

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 December 17, 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. **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(s)**
 - a. **Use Permit (#UP-14-12) Applicant/Owner: Casey Hofhenke/Martin Rentals LLC.**

Assessors' Parcel Number 005-402-013, 247 W. Wood Street/ Entryway (E) zoning district /Entryway Land Use Designation/Request to allow establishment of a Martial Arts business within an existing commercial building
 - b. **Design Review (#DR-14-08) Applicant/Owner: Randy Dettmer of Dettmer Architecture/Sabra Healthcare**

Assessors' Parcel Number: 001-191-001, 320 N Crawford Street; Entryway (E) zoning district/Entryway Land Use Designation/Request to allow outdoor equipment structure resulting in the loss of one parking space for the project
 - c. **Final Commission review of Multi-Family Residential Design Guidelines**
7. **Commission Commentary**
8. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before December 12, 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. 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:**December 17, 2014**

Project: Use Permit (file#UP-14-12) Request to establish a Martial Arts business within an existing commercial building

Applicant(s)/Owner: Casey Hofhenke/Martin Rentals LLC

Project Location: 247 W. Wood Street

Parcel No: 005-402-013

Zoning: Entryway (E)

General Plan: Entryway

Project Description:

The applicant has submitted a planning application for Use Permit approval in order to establish a Martial Arts business (a.k.a. Helm Martial Arts) within an existing commercial building. The business will be open three days a week (Monday, Wednesday, Friday), with hours of operation from 4:30 pm to 7:30 pm. The business will be operated and managed by the owner.

Review Process:

This matter is before the Planning Commission pursuant to Section 18.50.030(6) and Section 18.135 of the City of Willows Municipal Code.

Zoning/General Plan:

The project site is zoned Entryway and allows for martial arts business 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.

The General Plan Land Use Designation for this parcel is Entryway, which allows for a mix of commercial, office and residential uses along arterial streets leading to downtown.

Use Permit Discussion:

The establishment of a Martial Arts business requires use permit approval per code section 18.50.030(6). The applicant desires to establish this business within a suite located in a commercial complex at 247 W. Wood Street. A similar business was in this suite in the past and therefore little or no tenant improvements are needed. The applicant will install signing to advertise the business under a separate application for staff approval. There are no Entryway Design guidelines that are applicable to this project as the use will be established within an existing commercial building.

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 approval for Casey Hofhenke to establish a Martial Arts business within an existing commercial building for property located at 247 W. Wood Street, Assessors Parcel Number 005-402-013, subject to the conditions of approval as shown in Attachment #2.

1. Adopt the Resolution approving the Use Permit application with conditions
2. Deny the Use Permit application with findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval

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. _____-2014

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WILLOWS GRANTING USE PERMIT APPROVAL (FILE# UP-14-12) TO CASEY
HOFKENKE TO ESTABLISH A MARTIAL ARTS BUSINESS WITHIN AN
EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 247 W.
WOOD STREET, ASSESSORS PARCEL NUMBER 005-402-013**

WHEREAS, the applicant, Casey Hofhenke, has filed for a Use Permit to establish a martial arts business within an existing commercial building; and,

WHEREAS, City of Willows Municipal Code Section 18.50.030(6) allows for a martial arts business with an approved Use Permit; and

WHEREAS, the Planning Commission did, on December 17, 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, notice of the Planning Commission meeting held on December 17, 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 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 does finds that

- a. the proposed use is consistent with the purposes of the district in which the site is located, as martial arts uses are allowed with a Conditional Use Permit within the Entryway zoning district per WMC section 18.50.030(6); and

WHEREAS, the Planning Commission does find that

- a. 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

- a. the proposed use is in conformance with the General Plan, as the property is located within the Entryway designation, which allows for commercial uses; 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 proposal to establish a Martial Arts business within an Entryway zone, is consistent with the City of Willows General Plan, the City of Willows Municipal Code,

and hereby approves Use Permit file #UP-14-12 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 19th day of December, 2014, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Kerri Warren, Chairperson

ATTEST: _____
Recording Secretary

USE PERMIT CONDITIONS OF APPROVAL
FOR
CASEY HOFHENKE/A.K.A. HELM MARTIAL ARTS
FOR PROPERTY LOCATED AT 247 W. WOOD STREET
APN; 005-402-013

PC approval date: _____, 2014

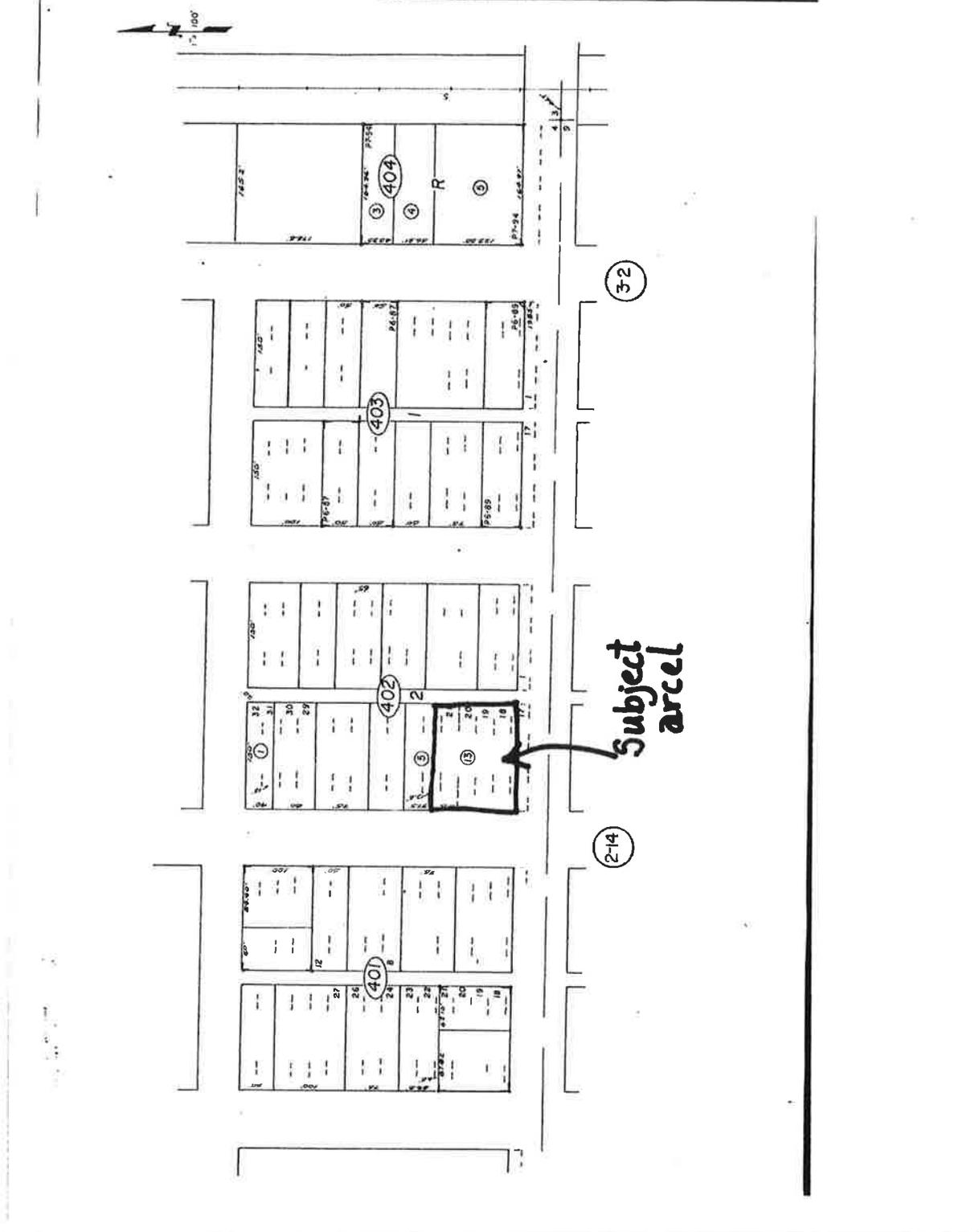
General

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. All conditions required by the Planning Commission shall be completed prior to use of the building as a Martial Arts business.
4. Any business signage proposed shall be approved by the City prior to placement of signage.
5. The Use Permit is valid for one year, with a review by the Commission thereafter for continued use.
6. Hours of operation shall be from 4:30 pm to 7:30 pm Monday, Wednesday and Friday.

Fire Department

7. Premise Identification shall meet CFC as well as WMC 15.15.100.
8. Provide fire extinguishers in accordance with the 2013 CFC.

APN MAP



Planning Commission Agenda Report:**December 17, 2014**

Project: Design Review (file# DR-14-08) Request to approve design of new outdoor equipment enclosure resulting in loss of one parking space

Applicant(s)/Owner: Dettmer Architecture for Genesis Healthcare Center/Sabra HealthCare

Project Location: 320 N. Crawford Street

Parcel No: 001-191-001

Zoning: Entryway (E)

General Plan: Entryway

Project Description:

The applicant Randy Dettmer of Dettmer Architecture on behalf of Genesis Healthcare Facility has submitted a Design Review application requesting design approval for a new outdoor equipment enclosure, consisting of a six-foot high chain link fence with vinyl slats, color to be tan or brown, with a 48" chain link gate. Located within the fenced area will be four 3'4" x 4 ft x 7'6" high transfer switch units and an electrical panel mounted on steel posts. There will be three concrete filled bollards located on the outside of the fenced area, and several on the inside of the fence. The fenced area is a bit larger than one parking space. The new equipment (the four units) is required as part of the electrical upgrades and emergency generator modifications project the healthcare center is undertaking, resulting in the installation of four new automated transfer switch units. The proposed location of the pad for the enclosure where the four new units will placed is adjacent to the facility's existing emergency generator which is enclosed by a 9' high CMU wall, located in the SE corner of the parcel along Willows Street, and 6 foot within the southern property line. The proposed 6-foot high chain link fence will sit just inside the southern property line. As a result of the installation of the pad and the four units, there will be a loss of one parking space.

The full scope of the Genesis Healthcare project falls under the jurisdiction of the Office of Statewide Healthcare Planning & Development – OSHPD. The healthcare center has other work being completed consisting of installation of new electrical outlets throughout the facility and in sub-acute care patient rooms. This work has brought to the attention of the state agency regulating healthcare construction (OSHPD – Office of Statewide Healthcare Planning & Design) that the existing emergency generator and EES (Essential Electrical System) is not currently code compliant. The emergency generator supplies power to the entire facility; and the size of the generator (150 Kilowatt) requires a fully segregated electrical system with multiple Automatic Transfer Switches (ATS's). In the event of a power outage, the ATS's transfer power from the utility company (PG&E) to the generator and segregated branch circuits (Life Safety Branch, Critical Branch, Equipment Branch and Miscellaneous Branch). Each of the four branches requires an ATS therefore the healthcare center proposes to locate them next to the existing generator enclosure. Genesis Healthcare must provide OSHPD a letter of approval from the City of Willows that the loss of one parking space for this project is acceptable to the city.

Review Process:

This matter is before the Planning Commission pursuant to Section Chapter 2.45.030 (Architectural Design Review) of the City of Willows Municipal Code.

Zoning/General Plan:

The project site is zoned Entryway. Zoning to the north is Entryway as well as east and west. South is Willows Street and zoning beyond that is R-1.

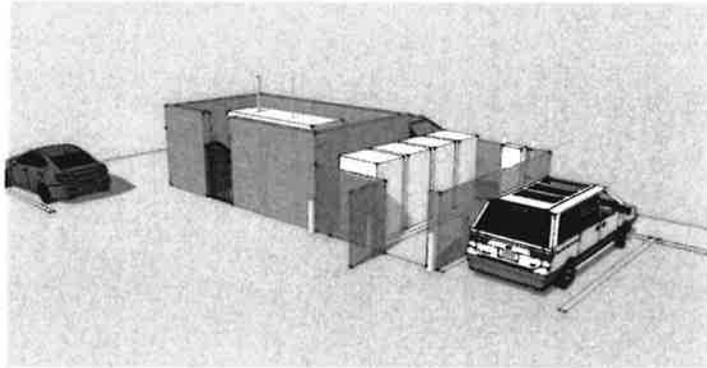
The General Plan Land Use Designation for this parcel is Entryway, which allows for a mix of commercial, office and residential uses along arterial streets leading to downtown.

Project Analysis:

Materials and Colors Used. The proposed enclosure will be constructed of a six-foot high chain link fence with tan or brown slats. The adjacent structure is composed of a 9 foot high CMU wall with an iron decorative gate.



Existing generator enclosure



Proposed transfer switch units enclosed in fence

Parking/Signage/Landscaping:

Parking Issue:

Parking is affected by the proposal to construct the outdoor storage enclosure and as such should be reviewed and discussed by the Commission as a matter to determine if appropriate. Willows Municipal Code Section 18.120.020(2)(d)(v) required parking for Residential Care Homes, is one for every 5 licensed patient beds and the higher of one parking space for every 500 square feet of gross floor area or one parking space for each employee of peak shift. The applicant stated that the healthcare facility is licensed for 76 beds but currently only have 39 (*this equates to 8 parking spaces*). The healthcare facility is approximately 19,082 square feet in gross floor area (*equating to 38 parking spaces*). There are three shifts with the 1st shift having the highest number of employees at 34. So the parking requirement for the Genesis Healthcare facility would be 46 parking spaces. (*8 for # of beds, 38 for building as that is higher than the employee number*).

Currently there are only 25 actual parking spaces for use, including the one space that will be lost to the project. When the metal storage containers are removed that will free up an additional 12 parking spaces for a total of 37 parking spaces. The applicant and property owner have expressed interest in having the two containers removed, and that area is shown on the site plan attached parking with no storage containers.

This still would put the healthcare center under the amount of parking required by 9 spaces. The original building which was built in 1966 was smaller and there was more than enough parking for the use. There is an existing non-conforming situation now with parking, as new parking was not required at the time of the building addition around 1977. This combined with the loss of several parking spaces taken up by the two non-permitted metal storage containers located on the eastern side of the lot, adjacent to the alley, takes from the original uses of that space (parking). There is off-site parking adjacent to this parcel on Crawford and Willow Streets which presently is used.

As stated earlier, the site plan shows 37 parking spaces, several of which are covered up by two metal storage containers located on the eastern side of the parcel, which according to City records, have not been permitted for use, and therefore are non-conforming. WMC section 18.110.110(7) *Nonconforming Storage Container(s) adopted in June 2009*, states that all storage container(s) lawfully existing prior to the adoption of the ordinance codified in this section may continue in use, subject to the provisions of this section, even when later amendments or prior amendments to any provision of this title have caused such lawfully existing storage container(s) to become nonconforming under the terms of this chapter. Storage container(s) not lawfully existing prior to the adoption of the ordinance codified in this section must be brought into conformance or removed. There is a caveat within this code section that allows for a six months' notice of removal and also for extension of removal time. It is unknown when the storage containers were brought on site. Storage containers may not be located within utility line easements per the code.



Metal Storage containers located on east side



Storage shed to stay

WMC Section 18.120.050(2)(b) *Parking/General Requirements* states, whenever the use of any premises which is not in compliance with the parking standards of this code is enlarged, expanded, or intensified, additional parking spaces consistent with this code shall be provided only for the enlargement, expansion, or intensification and not for the entire use. The project proposed is to increase an ancillary use of the facility; increasing the electrical efficiency of the facility. It could be determined that the project proposed is expanding the use by adding the four ATS units. However staff has determined that the use of the parcel is not being enlarged.

No new signage or landscaping is proposed with the project.

Lighting. No new lighting is proposed with this project. There is existing emergency lighting located within the generator enclosure.

The project was reviewed internally for comments however since the project is under the auspice of OSHPD only the fire department has the authority to require conditions. The only condition the fire department had was to install bollards around the enclosure which the plans call for. Therefore no conditions from that department are included. The loss of the parking space was the item that the healthcare facility had to get city approval on prior to being giving an OSHPD permit. The new structure required Design Review approval.

Environmental Review and Analysis

The project (outdoor enclosed area) 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.

Staff Recommendation:

Staff recommends adoption of the attached resolution recommending Design Review approval for Genesis Healthcare for outdoor equipment enclosure for four new emergency transfer units resulting in the loss of one parking space for property located at 320 N Crawford Street, Assessors Parcel Number 001-191-001, subject to the conditions of approval as shown in Attachment #2 and shown on Attachment 3 Site Plan.

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

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Elevations of proposed structure

Submitted by:



Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2014

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-14-08)
TO GENESIS HEALTHCARE TO CONSTRUCT AN OUTDOOR
EQUIPMENT ENCLOSURE FOR FOUR NEW EMERGENCY
GENERATOR UNITS RESULTING IN THE LOSS OF ONE PARKING
SPACE FOR PROPERTY LOCATED AT 320 N. CRAWFORD STREET,
ASSESSORS PARCEL NUMBER 001-191-001**

WHEREAS, the applicant, Dettmer Architect on behalf of Genesis Healthcare, has filed for Design Review approval to install a new outdoor equipment enclosure consisting of a 6 foot high slated chain link fence for four new emergency generator units and loss of one parking space; and,

WHEREAS, City of Willows Municipal Code Section 2.45.030 states that all new structures require Design Review approval, and,

WHEREAS, the Planning Commission did, on December 17, 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 design review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities; and

WHEREAS, the Planning Commission finds that the removal of the two metal storage containers is subject to section 18.110.110(7) and written notification from the city of removal shall be commenced; and,

WHEREAS, the Planning Commission does find that the loss of 1 parking space is acceptable for this project

- a. As Municipal Code section 18.120.020(3)(i) *Exception* allows for the reduction of parking spaces if approved by the Planning Commission.
- b. Additional off-site parking is available around the property.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install an outdoor equipment enclosure for four new emergency generator units at the Genesis Healthcare, an existing use located at 320 N. Crawford Street, resulting in the loss of one parking space is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-14-08, subject to the attached conditions of approval set forth in Attachment #2; and Attachment #3 Site Plan.

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 17th day of December, 2014, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Kerri Warren, Chairperson

ATTEST: _____
Recording Secretary

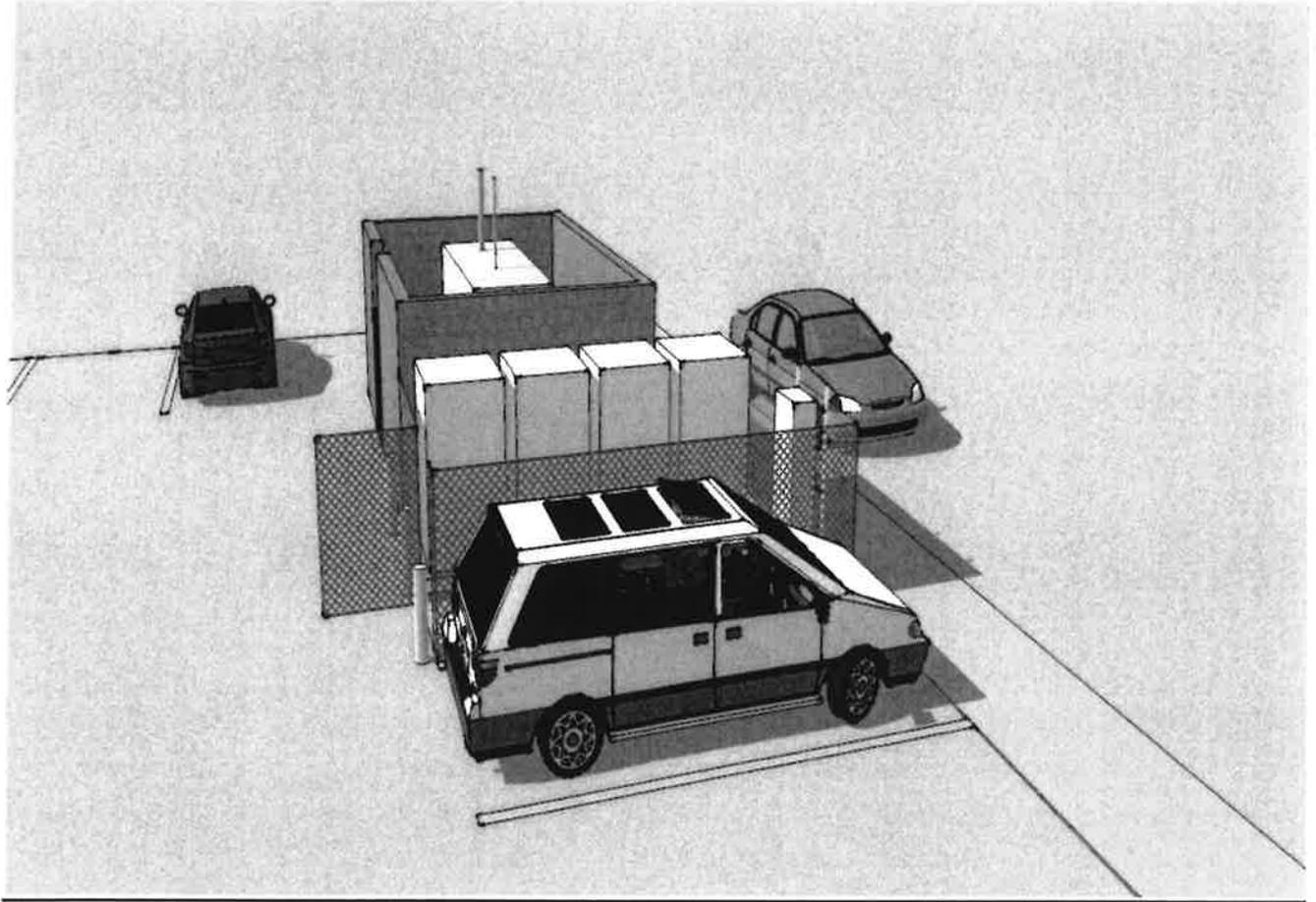
**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
GENESIS HEALTHCARE
FOR PROPERTY LOCATED AT 320 N. Crawford Street
APN; 001-191-001**

PC approval date: _____, 2014

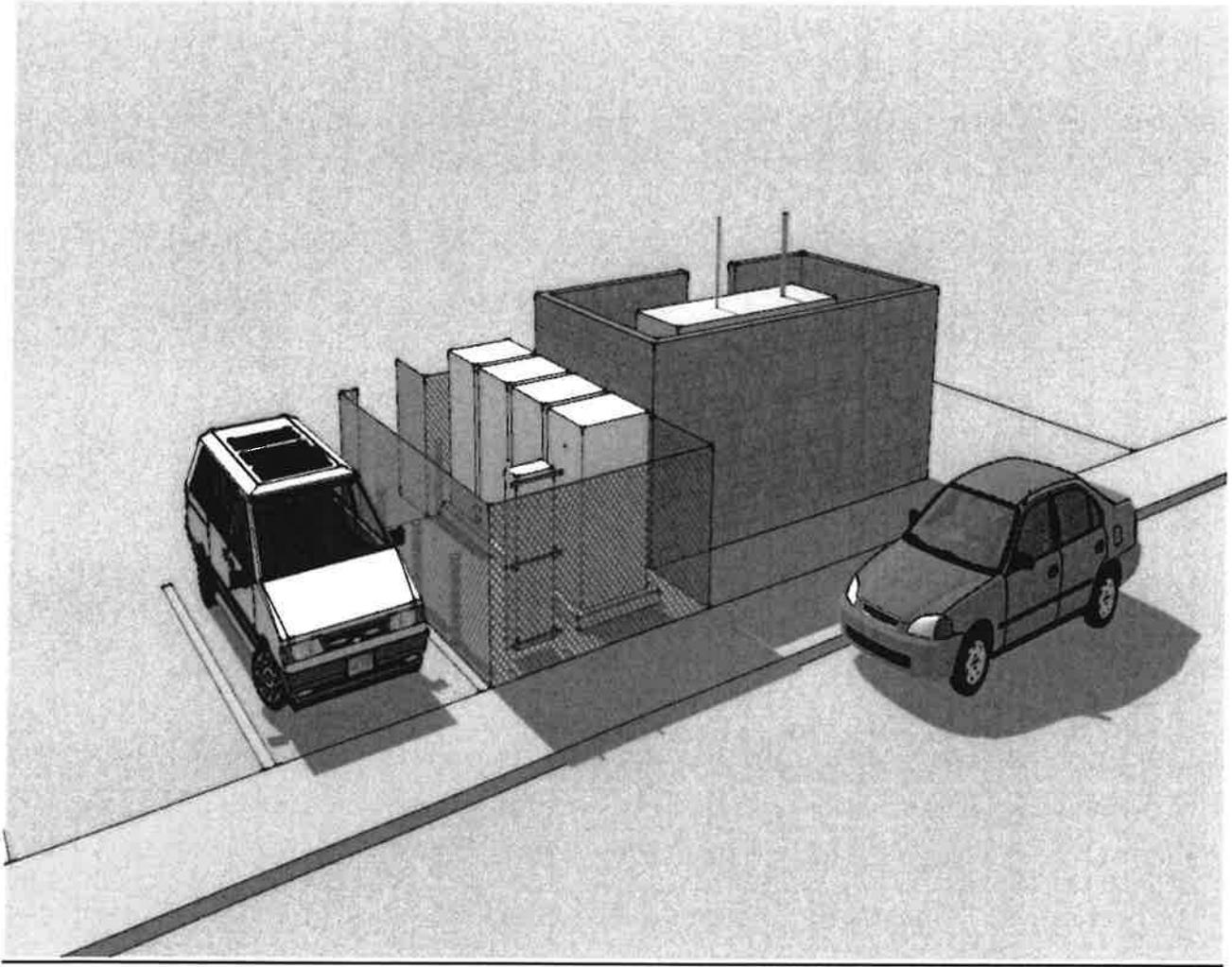
General

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 - installation of an outdoor equipment enclosure for four new emergency transfer generator units.
4. The Architectural Design Review approval for the outdoor equipment enclosure resulting in loss of one parking space, shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city 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. The two non conforming metal storage containers shall be removed in order to provide the parking spaces currently covered by the containers. These containers shall be removed in accordance with WMC section 18.110.110(7)(a)(i). Non Conforming Storage Containers.
6. All conditions required by the Planning Commission shall be completed and installed prior to use of the site.
7. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).
8. NO PARKING in large white letters shall be painted in front of the new enclosure.

Elevations of structure and four ATS units



LOOKING EASTWARD



LOOKING NORTH FROM SOUTH PROPERTY LINE

Planning Commission Agenda Report:

December 17, 2014

Project: Multi-family Residential Design Guidelines

The Planning Commission has been reviewing the draft multi-family residential design guidelines for over the past year. This attached draft is the result of these meeting discussions. The Commission will need to decide upon the best wording to describe the way they want to use for the overall "design" concept. Several terms have been expressed from superior, premium, optimum, finest, best to name a few.

A draft final set of guidelines is attached for the Commission's final review prior to forwarding the guidelines to the City Council for adoption.

Environmental Review and Analysis

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the guidelines are exempt from further CEQA pursuant to CEQA Section 15262. Each multi-family residential project, when submitted for an entitlement, will be required to be reviewed in accordance with the California Environmental Quality Act (CEQA)

Staff Recommendation:

Staff recommends the Commission review the final draft multi-family residential design guidelines and by motion recommend forwarding the guidelines to the City Council for adoption.

Attachments:

1. Final Draft Multi-family residential design guidelines

Submitted by:



Karen Mantele
Principal Planner



DESIGN GUIDELINES INTRODUCTION

A. These guidelines provide direction to designers as well as to establish criteria for review of multi-family residential projects.

The purpose of the design guidelines is to provide a clear set of design policies to project sponsors such as developers, property owners, architects, designers and public agencies including City projects. These are the primary design criteria which the city staff, Commission and the City Council will use to evaluate a project proposal. These guidelines apply to all projects that require design review of multi-family residential projects.

B. These guidelines are intended to supplement and enhance design concepts that promote “_____ Design” by exhibiting thoughtful relationships in the following areas: site- natural and built environment and landscaping.

The phrase “_____ Design is used throughout the guidelines as it is the desire of the City of Willows to upgrade the design quality of projects from “adequate” to “_____” that in large part led to the creation of this document. While _____ design is difficult to define, the design guidelines establish a framework of design review which identifies the goals and review criteria for approval that an overall design concept must address. These guidelines will address areas of concern that will promote a quality designed project in the end.

C. These guidelines represent the City’s design preferences.

In order for projects to receive discretionary approvals, it is expected that the guidelines will be followed. Adherence to the guidelines, however, is not meant to stifle design creativity. An applicant/designer may propose an alternate approach to a guideline(s). In that case, it shall be the responsibility of the applicant/designer to demonstrate to City staff, and commission how the proposal creates an equal or higher level of design quality than the guideline(s) would provide. Early review of projects with the Staff is encouraged to receive feedback prior to investing a large amount of time and money.

D. The present document is intended to be the principal one governing design related issues.

The City of Willows has several documents that deal with design; including the General Plan, the Zoning Code and other design guidelines. These typically are general in nature. In contrast, the present guidelines are intended as the primary authority for design issues but they should be used in conjunction with other City regulations.

Multiple-Family Residential

*Note: This section primarily addresses the Multi-family Residential (16-30 dwellings units per acre), Office Professional, and General Commercial land use designations as identified in the **General Plan**. The zoning districts these design guidelines apply to are R-2, R-3, RP, CC, CG, and CH. Design Review is intended to promote high-quality design and well-built and maintained buildings, landscaping and public amenities in order to further the relationship between the appearance of buildings and structures, property values and the taxable value of property in the city.*



Fig. 1 This affordable housing development demonstrates “_____ design” which is expected in all multi-family developments.

I. GOALS

- A. To develop multi-family housing that is compatible with the existing neighborhood structures and surrounding homes and provides “_____ design”.
- B. To provide a quality living environment.
- C. To develop multi-family housing that encourages residents to take pride and a sense of ownership in their neighborhood.
- D. To encourage multiple-family projects which are safe, contribute to safer neighborhoods, and support Police and Fire Department efforts to promote public safety.
- E. To enhance the public realm with attractive buildings and landscaping treatment along the City’s streetscape.
- F. To encourage energy efficient design.



Fig. 2 Outdoor recreation space

II. SITE DEVELOPMENT GUIDELINES

A. EXISTING CONDITIONS/ SITE CONSTRAINTS



Fig. 3 Make every effort to protect the existing natural resources.



Fig. 4 Multi-family units that provide interaction with the rest of the residents encouraging sense of community

1. Incorporate existing natural features such as trees, topography, creeks, and riparian vegetation into the site plan. These and similar natural elements should be considered when developing a site plan. Every effort should be made to preserve dominant elements, such as mature trees, for example. When trees must be removed mitigation may be required. Refer to Chapter 12.30 of the Municipal Code which governs tree removal and replacement issues.
2. Integrate new development carefully into existing neighborhoods.
3. For purposes of noise attenuation, early acoustical site planning is encouraged. State law and the General Plan regulate acceptable noise levels for both indoor and outdoor environments. Mitigate noise to stipulated levels. Use the structure of the home to shelter the private yards from noise. Use the building skin to reduce noise within homes to acceptable levels. The use of frontage roads with structures facing Transitional Streets and side-on treatment are all preferable to back-on treatment with walls or fences to block noise. Sound walls should be considered only after all other options have been exhausted.
4. When sound walls are found to be necessary along a street, locate them a minimum of 25 feet from the edge of the road and provide a significant landscaped buffer. Earth berms are encouraged to minimize the perceived height of the wall. Extend walls between buildings to create pockets of protected common space avoiding long continuous walls for the entire length of a project site.
5. When existing public amenities such as parks or school playgrounds are in the immediate vicinity, provide pedestrian access to take advantage of these features.

B. NEIGHBORHOOD AND STREET PATTERN

1. Locate multiple-family units close to the center of a neighborhood in order to place larger numbers of residents close to open space, commercial uses and potential transit stops.
2. Integrate multiple-family projects with pedestrian and bicycle circulation systems that extends to neighborhood centers, and to adjacent neighborhoods and shopping districts.
3. When duplexes, triplexes, or four plexes are developed within a single family neighborhood, design the buildings to resemble a single family home. Provide individual front doors to each unit and interior stairs. Take design cues from existing single family homes in the neighborhood.
4. If a multiple-family project is located across the street from a single family neighborhood, orient the buildings to the street with individual entries, patio areas and landscaping facing the single family homes. Parking lot areas and carports should not be located along these street frontages.



Fig. 5 Multi-family units that blend into the neighborhood to resemble single family dwellings.



Fig. 6 Multi-family units which have parking facing the street frontage.

C. SPACE HIERARCHY

It is important to clearly delineate public space (streets), communal space (common open space, play areas, laundries, etc.) and private space (dwelling and private yards). Residents feel uncomfortable when the public violates the communal space or when other residents intrude on the private spaces.

1. Make the distinction between public streets and project common open space clear enough so that residents and non-residents alike can see the division of space.
2. Locate common facilities such as laundries and play areas so they are clearly intended for the residents and are not public amenities.
3. Provide a visual buffer in the form of landscaping, privacy walls or semi-private patios between the interior of dwellings and sidewalks and common open spaces



Fig. 7 Multi-family units with children play areas

D. ORIENTATION

1. Multiple-family developments should be easy to navigate through in a logical, common sense manner. Give thought to how a visitor will enter the site, park the car, if any, and find a particular unit.
2. Provide orientation maps when a development does not follow an easy to comprehend street pattern.
3. Clearly identify each building and dwelling unit to assist visitors and emergency respondents. Note: illuminated addresses are required by the Zoning Code.
4. Building orientation should be optimized for heat gain, shading, day lighting and natural ventilation.
5. Provide shading on east, west and south walls with overhangs, awning or deciduous trees.
6. Design buildings, sidewalks, pathways, streets and crossings to encourage walking and bicycling. Sidewalks should connect to existing city streets. Refer to City of Willows Bicycle Master Plan.



Fig. 8 Apartment directory is helpful to assist visitors and emergency respondents.

E. SECURITY THROUGH DESIGN

Formal surveillance is undertaken by police, caretakers and security guards. Equally important is informal surveillance, which involves the casual observation of neighbors, children, and visitors by residents as they go about their daily lives. It can be facilitated by the positioning of windows and gardens, the location and design of pathways and play areas, the quality of lighting and landscaping, and the avoidance both of large, ambiguous spaces and of small, secluded ones. The feeling that others will see if help is necessary reassures residents that they are not alone and this encourages use of communal areas. This, in turn, improves security because intruders will rarely trespass if they think they are being observed.



Fig.9 Children's play area is within view of many residents of the apartment complex.

1. Orient dwellings and windows of frequently used rooms (living and dining rooms) to overlook common open space.
2. Locate parking areas such that the walk from parking to the dwellings is short and direct as possible, and provided with adequate lighting.
3. Ensure that the entry to each dwelling is visible from at least one other dwelling.
4. Child play areas shall be located and taken into consideration, so there is a safe buffer between the public roadway and the child play area.
5. Limit the height of solid fencing between private yards and common open spaces to 4.5 feet in height. If a six foot fence is desired, the top 18 inches should allow for vision in and out of the yard.



Fig.10 Public walkway separated from complex parking lot.

6. Provide semi-private spaces at the entries to units in the form a small sitting area with a low fence, a porch or a balcony.

Such spaces provide a transition from public to private space, which encourages residents to take "ownership" of the fronts of their units and to engage in casual socialization and interaction with neighbors. The more time residents spend in the public realm, the greater the number of "eyes on the street" and the smaller the likelihood of crime in the area.

7. Design the site so that "shortcut" pedestrian access through the site is discouraged. This will enhance the sense of community and security.
8. Avoid outdoor areas that are between or behind buildings that have little or no surveillance. These spaces with ambiguous "ownership" should be placed within the control of individual units.



Fig. 11 Multi-family units which have privacy walls for separation of space.



Fig.12 Low walls form as a separation from public walkway area.

F. COMMON OPEN SPACE

1. Incorporate common open spaces into a site plan as a primary design feature. The open spaces should not be remnant spaces or space left over after the buildings are placed on the site.
2. Provide common useable open space for all multiple family projects.
3. Provide between 70%-80% of the common open space as a landscaped or garden area, with the remaining area in hardscape. Common open space should contain landscaped areas as well as hardscape areas that encourage social interaction.



4. Utilize all weather surfacing within the hardscape area such as concrete or pavers and include features to encourage social interaction such as: benches, low walls for sitting, shade structures, a structure for community mailboxes, a laundry facility.

5. Create a sense of enclosure for the common open space, for example with the dwellings the space serves and/or with low walls or fences, and/or with landscaping such as hedges or trees. The common space should have a parking area bordering no more than one side of the space. A common space should be visible by as many of the dwellings it serves as possible. Residents are more likely to respect and protect a common space when their perception is that it “belongs” to them.

6. Use landscaping, building placement and fencing to create gateways to a common open space. This creates a distinction between the public realm and the semiprivate nature of the open space.

7. When a multiple-family project exceeds 20 units, with two (or more) bedroom units (unless it is a restricted Senior project), open space accommodation should be made for a minimum of two common open space areas, one for adults and one for a child play area. Each area should be furnished appropriately for its user group.

8. When a multiple-family project exceeds 100 units, (unless it is a restricted senior project) accommodation should be made for a minimum of three common open spaces areas, one for adults, one for teenagers, and one for younger children. Each area should be furnished appropriately.



Fig.13 Private space separated by open space walkway.



Fig.14 Separate play area for younger children.

9. Include play equipment for children under the age of five in child play areas. The play area should be visible to as many units as possible to provide casual surveillance. Separate the play area from traffic. Provide benches or picnic tables for adults that are accompanying younger children.
10. Include a paved area with basketball hoop and benches in teenager play areas. As a group, teenagers can be noisy. To minimize conflicts avoid locating the teen play area directly adjacent to units, the child play area, or adult open space.



Fig.15 Separate play area for teenage children.

G. SEMI-PRIVATE OPEN SPACE

1. Provide each unit with a minimum of 40 square feet of semi-private open space directly adjacent to the unit. It is not intended for the space to have a privacy (6 foot) wall. The intent is to provide a balcony on units above the ground level and a small patio area on the ground level.
2. These semi-private spaces should feature an open rail, low wall, or hedge or other element that defines the space but permits the resident to have a presence on the street or open space.
3. These semi-private spaces shall not require noise protection.



Fig.16 Semi-private spaces on both levels

H. PEDESTRIAN CIRCULATION

1. These semi-private spaces shall not require noise protection.
2. Provide sidewalks from dwellings to all common facilities such as; laundry, play areas, trash dumpsters, parking, and in accordance with the current building codes.
3. Locate sidewalks so that adults will walk through common open spaces on the way to common facilities such as laundries.



Fig.17 Landscaping along street frontage

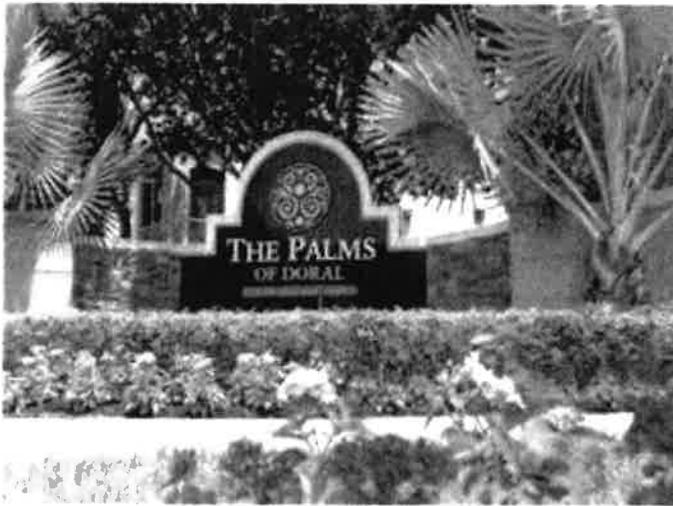
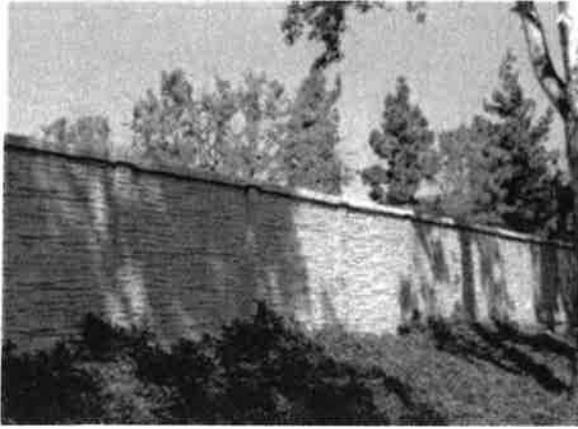


Fig.18 Front entrance to apt complex should be landscaped

I. LANDSCAPING AND SITE

1. Water all common areas using an automatic irrigation system.
2. Refer to the City's Master Tree List regarding street trees.
3. Avoid the use of ivy as a ground cover as it creates a habitat attractive to rats.
4. Encourage the use of landscaping to provide privacy screening when possible.
5. Along public street frontage provide a landscaped area between the curb and sidewalk that is planted with ground cover and street trees. In mixed use and urban settings a contiguous sidewalk with tree wells may be used when on-street parking is adjacent to the sidewalk.
6. Provide shade trees throughout the parking area with at least one tree for each six parking spaces.
7. Consider the use of low masonry walls to contain planting areas at common open spaces. These walls also may find use as informal seating areas.
8. Provide outdoor seating at the following locations: common open spaces, child play areas, teenage play areas, laundry rooms and along heavily used sidewalks.
9. Consider providing some picnic tables both for outdoor eating and writing.
10. Multi-family projects shall have a strong entry sequence typified by accent entry landscaping. Driveways at project entries shall be landscaped with flowering shrubs, annual color, ground cover, and flowering trees. At least four flowering trees at a minimum size of 24 inch box shall be planted at the project main entry.



11. Fencing

- a. If perimeter project fencing is utilized along public streets, use decorative iron, pre-painted welded steel, concrete wall or wood picket fencing.
- b. The use of barbed wire or razor wire at the tops of fences is unacceptable.
- c. Fencing that encloses semi-private patio areas should be consistent with the architecture of the buildings.

J. PARKING



Fig.19 Parking in the rear of the apartment units.

1. Provide for parking in small lots reasonably close to the dwellings they serve and within sight of some of the dwellings. Provide required parking on-site.
2. Choose shrubs and trees for parking lots and locate them such that the landscaping does not provide hiding places.
3. Carports and parking areas should be located and/or screened so that headlights do not shine into living areas.
4. Parking lots should be internalized behind buildings and oriented away from street frontage. Large undivided



Fig.20 Lighting provides security

K. LIGHTING

- 1 Provide lighting for safety and security at all common areas that have regular night time use.
- 2 Light should be even, without glare and dark spots in accordance with city standards.
- 3 Provide pedestrian scaled light standards for on-site streets, parking areas and common areas that do not exceed 14 feet in height.

L. COMMON FACILITIES & AMENITIES



Fig.21 Mailbox location is important



Fig.22 Laundry room with open space areas

1. Mailboxes
 - a. Consider mail delivery early in the design process.
 - b. In multiple-family developments provide Community Mailbox Units (CMUs).
 - c. Locate CMUs in sheltered a location with night time lighting to permit mail pickup in inclement weather and at night. Locate CMUs in a location that is centralized and easy to get to for the residents. Consider coordinating with other common facilities such as laundry rooms.
2. Laundry Room

A laundry room should:

 - a. Be in a centralized location within view of at least one dwelling.
 - b. Include a table for folding laundry, seating and trash receptacles; and
 - c. Include two separated entries into the laundry facility.
Residents, particularly women, may be reluctant to use a laundry facility at night without a second means of egress.



Fig.23 A slatted chain link enclosure; however should be solid walls with a heavy gate enclosure



3. Common Buildings

In larger projects (of more than 100 units) a common building that provides space for meetings is encouraged.

Other uses may be combined in this structure, such as laundry, rental management offices, and mailboxes.

4. Refuse Containers

- a. When dumpsters are to be used, designers should coordinate with the refuse pickup provider to determine the size and number of dumpsters required. When individual garbage cans are used, they must either fit in the garage or into a special enclosure.
- b. When there are five or more units, provide dumpsters for garbage collection within a City approved enclosure.
- c. Shield all dumpsters within an enclosure a minimum of six feet tall. Allow adequate size to accommodate the needed dumpsters and recycling containers. All enclosures and gates should be detailed to withstand heavy use. Provide wheel stops or curbs to prevent dumpsters from banging into walls of enclosure.
- d. Encourage the use of recycling within the enclosure allowing for stacking recycling crates (in small projects) and recycling dumpsters (in large projects).
- e. Locate dumpsters sufficiently far from units to reduce to minimum problems with offensive odors.
- f. Provide an opening so that pedestrians can access the dumpsters without opening the large gates.
- g. Provide lighting at trash enclosures for night time security and use.

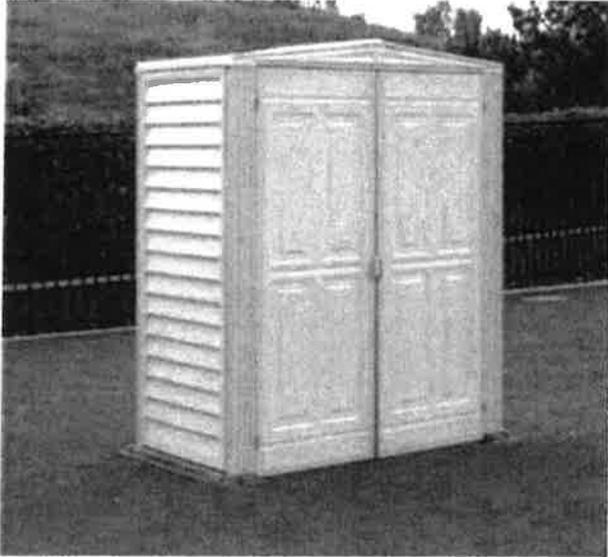


Fig.24 Prefabricated steel storage shed that is not allowed



Fig.25 Screening utility equipment should be compatible with the architectural design of the building

5. Storage

Provide outdoor storage units for such items as barbecues, bicycles, big wheels, etc. which otherwise would tend to accumulate on balconies and patio areas. 60 cubic feet of storage volume per dwelling unit should be provided for as a minimum. Storage units should be covered and capable of being locked. They should be constructed of materials similar to that used for the units. *Prefabricated steel storage units such as those sold at the local home center are not appropriate.*

6. Outdoor meters, transformers, vents and flues

a. Make allowance for electrical transformer locations.

b. Make allowance for gas and electric meters and water heaters. Consider enclosures or rooms for these items to screen them from public view.

c. Combine plumbing vents and water heater/ furnace flues to minimize the visual blight frequently seen on rooftops.

7. General

All site features including; trash enclosures, fencing, light fixtures, mailboxes, laundry and facilities utility screens, should be architecturally compatible with the main structures and must be screened from view.

Utility meters and equipment must be placed in locations which are not exposed to view from the street or they must be suitably screened. All screening devices are to be compatible with the architecture and color of the adjacent structures.

III. BUILDING DESIGN **GUIDELINES**



Fig.26 No articulation of building materials or color to break up the form



A. FORM AND MATERIALS

1. Break up the mass of larger structures with articulation of the form, use of color and the use of multiple materials, including: horizontal wood, cement fiber and composite siding, vertical wood siding, stucco, wood shingles, real and cultured masonry.
2. When panel siding is used, provide 5/8" thick minimum and the use of battens which are nominal 2x material. *3/8" and 1/2" panel siding often does not stay flat.*
3. When wood trim is used, provide nominal 2x material or other approved material. *1x wood trim does not stand up well to sun exposure in this climate.*
4. Avoid dressing up fronts of building with higher quality materials and switching to less expensive siding material on the sides and back. Design all four sides of buildings with quality materials.
5. Within mixed income developments, provide the same level of detailing and materials on the affordable units as on the market rate units.

B. ENTRANCES



1. Orient the main entrance of each unit, or the building to the street or to a common open area.
2. Entries to the units should be clearly identified, protected from the weather and provided with lighting for night time safety and security.

C. MASSING ARTICULATION



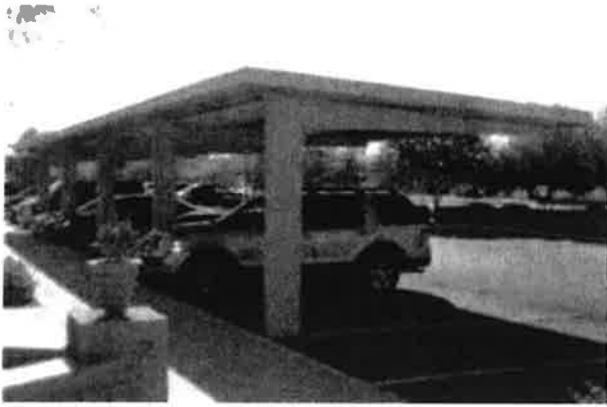
1. Incorporate features such as balconies, cantilevers, dormers, bay windows, patios, entries, accent materials, etc. to provide articulation and interest.
2. Provide wood trim or stucco surrounds at window and door openings. Windows set in stucco without any trim or surround are discouraged.



Fig.27 Personal touches adds to the personalization of a unit.

D. PERSONALIZATION

1. Provide opportunities for residents to add their own touches to the exterior of their units. For example by using planter boxes or hooks for hanging plants and by providing space for a chair and/or bench and potted plants.
This allows residents to personalize their unit which helps to create a greater sense of community.



E. GARAGES/ CARPORTS

1. Design garages or carports with an architectural treatment that derives from the main buildings in terms of materials, detailing, roof materials and colors.
2. Locate garages or carports so as to minimize their impact from the public street. The main buildings should be the dominant visual statement along the public streetscape. Prefabricated carports are not allowed.
3. Carports, detached garaged and accessory structures should be designed as an integral part of the architecture of projects. They should be similar in materials, color and detail to the principal structures of a development.