Willows Planning Commission Regular Meeting

July 18, 2018
Willows City Hall
7:00 p.m.

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

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**
Members of the public wishing to address the Commission on any item(s) not on the agenda may do so at this time when recognized by the Chair; however, no formal action will be taken unless a majority consensus of the Commission directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

6. **APPROVAL OF MINUTES:** Minutes of Planning Commission meeting(s) held on June 20, 2018.

7. **NEW BUSINESS**
   a) **Advisory Request** for a possible establishment of a Child Care Facility on parcel at 444 S. Butte Street/APN. 002-291-001/General Commercial Zoning District
   b) **Review and Consideration of Draft R-1 (Single Family Dwelling) Design Guidelines**

Comments from the public are welcome. The Chair will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Commission the opportunity to continue its consideration of the item without interruption.

8. **COMMISSION COMMENTARY**

9. **ADJOURNMENT**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before July 13, 2018.

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.

MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD JUNE 20, 2018

1. **Call to Order:** 7:00 p.m.
2. **Pledge of Allegiance:** City Council Member Williams led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner; Maria Ehorn, Minute Clerk.

   Commissioners:
   PRESENT: White, Griffith, Michael, Hansen
   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 public comments were made.
6. **Approval of Minutes:** It was moved by Vice Chair Michael and seconded by Commissioner Griffith approve the minutes of May 23, 2018 as amended.

   The motion passed unanimously 4/0 by the following voice vote:
   AYES: White, Griffith, Michael, Hansen
   NOES:
   ABSENT: Woods
   ABSTENTION:
7. **NEW BUSINESS/PUBLIC HEARING(S):**

   a. **Zoning Text Amendments (File# ZTA-18-01) Applicant: City of Willows**

City initiative to modify the text of the Municipal Code: Sections 18.60.030; 18.65.070; & 9.20.070(1)

Chair White introduced the item. Ms. Mantele presented the staff report.

Chair White opened the public hearing. No comments were made. Chair White then closed the public hearing.

Motion: Commissioner Griffith/Second: Commissioner Michael

It was moved by Commissioner Griffith and seconded by Commissioner Michael to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending the City Council approve zoning text amendments to the Municipal Code/Zoning Ordinance regarding zoning districts where retail cannabis use is allowed as presented on Exhibit A with other text remaining unchanged.

The motion passed unanimously 4/0 by the following voice vote:
AYES: White, Griffith, Michael, Hansen
NOES:
ABSENT: Woods
ABSTENTION:

   b. **Use Permit (File# UP-18-03) Applicant/Owner: Ana Camacho/Aida Corpuz**

   610 S. Tehama Street/Assessors Parcel Number 002-312-002/ CG General Commercial) zone/General Commercial Land Use Designation/Use Permit to allow establishment of a bar and cocktail lounge business within an existing commercial building

Chair White introduced the item. Ms. Mantele presented the staff report. Staff read a letter into the record from a neighbor regarding a complaint of loud noise coming from the business. The Commission had brief discussion and a few questions for staff. Ms. Mantele stated the Sheriff's office reported several complaints since the end of 2017

regarding loud noise and patrons not wanting to leave. Staff also gave a brief history of the use and applications for projects at this location.

Chair White opened the public hearing. Mark Ponciano, spoke regarding the loud noise. The applicant, Ana Comacho, spoke to the Commission and gave a brief narrative regarding what her plans are for opening the restaurant and addressing the noise issue.

Chair White closed the public hearing.

There was a discussion among the Commission and staff and the consensus of the commission was to add a Conditions of Approval (COA) reiterating the Use Permit will be granted with a six (6) month review.

Motion: Commissioner Michael/Second: Commissioner Hansen.

Motion to approve the next resolution in line entitled, a Resolution of the Planning Commission of the City of Willows approving a six (6) month Use Permit (File #UP-18-03) for Ana Camacho to establish a bar and cocktail lounge business within an existing commercial building for property located at 610 S. Tehama Street, assessor's parcel 002-312-002.

The motion passed unanimously 4/0 by the following voice vote:

AYES: White, Griffith, Michael, Hansen
NOES:
ABSENT: Woods
ABSTENTION:

Ms. Mantele reminded the applicant that there is a ten (10) day appeal period following the Planning Commission decision on the use permit.

8. COMMISSION COMMENTARY:

a. Commissioners gave reports on activities and various meetings they attended.

b. Ms. Mantele stated the next meeting will be July 18, 2018. The single-family design guidelines draft should be ready to look at and possibly an advisory request at the next meeting. Staff also reported that the Economic Development Agency (EDA) infrastructure project is going out to bid this month. Staff gave an update on ongoing projects.

9. ADJOURNMENT: 7:55 p.m.

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report: July 18, 2018

Advisory Request	Child Care Facility Business
Subject Property Location:	444 S. Butte Street, Willows, CA
Parcel No:	002-291-001
Zoning:	CG (General Commercial)
General Plan	General Commercial

Proposal:
Deanna Hamilton has contacted Planning Staff to find out if establishing a Child Care Facility at the subject property is allowed. Her proposal is to establish a Child Care Facility with a capacity of 30-60 children. The 22,651 square foot parcel has an existing 1,795 square foot building located on it that has been used as a church in the past (Pentecostal Church). Her intention is to bring the building up to code where needed. The facility will provide care for full age range of children including infants, toddlers, pre-school aged children and after school care. Her intention is to operate year round as there is a growing need in the community for child care. There would be a need for more employees in order to operate the business. Ms. Hamilton includes in her proposal the possibility of adding a small portable building if needed to meet the California State requirements of square footage for the size of facility intended.

Zoning
The project site is zoned General Commercial, which purpose is intended to be applied in areas where commercial facilities are necessary for public service and convenience. The Municipal Code references child care facilities within its Density Bonus code section. This project is not associated with a housing development therefore this section of the code is not applicable to this proposal.

Under Definitions Section 18.24.040, "*Day Care*" is defined as meaning the care, supervision, or guidance of a child or group of children unaccompanied by their parent for a period of less than 24 hours per day. In general, the term "Day Care Center" has the same meaning as in Health and Safety Code Section 1596.76, which states that "Day care center means any child day care facility other than a family day care home, and includes infant centers, preschools, extended day care facilities, and schoolage child care centers". The City's zoning code does not address or call out the use of a Child Day Care Facility in the CG zone. The term day care is referenced in the R-1 and R-2 zoning districts, which allow for private and religious schools, nursey schools and family day care centers providing services to more than 12 children.

Code Section 18.60.030(9) *(Uses permitted with a conditional use permit)* which allows "Other commercial uses in the opinion of the planning commission which are of similar nature to those uses listed above" is an option for the Commission to consider. Because of the lack of clarity in the Municipal Code regarding whether a Child Care Facility would be allowed within the General Commercial district, the Planning Commission is being asked for direction.

In reviewing the State of California Child Care Licensing Program website it states that Child Care Centers are usually located in a commercial building and Family Child Care Homes are in a licensee's home. This proposal is to establish a commercial Child Care Facility within a commercial building. It should be noted that this property/parcel is located in a Special Flood Hazard Zone and any improvements are subject to the Flood regulations of the City code. Ms Hamilton was made aware of this requirement.

General Plan
The General Plan Land Use designation for this parcel is General Commercial which under 6.2 of the Land Use Element allows for general retail businesses and service related businesses.

STAFF RECOMMENDATION:
Provide direction to Staff after Commission discussion and determination of the proposal.

Attachments:

1. Letter from Ms Hamilton
2. CG (General Commercial) zoning district excerpt
3. APN map

Submitted by:

Karen Mantele
Principal Planner

Applicant Letter

June 26, 2018
Deanna Hamilton
839 Crestwood Way
Willows, CA 95988

Karen Mantele
Planning Consultant, City of Willows
201 North Lassen Street
Willows, CA 95988

Dear Karen Mantele,

I am writing this letter of to inform you of my intention to start a child care facility at 444 South Butte Street, Willows, CA. I plan on purchasing the building from the Northern Chapter of the Pentecostal Church, bringing it up to code, and possibly adding a small portable building if needed to meet the California State requirements of square footage for my facility.

I have been in the childcare business for approximately 9 years, and I continue to love what I do. After finishing high school in 1996 at Fall River Jr./Sr. High, I attended Butte College in Oroville, CA. There I earned two Associates Degrees, one in the Psychology of Social and Behavioral Studies, and the other in Liberal Studies. After completing Butte, I transferred to CSU, Chico and graduated in 2002 with a Bachelors Degree in Communication with an option in Graphic Arts with one class pending. Shortly after graduating I was hired by Tri-Counties Newspaper in Willows as a Graphic Designer. Within 6 weeks I was promoted to manager, and I successfully managed the entire graphics department. I held this position for 5 years. In 2004 I had my first child, Jack. The extensive hours at the newspaper kept me from him quite a bit, and after some consideration, including discussing the need for daycare providers in the area with Jacks daycare provider and my husband, I decided to leave the newspaper and start my own small daycare from home.

After running my small daycare for approximately 3 years, I knew that this was my career, so I decided to expand my business to a large at-home daycare and hired my first employee. I have loved every minute of it! As the years have progressed I have come to realize that the need for child care in Willows is great. I have an endless wait-list, and I have found that the ratio of children to childcare providers in Willows is insufficient.

My proposal for 444 S. Butte Street is to become a child care center with a capacity of 30-60 children. I will be providing care for the full age range of children including infants, toddlers, preschool aged children, and after school care. I plan on operating year round and proving a safe, fun and educational place for children. I will also be creating several job opportunities for Willows as I will need preschool teachers and assistants. I would also like to work with the Willows High School ROP program to provide high school students who are interested in a career path involving children the opportunity to come in and get some experience by helping after school with tutoring and assisting children with projects.

Thank you for your consideration. I am looking forward to your response.

Best Regards,

Deanna Hamilton

General Commercial District

Chapter 18.60 CG GENERAL COMMERCIAL DISTRICT

Chapter 18.60
CG GENERAL COMMERCIAL DISTRICT

Sections:

18.60.010 Purpose.

The general commercial or CG district is intended to be applied in areas where commercial facilities are necessary for public service and convenience. [Ord. 733-17 § 1, 11-14-17; Ord. 701-11 § 1, 7-12-11. Orc. 632-91 § 16.01, 10-22-91].

18.60.020 Permitted uses.

The following uses and structures are permitted in the CG district.

(1) Uses permitted in the CC district as set forth in WMC 18.55.020.

(2) Pet shops and veterinarian offices.

(3) Mortuaries and funeral parlors.

(4) Private schools and business colleges

(5) Commercial parking lots and parking garages.

(6) Automobile service stations.

(7) Residences, boardinghouses, transitional and supportive housing, and group dwellings provided that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CG district, except as authorized by WMC 18.110.090(8)

(8) Emergency shelters (up to 50 beds), subject to development and managerial standards per WMC 18.110.111. [Ord. 733-17 § 1, 11-14-17; Ord. 715-15 § 1, 6-5-15. Ord. 701-11 § 1, 7-12-11. Ord. 632-91 § 16.02, 10-22-91].

18.60.030 Uses permitted with a conditional use permit.

The following uses and structures may be permitted in the CG district only if a conditional use permit has first been secured:

(1) All uses permitted in any residential zones.

(2) Boardinghouses, group dwellings, and churches

(3) Bars and cocktail lounges.

(4) Adult businesses.

(5) Major automobile and equipment repair service stations.

(6) Automobile and equipment sales and service including used car lots.

(7) Wholesale distribution uses and warehouses.

(8) Hotels, motels, hospitals, sanitariums, and rest homes.

(9) Other commercial uses in the opinion of the planning commission which are of similar nature to those uses listed above.

(10) Emergency shelters, 50 beds or more, subject to development and managerial standards per WMC 18.120.111. [Ord. 733-17 § 1, 11-14-17; Ord. 701-11 § 1, 7-12-11; Ord. 632-91 § 16.02, 10-22-91].

18.60.040 Other regulations.

(1) Commercial Uses.

(a) Minimum lot area: 5,000 square feet.

(b) Minimum Yard Requirements.

(i) Front: none.

(ii) Side: none.

(iii) Rear: 12 feet where accessible from street or alley for loading purposes. Building may project over rear yard area, providing 14 feet clear vertical distance from ground level is maintained. Building code and other regulations shall apply.

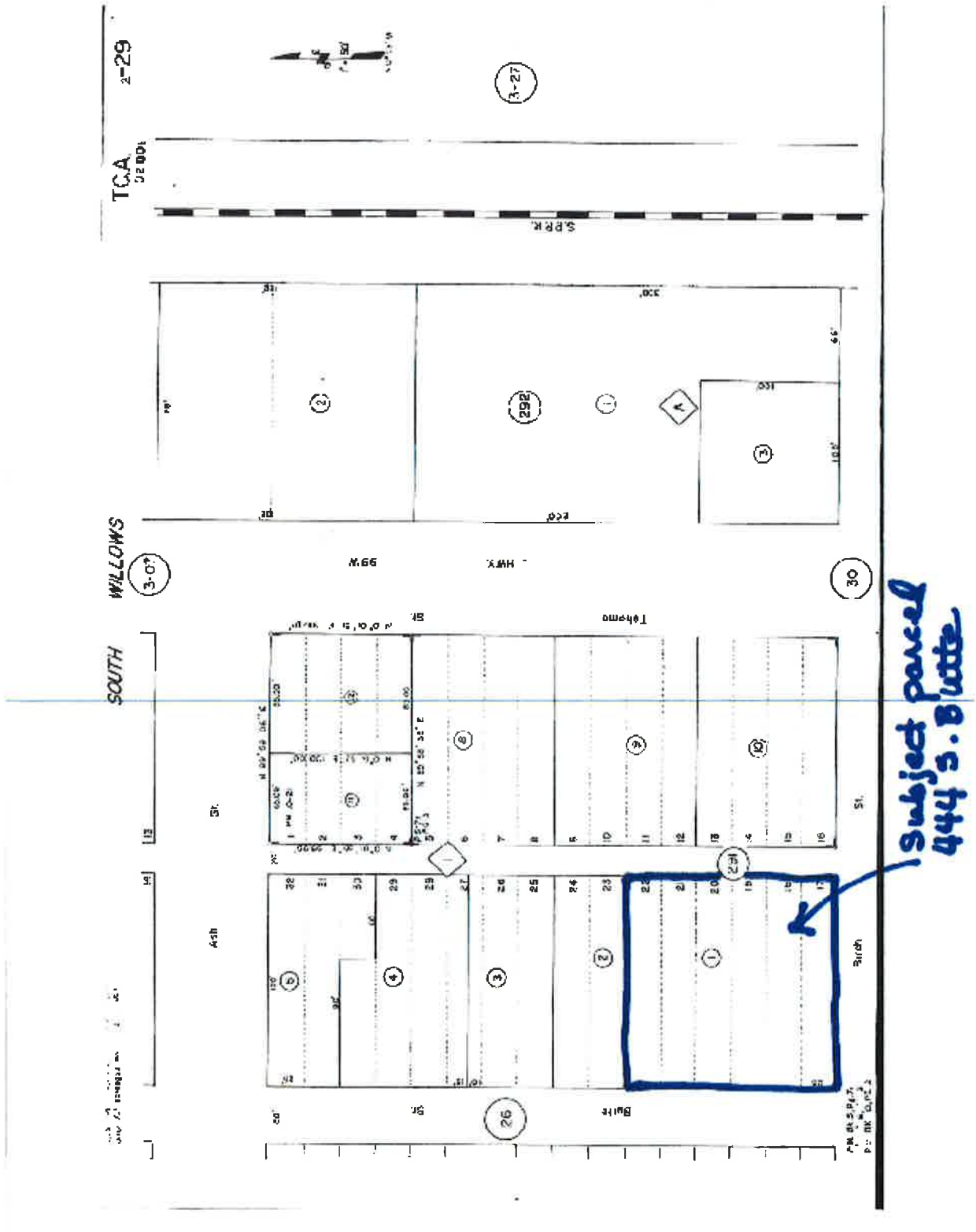
(c) Maximum building height: 55 feet. Additional height may be permitted if a use permit is secured in each case.

(d) Loading Space. Private off-street space for the handling of all materials and equipment.

(e) Minimum Parking. Off-street parking shall be provided in an amount in accordance with the regulations of Chapter 18.120 WMC.

(2) Residential Uses. Minimum lot area, front, side and rear setbacks, maximum building height, maximum lot coverage and parking requirements for residential uses permitted with a use permit shall be subject to the regulations of the residential zone(s) for which the use is considered a principally permitted use. [Ord. 733-17 § 1, 11-14-17; Ord. 701-11 § 1, 7-12-11; Ord. 632-91 § 16.04, 10-22-91]

APN MAP



Planning Commission Agenda Report: July 18, 2018

Subject: R-1 (Single Family) Design Guidelines

Background: In 2014 the City adopted a set of multi-family design guidelines for that sort of development. The City's Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval; however is general in its development standards and not specific to single family residential developments. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone. Implementing guidelines that will augment the other design guidelines but will be specific to single family developments is the goal.

This process, to establish single family design guidelines, began June 21, 2017, when the Commission first began discussing Draft Design Guidelines for Single Family dwellings. These discussions continued until the October 2017 meeting. Staff brought the revised guidelines to the Commission at the March 2018 meeting with direction to Staff to prepare a draft format for their review.

Attached are the draft guidelines that the Commission have agreed upon. Before taking any final guidelines to the City Council for adoption, Staff is bringing the guidelines to the Commission for further discussion and approval of format and content.

STAFF RECOMMENDATION:
Review and discuss the draft R-1 guidelines and provide direction to Staff

Attachments:
1. Draft Single Family Design Guidelines

Submitted by:

Karen Mantele
Principal Planner

DRAFTS ONLY

SINGLE FAMILY GUIDELINES

2 OPTIONS REGARDING STYLE

FOR REVIEW

SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES

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SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES

Note/Purpose:

These guidelines primarily address zoning districts to include R-1 and R-2 which both allow for single family dwellings. Parcels within the General Plan land use designations of Estate Residential and Low Density Residential are areas subject to these guidelines.

The overall layout of neighborhoods and subdivisions in the City of Willows is intended to promote a varied yet cohesive residential environment with a strong focus upon the pedestrian and human-scale streetscapes. Throughout the neighborhoods, the intermixing of residential densities, lot sizes, and product types is encouraged. The local street network should be designed to provide connectivity within and between individual neighborhoods and provide choices between routes. Variety in street and residential block layouts is encouraged

Design Review is intended to promote high-quality design and well-built and maintained buildings, landscaping and public amenities in order to further the relationship between the appearance of buildings and structures, property values and the taxable value of property in the city.

Diversity in housing not only allows builders to provide a greater spread of housing choice and affordability for residents, but also allows for a varied yet cohesive residential environment. Diversity in housing types also helps to create variety in neighborhood design, with a strong focus upon the pedestrian and human-scale streetscapes.

Ranch Style

Craftsman

Colonial

Modern

ARCHITECTURAL DESIGN

Regardless of its architectural style, the architecture of a house is comprised of three basic components; the building facades, roofs, and detail elements. Together, when these components are designed appropriately, a cohesive yet diverse residential neighborhood environment will be realized.

Articulated Building Massing

Boxy two-story building forms that overwhelm the street scene are discouraged. Rather the building mass should be broken down into smaller elements, where feasible, to provide visual interest and articulation to the neighborhood street scene.

Building Facades

Variety in building forms provide diversity and visual interest to the neighborhood street scene and can be used to create a desirable human scale.

The following elements should be incorporated into the design of residential structures: building wall planes, particularly on the front elevation, should be staggered to create interest along the street scene; projections and recesses should be used to provide shadow and depth; combinations of one and two-story forms should be used to help to create variety in setback and overall building form.

Building Materials and Color

- Building materials (including accent materials, roof materials, and paint colors) are important elements to the visual quality of homes and should be consistent with the architectural style of the residence.
- All surface treatments or materials should be designed to appear as an integral part of the design, and not merely applied. All materials should wrap columns, porches, or balconies in their entirety.
- Material changes should occur at inside corners or other meaningful location. Materials applied to any elevation should turn the outside corner of the building a minimum of 3' before terminating.
- The color palette should be selected with the design objectives of avoiding monotony, providing a variety of colorful schemes, and promoting visual diversity.
- Selected finish materials should be of durable material and of high quality.
- No homes adjacent to each other or immediately across the street from each other should have the same color scheme or same body color.

ROOFS

Roof Form and Slope

Similar to building materials and color, roof form and slope are also important design elements in creating a well-developed street scene.

- Roof treatments should be consistent with the architectural style of the dwelling.
- Variety of roof design and treatment is encouraged to provide visual interest to the neighborhood roofscape throughout the development, including the use of gable, cross-gable, hip, or a combination of these roof forms. DORMERS?
- Likewise, variety in roof lines is encouraged to avoid a common roof line along neighborhood streets. Rooflines of adjoining residences should vary ridge heights, roof forms, and direction of gables.

- Repetitious gable ends framed side to side on rear elevations are not permitted along perimeter edges of residential neighborhoods, when visible from a public space or street.
- Broken roof pitches extending over porches, patios or other similar features are encouraged where appropriate to the architectural style.

Materials

In order to avoid a monotonous roofscape appearance, a variety of roof materials is encouraged throughout the development.

- Roof materials should be compatible with the architectural style of the residence and should have a matte finish to minimize glare.
- Permitted Roof Materials: Clay or Concrete "S" Tiles; Clay or Concrete Flat Tiles; Clay or Concrete Shakes; Slate; Low profile S-tiles; Architectural Grade Composition.
- Prohibited Material: Wood Shake; Rolled roofing material.
- Fascia: may be either stucco, wood, or tile. If wood is used, it should be stained or painted.
- Skylights are permitted but should be designed as an integral part of the roof. White "bubble" skylights are not permitted. Skylight framing material should be bronze anodized or colored to match the adjacent roof materials.

DETAIL ELEMENTS

- Entries: The entry of a residential dwelling should be articulated as a focal point of the building's front elevation. Roof elements, columns, porticos, recesses or projections, window or other architectural features should be used to accentuate the entryway.
- Courtyards: Courtyards provide a transition from the public space of the street to the entrance of the dwelling. Courtyard walls, when provided, should be finished to match the house. Stone, ceramic tiles, steps, recesses, cut-outs, or wrought iron accents appropriate to the architectural style of the residence are encouraged.
- Porches: Porches not only provide pedestrian scale elements to the building massing but also allow for an area for residents to enjoy the outdoor climate and a place converse with neighbors. When provided, porches should be designed as an integral component of the building's architecture, with dimensions significant to create a usable outdoor space. Porches should have railings and be fully covered in one of the following ways; roof element and tile matching the

residence; trellis structure, second floor balcony or overhang.

- Columns & Archways: The use of columns and archways adds articulation to the character of the residence and is encouraged where appropriate to the architectural style. Columns and archways should be scaled appropriately to provide a sense of strength and support compatible with the architectural style of the home.
- Trellis & Arbors: Trellises and arbors, when used, should be designed to maintain their appearance considering the climatic conditions of the area.
- Patio covers and balconies: The use of rear patio covers and second story balconies provide an excellent opportunity for the articulation of rear facades, particularly along visible perimeter conditions (i.e., public spaces or streets). Second story balconies provide further visual interest to the street scene by increasing the perceived front setback of the second story. Patio covers and balconies should be designed as an integral component of the architecture. Columns used in conjunction with the patio covers and balconies should convey a sense of strength and support.
- Principal Window Treatment: At least one principal window is required on front elevations. Principal windows are defined as having one of the following characteristics; Recessed window or a pop-out surround; A bay window with projection and detailing appropriate to the architectural style of the residence; A enhanced sill with corresponding roof element and corbels; An overhead trellis element or; Decorative iron window grille projecting forward of the wall plane.

Rear and side elevations that are visible from perimeter conditions should have at least one principal window as defined above. The use of shutters is an acceptable principal window treatment on visible rear elevations when used in conjunction with an enhanced sill or other form of articulation. All other windows on the front elevations and visible side and rear elevations should feature trim surrounds, headers or sills. The minimum reveal for trim elements is 1". The style of windows should be compatible with the architectural style of the residence.

Detail Elements Include:

Shutters; exposed rafter ends or cross beams. Decorative grill work, decorative stucco or clay pipe vents, decorative ceramic tile/and or other similar features. Exposed gutters and downspouts should be colored to

match or complement the surface to which they are attached.

GARAGES & DRIVEWAYS

Maximum Width of Driveway

In order to limit the unappealing amount of hardscape in front of a home, the use of contrasting materials, Tapered driveway, or Landscape planter strips is encouraged.

Garages

Garages should be set back a minimum of 5 feet from the primary front façade of the residence. Garages are also encouraged to be located further back toward the rear yard area of a lot to accommodate a more traditional design. Garages should be set back sufficiently enough so that vehicles parked on driveways do not extend or block the sidewalk or public right-of-way. The minimum recommended distance from the face of the garage to the front property line is 20 feet.

De-emphasis of Garages

Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the active, visually interesting features of the house, to dominate the streetscape. Garages may be sited in several ways; Recessed Garage, Corner Lot with Side-street Entry Garage, Forward Swing-In Garage, Split Garage, Alley-Loaded Garage, Detached Garages, Garage Forward.

Garage Design

Attached or detached garages should be designed to de-emphasize their architectural prominence. To achieve this desired effect, these structures should incorporate the following;

- Garage doors should vary with respect to windows and/or color as appropriate to individual architectural styles of the house.
- On conventional home plotting, in effort to buffer the view impact of garages and garage doors from the sidewalk or street, optional treatments such as a trellis or porte-cochere are encouraged. A recessed garage plan with a porte-cochere can create an additional partially covered parking space, and also can serve as an outdoor private space.
- **Rear loaded homes are also encouraged**. The garages of these homes generally take access from drive aisles and court streets, allowing more architecture to front onto the neighborhood streets and open spaces. When plotting rear loaded units, since the garage side of the homes will only be visible to the drive aisles, it is not necessary to recess the garage doors.

Garage Placement
Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the visually interesting features of the house to dominate the streetscape. All garage doors should be recessed a minimum of 6 inches behind the garage wall plane. **Tandem parking in garages may be used to minimize the number or width of garage doors.**

SEE FIGURE 1 FOR ILLISTRATION OF TYPES OF GARAGE PLACEMENTS

3 Car Garages
When a 3-car front-facing garage is used, in addition to standard garage requirements, at least one of the following front-facing plan elements is required: A minimum 6 foot deep by 10 foot wide porch on the front elevation; an offset at single door of at least 2 feet from the double door; a double and single garage door separated by at least 1 foot of wall mass between doors and the garages are located at least 5 feet behind the front façade of the dwelling's living space.
***Optional treatments such as a trellis or porte-cochere that occur forward of the garage can be used to buffer the view impact of garages and garage doors from the sidewalk or street. For example, a recessed garage plan with a porte-cochere can create an additional, partially covered, parking space and also can serve as an outdoor private space.**

ACCESSORY STRUCTURES
Guest houses, detached garages, greenhouses, and other similar accessory structures should be compatible in design, materials, and color as the main residence. Such structures should be visually related to the main residence through the use of garden walls, or other landscape elements.

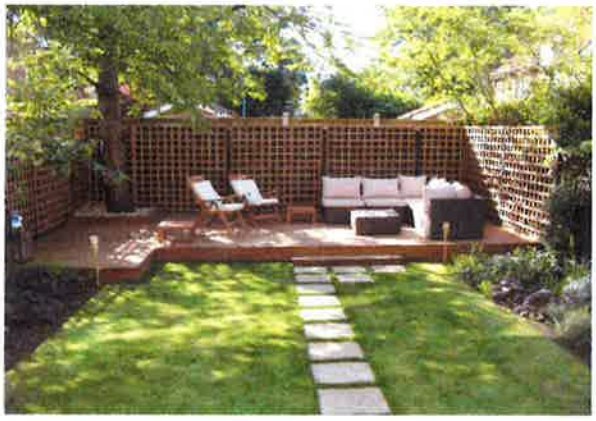
Secondary Units
Secondary units (also referred to as ancillary or granny units) help to increase affordability and diversity throughout a neighborhood.

When used, secondary units should be designed with the same level of detail and should match the architectural style of the primary residence.

Preserving Views
Careful building placement and street orientation can help protect visual quality for residents throughout the neighborhood.

Privacy

Privacy is an important consideration in residential site planning. Innovative site design techniques should be used to preserve privacy while promoting social opportunities in residential neighborhoods. In particular, windows of homes should be located to minimize visual intrusion on neighbors' windows and backyards. Innovative site design techniques, including landscaping, should be incorporated where appropriate to provide privacy to residents.



PLOTTING AND VARIABLE SETBACKS

Plotting is an important site planning consideration for neighborhoods. The plotting of residences should be done in a manner that achieves diversity and visual interest to the neighborhood street scene. Such diversity can be achieved through varying setbacks, articulated building massing, de-emphasized garages, and enhanced elevations.

- Floor plans should be reversed and plotted so that garages and entries are adjacent to each other to create an undulating setback.
- Adjacent homes should have different elevations and color schemes to avoid a repetitious street scene.

Variable Setbacks

Lot Orientation

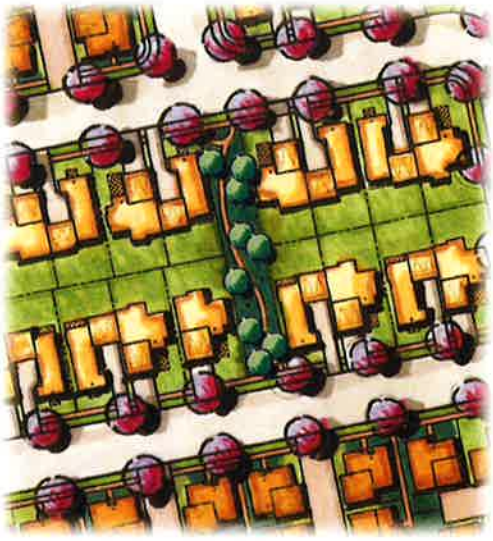
In order to avoid visual monotony and a repetitious street scene, rotating block orientations should be used to avoid lengthy streets.

Corner Lots

Corner lots should present attractive facades to both adjoining streets through elements such as wraparound porches, bays, entries, window treatments, and the use of alternative materials such as brick and stone.

Varied Lot Widths

Making some lots wider and some narrower than the average can provide different amounts of open space between structures. It also allows placement of different shapes and sizes of homes. On narrow lots, a variation of only 3 or 4 feet can make a perceptible difference.



PEDESTRIAN CONNECTIVITY

Pedestrian pathways providing strong connectivity among the residential neighborhoods and various amenities such as commercial, office, and recreational amenities are encouraged. These pathways can be located in paseos (greenbelt areas that are separate from the vehicular circulation system), while other pedestrian paths can be located adjacent to the community's roadways. *Together these pathways afford a strong*

pedestrian orientation, providing the opportunity for alternative modes of travel to specific destinations. Two pedestrian access concepts that should be incorporated into residential site design are the pedestrian way, abutting cul-de-sac bulbs, and the view cul-de-sac.

Pedestrian Way

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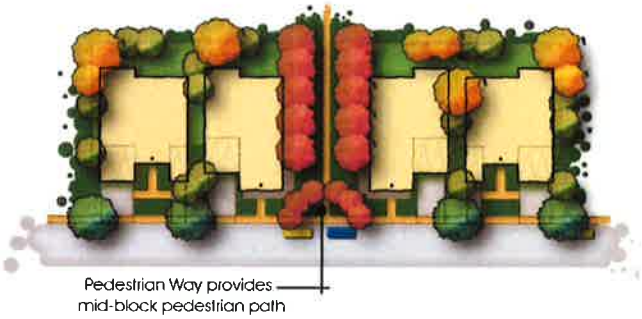

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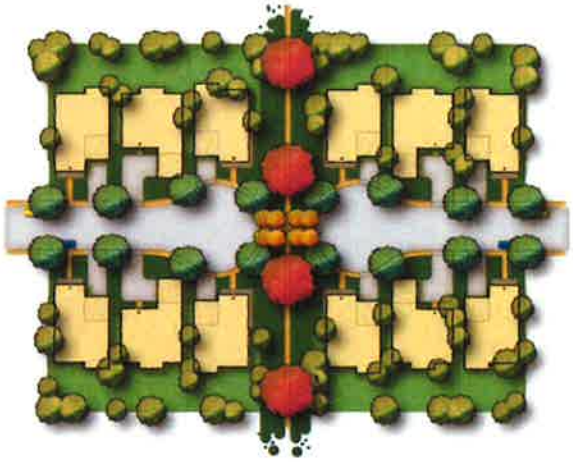

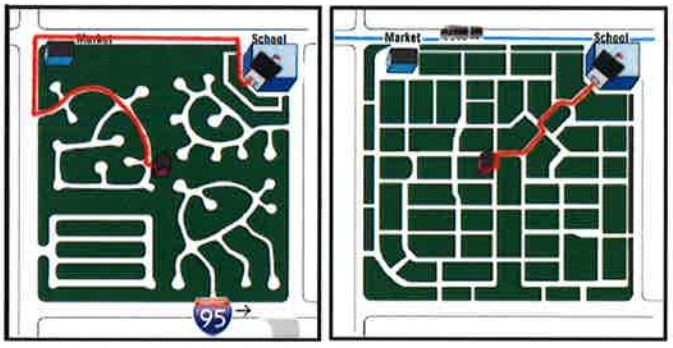

Driving-only transportation pattern

Walkable connected transporation network

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- Principal window treatments
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- Low-flow water fixtures.
- Drip landscape watering systems.
- Energy-saving, dual-glazed LoE2 windows.

LANDSCAPE ELEMENTS

Walls & Fences

Walls and fences that are visible from street, open space, or other public areas should be in accordance with master developer specifications and meet noise attenuation requirements where applicable.

The design of fencing should be uniform throughout each subdivision. Fencing designs, materials, and colors may vary between subdivisions

- Neighborhood fences should be 6 feet high and be comprised of cedar, fir, or redwood, or stucco walls. Wood may be left natural or have a semi-transparent stain in natural tones of light browns and grays applied. Chain link fencing is prohibited.
- Low wood fences and picket fences (between 30 inches and 36 inches in height) are permitted along front yards and at side yard property lines within the front yard, or along corner side yards. Fencing within a designated front yard area should be open and of a **"rail fence" nature**. The design and height of these fences are encouraged to vary within each subdivision to provide interest and diversity. In the case of the low fences, white paint or stain is permitted. Fencing 36 inches or lower may be placed immediately behind the walk.
- Fences are to be located on the rear and side property lines of residential lots, except at neighborhood entries and other locations where the community wall is used. With respect to corner conditions, the fence will return back to the residential unit at a logical point related to the specific architecture of the unit.
- Gates, courtyards, and/or arbors placed along the walk to a unit's entry are encouraged.

Street Trees

Tree-lined streets are an important design element in a residential community and are an effective way of providing a high-quality neighborhood image, while also providing shade and other functional purposes.

- Street trees should be planted at regular intervals to provide shade and visual interest
- One street tree should be planted for each 50 feet of street frontage and single family residential should have a minimum of two street trees for each 50 feet of street frontage.
- A variety of tree species should be used to create distinctive street hierarchy and identities.
- In order to provide maximum shading benefits, large-canopy trees should be planted.

Energy Conservation

Structures and plantings should be used to help shield buildings from unwanted summer heat gain, while allowing winter sun and light. Where feasible, east and west walls should be shaded with trees and vines. Deciduous trees should be used to provide summer shade while admitting winter sun. All plantings should be designed to maintain solar access for passive and active solar systems. Where feasible, a landscaped buffer should be provided between buildings and pavement, so that reflected heat buildup within buildings is minimized.

Native and drought-tolerant plants should be used in landscaping, where feasible. Water conservation principles should be integrated into the landscaping design of the community, including water-efficient irrigation systems.

Plant Palette

For the list of plant species allowed in residential subdivision, refer to the **Plant Palette** in the **Appendix of this document** (The City does not have a list of plants for use within the city only a master tree list which is used for off-site landscaping).

Neighborhood Entries

By creating a visual gateway into the neighborhoods, neighborhood entries create a sense of arrival. Neighborhood entries should incorporate landscaping and other design elements that reinforce the traditional community identity

In order to emphasize key internal community intersections, special landscape features should be used. Such features include:

- Enhanced pavement
- Flowering accent trees
- Enhanced landscaped parkways

FIGURE 1

Alley Loaded Garage

Alley-loaded garages are accessed from a rear or side alley. Some garages may have operable doors on both the rear and front facades with vehicular access available on both sides.

Garage Forward

This garage placement is located forward of the home's front facade. Extra attention and treatments should be applied when using this garage location. (decorative garden fence, low wall with gates, trellis, or porte-cochere).

Swing In Garage

These garage placements may be located at the front, side or rear of a plan. Swing-in garages greatly reduce the impact of garage door faces on the streetscape. A minimum of 30' between the garage door and the side property line is required to accommodate back-up space.

Detached Garage

Detached garages are located toward the rear of the lot behind the primary structure. Similar architectural details as designed on the residence should be applied to the detached garage.

Corner Condition

This garage placement allows the option of entering from the side street, thereby eliminating the garage and driveway from the front face of the house. Side-street entry garages can be detached.

Recessed Garage

Recessed garages are located behind the front elevation/living space.

Split Garage

Split garages are garage doors separated by living space, thus de-emphasizing the impact of the garages on the streetscene.

Garage Placements

DIVIDER PAGE

SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES

Table of Contents

SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES

Note/Purpose:

These guidelines primarily address zoning districts to include R-1 and R-2 which both allow for single family dwellings. Parcels within the General Plan land use designations of Estate Residential and Low Density Residential are areas subject to these guidelines.

Ranch Style

The overall layout of neighborhoods and subdivisions in the City of Willows is intended to promote a varied yet cohesive residential environment with a strong focus upon the pedestrian and human-scale streetscapes. Throughout the neighborhoods, the intermixing of residential densities, lot sizes, and product types is encouraged. The local street network should be designed to provide connectivity within and between individual neighborhoods and provide choices between routes. Variety in street and residential block layouts is encouraged. Design Review is intended to promote high-quality design and well-built and maintained buildings, landscaping and public amenities in order to further the relationship between the appearance of buildings and structures, property values and the taxable value of property in the city.

Craftsman

Colonial

Diversity in housing not only allows builders to provide a greater spread of housing choice and affordability for residents, but also allows for a varied yet cohesive residential environment. Diversity in housing types also helps to create variety in neighborhood design, with a strong focus upon the pedestrian and human-scale streetscapes.

Modern

ARCHITECTURAL DESIGN

Regardless of its architectural style, the architecture of a house is comprised of three basic components; the building facades, roofs, and detail elements. Together, when these components are designed appropriately, a cohesive yet diverse residential neighborhood environment will be realized.

Articulated Building Massing

Boxy two-story building forms that overwhelm the street scene are discouraged. Rather the building mass should be broken down into smaller elements, where feasible, to provide visual interest and articulation to the neighborhood street scene.

Building Facades

Variety in building forms provide diversity and visual interest to the neighborhood street scene and can be used to create a desirable human scale.

The following elements should be incorporated into the design of residential structures: building wall planes, particularly on the front elevation, should be staggered to create interest along the street scene; projections and recesses should be used to provide shadow and depth; combinations of one and two-story forms should be used to help to create variety in setback and overall building form.

Building Materials and Color

- Building materials (including accent materials, roof materials, and paint colors) are important elements to the visual quality of homes and should be consistent with the architectural style of the residence.
- All surface treatments or materials should be designed to appear as an integral part of the design, and not merely applied. All materials should wrap columns, porches, or balconies in their entirety.

- Material changes should occur at inside corners or other meaningful location. Materials applied to any elevation should turn the outside corner of the building a minimum of 3' before terminating.
- The color palette should be selected with the design objectives of avoiding monotony, providing a variety of colorful schemes, and promoting visual diversity.
- Selected finish materials should be of durable material and of high quality.
- No homes adjacent to each other or immediately across the street from each other should have the same color scheme or same body color.

ROOFS

Roof Form and Slope

Similar to building materials and color, roof form and slope are also important design elements in creating a well-developed street scene.

- Roof treatments should be consistent with the architectural style of the dwelling.
- Variety of roof design and treatment is encouraged to provide visual interest to the neighborhood roofscape throughout the development, including the use of gable, cross-gable, hip, or a combination of these roof forms. DORMERS?
- Likewise, variety in roof lines is encouraged to avoid a common roof line along neighborhood streets. Rooflines of adjoining residences should vary ridge heights, roof forms, and direction of gables.
- Repetitious gable ends framed side to side on rear elevations are not permitted along perimeter edges of residential neighborhoods, when visible from a public space or street.
- Broken roof pitches extending over porches, patios or other similar features are encouraged where appropriate to the architectural style.

Materials

In order to avoid a monotonous roofscape appearance, a variety of roof materials is encouraged throughout the development.

- Roof materials should be compatible with the architectural style of the residence and should have a matte finish to minimize glare.
- Permitted Roof Materials: Clay or Concrete "S" Tiles; Clay or Concrete Flat Tiles; Clay or Concrete Shakes; Slate; Low profile S-tiles; Architectural Grade Composition.
- Prohibited Material: Wood Shake; Rolled roofing material.
- Fascia: may be either stucco, wood, or tile. If wood is used, it should be stained or painted.
- Skylights are permitted but should be designed as an integral part of the roof. White "bubble" skylights are not permitted. Skylight framing material should be bronze anodized or colored to match the adjacent roof materials.

DETAIL ELEMENTS

- Entries: The entry of a residential dwelling should be articulated as a focal point of the building's front elevation. Roof elements, columns, porticos, recesses or projections, window or other architectural features should be used to accentuate the entryway.
- Courtyards provide a transition from the public space of the street to the entrance of the dwelling. Courtyard walls, when provided, should be finished to match the house. Stone, ceramic tiles, steps, recesses, cut-outs, or wrought iron accents appropriate to the architectural style of the residence are encouraged.

- Porches: Porches not only provide pedestrian scale elements to the building massing but also allow for an area for residents to enjoy the outdoor climate and a place converse with neighbors. When provided, porches should be designed as an integral component of the building's architecture, with dimensions significant to create a usable outdoor space. Porches should have railings and be fully covered in one of the following ways; roof element and tile matching the residence; trellis structure, second floor balcony or overhang.
- Columns & Archways: The use of columns and archways adds articulation to the character of the residence and is encouraged where appropriate to the architectural style. Columns and archways should be scaled appropriately to provide a sense of strength and support compatible with the architectural style of the home.
- Trellis & Arbors: Trellises and arbors, when used, should be designed to maintain their appearance considering the climatic conditions of the area.

- Patio covers and balconies: The use of rear patio covers and second story balconies provide an excellent opportunity for the articulation of rear facades, particularly along visible perimeter conditions (i.e., public spaces or streets). Second story balconies provide further visual interest to the street scene by increasing the perceived front setback of the second story. Patio covers and balconies should be designed as an integral component of the architecture. Columns used in conjunction with the patio covers and balconies should convey a sense of strength and support.
- Principal Window Treatment: At least one principal window is required on front elevations. Principal windows are defined as having one of the following characteristics; Recessed window or a pop-out surround; A bay window with projection and detailing appropriate to the architectural style of the residence; A enhanced sill with corresponding roof element and corbels; An overhead trellis element or; Decorative iron window grille projecting forward of the wall plane.

Rear and side elevations that are visible from perimeter conditions should have at least one principal window as defined above. The use of shutters is an acceptable principal window treatment on visible rear elevations when used in conjunction with an enhanced sill or other form of articulation. All other windows on the front elevations and visible side and rear elevations should feature trim surrounds, headers or sills. The minimum reveal for trim elements is 1". The style of windows should be compatible with the architectural style of the residence.

Detail Elements Include:

Shutters; exposed rafter ends or cross beams. Decorative grill work, decorative stucco or clay pipe vents, decorative ceramic tile/and or other similar features. Exposed gutters and downspouts should be colored to match or complement the surface to which they are attached.

GARAGES & DRIVEWAYS

Maximum Width of Driveway

In order to limit the unappealing amount of hardscape in front of a home, the use of contrasting materials, Tapered driveway, or Landscape planter strips is encouraged.

Garages

Garages should be set back a minimum of 5 feet from the primary front façade of the residence. Garages are also encouraged to be located further back toward the rear yard area of a lot to accommodate a more traditional design. Garages should be set back

sufficiently enough so that vehicles parked on driveways do not extend or block the sidewalk or public right-of-way. The minimum recommended distance from the face of the garage to the front property line is 20 feet.

De-emphasis of Garages

Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the active, visually interesting features of the house, to dominate the streetscape. Garages may be sited in several ways; Recessed Garage, Corner Lot with Side-street Entry Garage, Forward Swing-In Garage, Split Garage, Alley-Loaded Garage, Detached Garages, Garage Forward.

Garage Design

Attached or detached garages should be designed to de-emphasize their architectural prominence. To achieve this desired effect, these structures should incorporate the following;

- Garage doors should vary with respect to windows and/or color as appropriate to individual architectural styles of the house.
- On conventional home plotting, in effort to buffer the view impact of garages and garage doors from the sidewalk or street, optional treatments such as a trellis or porte-cochere are encouraged. A recessed garage plan with a porte-cochere can create an additional partially covered parking space, and also can serve as an outdoor private space.
- **Rear loaded homes are also encouraged**. The garages of these homes generally take access from drive aisles and court streets, allowing more architecture to front onto the neighborhood streets and open spaces. When plotting rear loaded units, since the garage side of the homes will only be visible to the drive aisles, it is not necessary to recess the garage doors.

Garage Placement

Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the visually interesting features of the house to dominate the streetscape. All garage doors should be recessed a minimum of 6 inches behind the garage wall plane. **Tandem parking in garages may be used to minimize the number or width of garage doors.**

SEE FIGURE 1 FOR ILLISTRATION OF TYPES OF GARAGE PLACEMENTS

3 Car Garages

When a 3-car front-facing garage is used, in addition to standard garage requirements, at least one of the following front-facing plan elements is required: A minimum 6 foot deep by 10 foot wide porch on the front elevation; an offset at single door of at least 2 feet from the double door; a double and single garage door separated by at least 1 foot of wall mass between doors and the garages are located at least 5 feet behind the front façade of the dwelling's living space.

***Optional treatments such as a trellis or porte-cochere that occur forward of the garage can be used to buffer the view impact of garages and garage doors from the sidewalk or street. For example, a recessed garage plan with a porte-cochere can create an additional, partially covered, parking space and also can serve as an outdoor private space.**

ACCESSORY STRUCTURES

Guest houses, detached garages, greenhouses, and other similar accessory structures should be compatible in design, materials, and color as the main residence. Such structures should be visually related to the main residence through the use of garden walls, or other landscape elements.

Secondary Units

Secondary units (also referred to as ancillary or granny units) help to increase affordability and diversity throughout a neighborhood.

When used, secondary units should be designed with the same level of detail and should match the architectural style of the primary residence.

Preserving Views

Careful building placement and street orientation can help protect visual quality for residents throughout the neighborhood.

Privacy

Privacy is an important consideration in residential site planning. Innovative site design techniques should be used to preserve privacy while promoting social opportunities in residential neighborhoods. In particular, windows of homes should be located to minimize visual intrusion on neighbors' windows and backyards. Innovative site design techniques, including landscaping, should be incorporated where appropriate to provide privacy to residents.

PLOTTING AND VARIABLE SETBACKS

Plotting is an important site planning consideration for neighborhoods. The plotting of residences should be done in a manner that achieves diversity and visual interest to the neighborhood street scene. Such diversity can be achieved through varying setbacks, articulated building massing, de-emphasized garages, and enhanced elevations.

- Floor plans should be reversed and plotted so that garages and entries are adjacent to each other to create an undulating setback.
- Adjacent homes should have different elevations and color schemes to avoid a repetitious street scene.

Variable Setbacks

Lot Orientation

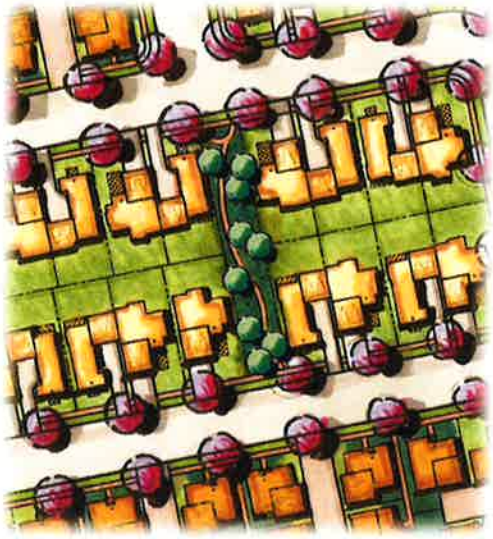
In order to avoid visual monotony and a repetitious street scene, rotating block orientations should be used to avoid lengthy streets.

Corner Lots

Corner lots should present attractive facades to both adjoining streets through elements such as wraparound porches, bays, entries, window treatments, and the use of alternative materials such as brick and stone.

Varied Lot Widths

Making some lots wider and some narrower than the average can provide different amounts of open space between structures. It also allows placement of different shapes and sizes of homes. On narrow lots, a variation of only 3 or 4 feet can make a perceptible difference.



PEDESTRIAN CONNECTIVITY

Pedestrian pathways providing strong connectivity among the residential neighborhoods and various amenities such as commercial, office, and recreational amenities are encouraged. These pathways can be located in paseos (greenbelt areas that are separate from the vehicular circulation system), while other pedestrian paths can be located adjacent to the community's roadways. *Together these pathways afford a strong pedestrian orientation, providing the opportunity for alternative modes of travel to specific destinations.* Two pedestrian access concepts that should be incorporated into residential site design are the pedestrian way, abutting cul-de-sac bulbs, and the view cul-de-sac.

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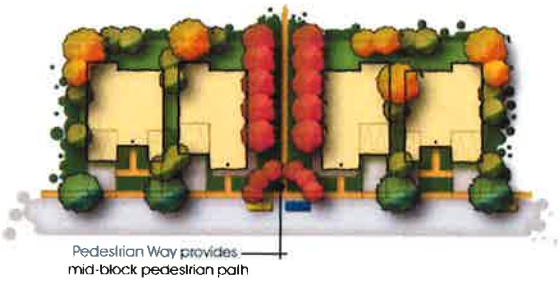

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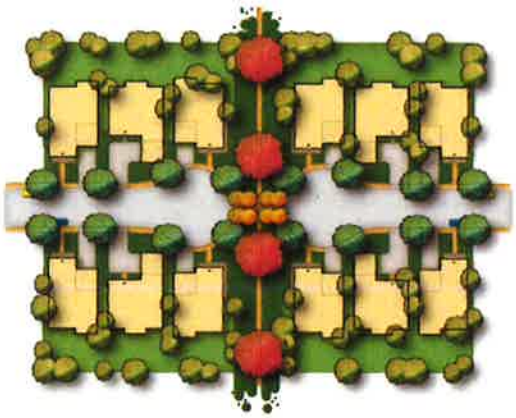

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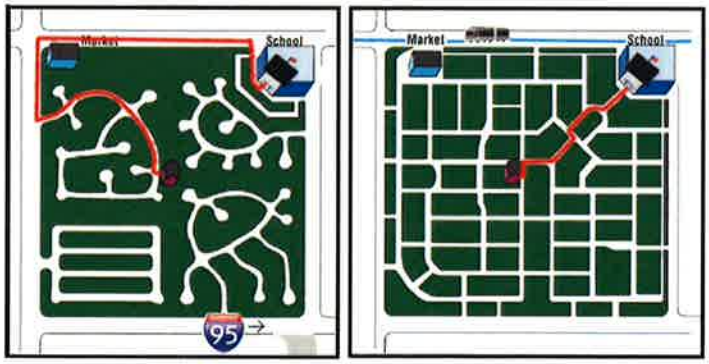

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LANDSCAPE ELEMENTS

Walls & Fences

Walls and fences that are visible from street, open space, or other public areas should be in accordance with master developer specifications and meet noise attenuation requirements where applicable.

The design of fencing should be uniform throughout each subdivision. Fencing designs, materials, and colors may vary between subdivisions

- Neighborhood fences should be 6 feet high and be comprised of cedar, fir, or redwood, or stucco walls. Wood may be left natural or have a semi-transparent stain in natural tones of light browns and grays applied. Chain link fencing is prohibited.
- Low wood fences and picket fences (between 30 inches and 36 inches in height) are permitted along front yards and at side yard property lines within the front yard, or along corner side yards. Fencing within a designated front yard area should be open and of a **"rail fence" nature**. The design and height of these fences are encouraged to vary within each subdivision to provide interest and diversity. In the case of the low fences, white paint or stain is permitted. Fencing 36 inches or lower may be placed immediately behind the walk.
- Fences are to be located on the rear and side property lines of residential lots, except at neighborhood entries and other locations where the community wall is used. With respect to corner conditions, the fence will return back to the residential unit at a logical point related to the specific architecture of the unit.
- Gates, courtyards, and/or arbors placed along the walk to a unit's entry are encouraged.

Street Trees

Tree-lined streets are an important design element in a residential community and are an effective way of providing a high-quality neighborhood image, while also providing shade and other functional purposes.

- Street trees should be planted at regular intervals to provide shade and visual interest

- One street tree should be planted for each 50 feet of street frontage and single family residential should have a minimum of two street trees for each 50 feet of street frontage.
- A variety of tree species should be used to create distinctive street hierarchy and identities.
- In order to provide maximum shading benefits, large-canopy trees should be planted.

Energy Conservation

Structures and plantings should be used to help shield buildings from unwanted summer heat gain, while allowing winter sun and light. Where feasible, east and west walls should be shaded with trees and vines. Deciduous trees should be used to provide summer shade while admitting winter sun. All plantings should be designed to maintain solar access for passive and active solar systems. Where feasible, a landscaped buffer should be provided between buildings and pavement, so that reflected heat buildup within buildings is minimized.

Native and drought-tolerant plants should be used in landscaping, where feasible. Water conservation principles should be integrated into the landscaping design of the community, including water-efficient irrigation systems.

Plant Palette

For the list of plant species allowed in residential subdivision, refer to the **Plant Palette** in the **Appendix of this document** (The City does not have a list of plants for use within the city only a master tree list which is used for off-site landscaping).

Neighborhood Entries

By creating a visual gateway into the neighborhoods, neighborhood entries create a sense of arrival. Neighborhood entries should incorporate landscaping and other design elements that reinforce the traditional community identity

In order to emphasize key internal community intersections, special landscape features should be used. Such features include:

- Enhanced pavement
- Flowering accent trees
- Enhanced landscaped parkways

FIGURE 1

Alley Loaded Garage

Alley-loaded garages are accessed from a rear or side alley. Some garages may have operable doors on both the rear and front facades with vehicular access available on both sides.

Garage Forward

This garage placement is located forward of the home's front facade. Extra attention and treatments should be applied when using this garage location. (decorative garden fence, low wall with gates, trellis, or porte-cochere).

Swing In Garage

These garage placements may be located at the front, side or rear of a plan. Swing-in garages greatly reduce the impact of garage door faces on the streetscape. A minimum of 30' between the garage door and the side property line is required to accommodate back-up space.

Detached Garage

Detached garages are located toward the rear of the lot behind the primary structure. Similar architectural details as designed on the residence should be applied to the detached garage.

Corner Condition

This garage placement allows the option of entering from the side street, thereby eliminating the garage and driveway from the front face of the house. Side-street entry garages can be detached.

Recessed Garage

Recessed garages are located behind the front elevation/living space.

Split Garage

Split garages are garage doors separated by living space, thus de-emphasizing the impact of the garages on the streetscene.

Garage Placements