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## PLANNING COMMISSION MEETING November 5, 2019

FILE NUMBER:	DR #2019-020
PROPERTY OWNER:	McNeill Storage Properties, LLC
TYPE OF APPLICATION:	Design Review

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LASSEN COUNTY PLANNING COMMISSION  
STAFF REPORT  
November 5, 2019

FILE NUMBER:	2019-020
PROPERTY OWNER:	McNeill Storage Properties, LLC
TYPE OF APPLICATION:	Design Review
GENERAL LOCATION:	The project site is located at 406 Ash Street, in Westwood, CA, 96137
ASSESSOR'S PARCEL NUMBER:	125-133-12
PROJECT SITE ZONING:	C-1 (Retail Business District)
GENERAL PLAN:	"Central Business District" in the <i>Westwood/Clear Creek Area Plan, 2002</i>
ENVIRONMENTAL DOCUMENT:	Exempt from CEQA pursuant to Section 15061(b)(3) of the 2019 CEQA Guidelines
ASSIGNED STAFF:	Stefano Richichi, Associate Planner

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AUTHORITY FOR APPLICATION:

Design Review Provision, Lassen County Code Section 18.118 et seq. established regulations.

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REGULATING AGENCIES:

Agency

Planning Commission  
Building Division

Identified Permits/Approvals

Design Review Approval  
Building Permit

PROJECT DESCRIPTION: The applicant is proposing a 5,600-square-foot, 42-unit, metal mini-storage building. Said proposal has been referred to the Planning Commission, in part for the Commission's to review the proposal's consistency with the *Westwood/Clear Creek Area Plan, 2002*.

PROJECT SITE CHARACTERISTICS: The project site is located approximately 1,000 feet north of the intersection of Ash and Third Streets at 406 Ash Street, in Westwood, CA, 96137. Existing improvements on site include two residences and a barn that the applicant proposes to remove in order to construct the proposed mini-storage.

ACCESS/REQUIREMENTS: Access is from Ash Street, which is in the County Maintained Road System.

ZONING: The project site is zoned C-1 (Retail Business District). Lassen County Code Section 18.36.020 allows mini-storage warehouses by right in the C-1 (Retail Business District) district. Lassen County Code 18.36.100 states that all development in the C-1 district is subject to design review.

SURROUNDING PROPERTY CHARACTERISTICS: Neighboring parcels on the same block are zoned C-1 (Retail Business District), except for a parcel across Ash Street that is zoned C-2 (General Commercial District). Immediately surrounding parcels range from 0.36 to 1.22 acres in size (although most parcels are less than one acre in size), except for the larger parcel to the east. Existing improvements on surrounding parcels include a mini-storage facility to the north.

	<b>Zoning</b> (see notes at bottom)	<b>Parcel Size (acres)</b>	<b>Land Use Designation</b> <i>Westwood/Clear Creek Area Plan, 2002</i>
<b>North</b>	C-1	1.22	“Central Business District”
<b>East</b>	P-C	148.58	“Planned Development”
<b>South</b>	C-1	0.36	“Central Business District”
<b>West</b>	C-2	0.38	“Central Business District”

C-1 (Retail Business District)  
P-C (Planned Community District)  
C-2 (General Commercial District)

#### GENERAL PLAN:

The project site has a “Central Business District” land use designation according to the *Westwood/Clear Creek Area Plan, 2002*. See the attached memorandum to the Architectural Review Committee for information regarding relevant goals, policies, and implementation measures contained in the *Westwood/Clear Creek Area Plan, 2002*.

LASSEN COUNTY CODE: Lassen County Code Section 18.118.020 states that consideration of the design application shall include:

- (1) *Conformance with the specified intent or criteria of certain applicable districts or uses;*
- (2) *Standards and provisions of the general plan or any applicable area plan;*
- (3) *Conformance with an applicable specific plan; or*
- (4) *Conditions specified in applicable use permits or planned unit development permits.*

Said section also states that “To these ends, design review shall serve as a format to suggest any changes in the plans of such proposed buildings, structures and other improvements as may be deemed necessary to accomplish the purpose [as stated above].”

Lassen County Code Section 18.118.040(a) authorizes the Architectural Review Committee to refer design review applications to the Planning Commission. The applicant or any interested person not satisfied with the action of the Planning Commission may be appeal said decision to the Board of Supervisors within 10 days of said action.

ENVIRONMENTAL DOCUMENT: The Environmental Review Officer of Lassen County has determined that this proposal is exempt from the California Environmental Quality Act under Section 15061(b)(3), the “common sense” exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

FINDINGS AND RECOMMENDATIONS BY ARC: The Architectural Review Committee met on September 16, 2019, and moved to refer the application to the November 5, 2019, Planning Commission meeting.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE LASSEN COUNTY PLANNING COMMISSION  
APPROVING DESIGN REVIEW APPLICATION #2019-020,  
MCNEILL STORAGE PROPERTIES

WHEREAS, the Planning Commission of Lassen County, after due notice and a public hearing conducted November 5, 2019, has considered Design Review Application #2019-020 filed by McNeill Storage Properties, LLC, to allow for the construction of a 5,600-square-foot, 42-unit, metal mini-storage building. The project site is zoned C-1 (Retail Business District) and has a “Central Business District” land use designation in the *Westwood/Clear Creek Area Plan, 2002*. The project site is located approximately 1,000 feet north of the intersection of Ash and Third Streets at 406 Ash Street, in Westwood, CA, 96137 (APN: 125-133-12); and

WHEREAS, Lassen County Code 18.36.100 states that all development in the C-1 district is subject to design review; and

WHEREAS, Lassen County Code Section 18.118.020 states that consideration of the design review application shall include review for conformance with the standards or provisions of the general plan or any applicable area plan, which, in this case, is the *Westwood/Clear Creek Area Plan, 2002*; and

WHEREAS, similar buildings to what is being requested are located nearby, and, as such, the proposed building would not represent a significant departure from other buildings in the vicinity; and

WHEREAS, the Environmental Review Officer of the County of Lassen has determined that the project is exempt from the requirements of the California Environmental Quality Act under Section 153061(b)(3) of the 2019 California Environmental Quality Act Guidelines.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The foregoing recitals are true and correct.
2. The Lassen County Planning Commission finds as follows:
  - a. That the proposed project is consistent with the *Westwood/Clear Creek Area Plan, 2002*, and the provisions of the Lassen County Zoning Ordinance; and
  - b. That the design review application would not be adverse to the public or general neighborhood, hinder the orderly and harmonious development of the county, or otherwise affect the general prosperity and welfare of its residents.



3. The Lassen County Planning Commission hereby concurs with the Environmental Review Officer that the project qualifies for an exemption from the California Environmental Quality Act under Section 153061(b)(3) of the 2019 California Environmental Quality Act Guidelines.
4. The Lassen County Planning Commission hereby approves Design Review Application #2019-020, subject to the conditions of approval attached hereto as Exhibit "A."

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the County of Lassen, State of California, on the 5<sup>th</sup> day of November, 2019, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Lassen County Planning Commission

ATTEST:

\_\_\_\_\_  
Maurice L. Anderson, Secretary

“EXHIBIT A”

CONDITIONS OF APPROVAL  
DESIGN REVIEW #2019-020, McNeill Storage Properties

1. The applicant/property owner will secure a building permit from the Department of Planning and Building Services before construction of the proposed accessory building.
2. The proposed accessory building shall be painted to yellow or beige (as demonstrated by the submitted color sample) to match the mini-storage buildings on the adjacent parcel.
3. The proposed metal roof shall not be reflective.
4. The applicant/property owner must replace all of the trees proposed to be removed (10) and shall provide adequate irrigation to said replacement trees to the satisfaction of the Department of Planning and Building Services.
5. The applicant/property owner must underground all conduits providing electrical service to the proposed mini-storage building.
6. In the event that any archaeological or cultural resources are discovered during construction or any ground disturbing activities in association with this project, such work is to be halted in the immediate area of the discovery until a qualified archaeologist, who may recommend appropriate mitigation measures. The project proponent shall implement any mitigation measures or conditions of approval recommended by the archaeologist to reduce potentially significant impacts to identified cultural resources to a less than significant level.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE LASSEN COUNTY PLANNING COMMISSION  
DISAPPROVING DESIGN REVIEW APPLICATION #2019-020,  
MCNEILL STORAGE PROPERTIES

WHEREAS, the Planning Commission of Lassen County, after due notice and a public hearing conducted November 5, 2019, has considered Design Review Application #2019-020 filed by McNeill Storage Properties, LLC, to allow for the construction of a 5,600-square-foot, 42-unit, metal mini-storage building. The project site is zoned C-1 (Retail Business District) and has a “Central Business District” land use designation in the *Westwood/Clear Creek Area Plan, 2002*. The project site is located approximately 1,000 feet north of the intersection of Ash and Third Streets at 406 Ash Street, in Westwood, CA, 96137 (APN: 125-133-12); and

WHEREAS, Lassen County Code 18.36.100 states that all development in the C-1 district is subject to design review; and

WHEREAS, Lassen County Code Section 18.118.020 states that consideration of the design review application shall include review for conformance with the standards or provisions of the general plan or any applicable area plan, which, in this case, is the *Westwood/Clear Creek Area Plan, 2002*; and

WHEREAS, the Environmental Review Officer of the County of Lassen has determined that the California Environmental Quality Act does not apply to projects that are disapproved, pursuant to Section 15270 of the 2019 California Environmental Quality Act Guidelines.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The foregoing recitals are true and correct.
2. The Lassen County Planning Commission finds as follows:
  - a. That the proposed project is not consistent with the *Westwood/Clear Creek Area Plan, 2002*, and the provisions of the Lassen County Zoning Ordinance; and
  - b. That the design review application would be adverse to the public or general neighborhood, hinder the orderly and harmonious development of the county, or otherwise affect the general prosperity and welfare of its residents.
3. The Lassen County Planning Commission hereby disapproves Design Review Application #2019-020.

RESOLUTION NO. \_\_\_\_\_

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PASSED AND ADOPTED at a regular meeting of the Planning Commission of the County of Lassen, State of California, on the 5<sup>th</sup> day of November, 2019, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman  
Lassen County Planning Commission

ATTEST:

\_\_\_\_\_  
Maurice L. Anderson, Secretary



County of Lassen  
Department of Planning and Building Services

• Planning • Building Permits • Code Enforcement • Surveyor • Surface Mining

September 12, 2019

Maurice L. Anderson, Director  
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email: landuse@co.lassen.ca.us  
website: www.co.lassen.ca.us

TO: Architectural Review Committee  
Agenda Date: September 16, 2019

FROM: Maurice L. Anderson, Director

Zoning & Building  
Inspection Requests  
Phone: 530 257-5263

SUBJECT: **DESIGN REVIEW #2019-020, McNeill Storage Properties, LLC.** The applicant is proposing a 5,600-square-foot, 42-unit, metal mini-storage building. The project site is zoned C-1 (Retail Business District) and has a "Central Business District" land use designation, the latter according to the *Westwood/Clear Creek Area Plan, 2002*. The project site is located approximately 1,000 feet north of the intersection of Ash and Third Streets at 406 Ash Street, in Westwood, CA, 96137. APN: 125-133-12. Staff Contact: Stefano Richichi, Associate Planner

The Lassen County Department of Planning and Building Services recommends the following findings:

1. The subject parcel is zoned C-1 (Retail Business District) and has a "Central Business District" land use designation, the latter according to the *Westwood/Clear Creek Area Plan, 2002*.
2. Existing improvements on site include two residences and a barn that the applicant proposes to remove in order to construct the proposed mini-storage.
3. The applicant is proposing a 5,600-square-foot, 42-unit, metal mini-storage building.
4. Lassen County Code Section 18.36.020 allows mini-storage warehouses by right in the C-1 (Retail Business District) district.
5. Lassen County Code 18.36.100 states that all development in the C-1 district is subject to design review.
6. Lassen County Code Section 18.102.070 sets forth specific development criteria for mini-storage warehouses. The proposed mini-storage building complies with the door height, access, color, and setback standards found in that section. Per said section, those standards are minimum allowable standards. The architectural review committee may apply additional standards if it finds such are necessary to protect the interests of the general public, surrounding landowners, or the project proponent. Said section also requires that mini-storage warehouses undergo design review.
7. The proposed mini-storage complies with the 30-foot fire safety setback found at Lassen County Code Section 9.16.103(d)(1)(a).
8. The *Community of Westwood Design Guidelines, 2004* (Westwood Design Guidelines), adopted by Board Resolution Number 04-034, states a follows:

*All requests for new construction within commercial and industrial districts shall contain a landscape plan showing, at a minimum, location of existing trees, the location of any trees to be removed, proposed planting and irrigation detail.*

*The removal of trees along the street is prohibited unless the tree is in danger of falling, diseased, not consistent with an approved landscape plan or an adopted area-wide plan, or otherwise creates a safety concern.*

*A replacement tree should be planted in the same relative location as the tree that was removed; or, if removed to facilitate development, at a location on the same property as the tree that is removed.*

9. The applicant proposes to remove and replace a total of 10 trees at the project site and the adjacent parcel (APN 125-133-13). At the project site, the applicant proposes to remove and replace five trees, and remove and replace five trees on the adjacent parcel. Although the applicant did not submit an irrigation plan as described above, the note on the submitted plot plan reads: "Owner to provide irrigation to new trees." If this application is ultimately approved, the applicant will be required to replant the existing trees as proposed and provide for their irrigation before issuance of the Certificate of Occupancy for the proposed mini-storage building (through the building permit process).
10. Furthermore, the applicant may be required to secure a "Less than 3 Acre Conversion Exemption" from the California Department of Forestry and Fire Protection (Cal Fire) for the removal of any and all trees. The applicant should speak with the Lassen-Modoc Cal Fire Unit to this effect.

11. The Westwood Design Guidelines also state as follows:

*Within industrial areas, pre-manufactured buildings are to avoid the generic, off-the-shelf appearance. The use of a typical utilitarian design with an exposed low, pitch (2:12) roof, no overhang, single color, flat walls, and unorganized window openings is discouraged. If these buildings are to be used, one of the following design approaches should be employed:*

- a. The low pitch roofs should be hidden behind a parapet, or;*
  - b. The roof pitch should be increased to a minimum of 4:12 and the overhangs should be commensurate with the scale of the building (e.g., 3 to 4 foot overhangs on a 14' eave height).*
  - c. Include features such as; offsets in the wall planes, recessed entry areas, metal canopies, several colors, accent color bands, multiple siding profiles.*
  - d. Roof structures over entry ways should be designed to dump snow away from pedestrian traffic and walkways.*
12. Although the project site is zoned for commercial use, and is therefore not an "industrial area" as described above, it is reasonable to infer that if the above design criteria apply to industrial areas, for which concerns about appearance are least relevant, then the above criteria would also apply to commercial areas. Furthermore, the Lassen County Code allows mini-storage buildings in both commercial and industrial zones, suggesting that mini-storage buildings can be classified as either. Ultimately, however, the Architectural Review Committee, or Planning Commission, as appropriate, will determine whether the above criteria apply to this project.



13. Furthermore, the Westwood Design Guidelines also state:

*Roofs for new buildings shall not have less than a 6:12 slope, unless otherwise approved through the design review.*

14. The applicant proposes a 0.5 in 12 roof pitch with 1.75 inch roof overhangs. The applicant also states in his attached letter dated September 10, 2019, that the proposed mini-storage building is not a pre-manufactured building, and therefore, in the applicant's opinion, the above criteria found in Finding 10 do not apply to the proposed project.

15. In addition, the Westwood Design Guidelines state:

*Policy CCE-4: The County supports the undergrounding of utilities in the planning area.*

*Implementation Measure CCE-I: In the review of development projects in the planning area, utility lines will be required to be installed underground unless there are substantial reasons to demonstrate that undergrounding of certain utility lines is not feasible.*

16. The applicant proposes several underground conduits providing electrical service to the existing storage buildings on the adjacent parcel and to the proposed mini-storage building.

17. The Westwood Design Guidelines relate the following regarding siding:

*Wood, stone, or brick siding is considered traditional and is the preferred material; however, alternate materials (e.g. steel, concrete, vinyl) may be used provided that the exterior appearance resembles traditional materials.*

*For buildings within the Central Business Area, horizontal wood lap siding is the preferred design and material. Alternate materials may be used provided that the exterior appearance resembles wood lap siding once installed. Brick accents, for patios, walkways, fireplaces and similar supporting architectural or landscape features, are acceptable. Plywood or similar appearing panel siding is discouraged due to maintenance requirements and overall appearance.*

18. The proposed mini-storage building is located in the Central Business Area. The applicant proposes metal siding.

19. The Westwood Design Guidelines also state:

*Along Ash and Birch Streets, between 3<sup>rd</sup> and 5<sup>th</sup> streets, buildings should be a minimum of two stories. When two stories are not proposed, the building design should incorporate the use of an attic with loft windows similar to the main building, and be constructed in a manner that would allow for a second addition in the future.*

20. The project site is at the intersection of 4<sup>th</sup> Street and Ash Street. The proposed mini-storage building would be 14 feet tall if approved.

21. The following excerpts from the *Community of Westwood Design Guidelines, 2004* more generally pertain to the project:

**PURPOSE:**

1. **Provide direction to the public as well as establish criteria for review of projects.** The purpose of the design guidelines is to provide a clear set of design policies to help developers, builders, and the public in general understand, appreciate, and fulfill the design qualities and objectives being encouraged within the Westwood/Clear Creek Planning Area. These guidelines also provide the primary design criteria which County Staff, Architectural Review Committee, Planning Commission, and the Board of Supervisors will use to evaluate project proposals during the review and approval process.
2. **Implement the Community Character Element of the Westwood/Clear Creek Area Plan, the Westwood Revitalization Plan, and provide direction to enhance Westwood's visual form which is comprised of natural and man made components.** These Guidelines provide that the appearance of structures will support the visual resource goals of the area and ensure that buildings, signs, and other development within this area are designed and constructed so as not to be unsightly, undesirable, or obnoxious in appearance to the extent that they will hinder the orderly and harmonious development and appearance of the neighborhood.
3. **Preserve and enhance the historic milltown character of downtown Westwood.** These guidelines require that new structures and alterations to existing structures in commercial districts be designed with consideration for preserving and enhancing the historic milltown character of Westwood. These guidelines provide a means of helping people assess how proposals are consistent with this design theme.
4. **Articulate the design preferences and expectations of the Westwood Community.** The text identifies the Community's design preferences. Applications submitted are expected to incorporate these preferences.
5. **These design guidelines take the lead in design related issues.** Lassen County has many documents that address design such as: the General Plan, Area Plan, and the Zoning Code. These documents are typically more general in nature than the Design Guidelines contained herein. The guidelines are more focused on design and more specific. The guidelines shall take the lead on design issues, but they need to be used in conjunction with other County regulations.

**I. SITE DEVELOPMENT GUIDELINES**

**GOALS**

- To provide and maintain a pedestrian-friendly environment that encourages visitors.
- To ensure new land uses are compatible with existing development, and the goals and vision of the Westwood Community.



#### A. Placement of Structures

##### Roofing

Roofing of all structures should be designed or oriented on the site to not dump snow on other buildings, adjacent properties, or on sidewalks.

##### Commercial Buildings

Building setbacks from side and front property lines should be similar to the adjacent building(s).

##### Industrial Uses

Screen landscaping and a buffer area should be provided when industrial uses are adjacent to a different land use designation or a public street.

## **II. BUILDING DESIGN GUIDELINES**

### **GOALS**

- To enhance and preserve the architectural features of Westwood.

#### A. GENERAL

##### Building Scale and Shapes

No building shall be permitted in which the design or exterior appearance is of such an unorthodox or abnormal character in relation to the surroundings as to be unsightly or offensive to generally accepted tastes.

The scale of new construction should be consistent with the scale of adjacent buildings.

Buildings should not be over two stories in height within the Central Business Area.

##### Awnings

Awnings should be designed to shed snow or be removable for storage during the winter months.

##### Commercial Buildings

Free-standing buildings shall be designed and detailed consistently on all sides, including the rear and side elevation.

#### Central Business Area

Facades of new or remodeled buildings should retain the continuity of existing aesthetically appropriate or design preferred buildings within the community.

New buildings should include covered porches, or recessed entries to emulate the covered porch.

## B. MATERIALS

### Building Exterior

Although the use of traditional materials in new construction and building renovation is encouraged, alternate materials may be used, provided that the exterior appearance of the building resembles traditional materials.

### Roofs/Coverings

Metal roofs shall not be reflective.

## C. COLORS

Buildings should not be painted in florescent, luminescent, or other extreme colors which detract from the appearance of the neighboring property and the community as a whole.

### Commercial Districts

The proposed building design and colors should enhance the visual character of the environment and the historic character of the district, and should strive to complement other buildings consistent with the historic theme. Natural stained wood, earth tone, and off-white are acceptable colors within commercial districts. Other colors may be found acceptable upon design review.

The colors of the roof, siding, porch, awnings, and trim of the building should complement each other.

22. The applicant proposes to paint the proposed building yellow or beige to match the mini-storage buildings on the adjacent parcel (see submitted color sample).
23. The following goals, policies, and implementation measures from the *Westwood/Clear Creek Area Plan, 2002* generally pertain to the project:
  - GOAL L-2: New development compliments and builds upon the positive characteristics of the community and does not cause significant adverse impacts to local natural and community resources.
  - POLICY LU-8: Tree cutting within communities for the purpose of clearing land for development should be minimized, compatible with the setting, and limited to areas needed for structures, installation and operation of facilities, safety, fire protection, and visual enhancement.
  - GOAL L-3: Neighborhoods which offer safe and pleasant living environments for residents of the planning area.

- POLICY LU-11: The County supports the need to maintain safe and pleasant living environments and, in consideration of related land use decisions, shall require mitigation of impacts which significantly threaten such qualities.
- IMPLEMENTATION MEASURE LU-F: In the course of reviewing development proposals, the County will consider how proposed development will relate to and affect the quality of neighborhoods in the vicinity and will consider mitigation measures, conditions of approval, and other means to protect the safety and quality of life in those neighborhoods.
- GOAL L-4: A thriving and pedestrian-friendly central business area in Westwood with an interesting and complimentary blend of commercial, service, and community activities.
- POLICY LU-12: The area plan designates a special central business area in Westwood that is primarily commercial in character but which also accommodates community and institutional services.
- POLICY LU-13: The County supports special planning efforts and projects to encourage revitalization and enhancement of the Westwood central business area.
- GOAL L-9: Increased community wealth, job opportunities and the provision of needed commercial services through economic growth and diversification by supporting the expansion of existing commercial operations and by encouraging new commercial ventures in appropriate locations.
- GOAL L-10: New commercial development in designated areas that are designed and operated to compliment and enhance the community.
- POLICY LU-18: The County supports the economic viability of existing communities and will minimize the development of scattered commercial uses by directing commercial uses to town centers and commercial areas or the orderly expansion of such areas, with limited exceptions including home occupations, agricultural-related sales, and specially-considered local convenience and highway commercial sites.
- IMPLEMENTATION MEASURE LU-M: Zoning for commercial uses will be limited to areas designated for commercial land uses as indicated in the area plan land use maps.
- IMPLEMENTATION MEASURE LU-N: The County will clarify and strengthen design review and code compliance provisions applicable to commercial districts in the planning area.
- GOAL L-26: All buildings in the planning area should be sound, safe and pleasant in appearance and the condition and appearance of property should not be detrimental to the character and value of the neighborhood.
- POLICY LU-43: The County supports progressive efforts and redevelopment programs to rehabilitate dilapidated structures and properties in the planning area or replace dilapidated structures with buildings that are sound, safe and pleasant in appearance.



## SCENIC RESOURCES AND DESIGN STANDARDS

- GOAL CC-1: A pleasant rural setting where architecture and development features compliment the visual quality of the landscape and do not significantly detract from it. Buildings are designed and maintained to compliment the forest and mountain character of the local landscape.
  - GOAL CC-2: Buildings and property are maintained to present a well-kept, pleasant appearance that compliments and does not detract from the appearance of neighboring property and the community as a whole.
  - GOAL CC-3: In Westwood the appearance of buildings in the town center compliment and do not significantly detract from the historic heritage of the community and most buildings incorporate design elements from early mill town architecture.
  - POLICY CCE-2: The Area Plan includes land use designations for which the zoning will require design review of new structures. Design review procedures shall encourage that the appearance of structures will support the visual resource goals of the area and ensure that buildings, signs, and other development within these areas are designed and constructed so as not to be of unsightly, undesirable or obnoxious appearance to the extent that they will hinder the orderly and harmonious development and appearance of the neighborhood.
  - POLICY CCE-5: Development of land adjacent to Westwood and Clear Creek should be subject to design guidelines that are compatible with the guidelines of the adjacent community.
  - MEASURE CCE-H: The use of adequate and visually attractive fencing and natural screening will be encouraged to screen outdoor storage and visual intrusions that are allowed under established zoning provisions.
24. Pursuant to Lassen County Code § 18.118 (Design Review Guidelines), the Architectural Review Committee may make one of the following determinations:
- a. Approve the application as submitted; or
  - b. Suggest any changes in the plans it deems necessary to accomplish the purpose of applicable design standards; or
  - c. Refer the application to the Planning Commission for a decision.

### Code Requirements

1. The applicant will secure a building permit from the Department of Planning and Building Services before construction of the proposed building.

MLA:smr



County of Lassen  
Department of Planning and Building Services

• Planning • Building Permits • Code Enforcement • Surveyor • Surface Mining

July 12, 2019

Maurice L. Anderson, *Director*  
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McNeill Storage Properties, LLC  
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Zoning & Building  
Inspection Requests  
Phone: 530 257-5263

Juan Jimenez, President  
Crazy J's Concrete, Inc.  
472-250 Diamond Crest Road  
Susanville, CA 96130

RE: Design Review #2019-020, McNeill Storage Properties, LLC

This letter is to inform you that this Department has determined that the above-referenced application is incomplete and is providing you an opportunity to submit supporting information necessary for this Department to accept said application as complete, under Government Code Section 65943.

At this time, there are three broad items that must be addressed:

1. Landscape Plan/Replacement of Trees and Vegetation

The *Community of Westwood Design Guidelines, 2004* (Westwood Design Guidelines) states a follows:

*All requests for new construction within commercial and industrial districts shall contain a landscape plan showing, at a minimum, location of existing trees, the location of any trees to be removed, proposed planting and irrigation detail.*

*The removal of trees along the street is prohibited unless the tree is in danger of falling, diseased, not consistent with an approved landscape plan or an adopted area-wide plan, or otherwise creates a safety concern.*

*A replacement tree should be planted in the same relative location as the tree that was removed; or, if removed to facilitate development, at a location on the same property as the tree that is removed.*

Mr. Jimenez has indicated that several of the trees and brush on-site will be removed if this project is ultimately approved. The above guidelines require a landscape plan that shows "at a minimum, [the] location of existing trees, the location of any trees to be removed, proposed planting and irrigation detail." Please provide this to our office. Are you proposing to replace any of the trees that will be removed?

2. Clarification Regarding Roof Pitch and Length of Roof Overhang

The design review application you submitted to this Department on June 24, 2019, states that proposed roof pitch is 2 in 12, while the sample drawings you submitted along with the application show a 0.5 in 12 roof pitch. In addition, please be aware that the Westwood Design Guidelines state as follows:

*Within industrial areas, pre-manufactured buildings are to avoid the generic, off-the-shelf appearance. The use of a typical utilitarian design with an exposed low, pitch (2:12) roof, no overhang, single color, flat walls, and unorganized window openings is discouraged. If these buildings are to be used, one of the following design approaches should be employed:*

- a. *The low pitch roofs should be hidden behind a parapet, or;*
- b. *The roof pitch should be increased to a minimum of 4:12 and the overhangs should be commensurate with the scale of the building (e.g., 3 to 4 foot overhangs on a 14' eave height).*
- c. *Include features such as; offsets in the wall planes, recessed entry areas, metal canopies, several colors, accent color bands, multiple siding profiles.*
- d. *Roof structures over entry ways should be designed to dump snow away from pedestrian traffic and walkways.*

Your submitted pictures show both no roof overhang and some roof overhang, depending on the side of the building. Please clearly indicate what the proposed length of the roof overhang will be, and whether and how it might be different on different sides of the proposed mini-storage building.

### 3. Lighting, Signage, and Undergrounding of Utilities

The Westwood Design Guidelines have several policies related to lighting and signage. Will there be any lighting or signage proposed? Also, will there be any utilities related to the proposed mini-storage building? The *Westwood /Clear Creek Area Plan, 2002* states as follows:

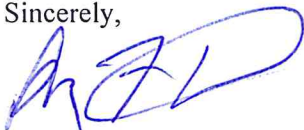
*Policy CCE-4: The County supports the undergrounding of utilities in the planning area.*

*Implementation Measure CCE-I: In the review of development projects in the planning area, utility lines will be required to be installed underground unless there are substantial reasons to demonstrate that undergrounding of certain utility lines is not feasible.*

Again, this Department cannot accept your application as complete (as described at Government Code Section 65943) at this time until the above items are satisfied. In order to process your application properly, this Department needs as specific information as possible. Once the above is submitted and your application is accepted as complete, your application will be processed as stipulated in Chapter 18.118 of the Lassen County Code, titled "Design Review."

Please contact Associate Planner Stefano Richichi at (530) 251-8269 or [srichichi@co.lassen.ca.us](mailto:srichichi@co.lassen.ca.us) if you have further questions.

Sincerely,



Maurice L. Anderson,  
Director

MLA:smr

Enclosures: Lassen County Code Chapter 18.118, titled "Design Review"



## Lassen County Code

Up Previous Next Main Collapse Search Print No Frames  
Title 18 ZONING

**Chapter 18.118 DESIGN REVIEW**

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**18.118.010 When required.**

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Design review shall be required for buildings, structures, or other external improvements including, but not limited to, landscaping, fences and parking areas in D design combining districts, or as otherwise required by this title, to ensure that the visual impacts of such projects will not be adverse to the public or general neighborhood, hinder the orderly and harmonious development of the county or otherwise affect the general prosperity and welfare of its residents. Design review may also be required as a condition of use permits or planned development permits or as a method to implement standards in the general plan, an area plan or a specific plan or as otherwise deemed necessary. (Ord. 467 § 69, 1984).

**18.118.020 Consideration of design application.**

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(a) Consideration of the design application shall include:

- (1) Conformance with the specified intent or criteria of certain applicable districts or uses;
- (2) Standards and provisions of the general plan or any applicable area plan;
- (3) Conformance with an applicable specific plan; or
- (4) Conditions specified in applicable use permits or planned unit development permits.

(b) To these ends, design review shall serve as a format to suggest any changes in the plans of such proposed buildings, structures and other improvements as may be deemed necessary to accomplish the purpose of this chapter. No plan shall be approved until the county is satisfied that such purposes will be accomplished. (Ord. 467 § 69, 1984).

**18.118.030 Application.**

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(a) Application for design review shall be made in writing on a form prescribed by the planning department and shall be accompanied by plot plans, drawings or sketches showing the elevations of the proposed building or design of other external improvements. Two copies of application forms and supplemental graphics shall be submitted to the planning department.

(b) The application, when complete, shall serve as documentation of the proposed design of the project as it will appear after the work has been completed. Approval of the application shall only apply to the design as presented therein and substantial deviation from a design as approved shall require amendment of the application or submittal of a new application. (Ord. 467 § 69, 1984).

**18.118.040 Design review.**

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(a) The architectural review committee (ARC) shall consist of the director of community development, who shall act as chairman, the county building official and a planning commissioner to be appointed annually by the chairman of the planning commission. The ARC shall review all design review applications, except as herein provided, within fourteen days from acceptance of the application. The ARC may either approve the application as submitted or shall suggest any changes in the plans as it may deem necessary to accomplish the purpose of the design district or applicable standards. The ARC may refer any application to the planning commission for decision. In such case, the planning commission shall hold a hearing on said application and shall render its decision thereon within thirty days after completion of the hearing. Any such application referred to the planning commission for decision shall be subject to the appeal provisions contained in Section 18.118.060.

(b) In the case of designs for the construction or exterior remodeling of single-family dwellings and/or accessory structures, or minor remodeling of any structure within a design combining district or otherwise subject to design review, the department of community development may review the application using as its criteria the intent of the district as

herein described or referenced and any appropriate guidelines that may be formulated through the ARC for the purpose of review. The department may, within five working days, approve the design review application when satisfied that the design accomplishes the intent of the review. The department may refer any application to the ARC for decision. Any such application referred to the ARC for decision shall be subject to the appeal provisions contained in Section 18.118.060.

(c) A copy of all approved design review applications shall be forwarded to the building official. (Ord. 467-X § 14, 2000; Ord. 467 § 69, 1984).

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**18.118.050 Waiver of design review.**

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Design review may be waived for minor exterior remodeling or repair projects when, upon examination of the plans, it can be determined that the work will not constitute a significant change or have a substantial visual impact upon the appearance of a structure as exposed to the general public and neighborhood (e.g., replacement of foundation, steps, construction of decks and patios screened from public view, or for any additions designed to match the colors and materials of existing structures). (Ord. 467-W § 10, 1998; Ord. 467 § 69, 1984).

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**18.118.060 Appeal.**

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Following shall be the appeal procedure for design reviews performed in accordance with this chapter:

(a) If the applicant is not satisfied with the action of the department of community development, s/he may request that the ARC review the design. The ARC shall review and render its decision upon such applications within fourteen days of the request.

(b) If the applicant is not satisfied with the action of the ARC, s/he may, within thirty days after such action, appeal in writing to the planning commission. The planning commission shall hold a hearing on said appeal and shall render its decision thereon within 30 days after completion of the hearing. Any appeal hearing shall be de novo.

(c) If the applicant or any interested person is not satisfied with the action of the planning commission may, within ten days after such action, appeal in writing to the board of supervisors. The board shall hold a hearing on said appeal and shall render its decision thereon within thirty days after completion of the hearing. Any appeal hearing shall be de novo. (Ord. 467 § 15, 2000; Ord. 467 § 69, 1984).

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View the [mobile version](#).



September 10, 2019

County of Lassen  
Department of Planning and Building Services  
707 Nevada St. Suite 5  
Susanville, CA 96130  
Attn: Maurice Anderson, Director

RE: Design Review #2019-020, McNeill Storage Properties, LLC

This letter is in response to the correspondence letter received from Maurice Anderson dated July 12, 2019. It serves as response to the three items that needed to be addressed to accept the design review application as complete.

1. Landscape plan/ replacement of trees and vegetation

A site plan showing removal and replacement of trees will be submitted with this letter.

2. Clarification regarding roof pitch and length of roof overhang

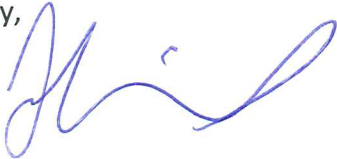
The 2 in 12 roof pitch that was stated on the design review application was incorrect. Also, please disregard previously submitted pictures. The roof pitch of the proposed building is 0.5 in 12. I have attached a picture of a sample of what the end wall of the building that is facing the street will look like with finish trim and 0.5 in 12 roof pitch. The picture is for trim and pitch reference only, please disregard color. As you can see from the sample picture the design of this building is not unsightly, undesirable, or obnoxious in appearance and will not hinder the orderly and harmonious development and appearance of the neighborhood as stated in the Community of Westwood design guidelines page 2 number 2 of the purpose section. Please refer to sheet DET3 of the erection and specifications drawings provided for details of roof overhang and trim design.

The roof pitch and overhang guidelines from page 8 of the Community of Westwood design guidelines (industrial buildings section) specifically refers to pre-manufactured buildings. The proposed building is not a pre-manufactured building, it is a site-built building. Therefore, these design approaches would not apply. One story Mini storage facilities are typically built with little to no overhang to avoid tenants driving into overhangs when maneuvering the drive areas and backing to there units. Please refer to erection and specification drawings for specific overhangs, trim, and other design specifications.

### 3. Lighting, Signage, and undergrounding of utilities

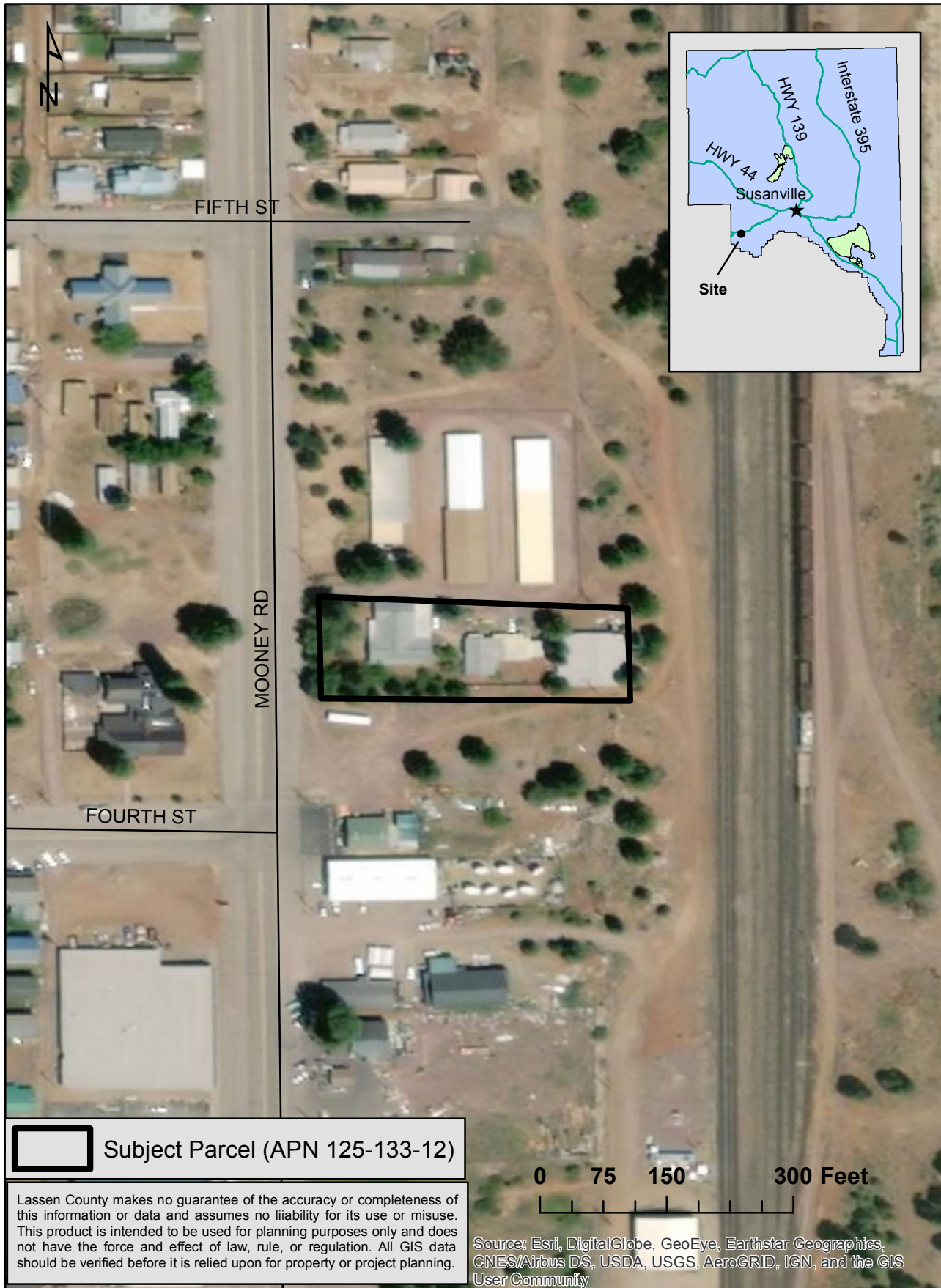
A plot plan that shows proposed lighting and undergrounding of utilities will be submitted with this letter. The existing business sign will remain as the property signage.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jimenez', with a stylized flourish at the end.

Juan Jimenez, Authorized Agent for:  
McNeill Storage Properties, LLC  
406 Ash St.  
Westwood, CA 96127

# Design Review #2019-020, McNeill Storage Properties, LLC







## DESIGN REVIEW APPLICATION

RECEIVED

FILING FEE: \$63.00 FOR RESIDENTIAL; \$95.00 FOR MULTI-FAMILY  
RESIDENTIAL AND COMMERCIAL; \$127.00 FOR MULTI-UNIT COMMERCIAL

JUN 24 2019

DEPARTMENT OF PLANNING AND BUILDING SERVICES

707 Nevada Street, Suite 5 · Susanville, CA 96130-3912

(530) 251-8269 · (530) 251-8373 (fax)

www.co.lassen.ca.us

LASSEN COUNTY DEPARTMENT  
PLANNING AND BUILDING SERVICES

Form must be typed or printed clearly in black or blue ink. All sections must be completed in full.

This application consists of two pages; only attach additional sheets if necessary.

FILE NO. DR2019-020

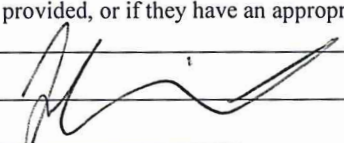
Property Owner/s	Property Owner/s
Name: <u>McNeill Storage Properties LLC</u>	Name:
Mailing Address: <u>406 Ash St.</u>	Mailing Address:
City, ST, Zip: <u>Westwood, CA 96127</u>	City, ST, Zip:
Telephone: <u>626-825-0179</u> Fax:	Telephone: Fax:
Email: <u>livi@mcneillstorage.com</u>	Email:

Applicant/Authorized Representative*	Agent (Land Surveyor/Engineer/Consultant)
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name: <u>Juan Jimenez</u>	Name:
Mailing Address: <u>472-250 Diamond Crest Rd.</u>	Mailing Address:
City, ST, Zip: <u>Susanville, CA 96130</u>	City, ST, Zip:
Telephone: <u>530-310-1480</u> Fax:	Telephone: Fax:
Email: <u>crazyjsconcrete@gmail.com</u>	Email: License #:

Project Address or Specific Location: <u>406 Ash St. Westwood, CA 96127</u>			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning: <u>residential/commercial</u>	General Plan Designation: <u>Central Business District</u>		
Parcel Size (acreage): <u>1.7</u>	Section:	Township:	Range:

Assessor's Parcel Number(s): <u>125 - 133 - 12</u>	-	-	-
-	-	-	-

Project Description/Proposed Use of Structure:
<u>Demolition of two residential houses and 1 barn to accommodate a 5,600 sq. ft. 42 unit mini storage Building.</u>
<u>35'X160'</u>

<b>SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT:</b> I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	<b>*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE</b> (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided, or if they have an appropriate contractor's license.)
Date:	 Date: <u>5-28-19</u>
Date:	Date:

See associated process form for required attachments and instructions.

Application for design review may be prepared by the property owner or his qualified agent and shall be accompanied by drawings or sketches made clear and legible on sheets of paper at least 8½"x11" in size. Three (3) copies of such applications for design approval shall be submitted to the Planning Department and shall include, but not be limited to, the following information:

**1. Plot Plan/Layout Design:**

- The location of all existing and proposed structures on the property together with their dimensions, distance between structures and setback distances from property lines.
- Approximate location of all streams, drainage channels, and/or bodies of water and an approximate indication of slope and elevation of the property.
- Names, locations, and widths of all existing and proposed streets or right-of-ways known to the owner as to location on or near the property.
- Proposed type and location of driveway, parking areas, sidewalks, fences, shrubs, landscaping, etc.
- The relation to the existing buildings and structures in the general vicinity and area.
- Location of sewer lines and leach field areas.

**2. Setbacks:**

Front: Required	<u>30'</u>	Proposed	<u>35'</u>
Side: Required	<u>30'</u>	Proposed	<u>35'</u>
Rear: Required	<u>30'</u>	Proposed	<u>35'</u>

**3. Proposed building and/or improvements showing the same as it will appear after the work for which the permit is sought shall have been completed:**

Design of proposed construction and/or other improvement (show on drawings).

Height and area of buildings: 10' Eave Height 5,600 Sq.ft. Building

Ground level to roof peak: Approx. 14'

Ground level to top of wall (show on drawings.): \_\_\_\_\_

Roofing: Type: Metal

Pitch: 2/12

\*Color: Yellow - to match existing - (pictures included)

Elevations of proposed building (shown on drawings).

Exterior: Material: Metal

\*Color of Siding: Yellow - to match existing - (pictures included)

Masonry work – color and materials to be used: \_\_\_\_\_

**\*Two (2) color samples of new roof or exterior must accompany this application.**

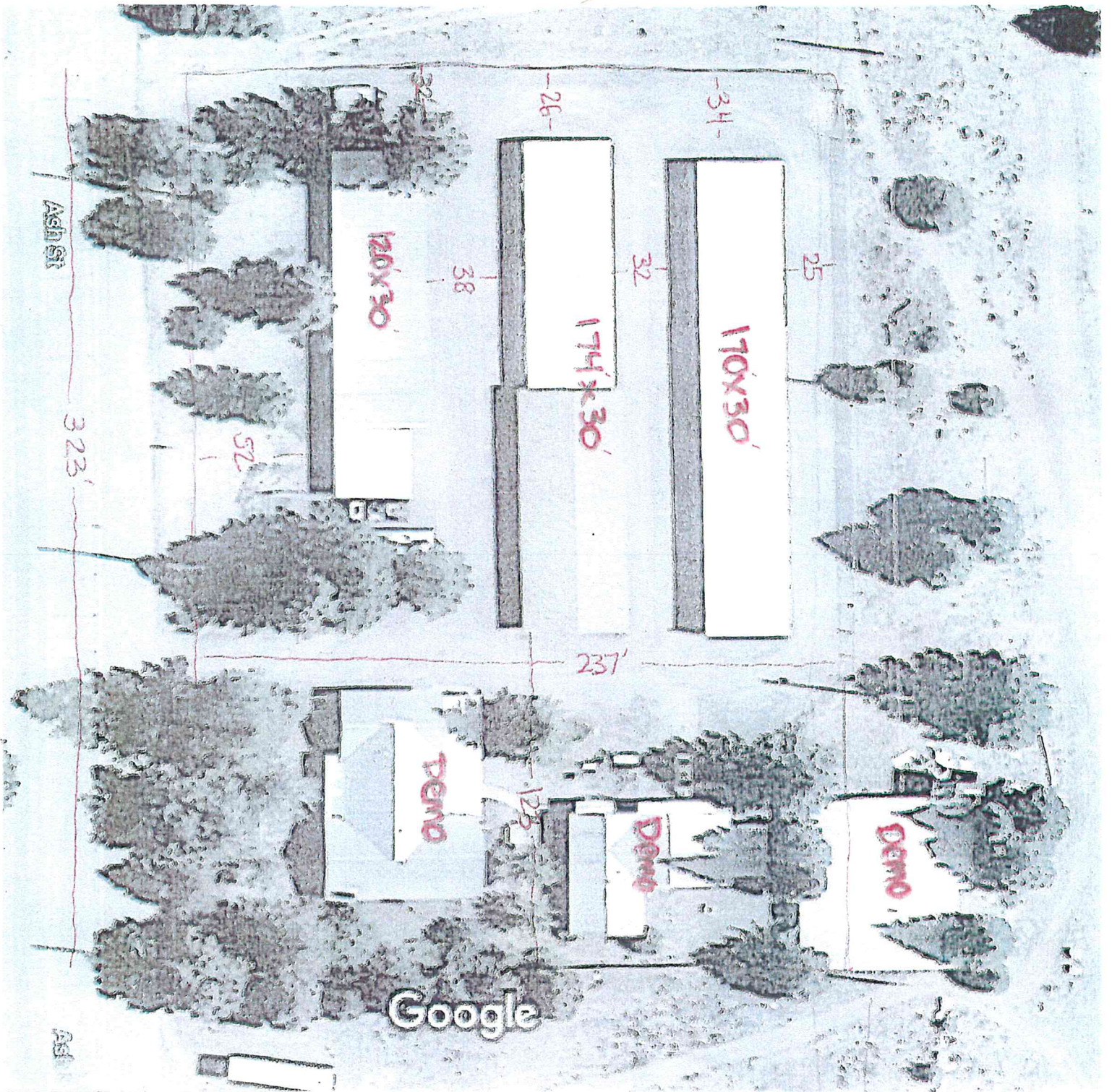
**Staff Use Only:** Fire Responsibility Area: ☐ SRA ☐ LRA-very high Chapter 7A materials required: ☐ Yes ☐ No

Conference with Cal Fire required: ☐ Yes ☐ No Building Inspector intake review complete (initial): \_\_\_\_\_ Date: \_\_\_\_\_









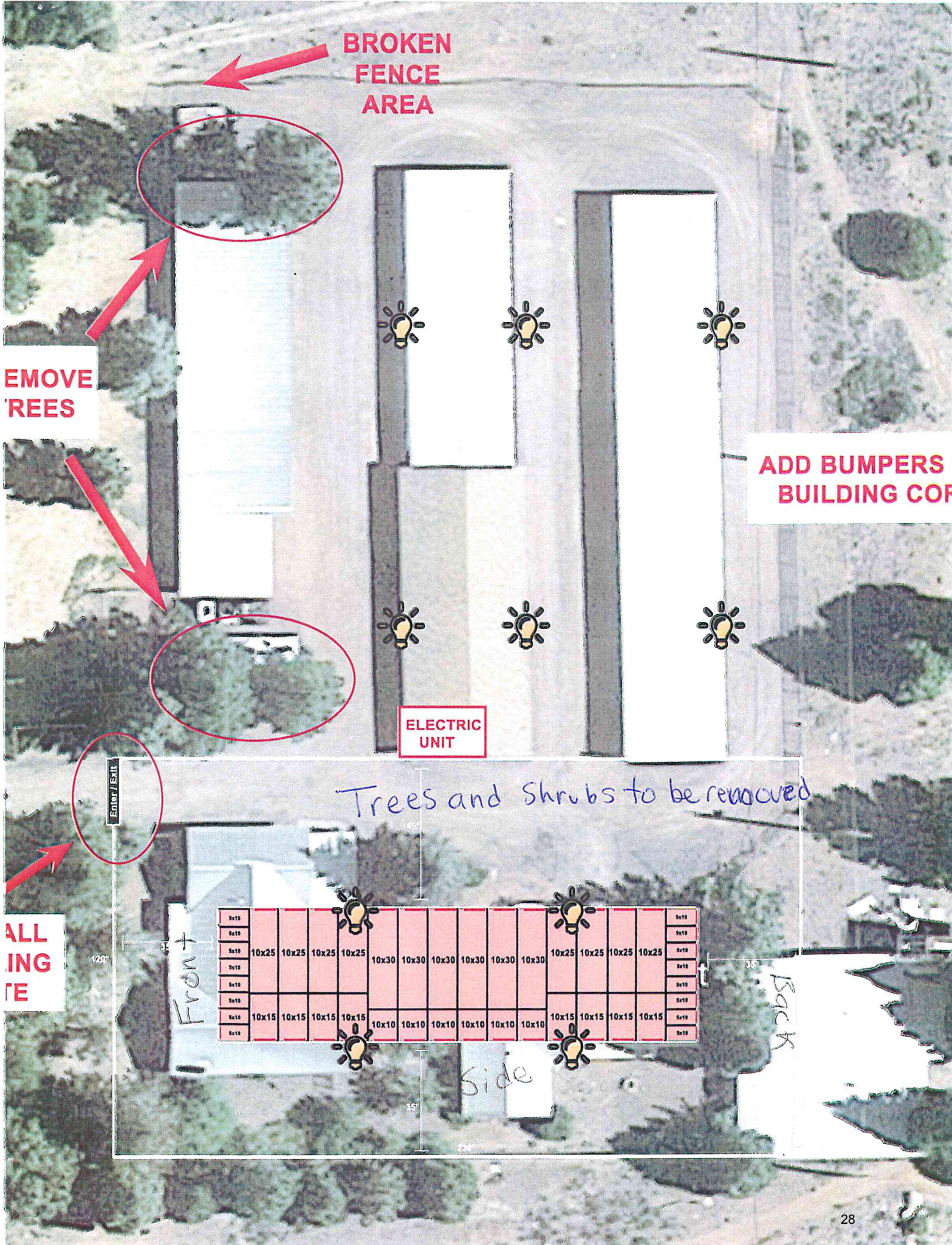
A portion of  
this building is off the  
property line.

400 Ash St.  
Westwood, OH  
76137









**BROKEN  
FENCE  
AREA**

**REMOVE  
TREES**

**ADD BUMPERS  
BUILDING CORNERS**

**ELECTRIC  
UNIT**

*Trees and shrubs to be removed*

**ALL  
ING  
TE**

Enter / Exit

120°

8x10																		8x10
8x10																		8x10
8x10	10x25	10x25	10x25	10x25										10x25	10x25	10x25	10x25	8x10
8x10																		8x10
8x10																		8x10
8x10	10x15	10x15	10x15	10x15										10x15	10x15	10x15	10x15	8x10
8x10																		8x10

Side

Back

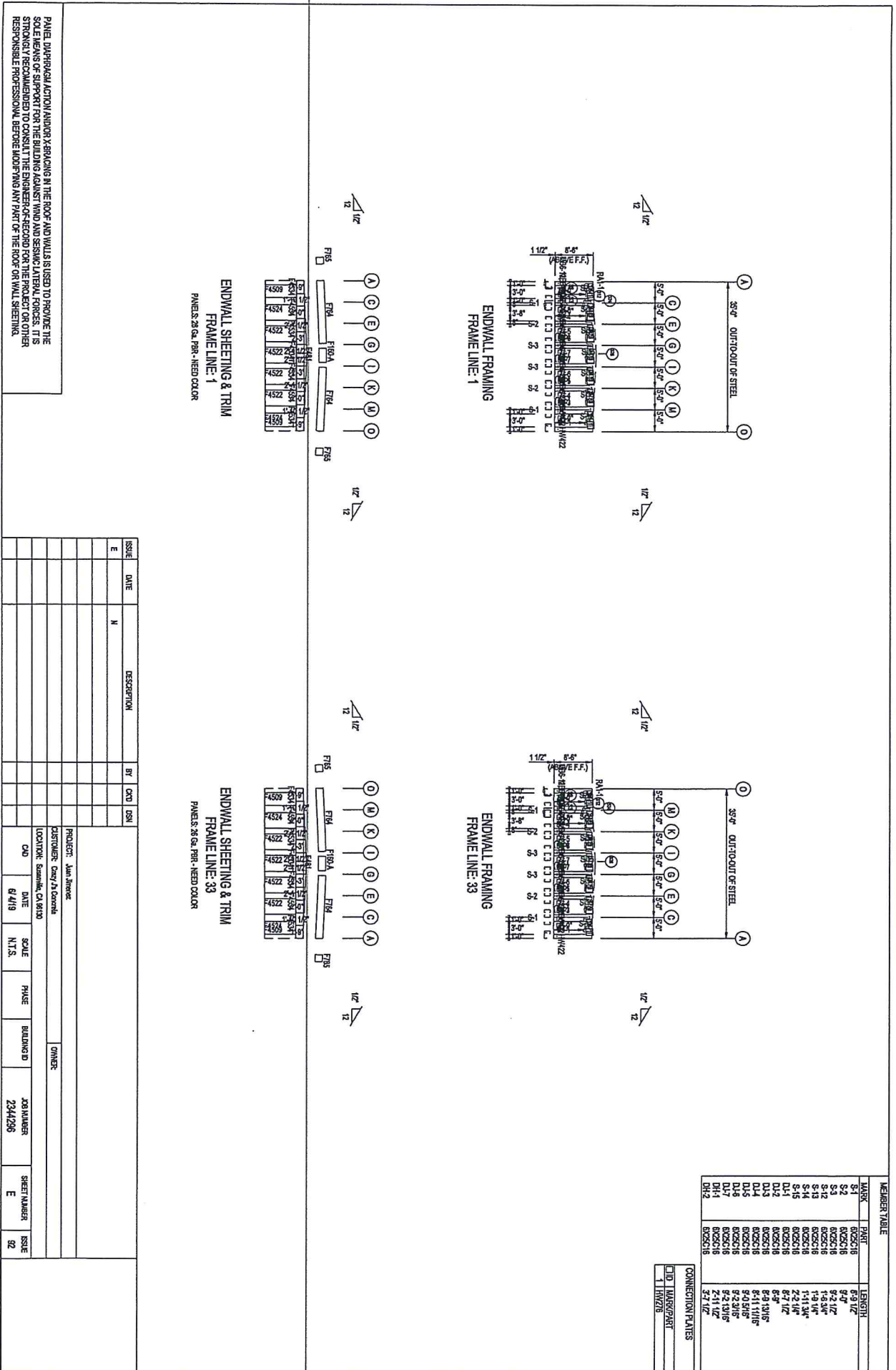












ISSUE	DATE	DESCRIPTION	BY	CHK	ISH
E		N			

PROJECT: Juan Perez		OWNER:	
CUSTOMER: Diego J. Gonzalez			
LOCATION: Bannockburn, IL 60015			
CD	DATE: 6/4/19	SCALE: N.T.S.	PHASE: BUILDING D
			DWG NUMBER: 2344296
			SHEET NUMBER: E
			ISSUE: 92

PLAN: DIAPHRAGM ACTION AND/OR BRACING IN THE ROOF AND WALLS IS USED TO PROVIDE THE SOLE MEANS OF SUPPORT FOR THE BUILDING AGAINST WIND AND SEISMIC LOADS. THE ENGINEER RECOMMENDS THAT THE BUILDING BE DESIGNED AND CONSTRUCTED TO RESIST THE EFFECTS OF WIND AND SEISMIC LOADS. THE ENGINEER IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THE BUILDING OR FOR THE PERFORMANCE OF THE BUILDING UNDER LOADS. THE ENGINEER IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF THE BUILDING OR FOR THE PERFORMANCE OF THE BUILDING UNDER LOADS.

[illegible]

PANEL DIAPHRAGM ACTION AND/OR X BRACING IN THE ROOF AND WALLS IS USED TO PROVIDE THE SOLE MEANS OF SUPPORT FOR THE BUILDING AGAINST WIND AND SEISMIC LATERAL FORCES. IT IS STRONGLY RECOMMENDED TO CONSULT THE ENGINEER-OF-RECORD FOR THE PROJECT ON OTHER RESPONSIBLE PROFESSIONAL BEFORE MODIFYING ANY PART OF THE ROOF OR WALL SHEETING.

