



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

August 22, 2023

SUBJECT: Consideration to Approve Task Order #8 with Raney Planning and Management, Inc. to Provide Planning and Environmental Services for the 507 SR 65 Gas Station Conditional Use Permit and Site Plan and Design Review Project

PREPARED BY: Bill Zenoni, City Manager

Recommendation

Staff recommends that the Wheatland City Council consider approval of the attached Task Order #8 with Raney Planning and Management, Inc. to conduct the necessary tasks required to provide planning and environmental services for the 507 SR 65 Gas Station Conditional Use Permit (CUP) and Site Plan and Design Review Project (see Attachment 1). This action does not include any recommendations on the project itself. The proposed project will be brought to the Wheatland Planning Commission for review and consideration at a future date.

Background

The proposed project site is located at 507 State Route 65 on an approximate 2-acre undeveloped parcel. The project would include the development of a fuel canopy for a nine-island gas station, a 3,000 square foot convenience store and a 1,600 square foot quick-serve restaurant with a drive-thru. The project will require approval of a conditional use permit and site plan and design review.

Discussion

Acting as an extension of City staff, Raney Planning and Management, Inc. will review the application for completeness, assist with agency consultation, prepare staff reports and attend any required meetings and public hearings. The attached Task Order authorizes Raney Planning and Management, Inc. (the consultant) to perform the following tasks to process this project application:

- Project Initiation
- Planning Services
- Environmental Services
- Project Management

Please see Attachment 2 for a detailed Scope of Work.

Fiscal Impact

None. The costs of this review will be entirely funded by the project applicant.

Conclusion

Based on the information contained in the staff report, staff recommends that the Wheatland City Council approve the attached Task Order #8, authorizing Raney Planning and Management Inc. to process the 507 SR 65 Gas Station Conditional Use Permit and Site Plan and Design Review Project and authorize the City Manager to sign Task Order #8.

Attachments

1. Consultant Task Order
2. Project Scope of Work

TASK ORDER #8

507 State Route 65 Gas Station CUP and Site Plan and Design Review Project

Date: July 19, 2023

Owner: City of Wheatland
Bill Zenoni
111 C Street, Wheatland, CA 95692
bzenoni@wheatland.ca.gov

Consultant: Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834
(916) 372-6100
timraney@raneymanagement.com
Tim Raney, President

Original Project Contract: Wheatland Planning Services Contract (May 16, 2022)

Project Funding Source: Project Applicant

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

Fee (Not to Exceed): Estimate of \$63,672

Scope:

Please see Attachment 2 for a complete scope of work.

Raney will complete the following tasks to provide planning and environmental services for the 507 SR 65 Gas Station CUP and Site Plan and Design Review Project.

1. Project Initiation;
2. Planning Services
 - a. Application Review;
 - b. Agency Coordination (including preparation of AB 52/SB 18 letters);
 - c. Preparation of Staff Reports, Findings, and Resolutions; and
 - d. Preparation of Public Noticing.
3. Environmental Services
 - a. Preparation of Administrative Draft IS/MND;
 - i. Preparation of Air Quality and GHG Emissions Analysis;

- ii. Health Risk Assessment;
 - b. Preparation of Public Review IS/MND;
 - c. Preparation of MMRP;
 - d. Response to Comments; and
4. Attend Meetings and Hearings.

Payment and Invoicing Procedures

Invoicing and Payment is per Professional Services Agreement executed on May 16, 2022.

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

City of Wheatland

Dated: _____

Title: City Manager

Print Name: Bill Zenoni

Signature: _____

Consultant: _____

Dated: _____

Title: _____

Print Name: _____

Signature: _____

ATTACHMENT 2

SCOPE OF WORK

507 STATE ROUTE 65 GAS STATION CONDITIONAL USE PERMIT AND SITE PLAN AND DESIGN REVIEW PROJECT

Please find below Raney's scope of work, schedule, and budget for the 507 State Route (SR) 65 Gas Station Conditional Use Permit (CUP) and Site Plan and Design Review project.

PROJECT UNDERSTANDING

The project site is located at 507 SR 65 in the City of Wheatland, California. The approximately two-acre project site (APN 015-490-018) is undeveloped with scattered trees. Surrounding existing uses include single-family residences to the north; Union Pacific Railroad (UPRR) tracks, single-family residences, and commercial uses to the east, across SR 65; undeveloped land and single-family residences to the south; and single-family residences to the west, across Malone Avenue. The City of Wheatland General Plan designates the site as Commercial (C) and the project site is zoned as Heavy Commercial (C-3).

The proposed project would include the development of a fuel canopy for a nine-island gas station, a 3,000-square foot (sf) convenience store, and a 1,600-sf quick-serve restaurant with a drive-through. The gas station would include six fuel islands with 12 pumps stations and three diesel islands with six pumps stations. A total of 27 parking spaces would be included throughout the site and site access would be provided by two new driveways from SR 65 and Malone Avenue. The project will require the approval of a CUP and Site Plan and Design Review.

APPROACH

Raney's approach to environmental and planning services is to act as an extension of City staff to review the application for completeness, assist with agency consultation, prepare staff reports, and attend meetings and public hearings. Raney will coordinate extensively with City Departments to ensure a complete a thorough review of the application.

Based on Raney's preliminary analysis of the proposed project and conversations with the City, Raney proposes to prepare an Initial Study/Mitigated Negative Declaration (IS/MND) to analyze the potential environmental effects associated with the proposed project. The IS/MND will be prepared using the checklist contained in Appendix G of the CEQA Guidelines and the standard City of Wheatland format. Raney anticipates that the potential impacts will be less-than-significant; therefore, the appropriate CEQA document will be an IS/MND. Raney will work closely with City staff throughout the preparation of the IS/MND and determination of appropriate findings. The IS/MND will provide a discussion of the impacts related to implementation of the proposed project.

TECHNICAL SCOPE OF SERVICES

Raney proposes to perform the following tasks for the provision of planning services and preparation of the IS/MND for the proposed project:

TASK 1 PROJECT INITIATION/KICK-OFF MEETING	\$1,750
TASK 2 PLANNING SERVICES	\$8,000
Task 2.1 Application Review	\$2,135
Task 2.2 Agency Coordination (Including Preparation of AB 52/SB 18 Letters).....	\$1,740
Task 2.3 Staff Reports, Findings, and Resolutions.....	\$3,835
Task 2.4 Prepare Public Noticing	\$290
TASK 3 ENVIRONMENTAL SERVICES	\$21,710
Task 3.1 Prepare Administrative Draft IS/MND	\$7,770
Task 3.1.a Air Quality and GHG Analysis	\$2,910
Task 3.1.b Health Risk Assessment.....	\$6,210
Task 3.2 Prepare Public Review Draft IS/MND for City Release to the Public	\$2,905
Task 3.3 Prepare Mitigation Monitoring Reporting Program (MMRP).....	\$445
Task 3.4 Response to Comments.....	\$1,470
TASK 4 PROJECT MANAGEMENT AND MEETINGS.....	\$4,160
ADDITIONAL EXPENSES.....	\$47,332
Printing/Copying/Travel/Postage/Etc.	\$350
Sub-Consultant: Saxelby Acoustics.....	\$7,652
Sub-Consultant: TJKM	\$17,500
Raney 10% Administrative Fee (Printing/Copying/Travel/Etc. and Sub-Consultants).....	\$2,550
Engineering Division Site Plan and Design Review (Coastland Engineering) *	\$19,280
<small>*Engineering Division work will be billed separately from Raney’s labor for the proposed project. The amount shown is an estimation only. Engineering services are billed based on time and materials. Additional deposit may be required.</small>	
CITY 10% ADMINISTRATIVE FEE.....	\$8,295

BUDGET

The total cost for completion of the 507 SR 65 Gas Station CUP and Site Plan and Design Review IS/MND and provision of planning services is anticipated not to exceed **\$91,247** as shown in the spreadsheet on the following page. The costs for completion of the IS/MND are based on the estimates of time for each task, following Raney’s standard billing rates.

507 SR 65 Gas Station CUP and Site Plan and Design Review IS/MND and Planning Services								
COST ESTIMATE								
		Project Director	Project Manager	Air Quality Specialist	Air Quality Technician	Senior Planner	Associate	Cost Per Task
Task 1	Project Initiation	2	2			6		\$ 1,750
Task 2	Planning Services							
Task 2.1	Application Review	3				4	6	\$ 2,135
Task 2.2	Agency Coordination (Including Preparation of AB 52)					6	6	\$ 1,740
Task 2.3	Prepare Staff Reports and Resolutions	3				8	14	\$ 3,835
Task 2.4	Prepare Public Noticing					1	1	\$ 290
Task 3	Environmental Services							
Task 3.1	Prepare Administrative Draft IS/MND	2	4			6	42	\$ 7,770
Task 3.1.a	Air Quality and GHG Analysis			6	12			\$ 2,910
Task 3.1.b	Health Risk Assessment			16	22			\$ 6,210
Task 3.2	Prepare Public Review IS/MND	1	4			4	10	\$ 2,905
Task 3.3	Prepare MMRP		1				2	\$ 445
Task 3.4	Response to Comments		2			2	6	\$ 1,470
Task 4	Project Management and Meetings	2	14			8		\$ 4,160
	Total Hours	13	27	22	34	45	87	
	Hourly Rate	\$ 235	\$ 175	\$ 175	\$ 155	\$ 155	\$ 135	
	Total Labor	\$ 3,055	\$ 4,725	\$ 3,850	\$ 5,270	\$ 6,975	\$ 11,745	\$ 35,620
Expenses								\$ 47,332
	Copying/Printing/Travel/Postage/Etc.*						\$ 350	
	Sub-Consultant: Saxelby Acoustics						\$ 7,652	
	Sub-Consultant: TJKM						\$ 17,500	
	10% administrative fee (on copying/printing/travel/postage and sub-consultants)						\$ 2,550	
	Engineering Division Annexation Application Assistant (Coastland)						\$ 19,280	
Total Budget								\$ 82,952
	City 10% Administrative Fee (On Raney Labor and Expenses)							\$ 8,295
	Total Budget (including City 10% Administrative Fee)							\$ 91,247

*Estimates only. Will be billed on time-and-material basis.

The following assumptions were used in the calculations:

- The cost for copying and printing is an estimate only and will be billed at cost.
- Additional meetings and hearings can easily be accommodated upon request and would be billed on a time-and-materials basis following Raney’s standard billing rates.

- Raney expects that all work will be completed within the budgeted time. If additional time is necessary beyond that which has been budgeted due to unanticipated circumstances, those items will need to be renegotiated.

Factors that would increase the scope of work and estimated costs outlined in the proposal include: attendance at additional meetings and hearings, printing of additional copies of reports, analysis of additional issues beyond those discussed in this proposal or a more detailed level of analysis than described in this proposal, additional comments and subsequent revisions or responses to comments, changes in the project, and collection of data required beyond that described in this proposal. Raney would propose to renegotiate these items, if required, or charge on a time-and-materials basis.

SCHEDULE

The following tentative schedule is based on experience providing similar services. The schedule could be lengthened or shortened, depending on the needs of the City of Wheatland. Factors that could lengthen or shorten the schedule include dates of receipt of project information, length of document reviews, AB 52 requirements, changes in the project description, and unanticipated issues arising from City staff or the project team.

TENTATIVE SCHEDULE City of Wheatland 507 SR 65 Gas Station CUP and Site Plan and Design Review IS/MND	
Milestones & Deliverables	Timing
Notice to Proceed (NTP)	TBD
Receipt of Technical Reports	Six weeks from NTP
Administrative Draft IS/MND to the City of Wheatland	Three weeks from Receipt of Technical Reports
Receipt of City comments on the Administrative Draft IS/MND	Two weeks
Submit Public Review IS/MND and Draft MMRP to the City of Wheatland	One week
Public Review Period (30 days)	Thirty days
Final MMRP and Response to Comments (if necessary) to the City of Wheatland	One week
Planning Commission Hearing	TBD