



City of Santa Barbara California

PLANNING COMMISSION STAFF REPORT

REPORT DATE: August 28, 2014
AGENDA DATE: September 4, 2014
PROJECT ADDRESS: 800 Alvarado Place (MST2007-00140)
 Belmond El Encanto Hotel
TO: Planning Commission
FROM: Planning Division, (805) 564-5470, extension 4560
 Renee Brooke, AICP, Senior Planner *RLB*
 Kathleen Kennedy, Associate Planner *KAK*

I. INTRODUCTION

The Belmond El Encanto Hotel received approval from the Planning Commission for a Master Plan in 2004 and a Revised Master Plan in 2009. Condition of Approval A.7, of Planning Commission Resolution No. 057-04, states that employees must park onsite (see Exhibit A). The current proposal is a Substantial Conformance Determination request to allow hotel employees to park at an approved off-site parking lot rather than onsite. The purpose of the hearing is to receive input from the Planning Commission and the public regarding the request. Staff will make the final determination as to whether or not the proposal is in substantial conformance with the approved project; therefore, no action on the part of the Planning Commission is required.

II. BACKGROUND

The Planning Commission approved a Master Plan for the El Encanto Hotel in 2004 that consisted of five new cottages containing nine new guest rooms (increasing the number of rooms from 88 to 97), a 2,251 square foot expansion and remodel of the main building, the onsite relocation of three historic cottages, the exterior alteration of four cottages, the interior renovation of all existing buildings, the reconfiguration of the parking areas, the removal of the tennis court and other site improvements. The project met the Zoning Ordinance requirement of one parking space per guest room, resulting in 97 spaces.

When the Planning Commission approved the Master Plan for the El Encanto Hotel in 2004, it included the following Condition of Approval A.7: *"Employee Parking. Employees shall be required to park their vehicles on-site."* This condition was placed on the project specifically to address a concern about potential impacts associated with employees parking on the streets in the surrounding residential neighborhood. This condition was included in the CC&Rs for the project, which were recorded in 2006.

In 2009, the Planning Commission approved a Revised Master Plan that consisted of additional changes to the property including new operations/back of house buildings above a new

underground parking garage in the northwest corner of the site; five new cottages to replace the existing cottages in the northeast corner above a new underground parking garage; a new swimming pool with a fitness center below and other site improvements. The total number of guest rooms remained at 97. Transportation Planning staff required the project to meet the peak parking demand by providing 100 spaces onsite. The employee parking condition described above remained in effect.

III. DISCUSSION

The hotel closed for renovations in September of 2006. Upon re-opening in March of 2013, hotel management initiated a rideshare program that included incentives for employees to use alternative modes of transportation, such as the MTD bus, carpooling, biking and walking. The hotel management also looked into the availability of off-site parking lots because it was clear that there were not enough parking spaces onsite to accommodate all employees and hotel guests. Prior to re-opening, the hotel management purchased 50 parking passes from the Downtown Parking Division for employees to use the commuter lot at the corner of Carrillo and Castillo Streets in an attempt to have employees shuttled to the site. However, due to the distance from the hotel, employees did not use the lot. Subsequently, the hotel management entered into an agreement with the First Presbyterian Church located at 21 E. Constance Avenue to use a portion of their parking lot for employee parking. This agreement has been in effect since October 1, 2013. The hotel management purchased a van to shuttle employees to and from the parking lot throughout the day.

Despite initial efforts made by the hotel management, when it re-opened in March of 2013, City staff began receiving numerous complaints from neighbors about employees parking on public streets in the vicinity of the hotel. City staff investigated the concerns and also observed employees parking on surrounding streets.

City staff has had many conversations and meetings with hotel representatives in an effort to assist them in addressing the issue of employees parking in the neighborhood. Because the issue was not sufficiently resolved, staff sent hotel management a letter in May 2014 requiring the submittal of a Substantial Conformance Determination request, indicating that this would be the appropriate process to consider use of the off-site parking lot as an alternative to employees parking onsite. Staff also requested that they submit a comprehensive employee parking management plan that included enforcement, reporting and monitoring components, as these would be necessary in order to comply with the intent of the condition of approval. In response, the applicant submitted additional information by the requested deadline; however, the submittal was incomplete, so staff followed up with another letter in July 2014. The applicant has since responded with an updated letter (see Exhibit B).

While 100 parking spaces are shown on the approved plans, the applicant indicates that a total of 121 vehicles can be accommodated on site. The Alvarado parking garage in the northwest corner can accommodate 46 vehicles, the Mission Ridge parking garage in the northeast corner can accommodate 55 vehicles, the entry drive to the Mission Ridge garage can accommodate 15 spaces and there are 5 spaces at the entry court. The hotel uses a valet system for all guests and tandem parking is utilized in the garages.

It is estimated that there were approximately 98 people employed at the hotel when it closed in 2006 for renovations. In the Master Plan and Revised Master Plan proposals, the applicant

indicated that there would be no increase in employees. However, currently, there are 154 full-time employees and 61 part-time employees. According to the applicant, during the peak season, the maximum number of employees working during the busiest shift on a weekend is 71, and 54 on weekdays.

Employee Parking Management Plan

In our May 22, 2014 letter, staff provided the applicant with an outline of the items that, at a minimum, should be included in the comprehensive employee parking management plan. The comments below (in italics) summarize how each of the items has been addressed by the applicant to-date.

1. Documentation:
 - a. Management must maintain a current list of each employee's typical transportation modes (e.g., bus, bicycle, vehicle). *This list has been provided to staff.*
 - b. Management must maintain a list of employees and their vehicles so that the vehicles can be easily identified (e.g., make, model, color, license plate). *This list has been provided to staff, without employee names and license plate numbers.*
 - c. All employees who drive to work must have a numbered El Encanto parking sticker permanently affixed to their vehicle. *A permanent sticker program was recently implemented.*
 - d. Management must maintain a list of employees/ vehicles allowed to park onsite. *This list has been provided to staff.*
 - e. Management must maintain a list of employees/ vehicles that park at the proposed off-site (church) location. *This list has been provided to staff.*
 - f. Provide a copy of the parking agreement between the church (or other locations) and the hotel. *The agreement has been provided to staff.*
 - g. Provide information on alternative locations for when the church spaces are not available due to church special events. *This has not been provided.*
2. Education:
 - a. Management must educate all employees regarding the parking options (e.g., no parking on neighborhood streets, parking available at church lot, shuttle schedules, ride share/ car pool programs). Provide copies of the educational materials. *The materials have been provided to staff.*
 - b. All employees must be told that they will be held accountable for complying with the parking plan. Provide employees with the written policy that prohibits employees from parking on neighboring streets and establishes penalties for failure to comply. *Additional information on enforcement should be included.*
3. Monitoring:
 - a. The neighboring streets must be patrolled throughout each day with a current

vehicle list used to identify employees parking on neighboring streets. The patrolling area must be identified either on a map exhibit or described in the plan and must include Alvarado Place, Mission Ridge Rd., Lasuen Rd., El Encanto Rd., San Carlos Rd., Mira Vista Ave., Moreno Rd., Paterna Rd., and Alameda Padre Serra between E. Pedregosa St. and Moreno Rd. ***The patrolling procedure is not adequately defined.***

- b. Security personnel shall monitor property entrances at shift changes to determine whether employees are parking vehicles on the street, or whether they live nearby or take the bus. ***See above.***
 - c. Management shall maintain a daily log of employees parking onsite (including vehicles, bicycles, motorcycles), using the off-site parking lot/ shuttle van, using the bus, walking or being dropped off. ***The use of a daily log has not been addressed.***
 - d. Parking stickers shall be mandatory for all employee vehicles parked onsite and at the off-site parking lot. This requirement shall be monitored. ***A permanent sticker program was recently implemented.***
4. Enforcement:
- a. Provide procedures for non-compliance with employee parking management plan. ***The discipline procedure is not adequately defined.***
5. Reporting:
- a. Provide monthly reports to City staff demonstrating the effectiveness of the employee parking management plan until such time that the City deems it to be no longer necessary. ***This has not been addressed.***
 - b. Monthly reports shall summarize the daily logs of employees parking onsite (including vehicles, bicycles, and motorcycles), using the off-site parking lot/ shuttle van, using the bus, walking or being dropped off. ***This has not been addressed.***
 - c. Monthly reports shall account for all employees, including part-time and contract employees. ***This has not been addressed.***
 - d. Monthly reports shall include enforcement actions taken for non-compliance and details on how issues have been resolved. ***This has not been addressed.***

As shown above, crucial information on how the proposed employee parking management plan will be enforced, monitored and reported to the City is lacking. Given the complaints received from the neighbors and observations by staff since the hotel re-opening, the parking program has not yet proven to be completely effective in meeting the intent of the condition. However, recent observations by staff indicate that significant improvements have been made, especially along the Mission Ridge Road.

Off-Site Parking Lot

In a separate application to staff, the First Presbyterian Church at 21 E. Constance Avenue requested and received a Substantial Conformance Determination to allow up to 40 parking spaces in the lot to be leased to outside entities. Staff was able to find this request in Substantial Conformance with the church's existing Conditional Use Permit (CUP) because the existing 201 space parking lot has a surplus of parking spaces while providing adequate parking for the allowed uses under the CUP.

IV. CONCLUSION

Although staff believes that the use of the off-site parking lot is a good solution for employee parking and the parking management plan has the potential to be very effective, immediate enforcement and regular monitoring on the part of the hotel management is needed to eliminate the problem of employees parking on the surrounding public streets. Staff will not be ready to approve the Substantial Conformance Determination request until the applicant has satisfactorily addressed the required components of the management plan, and enforcement and monitoring reports verify compliance with the plan for a consistent number of weeks or months. Should staff not find the request in substantial conformance with the original condition of approval, and any alternate solutions not result in compliance with the condition, enforcement actions on the part of the City would necessarily have to commence.

V. RECOMMENDATION

Staff requests that the Planning Commission provide input on whether or not the proposed employee parking management plan, which includes use of an off-site parking lot, is in Substantial Conformance with the intent of Condition of Approval A.7 discussed above.

Exhibits:

- A. Planning Commission Resolution No. 057-04
- B. Substantial Conformance Determination Request, dated August 22, 2014



City of Santa Barbara California

CITY OF SANTA BARBARA PLANNING COMMISSION

RESOLUTION NO. 057-04

1900 LASUEN ROAD

DEVELOPMENT PLAN APPROVALS AND MODIFICATIONS

DECEMBER 9, 2004

APPLICATION OF TYNAN GROUP, INC., AGENTS FOR PROPERTY OWNER, ORIENT EXPRESS HOTELS, TRAINS & CRUISES, EL ENCANTO HOTEL AND GARDEN VILLAS, 1900 LASUEN ROAD, APN 019-170-022, R-2/4.0/R-H: TWO FAMILY RESIDENTIAL/ 4 UNITS PER ACRE/ RESORT-RESIDENTIAL HOTEL ZONES, GENERAL PLAN DESIGNATION: RESIDENTIAL, 3 UNITS/ACRE

The subject project consists of a proposal for a Master Plan for the El Encanto Hotel and Garden Villas located at 1900 Lasuen Road. The proposed project includes the addition of five new cottages containing nine new keys (guest rooms) totaling 5,759 square feet, a 2,251 square foot expansion and remodel of the main hotel building, the onsite relocation of three historic cottages, the exterior alteration of four cottages, the interior renovation of all existing buildings, the reconfiguration of the parking areas, the removal of the tennis court and other site improvements. The property has been designated as a City Structure of Merit.

The discretionary applications required for this project are:

1. A Modification to allow parking to encroach into the required front yard setback along Alvarado Place and Mission Ridge Road (SBMC§28.90.9),
2. A Modification to allow an addition to the main hotel building to encroach into the required front yard setback along Alvarado Place (SBMC§28.27.050),
3. A Modification to allow the patio for Cottage #27 to encroach into the required setback (SBMC§28.27.050),
4. Development Plan Approval to allocate non-residential square footage from the Minor Addition, Small Addition and Vacant Property categories (SBMC§28.87.300),
5. A Development Plan as defined within the R-H Zone standards (SBMC§28.27.100), and
6. A Recommendation to the City Council regarding the proposed encroachments in the public right of way.

WHEREAS, the Planning Commission has held the required public hearing on the above application, and the Applicant was present.

WHEREAS, 3 people appeared to speak in favor of the application, and 2 statements of support were submitted. No one appeared to speak in opposition thereto, and the following exhibits were presented for the record:

1. Staff Report with Attachments, December 9, 2004
2. Site Plans

NOW, THEREFORE BE IT RESOLVED that the City Planning Commission:

I. Approved the subject application making the following findings and determinations:

A. MODIFICATION FINDINGS (SBMC §28.92.026)

Yard Regulations: The three modifications are consistent with the purposes and intent of the Zoning Ordinance and are necessary to secure an appropriate improvement on a lot, prevent unreasonable hardship, and promote uniformity of improvement.

B. DEVELOPMENT PLAN APPROVAL FINDINGS (SBMC §28.87.300)

1. The proposed development complies with all provisions of the Zoning Ordinance. *With the approval of the requested Modifications, the existing and future uses at the El Encanto Hotel will be in compliance with the standards described in R-H zone.*
2. The proposed development is consistent with the principles of sound community planning. *The proposed project is consistent with the principles of sound community planning by maintaining the current use and preserving the historic resources.*
3. The proposed development will not have a significant adverse impact upon the neighborhood's aesthetics/character in that the size, bulk or scale of the development will be compatible with the neighborhood. *All exterior alterations onsite require review and approval by the Historic Landmarks Commission (HLC). The HLC has conceptually reviewed the project and has found the mass, bulk, scale, and architectural style to be compatible with the existing buildings and the surrounding neighborhood.*
4. The proposed development will not have a significant unmitigated adverse impact upon City and South Coast affordable housing stock. *The project would not result in a significant impact to City and South Coast affordable housing stock as it will maintain its current use as a resort hotel, with a minimal increase in the number of employees.*
5. The proposed development will not have a significant unmitigated adverse impact on the City's water resources. *The water resources required for the additional guest rooms are estimated to be minimal (1.35 AFY) and would not cause a significant unmitigated adverse impact.*
6. The proposed development will not have a significant unmitigated adverse impact on the City's traffic. *When the peak hour trips are distributed to the existing roadway network, there are no anticipated traffic impacts.*

7. Resources will be available and traffic improvements will be in place at the time of project occupancy. *Adequate city services are available and the proposal includes sidewalk and parkway improvements.*

C. R-H ZONE DEVELOPMENT PLAN FINDINGS (SBMC 28.26)

1. The proposed development meets the intent of the R-H Zone District by insuring the least possible conflict with or disturbance of the amenities attached to and associated with adjoining residential areas.
2. The proposed development is consistent with the regulations in the R-H zone.

II. Said approval is subject to the following conditions:

- A. Recorded Agreement.** Prior to the issuance of any Public Works permit or Building permit for the project on the Real Property, the following conditions shall be imposed on the use, possession and enjoyment of the Real Property and shall be recorded by the Owner in a written instrument which shall be reviewed as to form by the City Attorney and as to content by the Public Works Director and the Community Development Director:
1. **Uninterrupted Water Flow.** Owner shall provide for the uninterrupted flow of water through the Real Property including, but not limited to, swales, natural watercourses, conduits and any access road, as appropriate. The Owner is responsible for the adequacy of any drainage facilities and for the continued maintenance thereof in a manner which will preclude any hazard of life, health or damage to the Real Property or any adjoining property.
 2. **Landscape Plan Compliance.** The Owner shall comply with the Landscape Plan as approved by the Historic Landmarks Commission (HLC). Such plan shall not be modified unless prior written approval is obtained from the HLC. The landscaping on the Real Property shall be provided and maintained in accordance with said landscape plan.
 3. **Allowed Development.** The development of the Real Property approved by the Planning Commission on December 9, 2004 is limited to 73,187 square feet of building area and the improvements shown on the Development Plan signed by the chairman of the Planning Commission on said date and on file at the City of Santa Barbara.
 4. **Recyclable Material Use and Collection.** Hotel and restaurant operators shall encourage guests to recycle by using recyclable materials, and providing sufficient and appropriate receptacles, such as recycling or green waste containers, in each room. Recyclable material collection and pick-up areas shall be provided on-site for the hotel and restaurant operations. The hotel and restaurant operators shall use materials that are recyclable to the extent feasible.

5. **BMP Training.** Employee training shall be provided on the implementation of Best Management Practices (BMPs) in order to prevent or reduce the discharge of pollutants to storm water from buildings and ground maintenance. The training shall include using good housekeeping practices, preventive maintenance and spill prevention and control at outdoor loading/ unloading areas in order to keep debris from entering the storm water collection system.
6. **Emergency Evacuation Plan.** Owner shall work with the Fire Department to periodically update the Emergency Evacuation Plan, Red Flag Alert.
7. **Employee Parking.** Employees shall be required to park their vehicles on-site.
8. **Bus Passes.** The Owner or all employers shall contact the Metropolitan Transit District (MTD) to purchase bus passes or the equivalent for their employees. These passes shall be provided free of charge to employees who request them for travel to and from work. Notice of the free passes shall be provided to existing employees and new employees when they are hired. A copy of the contract with MTD shall be provided to the Transportation Planning Manager.
9. **Signage at Pedestrian Access.** One small sign shall be installed and maintained at the property boundary at each pedestrian access location (Mira Vista Lane and El Encanto Road) for the purpose of alerting pedestrians that they are leaving the hotel property.

B. **Design Review.** The following is subject to review and approval by the Historic Landmarks Commission (HLC).

1. **Historic District Designation.** Owner shall apply for, and not oppose, a recommendation by the Historic Landmarks Commission to the City Council for the designation of the property as a City Historic District. Should the Historic Landmarks Commission decide to recommend to the City Council that it be designated a City Historic District, the City Council's action on the potential designation shall be taken prior to the issuance of a Certificate of Occupancy.
2. **Relocation of Historic Cottages.** The three cottages labeled as 17, 18, & 19 shall be moved and rehabilitated with strict adherence to the *Secretary of the Interior's Standards* and John Obed Curtis' *Moving Historic Buildings*.
3. **Review by City-qualified Architectural Historian.** All final architectural plans for designs of new buildings and proposed new features and alterations to existing historic buildings shall be reviewed by a City-qualified architectural historian to ensure that the alterations follow the *Secretary of the Interior's Standards*. A Letter Report stating that these Standards have been met shall be submitted to the Planning Division, and approved by the Historic Landmarks Commission, to ensure that this mitigation measure has been met.
4. **Photographic Documentation.** Prior to alterations being undertaken, all contributing buildings shall be photographed with large format black and white archival photographs according to that part of the City's standards for

documentation. Two copies of these photographs, with copies of the Historic Structures/Sites Report prepared by Alexandra C. Cole, shall be presented in a binder to the City Planning Department.

5. **Exterior Alterations.** Alterations to all buildings, both contributing and non-contributing, shall be reviewed by the Historic Landmarks Commission.
6. **Sidewalk and Curbs.** The new sidewalk along Alvarado Place shall be gray concrete and have sandstone curbs. A meandering sidewalk along Alvarado Place shall be studied.
7. **Accessible Path Materials.** Accessible path materials shall be compatible with the two historic path elements onsite, brick for the Craftsman-era buildings and red concrete for the Spanish Colonial Revival-era cottages.
8. **Letter Addendum Required.** Final plans for the design and materials of the accessible pathways shall be reviewed by a City-approved architectural historian for adherence to the *Secretary of the Interior's Standards* and such review shall be provided as a letter addendum to the December 2002 Historic Structures/Sites Report. The letter addendum shall be reviewed and accepted by the Historic Landmarks Commission.
9. **Lighting.** Exterior lighting, where provided, shall be consistent with the City's Lighting Ordinance. No floodlights shall be allowed. Lighting shall be directed toward the ground.
10. **Tree Protection Plan.** A Tree Protection Plan shall be submitted for review and approval. The plan shall state how the existing trees shown on the Development Plan will be preserved, protected and maintained. During construction, protection measures shall be provided, including but not limited to fencing of the area surrounding the tree(s).
11. **Noise Attenuation.** Provide a means of noise attenuation, such as a stone wall, fountain or additional landscaping, adjacent to the valet parking lot in the northwest corner of the site.

C. **Public Works Submittal Prior to Building Permit or Public Works Permit Issuance.** The Owner shall submit the following or evidence of completion of the following to the Public Works Department prior to the issuance of a Building permit or Public Works permit.

1. **Street Improvement Plans.** The Owner shall submit building plans for construction of improvements along the subject property road frontage on Alvarado Place, Lasuen Road, and Mission Ridge Road. As determined by the Public Works Department, the improvements shall include reconstruction of failed areas and road deficiencies with asphalt concrete patching at the intersection of Alvarado Place and Lasuen Road, reconstruction of failed concrete pavement with concrete pavement aggregate base, crack seal pavement cracks and slurry seal to the centerline of Alvarado Place, Mission Ridge Road,

and Lasuen Road for the subject property frontage, striping Alvarado Place four feet from the edge of curb, extend the curb at the corner of Alvarado Place and Lasuen Road to provide a 90-degree angle at the northeast corner, provide new six foot wide sidewalk and four foot wide parkway along Alvarado Place, provide new five foot wide sidewalk along Lasuen Road from the corner of Alvarado Place and Lasuen Road easterly to a point adjacent to the existing stone steps and sidewalk on Lasuen Road, protect in place all City water mains; underground utilities, preserve and/or reset contractor stamp and/or survey monuments, pollution prevention interceptor device, and provide adequate positive drainage from site. Where tree roots are the cause of the damage, the roots are to be pruned under the direction of the City Arborist. The building plans shall be prepared by a registered civil engineer or licensed architect and reviewed by the City Engineer.

2. **Agreement for Land Development Improvements.** The Owner shall submit an executed Agreement for Land Development Improvements; an Engineer's Estimate, signed and stamped by a registered civil engineer, and securities for construction of improvements prior to execution of the agreement.
3. **Encroachment Permit.** The Owner shall pay application fees to obtain an encroachment permit for existing stone walls and steps along Mission Ridge Road, Alvarado Place and Lasuen Road; yards along Mission Ridge Road; and enhanced brick pavers at the driveway entrance on Alvarado Place within City rights of way (street easement). Such permit to be prepared by the City Public Works Engineering Division, Land Development Section. Said agreement shall be recorded in the Office of the County Recorder, Santa Barbara County.
4. **Street Easement Deed.** The Owner shall execute a Street Easement Deed for a curb extension and access ramp at the Northeast corner of Alvarado Place and Lasuen Road. Owner shall provide legal description, prepared by a licensed surveyor, for said deed. Said deed to be prepared by the City Public Works Engineering Division, Land Development Section and presented to City Council for acceptance.
5. **Storm Drain Operations and Maintenance Procedure Plan.** The Owner shall provide an Operations and Maintenance Procedure Plan (describing replacement schedules for pollution absorbing pillows, etc.) for the operation and use of the storm drain surface pollutant interceptors. The Plan shall be reviewed and approved by the Water Resources Specialist.
6. **Storm Water Quality Control Guidelines.** The Owner shall apply storm water quality control guidelines to the project per the Public Works Department Construction Project Best Management Practices.
7. **Agreement Assigning Water Extraction Rights.** The Owner shall execute an Agreement Assigning Water Extraction Rights. Said assignment and any related

agreements are subject to the review and approval of the City Attorney. Said agreement shall be recorded in the Office of the County Recorder.

- D. **Required Prior to Building Permit Issuance.** The Owner shall complete the following prior to the issuance of building permits:
1. **Neighborhood Notification Prior to Construction.** At least twenty (20) days prior to commencement of construction, Owner shall provide written notice to all property owners, businesses and residents within 450 feet of the project area. The notice shall contain a description of the project, the construction schedule, including days and hours of construction, the name and phone number of the Contractor, site rules and Conditions of Approval pertaining to construction activities and any additional information that will assist the Building Inspectors, Police Officers, and the public in addressing problems that may arise during construction. The language of the notice shall be reviewed and approved by the City Planning Division prior to being distributed.
 2. **Contractor and Subcontractor Notification.** All contractors and subcontractors shall be notified in writing of site rules, restrictions and Conditions of Approval.
- E. **Building Permit Plan Requirements.** The following requirements shall be incorporated into the construction plans submitted to the Building and Safety Division with applications for building permits. All of these construction requirements shall be carried out in the field and completed prior to the issuance of a Certificate of Occupancy:
1. **Design Review Requirements Included on Plans:** Plans submitted for building permits shall show all design elements, as approved by the Historic Landmarks Commission.
 2. **Pre-Construction Conference.** Prior to commencement of construction, a construction conference shall be scheduled by the General Contractor. The conference shall include representatives from the Public Works Department Engineering and Transportation Divisions, Building Division, Planning Division, the Property Owner, Architect, Arborist, Contractor and Subcontractor(s).
 3. **Unanticipated Archaeological Resources Contractor Notification.** Prior to the start of any vegetation or paving removal, demolition, trenching or grading, contractors and construction personnel shall be alerted to the possibility of uncovering unanticipated subsurface archaeological features or artifacts associated with past human occupation of the parcel. If such archaeological resources are encountered or suspected, work shall be halted immediately, the City Environmental Analyst shall be notified and an archaeologist from the most current City Qualified Archaeologists List shall be retained by the applicant. The latter shall be employed to assess the nature, extent and significance of any discoveries and to develop appropriate management recommendations for

archaeological resource treatment, which may include, but are not limited to, redirection of grading and/or excavation activities, consultation and/or monitoring with a Barbareño Chumash representative from the most current City qualified Barbareño Chumash Site Monitors List, etc.

If the discovery consists of possible human remains, the Santa Barbara County Coroner shall be contacted immediately. If the Coroner determines that the remains are Native American, the Coroner shall contact the California Native American Heritage Commission. A Barbareño Chumash representative from the most current City Qualified Barbareño Chumash Site Monitors List shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only proceed after the Environmental Analyst grants authorization.

If the discovery consists of possible prehistoric or Native American artifacts or materials, a Barbareño Chumash representative from the most current City Qualified Barbareño Chumash Site Monitors List shall be retained to monitor all further subsurface disturbance in the area of the find. Work in the area may only proceed after the Environmental Analyst grants authorization.

4. **High Fire Hazard Construction.** High fire hazard construction requirements shall be met.
5. **Demolition/Construction Materials Recycling.** Recycling and/or reuse of demolition/construction materials shall be carried out and containers shall be provided on site for that purpose in order to minimize construction-generated waste conveyed to the landfill.
6. **Water-Conserving Fixtures.** All plumbing fixtures shall be water-conserving devices in new construction, pursuant to Santa Barbara Municipal Code Section 14.20.020, Water Saving Devices, subject to the approval of the Water Resources Management Staff.
7. **Drainage Control.** Any sheet flow runoff from the driveway/parking areas shall be directed through an adequately sized bio-filter (vegetated filter strips, grassy swale) or other filtration-oriented Best Management Practice (BMP) prior to its discharge into the storm drain.
8. **Construction-Related Truck Trips.** Construction-related truck trips shall not be scheduled during peak hours (7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.) to help reduce truck traffic on adjacent streets and roadways.
9. **Construction Related Traffic Routes.** The route of construction-related traffic shall be established to minimize trips through surrounding residential neighborhoods, subject to approval by the Transportation Operations Manager. Construction-related trucks shall not use Mira Vista Lane or El Encanto Road.
10. **Construction Hours.** Construction (including preparation for construction work) is prohibited Monday through Friday before 8:00 a.m. and after 5:00 p.m.,

and all day on Saturdays, Sundays and holidays observed by the City of Santa Barbara as shown below:

New Year's Day	January 1 st *
Martin Luther King's Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th *
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Following Thanksgiving Day	Friday following Thanksgiving Day
Christmas Day	December 25 th *

*When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively, shall be observed as a legal holiday.

When, based on required construction type or other appropriate reasons, it is necessary to do work at night, contractor shall contact the Chief of Building and Safety to request a waiver from the above construction hours, using the procedure outlined in SBMC § 9.16.015 Construction Work at Night. Contractor shall notify all residents within 300 feet of the parcel of intent to carry out night construction a minimum of 48 hours prior to said construction. Said notification shall include what the work includes, the reason for the work, the duration of the proposed work and a contact number.

11. **Construction Parking/Storage.** Construction parking and storage shall be provided as follows:
 - a. During construction, free parking spaces for construction workers and construction shall be provided on-site or off-site in a location subject to the approval of the Streets, Parking, and Transportation Operations Manager. Construction-related parking shall not be on Mira Vista Lane or El Encanto Road.
 - b. Storage of construction materials within the public right-of-way is prohibited.

12. **Water Sprinkling During Grading.** During site grading and transportation of fill materials, regular water sprinkling shall occur using reclaimed water whenever the Public Works Director determines that it is reasonably available. During clearing, grading, earth moving or excavation, sufficient quantities of water, through use of either water trucks or sprinkler systems, shall be applied to prevent dust from leaving the site. Each day, after construction activities cease, the entire area of disturbed soil shall be sufficiently moistened to create a crust.

Throughout construction, water trucks or sprinkler systems shall also be used to keep all areas of vehicle movement damp enough to prevent dust raised from leaving the site. At a minimum, this will include wetting down such areas in the

late morning and after work is completed for the day. Increased watering frequency will be required whenever the wind speed exceeds 15 mph.

13. **Covered Truck Loads.** Trucks transporting fill material to and from the site shall be covered from the point of origin.
14. **Expeditious Paving.** All roadways, driveways, sidewalks, etc., shall be paved as soon as possible. Additionally, building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
15. **Construction Contact Sign.** Immediately after building permit issuance, signage shall be posted at the points of entry to the site, including the points of pedestrian access at Mira Vista Lane and El Encanto Road, that list the contractor(s) name and telephone number, work hours and site rules to assist Building Inspectors and Police Officers in the enforcement of the conditions of approval.
16. **Tree Protection Plan.** The requirements of the approved Tree Protection Plan shall be followed during construction.
17. **Construction Equipment Maintenance.** All construction equipment, including trucks, shall be professionally maintained and fitted with standard manufacturers' muffler and silencing devices.
18. **Conditions on Plans/Signatures.** All Planning Commission Conditions of Approval shall be provided on a full size drawing sheet as part of the drawing sets. A statement shall also be placed on the above sheet as follows: The undersigned have read and understand the above conditions, and agree to abide by any and all conditions which is their usual and customary responsibility to perform, and which are within their authority to perform.

Signed:

Property Owner

Date

Contractor

Date

License No.

Architect

Date

License No.

Engineer

Date

License No.

- F. **Prior to Certificate of Occupancy.** Prior to issuance of the Certificate of Occupancy, the Owner of the Real Property shall complete the following:

1. **Repair Damaged Public Improvements.** Repair any damaged public improvements (curbs, gutters, sidewalks, etc.) subject to the review and approval of the Public Works Department.
2. **Complete Public Improvements.** Public improvements as shown on the building plans.
3. **Cross Connection Inspection.** The Owner shall request a cross connection inspection by the Public Works Water Reclamation/Cross Connection Specialist.
4. **Fire Hydrant Replacement.** Replace existing nonconforming fire hydrants #1477 (F05-001) and #1487 (F05-004) with commercial-type hydrants.
5. **Utilities Undergrounded.** All utilities servicing new and relocated buildings shall be placed underground as required by SBMC Chapter 22.38.
6. **Historic District Designation.** Owner shall apply for, and not oppose, a recommendation by the Historic Landmarks Commission to the City Council for the designation of the property as a City Historic District. Should the Historic Landmarks Commission decide to recommend to the City Council that it be designated a City Historic District, the City Council's action on the potential designation shall be taken prior to the issuance of a Certificate of Occupancy.

G. **Litigation Indemnification Agreement.** In the event the Planning Commission approval of the Project is appealed to the City Council, Applicant/Owner hereby agrees to defend the City, its officers, employees, agents, consultants and independent contractors ("City's Agents") from any third party legal challenge to the City Council's denial of the appeal and approval of the Project, including, but not limited to, challenges filed pursuant to the California Environmental Quality Act (collectively "Claims"). Applicant/Owner further agrees to indemnify and hold harmless the City and the City's Agents from any award of attorney fees or court costs made in connection with any Claim.

Applicant/owner shall execute a written agreement, in a form approved by the City Attorney, evidencing the foregoing commitments of defense and indemnification within thirty (30) days of the City Council denial of the appeal and approval of the Project. These commitments of defense and indemnification are material conditions of the approval of the Project. If Applicant/Owner fails to execute the required defense and indemnification agreement within the time allotted, the Project approval shall become null and void absent subsequent acceptance of the agreement by the City, which acceptance shall be within the City's sole and absolute discretion. Nothing contained in this condition shall prevent the City or the City's Agents from independently defending any Claim. If the City or the City's Agents decide to independently defend a Claim, the City and the City's Agents shall bear their own attorney fees, expenses and costs of that independent defense.

NOTICE OF MODIFICATION APPROVAL TIME LIMITS:

The Planning Commission's action approving the Modifications shall terminate one (1) year from the date of the approval, per SBMC 28.87.360, unless:

1. A building permit for the use authorized by the approval is sought within twelve months of the approval. An extension may be granted by the Planning Commission if the construction authorized by the permit is being diligently pursued to completion and issuance of a Certificate of Occupancy.
2. The approval has not been discontinued, abandoned or unused for a period of six months following the earlier of (a) an Issuance of a Certificate of Occupancy for the use, or (b) one (1) year from granting the approval.
3. The project also includes approval of a Development Plan, in which case the longer approval period shall prevail.

NOTICE OF DEVELOPMENT PLAN TIME LIMITS:

The development plan approved, per SBMC Section 28.87.350, shall expire four (4) years from the date of approval unless:

1. A building or grading permit for the work authorized by the development plan is issued prior to the expiration date of the approval.
2. A time extension is granted by the Planning Commission for one (1) year prior to the expiration date of the approval, only if it is found that there is due diligence to implement and complete the proposed project. No more than one (1) time extension may be granted.

This motion was passed and adopted on the 9th day of December, 2004 by the Planning Commission of the City of Santa Barbara, by the following vote:

AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 2 (House, Jostes)

I hereby certify that this Resolution correctly reflects the action taken by the City of Santa Barbara Planning Commission at its meeting of the above date.



Liz N. Ruiz, Planning Commission Secretary

Date 5/12/05

THIS ACTION OF THE PLANNING COMMISSION CAN BE APPEALED TO THE CITY COUNCIL WITHIN TEN (10) DAYS AFTER THE DATE THE ACTION WAS TAKEN BY THE PLANNING COMMISSION.

S U Z A N N E  E L L E D G E
P L A N N I N G & P E R M I T T I N G S E R V I C E S , I N C .

PRINCIPAL PLANNERS
SUZANNE ELLEDGE • LAUREL F. PEREZ
22 August 2014

Kathleen Kennedy, Associate Planner
Planning Division, Community Development Department
City of Santa Barbara
630 Garden Street
Santa Barbara, CA 93101

RE: Belmond El Encanto – Parking Program; Level 4, Substantial Conformance
Determination Request (MST2007-00140)

Dear Ms. Kennedy:

On behalf of the applicant, Belmond El Encanto, we are pleased to present the following Level 4 Substantial Conformance Determination request.

Background

On December 9, 2004, the Planning Commission approved a Development Plan and modification requests for the El Encanto Hotel Master Plan. The proposal involved the addition of five new cottages containing nine new keys (rooms) totaling 5,759 square feet, as well as a 2,251 square foot expansion of the Main buildings for a total allocation of 8,010 net square feet. The project also involved cottage relocations, alterations and other site improvements.

During the project deliberation and approval, the Planning Commission conditioned the project to provide for employee parking on-site. In 2009, the Master Plan was revised and the total number of required and provided parking spaces to serve the hotel was 100 spaces. The hotel implements a parking valet service and a total of 121 vehicles can be accommodated on-site.

Parking Program

Employee orientation, registration & program incentives

One of the primary employee orientation topics is the hotel's parking restrictions, alternatives, and incentives to use an alternate means of transportation to work. Human resources explains to the new staff the sensitivity to the neighborhood, the desire to be a good neighbor and emphasizing that parking is prohibited in the neighborhood surrounding hotel property.

Hotel management maintains a current list of each employee's method of transportation as well as a record of vehicle types and license plates. Those employees

who drive their vehicle to work are assigned a parking permit number and provided with a parking sticker to adhere to their windshields to facilitate hotel security staff vehicle identification on-site, in the off-site lot, or on the street. Please refer to Attachment 1, the new employee packet of materials that describe the parking rules, the location of the off-site parking lot/shuttle service and incentives to use alternative methods of transportation.

Off-site parking lot and alternative transportation methods

The First Presbyterian Church of Santa Barbara has entered into a contract agreement with Belmond El Encanto to lease parking spaces for employees who do not participate in the carpool program and choose to drive their vehicles to work. The contract stipulates that 40 spaces will be available for employees for the period between July 1, 2014 through October 31, 2014 and June 1, 2015 through June 30, 2015 (except that no more than 20 spaces will be available on Sundays prior to 1 p.m.) and that 20 spaces will be available for the period between November 1, 2014 through May 31, 2015. Refer to Attachment 2, Parking Lot Use Agreement.

The hotel purchased a van in order to shuttle employees to and from the church parking lot and hotel. Of the 215 employees, 153 have registered their use of the off-site parking lot. The shuttle operates 5:45 a.m. to 11:00 p.m. seven days a week.

The remaining employees either park on-site (management and carpoolers), take MTD, are dropped off, ride bikes/mopeds/motorcycles or walk (see Attachment 3, Team Roster List dated August 21, 2014).

Security Patrol/Monitoring

The hotel's security staff conducts regular patrols of the property perimeter, implementing a variable schedule to eliminate predictability, as well as targeting shift changes in order to immediately rectify a potential parking infraction. Employees that are not in compliance with the parking program are disciplined in accordance with the hotel's progressive discipline plan which includes verbal warning, written warning, suspension, and possible termination.

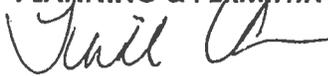
Substantial Conformance Determination Request

City staff has acknowledged that not all employees are able to park onsite and have agreed that the appropriate solution is to develop an effective parking program which includes off-site parking in order to meet the intent of the 2004 project condition of approval toward minimizing hotel employee parking impacts to the immediate neighborhood surrounding the hotel. This letter serves as our formal request to request a Level 4 Substantial Conformance Determination to address this specific project condition.

Belmond El Encanto
Substantial Conformance Determination for Parking Program
22 August 2014
Page 3 of 3

On behalf of the applicant and project team, we thank you for your consideration of this request.

Sincerely,
SUZANNE ELLEDGE
PLANNING & PERMITTING SERVICES



Trish Allen, AICP
Senior Planner

Attachments:

1. Employee Orientation materials
2. Parking Lot Use Agreement
3. Team Roster, August 21, 2014

Cc: Laura McIver, General Manager, Belmond El Encanto



Dear El Encanto Team Member:

El Encanto has established alternative methods of transportation to/from work and asks for your cooperation in utilizing one of the following methods, effective June 21, 2013:

DRIVE TO WORK: If you wish to drive your vehicle to work, the *mandatory team member parking lot* is located at: First Presbyterian Church, 21 E. Constance Ave. Please place the attached Parking Permit on your dash. For your convenience, a shuttle is available to transport you to/from the church lot and El Encanto's Mission Ridge entrance. The shuttle schedule is attached, should you wish to use this option. Please note that parking on the streets in the surrounding area (including Alameda Padre Serra) is **NOT an option** and team members will not only run the risk of having their car towed, but will be written-up for failure to comply with El Encanto's parking policies.

CARPOOL: Share a ride to/from work with a colleague. Carpool drivers who show 80% participation per month will receive a \$50.00 gift card.

MTD: Take the MTD bus for free! Stop by Human Resources to pick-up a monthly pass that has a \$52.00 value. You can also enjoy this pass on your days off to explore local sites!

WALK/BIKE/MOTORCYCLE/SCOOTER: Walk or bike to work and be entered in a monthly drawing to win a gift card with a \$25.00 value. There is on-site parking available for motorcycles and scooters, and a bike rack is adjacent to building 37.

VANPOOL: Share a company-paid van with five of your colleagues, allowing you to leave your car at home.

DROP-OFF: You have the option to be dropped-off and picked up at El Encanto's Mission Ridge entrance.

Please note that the appropriate entrance and exit for all team members is off of Mission Ridge Road. Also, please utilize designated pathways to navigate the property. Creating your own pathways through foliated areas is not permitted.

Thank you for your continued cooperation.

Warm regards,
Human Resources



For your convenience, El Encanto offers Team Members **free parking** at the First Presbyterian Church located at **21 E. Constance**.

The parking lot is just over a mile away and El Encanto provides a shuttle service to and from the lot throughout the day. You will be dropped off and picked up at El Encanto's Mission Ridge Road entrance.

To utilize the lot, display your El Encanto parking pass on your dash and park along the right row of the lot near the brick wall.

If you have any questions or need to have additional drop off/pick up times added to the shuttle schedule, please contact Human Resources at (805) 770-3705 or (805) 770-3704.

Thank you!



**EL ENCANTO RIDESHARE
REGISTRATION/CHANGE FORM**

Team Member Name _____ Time Clock Number _____ New Enrollment

Home Address and Nearest Cross Street _____ Full-time Change
 Part-time
 On-call

INTERESTED IN PARTICIPATING YES NO

For Parking Permit, complete 1, 2, 3, 4

1. What Rideshare option are you registering for?

- Public Transportation/MTD Walk/Bike Rideshare as a designated driver
 Van Pool Drop-off Parking Permit

2. If you have a defined regular schedule, what time does your shift start and end?

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Start							
End							

3. What days are you planning to participate in the program?

- Mon Tue Wed Thu Fri Sat Sun

4. Indicate your registered mode of transportation.

- Carpool Vanpool Bicycle
 Drop-off Motorcycle/Scooter Walk
 Bus/MTD Parking Permit

5. I understand that in order to receive the Rideshare incentive, I will travel to and from work utilizing the following alternative modes of transportation at least 80% of my regularly scheduled workdays in a calendar month.

6. I understand that participation in the Rideshare Program is voluntary. If at any time I elect to discontinue participation, or make a change in my choice of commute mode, I will inform Human Resources in writing.

7. I authorize Human Resources to verify my commute mode.

8. I understand and will adhere to El Encanto's guidelines as noted in the *Ride Right* code of conduct. I understand that I will be eligible to receive incentives for Ridesharing and will practice the "honor system" reporting only factual information regarding my participation. I further understand any falsification of information presented will result in loss of privileges in the program, as well as disciplinary action up to and including separation of employment.

I have read and understand El Encanto's Rideshare Program policy.

Team Member Signature _____ Date _____ Phone Number _____

To receive the incentive, go online to register at www.trafficsolutionsonline.info and use the Commuter Tracker Calendar to log your use of alternative modes of transportation. At the end of each month print the Commuter Tracker Calendar, sign, and submit it to Human Resources as proof of eligibility for the incentive.

Ride Right Code of Conduct:

- Respect other passengers' privacy ●Do not cause safety hazards ●Respect others' personal space
- Respect others' property ●Arrive to designated pick-up area at agreed upon time

Carpooler #1 - (DRIVER):

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #2:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #3:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #4:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #5:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #6:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Department		

Carpooler #7:

_____	_____	_____
Carpooler's Name	Work Phone	Carpooler Signature

Let's Carpool!



SHARE **A**CAR

Let's Carpool!



SHARE **A**CAR

Let's Carpool!



SHARE **A**CAR

Let's Carpool!



SHARE **A**CAR

TEAM MEMBER PARKING



**Our Team Member Lot is at the
First Presbyterian Church
conveniently located at:
21 E. Constance Ave.**

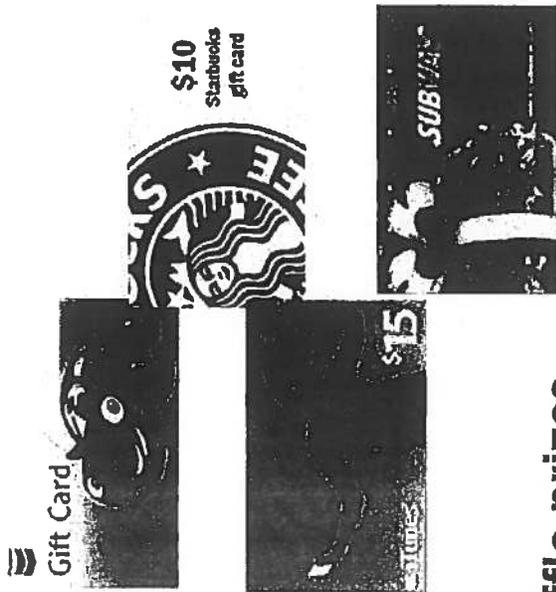


- **Please park in the right-most row near the cinderblock wall**
- **For your convenience, you may use the Belmond El Encanto Shuttle to take you to and from the lot to the Mission Ridge entrance of the property**
- **The shuttle driver can be reached at (805) 705-5306**

RIDESHARE BENEFITS



**We encourage everyone
to take part in our
Rideshare Program!**



Free MTD bus passes are available

Carpool incentives up to \$50 per month

Walk, bike, drop-off initiatives - monthly raffle prizes

Free vanpool

Parking Lot Use Agreement

The First Presbyterian Church of Santa Barbara (FPC) and the El Encanto Hotel wish to enter into a mutually beneficial agreement to permit the employees of El Encanto to park their personal vehicles in the parking lot of FPC and for El Encanto to use its shuttle van to transport these employees between the FPC lot and the El Encanto. The specific terms of this agreement are further described as follows:

1. Parking by El Encanto personnel is permitted in designated spaces of the parking lot at FPC each day between the hours of 6:00am and midnight. El Encanto understands that the lighting in the FPC parking lot will be turned off at approximately 10:00pm each night.
2. During the period July 1, 2014 through October 31, 2014 and from June 1, 2015 through June 30, 2015, 40 parking spaces will be reserved for El Encanto employees each day except that there shall not be more than 20 El Encanto employee vehicles parked at FPC at any time during Sunday mornings until 1:00 PM.
3. During the period November 1, 2014 through May 31, 2015, 20 parking spaces will be reserved for El Encanto employees each day.
4. FPC will have the option to notify El Encanto with a minimum of 7 days advanced notice whenever special events are planned at FPC. Parking by El Encanto personnel will not be permitted between the hours on the date stated on such notice.
5. El Encanto agrees to indemnify and hold harmless FPC from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of FPC, its officers, agents or employees, arising from the use of these facilities by El Encanto or its employees.
6. El Encanto shall provide Comprehensive Liability insurance against liability for bodily injury (including death) and property damage from occurrences on FPC property with single limits of \$1,000,000. Such policy shall name FPC as an additional insured, shall be primary and any other insurance available to FPC shall not be called on to contribute. Such insurance shall be evidenced by a certificate of insurance and endorsement furnished to FPC prior to the effective date of this agreement.
7. In recognition of the benefits of this agreement, El Encanto will donate to FPC at the rate of \$70.00 per day for the period July 1, 2014 through October 31, 2014 and June 1, 2015 through June 30, 2015 and the rate of \$35.00 per day for the period November 1, 2014 through May 31, 2015.
8. Payments of such donations to FPC are due by the last day of each month for parking spaces reserved during that month.

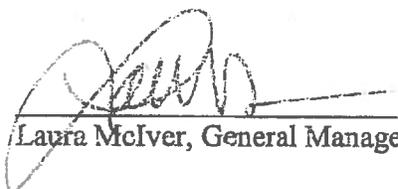
This agreement shall be effective beginning on July 1, 2014 and ending at midnight on June 30, 2015. The above terms may be modified by mutual written agreement at any time during this effective period. Either party to this agreement may cancel this agreement with 30 days prior written notice to the other party. El Encanto agrees to notify the City of Santa Barbara within 30 days following any termination of this agreement.

Agreed and accepted for:

First Presbyterian Church

El Encanto


Dave Ardell, Treasurer 6/2/14
Date


Laura McIver, General Manager 6/17/14
Date

**Addendum to Parking Lot Use Agreement
Dated July 1, 2014**

Between First Presbyterian Church of Santa Barbara (FPC)
and the El Encanto Hotel

The last paragraph of the Agreement shall hereby be revised as follows:

This Agreement shall be effective beginning on July 1, 2014 and ending at midnight on June 30, 2015. The above terms may be modified by mutual written agreement at any time during this effective period. Either party to this Agreement may cancel this Agreement with **60** days prior written notice to the other party. El Encanto agrees to notify the City of Santa Barbara within 30 days **prior to** any termination of this Agreement.

All other terms and conditions of the Agreement shall remain unchanged.

Agreed to and accepted by:

First Presbyterian Church

El Encanto Hotel

 8/7/14
Dave Ardell, Treasurer Date

 7/1/14
Laura McIver, General Manager Date

Team Roster Effective 8/21/14

Method of Transportation	Position	Department	FT/PT	Method of Transportation	Position	Department	FT/PT
MTD	Turndown Attendant	HOUSEKEEPING	F	Bike	Shuttle Driver	GARAGE/VALET	P
Drive to Lot	O/N Cook 2	KITCHEN	F	Drive to Lot	Massage Provider	SPA	P
Drive to Lot	Manager - Restaurant	RESTAURANT	F	Drive to Lot	Banquet Server	BANQUETS	P
On Site	Front Services Manager	FRONT DESK	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Host/Hostess	RESTAURANT	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Line Cook 1	KITCHEN	F	Drive to Lot	Cocktail Server	LOUNGE/BAR	P
Drive to Lot	Stewarding Supervisor	STEWARDING	F	Drive to Lot	Room Attendant	HOUSEKEEPING	P
On Site	Executive Chef	KITCHEN	F	Drive to Lot	Turndown Attendant	HOUSEKEEPING	P
Drive to Lot	Staff Accountant	ACCOUNTING	F	Drive to Lot	Cocktail Server	LOUNGE/BAR	P
Drive to Lot	Engineer 2	MAINTENANCE	F	Drive to Lot	Attendant (Amenities)	ROOM SERVICE	P
MTD	O/N Valet	GARAGE/VALET	F	Drive to Lot	Server PM	RESTAURANT	P
Drive to Lot	Lobby Attendant	HOUSEKEEPING	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Prep Cook	KITCHEN	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Attendant (Amenities)	ROOM SERVICE	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Aesthetician	SPA	F	Drive to Lot	Valet	GARAGE/VALET	P
Carpool On Site	Conference Services Manager	SALES & MARKETING	F	MTD	Banquet Server	BANQUETS	P
Drive to Lot	Engineering Supervisor	MAINTENANCE	F	Drive to Lot	Valet	GARAGE/VALET	P
ScOOTer	Server AM	RESTAURANT	F	Drive to Lot	Lead Valet	GARAGE/VALET	P
Drive to Lot	Cocktail Server	LOUNGE/BAR	F	Walk	Hair Stylist	SPA	P
Drive to Lot	House Attendant	HOUSEKEEPING	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Assistant Director	HOUSEKEEPING	F	Drive to Lot	Valet	GARAGE/VALET	P
On Site	Director of Security	SECURITY	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Housekeeping Office Coord.	HOUSEKEEPING	F	Drive to Lot	Server AM	RESTAURANT	P
MTD	Spa Attendants	SPA	F	Drive to Lot	Host/Hostess	RESTAURANT	P
Drop Off	House Attendant	HOUSEKEEPING	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Valet	GARAGE/VALET	F	Drop Off	Turndown Attendant	HOUSEKEEPING	P
Drive to Lot	Prep Cook	KITCHEN	F	Drive to Lot	Shuttle Driver	GARAGE/VALET	P
Drive to Lot	Line Cook 1	KITCHEN	F	Drive to Lot	Cocktail Server	LOUNGE/BAR	P
Carpool On Site	Banquet Bartender	BANQUETS	F	Carpool On Site	Massage Provider	SPA	P
Drive to Lot	Server Attendant	RESTAURANT	F	Drive to Lot	Banquet Server	BANQUETS	P
MTD	Steward	STEWARDING	F	Drive to Lot	Server PM	RESTAURANT	P
Drive to Lot	Pool Server	POOL	F	Drive to Lot	Massage Provider	SPA	P
Drive to Lot	Server AM	RESTAURANT	F	Drive to Lot	Turndown Attendant	HOUSEKEEPING	P
Drive to Lot	O/N Prep Cook	KITCHEN	F	Drive to Lot	Host/Hostess	RESTAURANT	P
Drive to Lot	Line Cook 3	KITCHEN	F	Drive to Lot	Banquet Captain	BANQUETS	P
MTD	Guest Services Agent	FRONT DESK	F	Drive to Lot	Cocktail Server	LOUNGE/BAR	P
Drive to Lot	Room Attendant	HOUSEKEEPING	F	Drive to Lot	Shuttle Driver	FRONT SERVICES	P
Carpool On Site	Conference Services Manager	SALES & MARKETING	F	Drive to Lot	Banquet Server	BANQUETS	P
On Site	Leisure Sales Manager	SALES & MARKETING	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Aesthetician	SPA	F	Drive to Lot	Shuttle Driver	GARAGE/VALET	P
Drive to Lot	Banquet House person	BANQUETS	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Housekeeping Office Coord.	HOUSEKEEPING	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Desk Agents	SPA	F	Drive to Lot	Room Service - O/N Server	ROOM SERVICE	P
On Site	Human Resources Director	HUMAN RESOURCES	F	Carpool On Site	Banquet Server	BANQUETS	P
Drive to Lot	Banquet Setup Manager	BANQUETS	F	Drive to Lot	Guest Services Agent	FRONT DESK	P
Drive to Lot	Steward	STEWARDING	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Server Attendant PM	RESTAURANT	F	Drive to Lot	Massage Provider	SPA	P
Drive to Lot	Nail Technician	SPA	F	Drive to Lot	Banquet Server	BANQUETS	P
Carpool On Site	Room Service - Captain	ROOM SERVICE	F	Drive to Lot	Shuttle Driver	FRONT SERVICES	P
Drive to Lot	HR Coordinator	HUMAN RESOURCES	F	MTD	Server Attendant AM	RESTAURANT	P
Drive to Lot	Prep Cook	KITCHEN	F	Walk	Runner AM	RESTAURANT	P
Drive to Lot	Server Attendant AM	RESTAURANT	F	Drive to Lot	Cocktail Server	LOUNGE/BAR	P
Drive to Lot	Bartender / Bar Back	LOUNGE/BAR	F	Drive to Lot	Lead Valet	GARAGE/VALET	P
On Site	Front Office Manager	FRONT DESK	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Room Attendant	HOUSEKEEPING	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Massage Provider	SPA	F	Drive to Lot	Host/Hostess	RESTAURANT	P
Drive to Lot	Turndown Attendant	HOUSEKEEPING	F	Drive to Lot	Hair Stylist	SPA	P
Drive to Lot	Steward	STEWARDING	F	Drive to Lot	Banquet Server	BANQUETS	P
Drive to Lot	Line Cook 3	KITCHEN	F	Drive to Lot	Banquet Server	BANQUETS	P
Carpool On Site	Server Attendant PM	RESTAURANT	F	Drive to Lot	Valet	GARAGE/VALET	P
Carpool On Site	Executive Sous Chef	KITCHEN	F	Drive to Lot	Valet	GARAGE/VALET	P
Drive to Lot	Line Cook 1	KITCHEN	F				
Drive to Lot	Line Cook 3	KITCHEN	F				
Drive to Lot	Server Attendant AM	RESTAURANT	F				
Carpool On Site	Housekeeping Supervisor	HOUSEKEEPING	F				
Drive to Lot	Server AM	RESTAURANT	F				
Carpool On Site	Engineer 2	MAINTENANCE	F				
Drive to Lot	Valet	GARAGE/VALET	F				
Drive to Lot	Server PM	RESTAURANT	F				
Bike	Pool Server	POOL	F				
On Site	Regional Managing Director	EXECUTIVE OFFICE	F				
On Site	Banquet Manager	BANQUETS	F				
On Site	Reg Director of Housekeeping	HOUSEKEEPING	F				
Drive to Lot	Line Cook 3	KITCHEN	F				
Drive to Lot	Executive Steward	STEWARDING	F				
Drop Off	Runner AM	RESTAURANT	F				
Drive to Lot	Pastry Chef	KITCHEN	F				
Drive to Lot	Spa Attendants	SPA	F				
Drive to Lot	Finance Manager	ACCOUNTING	F				
Drive to Lot	Line Cook 1	KITCHEN	F				

Team Roster Effective 8/21/14

Drive to Lot	Banquet Server	BANQUETS	F
On Site	Regional Director of Marketing	SALES & MARKETING	F
MTD	Aesthetician	SPA	F
On Site	Assistant Front Office Manager	FRONT DESK	F
Drop Off	Room Attendant	HOUSEKEEPING	F
Drive to Lot	Host/Hostess	RESTAURANT	F
MTD	Housekeeping Supervisor	HOUSEKEEPING	F
MTD	Prep Cook	KITCHEN	F
On Site	General Manager	EXECUTIVE OFFICE	F
Drive to Lot	Massage Provider	SPA	F
Drive to Lot	Guest Services Agent	FRONT DESK	F
Drive to Lot	Front Desk Asst Mgr	FRONT DESK	F
MTD	Lobby Attendant	HOUSEKEEPING	F
On Site	Spa Manager	SPA	F
Drive to Lot	Guest Services Agent	FRONT DESK	F
Drive to Lot	Massage Provider	SPA	F
On Site	Director of Engineering	MAINTENANCE	F
Drive to Lot	HR Manager	HUMAN RESOURCES	F
Drive to Lot	Engineer 2	MAINTENANCE	F
Drive to Lot	Staff Accountant	ACCOUNTING	F
MTD	Lobby Attendant	HOUSEKEEPING	F
Drive to Lot	Steward	STEWARDSHIP	F
Drive to Lot	House Attendant	HOUSEKEEPING	F
Drive to Lot	Steward	STEWARDSHIP	F
Drive to Lot	Turndown Attendant	HOUSEKEEPING	F
On Site	Manager - Restaurant	RESTAURANT	F
Drive to Lot	Manager - Restaurant	RESTAURANT	F
Drive to Lot	Line Cook 3	KITCHEN	F
Drive to Lot	Server PM	RESTAURANT	F
Drive to Lot	Security Supervisor	SECURITY	F
On Site	Leisure Sales Manager	SALES & MARKETING	F
MTD	Room Service - Server	ROOM SERVICE	F
Drive to Lot	Spa Attendants	SPA	F
Drive to Lot	Server AM	RESTAURANT	F
Drive to Lot	Steward	STEWARDSHIP	F
Drive to Lot	Room Attendant	HOUSEKEEPING	F
On Site	Financial Controller	ACCOUNTING	F
Drive to Lot	PR & GM Admin	EXECUTIVE OFFICE	F
Drive to Lot	Host/Hostess	RESTAURANT	F
Drive to Lot	Sous Chef	KITCHEN	F
Drive to Lot	Steward	STEWARDSHIP	F
Drive to Lot	Guest Services Agent	FRONT DESK	F
Carpool On Site	Turndown Attendant	HOUSEKEEPING	F
Drive to Lot	Housekeeping Supervisor	HOUSEKEEPING	F
MTD	Bartender / Bar Back	LOUNGE/BAR	F
Dr	Housekeeping Supervisor	HOUSEKEEPING	F
MTD	Room Attendant	HOUSEKEEPING	F
MTD	Turndown Attendant	HOUSEKEEPING	F
Drive to Lot	Banquet Server	BANQUETS	F
Drive to Lot	Room Attendant	HOUSEKEEPING	F
Drive to Lot	Security Officer O/N	SECURITY	F
Drive to Lot	Server PM	RESTAURANT	F
Drive to Lot	Valet	GARAGE/VALET	F
Drive to Lot	Engineer 2	MAINTENANCE	F
MTD	Engineer 1	MAINTENANCE	F
Carpool On Site	Sous Chef	KITCHEN	F
Drive to Lot	Pastry Cook	KITCHEN	F
Drive to Lot	Desk Agents	SPA	F
Drop Off	Pastry Cook 2	KITCHEN	F
Drive to Lot	Security Officer	SECURITY	F
Drive to Lot	Guest Services Agent	FRONT DESK	F
Drive to Lot	Pastry Cook	KITCHEN	F
On Site	Director of Sales	SALES & MARKETING	F
On Site	Director of Sales	SALES & MARKETING	F
Drive to Lot	Line Cook 2	KITCHEN	F
Drive to Lot	Room Service - Server	ROOM SERVICE	F
Carpool On Site	Banquet Server	BANQUETS	F
Drive to Lot	Room Service - Server	ROOM SERVICE	F
Drive to Lot	Line Cook 3	KITCHEN	F
Drop Off	Room Attendant	HOUSEKEEPING	F
Drive to Lot	Hostess	RESTAURANT	F
Drive to Lot	Room Service - Server	ROOM SERVICE	F
Drive to Lot	Room Service - Captain	ROOM SERVICE	F
Drive to Lot	Guest Services Agent	FRONT DESK	F