

PLANNING COMMISSION

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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 2, 2013

7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (***Public Comments are generally restricted to three minutes.***)
6. **New Business/Public Hearing-** Persons wishing to speak are asked to approach the microphone to address the Commission. Although not required, it is requested that you please state your name for the record.

Use Permit/Design Review/-File#UP-13-01/DR-13-01 Applicant/Owner: O'Reilly's Automotive Stores, Inc./Hassan Behzadi & Shahab Tehrani

Assessors Parcel Number 005-370-005/ CH (Highway Commercial)/zoning district; Highway Commercial land use designation/O'Reilly's Automotive Stores, Inc has requested approval of a Use Permit to allow construction of a 7,053 square foot one-story retail commercial building and requesting Design Review approval for exterior elements for the subject property.
7. **Continued Discussion on Multi-Family Design Review Guidelines**
8. **Commission Commentary**
9. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before September 27, 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 2, 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

Project Description

The applicants, 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 site improvements to include landscaping, parking spaces, trash enclosure, loading zone and site and building lighting. Additionally the existing 2,012 SF building (old KFC building) located on the western portion of the project site, will be demolished as well as the existing pavement and site improvements. The applicant also intends to do a lot merger to combine two of the three parcels in order to meet building code requirements for construction. The applicant will be leasing this parcel which is shown on the site plan as the "leased lot line".

Review Process

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

Zoning

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

Zoning to the south and west is the same as the project site, Highway Commercial, with commercial uses to include gas stations, a car wash, and a liquor store. The property to the west is currently vacant. Zoning to the north is R-3 (apartment complex) and zoning east of the project site is RP (Residential Professional). Interstate I-5 is located to the west of the site.

General Plan Consistency

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

The proposed project would further several General Plan goals, including

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

Project Analysis for Design Review (pursuant to Section 2.45.060)

Competent Design: The project development plans submitted for this project have been prepared by an architectural firm, and include architectural elevations of the exterior design, floor layout of the commercial building, and the proposed color schemes for the exterior elements. The exterior of the building will be an accent stone on the lower portion, and field block on the upper portion of the building. The roof is specified as “Solar White” with a solar reflectance of 0.70 and thermal emittance in compliance with the California Energy Code. The building meets all the minimum yard requirements for this zone, as well as meeting the building height requirement (proposing 19 feet in height- 1 story)

Relationship between Structures within the Development and between Structures and Site: In order to construct the new building the existing 2,012 SF building located on the western side of the project site will be demolished. The proposal is to construct a new 7,053 SF building which has been designed to fit the site. The surrounding structures on adjacent parcels are similar in exterior elements.

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

Materials and Colors Used: Earthtone colors for the building are proposed for the project, ranging from a “softer tan” color for the field block portion and a darker brown color of “saw tooth” for the accent stone on the lower portion of the building. The area where the business name is proposed to be located will be an “OReilly Red” color and the store front doors and windows will be accented with a green color of “Dark Ivy”. All of the proposed colors are within the earthtone color suggestions of the code section except for the red color. This color is part of the OReilly corporate color scheme. The Commission must determine that the color is acceptable. No metal finishes are proposed. The plan also calls for an area at the front entrance to be stamped concrete to coincide with the design standard for the concrete surfaces to be colored, textured, sculptured, or patterned.

Wall, Fences or Screening: An existing six foot chain link fence is located on most of the northern property boundary between the apartment complex and the subject project site. This fencing will stay in place, with no additional fencing to be added. There will be roof mounted HVAC equipment; however these will be screened by the parapet wall along the front of the building.

The project will include a trash enclosure to the east of the building, which will be required to be fully enclosed by a CMU block wall with a gate on the fourth side in order to screen the bins. The plans indicate on sheet C3/3 that the gate will be comprised of 1” x 6” treated dog eared boards, however this is unacceptable as the gate will need to be constructed of material that is durable enough to with stand use by the trash hauler, and will screen the trash bins. The proposed conditions will reflect that the structure will need to comply.

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

Drives, Parking and Circulation: The adjoining features to the project site include existing pavement with sidewalks, curbs, and gutters. The onsite improvements will be demolished during construction, with new improvements to include paving and striping for parking spaces. There will be two entrances into the subject property, providing sufficient circulation for vehicles and delivery trucks. The site plan submitted proposes 47 off-street parking spaces (*two are handicap spaces*). The Parking Code requirement for retail

stores is 1 parking space for every 300 SF of gross floor area plus one for each employee per shift. The store proposes 5 employees to be on shift. The proposed store is 7,053 SF however only approximately 3,089 SF will be used for the retail area and the remaining 3,444 SF will be used as storage. (The SF numbers have deducted the walls of the building) The parking ratio for storage areas is 1 parking space for every 2000 SF of area. The parking requirement ratios were applied to the two uses (retail and storage) to calculate the parking needs. The new store would require 18 parking spaces.

To the east of the proposed new commercial building is an existing complex which houses three units; a Donut Shop, and the Round Table Pizza. The third unit is currently vacant. Parking for all these uses must be accounted for. In determining the amount of parking that the existing units will require, staff took into account that not all of the square footage is used for public use and therefore could substantiate using a combination of parking requirement ratios in determining the overall parking needs. The applicant prepared a parking summary which is shown on sheet C2/3.

In conclusion, the total number of parking spaces provided will be 5 short of the total parking requirement for all the commercial needs. Staff supports the reduction in parking spaces as it could be concluded that all the uses on these lots will not be open during the same hours of operation. Code section 18.120.020(3)(i) *Exception*: states that parking requirement reductions require approval by the Planning Commission. Therefore, the commission will need to determine through a finding that the reduction of 5 parking spaces is acceptable.

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

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

Signs: The proposal does not include any signage details, however it is understood that any signs used to advertise the commercial business must obtain approval by the Planning Department prior to installation. The conditions of approval reflect this requirement.

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

Landscaping: The attached landscaping plan indicates a range of shrubs/trees/landscaping for the project site. The landscaping has been designed so that parking areas screen vehicles from view and minimize the expansive appearance of the parking area.

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

Environmental Review and Analysis

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). Staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Code Section 15332, In-Fill Development Projects, Class 32.

Findings of Fact

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

1. That the use is consistent with the purposes of the district in which the site is located.
2. That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.
3. That the proposed use is in conformance with the General Plan.

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property were sent notice of the hearing. 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/Design Review approval for construction of a 7,053 SF commercial building to be used as a commercial retail business and approve the proposed exterior design elements, subject to the conditions of approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

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

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Exterior Elevation
5. APN map

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. _____-2013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # UP-13-01 AND DR-13-01) TO OREILLY'S AUTOMOTIVE STORES, INC FOR CONSTRUCTION OF A 7053 SF COMMERCIAL BUILDING WITH ON SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 1257 W. WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-005

WHEREAS, the applicant, O'Reilly's Automotive Stores, Inc. have filed a Conditional Use Permit/Design Review planning application to construct a 7,053 SF commercial retail building with exterior design elements, and,

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

WHEREAS, notice of the Planning Commission meeting held on October 2, 2013, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and,

WHEREAS, the Planning Commission did, on October 2, 2013, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15332, In-fill Development Projects Class 32; and

WHEREAS, the Planning Commission does finds that the proposed use is consistent with the purposes of the district in which the site is located, as general retail uses are allowed with a Conditional Use Permit within the Highway Commercial District per WMC section 18.65.030(2); and

WHEREAS, the Planning Commission does find that the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, as conditions of approval incorporate provisions which project will not be detrimental to the public health, safety or welfare; and

WHEREAS, the Planning Commission does find that the proposed use is in conformance with the General Plan, as the property is located within the Highway Commercial designation, which allows for commercial uses that primarily serve travelers at Interstate 5 access points; and

WHEREAS, the Planning Commission does find that the reduction of 5 parking spaces is acceptable for this project, as the combined uses on the subject parcel and adjacent parcel will not be detrimental to the users, and Municipal Code section 18.120.020(3)(i) *Exception* allows for the reduction of required parking spaces if approved by the Planning Commission .

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the O'Reilly Automotive Stores, Inc, Use Permit and Design Review proposal to construct a 7,053 SF commercial building with exterior design elements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit UP-13-01 and Design Review DR-13-01, 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 2nd day of October, 2013, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Keri Warren, Chairperson

ATTEST: _____
Recording Secretary

**USE PERMIT/DESIGN REVIEW CONDITIONS OF APPROVAL
FOR
OREILLYS AUTOMOTIVE STORES, INC
FOR PROPERTY LOCATED AT
1257 W. Wood Street/APN; 005-370-005**

PC approval date: _____, 2013

General

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.
3. This use permit is void one (1) year after the use permitted by such permit is discontinued.
4. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
5. Any and all signage for the business shall be approved by the Planning Department prior to installation.
6. Landscaping shall be designed so that it will shade 50% of the parking area within 15 years from planting, but ensures that adequate sight distance is available for motorist and pedestrians entering and exiting the site.
7. All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.
8. A trash enclosure shall be required which shall be fully enclosed by a CMU block wall with a durable, slatted chain link gate on the fourth side in order to screen the bins.
9. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
10. One private off-street loading space shall be provided for the project.
11. On-site parking shall be provided in accordance with the City parking regulations and or reductions accepted by the Planning Commission.
12. The developer shall adhere to the design and specification of the Architectural Design Review approval.
13. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an

extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval. Any further extension beyond one year shall require planning commission approval.

14. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.
15. An Occupancy Permit shall not be issued in part or whole for any building until work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
16. Per code section 2.45.100 demolition of the 2012 SF structure (old KFC building) shall be completed and all debris removed from the site within 90 days of design review approval or the entire design review permit shall be deemed to have expired for cause as of midnight on the ninetieth day unless the building official shall grant an extension of time for such work.

Building Department.

17. All of the conditions of approval shall be shown on the set of plans prepared for review.
18. The applicant shall submit 6 complete sets of building plans with a completed building permit application for review and approval.
19. The applicant shall pay plan check deposit fees at the time of building permit/plan submittal.
20. The plans shall be designed based upon the currently adopted, applicable federal, state and local codes and ordinances.
21. The applicant shall also submit a completed building permit application accompanied by a plan review deposit. The plan review deposit is calculated based upon the estimated construction cost.(provided by the applicant).
22. The demolition permit shall be a separate permit and will have to comply with all applicable federal, state and local codes and ordinances prior to issuance.
23. . All contractors/sub-contractors shall obtain a City business license prior to commencing operation.(Contact Finance Department).
24. Once a complete submittal is received, allow for a 30 day initial review period.

Fire Department

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

27. All fire and alarm systems must meet the approval of the Fire Chief (WMC Section 15.15.120)
28. A Knox box shall be installed per Fire Chief approval (WMC Section 15.15.130)
29. The building address shall meet all WMC criteria and be reviewed by the Fire Department for approval prior to installation.
30. Shall provide fire extinguishers in accordance with 2010 CFC.
31. Shall provide illuminated exit signs over all exit doors in accordance with the 2010 CBC and CFC.
32. All exit doors shall have no knowledge door locks, be posted "this door to remain unlocked when building is occupied" and swing in the direction of exit travel.

California Water Service Company

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

County Air Pollution Control District

35. A completed Hazardous Materials Questionnaire including a list of all hazardous materials that will be stored on site over 55 gallons, 500 lbs, or 200 cubic feet and a list of all hazardous waste that will be stored on site in any quantity.

Public Works Department:

36. Developer shall complete a Sewer Service Application, Anti-Discrimination Form and associated Encroachment Permit Application (available at City Hall or on City website) and pay all applicable fees prior to installation.
37. Landscaping shall comply with WMC, the Master Tree List, including standard detail S-19, particularly notes 12-16. Landscape plans shall show irrigation controls, pipes, and sprinkler heads. Deciduous Street trees will be required in landscaped area along West Wood Street and in landscape area adjacent to building and western most parking spaces. 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.
38. Encroachment permit shall be obtained from Cal-Trans if encroachment into the right-of-way will occur.

Engineering Department:

General Conditions

39. Developer shall design and construct all improvements and facilities shown on any approved tentative map, site plan, or other documents submitted for permit approval, in accordance with the Willows Municipal Code (WMC), the City of Willows Design and Construction Standards. Approval of a tentative map depicting improvements that do not conform to the WMC or City

standards does not constitute approval of an exception to the WMC or City standards unless explicitly stated herein or in another City resolution.

40. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.
41. Any new on-site utilities shall be placed underground. This does not include surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.

Improvement Plan and Construction Conditions:

42. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway/parking lot improvements, curbs, gutters, and sidewalks. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.
43. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, potential for liquefaction, expansive soils and seismic risk. The improvement plans and building plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.
44. Improvements plans shall include a storm water pollution prevention plan.
45. Prior to demolition of the existing building on the property, the applicant shall obtain a demolition permit from the City Building Department.
46. Prior to beginning work on any improvements or demolition activities outside the boundaries of the applicant's property, the applicant shall submit to the City authorization letters from the affected property owners indicating their approval of the work. The letter shall clearly outline the extent of the proposed work and shall clearly state that the property owner understands the extent of the work and approves of the work taking place on his property.
47. Parking Lot/Roadway Improvements:
 - a. The structural section of the parking lot shall be a minimum of 2-inches of asphalt paving over 6-inches of base material. If a geotechnical report recommends a thicker paving or base section, the improvement plans shall incorporate the geotechnical recommendations. A copy of the geotechnical report shall also be submitted with the first set of improvement plan check-prints. For all areas on the plans that show concrete paving, thickness and reinforcing of concrete paving shall adhere to recommendations of the soils report.
 - b. On-site pavement markings and signage shall be provided as necessary and as required by the City Engineer. Signage for accessible parking, restricting parking and red painted curbing shall be installed where appropriate. Other regulatory and informational signs shall be installed at locations determined by the design engineer or required by the City Engineer.
 - c. All on-site lighting shall be designed to provide to meet safety requirements and minimize glare. Site lighting shall be subject to approval by the City. A lighting

intensity (photometric) analysis shall be provided with the improvement plans to determine proposed lighting levels on the property and the adjacent properties.

- d. Ramps for disabled persons meeting the most recent standards shall be provided both on site and at the driveway and existing sidewalk limits fronting the property.
- e. All demolition and construction work within the road right-of-way shall require a Caltrans encroachment permit and be subject to any conditions contained therein.
- f. Driveways for the project shall be 28 feet maximum in width and shall conform to City Standard S4.
- g. A reciprocating access and parking easement shall be submitted to the City for review and approval for the proposed project and the adjacent parcel to the east. Once approved, the reciprocating access and parking shall be recorded. Recordation shall occur prior to issuance of any certificate of occupancy for this project.
- h. The disposition of all roadway signs on W. Wood Street (Hwy 162) is under the authority of Caltrans and shall not be removed or relocated without the permission of Caltrans.

48. Water and Sanitary Sewer Improvements

- a. All water improvements are subject to requirements by Cal Water.
- b. Installation of the sewer lateral shall be per City Standards, (including trenching, pipe size, pipe slope and cleanout locations).
- c. Backflow preventers shall be installed on all water services for domestic use for the property.
- d. Based on the site plan submitted for the project, it is not apparent whether the sanitary sewer lateral will serve just the proposed project or whether it will also serve the property abutting and directly to the east. If the sewer lateral serves both properties, with the improvement plans the applicant shall submit a sewer lateral maintenance agreement for review and approval by the City. The agreement shall specify the terms and conditions of shared maintenance of the sewer lateral to its ultimate connection to the City's sewer main in W. Wood Street. The agreement shall ultimately be signed by both owners of both properties and shall be recorded prior to the approval of the improvement plans.

49. Drainage Improvements

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

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

Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses.

- b. Post-development off-site flows shall not exceed pre-development flows

50. Landscape Improvements:

- a. For all street trees fronting W. Wood Street, root barriers shall be installed on the street side of the trees to prevent future damage to sidewalks, curbs, gutters and the street from root heaving.

Parcel and Easement Conditions

51. A lot merger for Parcel 1 (APN 005-370-0210) and Parcel 2 (APN 005-370-005) shall be prepared by a licensed surveyor or civil engineer, showing all effected parcels, and shall be submitted to the City Engineers Office for review and approval. The lot merger must take place prior to the approval of the improvement plans and prior to any construction on the proposed site.
52. Prior to approval of the improvements plans and in conjunction with approving the lot merger, the applicant shall submit the following:
 - a. Vacation of ingress and egress easements as shown in Bk. 586, Pg. 240; Bk. 587, Pg. 306; Bk. 9, Pg. 1; and Bk. 2, Pg. 41
 - b. Vacation of the sewer easements as shown in Bk. 586, Pg. 240; Bk. 587, Pg. 306; and Bk. 9, Pg. 1
 - c. Vacation of a portion of the public utility/sewer easements impacting lot 1 as shown in Bk. 9, Pg. 1; Bk. 7, P.M., Pg. 10; and Bk. 648, Pg. 516. The portion of easement to be vacated is at the southeast corner of the existing lot 1

Construction Conditions:

53. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit from Caltrans is required for any work within the State's rights of way.
54. The contractor shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
55. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
56. Prior to final preparation of the subgrade and placement of base materials, all underground utilities shall be installed and service connections stubbed out behind the sidewalk. Public utilities, Cable TV, sanitary sewers, and water lines, shall be installed in a manner which will not disturb the street pavement, curb, gutter and sidewalk, when future service connections or extensions are made.
57. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.

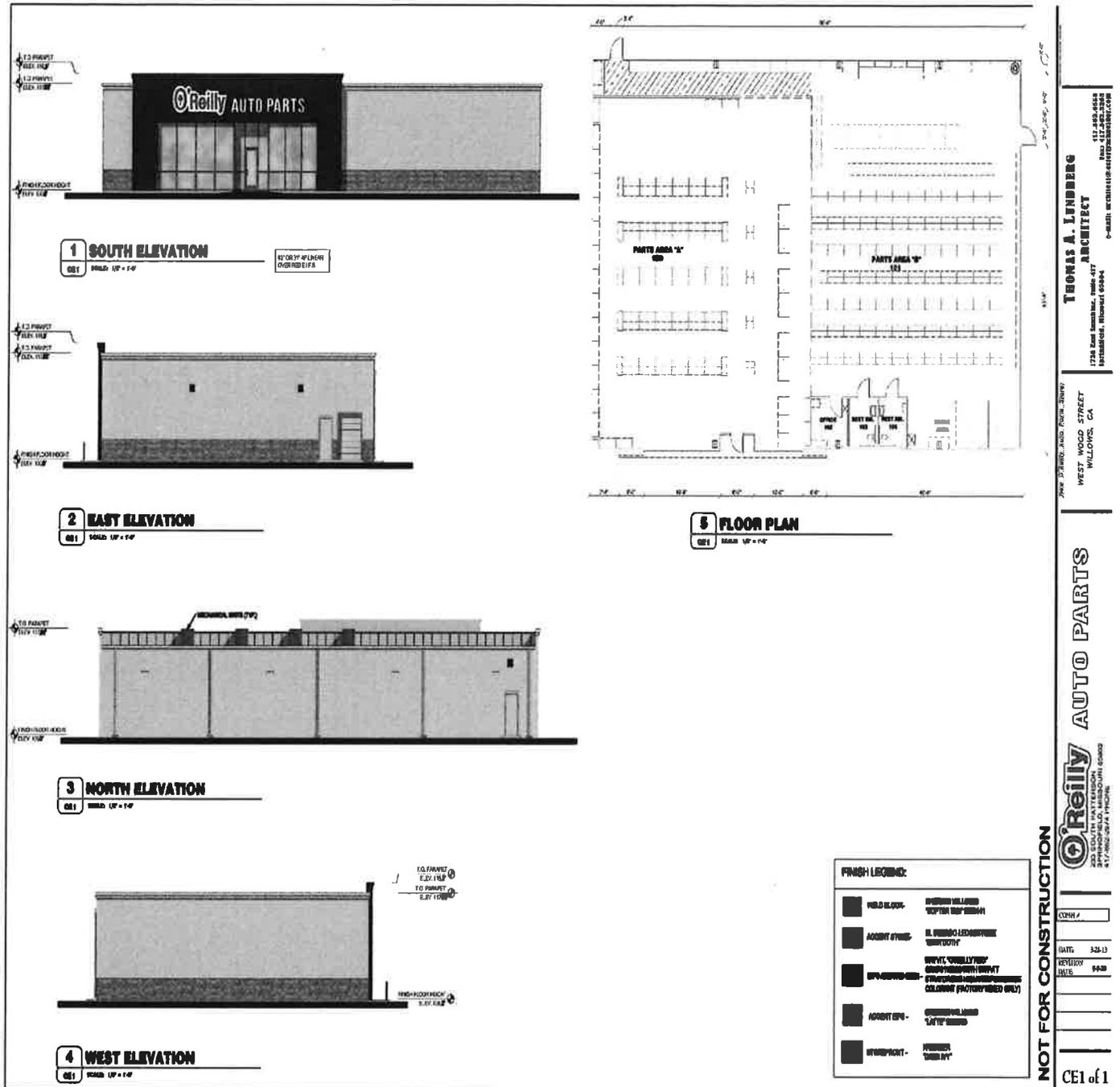
58. All streets, curbs, gutters, sidewalks or other public facilities damage in the course of construction associated with this development shall be the responsibility of the Applicant and shall be repaired to the satisfaction of the City at the Applicant's expense.
59. Dust control must be maintained to the City's satisfaction.
60. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

Release of Securities Conditions:

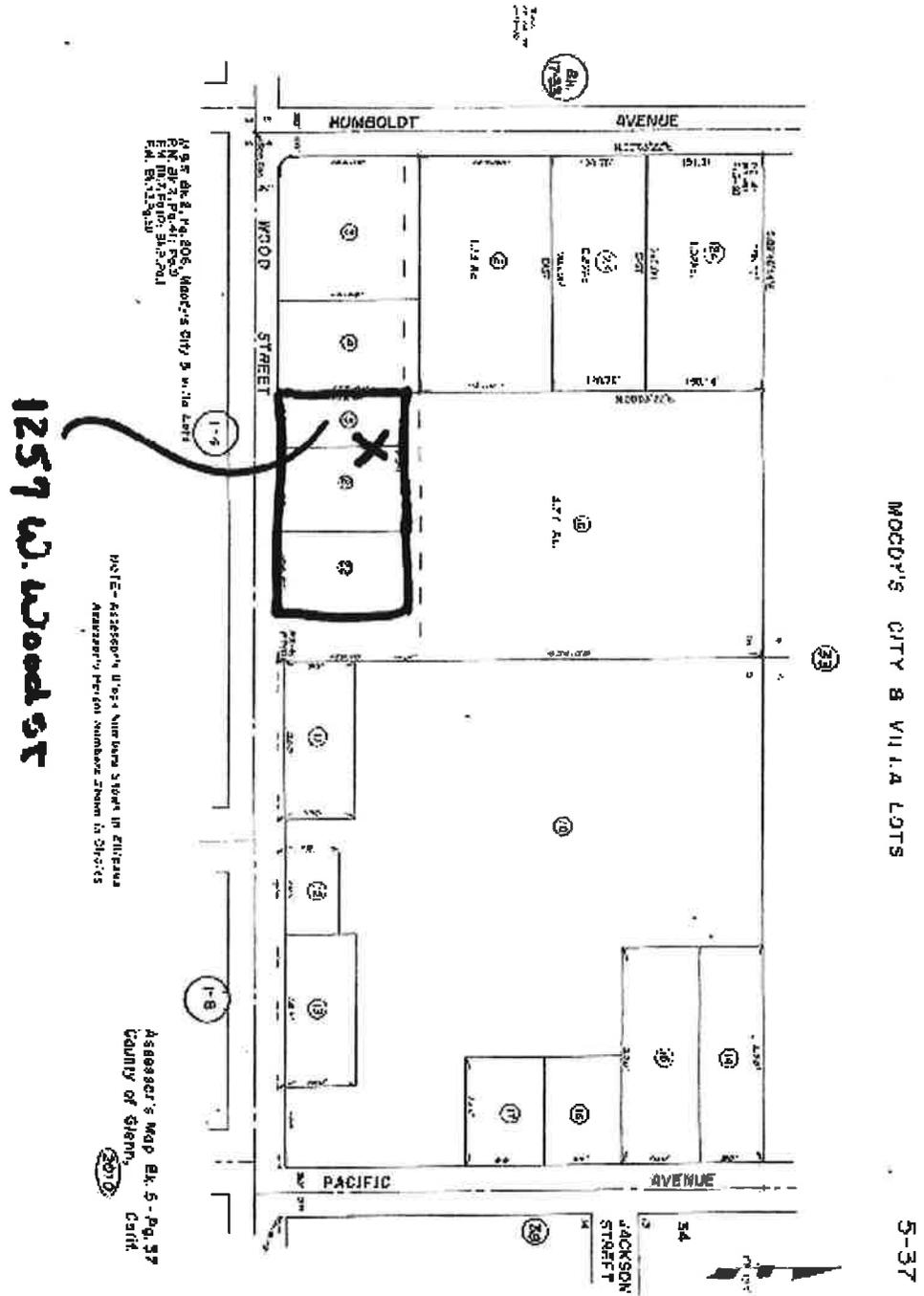
Prior to release of any sureties posted for the development (including encroachment permit monies), the following four conditions must be fulfilled

61. All improvements shown on the Improvement Plans shall be completed and accepted by the City.
62. All punch-list work shall be completed and any outstanding inspection fees or other charges shall be paid.
63. The Applicant shall provide sufficient surety guaranteeing the public improvements for a period of one year.
64. Prior to acceptance of the work, the applicant shall provide a written statement signed by his or her engineer certifying that they observed the work during construction and that site grading and all private site improvements have been completed in accordance with the improvement plans approved by the City Engineer.

EXTERIOR ELEVATIONS



APN map



14 9 5 4 8 14 806, McCoy's City B VII I.A LOTS
 14 9 5 4 8 14 806, McCoy's City B VII I.A LOTS
 14 9 5 4 8 14 806, McCoy's City B VII I.A LOTS
 14 9 5 4 8 14 806, McCoy's City B VII I.A LOTS

1257 W. Wood St

NOTE- Assessor's Map 544 Number 3104 in California
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Assessor's Map 54 - Pg. 57
 County of Sierra
 Calif.



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:

A handwritten signature in cursive script, appearing to read "Karen Mantele".

Karen Mantele
Principal Planner