Pursuant to Governor Newsom’s Executive Order Nos. N-25-20 and N-29-20, and guidance from the California Department of Public Health, regarding gatherings and social distancing;

1. Members of the City of Redding Planning Commission and staff may participate in this meeting via teleconferencing.
2. The Council Chambers will be closed to the public.
3. Remote public participation is available.

During this difficult time, the City of Redding Planning Commission is working to provide a safe environment for our citizens and staff by incorporating inventive ways for concerned citizens to continue to participate in the business of the City.

Agendas and Staff reports are available on-line at the City’s web site at www.cityofredding.org.

Options to view the Meeting:
Internet Live-Streaming: Open the City’s webpage at www.cityofredding.org; Click on Meetings and Agendas; use the dropdown menu to toggle to Redding Planning Commission, find the date of the current meeting; when the filming of the meeting begins, the word “video” will appear on the far right side of the date line; Click “video” to view the meeting. You may also access the webpage through the following link: http://reddingcityca.iqm2.com/Citizens/default.aspx

Television Live-Streaming: The Planning Commission meeting will be televised live on Shasta Community Access Channels via Charter/Spectrum Cable Channel 181.

Options to submit Public Comments:
Public Comments may be submitted by regular mail, email, or online.

Citizens are strongly encouraged to submit public comments as early as possible to allow time to forward the comments to the Planning Commissioners and for them to have adequate time to read the comments.

All Public Comments must include the Agenda Item Number (example: 4(b)1) or a description of the Item (example: New park on Z Street).

Regular Mail: mail public comments to: City of Redding, Planning Division, P.O. Box 496071, Redding, CA, 96049. Please mail early enough for your letter to be received before the meeting.

Email: public comments to: planningcommission@cityofredding.org.

Emails received by the Planning Division any time before 12:00 p.m. (noon) on the day of the Planning Commission meeting will be electronically forwarded to the Planning Commissioners as they are received.
Emails will continue to be received after 12:00 p.m. (noon) and during the Planning Commission meeting until the Chairman announces that the time to submit emails for each agenda item has closed. These emails will be electronically forwarded to the Planning Commissioners and the meeting will be recessed to allow the Planning Commissioners time to read the comments.

Online: Comments may be submitted on the City’s website: www.cityofredding.org/publiccomments until the Chairman closes the Public Comment period. Each member of the public can submit one public comment per agenda item. Emails received after 12:00 p.m. will be posted on the website at the address noted above.

1. CALL TO ORDER  
   (a) Roll Call

2. APPROVAL OF MINUTES – meetings of November 26, 2019, and April 28, 2020 (previously e-mailed).

3. ANNOUNCEMENTS – None.

4. PLANNING COMMISSION ITEMS  
   (a) Consent Calendar – None.  
   (b) Public Hearings

   4(b)1 Site Development Permit Application SDP-2020-00011, by Willett Ramsdell, requesting approval to develop a 3,703-square-foot carwash building with 21 vacuum stations on property located at 4603 Churn Creek Road in a “SC” Shopping Center Zoning District.

   Recommendation:  
   Conduct a public hearing and, upon conclusion, find the project exempt from the California Environmental Quality Act, and approve Site Development Permit Application SDP-2020-00011, subject to the recommended conditions of approval, upon a determination that the necessary findings for approval are in evidence.

   4(b)2 Site Development Permit Application SDP-2020-00227, by Ron Munk, requesting approval for a new trailer sales and repair facility consisting of a 3,000-square-foot retail/repair building for trailers, automobiles, and recreational vehicles located at 5625 Cedars Road in a “HC” Heavy Commercial Zoning District.

   Recommendation:  
   Conduct a public hearing and, upon conclusion, find the project exempt from the California Environmental Quality Act, and approve Site Development Permit Application SDP-2020-00227 subject to the draft conditions of approval, and upon a determination that the necessary findings for approval are in evidence.

5. COMMISSION CONSIDERATION  
   (a) Zoning Issues/Micro-shelter Supportive Communities

6. PUBLIC COMMENT - for non-agendized matters within the City’s jurisdiction.
Pursuant to the Brown Act, non-confidential materials related to an item on this agenda submitted to the Planning Commission after distribution of the agenda packet are available for inspection during normal business hours, by appointment only, at the Permit Center, 1st Floor, City Hall, 777 Cypress Avenue, Redding, California. To make an appointment, please call (530) 225-4020.

In compliance with Title II of the Americans with Disabilities Act (ADA), the City of Redding will make available to persons with disabilities modifications or accommodations including auxiliary aids or services necessary to participate in public meetings. A person needing assistance should contact the Planning Division by telephone at (530) 225-4020, or in person, or by mail at 777 Cypress Avenue, Redding, California 96001 at least three (3) working days prior to the meeting.

The City of Redding will ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any of its projects, activities, services, or business opportunities on the basis of race, color, national origin, age, sex, or disability, as afforded by Title VI of the Civil Rights Act of 1964 and related statutes as amended. All persons, regardless of their citizenship status, are covered under this regulation. Questions, complaints, or requests for accommodations or additional information may be forwarded to the ADA & Title VI Coordinator at 777 Cypress Avenue, Attn: Personnel Dept., Redding, California 96001, Phone (530) 225-4065.
Recommendation

Conduct a public hearing and, upon conclusion, find the project exempt from the California Environmental Quality Act, and approve Site Development Permit Application SDP-2020-00011, subject to the recommended conditions of approval, upon a determination that the necessary findings for approval are in evidence.

Project Description

Willett Ramsdell is requesting approval of Site Development Permit Application SDP-2020-00011, in order to construct a 3,700-square-foot carwash with 21 vacuum stations/parking spaces, on a 0.96-acre parcel zoned “SC” Shopping Center which allows for a carwash use with the approval of a site development permit. The current property owner, California Gold Development, has authorized approval of this application.

PARCEL SIZE 0.96 acres.

EXISTING LAND USE Vacant commercial property.

GENERAL PLAN DESIGNATION “Shopping Center”.

ZONING DESIGNATION “SC” Shopping Center.

Background

On April 9, 2016, the Planning Commission approved the adjacent Churn Creek Marketplace Shopping Center to the south. The subject parcel was purchased as part of the project but was not
included in the original Use Permit (UP-2016-00219) to allow for the shopping center. In 2019, the developer successfully changed the zoning and General Plan of the subject parcel to “Shopping Center” as part of the application to allow a Les Schwab Tire Store on the north half of the project site. The developer then cleared and graded the site to allow the Les Schwab project to proceed. The project site and the shopping center share a common access aisle into the site. Single family residences are located easterly adjacent to the site.

The proposed carwash will include an automatic tunnel that is served from west to east with two lanes serving the drive-through entrance. The carwash will be accessed from the shopping center south side and curve around the property along Churn Creek Road to serve the carwash facility. In order to screen the drive through lane, the applicant has proposed a screen wall that is consistent with the other screen walls in the shopping center and the wall itself would be screened with a combination of a berm and landscaping to help minimize the appearance. Additionally, the project will include 21-covered vacuum stations/parking spaces which will have access to the centralized vacuum system. Due to the amount of pavement needed to serve the site and to provide for the vacuum stations, the overall site is limited in landscape areas. Therefore, conditions have been added to increase the standard landscaping across the frontage.

**Issues**

**NOISE.** Site design measures have already been implemented including a large eight-foot tall solid masonry zone wall that was constructed on the eastern property line to address noise concerns with the residents that are located to the east of this site. The wall will eventually be extended west along Arizona Street and tie into the new Les Schwab building to help block noise impacts to the north. In addition; the required 20-foot wide buffer area has been incorporated into the design to add additional setback to the residences and provide room to plant trees and other landscaping to help buffer noise impacts. Typically carwash facilities have blowers to help dry vehicles upon exiting the facility which can produce noise impacts. Additionally, the project will include vacuum stations as part of the carwash. The proposed centralized vacuum system will be located in a solid walled enclosure that houses the vacuum equipment. Based on the submitted equipment and enclosure wall specifications in combination with the zone wall and buffer strip, staff has been determined that the noise impacts will adequately mitigate noise impacts to an acceptable level and therefore, the project complies with City noise standards.

**Public Comment**

To date, no public comments have been received.

**Project Conditions**

The recommended conditions of approval for this project are attached.

**Environmental Determination**

The project is found to be categorically exempt under Section 15303, *New Construction or Conversion of Small Structures*, of the California Environmental Quality Act (CEQA).

**Required Findings**

The findings are provided as an attachment to this report.
Planning Commission Authority

The Board of Administrative Review has the authority to approve site development permits, pursuant to Section 18.13.050 of the Zoning Ordinance. However, due to COVID-19 the City of Redding has canceled Board of Administrative Review hearings until further notice and has forwarded public hearings and decisions on these matters to the Planning Commission.

Alternatives

1. Staff recommends that the Planning Commission find that the project is Categorically Exempt, the findings for approval are in evidence and approve Site Development Permit Application SDP-2020-00011, subject to the draft conditions of approval (Staff Recommendation).

2. Approve the proposal with modifications.

3. Deny the proposal.

Conclusion

The proposed carwash has been thoroughly considered and the impacts from the proposed facility have been adequately mitigated through the existing development and project conditions. The use of this site as a carwash is consistent with the Zoning and the General Plan and will serve the surrounding community.

Attachments

Findings
Draft Conditions of Approval
Zoning/Location Map
Site Plan
Elevations
PERMIT FINDINGS

1. The proposed use will not be detrimental to the health, safety, and general welfare of persons residing or working in the neighborhood of such proposed use. The carwash at this site will have additional impacts to the neighborhood in regards to traffic and general activity at the site for longer hours. The conditions of approval require improvements that address these potential impacts such as sound dampening enclosures for equipment, additional landscaping, and general site improvements such as paving. Overall the site improvements will mitigate the impacts so that the use will not be detrimental to the health, safety and general welfare of the neighborhood.

2. The proposed use will not be injurious or detrimental to the general welfare of the city. As described under Finding 1 above, the proposed project would not result in any detrimental effects upon the health, safety, and general welfare of persons residing or working in the surrounding neighborhood because the site has adequate distance separated by a public road from residences to the north and a large solid masonry zone wall on the east side of the property with a 20-foot landscaped buffer zone. For the same reasons described under Finding 1, the proposed carwash would not be injurious or detrimental to the general welfare of the City.

3. The proposed use is consistent with the goals and policies established by the General Plan and the Redding Zoning Ordinance. The site is currently zoned “SC” Shopping Center with a General Plan classification of “Shopping Center.” This zoning designation allows for the proposed use with the approval of a site development permit. The approval of this discretionary permit as conditioned will allow for the proposed carwash that is mitigated for the potential impacts from this particular use. The project fulfills Community Development and Design Element CDD10G by approving the requesting application thereby allowing a small neighborhood serving commercial use to be established which will not unduly impact the existing adjacent neighborhood.

4. The proposed use and project design are consistent with the design guidelines established by resolution of the City Council in accordance with Redding Zoning Ordinance Section 18.40.050, Design Criteria. The proposal is subject to the adopted design criteria for commercial development referenced in the Redding Zoning Ordinance. In accordance with the design criteria, the architectural design of the proposal incorporates the use of various building materials and forms and design techniques that provide interest and avoid long, blank walls along the street front. The elevations are designed to break up the boxy style of the building and varying colors of stucco help the project to meet the applicable design criteria.
**General Requirements**

1. Approval is granted for the development of a 3700-square-foot carwash, and 21 covered vacuum stations to be constructed in substantial conformance with the site plan and building elevations approved by the Planning Commission on June 9, 2020. Minor modifications may be approved by the Development Services Department; any substantial revisions will require either an amendment to this permit or a new permit.

2. The permitted use shall comply with the Use Permit/Site Development Permit Standard Conditions of Approval established under Planning Commission Policy PC-1-99, effective May 24, 2011, for those conditions that are checked as applicable to the project on the Standard Conditions Form (see attached).

3. All support buildings or structures (e.g. pay-point kiosk, equipment room) shall be architecturally consistent with the main building.

4. Prior to building permit issuance, final architecture plans shall be reviewed and approved by the Development Services Director.

**Landscape and Walls**

5. Irrigated landscape planters shall be installed in substantial compliance with the approved site plan, the requirements of Chapter 18.47, Landscape Standard; Chapter 18.41.100, Off-Street Parking; and Chapter 16.70, Water Efficient Landscape, of the Redding Municipal Code and the City of Redding Landscape Plan Requirements and Installation Guidelines, dated January 2000. The landscape regulations require, in part, that:

   a. Landscape plans shall be prepared and submitted for approval by the Development Services Department prior to issuance of a building permit. All landscape planters shall incorporate live vegetation, including bermed sod or other live ground cover or shrubs and trees.

   b. The planter along the Churn Creek Road frontage is to be no less than 15 feet in width, and contain at least five approved shade trees with required landscaping.

   c. All areas disturbed from grading and/or construction activity shall be landscaped with live vegetation, including sod or other live ground cover, shrubs, and trees.

   d. Parking lot landscaping shall consist of a minimum of 60 square feet per parking space (1,020 square feet) and must be located within 7.5 feet of a space and have a minimum width of four feet to count toward this requirement. All landscaped end islands shall be a minimum width of eight feet inside the protective curbing (9 feet wide total).
e. Shade trees shall be placed in and around the parking area at a minimum ratio of one tree for every 10 spaces. The landscape planter provided for any tree shall have a minimum area of 72 square feet and a minimum width of six feet.

f. Required trees shall be a minimum of 15 gallons in size.

g. All planters shall be protected from vehicles by six-inch-high concrete curbs or equivalent materials.

h. Planters not utilizing densely planted ground cover or turf shall include the use of high-quality-fabric weed barrier and appropriate mulch materials.

i. All parking lot and landscape improvements shall be completed prior to issuance of an occupancy permit.

Utilities, Sewer, Water, and Drainage

6. Prior to approval of improvement plans, the project shall be designed consistent with the requirements of the City of Redding (City) Municipal Code Chapter 14.19 and the City’s Small Phase II Municipal Separate Storm Sewer System (MS4) General Permit issued by the State Water Resources Control Board (No. 2003-05-DWQ). The Low Impact Development (LID) feature/infrastructure design shall include the following elements in order to be determined complete.

a. The applicant must demonstrate compliance with applicable measures for site design, source control, runoff reduction/treatment control, and hydromodification.

b. A hydrology report (2-year/24-hour storm), infiltration testing, and percolation testing will be required as applicable.

c. A draft Maintenance and Operations (O&M) Plan will be required for LID and shall include the following:

   i. The plan shall include the estimated annual and long-term costs for maintenance and operation.

   ii. The O&M plan shall include a financing mechanism or owner agreement to cover the costs of maintenance. The financing mechanism may be borne by the project by way of owner responsibility, a landscape maintenance district, commercial maintenance district, or other such financing mechanisms.

   iii. A final O&M plan and signed O&M Agreement shall be required prior to the issuance of a Certificate of Occupancy by the Building Department. Information regarding compliance may be found at the following links:

          http://www.cityofredding.org/postconstructionstandards
          https://www.cityofredding.org/home/showdocument?id=8851
11. In accordance with Redding Municipal Code Section 14.16 Sewers, discharge of wastewater to the street, storm drain, parking areas, or ground is prohibited. If cleaning any equipment, trailers, floor mats, etc., is planned, adequate facilities within the building shall be constructed and connected to the sanitary sewer through an oil and grease interceptor.

12. Electric utilities (transformer boxes and switch boxes) shall be placed, positioned, and screened in such a manner to minimize its appearance from public rights-of-way.

13. Wastewater Discharge Survey/Application No. 3 to the Industrial Waste Division for the carwash facility shall be submitted prior to issuance of a building permit.

14. All car washing, including pre-washing, shall be conducted in a covered carwash area, sloped to drain to a sand and oil interceptor (SOI), interceptor monitoring station, and then to the sanitary sewer (City Standards 380.00, 380.40, 380.60, and 612.00). The carwash area shall be designed to handle all wash and rinse water, and to prevent pollutants from escaping to the outside environment. The area must also be sloped to prevent storm water from running into the carwash from roof drains or other areas of the parking lot.

15. The sand and oil interceptor shall be located outside of the covered carwash area in an easily accessible location for inspection and maintenance.

16. Chemicals shall be stored in a separate covered area without floor or trench drains. All hazardous materials of reportable quantities shall be stored on secondary containment. Chemical discharges or spills shall not enter the sewer.

17. Provide details of any proposed water recycling in the carwash operations.
USE PERMIT/SITE DEVELOPMENT PERMIT STANDARD CONDITIONS OF APPROVAL
EFFECTIVE MAY 24, 2011

SUNRISE CARWASH
SDP-2020-00011

☒ A CHECK MARK IN THE BOX NEXT TO A CONDITION INDICATES THAT THE CONDITION APPLIES TO THE SUBJECT PERMIT.

General Requirements

☒ 1. In accordance with Chapter 18.11.100 of the Zoning Ordinance, the entitlement authorized by approval of this permit shall automatically expire 3 years from the date of approval, without further notice or action by the City, unless any 1 of the following occurs:

   a. A building permit has been issued and substantial construction has occurred upon reliance of the entitlement as determined by the Development Services Director.

   b. The use of the property specifically authorized by the entitlement has been established or commenced as determined by the Development Services Director.

   c. Approval of the entitlement has been extended for 1 year by the Development Services Director.

☒ 2. The requirements of the California Buildings Standards Code and the California Fire Code are to be met. The project proponent is responsible for contacting the offices of the Building Division and Fire Department to verify compliance or the need to obtain permits.

Site Development

☒ 3. Site development and grading shall be designed to provide access to all entrances and exterior ground-floor exits and to normal paths of travel and shall incorporate pedestrian ramps, curb ramps, etc. Access shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks. When more than 1 building or facility is located on a site, accessible routes of travel shall be provided between buildings and accessible site facilities, accessible element, and accessible spaces that are on the same site. The accessible route of travel shall be the most practical direct route between accessible building entrances, accessible site facilities, and the accessible entrance to the site.
4. Trash and recycling enclosure(s) shall be provided as depicted on the approved site plan. The enclosure shall be located and constructed in accordance with Section 18.40.120 of the Redding Municipal Code.

5. All existing landscaped areas or new areas required by use permit and/or the approved landscape plans shall be properly and continuously maintained during the life of the use or activity authorized by the permit. Maintenance shall include providing an operational, automatic irrigation system; weeding; replacing dead and missing plant materials; mowing lawns; pruning; and other maintenance applications as required to keep all planted areas neat, healthy, and attractive.

6. This project is subject to, and shall comply with, the Water Efficient Landscape Ordinance. The required Landscape Documentation Package shall accompany the building permit application.

7. All new freestanding and building-mounted signage shall be in compliance with Chapter 18.42 of the Redding Municipal Code.

**Sewer, Water, and Drainage Utilities**

8. Sewer lines, waterlines, electric-service facilities, and other utilities; drainage facilities; necessary electric- and public-service easements; and street dedications are to be provided in accordance with the Redding Municipal Code and as specified by the Engineering Division.

9. The developer shall extend sewer and water lines and electric substructures and conduits as necessary to serve the property and provide logical extensions of service through the property boundaries to adjacent properties.

10. New utilities within the project, including, but not limited to, electric, cable television, and phone, shall be installed underground.

11. Applicant shall note that the California Green Building Code Section 5.304.2 requires a separate water meter and water service for irrigation of landscape areas when a commercial project includes more than 1,000 square feet or irrigated landscape. All utility and landscape plans shall depict the proposed location of the water meter and identify the total area of landscape proposed with the project.

**Electric Utility**

12. The developer shall be responsible for all costs associated with the relocation or modification of existing utility facilities or structures necessitated by the construction of the project or of improvements required as a condition of approval of this project, including reimbursement of any costs to City of Redding Electric Utility for work performed to support the project.
13. After the initial review of project improvement plans by the Engineering Division, the developer shall consult with the Redding Electric Utility (REU) for preparation of an electric-service plan. A copy of the electric-service plan, developed and approved by REU, shall be incorporated into the final improvement plans.

14. Electric-supply facilities shall be furnished and installed in accordance with the Redding Electric Utility Service Policy Resolution currently in effect at the time the developer’s plan is approved by the City.

**Fire Protection**

15. On-site and street-side fire hydrants are to be installed in accordance with the California Fire Code in locations approved by the City Fire Marshal. Fire hydrants shall have a fire flow meeting Appendix B of the California Fire Code. In no case shall the water mains be less than 6 inches in diameter. If a hydrant is located on private property, adequate access shall be provided to and around the hydrant as determined by the Fire Marshal.

**APPLIES TO NEW CONSTRUCTION**

16. The developer/applicant shall note that pursuant to Chapter 16.20 of the Redding Municipal Code, City development impact fees are required to be paid prior to final inspection for new construction, building enlargement, or other improvement. These fees are structured to mitigate the project’s fair share of cumulative impacts to the City’s transportation, fire-suppression, utility, and parks infrastructure systems based upon necessary improvements to accommodate new development under the City’s General Plan. The developer/applicant is hereby notified that he/she has the right to protest/appeal imposition of any of these fees or fee amounts. Any protest/appeal must comply with the provisions of Government Code Section 66020(a) and City Council Resolution 2013-103.

17. Ground-mounted mechanical equipment with a total cooling capacity of 5 tons or greater and within 30 feet of any residential district shall be bordered by a solid block noise wall not less than 1 foot higher than the top of the cooling equipment. Construction and location of the wall must conform to currently adopted construction codes.

18. In accordance with Chapter 18.40.090, *Lighting*, of the Redding Municipal Code, any new roof-mounted or freestanding exterior lighting shall be designed, located, directed, and shielded in such a manner so as to prevent objectionable light at, and glare across, the property lines. A lighting detail/photometric study demonstrating how this requirement will be satisfied shall be submitted with the building permit application.

19. In accordance with Section 18.40.130 of the Zoning Ordinance, ground- and roof-mounted mechanical equipment shall not be visible from a public street or other public area or residential property. Screening of such equipment shall be accomplished
by the parapet walls of the building, roof wells, or screen walls architecturally compatible with the building. Exhibits necessary to determine compliance with this requirement shall be submitted with the building permit application.

20. In accordance with Section 18.41.090 of the Redding Municipal Code, freestanding parking-lot light standards shall be located within a landscape planter or other protected area so as to eliminate the need for a raised concrete pedestal. The light-standard base shall not exceed 6 inches in height above the finished grade of the landscape planter. If the base must be higher than 6 inches to afford adequate protection to the standard, the concrete base shall have a decorative finish (e.g., textured, exposed aggregate, sandblasted).

21. Prior to the beginning of any clearing, grading, or site improvement activities, improvement plans for grading, drainage, utilities, and other required improvements shall be approved by the Engineering Division and other concerned City of Redding Departments. These plans shall be in conformance with Redding Municipal Code (RMC) Title 16.12. Prior to the issuance of a clearing and/or grading permit, and Interim Erosion and Sediment Control Plan shall be included and approved by the City Engineer as part of all clearing and grading permit applications. “As-built” improvement plans with the Engineer’s Declaration are required in conformance with RMC 16.12.

22. Storm-drain facilities shall be designed consistent with the requirements of City Construction Standards, RMC Chapter 14.19, and the City of Redding Storm Water Quality Improvement Plan, and the City of Redding MS4 Phase II General Permit from the California Regional Water Quality Control Board (Water Quality Order No. 2013-0001 – DWQ). Project design shall incorporate Best Management Practices (BMPs) to minimize the polluting of stormwater, both during construction and long-term. Should the maintenance costs of the long-term pollution-control measures exceed typical storm-drain-system costs, such costs shall be borne by the project by way of a landscape maintenance district, escrow account, or other such financing mechanism.

23. Prior to improvement-plan approval, the developer must obtain approval for proper management of stormwater peak flows in accordance with RMC Chapter 14.19, City Council Policy 1806 and the specifications of the City Engineer. Such measures shall address impacts from the 10-, 25-, and 100-year-storm events. Projects shall address peak flows to maintain predevelopment levels at all locations downstream of the project. A drainage report shall be prepared to the format outlined by the Engineering Division, stamped and signed by a qualified engineer, and provided to the Engineering Division with submittal of project improvement plans.

24. The developer shall install streetlights on all public-street frontages as required by the Engineering Division in accordance with the City Construction Standards. Streetlights shall be provided in accordance with applicable Redding Electric Utility Construction Standards 553.0, et seq.
☒ 25. A minimum 5-foot-wide public-utility easement is to be provided adjacent to all public-road right-of-ways.

☒ 26. Fire-protection facilities, including all-weather access roads, shall be installed and remain serviceable prior to and during the time of construction.

☒ 27. All brush piles created by site improvement shall be abated or removed prior to the next fire season.

PERMIT NO. SDP-2020-00011
PLANNER ZACH BONNIN
CITY OF REDDING
REPORT TO REDDING PLANNING COMMISSION

MEETING DATE:       June 9, 2020
ITEM NO.            4(b)2

FROM: Christian Martinusen,
Development Services
Technician III

***APPROVED BY***

Christian Martinusen, Development Services Technician III  6/3/2020

Lily Toy, Planning Manager  6/3/2020

cmartinusen@cityofredding.org
ltoy@ci.redding.ca.us

SUBJECT:  4(b)2--Site Development Permit Application SDP-2020-00227, by Ron Munk, requesting approval for a new trailer sales and repair facility consisting of a 3,000-square-foot retail/repair building for trailers, automobiles, and recreational vehicles located at 5625 Cedars Road in a “HC” Heavy Commercial Zoning District.

Recommendation

Conduct a public hearing and, upon conclusion, find the project exempt from the California Environmental Quality Act, and approve Site Development Permit Application SDP-2020-00227 subject to the draft conditions of approval, and upon a determination that the necessary findings for approval are in evidence.

Project Description

Site Development Permit Application SDP-2020-00227, by Ron Munk, requesting approval for a trailer sales and repair facility consisting of a 3,000-square-foot retail/repair building for trailers, automobiles, and recreational vehicles.

General Plan Designation  “Heavy Commercial.”

Zoning Designation  “HC” Heavy Commercial District.

Surrounding Land Uses

North: Retail along Cedars Road and industrial uses along Westside Road.
East: Retail and office uses along Westside Road.
South: Undeveloped commercial property.
West: Undeveloped residential property.
Background

The proposed trailer sales lot is proposed on vacant land previously subdivided by Parcel Map PM-23-06. Based upon the conditions of the parcel map, public right-of-way improvements and shared driveway access with the southerly parcel have been established to limit access onto Cedars Road and protect existing oak trees along the street front.

The applicant is proposing to develop the front half of the 1.98-acre parcel with a 3,000-square-foot building for trailer sales and repair. The development will include an approximately 5,000-square-foot outdoor display area for trailers, and a fenced outdoor storage area for secured storage of the trailers after business hours. Within the “HC” Heavy Commercial District, large vehicle sales, service, and rental uses require the review and approval of a Site Development Permit by the Board of Administrative Review.

The site will be provided with 13 parking spaces and adequate space for landscape along the front of the paved parking and display areas, with additional 10-foot-wide landscape planters along the north and south sides of the outdoor storage yard. Wrought iron fencing is to be utilized along the front of the storage yard facing Cedars Road.

The proposed 3,000-square-foot metal building is divided into a 625-square-foot showroom with 775 square feet of office area on the west end of the building. The remaining 1,600 square feet on the east end of the building will be utilized for repair and maintenance of the vehicles. The street facing elevation of the building includes a window, a glass bay door and a 10-foot awning wrapping around the southwest corner of the building. Repair bay doors are located at the rear of the building within the fenced storage yard and are oriented to face north and south so that repair bay openings do not face directly onto Cedars Road.

The remaining 1.04 acres at the rear of the property will not be disturbed as part of the current proposal.

Environmental Determination

The project is found to be categorically exempt under Section 15303, New Construction or Conversion of Small Structures, of the California Environmental Quality Act (CEQA).

Public Comment

To date, staff has not received any public comment regarding the project.

Project Conditions

The conditions for this project are attached.

Required Findings

The necessary findings for approval of the project are attached.
Planning Commission Authority

The Board of Administrative Review has the authority to approve site development permits, pursuant to Section 18.13.050 of the Zoning Ordinance. However, due to COVID-19 the City of Redding has canceled Board of Administrative Review hearings until further notice and has forwarded public hearings and decisions on these matters to the Planning Commission.

Alternatives

1. Staff recommends that the Planning Commission find that the project is Categorically Exempt, the findings for approval are in evidence and approve Site Development Permit Application SDP-2020-00227, subject to the draft conditions of approval (Staff Recommendation).

2. Approve the proposal with modifications.

3. Deny the proposal.

Conclusion

Development of the proposed trailer sales and repair facility is in character with the surrounding uses. The site plan and building elevation drawings meet the requirements of the zoning code (i.e. setbacks, height, parking, and landscape) and are consistent with the City’s Design Criteria. Therefore, based on the attached findings and subject to the draft conditions of approval, staff recommends that the Planning Commission approve Site Development Permit Application SDP-2020-00227.

c: Ron Munk
   Kevin Butler

Attachments

Findings
Draft Conditions of Approval
Location Map
Aerial
General Plan Map
Zoning Map
Site Plan
Building Elevations
In accordance with Section 66474 of the Government Code, the Planning Commission makes the following findings:

**For Site Development Permit SDP-2020-00227**

1. *The proposed use will not be detrimental to the health, safety, and general welfare of persons residing or working in the neighborhood of such proposed use.*
   The proposed use is located within a “HC” Heavy Commercial District bordered by existing commercial development on the north and east sides of the subject property. The westerly adjacent property is within an undeveloped “RM-9” Residential Multiple Family District, separated by an 84-foot-wide right of way for Cedars Road. The subject property and undeveloped commercial property to the south, have been previously subdivided and conditioned to limit access to Cedars Road through a shared driveway. Therefore, the trailer sales and repair facility will not be detrimental to the health, safety, and general welfare of the persons residing or working in the neighborhood.

2. *That the proposed use will not be injurious or detrimental to the general welfare of the city.*
   The proposed use is located within the appropriate Zoning District for commercial uses such as trailer sales, service, and leasing. Development of the property is proposed in conformance with completed improvements and previous conditions, which include separated sidewalk, driveway curb cuts, and preservation of existing trees along Cedars Road. Onsite improvements are proposed within the front half of the 1.98 acre parcel while the remaining 1.04 acres will be maintained as non-disturbed area which, in conjunction with the proposed landscape, will provide adequate opportunity to treat storm water onsite.

3. *That the proposed use is consistent with the policies and goals established by the General Plan and the Redding Zoning Ordinance.*
   The project conforms with the site development regulations of the Redding Zoning Ordinance, providing adequate space for 13 parking stalls, landscape improvements, and circulation through the site serving both the subject property and the southerly adjacent parcel. The proposed use is consistent with the land uses anticipated for Heavy Commercial Districts and consistent with Economic Development Element General Plan Policy ED5D to support efforts to increase the number of businesses operating in Redding, generating additional sales and business tax.

4. *The proposed use and project design are consistent with the design guidelines established by resolution of the City Council in accordance with Redding Zoning Ordinance Section 18.40.050, Design Criteria.*
   The project has been designed to provide articulation on the street facing portion of the proposed building by incorporating awnings and a glass bay door. Maintenance and repair bay openings are oriented away from direct view of Cedars Road and are accessed through the fenced storage yard. Street fronting landscape and wrought iron fencing will further enhance the appearance from Cedars Road.
General Requirements

1. Approval is granted for construction of a 3,000-square-foot trailer sales and repair facility in substantial conformance with the site plan and elevations approved by the Planning Commission on June 9, 2020. Minor modifications may be approved by the Development Services Director; any substantial revisions will require either an amendment to this permit or a new use permit.

2. The permitted use shall comply with the Use Permit/Site Development Permit Standard Conditions of Approval established under Planning Commission Policy PC-1-99, effective May 24, 2011, for those conditions that are checked as applicable to the project on the Standard Conditions Form (see attached).

3. Parking is to be provided in accordance with Redding Municipal Code Section 18.41 with a minimum of 11 spaces.

4. Outdoor display areas and access ways through repair bays shall be paved with asphalt or concrete. Storage areas shall at a minimum be surfaced with gravel or 4-inch-thick road base with dust palliative to reduce particulate matter.

5. The outdoor storage yard fence shall be constructed out of wrought iron materials or similar material approved by the Planning Division prior to building permit issuance.

6. Storage of appurtenant vehicles and trailers are permitted within the proposed storage yard. Non-automobile/vehicle storage is prohibited unless screening is approved by amendment to this permit.

7. All repair equipment and activities shall be located indoors and shall not result in exceedance of noise limits contained in this code at residential property lines.

Streets and Circulation

8. In accordance with Condition 5 of Parcel Map PM-23-06; vehicle access to Cedars Road shall be restricted to the driveway location shown on the site plan. A 30-foot-wide reciprocal-access and utility easement shall be recorded on the property line common to 5625 and 5651 Cedars Road at the time of conveyance of either parcel.

Utilities, Sewer, Water, and Drainage

9. At the time of conveyance of the property, a 15-foot-wide private storm-drain easement shall be provided along the east property line to the benefit of all four parcels as shown on Parcel Map PM-23-06. The storm drain constructed in the easement shall be privately maintained.

10. Prior to approval of improvement plans, the project shall be designed consistent with the requirements of the City of Redding (City) Municipal Code Chapter 14.19 and the City’s Small Phase II Municipal Separate Storm Sewer System (MS4) General Permit issued by the State Water Resources Control Board (No. 2003-05-DWQ). The Low Impact...
Development (LID) feature/infrastructure design shall include the following elements in order to be determined complete.

a. The applicant must demonstrate compliance with applicable measures for site design, source control, runoff reduction/treatment control, and hydromodification.

b. A hydrology report (2-year/24-hour storm), infiltration testing, and percolation testing will be required as applicable.

c. A draft Maintenance and Operations (O&M) Plan will be required for LID and shall include the following:

i. The plan shall include the estimated annual and long-term costs for maintenance and operation.

ii. The O&M plan shall include a financing mechanism or owner agreement to cover the costs of maintenance. The financing mechanism may be borne by the project by way of owner responsibility, a landscape maintenance district, commercial maintenance district, or other such financing mechanisms.

iii. A final O&M plan and signed O&M Agreement shall be required prior to the issuance of a Certificate of Occupancy by the Building Department. Information regarding compliance may be found at the following links:
   http://www.cityofredding.org/postconstructionstandards
   https://www.cityofredding.org/home/showdocument?id=8851

11. In accordance with Redding Municipal Code Section 14.16 Sewers, discharge of wastewater to the street, storm drain, parking areas, or ground is prohibited. If cleaning any equipment, trailers, floor mats, etc., is planned, adequate facilities within the building shall be constructed and connected to the sanitary sewer through an oil and grease interceptor.

12. Electric utilities (transformer boxes and switch boxes) shall be placed, positioned, and screened in such a manner to minimize its appearance from public rights-of-way.

**Landscape**

13. Landscape planters shall be installed in substantial compliance with the approved site plan and the requirements of Redding Municipal Code Sections 16.70, (Water Efficient Landscape), 18.41.100 (Off-Street Parking, Screening, and Landscape), and 18.47 (Landscape Standards). These regulations require, in part, that:

a. The property shall be provided with trees planted on 30-foot-centers within the street-side planter.

b. All required trees shall be a minimum of 15-gallons.

c. Any area between the back of the sidewalk and the property line shall be incorporated into the adjacent street-side planter.
d. Existing trees within the right-of-way shall be protected.

e. Planters shall be protected from vehicles by 6-inch-high concrete curbs.

f. Landscape features at the driveway entrance shall not exceed three feet in height within the area required for vehicle sight distance (a triangle formed by the corner and points at the curb 20 feet from the driveway intersection).

g. Planters not utilizing densely planted groundcover or turf shall include the use of high-quality-fabric weed barrier and appropriate mulch materials.

h. The landscape plan shall be approved by the Development Services Department prior to issuance of a building permit. Additionally, a Landscape Documentation Package shall be provided prior to building permit issuance in accordance with Redding Municipal Code Section 16.70, Water Efficient Landscape. Please note, a Landscape Certificate of Completion will be required prior to final occupancy.
USE PERMIT/SITE DEVELOPMENT PERMIT STANDARD CONDITIONS OF APPROVAL
EFFECTIVE MAY 24, 2011

RON MUNK – TRAILERS PLUS
SITE DEVELOPMENT PERMIT APPLICATION SDP-2020-00227

☒ A CHECK MARK IN THE BOX NEXT TO A CONDITION INDICATES THAT THE CONDITION APPLIES TO THE SUBJECT PERMIT.

General Requirements

☒ 1. In accordance with Chapter 18.11.100 of the Zoning Ordinance, the entitlement authorized by approval of this permit shall automatically expire 3 years from the date of approval, without further notice or action by the City, unless any 1 of the following occurs:

   a. A building permit has been issued and substantial construction has occurred upon reliance of the entitlement as determined by the Development Services Director.

   b. The use of the property specifically authorized by the entitlement has been established or commenced as determined by the Development Services Director.

   c. Approval of the entitlement has been extended for 1 year by the Development Services Director.

☒ 2. The requirements of the California Buildings Standards Code and the California Fire Code are to be met. The project proponent is responsible for contacting the offices of the Building Division and Fire Department to verify compliance or the need to obtain permits.

Site Development

☒ 3. Site development and grading shall be designed to provide access to all entrances and exterior ground-floor exits and to normal paths of travel and shall incorporate pedestrian ramps, curb ramps, etc. Access shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks. When more than 1 building or facility is located on a site, accessible routes of travel shall be provided between buildings and accessible site facilities, accessible element, and accessible spaces that are on the same site. The accessible route of travel shall be the most practical direct route between accessible building entrances, accessible site facilities, and the accessible entrance to the site.

☒ 4. Trash and recycling enclosure(s) shall be provided as depicted on the approved site plan. The enclosure shall be located and constructed in accordance with Section 18.40.120 of the Redding Municipal Code.
5. All existing landscaped areas or new areas required by use permit and/or the approved landscape plans shall be properly and continuously maintained during the life of the use or activity authorized by the permit. Maintenance shall include providing an operational, automatic irrigation system; weeding; replacing dead and missing plant materials; mowing lawns; pruning; and other maintenance applications as required to keep all planted areas neat, healthy, and attractive.

6. This project is subject to, and shall comply with, the Water Efficient Landscape Ordinance. The required Landscape Documentation Package shall accompany the building permit application.

7. All new freestanding and building-mounted signage shall be in compliance with Chapter 18.42 of the Redding Municipal Code.

Sewer, Water, and Drainage Utilities

8. Sewer lines, waterlines, electric-service facilities, and other utilities; drainage facilities; necessary electric- and public-service easements; and street dedications are to be provided in accordance with the Redding Municipal Code and as specified by the Engineering Division.

9. The developer shall extend sewer and water lines and electric substructures and conduits as necessary to serve the property and provide logical extensions of service through the property boundaries to adjacent properties.

10. New utilities within the project, including, but not limited to, electric, cable television, and phone, shall be installed underground.

11. Applicant shall note that the California Green Building Code Section 5.304.2 requires a separate water meter and water service for irrigation of landscape areas when a commercial project includes more than 1,000 square feet or irrigated landscape. All utility and landscape plans shall depict the proposed location of the water meter and identify the total area of landscape proposed with the project.

Electric Utility

12. The developer shall be responsible for all costs associated with the relocation or modification of existing utility facilities or structures necessitated by the construction of the project or of improvements required as a condition of approval of this project, including reimbursement of any costs to City of Redding Electric Utility for work performed to support the project.

13. After the initial review of project improvement plans by the Engineering Division, the developer shall consult with the Redding Electric Utility (REU) for preparation of an electric-service plan. A copy of the electric-service plan, developed and approved by REU, shall be incorporated into the final improvement plans.
☒ 14. Electric-supply facilities shall be furnished and installed in accordance with the Redding Electric Utility Service Policy Resolution currently in effect at the time the developer’s plan is approved by the City.

**Fire Protection**

☒ 15. On-site and street-side fire hydrants are to be installed in accordance with the California Fire Code in locations approved by the City Fire Marshal. Fire hydrants shall have a fire flow meeting Appendix III-B of the California Fire Code. In no case shall the water mains be less than 6 inches in diameter. If a hydrant is located on private property, adequate access shall be provided to and around the hydrant as determined by the Fire Marshal.

**APPLIES TO NEW CONSTRUCTION**

☒ 16. The developer/applicant shall note that pursuant to Chapter 16.20 of the Redding Municipal Code, City development impact fees are required to be paid prior to final inspection for new construction, building enlargement, or other improvement. These fees are structured to mitigate the project’s fair share of cumulative impacts to the City’s transportation, fire-suppression, utility, and parks infrastructure systems based upon necessary improvements to accommodate new development under the City’s General Plan. The developer/applicant is hereby notified that he/she has the right to protest/appeal imposition of any of these fees or fee amounts. Any protest/appeal must comply with the provisions of Government Code Section 66020(a) and City Council Resolution 2013-103.

☐ 17. Ground-mounted mechanical equipment with a total cooling capacity of 5 tons or greater and within 30 feet of any residential district shall be bordered by a solid block noise wall not less than 1 foot higher than the top of the cooling equipment. Construction and location of the wall must conform to currently adopted construction codes.

☒ 18. In accordance with Chapter 18.40.090, *Lighting*, of the Redding Municipal Code, any new roof-mounted or freestanding exterior lighting shall be designed, located, directed, and shielded in such a manner so as to prevent objectionable light at, and glare across, the property lines. A lighting detail/photometric study demonstrating how this requirement will be satisfied shall be submitted with the building permit application.

☒ 19. In accordance with Section 18.40.130 of the Zoning Ordinance, ground- and roof-mounted mechanical equipment shall not be visible from a public street or other public area or residential property. Screening of such equipment shall be accomplished by the parapet walls of the building, roof wells, or screen walls architecturally compatible with the building. Exhibits necessary to determine compliance with this requirement shall be submitted with the building permit application.

☒ 20. In accordance with Section 18.41.090 of the Redding Municipal Code, freestanding parking-lot light standards shall be located within a landscape planter or other protected area so as to eliminate the need for a raised concrete pedestal. The light-standard base shall not exceed 6 inches in height above the finished grade of the landscape planter. If
the base must be higher than 6 inches to afford adequate protection to the standard, the concrete base shall have a decorative finish (e.g., textured, exposed aggregate, sandblasted).

☒ 21. Prior to the beginning of any clearing, grading, or site improvement activities, improvement plans for grading, drainage, utilities, and other required improvements shall be approved by the Engineering Division and other concerned City of Redding Departments. These plans shall be in conformance with Redding Municipal Code (RMC) Title 16.12. Prior to the issuance of a clearing and/or grading permit, and Interim Erosion and Sediment Control Plan shall be included and approved by the City Engineer as part of all clearing and grading permit applications. “As-built” improvement plans with the Engineer’s Declaration are required in conformance with RMC 16.12.

☐ 22. Storm-drain facilities shall be designed consistent with the requirements of City Construction Standards, RMC Chapter 14.19, and the City of Redding Storm Water Quality Improvement Plan, and the City of Redding MS4 Phase II General Permit from the California Regional Water Quality Control Board (Water Quality Order No. 2013-0001 – DWQ). Project design shall incorporate Best Management Practices (BMPs) to minimize the polluting of stormwater, both during construction and long-term. Should the maintenance costs of the long-term pollution-control measures exceed typical storm-drain-system costs, such costs shall be borne by the project by way of a landscape maintenance district, escrow account, or other such financing mechanism.

☒ 23. Prior to improvement-plan approval, the developer must obtain approval for proper management of stormwater peak flows in accordance with RMC Chapter 14.19, City Council Policy 1806 and the specifications of the City Engineer. Such measures shall address impacts from the 10-, 25-, and 100-year-storm events. Projects shall address peak flows to maintain predevelopment levels at all locations downstream of the project. A drainage report shall be prepared to the format outlined by the Engineering Division, stamped and signed by a qualified engineer, and provided to the Engineering Division with submittal of project improvement plans.

☐ 24. The developer shall install streetlights on all public-street frontages as required by the Engineering Division in accordance with the City Construction Standards. Streetlights shall be provided in accordance with applicable Redding Electric Utility Construction Standards 553.0, et seq.

☐ 25. A minimum 10-foot-wide public-utility easement is to be provided adjacent to all public-road right-of-ways.

☐ 26. Fire-protection facilities, including all-weather access roads, shall be installed and remain serviceable prior to and during the time of construction.

☐ 27. All brush piles created by site improvement shall be abated or removed prior to the next fire season.
Recommendation

Provide direction to staff on the zoning issues surrounding Micro-shelter Supportive Communities to be considered in a future text amendment to the Zoning Ordinance.

Project Description

The City Council (Council) directed staff to work with the Planning Commission (Commission) and community stakeholders to recommend text amendments to the City’s Zoning Ordinance to regulate the use of Micro-shelter Supportive Communities (MSC) that will provide emergency and temporary housing and community services to homeless individuals and families.

Background

This report is a response to the request of the Council for a review of the City of Redding’s (City) Zoning Ordinance relating to the treatment of micro-shelters. The Commission has been asked by the Council to recommend an ordinance that will amend the City’s current zoning regulations so that MSCs can operate in the City. This report will define micro-shelters, explain how other communities are utilizing them to deal with homelessness issues, outline the current zoning treatment of micro-shelters, and recommend a process by which the City could allow for the use of micro-shelters.

For the purpose of this report, micro-shelters are defined as shelters that do not meet the California Residential Code and Green Energy Code as “buildings” because of their construction technique, size, materials, and lack of fire sprinklers. Examples of micro-shelters include tents, Conestoga huts, tiny homes, mobile homes, recreational vehicles, and some manufactured homes. Communities are now utilizing micro-shelters as a way to provide housing for homeless individuals. Typically, the housing is provided in an emergency situation and part of a transitional housing program. Micro-shelter communities are usually developed with a shared
kitchen and restroom/shower facility. Social and community services are commonly provided to the residents of the community. This is where the term “supportive” comes from.

**Issue**

The City’s Zoning Ordinance does not anticipate this type of land use. Recreational Vehicle (RV) Parks, homeless shelters, and community social services facilities are regulated, but these designations assume permanent buildings that comply with the building codes or, in the case of an RV park, vehicles that comply with the State Department of Motor Vehicles. The Municipal Code treats many of the types of micro-shelters as an unpermitted type of camping. For example, the code does not allow full-time living in recreational vehicles except in RV Parks. Tiny homes not built on wheels have to meet the building codes in order to be considered an accessory dwelling unit, which can be a challenge. For this reason, most tiny homes are built on wheels and assembled to recreational vehicle standards. However, the City’s code does not allow them to be parked in the yard of a residential property and used as a residential unit.

One option, that would require only a few changes to the zoning ordinance, is to include micro-shelter communities in the City’s regulations for “Shelter for the homeless” (Section 18.43.160 - attached). The current regulations have distance requirements from parks, residential districts, and schools. These facilities are allowed in the Heavy Commercial District and require the approval of an operations plan. The City could amend these regulations to establish standards for micro-shelter communities to address specific needs for restroom, laundry, and kitchen facilities, as well as security and safety measures.

Another option is to create a new land use category for “micro-shelter supportive communities.” This new land use category would be clearly defined and permitted with a use permit in appropriate zoning districts. This could provide a way for churches, non-profits, and the City and County to operate these communities as an accessory use to an existing facility. This option could also provide a means for experimenting with these communities on a smaller scale without requiring significant investment and infrastructure improvements. For example, if a church has a commercial kitchen and adequate restroom facilities, it could request permission to utilize part of its parking lot or vacant land to establish a small micro-shelter community. A community of five to seven individuals would not generate the same level of impacts that a typical homeless shelter would generate and, therefore, could be allowed in zoning districts other than Heavy Commercial, with a use permit.

Staff has created a framework for a possible amendment to the Zoning Ordinance by creating a new section numbered 18.43.190 (attached). This draft framework for regulating MSCs includes many of the issues that require input from the Commission and public. Issues include, but are not limited to:

- In which zoning districts should MSCs be allowed to operate?
- Should all MSCs require a Use Permit? Director level? Board of Administrative Review? Planning Commission?
- Should there be distancing requirements from schools and parks like there are for homeless shelters?
- What is an appropriate length of stay for these facilities?
- What services should be required to be provided to residents?
- What concerns/issues need to be addressed in an operations plan?
Public Comment

Ms. Laurel Park has submitted information for the Commission’s information and consideration (attached). She has visited the MSC in Eugene, OR and has interviewed the operators extensively.

Planning Commission Authority

The Commission will hold a public hearing and recommend approval (or denial) of an ordinance amending the Zoning Ordinance to regulate MSCs at a future meeting. Staff will take the concerns and comments expressed by the Commission and stakeholders and prepare an ordinance for consideration at a Planning Commission meeting this summer.

Conclusion

Staff recommends that the Commission direct staff to prepare an ordinance amending the City’s Zoning Ordinance (based upon the input received) to allow Micro-shelter Supportive Communities as a way to provide emergency shelter, treat the social issues causing homelessness, and successfully transition homeless individuals to permanent housing.

Attachments

18.43.190 Micro-shelter Supportive Communities Draft
18.43.160 Shelters for the Homeless
Redding Micro-Shelter Project - Comment Provided by Laurel Park
Definition:

Supportive Micro-Shelter Community. A residential facility operated by a provider which provides temporary accommodations in micro-shelters (non-buildings), not to exceed three hundred (300) days in any twelve-month period, for homeless individuals and families. For purpose of this definition, a "provider" shall mean an organization which provides or contracts with recognized community organizations to provide emergency or temporary shelter and which may also provide meals, counseling, and other services, as well as common areas for residents of the facility. A "micro-shelter" shall mean a shelter that is not constructed as a residential living unit per the California Residential Building Code. Examples include recreational vehicles, tiny homes, Calistoga huts, travel trailers, yurts, etc.

18.43.190 – Micro-Shelter Supportive Communities
A. Purpose. The purposes of this section are to establish standards to ensure that the development and operation of micro-shelter supportive communities (MSCs) do not adversely impact adjacent parcels or the surrounding neighborhood and that they are developed and operated in a manner which protects the health, safety, and general welfare of the nearby residents and businesses. The following performance standards shall apply to MSCs. A use permit is required to establish a MSC.

B. Location. A MSC may be established as a primary use in any "HC" Heavy Commercial District of "PF" Public Facilities District with approval of a use permit. A MSC may also be established as an accessory use to an established non-residential primary use in any zoning district with approval of a use permit. For example, an established church may apply for a use permit to operate a MCS on their property utilizing their existing kitchen and restroom facilities in their building.

C. Maximum Number of Beds. The maximum number of beds and micro-shelters will be determined by the use permit.

D. Property Development Standards. The development shall conform to all property-development standards of the underlying zoning district (Chapters 18.30-36, as well as Chapters 18.40 (Site and Development Regulations), 18.41 (Off-Street Parking and Loading), 18.42 (Signs), and 18.47 (Landscape Standards), except as may be modified by the use permit.

E. Management. At least one facility manager shall be on-site at all hours that the facility is open.

F. Length of Stay. Temporary shelter shall be available to residents for no more than three hundred (300) days in any twelve-month period, except as may be modified by the use permit.

G. Hours of Operation. Shelters shall establish and maintain set hours for client intake/discharge, which must be prominently posted on-site.

H. On-Site Parking. On-site parking shall be provided in the ratio of one space for every six adult beds, plus one space for each manager/assistant, except as may be modified by the use permit.
I. Lighting. Adequate external lighting shall be provided for security purposes. The lighting shall be stationary, directed away from adjacent properties and public rights-of-way.

J. Required Facilities. Shelters shall provide the following facilities either on-site or in close proximity (per the use permit):

1. Indoor client intake/waiting area of at least one hundred square feet if client intake is to occur on-site. If an exterior waiting area is provided, it shall be enclosed or screened and designed to prevent queuing in the public right-of-way.

2. Secure areas for personal property.

3. Restroom and shower facilities adequate for the number of residents.

4. Laundry facilities adequate for the number of residents.

5. Telephone(s) for use by clients or electric charging stations for mobile phones.

6. Interior and/or exterior common space for clients to congregate shall be provided on the property at a ratio of not less than fifteen square feet per client, with a minimum overall area of one hundred square feet. Common space does not include intake areas.

7. Central cooking and dining area(s).

K. Shared Facilities/Services. Provider may provide one or more of the following types of common facilities for the exclusive use of the residents:

1. Recreation area.
2. Counseling center.
4. Other support services.

L. Shelter Provider. The provider shall demonstrate, to the satisfaction of the Planning Commission, that facility staff and service providers have the qualifications and relative experience to successfully operate the facility. The provider shall comply with the following requirements:

1. Staff and services shall be made available to assist residents in obtaining permanent shelter and income.

2. An operational plan (plan) shall be provided for the review and approval of the director. The approved plan shall remain active throughout the life of the facility, and all operational requirements covered by the plan shall be complied with at all times. At a minimum, said plan shall contain provisions addressing the areas outlined below:
   a. Security and safety-addressing both on- and off-site needs, including provisions to ensure the security and separation of male and female sleeping areas, as well as any family areas within the facility.

      b. Loitering/trespass/noise control-with specific measures regarding operational controls to minimize trespass on private property or the congregation of clients in the vicinity of the
facility during hours that clients are not allowed on-site and/or services are not provided.

c. Management of outdoor areas—including a system for daily admittance and discharge procedures and monitoring of waiting areas, with a goal to minimize negative impacts to adjacent property.

d. Staff training programs—to provide adequate knowledge and skills to assist clients in obtaining permanent shelter.

e. Communication and outreach—with objectives to maintain effective, ongoing communication and response to operational issues which may arise within the neighborhood as may be identified by the general public or city staff.

f. Adequate and effective screening—with the objective of determining admittance eligibility of clients.

g. Litter control—with the objective of providing for the regular daily removal of litter attributable to clients within the vicinity of the facility.

Modifications to the operational plan may be requested at any time and shall be subject to the review and written approval of the director.
Purpose. The purposes of this section are to establish standards to ensure that the
development of homeless shelters (shelters) does not adversely impact adjacent
parcels or the surrounding neighborhood and that they are developed in a manner
which protects the health, safety, and general welfare of the nearby residents and
businesses. The following performance standards shall apply to shelters. A use
permit is required to establish a shelter that does not meet the location,
development, and/or operational standards of this section or that would provide
more beds than allowed by this section.

Location. A shelter may be established in any "HC" Heavy Commercial District
provided that the property boundaries are located more than five hundred feet from
a residential district, public park, or school or three hundred feet from any other
shelter (measured from property line to property line) unless it is separated
therefrom by a state highway or railroad right-of-way.

Maximum Number of Beds. A maximum of twenty-four beds may be provided.

Property Development Standards. The development shall conform to all property-
development standards of the "HC" zoning district (Chapter 18.36), as well as
Chapters 18.40 (Site and Development Regulations), 18.41 (Off-Street Parking and
Loading), 18.42 (Signs), and 18.47 (Landscape Standards), except as may be modified
by these standards.

Management. At least one facility manager shall be on-site at all hours that the
facility is open. Additional support staff shall be provided, as necessary, to ensure
that at least one staff member is provided in all segregated sleeping areas, as
appropriate.

Length of Stay. Temporary shelter shall be available to residents for no more than
one hundred eighty days in any twelve-month period.

Hours of Operation. Shelters shall establish and maintain set hours for client
intake/discharge, which must be prominently posted on-site.

On-Site Parking. On-site parking shall be provided in the ratio of one space for every
six adult beds, plus one space for each manager/assistant.

Lighting. Adequate external lighting shall be provided for security purposes. The
lighting shall be stationary, directed away from adjacent properties and public
rights-of-way.

Required Facilities. Shelters shall provide the following facilities:

1. Indoor client intake/waiting area of at least one hundred square feet if client
intake is to occur on-site. If an exterior waiting area is provided, it shall be
enclosed or screened and designed to prevent queuing in the public right-of-
way.

2. Secure areas for personal property.

3. Laundry facilities adequate for the number of residents.

4. Telephone(s) for use by clients.

5. Interior and/or exterior common space for clients to congregate shall be provided on the property at a ratio of not less than fifteen square feet per client, with a minimum overall area of one hundred square feet. Common space does not include intake areas.

K. Optional Facilities/Services. Shelters may provide one or more of the following types of common facilities for the exclusive use of the residents:

1. Central cooking and dining room(s).

2. Recreation room.

3. Counseling center.


5. Other support services.

L. Shelter Provider. The provider shall demonstrate, to the satisfaction of the director, that it currently operates a shelter within the State of California, or has done so within the past two years, or that it has management staff available that has a minimum of two years' experience in the operation of homeless shelters. The provider shall comply with the following requirements:

1. Staff and services shall be made available to assist residents in obtaining permanent shelter and income.

2. An operational plan (plan) shall be provided for the review and approval of the director. The approved plan shall remain active throughout the life of the facility, and all operational requirements covered by the plan shall be complied with at all times. At a minimum, said plan shall contain provisions addressing the areas outlined below:

   a. Security and safety-addressing both on- and off-site needs, including provisions to ensure the security and separation of male and female sleeping areas, as well as any family areas within the facility.

   b. Loitering/trespass/noise control-with specific measures regarding operational controls to minimize trespass on private property or the congregation of clients in the vicinity of the facility during hours that clients are not allowed on-site and/or services are not provided.

   c. Management of outdoor areas-including a system for daily admittance and discharge procedures and monitoring of waiting areas, with a goal to
minimize negative impacts to adjacent property.

d. Staff training programs-to provide adequate knowledge and skills to assist clients in obtaining permanent shelter.

e. Communication and outreach-with objectives to maintain effective, ongoing communication and response to operational issues which may arise within the neighborhood as may be identified by the general public or city staff.

f. Adequate and effective screening-with the objective of determining admittance eligibility of clients.

g. Litter control-with the objective of providing for the regular daily removal of litter attributable to clients within the vicinity of the facility.

Modifications to the operational plan may be requested at any time and shall be subject to the review and written approval of the director.

(Ord. No. 2438, § 4, 9-1-2009)
Redding Micro-Shelter Project
Affordable, Transitional Housing Option for the Unsheltered

The Redding Micro-Shelter Project aims to provide affordable, transitional housing coupled with support services for adults within a community format. The residents are required to assume responsibility and accountability toward stabilizing their lives by participating in the operation and management of their community.

Successful sites share these Operational and Physical Plan commonalities.

- **Operational Plan:**
  - Intake Process, Community Agreement and Operations Manual
  - Non Profit organization for oversight and fiscal responsibility (Access Homes)
  - Case Management and Advocacy Services (LifeSTEPS)
  - Construction Company (Forever Tiny Homes)
  - Zoning and Funding components pending

- **Physical Plan:**
  - Secure perimeter with locked entry gate
  - Street address and individual mail boxes
  - Individual micro shelters

- **Micro-Shelter Communities** can provide services on or adjacent to the site. (Attachments)
  - Site Plan : 1/3 acre reflects some services adjacent to the Micro-Shelter Community
  - Site Plan : 1 acre provides all basic services within the community perimeter.

- **Outcomes:**
  - First responder calls, hospitalizations and the corresponding costs decline substantially.
  - The average stay for residents is 6-9 months, not to exceed 300 days.
  - 60% of residents find employment and permanent housing.

Several organizations in Eugene, OR have implemented multiple models for consideration. This video illustrates one option, a design by Community Support Shelters.

https://www.youtube.com/watch?v=5xqpAvbsSok

Community Support Shelters
1160 Grant St
Eugene, OR 97402
Eric de Buhr  Executive Director
(541) 683-0836
c.s.s.eugene@gmail.com

SquareOne Villages
458 Blair Blvd
Eugene, OR 97402
Dan Bryant  Executive Director
541-525-0501
info@squareonevillages.org

For more information or tour of a Micro-Shelter, contact:
Laural Park  Project Coordinator
PO Box 493555
Redding, CA 96049
(520) 609-0323
lparktfw@earthlink.net
REDDING MICRO SHELTER TRANSITIONAL HOUSING PROJECT

Off Site: Meals, Showers, Laundry

~ 1/3 Acre

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