



REGULAR PLANNING COMMISSION MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
August 24, 2023
6:30 PM

Chair: Crystal Mallare
Vice Chair: Brando Cruz
Commissioners: Eric Altman, Andrew Goff, Davet Mohammed

AMENDED AGENDA

This agenda is amended as follows:

Item 2. Public Hearing Notification Ordinance Amendment and Discretionary Site Posting Policy: Clarified staff recommendation.

Planning Commission and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.

PUBLIC PARTICIPATION

Oral comments, during the meeting: Oral comments can be made in person or via Zoom. To give your public comment via zoom, connect via the below Zoom link and use the “raise your hand” tool, or call into the zoom meeting at 408-638-0968 and press *9 to “raise your hand” when the item is called. To avoid confusion, all hands raised outside of Public Comment periods will be lowered.

Written comments, via eComments: Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to Planning Commissioners in real time. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click here](#).

Webinar ID: 847 8832 3786 **Passcode:** 442253

The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@cityofamericancanyon.org.

AGENDA MATERIALS: Planning Commission agenda materials are published 72 hours prior to the meeting and are available to the public via the City’s website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The Planning Commission will provide materials in

appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE

ROLL CALL

PUBLIC COMMENT

*This time is reserved for members of the public to address the Planning Commission on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Planning Commission. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Planning Commission on items on the Agenda should comment via email prior to the start of the meeting, or to verbally comment on the item during the meeting, click the "raise your hand" button if joining by computer, or press *9 if joining by phone, when the item is called. The Planning Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Planning Commission does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the Planning Commission must be emailed by 3:00 p.m. on meeting day.*

AGENDA CHANGES

CONSENT CALENDAR

1. [Minutes of July 27, 2023](#)
Recommendation: Approve the Minutes of July 27, 2023

BUSINESS

2. [Public Hearing Notification Ordinance Amendment and Discretionary Project Site Posting Policy](#)
Recommendation: A Resolution of the Planning Commission of the City of American Canyon, California recommending the City Council of the City of American Canyon approve an Ordinance to amend American Canyon Municipal Code (ACMC) Chapter 19.40.050 to increase hardcopy property owner notification from 300 feet to 500 feet of a proposed project location; and adopt a Discretionary Project Site Posting Policy.
3. [Vehicle Miles Traveled \(VMT\) policy to implement Senate Bill \(SB\) 743](#)
Recommendation: Adopt a Resolution of the Planning Commission of the City of American Canyon, California recommending the City Council of the City of American Canyon, California approve a Citywide policy establishing Vehicle Miles traveled (VMT) as the standard of

measurement for potential vehicle traffic impacts consistent with the California Environmental Quality Act (CEQA).

MANAGEMENT AND STAFF ORAL REPORTS

4. [Active Planning Projects](#)

Recommendation: Review Active Planning Projects

COMMISSIONER ITEMS

ADJOURNMENT

CERTIFICATION

I, Nicolle Hall, Administrative Technician for the City of American Canyon, do hereby declare that the foregoing Agenda of the Planning Commission was posted in compliance with the Brown Act prior to the meeting date.

Nicolle Hall, Administrative Technician

**CITY OF AMERICAN CANYON
REGULAR PLANNING COMMISSION MEETING**

ACTION MINUTES
July 27, 2023

6:30 P.M. REGULAR MEETING

CALL TO ORDER

The meeting was called to order at 6:31 p.m.

PLEDGE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioners Eric Altman, Andrew Goff, Davet Mohammed, Vice Chair Brando Cruz

Absent: Chair Crystal Mallare

PUBLIC COMMENT

Vice Chair Brando Cruz opened Public Comment

Written Comments: None Oral Comments: Richie Cruz was called to speak; Steve Harris was called to speak.

Vice Chair Brando Cruz closed Public Comment

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

1. Minutes of May 25, 2023

Action: Motion to approve the consent calendar made by Commissioner Eric Altman, seconded by Commissioner Davet Mohammed, and CARRIED by a roll call vote.

Ayes: Commissioners Andrew Goff, Eric Altman, Davet Mohammed, Vice Chair Brando Cruz

Nays: None

Abstain: None

Absent: Chair Crystal Mallare

Excused: None

PUBLIC HEARINGS

2. Napa Junction Solar Design Permit

Before opening the Public Hearing, Vice Chair Brando Cruz asked if there were disclosures from the Planning Commissioners. Commissioner Davet Mohammed stated that she had spoken with Rick Hess, who contacted her to see if she had any questions regarding the presentation for this meeting. Commissioner Eric Altman stated that he had spoken with Rick Hess, who contacted him to see if he had any questions regarding the presentation for this meeting.

Senior Planner William He shared a PowerPoint Presentation

Speakers: Rick Hess, R.H. Hess Development, Community Development Director Brent Cooper

Vice Chair Cruz opened the Public Hearing

Written Comments: None. Oral Comments: Karen Fritz was called to speak.

Vice Chair Cruz closed the Public Hearing

Commissioners deliberated on the item.

Action: Motion to Adopt Resolution 2023-10 of the Planning Commission of the City of American Canyon, California approving a Design Permit for development of a Three-megawatt solar utility facility with accessory boat and recreational vehicle storage on a 6.68-acre site at 5381 Broadway in the Light Industrial Zoning District, APNs 057-130-029, -031, -032, and -033 (File No. PL23-0002) with the modified condition related the utility undergrounding made by Commissioner Eric Altman, seconded by Commissioner Andrew Goff and CARRIED by a roll call vote.

Ayes: Commissioners Andrew Goff, Eric Altman, Davet Mohammed,

Vice Chair Brando Cruz

Nays: None

Abstain: None

Absent: Chair Crystal Mallare

Excused: None

3. Napa Valley Ruins & Gardens Hotel and Condominiums Vesting Tentative Subdivision Map

Senior Planner William He shared a PowerPoint Presentation

Speakers: Terrance McGrath, McGrath Properties; Will Carlson, CBG Land Surveyors

Vice Chair Cruz opened the Public Hearing

Written Comments: None Oral Comments: Chester Randle was called to speak; Judith Kennedy was called to speak

City Attorney William Ross shared additional information.

Vice Chair Cruz closed the Public Hearing

Action: Motion to adopt Resolution 2023-11 of the Planning Commission of the City of American Canyon, California, recommending the City Council of the City of American Canyon approve a Vesting Tentative Subdivision Map for the Napa Valley Ruins and Gardens Hotel and Condominiums to subdivide a 17.98-acre site into fourteen lots for condominium purposes in the Watson Ranch Specific Plan Mixed-Use Zoning District, APN 059-430-020 and 059-430-021 (File No. PL23-0007) made by Commissioner Davet Mohammed, seconded by Commissioner Eric Altman, and CARRIED by roll call vote.

Ayes: Commissioners Andrew Goff, Eric Altman, Davet Mohammed,
Vice Chair Brando Cruz

Nays: None

Abstain: None

Absent: Chair Crystal Mallare

Excused: None

4. Promontory Subdivision Design Permit and Vesting Tentative Subdivision Map

Senior Planner William He shared a PowerPoint Presentation

Speakers: Steve Reilly, 330 Land; Eric Gellerman, GATES

Vice Chair Cruz opened the Public Hearing

Written Comments: None Oral Comments: Leon Garcia, attending as private citizen was called to speak, Carlotta Sainato was called to speak, Chester Randle was called to speak, Karen Fritz was called to speak.

Community Development Director Brent Cooper shared additional information.

Vice Chair Cruz closed the Public Hearing.

Action: Motion to adopt Resolution 2023-12 of the Planning Commission of the City of American Canyon, California approving a Design Permit for development of 216 single-family homes and 54 junior accessory dwelling units (JADUS) on a 56.94-acre site in the Watson Ranch Specific Plan area, APN 059-030-007 (File No. PL22-0035) with revised

conditions proposed by staff made by Commissioner Andrew Goff, seconded by Commissioner Eric Altman, and CARRIED by roll call vote.

Ayes: Commissioners Andrew Goff, Eric Altman, Davet Mohammed,
Vice-Chair Brando Cruz

Nays: None

Abstain: None

Absent: Chair Crystal Mallare

Excused: None

Action: Motion to adopt Resolution 2023-13 of the Planning Commission of the City of American Canyon, California recommending the City Council of the City of American Canyon, California approve a Vesting Tentative Subdivision Map for development of 216 single-family residential lots and 54 junior accessory dwelling units (JADUS) on a 56.94-acre site in the Watson Ranch Specific Plan area, APN 059-030-007 (File No. PL22-0034) with staff revisions made by Commissioner Andrew Goff, seconded by Commissioner Davet Mohammed, and CARRIED by roll call vote.

Ayes: Commissioners Andrew Goff, Eric Altman, Davet Mohammed,
Vice Chair Brando Cruz

Nays: None

Abstain: None

Absent: Chair Crystal Mallare

Excused: None

MANAGEMENT AND STAFF ORAL REPORTS

5. Active Planning Projects for July

Action: Review Active Planning Projects

Community Development Director Brent Cooper reported on Active Planning Projects including the Crawford Way Residential Project, the public hearing and notice sign notification ordinance, the vehicle miles traveled policy for the comprehensive general plan update, certification of the Housing Element, Paoli Watson Lane Annexation,

COMMISSIONER ITEMS

Commissioners reported on items of interest.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

CERTIFICATION

Respectfully Submitted,

Nicolle Hall, Administrative Technician



TITLE

Public Hearing Notification Ordinance Amendment and Discretionary Project Site Posting Policy

RECOMMENDATION

A Resolution of the Planning Commission of the City of American Canyon, California recommending the City Council of the City of American Canyon approve an Ordinance to amend American Canyon Municipal Code (ACMC) Chapter 19.40.050 to increase hardcopy property owner notification from 300 feet to 500 feet of a proposed project location; and adopt a Discretionary Project Site Posting Policy.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

On October 18, 2022, the City Council and Planning Commission, in a joint meeting, conducted a workshop to discuss the draft Housing Element and City's discretionary development public hearing notification requirements. The public hearing notification workshop reviewed existing state and municipal code notification requirements and outreach practices above and beyond municipal code requirements.

At the conclusion of the public hearing notification workshop, the City Council directed staff to revise the Municipal Code to increase the hardcopy letter notification radius from 300 feet to 500 feet of a proposed project; and require an on-site sign that informs the public that a development application is under review at that location. A copy of the October 18, 2022 public hearing notification workshop staff report is included as Attachment 2. A note on this report informs the reader that the Housing Element component of the staff report has been removed.

Informal Outreach Enhancement

As discussed during the October workshop, staff enhanced outreach efforts by using the GovDelivery email tool. This tool, available to anyone that signs up from the City's website, will receive email updates on many topics. Currently, there are approximately 3,800 email recipients for Community Development Department notifications.

These notifications include:

- Project Information Announcements. The email includes a link to the Project Posted on the City's website with a link to receive public comments.
- Public hearing notices.
- Published Planning Commission and City Council agendas.
- Public hearing reminders.
- "Around Town" newsletters and other periodic notifications.

The enhanced GovDelivery email outreach has yielded much more public input on development projects. Staff responds to each commenter and provides the comment and response to the Planning Commission and City Council as part of the agenda packet.

Municipal Code Update

Early into the development application process, staff mails a hardcopy letter to property owners within 300-feet of a project to inform them that a project application has been submitted and invite their participation in the review process. This letter is sent as a courtesy to enhance neighbors' knowledge of a nearby development project. GovDelivery recipients receive this project introduction letter through an informational email.

When a project is ready for a public hearing, American Canyon Municipal Code (ACMC) Chapter 19.40.050(B)(1)(c) requires staff to mail a hardcopy public hearing notice to property owners within 300-feet of a project to inform them that a public hearing has been scheduled for the project.

Consistent with the City Council direction, staff revised ACMC Chapter 19.40.050(B)(1)(c) to expand hardcopy public hearing notices to property owners from 300 feet to 500 feet of a project location. To be consistent, staff would also expand the hardcopy letter to property owners within 500-feet of a project early into the development application process.

In addition to expanding the public hearing notice requirement to 500 feet, the municipal code revision also includes correcting a few grammatical/typo errors as shown in strikeout/redline text below:

19.40.050 Notice of public hearing.

When a public hearing is required by this chapter, notice of the hearing shall be given in the manner specified in this section.

A. Contents of Notice. A required public hearing notice shall contain at least the date, time, and place of the hearing; the identity of the hearing body, and the nature and location of the application in sufficient detail for a member of the public to be able to understand the nature, intent and scale of the project or request.

B. Method of Noticing. At least ten calendar days before the date of any public hearing, required notice shall be given through all ~~of~~ the following actions:

JUSTIFICATION: Corrects a grammatical error.

1. *Publishing such notice once in a newspaper of general circulation within the city, or if none, in a newspaper of general circulation within the county of Napa; and*
2. *Mailing or delivering notice, postage prepaid, to all ~~of~~ the following:*

JUSTIFICATION: Corrects a grammatical error.

- a. *The property owner,*
- b. *The applicant,*
- c. *The owners of all property within ~~three five hundred (500)~~ feet of the exterior boundaries of the property which is the subject of the application, and*

JUSTIFICATION: Increasing the public notification radius from 300 to 500 feet is consistent with Council direction on October 18, 2022.

- d. *Any person who has filed a written request for such notice ~~;~~*

JUSTIFICATION: Corrects a punctuation error.

3. *For ~~the~~ purposes of this mailed or delivered notice, the last known names and addresses of property owners on the last county assessment roll shall be used. If the number of owners to whom notice would be mailed or delivered is greater than one thousand, a display advertisement of at least one-eighth page in at least one newspaper of general circulation may be published at least ten days prior to the hearing in lieu of mailed or delivered notice. (Ord. 2002-07 Exh. A, 2002; Ord. 2001-02 § 1, 2001).*

JUSTIFICATION: Language simplification.

On-Site Sign Notification

In addition to the expanded hardcopy letter notification and public hearing notice radius, the City Council directed staff to amend the development review procedures to require Development Applicants install a durable sign on their property that announces their proposed development application.

Much like familiar commercial real estate signs we see around town that announce property for sale or lease, the development application sign would need to be large enough to be visible from passing motorists and include contact information and a brief description of the proposal.

Staff reviewed development application signs from Seattle, Toronto, and Vancouver and prepared sign criteria to ensure sufficient information for the sign to be useful. A copy of the signs from each of the three sample cities are included as Attachment 3. Among the three sample cities, staff liked the simple layout of the City of Toronto sign and used it as inspiration for an American Canyon sign template (see Attachment 4). The proposed sign template, which would measure 4 feet tall by 6 feet wide, would include this information:

- A Brief project description with detailed bullet points (i.e.: number of units or square footage,

type of land use).

- Applicant name, phone number, email address.
- Required approvals.
- A picture of the proposed project.
- A map showing the location of the project in relationship to nearby streets and properties.
- Information on how to review the project online.
- The project comment period date.

Administration of the new on-site sign, including maintenance, property location, sign removal, etc. is described in a proposed “Discretionary Project Site Posting Policy.” This policy is included in Attachment 1.

When approved, the sign template would be available on the City's website so local sign fabrication companies can access it to quickly produce development application signs for their clients.

Next Steps:

Following Planning Commission recommendation, staff will forward the amendments to the City Council on September 5, 2023.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

N/A

ENVIRONMENTAL REVIEW

Pursuant to the California Environmental Quality Act (CEQA), the proposed public hearing notification increase from 300 feet to 500 feet and the Discretionary Project Site Posting Policy qualifies for a Categorical Exemption CEQA Guidelines §15061(b)(3) as the public hearing notification procedures have no potential to cause a significant effect on the environment; CEQA Guidelines §15060(c)(2) as a project that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

ATTACHMENTS:

1. [Resolution](#)
2. [CC Report Public Notice Workshop 10.18.22](#)
3. [Sample Notice Signs](#)
4. [Draft Notice Sign](#)

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF AMERICAN CANYON, CALIFORNIA RECOMMENDING THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA APPROVE AN ORDINANCE TO AMEND AMERICAN CANYON MUNICIPAL CODE (ACMC) CHAPTER 19.40.050 TO INCREASE HARDCOPY PROPERTY OWNER NOTIFICATION FROM 300 FEET TO 500 FEET OF A PROPOSED PROJECT LOCATION; AND ADOPT A DISCRETIONARY PROJECT SITE POSTING POLICY

WHEREAS, on October 18, 2022, the City Council and Planning Commission, in a joint meeting conducted a workshop to discuss the City’s public hearing notification requirements for discretionary development; and

WHEREAS, the workshop reviewed existing municipal code notification requirements, State law requirements, and outreach practices above and beyond municipal code requirements; and

WHEREAS, the City Council directed staff to revise the Municipal Code to increase hardcopy public hearing notification radius from 300 feet to 500 feet of a proposed project; and require development project sites to post an on-site sign that informs the public that a development application is under review at that location; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the proposed public hearing notification increase from 300 feet to 500 feet and the Discretionary Project Site Posting Policy qualifies for a Categorical Exemption CEQA Guidelines §15061(b)(3) as the public hearing notification procedures have no potential to cause a significant effect on the environment; CEQA Guidelines §15060(c)(2) as a project that will not result in a direct or reasonably foreseeable indirect physical change in the environment; and

WHEREAS, a duly-noticed public hearing was held by the City of American Canyon Planning Commission on August 24, 2023 on the subject application, at which time all those in attendance were given the opportunity to speak on this proposal, and all comments were reviewed and considered.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of American Canyon recommends the City Council of the City of American Canyon approve an Ordinance to amend American Canyon Municipal Code (ACMC) Chapter 19.40.050(B)(1)(c) to increase property owner hardcopy notification to 500 feet of a proposed project location and correct a couple grammatical/typo errors as shown below:

19.40.050 Notice of public hearing.

When a public hearing is required by this chapter, notice of the hearing shall be given in the manner specified in this section.

A. Contents of Notice. A required public hearing notice shall contain at least the date, time, and place of the hearing; the identity of the hearing body, and the nature and location of the application in sufficient detail for a member of the public to be able to understand the nature, intent and scale of the project or request.

B. Method of Noticing. At least ten calendar days before the date of any public hearing, required notice shall be given through all of the following actions:

JUSTIFICATION: Corrects a grammatical error.

1. Publishing such notice once in a newspaper of general circulation within the city, or if none, in a newspaper of general circulation within the county of Napa; and

2. Mailing or delivering notice, postage prepaid, to all of the following:

JUSTIFICATION: Corrects a grammatical error.

a. The property owner,

b. The applicant,

c. The owners of all property within ~~three~~ five hundred (500) feet of the exterior boundaries of the property which is the subject of the application, and

JUSTIFICATION: Increasing the public notification radius from 300 to 500 feet is consistent with Council direction on October 18, 2022.

d. Any person who has filed a written request for such notice;

JUSTIFICATION: Corrects a punctuation error.

3. For ~~the~~ purposes of this mailed or delivered notice, the last known names and addresses of property owners on the last county assessment roll shall be used. If the number of owners to whom notice would be mailed or delivered is greater than one thousand, a display advertisement of at least one-eighth page in at least one newspaper of general circulation may be published at least ten days prior to the hearing in lieu of mailed or delivered notice. (Ord. 2002-07 Exh. A, 2002; Ord. 2001-02 § 1, 2001).

JUSTIFICATION: Language simplification.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Commission of the City of American Canyon recommends the City Council of the City of American Canyon approve a Discretionary Project Site Posting Policy as shown below:

Discretionary Project Site Posting Policy

Sections:

1. Purpose.
2. Applicability.
3. Definitions.
4. Project Site Posting Criteria.
5. Sign Installation and Maintenance Requirements.
6. Sign Removal.

1 Purpose.

The purpose of the Discretionary Project Site Posting Policy is to enhance transparency by providing physical site information about key elements of a discretionary development application under consideration and invite public comment about the project.

2. Applicability.

The requirements of this policy shall apply to all new discretionary development applications on private property.

3. Definitions.

For purposes of this section, the following terms shall have the following meanings:

“Discretionary Development Application” means any application that is subject to the Review and Approval Procedures described in the American Canyon Municipal Code Chapter 19.40.

“Site” means the parcel or parcels that encompass the boundaries of the discretionary development application.

4. Project Site Posting Criteria.

A. Sign Location.

- i. One sign shall be posted midpoint on the street frontage(s) from which the site is addressed.
- ii. Each sign shall be setback between 5 feet to 10 feet from the property line.
- iii. Each sign shall be located outside the “Controlled Area” triangle at a driveway entrance or street intersection, consistent with City of American Canyon Engineering Standard 3.09.
- iv. Applicants shall call 811 to site any utilities before placing their sign. 811 is a free service managed by Underground Service Alert and available to everyone.

B. Sign Construction.

- i. The sign(s) shall measure 4 feet by 6 feet.
- ii. The sign(s) shall be placed between 7 and 9 feet above grade at the top of the sign, making it accessible for CD Staff to add comment period dates.
- iii. The sign face shall be made of ½ inch plywood or alternative material with equivalent durability.
- iv. Each sign shall be permanently attached to the ground by direct attachment to a rigid wall, frame, or structure.

C. Minimum Sign Content.

- i. Brief project description with detailed bullet points (i.e.: number of units or square footage, type of land use).
- ii. Applicant name, phone number, email address.
- iii. List required approvals.
- iv. Show a picture of the proposed project.
- v. Include a map showing the location of the project in relationship to nearby streets and properties.
- vi. Include information on how to review the project online.
- vii. List the date of the comment period on the project.

Sign Template

The above image represents the applicant's proposal. Submittal may change

Site address: Southeast corner Crawford Way/SR-29 (Broadway)
Applicant: Pensacola Residential, LLC
4957 Allison Parkway, Suite 2
Vacaville, CA 95688
Application # PL23-0003

SIZE
4.28 acres
3 Stories
38 Feet Height

USE
100 townhomes
Includes a 20% State Density bonus
2,654 SF Community Building
23.4 Dwelling Units/Acre

PARKING
200 Resident parking spaces
16 Guest parking spaces
8 Bicycle Parking stalls

For information & to tell us what you think:

WRITTEN LETTER:
William He, Senior Planner
4381 Broadway, Suite 201
American Canyon, CA 94503

ONLINE:
<https://cityofamcan.org/ProjectReview>
Application # PL23-0003

IN PERSON:
A meeting has not yet been scheduled. Details will be posted here and online as they become available.

5. Sign Installation and Maintenance Requirements.

- A. The applicant shall inform staff that they have installed the sign by sending the project manager a photograph of the sign in its installed location.
- B. All signs shall be maintained in good structural condition.
- C. Graffiti and other forms of vandalism shall be repaired within 48 hours of applicant notification.

6. Sign Removal.

The applicant shall remove the public notice sign within 10 calendar days of either:

- A. The project approval effective date;
- B. The project withdrawal date; or
- C. The project denial date.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Planning Commission of the City of American Canyon held on the 24th day of August, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Crystal Mallare, Chair

ATTEST:

APPROVED AS TO FORM:

Nicolle Hall, Administrative Technician

William D. Ross, City Attorney

**TITLE**

6th Cycle Draft Public Review Housing Element Workshop and Review of the Public Hearing Procedure Ordinance

RECOMMENDATION

Adopt a Minute Order authorizing staff to modify the public review draft 6th Cycle Housing Element consistent with public comments, submit the Housing Element to the State Department of Housing and Community Development for the mandatory 90-Day review, and provide staff direction on a potential amendment to the public hearing procedure ordinance.

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS*Public Hearing Notice Requirements*

On October 5, 2022, the City Council directed staff to return with information related to the City's public hearing notification requirements for discretionary development. This direction was provided in response to concerns from the public that hardcopy letter notification is sent to too few property owners and residents.

American Canyon Municipal Code (ACMC) sets forth public hearing procedures in Chapter 19.40.050. These requirements mirror State Law minimum requirements for public hearings:

- California Government Code section 65091(a)(4) requires mailing or delivery to all owners or real property (as shown on the latest equalized assessment roll) within 300 feet of the real property that is the subject of the hearing.
- Government Code section 65090(a) requires notice of the hearing provided in a newspaper of general circulation within the local agency's jurisdiction at least 10 days before the hearing.
- Government Code section 65091(a)(4) states that if the number of owners to whom notice would be mailed or delivered is greater than 1,000, the local agency, in lieu of mailing or delivery, may provide notice by placing a display advertisement of at least one-eighth page in at least one newspaper of general circulation within the local agency in which the proceeding is conducted at least 10 days prior to the hearing.

Public Hearing Notification Survey

Staff reviewed the public hearing requirements from Napa County and several nearby jurisdictions.

- The smaller Napa County jurisdictions require a 300-foot notification. These include Calistoga, St. Helena, and Yountville.

- Fairfield has a 300-foot notification, but they allow the Director to increase the notification to 500 feet. Staff would not recommend this approach because it would place the Director in a position of conflict because there is no objective standard to determine when a wider notification is warranted.
- The Cities of Benicia and Napa have a 500-foot notification standard. However, Napa increases the notification to 750 feet and 1,000 feet until the notification list achieves a minimum of 30.
- Napa County, with low density and a large territory uses a 1,000-foot notification standard.

The survey results are included as Attachment 7.

Sample Notification Map for 300, 500, and 1,000-feet

Any parcel that “touches” the required notification distance will be included in the notification list. Shown in Attachment 8 is an example of a map that depicts a 300-foot, 500-foot, and a 1,000-foot notification distance from the proposed carwash at 3885 Broadway.

As shown on the map, the number of parcels included in each notification list is:

- The 300-foot notification distance encompasses 16 parcels.
- The 500-foot notification distance encompasses 43 parcels.
- The 1,000-foot notification distance encompasses 164 parcels.

Due to varying parcel sizes, every situation will yield different results, however, more parcels will be covered as the size of the notification distance increases.

Additional Notification Practices In Place

In addition to public hearing notice required by the municipal code, staff reaches out to residents to provide information on development application submittals. These include:

- a. The project is added to the Active Development Project list. This list includes all active development applications. Each development project is identified by name, type of application (i.e.: subdivision map, design permit, conditional use permit, etc.), project description, the applicant, address, site acreage, milestone status with dates, and staff project manager. The Active Development Project list is updated monthly. It is made available on the City’s website and included as a standing item on each Planning Commission agenda. A copy of the latest Active Development Project list is included as Attachment 9.
- b. The City’s website includes an interactive map that depicts development projects. This map can be viewed at this link: <https://bit.ly/3evwzWM>.
- c. The City Manager’s Update and Community Development Department “Around Town” newsletter features new development projects.
- d. Staff informs Council when a new development project is submitted during the standing Council meeting agenda item “Management Updates.”
- e. On rare occasions for unusual projects, the Planning Commission and/or City Council will conduct a workshop. This workshop would include a letter sent to property owners within 300 feet of the project.
- f. City Council Resolution 2010-75 encourages development applicants to conduct outreach to neighbors prior to submitting an application to the City. A copy of Resolution 2010-75 is included as Attachment 10.

Potential New Notification Practices

Staff continually innovates public outreach to make it easy for residents to live a busy life and remain aware of important events happening at City Hall. Two new ideas staff is considering is requiring development applicants

to install a durable sign on their property that announces a proposed development application. This sign would need to be large enough to be visible from passing motorists and would include contact information and a brief description of the proposal.

Currently, staff sends a letter to nearby neighbors when a project is newly-submitted. A second idea is to send an electronic copy of this letter to the extensive email distribution list of residents that have requested regular email updates. This information would augment the existing practice of emailing public hearing notices to the email distribution list.

Both these potential new practices would provide notification to a resident regardless of where they live – potentially well beyond any Municipal Code-required public hearing notification radius.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The Housing Element cost is included in the adopted 5-Year Capital Improvement Program. There is no cost associated with the public hearing notification workshop.

ENVIRONMENTAL REVIEW

The draft Housing Element is exempt from the California Environmental Quality Act in accordance with Statutory Exemption 15061(b)(3) as a project that has no potential to cause a significant effect on the environment; CEQA Guidelines § 15060(c)(2) as a project that will not result in a direct or reasonably foreseeable indirect physical change in the environment. This determination applies because the Housing Element would not entitle any new housing because the RHNA will be accomplished by Projects that have already complied with CEQA or are proposed consistent with the existing general plan and zoning designations. A copy of the filed Notice of Exemption is included as Attachment 11.

ATTACHMENTS:

None



Notice

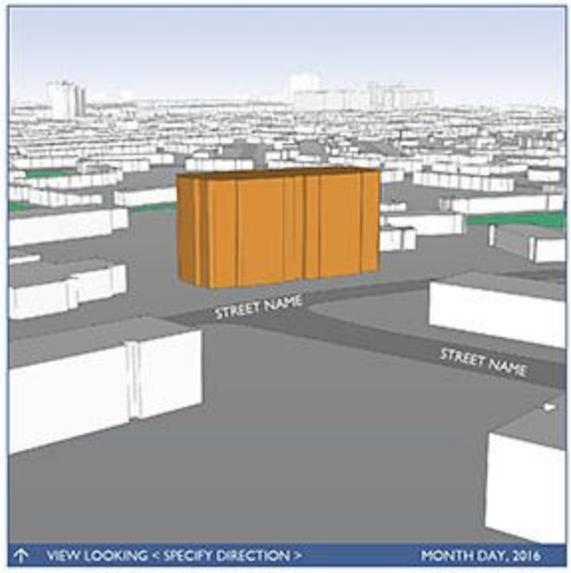
A change has been proposed for this site.

A Development Application has been submitted to amend the Official Plan and Zoning By-law to allow a residential mixed-use building with retail.

Proposal summary:

<p>SIZE</p>	<p>USE</p>	<p>PARKING</p>
<p>XX.X Density XX Storeys XX metres</p>	<p>XXX Residential Units XXX m² Retail</p>	<p>XX Cars XX Bikes</p>

District & Ward: Toronto & East York - Ward 22
Site Address: 123 Any Street and 456 Other Avenue
Applicant: ABC Development Corporation and XYZ Investment Group
Application File #: 15 123456 STE 22 OZ



The above image represents the applicant's proposal as submitted and may change. This rendering was illustrated using the City of Toronto's 3D Massing Model which approximates building envelopes and represents them as stylized "massing". The digital massing model averages the building's exterior and renders it as a simplified block. As a result, angular roofs may be shown as flat planes at the highest point of measurement above the established grade. The 3D Massing Model is available for free at: www.toronto.ca/open

For information & to tell us what you think:



COMMUNITY PLANNER:
 Planner's Name
 416-392-1234
 email@toronto.ca



ONLINE:
www.toronto.ca/aic
 File #: 15 123456 STE 22 OZ

APPLICATION INFORMATION CENTRE



IN PERSON:
 A meeting has not yet been scheduled. Details will be posted here and online as they become available.

PUBLIC MEETING

REZONING APPLICATION

1523 Davie Street (Gabriola Mansion)

DETAILS:

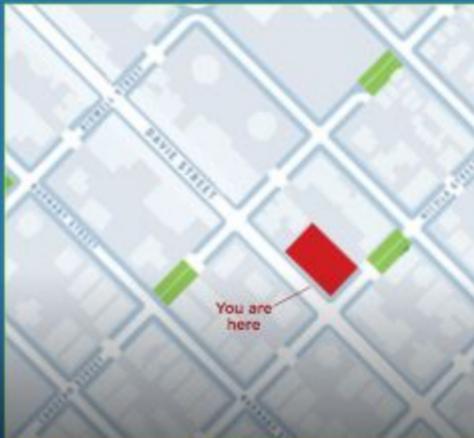
The City of Vancouver has received an application to amend the text of CD-1 (248) (Comprehensive Development) District for 1523 Davie Street (Gabriola Mansion). The proposal includes:

- the preservation and restoration of Gabriola Mansion;
- the conversion of the mansion into 16 market rental units;
- four new infill market rental townhouses to be developed in the northeast corner of the property;
- an increase in FSR from 0.35 to 0.89; and
- no increase in height from the existing CD-1 (248).

APPLICANT: Ankenman Marchand Architects
1645 West 5th Avenue
Vancouver, BC



PROPOSED DEVELOPMENT



LOCATION

What's happening:

Rezoning application submitted

Application review by City staff

Open House:

Best Western Plus Sands
1755 Davie Street

5-8 pm, June 8, 2017

Further application review

Public Hearing:

Information to come

Decision by Council

For more information:
vancouver.ca/rezapps
or phone 3-1-1



A New 7-Story Apartment Building

What is it?

- Units:
- Parking:
- Includes: (Use (if relevant))
- Demo of existing (if relevant)
- No more than 5 bullets

Required Approvals:

- Environmental Review
- Design Review
- Conditional Use

Submit comments to:

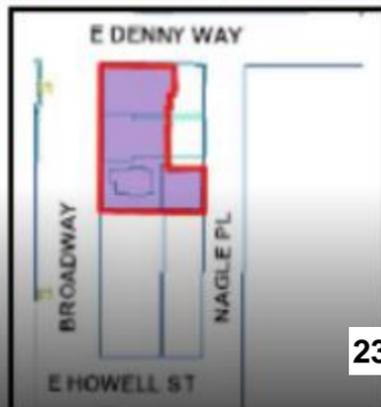
(The comment period may be extended by written request prior to the date below.)

- Email: PRC@seattle.gov
- Mail: SDCI
P.O. Box 34019
Seattle, WA 98124-4019

More Information:

- Online: Enter project number 3000000, 31000000, and 32000000 at www.seattle.gov/dpd/edms
- Phone: (206) 684-8467 (message line)

1830 Broadway



Submit comments by _____.

* All comments are posted on our website in their entirety.



Notice



The above image represents the applicant's proposal. Submittal may change

Site address: Southeast corner Crawford Way/SR-29 (Broadway)

Applicant: Pensacola Residential, LLC
4957 Allison Parkway, Suite 2
Vacaville, CA 95688

Application # PL23-0003

A change is proposed for this site.

A Design Permit Application has been submitted for 100 rental townhomes. The project is subject to vesting rights pursuant to the Housing Crisis Act of 2019 and the State Density Bonus Law.

Proposal Summary:



4.28 acres
3 Stories
38 Feet Height



100 townhomes
Includes a 20% State Density bonus
2,614 SF Community Building
23.4 Dwelling Units/Acre



200 Resident parking spaces
16 Guest parking spaces
8 Bicycle Parking stalls

For information & to tell us what you think:



WRITTEN LETTER:
William He, Senior Planner
4381 Broadway, Suite 201
American Canyon, CA 94503



ONLINE:
<https://cityofamcan.org/ProjectReview>
Application # PL23-0003



IN PERSON:
A meeting has not yet been scheduled. Details will be posted here and online as they become available.



TITLE

Vehicle Miles Traveled (VMT) policy to implement Senate Bill (SB) 743

RECOMMENDATION

Adopt a Resolution of the Planning Commission of the City of American Canyon, California recommending the City Council of the City of American Canyon, California approve a Citywide policy establishing Vehicle Miles traveled (VMT) as the standard of measurement for potential vehicle traffic impacts consistent with the California Environmental Quality Act (CEQA).

CONTACT

Brent Cooper, AICP, Community Development Director

BACKGROUND & ANALYSIS

A project's impact on transportation is one of the key environmental topics reviewed under California Environmental Quality Act (CEQA). When it is determined that a project may have a "significant impact," mitigation measures may be required, such as changes in project scope and scale, or construction of new transportation infrastructure.

Public agencies in California, such as American Canyon have historically attempted to combat traffic congestion by relying on a metric known as "Level of Service" (LOS) standards. Developed in the post-war US specifically for highway travel, the LOS standard assesses the relationship between traffic speed, volume and density, putting a priority on how well automobiles flow through the street network.

Ultimately, the LOS standard has failed to combat congestion in the long run because the short-term convenience of a free-flowing roadway only encourages more people to drive their single occupant automobile to places they need to go. Furthermore, LOS views mobility very narrowly - a single person in a car counts as much as 50 people in a bus, even though 50 people in a single vehicle contribute far less to congestion than 50 people in 50 vehicles. Thus, measuring only the vehicles on a crowded roadway misses the fact that some of those vehicles are causing a congestion problem.

There is also a growing awareness of a connection between LOS standards enforcement and greenhouse gas emissions (GHG) and climate change. The California Air Resources Board (CARB) has documented that transportation is the leading source of GHG pollution in California of which

passenger vehicles represent the largest single source of transportation GHG emissions. Thus, continued emphasis of LOS standards, which favors single occupant automobile use to the exclusion of other more efficient forms of transportation, will lead to greater transportation-related GHG emissions.

With this in mind, in 2013, the State of California Legislature passed, and the Governor signed Senate Bill (SB) 743 (Steinberg). SB 743 seeks to reduce greenhouse gas (GHG) emissions overall by promoting integrated land uses that facilitate transportation through many forms, such as bicycle, walking, transit, and carpooling. American Canyon has been in step with SB 743 by approving the Broadway District Specific Plan (BDSP) in 2019. The BDSP furthers the intent of SB743 by promoting integrated land uses that facilitate transportation through many forms, such as bicycle, walking, transit, and carpooling.

SB 743 also requires local jurisdictions to reduce automobile travel by replacing LOS from transportation analysis under CEQA with Vehicle Miles Traveled (“VMT”), or another measure that “promote(s) greenhouse gas emissions reduction, development of multimodal transportation networks, and a diversity of land uses.”

American Canyon has a long history of promoting multimodal transportation networks, and a diversity of land uses. Examples include the Broadway District Specific Plan, bicycle master plan, pedestrian master plan, and many other "smart growth" policies. The next step to comply with SB 743 is to adopt a VMT standard appropriate to the City of American Canyon. Establishing a VMT standard will further accomplish SB 743 by measuring mobility at a “holistic” level, such as the amount and distance people drive, taking the number of passengers within a vehicle into account.

What does VMT Mean for Life in American Canyon?

Even though LOS is no longer a significant impact from a CEQA perspective, the City’s General Plan includes a Circulation Map of existing and future roadways. Policies that require roadway construction in balance with land use will remain in place along with the City’s Traffic Impact Fee, conditions of approval for frontage improvements, land dedications, and other programs to help fund roadways, traffic calming, sidewalks, trails and mobility infrastructure.

Proposed VMT Standard

GHD prepared a Technical Memorandum that provides supporting documentation for establishing an appropriate VMT Threshold in the City of American Canyon. A copy of the Technical Memorandum is included as Exhibit A to Attachment 1. The GHD Technical Memorandum uses the framework suggested by the Governor’s Office of Planning and Research (OPR) in its Technical Advisory on Evaluating Transportation Impacts in CEQA.

The City’s Traffic Model calculates the existing rate of residential VMT per capita to be 16.6 miles and the existing daily rate of VMT per employee is estimated to be 34.1 miles. The VMT policy would require new development to improve the existing citywide VMT rate by 19 percent. The 19

percent citywide standard was selected because it is consistent with the California Air Resources Board (CARB) 19 percent reduction target in per capita greenhouse gas emissions from passenger vehicles by 2035, when compared to 2005 for the nine-county San Francisco Bay Area region. Once adopted, this VMT threshold standard will apply to all General Plan amendments, long-range plans, discretionary development applications, and transportation projects.

Proposed VMT Standard Exemptions

State law allows exemptions to certain development projects that, by their nature, reduce VMT by the citywide 19 percent citywide standard. The VMT policy lists these projects and it is shown below:

- Any project exempt from CEQA.
- Any project entitled under the terms of a Development Agreement currently in effect.
- Any project consistent with a Program EIR for which a VMT analysis has been conducted.
- Any Project located within ½ mile of an existing major transit stop or an existing stop along a high-quality transit corridor (CEQA Guidelines section 15064.3(b)(1)) (OPR Technical Advisory).
- Housing affordable to residents earning up to 120% of the Napa County Area Median Income (AMI) shall be presumed to have a less-than-significant impact. (OPR Technical Advisory)
- A local-serving retail/service or recreational project with a documented trade area up to 6 miles. (OPR Technical Advisory)
- A mixed-use project will have each component independently apply the significance threshold for each project type (residential /retail). An off-site trip reduction may be calculated using the Institute of Transportation Engineer’s (ITE’s) internal capture methodology. (OPR Technical Advisory)

The following screening criteria shall exempt City-initiated Transportation projects from a VMT analysis:

- Projects addressed at a programmatic level, such as in a Regional Transportation Plan EIR, whose impacts have been mitigated to less-than-significant. (CEQA Guidelines Section 15064.3(b))
- Rehabilitation, maintenance, replacement, safety, and repair projects on existing transportation assets (e.g., highways; roadways; bridges; culverts; Transportation Management System field elements such as cameras, message signs, detection, or signals; tunnels; transit systems; and assets that serve bicycle and pedestrian facilities) that do not add additional motor vehicle capacity.
- Roadside safety devices or hardware installation such as median barriers and guardrails.
- Roadway shoulder enhancements to provide “breakdown space,” dedicated space for use only by transit vehicles, to provide bicycle access, or to otherwise improve safety, but which will not be used as automobile vehicle travel lanes.
- Auxiliary lane additions to improve roadway safety if less than one mile in length.
- Traffic lane installation, removal, or reconfiguration not for through traffic, such as left, right,

and U-turn pockets, two-way left turn lanes, or emergency breakdown lanes that are not utilized as through lanes.

- Roadway capacity addition on local or collector streets when the project substantially improves pedestrian, cyclist, and, if applicable, transit conditions.
- General-purpose lane (including ramps) conversion to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel.
- Addition of a new permanently restricted transit vehicle lane.
- Reduction in number of through lanes.
- Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles.
- Traffic control device installation, removal, or reconfiguration, including Transit Signal Priority (TSP) features.
- Traffic metering system installation, detection systems, cameras, changeable message signs and other electronics designed to optimize vehicle, bicycle, or pedestrian flow.
- Signal timing to optimize vehicle, bicycle, or pedestrian flow.
- Roundabout or traffic circle installation.
- Traffic calming device installation or reconfiguration.
- Adoption of or increase in tolls.
- Addition of tolled lanes, where tolls are sufficient to mitigate VMT increase.
- New transit service initiation.
- Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes.
- Off-street or on-street parking space removal or relocation.
- On-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs) adoption or modification. Traffic wayfinding signage.
- Rehabilitation and maintenance projects that do not add motor vehicle capacity.
- Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way.
- Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel.
- Installation of publicly available alternative fuel/charging infrastructure.
- Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor.

Amendments to VMT Screening Criteria Exemptions

The VMT CEQA Screening Criteria exemptions listed above are intended to identify most, but not all potential exemptions. To give flexibility to accommodate additional exemptions that are warranted, the VMT policy includes a process to consider development applications and transportation project exemptions. These are listed below:

Interpretation for General Plan, Long-range Plans, and Discretionary Development Applications:

Interpretation of VMT exemptions for project types not specifically listed above shall be conducted by the Community Development Director or designee, consistent with the process codified in American Canyon Municipal Code Section 19.01.120 Interpretation.

Interpretation for City-Initiated Transportation Projects: Interpretation of VMT exemptions for project types not specifically listed above shall be conducted by the Public Works Director or designee consistent with the process codified in American Canyon Municipal Code Section 19.01.120 Interpretation.

Staff recognizes that the science and policy related to VMT will evolve over time. The proposed VMT policy adds an administrative amendment process when there are changes required by State Law, such as the California Environmental Quality Act or other legislation. These administrative changes would revise the VMT policy to keep it current by incorporated State Law changes into the VMT Screening Exemption Resolution by reference.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

ENVIRONMENTAL REVIEW

The VMT Policy is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21065 (definition of a CEQA "project"), CEQA Guidelines Section 15064.7 (requirements for adopting thresholds of significance), and CEQA Guidelines Section 15061(b)(3) (commonsense exemption), CEQA Guidelines Section 15307 Actions by Regulatory Agencies for Protection of Natural Resources, and CEQA Guidelines Section 15308 Actions by Regulatory Agencies for Protection of the Environment. CEQA Guidelines Section 15307 and 15308 are applicable because the proposed VMT Policy will fulfill the City's implementation of SB 743 which is intended to address climate change impacts that pose an immediate and growing threat to California's economy, environment, and public health.

ATTACHMENTS:

[1. VMT Resolution](#)

[1.1 Tech Memo - Supporting Materials for VMT Thresholds_Draft for City review](#)

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF AMERICAN CANYON, CALIFORNIA RECOMMENDING THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON, CALIFORNIA APPROVE A CITYWIDE POLICY ESTABLISHING VEHICLE MILES TRAVELED (VMT) AS THE STANDARD OF MEASUREMENT FOR POTENTIAL VEHICLE TRAFFIC IMPACTS CONSISTENT WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

WHEREAS, the California Environmental Quality Act (CEQA) was enacted by the State of California in 1970 to ensure the long-term protection of the environment and requires public agencies to analyze and disclose the effects of their actions on the environment; and

WHEREAS, in spite of more than 50 years of CEQA regulation, climate change caused in part by policies that favor the single occupant automobile represents a growing danger to human health, safety, economic prosperity, basic services, and natural resources; and

WHEREAS, the State of California as a whole, and Napa County residents, the economy, and environment have experienced adverse effects associated with climate change, such as a prolonged wildfire seasons and firestorms, rising temperatures, mudslides, severe droughts, property destruction and damage to infrastructure; and

WHEREAS, American Canyon has a long history of supporting policies to protect the environment. In 2013, American Canyon’s Energy Efficiency Climate Action Plan (EECAP) was the first Climate Action Plan adopted in Napa County; and

WHEREAS, on June 18, 2019, the City Council approved a Countywide Commitment to Address Climate Change Proclamation declaring the City’s support of local actions to address climate change including joining the Napa Countywide Climate Action Committee (CAC); and

WHEREAS, in July 2019, the City approved the Broadway District Specific Plan, which furthers the intent of SB743 by promoting integrated land uses that facilitate transportation through many forms, such as bicycle, walking, transit, and carpooling; and

WHEREAS, on November 16, 2021, the City Council approved a Climate Emergency Proclamation; and

WHEREAS, on February 1, 2022, the City Council approved a Climate Emergency Resolution; and

WHEREAS, public agencies in California have historically attempted to combat traffic congestion by relying on a metric known as “Level of Service” (LOS) standards. Developed in the post-war US specifically for highway travel, the LOS standard assesses the relationship between traffic speed, volume and density, putting a priority on how well automobiles flow through a street network; and

WHEREAS, the LOS standard fails to combat congestion in the long run because it considers all vehicles equally: a single person in a car counts as much as 50 people in a bus, even though 50 people in a single vehicle contribute far less to congestion than 50 people in 50 vehicles. The convenience of a short term free-flowing roadway only encourages more single occupant automobiles. Thus, measuring only the vehicles on a crowded roadway misses the fact that some of those vehicles are causing a real problem; and

WHEREAS, policies, such as LOS that prioritize use of the single occupant automobile result in expensive road improvements and encourage urban sprawl to the detriment of other mobility alternatives, such as walking, biking, and transit; and

WHEREAS, according to the California Air Resources Board (CARB), emphasis on prioritizing single-occupant automobile convenience has resulted in transportation as the leading source of GHG pollution in California of which passenger vehicles represent the largest single source of transportation GHG emissions in California; and

WHEREAS, in 2013, the State of California Legislature passed, and Governor Brown signed Senate Bill (SB) 743 (Steinberg). SB 743 helps reduce greenhouse gas (GHG) emissions overall by promoting integrated land uses that facilitate transportation through many forms, such as bicycle, walking, transit, and carpooling; and

WHEREAS, in furtherance of its intent, Senate Bill 743 directs OPR to produce CEQA guidance for cities to reduce automobile travel by replacing LOS from transportation analysis under CEQA with Vehicle Miles Traveled (“VMT”), or another measure that “promote(s) greenhouse gas emissions reduction, development of multimodal transportation networks, and a diversity of land uses”; and

WHEREAS, the California Office of Planning and Research (OPR) develops CEQA Guidelines to interpret CEQA statutes and published court decisions, including several appendices to the CEQA Guidelines that contain forms and guidance for lead agencies when performing environmental review; and

WHEREAS, public agencies are encouraged to develop standards and procedures to implement CEQA Guidelines, such as replacing LOS from transportation analysis under CEQA with VMT by adopting local CEQA thresholds of significance; and

WHEREAS, California cities, as of July 1, 2020, began implementing the new law on applicable projects.; and

WHEREAS, State law allows lead agencies to set VMT thresholds of significance based either on local or regional per capita averages; and

WHEREAS, effective October 1, 2018, the California Air Resources Board (CARB) target for the nine-county San Francisco Bay Area region is a 19 percent reduction in per capita greenhouse gas emissions from passenger vehicles by 2035, when compared to 2005; and

WHEREAS, when a public agency develops a local threshold of significance, CEQA Guidelines require the threshold of significance be adopted through a public review process and supported by substantial evidence; and

WHEREAS, establishing a VMT standard will further accomplish SB 743 by measuring mobility at a “holistic” level, such as the amount and distance people drive, taking the number of passengers within a vehicle into account; and

WHEREAS, General Plan Goal 1U directs the City to “Conduct decisive near-term action to reduce greenhouse gas emissions in American Canyon”; and

WHEREAS, General Plan Policy 1.37.4 directs the City to “Reduce vehicle miles travelled by encouraging future land uses that feature a compact mixed-use urban form connected with pedestrian and bicycle trails”; and

WHEREAS, adopting a VMT policy will fulfill General Plan goals and policies to reduce GHG emissions and bring the City of American Canyon’s transportation analysis methodology in line with State and City goals pursuant to Senate Bill 743 and the General Plan; and

WHEREAS, CEQA Guidelines Section 15064.7(b) directs the City to adopt thresholds of significance based on substantial evidence by ordinance, resolution, rule or regulation through a public process; and

WHEREAS, on behalf of the City, GHD prepared a Technical Memorandum that provides supporting documentation for appropriate VMT Thresholds in the City of American Canyon; and

WHEREAS, the GHD Technical Memorandum would establish the City follow the framework suggested by the Governor’s Office of Planning and Research (OPR) in its Technical Advisory on Evaluating Transportation Impacts in CEQA; and

WHEREAS, the City’s Traffic Model, as prepared by GHD, calculates the existing rate of residential VMT per capita is estimated to be 16.6 miles and the existing daily rate of VMT per employee is estimated to be 34.1 miles; and

WHEREAS, a duly-noticed public hearing was held by the City of American Canyon Planning Commission on August 24, 2023 on the subject application, at which time all those in attendance were given the opportunity to speak on this proposal, and all comments were reviewed and considered.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of American Canyon recommends the City Council of the City of American Canyon accept the Technical Memorandum prepared by GHD that provides supporting documentation for appropriate VMT Thresholds in the City of American Canyon. A copy of the Technical Memorandum is incorporated into this Resolution as Exhibit A.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Commission of the City of American Canyon recommends the City Council of the City of American Canyon approve a Senate Bill (SB) 743 California Environmental Quality Act (CEQA) VMT Policy as follows:

SECTION 1: CEQA FINDINGS

The VMT Policy is exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to Public Resources Code Section 21065 (definition of a CEQA “project”), CEQA Guidelines Section 15064.7 (requirements for adopting thresholds of significance), and CEQA Guidelines Section 15061(b)(3) (commonsense exemption), CEQA Guidelines Section 15307 Actions by Regulatory Agencies for Protection of Natural Resources, and CEQA Guidelines Section 15308 Actions by Regulatory Agencies for Protection of the Environment. CEQA Guidelines Section 15307 and 15308 are applicable because the proposed VMT Policy will fulfill the City’s implementation of SB 743 which is intended to address climate change impacts that pose an immediate and growing threat to California’s economy, environment, and public health.

SECTION 2: BASELINE VEHICLE MILES TRAVELLED (VMT)

The VMT for the General Plan, long-range plans, discretionary development applications, and transportation projects shall be evaluated in relation to the City of American Canyon Average VMT which is 16.6 miles per resident and 34.1 miles per employee.

SECTION 3. CEQA VMT THRESHOLDS

The VMT threshold of significance shall be 19% below the Citywide average. Unless exempt as described in this Resolution, this VMT threshold standard shall apply to all General Plan amendments, long-range plans, discretionary development applications, and transportation projects.

SECTION 4. CEQA LAND USE VMT SCREENING CRITERIA EXEMPTIONS

The following screening criteria shall exempt General Plan, long-range plans, and discretionary development applications from a VMT analysis:

TYPE	SCREENING CRITERIA
CEQA Exemption	Any project exempt from CEQA.
Development Agreement	Any project entitled under the terms of a Development Agreement currently in effect.
Program Environmental Impact Report (EIR)	Any project consistent with a Program EIR for which a VMT analysis has been conducted.
Near transit station	Any Project located within ½ mile of an existing major transit stop or an existing stop along a high-quality transit corridor (CEQA Guidelines section 15064.3(b)(1)) (OPR Technical Advisory)
Affordable Housing	Housing affordable to residents earning up to 120% of the Napa County Area Median Income (AMI) shall be presumed to have a less-than-significant impact. (OPR Technical Advisory)
Local-Serving Retail/Service/Recreational Land Use	A local-serving retail/service or recreational project with a documented trade area up to 6 miles. (OPR Technical Advisory)
Mixed-Use Projects	Evaluate each mixed-use component independently and apply the significance threshold for each project type (residential /retail). An off-site trip reduction may be calculated using the Institute of Transportation Engineer’s (ITE’s) internal capture methodology. (OPR Technical Advisory)

SECTION 5. CEQA LAND USE VMT SCREENING CRITERIA EXEMPTIONS

The following screening criteria shall exempt City-initiated Transportation projects from a VMT analysis:

TYPE
<ul style="list-style-type: none">• Projects addressed at a programmatic level, such as in a Regional Transportation Plan EIR, whose impacts have been mitigated to less-than-significant. (CEQA Guidelines Section 15064.3(b))• Rehabilitation, maintenance, replacement, safety, and repair projects on existing transportation assets (e.g., highways; roadways; bridges; culverts; Transportation Management System field elements such as cameras, message signs, detection, or signals; tunnels; transit systems; and assets that serve bicycle and pedestrian facilities) that do not add additional motor vehicle capacity.• Roadside safety devices or hardware installation such as median barriers and guardrails.• Roadway shoulder enhancements to provide “breakdown space,” dedicated space for use only by transit vehicles, to provide bicycle access, or to otherwise improve safety, but which will not be used as automobile vehicle travel lanes.• Auxiliary lane additions to improve roadway safety if less than one mile in length.• Traffic lane installation, removal, or reconfiguration not for through traffic, such as left, right, and U-turn pockets, two-way left turn lanes, or emergency breakdown lanes that are not utilized as through lanes.• Roadway capacity addition on local or collector streets when the project substantially improves pedestrian, cyclist, and, if applicable, transit conditions.• General-purpose lane (including ramps) conversion to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel.• Addition of a new permanently restricted transit vehicle lane.• Reduction in number of through lanes.• Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles.• Traffic control device installation, removal, or reconfiguration, including Transit Signal Priority (TSP) features.• Traffic metering system installation, detection systems, cameras, changeable message signs and other electronics designed to optimize vehicle, bicycle, or pedestrian flow.• Signal timing to optimize vehicle, bicycle, or pedestrian flow.• Roundabout or traffic circle installation.• Traffic calming device installation or reconfiguration.• Adoption of or increase in tolls.• Addition of tolled lanes, where tolls are sufficient to mitigate VMT increase.• New transit service initiation.• Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes.• Off-street or on-street parking space removal or relocation.• On-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs) adoption or modification.

TYPE
<ul style="list-style-type: none"> • Traffic wayfinding signage. • Rehabilitation and maintenance projects that do not add motor vehicle capacity. • Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way. • Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel. • Installation of publicly available alternative fuel/charging infrastructure. • Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor.

SECTION 6. AMENDMENTS TO CEQA LAND USE VMT SCREENING CRITERIA EXEMPTIONS

The VMT CEQA Screening Criteria exemptions listed in Section 4 and 5 of this Resolution are intended to identify most, but not all potential exemptions.

Interpretation for General Plan, Long-range Plans, and Discretionary Development Applications: Interpretation of VMT exemptions for project types not specifically listed above shall be conducted by the Community Development Director or designee, consistent with the process codified in American Canyon Municipal Code Section 19.01.120 Interpretation.

Interpretation for City-Initiated Transportation Projects: Interpretation of VMT exemptions for project types not specifically listed above shall be conducted by the Public Works Director or designee consistent with the process codified in American Canyon Municipal Code Section 19.01.120 Interpretation.

Administrative Modification: Amendments to VMT Screening Criteria exemptions by State Law, including but not limited to the California Environmental Quality Act (Public Resources Code §§21000 et seq.) shall be incorporated into the VMT Screening Exemption Resolution by reference.

SECTION 7. SEVERABILITY. If any section, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Planning Commission recommends the City Council declare that it would have passed this Resolution and adopted this Resolution and each section, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the Planning Commission of the City of American Canyon held on the 24th day of August, 2023, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Crystal Mallare, Chair

ATTEST:

APPROVED AS TO FORM:

Nicolle Hall, Administrative Technician

William D. Ross, City Attorney



DRAFT Technical Memorandum

July 18, 2023

To	Brent Cooper, City of American Canyon	Email	bcooper@cityofamericancanyon.org
From	Don Hubbard and Colin Burgett, GHD	Project No.	11207243
Project Name	American Canyon General Plan Update		
Subject	Supporting Documentation for VMT Thresholds Resolution		

1. Introduction

SB 743 changed the way that transportation impacts are to be evaluated under CEQA. The key change was that vehicle delay, as measured using vehicular level-of-service (LOS), is no longer considered an impact under CEQA. It has been replaced as a metric with vehicle-miles traveled (VMT), with increases in VMT being considered a significant impact under CEQA.

The change in how transportation impacts are to be assessed has triggered a need for the City to develop thresholds of significance compatible with the new system. The consulting team has worked with City staff to develop these thresholds. The purpose of this memo is to document the key elements of the thresholds.

2. State Reduction Targets

SB 375 assigned the task of setting regional targets for greenhouse gas (GHG) emission reductions from passenger vehicles to the California Air Resources Board (CARB). These targets are based on extensive analysis by CARB on what actions are needed for different sectors (transportation, energy generation, building energy use, etc.) for the state to reach its GHG reduction goals. CARB has set a target reduction for GHGs from passenger vehicles in the MTC/ABAG region at a 19% reduction by 2035¹. Based on the substantial evidence provided by CARB, we can assume that if future developments in American Canyon generate 19% fewer VMT/unit than the corresponding existing units, then those developments will have a less-than-significant VMT impact.

3. Analysis of VMT Impacts of Residential, Office and Industrial Developments

The choice of which baseline to use for VMT evaluation is left to the lead agency. The VMT generated by new projects could, for example, be compared to the existing regional average, or the existing county-wide average, or the existing local (city-wide) average. In this case we recommend that new

¹ See: <https://ww2.arb.ca.gov/our-work/programs/sustainable-communities-program/regional-plan-targets>

developments in American Canyon be compared to existing developments in American Canyon. The recommendation to use a local average is based on the fact that the community character and physical characteristics of American Canyon are so different from the most populous parts of the MTC region (San Jose, San Francisco, Oakland, etc.) that using a regional average dominated by the largest jurisdictions would not be an apples-to-apples comparison. Moreover, so long as each jurisdiction in the region makes a 19% reduction from its existing uses, the aggregate result for the region as a whole would meet the State's goals. Regarding the development types being evaluated, we recommend that the City follow the framework suggested by the Governor's Office of Planning and Research (OPR) in its Technical Advisory on Evaluating Transportation Impacts in CEQA²:

- Residential developments should be evaluated using VMT/capita as the metric. This includes trips of all types where one end of the trip is the traveler's residence (work commute trips, shopping trips, school trips, etc.).
- Office and industrial developments should be evaluated using VMT/employee as the metric. This VMT is for the employees' own trips to work, and does not include trips made by other people to the employee's worksite.

GHD utilized the American Canyon Travel Demand Model (ACTDM), incorporating U.S. Census data relevant to work commute patterns, and regional trip length data relevant to VMT attributable to trips outside the model area, to estimate the average existing rates of residential VMT per Capita, and non-residential VMT per Employee, and the associated thresholds:

Residential VMT (attributable to homes in American Canyon):

Residential VMT	/ Population	=	Existing VMT/Capita	*	19% reduction	=	Threshold VMT/Capita
381,468	22,959		16.6		81%		13.5

The residential VMT is the sum of the VMT attributable to all home-based trip productions to/from dwelling units located in American Canyon, incorporating the distance for each trip from the distance matrix in the model. This includes VMT taking place outside the area of the model's traffic analysis zones. These outer areas are represented with external links representing the average distance trips to/from American Canyon make in their respective directions.

Employment VMT (attributable to work trips to/from jobs in American Canyon):

Employment VMT	/ Jobs	=	Existing VMT/Job	*	19% reduction	=	Threshold VMT/job
151,916	4,442		34.2		81%		27.7

The employment VMT is the sum of all home-based work trips to and from places of employment in American Canyon. This includes VMT taking place outside the area of the model's traffic analysis zones (trips to and from homes located in other jurisdictions outside of the City and model area). These outer areas are represented with external links representing the average distance trips from the outer areas to work sites in American Canyon.

4. Analysis of VMT Impacts of Retail & Hotel Developments

Retail, hotel and service developments need to be handled somewhat differently for other types of non-residential land uses, such as office or industrial buildings. This is because they attract trips from customers, patrons, or visitors in addition to commute trips made by their own employees. These two components of the traffic generated by retail and service uses need to be handled separately:

² See: https://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

- ***VMT attributable to retail, hotel and service employees should be evaluated in the same manner as for office or industrial uses.*** That is, the average automobile commute lengths should be compared to the target reduction from the city-wide average rate of VMT/job.
- ***VMT attributable to retail customers should be assessed based on the anticipated net change in total regional VMT attributable to customer trips to/from the proposed development.*** OPR recommends that the impact of visitor/customer trips for retail uses be assessed based on whether overall VMT for the region increases or decreases as a result of the development. For local-serving retail and service developments, a presumption may be made that visitor trips to these uses will be short trips that substitute for longer trips to a more distant store of a similar type. The International Council of Shopping Centers has developed a classification system for retail developments of various sorts³ and performed research into the trade area size of each (see Table 1). Based on this information, we have determined that Community Centers, Neighborhood Centers, and Strip/Convenience Centers are local-serving and can be presumed to have less-than-significant VMT impacts. Other types of retail developments would require quantitative assessment of their trade area to determine their VMT impacts.
- ***VMT attributable to hotel guests should be assessed in a similar manner as retail customers, based on whether total VMT for the region would increase as a result of guest VMT attributable to the hotel development.*** Most hotels provide lodging for guests that, in the absence of a proposed new hotel, would simply stay at another hotel or lodging facility in the area. The assessment of VMT attributable to hotel guests should therefore be based on the net effect of the proposed hotel location, compared to the VMT that would be generated by those guests if they stayed at other lodging options in the area..

5. Analysis of VMT Impacts of Transportation Projects

Transportation projects serve trips but do not generate them the way that land development projects do. They may, however, increase VMT by inducing more or longer vehicle trips than would have taken place if the project were not constructed. OPR recommends that the VMT impacts of a transportation project should be considered significant if the project results in a net increase in regional VMT. This can be determined using the City's traffic model. However, model analysis are not needed for certain types of projects that OPR has determined are not likely to lead to a measurable and substantial effect on VMT⁴. These include:

- Projects addressed at a programmatic level, such as in a Regional Transportation Plan EIR, whose impacts have been mitigated to less-than-significant. (CEQA Guidelines Section 15064.3(b))
- Rehabilitation, maintenance, replacement, safety, and repair projects on existing transportation assets (e.g., highways; roadways; bridges; culverts; Transportation Management System field elements such as cameras, message signs, detection, or signals; tunnels; transit systems; and assets that serve bicycle and pedestrian facilities) that do not add additional motor vehicle capacity.
- Roadside safety devices or hardware installation such as median barriers and guardrails.
- Roadway shoulder enhancements to provide "breakdown space," dedicated space for use only by transit vehicles, to provide bicycle access, or to otherwise improve safety, but which will not be used as automobile vehicle travel lanes.

³ See: https://www.icsc.com/uploads/research/general/US_CENTER_CLASSIFICATION.pdf

⁴ See: https://opr.ca.gov/docs/20190122-743_Technical_Advisory.pdf

- Auxiliary lane additions to improve roadway safety if less than one mile in length.
- Traffic lane installation, removal, or reconfiguration not for through traffic, such as left, right, and U-turn pockets, two-way left turn lanes, or emergency breakdown lanes that are not utilized as through lanes.
- Roadway capacity addition on local or collector streets when the project substantially improves pedestrian, cyclist, and, if applicable, transit conditions.
- General-purpose lane (including ramps) conversion to managed lanes or transit lanes, or changing lane management in a manner that would not substantially increase vehicle travel.
- Addition of a new permanently restricted transit vehicle lane.
- Reduction in number of through lanes.
- Grade separation to separate vehicles from rail, transit, pedestrians or bicycles, or to replace a lane in order to separate preferential vehicles (e.g., HOV, HOT, or trucks) from general vehicles.
- Traffic control device installation, removal, or reconfiguration, including Transit Signal Priority (TSP) features.
- Traffic metering system installation, detection systems, cameras, changeable message signs and other electronics designed to optimize vehicle, bicycle, or pedestrian flow.
- Signal timing to optimize vehicle, bicycle, or pedestrian flow.
- Roundabout or traffic circle installation.
- Traffic calming device installation or reconfiguration.
- Adoption of or increase in tolls.
- Addition of tolled lanes, where tolls are sufficient to mitigate VMT increase.
- New transit service initiation.
- Conversion of streets from one-way to two-way operation with no net increase in number of traffic lanes.
- Off-street or on-street parking space removal or relocation.
- On-street parking or loading restrictions (including meters, time limits, accessible spaces, and preferential/reserved parking permit programs) adoption or modification.
- Traffic wayfinding signage.
- Rehabilitation and maintenance projects that do not add motor vehicle capacity.
- Addition of new or enhanced bike or pedestrian facilities on existing streets/highways or within existing public rights-of-way.
- Addition of Class I bike paths, trails, multi-use paths, or other off-road facilities that serve non-motorized travel.
- Installation of publicly available alternative fuel/charging infrastructure.
- Addition of passing lanes, truck climbing lanes, or truck brake-check lanes in rural areas that do not increase overall vehicle capacity along the corridor.

Table 1: U.S. Shopping Center Classifications and Trade Area Size

U.S. Shopping-Center Classification and Characteristics												
Type of Shopping Center	Concept	Center Count	Aggregate GLA (Sq. Ft.)	% Share of Industry GLA	Average Size (Sq. Ft.)	Typical GLA Range (Sq. Ft.)	Acres	# of Anchors	% Anchor GLA	Typical Number of Tenants	Typical Type of Anchors	Trade Area Size
General-Purpose Centers		112,520										
Super-Regional Mall	Similar in concept to regional malls, but offering more variety and assortment.	620	778,336,548	10.2%	1,255,382	800,000+	60-120	3+	50-70%	NA	Full-line or junior department store, mass merchant, discount department store and/or fashion apparel store.	5-25 miles
Regional Mall	General merchandise or fashion-oriented offerings. Typically, enclosed with inward-facing stores connected by a common walkway. Parking surrounds the outside perimeter.	600	353,795,548	4.7%	589,659	400,000-800,000	40-100	2+	50-70%	40-80 stores	Full-line or junior department store, mass merchant, discount department store and/or fashion apparel store.	5-15 miles
Community Center ("Large Neighborhood Center")	General merchandise or convenience-oriented offerings. Wider range of apparel and other soft goods offerings than neighborhood centers. The center is usually configured in a straight line as a strip, or may be laid out in an L or U shape, depending on the site and design.	9,776	1,930,849,736	25.4%	197,509	125,000-400,000	10-40	2+	40-60%	15-40 stores	Discount store, supermarket, drug, large-specialty discount (toys, books, electronics, home improvement/furnishings or sporting goods, etc.)	3-6 miles
Neighborhood Center	Convenience oriented.	32,588	2,340,711,371	30.8%	71,827	30,000-125,000	3-5	1+	30-50%	5-20 stores	Supermarket	3 miles
Strip/Convenience	Attached row of stores or service outlets managed as a coherent retail entity, with on-site parking usually located in front of the stores. Open canopies may connect the store fronts, but a strip center does not have enclosed walkways linking the stores. A strip center may be configured in a straight line, or have an "L" or "U" shape. A convenience center is among the smallest of the centers, whose tenants provide a narrow mix of goods and personal services to a very limited trade area.	68,936	911,202,922	12.0%	13,218	< 30,000	<3	Anchor-less or a small convenience-store anchor.	NA	NA	Convenience store, such as a mini-mart.	<1 mile
Specialized-Purpose Centers		3,275										
Power Center	Category-dominant anchors, including discount department stores, off-price stores, wholesale clubs, with only a few small tenants.	2,258	990,416,667	13.0%	438,626	250,000-600,000	25-80	3+	70-90%	NA	Category killers, such as home improvement, discount department, warehouse club and off-price stores	5-10 miles
Lifestyle	Upscale national-chain specialty stores with dining and entertainment in an outdoor setting.	491	164,903,247	2.2%	335,852	150,000-500,000	10-40	0-2	0-50%	NA	Large format upscale specialty	8-12 miles
Factory Outlet	Manufacturers' and retailers' outlet stores selling brand-name goods at a discount.	367	87,368,113	1.2%	238,060	50,000-400,000	10-50	NA	NA	NA	Manufacturers' and retailers' outlets	25-75 miles
Theme/Festival	Leisure, tourist, retail and service-oriented offerings with entertainment as a unifying theme. Often located in urban areas, they may be adapted from older--sometimes historic--buildings and can be part of a mixed-use project.	159	23,498,769	0.3%	147,791	80,000-250,000	5-20	Unspecified	NA	NA	Restaurants, entertainment	25-75 miles
Limited-Purpose Property		62										
Airport Retail	Consolidation of retail stores located within a commercial airport	62	15,452,860	0.2%	249,240	75,000-300,000	NA	NA	NA	NA	No anchors; retail includes specialty retail and restaurants	NA
Total Industry		115,857										
Total Industry	Traditional + Specialty + Special Purpose	115,857	7,596,535,781	100.0%	65,568							

Sources: ICSC Research and CoStar Realty Information, Inc. (www.costar.com)



**City of American Canyon
Active Community Development Projects
August 2023**

Project Applications Under Review						
No.	Project Name	Applicant	Description	Location/Area	Application Status	Planner
1.	SDG 220 Conditional Use Permit (PL23-0017)	SDG Commerce 220, LLC	Conditional Use Permit for a 220,000 square foot wine warehouse.	1055 Commerce Court 10.17 acres	8/3/23 Application submitted	William He
2.	Napa Junction Solar Farm and RV Parking Lot Line Adjustment (PL23-0016)	RH Hess Development	A lot line adjustment to merge parcels for a minor utility solar farm with RV parking.	5381 Broadway 2.4 acres	7/28/23 Application submitted	William He
3.	G3 Enterprises Pre Application (PL23-0015)	G3 Enterprises c/o Steve Lay	Respond to entitlement questions to modify the existing approvals for the Napa Airport Commerce Center (NACC)	Southeast corner Devlin Road/S. Kelly Road 30.28 acres	7/28/23 Application submitted	William He
4.	Harvest Minor Modification (PL23-0014)	DR Horton	Enhance home elevations in visible locations.	Northeast corner Marcus Way/Rio Del Mar East 27.17 acres	7/21/23 Application submitted 8/7/23 Application approved	William He
5.	SDG 220 Preapplication (PL23-0013)	SDG Commerce 220, LLC	Prepare a traffic study memorandum of assumptions for a 220,000 square foot wine warehouse.	1055 Commerce Court 10.17 acres	5/22/23 Application submitted 6/9/23 Comments to applicant	William He
6.	Crown Hill Minor Modification (PL23-0012)	Crown Hill Stone Supply, LLC	Construct a 4,800 square foot storage building.	650 Green Island Road 5.88 acres	5/22/23 Application submitted 6/13/23 Comments to applicant	William He

7.	PG&E Regional Center Monopole (PL23-0011)	Pacific Gas and Electric	Design Permit for a 60-foot tall monopole.	500 Boone	4/12/23 Application submitted 4/21/23 Comments to applicant 7/12/23 Application resubmitted 8/11/23 Third submittal	William He
8.	Lemos Pointe Apartments Emergency Generator (PL23-0010)	Pacific West Communities, Inc.	Minor Modification for a 200 KW emergency generator.	Northwest corner Rio Del Mar/Loop Road 6.77 acres	4/7/23 Application submitted 4/25/23 Comments to applicant 5/1/23 Revised application submitted 6/2/23 Comments to applicant 8/8/23 Application approved	William He
9.	NVR&G Tentative Subdivision Map (PL23-0007)	McGrath Properties American Canyon	Tentative subdivision map to subdivide the proposed hotel and 30 condominiums.	Southeast corner Rolling Hills/Rio Del Mar East 18 acres	3/23/23 Application submitted 4/18/23 Comments to applicant 5/10/23 Application resubmitted 7/27/23 PC recommended approval 8/15/23 CC Hearing	William He
10.	5555 Broadway Design Permit (PL23-0006)	Intersection	Exterior tenant and site monument sign.	5555 Broadway 7.04 acres	3/8/23 Application submitted 4/6/23 Comments to applicant 6/27/23 Application resubmitted	William He

Project Applications Under Review						
No.	Project Name	Applicant	Description	Location/Area	Application Status	Planner
11.	5555 Broadway Sign Program (PL23-0005)	Intersection	Cosmetic improvements and outdoor storage uses at the rear of the property.	5555 Broadway 7.04 acres	3/8/23 Application submitted 4/6/23 Comments to applicant 6/28/23 Application resubmitted	William He
12.	Crawford Way Multifamily Residential (PL23-0003)	Yeh Area Group	A 100-unit Townhome style apartment homes with sixteen 3-story buildings including a mix of 68 two-bedroom and 32 three-bedroom units.	Northwest corner Crawford Way/SR-29 4.276 acres	1/25/23 Application submitted 2/27/23 Comments to applicant 7/19/23 Application resubmitted 8/16/23 Comments to applicant	William He
13.	Napa Junction Solar Farm and RV Parking (PL23-0002)	RH Hess Development	A Design Permit for a minor utility solar farm with RV parking.	5381 Broadway 2.4 acres	1/20/23 Application submitted 7/27/23 PC approved	William He
14.	Paintball Jungle Preapplication (PL22-0036)	Paintball Jungle	Pre-staff review in advance of submitting a Conditional Use Permit for the Paintball Jungle.	2 Eucalyptus Drive 14 acres	12/28/22 Application submitted 2/15/23 Staff Site Visit 3/2/23 Comments to applicant	William He
15.	Promontory at Watson Ranch Subdivision, Design Permit, and Specific Plan Amendment (PL22-0033-PL22-0035)	330 Land Company LLC	Entitlements for construction of 216 single family homes, 54 deed-restricted accessory dwelling units, and a 6-acre park.	Northwest corner Newell Drive/Rio Del Mar East 27 acres residential 6 acres park	12/16/22 Application submitted 7/27/23 PC recommended approval 8/15/23 CC Hearing scheduled	William He
16.	Ibarra Terminal Conditional Use Permit (PL22-0032)	Ibarra Trucking	Convert an existing residential site into a trucking office with equipment and vehicle storage.	1190 Green Island Road 1.56 acres	12/6/22 Application submitted 12/16/22 Comments to applicant	William He
17.	Napa Junction Mini-Storage Design Permit (PL22-0031)	RH Hess Development	Redevelop and industrial site into a mini-warehouse project.	4484 Hess Drive 8.41 acres	11/10/22 Application submitted 11/16/22 Applicant placed project on Hold	William He

Project Applications Under Review						
No.	Project Name	Applicant	Description	Location/Area	Application Status	Planner
18.	Watson Ranch Lot 8 Subdivision (PL22-0024)	American Canyon I, LLC	Development of 25 single-family residential lots in a 2.17-acre site in Watson Ranch	North of Watson Ranch Lot 10 (Harvest) Subdivision 2.17 acres	9/16/22 Application submitted 9/23/22 Comments to applicant 6/5/23 Applicant placed project on hold	William He
19.	Watson Ranch Specific Plan Amendment (PL22-0023)	American Canyon I, LLC	Refinement to the Watson Ranch Specific Plan	North of Vintage Ranch 309 acres	8/26/22 Application submitted 11/16/22 Comments to applicant 12/2/22 Applicant response 12/6/22 Comments to applicant 4/17/23 Application resubmitted 5/25/23 PC Review Completed 6/7/23 OSATS Review 8/15/23 CC Review	Brent Cooper
20.	Giovannoni Logistics Center Development Agreement (PL22-0018)	Buzz Oates Construction	Proposed Development Agreement to extend the term of proposed entitlements	East and West of Devlin Road, north of Green Island Road 200 acres	8/1/22 Application submitted 9/1/22 Application on hold pending entitlement approvals	Brent Cooper
21.	PG&E Regional Center Traffic Impact Fee Revision (PL22-0025)	Corporate Real Estate Strategy & Services	A proposed reduction in traffic impact fees based on a change to the project operations.	500 Boone Drive 24.51 acres	7/15/22 Application submitted 9/15/22 Comments to applicant 10/18/22 Application resubmittal 2/6/23 Comments to applicant	William He
22.	Residences at Napa Junction (PL22-0011)	American Canyon Ventures LLC	453 multi-family rental dwellings with associated parking and amenities.	1000 Reliant Way 15 acres	5/2/22 Application submitted 6/1/22 Comments to applicant 7/22/22 Application resubmitted 8/19/22 Comments to applicant 1/11/23 Application resubmitted 2/9/23 Comments to applicant 7/11/23 30-Day NOP Issued	William He

Project Applications Under Review						
No.	Project Name	Applicant	Description	Location/Area	Application Status	Planner
23.	Element 7 Cannabis Business Permit (PL19-0008)	Element 7	Construct a 7,000 square foot building for Cannabis manufacturing, distribution, and non-storefront retail (Delivery) business.	1300 Green Island Road	4/10/19 Application submitted 9/29/20 Application on Hold 9/20/21 Applicant confirmed Hold status	Brent Cooper
24.	Reesan Live, Inc. Cannabis Business Permit (PL19-0024)	Reesan Live, Inc.	Construct an 82,328 sqft 2-story warehouse for cannabis cultivation, manufacturing, distribution and nonstorefront retail delivery.	834 Green Island Road	8/16/19 Application submitted. 4/1/20 Project on Hold 9/20/21 Applicant confirmed Hold status	Brent Cooper

Major Building/Grading Permits					
Project Name	Description	Location	Area	Status	Staff Liaison
1. Hampton Inn Improvement Plans (DV23-0002)	Site improvements for a 3-story, 106 room Hampton Inn Hotel.	3443 Broadway	2.52 acres	1/24/23 Application submitted 3/17/23 Comments to applicant	Edison Bisnar
2. Napa Valley Ruins and Gardens Building Retrofit (BP23-0010)	Level 1 and level 2 retrofit of Buildings 2, 3, 4, 5, 7 at the American Canyon Ruins.	Southwest corner Rio Del Mar East/Rolling Hills Drive	29 acres	1/4/23 Application submitted 1/20/23 Comments to applicant	Joshua Anderson
3. Oat Hill Residential Building Plan Check (BP22-0733)	Plan check for the 15-Unit Apartment Building	Western terminus Napa Junction Road	N/A	1/11/23 Application submitted 2/8/23 Comments to applicant 4/14/23 Permit resubmitted	Joshua Anderson
4. Oat Hill Residential Building Plan Check (BP22-0736)	Plan check for the 18-Unit Apartment Building	Western terminus Napa Junction Road	N/A	1/11/23 Application submitted 2/8/23 Comments to applicant 4/14/23 Permit resubmitted	Joshua Anderson
5. Oat Hill Residential Improvement Plan (DV22-0005)	Precise grading, utilities for the Oat Hill Residential Project	Western terminus Napa Junction Road	N/A	12/8/22 Application submitted 1/5/23 Comments to applicant	Edison Bisnar
6. SDG 217 Warehouse Building Permit (BP22-0436)	Building Permit for a 217,294 sqft warehouse	1075 Commerce Ct	10.38 acres	8/18/22 Application submitted 4/10/23 Permit issued	Joshua Anderson
7. Napa Cove Improvement Plans and Grading (DV22-0001)	Grading and Improvement plans for the Napa Cove Apartment project.	3787 Broadway	3.48 acres	1/18/22 Application submitted 2/4/22 First Plan check 3/21/22 Grading permit approved	Edison Bisnar
8. Napa Cove Building Permits (BP22-0017, 0018, 0019)	Building Permits for the Napa Cove Apartment Project	3787 Broadway	3.48 acres	1/19/22 Application submitted 2/1/22 First Plan check 3/21/22 Permits issued	Joshua Anderson
9. PG&E Regional Center Improvement Plans (DV21-0018)	Improvement plans for the PG&E Regional Center	500 Boone Drive	24.5 acres	10/19/21 Application submitted 12/01/21 First Plan Check 01/13/22 Second Plan Check 02/14/22 Third Plan Check 02/22/22 Improvement Plans Approved	Edison Bisnar

Major Building/Grading Permits					
Project Name	Description	Location	Area	Status	Staff Liaison
10. Watson Ranch Lot 10 Rough grading and Subdivision Improvement Plans (DV21-0014, 0015)	Rough grading and site improvements for WRSP Lot 10	Northeast corner Marcus Road/Rio Del Mar East	27.17 acres	11/08/21 Application submitted 12/08/21 First Plan Check 01/03/22 Second Submittal 01/13/22 Second Plan Check 01/21/22 Third Submittal 1/24/22 Rough Grading Permit approved	Edison Bisnar
11. Watson Ranch Lot 10 Model Home Building Permits (BP21-0522, 0523)	Model Homes for Watson Ranch Lot 10	Northeast corner Marcus Road/Rio Del Mar East	27.17 acres	12/02/21 Application submitted 12/20/21 First Plan Check 02/10/22 Second Submittal 2/18/22 Second Plan Check 4/5/22 Applicant Submittal 4/7/22 Permit approved 9/2/22 Deferred Submittal 9/7/22 Permit approved	Joshua Anderson
12. Lemos Pointe Building Permit (BP21-0291 – BP21-0298)	186 modular affordable apartment units	Northwest corner Marcus Road/Rio Del Mar East	6.7 acres	6/28/21 Application submitted 11/23/21 Building Permits issued	Joshua Anderson
13. Lemos Pointe Grading Permit (DV21-0007)	Rough grading for the Lemos Point Apartment Project	Northwest corner Loop Road/Rio Del Mar	6.7 acres	6/9/21 Application submitted 8/9/21 Application approved.	Edison Bisnar
14. Watson Ranch Lot 14/15 (Artisan) Model Home Building Permits (BP21-0513, 0514, 0515)	Model Homes for Watson Ranch Lot 14/15.	Northern terminus of Summerwood	11.97 acres	11/30/21 Application submitted 5/4/22 Permits approved 9/1/22 Permits issued 5/30/23 15 homes finalized	Joshua Anderson

Major Building/Grading Permits					
Project Name	Description	Location	Area	Status	Staff Liaison
15. Fume Commercial Cannabis Will Serve (DV20-0014)	Extend reclaimed water line to supply irrigation demand of the project.	180 Klamath Court	1.37 acres	12/16/20 Will serve and wastewater study received 1/28/21 PC approved the CUP 3/26/21 Will Serve comments to the applicant.	Edison Bisnar
16. Canyon Estates (DV18-0023)	Improvement plans, grading plans, potable water pump station plans and Final Map.	Northeast corner Silver Oak/ Newell Drive	35 acres	10/31/18 Applicant submitted 4/17/19 3 rd submittal received 5/22/19 Pump station submittal received 6/13/19 Grading and Improvement Plan Comments to applicant 7/14/20 Preconstruction meeting 3/19/21 Preconstruction meeting 3/22/21 Begin Construction 11/10/22 Civil Improvements are 95% complete	Edison Bisnar
17. Copart (DV20-0008)	Grading permit for an auto storage lot and office building Conditional Use Permit PL18-0019.	1587 and 1660 Green Island Road	20 acres	4/23/20 On-site private wastewater treatment system application submitted to the County 5/12/22 Grading Permit approved 11/10/22 Civil Improvements are 75% complete	Edison Bisnar
18. Home2Suites Building Permit (BP19-0499)	Building permit for 102 room hotel.	3701 Main Street	2.0 acres	12/3/19 Application submitted 8/9/22 BP Issued	Interwest

Major Building/Grading Permits					
Project Name	Description	Location	Area	Status	Staff Liaison
19. Home2Suites Will Serve and Improvement Plan (DV19-0015)	Will serve application and improvement plans for a 102-room hotel.	3701 Main Street	2.0 acres	9/5/19 Will Serve Application submitted 5/25/20 Improvement Plan Application submitted 4/5/22 Council approved fee reimbursement request 8/10/22 2 nd Change Plan Approved	Edison Bisnar
20. PG&E Regional Center Improvement Plans (DV21-0018)	Turner Construction	Improvement plans for the PG&E Regional Center	500 Boone 24.5 acres	10/19/21 Application submitted 2/23/22 Improvement Plans approved	Edison Bisnar
21. Single Family Home Improvement Plans (DV21-0019)	Hoi Wong	Improvement plan for a new single-family home.	219 Rio Del Mar 0.66 acres	11/17/21 Application submitted 5/12/22 Second Plan Check comments 9/23/22 Applicant explained project is on Hold for the winter	Edison Bisnar

Major City-Initiated Projects					
Project Name	Description	Location	Area	Status	Staff
1. Public Hearing and Property Sign Notification Ordinance	Require on-site project notification signage when discretionary application is submitted and expand public hearing notification.	Citywide	N/A	6/1/23 Drafting Ordinance and Implementation resolution 8/24/23 PC Workshop review	Brent Cooper
2. Comprehensive General Plan Update	Review and update to bring the General Plan into conformance with current State standards and community values	Citywide	N/A	7/1/19 Drafting a Request for Proposal (RFP) 1/13/22 Modified “fast-track” technical update scope approved 6/7/22 City Council NOP approved 9/1/22 Administrative draft elements reviewed by staff 3/15/23 Administrative draft EIR received.	Brent Cooper
3. Smoke-Free Multi-unit Housing Ordinance	Amending Municipal Code Chapter 9.04 “Neighborhood Preservation” to prohibit smoking in any dwelling and common area of a multi-unit residence in the City of American Canyon	Citywide	N/A	12/7/21 CC Presentation by Napa Youth Council 11/15/23 City Manager update 5/2/23 CC Approved 1 st Reading 5/16/23 CC Approved 2 nd Reading 6/15/23 Ordinance effective	Brent Cooper

Major City-Initiated Projects					
Project Name	Description	Location	Area	Status	Staff
4. Paoli/Watson Lane Annexation (PL19-0003)	General Plan Amendment, rezoning, and annexation of the Paoli/Watson Lane Property.	Southeast of Paoli Loop/SR-29	80 acres	9/5/17 City Council authorization to proceed 5/28/20 City received a Property Owner notice of intent to circulate a petition to annex the Paoli Loop/Watson Lane Property. 5/16/22 Annexation efforts returned to City initiated. Consultant preparing CEQA scope documents. 9/7/22 NOP Comment period begins 9/21/22 NOP Workshop 3/14/23 45-Day EIR Review period begins. Ends on 4/28/23. 4/27/23 PC EIR Workshop 5/1/23 Preparing Response to Comments 8/24/23 Tentative PC Hearing	City Manager

Major Regional Projects					
Project Name	Description	Location	Area	Status	Staff Liaison
1. Napa Valley Transportation Authority 2045 Countywide Transportation Plan	Update the 2015 NVTA Countywide Plan with new mobility priorities for the next 25 years.	Napa County	N/A	8/19 Project Kick-off 9/19 – 01/20 Public Input 01/21 Drafting the Plan	Alberto Esqueda (NVTA)
2. Regional Working Group on Climate Change	Countywide Working Group to evaluate efforts to adopt policies that will combat climate change.	Countywide	N/A	Most recent meeting: 6/30/23	Leon Garcia Mark Joseph
3. Napa Valley Transportation Authority Highway 29 PID Study	Project Initiation Document (PID) for Highway 29 through American Canyon	American Canyon	N/A	10/4/21 NVTA and American Canyon workshop 2/16/22 NVTA Board of Directors voted to remove the six-lane option from future study. 1/12/23 NVTA conducting environmental review over the next 1-2 years	Danielle Schmitz (NVTA)
4. Napa County Airport Land Use Compatibility Plan Update	Napa County Airport Land Use Compatibility Plan Update and associated CEQA documentation	Napa County Airport Compatibility Zones	N/A	January 2021 Board of Supervisors initiated Airport Land Use Compatibility Plan update 12/13/22 County selects aviation consultant Mead and Hunt 2/1/23 First working group meeting 4/12/23 Second meeting 6/22/23 Third meeting	Brent Cooper