

PLANNING COMMISSION

Kerri Warren, Chair
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Huston Carlyle, Commissioner
Peggy White, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK



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

PLANNING COMMISSION MEETING AGENDA
Wednesday August 7, 2013
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. **New Business/Public Hearing-** 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.

Use Permit/Design Review/-File#UP-13-03/DR-13-02 Applicant/Owner: DT Retail Properties, LLC/Russell & Carlene Morgan
Assessors Parcel Number 005-370-024/ CH (Highway Commercial)/zoning district; Highway Commercial land use designation
DT Retail Properties, LLC has requested approval of a Use Permit to allow construction of a 9,777 square foot one-story retail commercial building and requesting Design Review approval for exterior elements for the subject property.
7. **Continued Discussion on Multi-Family Design Review Guidelines**
8. **Continued discussion on regulations about Taxi-Cab services**
9. **Commission Commentary**
10. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before August 2, 2013.

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. 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 7, 2013

Project: Conditional Use Permit (File UP-13-03) and Design Review (File DR-13-02)/New 9,777 SF commercial retail building
Applicant(s)/Owner: DT Retail Properties, LLC
Project Location: 460 N. Humboldt Street/Vacant lot
Parcel No: 005-370-024
Zoning: Highway Commercial (CH)
General Plan Highway Commercial

Project Description

The applicants, DT Retail Properties, LLC, have submitted a Planning application for a Use Permit and Design Review for the construction of a 9,777 square foot commercial retail building on a 1.020 acre vacant lot for the purposes of establishing a commercial retail business. The project also includes site improvements to include landscaping, fencing, parking spaces, trash enclosure, and lighting..

Review Process

This matter is before the Planning Commission pursuant to Section(s) 18.65.030(2), 18.135.040 and Chapter 2.45 of the City of Willows Municipal Code.

Zoning

The vacant project site is zoned Highway Commercial (CH), which allows various permitted uses, but none of which include the type of proposed use. However Section 18.65.030(2) (Conditionally permitted uses) states, *All permitted uses as set forth in WMC 18.60.020*". This section then refers you to Section 16.55.020(1) which allows for retail establishments with a Conditional use permit. Therefore the proposed use is allowed with an approved conditional use permit.

Zoning to the south and west is the same as the project site. All of the surrounding uses are commercial in nature (restaurants, hotels). Zoning to the north and east is R-3. To the east are two apartment complexes and to the north is the California Highway Patrol. Interstate I-5 is located to the west of the site.

General Plan Consistency

The General Plan Land Use designation for this site is Highway Commercial pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation, which designation provides for commercial uses that primarily serve travelers at Interstate 5 access points.

The proposed project would further several General Plan goals, including

1. **DPS-3** which policy is to encourage infill development within the City limits
2. **DPS-18** which the goal is to allow appropriate commercial development that enhances the economic vitality of the community

Project Analysis for Design Review (pursuant to Section 2.45.060)

Competent Design: The project development plans submitted for this project have been prepared by an architectural firm. The plans include architectural elevations of the exterior design, floor layout of the commercial building, and proposed color schemes of the elements. The exterior of the buildings will be split faced CMU on the lower portion of the building with stucco texture above that. The roof will be a sure-welded reinforced TPO membrane over bonding adhesive, as shown on the attached set of plans.

The building meets all the minimum yard requirements for this zone, as well as meeting the height requirement.

Relationship between Structures within the Development and between Structures and Site: There are no existing structures on the subject property. The proposal is to construct a new 9,777 SF building which has been designed to fit the site. The surrounding structures on adjacent parcels are similar in exterior elements.

Relationship between Development and Neighborhood: The proposed project would be an appropriate in-fill addition to the neighborhood and the project has been designed to the terrain and surrounding area. There is sufficient open space and landscaping proposed to soften the proposed buildings, providing a pleasing relationship to both the development and the surrounding neighborhood.

Materials and Colors Used: Earthtone colors are proposed for the project, ranging from a sandstone color stucco finish, with a taupe color for the CMU, highlighted with a vivid green on the proposed canopy across the front entrance of the building. All of the proposed colors are within the earthtone color suggestions of the code section all but for the proposed vivid green lettering and canopy. No metal finishes are proposed. The plan does not indicate whether the concrete surfaces will be colored, textured, sculptured, or patterned. Staff worked with the applicant in providing two versions of the front; one with green accent color on both sides of the canopy and one without the green accent color. The applicant stated that the green canopy was an image and an important part of their design for Dollar Tree. The Commission shall decide on which version to accept as part of the design of the exterior element.

Wall, Fences or Screening: An existing six foot chain link fence is located on most of the northern property boundary between the Highway Patrol and the vacant lot, as well as a five foot high CMU wall which for a portion is ten feet high. An existing six foot chain link fence is located along the eastern property boundary. The project includes adding additional 6 foot high chain link fencing in those areas which do not have a fence. (*the southern side and completion of northern side*).

The project will include a trash enclosure which will be required to be fully enclosed by a CMU block wall with a gate on the fourth side in order to screen the bins.

Surface Water Drainage: All on-site surface water shall be 100% retained on site. Conditions of approval have been incorporated into Attachment 2 under Engineering Department to maintain that the water is contained and drains properly.

Drives, Parking and Circulation: The adjoining features to the project site include existing pavement with sidewalks, curbs, and gutters. The site plan submitted for review proposes 49 off-street parking spaces (*two are handicap spaces and 11 are compact spaces*) The Parking Code requires one parking space for each 300 SF of gross floor area plus one for each employee per shift. The ratio for this project required 33 parking spaces for the gross floor area and another 6 parking spaces for the 6 employees that are proposed per shift. Handicap parking is met with the two spaces provided at the front of the store as shown on the site plan. The proposed parking exceeds the number of spaces required by code.

One private off-street loading space is required by the code and is shown on the site plan located on the north east side of the building. Striping will be required to show this area as loading space.

Utility Service: All utilities shall be installed underground. Cal Water Service Company commented that they can serve the project site in accordance with Ca. Public Utility Tariffs. The attached conditions of approval reflect this requirement.

Signs: The project proposes to install a 60 foot high illuminated pole sign at the driveway entrance to the business. Per the Comprehensive Sign Code, this property would be allowed one pole sign with up to 200 square feet of signage (*198 SF is being proposed*), 181.5 square feet of identity signage (*121 square feet is being proposed along the front of the building*) and 60 square feet of incidental signage. The proposal does not include any incidental signage.

Exterior Lighting: The project proposes exterior lighting throughout the site. A lighting plan has been included with the submittal. All lighting shall be installed so as not to reflect glare onto adjacent property. The conditions of approval reflect this requirement.

Landscaping: The attached landscaping plan indicates a range of shrubs/trees/landscaping for the project site. The landscaping has been designed so that parking areas screen vehicles from view and minimize the expansive appearance of the parking area. Additionally landscaping has been designed which will shade 50% of the parking area within 15 years from planting. This requirement is reflected in the attached conditions of approval.

The project was reviewed internally by city departments and County and outside agencies for comments/conditions which attached proposed conditions of approval reflect those comments.

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 15332, In-Fill Development Projects, Class 32.

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

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Use Permit/Design Review approval for construction of a 9,777 SF commercial building to be used as a commercial retail business and approve the proposed exterior design elements, subject to the conditions of approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Use Permit/Design Review 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. Site Plan
4. Sign plans
5. Color pallet
6. APN map
7. Landscaping plan

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**

PC RESOLUTION NO. _____-2013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # UP-13-03 AND DR-13-02) TO DT RETAIL PROPERTIES, LLC FOR PROPERTY LOCATED AT 460 N. HUMBOLDT STREET, ASSESSORS PARCEL NUMBER 005-370-024

WHEREAS, the applicant, DT Retail Properties, LLC have filed a Conditional Use Permit/Design Review planning application to construct a 9,777 SF commercial retail building with exterior design elements, and,

WHEREAS, City of Willows Municipal Code Section 18.65.030(2) allows a general commercial retail use via Section 18.60.020 and 18.55.020(1) on the subject property upon first securing Use Permit approval from the Planning Commission, and

WHEREAS, notice of the Planning Commission meeting held on August 7, 2013, 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 7, 2013, 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 15332, In-fill Development Projects Class 32; 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 general retail uses are allowed with a Conditional Use Permit within the Highway Commercial District per WMC section 18.65.030(2); 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 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 Highway Commercial designation, which allows for commercial uses that primarily serve travelers at Interstate 5 access points.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit and Design Review proposal to construct a 9,777 SF commercial building with exterior design elements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit UP-13-03 and Design Review DR-13-02, 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 7th day of August, 2013, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Keri Warren, Chairperson

ATTEST: _____
Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL
FOR
DT RETAIL PROPERTIES, LLC
FOR PROPERTY LOCATED AT
460 N. Humboldt Street/APN; 005-370-024**

PC approval date: _____, 2013

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 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. Signage for the business is limited to a total of 200 square feet for the pole sign and 181.5 square feet for identity signage.
6. Landscaping shall be designed so that it will shade 50% of the parking area within 15 years from planting, but ensures that adequate sight distance is available for motorist and pedestrians entering and exiting the site.
7. All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.
8. A trash enclosure shall be required which shall be fully enclosed by a CMU block wall with a gate on the fourth side in order to screen the bins.
9. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
10. One private off-street loading space shall be provided for the project.
11. On-site parking shall be provided in accordance with the City parking regulations.
12. 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.

13. 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.
14. 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. All lighting must meet the City Standards.
15. An Occupancy Permit shall not be issued in part or whole for any building until 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.

Building Department.

16. All of the conditions of approval shall be shown on the set of plans prepared for review.
17. The applicant shall submit 6 complete sets of building plans with a completed building permit application for review and approval.
18. The applicant shall pay plan check deposit fees at the time of building permit/plan submittal.
19. The plans shall be designed based upon the currently adopted, applicable federal, state and local codes and ordinances.
20. The City of Willows recommends separate water meters for domestic and landscape uses, contact California Water Service at 934-4735.
21. The building will have to be fully sprinkled in accordance with the City of Willows Municipal code and designed per N.F.P.A. 13
22. The grading and drainage plan and the Storm Water Pollution Prevention Program shall be reviewed and approved by the City of Willows Engineer.
23. Applicant shall allow 30 day review time for the initial plan submittal.

Fire Department

24. All impact fees shall be paid prior to the issuance of a building permit.
25. All buildings shall have fire sprinkler systems provided. The Fire Department shall review all sprinkler plans prior to installation (WMC Section 15.15.10)
26. All fire and alarm systems must meet the approval of the Fire Chief (WMC Section 15.15.120)

27. A knox box shall be installed per Fire Chief approval (WMC Section 15.15.130)
28. The building address shall meet all WMC criteria and be reviewed by the Fire Department for approval prior to installation.
29. Shall provide fire extinguishers in accordance with 2010 CFC.
30. Shall provide illuminated exit signs over all exit doors in accordance with the 2010 CBC and CFC.
31. All exit doors shall have no knowledge door locks, be posted “this door to remain unlocked when building is occupied” and swing in the direction of exit travel.
32. FDC connection will be within 50 feet of hydrant.
33. Water flow calculations shall be provided to indicate that the new hydrants meet water flow requirement minimums for this development.
34. On-site hydrants will require a Right of Way given to California Water Service Company. On site hydrant will follow Cal Water design and planning process.

California Water Service Company

35. Service can be provided for project in accordance with Ca. Public Utility Tariffs.
36. Backflow requirements to be determined.

Public Works Department:

37. Developer shall complete a Sewer Service Application, Anti-Discrimination Form and associated Encroachment Permit Application (available at City Hall or on City website) and pay all applicable fees prior to installation.
38. Landscaping shall comply with WMC, the Master Tree List, including standard detail S-19, particularly notes 12-16.

Engineering Department:

General Conditions

39. 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 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.
40. 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.

41. The developer shall provide evidence from all existing utility holders (e.g. PG&E Easement per 569 O.R. 64) that the proposed improvements will not be an issue, or improvements will have to be redesigned to avoid conflict with existing easements.

Improvement Plan and Construction Conditions

42. 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, roadway improvements, curbs, gutters, sidewalks, parkway strips, landscaping and lights. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.
43. 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.
44. All private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.
45. Improvements plans shall include a storm water pollution prevention plan.
46. Roadway Improvements:
 - a. Where improvements abut existing paving, the existing pavement section shall be saw-cut and reconstructed to provide adequate conforms. The limits of such reconstruction shall be as determined by the City Engineer.
 - b. Lighting shall be designed to provide to meet safety requirements and minimize glare. Light standard and luminaries of the design, spacing, and locations shall be approved by the City Engineer. All lighting must have shields as specified in the City Standards. A lighting plan showing photometrics shall be submitted with the overall improvement plans for review and approval.
 - c. Ramps for disable persons meeting the most recent standards shall be provided for the project. Sidewalk warps shall be provided as necessary to allow a clear four-foot wide walkway at all locations, including areas where mailboxes, streetlights, and fire hydrants obstruct sidewalks.
 - d. The existing driveway entrance/cut on N. Humboldt Street that is not proposed to be used shall be removed and replaced with City Standard sidewalk, curb and gutter.
 - e. The new proposed driveway shall be constructed to City Standards and shall allow for disabled access to the rear of the driveway pan. If additional easements or rights-of-way are needed to allow construction of the sidewalk, an easement description, deed and plat shall be submitted with the improvement plans.
 - f. For the proposed utilities on N. Humboldt Street, the developer shall grind and repave the easterly half of N. Humboldt Street from the southerly edge of the southern-most utility cut in the street to the northerly edge of the proposed 6-inch sewer lateral trench cut (encompassing the fire line, domestic water and sewer utility trench cuts all within the area to be repaved).

47. Water and Sanitary Sewer Improvements:

- a. 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. Sewer lateral construction must meet City Standards.

- b. A backflow device shall be installed on all landscaping and dedicated fire service lines for this project.

48. Drainage Improvements

- a. 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

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:

Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses. Hydrology shall be per current Sonoma County Water Agency Standards.

- b. Post-development off-site flows shall not exceed pre-development flows. If on-site retention of water is proposed (either in piping or in the parking lot), calculations shall be submitted showing storage curves and maximum outflows from the site.
- c. The calculations submitted for all drainage improvements shall include sufficient analysis of the downstream existing piping to ensure that the flows from this project will not overwhelm the downstream pipes. Of particular concern is the immediate downstream 12-inch storm drain pipe.

Miscellaneous Improvements

49. All trees installed with the project shall have root barriers installed to minimize impacts from root growth on adjacent paving and sidewalk improvements.
50. Area in front of the trash enclosure and loading zone area shall be designed so as to with stand heavy loads/trucks.

Construction Conditions

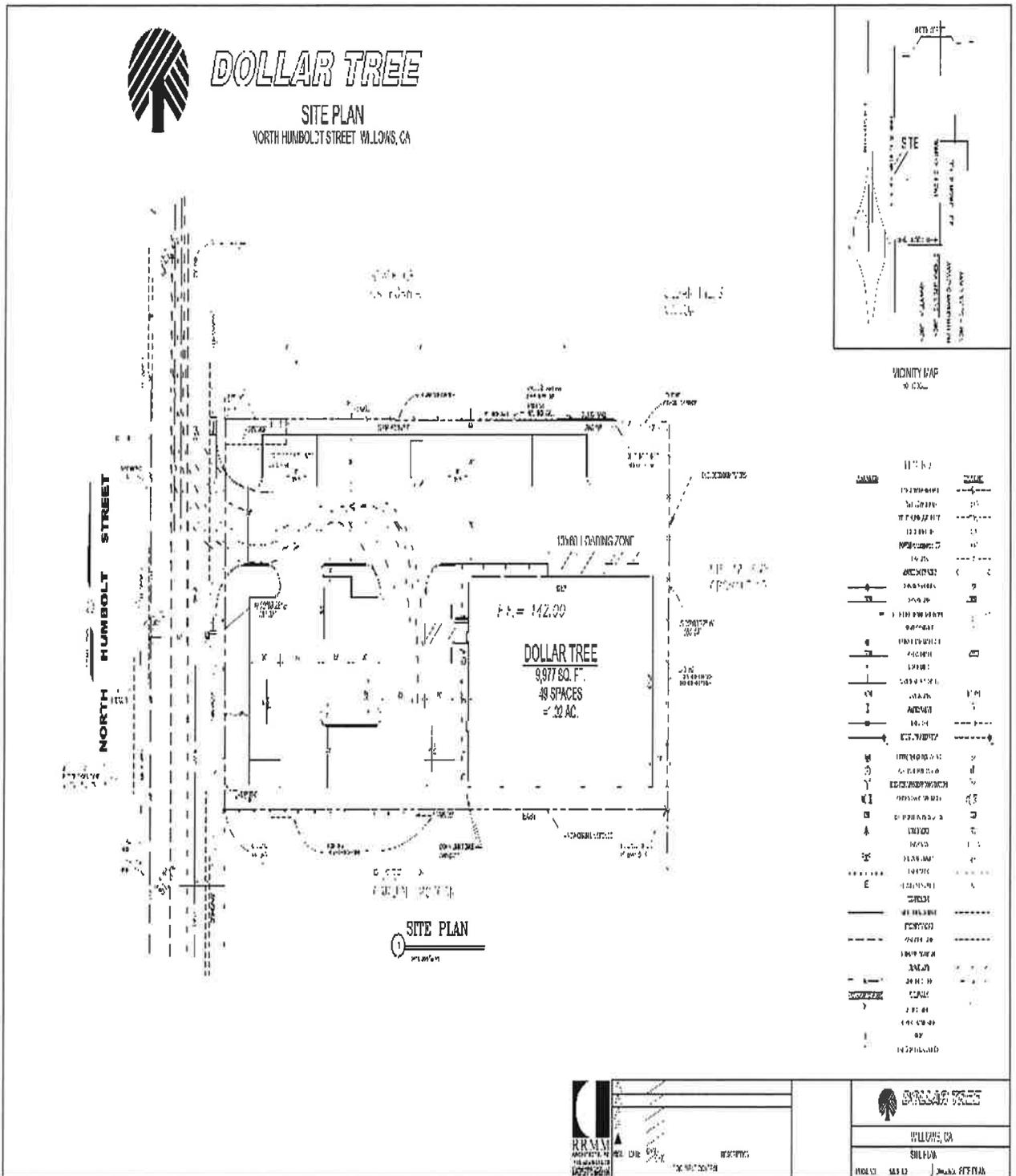
51. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit is required for any work within the City's rights of way.
52. 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.
53. Before or any construction activity that would result in a land disturbance of one acre or larger, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.

54. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
55. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.
56. 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.
57. The applicant shall submit a proposed haul route for all trucking associated with this project to the City Engineer for review and approval prior to commencement of construction. Haul routes and construction equipment access routes shall be limited to N. Humboldt Street via Wood Street.
58. Dust control must be maintained to the City's satisfaction.
59. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday, unless authorized alternative hours are approved by the city manager.

Final and/or Release of Securities Conditions:

60. All improvements shown on the Improvement Plans shall be completed and accepted by the City.
61. All punch-list work shall be completed and any outstanding inspection fees or other charges shall be paid.
62. Developer shall provided sufficient surety guaranteeing the public improvements for a period of one year.
63. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her engineer certifying that they observed the work during construction and that site grading and all private site improvements have been completed in accordance with the improvement plans approved by the City Engineer.
64. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her geotechnical engineer certifying that they observed the work and reviewed testing results, and that all of work was performed in accordance with the recommendations included in the Soils Investigation/Geotechnical Report or other recommendations necessitated by field conditions.

Site Plan

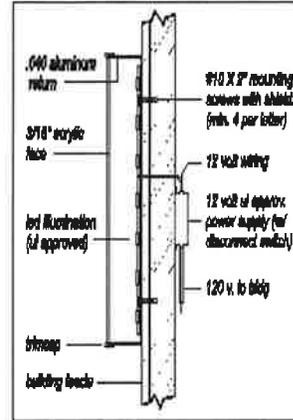


Sign Plan

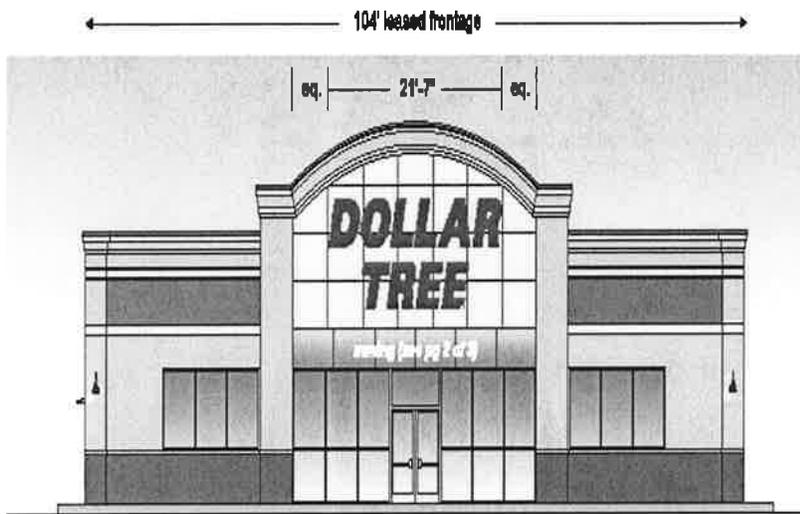


Sign A: Led Illuminated Pan Channel Sign
Scale 1/4"=1'-0"

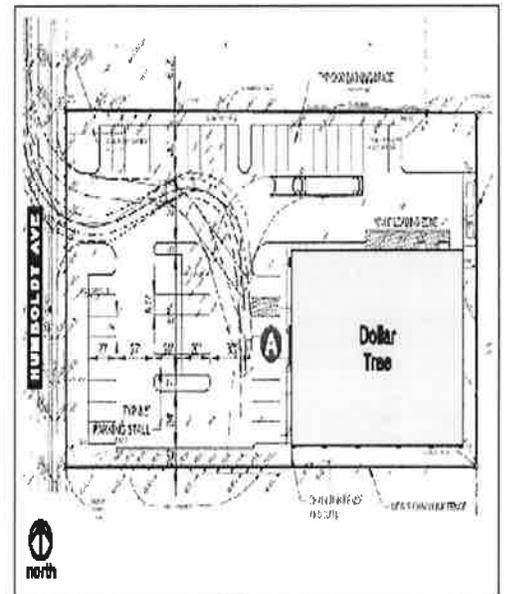
ELECTRICAL REQUIREMENTS:
-beams located @ center of each sign.
42" HT: 4 amps (w/ power supplies w/ (1) 100 watt @ 80 amp @ 120 v. 120 v.)



Led Pan Channel Letter Detail



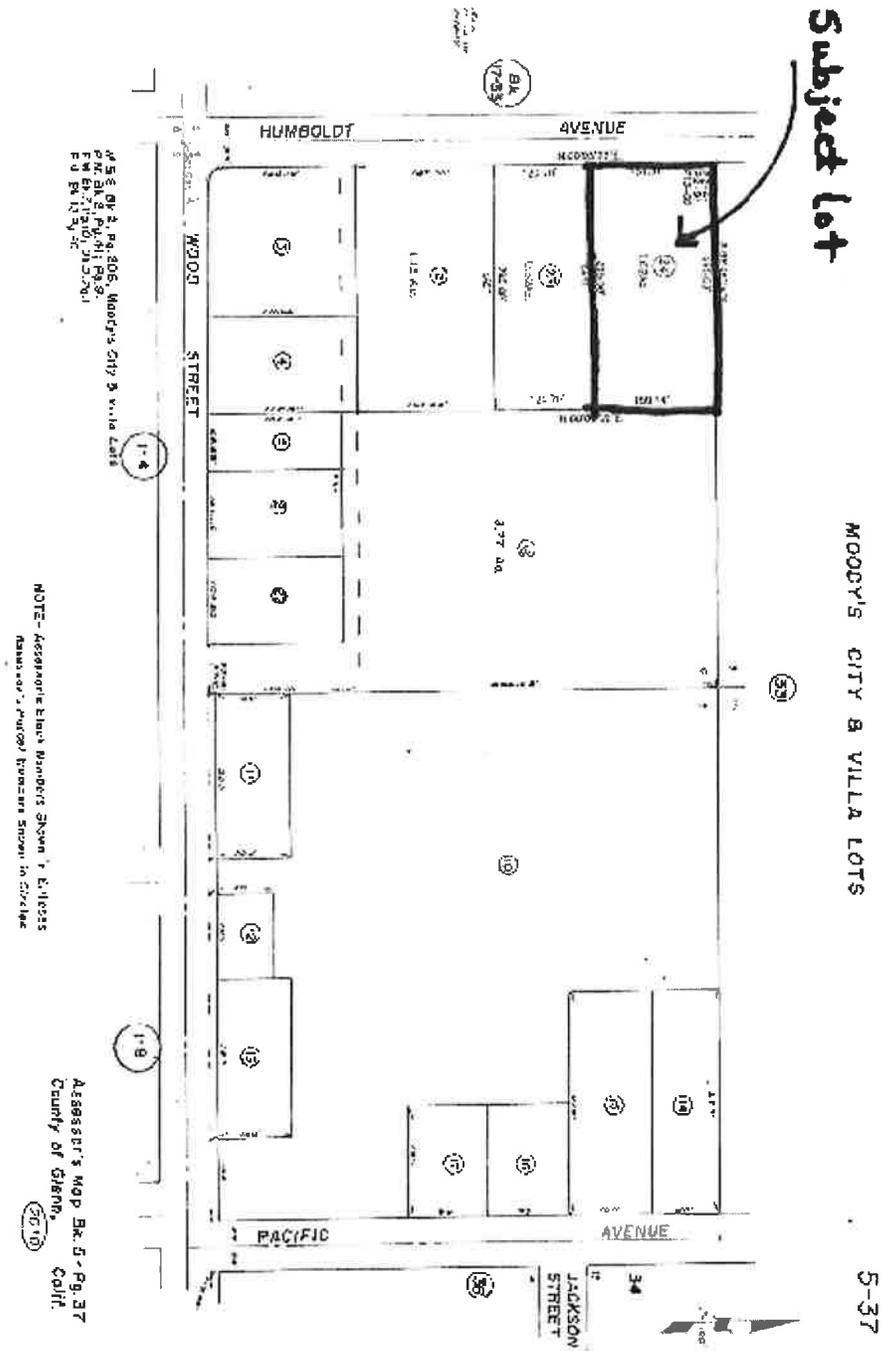
Building West Elevation (front) / Scale 3/32"=1'-0"



SITE PLAN

| JOB INFO | | FILE | EMCT. | SPECIFICATIONS | CITY CODE | | |
|--|--|--|--|--|---|--|---|
| <p>5201 Portocost Dr. Madera, Ca 95368 1-800-481-SIGN C.A.C.L. # 71895 FAX (208) 643-1328</p> <p>DESIGN MANUFACTURING INSTALLATION MAINTENANCE</p> | <p>JOB #: 14718 CLIENT: DOLLAR TREE CONTRACT: DATE: 5-7-13 PROJECT LOCATION: WILLOWS RETAIL CENTER 184 1-3 and W WOOD ST WILLOWS, CA</p> | <p>SALES/PERSONAL: DAVID RANDOLPH DRAWN BY: DAN/AD PAGE 1 OF 3</p> | <p>REVISED: 3-6-13 ban 5-15-13 ban 6-26-13 ban 8-28-13 ban</p> | <p>SCALE: NOTED</p> <p>FILE NAME: DOLLAR TREE- wll/ovs</p> | <p>120 Volt <input type="checkbox"/> 277 Volt <input type="checkbox"/> Other <input type="checkbox"/></p> <p>led location MUST be checked prior to any bid.</p> | <p>Sign A: Led Illuminated Pan Channel Sign</p> <p>white acrylic with solid green #100 vinyl overlay, if approved green led illumination 8" deep bronze returns with bronze 1" trimcap</p> | <p>code 12 c 1 Sign A: Led Illuminated Pan Channel Sign</p> |
| | <p>CLIENT APPROVAL: <input type="checkbox"/> YES</p> <p>LANDING APPROVAL: <input type="checkbox"/> YES</p> | <p>Copyright © United Sign Systems. All rights reserved. United Sign Systems is a registered trademark of United Sign Systems.</p> | | | | | |

APN map



At the April 9, 2013 Joint Planning Commission/City Council workshop, the Commission expressed the desire to implement R-3/Multi-Family Residential Design Guidelines. Staff was directed to bring to the Commission several samples of other city's Multi-family Design Guidelines to start the review process. The Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval, however is not specific to multiple family residential developments. There are currently two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone.

At the May 15, 2013 Planning Commission meeting, Staff brought to the Commission Design Review samples from several cities for their review. Staff had obtained samples from four cities for the Commission to review.

At the June 19th meeting, further discuss was held and Staff was directed to bring the multi-family design guidelines from the City of Santa Rosa to them at the next meeting for further discussion.

This item was continued and discussed at the July 17th meeting with the Commission reviewing the first several pages of the proposed Design Guidelines. Proposed changes were made to several sections which continued discussion on the draft guidelines will take place at this meeting.

STAFF RECOMMENDATION:

Continue to review the proposed draft design guidelines and further discuss text to be included in the final draft.

Submitted by:

Karen Mantele
Principal Planner