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# City of Sebastopol

Mayor  
 Sarah Glade Gurney  
City Council  
 Una Glass, Vice  
 Mayor  
 John Eder  
 Robert Jacob  
 Patrick Slayter

City Manager/City  
 Attorney  
 Larry McLaughlin  
 City Clerk  
 Mary Gourley

Meeting Date:  
To:  
From:  
Subject:

Meeting of March 15, 2016  
 Mayor and City Council  
 Kenyon Webster, Planning Director  
 Traffic and Air Quality Studies, Piazza Hotel Project, 6828, 6826,  
 6824 Depot Street

Recommendation:  
Funding:

Authorize City Manager to Approve Agreement for Study  
 Currently Budgeted: \_\_\_ Yes \_\_\_ No x N/A  
 Net General Fund Cost:  
 If Cost to Other Fund(s),

Agenda Report Reviewed by:  
 City Manager/City Attorney *[Signature]*

Introduction: This staff report recommends that the Council authorize the City Manager to approve an agreement with W-Trans for traffic and air quality impact analysis for the proposed 65-room Piazza Hospitality hotel project.

Background: Piazza Hospitality Group has filed a Preliminary Review application for a hotel including restaurant, meeting room, and other space at the former 'Diamond Lumberyard' site. The Design Review Board provided feedback on the project at their March 2 meeting, and the Planning Commission is scheduled to review the project on April 26.

Staff determined that given the project scope, traffic and air studies are appropriate prior to making a CEQA determination. W-Trans is preparing a similar study for the Barlow Hotel project, and has submitted a proposal (attached) for the Piazza project. The cost of that work would be paid for by the applicant.

Attachment: W-Trans Proposal



February 25, 2016

Mr. Kenyon Webster  
Planning Director  
City of Sebastopol  
714 Johnson Street  
Sebastopol, CA 95472

## **Sebastopol Hotel Circulation, Parking and Air Quality Study Proposal**

Dear Mr. Webster;

As requested, W-Trans is pleased to present this proposal to prepare a traffic impact study and air quality study for the proposed Sebastopol Hotel project on the block bounded by Petaluma Avenue/McKinley Street/Born Street/Depot Street in the City of Sebastopol.

### **Traffic Analysis (W-Trans)**

Note: The study area and analysis peak periods will be the same as the Barlow Hotel Traffic Study. Since construction is currently in progress near the SR 12/Morris Street intersection, the existing counts used in the previous Barlow Hotel Traffic Study will be utilized for this effort.

### **Vehicle Traffic Impact Analysis**

1. A site visit of the proposed project site will be conducted to review existing field conditions.
2. Detailed development plans will be obtained for use in determining the project's circulation patterns and anticipated trip generation. The trip generation for the project will be determined based on standard rates published by ITE in the most recently available edition of Trip Generation Manual, as well as use-specific data provided by the applicant.
3. The trip distribution assumptions for the project will be based on potential trip origin/destinations from the Barlow Hotel Traffic Study.
4. Collision rates will be updated based on the most recent period available. Existing Conditions narrative will be updated as necessary.
5. One future cumulative horizon scenario will be recalculated for the study intersections and roadway segments based on a new list provided by the City. Future intersection level of service conditions will be calculated and summarized similar to Existing Conditions.
6. The updated project trips will be added to the Existing and Future scenarios in order to determine Existing plus Project and Future plus Project volumes. Operational results for these scenarios will be determined and presented in the same manner as described for Existing Conditions.
7. The impacts of the project will be compared with City standards set for in the Transportation Element Policy P.16. Conditions which exceed these standards will be noted and necessary and feasible mitigation measures will be identified.

### **Parking Evaluation**

8. The proposed on-site vehicle and bicycle parking supply will be evaluated using the same methodology as presented in the Barlow Hotel Traffic Study.

### **Pedestrian, Bicycle and Transit Assessment**

9. Adequacy of facilities for pedestrians and bicyclists will be evaluated, including addressing connectivity to nearby attractions including the Joe Rodota and West County Trails. The City's Bicycle and Pedestrian Master Plan will be considered in this assessment.

10. The adequacy of accessibility to transit services will be evaluated. The study will re-examine the adequacy of safe pedestrian routes to transit stops.

### **Site Access and Circulation**

11. Site access and circulation will be evaluated including the following issues:

- Location of parking
- Parking access in relation to intersections
- Pedestrian and bicycle accessibility including potential conflict with vehicle access
- Operation of any loading areas

### **Reports**

12. An administrative draft report that provides all details of the analysis, summary tables, and recommendations will be prepared and submitted for your review.
13. Based on a consolidated set of comments provided by City staff, a second draft report will be prepared for final review and comments.
14. Final comments will be addressed and a final report will be submitted.

### **Meetings and Coordination**

15. Coordination including meetings at City offices and phone communication will be completed as needed.
16. The project manager will attend one hearing.

### **Air Quality/Greenhouse Gas Assessment (Illingworth & Rodkin)**

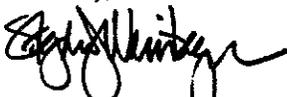
17. Air Quality Analyst. The Air Quality/Greenhouse Gas Assessment will be completed similar to the Barlow Hotel Traffic Analysis.

### **Schedule and Budget**

The draft report can be submitted for your comments within approximately three to five weeks following receipt of your authorization to proceed. Our services will be conducted on a time and materials basis at the rates indicated on the enclosed sheet. Monthly invoices will be provided electronically unless a hard copy via mail is requested. The estimated maximum fee for this work is \$14,750 which includes \$9,500 for W-Trans services and \$5,250 for Illingworth & Rodkin.

This proposal will remain a firm offer for 90 days from the date of this letter. Thank you for contacting W-Trans for these services. Please feel free to call me if you have any questions.

Sincerely,



Steve Weinberger, PE, PTOE  
Principal

SJW/sjw/SEB043.P1

Enclosures: W-Trans Fee Estimate and 2016 Fee Schedule

## Sebastopol Hotel Traffic Impact Study W-Trans Fee Estimate

| <i>Task</i>                     | <i>HOURS BY STAFF MEMBER</i> |                |                    |                | <i>Total Hours</i> |
|---------------------------------|------------------------------|----------------|--------------------|----------------|--------------------|
|                                 | <i>Steve Weinberger</i>      | <i>Sam Lam</i> | <i>Tech/ Admin</i> | <i>Misc</i>    |                    |
| Traffic Counts                  | 0                            | 0              | 0                  | \$0            | 0                  |
| Vehicle Traffic Impact Analysis | 5                            | 9              | 8                  | \$130          | 22                 |
| Parking Evalaution              | 2                            | 2              | 2                  | \$0            | 6                  |
| Ped/Bike/Transit                | 2                            | 0              | 0                  | \$0            | 2                  |
| Site Access and Circulation     | 2                            | 4              | 0                  | \$0            | 6                  |
| Reports                         | 7                            | 8              | 9                  | \$0            | 24                 |
| Meetings/Coordination           | 4                            | 0              | 0                  | \$0            | 4                  |
| Air Quality                     | 0                            | 0              | 0                  | \$5,250        | 0                  |
|                                 | <b>22</b>                    | <b>23</b>      | <b>19</b>          | <b>\$5,380</b> | <b>64</b>          |

| <i>Task</i>                     | <i>FEE AT HOURLY RATES INDICATED</i> |                |                |                |                 |
|---------------------------------|--------------------------------------|----------------|----------------|----------------|-----------------|
|                                 | <i>\$235</i>                         | <i>\$100</i>   | <i>\$100</i>   | <i>LS</i>      | <i>TOTAL</i>    |
| Traffic Counts                  | \$0                                  | \$0            | \$0            | \$0            | \$0             |
| Vehicle Traffic Impact Analysis | \$1,175                              | \$900          | \$800          | \$130          | \$3,005         |
| Parking Evalaution              | \$470                                | \$200          | \$200          | \$0            | \$870           |
| Ped/Bike/Transit                | \$470                                | \$0            | \$0            | \$0            | \$470           |
| Site Access and Circulation     | \$470                                | \$400          | \$0            | \$0            | \$870           |
| Reports                         | \$1,645                              | \$800          | \$900          | \$0            | \$3,345         |
| Meetings/Coordination           | \$940                                | \$0            | \$0            | \$0            | \$940           |
| Air Quality                     | \$0                                  | \$0            | \$0            | \$5,250        | \$5,250         |
|                                 | <b>\$5,170</b>                       | <b>\$2,300</b> | <b>\$1,900</b> | <b>\$5,380</b> | <b>\$14,750</b> |



## Fee Schedule

### 2016 Staff Billing Rates

| Position                   | Billing Rate (per hour) |
|----------------------------|-------------------------|
| Principal                  | \$200 – \$240           |
| Associate Principal        | \$180 – \$200           |
| Senior Engineer/Planner    | \$160 – \$180           |
| Engineer/Planner           | \$125 – \$145           |
| Associate Engineer/Planner | \$110 – \$125           |
| Assistant Engineer/Planner | \$90 – \$110            |
| Technician/Administrative  | \$85 – \$90             |
| Intern                     | \$30 – \$80             |
| Field Technician           | \$20 – \$40             |

### 2016 Expense Charges

| Item                  | Charge        |
|-----------------------|---------------|
| Mileage               | \$0.59/mile*  |
| Services and Expenses | 10% surcharge |

These rates are valid for work initiated prior to December 31, 2016. Work initiated after January 1, 2017, and any subsequent year may be billed at the revised rates established for that year.

\* Mileage charge will be based on the IRS Standard Mileage Rate (set at \$0.54 for January through June 2016) plus 10 percent, rounded to the nearest cent.