



**PLANNING
COMMISSION
STAFF REPORT
NOVEMBER 19, 2024**

Prepared by: Amy Wolfson, City Planner

DATA SUMMARY

Application Number: 22PLN-21
Subject: Extension request for approved Development Review and Use Permit of an existing ±6,200 sq. ft. hotel building remodel and new ±6,400 sq. ft. hotel with related site improvements.
Location/APNs: 1012 Sutton Way/035-400-026
Applicant: Heritage Hotel Group
Architect Representative: Christopher Gage, Sitrine Architecture
Zoning/General Plan: Office Professional (OP) Zone/Office Professional
Entitlement: Development Review Permit, Use Permit
Environmental Status: Categorical Exemption

RECOMMENDATION:

1. That the Planning Commission approve the 12-month extension request for the approved Development Review and Use Permits, file no 22PLN-21 as presented, or as may be modified at the public hearing, which includes the following actions:
 - a. Adopt Findings of Fact for approval of the an Extension of Time for the Tentative Map as presented in the Staff Report; and,
 - b. Approve the Extension of Time for the Best Western hotel Use Permit and Development Review permit, file no. 22PLN-21 in accordance with the Conditions of Approval adopted for the project, attached to the Staff Report.

BACKGROUND:

The planning commission originally reviewed and approved the subject application at a public hearing held on July 19, 2022, with an effective approval date of August 4, 2023. Staff granted an initial 12-month extension pursuant to 17.74.060 of the municipal code. A second and final 12-month extension may be granted by the original review authority so long as the applicant has shown a good-faith effort to exercise the permit.

Extension Request: The applicant has submitted a letter from the property owner, Heritage Hotel Group (HHG) explaining a number of design upgrades that are being requested by their parent companies. The design upgrades are causing a delay in their ability to prepare construction documents. They also cite delays related to 2024 storms that kept their engineer

from being able to gather field data, and delays in obtaining interim design information from PG&E.

ENVIRONMENTAL DETERMINATION:

At the July 19, 2022 public hearing, the planning commission found the project categorically exempt pursuant to Class 32 of the California Environmental Quality Act (CEQA) guidelines. A Class 32 consists of projects characterized as in-fill development meeting the following conditions: (a) the project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; (b) the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; (c) the project site has no value as habitat for endangered, rare or threatened species; (d) approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; (e) the site is adequately served by all required utilities and public services.

FINDINGS:

1. The City received a complete Extension Request application for Development Review Application 22PLN-21 on July 30, 2024.
2. The applicant has demonstrated a good-faith effort to exercise the permit
3. The planning commission found the project categorically exempt in accordance with the California Environmental Quality Act and CEQA Guidelines at their public hearing held on July 19, 2022.

ATTACHMENTS:

1. Aerial/Vicinity Maps
2. Extension Request Application and
3. Applicant Extension Request Letter
4. July 22, 2022 Approval Letter with conditions