



Willows Planning Commission Regular Meeting

April 25, 2024
Willows City Hall
6:00 PM

City Council
Pedro Bobadilla, Chair
Maria Ehorn, Vice Chair
Holly Myers, Commissioner
Llanira Valencia, Commissioner
Sherry Brott, Commissioner

City Planner
Byron Turner

City Clerk
Amos Hoover

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

Agenda

Watch online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/88195964184?pwd=7B732gKOFomoFI0CnhwF3j0guNjdnh.1>

Remote viewing of the Planning Commission meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the Planning Commission reserves the right to conduct the meeting without remote viewing.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote unless Commission Members or the City Planner first requests that a matter be removed for separate discussion and action. Individuals wishing to address the Commission concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time.

Please address your comments to the Chairman and Commission members, and not to staff and/or the audience. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to:

bturner@cityofwillows.org.

- a. **Minutes Approval**

Recommended Action: Approve minutes of the March 20, 2024, Planning Commission Meeting.

Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

6. **PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Chair opens the public hearing, members of the public may request to speak. When you are called on by the Chair, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Commission, please give it to the City Planner for distribution.

a. **Design Review/ File #DR-24-01/844 Wood Street**

Recommended Action: Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

Contact: Byron Turner, City Planner, bturner@cityofwillows.org

b. **Design Review/ File #DR-24-02/1475 Hwy 99W**

Recommended Action: Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

Contact: Byron Turner, City Planner, bturner@cityofwillows.org

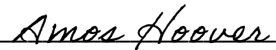
7. COMMENTS & REPORTS

a. Commission Comments & Reports

b. Staff Comments & Reports

8. ADJOURNMENT

This agenda was posted on April 19, 2024.



Amos Hoover, City Clerk

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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



PUBLIC COMMENT & CONSENT CALENDAR FORUM



Willows Planning Commission Action Meeting Minutes March 20, 2024

Planning Commission
Pedro Bobadilla, Chair
Maria Ehorn, Vice Chair
Llanira Valencia, Commissioner
Holly Myers, Commissioner
Sherry Brott, Commissioner

1. CALL TO ORDER– 6:02 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Bobadilla, and Commissioners Brott, Myers and Valencia.
Commissioners Absent: Vice Chair Ehorn

4. CHANGES TO THE AGENDA

None

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Action: Minutes approved for the January 24, 2024, Planning Commission Meeting.

Moved/Seconded: Commissioner Myers/Commissioner Brott

Yes: Chair Bobadilla, and Commissioners Brott, Myers, and Valencia

No: None

Absent: Vice Chair Ehorn

6. DISCUSSION & ACTION CALENDAR

b. Municipal Code 18.141.060 - Color Scheme Modification

Action: Discussed potential recommendations to the Municipal Code regarding allowable colors.
Discussion decided to be continued at a future meeting

7. COMMENTS & REPORTS

a. Commission Comments & Reports

b. Staff Comments & Reports

8. ADJOURNMENT – 6:40 PM

Amos Hoover, City Clerk



PUBLIC HEARING



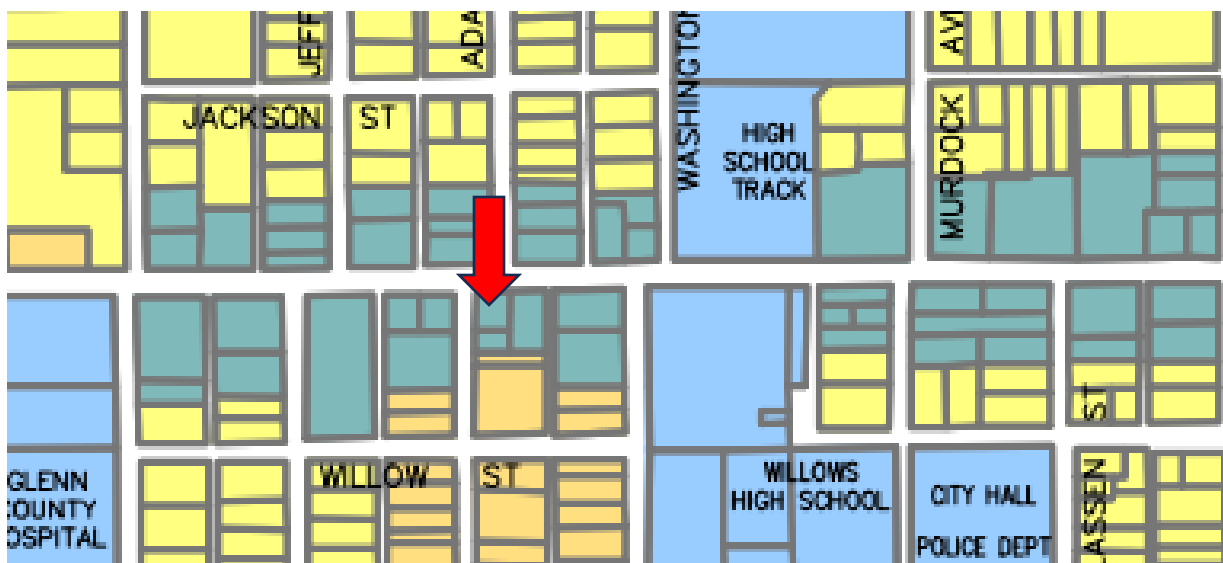
Date: April 25, 2024
To: Planning Commission
From: Byron Turner, Principal Planner
Subject: Design Review/ File #DR-24-01/844 Wood Street

Recommendation: Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

Rationale for Recommendation: WMC Chapter 18.141.030(1) requires Design Review approval from the Planning Commission for physical improvements or change of or to existing buildings, structures and other physical improvements shall be subject to design review, whether or not a building permit is required. The entryway or E district is intended to apply to arterial streets leading into downtown, where a mix of commercial, office, and residential uses is appropriate in an aesthetically appealing corridor, in which new developments and modifications to existing developments shall occur in accordance with design guidelines. Permitted uses and uses permitted with a conditional use permit are intended to be compatible with residential uses within and adjacent to the E district.

Background:

The site is currently vacant. The applicant wishes to install a food trailer on the site. The Entryway District allows for Cafes , restaurants, and catering shops (18.50.020(2)(e)), as well as other uses, which, in the opinion of the planning commission, are similar (18.50.020(3)).





Project Discussion:

The applicant proposes to utilize a currently vacant lot for a food trailer.

The business will be open weekly from 11am to 6pm. The site will employ two full-time employees. The applicant intends to connect to public sewers, water, and electricity.

Design Review Analysis:

Competent Design: Design is consistent with typical food trailers in the area.



Relationship Between Structures Within the Development and Between Structures and Site: No conflicts with other businesses are identified with this project.

Relationship between Development and Neighborhood: A variety of commercial uses are situated in this area.

Materials and Colors Used: See picture above.

Wall, fences: No new walls or fences are proposed with this project.

Surface Water Drainage: Site is flat with bordering curb and sidewalk. No drainage issues have been identified.

Drives, Parking and Circulation: Access is off Wood Street.

Signs: No additional signage is proposed.

Exterior Lighting: Site will not be operating at night. No lighting required.

Landscaping: Additional landscaping will be planted, and tables will be installed behind the facility.

Per Section 18.141.070(1) An application for design review may be approved, approved with modifications, conditionally approved, or disapproved.

Environmental Review

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposed project is exempt from further CEQA review and qualifies exempt pursuant to Section 15061(b)(3) in which the activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Fiscal Impact:

There is no impact to the city as this project has a PTA deposit on file for processing.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval

PC RESOLUTION NO. XXX-2024

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-24-01) TO ISRAEL & DAMIEN VASQUEZ FOR A FOOD TRAILER AND SITE IMPROVEMENTS SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 844 WOOD STREET, ASSESSORS PARCEL NUMBER 001-192-04/ENTRYWAY ZONE

WHEREAS the applicant, Israel and Damein Vasquez, has filed for Design Review approval for exterior building and site improvements on subject parcel; and,

WHEREAS City of Willows Municipal Code Chapter 18.141.030 states that all new buildings, structures, and other physical improvements shall have design review approval from the Planning Commission; and,

WHEREAS the Planning Commission did, on April 25, 2024, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS the Planning Commission finds that the Design Review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for exterior building and site improvements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-24-01 subject to the attached conditions of approval set forth in 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 Thursday, the 25th day of April 2024, by the following vote, to wit,

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTEST: _____
Amos Hoover, City Clerk

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
LA CALLE FOOD TRAILER
FOR PROPERTY LOCATED AT 844 WOOD STREET/ APN: 001-192-04**

PC approval date: _____, 2024

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 project.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval regarding painting the store, repairing, and repaving the parking lot, including re-striping, and upgrading the trash enclosure as shown on submitted plan.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city for an extension of not more than one year from the original date of expiration, if he/she finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. All contractors/sub-contractors doing work on the project shall obtain a city business license prior to commencing operation.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation. Temporary banner signage has been approved for 30 days.
7. No exterior advertising or window signs shall advertise beer or wine products.
8. Per WMC 8.10.020(11) graffiti shall be removed in order to maintain the property.

Building Department

9. For any interior or exterior improvements requiring a building permit, the applicant shall submit to the building department a completed building permit application, and 3 complete sets of plans for plan check review and approval by the Building Department.
10. The Applicant shall pay the applicable plan review fees at time of building permit submittal.
11. Project shall comply with all applicable Federal, State, and local codes and ordinances.
12. Conditions of approval shall be any plans submitted for review.

Fire Department:

13. The building address signing shall comply with WMC 15.15.100.
14. The business shall have a fire inspection conducted upon completion. Please contact the Fire Chief.
15. Shall provide fire extinguishers in accordance with the 2019 CFC.

Glenn County Environmental Health:

16. A Health Department permit is required for restaurant use. Contact the County of Glenn Health Department regarding the permit.
17. Facility shall be stored at commissary every night, or location approved by Glenn County Environmental Health. (Health & Safety Code 114295)
18. Restroom facilities shall be within 200 feet from mobile food facility. (H&SC 11435)



Date: April 25, 2024
To: Planning Commission
From: Byron Turner, Principal Planner
Subject: Design Review/ File #DR-24-02/1475 Hwy 99W

Recommendation: Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

Rationale for Recommendation: WMC Chapter 18.141.030(1) requires Design Review approval from the Planning Commission for physical improvements or change of or to existing buildings, structures and other physical improvements shall be subject to design review, whether or not a building permit is required.

Background:

The proposed project is to install signage on an existing building, including an illuminated wall sign. No change in use or other exterior improvements are proposed. The illuminated wall sign requires Planning Commission approval. The general commercial or CG district is intended to be applied in areas where commercial facilities are necessary for public service and convenience. The light industrial or ML district is intended to apply to areas in which light manufacturing and heavy commercial uses of the no nuisance type and large administrative facilities are the desirable predominant uses. The planned development or PD combining district is intended to provide a means of guiding land development or redevelopment in areas of the city that are uniquely suited for a planned coordination of land uses and to provide for a greater flexibility in land use intensity and design because of accessibility, ownership patterns, and community objectives.

Project Discussion:

See attached plans for location map and signage proposed.

Design Review Analysis:

Competent Design: Design is consistent with industrial uses.

Relationship Between Structures Within the Development and Between Structures and Site: No conflicts with other businesses are identified with this project.

Relationship between Development and Neighborhood: The site is isolated and not expected to conflict with other uses.

Materials and Colors Used: See attached plans.

Wall, fences: No new walls or fences are proposed with this project.

Drives, Parking and Circulation: Access exists off of State Highway 99.

Signs: See attached.

Exterior Lighting: One exterior wall sign will be lit.

Landscaping: Non proposed

Per Section 18.141.070(1) An application for design review may be approved, approved with modifications, conditionally approved, or disapproved.

Environmental Review

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposed project is exempt from further CEQA review and qualifies exempt pursuant to Section 15061(b)(3) in which the activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Fiscal Impact:

There is no impact to the city as this project has a PTA deposit on file for processing.

Attachments:

1. Location Map and proposed sign plan
2. Draft Resolution
3. Draft Conditions of Approval

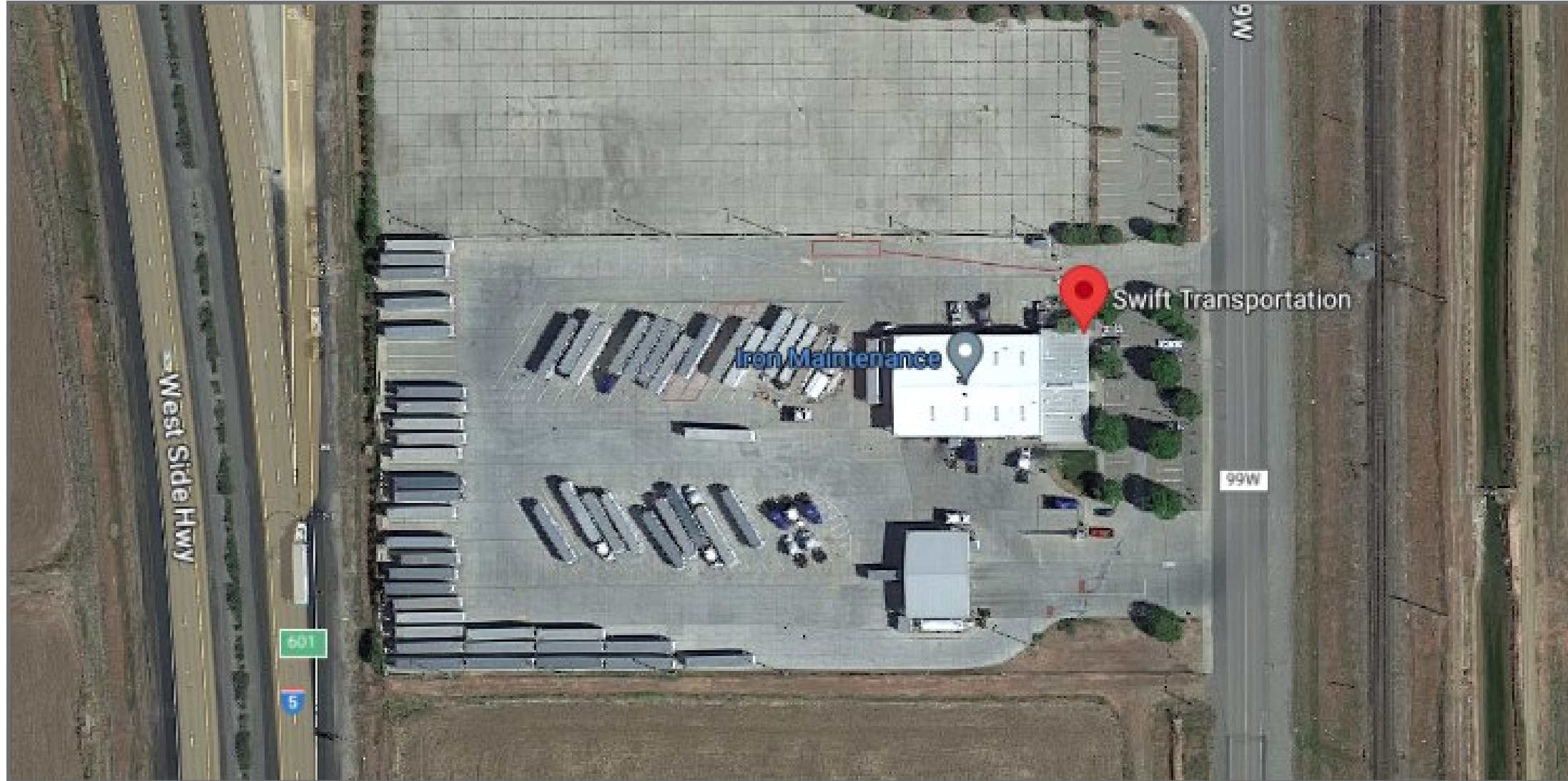


SWIFT

C80818
Willows , CA
1475 Hwy 99W



Site



Drawing # **C80818**
 OE **169204**

Address: 1475 Hwy 99W
 City/ST: Willows, CA.

Date: 11/14/2023
 Designer: RF PM: KW

File Location: STND ___
 Drive/Clients/ CSTM ___
 AS CR EN

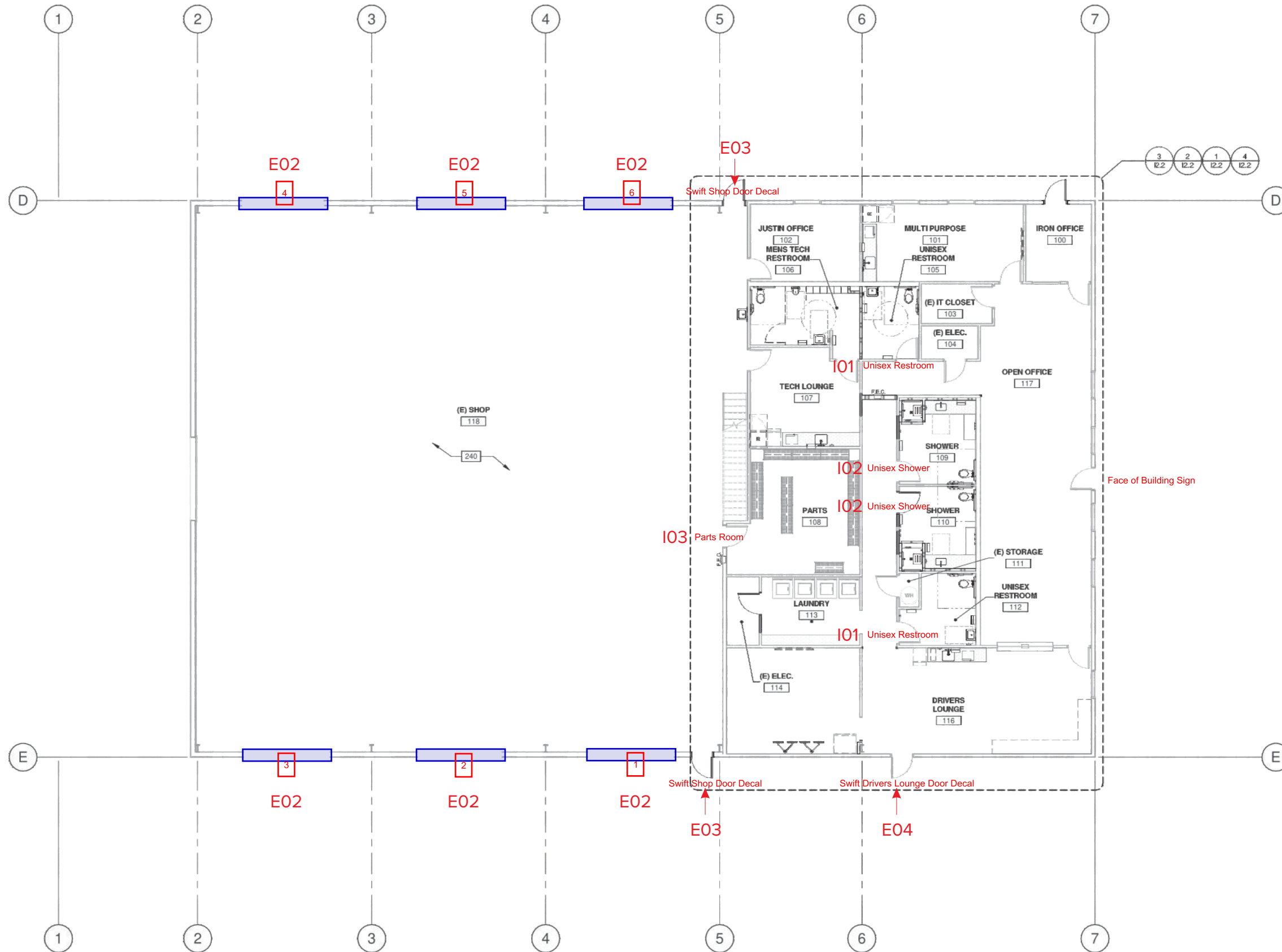
Revisions:	
X	_____
X	_____
X	_____
X	_____
X	_____
X	_____

Underwriters Laboratories, Inc.
 Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



Floor



Drawing # **C80818-1**
 OE **169204**

Address: 1475 Hwy 99W
 City/ST: Willows, CA.

Date: 11/14/2023
 Designer: RF PM: KW

File Location: STND ___
 Drive/Clients/ CSTM ___
 AS CR EN

Revisions:

Updated callouts to reflect page changes - RF - 1/30/24	X
X	X
X	X
X	X
X	X

Underwriters Laboratories, Inc.
 Sign components to be in strict UL compliance.

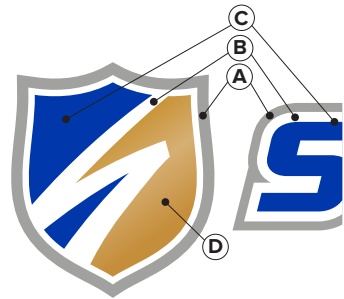
All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



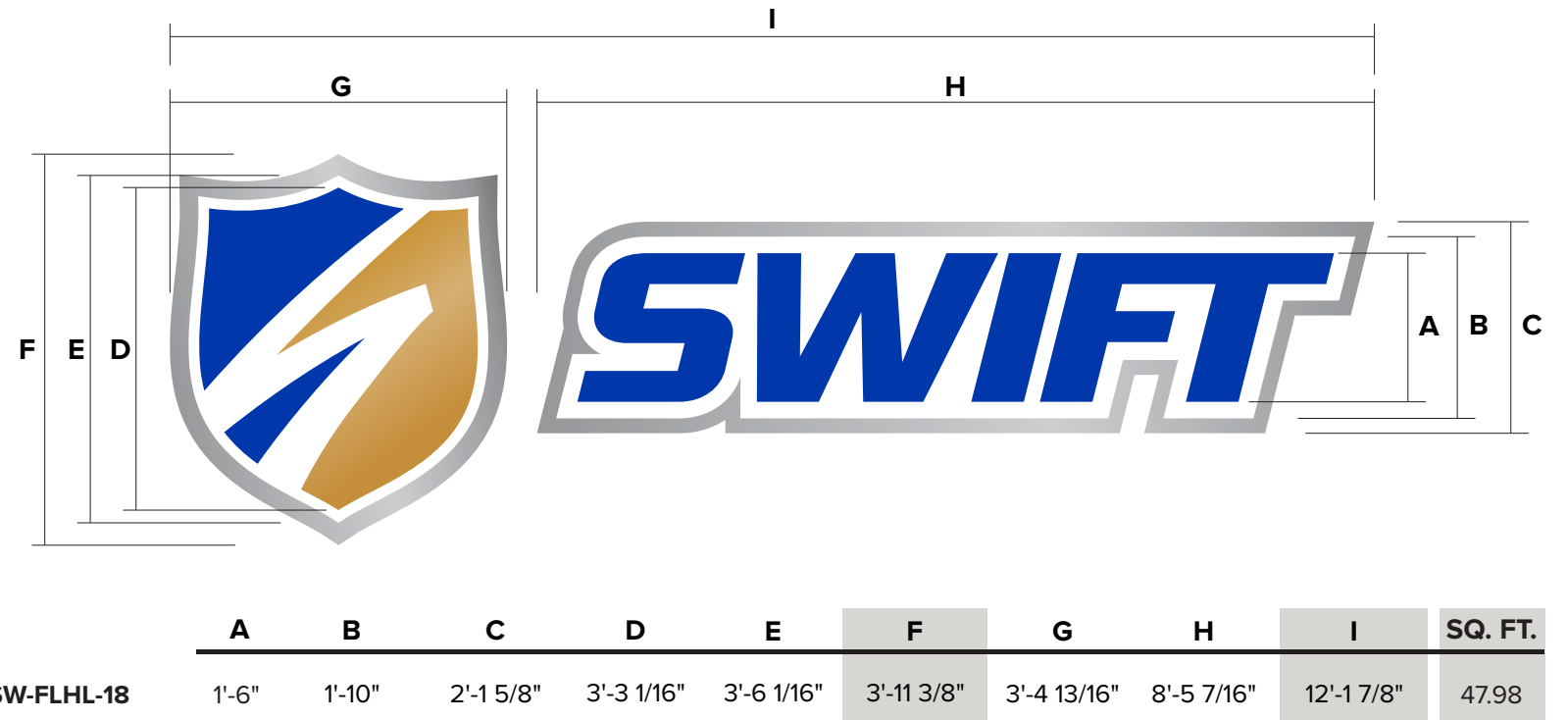
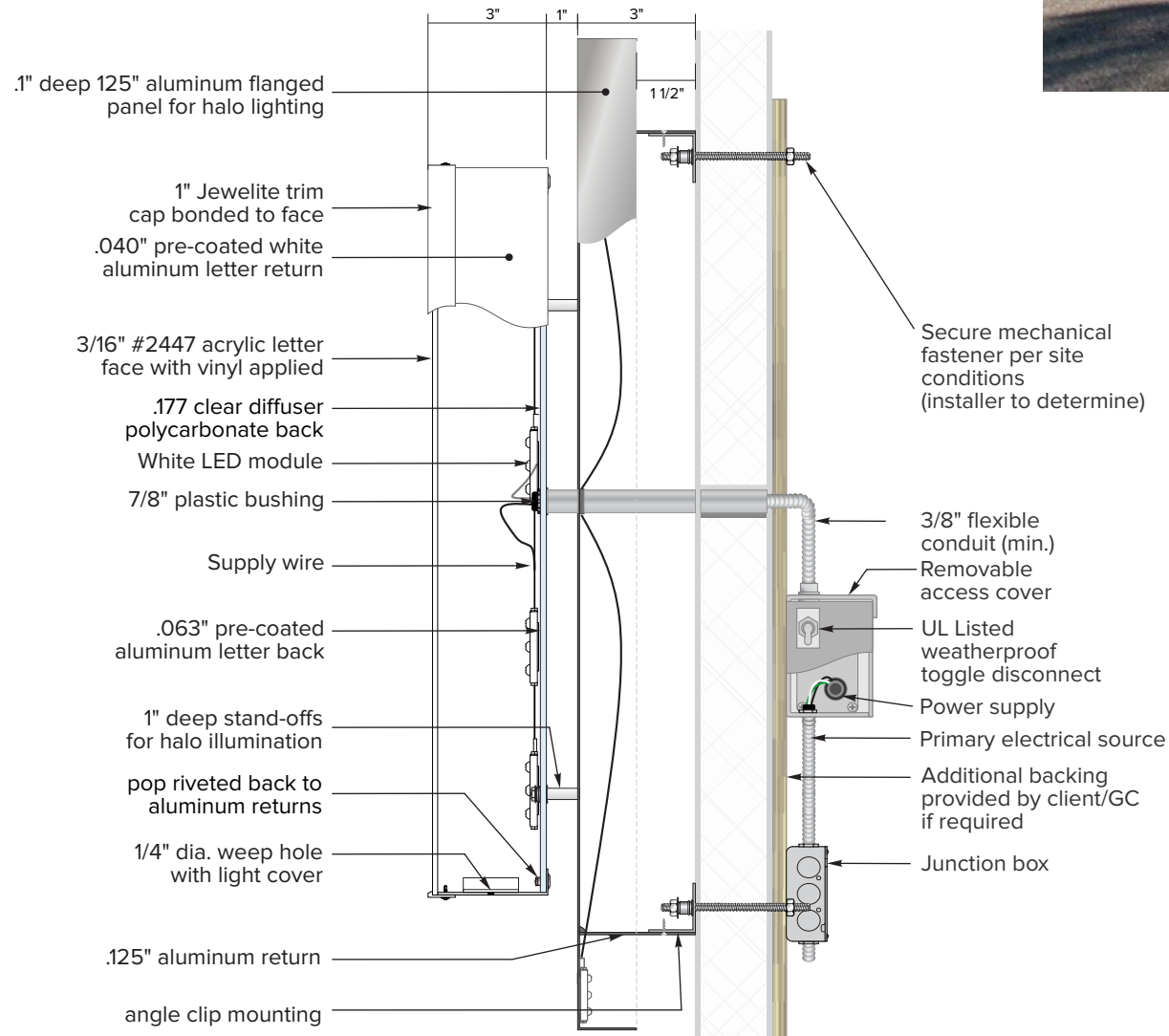
E01 Face-Lit Letterset on Staging Panel

New illuminated letterset to be installed on the fascia.

NOTE: Building dimensions to be verified.



- A** FLANGED PANEL: .125" aluminum painted MAP Brushed Alum. 41342SP
 - B** 3M #7725-20 Matte Opaque White Film applied to face of flanged panel
 - C** Face Film: 3M #3630-127 Intense Blue (first surface)*
 - D** Face Film: 70 % diffuser applied first surface with 3M #3630-141 Gold Nugget applied over diffuser
- *1" Jewelite white trimcap throughout
*pre-coat white returns throughout



Drawing # **C80818-1**
OE **169204**

Address: 1475 Hwy 99W
City/ST: Willows, CA.

Date: 11/14/2023
Designer: RF PM: KW

File Location: STND / Drive/Clients/ CSTM
AS CR EN

Revisions:

Letterset shown on new image (12/15/23) PB	X
	X
	X
	X
	X
	X

Underwriters Laboratories, Inc.
Sign components to be in strict UL compliance.


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E02 Exterior Panels - Garage Bays (Qty: 9)

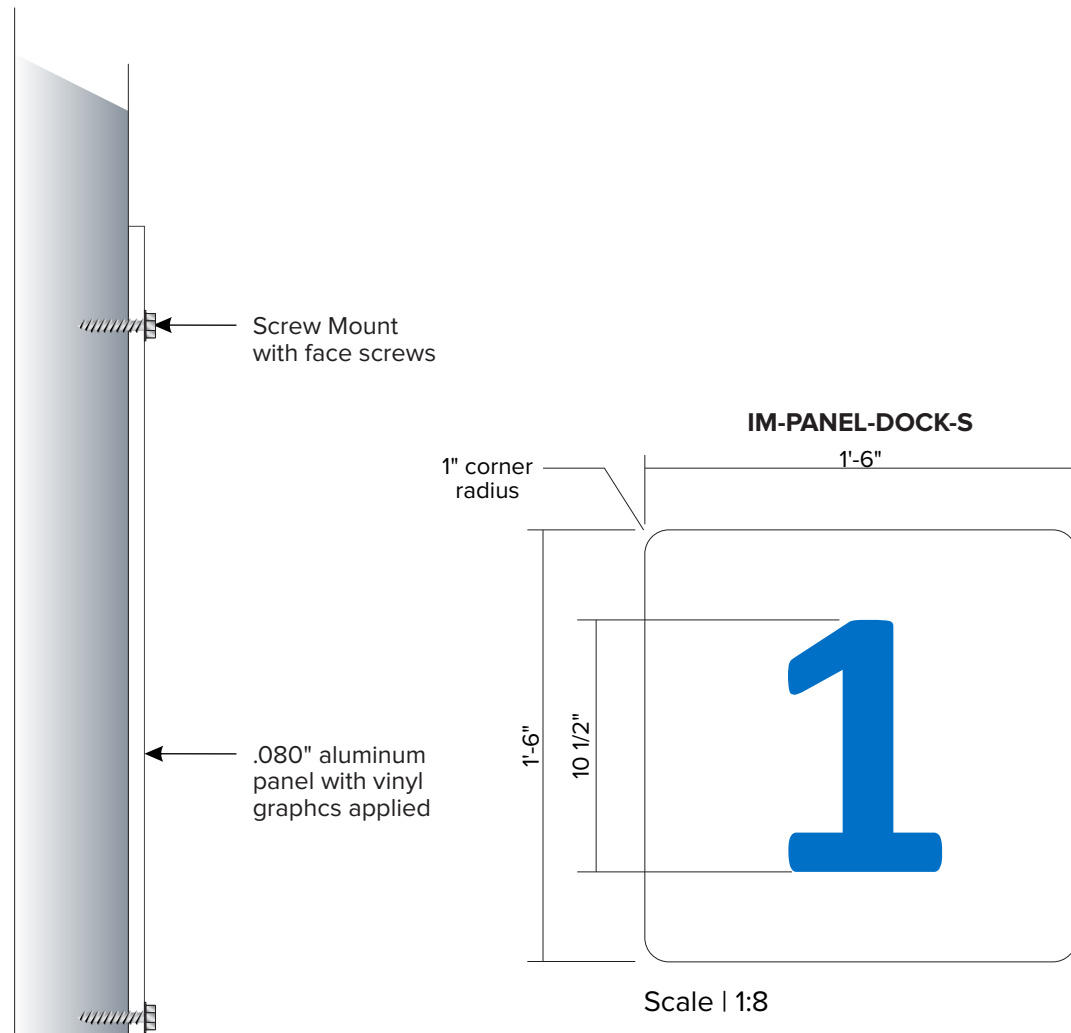
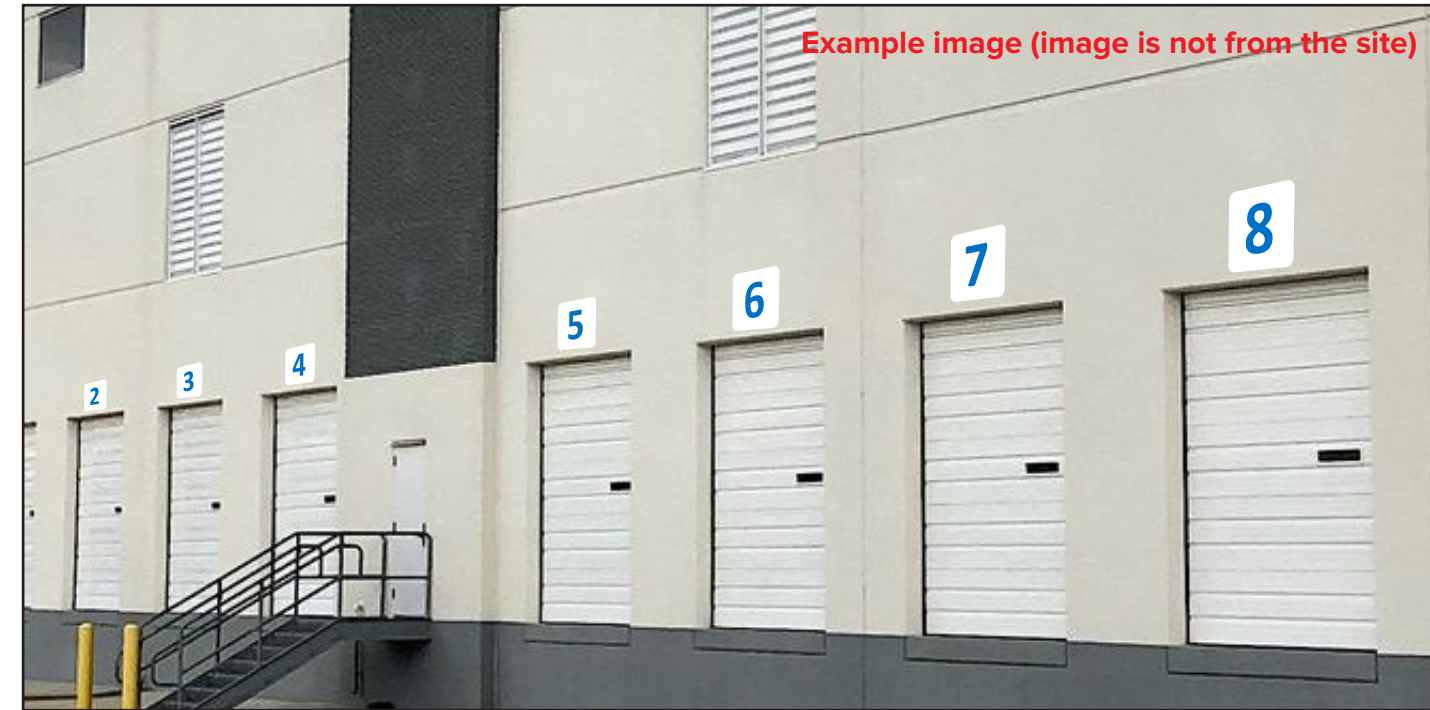
Install new aluminum panel painted white with vinyl applied. Signs will be placed over garage bays.

SIGN FACE

 All surfaces:
Paint N202SP White

VINYL GRAPHICS

 Film (Logo):
3M #3630-127 Intense Blue



Scale | 1:16

Drawing # **C80818**

OE **169204**

Address: 1475 Hwy 99W

City/ST: Willows, CA.

Date: 11/14/2023

Designer: RF PM: KW

File Location: STND X
Drive/Clients/ CSTM

AS CR EN

Revisions:

X	X
X	X
X	X
X	X
X	X
X	X



Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



E03 Door Vinyl (Qty 2)

- Apply door vinyl to first surface as shown

VINYL GRAPHICS

-  Film (Logo): 3M #3630-127 Intense Blue (first surface)
-  Film (Logo): 3M #3630-141 Gold Nugget (first surface)
-  Film (Logo): 3M #3630-121 Silver (first surface)
-  Film (Copy): 3M #7725-10 White Film (first surface)



Scale 1:20






Scale 1:6

Drawing # **C80818**
 OE **169204**

Address: 1475 Hwy 99W
 City/ST: Willows, CA.

Date: 11/20/2023
 Designer: JAB PM: KW

File Location: STND X
 Drive/Clients/ CSTM
 AS  CR  EN

Revisions:	
X	X
X	X
X	X
X	X
X	X
X	X

 Underwriters Laboratories, Inc.
 Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.

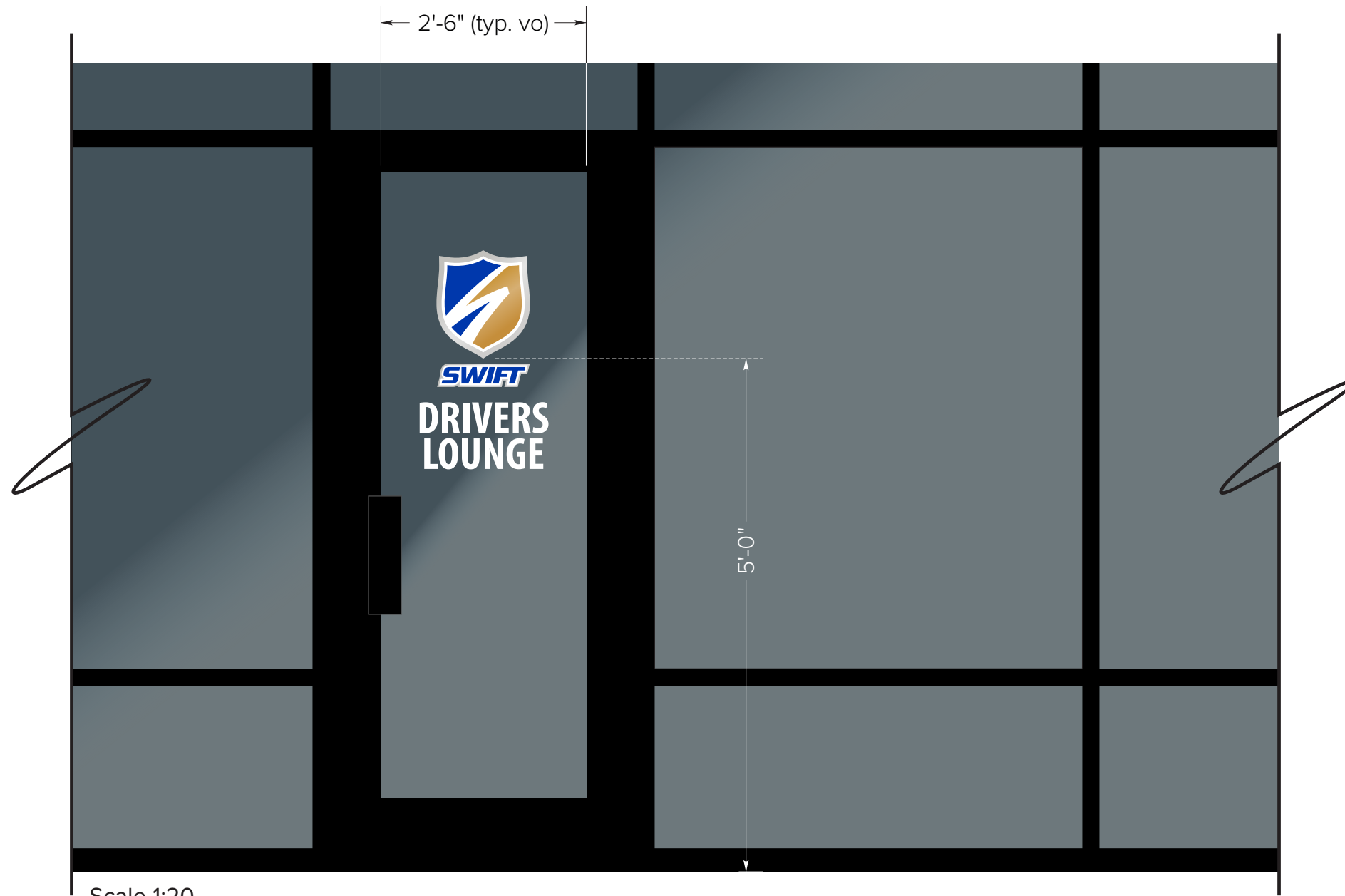


E04 Door Vinyl

- Apply door vinyl to first surface as shown

VINYL GRAPHICS

-  Film (Logo): 3M #3630-127 Intense Blue (first surface)
-  Film (Logo): 3M #3630-141 Gold Nugget (first surface)
-  Film (Logo): 3M #3630-121 Silver (first surface)
-  Film (Copy): 3M #7725-10 White Film (first surface)



Scale 1:20



Scale 1:6

Drawing # **C80818**
 OE **169204**

Address: 1475 Hwy 99W
 City/ST: Willows, CA.

Date: 11/20/2023
 Designer: JAB PM: KW

File Location: STND / Drive/Clients/ CSTM
 AS CR EN

Revisions:	
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X	X
X	X

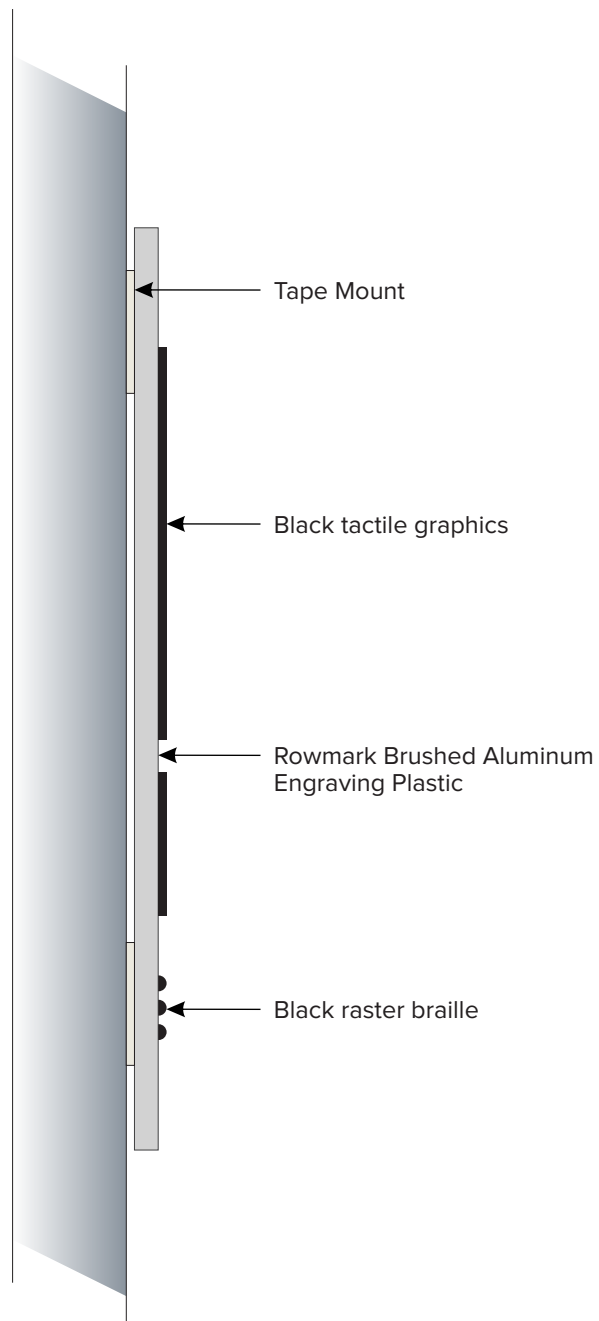
 Underwriters Laboratories, Inc.
 Sign components to be in strict UL compliance.

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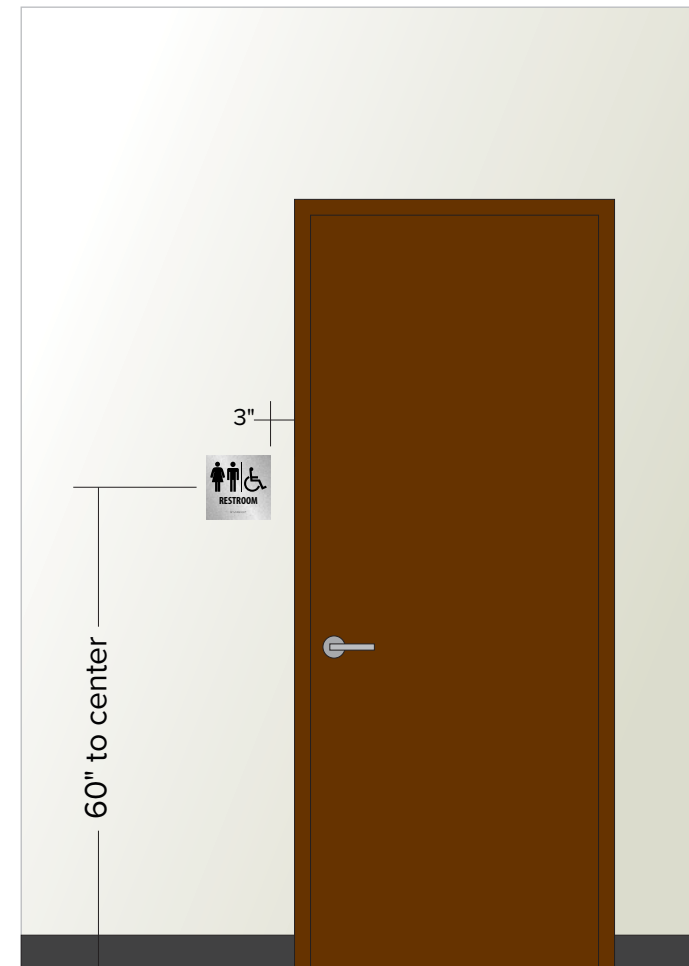


I01 Interior ADA Signage - Unisex Bathroom (Qty: 2)

1/8" Rowmark Brushed Aluminum Engraved Plastic with black tactile graphics and raster Braille.



SW-ADA-RR
Scale 1:3



scale: 1/2"=1'-0"

Drawing # **C80818**
OE **169204**

Address: 1475 Hwy 99W
City/ST: Willows, CA.

Date: 11/14/2023
Designer: RF PM: KW

File Location: STND X
Drive/Clients/ CSTM

AS CR EN

Revisions:	
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X	X
X	X
X	X
X	X

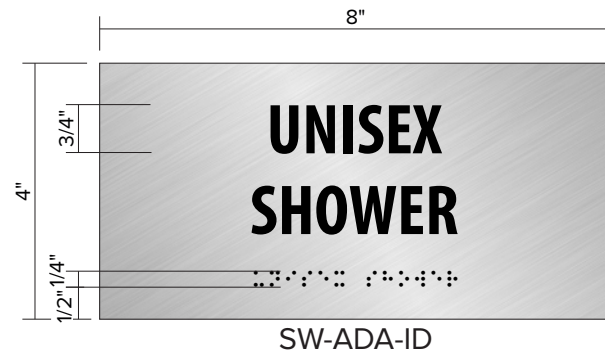
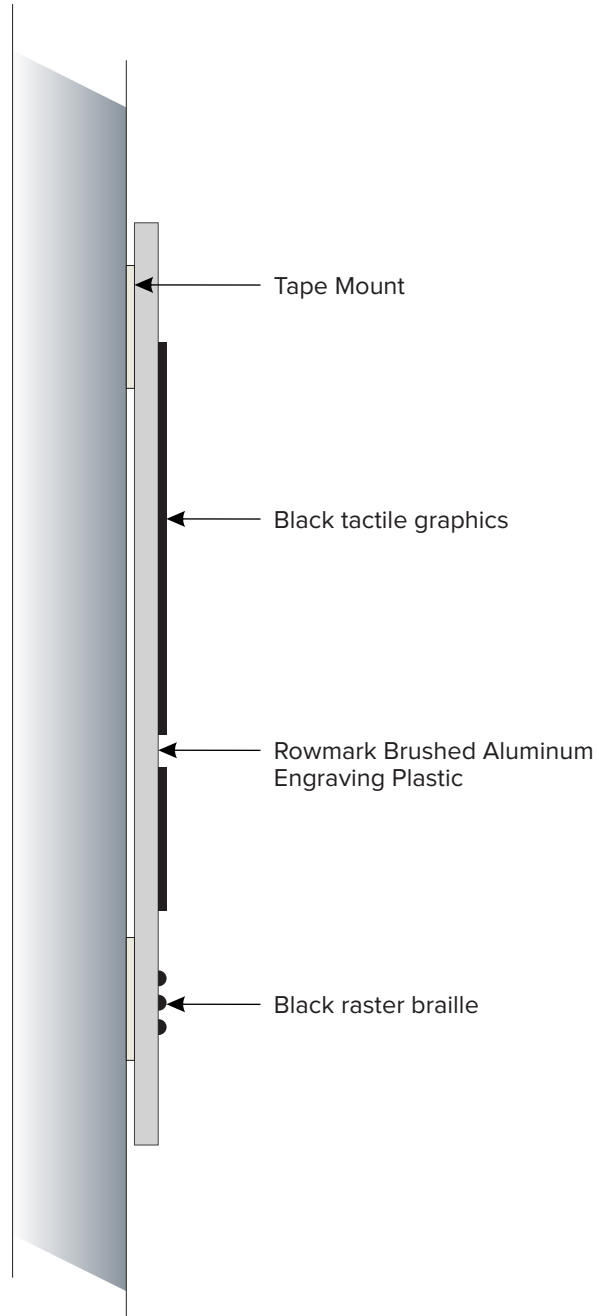
Underwriters Laboratories, Inc.
Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



102 Interior ADA Signage - Unisex Shower (Qty: 2)

1/8" Rowmark Brushed Aluminum Engraved Plastic with black tactile graphics and raster Braille.



scale: 1/2"=1'-0"

Drawing # **C80818**
 OE **169204**

Address: 1475 Hwy 99W
 City/ST: Willows , CA.

Date: 11/14/2023
 Designer: RF PM: KW

File Location: STND / Drive/Clients/ CSTM
 AS CR EN

Revisions:	
X	X
X	X
X	X
X	X
X	X
X	X

Underwriters Laboratories, Inc.
 Sign components to be in strict UL compliance.

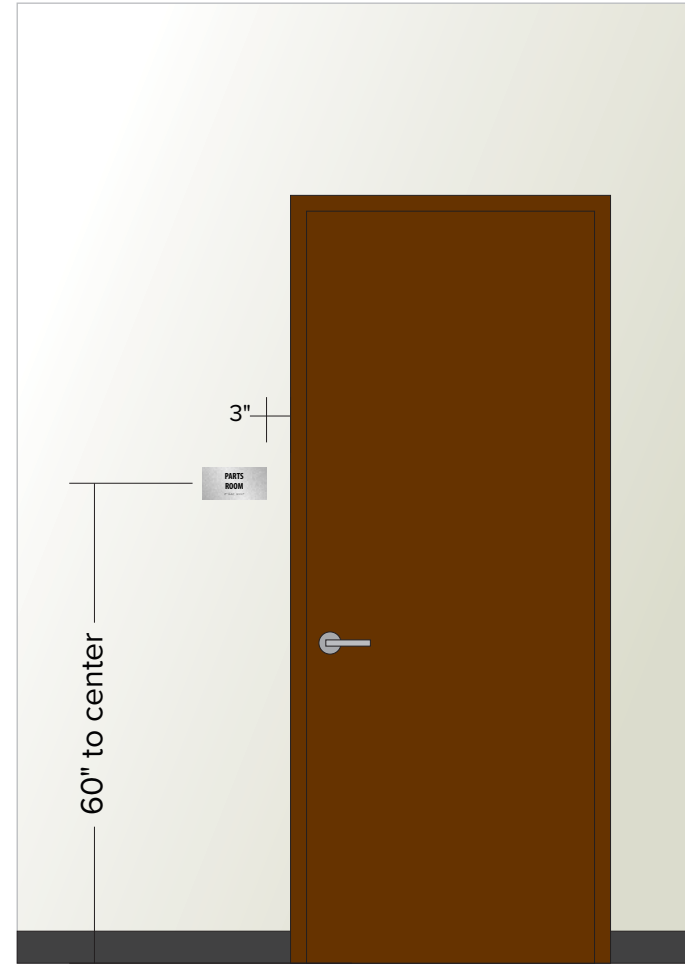
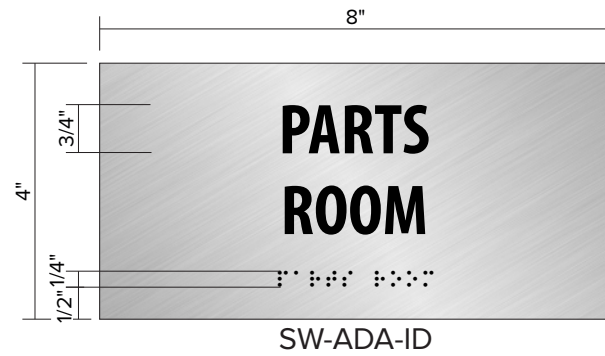
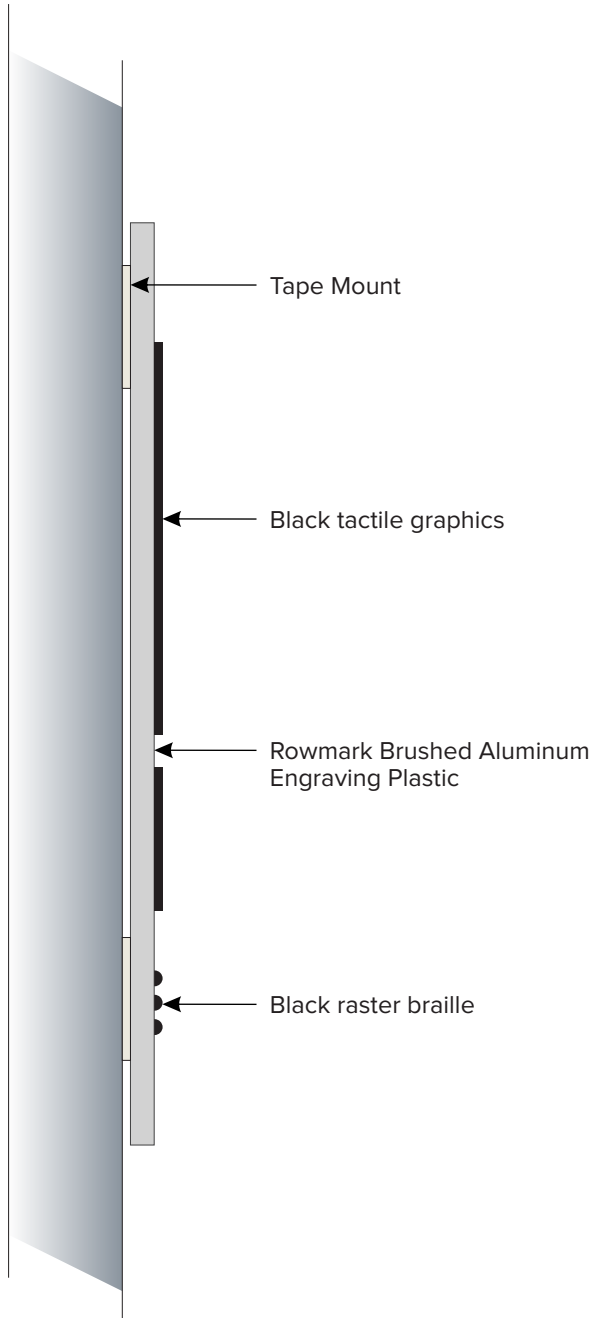
All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



103

Interior ADA Signage - Parts Room (Qty: 1)

1/8" Rowmark Brushed Aluminum Engraved Plastic with black tactile graphics and raster Braille.



scale: 1/2"=1'-0"

Drawing # **C80818**
OE **169204**

Address: 1475 Hwy 99W
City/ST: Willows , CA.

Date: 11/14/2023
Designer: RF PM: KW

File Location: STND / Drive/Clients/ CSTM

AS CR EN

Revisions:	
X	X
X	X
X	X
X	X
X	X
X	X

Underwriters Laboratories, Inc.
Sign components to be in strict UL compliance.

All dimensions are imperial unless specified metric. Items are scaled as noted when printed on an 11x17 sheet.



PC RESOLUTION NO. XXX-2024

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-24-02) TO SWIFT TRANSPORTATION FOR AN ILLUMINATED WALL SIGN AND OTHER SIGNAGE FOR PROPERTY LOCATED AT 1475 HWY99W, ASSESSORS PARCEL NUMBER 017-180-012/LIGHT INDUSTRIAL/GENERAL COMMERCIAL/PLANNED DEVELOPMENT ZONE

WHEREAS the applicant, Swift Transportation, has filed for Design Review approval for exterior illuminated wall sign and other incidental signage on subject parcel; and,

WHEREAS City of Willows Municipal Code Chapter 18.141.030 states that all new buildings, structures, and other physical improvements shall have design review approval from the Planning Commission; and,

WHEREAS the Planning Commission did, on April 25, 2024, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS the Planning Commission finds that the Design Review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for exterior building and site improvements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-24-02 subject to the attached conditions of approval set forth in 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 Thursday, the 25th day of April 2024, by the following vote, to wit,

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTEST: _____
Amos Hoover, City Clerk

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
SWIFT TRANSPORTATION
FOR PROPERTY LOCATED AT 1475 HWY 99W/ APN: 017-180-012**

PC approval date: _____, 2024

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 project.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city for an extension of not more than one year from the original date of expiration, if he/she finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. All contractors/sub-contractors doing work on the project shall obtain a city business license prior to commencing operation.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation. Temporary banner signage has been approved for 30 days.
7. Per WMC 8.10.020(11) graffiti shall be removed in order to maintain the property.

Building Department

8. For any interior or exterior improvements requiring a building permit, the applicant shall submit to the building department a completed building permit application, and 3 complete sets of plans for plan check review and approval by the Building Department.
9. The Applicant shall pay the applicable plan review fees at time of building permit submittal.
10. Project shall comply with all applicable Federal, State, and local codes and ordinances.
11. Conditions of approval shall be any plans submitted for review.



COMMENTS AND REPORTS