

PLANNING COMMISSION

Kerri Warren, Chair  
Candis Woods, Vice Chair  
Shirley Benningfield, Commissioner  
Peggy White, Commissioner  
Robert Griffith, Commissioner

CITY PLANNER  
Karen Mantele

MINUTE CLERK



201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041

**PLANNING COMMISSION MEETING AGENDA**  
**Wednesday August 20, 2014**  
**7:00 p.m.**

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
- 3 **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Approval of Minutes:** None
6. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (***Public Comments are generally restricted to three minutes.***)
7. **New Business/ Public Hearing(s)**
  - a. **Use Permit (file #UP-14-08)** Applicant/Owner: Neil Sayer/Peterson Machinery Company  
Assessors Parcel Number: 002-291-008;-009;-010/ 411 S. Tehama Street/ CG -General Commercial zoning district/General Commercial Land Use Designation/Request to install additional incidental signage for business
  - b. **Use Permit (file #UP-14-06) & Design Review (file # DR-14-04)** Applicant/Owner: David & Laura Boehm/same  
Assessors Parcel Number: 003-021-001/300 N. Butte Street/CC-Central Commercial zoning district/General Commercial Land Use Designation/Request to allow use of a non-conforming pole sign, allow additional signage for business; allow exterior design elements to an existing commercial building
8. **Commission Commentary**
9. **Adjournment**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before August 15, 2014.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

**Planning Commission Agenda Report:**

August 20, 2014

Project: Conditional Use Permit (File # 14-08) Request for additional incidental signage  
 Applicant(s)/Owner: Neil Sayer/Peterson Machinery Co.  
 Project Location: 411 S. Tehama Street, Willows  
 Parcel No: 002-291-008; -009; -010  
 Zoning: General Commercial (CG)  
 General Plan: General Commercial

**Project Description:**

The applicant, Neil Sayer on behalf of Peterson Machinery Co, property owner, has submitted a Conditional Use Permit application to replace existing signage and to allow additional square feet of incidental signage for the business. The applicant desires to replace the signage which is outdated, with signs that reflect the product lines the company sells in order to improve the stores' appearance and enable Peterson Machinery to more effectively market their product lines. The replacement signs include a monument/pole sign replacing with another monument/pole sign, replace the two signs on the building facing Tehama Street with new signage, and add one new sign to the entrance of the building facing Birch Street.

**Review Process:**

This matter is before the Planning Commission pursuant to Section 18.125.150-A and 18.135 of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned General Commercial (CG), which allows for various permitted uses including retail sales. Zoning to the north, south east & west is the same as the project site.

The General Plan Land Use designation for this site is General Commercial pursuant to the City's General Plan Land Use Map. The existing use is consistent with this designation.

**Background:**

Peterson Tractor came before the Planning Commission in 1982 with a Design Review application for a new commercial building. This application was approved by the Commission. Peterson Tractor then came before the Planning Commission in 2005 with a Use Permit request to replace the existing signage with new signage and to add a third sign to the Tehama Street side of the building. This third sign required a Use Permit as it exceeded the sign code by 32 square feet. This Use Permit was approved by the Commission.

**Project Discussion:**

The current Comprehensive Sign code allows for signage in this district at the ratio of 1.5 times the linear building frontage. Staff and the City Manager have discussed allowances and have allowed both the Tehama Street and Birch Street building frontage dimensions to be counted, thereby allowing a total of 277.5 square feet of allowable signage for the business/property.

The existing signage includes a (1) pole sign which is 4' x 16' and is 12 feet in height. (double-sided) (128 SF) considered an Identity sign; (2) two signs along the Tehama Street side, a 4'x16' illuminated

wall-mounted cabinet sign (64 SF) considered an Incidental sign, and a 4'x 8' illuminated wall-mounted cabinet sign (32 SF) and considered an Identity sign. The one wall mounted sign of 64 SF exceeds the allotted amount of Incidental signage. This may be a carry over from the 2005 Use Permit approval allowing additional signage. Total existing signage is 224 square feet.

Included in the project proposal is a two fold request: to allow either a 12' high monument/pole sign or an 18' high monument/pole sign as a replacement for the existing 12' high monument/pole sign. The Comprehensive Sign code does not state the prescribed height of a pole sign in this district.

The 12' high pole sign request includes (1) adding a 4' x16' illuminated wall mounted cabinet sign (64 SF) to the Birch Street side of the building to advertise a product (*Challenger*)- currently there is no signage there, (2) replace the two signs along the Tehama Street side of the building; with a 4' x 16' illuminated wall mounted cabinet sign (64 SF) (*Peterson CAT*) (considered an Identity sign), and replace the existing 4'x 8' sign with a 4' x 16' illuminated wall mounted cabinet sign (64 SF) (*Challenger*) (considered an Incidental sign), and (3) replace the existing 4'x16' x12' high monument/pole sign (which is now considered an Identity sign) with a 5' wide x12' high illuminated pole sign (120 SF) (*advertising product names*) (considered an Incidental sign) for a total square footage of 312 square feet. The proposal meets the allowed Identity signage, but exceeds the allotted 60 SF of Incidental signage by 188 SF.

The 18' high pole sign request includes (1) adding a 4' x16' illuminated wall mounted cabinet sign (64 SF) to the Birch Street side of the building to advertise a product (*Challenger*)- currently there is no signage there, (2) replace the two signs along the Tehama Street side of the building; with a 4' x 16' illuminated wall mounted cabinet sign (64 SF) (*Peterson CAT*)(considered an Identity sign), and replace the existing 4'x 8' sign with a 4' x 16' illuminated wall mounted cabinet sign (64 SF) (*Challenger*) (considered an Incidental sign), and (3) replace the existing 4'x16' x12' high illuminated monument/pole sign with a 7.6' wide x 18' high illuminated monument/pole sign (273.6 SF) (considered an Incidental sign). As in the previous request, the proposal meets the allowed Identity signage, but exceeds the allotted 60 SF of Incidental signage by 341.6 SF.



Per code section 18.125.150(2) Commercial Districts, pole mounted signs shall be identity signs. The existing monument/pole sign is an Identity sign as it displays the name of the business, and the proposed monument/pole sign is classified as an Incidental sign as it proposes to advertise dealer names of the products the company sells.

Sign Code definitions for identity signage states “a sign which is designed and intended to identify the name of a commercial business, professional office, public use, quasi-public use, or similar use and which sign is located on the premises to be identified”.

Sign Code definition for incidental signage states “a sign pertaining to and advertising goods, prices, products, services or facilities which are available on the premises. Such signing is in addition to the main identity signing.

### **Findings of Fact**

Based upon the facts and conclusions contained within this staff report the following findings must be made in order to approve the applicant’s request:

1. That the use is consistent with the purposes of the district in which the site is located.
2. That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.
3. That the proposed use is in conformance with the General Plan.

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor’s records within 400 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written public comments have been received.

### **Environmental Review and Analysis**

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). Staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Code Section 15311(a) (Accessory Structures) Class 11.

### **STAFF RECOMMENDATION:**

Staff recommends the Commission review and discuss the request to allow additional incidental signage and direct staff.

A draft resolution for adoption recommending approval of the Use Permit for additional signage is attached and is subject to the conditions of approval as shown in Attachment #2.

### **PLANNING COMMISSION OPTIONS:**

- 1) Recommend approval of the Use Permit proposal and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the Use Permit application with appropriate findings for denial

### **Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Sign Elevations

Submitted by:



Karen Mantele  
Principal Planner

**THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD  
FOLLOWING THE PLANNING COMMISSION DECISION ON THE USE PERMIT PURSUANT TO  
Chapter 18.135.060**

PC RESOLUTION NO. \_\_\_\_\_-2013

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL (FILE # UP-14-08) TO PETERSON MACHINERY COMPANY FOR AN ADDITIONAL \_\_\_\_\_ SQUARE FEET OF INCIDENTAL SIGNAGE AND ALLOW A \_\_\_\_\_ FOOT HIGH MONUMENT/POLE SIGN FOR PROPERTY LOCATED AT 411 SOUTH TEHAMA STREET, ASSESSORS PARCEL NUMBER 002-291-008;-009;-010**

**WHEREAS**, the applicant, Neil Sayer, on behalf of Peterson Machinery Company, has filed a Conditional Use Permit application to allow \_\_\_\_\_ SF of additional Incidental signage to replace their outdated signage including a \_\_\_\_\_ foot high monument/pole sign; and,

**WHEREAS**, City of Willows Municipal Code Section 18.125.150-A allows for additional signage upon first securing Use Permit approval from the Planning Commission, and

**WHEREAS**, notice of the Planning Commission meeting held on August 20, 2014, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and,

**WHEREAS**, the Planning Commission did, on August 20, 2014, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

**WHEREAS**, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

**WHEREAS**, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15311(a) (Accessory Structures) Class 11; and

**WHEREAS**, the Planning Commission does finds that the proposed use is consistent with the purposes of the district in which the site is located, as additional signage is allowed per Section 18.125.150 which states commercial buildings within the CG zoning district are allowed 60 square feet of incidental signage, with higher totals requiring Use Permit approval, and

**WHEREAS**, the Planning Commission does find that the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, as the conditions of approval incorporate provisions which project will not be detrimental to the public health, safety or welfare; and

**WHEREAS**, the Planning Commission does find that the proposed use is in conformance with the General Plan, as the property is located within the General Commercial land use designation, which allows for retail service related, and which signage is an integral part of providing customer choices; and

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to install a \_\_\_\_ foot high illuminated monument/pole sign add an additional \_\_\_\_ SF of incidental signage is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit (UP-14-08) subject to the attached conditions of approval set forth in Attachment #2..

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 20<sup>th</sup> day of August, 2014, by the following vote, to wit:

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Kerri Warren, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL  
FOR  
PETERSON MACHINERY COMPANY  
FOR PROPERTY LOCATED AT  
411 S. Tehama /APN; 002-291-008;-009; 010**

**PC approval date: \_\_\_\_\_, 2014**

**GENERAL**

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.
3. This use permit for the additional incidental signage is void one (1) year after the use permitted by such permit is discontinued.
4. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
5. Approval is granted for a \_\_\_\_ foot high monument/pole sign and an additional \_\_\_\_SF of incidental signage. Any new signage not included with this approval is subject to review by the Planning Department prior to installation.
6. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
7. The permanent free standing sign shall incorporate the numerical address of the parcel at which sign is located. (letters minimum six inches high)
8. All addressing shall meet Willows Municipal Code Section 15.15.100 **Premises identification**, which reads "Approved numbers for premises identification shall be placed on all new and **existing buildings** near the doorway or in such a position as to be plainly visible and legible from the street or access fronting the property during both day and night hours. Address numbers shall be illuminated for buildings constructed after January 1, 2008. Light sources used to comply with this section shall be controlled by a photoelectric device or by a circuit supplied by a house meter which is used to provide other required lighting during hours of darkness. No switch or other similar device shall be installed. Buildings constructed prior to this date shall comply with all other address requirements. Address signs shall be internally or externally illuminated. When the luminance or the face of a sign is from an external source, it shall have an intensity of not less than 5.0 foot-candles. Internally illuminated signs shall provide equivalent luminance. All properties that are served by a rear access shall install approved numbers for premises identification in such a position as to be plainly visible and legible from the access. **Number shall be contrasting in color to their background. The minimum size and dimension of the**

**numbers shall be 6 inches in height with 1-inch stroke width or larger readily visible and legible from the adjacent street.” Fire Department approval required.**

## **BUILDING DEPARTMENT**

9. All of the conditions of approval shall be shown on the set of plans prepared for review.
10. The applicant shall submit 3 complete sets of plans and a completed building permit application for review.
11. The applicant shall be responsible for the payment of building permit fees (to be determined during building permit plan review)
12. The project shall comply with all applicable Federal, State and local codes and ordinances.
13. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).
14. The work shall not commence until all applicable permits have been issued.
15. The applicant/contractor shall provide for all necessary field inspections as prescribed in code section 18.125.100.







**Planning Commission Agenda Report:****August 20, 2014**

Project: Use Permit (file#UP-14-06) & Design Review (file#DR-14-04)  
Request to use non-conforming sign, additional signage, & exterior design elements for an existing commercial building

Applicant(s)/Owner: David & Laura Boehm/same

Project Location: 300 N. Butte Street

Parcel No: 003-021-001

Zoning: Central Commercial (CC)

General Plan: General Commercial

**Project Description:**

The applicants have submitted planning applications for a Use Permit and Design Review approval in order to establish a full service fitness gym in an existing 6,750 square foot commercial building. The gym will be open seven days a week, with hours of operation Monday through Friday 5 am – 6 pm and Saturday and Sunday 6 am – noon. The gym will be operated and managed by the owners.

The applicants intend to use an existing pole sign in order to advertise their business, which is a non-conforming structure. The request includes approving 4 square feet of additional incidental signage to advertise services. Improvements to the building include installing three new large aluminum store front windows to the south side of the building, with an overhang that extends the length of the building (90 feet). The proposal includes grey tinting the three windows and to install new plywood on the overhang with corrugated metal roof and fascia.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45 and 18.55.030(7) of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Central Commercial (CC), and allows for exercise studios with an approved Use Permit. Zoning to the north, south, east and west are the same as the project site. All of the surrounding uses are commercial in nature, except for to the north where existing single family dwellings are located.

The General Plan Land Use Designation for this parcel is General Commercial, which allows for service related businesses. The project meets General Plan goal DPS-18 which the goal is to allow appropriate commercial development that enhances the economic vitality of the community.

**Use Permit Discussion:**

The use of a non-conforming pole sign structure requires use permit approval. See discussion below under Signage. The proposal includes utilizing two existing sign areas for additional signage to advertise the services of the business. (*see sign layout plan*) The Historic Downtown Design Guidelines (Specific Criteria) states that the text for signs should be limited to the occupants' names and/or company logo. The sign should not include advertising slogans or services rendered. Words describing the type of commercial use are permitted. The Commission shall decide as to whether the proposed signage on those two signs complies with these criteria.

**Project Analysis:**

**Materials and Colors Used:** No new colors are proposed for the building as it was previously painted a few years ago; however the applicants intend to add a green trim around the fascia on both the west and south sides of the building, as well as around the front entrance door. All of the proposed colors are within the earth tone color scheme.

The proposal includes placing corrugated metal on the overhang of the awning on the south side of the building. Per code section 2.45.060(4)(e) which states that unpainted metal, galvanized metal or metal subject to ordinary rusting may not be used. Metals that develop an attractive oxidized finish may be used.

The proposal includes the installation of three aluminum store front windows with gray tinting on the south side of the building. Per code section 2.45.060(4) (c) Bronze tone or other glare reducing and color harmonizing finishes may be required on glass surfaces. Mirror-type glass shall be avoided.

**Parking:**

New striping will be installed for all parking including the handicap parking in front of the building. There are two driveways into the subject property for ingress and egress. The applicant proposes to have the entrance to the building on the Walnut Street side and exiting on the Butte Street side. Directional arrows to indicate the flow of traffic will be required providing sufficient circulation for vehicles and delivery trucks. The site plan submitted proposes 8 off-street parking spaces (*one which is handicap*). The Parking Code requirement for this use is 1 parking space for every 300 SF of gross floor area plus one for each employee per shift which would equate to 22.5 parking spaces. However this property is located within the Central Commercial district which under section 18.120.070 provides for an exemption to existing uses within the Downtown Central Business district. Therefore no additional parking is required of the project.

**Signage:**

The applicant proposes to utilize an existing 6' x 10' x 18 foot high non conforming pole sign. As a non-conforming structure, the applicant is allowed to request a permit to continue the use of this structure per code section 18.125.190(1) (c). The applicants' intends to install lettering to advertise the name of their business (Sepmer Fitness) on the pole sign. The sign square footage totals 120 square feet (double sided) and is therefore in accordance with the sign code which allows pole signs to be a total of 200 square feet of signage.

The proposal includes utilizing two existing sign areas that are located on the west side (front entrance) of the building. Proposed lettering will advertise services they offer for the business. These signs would be considered incidental signage for a total square footage of 64 feet; 4 feet over the allotted 60 square feet of incidental signage that the sign code allows for this district. A use permit request to allow the additional square footage is included with this request.

**Landscaping:**

No new landscaping is proposed with this project.

**Lighting**

Currently there are two pole mounted light fixtures on the building which the applicants' intend to utilize. All lighting shall meet the City of Willows code requiring no light glare upon adjacent properties.



**Existing 18' High Pole Sign**



**Building Frontage**

The project was reviewed internally by city departments for comments/conditions which proposed conditions are reflected with those comments.

### **Environmental Review and Analysis**

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15301, Class 1, Existing Facilities

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written public comments have been received.

### **Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Use Permit/Design Review approval for Semper fitness/David & Laura Boehm to use an existing non conforming pole sign for business identification, allow 4 SF of additional incidental signage and approve site improvements and exterior building elements for property located at 300 N Butte Street, Assessor's Parcel Number 003-021-001, subject to the conditions of approval as shown in Attachment #2 and Attachments 2-6

1. Adopt the Resolution approving the Use Permit and Design Review applications with conditions
2. Deny the Use Permit and Design Review applications with findings for denial

### **Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Letter from applicant
4. Pole sign lettering
5. Sign plan layout
6. Site Plan

Submitted by:

A handwritten signature in blue ink that reads "Karen Mantele". The signature is fluid and cursive, with a large loop at the end.

Karen Mantele  
Principal Planner

**THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING  
THE PLANNING COMMISSION DECISION ON THE USE PERMIT PURSUANT TO Chapter  
18.135.060**

## PC RESOLUTION NO. \_\_\_\_\_-2014

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
WILLOWS GRANTING USE PERMIT & DESIGN REVIEW APPROVAL (FILE#  
UP-14-06 & DR-14-04) TO DAVID & LAURA BOEHM (AKA SEMPER FITNESS)  
TO USE AN EXISTING NON CONFORMING POLE SIGN FOR BUSINESS  
IDENTIFICATION, ALLOW 4 SF OF ADDITIONAL INCIDENTAL SIGNAGE  
AND APPROVE SITE IMPROVEMENTS AND EXTERIOR BUILDING  
ELEMENTS FOR PROPERTY LOCATED AT 300 N. BUTTE STREET,  
ASSESSORS PARCEL NUMBER 003-021-001**

**WHEREAS**, the applicants, David & Laura Boehm has filed for Use Permit and Design Review approval to utilize an existing non conforming pole sign, add 4SF of additional signage and to make site improvements and exterior modifications to an existing commercial building; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states exterior modifications, require Design Review approval, and,

**WHEREAS**, City of Willows Municipal Code Section 18.125.190(1) (c) allows for the continued use of a non conforming structure (pole sign) with an approved Use Permit; and

**WHEREAS**, City of Willows Code Section 18.125.150-A allows for higher signage totals with an approved Use Permit; and

**WHEREAS**, the Planning Commission did, on August 20, 2014, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

**WHEREAS**, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

**WHEREAS**, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit and Design Review proposals to utilize an existing non conforming pole sign, add 4SF of additional signage and to make site improvements and exterior modifications to an existing commercial building located at 300 N. Butte Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit file UP-14-06 and Design Review file# DR-14-04, subject to the attached conditions of approval set forth in Attachment #2; and Attachments 3-6.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 20<sup>th</sup> day of August, 2014, by the following vote, to wit:

AYES \_\_\_\_\_

NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Keri Warren, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary

**USE PERMIT/DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR  
SEMPER FITNESS/ DAVID & LAURA BOEHM  
FOR PROPERTY LOCATED AT 300 N. BUTTE STREET  
APN; 003-021-001**

**PC approval date: \_\_\_\_\_,2014**

**General**

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. All exterior lighting shall be installed shall be designed and to meet safety requirements and minimize glare onto adjacent property or residential areas. All lighting must meet the City Standards. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans.
6. All conditions required by the Planning Commission shall be completed and installed prior to use of the site/building.
7. A single bin trash receptacle shall be located on site and shown on building plans.
8. The HVAC system location shall be shown on building plans as the site plan does not indicate location. If system is located on the roof, screening and or color matching the building is required. If system is located on the ground level, sufficient barriers shall be installed to protect system and or screened.
9. Bronze tone or other glare reducing and color harmonizing finishes may be required on glass surfaces. Mirror-type glass shall be avoided.

10. Upon Planning Commission approval applicant shall meet with city staff to review all conditions associated with the project.
11. The parking lot shall be stripped in accordance with the site plan, city standards and in accordance with ADA requirements. Arrows indicating the direction of ingress and egress shall be installed.
12. No corrugated metal shall be used for roofing material.
13. Permanent directional signage shall be installed as shown on site plan.

### **Building Department**

14. The applicant shall apply for and obtain all necessary Building Permits for the project.
15. All of the conditions of approval shall be placed on the set of plans prepared for review.
16. The applicant shall submit 4 complete sets of plans and specifications for review, accompanied by a completed building permit application.(allow 30 days for the initial review)
17. The project/plans shall comply with all applicable Federal, State, and local codes and ordinances.
18. The applicant shall pay a plan review deposit fee at the time of plan submittal (based on the project valuation)
19. Work shall not commence until building permits have been issued.
20. Any work within the public right of way (i.e. street, sidewalk, and alley) shall require an encroachment permit issued by the City of Willows Public Works Dept.
21. Dust prevention must be emphasized to avoid unnecessary annoyance to persons living or working in the area. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday unless approved by the City Manager.
22. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

### **Fire Department**

23. Premise Identification shall meet CFC as well as WMC 15.15.100.
24. A sprinkler system is required per WMC 15.15.110 and shall be installed to current standards and inspected by a certified inspector.
25. A Knox box with a key for the building shall be installed per Fire Chief approval

### **Police Department**

26. The Department suggests that the owner install a burglar alarm system and or surveillance system.

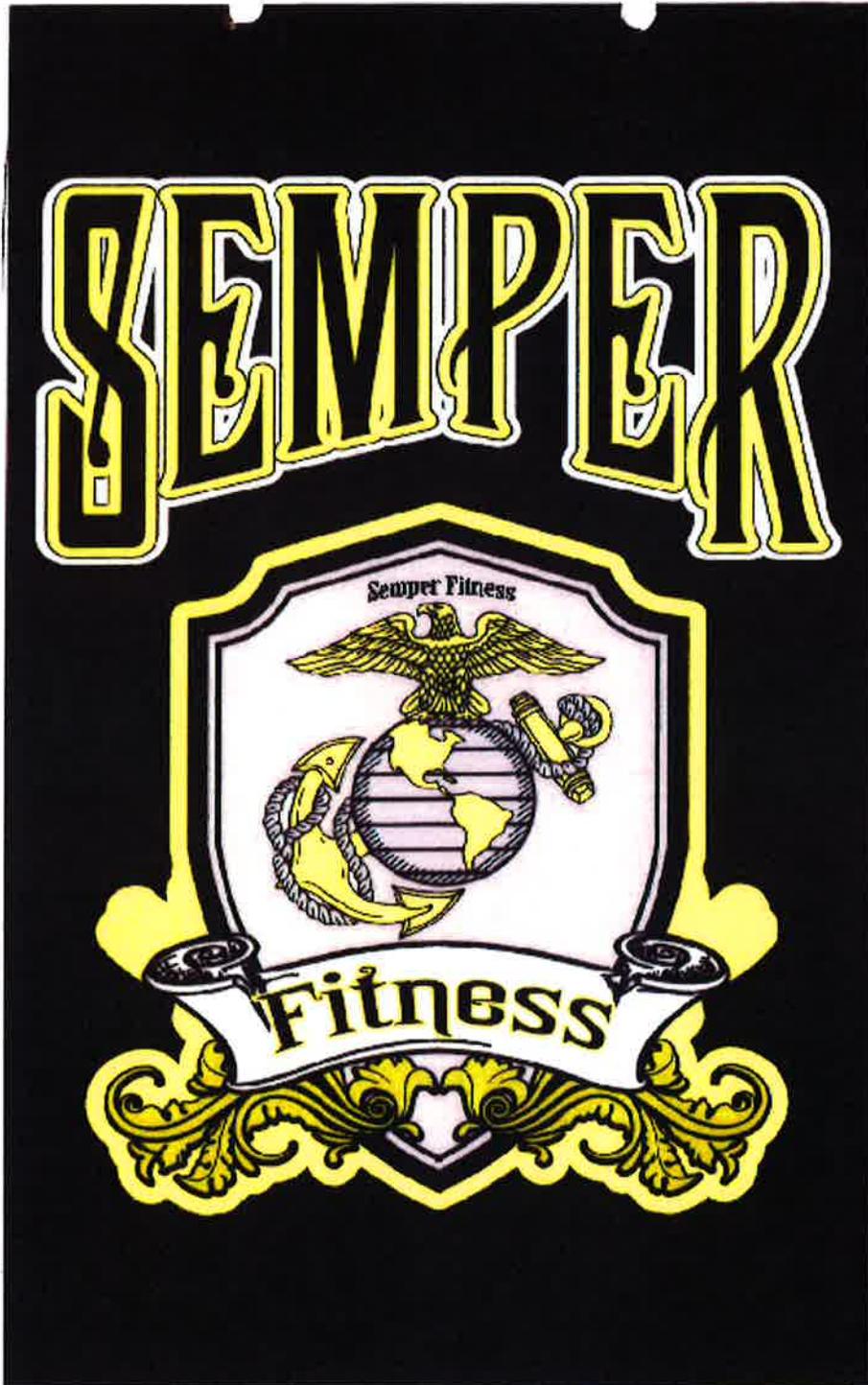


**Applicant's Written Project Description**

We have purchased a 6,750 square foot building with the plans of opening an elite full service fitness gym. The gym will offer personal training, exercise classes, free-weights, select drive equipment, cardio equipment, supplements and locker/restrooms with showers. The gym will be open seven days a week. The hours of operation will be Monday-Friday 5:00 am – 6:00 pm. Saturday and Sunday 6:00 am – 12:00 pm. The gym will be operated and managed by the owners with the hope of hiring part time employees in the future. The floor plan has allocated space for a small personal office. The floor plan has also allocated space for a childcare area to be used once the business is able to hire an employee. We will be utilizing an existing pole sign and additional signage on the property. The gym has been designed to offer services for many different fitness levels.

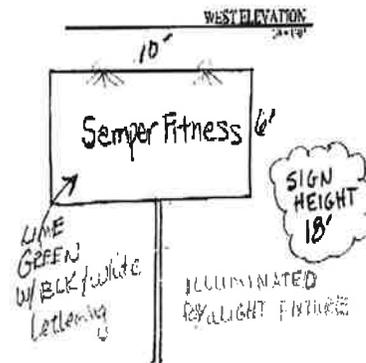
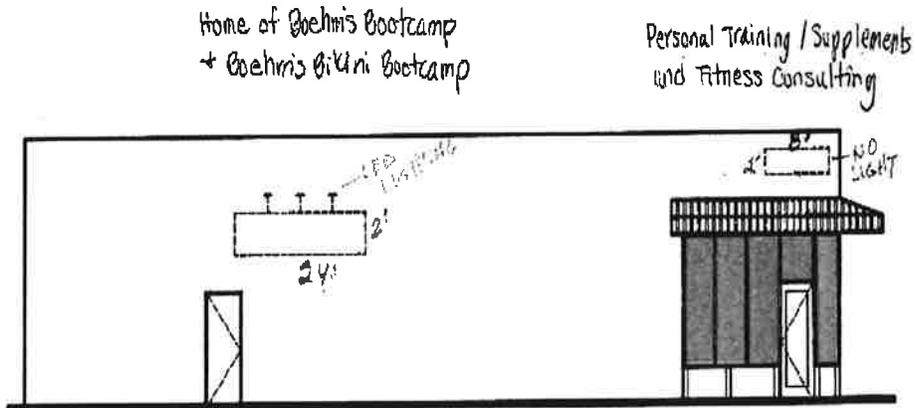
Pole Sign Lettering

AUG 06 2014  
City of Florence

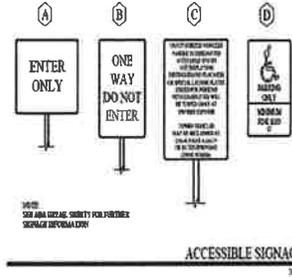


• Pole Sign

Sign layout



**Site Plan**



REV	DATE	BY

**PAUL LIEBERUM, ARCHITECT**  
 LICENSE #23760  
 1908 Blenheim Dr.  
 Chico, California 95926  
 (530) 894-0028

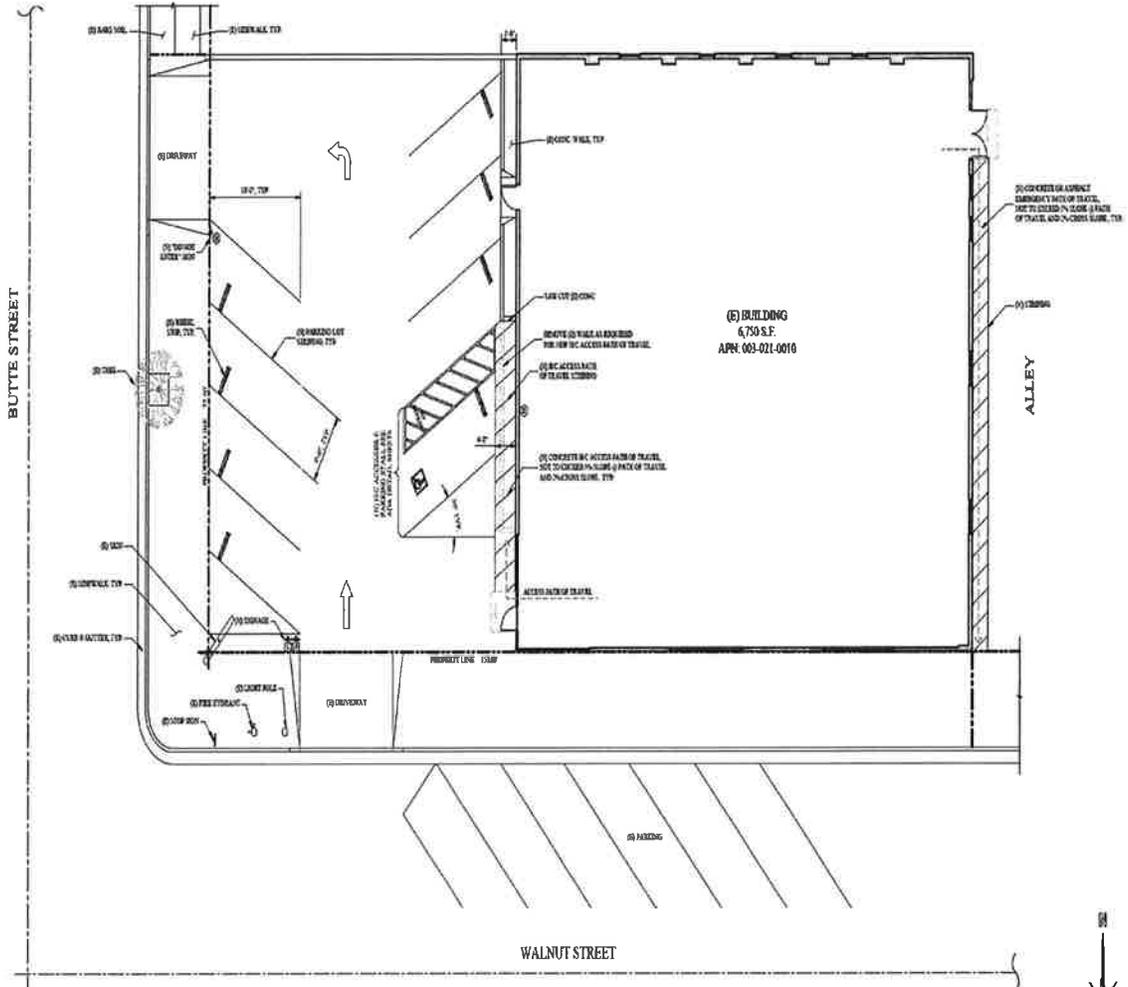
**EMERGENCY**  
 ARCHITECT-OF-RECORD

**NEW EXERCISE FACILITY**  
**FOR**  
**EXISTING RETAIL STORE**  
**DAVID & LAURA BOEHM**  
 300 Blaine Street  
 Willows, CA, 95798

**SITE PLAN**

DATE	NO. OF SHEETS
05-12-14	11
AS SHOWN	11
SCALE	1" = 10'
<b>C0.0</b>	

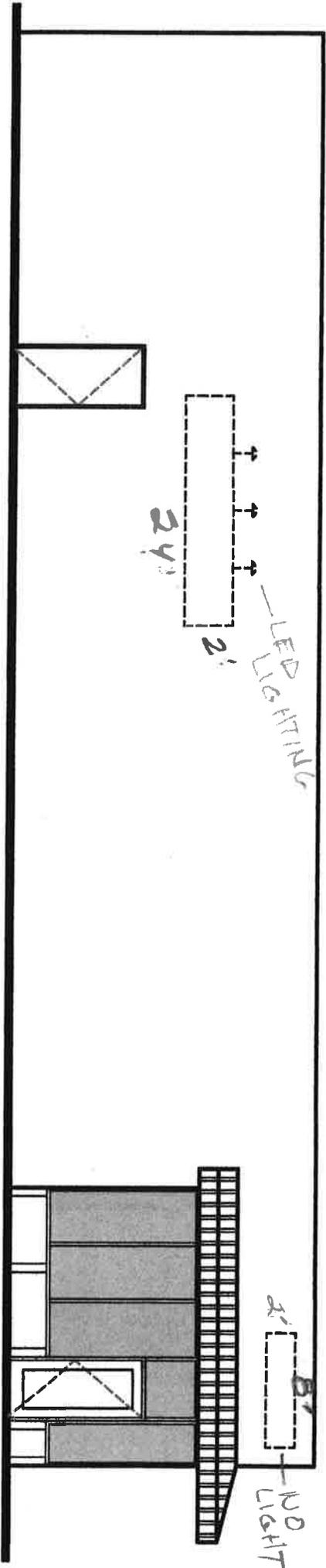
SIGNATURE



**SITE PLAN**  
 1/4" = 10'

Home of Boehm's Bootcamp  
 + Boehm's Bikini Bootcamp

Personal Training / Supplement  
 and Fitness Consulting



WEST ELEVATION  
 1/4" = 1'-0"

Semper Fitness

LIME GREEN w/ BLK & white lettering

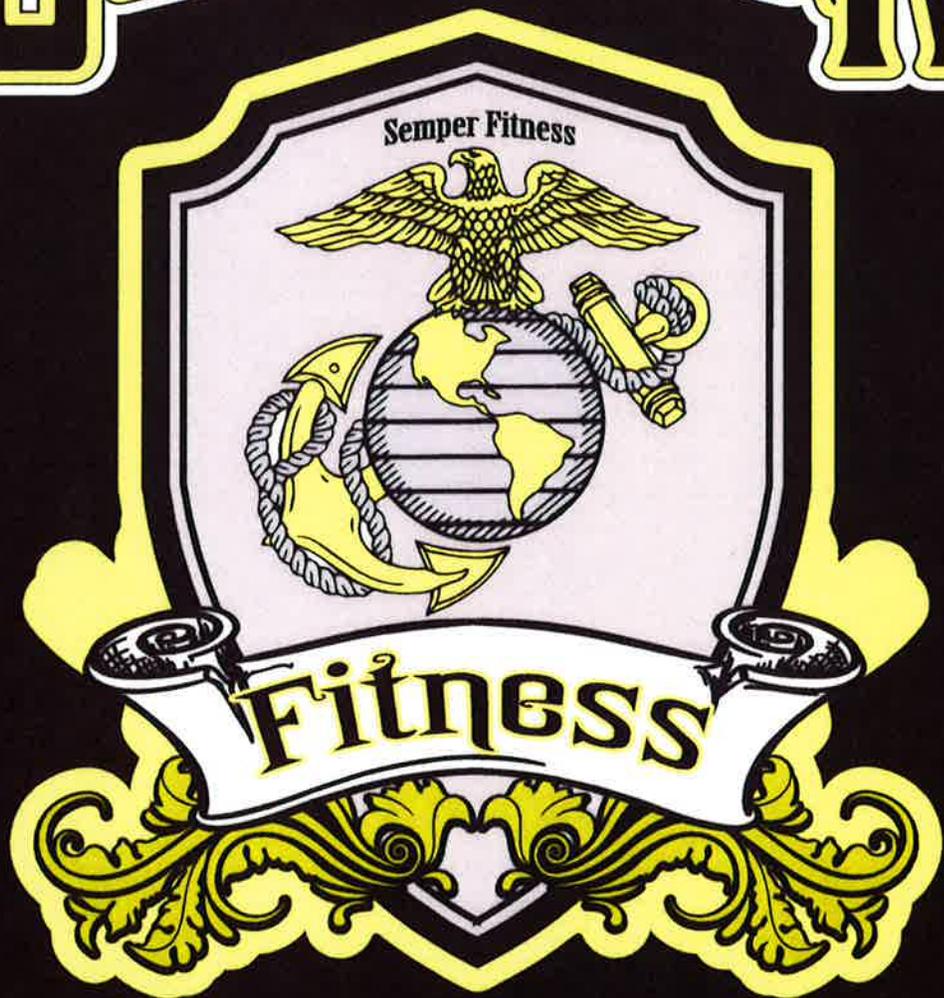
ILLUMINATED BY LIGHT FIXTURE

SIGN HEIGHT 18'

RECEIVED  
 JUL 30 2014  
 City of Willows

RECEIVED  
AUG 06 2014  
City of Willows

# SEMPER



• Pole  
Sign