

REGULAR MEETING STARTS AT 6:00 PM

Mayor Diane Wratten

Vice Mayor Stacy Rhoades

Council Member Dominic Atlan

Council Member Dan Epperson

Council Member Tom Reed

DUE TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20 ADOPTED MARCH 17, 2020 THE CITY COUNCIL OF THE CITY OF IONE WILL BE CONDUCTING THEIR MEETING VIA TELECONFERENCE. WHILE THIS MEETING WILL STILL BE CONDUCTED IN-PERSON AT 1 E. MAIN STREET, WE STRONGLY ENCOURAGE THE PUBLIC TO PARTICIPATE FROM HOME BY CALLING-IN USING THE FOLLOWING NUMBER:

Dial-In: 1-224-501-3412

Access Code: 798-639-837

YOU MAY ALSO PARTICIPATE IN THE MEETING USING THIS LINK:

<https://global.gotomeeting.com/install/798639837>

Tuesday, October 20, 2020

Ione City Hall

1 E. Main Street

Ione, CA 95640

***THE CITY OF IONE IS A GENERAL LAW CITY DEDICATED TO
PROVIDING LEADERSHIP, ACCOUNTABILITY, AND FISCAL INTEGRITY
WHILE PROMOTING ECONOMIC OPPORTUNITIES AND MAINTAINING
A HIGH QUALITY OF LIFE FOR OUR CITIZENS***

PLEASE LIMIT PUBLIC COMMENT/TESTIMONY TO FOUR MINUTES

Gov't. Code §54954.3

The Ione City Council welcomes, appreciates, and encourages participation in the City Council Meeting. The City Council reserves the right to reasonably limit the total time for public comment on any particular noticed agenda item as it may deem necessary.

Full staff reports and associated documents are available for public review at the Office of the City Clerk, City Hall, 1 E. Main Street, Ione, CA. Hard copies may be obtained for \$3.60 for pages 1-5 and \$.45 for each additional page. Documents that are not available when the agenda is posted will be made available for public review at the meeting.

AGENDA

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE TO THE FLAG
- C. ROLL CALL

D. APPROVAL OF AGENDA

E. PRESENTATIONS/ANNOUNCEMENTS/PROCLAMATIONS:

- Presentation of Plaque to Kim Smith former Planning Commissioner

F. PUBLIC COMMENT: **EACH SPEAKER IS LIMITED TO 4 MINUTES**

NOTE: This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. Persons may address the City Council at this time on any subject within the jurisdiction of the Ione City Council.

*Please be mindful of the **4 minute time limit per person**. Pursuant to the Brown Act, the City Council may not take action or engage in a detailed discussion on an item that does not appear on the Agenda. However, matters that **require Council action will be referred to staff for a report and/or recommendation for possible action at a future Council meeting. Is there anyone in the audience who wishes to address the Council at this time?***

G. CONSENT CALENDAR:

Notice to the Public: *All matters listed under this category are considered to be routine and will be enacted by one motion. Any item may be removed for discussion and possible action and made a part of the regular agenda at the request of a Council Member(s).*

1. Waive the Second Reading by Substitution of Title Only and Adopt Ordinance No. 522 – Section 2.62.070 – Creek Committee Meeting Time from 7:00 p.m. to 6:00 p.m.
2. Waive the Second Reading by Substitution of Title Only and Adopt Ordinance No. 523 - Amending the 2005 Ione Development Impact Fee Update to include Depot Park as an Eligible Project

H. PUBLIC HEARING: None

I. REGULAR AGENDA:

3. Zoning Text Amendment – Chapter 17.38, Table 17.38.040-1 Development Standards for Accessory Structures
4. Rate Adjustment for Garbage and Recycling Collection Fees
5. Adoption of Resolution No. 2020-38 Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2020 Community Development Block Grant Program – Coronavirus Response Round 1 (CDBG-CV1) Notice of Financial Availability (NOFA) dated June 5, 2020

- 6. Approve Contract with HB Urethane Roofing to Repair and Install Urethane Roof at E.B. Hall
- 7. Lone City Planning Services Contract
- J. CITY MANAGER REPORTS
- K. CITY COUNCIL COMMITTEE REPORTS
- L. CITY COUNCIL COMMENTS/FUTURE AGENDA ITEMS
- M. CLOSED SESSION: None
- N. ADJOURNMENT

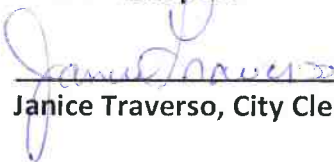
NOTICE REGARDING CHALLENGES TO DECISIONS

Pursuant to all applicable laws and regulations, including without limitation, California Government Code Section 65009 and or California Public Resources Code Section 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues you or someone else raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City at, or prior to, this public hearing.

ADA COMPLIANCE STATEMENT

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk Janice Traverso at (209) 274-2412, ext. 102. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

I, Janice Traverso, the City Clerk of the City of Lone declare under penalty of perjury that the foregoing agenda for the Tuesday, October 20, 2020 meeting of the Lone City Council was posted on October 16, 2020.



Janice Traverso, City Clerk, City of Lone

ORDINANCE NO. 522

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IONE ADOPTING SECTION
2.62.070 – CREEK COMMITTEE MEETING TIMES AS AMENDED

WHEREAS, the City of Ione established a Creek Committee to act as an advisory capacity to the City Council; and

WHEREAS, the Creek Committee desires to change the established meeting time from 7:00 p.m. to 6:00 p.m. on the second Thursday of each month; and

WHEREAS, the City has no objection to the proposed change; and

WHEREAS, the adjustment in the time of the meeting shall not affect the public's participation in the committee meetings; and

WHEREAS, the proposed revisions have been incorporated into the amended Section 2.62.070 of the Ione Municipal Code.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Ione, State of California, does hereby rescind the previous Section 2.62.070, and

BE IT FURTHER ORDAINED, that the City Council of the City of Ione, State of California, adopts the amended Section 2.62.070 – Meetings – Time attached below.

CITY OF IONE

Chapter 2.62 – IONE CREEK COMMITTEE

2.62.070 – Meetings – Time.

The commission shall meet at six p.m. (6:00 p.m.) on the second Thursday of each and every month, except when that day falls on a legal holiday. In which case the meeting shall be held on the day following the holiday, and the meeting shall be a regular meeting of the commission. The commission may adjourn any regular meeting of the commission from time to time or place to place so as long as the adjournment shall not extend to a point in time beyond the day of the next regular meeting of the commission.

Effective Date

This ordinance shall be effective 30 days following its adoption by the City Council of the City of Ione. A summary of this ordinance shall, within fifteen (15) days after passage, be published in accordance with Section 36933 of the Government Code of the State of California, with the names of the City Council members voting for and against it.

INTRODUCED at a regular meeting of the City Council of the City of Ione on the _____ day of _____, 2020; and

PASSED AND ADOPTED this _____ day of _____, 2020 by the following vote:

AYES:	Councilmembers:	_____
NOES:	Councilmembers:	_____
ABSENT:	Councilmembers:	_____
ABSTAIN:	Councilmembers:	_____

DIANE WRATTEN, MAYOR
CITY OF IONE

ATTEST:

Janice Traverso, City Clerk

APPROVED AS TO FORM:

Sophia R. Meyer, City Attorney

Item #2

ORDINANCE NO. 523

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IONE AMENDING THE 2005 IONE DEVELOPMENT IMPACT FEE UPDATE TO INCLUDE DEPOT PARK AS AN ELIGIBLE PROJECT

WHEREAS, the City of Ione adopted the City of Ione Development Impact Fee Update, which included fees for parks in 2005; and

WHEREAS, the 2005 Ione Development Impact Fee Update only identified growth related improvements to Howard Park; and

WHEREAS, the residential development that has occurred in City of Ione between 2005 and 2020 has created the need for a new community park; and

WHEREAS, the Ione City Council has designated property it owns at the corner of South Mill St. and West Marlette Street as a city park to meet the increased recreation demand caused by new growth; and

WHEREAS, the Ione City Council named this new park Depot Park; and

WHEREAS, the City of Ione will be submitting a Per Capita grant application for \$177,952 to the State of California to help fund the construction of Depot Park; and

WHEREAS, the Ione City Council held a public hearing on amending the 2005 Ione Development Impact Fee Update to include the construction of Depot Park at its regular meeting on October 6, 2020; and

WHEREAS, an ordinance has been brought before Council to amend the 2005 Ione Development Impact Fee Update to include the construction of Depot Park to meet the increased recreation demand caused by new growth.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF IONE DOES HEREBY ORDAINS AS FOLLOWS:

The 2005 Ione Development Impact Fee Update is hereby amended to include the construction of Depot Park as an eligible project to meet the increased recreation demand caused by new growth.

The foregoing ordinance was duly introduced at the City Council meeting held on the 6st day of October, 2020 and adopted by the City Council at their meeting held on _____ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Diane Wratten, Mayor

Attest:

Janice Traverso, City Clerk

Agenda Item

3

DATE: October 6, 2020

TO: Lone City Council

FROM: April Wooden, City Planner

SUBJECT: Zoning Text Amendment – Chapter 17.38, Table 17.38.040-1 Development Standards for Accessory Structures.

RECOMMENDED ACTION: Staff requests direction from the Council regarding the content of the proposed zoning text amendment of Title 17 Zoning, Chapter 17.38, Table 17.38.040-1 Development Standards for Accessory Structures.

Motion: _____ / _____.

FISCAL IMPACT: None

BACKGROUND: A recent change in the Building Code allows for exceptions to the Building Code setback requirements when certain conditions are met. However, the setback standards set forth in Table 17.38.040-1 of the Zoning Code are inconsistent with this amendment to the Building Code. This came to the Planning Commission and staff's attention when a variance to a sideyard setback was sought by a property owner.

The Planning Commission directed staff to prepare a zoning text amendment to achieve consistency between this new provision of the Building Code and the Lone Zoning Code. At its August 11th meeting, the Planning Commission held a public hearing and adopted a resolution recommending that an ordinance amending the Zoning Code be adopted by the City Council to achieve consistency with the change in the Building Code. The ordinance is attached hereto as Attachment A.

The City Council held a public hearing on the proposed ordinance, discussed the item, and took public testimony both written and oral. Among the issues raised during the hearing were the inconsistency with the proposed provision and the CC&Rs which are recorded against some properties in the City, the concern of enforcing the limitation included in the building code regarding what could be legally stored within the accessory structure, and concern of how it would be determined if a property met the requirement for additional space on the property adjacent to the sideyard which was reduced.

DISCUSSION: Since the Council meeting, planning staff has had further discussion with building staff and the Fire Chief. Chief Mackey has expressed concern regarding both the sufficiency of the 3-foot sideyard and the storage of RVs in the accessory structure. He explained that a car fire is completely different than an RV fire. He stated that limitations on what could be stored in the accessory structure as included in the building code would be necessary for health and safety of the community.

Staff had proposed a simple amendment to Table 17.38.040-1 Development Standards for Accessory Structures (shown below) which created consistency between the Building Code and the Zoning Code. However, it imposed certain restrictions which must be met for the accessory structure to be used legally. These restrictions included the necessity for extra distance from the reduced sideyard to an adjacent structure on a different lot and the limitations on what could be stored in the accessory structure.

ALTERNATIVES: Council has several alternatives:

- 1) Decide not to move forward with the proposed ordinance at all, leaving property owners the option of seeking a variance. This option provides the opportunity for conditions considered necessary by the Fire Chief and others to be adopted by the Planning Commission in the variance approval.
- 2) Adopt the ordinance as originally proposed by staff.
- 3) Add language to the proposed ordinance clarifying it does not apply on property on which CC&Rs prohibit it.
- 4) Add an annual inspection for fire compliance to address fire safety concerns.

Staff's original proposal is provided below for convenience: (Text with strikethrough would be removed and underlined text would be added.)

Table 17.38.040-1: Development Standards for Accessory Structures					
Accessory Structure	Minimum Setback Distance from Property Line			Minimum Distance Between Structures	Maximum Height
	Front	Street Side	Interior (Including rear)		
Accessory Buildings					
≤ 120 s.f. and < 8 ft. tall	60% or 90 ft., whichever is less ²	10 ft. ³	3 ft.	No minimum ⁵	8 ft.
≤ 120 s.f. and ≥ 8 ft. tall	60% or 90 ft., whichever is less ²	10 ft. ³	5 ft. ⁶	No minimum ⁵	16 ft.
> 120 s.f. and fully enclosed	60% or 90 ft., whichever is less ²	10 ft. ³	5 ft. ⁶	No minimum ⁵	35 ft./2 stories
> 120 s.f. and w/limited/no enclosure	60% or 90 ft., whichever is less ²	10 ft. ³	5 ft.	No minimum ⁵	35 ft./2 stories
Landscape Features	No minimum	10 ft.	3 ft.	No minimum ⁵	16 ft.
Pools/spas	Same as for Primary Structure	5 ft. ⁴	5 ft. ⁴	5 ft.	16 ft.
Deck/Patio	No minimum	No minimum	No minimum	No minimum ⁵	No minimum
Play Equipment	Same as for Primary Structure	10 ft.	3 ft.	No minimum ⁵	16 ft.

Notes:

1. Detached garages may be attached to a main building and may encroach into the required rear yard for the main building by not more than 15 feet if:

- It is less than 600 square feet in area;
- It shares a common wall of not less than five feet in length with the main building or is not located not more than six feet from the main building; and
- It is connected to the main building by a roof of not less than five feet in width.

2. An accessory structure may be located within the front 60 percent of the lot if it is screened from view by a fence or landscaping and is located a minimum of ten feet behind said screening.

3. On reverse corner lots, the street side yard setback shall be the same as the front yard setback for the adjacent key lot.

4. Measurement from water's edge. Related equipment shall be set back a minimum of three feet from all side and rear property lines.

5. See the city-adopted building code for separation requirements.

6. Interior setback may be reduced to 3 feet when located on a lot within a residential subdivision where:

• all dwellings are equipped throughout with an automatic sprinkler system installed in accordance with Section R313;

• the accessory structure is used only for the storage of motor vehicles; and

• the lot adjacent to the reduced setback is located within the same subdivision and provides an open setback yard that is 6 feet or more in width on the opposite side of the property line OR the property adjacent to the reduced setback is a street or similar non-habitable use.

ENVIRONMENTAL REVIEW: Staff has determined that the proposed ordinance is statutorily exempt from CEQA review. The proposed revisions are exempt from review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines (Section 15303) *New Construction or Conversion of Small Structures*. Upon adoption of the ordinance a Notice of Exemption will be filed.

ATTACHMENTS:

A. Ordinance ____: An Ordinance of the City Council of the City of Lone Amending the City of Lone Municipal Code Title 17 Zoning, Chapter 17.38, Table 17.38.040-1 Development Standards for Accessory Structures.

B. Resolution No. ____ of the Lone Planning Commission.

Agenda Item

4

DATE: October 20, 2020

TO: Lone City Council

FROM: Jon G. Hanken, City Manager

SUBJECT: Rate Adjustment for Garbage and Recycling Collection Fees

RECOMMENDED ACTION: Council is being asked to make adjustments to garbage and recycling collection fees.

Motion: _____/_____.

FISCAL IMPACT: If approved, waste collection rates would increase for residential and commercial accounts.

BACKGROUND: ACES Waste Services provides solid waste hauling services for homes and businesses in the City of Lone that choose to contract with ACES Waste Services.

As per the franchise agreement, Article H, paragraph 9 states that the "Franchise Rates shall be adjusted annually upon an increase in the annual CPI". From 2019 to 2020, the CPI increased by 1.54%.

The franchise agreement, Article H, paragraph 10, also states that the "Contractor shall be entitled to a Franchise Rate increase whenever Contractor's disposal costs increase due to a rate increase at the disposal facility used by the Contractor, but only for the purpose of passing through said disposal cost increase in the Contractor's collection rates." For 2021, ACES Waste Services has stated that their disposal costs will increase because Keifer Landfill increased rates and a \$4.26 per ton County Facility Improvement Fee. The average weekly rate increase residential customers will see is about \$2.40.

If approved, ACES new rate structure would begin January 1, 2021.

Attachments:

ACES Waste Services letter requesting Residential and Commercial Rates beginning January 1, 2021.

ACES Waste Services Residential and Commercial rates for 2021

ACES Waste Services Franchise Agreement with the City of Lone.



6500 Buena Vista Rd Lone, CA 95640
209-274-2237
aceswaste.com

June 3, 2019

Mr. Jon Hanken
City Manager
City of Lone
PO Box 398
Lone, CA 95640

RE: Adjustment to Rates Charged For Garbage and Recycling Collection

Dear Mr. Hanken:

We would like to meet with you at your earliest convenience to discuss an adjustment in rates charged to subscribers for solid waste and recycling collection. The contract states an automatic annual rate adjustment consisting of most recent 12 months CPI Adjustment and pass through Disposal Fee Adjustment.

The CPI change from 2018 to 2019 is 4.02% and the Disposal fee adjustment from 2018 is 4.26%. This will bring the adjustment to 8.28%, or on average a \$0.53 weekly rate change.

We are asking that these proposed adjustments take effect September 1, 2019.

We will await your direction on this matter.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Paul Molinelli Sr.", is written over a faint, circular blue ink stamp.

Paul Molinelli Sr.
President

209.274.6880 direct
209.304.7477 cell

JUN 07 2019

CITY OF IONE

RESIDENTIAL

CURRENT MONTHLY RATES 8/1/2020

MONTHLY RATES 1/1/2021

CURBSIDE SERVICE		MONTHLY WEEKLY	
32 GL	\$21.65	\$8.13	\$1.88
64 GL	\$29.64	\$11.13	\$2.57
96 GL	\$31.97	\$12.00	\$2.77
AVERAGE WEEKLY CHANGE		\$2.40	

All rates are for weekly service including Recycle Service and Yardwaste carts.

COMMERCIAL

CURRENT MONTHLY RATES 8/1/2020

MONTHLY RATES 1/1/2021

1 yard	\$123.37	\$46.31	\$169.68
2 yard	\$205.39	\$77.10	\$282.49
3 yard	\$287.16	\$107.80	\$394.96
4 yard	\$369.06	\$138.54	\$507.60
6 yard	\$491.84	\$184.64	\$676.48

BULKY ITEM RATES

LOOSE YARDS	\$ 16.75	\$ 23.04
APPLIANCE	\$ 18.25	\$ 25.10
FURNITURE/MATTRESS	\$ 11.50	\$ 15.82
REFRIGERATOR/AIR CONDITIONER	\$ 44.25	\$ 60.86
AUTO TIRES SMALL 19 INCH OR LESS	\$ 4.25	\$ 5.85
WOOD WASTE/YARD WASTE	\$ 14.00	\$ 19.26

Agenda Item

5

DATE: October 13, 2020

TO: Ione City Council

FROM: Jon G. Hanken, City Manager

SUBJECT: Resolution No. 2020-38: A Resolution of the City Council of the City of Ione Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2020 Community Development Block Grant Program-Coronavirus Response Round 1 (CDBG-CV1) NOFA Dated June 5, 2020

RECOMMENDED ACTION: Council is being asked to adopt Resolution No. 2020-38: A Resolution of the City Council of the City of Ione Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2020 Community Development Block Grant Program-Coronavirus Response Round 1 (CDBG-CV1) Notice of Financial Availability (NOFA) Dated June 5, 2020.

Motion: _____/_____.

FISCAL IMPACT: City will receive \$63,003 in CDBG-CV1 Funds.

BACKGROUND: The California Department Housing and Community Development has asked for some additional information and revisions to their application for CDBG-CV1 funds.

One revision identified was in the Application for Funding resolution. The state wants Section 2 of the resolution amended to reflect Program Income as \$0.00. State clarified that Program Income comes from Economic Development CDBG funds that a community already has. Ione does not have an existing program, so the revenues we will be receiving are just grant funds.

Attachments: Resolution No. 2020-38: A Resolution of the City Council of the City of Ione Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto from the 2020 Community Development Block Grant Program-Coronavirus Response Round 1 (CDBG-CV1) NOFA Dated June 5, 2020

RESOLUTION NO. 2020 - 38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IONE APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM- CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1) NOFA DATED JUNE 5, 2020

BE IT RESOLVED by the City Council of the City of Ione as follows:

SECTION 1:

The Ione City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$63,003 for the following CDBG-CV1 activities, pursuant to the June 2020 CDBG-CV1 NOFA:

List activities and amounts

Economic Development- Business Assistance	\$ 63,003
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SECTION 2:

The City hereby approves the use of Program Income in an amount not to exceed \$0.00 for the CDBG-CV1 activities described in Section 1.

SECTION 3:

The City acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The City hereby authorizes and directs the Ione City Manager to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Ione City Manager is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the lone City Manager is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California fromtime to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of lone held on Tuesday, October 20, 2020 by the following vote:

AYES:_____

NOES:_____

ABSENT: _____

ABSTAIN: _____

Diane Wratten, Mayor
City of lone

STATE OF CALIFORNIA

City of _____

I, _____, City Clerk of the City of lone, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 4th day of August, 2020.

Name, City Clerk of the City of lone, State of California

By: _____
Name and Title

Agenda Item

#6

DATE: October 20, 2020

TO: Ione City Council

FROM: Jon G. Hanken, City Manager

SUBJECT: Approve contract with HB Urethane Roofing to Repair and Install Urethane Roof on E.B. Hall

RECOMMENDED ACTION: Council is being asked to approve a contract with HB Urethane Roofing to Repair and Install Urethane Roof on E.B. Hall.

Motion: _____ / _____.

FISCAL IMPACT: The cost of this project is \$97,650. Funds to pay for this project will come from Amador County COVID-19 funds.

BACKGROUND: At the October 6th Council meeting, Council approved an agreement with Amador County for COVID funds to repair/replace the roof at E.B. Hall. Staff has contacted UB Urethane Roofing is bringing a contract for your consideration to do the work. COVID Funds must be spent by December 31, 2020.

UB Urethane Roofing has been in business since 1975 and has installed urethane roofing systems for clients such as Cisco Systems, Stanford University, Budweiser, City of Fairfield, and Arco Arena in Sacramento.

The scope of work under the proposed contract includes:

1. Conduct a pre-job inspection with the Building owner or representative to discuss the application of the new roof system as well as any logistical or safety concerns that may arise.
2. Power-wash entire roof surface to remove all oxidation and debris.
3. Thoroughly fasten or replace all loose fasteners prior to spray foam application.
4. Spray apply dark gray elastomeric primer to clean prepared metal roof to assure proper bond for urethane spray foam.
5. To construct new raised valley over existing leaking valley of sloped corrugated metal interior roofs to eliminate leaking and promote positive drainage.
6. Install new conductor boxes and oversized down spouts at the ends of new valley to properly drain roof.

7. Install **Spray Polyurethane Foam Roofing System** over the prepared roof surfaces. Spray-apply 1.25 inch of Spray Polyurethane Foam to the entire roof surface.
8. Spray apply gray acrylic elastomeric base coating at the rate of 1.5 gallons per 100 sq. ft.
9. Spray apply **White Energy-Star Acrylic Top Coat (92% reflectivity)** over new polyurethane foam at a rate of 1.5 gallons per 100 square feet. Coatings shall extend beyond the foam terminations a minimum of three (3") inches.
10. Protective coating shall extend up and over all polyurethane foam on vent pipes and other penetrations and shall be terminated a minimum of three inches (3") above the foam creating a self-terminating flashing.
11. Stacks & Pipes - All rooftop stacks & pipes will be field flashed per manufacturer's specifications, using Spray Polyurethane Foam and Coating.
12. Contractor is not responsible for dirt, dust, or debris falling from the ceiling during the recover or reroofing operation.
13. Provide complete cleanup of roofing materials and related ground debris.
14. Contractor to provide a (10) year Labor and Material Warranty.

Staff asks that Council approve this Contract as presented.

Attachments: Draft Contract and Exhibit A

**STANDARD FORM PERSONAL SERVICES CONTRACT
BETWEEN
THE CITY OF IONE
AND
HB URETHANE ROOFING**

THIS PERSONAL SERVICES CONTRACT ("Contract") is made and entered into this _____ day of October 2020, by and between the CITY OF IONE ("City"), and HB URETHANE ROOFING ("Contractor").

RECITALS

WHEREAS, City desires to retain a person or firm to provide the following services: installation of new roofing system; and

WHEREAS, Contractor warrants that it is qualified and agreeable to render the aforesaid services.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by City, the parties agree to the following:

- I. **SCOPE OF SERVICES:** Contractor agrees to provide all of the services described in Exhibit A.
- II. **CITY FURNISHED SERVICES:** The City agrees to:
 - A. Facilitate access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
 - B. Make available to Contractor those services, supplies, equipment and staff that are normally provided for the services required by the type of services to be rendered by Contractor hereunder and as set forth in Exhibit A.
 - C. Make available all pertinent data and records for review.
- III. **TERM OF CONTRACT:** This Contract shall commence on October __, 2020 and shall terminate on December 31, 2020, unless sooner terminated in accordance with the terms hereunder.
- IV. **CONTRACT PERFORMANCE TIME:** All the work required by this Contract shall be completed and ready for acceptance no later than December 31, 2020. Time is of the essence with respect to this Contract.

- V. FEES: The fees for furnishing services under this Contract shall be based on the fees attached hereto as Exhibit A. Said fees shall remain in effect for the entire term of this Contract.
- VI. MAXIMUM COST TO CITY: Notwithstanding any other provision of this Contract, in no event will the cost to City for the services to be provided herein exceed the maximum sum of \$97,650, including direct non-salary expenses.
- VII. PAYMENT: Ten percent (10%) deposit shall be paid upon execution of this contract. The remaining balance under this Contract shall be due within 30 calendar days after receipt and approval by City of an invoice covering the service(s) rendered to date.

Invoices or applications for payment to the City shall be sufficiently detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the Contract is divided into various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be reimbursed without adequate documentation. This documentation will include, but not be limited to, receipts for material purchases, rental equipment and subcontractor work.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the County, State, or Federal Government has delayed distribution of funds that are intended to be used by the City for funding payment to Contractor.

- VIII. INSURANCE: Contractor 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 the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

- A. The Contractor shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in

connection with such work or operations. Additional insured should read as follows:

City of Lone
P.O. Box 398
Lone, CA 95640

Prior to the commencement of any work hereunder, the Contractor shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to City. However, failure to obtain and provide the required documents to City prior to the work beginning shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with prior written notice to the City.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to 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 in excess of the Contractor's insurance and shall not contribute with it.

Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

- IX. **WORKER'S COMPENSATION:** The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Contract and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000

per accident for bodily injury or disease shall be provided to City prior to commencement of work.

- X. **INDEMNIFICATION:** Contractor agrees to indemnify, defend at its own expense, and hold City harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all acts or omissions to act of Contractor or its officers, agents, or employees in performing services under this Contract; excluding, however, such liabilities, claims, losses, damages, or expenses arising from City's sole negligence or willful misconduct.
- XI. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Contract and the services to be provided hereunder, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.
- XII. **INTEREST OF PUBLIC OFFICIALS:** No officer, agent or employee of the City during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contract or the proceeds thereof.
- XIII. **SUBCONTRACTING AND ASSIGNMENT:** The rights, responsibilities and duties established under this Contract are personal to the Contractor and may not be subcontracted, transferred or assigned without the express prior written consent of the City.
- XIV. **LICENSING AND PERMITS:** The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.
- XV. **BOOKS OF RECORD AND AUDIT PROVISION:** Contractor shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Contractor shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Contract (42CFR Sections 433.32, 438.3(h) and (u)). Contractor will permit City to audit all books, accounts or records relating to this contract or all books, accounts or records of any business entities controlled by Contractor who participated in this contract in any way. Any such audit may be conducted on Contractor's premises or, at City's option, Contractor shall provide all books and records within a maximum of 15 calendar days upon receipt of written notice from City.

Contractor shall promptly refund any moneys erroneously charged. If City ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any contract which provides for reimbursement of expenses.

XVI. **CONFIDENTIALITY:** All information and records obtained in the course of providing services under this Contract shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder. Both parties shall comply with State and Federal requirements regarding confidential information.

XVII. **TITLE:** It is understood that any and all documents, information, computer disks, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to the Contractor, shall be the sole property of the City. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Contract, for any reason whatsoever, Contractor shall promptly turn over all information, writing, computer disks, and documents to City without exception or reservation. Contractor shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide City with said disk.

XVIII. **TERMINATION:**

A. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other party. Notice of Termination shall be by written notice to the other party and shall be sent by registered mail.

B. If the Contractor fails to provide in any manner the services specified under this Contract or otherwise fails to comply with the terms of this Contract, or violates any ordinance, regulation, or other law which applies to its performance herein, the City may terminate this Contract by giving five calendar days written notice to Contractor.

C. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

D. In the event of termination, not the fault of the Contractor, the Contractor shall be paid for services performed up to the date of termination in accordance with the terms of this Contract.

XIX. **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the City.

- XX. **AMENDMENT:** This Contract may be amended or modified only by written agreement of both parties.
- XXI. **ASSIGNMENT OF PERSONNEL:** The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to City, as evidenced in writing.
- XXII. **WAIVER:** No provision of this Contract or the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.
- XXIII. **SEVERABILITY:** If any provision of this MOU is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.
- XXIV. **JURISDICTION AND VENUE:** This Contract and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Contract shall be in Amador County, California.
- XXV. **ENTIRE AGREEMENT:** This Contract constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.
- XXVI. **EXHIBITS:** All "Exhibits" referred to below or attached to herein are by this reference incorporated into this Contract:

Exhibit Designation	Exhibit Title
Exhibit A	Services to be provided by Contractor

- XXVII. **DESIGNATED AGENTS:** The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Contract pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Contract on behalf of each party are the duly designated agents of each party and are authorized to do so.
- XXVIII. **COMPLIANCE WITH APPLICABLE LAWS:** The Contractor shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Contract.
- XXIX. **ATTORNEY'S FEES:** If any party hereto employs an attorney for the purpose of enforcing or construing this Contract, or any judgment based on this Contract, in

any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto, reimbursement for all attorneys' fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.

- XXX. NOTICES: Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to City:

Jon Hanken
1 East Main Street
P.O. Box 398
Ione, CA 95640
(209) 274-2412

If to Contractor:

Harry Bunfill
HB Urethane Roofing
1037 N. Market Blvd
Sacramento, CA 95834
(916) 928-1620

- XXXI. PUBLIC WORKS PROJECTS: No contractor or subcontractor may be listed on a bid proposal for a Public Works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)). No contractor or subcontractor may be awarded a Public Works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

[signature page to follow]

IN WITNESS WHEREOF, the parties hereunto have executed this Contract on the date written below.

CITY OF IONE:

CONTRACTOR:

By: _____
Diane Wratten, Mayor
City of Ione Council
Date: _____

By: _____
Name: _____
Title.: _____
Date: _____

Approved as to form:

By: _____
Sophia R. Meyer
City Attorney

Risk Management Approval:

By: _____
Jon Hanken
City Manager



Contract

To: Evalynn Bishop Hall

Ph: (209) 283-3974

Contact: Tracy

Jobsite: Highway 104

Ione, CA

Roof Area: 12,500 S.F.

Highway 104

Ione, CA

October 1, 2020

Contact: Doug Hawkins

Cell: (209) 217-6118

dough@ramosoil.com

Scope of Work

1. Conduct a pre-job inspection with the Building owner or representative to discuss the application of the new roof system as well as any logistical or safety concerns that may arise.
2. Power-wash entire roof surface to remove all oxidation and debris.
3. Thoroughly fasten or replace all loose fasteners prior to spray foam application.
4. Spray apply dark gray elastomeric primer to clean prepared metal roof to assure proper bond for urethane spray foam.
5. To construct new raised valley over existing leaking valley of sloped corrugated metal interior roofs to eliminate leaking and promote positive drainage.
6. Install new conductor boxes and oversized down spouts at the ends of new valley to properly drain roof.
7. Install **Spray Polyurethane Foam Roofing System** over the prepared roof surfaces. Spray-apply 1.25 inch of Spray Polyurethane Foam to the entire roof surface.
8. Spray apply gray acrylic elastomeric base coating at the rate of 1.5 gallons per 100 sq. ft.
9. Spray apply **White Energy-Star Acrylic Top Coat (92% reflectivity)** over new polyurethane foam at a rate of 1.5 gallons per 100 square feet. Coatings shall extend beyond the foam terminations a minimum of three (3") inches.
10. Protective coating shall extend up and over all polyurethane foam on vent pipes and other penetrations and shall be terminated a minimum of three inches (3") above the foam creating a self-terminating flashing.
11. Stacks & Pipes – All rooftop stacks & pipes will be field flashed per manufacturer's specifications, using Spray Polyurethane Foam and Coating.
12. Contractor is not responsible for dirt, dust, or debris falling from the ceiling during the recover or re-roofing operation.
13. Provide complete clean up of roofing materials and related ground debris.
14. Contractor to provide a (10) year Labor and Material Warranty.

Payment

- 1) Ten percent deposit due with signed contract.
- 2) The contract balance is due on completion.

Contract Price

Roof (12,500 S.F.): (\$55,125.00.00) Fifty-Five Thousand One Hundred Twenty-Five 00/100 Dollars.

Optional Work: To install the same roofing system on East and West roofs, an additional 12,500 sq. ft. price: (\$42,525.00) Forty-Two Thousand Five Hundred Twenty-Five 00/100 Dollars

Signature: _____

Date: _____

Signature: _____

Date: _____

Agenda Item

7

DATE: October 15, 2020

TO: Lone City Council

FROM: Lone Ad Hoc Planning RFP Review Committee
Jon G. Hanken, City Manager

SUBJECT: Lone City Planning Services Contract

RECOMMENDED ACTION: The Lone Ad Hoc Planning RFP Review Committee is recommending that Council award the planning services contract to De Novo Planning Group.

Motion: _____/_____.

FISCAL IMPACT: April Wooden, from De Novo, will serve as the lead planner for Lone and the firm charges \$105.00 for Ms. Wooden's time.

BACKGROUND: The City of Lone released as Request for Proposal (RFP) for Professional Planning Services for the City. An Ad Hoc Committee was established by Council to review the proposals that Land Use Planning firms submitted, rank them, interview the highest scoring firms and make a recommendation to Council on which firm to hire.

On Thursday, October 15, 2020, the Ad Hoc Committee members interviewed De Novo Planning Group and Raney Planning & Management, Inc. After the interviews, the Ad Hoc Committees members discussed the merits of each firm and decided to make a recommendation that the Lone Planning Services Contract be awarded to De Novo Planning Group for a period of three years with the possibility of two, one year extensions.

Staff is looking for Council to accept the recommendation of the Ad Hoc Committee and direct staff to enter into negotiations for a contract.

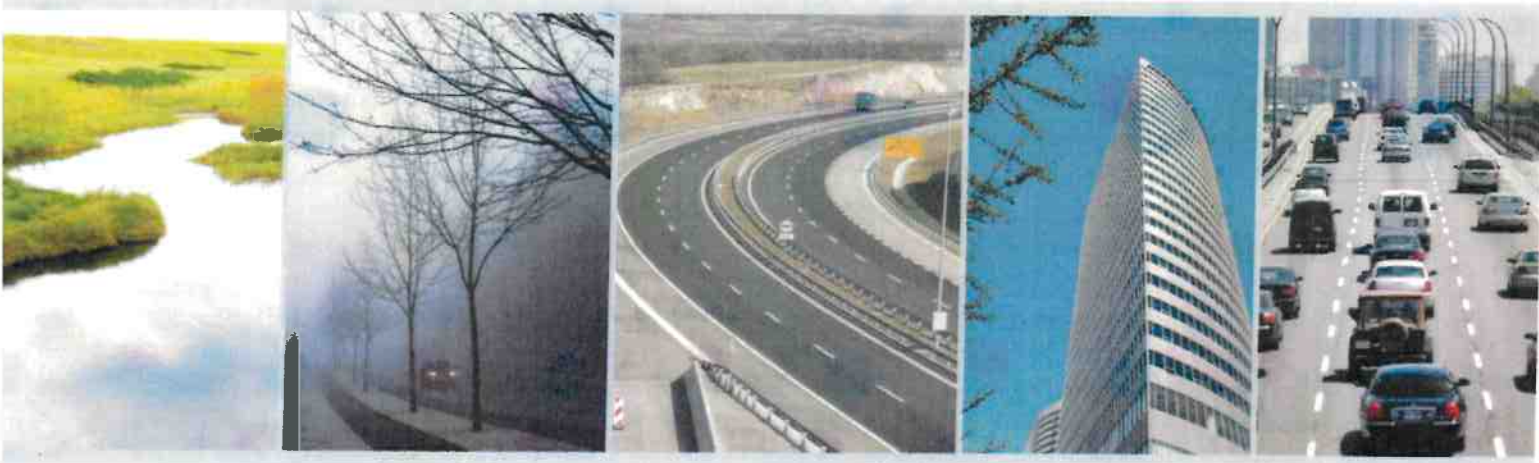
Attachments: Proposal Submitted by De Novo Planning Group

Proposal Submitted by Raney Planning & Management, Inc.



City of Ione City Planner RFP

Proposal to the City of Ione for City Planner Services



Submitted to:

Jon Hanken, City Manager
City of Ione
1 East Main Street
Ione, CA 95640
via e-mail: jhanken@ione-ca.com

Submitted by:

DE NOVO PLANNING GROUP
A Land Use Planning, Design, and Environmental Firm

1020 SUNCAST LANE, #106 | EL DORADO HILLS, CA 95762
btthompson@denovoplanning.com | TEL 916-812-7927



August 31, 2020

Jon Hanken, City Manager

City of Ione

Submitted via e-mail: jhanken@ione-ca.com

SUBJECT: Proposal to Provide City Planner Services

Dear Mr. Hanken:

Speaking on behalf of the entire De Novo Planning team, we would like to thank you for the opportunity to submit this proposal to provide comprehensive City Planner services to the City of Ione. Our team has extensive experience working with local jurisdictions to provide planning and environmental services and is submitting this proposal to continue providing City Planner services to Ione.

Our team will continue to provide the City with an energetic and dedicated group of professionals with exceptional skills and qualifications. We are 100% committed to continue to be responsive to the City's needs and priorities, providing the City of Ione with an experienced, professional City Planner that collaborates well with City staff and is responsive to the City's decision-makers. We will continue to be responsive to the City's needs and concerns and will adjust our services as needed to ensure that the City. Our proposal includes a detailed description of our approach to providing City Planner services, our experience, and our qualifications. We anticipate continuing our full-service City Planner services, which include but are not limited to:

- Weekly in-office hours, as assigned by the City Manager;
- Remote assistance as needed (processing plan checks, entitlement applications, responding to City staff and public inquiries); and
- Continued preparation of the General Plan Update, Zoning Code Update, and ADU Handbook, partially funded by the City's SB 2 Grant.

Our goal is to serve as an extension of your staff in a capacity that will provide the tools, research, and professional knowledge to effectively move projects through the entitlement process and be responsive to developers and community members that interact with the City's Planning Department. Our City Planner will implement the vision of the City Council and the community through applying the City's General Plan, Zoning Ordinance, and other guiding documents.

Our team is led by De Novo Principals Beth Thompson, and April Wooden, City Planner (The Pearwood Group). Ms. Thompson is an owner/officer with De Novo and Ms. Thompson is authorized to negotiate on the firm's behalf, respond to questions and comments associated with City Planner services, and ensure that the De Novo team provides high-quality services to the City.

We highly encourage you to contact our references. Our consistent delivery of projects on time and on budget will be reflected through our references. We have developed strong relationships with each agency that we have worked with by delivering on our commitments on time and on budget. As a result, we continue to be invited back to work with past clients.

As requested by the RFP, we have summarized information related to our company and proposal in the below table.

<i>Name of Planning Firm</i>	De Novo Planning Group
<i>Address</i>	1020 Suncast Lane, #106 El Dorado Hills, CA 95762
<i>Contact Information</i>	Beth Thompson Phone: (916) 812-7927 e-mail: bthompson@denovoplanning.com
<i>Hourly Rates</i>	City Planner - \$105 Principal Planner - \$110, Senior Planner - \$105, Asst. Planner - \$80 Rate Table – See Section J
<i>References</i>	
De Novo Planning Group	
Erik Nolthenius, Planning Manager City of Brentwood	# (925) 516-5137 enolthenius@brentwoodca.gov
Bill Dean, Assistant Director City of Tracy	# (209) 831-6427 William.Dean@cityoftracy.org
J.D. Hightower, Deputy Director Planning City of Manteca	# (209) 456-8505 jhightower@ci.manteca.ca.us
Supplemental References – April Wooden	
Dave Feinstein, Planning Manager City of Fairfield	# (707) 428-7448 dfeinstein@fairfield.ca.gov
Dane Schilling, City Engineer Coastland Engineering	# (530) 888-9929 schilling@coastlandcivil.com

We are committed to a strong working relationship with City staff, the community, the Planning Commission, and City Council. We take tremendous pride in our planning and public facilitation skills, and we ground our approach to City Planner services on building trust and mutual respect between all parties. We have received and reviewed the City's RFP and all supporting materials. We are willing and able to accept the terms and conditions in the sample Consulting Services Agreement.

We look forward to the opportunity to further discuss our proposal and our approach to providing City Planner services. If you have any questions regarding this submittal, please do not hesitate to contact me at (916) 8129-7927 or at bthompson@denovoplanning.com.

Sincerely,



DE NOVO PLANNING GROUP

Beth Thompson, Principal

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C. EXECUTIVE SUMMARY

De Novo Planning Group, incorporated in 2008 with our corporate office in El Dorado Hills, provides comprehensive land use planning, environmental, and design services. De Novo proposes to continue to provide the City of Ione with complete City planning services as requested in the City's Request for Proposals (RFP). De Novo will continue to provide excellent planning services while striving to continually improve our approach. Our City Planner services will continue to meet Ione's needs, respect City staff time and resources, and achieve clear and consistent Planning Department operations. Our staff has modified our services and staffing during the current pandemic in order to meet the City's needs. We will continue to work with the City to find ways to provide excellent service during this emergency. One key element is our Weekly Report to the City Manager (see [Appendix B](#)). A quick review of this report gives the City Manager a current status on each project underway (or pending) and details daily contacts and tasks. We have also provided an on-site staff planner at City Hall during hours designated by the City Manager with the City Planner continuing to be available by phone and e-mail remotely during those hours. In addition, the City Planner generally makes herself available by phone and email as needed on a daily basis.

Our staff has extensive experience working with current and long-range planning projects on behalf of public agencies, as well as environmental documentation in compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). We have initiated the City's General Plan Update, Zoning Code Update, and ADU Handbook development, funded with an SB2 grant which the De Novo team prepared. Our comprehensive understanding and depth of experience preparing and implementing General Plans, Zoning Codes, and planning regulations for and on behalf of public agencies ensures that De Novo can complete the SB2 grant work program within the one-year time frame established in the grant application, with adoption of these documents anticipated in June 2021. April Wooden will continue to serve as the City Planner. Ms. Wooden has over 40 years of significant experience providing planning and community development management services to cities and has worked as both contract staff and as an employee of local agencies. De Novo principal Beth Thompson along with Senior Planner Martti Eckert, and Assistant Planner Jeff Setterlund, are primary staff that will provide support to Ms. Wooden. We believe that having multiple principal- and senior-level staff available to the City will assist in meeting shortened schedules, when requested by the City, and ensure that our work is of the highest quality.

Our hourly fees are \$105 for the City Planner position, which reflects the rate we have charged for this position since 2016, with supporting staff ranging from \$110 (principal planner) to \$70 per hour for planning technician/clerical support.

D. STATEMENT OF UNDERSTANDING

De Novo Planning Group will provide all services described within the City's RFP, including processing project applications for all types of entitlements, addressing reuse of older and historic buildings, and encouraging an economically vital Downtown. We will continue to function as an extension of City staff, serving as the Planning Department lead on all projects and will coordinate

with the project applicant regarding project drawings, technical documentation, and property information necessary to process an application.

We anticipate that prior to assignment of any City-initiated project, the City will provide De Novo Planning Group with an introductory overview of the proposed project, a scope of services required to be provided, and all available technical information.

De Novo Planning Group will continue to provide the following services:

1. Process entitlement requests for a wide range of projects, including but not limited to, residential (small-scale projects and subdivisions), commercial, office, and industrial development, including both new and redeveloped uses.
2. Accurately analyze projects for compliance with the City's General Plan, zoning ordinance, applicable specific plans, City policies, and applicable federal and state regulations, including the Subdivision Map Act, California Environmental Quality Act, and planning and zoning law.
3. Prepare clear and concise correspondence, staff reports, resolutions, ordinances, conditions of approval, public hearing notices, and other documents necessary to process entitlement requests, process City-initiated projects, and provide information to decision-makers.
4. Provide comprehensive environmental services in accordance with CEQA, including preparation of Initial Studies, CEQA-required notices, and other CEQA documents as appropriate.
5. Serve as staff to the Planning Commission and attend City Council meetings, making presentations and providing information as necessary.
6. Meet timelines specified by the Permit Streamlining Act in providing project review and comments. When shorter timelines are requested by the City, work proactively with the City and project proponent to meet streamlined project schedules.
7. Conduct site visits as necessary.
8. Maintain a concise, comprehensive, and accurate administrative record for each assigned project, which will remain the property of the City.
9. Be available during regular business hours to answer staff questions, respond to outside agencies, and to respond to the public and to be available at City Hall for established City Planner public counter hours each week.
10. Provide brief written weekly updates to City staff regarding the status of all applications and the status of all other assigned work. *Note: De Novo has been providing the City Manager a weekly report with the status of all planning applications as well as our team's work on various on-going projects. This report can be modified to address additional items, as requested by the City Manager.*
11. Perform the responsibilities of the City Planner, as identified at City of Ione Municipal Code Chapter 17.06.060:
 - a. Maintain the sections of this title, zoning map, and all records of zoning actions and interpretations.

- b. Advise the city council, city manager, and planning commission on planning matters.
- c. Issue and decide matters related to ministerial permits.
- d. Staff meetings and provide administrative services for the planning commission.
Note: The City Clerk has served as the Planning Commission secretary; upon request of the City, De Novo can provide a Planning Commission secretary that will publish all Planning Commission notices, prepare agendas, record meetings, and prepare meeting minutes.
- e. Direct planning-related policy amendments and special studies as necessary or desired.
- f. Conduct administrative functions authorized by Title 17.
- g. Provide information to the public and facilitate public participation on planning matters.
- h. Exercise such other powers and duties as are prescribed by state law, local ordinance, or as directed by the City Manager.

E. APPROACH TO PLANNING SERVICES

1. *Role of the City Planner.* The role of the City Planner is to enable local elected officials, civic leaders, businesses, and citizens to work together to create a vibrant and desirable community. A successful City Planner is highly collaborative, understanding the big picture while relating a proposed project to the City's established goals and guidelines, such as ordinances or design review, to achieve a final project that meets the needs of the community and warrants the support of the City Council. These factors may include appropriate design, environmental considerations, support for the local economy, or equitable access for all members of the community.

The City Planner understands local, state, and federal requirements and court rulings relevant to planning and development. The ability to conduct research and gather data from a variety of sources and then prepare reports or provide information with clear and concise findings and analysis is vital. Excellence in written and oral communication, preparing and delivering presentations, analytical thinking, and the ability to develop alternatives for policy makers to consider are also important skills.

The successful City Planner is an expert at project management with the capacity to handle multiple complex assignments simultaneously. The City Planner must work well with the public, serving as a facilitator with a broad spectrum of community members, while maintaining the confidence of the City Manager, Planning Commission, and City Council.

2. *Maintain Communication with City Regarding Status of Projects.* The City Planner will continue to provide the City with a concise weekly report of each land use application, the status of each component of the SB2 grant work program, as well as any other assigned work. The weekly report identifies the status of each project in the overall process, CEQA documentation (for projects that are not exempt), and technical studies or submittals that have been requested from the project applicant. The weekly report summarizes public requests for planning assistance and includes information about timely topics of interest to the City, such as proposed or adopted state planning

regulations or the outcome of precedent-setting planning and environmental court cases.

3. *Staff Report Examples.* See Appendix C.
4. *Cost Tracking and Management.* Our staff tracks time spent by task for each client/project on a daily basis and bill in 15-minute increments. By providing seasoned, experienced planning professionals as contract staff, the time for completion of assignments is significantly reduced in comparison to less experienced planners, saving the City both time and money. De Novo limits time billed to the City to time spent working directly on City projects and tasks. Our staff coordinates to ensure that projects are being processed efficiently and effectively. We note that our City Planner rate will remain the same the rate in our 2015 proposal, with nominal adjustments to other rates.
5. *Proactively Advise the City Council About Land Use Developments or Concerns.* As described in Item 2, above, the weekly report will provide the City with information regarding land use or other issues of interest or concern, providing the City Manager with information to share with the City Council. The City Planner is also available to provide updates to the City Council as needed, regarding the status of major projects or an overview of any planning issues (pending bills, adopted legislation, etc.) of local or regional concern.
6. *Coordination with the City Manager and Staff.* The City Planner will continue to take the lead from the City Manager regarding the preferred way to provide the services identified in the RFP. There are many useful ways to achieve an excellent working relationship and the City Planner is committed to working collaboratively and adapting to the needs and preferences of City staff.
7. *Coordination with the Mayor and City Council and Participation in City Council and Planning Commission Meetings.* De Novo believes that decision-making bodies function best when they have been provided with necessary information and have had an opportunity to review the information. The City Planner will continue to ensure that the City Manager, Mayor, elected officials, and decision-makers have received all necessary information in advance of any meeting. Concise, clear, and comprehensive staff reports will continue to be prepared, providing alternatives when appropriate and making recommendations as required. If questions arise prior to the meeting, information will be gathered and a response prepared to ensure that the Mayor and City Council or Planning Commission are comprehensively informed about any topic which they intend to discuss or act upon. The City Planner will continue to be available for meetings with the Mayor or individual Council or Commission members, when appropriate, to go over key aspects of projects. Any meetings with the Mayor or individual members of decision-making bodies would be approved first by the City Manager and would be conducted in accordance with Brown Act requirements.

City Planner, April Wooden, will continue to work with the City Manager to ensure that our participation in City Council and Planning Commission meetings is productive and provides decision-makers with informative, reasoned guidance to assist in their consideration of various projects. De Novo understands that the City Planner must exercise a balance of proactive and reactive participation, diligently coordinating with the City Manager to provide all necessary information to the Council prior to the

meeting, but also reacting during the meeting to unforeseen issues or questions with a calm and straightforward demeanor. April Wooden, City Planner, has over four decades of experience in working with City Councils and Planning Commissions. She has developed an excellent working relationship with the Ione Planning Commission and City staff. She enjoys providing service to members of the community and values the appreciation that has been expressed for her assistance.

8. *Expenses.* As a small business with minimal overhead, De Novo believes in keeping direct costs to a minimum and not charging our clients for an abundance of expenses that we consider our cost to do business. De Novo does not bill for mileage, faxing, cell phone use, or word processing.

De Novo typically does not charge for printing documents on our in-office office printers, but we will bill for printing lengthy documents (General Plan, Zoning Code, traffic impact studies, hydrology reports, etc.) as well as large-scale documents (subdivision maps, aerial maps, etc.). Document reproduction and mailing are charged to the City at De Novo's cost; we do not mark up our direct costs. See Section J, Fee Schedule, for our rates and expenses.

9. *Professional Development.* De Novo promotes professional development among our staff. Staff are encouraged to regularly attend planning and environmental trainings in order to remain abreast of current rules and regulations and planning techniques. De Novo requires staff to receive training in areas where staff provides technical expertise (e.g., air quality modeling, biological services, long-range planning, entitlement processing, CEQA/NEPA document preparation, site plan preparation and review, public finance, etc.) and we participate in annual trainings related to changes to State law and case law. Our City Planner, April Wooden, participates regularly in regional and state trainings and workshops directly related to planning efforts in Ione.

F. PROPOSED PLANNERS

De Novo will continue to provide full-service City planning staff to Ione. Resumes of our primary staff, Ms. Wooden, Ms. Thompson, Mr. Eckert, and Mr. Setterlund, are provided in Appendix A and address each person's education, professional background and professional associations, experience with and knowledge of land use planning, and expertise and training.

April Wooden will continue to serve as City Planner and as the City's primary contact and will be the primary staff member involved with day-to-day planning activities and with the preparation of the SB 2 Zoning Code Update. Ms. Wooden has extensive experience working as a land use professional and lawyer. Ms. Wooden has practiced law, both as a Junior Partner in a law firm and the owner of a legal practice which focused on municipal and land use law. Ms. Wooden has served as contract planning staff for public agencies and has also provided planning and environmental services as a consultant to public agencies. Ms. Wooden has also worked directly for local governments (Greenfield, Scotts Valley, Suisun City, and Lincoln) as Community Development Director, and for the City of Fairfield as a retired annuitant, serving as Senior Planner. Ms. Wooden is a subconsultant to the De Novo team through The Pearwood Group.

De Novo principal Beth Thompson will continue to be responsible for managing our team and addressing City concerns, as well as coordinating the work effort for the General Plan Update and ADU Handbook that are underway as part of the City's SB 2 grant. Ms. Thompson will also serve the City through managing environmental documents, long-term planning efforts, and other work as requested by the City. Beth is a principal with De Novo with over 20 years of professional

planning experience, including contract staffing/City Planner services, General Plan Updates, Zoning Code Updates, and CEQA and NEPA documentation for a range of projects and performing project review for local agencies. Beth is a leader in the field of Housing Elements and General Plans, and she has a proven track record of successfully completing environmental and planning documentation for complex projects. Her recent work includes Housing Element updates for the cities of Escalon, Lakeport, and Winters and Shasta County, multiple General Plan Updates and EIRs, Zoning Code updates to address development streamlining, and a range of environmental documents for development and policy projects under on-call planning and environmental agreements with Elk Grove, Yolo County, and EIRs for subdivisions in El Dorado County and Rancho Cordova.

Martti Eckert, Senior Planner and Urban Designer, and Jeffrey Setterlund, Assistant Planner, both have years of experience serving in a staff role for local agencies and will assist in the review of development applications, zoning clearances, and the on-going work to update the City's General Plan and Zoning Code to address requirements of State law and implement the City's SB 2 Grant.

Additional team members are available to provide expertise and support on individual projects, as necessary. For example, De Novo principal Ben Ritchie has extensive experience with long-range planning projects as well as unique and complex CEQA projects and will be available to assist with General Plan Updates and CEQA review as necessary. De Novo principal Steve McMurtry, who has experience working both with public agencies and as a planner for a private developer, will be available to assist in the entitlement process for development projects and, if needed, with environmental review.

G. BACKGROUND AND CAPACITY

Background and History

De Novo Planning Group is a land use and environmental planning firm specializing in community planning and design, environmental studies, and sustainability planning. Incorporated in 2008, De Novo has been in business for over 12 years.

Our mission is to provide municipal and private sector clients with world-class professional services, through principal-level attention to every project. We pride ourselves on our ability to work with clients to balance the often-conflicting goals of economic, social, environmental, legal, and political forces. Our services result in an integrated planning and environmental solution for every project that is technically sound, cost effective, and delivered within the client's schedule.

Our philosophy is to proactively plan and design projects in such a way that public and environmental concerns are addressed and accommodated early in the process. We strongly believe in the use of local knowledge for developing sensible and cost-effective solutions to local concerns. Our solutions seek to achieve a balance in local economic, social, and environmental goals. De Novo Planning Group is dedicated to fostering a partnership with each agency we serve, through listening to the community and stakeholders and reflecting the ideas and concerns we hear in the approach developed for each project.

De Novo Planning Group is accomplished in multiple disciplines, with services focusing on planning, environment, and sustainability. Our areas of expertise include environmental documentation and compliance, with technical abilities in air quality, biology, climate change, land use, and water resources.

Planning Services Training and Experience

De Novo Planning Group is accomplished in multiple disciplines, with services focusing on planning, environment, and sustainability. Our areas of expertise include environmental documentation and compliance, with technical abilities in air quality, biology, climate change, land use, and water resources. The founding principals have successfully completed over 300 projects consisting of comprehensive general plan updates, zoning code updates, development project review, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, biological assessments, wetland delineations, specific plans, and housing elements throughout California.

De Novo staff members each have a degree in a field related to land use, economic development, and environmental planning, such as City and Regional Planning, Environmental Science, and Economics, and maintain our planning training through UC Extension courses, professional seminars, and training offered by resource agencies. In addition to her background in planning, Ms. Wooden, holds a Juris Doctor and has practiced as a municipal and land use attorney.

Office Location

Planning services to the City of Ione would continue to be provided both at the City of Ione during Planning office hours as well as provided remotely throughout the remainder of the City's business hours to ensure availability of staff to the City on a daily basis. Our team will continue to be managed by De Novo's office in El Dorado Hills.

Communication

Barring additional restrictions due to the pandemic, we anticipate that our primary communications will continue to occur via in-person meetings at City Hall during office hours on Tuesday. April Wooden, City Planner, will continue to monitor email and phone calls daily, while other De Novo staff working on City projects will check in regularly via email and conference or phone call. Each staff member has a cell phone, voice mail, and email available during regular business hours. Our team also uses De Novo conference call numbers, virtual meetings and workshops software (GoToMeeting, Zoom, Microsoft Teams, and Google Hangouts), file-sharing (Dropbox, google drive), and survey software (SurveyMonkey) to communicate with our clients and their communities. Our contacts with project applicants will continue to occur via in person meetings at City Hall and through emails and phone calls. Follow-up emails and phone calls regarding the status of applications and submittals will continue to be managed on a daily basis. We manage multiple websites and do have the capacity to manage and host the City's website, or to host materials related to the City's planning operations. We will regularly review the text on the City's planning web page and provide updates from time to time.

Services Available

De Novo provides contract planning services, including development project application review and processing, General Plan updates and amendments, Zoning Code revisions, community design, economic development, CEQA document preparation, NEPA document preparation, and GIS/graphics, as well as administrative support.

H. REFERENCES

We highly encourage you to contact our references. Our consistent delivery of projects on time and on budget will be reflected through our references. We have developed strong relationships with each agency that we have worked with by delivering on our commitments on time and on budget. As a result, we continue to be invited back to work with past clients.

City of Brentwood, Community Development Department**Address:**

150 City Park Way
Brentwood, CA 94513

Contact:

Erik Nolthenius, Planning Manager
(925) 516-5137
enolthenius@brentwoodca.gov

Services Provided:

General Plan Update and EIR: 2013-2014
Housing Element: 2014-2015
On-Call Environmental and Planning Services: 2016 to present (multiple environmental and entitlement reviews)
PA-I Specific Plan and EIR: 2017-2018

City of Tracy, Planning Division**Address:**

333 Civic Center Plaza
Tracy, CA 95376

Contact:

Bill Dean, Assistant Director
(209) 831-6427
William.Dean@cityoftracy.org

Services Provided:

On-Call Environmental and Planning Services: 2011 to present
Municipal Services Review: 2018-2019

City of Lakeport, Planning Division**Address:**

225 Park Street
Lakeport, CA 95453

Contact:

Kevin Ingram, Assistant City Manager
(707) 263-5615 #201
kingram@cityoflakeport.com

Services Provided:

Housing Element Updates (3): 6th Cycle – 2020, 5th Cycle – 2014, 4th Cycle – 2009
General Plan EIR Addendum – South Lakeport Planning and Annexation: 2014
General Plan Annual Report preparation and staffing assistance: 2010

City of Manteca, Development Services Department**Address:**

1215 W. Center St. #201
Manteca, CA 95337

Contact:

J.D. Hightower, Deputy Director Planning
(209) 456-8505
jhightower@ci.manteca.ca.us

Services Provided:

General Plan Update, EIR, and Zoning Code Update: 2016 to present [timeline was extended to accommodate the City's separate work effort from June 2018 through July 2019 to identify a preferred truck route to be included in the General Plan Update and addressed in the EIR]
20+ planning projects, including long-range planning, environmental review: 2010-present

References for April Wooden:

City of Fairfield
1000 Webster Street, 2nd Floor
Fairfield, CA 94533

Reference: Dave Feinstein, Planning Manager
(707) 428-7448
dfeinstein@fairfield.ca.gov

Coastland Engineering
11810 Kemper Road
Auburn, CA 95603

Reference: Dane Schilling, City Engineer
(530) 888-9929
schilling@coastlandcivil.com

I. CLIENTS/POTENTIAL CONFLICTS OF INTEREST

De Novo is currently providing services to the clients listed below and is not aware of any current clients or projects that would pose a conflict of interest related to City Planner work in Ione.

- City of Bellflower
- City of Burbank
- City of Campbell
- City of Citrus Heights
- City of Diamond Bar
- City of Fresno
- City of Gardena
- City of Glendale
- City of Indian Wells
- City of Ione
- City of Irwindale
- City of Jackson
- City of La Verne
- City of Lake Forest
- City of Lakeport
- City of Lathrop
- City of Lawndale
- City of Manteca
- City of Martinez
- City of Milpitas
- City of Oakley
- City of Orange
- City of Pittsburg
- City of Rancho Cordova
- City of Rancho Santa Margarita
- City of Ripon
- City of Rocklin
- City of Rohnert Park
- City of Salinas
- City of San Jacinto
- City of San Marcos
- City of Stanton
- City of Temecula
- City of Tracy
- Town of Truckee
- City of Westminster
- City of Willows
- City of Winters
- Merced County
- El Dorado County Transportation Cmmsn.
- Glenn County
- Shasta County
- Sonoma County
- Yolo County
- Bertolotti Disposal, Inc.
- Brocchini Family Partnership
- Crow Holdings Industrial
- Foremost Acquisition, LLC
- Gensler
- GHD Inc.
- GPA Consulting
- Green DOT Transportation Solutions
- Kittleson & Associates
- Lumos & Associates
- Mark Thomas and Company
- MidPen Housing Corp. - Foster City
- MVE, Inc.
- Natural Passages, LLC
- NV5, Inc.
- O'Rourke & Associates
- Pilot Travel Centers, LLC
- River Walk, LLC
- Ruggeri, Jensen, Azar
- Sierra Hills Development
- Stonewood Properties, Inc.
- TG Golf - Grant Hornbeak
- The Five Corners Group

J. FEE SCHEDULE

Staff Position	Rate
Primary Staff	
City Planner, April Wooden	\$105
Principal Planner, Beth Thompson	\$110
Senior Planner/Urban Designer, Martti Eckert	\$105
Assistant Planner, Jeff Setterlund	\$80
Support Staff and Outside Costs	
Principal Planner	\$110
Senior Planner/Urban Designer	\$105
Associate Planner	\$90
Assistant Planner	\$80
Planning Technician	\$70
Graphics/GIS Services	\$85
Planning Commission Secretary	\$75
Biologist	\$115
Direct costs (printing, shipping, transcription, etc.)	At cost, no mark-up
Subconsultants (traffic, noise, cultural, etc.)	At cost, no mark-up
<i>Fee adjustments: Fees will be adjusted annually by up to 1.5% per year on or after January 1, 2022.</i>	

K. ADDITIONAL INFORMATION

Benefits of De Novo

Proven Success

At De Novo, we pride ourselves on delivering unparalleled work quality and ensuring high levels of client satisfaction on all of our projects. We approach each and every project with exceptional levels of energy, enthusiasm, and accountability. We strongly encourage the City to contact all of our references to inquire about the quality of our work, the responsiveness of our management team, and our ability to adapt to project changes without altering our budget.

Benefits of a Relatively Small Planning Firm

The four De Novo Principals have served as senior project managers with larger consulting firms in California, and through this experience we have gained intimate knowledge of the operational inefficiencies of large firms and the burdens that they can cause public agencies. Larger firms tend to carry cumbersome over-head costs, which results in the need for higher hourly billing rates,

frequent contract modifications, and can have high staff turnover, which causes changes in project managers midstream during a project. Because we remain small, we offer our clients significantly lower rates, while still providing our clients with Principal-level attention to each project. We pride ourselves on our ability to deliver on our commitments, exceed expectations, and satisfy our clients with quality work on schedule and on budget.

Public Input

De Novo understands the importance of public input in the planning process. Ione residents, businesspersons, and interest groups have been provided opportunities for public input on planning projects through participating in Planning Commission and City Council meetings, as well as opportunities to provide written and oral comments on projects during the public review period. De Novo places importance on the concerns of the public and will ensure that the comments are addressed and identified for decision-makers consideration. April Wooden, City Planner, is accessible and available for consultation by residents, business owners, and elected officials with the goal of proactively and collaboratively addressing any concerns.

Extensive Use of Visual Materials

Our documents and reports will be easy to read, easy to understand, and will include useful graphics and figures to visually represent the primary components of each project.

Local Experience

De Novo's team has enjoyed providing planning services to the City since 2016. City staff, Planning Commission, City Council, and the public have been great partners in accomplishing the City's land use and planning goals and resolving issues. April Wooden, City Planner, has developed strong ties within the community and enjoys the opportunity to problem-solve on behalf of residents and to provide professional guidance to the City. With the General Plan Update and Zoning Code Update underway, with funding from an SB2 grant prepared by De Novo staff, in less than a year the City will have created a fresh and relevant blueprint for the City's future. De Novo staff looks forward to continuing robust community involvement in the development of the General Plan and Zoning Code updates. De Novo has worked with Amador County Transportation Commission on roadway planning and improvement projects, prepared the EIR for the 2015 Amador County Regional Transportation Plan and is preparing the General Plan Update for the City of Jackson.

Close Coordination with Stakeholder, Resource, and Responsible Agencies

Given our experience in preparing a wide variety of planning and environmental documents, we will continue our early and on-going coordination with City agencies that provide services (fire, police, wastewater, etc.), stakeholders and resource agencies as well as other agencies that regulate and/or permit activities within the City (e.g., Caltrans, Amador Air District, Amador County Transportation Commission, US Fish and Wildlife, California Department of Fish and Wildlife, Amador Water Agency, etc.). Our team will continue to consult all relevant service providers and resource/regulatory agencies as part of the project review process for each planning project.

Special Technical Capabilities

Air Quality: De Novo Planning Group has extensive experience preparing federal air quality conformity analysis, air quality analysis, greenhouse gas emissions analysis, emission control plans, health risk assessments, and Authority to Construct for projects throughout California. We have full modeling capabilities with CalEEMOD, Caline4, AerMod, and AerMet, among others.

Biological: De Novo Planning Group has prepared biological studies for countless projects. Many of the biological studies involved regulatory agency (USFWS/CDFW) approval, Caltrans/FHWA approval, or Bureau of Land Management (BLM) approval, which requires extensive knowledge of these agency's requirements. Studies have included Biological Assessments, Wildlife/Botanical Surveys, Wetland Delineations, Wetland Mitigation Bank Prospectus, Focused Wildlife/Botanical Surveys, Preconstruction Surveys. We also have extensive experience obtain regulatory permits with the USACE, CDFW, RWQCB, and USFWS.

Economic Development: April Wooden, current Ione City Planner, has worked with numerous existing and potential businesses in Ione on planning-related issues to encourage both business retention and development. In her past work with local governments, she has both served as Economic Development Director and supervised economic development staff. In developing economic development programs, she has focused on the three keys to local economic expansion: business retention and expansion (enhancing existing businesses); business expansion (attracting new businesses); and business creation (encouraging new business start-ups).

Appendix A:

Ione City Planner Services
Primary Team Member Resumes

April Wooden, J.D.

CITY PLANNER

EDUCATION

Juris Doctor, 1987
The John Marshall Law School
Chicago, IL

Master of City and Regional Planning,
1980
Illinois Institute of Technology
Chicago, IL

Bachelor of Science, Urban Studies,
1974
Ball State University
Muncie, IN

NOTABLE SERVICE

Commissioner – Monterey County OEDC

Commissioner – Northwest Indiana
Regional Planning Commission

Commissioner – Little Calumet River
Basin Commission

Legislative Chair – Northwest Indiana
Bar Association

Membership Chair, Legislative Chair –
Indiana Chapter American Planning
Association

**Professional Development Officer,
National Membership Committee** –
American Institute of Certified Planners

Board Member – Past service in both
Rotary International and Kiwanis
International

PROFESSIONAL AFFILIATIONS

Former Charter Member – American
Planning Association

Former Charter Member – American
Institute of Certified Planners

April Wooden has focused her career of more than 30 years on planning, housing, building, and economic development. Retired from PERS, she has extensive experience in land use and municipal law, community development, and local government management. Her technical knowledge, coupled with her management skills, provide her with the tools needed for successful initiation, supervision, and completion of complex projects.

Her friendly and genuine communication style has resulted in excellent relationships with staff, the development community, the public, state and federal agencies, and colleagues. She is a respected leader, using creativity and innovation to complete assignments on time and on budget.

- Entitlement processing, including residential, commercial, industrial, public facilities, infrastructure, and non-profit facilities.
- Highly skilled in the written and oral presentation of complex material to diverse audiences.
- Provision of comprehensive environmental services.
- Extensive experience providing staff support to Planning Commissions and other public bodies.
- Supervision of consultant teams, including engineers, architects, planners, landscape architects, geotechnical, etc.
- Preparation and administration of grants (secured over \$100 million in grant funding).
- Preparation and management of budgets.
- Supervision of municipal departments/divisions including development services (planning, building, code enforcement, and energy efficiency), public works, economic development, engineering, housing authority, youth services.
- Extensive experience interacting with elected officials, staff, and the public.
- Representation of both public and private clients in land use law and transactional real estate.

Professional Background

- Ms. Wooden has extensive experience working as a land use professional and lawyer. Ms. Wooden has practiced law, both as a Junior Partner in a law firm and the owner of a legal practice which focused on municipal and land use law. Ms. Wooden has served as contract planning staff for public agencies and has also provided planning and environmental services as a consultant to public agencies. Ms. Wooden has also worked directly for local governments (Greenfield, Scotts Valley, Suisun City, and Lincoln) as Community Development Director, and for the City of Fairfield as a retired annuitant, serving as Senior Planner.
- Former Charter Member of both the American Planning Association and the American Institute of Certified Planners.

Land Use Planning Experience

- *Land Use Planning*: Education including an undergraduate degree, master degree, and law school course work in land use planning. Over 40-years experience in land use planning in both the public and private sectors, including experience serving as a contract planner to city governments and local agencies. Extensive experience in all phases of entitlements, annexation, site design, and document preparation, including General Plans, Zoning Codes, and many other studies and documents.
- *Environmental Law and CEQA*: 20-years experience interpreting CEQA, preparing initial studies, MNDs, and EIRs. Attended continuing education classes in CEQA and NEPA.

April Wooden, J.D. Continued p. 2 of 2

- *General Plans:* Assisted in the preparation of general plans for five cities, including housing elements and economic development elements.
- *Code Enforcement:* Supervised code enforcement staff for small cities as well as cities as large as 100,000. Served as municipal prosecutor for zoning violations, code enforcement actions, and similar enforcement actions. Served as hearing officer for code enforcement cases.
- *Related Areas of Land Use Planning:* Extensive experience in redevelopment, housing, economic development, historic preservation, and zoning.
- *Expertise and Training:* Served as an expert witness in land use cases, presenter of continuing education courses in land use related topics for the APA, IPA, Board of Realtors, NAHRO, and other organizations. Most recently a presenter at New Partners for Smart Growth Conference in San Diego. Completed extensive continuing education in land use, law, and environmental review.

Recent Experience:

Community Development Director, City of Lincoln (2014-2015)

Supervised a staff of about 80 in the following four divisions:

Development Services: planning, building, annexation, code enforcement;

Engineering Services: development engineering for tentative maps and annexations, state and federal regulatory compliance; infrastructure planning, capital projects,

Public Services: Staff to City Council Public Utilities Committee; supervised Facilities, Parks/Rec, Solid Waste, Utilities, and Transportation.

Economic Development: implementation of ED Strategic Plan, downtown revitalization, staff to EDC and RDA Successor Agency, extensive work in business retention, expansion and recruitment.

Local Government Experience

Community Development Director, City of Suisun City (2009-2014)

Community Development Director, City of Scotts Valley (2008-2009)

Redevelopment Manager, City of Hollister (2007-2008)

Community Development Director, City of Greenfield (2004-2007)

Planning Commission Attorney, City of East Chicago (1996-2004)

Assistant City Attorney, Town of Dyer (1996-2000)

Community Development Director/City Attorney, Hobart, IN (1986-1993)

Executive Director - Planning and Development, Hammond, IN (1976-1984)

Private Sector Development Experience

Legal Counsel, Greiner and Associates, residential and commercial developer (1994 – 2000)

Legal Counsel, Three Star Construction, (1988 – 1996)

Consultant Experience

Pacific Municipal Consultants, Monterey, CA (2000-2004)

April Wooden and Associates, Hammond, IN (1984-1987)

Hughes Associates, Mishawaka, IN (1983 – 1984)

Legal Experience

April Wooden and Associates, Hammond, IN (1990-2004)

Granack & O'Rourke, Hammond, IN (1987-1990)

Beth Thompson

PRINCIPAL



Professional Background

Beth is a principal with De Novo with over 20 years of professional planning experience. Her primary responsibilities include managing and preparing General Plan Updates, Zoning Code Updates, and CEQA and NEPA documentation for a range of projects and performing project review for local agencies. She also has extensive experience preparing and managing General Plan EIRs, development EIRs for a range of project types from ski resort master plans to hospital facilities to subdivisions, and serving as contract staff to the cities of Lone, Elk Grove, Citrus Heights, Rancho Cordova, and Monterey County, working on residential, commercial, and environmental projects and obtaining and administering federal and state grant funds.

Beth is an industry leader in the field of Housing Elements and General Plans, and she has a proven track record of successfully completing environmental and planning documentation for complex projects. Her recent work includes Housing Element updates for the cities of Escalon, Lakeport, and Winters and Shasta County, multiple General Plan Updates and EIRs, Zoning Code updates to address development streamlining, and, a range of environmental documents for development and policy projects under on-call planning and environmental agreements with Elk Grove, Yolo County, and EIRs for subdivisions in El Dorado County and Rancho Cordova.

Prior to founding De Novo Planning Group, Ms. Thompson served as a project manager for PMC and as community development manager for Laurin Associates. Her responsibilities included managing planning projects, environmental documents, focused General Plan Updates, community and economic development grant applications and administration, and affordable housing review and finance for local governments throughout California.

EDUCATION

BS, Environmental and Resource Science, 1996

University of California, Davis

PROFESSIONAL AFFILIATION

American Planning Association

American Association of Environmental Professionals

LAND USE PLANNING EXPERIENCE

- **Land Use Planning:** Undergraduate and continuing education course work in land use planning. Experience in land use planning, including development projects, and long-range planning (General Plans, individual General Plan Elements, Zoning Ordinance Updates/Amendments, Sign Code) in both the public and private sectors.
- **Environmental Law and CEQA:** Extensive experience implementing CEQA and NEPA, including Environmental Impact Reports, Mitigated Negative Declarations, Initial Studies, and exemptions, for a range of complex as well as smaller-scale commercial, industrial, recreation, and residential projects.
- **Related areas of land use planning:** Extensive experience in CDBG and HOME grant administration for entitlement jurisdictions and jurisdictions receiving funding through the State, housing financing, impact fee studies, inclusionary housing ordinances, and LAFCO municipal service reviews.
- **Expertise and training:** Expertise with Housing Elements, affordable housing finance, CEQA and implementation. Completed extensive continuing education in land use and environmental review.

Beth Thompson

Continued p. 2 of 2

RECENT PROJECT EXPERIENCE

Municipal Services and Long-Range Planning

General Plan Update, Housing Element, and EIR,
City of Brentwood

General Plan Update, Housing Element and EIR,
City of Cotati

City Planning Services (full Planning Department staffing)
City of Lone

Swainson's Hawk Habitat EIR, Climate Action Plan/Sustainability Element EIR,
City of Elk Grove

Annexation and Rezone General Plan EIR Addendum
City of Lakeport

General Plan Update and EIR
City of Manteca

Housing Element Update EIR,
City of Novato

Affordable Housing Overlay Sites EIR Addendum,
City of Oakley

General Plan Update and Brownfields Revitalization and Reuse Planning
City of Pittsburg

Municipal Services Review
City of Ripon
Zoning Code Update
City of Rohnert Park

General Plan and Zoning Code Update, Housing Element, and EIR,
City of Sebastopol

The Springs Specific Plan and EIR,
Sonoma County

Municipal Services Review
City of Tracy

General Plan Update EIR,
Town of Yountville

Housing Element Updates

4th Cycle: City of Half Moon Bay, City of Escalon, City of Lakeport, City of Ripon, Town of Paradise, Colusa County

5th Cycle: City of Brentwood, City of Cotati, City of Escalon, City of Lathrop, City of Cotati, City of Lakeport, City of Oakley, City of Ripon, City of Sebastopol, City of Winters, Colusa County

6th Cycle: City of Lakeport, City of Winters, Shasta County

Development Application/Entitlement Review

Flying J/TEC Equipment EIR Addendum,
City of Dixon

Vineyards at El Dorado Hills EIR,
El Dorado County/Omni-Orbis Financial

Silverado Village EIR, Sheldon Park Estates MND
City of Elk Grove

WWTP Solar Project,
City of Lone

Famoso Ethanol Plant EIR,
Kern County

The Grove Subdivision MND,
Town of Loomis

Vine Hill Subdivision MND,
City of Martinez

Northstar Highlands Program/Project EIR; Northstar Village EIR,
Placer County

Northstar Highlands Program/Project EIR; Northstar Village EIR,
Placer County

The Ranch Subdivision EIR,
City of Rancho Cordova

Moody Flats Mine EIR,
Shasta County

Blue Mountain Terrace EA & HUD funding assistance
City of Winters

Walnut 10 Subdivision MND
City of Winters

Winters Health Facility EA& USDA funding assistance
City of Winters

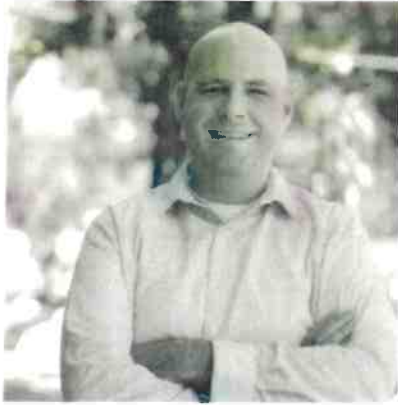
Field + Pond EIR,
Yolo County

Veterans Square NEPA,
Contra Costa County/Domus



Martti Eckert

SENIOR PLANNER + DESIGNER



PROFESSIONAL BACKGROUND

Martti is a Senior Planner + Designer with De Novo, where he oversees and provides technical expertise on urban design and long-range planning projects. Martti leads visioning, land use, and design-related efforts, participates in community outreach activities, and conducts client communications and business development programs. Martti is an expert in Adobe software, ArcGIS, AutoCAD, and SketchUp. Proficient in computer-aided and freehand drawing techniques, Martti brings a range of design skills to all of his projects. As a Certified Planner with the American Planning Association, Martti understands complex planning projects and how to design custom approaches that best meet the client's needs while reflecting contemporary best practices. He also has experience working as a staff planner for the City of Elk Grove and providing on-call design review services to other jurisdictions.

EDUCATION

M, City and Regional Planning, 2005

Ohio State University

BS, Architecture, 2003

University of Cincinnati

ORGANIZATIONS

American Planning Association

ACCREDITATIONS

American Institute of
Certified Planners,
#029070

AWARDS

2015 Merit Award for Best Practices, APA, Sacramento Valley Section, Southeast Area Plan, City of Elk Grove

2013 Best Comprehensive Planning Document for Small Jurisdiction APA, California Chapter, Downtown Plan, City of Lone

2013 Outstanding Planning Award – Best Practices, APA, Central Section, Kern County Vision Plans, Kern County

LAND USE PLANNING EXPERIENCE

Contract Staff – Current projects and Design Review,
City of Rohnert Park

Contract Staff – Current Projects and City Planning Counter,
City of Lone

Zoning Code Update,
City of Rohnert Park

Zoning Code Update,
City of Palm Desert*

Zoning Code Update,
City of Rancho Cordova*

Zoning Code Update,
City of Lemoore*

Development Code Update,
City of Rancho Cucamonga*

Sustainable Development Code Update,
City of Patterson*

PA-1 Specific Plan,
City of Brentwood

Southeast Policy Area Planning Document,
City of Elk Grove*

General Plan Update,
City of Lathrop

General Plan Update,
Manteca

General Plan Update,
City of Huntington Beach*

General Plan Update,
City of Elk Grove*

General Plan Update,
City of Chico*

Downtown Specific Plan,
City of Manhattan Beach*

High Speed Rail Station Area Plan,
City of Merced*

Downtown Plan,
City of Lone*

North Downtown Compton Specific Plan,
City of Compton*

General Plan Update,
City of Campbell

Mojave, Old Town Tehachapi, and Boron Vision Plans,
Kern County*

Southeast Policy Area Architectural Style Guide,
City of Elk Grove*

Scenic Corridor Design Guidelines, City of Plymouth*
Community Wayfinding Sign Standards, Mono County*

Downtown Pedestrian Improvement Project,
City of Torrance*

* Project was completed
by Mr. Eckert while he
was employed at
another planning firm

De Novo Planning Group

A Land Use Planning, Design, and Environmental Firm

Jeffrey Setterlund

Assistant Planner



PROFESSIONAL BACKGROUND

Jeff is an Assistant Planner with De Novo and joins our team having recently earned his B.S. in City and Regional Planning from Cal Poly San Luis Obispo. Jeff is passionate about serving communities and creating innovative work through land use planning and design. He is an active member of the APA ambassador program and the APA Small Town & Rural program. Jeff works on a variety of projects for De Novo, including General Plan updates, Housing Elements, and CEQA documentation. Prior to joining De Novo, Jeff served as Planning Intern for Placer County, handling applications, variances, design review, and ministerial entitlements, and responding to public requests.

EDUCATION

**BS, City and Regional Planning,
2019**
California Polytechnic State University,
San Luis Obispo

ORGANIZATIONS

American Planning Association

AWARDS

2014 1st place Sacramento Regional
Design Competition, ACE Mentorship
Program, Sacramento Valley Section

LAND USE PLANNING EXPERIENCE

City Planner Services
City of Lone

General Plan Update,
Glenn County

General Plan Update,
City of Willows

General Plan Update,
City of Lathrop

Housing Element Update, 5th Cycle
City of Lathrop

**Housing Element Update (5th Cycle)
and Focused General Plan Update
(Climate Adaptation**
City of Escalon

Housing Element Update, 6th Cycle
Shasta County

Housing Element Update, 6th Cycle
City of Lakeport

Secondary Dwelling Code Update,
Placer County*

College Park EIR,
City of Rocklin

Waterfront Resiliency Project,
City of San Francisco*

Corridor Redevelopment Vision,
Meadow Vista

Wackerly Annexation Plan,
City of Manteca

Community Plan Update,
City of Parlier

Bickford Ranch Specific Plan,
Placer County

**Sunset Industrial Area Specific
Plan,**
Placer County

Placer Ranch Specific Plan,
Placer County

**High Speed Rail Station Area Plan
(Practicum),**
City of Riverside

Downtown Plan (Practicum),
City of San Luis Obispo

**Community Plan Update
(Practicum),**
Avila Beach

Appendix B:

Sample Staff Reports (5-page maximum per report):

City of Ione, Short-Term Rental and Bed and Breakfast Inns Zoning Text
Amendment

City of Fairfield, Cordelia Industrial Buildings

Agenda Item

#

DATE: April 21, 2020

TO: Ione City Council

FROM: April Wooden, City Planner

SUBJECT: Ordinance amending the Zoning Text regarding Short-Term Rentals and Bed and Breakfast Inns.

RECOMMENDED ACTION: Staff recommends that the council adopt on first reading Ordinance No. _____ amending the Ione Municipal Code, Title 17 Zoning, adding Chapter 17.64; and revising Section 17.22.030 (Table 17.22.030-1), Section 17.24.030 (Table 17.24.030-1), Section 17.80.020, and Section 17.82.020 Regarding Short-Term Rentals and Bed and Breakfast Inns.

Motion: _____ / _____.

FISCAL IMPACT: The use of short-term rentals and bed and breakfast inns would be subject to the transient occupancy tax, as set forth in Chapter 5.06, potentially generating revenue for the City. Enforcement of the provisions of the Zoning Ordinance regarding the requirements of the ordinance would be anticipated not to require any additional staffing.

BACKGROUND: An ordinance regulating short-term rentals (STRs) in the City was prepared for consideration by the Planning Commission. Additionally, Staff prepared a memo for Planning Commission and presented the issue as a discussion item at the Commission's October 8, 2019 meeting. Public hearings on the item were held on December 10, 2019, and March 10, 2020.

Among the provisions of the Ordinance are:

- Short-term rental is the term used for all STRs, whether "home shares" or "vacation rentals";
- A "conditional use permit" would be required in all zones other than C-2, and such permits would need to be reviewed and extended annually;
- Occupancy would be limited to 2 persons per guest room, plus 2 persons per subject property;
- Stays would be limited to not more than 30 days;
- Parking requirements vary based on the type of use (hosted STR, unhosted STR, and bed and breakfast inn), but in no case will less than 1 space be required for every two guest rooms.

DISCUSSION: At its March 10, 2020 meeting the Planning Commission recommended approval by the City Council of the ordinance amending the City's Zoning Code regarding

STRs. The ordinance defines STRs, the zoning districts in which they are allowed within the city, the process for approving and extending their use within approved zones, and the requirements for their operation. The proposed ordinance is attached as Exhibit 1.

The proposed ordinance would update Tables 17.22.030-1 and 17.24.030-1 to allow for the operation of STRs in the agricultural zoning district, all residential zoning districts, the mobile home park district, the PD zoning district, and certain commercial districts, (C-T and C-2). Every short-term rental would require a business license. STRs within agricultural, residential, and commercial transitional zoning districts would require an approved Conditional Use Permit to operate. Such a permit, once granted, would need to be renewed annually. For STRs in areas zoned as C-2 no use permit would be required, but a business license would still be required within that zone.

The site design and parking available at a STR location should not negatively affect the aesthetics or functionality of the surrounding neighborhood. The design, architecture, and any improvements would be compatible and harmonious with the character of the neighborhood. On-site parking requirements for hosted STRs would be one space for each two guest rooms and would not include the parking space already required by Chapter 17.40; at nonhosted STRs, one on-site parking space would be required for each guest room and if the garage is used to meet the parking requirement then the garage would be required to be accessible to guests. Finally, bed and breakfast inns shall provide on-site parking for each two guest rooms in addition to the on-site parking required under Chapter 17.40. Off-site parking located on the street would be permitted in lieu of only one on-site parking space as previously detailed.

Quiet hours between 10:00 p.m. and 7:30 a.m. would be required, and owners would be required to include details about quiet hours in their rental agreements and in online advertisements and listings. Visitors of guests would not be permitted on the premises during quiet hours. Outdoor amplified sound would be prohibited as would nuisance noise by unattended animals.

Rental agreements and guest stays would be limited to 30 days and would require a seven-day period between stays.

All advertisements and listings for STRs or bed and breakfast inns would be required to include the following: maximum occupancy, maximum number of vehicles, notification of quiet hours, notification that amplified sound is not allowed outdoors, the transient occupancy tax for the property, and the complaint/ enforcement process.

The complaint process would include the following: the initial complaint would be directed to the owner or agent who shall document the complaint and the resolution or attempted resolution to the City Planner within 72 hours of the occurrence. Nonresponse to complaints or a failure to report them to the City Planner would be cause for revocation of the permit. If the issue reoccurred, the complaint would be addressed to the City Planner or code enforcement, they may conduct an investigation. If a permit is revoked, a conditional use permit for STR or bed and breakfast inns on that property would not be issued for at least two years.

Attachments:

- Exhibit A - Ordinance amending Title 17 Zoning Text, including Section 17.22.020, Table 17.22.030-1, Section 17.24.030, Table 17.24.030-1, Chapter 17.64, Section

17.80.020, and Section 17.82.020 regarding Short-Term Rentals and Bed and Breakfast Inns.

- Exhibit B – Planning Commission Resolution No. ____

STAFF REPORT

Meeting

Date: November 13, 2019

To: Chairperson and Members of the Planning Commission

From: Community Development Department

Subject: **ITEM C: CORDELIA INDUSTRIAL BUILDINGS**

Resolution No. 2019-9

Development Review (DR2018-10)

Environmental Review (ER2018-15)

Location: Watt Drive at Red Top Road (APNs: 0180-150-130; 140; 180; 200; and 220; and 180-160-160; and -170)

Applicant: Kris Kamerzell, Discovery Builders

Owner: Albert Seenoo Construction Co.

Public hearing on request by Kris Kamerzell on behalf of Albert D. Seenoo Construction Co. The project consists of the construction of three industrial buildings and associated site improvements such as paved access drives, parking, trash enclosures, loading docks, underground improvements, bioretention basins, and landscaping. Proposed grading includes cuts of up to 20 feet in the higher elevation areas and fills of up to 5 feet in the lower-lying eastern portions of the property. Proposed construction includes three industrial buildings, totaling 337,000 square feet on a 32.4-acre site, with approximate floor areas as follows: Building 1 is a 60,200-square-foot building on a 6.76-acre site; Building 2 is a 102,700-square-foot building on 13.98-acre site; and Building 3 is a 174,800-square-foot building on an 11.66-acre site. An alternate site plan is also proposed for approval in which Building 1 is unchanged, Building 2 is reduced to 94,000 square feet, and Building 3 is increased to 190,000 square feet. The Planning Commission is asked to approve the two alternate site plans for future flexibility for the owner. A total of 402 parking spaces will be provided.

The three buildings will be used for limited industrial uses, consistent with the IL (Limited Industrial) zoning district that is applicable to the project location. The project proposes the construction of 741,989 square feet of impervious surface, 206,738 square feet of natural open space, and 249,257 square feet of landscaped open space. The proposed Mitigated Negative Declaration has been modified in response to comments received from Lozeau Drury LLP, and finds that the project will not have a significant effect on the environment. (Planner: April Wooden, Interim Senior Planner, 707-428-7647, awooden@fairfield.ca.gov)

SITE INFORMATION

- A. Location: Watt Drive north of Red Top Road (APNs: 0180-150-130; 140; 180; 200; and 220; and 180-160-160; and -170)
- B. Parcel Size: ±32.4 acres
- C. Zoning and Land Use:
- | | <u>Zoning</u> | <u>Land Use</u> |
|---------------|--|--------------------------------|
| Project Site: | IL (Limited Industrial) | Vacant |
| North: | IL (Limited Industrial) | Industrial/Service Commercial |
| South: | RLM 4.5 (Low-Medium Density Residential) | Low-Medium Density Residential |
| East: | IL (Limited Industrial) | Industrial |
| West: | RLM (Residential Low Medium) | Vacant |
- D. General Plan Designations:
- | | |
|---------------|------------------------------|
| Project Site: | IL (Limited Industrial) |
| North: | IL (Limited Industrial) |
| South: | RLM (Residential Low Medium) |
| East: | IL (Limited Industrial) |
| West: | RLM (Residential Low Medium) |
- E. Site Characteristics/Special Features: The ±32.4-acre site is located on Watt Drive, north of Red Top Road, southeast of Interstate 80 and west of Interstate 680. Vacant land planned for residential use is located to the west of the site, with existing industrial uses to the east. Jameson Canyon Creek runs along the northern property line and is characterized by a dense riparian canopy of willow, California buckeye, and coast live oak. The site itself is generally flat, with ruderal, disturbed habitat which is regularly disked and biologically unremarkable. There are no trees on any of the building sites.

BACKGROUND INFORMATION

The project site is subject to Development Agreement (D.A.) 2014-1 which provides for traffic mitigation and vested development rights, in addition to changes to certain land uses, specifically land use approvals granted by the City Council on 10/21/2014. These land use changes regarding approximately 50 acres located in the vicinity of the Red Top Road Interchange at I-80 are related to single family residential subdivisions Goldhill 2 and Enclave at Red Top, as well as a 1.5-acre parcel for a new fire station. The proposed project is consistent with the D.A.

Also, the project site is adjacent to Jameson Canyon Creek along the northern property line. The City of Fairfield has adopted a Creekside Protection Plan which outlines requirements and restrictions for development adjacent to identified creeks. The plan requires that any and all grading and improvements shall be located outside of the Stream

Environment Zone. For Jameson Canyon Creek, this Zone is defined as 200 feet total width, including the stream bed and bank, and a Riparian Zone at least 50 feet wide, as measured from the top of the channel bank. Filling, grading, excavation, or obstruction is not allowed within the Riparian Zone or Stream Environment Zone. Development plans for this project avoid the Jameson Canyon Creek area completely.

PROJECT DESCRIPTION

The project consists of the construction of three industrial buildings and associated site improvements such as paved access drives, parking, trash enclosures, loading docks, underground improvements, bioretention basins, and landscaping. Proposed grading includes cuts of up to 20 feet in the higher elevation areas, and fills of up to 5 feet in the lower-lying eastern portions of the property. Proposed construction includes three industrial buildings, totaling 337,000 square feet on a 32.4-acre site, with approximate floor areas as follows: Building 1 is a 60,200-square-foot building on a 6.76-acre site; Building 2 is a 102,700-square-foot building on 13.98-acre site; and Building 3 is a 174,800-square-foot building on an 11.66-acre site. An alternate site plan is also proposed for approval in which Building 1 is unchanged, Building 2 is reduced to 94,000 square feet, and Building 3 is increased to 190,000 square feet. The Planning Commission is asked to approve the two alternate site plans for future flexibility for the owner. A total of 402 parking spaces will be provided.

The three buildings will be used for limited industrial uses, including warehouse and office, consistent with the IL (Limited Industrial) zoning district that is applicable to the project location. Specific users are unknown at this time. The project proposes the construction of 741,989 square feet of impervious surface, 206,738 square feet of natural open space, and 249,257 square feet of landscaped open space. The proposed project meets all development standards.

ANALYSIS FOR PLANNING COMMISSION

- A. General Plan/Zoning Consistency: The proposed land use is consistent with the Limited Industrial land use designation and is also consistent with the following General Plan Objectives:

Objective ED 2: Effectively concentrate industrial and commercial uses.

Objective ED 4: Select industrial locations which are convenient, while compatible with the growth and future service needs of the community.

Objective LU 18: Encourage infill development and compact growth.

Objective UD 8: Encourage and approve infill development which is compatible with the surrounding area.

The zoning for the site is (IL) Limited Industrial. The IL zoning district is consistent with the Limited Industrial land use category of the General Plan. This zoning district is intended for lands appropriate for low-intensity, light and medium industrial activities. Typical uses include assembly and fabrication industries, warehousing, distribution centers, administrative offices, and business support services.

- B. Development Review: The site and architectural design of the building meet code requirements and will complement existing development in the area upon

completion. Development standards in the IL zoning district include floor area ratios, minimum lot dimensions, landscaping requirements, building setbacks, height limitations, and parking requirements.

Floor area ratio: The proposed building for each site does not exceed the maximum floor area ratio of 0.60 in the IL zone. Building 1 is 0.20. Building 2 is 0.17 or, in the alternative site plan, 0.16. Building 3 is 0.34 or, in the alternative site plan, 0.37.

Lot dimensions: Although the proposed building sites are irregular in shape, each meets the minimum lot dimension of 150 feet for width and 200 feet for depth.

Landscape requirements: A 10-foot landscape area is required along any frontage abutting a roadway. The proposed landscape plan meets this requirement. Landscape areas along interior property lines are required to be 5 feet when within 75 feet of a street frontage and when abutting parking areas. However, landscape areas for property lines abutting a residential zoning district or use are required to be 10 feet. The proposed landscape plan meets these requirements. Between buildings and vehicle drive aisles and parking 10 feet of landscaping is required. Along an elevation facing a roadway or providing the primary entry to tenant space; 5 feet is required where parking or a drive aisle is adjacent to a building; no landscaping is required in loading or service areas not visible from a roadway. The proposed landscape plan meets these requirements with the addition of planting along the loading dock visible from Red Top Road. The project is conditioned upon meeting this requirement. In addition, 1 street tree is required for each 20 feet of street frontage. The landscape plan is consistent with this standard.

Setback requirements: A 20-foot setback is required for front yards and street side yards. No setbacks are required for interior side and rear yards, unless adjacent to a residential zoning district or use, in which case the setback is 25 feet plus an additional foot for each foot of building height greater than 35 feet. Regarding Buildings 2 and 3, a 38.5-foot setback would be required since the sites are adjacent to property approved for residential development and the building height exceeds 35 feet. The minimum setback proposed is 50 feet.

Building height limits: A maximum building height of 50 feet is allowed. The maximum building height proposed is 48.5 feet.

Parking requirements: Building 1 will be developed with a combination of office and warehouse uses, requiring 67 parking spaces with 72 spaces provided. Building 2 will be developed with a combination of office and warehouse, requiring 92 parking spaces with 101 spaces provided. Building 3 will be developed with a combination of office and warehouse uses, requiring 139 parking spaces with 229 provided. A total of 402 spaces is provided.

The proposed structures are well-articulated, providing for visual interest, and will not exceed 48.5 feet in height. The project proposes the construction of 741,989 square feet of impervious surface, 206,738 square feet of natural open space, and 249,257 square feet of landscaped open space.

Landscaping is proposed to screen the front and sides of each building site. Landscaping for Building 1, which is on a site surrounded by existing buildings, includes trees along Watt Drive at the front of the structure, as well as on both sides. The site for Building 2 includes dense planting on the south side of the

Eastman Court cul-de-sac, trees along the front driveway access to the structure, as well as trees along the building frontage. Landscaping for Building 3, south of Building 2, includes trees along the building front and south side, with dense planting along Watt Drive and south of Eastman Court proposed. Landscaping consists of a variety of trees, shrubs and low growing native grasses. The plant palette is a mix of native plants and common local materials. Trees would include Chinese Pistache, Coast Live Oak, California Pepper, and Prospector Elm, among others. One street tree is required for each 20-feet of street frontage in the IL zone and the project meets this requirement.

- C. Environmental Review: Based on the findings of the Initial Study, staff identified potential significant impacts relative to air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, and noise. In response to circulation of the MND, comments were received from Lozeau Drury LLP on behalf of the Laborers International Union of North America, Local Union 324 (LIUNA). The MND was modified to reflect additional measures that will further reduce impacts to biological species. These measures include a commitment to conduct preconstruction surveys for western red bat, pallid bat, and the American badger. The identified impacts can be reduced to less than significant levels with the implementation of mitigation measures recommended in the revised Mitigated Negative Declaration to satisfy the requirements of the California Environmental Quality Act (CEQA).
- D. Correspondence: Public hearing notice was published in the Daily Republic newspaper on August 8, 2019, mailed to all persons who own property within 500 feet of the subject property, and posted on site. The City has received no questions or comments regarding this proposal at the time of this writing.

RECOMMENDATION

Based on the analysis contained in this staff report and the initial study, staff concludes the attached Mitigated Negative Declaration adequately addresses the potential negative environmental impacts, and that this project is consistent with the General Plan, Limited Industrial zoning district and all applicable City design standards. Staff recommends the Planning Commission adopt Resolution No. 2019-9 approving the requested Development Review and adopting the Mitigated Negative Declaration.

Attachments:

1. Planning Commission Resolution No. 2019-9, with attached:
 - Exhibit A – Mitigated Negative Declaration, Mitigation Monitoring Program, and Initial Study
 - Exhibit B – Conditions of Approval
2. General Plan Land Use and Zoning Exhibits
3. 8.5"x11" Plans

Appendix C:

Weekly Report to the City Manager

City Planner Weekly Report

For the week of August 14 – August 20, 2020

SUMMARY:

Plan checks:

- Approve:
1412 St. Andrews Lane, patio cover (received 8/18, approved 8/18)
463 Castle Oaks Drive, patio cover (received 8/18, approved 8/18)
Lots 130, 131, 140, 141, 142, 143 Honeysuckle Drive (Axios) (received 8/20, approved 8/20)
Lots 117 and 118 Clover Drive (Axios) (received 8/20, approved 8/20)
1415 St. Andrews Lane, patio cover (received 8/19, approved 8/20)
- Pending:
None
- Reject:
None

Applications:

- Approve:
None
- Pending:
Anticipating receipt of sign application for Castle Oaks entry sign
- Denied:
None

Ongoing projects:

- SB2 grant:
Workplan and timeline provided to City Manager and Planning Commission; determination of amount of city funding available for General Plan activities pending; initiation of White Paper re Housing Acceleration Best Practices; initiation of General Plan issues identification; continued work on Zoning Code update; continued work on ADU handbook
- LEAP grant:
Submitted – awaiting HCD approval
- Possible joint housing element:
Information provided to C. Beatty, Amador County; awaiting response

- Possible joint PLHA application:
Received email from Sherry Morgado with response from Tom Brinkhuis, HCD, re whether cities could obtain RHNA credit for affordable units built in another jurisdiction with funding set-asides. It appears that we can get credit for units built elsewhere with our PLHA set-aside. Good news!
- ZTA 2020-001:
Public hearing scheduled for Council meeting 9/1; staff report will be provided not later than 8/25.
- Disposal of Surplus property:
Staff report and resolution for consideration by Council on 9/1 to direct staff to advertise a public hearing for the vacation of Castle View Drive (off Sutter Lane). Learned that appraisals had been completed. Developing a checklist that will assign tasks and set timelines and expectations. (Timeline to be provided not later than 8/25).
- Tracking housing legislation:
Information sent to City Manager and Planning Commission on 8/15.

ACTIVITY:

August 14

- Prepare Weekly Report
- B. Thompson project management: coordination with internal team
- Email to J. Traverso and S. Meyer re possible special PC meeting to discuss county rezoning application
- Email to J. Traverso re sending letters re short-term rentals to LaFauci

August 15

- Review proposed housing legislation; email information to PC
- Revise zoning text for Zoning Code update (SB2 grant)
- Review photos/email re 509 Preston Avenue
- Email Weekly Report to B. Thompson for review
- Email to J. Traverso requesting a certified copy of the ADU ordinance
- Email to City Manager and Planning Commission re housing legislation

August 17

- B. Thompson update weekly report
- Email to B. Thompson re updated ADU ordinance text
- Emails re 509 Preston accessory structure improvement

August 18

J. Setterlund remote office hours:

- Castle Oaks Message Board sign application, coordinate with A. Wooden

M. Eckert City Hall office hours:

- SB2 grant preparation of zoning best practices White Paper

A. Wooden remote office hours:

- Email to A. Gedney, S. Peters, and E. Ventura re ADU examples for the handbook
- Email to/from M. Flatter and M. Eckert re ADU examples

- Resend PHN to J. Traverso for 9/1 Council 1st reading ZTA 2020-001
- Review General Plan for any design guidance that should inform the zoning best practices white paper
- Site plan reviews: 1412 St. Andrews; 463 Castle Oaks Drive
- Conference call w/M. Eckert re white paper, design guidelines downtown and as part of zoning update, BLA discussed last week with City Manager
- Information gathering and emails to S. Meyer and J. Hanken re adding 934 Fairway to disposition of property
- Review and approve 463 Castle Oaks Dr. patio cover
- Review and approve 1412 St. Andrews Lane patio cover
- Email to K. Brosz re permit 1060

August 19

- Email from J. Traverso forwarding certified copy of Ordinance No. 520 to forward to HCD
- Email to S. Meyer re street vacation parcel
- PC S. Meyer re surplus property disposition
- PC City Manager re potential surplus property disposition (rear yard extension in Castle Oaks and possible inclusion of 934 Fairway Drive

August 20

- Remote office hours:
- Review 9th circuit decision re local regulation of cell towers
- Email from J. Traverso re inquiry from Mr./Mrs. Paul Miller, located between 525 and 509 Preston, re remodeling at 509 Preston; sent J. Traverso the pertinent section from the Zoning Code; called and spoke to both Mr. and Mrs. Miller (209) 274-6010; sent an email to building asking Mark to call them and discuss any building code ramifications; gave them my number and asked them to call me Monday if they hadn't heard from the building department.
- Email from S. Peters re ADU in Jackson for photo in our brochure
- Email from/to group re PLHA RHNA credit
- Email to K. Brosz re permit 1061 615 Pleasant Valley Dr.
- Emails re J. Angel Dove Lane/Manor Drive Lot 31 re assigning address
- Review and approve patio cover at 1415 St. Andrews
- Review and approve 8 plot plans at Wildflower
- Email from L. re 108 W. Main St. possible new tenant
- Email re coverage at City Hall

Appendix D:

Proposal Attachments (City RFP Materials):

Non-Collusion Affidavit

Proposer's Statement Regarding Insurance Coverage

Worker's Compensation Insurance Certificate

List of References

THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL

NON-COLLUSION AFFIDAVIT
City Planner Services

State of California
County of Amador ss.

Beth Thompson (Proposer's Name), being first duly sworn,
deposes and says that he or she is Vice President and corporate Secretary
(Position/Title/Owner) of De Novo Planning Group (Contractor Name)
the party making the foregoing proposal that the proposal is not made in the interest of, or on
behalf of, any undisclosed person, partnership, company, association, organization, or corporation;
that the proposal is genuine and not collusive or sham; that the proposer has not directly or
indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not
directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else
to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has
not in any manner, directly or indirectly, sought by agreement, communication, or conference
with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead,
profit, or cost element of the proposal price, or of that of any other proposer, or to secure any
advantage against the public body awarding the contract of anyone interested in the proposed
contract; that all statements contained in the proposal are true; and further, that the proposer
has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or
the contents thereof, or divulged information or data relative thereto, or paid, and will not pay,
any fee to any corporation, partnership, company association, organization, proposal depository,
or to any member or agent thereof to effectuate a collusive or sham proposal.

8/31/2020
Date

1020 Suncast Ln #106, El Dorado Hills, CA
(Signed at (Place))

De Novo Planning Group
Proposer Name
(Person, Firm, Corp.)


Authorized Representative

1020 Suncast Ln #106
Address

Beth Thompson
Representative's Name

El Dorado Hills, CA
City, State, Zip

Vice President / Secretary
Representative's Title

**THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL**

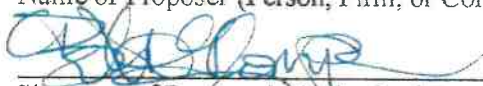
WORKER'S COMPENSATION INSURANCE CERTIFICATE
City Planner Services

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured **against** liability for **worker's** compensation or to undertake self-insurance in accordance with the **provisions** of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

De Novo Planning Group

Name of Proposer (Person, Firm, or Corporation)



Signature of Proposer's Authorized Representative

Beth Thompson, Vice President / Secretary

Name & Title of Authorized Representative

8/31/2020

Date of Signing

**THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL**

**PROPOSER'S STATEMENT
REGARDING INSURANCE COVERAGE
City Planner Services**

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request For Proposal for City Planner Services. Should the Proposer be awarded the contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, and agrees to name the City of Ione as Additional Insured for the work specified.

De Novo Planning Group

Name of Proposer (Person, Firm, or Corporation)



Signature of Proposer's Authorized Representative

Beth Thompson, Vice President / Secretary

Name & Title of Authorized Representative

8/31/2020

Date of Signing

**THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL**

LIST OF REFERENCES

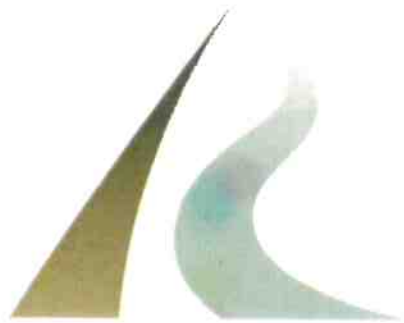
Proposer: De Novo Planning Group

1. City of Brentwood, Community Dev. 150 City Park Way, Brentwood, CA 94513
Name of Agency Agency Address
Erik Nolthenius Planning Manager
Contact Name Contact Title
(925) 516-5137 enolthenius@brentwoodca.gov
Contact Telephone # Contact e-mail Address
General Plan Update and EIR: 2013-2014 - \$650,000
Multiple planning and environmental projects:
2013-present; various amounts Environmental and Land Use Planning
Contract Term and Dollar Amount Type of Services
2. City of Tracy, Planning Division 333 Civic Center Plaza, Tracy, CA 95376
Name of Agency Agency Address
Bill Dean Assistant Director
Contact Name Contact Title
(209) 831-6427 William.Dean@cityoftracy.org
Contact Telephone # Contact e-mail Address
MSR - 2018/2019 - \$56,500
On-ca.; environmental and planning services:
2011 to present; various amounts Municipal Services Review, Environmental, and Land Use Planning
Contract Term and Dollar Amount Type of Services
3. City of Manteca 1215 W. Center St. #201 Manteca, CA 95337
Name of Agency Agency Address
J.D. Hightower Deputy Director Planning
Contact Name Contact Title
(209) 456-8505 jhightower@ci.manteca.ca.us
Contact Telephone # Contact e-mail Address
General Plan/Zoning Code - 2018-present: \$336,300
Multiple environmental and planning projects: 2010 to present, various amounts Municipal Services Review, Environmental, and Land Use Planning
General Plan Update
Contract Term and Dollar Amount Type of Services

I hereby certify that I have performed the work listed above.

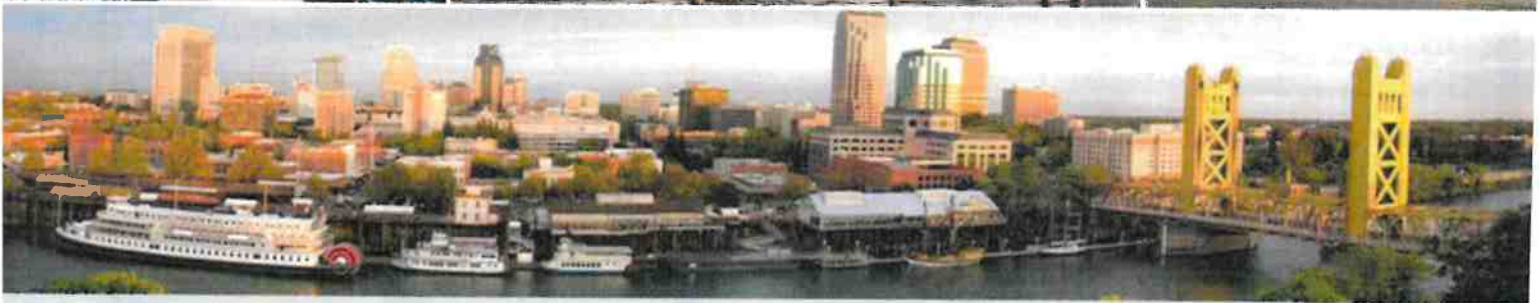


Signature of Proposer (Individual with Authorization to Bind the Firm in Contract)



RANEY

PLANNING & MANAGEMENT, INC.



STATEMENT OF QUALIFICATIONS

City of Ione City Planner RFP

Attn: Jon Hanken, City Manager
City of Ione

Tim Raney, AICP
President
Kevin Valente, AICP
Senior Associate



Corporate Office:
1501 Sports Drive, Suite A
Sacramento, CA 95834
Office: (916) 372-6100
info@raneymanagement.com



WWW.RANEYMANAGEMENT.COM

NORTHERN CALIFORNIA

1501 SPORTS DRIVE, SUITE A
SACRAMENTO, CA 95834

TEL: (916) 372-6100 FAX: (916) 419-6108

August 31, 2020

Jon Hanken, City Manager
City of Ione
P.O. Box 398
1 E. Main Street
Ione, CA 95640

Re: City of Ione City Planner RFP

Dear Mr. Hanken:

On behalf of Raney, a division of Raney Planning & Management, Inc., we are pleased to submit the following Statement of Qualifications (SOQ) for the provision of City Planner Services to the City of Ione. Over the past 20 years, Raney has completed over 1,000 California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Air Quality, and planning-related projects, which have provided us with the tools to complete the CEQA/NEPA process, and provide project management and thorough planning services to ensure the needs and expectations of every client are satisfied. President Tim Raney, AICP, Senior Vice President Cindy Gnos, AICP, and Senior Associate, Kevin Valente, AICP have served as local government planning staff and have a thorough understanding of the land use and planning processes. Raney is proud to be an independent and privately-owned small business entity in Sacramento, providing environmental, land use planning, and affordable housing services. Raney will be ready and available to complete all tasks and services related to contract planning, project management, and CEQA compliance, and will balance our workload accordingly.

To meet the requirements of the City of Ione, Raney has provided information regarding our firm's capabilities and experience for each of the various services identified in the City of Ione RFP for the contract city planning position. As requested, Raney has provided information regarding our hourly rates and references in the chart below.

Raney Planning & Management, Inc.	1501 Sports Drive, Suite A Sacramento, CA 95834
Hourly Rates	Tim Raney, AICP, President - \$200/hour Cindy Gnos, AICP, Senior Vice President - \$170/hour Nick Pappani, Vice President - \$160/hour Rod Stinson, Division Manager/Air Quality Specialist - \$150/hour Kevin Valente, AICP, Senior Associate - \$125/hour
References	City of Wheatland - Jim Goodwin, City Manager (530) 633-2761 jgoodwin@wheatland.ca.gov City of Live Oak - Aaron Palmer, City Manager (530) 695-2112 apalmer@liveoak.org City of Antioch - Alexis Morris, Planning Manager (925) 779-6141 amorris@ci.antioch.ca.us

If you have any questions regarding our qualifications, please feel free to contact us. We look forward to the opportunity to work with you and the professional staff at the City of Ione.

Thank you,


Tim Raney, AICP, President
1501 Sports Drive, Suite A, Sacramento, CA 95834
Office Phone: (916) 372-6100
Fax: (916) 419-6108
timraney@raneymanagement.com


Kevin Valente, AICP, Senior Associate
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C. EXECUTIVE SUMMARY

Raney Planning & Management, Inc. was established in 1999 by Company President Tim Raney, AICP, to provide professional contract planning and environmental services throughout California. Raney Planning & Management is located in Sacramento, California, and is proud to remain a respected and privately-owned professional services firm that has been providing high quality professional services for over twenty years. Together with Senior Vice President Cindy Gnos, AICP, Mr. Raney has built a reputation for the company as one of the most trusted, experienced, and highly regarded small planning and environmental firms in northern California.

Raney understands the City of Ione is searching for an improved approach to its current contract planning services, and Raney is prepared to provide those services with unparalleled experience and expertise. The City of Ione requires a new City Planner that, in conjunction with the City Manager and City staff, can identify a plan for success and provide guidance through any existing difficulties that may exist in Ione. The selected firm will need to have experience in high level review of current planning projects for all necessary project entitlements, as well as analyzing projects for CEQA compliance. Raney has extensive experience in analyzing new development projects for compliance with a jurisdiction's General Plan, Zoning Ordinance, Subdivision Map Act, Design Guidelines, and applicable specific plan, if necessary. Moreover, Raney is an expert CEQA practitioner and is proficient in preparing all types of CEQA documents, including Categorical Exemptions, Initial Studies/Mitigated Negative Declarations, CEQA Addendums, Environmental Impact Reports (EIR), and Joint CEQA/NEPA documents. It is of the upmost importance that Raney makes every effort to tailor our services to the specific and unique needs of every jurisdiction and to continuously be mindful of Raney's role as an extension of City staff, and thus as a representation of the City. We are confident that Raney's highly qualified and professional team can provide the City with unmatched consulting services through a hands-on approach.

Should Raney be selected to provide professing planning services to the City of Ione, Senior Associate, Kevin Valente, AICP would serve as City Planner. As City Planner, Mr. Valente would be supported by President Tim Raney, AICP, and Senior Vice President Cindy Gnos, AICP who bring over 60 years of combined experience in providing planning services. Mr. Valente would work closely with the City of Ione City Manager and City staff to ensure the City's planning department is responsive, efficient, and supportive of the City's economic and development policies.

Mr. Valente serves as Raney's Senior Planner and has provided contract planning services to the cities of Antioch, Galt, Pacifica, Sacramento, and Wheatland, in addition to serving as the Planning Manager for the City of Live Oak. As Planning Manager, Mr. Valente has assisted with the drafting and adoption of an employment zoning district text and map amendment, which included the creation of two separate Employment Zoning Districts to promote the development of professional offices, businesses, and parks and related campus services, as well as auto service centers, development parks, and construction industries. Mr. Valente is currently preparing the Live Oak Community Vision and Housing Element Update. In addition, Mr. Valente assists Company President Tim Raney who serves as the Community Development Director for the City of Wheatland, and together the two serve as the City's Planning Department staff. Serving as contract planner to the City of Antioch and Pacifica, Mr. Valente drafts staff reports, writes conditions of approval, conducts plan checks, and presents to the Planning Commission and City Council. Moreover, Mr. Valente has served as the Project Manager for a number of projects involving contract planning and CEQA compliance in the City of Antioch, such as the Rocketship School project, Almond Knolls Apartments project, and East 18th Street Apartments project. It is important to note that Mr. Valente will be assisted by Raney staff who will provide applicant coordination, valuable outreach and research, and ensure that all planning related work remains on time and budget. While Mr. Valente would be the face of the City's Planning Department, the entire team at Raney is prepared to assist the City of Ione as needed.

The City Planner is a very public position. From City of Ione citizens to potential applicants, the City Planner must be able to respond to planning related inquiries quickly and be able to seek reasonable answers to the questions presented. For an active application, the City Planner must have a schedule and plan in place that clearly outlines the steps necessary to complete the planning review. In his continuing role as Planning Manager for the City of Live Oak, Mr. Valente is in regular communication with the City Manager and City staff, the planning applicants,

as well as stakeholders, citizens, and other agency staff. Mr. Valente relies on email and phone conversations to provide most communication; however, Mr. Valente is prepared to organize and attend meetings should it become more efficient and effective to resolve an issue or select an approach to a plan. Mr. Valente understands that communication is key for all involved in the processing of an application, and excels in his ability to serve as a focal point for communicating and being responsive to the needs of the City as the City Planner. Mr. Valente's standard approach to contract planning work is to serve as an extension of City staff and views his role in any city as working under the direction of the City Manager in order to accomplish the tasks presented. Mr. Valente regularly attends City staff meetings, provides updates on projects, identifies upcoming issues and offers potential solutions to be discussed. Mr. Valente is experienced in working in a collaborative manner under the direction of the City Manager in order to identify the most effective and efficient plan to accomplishing the goals and objectives of the City.

With respect to proposed fees for planning services, Raney envisions two types of budgets in its role as the City Planner for the City of Ione. The first budget is a retainer established for each fiscal year that allows Mr. Valente and his staff to bill for general city planning functions, including staff meetings, coordination with the general public, and attending council meetings. The second budget is project-based and allows the City to recover any project-related costs by billing the project applicant against the project. For additional information regarding proposed fees, please refer to Section E, *Approach to Planning Services*.

This Statement of Qualifications outlines Raney's experience, team members, and approach to providing planning services. Section C is the *Executive Summary*. Section D, *Statement of Understanding*, outlines Raney's understanding of the City Planning services to be provided. Section E, *Approach to Planning Services*, provides Raney's unique approach to providing planning services to the City of Ione. Section F, *Proposed Planner(s)*, provides brief introductions to each of Raney's management team members and descriptions of their respective contributions to the Raney team. Section G, *Background and Capacity*, contains an extensive description of Raney's experience and qualifications to provide planning services. Section H, *References*, provides contact information for four municipal clients Raney has provided planning services for in the last three years. Section I, *Clients and Potential Conflicts of Interest*, lists Raney's current clients and includes a conflict of interest statement. Section J, *Fee Schedule* outlines Raney's 2020 Billing Rates, Section K, *Additional Information*, includes remaining information regarding Raney's qualifications to provide planning services to the City of Ione.

D. STATEMENT OF UNDERSTANDING

The City of Ione is interested in retaining a land use and environmental consulting firm to provide professional planning services and assist with the processing of project entitlements for new development projects including, but not limited to residential, commercial, and industrial projects. The firm would also be required to assist with requests for General Plan and zoning amendments, request of boundary adjustments, use permits, and tentative maps. The selected firm would also provide professional planning services for the reuse of old buildings, especially in the Downtown Historic District, to preserve the buildings' historic character while encouraging development of an economically vital Downtown. The selected firm would function as an extension of City staff and would be expected to serve as the project lead for all assigned projects and be the main point of contact for City staff and the public. Specifically, the selected professional planning services firm must provide the following services:

1. Accurately analyze projects for compliance with the City's General Plan, Zoning Ordinance, Subdivision Map Act, applicable specific plans, and City policies;
2. Write clear and concise letters, staff reports, resolutions, ordinances, and conditions of approval;
3. Provide comprehensive environmental services in accordance with CEQA. Prepare Initial Studies and CEQA documents, at the City's discretion;
4. Attend and participate in Planning Commission and/or City Council meetings, including giving presentations when necessary;

5. Review projects and provide comments within timelines specified by the permit streamlining Act and the City (shorter timelines may be required for certain projects);
6. Conduct site visits as necessary;
7. Maintain concise and accurate administrative record for the assigned projects (the project administrative record will be returned to the City upon request, or at project completion);
8. Be available during business hours to answer questions from City staff, outside agencies, and the public;
9. Provide brief weekly updates to City staff on the status of application processing as requested; and
10. Perform the responsibilities of the city planner under the City of Ione Municipal Code (see City of Ione Code chapter 17.06.060).

Raney is able to provide all services outlined above and is certain that our experience providing contract planning and CEQA documentations services for jurisdictions throughout northern California, as well as Raney's key staff members' experience working in local government planning uniquely equips Raney to provide the City of Ione with exemplary planning and environmental review services. Raney has provided contract planning and environmental review services for numerous jurisdictions, including the cities of Antioch, Brentwood, Clayton, Davis, Galt, Live Oak, Oakley, Pacifica, Pittsburg, Pinole, Wheatland, and Woodland, as well as Tuolumne County, Yolo County, and Placer County LAFCo. For example, Raney has served as on-call planning and environmental consultants to the City of Wheatland for over 16 years serving as the Community Development Department and preparing countless staff reports, development agreements, and CEQA documents for new developments within the City. Raney has also served as the Planning Department for the City of Live Oak for three years and has served as on-call planning and environmental consultants to the City of Galt for over 16 years. In this capacity, Raney has provided services such as planning application and design review, preparation of staff reports and conditions of approval, preparation and processing of annexation applications, and preparation and processing of CEQA documents.

E. APPROACH TO PLANNING SERVICES

Raney is a full-service highly professional land use planning firm and provides planning, CEQA, NEPA, and affordable housing consulting services to cities and counties in California. The following outlines Raney's approach to providing planning services.

1. ROLE OF THE CITY PLANNER

The role of the contract City Planner is to be dedicated to the needs of the City and to be responsiveness to public inquiries and needs. The City Planner must review and process development applications in a timely fashion that is both transparent and consistent with City policies, as well as implement policy direction from City Council. Raney has provided city planning services to several jurisdictions in Northern California, including services for the cities of Galt, Antioch, Live Oak, and Wheatland. For each of these contracts, Raney has served as an extension of City staff, providing coordinated efforts with the City staff and, in particular, the City Manager. Mr. Valente and Raney staff are experienced in providing services to small towns similar to the City of Ione such as the City of Live Oak and the City of Wheatland.

2. COMMUNICATION PROTOCOLS

Communication is key for any City staff member, and the City Planner must be able to communicate the status of any planning application or land use issue at any time. In general, Mr. Valente anticipates providing weekly updates on all applications and projects to the City Manager, whether it be at a weekly staff meeting or through written correspondence or a tracking spreadsheet. However, the most important communication consideration is that critical planning issues are discussed with the City Manager (and other appropriate staff as warranted) when these issues first arise. Mr. Valente understands that the City Manager relies on his staff to keep him informed and Mr. Valente

has the experience to identify items that need immediate and direct communication. In his current role with the City of Live Oak, Mr. Valente communicates regularly with the City Manager to provide relevant updates for ongoing land use applications and other projects. The attention to communicating with the City Manager regarding planning issues has been key to the success of Raney in its contracted jurisdictions.

3. SAMPLE STAFF REPORT

Please refer to *Appendix A: Sample Land Use Staff Report* for an example of the land use staff report prepared by Mr. Valente and Mr. Raney for the Sierra Central Credit Union project in the City of Wheatland.

4. COST CONTROLS

Controlling costs and maintaining budget monitoring is essential to local government, particularly small cities seeking to partner with developers for quality economic development. Raney prides itself on its cost control and management measures in order to keep projects on budget and on schedule. It is Raney's policy to establish individual budgets for each project which must be approved by the City Manager and the applicants for funding. Raney maintains a tracking system for each project, including a list of key tasks, team members responsible for said tasks, and the number of hours and associated budget allocated towards each task. Within Raney, timesheets are collected and billed hours are compared against contracted tasks and budgets and continuously monitored by Raney's project manager. The accounting and tracking procedures implemented at Raney have been created to ensure the staff adheres to approved budgets to prevent any financial issues during the processing of applications. Raney consistently monitors and tracks the progress of project milestones to ensure that work products are produced within the established budget and in a timely fashion. Raney will work with City of Ione staff and project team members to proactively identify any barriers to completion of milestones and work to resolve any potential issues before they arise.

5. COMMUNICATION WITH CITY COUNCIL

The role of the City Planner is to work closely with the City Manager in order to carry out the desires of the City Council and encourage more economic development. Therefore, communication between the City Planner and City Council is crucial, but must be maintained while respecting the protocol of communication through the City Manager. Mr. Valente will proactively advise the City Council about land use developments or issues of concern. As Mr. Valente works with the City Manager and City Council, he will become more aware of specific policy concerns for the City of Ione and assist in finding creative solutions.

6. WORK WITH CITY MANAGER AND STAFF

As the City Planner for the City of Ione, Mr. Valente will utilize a teamed approach to identifying issues and determining appropriate solutions and actions. Mr. Valente anticipates participating in any regularly scheduled staff meetings with the department heads in order to work together to solve issues and will schedule specific meetings and calls, as necessary. Mr. Valente works in an open and honest manner to offer solutions for staff to discuss and for the City Manager to consider for final direction. As City Planner, Mr. Valente would rely on working toward a relationship of trust and reliability so that the City's team can find success in meeting the Council's objectives and to support the role of the City Manager.

7. WORK WITH MAYOR AND CITY COUNCIL

As a contracted planner, Mr. Valente has worked under the direction of a City Manager to provide necessary information to the Mayor and City Council. Mr. Valente is additionally experienced in handling situations in open session in front of the decision-making body and can respond appropriately to questions when directed by the Mayor or chair of the meeting. Mr. Valente takes time to anticipate potential land use issues and to be proactive in discussing them with the City Manager prior to any open session meetings. Mr. Valente views his role as a staff member to provide detailed options to the Mayor and City Council to ultimately allow them to make well-informed decisions. Please refer to *Appendix A: Sample Land Use Staff Report* for an example of options and a recommendation given to a governing body on a previous project.

8. FINANCIAL INFORMATION

Mr. Valente is a member of the American Institute of Certified Planners (AICP), which requires its members to participate in continuing education every year. In addition, Mr. Valente monitors legislative updates that affect local government and provides guidance to his cities on new adopted state laws that may require action by a city. Mr. Valente is also a member of the American Planning Association (APA) and attends seminars and conferences as available. Mr. Valente consistently looks for seminars and workshops on the newest issues including new housing legislation and Vehicle Miles Traveled (VMT). Mr. Valente and Raney staff work in many jurisdictions throughout the state and are able to draw from the experiences of other cities.

9. FUTURE SERVICES

As outlined in Section C, *Executive Summary*, Raney envisions two types of budgets in its role as the City Planner for the City of Ione. The first budget is a retainer established for each fiscal year that allows Mr. Valente and his staff to bill for general city planning functions, including staff meetings, coordination with the general public, and attending council meetings. For this option, Raney would attach a spreadsheet to each invoice outlining the specific tasks completed during the month. The second budget is project-based and allows the City to recover any project-related costs by billing the project applicant against the project. A scope, schedule, and budget will be prepared and approved by the City Manager for these types of projects and invoices to the City will clearly identify the project and work accomplished. Raney will coordinate with the City Manager to determine the most appropriate approach. For specifics regarding reimbursement for expenses such as mileage, reproduction of documents, faxed documents, and word processing charges, please see Section J, *Fee Schedule*.

F. PROPOSED PLANNER(S)

As previous noted in Section C, *Executive Summary*, Senior Associate, Kevin Valente, AICP would be designated as the proposed City Planner for the City of Ione. Mr. Valente would be supported by President Tim Raney, AICP and, when pertinent to a specific project, Senior Vice President Cindy Gnos, AICP, Vice President Nick Pappani, and Division Manager/Air Quality Specialist, Rod Stinson for additional planning support. The following is a brief summary of their education, professional affiliations, and experience and knowledge of land use and city planning. Please refer to *Appendix C: Raney Resumes* for complete resumes.

KEVIN VALENTE, AICP – SENIOR ASSOCIATE

ROLE: CITY PLANNER

EDUCATION

B.S., City and Regional Planning, 2011
California Polytechnic State University, San Luis
Obispo

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)

Mr. Valente has been with Raney for seven years bringing his planning knowledge and design background to the preparation of larger policy documents and various CEQA documents. Mr. Valente serves as Raney's senior planner and has provided contract planning services to the cities of Antioch, Live Oak, Pacifica, Sacramento, and Wheatland. Under contract with the City of Sacramento, Mr. Valente provided planning services to the Design Review staff, as well as, the Zoning Administrator and processed over 75 Cannabis Production and Cannabis Dispensary Conditional Use Permits and over 50 minor modifications. Serving as contract planner to the City of Antioch and Pacifica, Mr. Valente drafts staff reports, writes conditions of approval, conducts plan checks, and presents to the Planning Commission and City Council, if necessary. Additionally, Mr. Valente has served as the Project Manager for a number of projects involving contract planning and CEQA compliance in the City of Antioch, such as the Rocketship School project, Almond Knolls Apartments project, and East 18th Street Apartments project. Moreover, Mr. Valente assists Company President Tim Raney who serves as the Community Development Director for the City of Wheatland, and together the two serve as the City's Planning Department staff. Mr. Valente processes

current planning applications, and prepares long range planning documents for the City such as the Bikeway Master Plan, Downtown Corridor Improvement Plan, Community Development Design Standards, and the Wheatland Housing Element.

As Planning Manager for the City of Live Oak, Mr. Valente assisted with the drafting and adoption of an employment zoning district text and map amendment, which included the creation of two separate Employment Zoning Districts to promote the development of professional offices, businesses, and parks and related campus services, as well as auto service centers, development parks, and construction industries. Mr. Valente is currently preparing the Live Oak Community Vision and Housing Element Update. In addition to reviewing and processing land use applications, Mr. Valente answers day-to-day community inquiries, reviews business license requests, and regularly attends Planning Commission and City Council hearings.

TIM RANEY, AICP – PRESIDENT

ROLE: CITY PLANNING SUPPORT

EDUCATION

Graduate Studies, Agricultural Economics
University of California, Davis

B.S., Agricultural and Managerial Economics, 1988
University of California, Davis

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)
Sacramento Metro Chamber

As the President of Raney Planning & Management, Inc., Mr. Raney serves as the leader of the Raney team. Mr. Raney specializes in CEQA processing, planning, and public facilitation, bringing over thirty years of experience to each project. Mr. Raney currently serves as the Community Development Director to the City of Wheatland and, together with Raney staff, has been providing contract planning services to the City since 2004. In addition, Mr. Raney previously served as the Interim Community Development Director for the City of Oakley while the City was completing its General Plan Update.

Since establishing the firm in 1999, Mr. Raney has successfully processed more than 500 CEQA, NEPA, and planning projects, including Initial Studies, Environmental Impact Reports, Environmental Assessments, and special planning projects such as the APA Award-winning Community Vision for the City of Wheatland. Mr. Raney's diverse experience includes unique and complex projects such as marinas, military base conversions, mining, and solar to large-scale specific plans, master plans, zoning code updates, and numerous private development projects for residential, commercial, mixed-use, industrial, and infrastructure/roadway.

Mr. Raney also has diverse experience in local government, including being Councilmember and Mayor of the City of Citrus Heights, Planner in the City of Sacramento's Planning Department, and previously serving on the Board of the Sacramento Metro Chamber Metro PAC and the Sacramento Tree Foundation. Mr. Raney has been involved in local government issues with the League of California Cities, the Commission on Local Governance for the 21st Century, and the Citrus Heights Chamber of Commerce. This experience gives Mr. Raney a better understanding of the needs and requirements of local government.

CINDY GNOS, AICP – SENIOR VICE PRESIDENT

ROLE: CITY PLANNING SUPPORT

EDUCATION

Graduate Studies, Public Policy Administration
California State University, Sacramento

B.S., City and Regional Planning, 1988
California Polytechnic State University, San Luis Obispo

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)

As Raney's Senior Vice President, Ms. Gnos brings over thirty years of experience in environmental and municipal planning. Ms. Gnos has a broad understanding of local government goals and objectives having previously served

as local government planning staff for the cities of Sacramento and Dixon. As Raney's Senior Vice President, Ms. Gnos has managed over 500 environmental and planning projects, including Initial Studies, Environmental Impact Reports, Zoning Ordinances, and special planning projects. Ms. Gnos has managed the preparation of numerous environmental documents and has processed a wide variety of projects ranging from standard residential, commercial, mixed-use, and industrial projects to program-level annexations, large-scale specific plans, and general plan projects. In addition, Ms. Gnos works closely with the City of Galt and the City of Antioch and provides on-call planning services such as drafting staff reports, writing conditions of approval, conducting plan checks, and presenting to the Planning Commission and City Council, as necessary. Ms. Gnos is a seasoned public speaker, having made hundreds of presentations before community groups, planning commissions, city councils, and boards of supervisors. With this combination of skills and knowledge, Ms. Gnos can create and implement effective strategies to complete a comprehensive environmental document and development review process.

NICK PAPPANI – VICE PRESIDENT

ROLE: CEQA/NEPA SUPPORT

EDUCATION

B.S., Wildlife Biology, cum laude, 2000
California State University, Humboldt

AFFILIATIONS

The Wildlife Society, Western Section
Urban Land Institute

Mr. Pappani brings over 18 years of environmental and planning experience to the Raney team. As Raney's Vice President, Mr. Pappani has served as the Project Manager for over 500 CEQA and NEPA documents for jurisdictions throughout northern and southern California. Mr. Pappani has worked on a broad variety of projects, including residential, commercial/hotel, and industrial projects, as well as unique projects such as solar generating facilities and vineyard plans involving timberland conversion. As Raney's Vice President, Mr. Pappani takes pride in serving various public sector clients and helping them navigate the complex milieu of CEQA legislation and related case law to ensure that each environmental document is legally defensible and reflects current CEQA practice.

In addition to being a CEQA practitioner, who is respected in his field, Mr. Pappani has a background in wildlife biology, having received a Bachelor of Science degree in Wildlife Biology (cum laude) from Humboldt State University, Arcata, California. Prior to joining the Raney team, Mr. Pappani worked with a private consulting firm, as well as the federal government, conducting avian and vegetation surveys for Threatened species in a variety of habitats. Mr. Pappani is also an articulate speaker, having given hundreds of presentations before decision-makers and the public, including answering questions related to Raney's environmental and planning documents. Mr. Pappani is also comfortable and competent when it comes to working on controversial projects, subject to intense public scrutiny. For example, Mr. Pappani has served as the Project Manager for several EIRs in the City of Davis. Such situations require not only an expert-level understanding of the regulations of CEQA and recent case law, but also a diplomatic and objective approach to responding to public concerns and comments.

ROD STINSON – DIVISION MANAGER/AQ SPECIALIST

ROLE: CEQA/NEPA SUPPORT

EDUCATION

B.S., Forestry and Natural Resources with a
Concentration in Environmental Management, 2003
California Polytechnic State University, San Luis
Obispo

AFFILIATIONS

Sacramento Metro EDGE
Urban Land Institute

Mr. Stinson brings over 15 years of environmental experience to the Raney team with a background in CEQA, air quality, and water resources. As Raney's Division Manager, Mr. Stinson has served as the Project Manager in the preparation of over 300 environmental and planning projects, including CEQA Initial Studies and EIRs as well as NEPA Categorical Exclusions and Environmental Assessments. Mr. Stinson has managed projects ranging from complex mining, solar, and infill projects to large-scale specific plans and general plans as well as standard residential, affordable housing, mixed-use, commercial, industrial, and infrastructure projects. In addition, Mr. Stinson serves as Raney's in-house Air Quality Specialist, with over ten years of experience in preparing air quality analyses for a variety of development projects. Over the past ten years, Mr. Stinson has completed over 200 air

quality impact and greenhouse gas analyses, working closely with lead agencies and local air districts throughout northern and southern California. In addition, Mr. Stinson has prepared Climate Action Plans (CAP) for the cities of Wheatland and Galt, and is in processing of preparing a CAP for Cosumnes CSD.

G. BACKGROUND AND CAPACITY

Raney is a professional land use, environmental, and municipal planning consulting corporation that has served the public and private sector for the past 20 years. Raney has provided a wide array of public-sector services; including planning application processing, project management, CEQA/NEPA documentation, and other municipal-related on-call planning services, including serving as an extension of City staff. More importantly, Raney is dedicated to providing our clients with interactive services using a hands-on, direct, and problem-solving approach. Raney Planning & Management manages a team of 20 employees, all of whom operate out of the Sacramento office, located at 1501 Sports Drive, Suite A, Sacramento, CA 95834. Raney staff values the importance of constant communication and ensures availability to our clients by phone, email, fax and conference calls. It should be noted that the COVID-19 pandemic has required flexibility with respect to in-person meetings. Raney has experience using various video conferencing platforms such as Zoom, Microsoft Teams, etc, particularly when presenting for public hearings. Although Raney does not provide municipal legal services, Raney has a long history of coordinating with city attorneys when needed.

Raney has provided on-call and contract planning services to a number of jurisdictions, including the cities of Antioch, Davis, Galt, Live Oak, Oakley, Morgan Hill, Pacifica, Pittsburg, Sacramento, South San Francisco, West Sacramento, Wheatland, and Woodland, as well as Tuolumne County and Placer County LAFCo. In our experiencing providing on-call and contract planning services, Raney has consistently assisted jurisdictions with review of development applications, including determination of application completeness, review for consistency with general plans, specific plans, and zoning codes; management of architectural peer reviews; processing complex entitlements; routing applications; coordination with applicable internal departments and outside agencies; and handling tribal consultation pursuant to AB 52 and SB 18 requirements. Raney has also prepared countless staff reports and resolutions/ordinances, including staff reports on the environmental documents prepared by Raney. For example, as contract planners for the City of Pacifica, Raney prepared staff reports for a number of projects including, the 2355 Beach Boulevard project, the Pacific Skies Estates project, and the 1375 Livingston Avenue project. Additionally, for the City of Antioch, Raney prepared staff reports and the associated environmental documents for new development projects including, the Vineyards at Sand Creek, Almond Knolls Apartments, and the Rocketship School to name a few. Lastly, Raney has assisted and facilitated development agreement negotiations for jurisdictions and has presented to Planning Commissions, City Councils, and Boards of Supervisors on behalf of jurisdiction staff.

Raney has worked on several complex, large-scale general plan and zoning amendment projects throughout California. For example, the Johnson Rancho project in Wheatland contained extensive amendments to the General Plan land use designations and Circulation Element. Raney prepared both the EIR for the project as well as provided planning services for the City of Wheatland which included the processing of the development project through City Council and LAFCo review. In addition, Raney facilitated the City and County tax sharing agreement to allow the project to be annexed to the City. Similar to the experience above, Raney has been involved in many projects which included a Specific Plan/Precise Plan. Raney provided planning services for the Eastview Specific Plan project in the City of Galt and assisted with the processing of the annexation application as well as the preparation of a joint program-, project-level EIR. Senior Vice President, Cindy Gnos, AICP, served as the City's main contact with the Sacramento County LAFCo and prepared the annexation application and Plan for Services on behalf of the City.

Raney's experience also includes working with jurisdictions to prepare updates to advanced planning documents, such as preparing comprehensive Zoning Ordinance updates for the cities of Oakley, Galt, and Lodi. Raney assisted the Wheatland City Council in establishing a long-term vision for future long-term development of the City,

including public facilitation and drafting the Wheatland Community Vision document. Raney facilitated a series of workshops between City Council, Planning Commission, and the local citizens to produce a vision statement and guiding policies in terms of progressive urban planning and Smart Growth principles. Throughout the visioning process, citizens were encouraged to take ownership of the document and the process by incorporating their feedback in establishing a vision for the future of the City. The document is intended to be a “living” document that will continue to develop and be updated with relation to new laws, new technology, arising challenges, and everchanging needs of the community. Raney completed the draft and final Community Vision, which has been adopted by City Council.

RANEY SERVICES

Raney offers a unique range of services which include air quality and GHG emissions analysis; project management; municipal planning assistance; and environmental consulting, including CEQA and NEPA compliance. The following contains a list of Raney’s environmental, air quality, and planning services:

- **Contract Planning Services**
 - Determine the completeness of development applications;
 - Project routing and entitlement processing;
 - Interagency coordination;
 - Staff reports and resolutions/ordinances;
 - Presenting applications to Planning Commission and City/Town Council;
 - Development Agreement negotiations; and
 - Ongoing staff-level support.
- **Public Outreach and Meeting/Hearing Facilitation**
 - NOP Scoping hearings/open house events;
 - Staff report presentations to decision makers;
 - Joint presentations with staff on environmental documents; and
 - Project stakeholder meetings.
- **Preparation of CEQA and NEPA Documents**
 - Categorical Exemptions;
 - Initial Studies and Mitigated Negative Declarations;
 - CEQA Addendums;
 - Sustainable Communities Environmental Assessments;
 - Environmental Impact Reports;
 - Categorical Exclusions;
 - Environmental Assessments;
 - Environmental Impact Statements; and
 - CEQA Streamlining using Appendix N and CEQA Section 21155.
- **Air Quality and GHG Studies**
 - Stand-alone Air Quality Impact Studies;
 - Operational Air Quality Mitigation Plans;
 - GHG analyses;
 - GHG Reduction Plans;
 - Climate Action Plans, including GHG inventory and identification of GHG reduction requirements; and
 - Health Risk Assessments.

HISTORY IN PROVIDING SIMILAR SERVICES

The following are relevant examples of Raney’s Planning experience. A complete list of all past projects prepared by Raney is available upon request. It should be noted that Raney serves as planning staff for the City of Wheatland and Live Oak, and has on-call contracts with the City of Galt and Antioch to support City planning staff.

City of Wheatland On-Call Planning

Raney has been providing ongoing contract planning services for the City of Wheatland since 2004 and President Tim Raney, AICP currently serves as the City’s Community Development Director. The Raney team, including key management and Associate staff, provide planning support to City staff; including taking the day-to-day planning phone calls as well as processing entitlement requests. Serving in this capacity, Raney reviews planning applications

for consistency with the General Plan, Zoning Ordinance, design guidelines, and other relevant policies and guidelines. Raney also prepares staff reports and attends regular weekly staff meetings and monthly Planning Commission and City Council Hearings. In addition, Raney has negotiated several Development Agreements and Conditions of Approval on behalf of the City as well as prepared and processed numerous CEQA documents and planning projects. Similarly, to the City of Ione's Highway 104, the City of Wheatland must contend with State Route 65 which runs through the City. This has required Raney to coordinate with Caltrans on several projects. Project highlights include facilitating the stakeholder/public outreach process and preparing the APA Award-winning Community Vision, preparing the Johnson Rancho EIR and associated Development Agreements for 10 different property owners, preparing the 2006 General Plan Update EIR to name a few. Other relevant projects include developing the City's Climate Action Plan, Bike and Pedestrian Master Plan, and the 4-Year (2017-2021) Housing Element Update. Currently, Raney is coordinating with the City's Public Works department to create treatment and disposal alternatives for the City's wastewater treatment plant, as the plant's capacity is a constraint to future development in the City.

City of Live Oak On-Call Planning

Raney began serving as on-call planning consultants to the City of Live Oak in 2017 where Senior Associate Kevin Valente, AICP currently serves as the City's Contract Planning Manager. The Raney team provides planning support to City staff, including taking the day-to-day planning phone calls as well as processing entitlement requests and CEQA documents. Serving in this capacity, Raney reviews planning applications for consistency with the General Plan, Zoning Ordinance, design guidelines, and other relevant policies and guidelines. Raney also prepares staff reports and attends regular weekly staff meetings and monthly Planning Commission and City Council Hearings. Raney has assisted City staff in processing numerous projects, including but not limited to the City of Live Oak Employment Zone Re-evaluation, Orchard View I and Orchard View II Subdivision IS/MND, and the City of Live Oak Accessory Dwelling Unit Ordinance, to name a few.

City of Antioch On-Call Planning

Raney currently serves as on-call planning and environmental consultants for the City of Antioch, and provides services such as planning application and design review, preparation of staff reports and conditions of approval, and preparation and processing of CEQA documents. Over the past seven years, Raney has assisted City staff in processing numerous projects; including the Almond Knolls IS/MND and Planning Services; Buchanan Crossings Planning Services and Plan Check Review; the Wendy's Remodel Design Review; as well as Taco Bell and other applications. In addition, Raney has assisted City staff in processing the Aviano Farms Environmental Impact Comparison and the Vineyards at Sand Creek EIR, both for which Raney also provided planning services.

City of Galt On-Call Planning and Environmental

Raney currently serves as on-call planning and environmental consultants for the City of Galt. Raney began working with the City of Galt in 2004 and since that time, Raney has assisted City staff in processing numerous projects; including the Eastview Specific Plan and Annexation, Cal Waste Recycling Processing Center, Wastewater Treatment Plant Solar Power Purchase Agreement, Twin Cities Road Widening, and Galt Walmart to name a few. Raney assists the City in the preparation and processing of CEQA and NEPA documents as well as provides planning staff support, including application processing, preparation of staff reports, and attending meetings and hearings. Raney has also assisted with larger policy documents, including the Galt Zoning Ordinance Update, which consisted of the adoption of a new Citywide Development Code, new Landscape Design Guidelines, and an updated City of Galt Zoning Map. Additionally, Raney is recently completed the Climate Action Plan and is currently working on additional Vehicle Miles Traveled (VMT) policies and an SB2-funded land use study to increase housing potential.

H. REFERENCES

The following is a list of references for similar services provided by Raney for local government and private sector clients located throughout California. Through these contracts, Raney has managed various CEQA, NEPA, and contract planning projects. A complete project history is available upon request.

1) City of Wheatland On-Call Planning

2004 to Present

Contact: Mr. Jim Goodwin, City Manager
Address: 111 C Street, Wheatland, CA 95692
Phone: (530) 633-2761
Email: jgoodwin@wheatland.ca.gov

3) City of Antioch On-Call Planning

2003 to Present

Contact: Ms. Alexis Morris, Planning Manager
Address: 200 H Street, Antioch, CA 94509
Phone: (925) 779-6141
Email: amorris@ci.antioch.ca.us

2) City of Live Oak On-Call Planning

2017 to Present

Contact: Mr. Aaron Palmer, City Manager
Address: 9955 Live Oak Blvd., Live Oak, CA 95953
Phone: (530) 695-2112
Email: apalmer@liveoak.org

4) City of Galt On-Call Planning & Environmental

2004 to Present

Contact: Mr. Craig Hoffman, Interim Community Development Director
Address: 495 Industrial Drive, Galt, CA 95632
Phone: (209) 366-7230
Email: choffman@ci.galt.ca.us

I. CLIENTS AND POTENTIAL CONFLICTS OF INTEREST

The following is a list of public and private sector clients for which Raney currently provides environmental and planning consulting services. Additional information regarding completed projects for each jurisdiction or client is available upon request. It should be noted that Raney's private sector clients are primarily related to air quality and GHG analysis services.

PUBLIC & PRIVATE SECTOR CLIENTS

Public Sector Clients

- | | | |
|---------------------|-------------------------------|----------------------------------|
| • City of Antioch | • City of Morgan Hill | • City of Wheatland |
| • City of Brentwood | • City of Nevada City | • City of Woodland |
| • City of Clayton | • City of Oakley | • Cosumnes CSD |
| • City of Cupertino | • City of Pacifica | • Mendocino County |
| • City of Davis | • City of Pinole | • Nevada County |
| • City of Elk Grove | • City of Pittsburg | • Placer County |
| • City of Galt | • City of Rancho Cordova | • Placer County LAFCO |
| • City of Gustine | • City of Sacramento | • Tahoe Forest Hospital District |
| • City of Lincoln | • City of South San Francisco | • Town of Truckee |
| • City of Live Oak | • City of Taft | • Tuolumne County |
| • City of Livermore | • City of Vacaville | • Yolo County |
| • City of Manteca | | |

- BeGreenLegal
- Billa Management
- Brentwood Developments
- Capital Equity Management Group, Inc.
- Central California Housing Corporation
- Chelsea Investment Corporation
- Gateway West LLC
- Highridge Costa Development Co., LLC
- Law Office of Tina Wallis, Inc.
- Lowell Development, Inc.
- Mutual Housing California
- NGL Tanzanite, LLC.
- Peak Campus Development
- Peterson Brustad, Inc.
- R.H. Hess Development
- Schack & Company, Inc.
- UBORA Engineering & Planning, Inc.
- Winn Communities
- Zanker Road Resource Management, Ltd.

CONFLICT OF INTEREST

Raney has not previously nor is currently participating in any activities or financial, business, or other relationships that would create a conflict of interest for or between Raney Planning & Management, Inc. and the City of Ione for the provision of on-call planning services.

J. FEE SCHEDULE

As previously noted in Section E, *Approach to Planning Services*, Raney envisions two types of budgets in its role as the City Planner for the City of Ione. The first budget is a retainer established for each fiscal year that allows Mr. Valente and his staff to bill for general city planning functions, including staff meetings, coordination with the general public, and attending council meetings. For this option, Raney would attach a spreadsheet to each invoice outlining the specific tasks completed during the month. The second budget is project-based and allows the City to recover any project-related costs by billing the project applicant against the project. A scope, schedule, and budget will be prepared and approved by the City Manager for these types of projects and invoices to the City will clearly identify the project and work accomplished.

ENVIRONMENTAL AND PLANNING 2020 BILLING RATES

The following is a summary of Raney, a division of Raney Planning & Management, Inc., Billing Rates for the provision of environmental and planning services. Please note that Raney will provide a complete scope of services and cost estimate by task based on hours, upon request.

Tim Raney, AICP, President	\$200/hour
Cindy Gnos, AICP, Senior Vice President	\$170/hour
Nick Pappani, Vice President	\$160/hour
Rod Stinson, Division Manager	\$150/hour
Angela DaRosa, Assistant Division Manager	\$130/hour
Kevin Valente, AICP, Senior Associate	\$125/hour
Associate	\$110/hour
Administrative	\$60/hour

AIR QUALITY 2020 BILLING RATES

The following is a summary of the Billing Rates for the provision of air quality and GHG analysis services. Please note that Raney will provide a complete scope of services and cost estimate by task based on hours, upon request.

Rod Stinson, Air Quality Specialist	\$150/hour
Angela DaRosa, Air Quality Specialist	\$150/hour
Jacob Byrne, Air Quality Technician	\$130/hour

OTHER COST INFORMATION

- Overhead charges for technical sub-consultants, travel, and copying/printing: 10%
- Travel: Billed at cost
 - It should be noted that Raney charges mileage at the Federal Standard Mileage Rate provided by the IRS.
- Copying and Printing: Billed at cost
 - Black & White (8.5" x 11"): 15¢/per page
 - Color (8.5" x 11"): 30¢/per page
 - Oversized prints (11" x 17"): 30¢/per page

K. ADDITIONAL INFORMATION

The City of Ione needs a City Planner who has more than just an understanding of the role, but also the experience to anticipate issues and solve them quickly, to be available at a moment's notice to whomever needs assistance, and the ability to provide that extra commitment to ensure the City Manager has all the necessary details to make the most informed decisions. The City Manager and the City of Ione will find this level of commitment with Mr. Valente and the Raney staff.

Raney understands the importance of continued economic development and has the capacity and experience to update City planning processes and make the right development a reality. Beyond the experience outlined in this Statement of Qualifications, Mr. Valente has familiarity maneuvering through the intricacies of updating fees and the required nexus studies. Similar to the Mule Creek State Prison in the City of Ione, the City of Wheatland works with the Beale Air Force Base, giving Mr. Valente additional experience with the complexities of state and federal facilities. Mr. Valente is committed to his clients and their needs and delivers a superior level of communication. When combining the knowledge and skills of the Raney staff with the knowhow and expertise from Mr. Valente, the result is an unparalleled team dedicated to the betterment of the City of Ione.

APPENDIX A: SAMPLE LAND USE STAFF REPORT



City of Wheatland

111 C Street Street – Wheatland, California 95692
Tel (530) 633-2761 – Fax (530) 633-9102

PLANNING COMMISSION MEETING STAFF REPORT

Date: July 16, 2019
Agenda Item:

Subject: Site Plan and Design Review for the Sierra Central Credit Union located 503 McDevitt Drive in the City of Wheatland.

Prepared by: Tim Raney, Community Development Director

Recommendation

Staff recommends that the Planning Commission adopt the attached Resolution (see Attachment 1) approving the requested Site Plan and Design Review (see Attachment 2), subject to the recommended conditions, for the Sierra Central Credit Union located at 503 McDevitt Drive.

History and Background

On March 20, 2018, the City of Wheatland Planning Commission approved with conditions of approval, a Conditional Use Permit for the Sierra Central Credit Union located at 503 McDevitt Drive, identified as Yuba County Assessor Parcel Numbers (APNs) 015-630-073 and 015-271-011 (see Attachment 3). It should be noted that a Lot Line Adjustment is currently under review for the project site in order to combine the two project properties.

The conditional use permit included the following three phases of development.

Phase I

Phase I of the proposed project would consist of the installation of a walk-up ATM in the existing commercial building, infill of two (2) existing doors, and creation of a secure Cash Room.

Phase II

Phase II of the proposed project would consist of 776 square feet of tenant improvements to the existing building for the creation of a Sierra Central Credit Union branch office. Proposed improvements would include the creation of a lobby, infill of the existing doors located at the Cash Room and proposed work room, installation of a check writing cabinet, and installation of a new Cash Room door. Phase II would also include ADA compliance improvements at the restroom, entrance door, and outside the building.

Phase III

Phase III of the proposed project would involve a lot merger of APN 015-630-073 and 015-271-011, a 300-square-foot building addition, and construction of a 300-square-foot drive-thru area. Pursuant to the City of Wheatland Municipal Code Section 18.67, Phase III would be subject to Planning Commission approval of a Site Plan and Design Review prior to development.

Discussion

On June 19, 2019, the applicant, Mel Higginbotham from Wallis Design Studio Architects, submitted an application to expand the existing Sierra Central Credit Union located at 503 McDevitt Drive. Pursuant to the Wheatland Municipal Code and Chapter 18.67, development in the Neighborhood Commercial District (C-1) zone is subject to Site Plan and Design Review. The proposed building addition would consist of a new lobby, waiting area, teller station and counters, work/break room, janitor closet, and office, as well as infill of existing windows on the western and eastern portion of the building as shown on Sheet A2.1 of the proposed plans (see Attachment 2). The new building addition would allow for the creation of a new Cash Room to allow for a new walk-up ATM and one drive-up ATM. The drive-up ATM would be accessed through the proposed drive-thru located on the southern portion of the site. Drive-thru circulation would enter from McDevitt Drive and exit via an existing driveway on State Route (SR) 65, which would be a right-out only driveway.

The proposal involves a complete renovation and expansion of the existing commercial building including a drive-thru ATM area. The proposed construction meets height, setback, and lot coverage requirements in the C-1 zone. The proposed construction will consist of a fiber cement horizontal siding exterior with brick wainscot, fiber cement fascia and trim, and a metal seam roof, as shown on Sheets A4.1, A4.2, and A5.0 of the proposed plans (see Attachment 2). As designed, the project meets all applicable development standards for the C-1 zone. Furthermore, the project meets applicable criteria within the City of Wheatland Community Design Standards Design Principles.

The proposed project also includes new landscaping and a trash enclosure, as shown on Sheets L.1 and L.2 of the proposed plans (see Attachment 1).

Exempt from CEQA Review

The project is determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) under Class 1, Section number 15301 (Existing Facilities) which includes additions to an existing structure that is less than 10,000 square feet provided that the project is in an area where all public services and facilities are available and not environmentally sensitive.

Alternatives

The Planning Commission could choose not to approve the Site Plan and Design Review for Phase III of the Sierra Central Credit Union located at 503 McDevitt Drive. The Planning Commission could also continue the public hearing to a future meeting date and require revisions to the proposed project.

Conclusion

Based on the information contained in the staff report, staff recommends that the Planning Commission adopt the attached resolution approving the requested Site Plan and Design Review, subject to the recommended conditions, for the Sierra Central Credit Union located at 503 McDevitt Drive.

Attachments

- 1. Planning Commission Site Plan and Design Review Resolution**
- 2. Proposed Project Plans**
- 3. March 20, 2018 Planning Commission Staff Report**

APPENDIX B: REQUESTED FORMS

THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL

NON-COLLUSION AFFIDAVIT
City Planner Services

State of California
County of Amador ss.

Timothy Raney, AICP (Proposer's Name), being first duly sworn,
deposes and says that he or she is President
(Position/Title/Owner) of Raney Planning & Management, Inc. (Contractor Name)
the party making the foregoing proposal that the proposal is not made in the interest of, or on
behalf of, any undisclosed person, partnership, company, association, organization, or corporation;
that the proposal is genuine and not collusive or sham; that the proposer has not directly or
indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not
directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else
to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has
not in any manner, directly or indirectly, sought by agreement, communication, or conference
with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead,
profit, or cost element of the proposal price, or of that of any other proposer, or to secure any
advantage against the public body awarding the contract of anyone interested in the proposed
contract; that all statements contained in the proposal are true; and further, that the proposer
has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or
the contents thereof, or divulged information or data relative thereto, or paid, and will not pay,
any fee to any corporation, partnership, company association, organization, proposal depository,
or to any member or agent thereof to effectuate a collusive or sham proposal.

3-31-2020
Date

[Signature]
(Signed at (Place))

Raney Planning & Management, Inc.
Proposer Name
(Person, Firm, Corp.)

Timothy Raney, AICP
Authorized Representative

1501 Sports Drive, Suite A
Address

Timothy Raney, AICP
Representative's Name

Sacramento, CA 95834
City, State, Zip

President
Representative's Title

THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL

**PROPOSER'S STATEMENT
REGARDING INSURANCE COVERAGE**
City Planner Services

PROPOSER HEREBY CERTIFIES that the Proposer has reviewed and understands the insurance coverage requirements specified in the Request For Proposal for City Planner Services. Should the Proposer be awarded the contract for the work, Proposer further certifies that the Proposer can meet the specified requirements for insurance, and agrees to name the City of Ione as Additional Insured for the work specified.

Raney Planning & Management, Inc.

Name of Proposer (Person, Firm, or Corporation)


Signature of Proposer's Authorized Representative

Timothy Raney, AICP, President

Name & Title of Authorized Representative

8/31/2020
Date of Signing

THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL

WORKER'S COMPENSATION INSURANCE CERTIFICATE
City Planner Services

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Raney Planning & Management, Inc.

Name of Proposer (Person, Firm, or Corporation)

[Signature]
Signature of Proposer's Authorized Representative

Timothy Raney, AICP, President

Name & Title of Authorized Representative

7.27.2020
Date of Signing

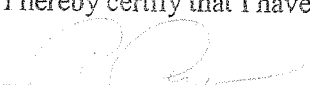
**THIS FORM MUST BE PRINTED OUT, COMPLETED AND EMAILED TO THE CITY
AS PART OF THE PROPOSAL**

LIST OF REFERENCES

Proposer: Raney Planning & Management, Inc.

- | | | |
|----|--|---|
| 1. | City of Wheatland | 111 C Street, Wheatland, CA 95692 |
| | Name of Agency | Agency Address |
| | Jim Goodwin | City Manager |
| | Contact Name | Contact Title |
| | (530) 633-2761 | jgoodwin@wheatland.ca.gov |
| | Contact Telephone # | Contact e-mail Address |
| | 2004 - Present; \$70,000 annual retainer for general
planning services. Individual task orders for CEQA
and/or Contract Planning, as needed. | |
| | Contract Term and Dollar Amount | CEQA and Planning Services |
| | Type of Services | |
| 2. | City of Live Oak | 9955 Live Oak Blvd., Live Oak, CA 95953 |
| | Name of Agency | Agency Address |
| | Aaron Palmer | City Manager |
| | Contact Name | Contact Title |
| | (530) 695-2112 | apalmer@liveoak.org |
| | Contact Telephone # | Contact e-mail Address |
| | 2017 - Present; \$51,840 annual retainer for
general planning services. Individual task orders
or CEQA and/or Contract Planning, as needed. | |
| | Contract Term and Dollar Amount | CEQA and Planning Services |
| | Type of Services | |
| 3. | City of Antioch | 200 H Street, Antioch, CA 94509 |
| | Name of Agency | Agency Address |
| | Alexis Morris | Planning Manager |
| | Contact Name | Contact Title |
| | (925) 779-6141 | amorris@ci.antioch.ca.us |
| | Contact Telephone # | Contact e-mail Address |
| | 2013 - Present; Not-to-Exceed \$400,000 for
planning and task orders for CEQA
projects, as needed. | |
| | Contract Term and Dollar Amount | CEQA and Planning Services |
| | Type of Services | |

I hereby certify that I have performed the work listed above.


 Signature of Proposer (Individual with Authorization to Bind the Firm in Contract)

APPENDIX C: RANEY RESUMES



KEVIN VALENTE

Senior Associate

EDUCATION

B.S., City and Regional Planning
California Polytechnic State University, San Luis Obispo

Associates in Architectural Design
Cuesta College, San Luis Obispo

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)

Mr. Valente brings his planning knowledge and design background to providing planning consultant services and the preparation of Initial Studies and Environmental Impact Reports.

SENIOR ASSOCIATE

Raney Planning & Management Inc. December 2003 - Present

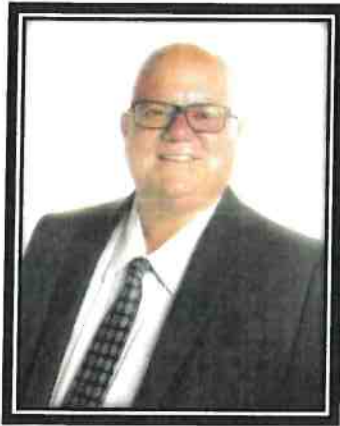
As Senior Associate, Mr. Valente has extensive experience in the preparation of environmental documents and providing planning consulting services. Mr. Valente has been with Raney for over four years and brings his planning knowledge and design background to the preparation of Initial Studies and Environmental Impact Reports. Mr. Valente has assisted in the preparation of EIRs and Initial Studies, including the Manteca Monte Bello Estates Initial Study, Manteca Dupont IS, Manteca South of Woodward Avenue EIR, Manteca Hat Ranch EIR, Pittsburg Tuscany Meadows EIR, Pittsburg Faria Annexation EIR, Folsom Life Time Fitness EIR, and the Folsom Russell Ranch EIR. In addition, Mr. Valente has provided project management on multiple jobs in the City of Pacifica and City of Antioch, including the City of Antioch's Rocketship Charter School project and Vineyards Self-Storage project.

Mr. Valente also serves as a senior level planner. Mr. Valente's experience providing planning consulting services includes conducting plan check reviews and writing conditions of approvals, conducting Ad Hoc Committee Workshops, and preparing staff reports and noticing for Planning Commission and City Council hearings, as well as conducting staff presentations to Planning Commissions and City Councils. Mr. Valente additionally assists Tim Raney, Community Development Director for the City of Wheatland, with provision of day-to-day planning services, including responding to requests from the public, as well as the preparation of various long-range planning documents, including the Downtown Corridor Improvement Plan, updating the Community Design Standards, updating the Housing Element, a Zoning Ordinance Amendment, and the Climate Action Plan. Mr. Valente has played key role in the development of various planning policy documents. Currently, Mr. Valente serves as the Planning Director of the City of Live Oak and manages and processes all current and long-range planning projects.

BUILDING AND PLANNING DEPARTMENT INTERNSHIP

County of San Luis Obispo June 2010-June 2011

Mr. Valente interned with the San Luis Obispo County Building and Planning Department in the Geographic and Technology section of Long-Range Planning. Mr. Valente participated in the San Miguel Community Draft Plan, which included site reconnaissance, calculating population projections and build-out numbers, created a constraints analysis model using Geographic Information Systems (GIS) to determine possible areas of expansion, organized community outreach meetings, and designed graphics for the draft plan.



TIM RANEY, AICP
President

EDUCATION

Graduate Studies, Agricultural Economics
University of California, Davis

B.S., Agricultural and Managerial Economics
University of California, Davis

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)
Sacramento Metro Chamber

Mr. Raney has nearly 30 years of local government, planning, and CEQA/NEPA experience, during which he has actively managed many of the region's most controversial projects.

PRESIDENT

As President of Raney, Mr. Raney provides a wide range of planning, management, and economic development services to public and private sector clients. Mr. Raney specializes in project coordination and management, CEQA processing and documentation, land use analysis, business district information, and public facilitation. With over twenty-five years of planning experience, he has developed a diverse and expanding network of clients, including developers, agency representatives, and state and local decision-makers. His diverse background enables him to advise his clients on effective strategies regarding government permitting processing, public involvement, and agency coordination. Mr. Raney provides quality client services, ensuring legally and procedurally accurate documentation while strictly adhering to all schedules and budgets.

COMMUNITY DEVELOPMENT DIRECTOR

As the Community Development Director for the City of Wheatland, Mr. Raney provides professional guidance and technical assistance to the City Manager, City Council, Planning Commission, and the public regarding immediate and long-range planning while working extensively with the development community, local business owners, and community residents. Mr. Raney monitors City growth and oversees implementation of the City's General Plan, processing of development applications, and makes recommendation to City Council regarding applications and development projects. Over the past 11 years, Mr. Raney has been instrumental in developing the City's Infrastructure Work Program, Community Vision, and Capital Improvement Program as well as developing and implementing the City's General Plan.

COUNCILMEMBER/MAYOR

Elected to serve on the first City Council, Mr. Raney was instrumental in creating the initial government structure of the City of Citrus Heights. While on City Council, Mr. Raney participated in the preparation and adoption of the City's first General Plan as well as developing a city staff to be responsible for its implementation. Mr. Raney served as Mayor of Citrus Heights in 2000 winning numerous awards for his exceptional leadership skills. This experience behind the dais has given Mr. Raney the ability to understand projects from a variety of perspectives, thereby allowing him to provide a unique skill set to Raney's clients.



CINDY GNOS, AICP

Senior Vice President

EDUCATION

Graduate Studies: Public Policy Administration
California State University, Sacramento

B.S., City and Regional Planning
California Polytechnic State University, San Luis Obispo

AFFILIATIONS

American Institute of Certified Planners (AICP)
American Planning Association (APA)

Ms. Gnos brings to Raney Planning & Management a wide range of public sector planning, management, and economic development services. Ms. Gnos specializes in land use analysis, project coordination and management, public facilitation, and CEQA processing and documentation. With nearly twelve years of public sector planning experience, she has developed an understanding of the diverse aspects of planning and community development within local governments. Her background enables her to advise clients on effective strategies regarding government permit processing, public involvement, and agency coordination.

SENIOR VICE PRESIDENT

Raney Planning & Management, Inc. April 2000 - Present

As the principal contact for most of Raney's projects, Ms. Gnos provides high-quality, uniquely personal services to Raney's clients. Serving as Project Director for many of Raney's projects, Ms. Gnos is exceptionally organized and skilled at providing project management services to Raney's clients. In addition to project management, Ms. Gnos is responsible for the quality and content of Raney's documents, thoroughly reviewing every document before sending it out for client review. Ms. Gnos provides the energy that keeps the Raney team running in top condition, thereby ensuring that its clients receive the very best of what Raney has to offer.

SENIOR PLANNER

City of Dixon, CA November 1994 - March 2000

Ms. Gnos served as a planner for the City of Dixon, overseeing the planning, environmental review, and development of numerous residential, commercial, and industrial projects. Ms. Gnos coordinated the City of Dixon's downtown revitalization efforts through the management of the creation of the Dixon Downtown Revitalization Plan, and through personal participation in special downtown events. She implemented the Downtown Facade Improvement Program using Redevelopment funds. Ms. Gnos also oversaw the Community Development Block Grant (CDBG) Program for the City of Dixon which included Planning/Technical Assistance Grants and a Business Revolving Loan Fund. Ms. Gnos served as the housing coordinator for implementation of the City's Housing Element, including the use of Redevelopment Funds and HOME funds in a first-time homebuyer program.

ASSOCIATE PLANNER

City of Sacramento, CA October 1988 - November 1994

As a land use planner for the City of Sacramento, Ms. Gnos was responsible for processing development applications. This included pre-application meetings, environmental review, coordination with the City, developer, and neighborhoods, as well as reports and presentations to the Planning Commission and City Council. During her tenure at the City of Sacramento, she also chaired the Subdivision Review Committee.



NICK PAPPANI

Vice President

EDUCATION

B.S., Wildlife Biology, cum laude
California State University, Humboldt

AFFILIATIONS

The Wildlife Society, Western Section
Urban Land Institute

Mr. Pappani has been part of Raney Planning & Management's team since 2002. As current Vice President, Mr. Pappani is part of the management core of Raney, working directly with Senior Vice President Cindy Gnos and President Tim Raney to provide hands-on planning and CEQA services to a variety of clients.

VICE PRESIDENT

Raney Planning & Management, Inc. September 2002 - Present

Mr. Pappani focuses on client interaction and business marketing, given his network of satisfied clients within the industry. Mr. Pappani also manages the preparation of CEQA documents and regularly attends meetings with lead agency staff to identify and problem-solve environmental issues so that the EIR process can be streamlined and simplified to the greatest extent feasible. In addition, Mr. Pappani works with Division Manager Rod Stinson, in the day-to-day coordination of the Raney team and its efforts. Since his arrival at Raney, Mr. Pappani has been involved in the writing and managing of numerous environmental documents and has served as the project manager for over 500 CEQA and NEPA projects. In addition to his project management experience, Mr. Pappani has provided contract planning services for various jurisdictions during his time at Raney, including serving as an extension of lead agency staff in reviewing development and use permit applications, preparing staff reports and conditions of approval, and presenting before boards, commissions, councilmembers, and the general public.

WILDLIFE TECHNICIAN

Grandd Canyon National Park, AZ 1986 to August 1989 and 2000

Mr. Pappani utilized his field research skills obtained at Humboldt State University to collect pertinent wildlife data for the Park Service. In addition to conducting numerous field studies for special-status species and keeping detailed records of all collected data, Mr. Pappani was appointed as crew leader in the absence of the acting crew leader, which involved appointing tasks to other staff and managing their workload.

FIELD TECHNICIAN

ARL Enterprises, Eureka, CA 1980 to August 1986

Mr. Pappani conducted research for an environmental consulting firm located in Eureka, CA. Mr. Pappani's primary duties included conducting detailed plant and animal surveys throughout Six Rivers National Forest. The animal surveys focused on detecting the presence/absence of the Federally Threatened Marbled Murrelet within Six Rivers National Forest.



ROD STINSON

Division Manager / Air Quality Specialist

EDUCATION

B.S., Forestry and Natural Resources
California Polytechnic State University, San Luis Obispo

CERTIFICATIONS

Certified in River Restoration and Natural Channel Design

AFFILIATIONS

Sacramento Metro EDGE
Urban Land Institute

Mr. Stinson brings to Raney Planning & Management, Inc. his technical writing and project management skills to every project. As Division Manager with Raney, Mr. Stinson assists Senior Vice President Cindy Gnos and President Tim Raney in the day-to-day management of the office, which includes overseeing the processing of various environmental and planning projects, management of office staff, and coordination with agency personnel and project applicants. In addition, Mr. Stinson serves as Raney's in-house Air Quality Specialist.

DIVISION MANAGER / AIR QUALITY SPECIALIST

Raney Planning & Management, Inc. May 2010 - Present

Since June 2010, Mr. Stinson has worked under the title Division Manager and is responsible for assisting Senior Vice President Cindy Gnos and company President Tim Raney in the day-to-day coordination of the Raney team and its efforts. Since arriving at Raney, Mr. Stinson has been involved in the writing and managing of numerous environmental and planning projects and has served as the project manager for over 300 CEQA and NEPA projects. In addition, Mr. Stinson has managed numerous special planning projects as well as provided environmental and land use planning services for various jurisdictions during his time at Raney, including extensive use of GIS in the analysis and presentation of data.

Mr. Stinson also serves as Raney's in-house Air Quality Specialist, preparing air quality and greenhouse gas analyses for Initial Studies and Environmental Impact Reports as well as air quality and greenhouse gas studies and health risk assessments for various private-sector clients. Mr. Stinson trained under Donald Ballanti, Certified Consulting Meteorologist for several years and has prepared over thirty air quality analyses for various public and private sector projects. Through his work with various air districts in the region, Mr. Stinson has become a leading expert in preparing air quality and greenhouse gas analyses.

Mr. Stinson is also actively involved in the Sacramento Metro Chamber as a recent graduate of the Leadership Class of 2012. As a part of the 2012 class project, Mr. Stinson participated in fundraising and outreach activities for the design and construction of the new Soil Born Farms outdoor classroom.

ESTIMATOR / ENVIRONMENTAL SPECIALIST

Thunder Mountain Enterprises, Inc. October 2003 to May 2010

Mr. Stinson began at Thunder Mountain Enterprises, Inc. preparing Stormwater Pollution Prevention Plans utilizing erosion and sediment control Best Management Practices. In this position Mr. Stinson was trained in AutoCAD and expanded his knowledge of hydrology and fluvial processes. After four months with the company Mr. Stinson was promoted to department head of the Estimating Department where he developed and managed procedures for the department. Mr. Stinson was tasked to develop new markets for the company while maintaining their existing workflow market. In addition, Mr. Stinson set the budgets for the 2004 and 2005 fiscal years as well as secured over \$600,000 of revenue in the first year of existence. As Estimator, Mr. Stinson performed sales, estimating, project management, and contract administration.