

October 20, 2022

Planning Department
City of Santa Rosa
100 Santa Rosa Ave, Room 3
Santa Rosa, CA 95401

Proposal Statement
Ceres Community Project-Culinary Facility
1255 Apollo Way
Santa Rosa, CA 95407
APN: 035-490-030, -031

PROPOSAL STATEMENT

OPERATIONS:

Ceres Community Project (<https://www.ceresproject.org/>) is a 15-year-old non-profit organization headquartered in Sebastopol, California. We work to improve health by providing organic medically tailored meals and nutrition education, and by changing policy so that medically tailored meals can be prescribed and paid for by health care plans and payors.

We currently serve 2,500 square miles in Sonoma and Marin counties but are working to expand services to several other counties in the North Bay. Our community services include high quality organic and medically tailored meals delivered to the homes of community members who are too sick to shop and cook for themselves, along with nutrition education. Our clients receive 7 – 14 meals each week. Most of our clients receive meals for 24 weeks, but some for as long as a year. More than 85% of our clients are living on less than \$25,000 a year and many live alone without support.

During the pandemic, we increased our annual delivery of meals from 80,000 to an estimated 215,000 this year. Due to the increased demand during the pandemic, we have outgrown our current facilities and are seeking to build a new headquarters and central meal production facility that will enable us to continue scaling services to those in need across the North Bay. The Apollo Way property is ideal for us for the following reasons: 1) centrally located for delivery across our current and likely expanded service delivery area; 2) within 15 minutes of five major high schools including several with a high proportion of low-income and diverse youth; 3) within 20 minutes of 80% of current adult volunteers; and 4) large enough for current needs with room for expansion down the road.

In addition to our medically tailored meal program, Ceres operates a robust and integrated Youth Development Program. About 350 teens each year from 40+ schools, volunteer and learn how to grow, cook and eat healthy food, develop leadership and skills for work and life, and discover their belonging as contributing members of the community.

Projected Staffing:

- 8-10 Culinary Staff over multiple shifts throughout the day, Monday-Saturday
- 20 other administrative staff, at full back in office mode, currently under

Projected Adult & Youth Volunteers

- 12-15 per shift Monday – Saturday over multiple shifts throughout the day
- 8-10 per shift Monday – Thursday (packaging/bagging)

Projected Delivery Volunteers

- 20-25 passing through parking lot, 3:00pm to 4:00pm, pick up delivery bags, in passenger vehicles, Tuesday – Saturday (5 delivery days)

The anticipated trip generation for a proposed project is typically estimated using standard rates published by the Institute of Transportation Engineers (ITE) in *Trip Generation Manual*, 11th Edition, 2021. Application of the rates for a General Light Industrial use to the approximate 18,500 square foot building indicates that the project would be expected to generate 76 trips per day, including 11 during the morning peak hour and 10 during the evening peak hour. However, given the unique nature of the project's operation, the trip generation was estimated based on the pattern experienced at four other existing sites with the same basic operation. Two of these sites are in Sebastopol, one is on Summerfield Road in Santa Rosa, and the fourth is in Novato. The arrivals and departures of staff and volunteers were entered in a spreadsheet, with an assumed one truck per day delivering food and other supplies daily added. Based on this information, the proposed project is expected to generate an average of 222 trips per day, including 30 a.m. peak hour trips and 15 trips during the p.m. peak hour.

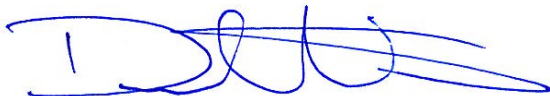
PROJECT DESIGN:

- Site Design
 - Vehicular Circulation is intended to enter the site on the south entry and exit on the north driveway cut.
 - This allows for fire truck access without requiring a hammerhead.
 - Fire Access with 100' max travel distance without a turnaround and 200' max hose reach covers the entire perimeter of the building.
 - Storm water easements are provided on site for service trucks
 - The West side of the building will be a garden to support the Kitchen
 - The South West corner of the lot will be a plaza area that is landscaped with edible plants and trees
 - Deliveries can come through the site and back into the loading area
 - Garden and Plaza area will be protected by fencing

- Exterior Design
 - The Building is a 2-story with the second story inset from the 1st story to break up the massing
 - Construction is wood with a combination of siding consisting of:
 - Vertical Wood
 - Horizontal Wood
 - Stucco
 - Galvanized Corrugated Steel
 - The building massing is broken up into interlocking shapes and planes with changes of material
 - The roof is flat to accommodate roof mounted mechanical equipment
 - Mechanical Equipment is screened behind parapets
 - The Lobby and Training Room and Kitchen are 2-story volumes

- The building and site comply with the Business Park Design Guidelines as well as the City of Santa Rosa Zoning Codes

Sincerely,



Daniel A. Westphal, AIA