

PLANNING COMMISSION

Candis Woods, Chair
Larry Domenighini, Vice Chair
Amy Alves, Commissioner
Huston Carlyle, 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, January 18, 2012
7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **The City Clerk will administer the Oath of Office to new Planning Commissioner Huston Carlyle**
4. **Roll Call**
5. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
6. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (*Public Comments are generally restricted to three minutes.*)
7. **Approval of Minutes:** None
8. **New Business/Non Public Hearing Item**
Election of Planning Commission Chair and Vice Chair for 2012
9. **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.

UP-11-04 & DR-11-04 Applicant/Owner: Greg Swanson on behalf of BP Coast Products
Assessors Parcel Number 005-370-003, 1399 W. Wood Street; General Plan: Highway Commercial; Zoning: Highway Commercial (CH)

Greg Swanson of CalCraft Corp. on behalf of BP Coast Products, has requested approval of a Use Permit to allow additional business signage, and a Design Review Application (File # DR-11-04) a request for design approval for a re-imaging project for the existing ARCO station,
10. **Commission Commentary:**
11. **Adjournment:**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before January 12, 2012.

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

AGENDA REPORT

MEETING DATE: January 18, 2012
TO: City of Willows Planning Commission
FROM: Karen Mantele, Principal Planner
SUBJECT: Election of Chair & Vice Chair

Per Section 2.35.020 of the Willows Municipal Code and Policy Number 6-1, and in order to facilitate a consistent and orderly selection of officer, appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1st of each year. The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

Staff Recommendation:

Elect Officer(s)

Planning Commission Agenda Report: January 18, 2012

Project: Conditional Use Permit (File# UP-11-04) Additional Signage and
Design Review (File # DR-11-04) Exterior Element Changes
Applicant/Owner: Greg Swanson/BP West Coast Products
Project Location: 1399 W. Wood Street, Willows, CA
Parcel No: 005-370-003
Zoning: Highway Commercial (CH)
General Plan: Highway Commercial

Project Description

The applicant, Greg Swanson on behalf of BP West Coast Products, has submitted a Conditional Use Permit application to request additional business signage, beyond what the Comprehensive Sign Code allows, and a Design Review Application, a request for design approval for exterior element changes to the fueling station and building, for property located at 1399 W. Wood Street, aka as the ARCO station, both applications as part of the "fueling station re-imaging /illuminate project".

Review Process

These matters are before the Planning Commission pursuant to Section(s) 18.135.040, and 2.45 of the City of Willows Municipal Code.

Zoning

The project site is zoned Highway Commercial (CH) which allows for automobile service stations and convenience stores as a permitted use. Exterior changes to an existing commercial building, if not minor in nature and exempt, require Design Review approval from the Planning Commission. Zoning to the north, south, east and west are all CH, with a mix of commercial uses surrounding the site, to include the Chevron station to the south, a motel/restaurant to the north and west, and a vacant commercial building/lot to the east.

Project Analysis for Use Permit:

As part of the proposed re-image project, the applicant is requesting approximately 33.7984 square feet of additional business signage. The Comprehensive Sign Code for this zoning district allows for (a) one pole sign, (b) Identity signage for each business allowing a collective sign total of one and one-half square feet of signage for each lineal foot of building frontage, with higher totals requiring use permit, and (c) sixty square feet of incidental signage. There is an existing 60-foot high pole sign, as well as an existing monument sign with gas pricing on it, that are not being modified with this project; however are part of calculating the amount of signage overall.

Per the Comprehensive Sign Code, the property is allowed a total of 85.5 square feet of identity signage, (based upon the linear foot dimension of 57 feet), 60 feet of incidental signage, and a pole sign. Identity signage is defined as a sign which is designed and intended to identify the name of a commercial business, professional office use, public use, quasi-public use, or similar use and which sign is located on the premises to be identified. Incidental signage is defined as a sign pertaining to and advertising goods, prices, products, services or facilities which are available on the premises. Such signing is in addition to the main identity signing. The existing signage, plus the proposed signage, puts the amount of signage over the allowed limit for this site. The breakout of sign overage is 27.56 square feet of Identity signage and 6.2384 of Incidental signage. The Signage Chart on the cover page of the project plans attached, spell out the existing and proposed signage numbers.

Project Analysis for Design Review:

Design/colors:

As part of the re-image/illuminate project, the applicant is requesting Architectural Design Review approval for their project to include; re-imaging the PIC units, re-facing the canopy with new fascia, new bull nose decals and LED laser line lighting, replacing the fuel dispensers with new valances and decals, replacing canopy Sparks with new Sparks, replacing the existing ten canopy lights with new LED conversion kits, painting all bollards BP yellow, and adding channel letters to the west, east and south sides of the fuel canopy. There are no plans for remodeling the existing building, as the proposal is for exterior changes to the fueling canopy. The proposal however includes painting the existing 1,240 foot building to updated ARCO specification colors of BP Pearl, and am/pm Dark Tan. (A color board which will be available at the meeting for public view).

Lighting

The addition of adding a lighted bullnose decal and LED laser line along the top of the canopy will be a change in the night sky of the area. However, the light will be directed downward thereby not creating a light intensity of concern. New style lighting will replace the existing ten light fixtures located under the canopy. The City engineer will review the applicants' lighting plan for code compliance.

Signs

This issue was discussed earlier in the report, wherein a Use Permit for additional signage is being requested by the applicant.

Parking

No new parking is proposed or changed with this project.

Grading

No grading of the existing parcel will result with this proposal.

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.

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

Environmental Review

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposed project is exempt from further CEQA review and qualifies as a Categorical Exemption pursuant to Section 15301, Class 1, Existing Facilities.

Findings of Fact for Conditional Use Permit

Based upon the facts and conclusions contained within this staff report the following findings must be made in order to approve the applicant's Use Permit 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.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending approval for Use Permit file # UP-11-04 to allow an additional 33.7984 square feet of business signage, and approval for Design Review File #DR-11-04 to allow changes to the exterior elements and the existing building, subject to the conditions of approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Use Permit and Design Review proposals, subject to Conditions of Approval as described in Attachment #2
- 2) Deny the applications with appropriate findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. APN map
4. Project Plans

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 APPLICATION

PC RESOLUTION NO. _____-2012

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE #UP-11-04) ALLOWING FOR 33,7984 SQUARE FEET OF ADDITIONAL SIGNAGE AND APPROVING DESIGN REVIEW (FILE# DR-11-04) FOR EXTERIOR ELEMENT CHANGES FOR PROPERTY LOCATED AT 1399 W. WOOD STREET, ASSESSORS PARCEL 005-370-003

WHEREAS, the applicant, has filed a Conditional Use Permit application to allow additional business signage, and a Design Review application for exterior element changes; and

WHEREAS, notices of the Planning Commission meeting held on January 18, 2012, were 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 January 18, 2012, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

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

WHEREAS, the Planning Commission does find that the proposed use is consistent with the purposes of the district in which the site is located, as additional signage is allowed with an approved Use Permit from the Planning Commission, and,

WHEREAS, the Planning Commission does find that the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, as the conditions of approval to allow additional signage have been included in the approval of this project to ensure the safety and welfare of the public are met; and

WHEREAS, the Planning Commission does find that the proposed use is in conformance with the General Plan, as service stations and convenience stores are permitted within this designation.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to add additional signage and the Design Review proposal for exterior element changes is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit file #UP-11-04, and Design Review file # DR-11-04, 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 18th day of January, 2012 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

USE PERMIT /DESIGN REVIEW CONDITIONS OF APPROVAL
FOR THE ARCO STATION
FOR PROPERTY LOCATED AT 1399 W. WOOD STREET
ASSESSORS PARCEL NUMBER 005-370-003

PC approval date: _____, 2012

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. The applicant shall first secure additional signage approval from the Planning Department prior to installation of any signage.
5. The developer shall adhere to the design and specification of the Architectural Design Review approval. All materials and colors, as approved by the Planning Commission shall be adhered to. Any deviation shall require approval by the City Manager and/or Planning Commission.
6. 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.
7. All lighting installed shall be designed and installed to meet safety requirements and minimize glare onto adjacent property. All lighting must meet the City Standards.
8. Applicant to provide lighting plan for engineer review and approval.
9. 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.

Building Department

10. Once approved, the applicant shall submit a completed building permit application to obtain the necessary permits for any proposed work. The application shall include three (3) complete sets of plans, specifications, calculations and details for code compliance review and subsequent permit issuance.

11. The address shall be incorporated in all submittals and posted in accordance with the City of Willows Municipal Code.

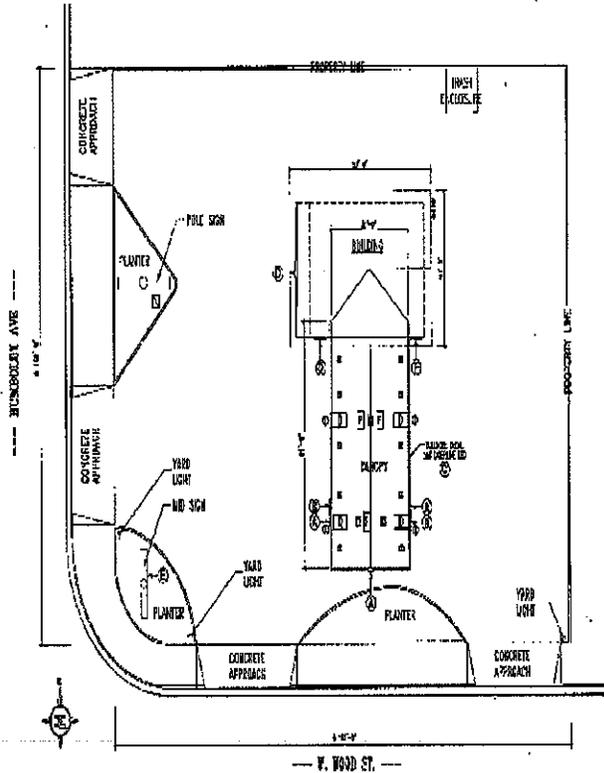
Fire Department

12. The building will need to be properly addressed per WMC Section 15.15.100.

Police Department

13. Additional lighting shall be installed around the east, west and north sides of the building.

SITE PLAN



CONCRETE KEY
 ○ = Column
 □ = Slab/curb
 - = PVC Util.
 T = Trash Vault

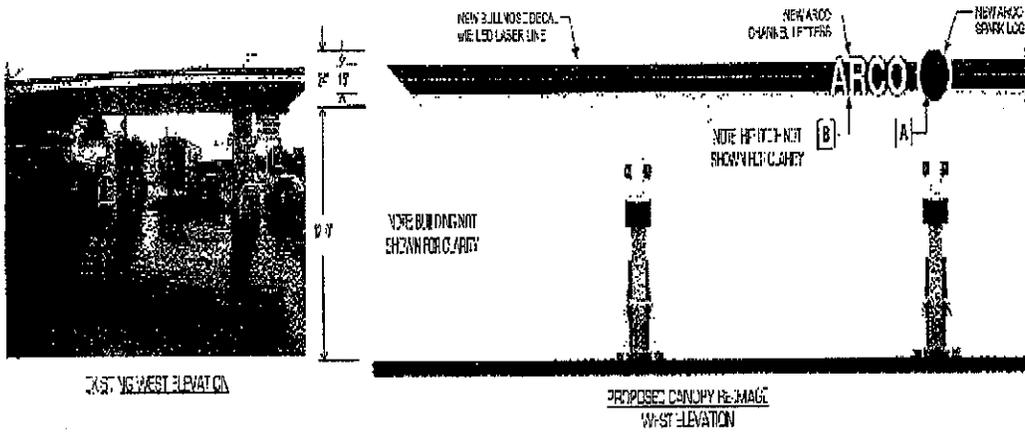
PROJECT DATA	
PROJECT NAME	ARCO REIMAGINE PROJECT
PROJECT ADDRESS	1308 W WOOD STREET WILLOW, CA 95688
PROJECT OWNER	33 WEST COAST PROJECTS
OWNER ADDRESS	4 CENTERPOINT DRIVE LA PALMA, CA 90623



PROJECT DIRECTORY	
CONTRACTOR	
ADDRESS	
LICENSE NUMBER	
EXPIRATION DATE	
APPLICANT	CALCRAFT CORPORATION
ADDRESS	1426 SOUTH WILLOW AVENUE DUBLIN, CA 94568
LICENSE NUMBER	#576210

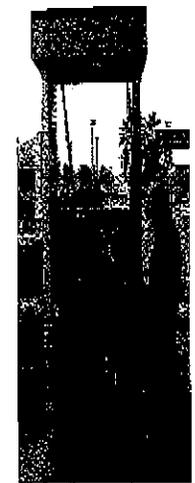
SIGNAGE CHART					
SIGN	QTY.	EXISTING	SQ. FT.	PROPOSED/NEW	SQ. FT.
①	2	2 SIGNS - 17' SQ. SIGN (2'x17')	2.0	3 SIGNS - 17' SQ. SIGN (2'x17')	9.47
②	1	1 SIGN - 12' x 12' SIGN (12'x12')	-	2 SIGNS - 12' x 12' SIGN (12'x12')	20.2
③	1	1 SIGN - 12' x 12' SIGN (12'x12')	-	1 SIGN - 12' x 12' SIGN (12'x12')	-
④	2	2 SIGNS - 12' x 12' SIGN (12'x12')	53.82	3 SIGNS - 12' x 12' SIGN (12'x12')	87.4
⑤	1	1 SIGN - 12' x 12' SIGN (12'x12')	61.30	1 SIGN - 12' x 12' SIGN (12'x12')	7.68
⑥	1	1 SIGN - 12' x 12' SIGN (12'x12')	24.5	1 SIGN - 12' x 12' SIGN (12'x12')	-
TOTAL			\$11.32	TOTAL	\$79.75

<p>PROJECT INFORMATION</p> <p>PROJECT NAME: ARCO REIMAGINE PROJECT PROJECT ADDRESS: 1308 W WOOD STREET, WILLOW, CA 95688 PROJECT OWNER: 33 WEST COAST PROJECTS PROJECT CONTACT: [REDACTED] PROJECT PHONE: [REDACTED] PROJECT FAX: [REDACTED] PROJECT EMAIL: [REDACTED]</p>	<p>CALCRAFT Corporation</p> <p>1426 SOUTH WILLOW AVENUE DUBLIN, CA 94568 (916) 835-8331 www.calcrafter.com</p>	<p>DESIGNED BY: ISA</p> <p>DATE: 11-11</p>	<p>LOCATION: 1308 W WOOD STREET WILLOW, CA 95688</p>	<p>SHEET #:</p> <p>PROJECT #:</p>
		<p>DATE: 11-11</p> <p>BY: [REDACTED]</p>	<p>TITLE: ARCO PRODUCTS COMPANY REIMAGINE PROJECT SITE PLAN</p>	<p>SHEET #:</p> <p>PROJECT #:</p>

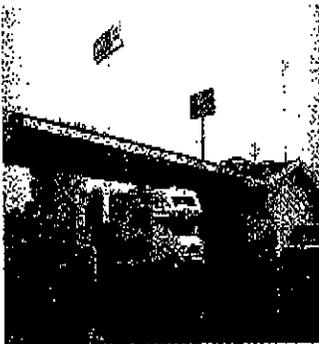


EXISTING WEST ELEVATION

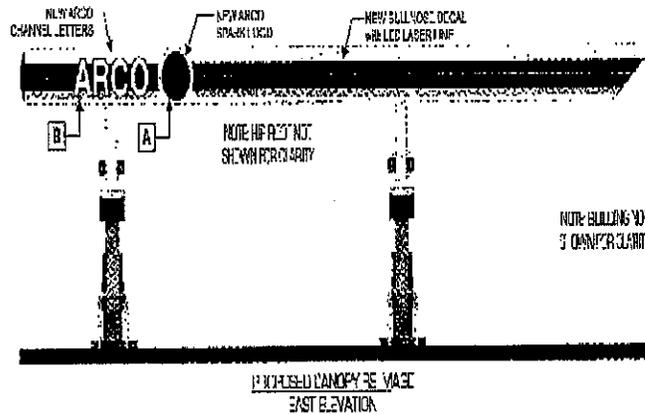
PROPOSED CANOPY REIMAGE WEST ELEVATION



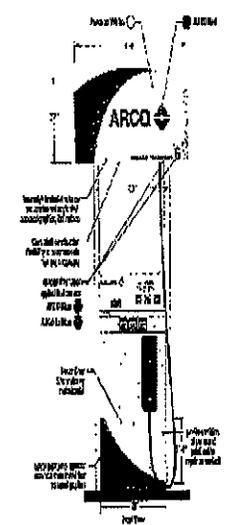
EXISTING DISPENSER



EXISTING EAST ELEVATION



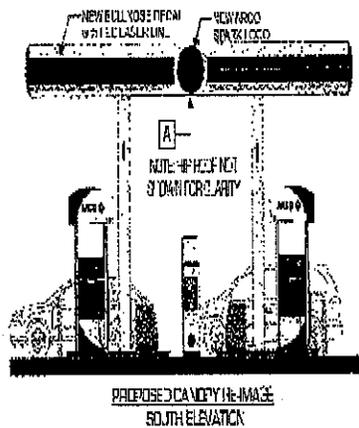
PROPOSED CANOPY REIMAGE EAST ELEVATION



INCLUDED DISPENSER REIMAGE WITH NEW VALANCE and DECALS

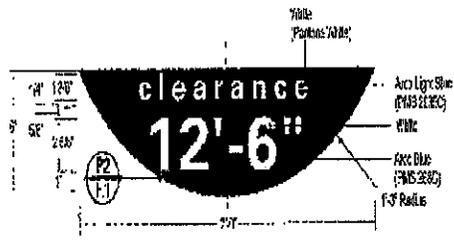
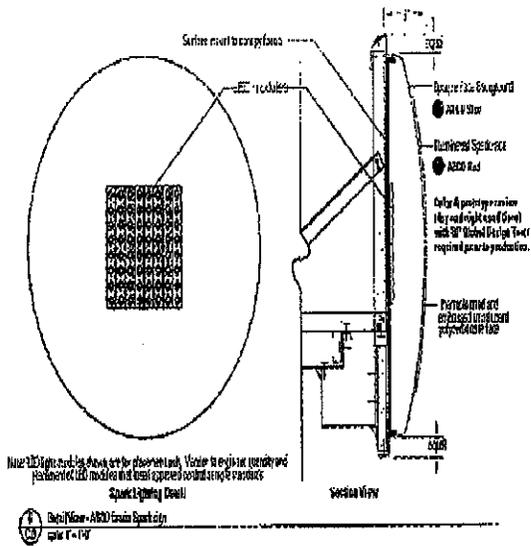


EXISTING SOUTH ELEVATION



PROPOSED CANOPY REIMAGE SOUTH ELEVATION

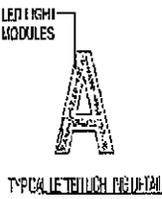
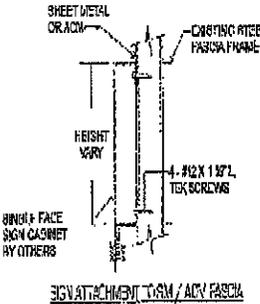
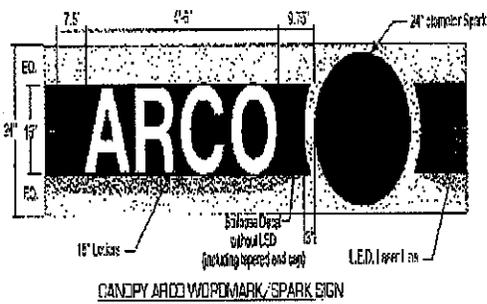
<p>PROPERTY AND TITLE INFORMATION</p> <p>ALL RIGHTS RESERVED. THIS DOCUMENT IS THE PROPERTY OF CALCRAFT CORPORATION. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF CALCRAFT CORPORATION IS STRICTLY PROHIBITED. CALCRAFT CORPORATION IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. © 2011 CALCRAFT CORPORATION</p>	<p>1425 E. W. Avenue - Suite 200 Livermore, CA 94550 Tel: 925-437-2800 • Fax: 925-437-2801 www.calcraft.com</p>	<p>DRAWN BY: PBA</p> <p>DATE: 11/2/11</p>	<p>LOCATION: 1382 W Wood Street Livermore, CA 94550</p>	<p>JOB #: A11014</p>
		<p>TITLE: ARCO PRODUCTS COMPANY ARCO URMATF PROJECT CANOPY A and DISPENSER ELEVATION</p>	<p>FILE #: 08094</p> <p>DRWS #: 021</p>	



Copy should be treated by each site, based on clearance.

Measurement should be to clearance from bottom of closest level, 10' or canopy to ground.

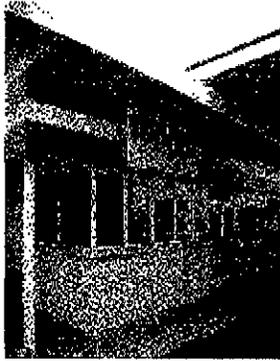
Sign placement should be aligned with bottom, 4'-6" to 6'0" being 10' by 10' visible. Should also be seen from 300' horizon sign.



PERMITTING AND CONSTRUCTION INFORMATION ALL INFORMATION IS BASED ON THE BEST AVAILABLE INFORMATION AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF ALL INFORMATION.	 1500 E. White Avenue - Tulsa, OK 74106 A-802 570-0000 FAX-570-0000 WWW.CALCRAFT.COM	DRAWN BY: RBA DATE: 11-2-11	LOCATION: 1330 W. 44th Street Tulsa, OK 74106	I.R.#: A11044
		No. P: By: CBR	TITLE: ARCO-FASCIA SIGN COMPANY ARCO ILLUMINATE PROJECT CANOPY FASCIA DETAILS	SITE #: C2034 DRAWING #: 053



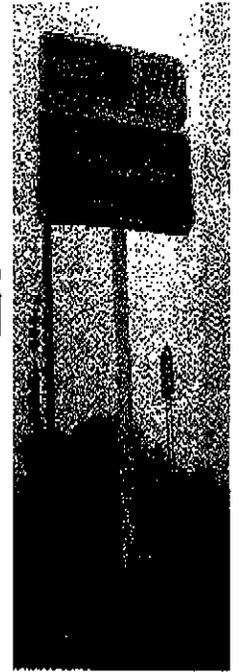
EXISTING BUILDING LEFT ELEVATION



EXISTING BUILDING FRONT ELEVATION



EXISTING BUILDING RIGHT ELEVATION



EXISTING MONUMENT PRICE SIGN
SIGN TO REMAIN

Paint Specifications

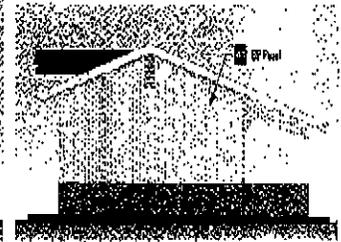
<p>01 BP Paint</p> <ul style="list-style-type: none"> - K2 Paints, Color: "NORSE, Tusk Lagerd" - Sherwin Williams, SWS019 "Autumn Mist" - Benjamin Moore, GC4, "Firewood" - SPANISH OIL 	<p>02 Orange Dark Tan</p> <ul style="list-style-type: none"> - K2 Paints, Color: "NORSE, Okoncha IV" - Sherwin Williams, SWS011 "Nightscape" - Benjamin Moore, GC47, "Buckeye Gauge" - F28 4G DTM 65.8
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EXISTING BUILDING LEFT ELEVATION



EXISTING BUILDING FRONT ELEVATION



EXISTING BUILDING RIGHT ELEVATION

PROPOSED BUILDING REIMAGE (FOR REFERENCE ONLY)
WALLS and TRUSS TO BE PAINTED PER SPEC
SIGN TO REMAIN

<p>GENERAL NOTES AND CONDITIONS - INFORMATION</p> <p>1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.</p> <p>5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY BARRIERS AND SIGNAGE THROUGHOUT THE PROJECT.</p> <p>6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.</p> <p>7. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK PERFORMED.</p>	<p>1875 S. Hill Street, Suite 100 Fremont, CA 94536 Tel: 415-872-1100 Fax: 415-872-1101 www.calcrafter.com</p>	<p>DRAMA BY: FBA DATE: 11/3/11 BY: #</p>	<p>LOCATION: 1420 W. Street Milbra, CA 94033</p> <p>FILE: ARCO PRODUCTS COMPANY ARCO ILLUMINATE PROJECT BUILDING end POLE SIGN ELEVATION</p>	<p>JCS E-A1104 SIT. # 02024 DRAW. # BL-1</p>
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