

PLANNING COMMISSION

Robert Griffith, Chair  
Peggy White, Vice Chair  
Shirley Benningfield, Commissioner  
Candis Woods, Commissioner  
Walter Michael Commissioner

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Maria Ehorn



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Willows, CA 95988  
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**PLANNING COMMISSION MEETING AGENDA**

Wednesday April 19, 2017

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. **Approval of Minutes:** Minutes of Planning Commission meeting(s) held February 15, 2017 and March 15, 2017
7. **Public Hearing(s)/New Business**
  - a. **Revision to Use Permit (File# UP-16-07) Applicant/Owner: Ben & Rae Ann Titus/same**  
311 N. Butte Street/Assessors Parcel Number 002-142-009/CC (Central Commercial) zone/General Commercial Land Use Designation/Request to modify the previously adopted Master Sign Program for the commercial complex approved under Use Permit
8. **Commission Commentary**
9. **Adjournment**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before April 14, 2017.

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](http://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.

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, FEBRUARY 15, 2017**

1. The meeting was called to order at 7:00 pm by Chair White.

2. **PLEDGE OF ALLEGIANCE:**

Commissioner Benningfield led the Pledge of Allegiance.

3. **ROLL CALL:**

Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: White, Benningfield, Griffith, Michael

ABSENT: Woods

4. **AGENDA REVIEW:** Chair White asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

5. **PUBLIC COMMENT:** Chair White introduced the item. No comments were made.

6. **APPROVAL OF MINUTES:** It was moved by Commissioner Griffith seconded by Commissioner Michael to approve the minutes of December 14, 2016.

AYES: White, Benningfield, Griffith, Michael

NOES: None

ABSENT: Woods

ABSTENTION: None

7. **PUBLIC HEARING(S)/NEW BUSINESS:**

a. **Election of Planning Commission Chair and Vice Chair**

Chair White nominated Commissioner Griffith for Chair and Commissioner Benningfield nominated Chair White for Vice Chair. Nominations were closed and a vote was taken to approve the nominations.

AYES: White, Benningfield, Griffith, Michael

NOES: None

ABSENT: Woods

ABSTENTION: None

New Chair Griffith then chaired the meeting.

b. **6-month review of 2016 Use Permit/Design Review (File# UP-16-05 & DR-16-07) for Thunderhill Grill & Catering Mobile Food Truck**

Central Commercial zone/222 W. Sycamore Street/APN: 002-172-006

Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the commission. Ms. Mantele stated she had contacted the applicant regarding continuing with the business. The applicant informed staff that they will not be using the downtown lot and were going to abandon the project at that location. The applicant did want to thank the board for all the help and support for the project. It was the consensus of the commission that the Use Permit/Design Review will be discontinued and that staff will inform the applicant of such.

c. **Use Permit (File # UP-17-01) Applicant/Owner: Randal Toews/Dean Stoullil Trs, etal.**

Assessor's Parcel Numbers 001-360-001 (portions of) & -002/200 County Rd. G/General Commercial/Light Industrial Zone/Commercial Industrial Combing Land Use Designation/Establish an outdoor sales/display business.

Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. A short discussion was had among the commissioners and staff regarding parking spaces and amount of inventory. Mr. Toews was in attendance and spoke stating there will be approximately 10 – 15 buildings in inventory on the lot at any given time.

Chair Griffith opened the public hearing. Hearing no comments, Chair Griffith closed the public hearing.

Commissioner White moved to approve the next resolution in line entitled, A Resolution of the Planning Commission of the City of Willows granting a use permit (File #UP-17-01) to Randal Toews to establish an outdoor retail sales/display business for sale of storage buildings on property located 200 County Rd. G, assessor's parcel numbers 001-360-001 & 002. The motion was seconded by Commissioner Michael.

AYES: White, Benningfield, Griffith, Michael

NOES: None

ABSENT: Woods

ABSTENTION: None

Staff reminded applicants that there is a 10 day appeal period.

**d. Tentative Map (File #MSUB-13-01) & Use Permit (File #UP-16-08) Applicant/Owner: Ron Kahn of F.A. Investments**

CH Zone/Highway Commercial Land Use Designation/Request to subdivide 8.72 acres into four parcels and request to allow additional height of Pylon sign with Master Sign Program.

Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. Dr. Timothy Starkweather was in the audience and spoke about the project, where they are at in the process and about the pylon sign. Discussion was had among the Commissioners regarding the project. Commissioner Benningfield had a question regarding Condition of Approval (COA) #23. City engineer, John Wanger, responded to the question and clarified the information. Commissioner White asked about the habitat mitigation and comments made by Fish and Wildlife after the end of the review period. Staff clarified that the Fish and Wildlife had already responded to the request for review in October and since these comments were received after the review period that they would be taken as recommendation only. Also discussed was COA #42. City Engineer, John Wanger, spoke to the commission to make clear what this condition entailed. A consensus of the Commission was to add the statement of "or alternate methods approved by the City Engineer" to COA #42.

The pylon sign was also discussed and the consensus of the Commission was to approve the additional height to 88 feet, the additional square footage of 75 square feet for each the hotel and gas station, to be capped at 275 square feet of signage, use of the pylon sign to advertise a use not located on any of the new parcels or in the city limits and add a condition to the COA's that allows the one pylon pole sign be used to advertise for the four uses in the development.

Chair Griffith opened the public hearing. Doug Ross directed the question to Dr. Starkweather as to whether the businesses depicted on the sign were in fact been confirmed and contracted to coming to town. Dr. Starkweather stated that these would be his first choices but not necessarily the businesses that would end up here. Chair Griffith closed the public hearing.

Commissioner White moved to approve the next resolution in line entitled, with amendments, A Resolution of the Planning Commission of the City of Willows adopting a mitigated negative declaration for the Gateway Center project and approving a minor subdivision map (#MS-13-01) to divide an 8.72 acre parcel into four parcels, and Use Permit (#UP-16-08) to allow an 88 foot high pylon pole sign and additional 75 square feet of signage for the gas station and the motel use and allow a maximum of 275 square feet of off-site signage display for F.A. Investments, LLC for property located northwesterly of the intersection of County Road 57 and County Road 99W (Tehama Street/Route 99) with amending Condition of Approval #42 to include alternatives as approved by the City Engineer, adding an additional finding in the Resolution under the first Use Permit finding to limit off-site pylon signage to 275 square feet, and to add an additional Condition of Approval that the one pole sign will be all the advertising allowed for the four commercial uses, in the City of Willows, Glenn County specifically assessor's parcel number 017-170-033. The motion was seconded by Commissioner Michael.

AYES: White, Benningfield, Griffith, Michael

NOES: None

ABSENT: Woods

ABSTENTION: None

Staff reminded applicants that there is a 15 day appeal period.

**8. COMMISSION COMMENTARY:**

- a. Interim City Manager, Wayne Peabody, spoke regarding setting the joint meeting between the Planning Commission and City Council. Discussion was held regarding several dates and it was the consensus of the Commission that Wednesday, April 5, 2017 at 5:30 pm would be fine. Mr. Peabody stated there will be 2 items for discussion. The cannabis dispensary ordinance and the special development permit ordinance.
- b. Ms. Mantele stated the next Planning Commission meeting will be March 15, 2017 if there is something to present.
- c. Commissioner Michael spoke about the stormy weather.
- d. Ms. Mantele stated that Commissioners Michael and Griffith will be attending a planning commission seminar.

**ADJOURNMENT:** Meeting adjourned at approximately 8:27pm.

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ROBERT GRIFFITH – Chair

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Maria Ehorn – Minute Clerk

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, MARCH 15, 2017**

1. The meeting was called to order at 7:00 pm by Vice Chair White.
2. **PLEDGE OF ALLEGIANCE:**  
Commissioner Woods led the Pledge of Allegiance.
3. **ROLL CALL:**  
Karen Mantele, Planner, Maria Ehorn, Minute Clerk  
PRESENT: White, Benningfield, Woods  
ABSENT: Griffith, Michael
4. **AGENDA REVIEW:** Vice Chair White asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.
5. **PUBLIC COMMENT:** Vice Chair White introduced the item. No comments were made.
6. **APPROVAL OF MINUTES:** Commissioner Woods abstained and it was the consensus of the Commission to move the approval of minutes of February 15, 2017 to the next agenda.

AYES: None

NOES: None

ABSENT: Griffith, Michael

ABSTENTION: Woods

7. **PUBLIC HEARING(S)/NEW BUSINESS:**

**Annual HCD Housing Element Progress Report** for period from January 1, 2016 to December 31, 2016  
Commission review/comments

Vice Chair White introduced the item. Ms. Mantele presented the agenda report. A short discussion between staff and the Commission was had about types of housing needed, what is already here, what may be coming and locations of some of the buildings shown in the report.

Vice Chair White opened the public hearing. Hearing no comments, Vice Chair White closed the public hearing. The Planning Commission, by consensus, recommended forwarding the report to the City Council as is.

8. **COMMISSION COMMENTARY:**

- a. Ms. Mantele stated she received a request to obtain a home occupation use permit. Staff determined that the business did not meet the criteria for a home occupation use permit. Discussion was had by staff and Commission. Ms. Mantele asked for and received direction by the Commission to proceed with a letter of denial and include the pertinent code information for reference.
- b. Ms. Mantele stated the next meeting will be April 19, 2017. She may have a design review project to bring before the commission. Also, she gave a reminder of the joint meeting with the City Council which will be April 5, 2017. Additionally, Ms. Mantele discussed possible topics of discussion for future planning commission meetings with Chair Griffith and his suggestion was to start looking at putting together design review guidelines for single family homes.
- c. Commissioner Woods inquired about the progress at the 560 N Tehama project location and the Design Review expiration. Ms. Mantele reported that the applicant had sent in a letter requesting an extension. The Design Review extension was administratively approved for 1 year.
- d. Vice Chair White stated that there are now sheds but no office at the business location (200 C/R G) next to the freeway. Staff said that the applicant had stated that the sheds would be there first and then the office.

**ADJOURNMENT:** Meeting adjourned at approximately 7:25 pm.

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ROBERT GRIFFITH – Chair

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Maria Ehorn – Minute Clerk

DRAFT

**Planning Commission Agenda Report:****April 19, 2017**

Project: Use Permit (File# UP-16-07) for Master Sign Program 2<sup>nd</sup> Revision  
 Applicant(s)/Owner: Ben & Rae Ann Titus/same  
 Project Location: 311 N. Butte Street  
 Parcel No: 002-142-009  
 Zoning: CC (Central Commercial)  
 General Plan: General Commercial

**Background:**

In 2014 the applicant came before the Planning Commission with a Use Permit to modify a Master Sign Program (MSP) for the multi-tenant 18,000 SF commercial building they have owned at the corner of Butte and Willow Street in downtown Willows. At that time the Commission reviewed and approved one of the sign program exhibits submitted by the applicant.

In December of 2016, the Planning Commission heard a request from the applicant to modify the Master Sign Program (MSP), as the approved program currently in place was cost prohibitive for new tenants who want to install business signage. The property owners desired to change the sign program to one that will not be so costly to conform to. The owners would put up wooden sign frames for each suite which would allow tenants to insert signage within the frames. The goal of this MSP is to bring continuity to the signage of the building.

**Project Description**

In January of 2016, one of the newest tenants, J&A Furniture, submitted an administrative sign permit application requesting to use two 8' X 4' banner-style signs. The two banners have been up since the business relocated from 130 N. Butte Street. One banner is placed on the Butte side of the building and one on the Willow Street side. This business is located on the SE corner suite of the building, in an approximate 3,200 square foot suite that has windows fronting both Butte and Willows Streets. Staff reviewed the submittal and it was determined that the sign request did not conform to the adopted sign program for this building, which program allowed one sign for each suite and must be enclosed within a wooden frame. Section 18.125.060(b) allows the City Manager to forward administrative sign permits to the Design Review Board for review if they are not complete.

As a result of this incomplete sign permit, Staff discussed the sign program with the property owner. In order to change the sign program, a request to the Commission would be required in order to revise the sign program to allow the two end suites of the building an additional sign because of their suite size and location. These suites are currently occupied by J&A Furniture and H&R Block.

The current sign program allows for each business to use 80 % of the linear frontage of their suite for business signage. J&A Furniture has a Butte Street frontage of 62 linear feet, which taken times the 1.5 ratio, would allow 93 square feet, minus 20%= 74 SF of signage allowed for this suite, using one street frontage in the calculations. The Willow Street side building linear footage for the suite is 48 feet. Using the same equation above, this side would allow 57.6 SF of signage. Combined this would allow for up to 131.6 square feet of signage for this suite.

The signage being proposed with this revision is to allow this SE corner suite two 8' x 4' signs; one to be located on the corner edge of the building on the Butte Street side and the first window. The second sign is proposed to be located on the Willow Street side of the building between an existing door and a window. Both signs would be visible for people passing by. The original placement of the Butte Street sign for this suite was located under the building overhang, which this location was not very visible because of the shadow of the overhang and the existing street trees in front of the building. The two signs would be contained within wooden frames, and be 8'x 4' in size for a total of 64 square feet of signage. The sign will have a tan/light color background, and red lettering of the business name with the suite number above the business name.



**Existing signage**



**Existing signage**



**Proposed signage (Butte St. side)**



**Proposed signage (Willow St. side)**



**Previous sign proposal location**

Additionally the request includes allowing the NE corner suite two signs as well, contained within a wooden frame, 8x4 size , with a tan/light color background, and green lettering of the business name with the suite number above the business name. The suite is currently occupied by H&R Block and has been in this building since the current owners purchased it. The frontage for this suite and the other two suites adjacent to it, have a linear distance of 20 feet. This would allow each of these suites a maximum of 24 square feet of signage. If the Commission allows this NE corner suite to have two signs, the total signage shall not exceed this amount, but should still be sufficient to advertise the business. Signage for this corner suite would be placed above the suite entrance and above the two windows on the north side of the building.



**Existing Butte St side**



**Existing north side of building**

Proposed revisions to the Master Sign Program are bold and yellow highlighted on the attached Program.

**Review Process:**

This matter is before the Planning Commission pursuant to Section 18.125.200 Comprehensive Sign Law of the Municipal Code.

**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 the Commission discuss the requested revisions to the Master Sign Program and if approve, adopt the attached Resolution.

**PLANNING COMMISSION OPTIONS:**

- 1) Approve the proposed revisions to Master Sign Program and which are subject to the Conditions of Approval
- 2) Deny the revision request with appropriate findings for denial

**Attachments:**

1. Draft Resolution
2. Proposed Master Sign Program with revisions
3. Use Permit conditions of approval adopted December 14, 2017
4. Floor Plan of commercial building

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. \_\_\_\_\_-2017

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A REQUEST FROM BEN & RAE ANN TITUS UNDER USE PERMIT (FILE# UP-16-07) TO MODIFY THE MASTER SIGN PROGRAM FOR AN EXISTING 18,000 SF COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 311 N. BUTTE STREET, ASSESSORS PARCEL NUMBER 002-142-009**

**WHEREAS**, the applicants, Ben & Rae Ann Titus filed for a Use Permit in November 2016 to modify the Planned Sign Program for an existing commercial building they own at 311 N Butte Street; and,

**WHEREAS**, City of Willows Municipal Code Section 18.125.200 states a planned sign program is required for all multi-tenant facilities or any signage program proposing an aggregate sign area exceeding 50 square feet and subject to Use Permit approval by the Planning Commission, and,

**WHEREAS**, the Planning Commission did, on December 14, 2016, 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 did at the December 14, 2016 regular meeting approve a modification to the sign program; and

**WHEREAS**, the applicants, Ben and Rae Ann Titus have filed a request to again modify the approved sign program under this use permit; and

**WHEREAS**, the Planning Commission did, on April 19, 2017, hold a public hearing to consider the request and all public oral and written comments, letters, staff reports, and all other documents and evidence which are a part of the Record; 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 finds the proposal to modify the sign program is consistent with the goals, objectives, policies and programs of the City of Willows General Plan and any applicable design guidelines; and

**WHEREAS**, the Planning Commission finds the proposed sign revisions conform to applicable development standards and provisions of this title and will not be detrimental to the public health, safety or welfare; and

**WHEREAS**, the Planning Commission finds that the physical location or placement of the proposed signs are compatible with the surrounding neighborhood and does not pose a safety risk; and

**WHEREAS**, this resolution supersedes PC Resolution 20-2016, adopted on December 14, 2016.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the request to modify the Master Sign Program for an existing 18,000 SF

commercial building located at 311 N. Butte Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves revisions to the Master Sign Program under Use Permit file# UP-16-07, subject to the attached conditions of approval set forth in Attachment #3 and Master Sign Program 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 19<sup>th</sup> day of April, 2017, by the following vote, to wit:

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Robert Griffith, Chairperson

ATTEST: \_\_\_\_\_  
Maria Ehorn, Recording Secretary

**BUTTE STREET PLAZA**  
**311 NORTH BUTTE STREET**

**MASTER PLANNED SIGN CRITERIA PROGRAM**

**I. Purpose & Intent**

- a. This sign criteria program has been established for the purpose of maintaining a continuity of quality and aesthetics throughout the complex for the mutual benefit of all tenants and to comply with the **sign** regulations of the City of Willows.
- b. The intent of this sign criteria is to offer the tenant design flexibility and to incorporate common design elements that will enhance the building. The signs specified will offer optimal tenant identity when designed in conformance with the design standards.
- c. Conformance will be strictly enforced, and any installed non-conformance or unapproved signs **will be removed** at the tenants' expense.

**II. General Requirements**

- a. Prior to fabrication or applying for City approvals, each tenant shall submit to the Landlord, for written approval, three copies of detailed shop drawings (1 in full color) indicating the location, size, layout, design, color, illumination, materials and method of attachment.
- b. All signs shall be reviewed by the Landlord for conformance with sign criteria. Approval or disapproval of sign submittals shall remain the sole and absolute right of the Landlord.
- c. All permits and fees for signs and their installation shall be obtained by the Tenant or its representative.
- d. All signs shall be constructed at the Tenants' expense.
- e. Tenants shall be responsible for the installation and maintenance of the sign(s). Should Tenants sign require maintenance or repair, Landlord shall give Tenant 30 (thirty) day written notice to affect the maintenance of repair. Should tenant fail to do so, Landlord shall undertake repairs and Tenant shall reimburse Landlord within ten (10) days from receipt of notice.

**III. Style**

- a. Tenant sign(s) shall be painted, wooden signs prepared by a licensed sign company.
- b. If the Tenant does not have an established exterior sign identity, the style of lettering shall be similar to Rockwell extra-bold for the business name and Forte font for the address/suite number.

**IV. Construction Requirements**

- a. All painted signs are to be fabricated using quality wood and painted with a high end paint.
- b. All sign bolts, fastenings and clips shall be hot dipped galvanized iron, stainless steel, aluminum, brass, bronze, nickel, or cadmium plated. No black iron materials of any type will be permitted.
- c. All signs and their installation must comply with the local building and electrical codes and bear a UL label and manufactures label.

**V. Installation**

- a. All signs will be inspected by the Landlord's approved superintendent for conformance.
- b. Tenant's sign contractor shall completely install and connect the sign display.
- c. The sign contractor shall repair any damage to the building caused by his work. All penetrations of the building shall be neatly sealed in watertight condition and shall be patched the adjacent

finish to Landlords satisfaction. Damage to the building that is not repaired by the sign contractor shall be corrected at Tenant's expense.

#### **VI. Location**

- a. All signs shall be centered fascia vertically and horizontally as detailed in drawings submitted.

#### **VII. Guarantee**

- a. The entire sign display will be guaranteed for one year against defects and material and workmanship. Defective parts shall be replaced.

#### **VII. Insurance**

- a. The Sign Company shall carry workmen's compensation and public liability insurance against all damaged suffered or done to any and all persons and/or property while engaged in the construction or installation of signs in the amount of \$1,000,000 per occurrence.

#### **VIII. Size and Length of Sign**

- a. Each tenant will be allowed one sign above their suite facing the street **either** Butte or Willow.

- b. **For the two corner suites;**

**\*the SE corner suite will be allowed two signs, one displayed on the corner of the building on the Butte Street side and one displayed between the window and existing door on the Willows Street side.**

**\*the NE corner suite will be allowed two signs, one displayed above the suite entrance on the Butte Street side and one displayed above the two windows on the north side of the building.**

- c. No sign shall be allowed to exceed 80% leased frontage.

#### **IV. Sign Copy**

- a. Wording of sign shall not include the product sold except as part of Tenant's name, insignia or logo.

#### **X. Color**

- a. Variations of color from one Tenant to another is encouraged. All letters of the sign shall be one color.
- b. Logo colors may differ from the sign colors.
- c. Trim and caps to be dark bronze.

#### **XI. Logos**

- a. Each tenant will be permitted to display one (1) logo subject to the Landlord's approval. The logo area shall be included within the sign area limitation. The logo shall be defined as a graphic symbol with construction as required for Tenants' channel letters.

#### **XII. Expiration of Lease Term**

- a. At the expiration or sooner termination of Tenants' lease term, Tenant shall remove its sign(s), patch and paint the sign fascia to match the adjacent finish to the Landlord's satisfaction.

**Existing Conditions of Approval**  
**PC approval date: December 14, 2016**

**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 future signs for this commercial building shall apply for and obtain City approval prior to installation per the Comprehensive Sign Law.
4. Any and all exterior lighting to be used for signage shall be installed shall be designed and to meet safety requirements and minimize glare onto adjacent property or residential areas. All lighting must meet the City Standards. 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.

**Fire Department**

5. Signage to meet Willows Municipal Code Section 15.15.100 Premises Identification.
6. All suites shall be identified by illuminated numbers above the door to suite.

311 N BUTTE STREET FLOOR PLAN

