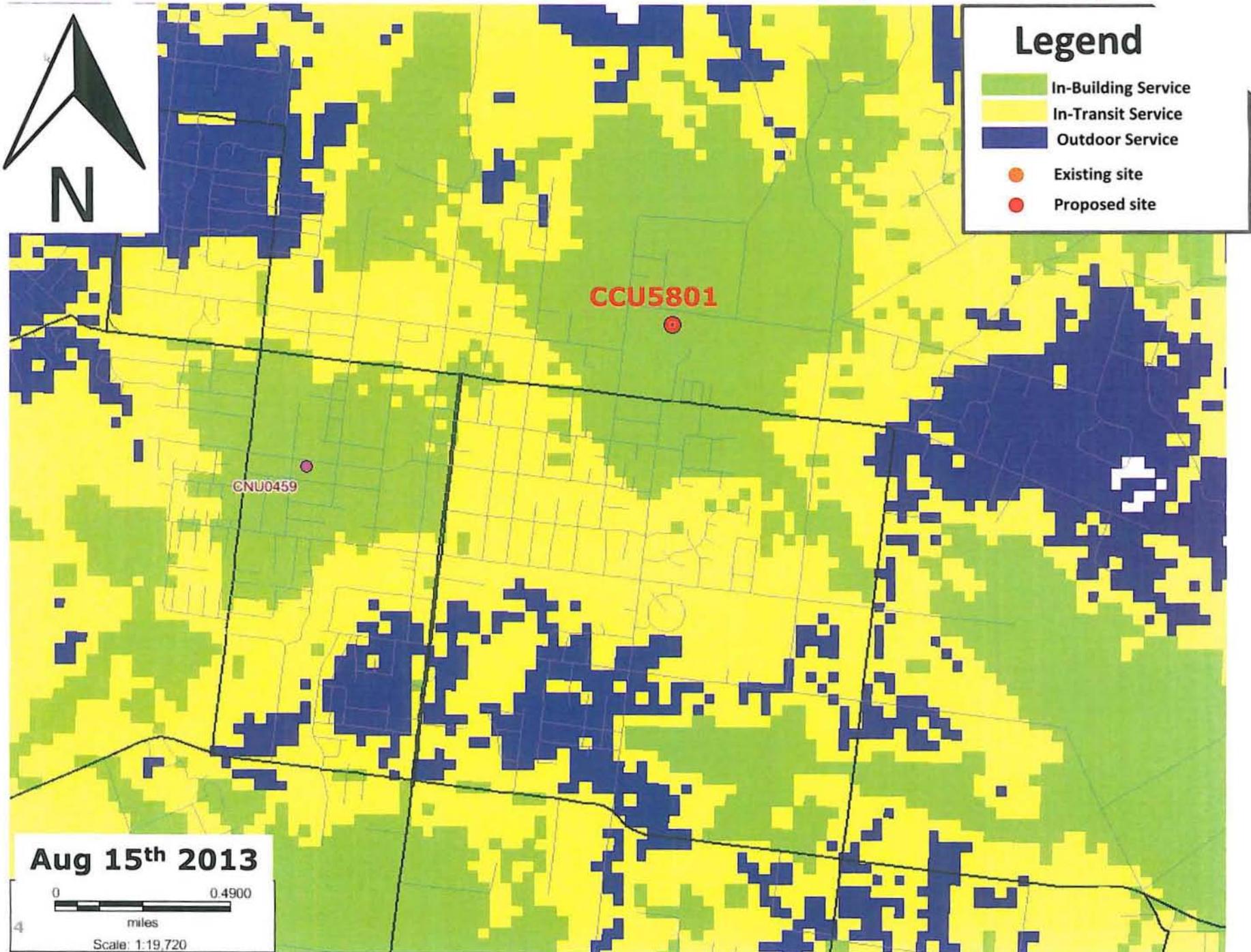
Comm. Tippell confirms that a small day care center is defined as serving six children or fewer.

Comm. Edwards asked about fire safety measures including walkway clearance.

Existing On-Air UMTS 850 Coverage



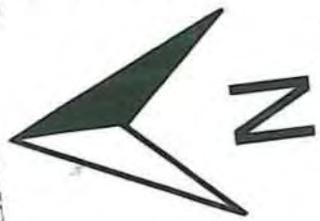
Proposed UMTS 850 Coverage – CCU5801 @ (RC = 70 feet)



Existing Surrounding Sites

Legend

- Existing site
- Proposed site



CCU5801

1.00 miles

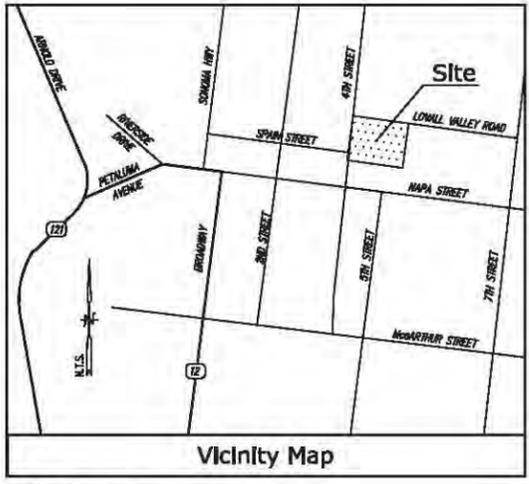
1.95 miles

CNU0459

CNU0516

Aug 15th 2013





Title Report
PREPARED BY: FIDELITY NATIONAL TITLE COMPANY
ORDER NO.: 495110227
DATE: SEPTEMBER 4, 2012

Legal Description

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF SONOMA, COUNTY OF SONOMA, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:
TRACT ONE:
BEING A PORTION & THE PARCEL, AT LAND CONVEYED TO MARY ANN SEBASTIAN, BY DEED RECORDED FEBRUARY 10, 1953...

PARCEL TWO:
BEING IN OUTLOT 503 AND LOTS 255 AND 256, IN THE CITY OF SONOMA, COUNTY OF SONOMA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:
A STRIP OF UNIFORM WIDTH OF 30 FEET BEING 15 FEET ON EACH SIDE OF THE CENTERLINE OF THE SONOMA VALLEY RAILROAD...

TRACT FOUR:
PARCEL ONE:
BEING A PORTION OF THE LANDS CONVEYED TO MARY ANN SEBASTIAN BY DEED DATED JANUARY 26, 1953 AND RECORDED FEBRUARY 10, 1953...

TRACT FIVE:
BEING A PORTION OF THE LANDS CONVEYED TO MARY ANN SEBASTIAN BY DEED DATED MARCH 13, 1953 IN BOOK 178, PAGE 180, SONOMA COUNTY RECORDS...

TRACT SIX:
BEGINNING AT THE SOUTHEAST CORNER OF LOT 257 WHICH IS ALSO THE NORTHWEST CORNER OF SPAN STREET AND FOURTH STREET...

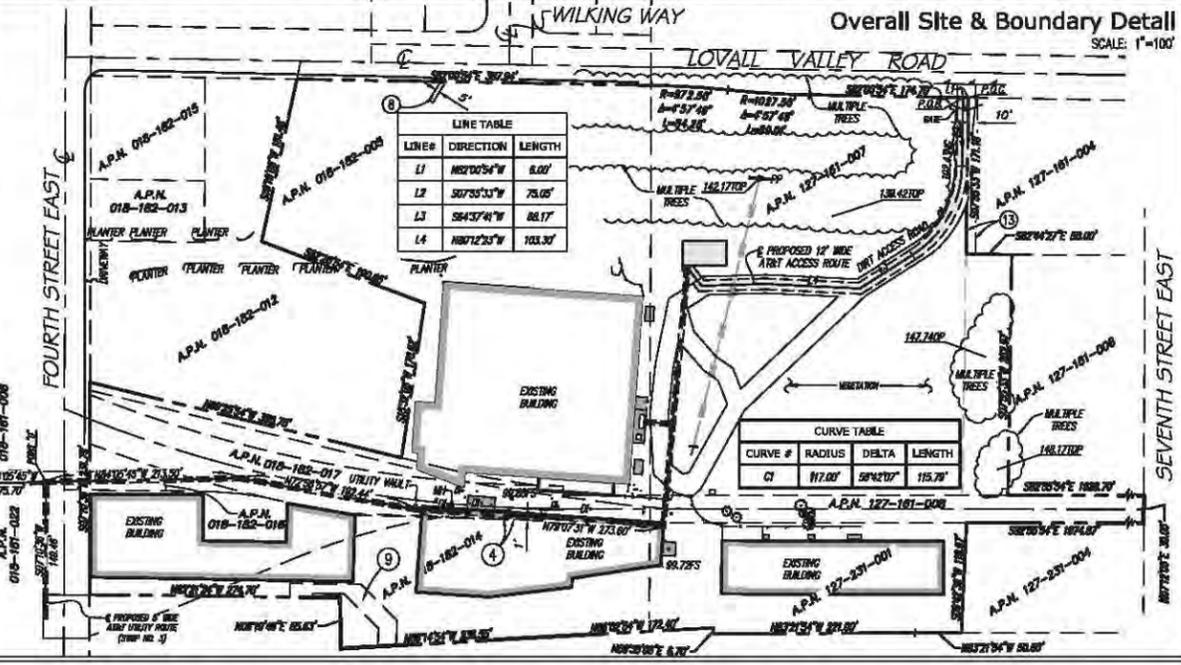
Assessor's Parcel Nos.
018-182-003, 018-182-014, 018-182-016, 018-182-017, 127-181-007, 127-181-008 & 127-231-001

Easements

- 1) EASEMENT FOR PALE LINE RECORDED APRIL 10, 1949 IN BOOK 674, PAGE 69, O.R. (PLOTTED HEREIN)
2) EASEMENT FOR ROAD & PIPELINES RECORDED OCTOBER 18, 1953 IN BOOK 1235, PAGE 206, O.R. (LOCATION CANNOT BE DETERMINED FROM RECORD)
3) EASEMENT FOR PUBLIC UTILITIES RECORDED DECEMBER 30, 1952 AS INST. NO. 82-7192, O.R. (PLOTTED HEREIN, APPROXIMATE LOCATION TAKEN FROM EXHIBIT)
4) EASEMENT FOR ROAD PURPOSES RECORDED JUNE 5, 1981 AS INST. NO. 1981020203, O.R. (PLOTTED HEREIN)
5) EASEMENT FOR ACCESS & WATERS RIGHTS RECORDED JANUARY 10, 2008 AS INST. NO. 2008008080, O.R. (DOES NOT LIE WITHIN THE SUBJECT PROPERTY)
6) EASEMENT FOR UTILITY FACILITIES RECORDED MARCH 17, 2008 AS INST. NO. 2008008080, O.R. (DOES NOT LIE WITHIN THE SUBJECT PROPERTY)
7) DOCUMENT ENTITLED "EASEMENT AGREEMENT" RECORDED DECEMBER 31, 2008 AS INST. NO. 2008-114548, O.R. (PLOTTED HEREIN)

Access Route/Lease Area/ Utility Route

ACCESS ROUTE:
A STRIP OF LAND 12.00 FEET WIDE LYING WITHIN A PORTION OF THE LANDS CONVEYED TO MARY ANN SEBASTIAN BY DEED DATED JANUARY 26, 1953 AND RECORDED FEBRUARY 10, 1953 IN BOOK 178, PAGE 248, SONOMA COUNTY RECORDS, LYING 6.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:
BEGINNING AT THE NORTHWEST CORNER OF DOCUMENT NO. 2008-114547 OF SONOMA COUNTY RECORDS AS SHOWN ON A RECORD OF SURVEY RECORDED IN BOOK 738, PAGE 47 OF MAPS, RECORDS OF SAO COUNTY, THENCE ALONG THE NORTH LINE OF LONVAL VALLEY ROAD...



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www.scw.com
760.795.5200

NAPA AND 5TH AVE.
SITE NO. CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476
SONOMA COUNTY

CAL VADA SURVEYING, INC.
411 Melde Ct., Suite 205, Cotati, CA 95906
Phone: 951-260-8800 Fax: 951-260-8746
Toll Free: 800-CALVADA www.calvada.com

at&t
2600 CAMINO RAMON
SAN RAMON, CA 94583

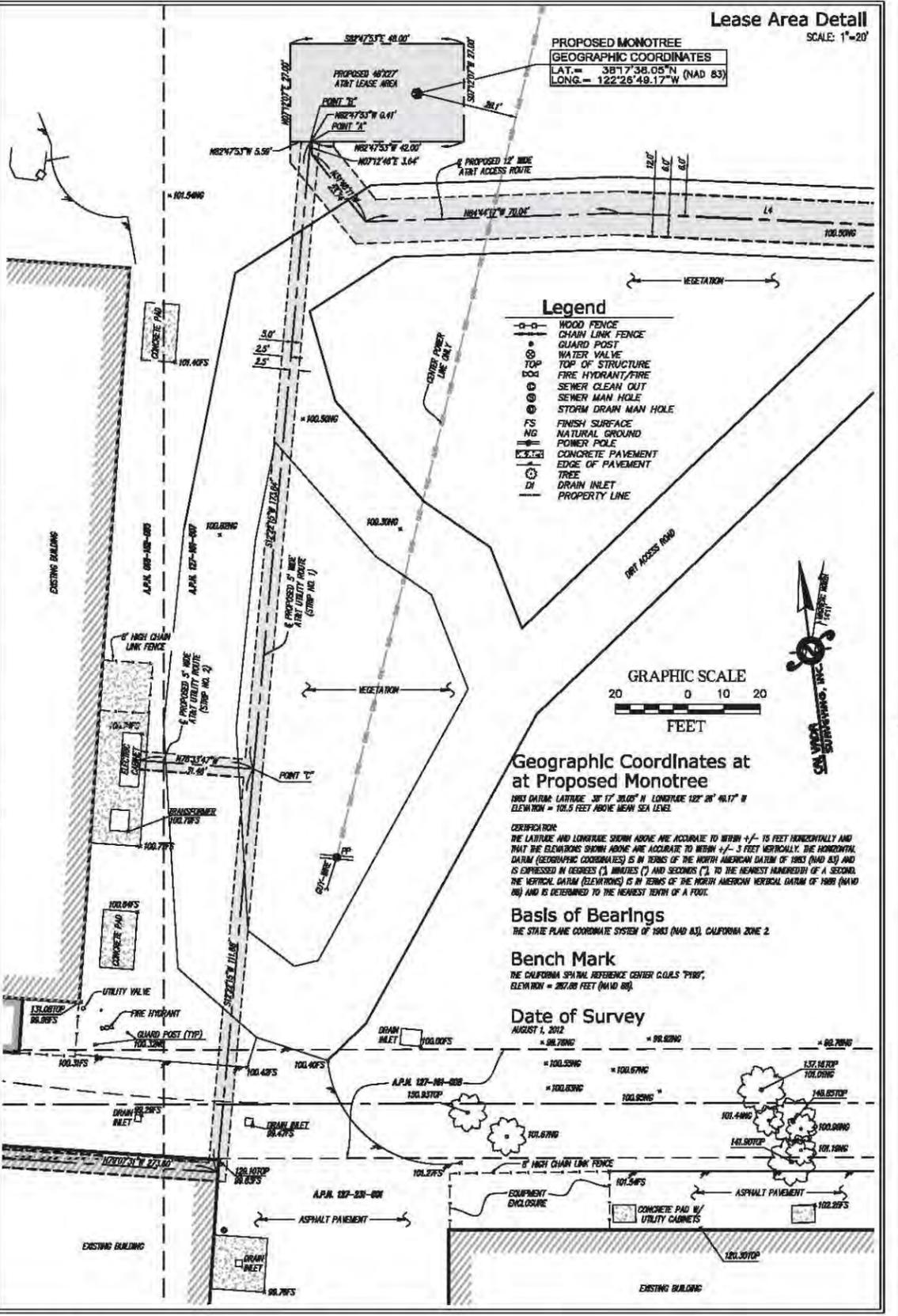


Table with 5 columns: NO., DATE, REVISIONS, BY, CHK APP'D. Contains revision history for the survey.



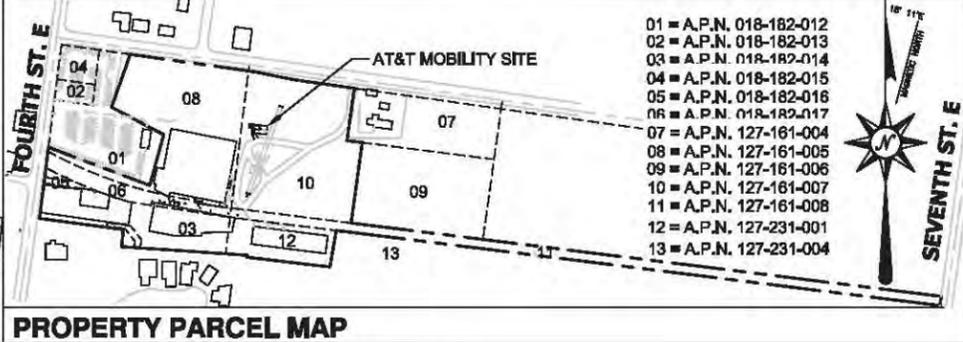
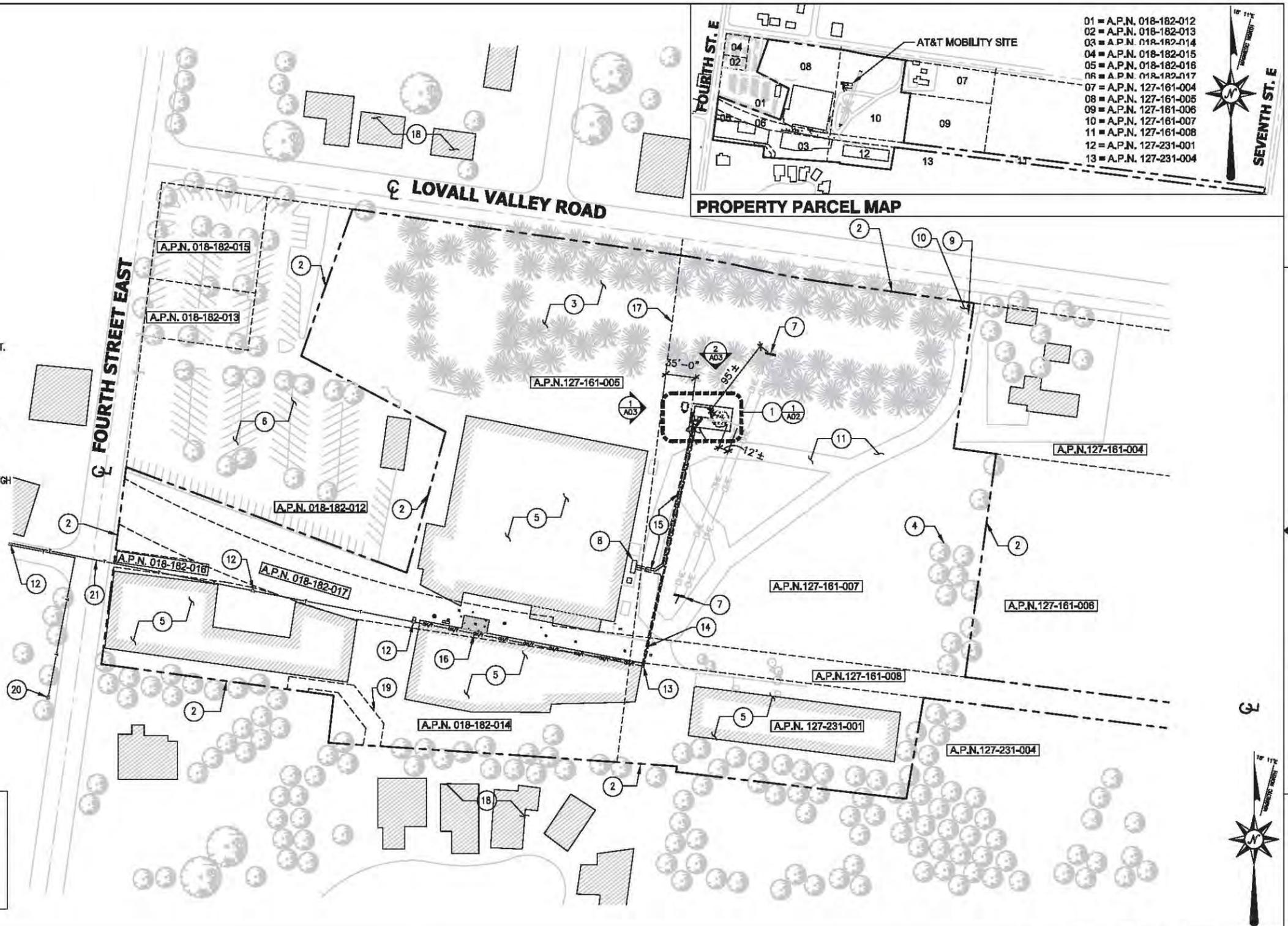
TITLE SHEET
TOPOGRAPHIC SURVEY
JOB NUMBER: 25736-635-AA
DRAWING NUMBER: CCU5801
SHEET NO.: LS-1
REV: 5

KEY NOTES

- 1 PROPOSED 27'-0" x 48'-0" (1296 SQ. FT.) AT&T MOBILITY LEASE AREA
- 2 PROPERTY LINE.
- 3 EXISTING VINEYARD.
- 4 EXISTING TREES, TYP.
- 5 EXISTING BUILDING.
- 6 EXISTING PARKING LOT (BELONGS TO ADJACENT PROPERTY).
- 7 EXISTING POWER POLE.
- 8 EXISTING OUTDOOR PAD MOUNTED SWITCHBOARD AND METER SECTION. PROPOSED AT&T MOBILITY ELECTRICAL SERVICE METER LOCATION
- 9 EXISTING GATES.
- 10 EXISTING SITE ACCESS.
- 11 EXISTING ACCESS ROAD - PROPOSED AT&T MOBILITY 12FT ACCESS EASEMENT.
- 12 EXISTING TELCO/FIBER SUB BOX (HH).
- 13 PROPOSED NEW FIBER BOX (HH).
- 14 PROPOSED UNDERGROUND TELCO/FIBER ROUTE FROM PROPOSED FIBER BOX TO PREFABRICATED EQUIPMENT SHELTER, (APPROXIMATELY 330FT LONG)
- 15 PROPOSED UNDERGROUND ELECTRICAL SERVICE ROUTE (APPROXIMATELY 250FT LONG).
- 16 PROPOSED OVERHEAD TELCO/FIBER ROUTE FROM EXISTING FIBER BOX THROUGH EXISTING BUILDING TO PROPOSED FIBER BOX (APPROXIMATE 275FT LONG).
- 17 EXISTING LOT LINE.
- 18 EXISTING RESIDENTIAL HOUSES
- 19 EXISTING EASEMENT, SEE TOPOGRAPHIC SURVEY (LS-1)
- 20 EXISTING TELCO/FIBER SUB BOX/POF
- 21 PUBLIC RIGHT OF WAY - FIBER ROUTE, ENGINEERING PERMIT REQUIRED.

NOTES:

1. ELECTRICAL SERVICE/TELCO/FIBER ROUTING AND DESIGN ARE PRELIMINARY AND MUST BE VERIFIED WITH LOCAL UTILITY COMPANIES.



- 01 = A.P.N. 018-182-012
- 02 = A.P.N. 018-182-013
- 03 = A.P.N. 018-182-014
- 04 = A.P.N. 018-182-015
- 05 = A.P.N. 018-182-016
- 06 = A.P.N. 018-182-017
- 07 = A.P.N. 127-161-004
- 08 = A.P.N. 127-161-005
- 09 = A.P.N. 127-161-006
- 10 = A.P.N. 127-161-007
- 11 = A.P.N. 127-161-008
- 12 = A.P.N. 127-231-001
- 13 = A.P.N. 127-231-004

OVERALL SITE PLAN

SCALE: 1 inch = 60 ft
 60' 0' 30' 60' 1
 TITLE SHEET

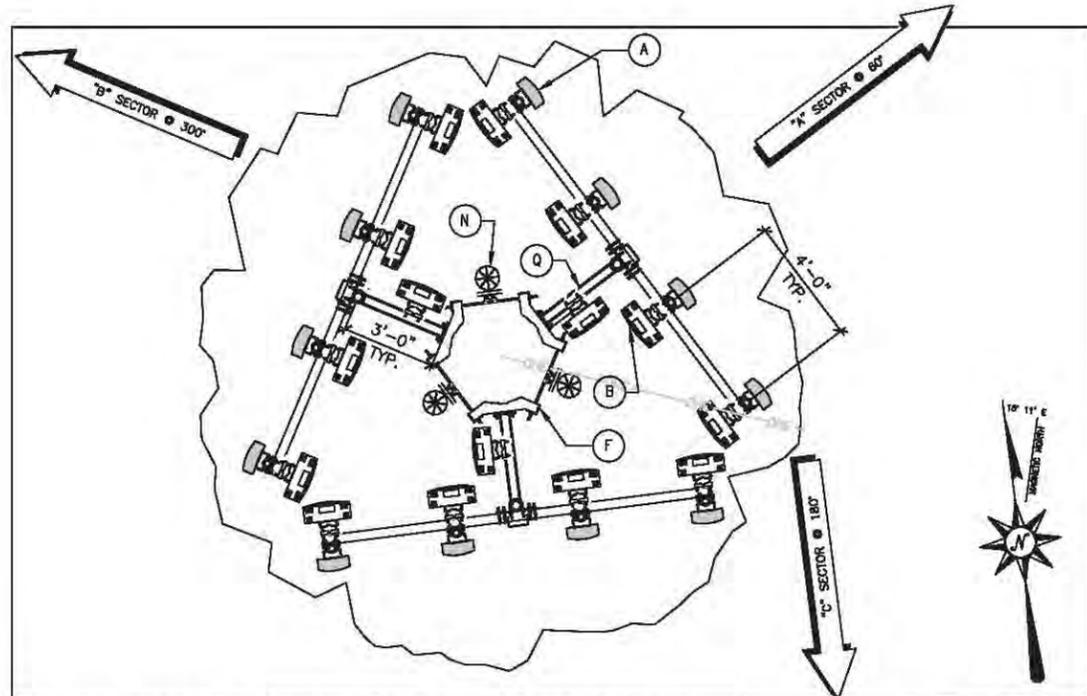
SAC WIRELESS ENGINEERING GROUP
 5865 AVENIDA ENCINAS
 CARLSBAD, CA 92008
 www.sacw.com
 760.795.5200

NAPA & 5TH AVENUE
 SITE NO. CCU5801/CC6078
 ADJACENT TO 379 4TH ST. E
 SONOMA, CA 95476

at&t
 2600 CAMINO RAMON
 SAN RAMON, CA 94583

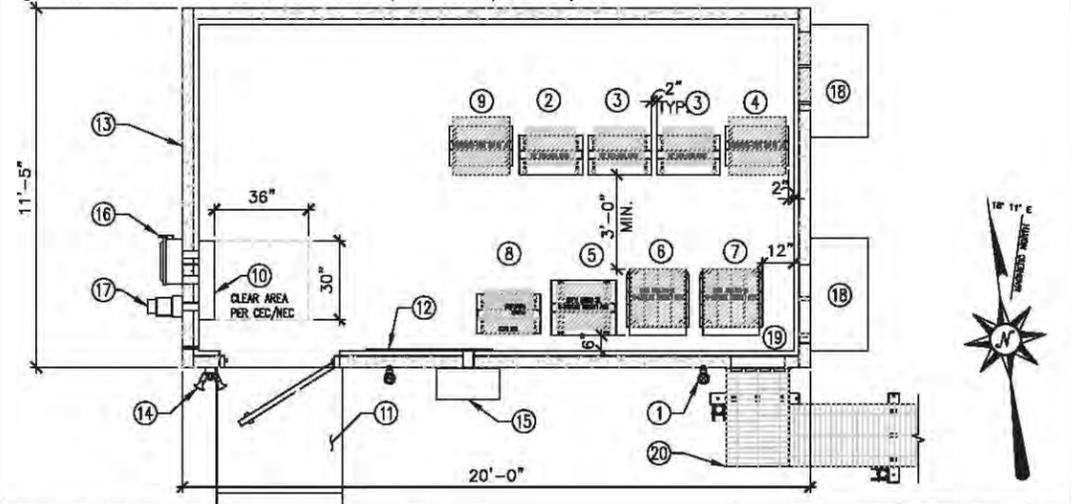
NO.	DATE	REVISIONS	BY	CHK	APP'D
5	09/06/13	ZD ISSUED FOR ZONING APPROVAL	PL	AB	AB
SCALE: AS NOTED		DESIGNED BY:	DRAWN BY:		PL

OVERALL SITE PLAN			
JOB NUMBER	DRAWING NUMBER	SHEET NO.	REV
25736-635-AA	CCU5801	A01	5

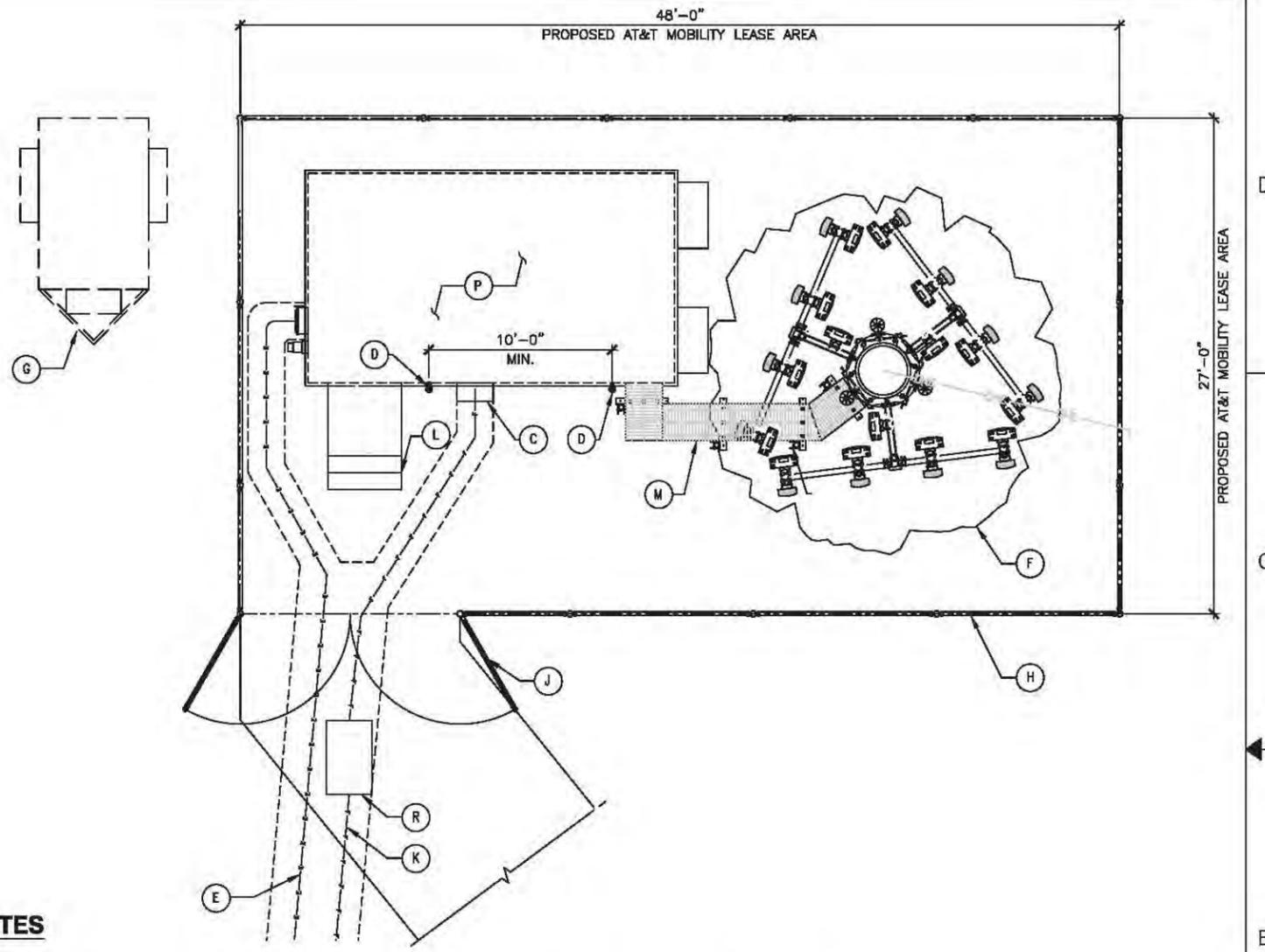


PROPOSED ANTENNA PLAN @ 70' RAD CENTER SCALE: 3/8 inch = 1 ft 0' 1' 2' 3' 2

- KEY NOTES**
- ① PROPOSED AT&T MOBILITY GPS ANTENNA AT 10'-0" MIN. SEPARATION BETWEEN ANTENNAS
 - ② PROPOSED 23" EQUIPMENT RACK FOR UNITS 6601 BLOCKS
 - ③ PROPOSED 23" EQUIPMENT RACK FOR LTE 6601 BLOCKS (TYP. OF 2)
 - ④ PROPOSED 23" TRANSPORT/MISC EQUIPMENT RACK
 - ⑤ LINEAGE INFINITY 'M' DC POWER PLANT IN 23" RACK
 - ⑥ LINEAGE 23" BATTERY RACK
 - ⑦ LINEAGE 23" BATTERY RACK (FUTURE)
 - ⑧ PROPOSED MUX & FUTURE UAM/CIENA MOUNT ON 23" TELCO RACK
 - ⑨ PROPOSED FUTURE 23" RACK
 - ⑩ PROPOSED 200 AMP ELECTRICAL PANEL (PROVIDED W/SHELTER)
 - ⑪ PROPOSED 4'-0" X 4'-0" CONCRETE STOOP WITH STEP
 - ⑫ PROPOSED TELCO BACKBOARD
 - ⑬ PROPOSED AT&T MOBILITY CALIFORNIA APPROVED 11'-5" X 20'-0" PREFABRICATED EQUIPMENT SHELTER
 - ⑭ OVERNIGHT SERVICE LIGHT
 - ⑮ TELCO/FIBER BOX
 - ⑯ 200AMP FUSED DISCONNECT (NEMA 3R ENCLOSURE)
 - ⑰ GENERATOR RECEPTACLE
 - ⑱ HVAC UNIT (TYP. OF 2)
 - ⑲ COAX ENTRY PORT
 - ⑳ WAVEGUIDE BRIDGE



PROPOSED EQUIPMENT PLAN SCALE: 3/8 inch = 1 ft 0' 1' 2' 3' 3



KEY NOTES

- ① PROPOSED AT&T MOBILITY 6-FOOT ANTENNAS (4 PER SECTOR, 3 SECTORS, 12 TOTAL).
- ② PROPOSED AT&T MOBILITY RRUS-11 (5 PER SECTOR, 3 SECTORS, 15 TOTAL).
- ③ PROPOSED TELCO/FIBER BOX
- ④ PROPOSED AT&T MOBILITY GPS ANTENNA, (10'-0" MIN. SEPARATION BETWEEN ANTENNAS, TYP. OF 2)
- ⑤ PROPOSED UNDERGROUND ELECTRICAL SERVICE ROUTE INSIDE PROPOSED UTILITY TRENCH (APPROXIMATELY 250FT LONG).
- ⑥ PROPOSED 80'-0" HIGH FAUX REDWOOD MONOTREE.
- ⑦ PROPOSED AT&T MOBILITY PORTABLE TEMPORARY GENERATOR LOCATION.
- ⑧ PROPOSED AT&T MOBILITY 8'-0" HIGH CHAIN LINK FENCE WITH (3) STRANDS OF BARBED WIRE & DARK BROWN VINYL SLATS.
- ⑨ PROPOSED (2) 6'-0" WIDE CHAIN LINK GATES.
- ⑩ PROPOSED UNDERGROUND FIBER/TELCO ROUTE INSIDE PROPOSED UTILITY TRENCH (APPROXIMATELY 330FT LONG).
- ⑪ PROPOSED CONCRETE STEPS.
- ⑫ PROPOSED 24" WAVEGUIDE BRIDGE CUT CHANNEL LENGTH TO SUIT, TYP.
- ⑬ PROPOSED SURGE PROTECTOR, (TYP. OF 3).
- ⑭ PROPOSED CALIFORNIA APPROVED PREFABRICATED EQUIPMENT SHELTER ON 18" RAISED ABOVE FINISHED GRADE FOUNDATION
- ⑮ PROPOSED LTE RRU MOUNT BRACKET
- ⑯ PROPOSED TELCO/FIBER SUB BOX

PROPOSED ENLARGED SITE PLAN SCALE: 1/4 inch = 1 ft 0' 1' 2' 4' 1

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NO.	DATE	REVISIONS	BY	CHK	APP'D
5	09/06/13	ZD ISSUED FOR ZONING APPROVAL	PL	AB	AB
SCALE: AS NOTED		DESIGNED BY:	DRAWN BY:		PL

TITLE SHEET

ENLARGED SITE PLAN, EQUIPMENT PLAN & ANTENNA PLAN

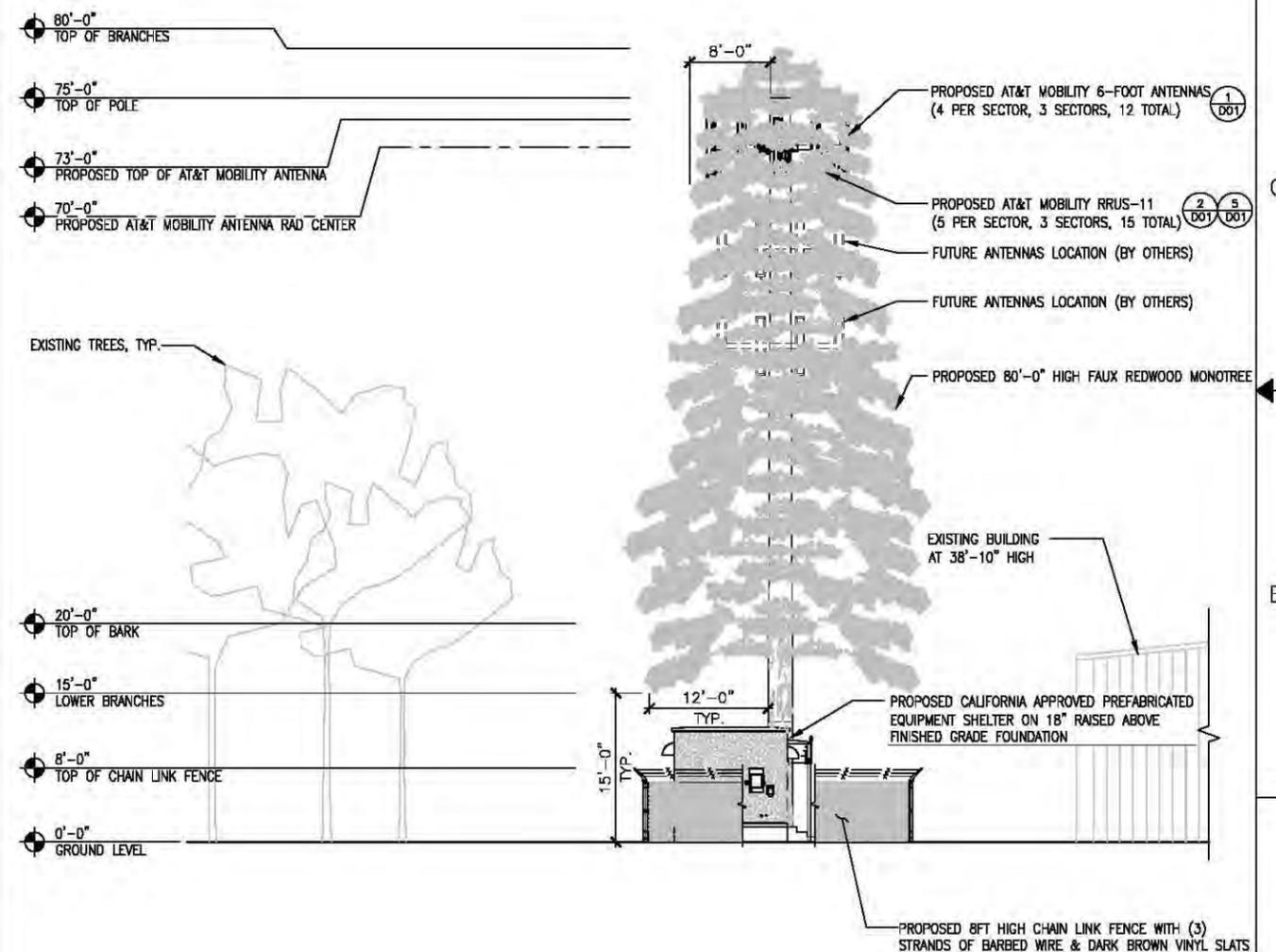
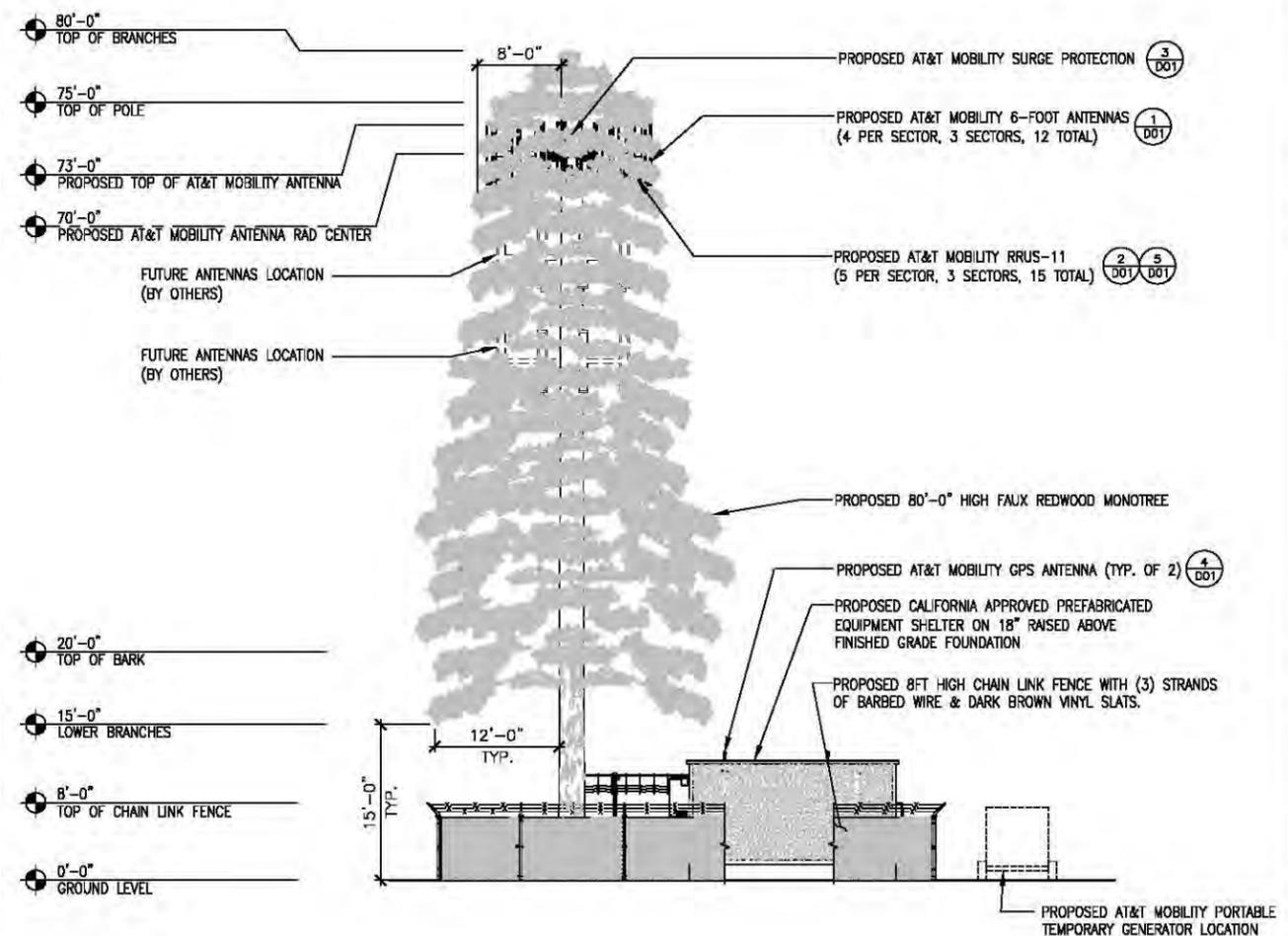
JOB NUMBER	DRAWING NUMBER	SHEET NO.	REV
25736-635-AA	CCU5801	A02	5

BRANCHES SHOWN FOR ILLUSTRATIVE PURPOSES ONLY, NOT TO SCALE.

SILHOUETTE TABLE	
NEW PHYSICAL SURFACE FOR PROPOSED TOWER AND APPURTENANCES	775 SQUARE FEET

BRANCHES SHOWN FOR ILLUSTRATIVE PURPOSES ONLY, NOT TO SCALE.

NOTE: THE SILHOUETTE CALCULATION WAS MEASURED FROM THE VIEW ANGLE WITH THE LARGEST PHYSICAL EXPOSURE.



NORTH ELEVATION

SCALE: 1/8 inch = 1 ft

WEST ELEVATION

SCALE: 1/8 inch = 1 ft

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NO.	DATE	REVISIONS	BY	CHK	APP'D
5	09/06/13	ZD ISSUED FOR ZONING APPROVAL	PL	AB	AB

TITLE SHEET			
NORTH & WEST ELEVATIONS			
JOB NUMBER	DRAWING NUMBER	SHEET NO.	REV
25736-635-AA	CCU5801	A03	5

**AT&T Mobility • Proposed Base Station (Site No. CCU5801)
379 4th Street East • Sonoma, California**

Statement of Hammett & Edison, Inc., Consulting Engineers

The firm of Hammett & Edison, Inc., Consulting Engineers, has been retained on behalf of AT&T Mobility, a personal wireless telecommunications carrier, to evaluate the base station (Site No. CCU5801) proposed to be located at 379 4th Street East in Sonoma, California, for compliance with appropriate guidelines limiting human exposure to radio frequency (“RF”) electromagnetic fields.

Executive Summary

AT&T proposes to install directional panel antennas on a tall steel pole to be installed at Sebastiani Vineyards, located near 379 4th Street East in Sonoma. The proposed operation will comply with the FCC guidelines limiting public exposure to RF energy.

Prevailing Exposure Standards

The U.S. Congress requires that the Federal Communications Commission (“FCC”) evaluate its actions for possible significant impact on the environment. A summary of the FCC’s exposure limits is shown in Figure 1. These limits apply for continuous exposures and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. The most restrictive FCC limit for exposures of unlimited duration to radio frequency energy for several personal wireless services are as follows:

<u>Wireless Service</u>	<u>Frequency Band</u>	<u>Occupational Limit</u>	<u>Public Limit</u>
Microwave (Point-to-Point)	5,000–80,000 MHz	5.00 mW/cm ²	1.00 mW/cm ²
BRS (Broadband Radio)	2,600	5.00	1.00
AWS (Advanced Wireless)	2,100	5.00	1.00
PCS (Personal Communication)	1,950	5.00	1.00
Cellular	870	2.90	0.58
SMR (Specialized Mobile Radio)	855	2.85	0.57
700 MHz	700	2.40	0.48
[most restrictive frequency range]	30–300	1.00	0.20

General Facility Requirements

Base stations typically consist of two distinct parts: the electronic transceivers (also called “radios” or “channels”) that are connected to the traditional wired telephone lines, and the passive antennas that send the wireless signals created by the radios out to be received by individual subscriber units. The transceivers are often located at ground level and are connected to the antennas by coaxial cables. A small antenna for reception of GPS signals is also required, mounted with a clear view of the sky. Because of the short wavelength of the frequencies assigned by the FCC for wireless services, the antennas require line-of-sight paths for their signals to propagate well and so are installed at some

AT&T Mobility • Proposed Base Station (Site No. CCU5801)
379 4th Street East • Sonoma, California

height above ground. The antennas are designed to concentrate their energy toward the horizon, with very little energy wasted toward the sky or the ground. This means that it is generally not possible for exposure conditions to approach the maximum permissible exposure limits without being physically very near the antennas.

Computer Modeling Method

The FCC provides direction for determining compliance in its Office of Engineering and Technology Bulletin No. 65, “Evaluating Compliance with FCC-Specified Guidelines for Human Exposure to Radio Frequency Radiation,” dated August 1997. Figure 2 attached describes the calculation methodologies, reflecting the facts that a directional antenna’s radiation pattern is not fully formed at locations very close by (the “near-field” effect) and that at greater distances the power level from an energy source decreases with the square of the distance from it (the “inverse square law”). The conservative nature of this method for evaluating exposure conditions has been verified by numerous field tests.

Site and Facility Description

Based upon information provided by AT&T, including zoning drawings by SAC Wireless, dated June 6, 2013, it is proposed to install twelve Andrew Model SBNH-1D6565B directional panel antennas on a new 80-foot* steel pole, configured to resemble a pine tree, to be installed at Sebastiani Vineyards, located near 379 4th Street East in Sonoma. The antennas would be mounted with up to 4° downtilt at an effective height of about 70 feet† above ground and would be oriented in groups of four toward 60°T, 180°T, and 300°T. The maximum effective radiated power in any direction would be 9,950 watts, representing simultaneous operation at 7,830 watts for PCS, 1,000 watts for cellular, and 1,120 watts for 700 MHz service. There are reported no other wireless telecommunications base stations at the site or nearby.

Study Results

For a person anywhere at ground, the maximum RF exposure level due to the proposed AT&T operation is calculated to be 0.011 mW/cm², which is 1.2% of the applicable public exposure limit. The maximum calculated level at any nearby building‡ is 0.88% of the public exposure limit. The maximum calculated level at the second-floor elevation of any nearby residence§ is 0.79% of the public exposure limit. It should be noted that these results include several “worst-case” assumptions and therefore are expected to overstate actual power density levels from the proposed operation.

* The foliage on the tree extends to 85 feet above ground.

† This is 10 feet higher than shown in the drawings.

‡ Located at least 90 feet away, based on photographs from Google Maps.

§ Located at least 250 feet away, based on photographs from Google Maps.



**AT&T Mobility • Proposed Base Station (Site No. CCU5801)
379 4th Street East • Sonoma, California**

No Recommended Mitigation Measures

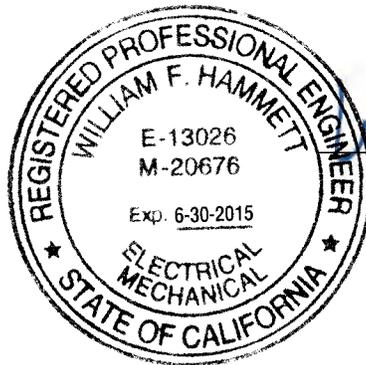
Due to their mounting locations, the AT&T antennas would not be accessible to the general public, and so no mitigation measures are necessary to comply with the FCC public exposure guidelines. It is presumed that AT&T will, as an FCC licensee, take adequate steps to ensure that its employees or contractors comply with FCC occupational exposure guidelines whenever work is required near the antennas themselves.

Conclusion

Based on the information and analysis above, it is the undersigned's professional opinion that operation of the base station proposed by AT&T Mobility at 379 4th Street East in Sonoma, California, will comply with the prevailing standards for limiting public exposure to radio frequency energy and, therefore, will not for this reason cause a significant impact on the environment. The highest calculated level in publicly accessible areas is much less than the prevailing standards allow for exposures of unlimited duration. This finding is consistent with measurements of actual exposure conditions taken at other operating base stations.

Authorship

The undersigned author of this statement is a qualified Professional Engineer, holding California Registration Nos. E-13026 and M-20676, which expire on June 30, 2015. This work has been carried out under his direction, and all statements are true and correct of his own knowledge except, where noted, when data has been supplied by others, which data he believes to be correct.



A handwritten signature in blue ink that reads "William F. Hammett". The signature is written over a horizontal line.

William F. Hammett, P.E.

707/996-5200

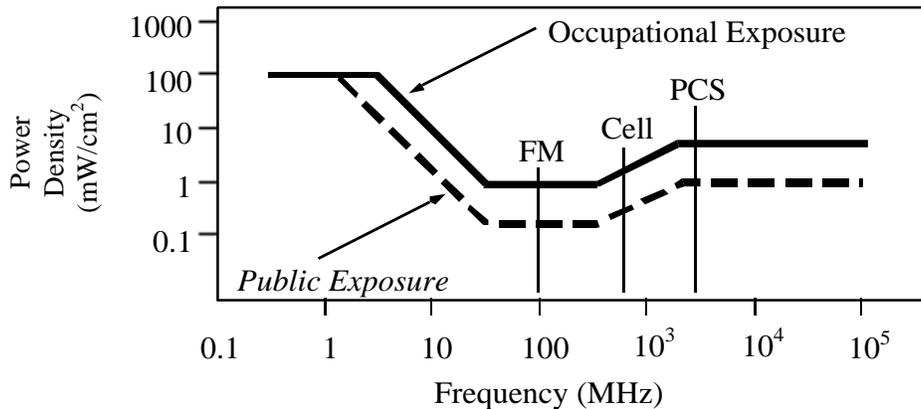
August 27, 2013

FCC Radio Frequency Protection Guide

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission (“FCC”) to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The FCC adopted the limits from Report No. 86, “Biological Effects and Exposure Criteria for Radiofrequency Electromagnetic Fields,” published in 1986 by the Congressionally chartered National Council on Radiation Protection and Measurements (“NCRP”). Separate limits apply for occupational and public exposure conditions, with the latter limits generally five times more restrictive. The more recent standard, developed by the Institute of Electrical and Electronics Engineers and approved as American National Standard ANSI/IEEE C95.1-2006, “Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic Fields, 3 kHz to 300 GHz,” includes similar limits. These limits apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health.

As shown in the table and chart below, separate limits apply for occupational and public exposure conditions, with the latter limits (in *italics* and/or dashed) up to five times more restrictive:

Frequency Applicable Range (MHz)	Electromagnetic Fields (f is frequency of emission in MHz)					
	Electric Field Strength (V/m)		Magnetic Field Strength (A/m)		Equivalent Far-Field Power Density (mW/cm ²)	
0.3 – 1.34	614	<i>614</i>	1.63	<i>1.63</i>	100	<i>100</i>
1.34 – 3.0	614	<i>823.8/f</i>	1.63	<i>2.19/f</i>	100	<i>180/f²</i>
3.0 – 30	1842/f	<i>823.8/f</i>	4.89/f	<i>2.19/f</i>	900/f ²	<i>180/f²</i>
30 – 300	61.4	<i>27.5</i>	0.163	<i>0.0729</i>	1.0	<i>0.2</i>
300 – 1,500	3.54√f	<i>1.59√f</i>	√f/106	<i>√f/238</i>	f/300	<i>f/1500</i>
1,500 – 100,000	137	<i>61.4</i>	0.364	<i>0.163</i>	5.0	<i>1.0</i>



Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits, and higher levels also are allowed for exposures to small areas, such that the spatially averaged levels do not exceed the limits. However, neither of these allowances is incorporated in the conservative calculation formulas in the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) for projecting field levels. Hammett & Edison has built those formulas into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radio sources. The program allows for the description of buildings and uneven terrain, if required to obtain more accurate projections.

RFR.CALC™ Calculation Methodology

Assessment by Calculation of Compliance with FCC Exposure Guidelines

The U.S. Congress required (1996 Telecom Act) the Federal Communications Commission (“FCC”) to adopt a nationwide human exposure standard to ensure that its licensees do not, cumulatively, have a significant impact on the environment. The maximum permissible exposure limits adopted by the FCC (see Figure 1) apply for continuous exposures from all sources and are intended to provide a prudent margin of safety for all persons, regardless of age, gender, size, or health. Higher levels are allowed for short periods of time, such that total exposure levels averaged over six or thirty minutes, for occupational or public settings, respectively, do not exceed the limits.

Near Field.

Prediction methods have been developed for the near field zone of panel (directional) and whip (omnidirectional) antennas, typical at wireless telecommunications base stations, as well as dish (aperture) antennas, typically used for microwave links. The antenna patterns are not fully formed in the near field at these antennas, and the FCC Office of Engineering and Technology Bulletin No. 65 (August 1997) gives suitable formulas for calculating power density within such zones.

For a panel or whip antenna, power density $S = \frac{180}{\theta_{BW}} \times \frac{0.1 \times P_{net}}{\pi \times D \times h}$, in mW/cm²,

and for an aperture antenna, maximum power density $S_{max} = \frac{0.1 \times 16 \times \eta \times P_{net}}{\pi \times h^2}$, in mW/cm²,

- where θ_{BW} = half-power beamwidth of the antenna, in degrees, and
 P_{net} = net power input to the antenna, in watts,
 D = distance from antenna, in meters,
 h = aperture height of the antenna, in meters, and
 η = aperture efficiency (unitless, typically 0.5-0.8).

The factor of 0.1 in the numerators converts to the desired units of power density.

Far Field.

OET-65 gives this formula for calculating power density in the far field of an individual RF source:

power density $S = \frac{2.56 \times 1.64 \times 100 \times RFF^2 \times ERP}{4 \times \pi \times D^2}$, in mW/cm²,

- where ERP = total ERP (all polarizations), in kilowatts,
RFF = relative field factor at the direction to the actual point of calculation, and
D = distance from the center of radiation to the point of calculation, in meters.

The factor of 2.56 accounts for the increase in power density due to ground reflection, assuming a reflection coefficient of 1.6 (1.6 x 1.6 = 2.56). The factor of 1.64 is the gain of a half-wave dipole relative to an isotropic radiator. The factor of 100 in the numerator converts to the desired units of power density. This formula has been built into a proprietary program that calculates, at each location on an arbitrary rectangular grid, the total expected power density from any number of individual radiation sources. The program also allows for the description of uneven terrain in the vicinity, to obtain more accurate projections.

**Bechtel Communication on
behalf of AT&T Mobility, LLC
Site ID - CCU6078
USID - 133231
Site Name - Sebastiani Vineyards
Site Compliance Report**

**379 4th St E
Sonoma, CA 95476**

Latitude: N38-17-35.80
Longitude: W122-26-50.08
Structure Type: Monopole

Report generated date: November 16, 2012
Report by: Tony DeMattia
Customer Contact: Tom McGuire

**AT&T Mobility, LLC Will Be Compliant based on
FCC Rules and Regulations.**

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**David Charles Cotton, Jr.
Registered Professional Engineer (Electrical)
State of California, 18838, Expires 2013-June-30
Date: 2012-November-17**

JUN 6 6 2013

**Bechtel Communication on behalf of AT&T
Mobility, LLC
Sebastiani Vineyards - CCU6078
Radio Frequency (RF) Site Compliance Report**



379 4th St E, Sonoma, CA 95476



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1 Executive Summary

Bechtel Communication on behalf of AT&T Mobility, LLC has contracted with Sitesafe, Inc. (Sitesafe), an independent Radio Frequency (RF) regulatory and engineering consulting firm, to determine whether the proposed communications site, CCU6078 - Sebastiani Vineyards, located at 379 4th St E, Sonoma, CA, is in compliance with Federal Communication Commission (FCC) Rules and Regulations for RF emissions.

This report contains a detailed summary of the RF environment at the site including:

- diagram of the site;
- inventory of the make / model of all antennas
- theoretical MPE based on modeling.

This report addresses exposure to radio frequency electromagnetic fields in accordance with the FCC Rules and Regulations for all individuals, classified in two groups, "Occupational or Controlled" and "General Public or Uncontrolled." This **site will be compliant** with the FCC rules and regulations, as described in OET Bulletin 65.

Project Description: AT&T Mobility LLC proposed the following installations: 4 Surge protectors; 95' high faux redwood monotree; 11'X20' California approved prefabricated equipment shelter; twelve 6' panel antennas; 3 RRUS-11 and 15 RRUS-01 devices.

This document and the conclusions herein are based on the information provided by AT&T Mobility, LLC.

If you have any questions regarding RF safety and regulatory compliance, please do not hesitate to contact Sitesafe's Customer Support Department at (703) 276-1100.

The following documents were used in the creation of this report:

RFDS: 25736-635-AA-CCU6078 RF V10.xlsx

CD: 25471-630-A1-CC6078 Z01-Rev B.pdf

ERP: Sitesafe used 60 watt transmit power output for LTE and 40 watt transmit power output for each UMTS carrier.

2 Regulatory Basis

2.1 FCC Rules and Regulations

In 1996, the Federal Communication Commission (FCC) adopted regulations for the evaluating of the effects of RF emissions in 47 CFR § 1.1307 and 1.1310. The guideline from the FCC Office of Engineering and Technology is Bulletin 65 ("OET Bulletin 65"), *Evaluating Compliance with FCC Guidelines for Human Exposure to Radio Frequency Electromagnetic Fields*, Edition 97-01, published August 1997. Since 1996 the FCC periodically reviews these rules and regulations as per their congressional mandate.

FCC regulations define two separate tiers of exposure limits: Occupational or "Controlled environment" and General Public or "Uncontrolled environment". The General Public limits are generally five times more conservative or restrictive than the Occupational limit. These limits apply to *accessible* areas where workers or the general public may be exposed to Radio Frequency (RF) electromagnetic fields.

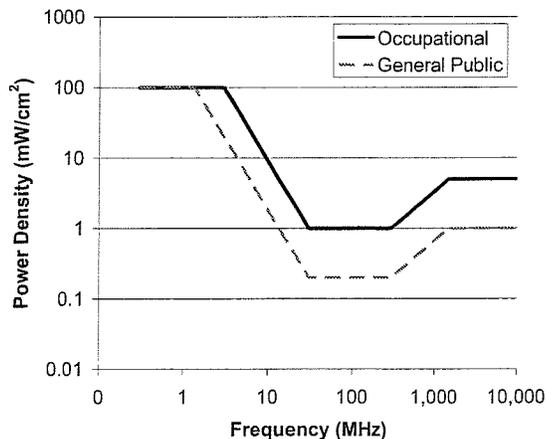
Occupational or Controlled limits apply in situations in which persons are exposed as a consequence of their employment and where those persons exposed have been made fully aware of the potential for exposure and can exercise control over their exposure.

An area is considered a Controlled environment when access is limited to these aware personnel. Typical criteria are restricted access (i.e. locked or alarmed doors, barriers, etc.) to the areas where antennas are located coupled with proper RF warning signage. A site with Controlled environments is evaluated with Occupational limits.

All other areas are considered Uncontrolled environments. If a site has no access controls or no RF warning signage it is evaluated with General Public limits.

The theoretical modeling of the RF electromagnetic fields has been performed in accordance with OET Bulletin 65. The Maximum Permissible Exposure (MPE) limits utilized in this analysis are outlined in the following diagram:

FCC Limits for Maximum Permissible Exposure (MPE)
Plane-wave Equivalent Power Density



Limits for Occupational/Controlled Exposure (MPE)

Frequency Range (MHz)	Electric Field Strength (E) (V/m)	Magnetic Field Strength (H) (A/m)	Power Density (S) (mW/cm ²)	Averaging Time E ² , H ² or S (minutes)
0.3-3.0	614	1.63	(100)*	6
3.0-30	1842/f	4.89/f	(900/f ²)*	6
30-300	61.4	0.163	1.0	6
300-1500	--	--	f/300	6
1500-100,000	--	--	5	6

Limits for General Population/Uncontrolled Exposure (MPE)

Frequency Range (MHz)	Electric Field Strength (E) (V/m)	Magnetic Field Strength (H) (A/m)	Power Density (S) (mW/cm ²)	Averaging Time E ² , H ² or S (minutes)
0.3-1.34	614	1.63	(100)*	30
1.34-30	824/f	2.19/f	(180/f ²)*	30
30-300	27.5	0.073	0.2	30
300-1500	--	--	f/1500	30
1500-100,000	--	--	1.0	30

f = frequency in MHz *Plane-wave equivalent power density

2.2 OSHA Statement

The General Duty clause of the OSHA Act (Section 5) outlines the occupational safety and health responsibilities of the employer and employee. The General Duty clause in Section 5 states:

- (a) Each employer –
 - (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
 - (2) shall comply with occupational safety and health standards promulgated under this Act.

- (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

OSHA has defined Radiofrequency and Microwave Radiation safety standards for workers who may enter hazardous RF areas. Regulation Standards 29 CFR § 1910.147 identify a generic Lock Out Tag Out procedure aimed to control the unexpected energization or start up of machines when maintenance or service is being performed.

3 Site Compliance

3.1 Site Compliance Statement

Upon evaluation of the cumulative RF emission levels from all operators at this site, Sitesafe has determined that:

This **site will be compliant** with the FCC rules and regulations, as described in OET Bulletin 65.

AT&T Mobility, LLC is predicted to contribute **less than 5%** of the maximum permissible exposure (MPE) based on theoretical modeling using parameters supplied by the client; therefore, AT&T Mobility, LLC has no responsibility for bringing the site into compliance with FCC guidelines. See Appendix C. A detailed explanation of the 5% rule can be found in the Definition section of Appendix B.

The compliance determination is based on General Public MPE levels based on theoretical modeling, RF signage placement recommendations, proposed antenna inventory and the level of restricted access to the antennas at the site. Any deviation from the AT&T Mobility, LLC's proposed deployment plan could result in the site being rendered non-compliant.

3.2 Actions for Site Compliance

Based on common industry practice and our understanding of FCC and OSHA requirements, this section provides a statement of recommendations for site compliance. RF alert signage recommendations have been proposed based on theoretical analysis of MPE levels. Barriers can consist of locked doors, fencing, railing, rope, chain, paint striping or tape, combined with RF alert signage.

This site will be compliant with the FCC rules and regulations.

Sitesafe found one or more issues that led to our determination. The site will be made compliant if the following changes are implemented:

- Restricted access to the site (by lock, alarm or sign-in sheet), preventing anyone from the general public access to the site;
- and,
- Posting RF signs that a person could read and understand the signs prior to accessing the site;

Site Access Location

Put lock on Site Access Door.
Information Sign 1 required, in English.
Information Sign 1 required, in Spanish.
Yellow caution sign required.

4 Safety Plan and Procedures

The following items are general safety recommendations that should be administered on a site by site basis as needed by the carrier.

General Maintenance Work: Any maintenance personnel required to work immediately in front of antennas and / or in areas indicated as above 100% of the Occupational MPE limits should coordinate with the wireless operators to disable transmitters during their work activities.

Training and Qualification Verification: All personnel accessing areas indicated as exceeding the General Population MPE limits should have a basic understanding of EME awareness and RF Safety procedures when working around transmitting antennas. Awareness training increases a workers understanding to potential RF exposure scenarios. Awareness can be achieved in a number of ways (e.g. videos, formal classroom lecture or internet based courses).

Physical Access Control: Access restrictions to transmitting antennas locations is the primary element in a site safety plan. Examples of access restrictions are as follows:

- Locked door or gate
- Alarmed door
- Locked ladder access
- Restrictive Barrier at antenna (e.g. Chain link with posted RF Sign)

RF Signage: Everyone should obey all posted signs at all times. RF signs play an important role in properly warning a worker prior to entering into a potential RF Exposure area.

Assume all antennas are active: Due to the nature of telecommunications transmissions, an antenna transmits intermittently. Always assume an antenna is transmitting. Never stop in front of an antenna. If you have to pass by an antenna, move through as quickly and safely as possible thereby reducing any exposure to a minimum.

Maintain a 3 foot clearance from all antennas: There is a direct correlation between the strength of an EME field and the distance from the transmitting antenna. The further away from an antenna, the lower the corresponding EME field is.

Site RF Emissions Diagram: Section 5 of this report contains an RF Diagram that outlines various theoretical Maximum Permissible Exposure (MPE) areas at the site. The modeling is a worst case scenario assuming a duty cycle of 100% for each transmitting antenna at full power. This analysis is based on one of two access control criteria: General Public criteria means the access to the site is uncontrolled and anyone can gain access. Occupational criteria means the access is restricted and only properly trained individuals can gain access to the antenna locations.

5 Analysis

5.1 RF Emissions Diagram

The RF diagram(s) below display theoretical spatially averaged percentage of the Maximum Permissible Exposure for all systems at the site unless otherwise noted. These diagrams use modeling as proscribed in OET Bulletin 65 and assumptions detailed in Appendix B.

The key at the bottom of each diagram indicates if percentages displayed are referenced to FCC Occupational or General Public Maximum Permissible Exposure (MPE) limits. Color coding on the diagram is as follows:

- a) Composite Exposure Levels
 - Areas indicated as Green are below 100% of the MPE limits.
 - Blue represents areas predicted to be between 100% and 500% of the MPE limits.
 - Yellow represents areas predicted to be between 500% and 5000% of the MPE limits.
 - Red areas indicated predicted levels greater than 5000% of the MPE limits.
- b) AT&T Mobility 5% Exposure Levels:
 - Areas indicated as Green are below 5% of the MPE limits.
 - Purple represents areas predicted to be greater than 5% of the MPE limits.

The theoretical analysis identified the maximum predicted MPE levels to be:

Maximum Theoretical General Public or Uncontrolled MPE level:	2.0%
Maximum Theoretical Occupational or Controlled MPE Level:	0.4%
AT&T Maximum Theoretical General Public or Uncontrolled MPE level:	2.0%
AT&T Maximum Theoretical Occupational or Controlled MPE level:	0.4%

General Population diagrams are specified when an area is accessible to the public; i.e. personnel that do not meet Occupational or RF Safety trained criteria, could gain access.

If trained occupational personnel require access to areas that are delineated as Red or above 100% of the limit, Sitesafe recommends that they utilize the proper personal protection equipment (RF monitors), coordinate with the carriers to reduce or shutdown power, or make real-time power density measurements with the appropriate power density meter to determine real-time MPE levels. This will allow the personnel to ensure that their work area is within exposure limits.

The key at the bottom also indicates the level or height of the modeling with respect to the main level. The origin is typically referenced to the main rooftop level, or ground level for a structure without access to the antenna level. For example:

Average from 0 feet above to 6 feet above origin

and

Average from 20 feet above to 26 feet above origin

The first indicates modeling at the main rooftop (or ground) level averaged over 6 feet. The second indicates modeling at a higher level (possibly a penthouse level) of 20 feet averaged over 6 feet.

Abbreviations used in the RF Emissions Diagrams

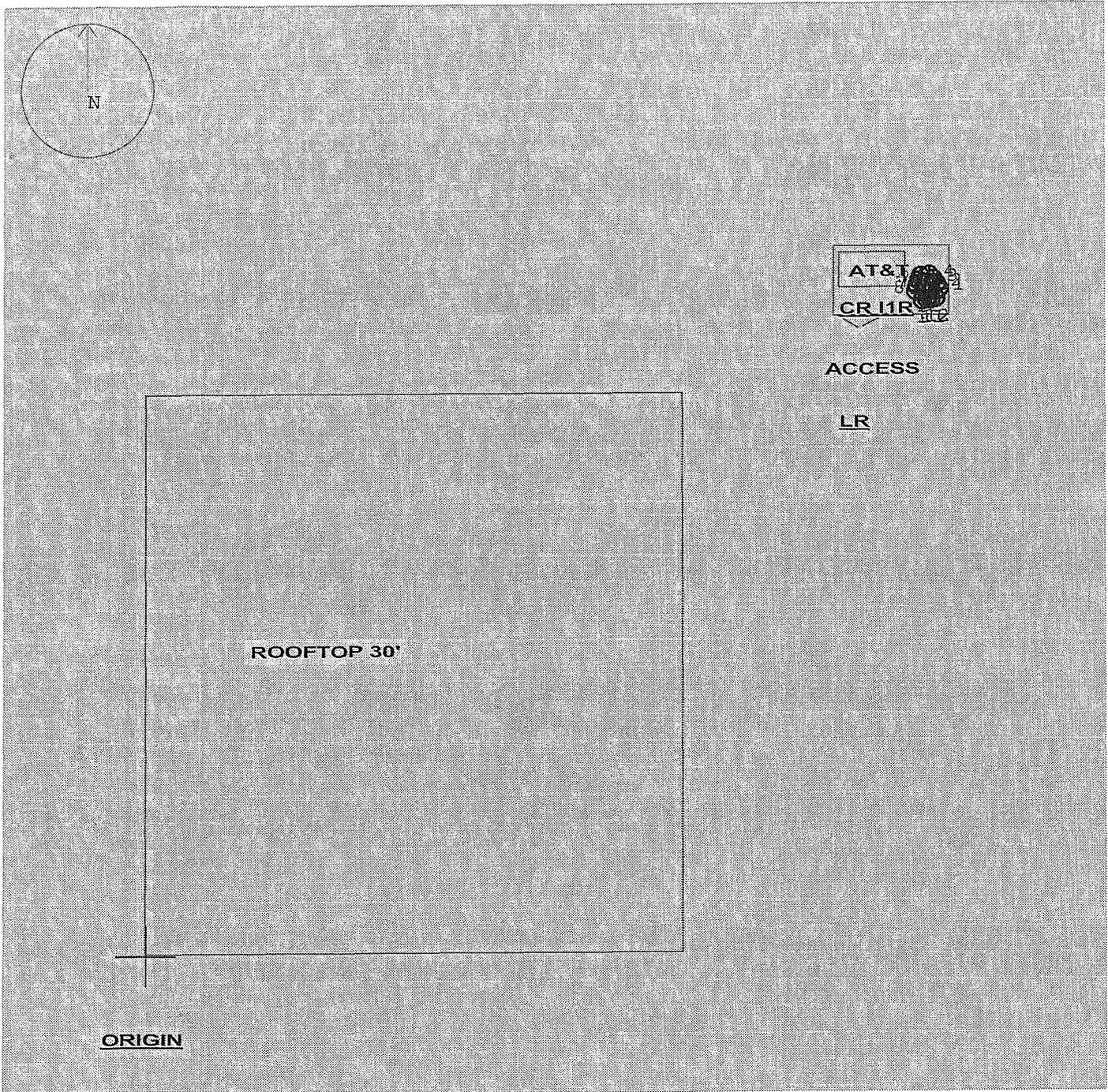
PH=##'	Penthouse at ## feet above main roof
--------	--------------------------------------

Additional Information in the RF Emissions Diagrams Key

The RF emissions diagram provides indications of RF signage, barriers and locked doors. The table below lists the abbreviations used to indicate locked doors, signs and barriers:

Table 1: RF Signage and Barrier Key					
Type	RF Signage		Type	Barriers	
	Existing Location	Recommended Location		Existing Location	Recommended Location
Notice	<u>NE</u>	<u>NR</u>	Locked Door	<u>LE</u>	<u>LR</u>
Caution	<u>CE</u>	<u>CR</u>	Fencing	<u>RE</u>	<u>RR</u>
Warning	<u>WE</u>	<u>WR</u>	Rope Chain		
Info Sign 1	<u>I1E</u>	<u>I1R</u>	Paint Stripes		
Info Sign 2	<u>I2E</u>	<u>I2R</u>	Tape		
Info Sign 3	<u>I3E</u>	<u>I3R</u>			
Info Sign 4	<u>I4E</u>	<u>I4R</u>			

RF Emissions Diagram for: Sebastiani Vineyards Ground Level Detail View

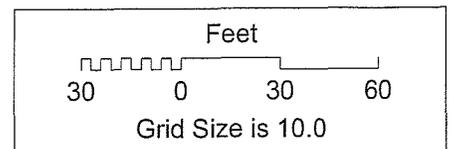


% of FCC Public Exposure Limit
Average from 0 feet above to 6 feet above origin

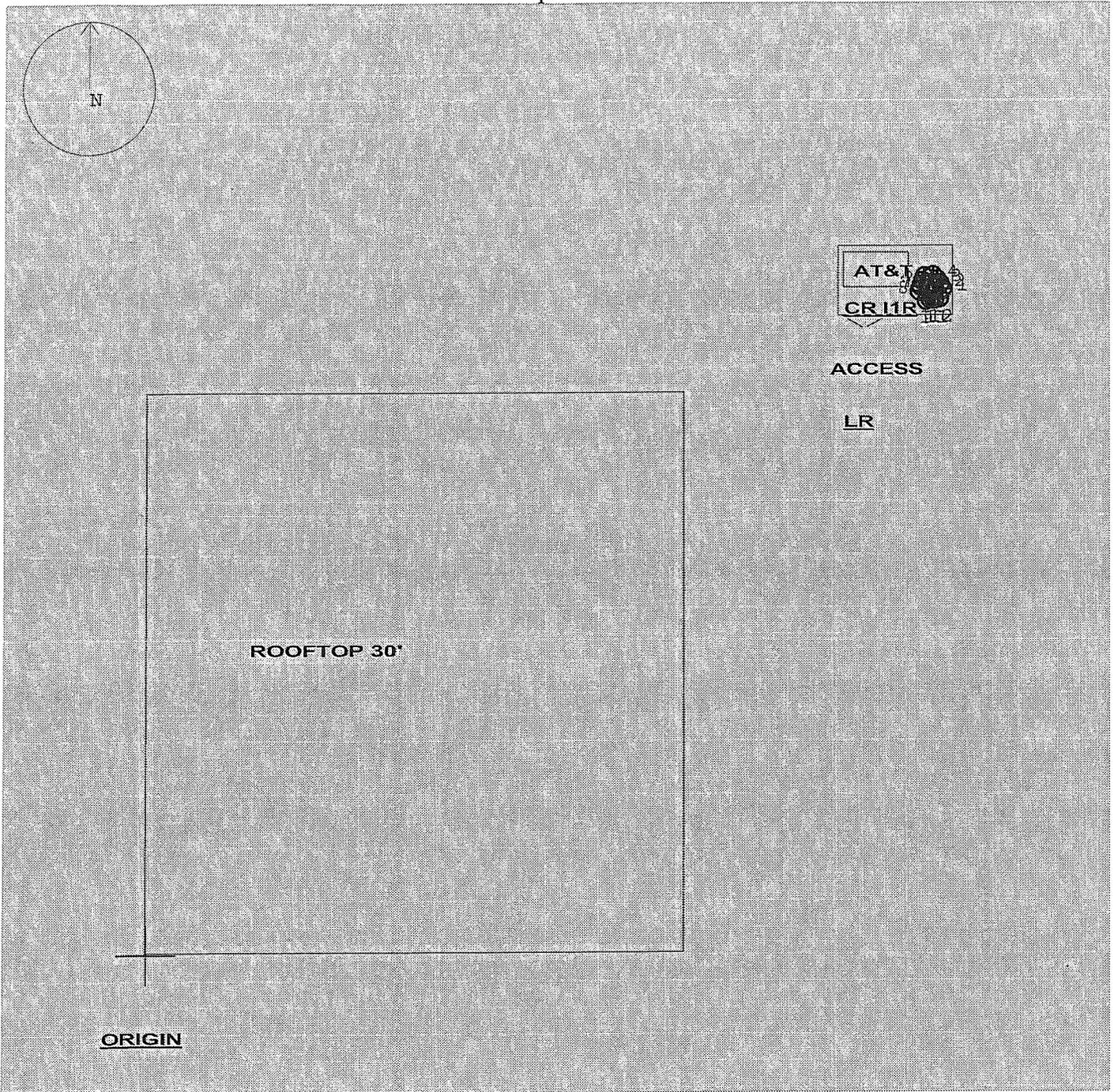
- $5000 \leq X$
- $500 \leq X < 5000$
- $100 \leq X < 500$
- $X \leq 100$


www.sitesafe.com
 Sitesafe ID# 96034
 Site Name: Sebastiani Vineyards

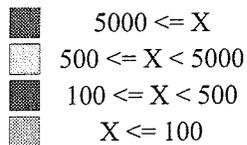
Sitesafe Inc. assumes no responsibility for modeling results not verified by Sitesafe personnel.
 Contact Sitesafe Inc. for modeling assistance (703) 276-1100.
 Sitesafe/TC Version Unavailable
 10/16/2012



RF Emissions Diagram for: Sebastiani Vineyards Rooftop Level 30'

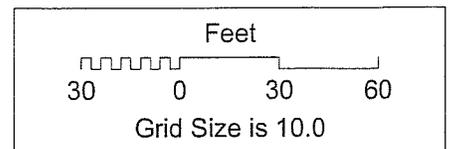


% of FCC Public Exposure Limit
Average from 30 feet above to 36 feet above origin

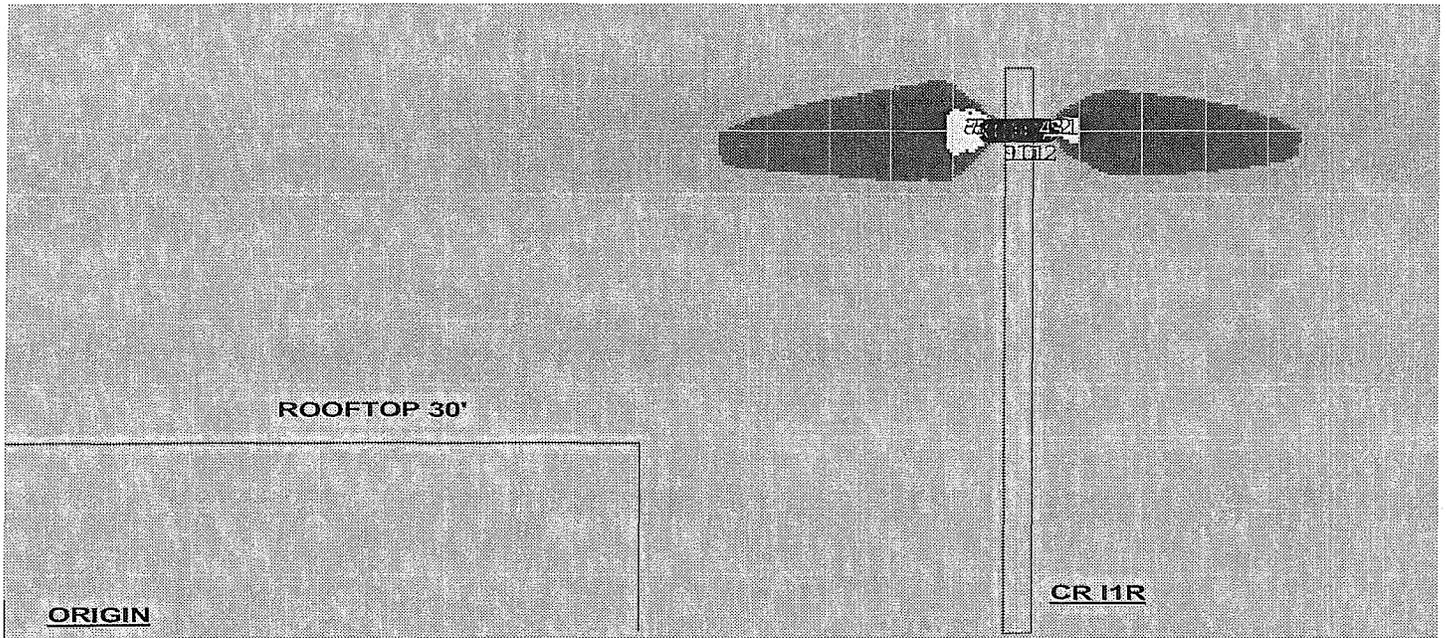



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 10/16/2012



RF Emissions Diagram for: Sebastiani Vineyards Side Elevation



% of FCC Public Exposure Limit

Individual Points

- $5000 \leq X$
- $500 \leq X < 5000$
- $100 \leq X < 500$
- $X \leq 100$

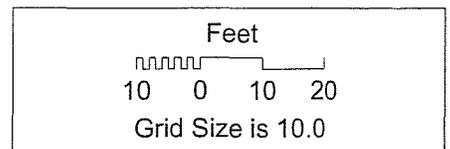


www.sitesafe.com

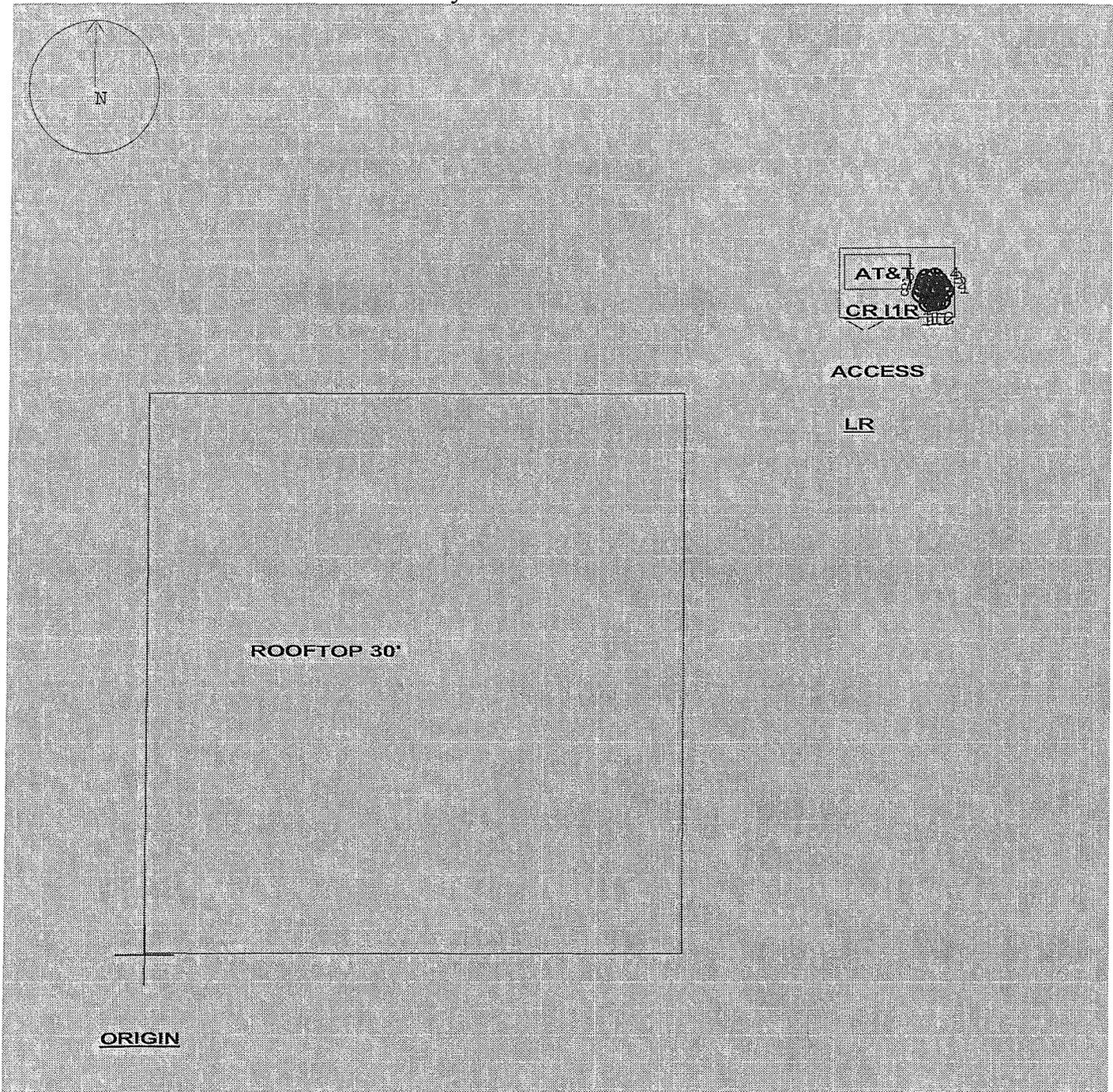
Sitesafe ID# 96034

Site Name: Sebastiani Vineyards

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10/16/2012



RF Emissions Diagram for: Sebastiani Vineyards AT&T Mobility LLC Contribution Ground Level

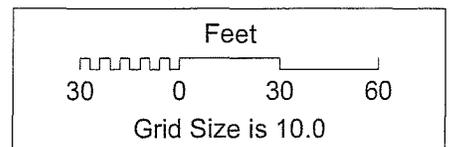


% of FCC Public Exposure Limit
Average from 0 feet above to 6 feet above origin

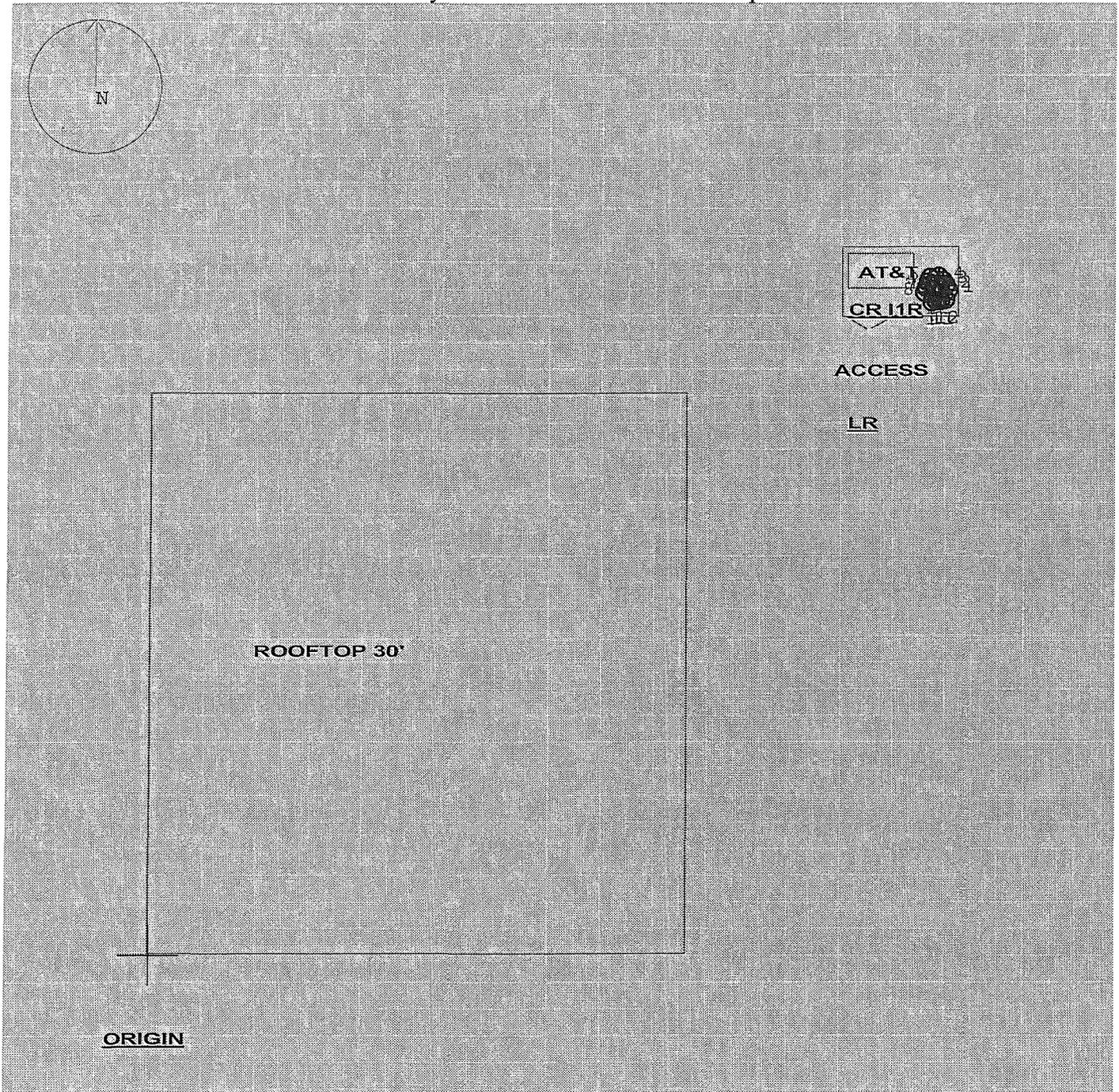
- $5 \leq X$
- $X \leq 5$

sitesafe
www.sitesafe.com
Sitesafe ID# 96034
Site Name: Sebastiani Vineyards

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Sitesafe TC Version Unavailable
10/16/2012



RF Emissions Diagram for: Sebastiani Vineyards AT&T Mobility LLC Contribution Rooftop Level 30'

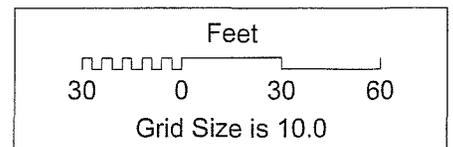


% of FCC Public Exposure Limit
Average from 30 feet above to 36 feet above origin

- $5 \leq X$
- $X \leq 5$

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Sitesafe Inc. assumes no responsibility for modeling results not verified by Sitesafe personnel.
Contact Sitesafe Inc. for modeling assistance (703) 276-1100.
Sitesafe TC Version Unavailable
10/16/2012



6 Antenna Inventory

The Antenna Inventory shows all transmitting antennas at the site. This inventory was provided by the customer, and was utilized by Sitesafe to perform theoretical modeling of RF emissions. The inventory coincides with the site diagrams in this report, identifying each antenna's location at CCU6078 - Sebastiani Vineyards. The antenna information collected includes the following information:

- Licensee or wireless operator name
- Frequency or frequency band
- Transmitter power – Effective Radiated Power ("ERP"), or Equivalent Isotropic Radiated Power ("EIRP") in Watts
- Antenna manufacturer make, model, and gain

For other carriers at this site, the use of "Generic" as an antenna model, or "Unknown" for an operator means the information with regard to carrier, their FCC license and/or antenna information was not available nor could it be secured while on site. Equipment, antenna models and nominal transmit power were used for modeling, based on past experience with radio service providers.



The following antenna inventory, on this and the following page, were provided by the customer and were utilized to create the site model diagrams:

Table 3: Antenna Inventory												
Ant #	Operated By	TX Freq (MHz)	ERP (Watts)	Antenna Gain (dBd)	Az (Deg)	Antenna Model	Ant Type	Len (ft)	Horizontal Half Power Beamwidth (Deg)	Location		
										X	Y	Z
1	AT&T Mobility LLC	737 (LTE)	973	12.10	60	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	301'	249'	80'
2	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	60	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	300'	251'	80'
3	AT&T Mobility LLC	850 (UMTS)	867	13.36	60	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	299'	253'	80'
3	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	60	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	299'	253'	80'
4	AT&T Mobility LLC	850 (UMTS)	867	13.36	60	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	297'	255'	80'
4	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	60	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	297'	255'	80'
5	AT&T Mobility LLC	737 (LTE)	973	12.10	300	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	294'	254'	80'
6	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	300	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	293'	252'	80'
7	AT&T Mobility LLC	850 (UMTS)	867	13.36	300	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	292'	250'	80'
7	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	300	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	292'	250'	80'
8	AT&T Mobility LLC	850 (UMTS)	867	13.36	300	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	292'	248'	80'
8	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	300	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	292'	248'	80'
9	AT&T Mobility LLC	737 (LTE)	973	12.10	180	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	295'	245'	80'
10	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	180	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	296'	245'	80'
11	AT&T Mobility LLC	850 (UMTS)	867	13.36	180	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	298'	245'	80'
11	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	180	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	298'	245'	80'
12	AT&T Mobility LLC	850 (UMTS)	867	12.10	180	Powerwave P65-16-XLH-RR-04 (Proposed)	Panel	6	65	300'	246'	80'
12	AT&T Mobility LLC	1900 (UMTS)	1283	15.06	180	Powerwave P65-16-XLH-RR-02 (Proposed)	Panel	6	65	300'	246'	80'

NOTE: X, Y and Z indicate relative position of the antenna to the origin location on the site, displayed in the model results diagram. Specifically, the Z reference indicates antenna height above the main site level unless otherwise indicated. ERP values provided by the client and used in the modeling may be greater than are currently deployed. For other carriers at this site the use of "Generic" as an antenna model or "Unknown" for a wireless operator means the information with regard to carrier, their FCC license and/or antenna information was not available nor could it be secured while on site. Equipment, antenna models and nominal transmit power were used for modeling, based on past experience with radio service providers.



7 Engineer Certification

The professional engineer whose seal appears on the cover of this document hereby certifies and affirms that:

I am registered as a Professional Engineer in the jurisdiction indicated in the professional engineering stamp on the cover of this document; and

That I am an employee of Sitesafe, Inc., in Arlington, Virginia, at which place the staff and I provide RF compliance services to clients in the wireless communications industry; and

That I am thoroughly familiar with the Rules and Regulations of the Federal Communications Commission (FCC) as well as the regulations of the Occupational Safety and Health Administration (OSHA), both in general and specifically as they apply to the FCC Guidelines for Human Exposure to Radio-frequency Radiation; and

That I have thoroughly reviewed this Site Compliance Report and believe it to be true and accurate to the best of my knowledge as assembled by and attested to by Tony DeMattia.

November 16, 2012



Appendix A – Statement of Limiting Conditions

Sitesafe will not be responsible for matters of a legal nature that affect the site or property.

Due to the complexity of some wireless sites, Sitesafe performed this analysis and created this report utilizing best industry practices and due diligence. Sitesafe cannot be held accountable or responsible for anomalies or discrepancies due to actual site conditions (i.e., mislabeling of antennas or equipment, inaccessible cable runs, inaccessible antennas or equipment, etc.) or information or data supplied by AT&T Mobility, LLC, the site manager, or their affiliates, subcontractors or assigns.

Sitesafe has provided computer generated model(s) in this Site Compliance Report to show approximate dimensions of the site, and the model is included to assist the reader of the compliance report to visualize the site area, and to provide supporting documentation for Sitesafe's recommendations.

Sitesafe may note in the Site Compliance Report any adverse physical conditions, such as needed repairs, observed during the survey of the subject property or that Sitesafe became aware of during the normal research involved in performing this survey. Sitesafe will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because Sitesafe is not an expert in the field of mechanical engineering or building maintenance, the Site Compliance Report must not be considered a structural or physical engineering report.

Sitesafe obtained information used in this Site Compliance Report from sources that Sitesafe considers reliable and believes them to be true and correct. Sitesafe does not assume any responsibility for the accuracy of such items that were furnished by other parties. When conflicts in information occur between data provided by a second party and physical data collected by Sitesafe, the physical data will be used.

Appendix B – Assumptions and Definitions

General Model Assumptions

In this site compliance report, it is assumed that all antennas are operating at **full power at all times**. Software modeling was performed for all transmitting antennas located on the site. Sitesafe has further assumed a 100% duty cycle and maximum radiated power.

The site has been modeled with these assumptions to show the maximum RF energy density. Sitesafe believes this to be a *worst-case* analysis, based on best available data. Areas modeled to predict emissions greater than 100% of the applicable MPE level may not actually occur, but are shown as a *worst-case* prediction that could be realized real time. Sitesafe believes these areas to be safe for entry by occupationally trained personnel utilizing appropriate personal protective equipment (in most cases, a personal monitor).

Thus, at any time, if power density measurements were made, we believe the real-time measurements would indicate levels below those depicted in the RF emission diagram(s) in this report. By modeling in this way, Sitesafe has conservatively shown exclusion areas – areas that should not be entered without the use of a personal monitor, carriers reducing power, or performing real-time measurements to indicate real-time exposure levels.

Use of Generic Antennas

For the purposes of this report, the use of "Generic" as an antenna model, or "Unknown" for an operator means the information about a carrier, their FCC license and/or antenna information was not provided and could not be obtained while on site. In the event of unknown information, Sitesafe will use our industry specific knowledge of equipment, antenna models, and transmit power to model the site. If more specific information can be obtained for the unknown measurement criteria, Sitesafe recommends remodeling of the site utilizing the more complete and accurate data. Information about similar facilities is used when the service is identified and associated with a particular antenna. If no information is available regarding the transmitting service associated with an unidentified antenna, using the antenna manufacturer's published data regarding the antenna's physical characteristics makes more conservative assumptions.

Where the frequency is unknown, Sitesafe uses the closest frequency in the antenna's range that corresponds to the highest Maximum Permissible Exposure (MPE), resulting in a conservative analysis.

Definitions

5% Rule – The rules adopted by the FCC specify that, in general, at multiple transmitter sites actions necessary to bring the area into compliance with the guidelines are the shared responsibility of all licensees whose transmitters produce field strengths or power density levels at the area in question in excess of 5% of the exposure limits. In other words, any wireless operator that contributes 5% or greater of the MPE limit in an area that is identified to be greater than 100% of the MPE limit is responsible taking corrective actions to bring the site into compliance.

Compliance – The determination of whether a site is safe or not with regards to Human Exposure to Radio Frequency Radiation from transmitting antennas.

Decibel (dB) – A unit for measuring power or strength of a signal.

Duty Cycle – The percent of pulse duration to the pulse period of a periodic pulse train. Also, may be a measure of the temporal transmission characteristic of an intermittently transmitting RF source such as a paging antenna by dividing average transmission duration by the average period for transmission. A duty cycle of 100% corresponds to continuous operation.

Effective (or Equivalent) Isotropic Radiated Power (EIRP) – The product of the power supplied to the antenna and the antenna gain in a given direction relative to an isotropic antenna.

Effective Radiated Power (ERP) – In a given direction, the relative gain of a transmitting antenna with respect to the maximum directivity of a half wave dipole multiplied by the net power accepted by the antenna from the connecting transmitter.

Gain (of an antenna) – The ratio of the maximum intensity in a given direction to the maximum radiation in the same direction from an isotropic radiator. Gain is a measure of the relative efficiency of a directional antennas as compared to an omni directional antenna.

General Population/Uncontrolled Environment – Defined by the FCC, as an area where RFR exposure may occur to persons who are **unaware** of the potential for exposure and who have no control of their exposure. General Population is also referenced as General Public.

Generic Antenna – For the purposes of this report, the use of “Generic” as an antenna model means the antenna information was not provided and could not be obtained while on site. In the event of unknown information, Sitesafe will use our industry specific knowledge of antenna models to select a worst case scenario antenna to model the site.

Isotropic Antenna – An antenna that is completely non-directional. In other words, an antenna that radiates energy equally in all directions.



Maximum Measurement – This measurement represents the single largest measurement recorded when performing a spatial average measurement.

Maximum Permissible Exposure (MPE) – The rms and peak electric and magnetic field strength, their squares, or the plane-wave equivalent power densities associated with these fields to which a person may be exposed without harmful effect and with acceptable safety factor.

Occupational/Controlled Environment – Defined by the FCC, as an area where Radio Frequency Radiation (RFR) exposure may occur to persons who are **aware** of the potential for exposure as a condition of employment or specific activity and can exercise control over their exposure.

OET Bulletin 65 – Technical guideline developed by the FCC's Office of Engineering and Technology to determine the impact of Radio Frequency radiation on Humans. The guideline was published in August 1997.

OSHA (Occupational Safety and Health Administration) – Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthy workplace for their employees. OSHA's role is to promote the safety and health of America's working men and women by setting and enforcing standards; providing training, outreach and education; establishing partnerships; and encouraging continual process improvement in workplace safety and health. For more information, visit www.osha.gov.

Radio Frequency Radiation – Electromagnetic waves that are propagated from antennas through space.

Spatial Average Measurement – A technique used to average a minimum of ten (10) measurements taken in a ten (10) second interval from zero (0) to six (6) feet. This measurement is intended to model the average energy an average sized human body will absorb while present in an electromagnetic field of energy.

Transmitter Power Output (TPO) – The radio frequency output power of a transmitter's final radio frequency stage as measured at the output terminal while connected to a load.

Appendix C – Rules & Regulations

Explanation of Applicable Rules and Regulations

The FCC has set forth guidelines in OET Bulletin 65 for human exposure to radio frequency electromagnetic fields. Specific regulations regarding this topic are listed in Part 1, Subpart I, of Title 47 in the Code of Federal Regulations. Currently, there are two different levels of MPE - General Public MPE and Occupational MPE. An individual classified as Occupational can be defined as an individual who has received appropriate RF training and meets the conditions outlined below. General Public is defined as anyone who does not meet the conditions of being Occupational. FCC and OSHA Rules and Regulations define compliance in terms of total exposure to total RF energy, regardless of location of or proximity to the sources of energy.

It is the responsibility of all licensees to ensure these guidelines are maintained at all times. It is the ongoing responsibility of all licensees composing the site to maintain ongoing compliance with FCC rules and regulations. Individual licensees that contribute less than 5% MPE to any total area out of compliance are not responsible for corrective actions.

OSHA has adopted and enforces the FCC's exposure guidelines. A building owner or site manager can use this report as part of an overall RF Health and Safety Policy. It is important for building owners/site managers to identify areas in excess of the General Population MPE and ensure that only persons qualified as Occupational are granted access to those areas.

Occupational Environment Explained

The FCC definition of Occupational exposure limits apply to persons who:

- are exposed to RF energy as a consequence of their employment;
- have been made aware of the possibility of exposure; and
- can exercise control over their exposure.

OSHA guidelines go further to state that persons must complete RF Safety Awareness training and must be trained in the use of appropriate personal protective equipment.

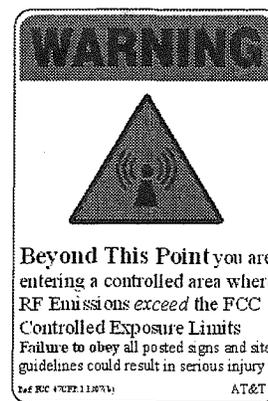
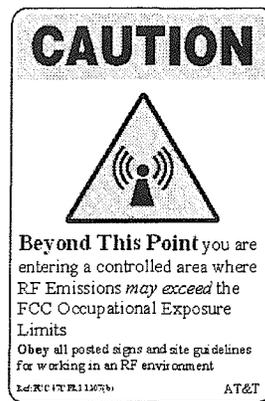
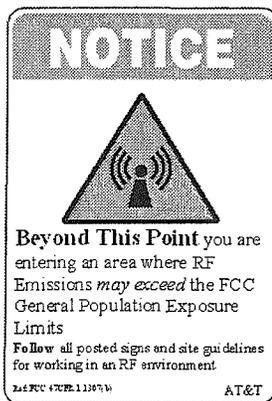
In order to consider this site an Occupational Environment, the site must be controlled to prevent access by any individuals classified as the General Public. Compliance is also maintained when any non-occupational individuals (the General Public) are prevented from accessing areas indicated as Red or Yellow in the attached RF Emissions diagram. In addition, a person must be aware of the RF environment into which they are entering. This can be accomplished by an RF Safety Awareness class, and by appropriate written documentation such as this Site Compliance Report.

All AT&T Mobility, LLC employees who require access to this site must complete RF Safety Awareness training and must be trained in the use of appropriate personal protective equipment.

Appendix D – General Safety Recommendations

The following are *general recommendations* appropriate for any site with accessible areas in excess of 100% General Public MPE. These recommendations are not specific to this site. These are safety recommendations appropriate for typical site management, building management, and other tenant operations.

1. All individuals needing access to the main site (or the area indicated to be in excess of General Public MPE) should wear a personal RF Exposure monitor, successfully complete proper RF Safety Awareness training, and have and be trained in the use of appropriate personal protective equipment.
2. All individuals needing access to the main site should be instructed to read and obey all posted placards and signs.
3. The site should be routinely inspected and this or similar report updated with the addition of any antennas or upon any changes to the RF environment including:
 - adding new antennas that may have been located on the site
 - removing of any existing antennas
 - changes in the radiating power or number of RF emitters
4. Post the appropriate **NOTICE**, **CAUTION**, or **WARNING** sign at the main site access point(s) and other locations as required. Note: Please refer to RF Exposure Diagrams in Appendix B, to inform everyone who has access to this site that beyond posted signs there may be levels in excess of the limits prescribed by the FCC. The signs below are examples of signs meeting FCC guidelines.



5. Ensure that the site door remains locked (or appropriately controlled) to deny access to the general public if deemed as policy by the building/site owner.
6. For a General Public environment the four color levels identified in this analysis can be interpreted in the following manner:
 - a) Composite Exposure Levels
 - Areas indicated as Green are below 100% of the MPE limits or below.
 - Blue represents areas predicted to be between 100% and 500% of the MPE limits.



- Yellow represents areas predicted to be between 500% and 5000% of the MPE limits.
 - Red areas indicated predicted levels greater than 5000% of the MPE limits.
- b) AT&T Mobility 5% Exposure Levels:
- Areas indicated as Green are below 5% of the MPE limits or below.
 - Purple represents areas predicted to be greater than 5% of the MPE limits.

7. Use of a Personal Protective Monitor: When working around antennas, Sitesafe strongly recommends the use of a Personal Protective Monitor (PPM). Wearing a PPM will properly forewarn the individual prior to entering an RF exposure area.

Keep a copy of this report available for all persons who must access the site. They should read this report and be aware of the potential hazards with regards to RF and MPE limits.

Additional Information

Additional RF information is available by visiting both www.Sitesafe.com and www.fcc.gov/oet/rfsafety. OSHA has additional information available at: <http://www.osha-slc.gov/SLTC/radiofrequencyradiation>.



at&t

**Proposed Wireless
Communications Facility
Located adjacent to
379 4th St E, Sonoma, CA 95476
“AT&T Site ID: CCU5801”**



PROPOSED

PROPOSED AT&T ANTENNAS (4) PER SECTOR, (3) SECTORS, (12) TOTAL MOUNTED ON PROPOSED 80'-0" HIGH FAUX REDWOOD MONOTREE

Introduction

- AT&T proposes a new wireless telecommunications facility at the property adjacent to 379 4th St E in Sonoma, CA.
- This facility will enhance and expand the AT&T network in this community in order to improve communications service for its existing and prospective customers.
- The purpose of the proposed site is to offload the two existing AT&T cell sites (CNU0459 – 347 Andrieux St., & CNU0516 – 21003 Broadway) and provide improved customer capacity and coverage surrounding the intersection of East Napa Street and 4th Street East.
- This facility will serve the surrounding residents, businesses, and travelers along these streets.

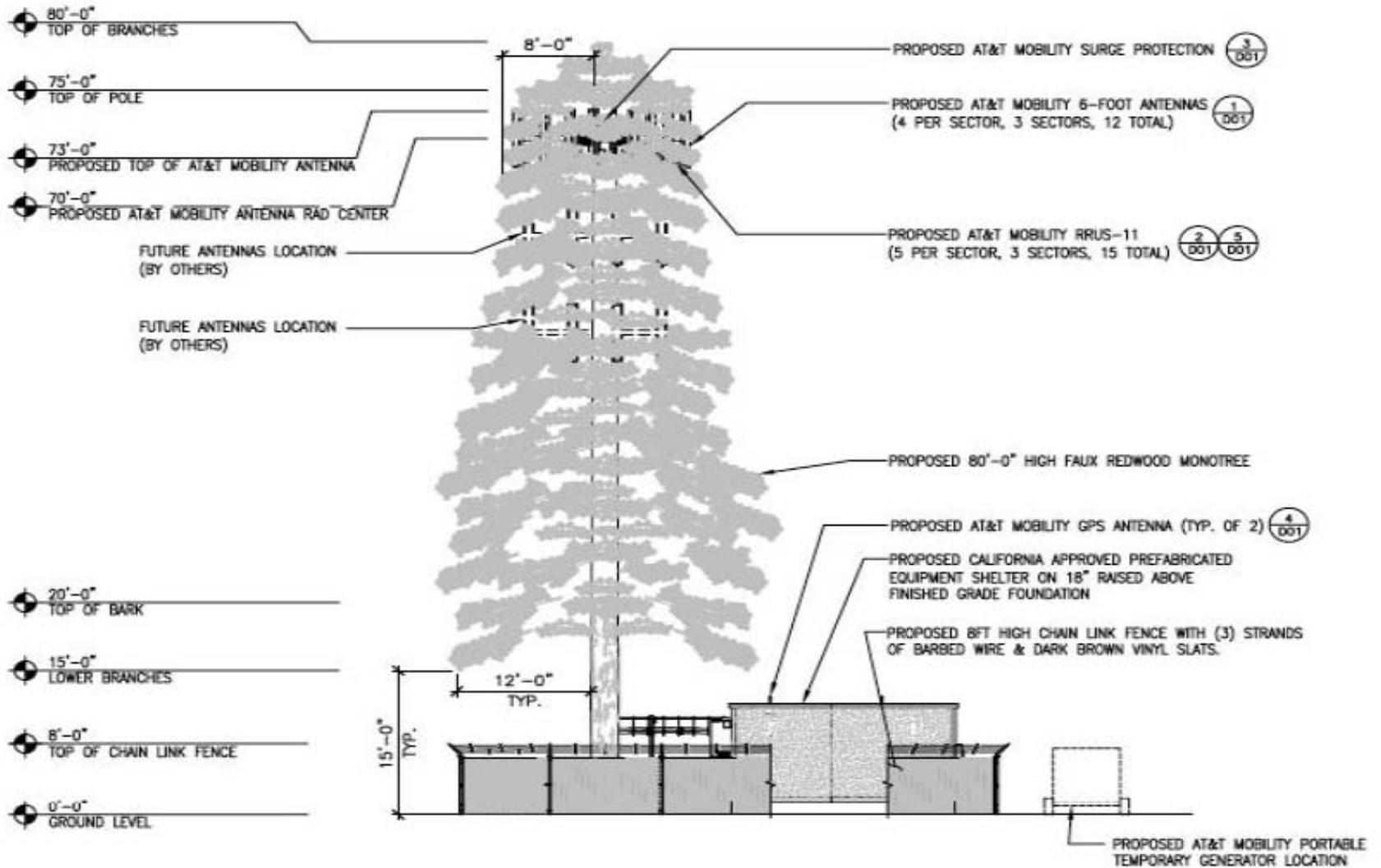
Design

- This is an application for a new, unmanned AT&T Mobility Facility, consisting of:
 - ❖ A new stealth redwood monopine tree tower
 - ❖ 12 6' panel antennas
 - ❖ 15 remote radio units (RRUS-11)
 - ❖ 3 surge protectors
 - ❖ A California approved equipment shelter
 - ❖ Leased area enclosed within a slatted chain link fence.
- The overall height of the proposed redwood monopine tower is 80', with the antennas located at an 70' antenna centerline.
- The additional height of the tower above the antennas is proposed to help give the tree a natural tapered look at the top.

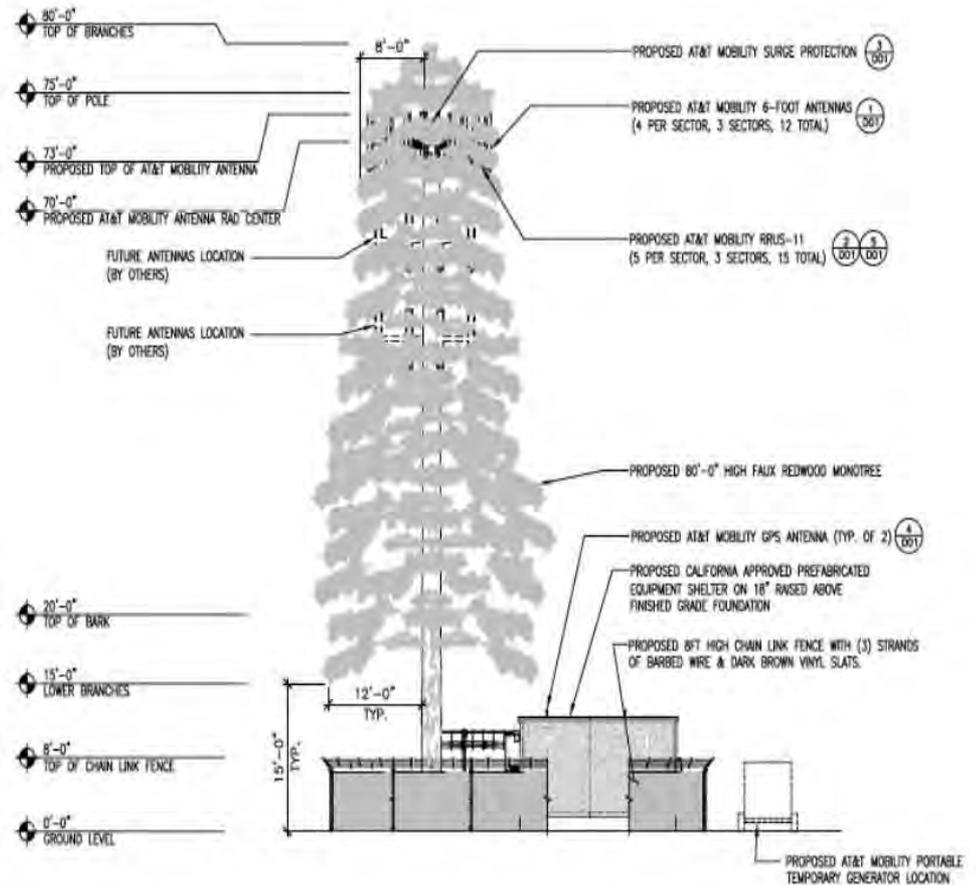
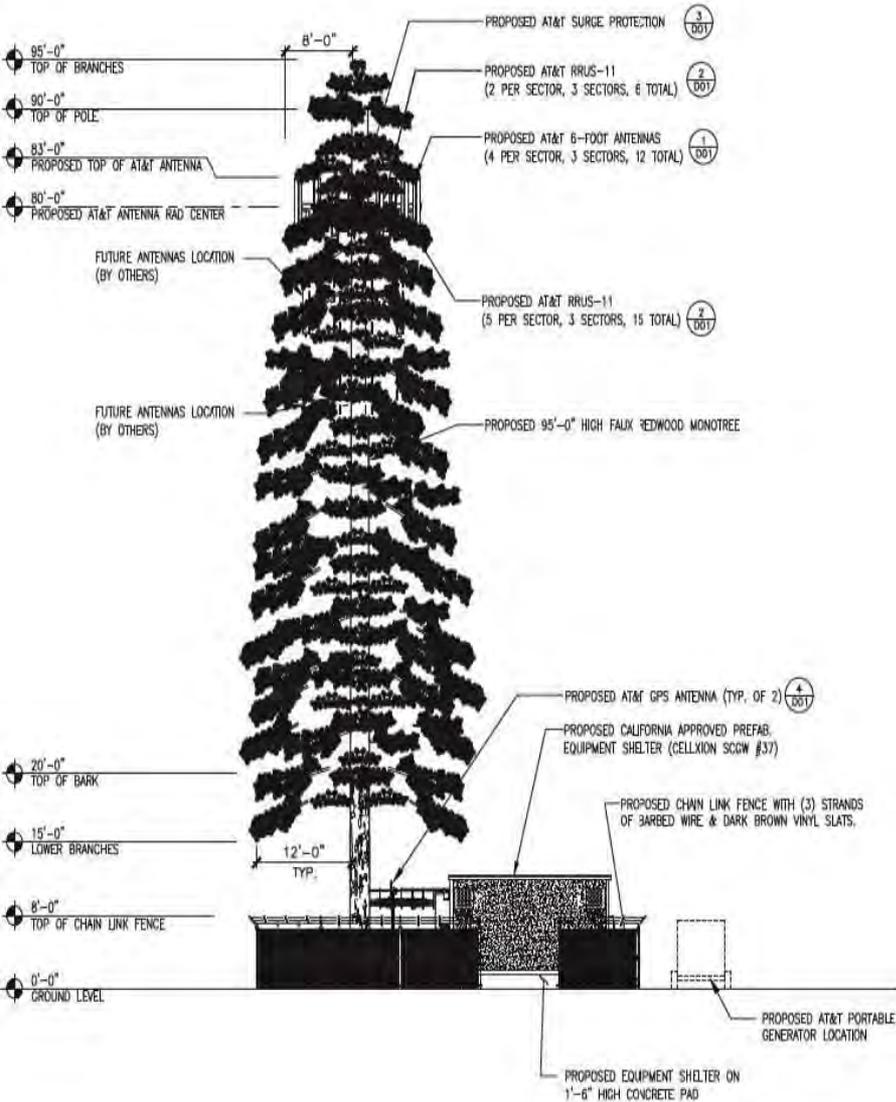
Design cont.

- AT&T originally proposed the installation of a 95 foot tall redwood monopine tree tower.
- Based on community input AT&T has redesigned the site and reduced the proposed redwood monopine tree tower to an overall height of 80 feet.
- This change has reduced the overall height by 15 feet and the height of the antennas by 10 feet.

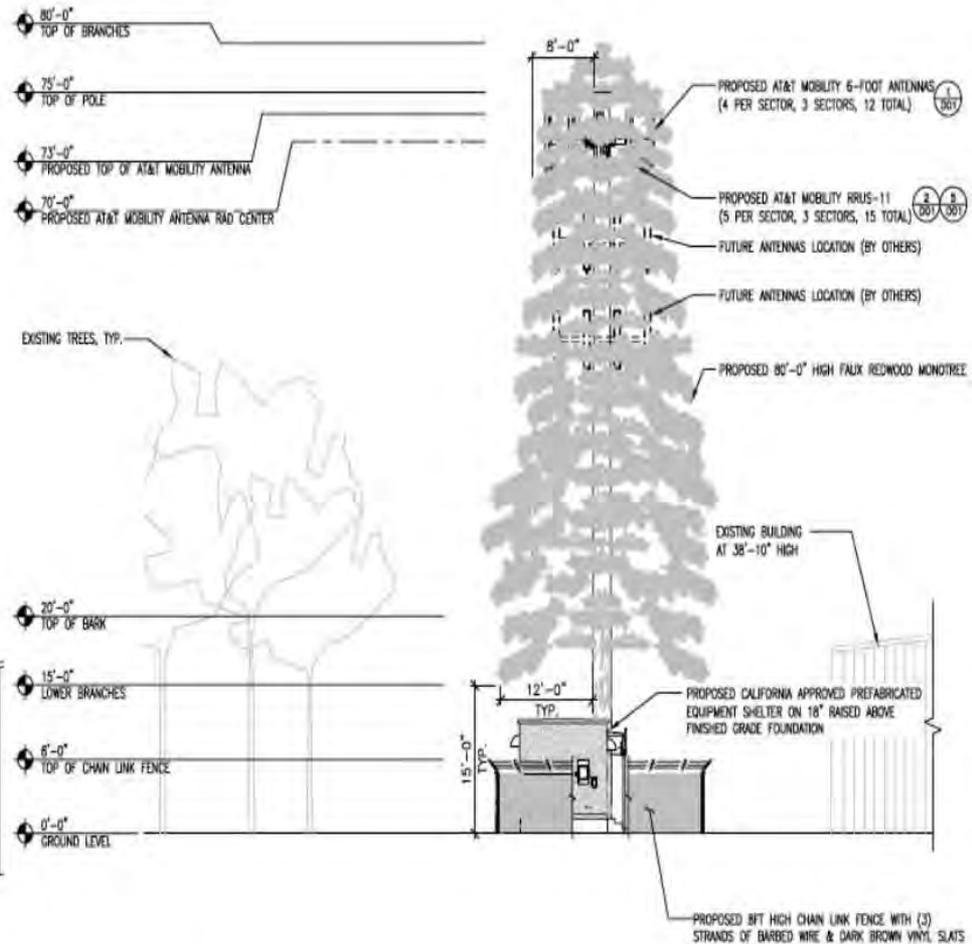
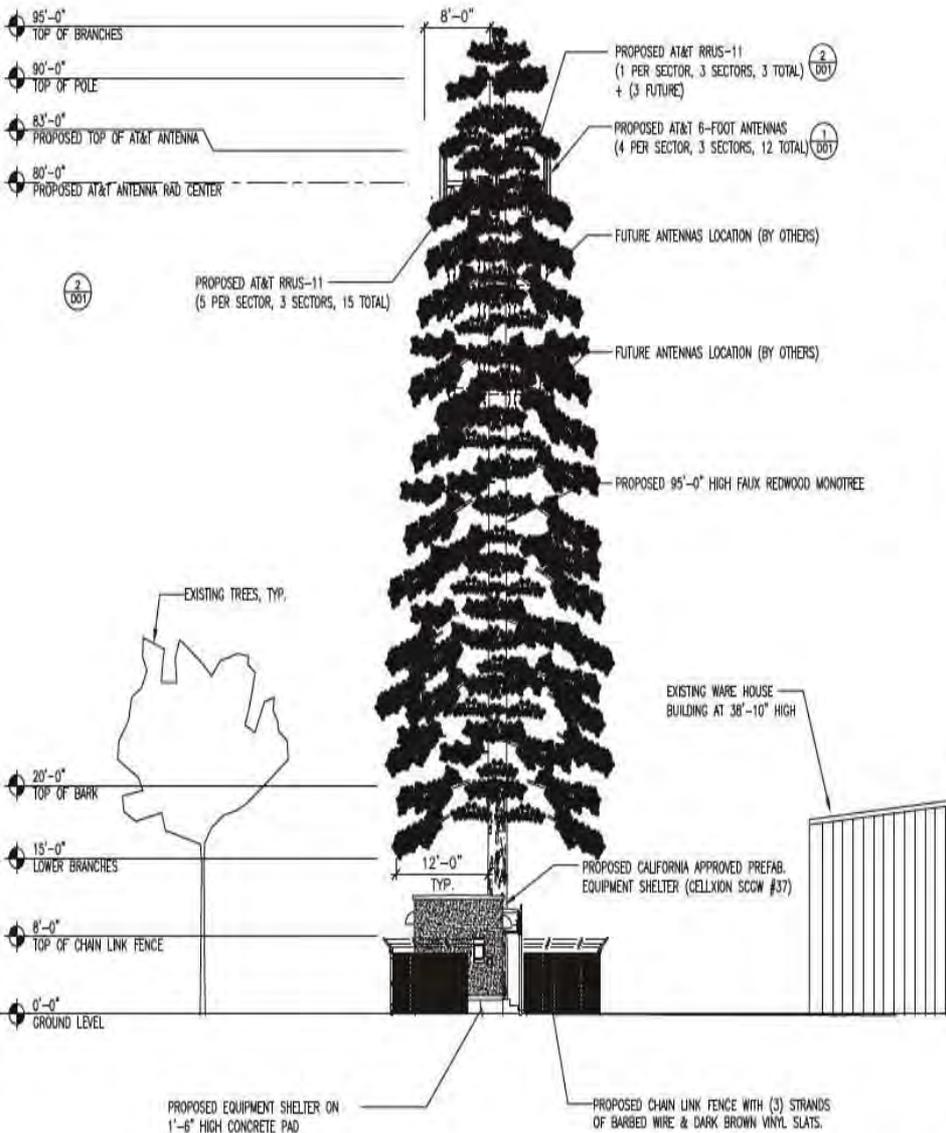
Elevation of Proposed Design



North Elevation - Prior Design vs. Current



West Elevation – Prior Design vs. Current



WEST ELEVATION

SCALE:
1/8" = 1'-0"



Monopine Design

- A monopine is designed to emulate the appearance of a pine tree.
- The monopine design was chosen over other traditional tower types in order to provide a site that blends best into the existing environment while reducing the visual impact to the area.

Photosimulations

- The following photosimulations show how the existing area currently looks and how it will look with the proposed 80' tall tree tower and the previously proposed 95' tall tree tower for comparison.

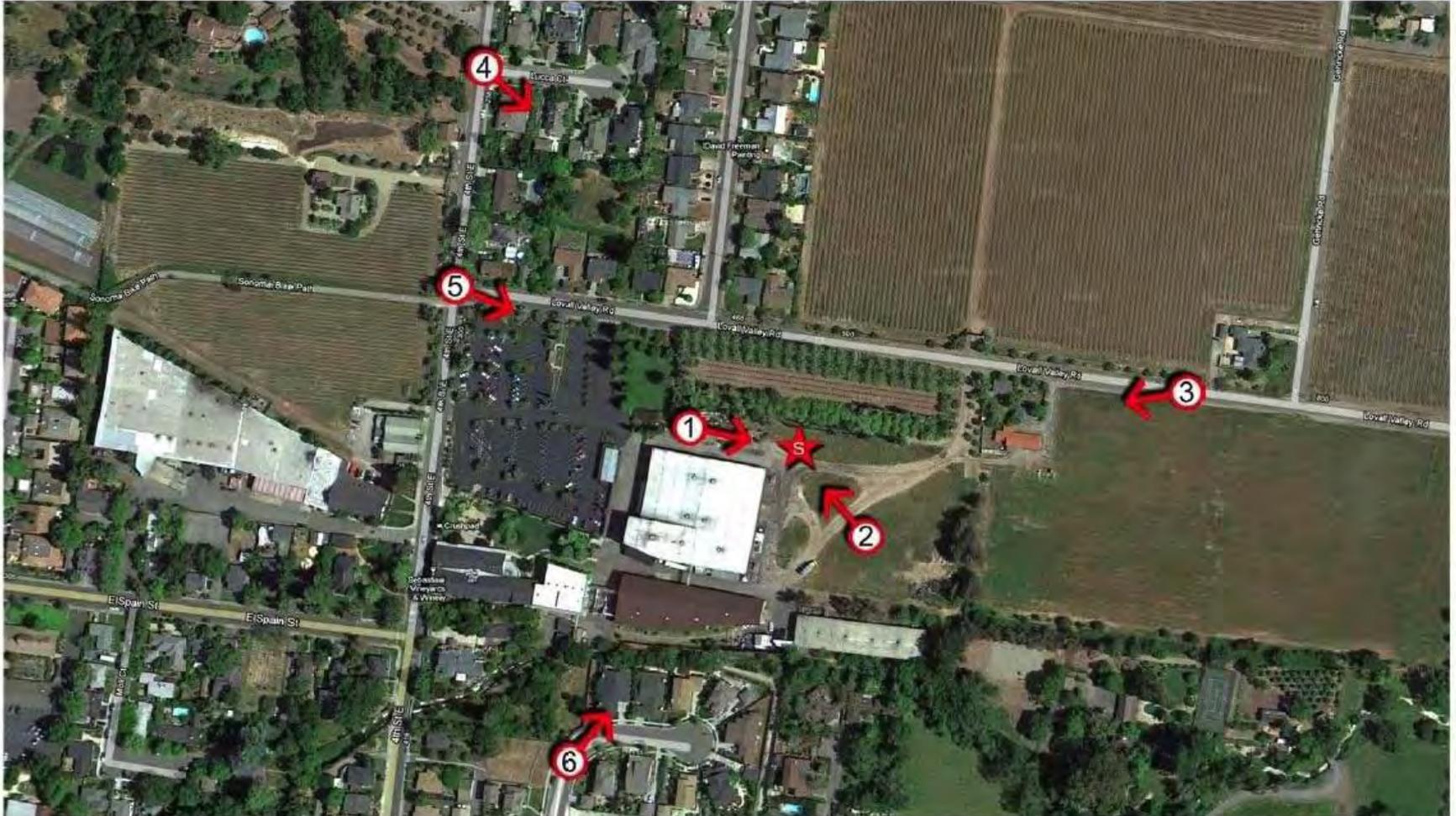
Photosimulations - Viewpoints

VICINITY MAP
PHOTOSIMULATION VIEWPOINTS



NAPA & 5TH AVE
CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476

SOC
WIRELESS
ENGINEERING GROUP
5865 AVENIDA ENCINAS
CARLSBAD, CA 92008
OFFICE: (760) 795-5200



Viewpoint from the West – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476

SOC
SHELLER
ENGINEERING GROUP
5865 AVENIDA ENCINAS
CARLSBAD, CA 92008
OFFICE: (760) 795-5200

PHOTOSIMULATION VIEW 1



Viewpoint from the West – 95' Tall Tree Tower

PHOTOSIMULATION VIEWPOINT 1

NAPA AND 5TH AVE
CCU5801
ADJ. TO 379 4TH STREET EAST, SONOMA, CA 95476



EXISTING



PROPOSED



Viewpoint from the Southeast – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 579 4TH ST. E
SONOMA, CA 95476

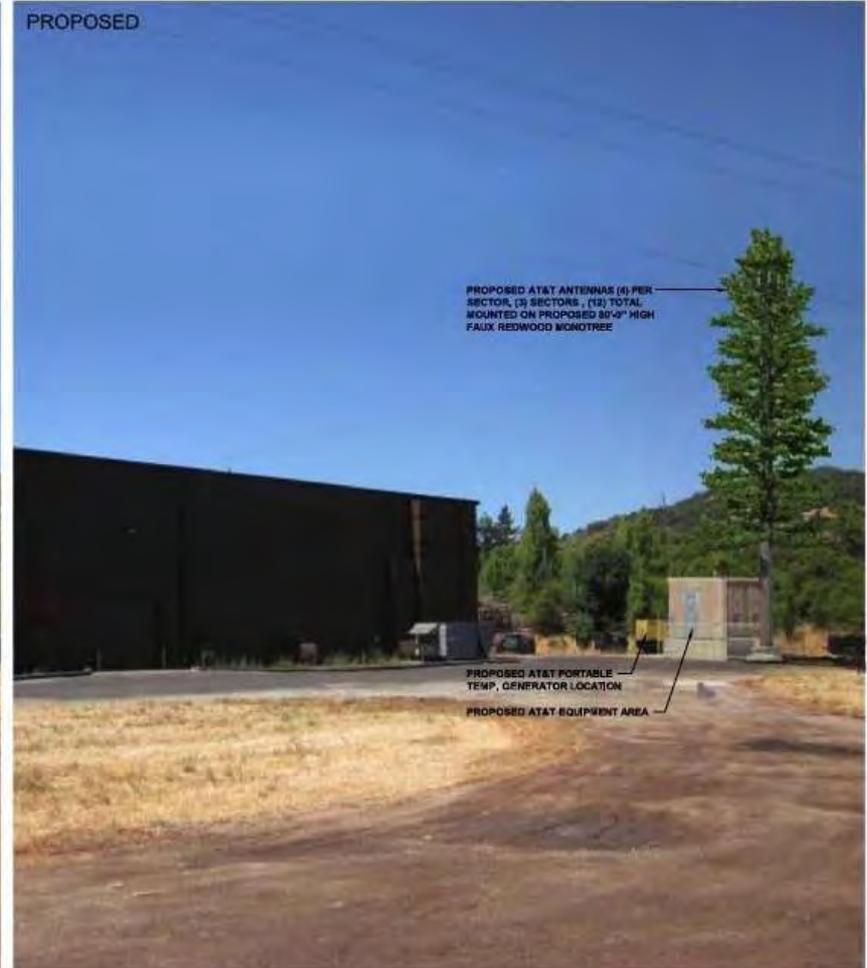


PHOTOSIMULATION VIEW 2

EXISTING



PROPOSED



Viewpoint from the Southeast – 95’ Tall Tree Tower

PHOTOSIMULATION VIEWPOINT 2

NAPA AND 5TH AVE
CCU5801
ADJ. TO 379 4TH STREET EAST, SONOMA, CA 95476



EXISTING

PROPOSED



Viewpoint from the East on Lovell Valley Rd – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476



PHOTOSIMULATION VIEW 3

EXISTING



PROPOSED



Viewpoint from the East on Lovell Valley Rd – 95' Tall Tree Tower

PHOTOSIMULATION VIEWPOINT 3

NAPA AND 5TH AVE
CCU5801
ADJ. TO 379 4TH STREET EAST, SONOMA, CA 95476



EXISTING



PROPOSED



Viewpoint from the Northwest at 4th St E and Lucca Ct – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476



PHOTOSIMULATION VIEW 4

EXISTING

PROPOSED



Viewpoint from the West at 4th St E and Lovell Valley Rd – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 379 4TH ST. E
SONOMA, CA 95476



PHOTOSIMULATION VIEW 5

EXISTING



PROPOSED



Viewpoint from the South at San Lorenzo Ct – 80' Tall Tree Tower



NAPA & 5TH AVE
CCU5801
ADJ. TO 579 4TH ST. E
SONOMA, CA 95476



PHOTOSIMULATION VIEW 6



Cell Sites: Vital 21st Century Infrastructure

- AT&T is Working to Provide its Customers the Robust Wireless Networks They Demand
- People at home and at work rely on wireless devices and applications in nearly every aspect of daily life.
- The ways customers use wireless technology has also changed with the increased use of data-demanding (capacity) applications and activities.
- Increasingly, customers are cutting the wireline cord and going totally mobile, making cellular coverage even more important.

Stronger Wireless Networks Expand What Is Possible For Businesses, Individuals And Communities

- Wireless connectivity allows local entrepreneurs and small businesses to innovate and compete on a global scale.
- Mobile capacity enhances education, improves healthcare outcomes and advances civic participation.
- Broadband availability can lead to higher property values, while cell service availability can influence real estate deals and influence businesses looking to relocate or expand.
- Mobile communications enhance public safety and allow for critical communication between the public and first responders.

AT&T Deploys Different Technologies To Provide The Best Possible Service In A Responsible Way

- At AT&T we are constantly scrutinizing our network and listening to customer feedback to identify the locations to enhance coverage and address coverage gaps.
- Our engineers follow strict federal, state and local safety standards, and work closely with local communities whenever possible to upgrade our technology in the least intrusive way.
- In an increasingly mobile world with ever-growing demands on wireless, AT&T's work is never done.
- We're working hard every day in your community to bring you best-in-class wireless service and a superior mobile experience.

Coverage vs. Capacity

- In the past, cell towers were built as high as possible in order to blanket wide swaths of ground with radio frequency (RF) signals and cover as many subscribers as possible. Today, industry focus has shifted from simply coverage to "capacity coverage" in order to meet subscriber demand for bandwidth-intensive services. In other words, mobile operators are not just concerned with how many subscribers they can cover with a single tower. They are concerned with how many subscribers they can cover while those subscribers are streaming up to 100 Mbps of video simultaneously.
- The proliferation of smartphones and tablet computers will continue to drive the need for increased network capacity coverage over the next several years. Mobile device manufacturers are churning out products that can squeeze more and more bits per hertz from the spectrum, and consumers are buying them by the millions, often resulting in overloaded networks and sluggish or interrupted service.

Significant Service Capacity Gap

- AT&T has identified a significant service capacity gap in the City of Sonoma, specifically in the northeastern residential neighborhoods of the City.
- The Proposed Facility will provide the best available and least intrusive means to close the significant service capacity gap. The Proposed Facility would not only close the significant service gap for cellular telephone calls but also for data capacity, as it is needed for the existing and future data intensive devices.

4G LTE

- Providing improved indoor service to residents will allow them to take advantage of AT&T's high speed wireless network including the new 4G LTE network.
- 4G LTE is capable of delivering speeds up to 10 times faster than industry-average 3G speeds.
- LTE technology also offers lower latency, or the processing time it takes to move data through a network, such as how long it takes to start downloading a webpage or file once you've sent the request.
- Lower latency helps to improve the quality of personal wireless services.
- What's more, LTE uses spectrum more efficiently than other technologies, creating more space to carry data traffic and services and to deliver a better overall network experience.
- AT&T designs and builds its wireless network to satisfy its customer service standards, which ensure customers receive reliable in-building service quality.

Propagation Tools

- AT&T uses industry standard propagation tools to identify the areas in its network where signal strength is too weak to provide reliable in-building service quality.
- In-building service is critical as customers increasingly use their mobile phones as their primary communication device
- Landlines to residences have decreased significantly
- Customers rely on their mobile phones to do more:
 - ❖ E911
 - ❖ GPS
 - ❖ Web access
 - ❖ Text
 - ❖ Etc.



CCU5801

Zoning Propagation Maps

- August 15th 2013



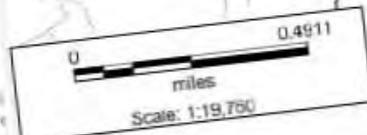
Overview Map of AT&T Proposed Site



02/20/2013

Cell Site Symbol(s)
★ Proposed Site

Sites On Air
● Point



Propagation Maps

- Map 1 shows existing coverage (without proposed site), service provided by existing AT&T sites.
- Map 2 predicts service coverage based on signal strength in the vicinity of the Property if antennas area placed as proposed in this application.

Propagation Maps Legend

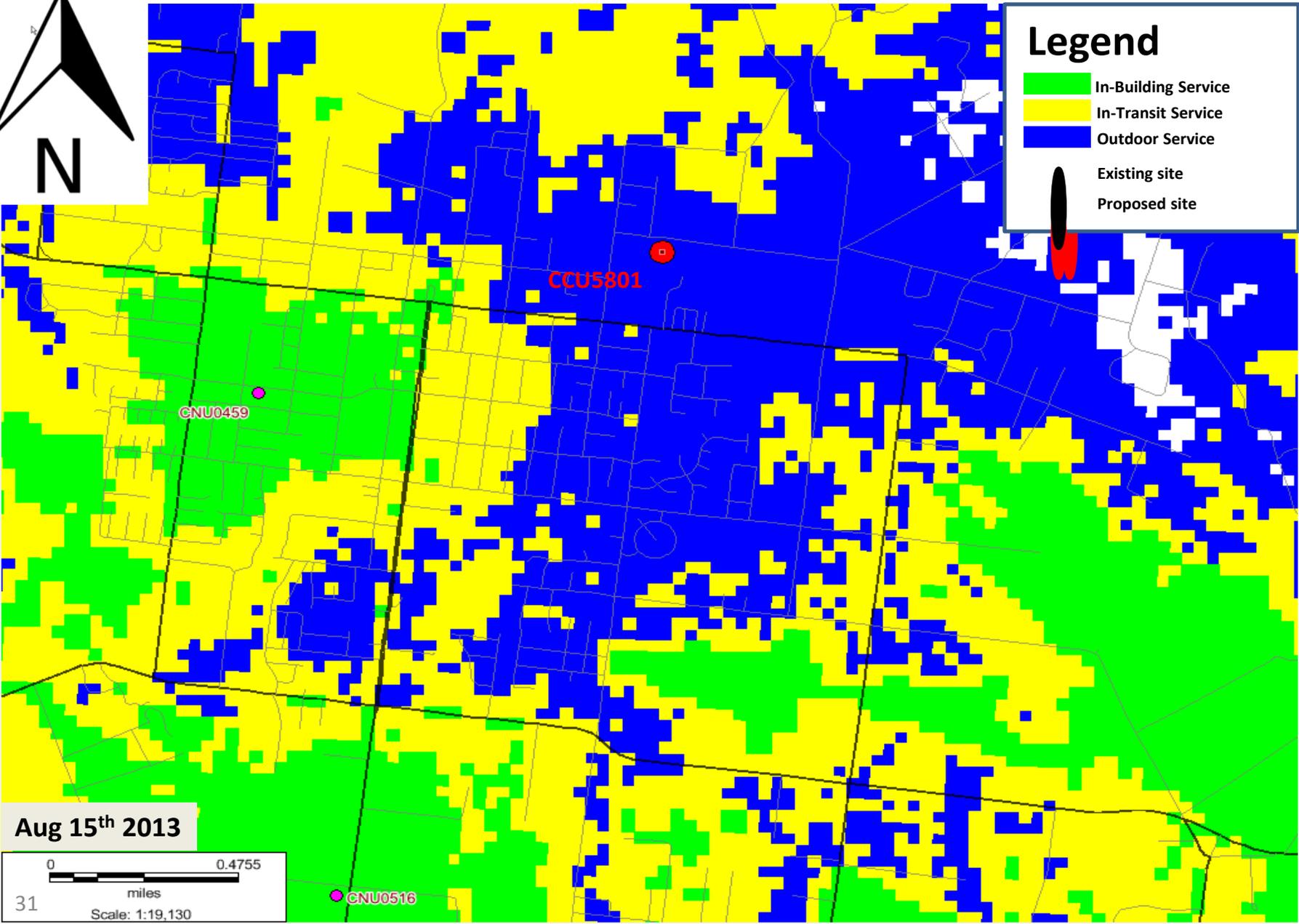
- Green = acceptable in-building service coverage.
- In-building coverage means customers are able to place or receive a call on the ground floor of a building.
- Yellow = acceptable in-vehicle service coverage.
- In-vehicle coverage means an AT&T customer should be able to successfully place or receive a call within a vehicle.
- Blue = a customer might have difficulty receiving a consistently acceptable level of service.
- Any area in the yellow or blue category is considered inadequate service coverage and constitutes a service coverage gap.

Existing AT&T Coverage – Map 1

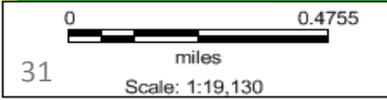


Legend

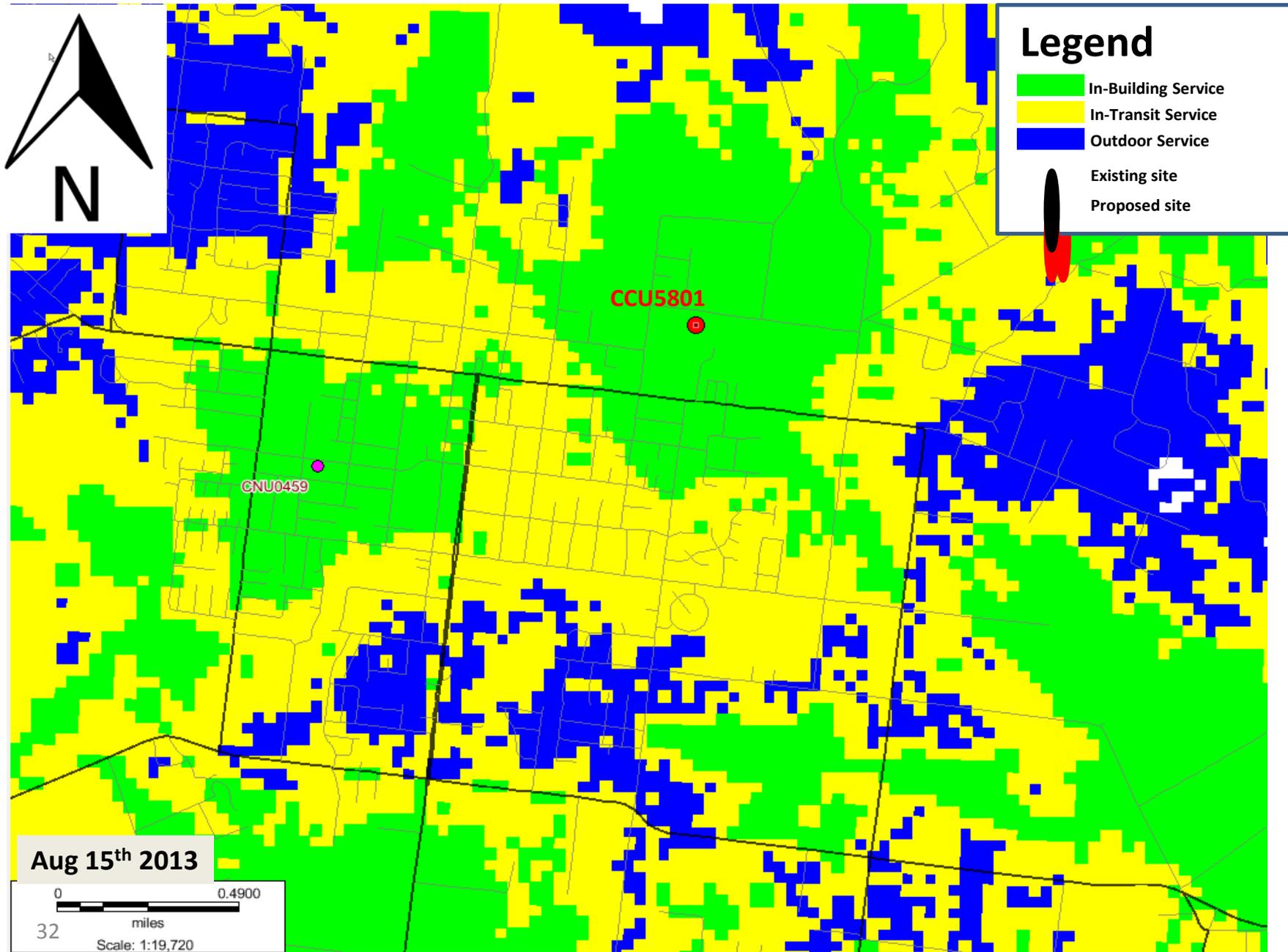
- In-Building Service
- In-Transit Service
- Outdoor Service
- Existing site
- Proposed site



Aug 15th 2013

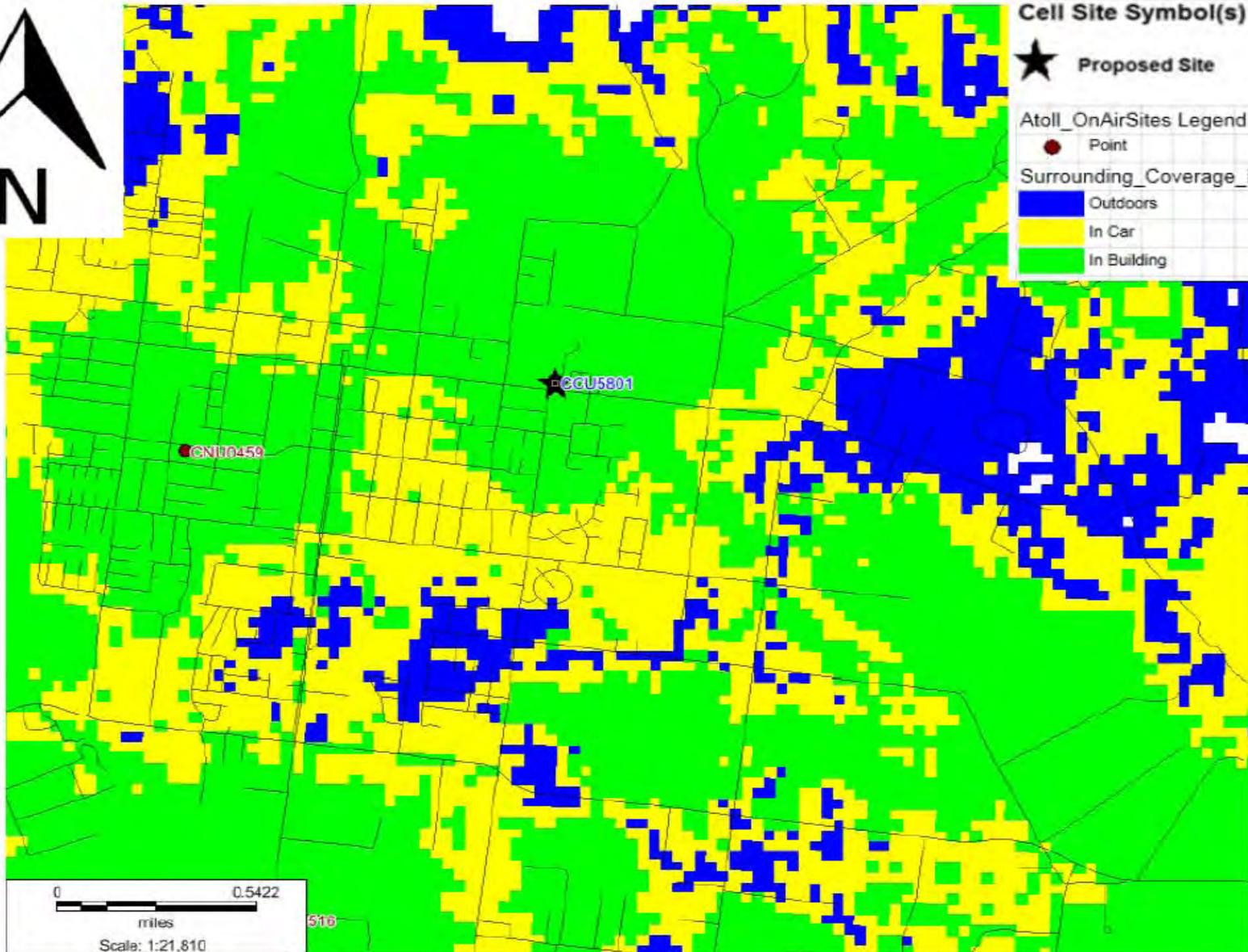


Coverage with Proposed 80' Tall Tree Tower – Map 2



Coverage with Previously Proposed 95' Tall Tree Tower

850MHz Coverage of Existing Sites with Proposed Site CCU5801



Cell Site Symbol(s)

★ Proposed Site

Atoll_OnAirSites Legend

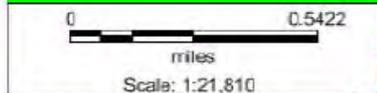
● Point

Surrounding_Coverage_by_Signal Legend

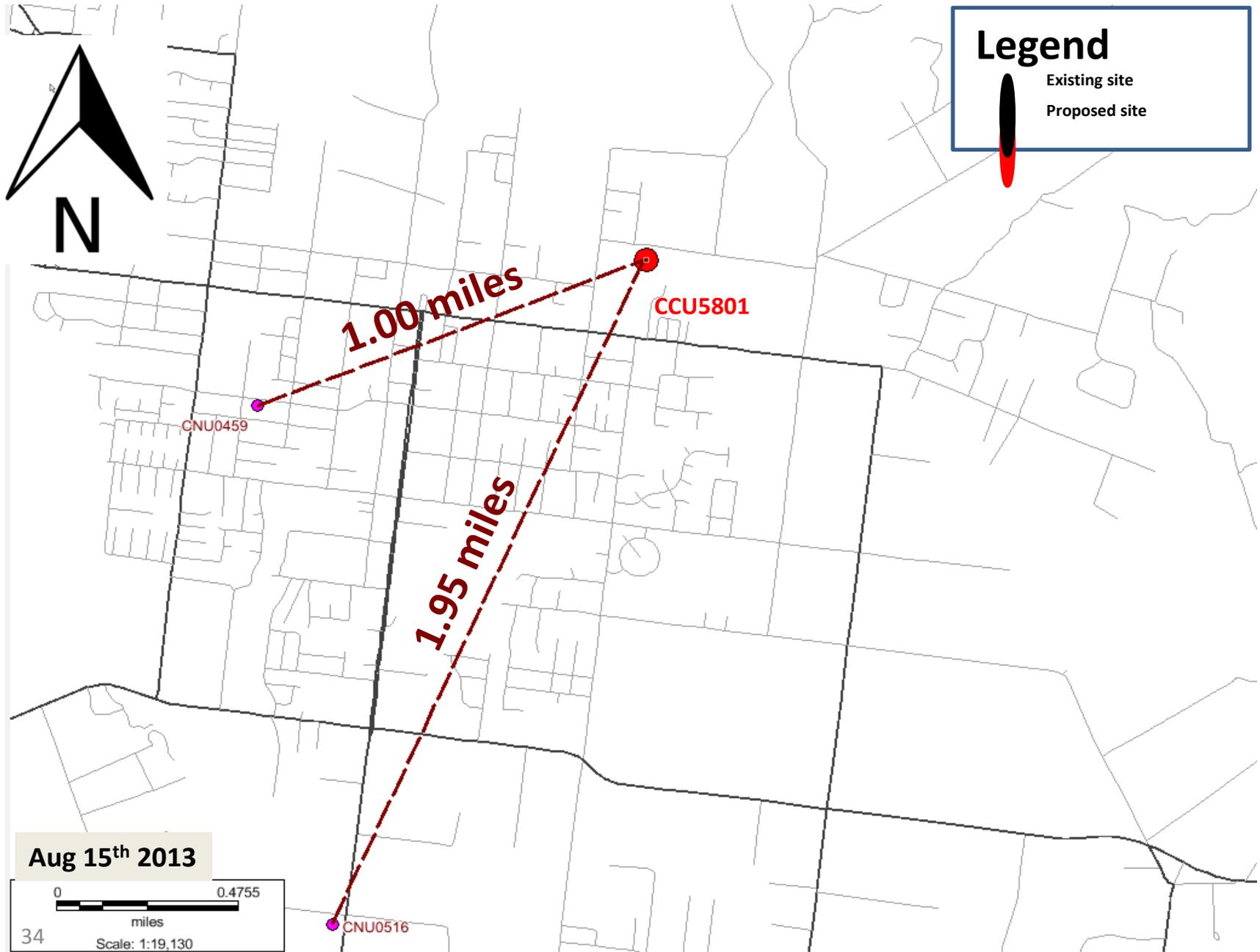
■ Outdoors

■ In Car

■ In Building



Existing Surrounding Sites



Federal Telecommunications Act

- The local government may not regulate the placement, construction, or modification of wireless communications facilities on the basis of the environmental effects of radio frequency emissions to the extent such facilities comply with the FCC's regulations concerning such emissions
- (47 U.S.C. §332(c)(7)(B)(iv))

RF Compliance

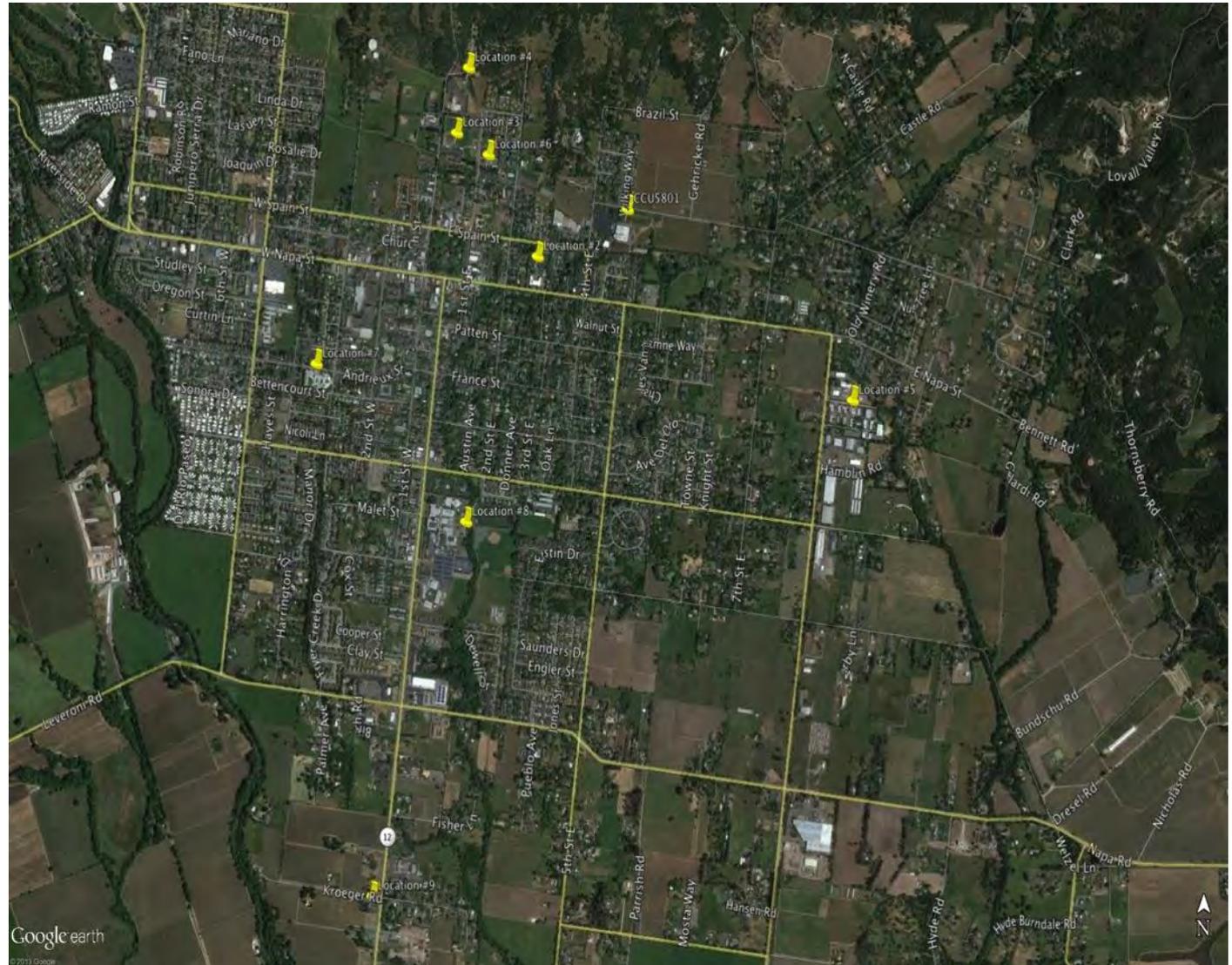
- AT&T has prepared a Radio Frequency study for this proposed wireless facility.
- This report addresses exposure to radio frequency electromagnetic fields in accordance with the FCC Rules and Regulations for all individuals
- The study concluded, “This site will be compliant with the FCC rules and regulations...”
- “AT&T Mobility, LLC is predicted to contribute less than 5% of the maximum permissible exposure (MPE)”

Wireless Communication: Line-of-sight Technology

- Requires facilities to be in relatively close proximity to the wireless handsets to be served.
- The location of a wireless facility to close a significant gap in service coverage is dependent upon many factors, including, but not limited to:
 - ❖ Topography
 - ❖ Zoning requirements
 - ❖ Existing structures
 - ❖ Collocation opportunities
 - ❖ Available utilities
 - ❖ Access to public rights-of-way
 - ❖ Property owner who is willing to execute a lease for a sufficiently sized parcel on reasonable business terms.
- Every proposed site is different and must be investigated and evaluated on its own terms.

Alternatives Site Analysis

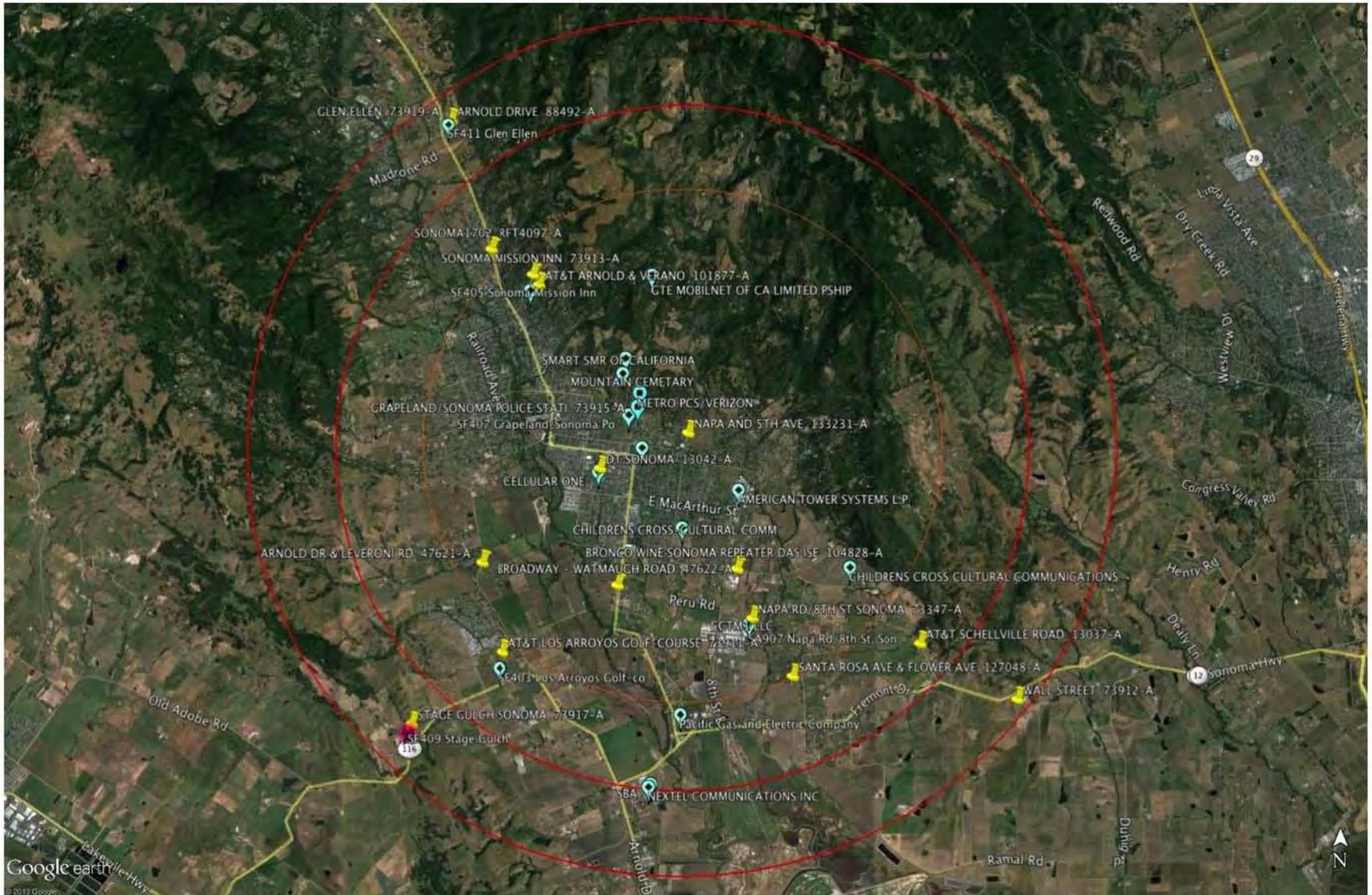
- AT&T reviewed many locations for this proposed wireless facility
- Both existing towers and other new tower sites were reviewed, as shown on this map



Area Analysis

- The purpose of developing a new AT&T site on the proposed property is to bring improved capacity to the area.
- The area was researched for potential co-locations and other structures that may accommodate AT&T's capacity objective.
- Both options are typically sought out by AT&T for a variety of reasons including:
 - ❖ Existing structures and wireless communications sites are pre-existing and therefore have already been accepted into the community
 - ❖ Reduced expense to develop a new site
 - ❖ Reduced timeframe to improved coverage to the community
- Ultimately, there are no existing structures or co-location opportunities in the area that will meet AT&T's coverage objective.
- The following alternative site analysis further explains why this site location is the most feasible location to provide the best coverage to the northeast neighborhoods of the City.

All Wireless Sites within 3, 4 & 5 Mile Radius



Proposed Facility

- Has a willing landlord
- Is feasible from a construction standpoint
- Is feasible from a radio frequency perspective. With the Proposed Facility at this location, AT&T will be able to propagate a signal to close most or all of its significant service gap in coverage and capacity.
- Conforms to applicable zoning criteria, including the standards for telecommunication facilities set forth in Chapter 5.32 of the City Code.
- The stealth design as a monopine was chosen to blend into the surrounding, as there are other trees in the vicinity.

Proposed Facility



The proposed wireless facility site at the Sebastiani Winery:

- ❖ Will provide the best network service to this neighborhood
- ❖ Will provide the least visually intrusive means to provide superior service to this neighborhood
- The warehouse on the Sebastiani Winery property did not provide enough height to be considered for the facility.
- The proposed facility location is at the center of the majority of the customer complaints in the area and is situated perfectly for offloading the existing AT&T sites and for providing increased capacity to the area. The proposed monopine would blend in with the surrounding trees allowing for the best capacity coverage increase with the least visual impact to the area.

Alternate Sites List

ALT. SITE ID	ADDRESS	Distance from Proposed Site	REASON REJECTED BY AT&T
PROPOSED SITE: 379 4th St. E, Sonoma, CA 95476			
Loc. #1	347 Andrieux Street	1.03 Miles	Existing AT&T Facility
Loc. #2	276 E. Napa Street	0.32 Miles	The proposed site better meets AT&T's capacity needs.
Loc. #3	284 1st Street West	0.55 Miles	Too close to existing AT&T Facility
Loc. #4	198 1st Street West	0.62 Miles	Located too far from the needed area.
Loc. #5	19616 8th Street East	0.83 Miles	Located too far from the needed area.
Loc. #6	175 1st Street East	0.69 Miles	Located too far from the needed area.
Loc. #7	20000 Broadway	0.92 Miles	Located too far from the needed area.
Loc. #8	21003 Broadway	1.96 Miles	Located too far from the needed area.

Alternate Sites Map



Location #1 – Existing AT&T Site at 347 Andrieux St.

- This is an existing AT&T site covering the west side of the City. It is not able to provide adequate capacity for the east side of the City, and it is operating at capacity. It is located 1.03 miles from the proposed site location.
- The proposed site will partially reduce the load at this existing site.



Location #2 - 276 E Napa St

- This was an alternate location considered for the proposed site.
- This location is located 0.32 miles from the proposed. It is located 0.73 & 1.70 miles from the existing AT&T sites.
- This candidate would have consisted of a similar height and design of the current proposal. The existing building is not tall enough to support the antenna height needed. The proposed candidate was chosen over this candidate because its location will better meet the needed increased capacity for the area. This location is also surrounded by residential properties where the proposed is located in a mainly commercial area.
- The current proposed location will provide the best network service to this neighborhood for AT&T's service objectives.



Location #3 – 284 1st St. W

- This was an alternate location considered for the proposed site. It is located 0.55 miles from the proposed. It is located 0.74 & 1.98 miles from the existing AT&T sites.
- This candidate would have consisted of a similar height however the only design which would fit into the area would be a slimline pole and would limit at&t to (3) antennas (same as existing carriers on site), which would not provide another capacity, thus limiting RF coverage, and creating additional capacity issues. This location is too close to the existing downtown AT&T facility at Loc. #1 and too far north to provide adequate capacity for the proposed area.
- The current proposed location will provide the best network service to this neighborhood for AT&T's service objectives.



Location #4 – 198 1st St. W

- This was an alternate location considered for the proposed site. It is located 0.62 miles from the proposed. It is located 0.87 & 2.16 miles from the existing AT&T sites.
- This candidate would have consisted of a similar height and design of the current proposal, however this candidate is located too far north from the area in need of increased capacity as shown by our RF maps. Important to note, this site is adjacent to Arnold Park, and creating a design to fit into the area would increase visual impact.
- This location would not meet our capacity issues (being over 2 miles from one of the existing sites we need to supplement coverage for). In short, this location would be a raw land build, and not meet our needs from a location standpoint.



Location #5 - 19616 8th Street E

- This was an alternate location considered for the proposed site. It is located 0.83 miles from the proposed. It is located 1.67 & 1.96 miles from the existing AT&T sites.
- This candidate would have consisted of a similar height and design of the current proposal. This candidate is located too far east from the area in need of increased capacity.
- The current location will provide the best network service to this neighborhood for AT&T's service objectives.



Location #6 – Existing T-Mobile Tower at 175 1st St. E

- This existing T-Mobile site is located too far north to address AT&T's service needs. It is located 0.69 miles from the proposed. It is located 0.77 & 1.98 miles from the existing AT&T sites
- The proposed site is needed in the northeast side of the City.



Location #7 – Existing T-Mobile Tower at 20000 Broadway

- This existing T-Mobile site was located too far to the southwest and too close to the other existing AT&T wireless facility. It is located 0.92 miles from the proposed. It is located 0.62 & 0.98 miles from the existing AT&T sites. While being close to our target area, the only available antenna centerline drastically limits our coverage, and with it being so close to the existing at&t sites, it provides very little value.
- The proposed site is needed in the northeast side of the City.



Location #8 – Existing AT&T Tower at 21003 Broadway

- This is an existing AT&T site covering the south side of the City. It is located 1.96 miles from the proposed.
- The proposed site is needed in the northeast side of the City to offload existing coverage issues for this location as it has reached its capacity from an RF standpoint.



Conclusion

- AT&T proposes an 80' tall monopine tower in order to best blend into the existing environment, reducing the visual impact and provide the least intrusive means to fill the significant gap in AT&T's phone and data service coverage. The proposed site will reduce capacity load on the existing AT&T sites and provide greater service to the east side of the city.
- AT&T respectfully requests your approval of this Use Permit application.

**CITY OF SONOMA
PLANNING COMMISSION
REGULAR MEETING OF
Community Meeting Room, 177 First Street West
October 10, 2013
MINUTES**

I hereby declare under penalty of perjury that the agenda for this meeting was posted on Friday, October 4, 2013, on the bulletin board outside the front of Sonoma City Hall, No. 1 the Plaza, Sonoma, California. Chair Roberson called the meeting to order at 6:30 p.m. in the Community Meeting Room, 177 First Street West.

Roll Call:

Present: Comms. Edwards, Felder, Willers, Tippell, Henevald, Cribbs (Alter Roberson)
Absent: Comm. Howarth
Others Planning Director Goodison, Senior Planner Gjestland, Associate
Present: Planner Atkins, Administrative Assistant Morris

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

COMMENTS FROM THE PUBLIC: None

APPROVAL OF MINUTES: Comm. Edwards made a motion to approve the minutes of 7-18-13, Comm. Tippell seconded. The motion was unanimously approved 6-0 (Comm. Cribbs abstained).

Comm. Felder made a motion to approve the minutes of 8-8-13. Comm. Henevald seconded. The motion was unanimously approved 5-0 (Comms. Tippell and Cribbs abstained)

CORRESPONDENCE: Late mail was received regarding Item # 1.

CHANGES TO AGENDA ORDER: Item # 3 will be heard at the November 14th meeting.

Item #1 – Public Hearing - Consideration of a Use Permit to install a wireless telecommunications facility on the Sebastiani Winery site, including an 80-foot tall redwood monopine tower and fenced equipment shelter at 389 Fourth Street East. ATT cell tower..

Applicant/Property Owner: At&T/Foley Family Wines Inc.

Associated Planner Atkins presented staff's report.

Chair Roberson opened the public hearing:

Jason Osborne, representing AT&T, Petaluma resident, said the purpose of the request is to increase the capacity, reliability, and reception in downtown Sonoma. Alternative sites were considered but they do not provide adequate coverage.

Mike and Jennifer Palladini, 271 Wilking Way, oppose the location of the tower due to concerns about potential health impacts.

Jodi Ahrens, resident within the neighborhood, agrees and requested more information about health risks.

Lizzie Stuckey, 430 Lucca Ct., expressed opposition to the proposal and suggested additional neighborhood input from residents in the vicinity of the site.

Regina Baker, resident and AT & T customer applauds the company for adequate coverage and does not feel another cell tower is necessary, especially in light of the neighbor concerns that have been expressed.

John Dunning, neighbor, expressed disagreement with the previous statements for a variety of reasons primarily that technological advancements are beneficial. He supports the proposal.

Linda McGarr, 486 Lovall Valley Road, strongly believes that the proposal should have been denied at the staff level since she considers the tower to be a dangerous project. She does not support any additional cell towers in Sonoma since they would negatively impact residents, tourists and businesses. She has never had a problem with cell coverage does not support the proposed location. She is concerned about the health risks of electromagnetic fields. She urged the Commission to deny the application.

Cameron Stuckey, 430 Lucca Court, requested that AT&T do further due diligence to see if a cell tower in the proposed location is something that the community needs. He is concerned about the health impacts and wants AT&T to be a good neighbor.

The electrical engineer (Hammit and Edison) hired to evaluate the radio frequency stated that EMF levels associated with the proposed tower will comply with FCC standards and in fact will only amount to 1.2% of the allowed FCC limit.

Comm. Felder asked the engineer to make a comparison between microwaves and cell phones. The engineer estimated that emissions from phones are 1,600 times higher.

Comm. Edwards confirmed with the engineer his estimate of ten cell towers in Sonoma Valley area.

Chair Roberson closed the public hearing.

Comm. Edwards is pleased to see that the applicants mitigated the proposal by reducing the height by 15 feet. He will support the proposal.

Comm. Felder agrees with Comm. Edwards and believes that the consultant is correct that cell phones emit more EMF emissions than the cell tower.

Comm. Tippell thinks the monopine tree will blend into the landscape, as was the case with the mono-pine at the high school. In his view, the health risks have been addressed at the Federal level and the proposal complies with applicable requirements. The Planning Commission cannot set its own standards in that area.

Comm. Willers concurred with his fellow Commissioners and stated that reducing the tower height is a positive gesture by the applicant.

Comm. Henevald is pleased with the change and supports the revised proposal.

Comm. Cribbs stated that he was a man of science and while he recognizes that people have concerns about EMF, in his view this issue has been fully investigated and the study provided with the application demonstrates compliance with the applicable limits. He does not feel the tower will be an eyesore and he appreciates the reduction in height.

Chair Roberson met with the applicants while they were revising the plan and appreciates the efforts to reduce the height of the tower.

Comm. Edwards made a motion to approve the application, subject to the conditions of approval. Comm. Henevald seconded. The motion was unanimously approved, 7-0.

Item #2 – Public Hearing Consideration of a Use Permit to allow use of a commercial building as a vacation rental at 567 First Street East

Applicant/Property Owner: Terence and Melissa Redmond

Comm. Edwards recused himself and left the room.

Senior Planner Gjestland presented staff's report.

Chair Roberson opened the public hearing.

Terence Redmond, applicant/property owner lives in San Francisco and has properties in Sonoma.

Comm. Henevald confirmed with the applicant that Beautiful Places, a vacation rental management company, would respond to issues within 24 hours.

Chair Roberson closed the public hearing.

Comm. Cribbs is pleased with the improvements have been made to the building in the past, including the landscaping and the preservation of its architecture.

Comm. Tippell confirmed that the Conditions of Approval enforce the sign limitations on vacation rentals. He confirmed with the applicant that the existing commercial sign will be removed.

Comm. Tippell appreciated the house being converted back for residential use.

No Public Comments

Chair Roberson closed the public hearing.

Comms. Howarth and Edwards would not support a sanction in this case.

Planning Director Goodison says that no motion is necessary and staff has direction.

Comm. Henevald arrives at 6:55 p.m. and joins commissioners at dais.

Item #2 – 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, August 2, 2013 at 389 Fourth Street East.

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

Associate Planner Atkins presented staff's report.

Chair Roberson opened the public hearing.

No Public Comments

Chair Roberson closed the public hearing.

Comm. Edwards made a motion to approve the use permit subject to the conditions of approval. Comm. Henevald seconded. The motion was unanimously approved 6-0.

Item #3- Public Hearing- Consideration of a Use Permit to install a wireless telecommunications facility on the Sebastiani Winery site including a 97-foot tall redwood monopole tower and fenced equipment shelter at 389 Fourth Street East.

Applicant/Property Owner: AT&T/Foley Family Wines Inc.

Associate Planner Atkins presented staff's report.

Rhuenette Alums, AT&T representative applicant, says that the telecommunications facility will comply with all FCC rules, regulations, and standards. A lease contract is negotiated between the property owner and AT&T.

Chair Roberson opened the public hearing.

Rebekah Anderson, SAC Wireless, explains that the cell phone tower is intended to improve AT&T's network coverage for wireless customers. The design consists of a new stealth redwood monopine tree tower. The analysis did not include consideration of the other towers in Sonoma.

Jody Arens, resident, does not support the proposal for the neighborhood, expressing a view that it would be out-of-place and unnecessary.

Cameron Stuckey, resident, stated that the tower does not belong in this location.

Mike Kalyk, resident, opposes the "fake" tree and believes there is an alternative solution to

providing better coverage for AT&T customers.

Aaron Palmer, resident, considers the tower an intrusion. He thinks it will be visible for miles and that a more suitable location should be found.

Linda McGarr, neighbor, agreed that the tower is not appropriate for the neighborhood.

Ronnie Kalyk, resident, asked about the setback of the tower from the northeast corner of the site.

Associate Planner Atkins confirmed that the tower would be located approximately 360 feet from the southern property line.

Patricia McTaggart, resident, questioned the relationship between a cell tower and a winery. She stated that it was not a suitable proposal for the property and should be denied.

Chair Roberson closed the public hearing.

Comm. Henevald would like information on the EMF study that was prepared for the application.

Chair Roberson stated that given his knowledge about issues of this magnitude and experience in the telecommunication sector, he is knowledgeable about appropriate procedures for evaluating a proposal of this magnitude and is disappointed with the presentation and quality of the information provided. He is interested in seeing further analysis of the capabilities of the existing cell towers in Sonoma and alternative siting options.

Comm. Howarth agreed that more information was needed with respect to alternative sites and alternative heights.

Comm. Edwards discussed other examples of towers in the Sonoma area. He asked whether a microwave transmission dish was proposed in conjunction with the tower. The applicants stated that this would not be needed at the proposed location.

By consensus, the Planning Commission agreed to table the item, with direction to the applicants to develop a more complete proposal if they wanted to pursue the application further.

Item #4 – Public Hearing – Consideration of an Exception from the front yard setback requirement for a carport at 726 Eda Court.

Applicant/Property Owner: Shawn and Rachael Buckley

Associate Planner Atkins presented staff's report.

Rachel and Shawn Buckley, applicants, provided signatures of neighbors that support the continued day care use. They apologized for not contacting the City sooner as they were under the impression that no permits were required. They need a dedicated space to operate the day care business and no additional parking is necessary.

Comm. Tippell confirms that a small day care center is defined as serving six children or fewer.

Comm. Edwards asked about fire safety measures including walkway clearance.

City of Sonoma Planning Commission
CONDITIONS OF PROJECT APPROVAL
AT&T Wireless Telecommunications Facility – 379 Fourth Street East (Sebastiani Winery)

October 10, 2012

1. The telecommunications facility shall be constructed in substantial conformance with the site plan and elevations, except as modified by these conditions.

Enforcement Responsibility: Planning, Building and Public Works
Timing: Prior to occupancy or final of any building permit.

2. All Building Division requirements shall be met. A building permit shall be required.

Enforcement Responsibility: Building Division
Timing: Prior to construction

3. All Fire Department requirements shall be met, including but not limited to the provision of fire sprinklers and a rapid entry (KNOX) system if deemed necessary by the Fire Chief.

Enforcement Responsibility: Fire Department
Timing: Prior to issuance of any occupancy permit

4. A maintenance/facility removal agreement, signed by the applicant and the property owner shall be submitted to the Community Development Director prior to issuance of any building permit(s) necessary for installation of the facility. Said agreement shall comply with all provisions of §5.32.130 of the City of Sonoma's Municipal Code.

Enforcement Responsibility: Planning Director; City Attorney
Timing: Prior to issuance of any occupancy permit

5. The monopole, antennas, and equipment building shall be painted a neutral, non-reflective color.

Enforcement Responsibility: Planning Division
Timing: Prior to issuance of any occupancy permit

6. The telecommunication facility shall comply at all times with all FCC rules, regulations, and standards.

Enforcement Responsibility: Planning Division
Timing: Ongoing

7. The use permit shall be reviewed every ten years for renewal. If the use permit is not renewed by the applicant, it shall become null and void upon notice and hearing by the Planning Commission ten years after the date of issuance, or upon cessation of use for more than a year and a day, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Every ten years from the date of approval; Ongoing

8. All improvements installed as part of the telecommunication facility shall be removed from the site, and the property restored to its natural pre-construction state, within 180 days of non-renewal of the use permit or abandonment of the use, whichever comes first.

Enforcement Responsibility: Planning Division
Timing: Ongoing



City of Sonoma
City Council
Agenda Item Summary

City Council Agenda Item: 8A

Meeting Date: 12/16/2013

Department

Administration

Staff Contact

Carol E. Giovanatto, City Manager

Agenda Item Title

Discussion, consideration and possible action selecting the 2014 City of Sonoma Alcalde.

Summary

Pursuant to the Alcalde Selection Policy (attached), nominations from members of the community were solicited and received by the stated deadline. As stated in the policy, Alcalde nominees should embody several of the following criteria:

- A broad spectrum of voluntary community service to Sonoma Valley
- Service in a leadership role in at least one non-profit organization
- Has spearheaded at least one community-serving project without compensation
- Is well-known for consistent behind-the-scenes good deeds
- Does not seek public accolades or recognition for work done
- Adheres to a high standard of moral and ethical values

The nominating committee comprised of outgoing Mayor Brown, current and immediate Past Alcaldes Les & Judy Vadasz (2013), Whitney Evans (2012), Mary Evelyn Arnold (2011) and City Manager Carol Giovanatto met on December 4 and reviewed the nomination letters received. They have forwarded the names of all eight nominees for the Mayor's consideration as a recognition of all their many contributions to the community. The nominees are listed below in alphabetical order:

- 1) Suzanne Brangham
 - 2) Harriet Derwingson
 - 3) Gary Edwards
 - 4) Pam Gibson
 - 5) Carole & Bob Nicholas
 - 6) Wayne Schake
 - 7) Jackie Stubbs
 - 8) Marcie Waldron
-

Recommended Council Action

Receive and ratify the nomination of the 2014 Alcalde from Mayor Rouse.

Alternative Actions

Defer action to the first regular Council meeting in January.

Financial Impact

The City Council appropriated \$300 in the General Fund for recognition of the 2014 Alcalde.

Environmental Review**Status**

- Environmental Impact Report
- Negative Declaration
- Exempt
- Not Applicable

- Approved/Certified
 - No Action Required
 - Action Requested
-

Alignment with Council Goals:

Public Service: Fosters communication and informs and educates the public.

Attachments:

Alcalde Selection Policy

cc:

Memo

DATE: July 16, 2001

TO: Mayor and City Council

FROM: Pamela Gibson, City Manager

SUBJECT: Alcalde Selection Process, Role, Responsibilities

Background

Each December the City Council of the City of Sonoma selects a citizen of the year who is called the honorary Alcalde. This policy outlines the selection, criteria, and role of the honored person.

Origin of Alcaldes

Alcaldes in California came about through the rise of the pueblo system and the establishment of town councils (called ayuntamientos). The councils were headed by mayors (called alcaldes), and together they provided a semblance of government, hearing a wide range of issues from land disputes to criminal matters.

The annually elected alcalde was not only the chief local law practitioner, but judge, justice of the peace (if no one else filled that function), notary public, recorder, escrow agent in land transactions, boss of the town Council, jack of all trades, and was probably the town's most useful citizen.

He often had to rule on disputes over cattle, horses, branding irons, hides, horse race wagers, bankruptcy, adoption, promissory notes, barrels of wine, and vacant lands. Alcaldes were the recorders of mortgages, wills, and conveyances, and also had to deal with criminal activity including murder.

The alcalde's position and importance did not end with Mexican Rule. In his speech following the raising of the American Flag over Monterey on July 7, 1846 Commodore John Sloat restated the importance of alcaldes and invited them to continue to execute their duties. The function of alcaldes did not legally change until after the state Constitution was adopted, and duties previously performed by one person were separated into several positions. Today the Spanish word "alcalde" literally means Mayor.

In 1975 the City of Sonoma decided to once again find "the town's most useful citizen" and bestow upon them the title Honorary Alcalde. August Pinelli, the first to be honored, began his year January 1, 1976. The Council has voted for an "honorary alcalde" every year since. The honoree is given a gold-headed cane as a symbol of the honor and appears in parades and at grand openings.

Selection Process

1. Around the first week of November, an ad will be placed in the newspaper announcing the nomination period for Honorary Alcalde of the City of Sonoma. A summary of the criteria shall also

be published with a deadline of Thanksgiving. Persons submitting a nomination will do so in a letter format, addressing as many of the criteria as possible, and sending the letter to the City Manager.

2. Early in December the City Manager will convene the nominating committee who shall be the three most immediate past alcaldes available, the current Mayor, and the City Manager. This committee will review the nominations and will select three candidates to be forwarded to the new Mayor prior to the second meeting in December. The Mayor will then make the nomination and the Council will vote to ratify at this meeting or the first meeting in January.

Criteria for Selection

Nominee shall embody several of the following:

- Broad spectrum of voluntary community service to Sonoma Valley
- Has served in a leadership role in at least one non-profit organization
- Has spearheaded at least one community-serving project without compensation
- Is well-known for consistent behind-the-scenes good deeds
- Does not seek public accolades or recognition for work done
- Adheres to a high standard of moral and ethical values

Role and Responsibilities

- Participates in Alcalde Luncheon
- Participates in other public events, as requested
- Agrees to use Council's Code of Ethics as a guideline



CITY OF SONOMA
 City Council
 Agenda Item Summary

Agenda Item: 10A
Meeting Date: 12/16/2013

Department Administration	Staff Contact Gay Johann, Assistant City Manager/City Clerk
-------------------------------------	-----------------------------------------------------------------------

Agenda Item Title

Councilmembers' Reports on Committee Activities.

Summary

Council members will report on activities, if any, of the various committees to which they are assigned.

CLM. BROWN	MAYOR ROUSE	CLM. BARBOSE	MPT COOK	CLM. GALLIAN
AB939 Local Task Force	ABAG Alternate	Cittaslow Sonoma Valley Advisory Council, Alt.	Cemetery Subcommittee	ABAG Delegate
Oversight Board to the Dissolved CDA	City Audit Committee	North Bay Watershed Association	City Facilities Committee	Cemetery Subcommittee
Sonoma Community Center Subcommittee	City Facilities Committee	Sonoma Community Center Subcommittee	LOCC North Bay Division Liaison	Cittaslow Sonoma Valley Advisory Council
Sonoma County Health Action	Sonoma County Mayors & Clm. Assoc. BOD	Sonoma County Transportation Authority & Regional Climate Protection Authority, Alternate	Oversight Board to the Dissolved CDA, Alt.	City Audit Committee
Sonoma County Mayors & Clm. Assoc. BOD	Sonoma County M & C Assoc. Legislative Committee, Alt.	Sonoma County Waste Management Agency	Sonoma County M & C Assoc. Legislative Committee	LOCC North Bay Division Liaison, Alternate
Sonoma Disaster Council	Sonoma Disaster Council, Alternate	Sonoma County/City Solid Waste Advisory Group (SWAG)	S. V. Library Advisory Committee	Sonoma County Transportation Authority & Regional Climate Protection Authority
Sonoma Housing Corporation	Sonoma Housing Corporation	VOM Water District Ad Hoc Committee, Alternate	Sonoma Clean Power Alt. (09/04/13)	Sonoma County/City Solid Waste Advisory Group (SWAG), Alt.
S. V. Citizens Advisory Commission	Sonoma Valley Citizens Advisory Comm. Alt.	Water Advisory Committee, Alternate		LOCC North Bay Division, LOCC E-Board, Alternate (M & C Appointment)
S.V.C. Sanitation District BOD	S.V.C. Sanitation District BOD, Alt.	Sonoma Clean Power (7/15/13)		Sonoma County Ag Preservation and Open Space Advisory Committee (M & C Appointment)
S.V. Economic Development Steering Committee	S.V. Economic Development Steering Committee, Alt.			VOM Water District Ad Hoc Committee
S.V. Fire & Rescue Authority Oversight Committee	S.V. Fire & Rescue Authority Oversight Committee			Water Advisory Committee
S. V. Library Advisory Committee, Alternate				
Substance Abuse Prevention Coalition				

Recommended Council Action – Receive Reports

Attachments: None