PLANNING COMMISSION

Kerri Warren, Chair
Candis Woods Vice Chair
Amy Alves, Commissioner
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 October 16, 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/**

   Design Review Application (File# DR-13-03) Applicant/Owner: Suresh C. Patel

   Assessors Parcel Number: 017-330-022/ 475 N. Humboldt Street/Highway Commercial Zoning District/Highway Commercial Land Use Designation/Request for exterior modifications to an existing hotel

7. **Public Hearing/continued item from 10/2/2013 meeting:** 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.

   Conditional Use Permit (File# UP-13-01) and Design Review (File# DR-13-01) Applicant(s)/Owner: OReilly Automotive Stores, Inc. / Shahab Tehrani & Hassan Behzadi

   Assessors Parcel number: 005-370-005/1257 W. Wood Street/Highway Commercial Zoning District/Highway Commercial Land Use Designation/Request to construct a New 7,053 SF commercial retail building with exterior improvements

8. **Continued discussion on Multi-Family Design Review Guidelines**

9. **Commission Commentary**

10. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before October 11, 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: October 16, 2013

Project:	Design Review (File DR-13-03)Exterior Remodel to existing hotel
Applicant(s)/Owner:	Suresh C. Patel
Project Location:	475 North Humboldt Street, Willows, CA
Parcel No:	017-330-022
Zoning:	Highway Commercial (CH)
General Plan	Highway Commercial

Project Description

The applicant, Suresh C. Patel has submitted a Design Review application requesting approval to remodel the exterior of an existing hotel (a.k.a. Days Inn) in order to convert it to a Best Western Motel. The proposed exterior changes include a new exterior color scheme, add landscaping and remodel existing, install cultured stone wainscoting around the lobby wall outside under the window, all around the front of the building including the four pillars at the entrance, and on the bottom of the monument sign in front, installing stamped paved concrete at the Porte Cochere and at the entrance of the building, replace entry drive @ Porte Cochere. Additionally the proposal is to construct two roof gable dormers on each side (north and south) of the building.

Review Process

This matter is before the Planning Commission pursuant to Section Chapter 2.45 of the City of Willows Municipal Code.

Zoning

The project site is zoned Highway Commercial (CH), and allows for motels/hotels. Zoning to the north, south and west are the same as the project site. All of the surrounding uses are commercial in nature including commercial complex, motels, fast food restaurants, etc.

***Project Analysis*:**

Parking:

The parking will not change as a result of this project.

Signage:

The applicant proposes to change the name from Days Inn to Best Western. The plan indicates that the applicant proposes to replace the name on the existing pole sign and monument sign to correlate to the new hotel name. This will require sign permit approval. The submitted plan proposes to add cultured stone to the existing monument sign in front of the hotel. Conditions of approval will include the requirement to obtain sign permit approval

Landscaping:

The applicant proposes to add new landscaping to the front entrance and all sides of the property as shown on the attached site plan. A full landscape plan will be required to be submitted with the building permit for staff's final review

Materials and Colors Used: Earthtone colors are proposed for the remodel project, ranging from a Spanish sand color on the stucco with sequoia redwood accent trim, and a bone color trim. The stone

veneer is a multi colored stone pattern that will accent the three color scheme proposed. All of the proposed colors are within the earthtone color scheme.

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.

STAFF RECOMMENDATION:
Staff recommends adoption of the attached resolution recommending Design Review approval for DR-13-03 for modifications to an existing commercial building, and site improvements for property located at 475 N. Humboldt Street, subject to the conditions of approval as shown in Attachment #2.

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

Attachments:
1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan/Elevation/Landscape Plan

Submitted by:

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE # DR-13-03) TO SURESH C. PATEL TO MODIFY THE EXTERIOR OF AN EXISTING HOTEL INTO A BEST WESTERN HOTEL FOR PROPERTY LOCATED AT 475 N HUMBOLDT STREET, ASSESSORS PARCEL NUMBER 017-330-022

WHEREAS, the applicant, Suresh C. Patel has filed a Design Review planning application to make exterior modifications to an existing hotel, and,

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

WHEREAS, the Planning Commission did, on October 16, 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 Californian 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 Design Review proposal to modify the exterior elements of an existing hotel located at 475 N. Humboldt Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-13-03, 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 16th day of October, 2013, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Keri Warren, Chairperson

ATTEST: _____
Recording Secretary

USE PERMIT CONDITIONS OF APPROVAL FOR EXTERIOR MODIFICATIONS TO THE BEST WESTERN HOTEL FOR PROPERTY LOCATED AT 475 N. Humboldt APN; 017-330-022

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. The applicant shall first secure sign permit approval from the Planning Department prior to modification of the proposed monument entrance signage and any building signage. The monument sign shall incorporate the address per Section 18.125.110(2).

3. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

4. 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.

5. 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.

6. Any and 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 intrude into adjoining properties. Cut sheets shall be submitted for City for final review and approval.

7. A final landscape plan shall be submitted for staff review indicating types of proposed trees and or shrubbery including all irrigation connections. 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.

Building Department

8. The applicant shall apply for and obtain all necessary Building Permits for the project.

9. All of the conditions of approval shall be placed on the set of plans prepared for review.

10. The applicant shall submit 3 complete sets of plans and specifications for review, accompanied by a completed building permit application and a plan check deposit.

11. The applicant shall comply with all applicable Federal, State, and local codes and ordinances.

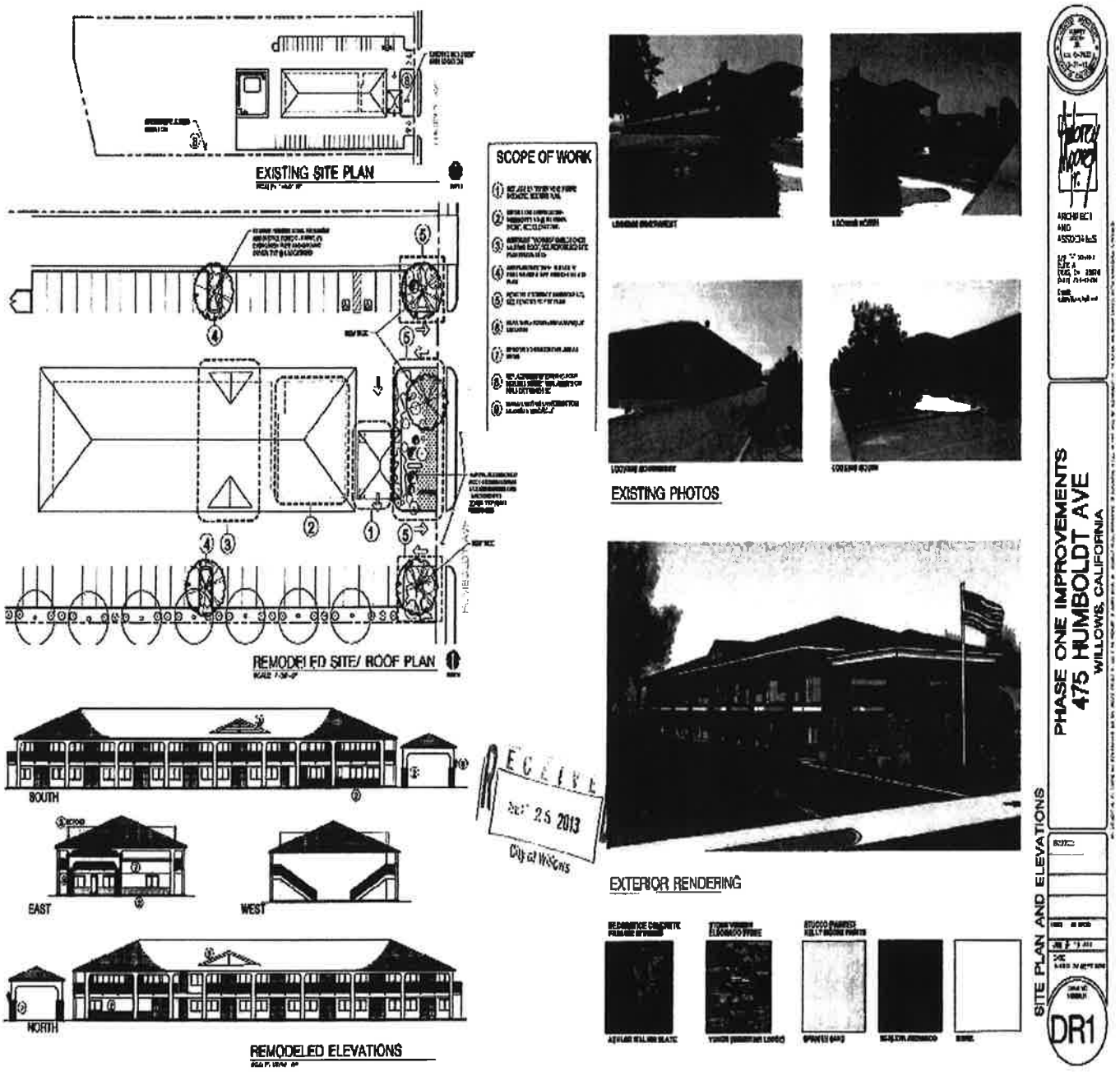
Fire Department

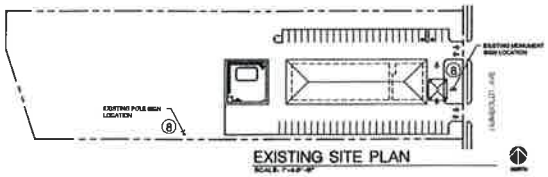
12. Premise Identification shall meet CFC as well as WMC 15.15.100.

13. The existing Fire Alarm System shall be brought to current standards and inspected by a certified fire alarm inspector.

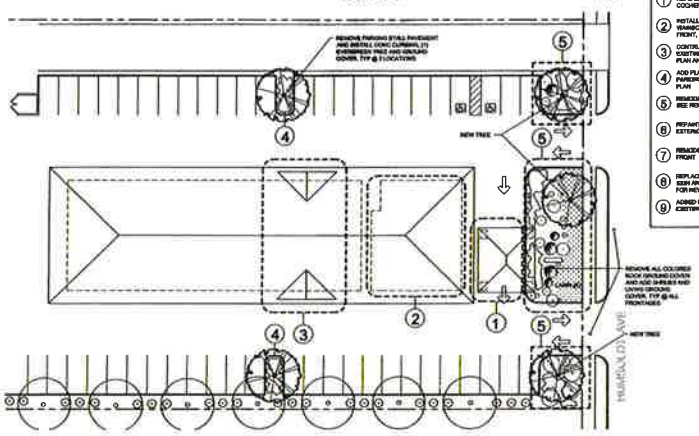
14. The existing sprinkler systems shall be brought to current standards and inspected by a certified inspector.

Site/Landscaping/Elevation Plan





EXISTING SITE PLAN



REMODELED SITE/ ROOF PLAN

SCOPE OF WORK

1. REPLACE ENTRY DRIVE @ PORTS COCHERE, SEE SITE PLAN
2. INSTALL CULTURED STONE VENEER/COTTING @ BUILDING FRONT, SEE ELEVATIONS
3. CONTRUCT TWO ROOF GABLES OVER EXISTING ROOF, SEE REMODELED SITE PLAN AND DETAILS
4. ADD PLANTER/F TREE GUARDS IN PARKING AREA, SEE REMODELED SITE PLAN
5. REMODEL FRONTAGE LANDSCAPING, SEE REMODELED SITE PLAN
6. REPAINTING (CHANGING COLORS) OF EXTERIOR
7. REMODELED BALCONY RAILING AT FRONT
8. REPLACEMENT OF EXISTING POLE SIGN AND STREET MONUMENT SIGN FOR NEW FRANCHISE
9. ADDED LIGHTING LANTERNS FROM EXISTING SIGN CIRCUIT

LOOKING NORTHWEST

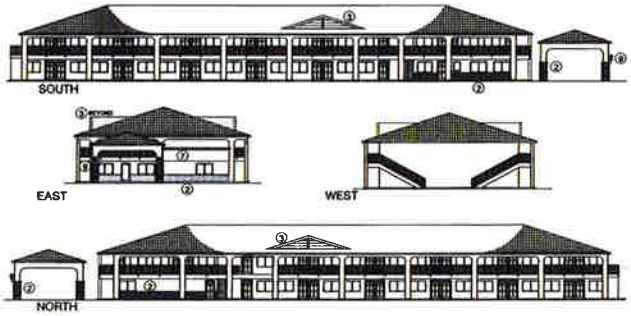
LOOKING NORTH

LOOKING SOUTHWEST

LOOKING SOUTH

EXISTING PHOTOS

EXTERIOR RENDERING



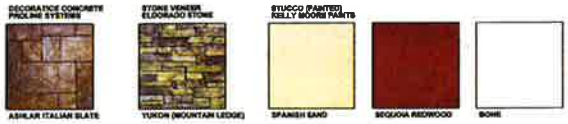
REMODELED ELEVATIONS

RECEIVED
SEP 25 2013
City of Willows

DECORATIVE CONCRETE PROLINE SYSTEMS

STONE VENEER ELDORADO STONE

STUCCO (PAINTED) KELLY MOORE PAINTS


ASHLAR ITALIAN SLATE — YUKON (MOUNTAIN LEDGE) — SPANISH SAND — SEQUOIA REDWOOD — BONE

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PHASE ONE IMPROVEMENTS
475 HUMBOLDT AVE
WILLOWS, CALIFORNIA

SITE PLAN AND ELEVATIONS

REVISED:

SCALE : AS NOTED

JOB # 13-011

DATE ISSUED: 24 SEPT 2013

DRAWING NUMBER:
DR1

Planning Commission Agenda Report: October 16, 2013

Project:	Conditional Use Permit (File UP-13-01) and Design Review (File DR-13-01)/New 7,053 SF commercial retail building
Applicant(s)/Owner:	OReilly's Automotive Stores, Inc/Shahab Tehrani & Hassan Behzadi
Project Location:	1257 W. Wood Street
Parcel No:	005-370-005
Zoning:	Highway Commercial (CH)
General Plan	Highway Commercial

<u>This is a continued item from the October 2, 2013 Planning Commission meeting</u>.

Background:
At the October 2, 2013 meeting, the Commissioners were presented with the Project report by Staff. The chair opened the Public Hearing, asked questions and heard testimony by the applicant representative and a member of the public, and subsequently closed the hearing. After lengthy discussion, the Commission made a motion to continue the Public Hearing until the October 16, 2013 meeting in order to allow any additional public input and to allow staff to research information on the following items: 1. Proposed signage for OReilly's, 2. Hours of operation, 3. Landscaping, and 4. Other Pole Signs.

Project Description
The applicant, OReilly's Automotive Stores, Inc, have submitted a Planning application for a Use Permit and Design Review for the construction of a 7,053 square foot commercial retail building on a 0.611 acre lot for the purposes of constructing a commercial retail automotive parts business. The project also includes demolition of an existing 2012 SF building, site improvements to include landscaping, parking spaces, trash enclosure, loading zone, signage and site/ building lighting.

During consideration at the Oct. 2, 2013 meeting, no sign elevations and/or plans for the business signage were available for the Commissions' review. Therefore the Commission Members expressed majority support to continue the Public Hearing process; once the missing details could be provided for consideration.

Amended Project Description
OReilly's intention at the time of the Oct. 2nd meeting was to place a new pole sign a little further to the east of the existing pole sign. This was shown on their site plan. OReilly's now proposes to utilize the existing pole sign located at the SW end of the parcel. After the Commissions' discussion on pole signs the applicant decided to use the existing sign by modifying it. Keeping this sign in place will change the site plan and also the parking numbers.

Since the Oct. 2nd meeting staff has been determined that this pole sign, is a non conforming sign/structure, per Section 18.125.150 (referencing table 18.125.150A) which states that a pole sign in this zoning district (CH) must meet these Two Requirements.: (1) Freeway-oriented business which provides a service primarily for the freeway-motoring public similar to those providing gas, food or lodging for the freeway traveler, **<u>and</u>** (2) the parcel of land on which the business is located shall be a maximum distance of 800 feet from the centerline of freeway at its closest point.

This pole sign is further than 800 feet from the centerline of I-5. However the pole is existing and is seen as a non-conforming sign, under Section 18.125.190, which states

All signs lawfully existing prior to the adoption of this chapter may continue in use, subject to the provisions of this section, even when later amendments to this chapter, or prior amendments to any provision of preceding sign ordinances recodified in this chapter, have caused such lawfully existing signs to become nonconforming under the terms of this chapter. Signs not lawfully existing prior to the adoption of this chapter must be brought into conformance or removed.

(1) Nonconforming Signs. The owner of a nonconforming sign shall within six months of notification of nonconformity either:

(a) Remove the sign; or

(b) Obtain a new permit, with variances to allow the nonconforming aspect; or

(c) Obtain a new permit subject to modification of the sign to achieve conformity with this chapter; or

(d) Obtain an extension of time within which the sign must be moved under the amortization provisions of subsection (2) of this section.

According to historic city details on file, no evidence suggests the property owner has ever been notified by the city that the sign is non-conforming. The property owner has now been notified by the City about the non conformity of the pole sign. Therefore the applicant, through a non conforming use permit application signed by the property owner, intends to make application to apply and obtain a variance to allow the use of the pole sign. Additionally under Design Review criteria, the signage should be considered as a critical component of the development project.

In order to allow time for the applicant to prepare a revised site plan, landscaping plan, and obtain sign elevations to illustrate their proposal for the use of the non conforming pole sign and building signage, the applicant has requested a continuance of the hearing process. Staff is working with the applicant in obtaining the elevations and plans for possible Commissions review at a proposed meeting on November 6, 2013.

STAFF RECOMMENDATION:
Staff recommends the Commission continue this item (UP 13-01 and DR-13-01) until the November 6, 2013 regular meeting in order to obtain all necessary plans and documentations for Commission review regarding signage, landscaping, and hours of operation for the OReilly's commercial retail project.

PLANNING COMMISSION OPTIONS:
1) Continue tonight's' review of the Use Permit/Design Review project
2) Make a motion to continue the item until the meeting of Nov. 6, 2013

Submitted by:

Karen Mantele
Principal Planner

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.

This is a continued discussion item of the past several Commission meetings (wherein the Commission has been reviewing draft design guidelines for any future MFR projects)

STAFF RECOMMENDATION:
Continue to review and draft design guidelines for future implementation.

Submitted by:

Karen Mantele
Principal Planner