

PLANNING COMMISSION

Candis Woods, Chair
Larry Domenighini, Vice Chair
Amy Alves, Commissioner
Leon Thur, Commissioner
Kerri Warren, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK



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

PLANNING COMMISSION MEETING AGENDA

Wednesday, August 3, 2011

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. 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.*)
6. Approval of Minutes: None
7. New Business - Persons wishing to speak are asked to approach the microphone to address the Commission. Although not required, it is requested that you please state your name for the record.

DR-11-02: Design Review - Applicant Garbis Kataroyan for The Michaels Group; Assessors Parcel # 001-051-002, 175 N. Villa Avenue, Zoning: RP (Residential Professional)

The proposed project is to construct a new 1,792 square foot community building at 175 N. Villa Avenue.

8. Commission Commentary:
9. Adjournment:

CERTIFICATION:

Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before July 29, 2011. A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours Monday through Thursday between 7:30 a.m. and 5:30 p.m. at the Civic Center located at 201 North Lassen Street in Willows.

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 3, 2011

Project: Design Review (File #DR11-02) New structure
Applicant/Owner: Garbis Kataroyan/The Michaels Group
Project Location: 175 North Villa Avenue, Willows
Parcel No: 001-051-002
Zoning: RP (Residential Professional)
General Plan: Office Professional

Review Process

This matter is before the Planning Commission/Design Review Board pursuant to Chapter 2.45 of the City of Willows Municipal Code.

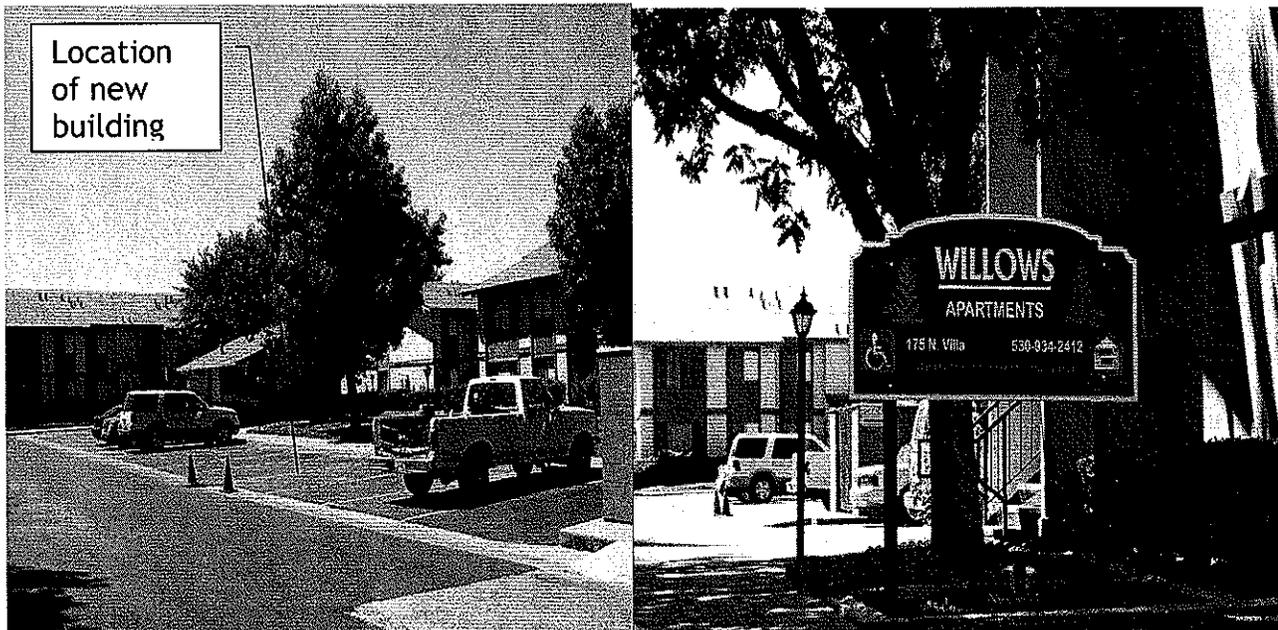
Project Description

Garbis Kataroyan on behalf of The Michaels Group (property owner) has submitted a Design Review application requesting to construct a 1,792 square foot single-story community building inside an existing 36-unit apartment complex. (Willows Apartments) The structure will consist of a community room, computer room, manager's office, kitchen facilities and restrooms. The purpose is to provide the apartment tenants a common place for different activities. The building will be open during regular business hours and available after business hours with a pre-arranged reservation.

Zoning/ General Plan Consistency

The project site is zoned RP (Residential Professional) which allows for mixed residential uses. This site has been used as a multi-family apartment since its development in the 1970's.

The General Plan Land Use designation for this site is *Office Professional* pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation, which allows for high density residential uses.



Project Analysis:

Design

The proposal is to construct a new 1,792 SF community building, 17 feet high, for the use of the tenants of the apartment complex. The exterior of the new building will be a stucco/cement plaster texture, a brownish color (*Onion Skin as depicted on the color board submitted by the applicant*). The upper half of the building will be accented with hadibacker lap siding, a light tan color (*Interactive Cream as depicted on the color board*), and trimmed with fascia board, a green color (*Secret Garden as depicted on the color board*). The roof of the building will be of 40 year composition energy efficient roofing, a light color with a brownish shade.

Lighting

Lighting is proposed at several locations around the building in order to efficiently provide safe access and illumination. All lighting will either be attached to the building (*downcast wall packs*) or on eight-foot high light posts. A lighting plan will be required at building permit issuance stage and will be reviewed by the city for compliance. All lighting shall conform to the City's regulations regarding glare onto adjacent property.

Landscaping

New landscaping is proposed with the construction of the building. Two trees will be removed with the new construction; however will be replaced with five (5) new trees and several bushes around the building. A planter is proposed on the south side of the new building which will incorporate new landscaping as well. A landscaping plan will be required to be submitted for review and approval by the Public Works/Parks Director prior to installation.

Signs

No new signs are proposed with this application. However, any change in that in the future will require sign permit approval.

Parking

The municipal code requires that any new use established shall provide for new parking spaces, provided that additional parking shall be required only for such addition or change and not the entire building or use. The proposed community building is intended for the use of the existing apartment residents and therefore will not require additional parking beyond what exists. The new building will be located within an area that now has grass and several parking spaces located there. The loss of the 9 parking spaces does not make the apartment complex out of parking compliance as currently the total number of parking spaces is 70 (with two (2) of them being handicap parking spaces). The current parking code would require 56 parking spaces for a 36 unit complex (16 for the one bedroom units and 40 for the two bedroom units). When the new building is constructed, there will be a total of 61 parking spaces with four (4) being handicapped spaces, two on the west side of the property area and two in front of the new building.

Grading

The project does not propose storm water runoff to be generated as current storm water is contained on site. However, conditions of approval have been included to assure that all grading that takes place as a result of the new building will not cause post-development storm flows off the site to exceed pre-development flows. Project applicant acknowledges that no-net runoff is required for the project.

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 15303, Class 3, New Construction or Conversion of Small Structures.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval for construction of a new community building, subject to the conditions of approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

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

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Written Project Description
4. Grading and Drainage statements
5. Site Plan (P.C. full size plans)

Submitted by:

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2011

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A DESIGN REVIEW APPLICATION FOR THE MICHAELS GROUP TO CONSTRUCT A NEW 1,792 SF COMMUNITY BUILDING FOR PROPERTY LOCATED AT 175 NORTH VILLA AVENUE, ASSESSORS PARCEL NUMBER 001-051-002

WHEREAS, the applicant, Garbis Kataroyan, on behalf of The Michaels Group, has filed a Design Review application to construct a new 1792 SF community building; and,

WHEREAS, the Planning Commission did, on August 3, 2011, 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 Californian Environmental Quality Act (CEQA) pursuant to Section 15303, Class 3, New Construction or Conversion of Small Structures, and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to construct a new community building is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review (DR-11-02) subject to the attached conditions of approval set forth in Attachment #2; and,

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 3rd day of August, 2011, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____ 6

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL
FOR CONSTRUCTION OF A NEW COMMUNITY BUILDING (1792 sf)
FOR PROPERTY LOCATED AT 175 NORTH VILLA AVENUE (WILLOWS APARTMENTS)
ASSESSORS PARCEL NUMBER 001-051-002**

PC approval date: August 3, 2011

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 developer shall adhere to the design and specification of the Architectural Design Review approval. All materials and colors shall match existing, and or color and material approved by the Planning Commission.
3. The Architectural Design Review permit 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.
4. Any lighting installed shall be designed to provide to meet safety requirements and minimize glare onto adjacent property. All lighting must meet the City Standards.
5. As no signage has been proposed at this time, consistent with the City's Comprehensive Sign Ordinance, any future signs must be approved by the City Manager prior to installation.
6. That all conditions required by the Planning Commission to include the community building, landscaping and lighting, shall be completed prior to use of the structure.

Building Department:

7. The applicant shall submit six (6) complete sets of plans for review and approval including but not limited to soils report, grading and drainage plan, structural, mechanical, plumbing, electrical, landscaping, lighting, fire protection system, scaled site plan, and green building code requirements with details and calculations.
8. A plan check deposit will be required at the time of submittal.
9. Developer shall apply for and obtain all permits from all affected agencies prior to building permit issuance.
10. All trash and debris shall be removed from the subject site prior to Certificate of Occupancy.
11. The project shall be designed using the most current applicable code.

Fire Department

12. Developer shall pay for all fees associated with the use.

13. The on-going maintenance of the on-site fire hydrant shall be to the satisfaction of the fire chief.

Public Works/Parks Department

14. A grease trap may be required for the kitchen area depending on the size of sinks proposed. Applicant shall address this issue during building permit stage.
15. Depending on whether there exists a tie-in to the existing main sewer line, a new service connection fee may be required. Applicant shall address this on the utility plans that are required for a building permit.
16. Applicant shall submit a landscaping plan for review and approval prior to installation which shall be designed and installed in conformance with all applicable City regulations, including the City's Design and Construction Standards.

Engineering Department

Improvement Plan and Construction Conditions:

17. Developer shall design and construct all improvements and facilities shown on the approved site plan, or other documents submitted for permit approval, in accordance with the Willows Municipal Code (WMC), the City of Willows Design and Construction Standards. Approval of a site plan submitted with the application depicting improvements that do not conform to the WMC or City standards does not constitute approval of an exception to the WMC or City standards unless explicitly stated herein or in another City resolution.
18. The developer shall be responsible for all City plan check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.
19. All existing utilities shall be placed underground. This does not include surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.

Improvement Plan and Construction Conditions

20. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, parking lot improvements, curbs, gutters, sidewalks and/or parkway strips. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.
21. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential for liquefaction, expansive soils and seismic risk. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.
22. All private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.

23. Improvements plans shall include a storm water pollution prevention plan. Erosion control measures shall include hydroseeding of all graded slopes within 60 days of completion of grading .

24. Site Surface Improvements:

- a. Parking stalls and pedestrian ramps for disable persons meeting the most recent standards for both ADA and California Title 24 shall be provided at all intersections and at the limits of the improvements where they do not adjoin existing sidewalk improvements. Sidewalk warps shall be provided as necessary to allow a clear four-foot wide walkway at all locations
- b. Plans for parking lot improvements (both grades and striping) shall be submitted for review and approval by the City prior to construction

25. Water and Sanitary Sewer Improvements:

- a. The improvement plans submitted shall indicate the location of all proposed water and sewer connections. If the connections impact the public right-of-way, an encroachment permit will be needed.
- b. All water services shall be built per Cal Water Standards.
- c. Sewer grades must be designed such that ultimate finished floors are a minimum of 12" above upstream manhole or clean-out rim elevations. Inadequate elevation differentials or grade on private laterals, as determined by the City, must be mitigated by either raising finished floor elevation(s) or installing privately owned and operated sewer lift station(s) with grinder/ejector pump(s) on site.
- d. If the proposed building requires a new water service that does not come from a water line that currently has a backflow prevention device existing, the new service shall have a backflow prevention device installed as part of the improvements.

Drainage Improvements

26. All project related flooding impacts shall be mitigated by the project developer. Drainage improvements shall be designed in accordance with the Design Criteria utilizing the rationale method and any applicable adopted City drainage plans.

27. The applicant shall submit for review and approval, drainage plans and hydraulic calculations prepared by a Registered Civil Engineer. The drainage plans and calculations shall indicate the following conditions before and after development:

- a. Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses.
- b. Post-development off-site flows shall not exceed pre-development flows
- c. The improvement plans shall show existing and proposed drainage facilities to serve the new structure.

Construction Conditions

28. . No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit is required for any work within the City's rights of way.

29. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer
30. All streets, curbs, gutters, sidewalks or other public facilities damage in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.
31. Dust control must be maintained to the City's satisfaction.
32. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

Project Description

Project statement

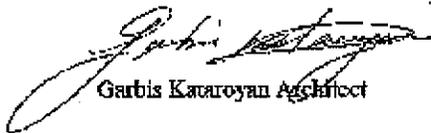
The proposed project is a 1,792 sq. ft., one story Community Building, to be constructed inside an existing 36 unit apartment complex, this building will consists of a community room, computer room, manager's office and toilet facilities.

The purpose of the community room is to provide the tenants of the complex, a common place for different activities, such as, Casual meetings, games, tenant meetings and various social activities.

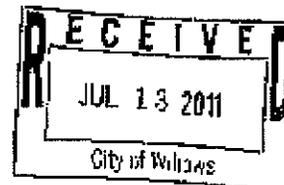
The computer room with up to date computers, will provide both adults and children the opportunity to use the computers and search the web free of charge.

The Manager's office will provide daily management services, including the activities of the community building.

The Community building will be open during regular business hours and available after business hours with pre arranged reservation.


Garbis Kataroyan Architect

Date: *July 11/2011*



Grading & Drainage Statement

Grading Statement

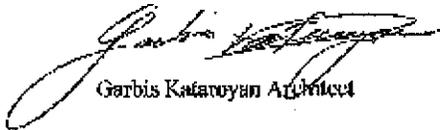
The location where the new Community building will be constructed, is on a level ground next to the existing Laundry building, it will require some demolition of existing concrete walks, asphalt, lawn and removal of two mid size trees, it will also require compaction of the building pad.

We will provide a complete grading plan during our building permit submittal.

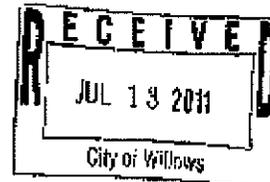
Drainage Statement

The drainage of the existing site will not be disturbed, any storm water collected from the new building will be drained on the site, there will be "no net runoff" from the new building.

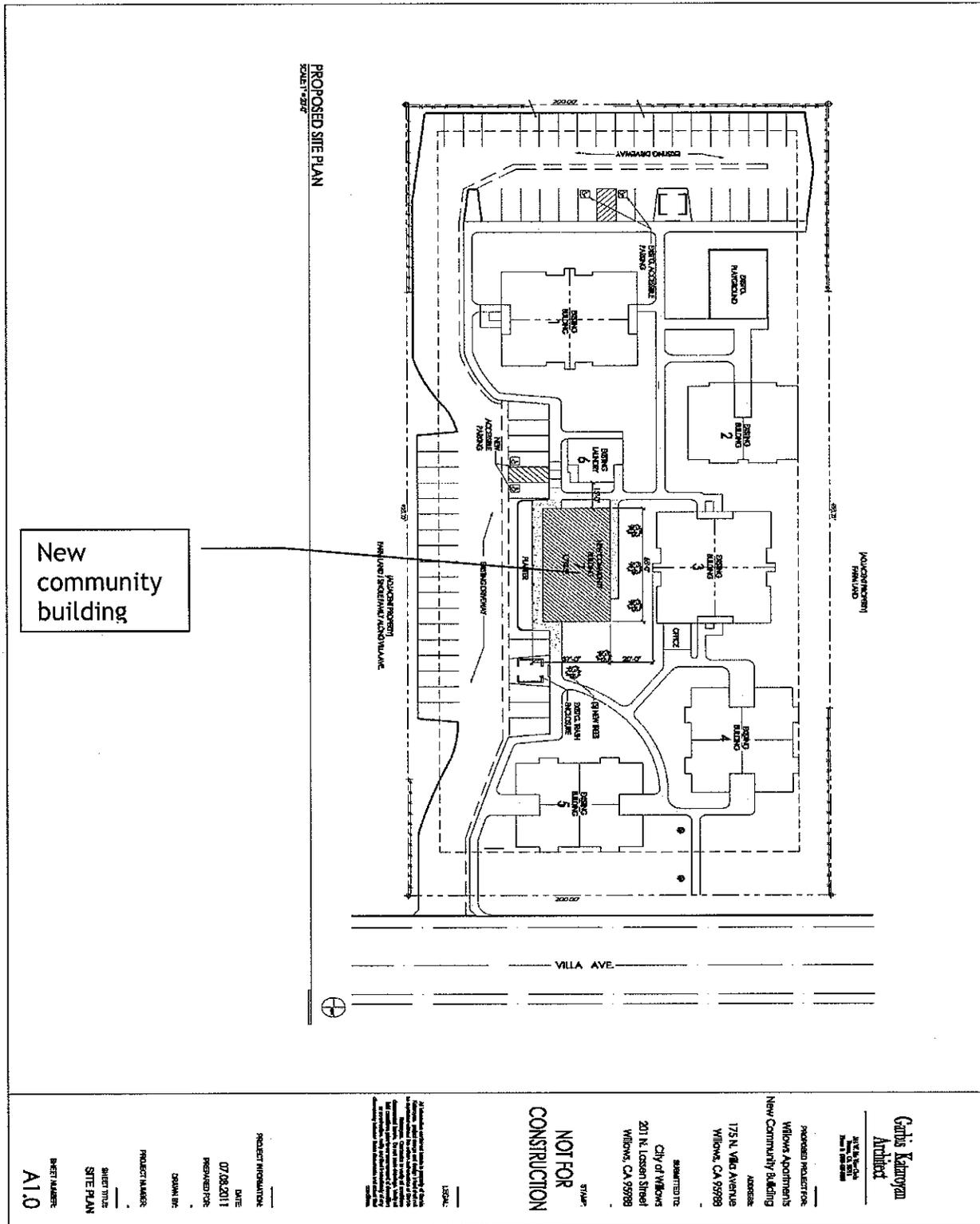
We will provide a complete drainage plan during our building permit submittal.


Garbis Kataroyan Architect

Date: July 11/2011



Site Plan



New community building

Carlis Kadravon
Architect

175 N. VILLO AVENUE
WILLOWS, CA 95989

PROPOSED PROJECT FOR
Willows Apartments
New Community Building

ADDRESS:
175 N. VILLO AVENUE
WILLOWS, CA 95989

SUBMITTER:
CITY OF WILLOWS
201 N. LOSSAN STREET
WILLOWS, CA 95989

NOT FOR
CONSTRUCTION

LEGEND:

1. This plan was prepared by the Architect for the City of Willows. It is not to be used for any other purpose without the written consent of the Architect. The City of Willows is not responsible for the accuracy of the information provided in this plan. The City of Willows is not responsible for the accuracy of the information provided in this plan. The City of Willows is not responsible for the accuracy of the information provided in this plan.

PROJECT INFORMATION

DATE: 07.08.2011

PREPARED FOR:

DESIGN BY:

PROJECT NUMBER:

SHEET TITLE:
SITE PLAN

SHEET NUMBER:
A1.0