



## OROVILLE PLANNING COMMISSION/ HISTORICAL ADVISORY COMMITTEE

Council Chambers  
1735 Montgomery Street  
Oroville, CA. 95965

**December 21, 2023  
REGULAR MEETING  
6:00 PM  
AGENDA**

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### PUBLIC ACCESS AND PARTICIPATION

To view the meeting or provide comment, please see the options below.

#### To Watch or Listen to the Meeting:

1. Watch live feed <https://www.youtube.com/channel/UCAoRW34swYI85UBfYqT7IbQ/>
2. Zoom <https://zoom.us/j/99508232402?pwd=aThZc1BsUG9sWnhNYnlwZHZZdFFrQT09>  
Meeting ID: 995 0823 2402 Passcode: 17351735
3. Listen via telephone: 1-669-900-9128  
Meeting ID: 995 0823 2402 Passcode: 17351735

#### To Provide Comments:

1. Email before the meeting by 2:00 PM your comments to [publiccomment@cityoforoville.org](mailto:publiccomment@cityoforoville.org)
2. Attend in person

**If you would like to address the Commission at this meeting, you are requested to complete the blue speaker request form (located on the wall by the agendas) and hand it to the City Clerk, who is seated on the right of the Council Chamber. The form assists the Clerk with minute taking and assists the Mayor or presiding chair in conducting an orderly meeting. Providing personal information on the form is voluntary. For scheduled agenda items, please submit the form prior to the conclusion of the staff presentation for that item. The Commission has established time limitations of three (3) minutes per speaker on all items and an overall time limit of thirty minutes for non-agenda items. If more than 10 speaker cards are submitted for non-agenda items, the time limitation would be reduced to one and a half minutes per speaker. **(California Government Code §54954.3(b)).** Pursuant to Government Code Section 54954.2, the Commission is prohibited from taking action except for a brief response from the Council or staff to statements or questions relating to a non-agenda item.**

### CALL TO ORDER / ROLL CALL

Commissioners: Glenn Arace, Marissa Hallen, Natalie Sheard, Warren Jensen, Terry Smith,  
Vice Chairperson Wyatt Jenkins, Chairperson Carl Durling

### OPEN SESSION

Pledge of Allegiance

## **PUBLIC COMMUNICATION - HEARING OF NON-AGENDA ITEMS**

This is the time to address the Commission about any item not listed on the agenda. If you wish to address the Commission on an item listed on the agenda, please follow the directions listed above.

## **CONSENT CALENDAR**

There are no Consent Calendar items this meeting.

## **PUBLIC HEARINGS**

The Public Hearing Procedure is as follows:

- Mayor or Chairperson opens the public hearing.
- Staff presents and answers questions from Council
- The hearing is opened for public comment limited to two (2) minutes per speaker. In the event of more than ten (10) speakers, time will be limited to one and a half (1.5) minutes. Under Government Code 54954.3, the time for each presentation may be limited.
- Public comment session is closed
- Commission debate and action

### **1. RE: Modifications to Municipal Code Section 17.16.010 - Accessory Dwelling Unit Ordinance**

The Oroville Planning Commission will review proposed modifications to Municipal Code Section 17.16.010 bringing the City's Zoning Ordinance into compliance with new changes in State law regarding accessory dwelling units.

ACTION REQUESTED -

1. CONDUCT A PUBLIC HEARING ON THE PROPOSED ORDINANCE.
2. RECOMMEND THAT THE CITY COUNCIL ADOPT THE NOTICE OF EXEMPTION AS THE APPROPRIATE LEVEL OF ENVIRONMENTAL REVIEW IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).
3. ADOPT THE RECOMMENDED FINDINGS FOR THE DRAFT ORDINANCE.
4. ADOPT RESOLUTION NO. P2023-23 WITH RECOMMENDATIONS TO THE CITY COUNCIL



**2. RE: Modifications to Municipal Code Section 17.16.010 - Accessory Dwelling Unit Ordinance**

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3. ADOPT THE RECOMMENDED FINDINGS FOR THE DRAFT ORDINANCE.
4. ADOPT RESOLUTION NO. P2023-23 WITH RECOMMENDATIONS TO THE CITY COUNCIL

**3. RE: Use Permit UP 23-12 for use 2255 Bird Street Renovation as a Motel prior to conversion to a Single Room Occupancy facility (APN 012-100-034).**

The Oroville Planning Commission will review an application for renovations and conversion of 2255 Bird Street into a hotel, and eventually into a Single Room Occupancy (SRO) facility.

**ACTION REQUESTED:**

1. CONDUCT A PUBLIC HEARING ON THE PROPOSED USE.
2. ADOPT THE NOTICE OF EXEMPTION AS THE APPROPRIATE LEVEL OF ENVIRONMENTAL REVIEW FOR THE PROJECT.
3. APPROVE USE PERMIT UP 23-12 WITH RECOMMENDED FINDINGS AND PROPOSED CONDITIONS.
4. ADOPT RESOLUTION NO. P2023-30

**4. RE: Creative Sign Permit for Provisions Bar and Grill – Sign Permit No. B2311-012**

The owners of Provisions Bar and Grill at 1975 Montgomery Street are proposing a unique and historically appropriate projecting sign for their business. The building in which the Bar and Grill is located is the oldest commercial building in Oroville, and contributes to Oroville's downtown Historic Preservation District. The proposed sign, which incorporates a neon-lighted martini glass, was used in decades past on this building –and possibly in the same location-- and has recently been restored by the building owners for re-use. Minor deviations from typical sign standards are necessary for approval, and are possible via the City's Creative Sign Permit provisions. Staff recommends that the proposal would contribute to ongoing efforts to energize Oroville's Historic Downtown. No major issues have been identified, and staff is recommending approval.

**ACTION REQUESTED:**

1. CONDUCT A PUBLIC HEARING ON THE PROPOSED PROJECT;

## REGULAR BUSINESS

**5. RE: Presentation of Proposed Awning Design for City of Paris and Myers Street**

Oroville Historic Advisory Commission may discuss the proposed awning design and pattern for installation at the City of Paris and on Myers Street.

ACTION REQUESTED:

- 1) APPROVE THE THREE PROPOSED AWNING FABRIC PATTERNS AND COLORS FOR INSTALLATION AT THE CITY OF PARIS AND OTHER BUILDINGS ON MYERS STREET.

**6. Presentation of Proposed Awning Design for City of Paris and Myers Street**

The Oroville Historic Advisory Commission may discuss the proposed awning design and pattern for installation at the City of Paris and on Myers Street.

ACTION REQUESTED:

- 1) APPROVE THE THREE PROPOSED AWNING FABRIC PATTERNS AND COLORS FOR INSTALLATION AT THE CITY OF PARIS AND OTHER BUILDINGS ON MYERS STREET.

**7. Membership on the Development Review Committee**

The Oroville Planning Commission will consider naming a new Commissioner to be on the Development Review Committee (DRC).

ACTION REQUESTED:

1. SELECT A NEW DRC MEMBER TO REPLACE COMMISSIONER JENSEN.

## REPORTS / DISCUSSIONS / CORRESPONDENCE

1. Commissioner Reports
2. Historical Advisory Commission Reports
3. Staff Reports

## ADJOURN THE MEETING

The meeting will be adjourned. A regular meeting of the Oroville Planning Commission will be held on January 25, 2024 at 6:00 PM.

*Accommodating Those Individuals with Special Needs* – In compliance with the Americans with Disabilities Act, the City of Oroville encourages those with disabilities to participate fully in the public meeting process. If you have a special need in order to allow you to attend or participate in our public meetings, please contact the City Clerk at (530) 538-2535, well in advance of the regular meeting you wish to attend, so that we may make every reasonable effort to accommodate you. Documents distributed for public session items, less than 72 hours prior to meeting, are available for public inspection at City Hall, 1735 Montgomery Street, Oroville, California.

*Recordings* - All meetings are recorded and broadcast live on [cityoforoville.org](http://cityoforoville.org) and YouTube.

*Planning Commission Decisions* - Any person who is dissatisfied with the decisions of this Planning Commission may appeal to the City Council by filing with the Zoning Administrator within fifteen days from the date of the action. A written notice of appeal specifying the grounds and an appeal fee immediately payable to the City of Oroville must be submitted at the time of filing. The Oroville City Council may sustain, modify or overrule this decision.



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### NOTICE OF EXEMPTION

**TO:** Butte County Clerk  
25 County Center Drive  
Oroville, CA 95965

**FROM:** City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965

Project Title: Revisions to Municipal Code Section 17.160.010. (Accessory Dwelling Unit Ordinance)

Project Location – City wide

Project Location – City: City of Oroville

Project Location – County: Butte

Description of Nature, Purpose, and beneficiaries of project: Adoption of revisions to a city-wide ordinance modifying regulations and development standards for residential accessory dwelling units.

Name of Public Agency Approving Project: City of Oroville

Name of Person or Agency Carrying Out Project: City of Oroville

Exempt Status (Check One):

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption: State type & section number:
  - Existing Facilities, Title 14, CCR, §15301.
- Statutory Exemption: State code number:

Reasons why project is exempt: This action has been determined to be exempt from the California Environmental Quality Act (CEQA) review as follows:

Existing Facilities, Title 14, CCR, §15301

A project is exempt from CEQA if it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. This includes Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety), and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes). *This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law. The additional residential units created through this ordinance are exempt from density restrictions pursuant to Government Code Section 65852.2.*

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?  Yes  No

Lead Agency Contact Person: Wes Ervin

Telephone: (530) 538-2408

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Signed by Lead Agency
- Signed by Applicant

## Oroville, California Municipal Code

### Title 17 ZONING

#### Chapter 17.16 USE-SPECIFIC REGULATIONS

##### **17.16.010 Accessory dwelling units.**

**Purpose.** Accessory dwelling units are intended to increase the supply of non-transient housing. Accessory dwelling units are permitted in all areas zoned to allow single-family or multifamily dwelling residential uses within the City limits unless the water and/or sewer provider indicates in writing to the City Building Department that it has insufficient capacity to serve the accessory or junior accessory dwelling unit. All accessory dwelling units must be rented out for terms longer than sixty (60) days. Any accessory dwelling unit may be rented separate from the primary residence. Any accessory dwelling unit (not including a junior accessory dwelling unit) may be sold separately from the primary residence as described in Government Code Section 65852.2(a)(10)(E) as amended.

**Relationship with the General Plan and Zoning.** Any Accessory Dwelling Unit or Junior Accessory Dwelling Unit which conforms with the requirements of this Chapter shall be deemed to be consistent with the General Plan designation and zoning for the parcel, regardless of any limitations on residential density imposed by the General Plan or zoning. Accessory Dwelling Units shall not be counted when determining residential density for conformance with General Plan or Zoning.

##### **A. Definitions**

1. "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit or a manufactured home, as defined in Section 18007 of the Health and Safety Code.
2. "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
3. "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety



Code.

4. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
5. "Nonconforming condition" means a physical improvement on a property that does not conform to current zoning standards or building code.
6. "Objective standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.
7. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
8. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
9. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
10. "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

**B. Permit Required.**

1. A planning department application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Government Code Section 65901 or 65906 or any City ordinance regulating the issuance of variances or special use permits. The City shall either approve or deny the planning department application to create or serve an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the City receives a completed application if there is an existing single-family or multifamily dwelling on the lot.
2. If the planning department application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted with a building permit application to create a new single-family or multifamily dwelling on the lot, the City may delay approving or denying the planning department application for the accessory dwelling unit or the junior accessory dwelling unit until the City approves or denies the planning department application to create the new single-family or multifamily dwelling, but the planning department application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the City has not approved or denied the completed planning department application within 60 days, the planning department application shall be deemed approved.

3. A certificate of occupancy for an accessory dwelling unit shall not be issued before the certificate of occupancy is issued for the primary dwelling. An existing legally permitted accessory structure, accessory living unit, or family care unit may be converted into an accessory dwelling unit consistent with the provisions of the Chapter.
  4. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit must be reviewed with the application for the accessory dwelling unit and issued at the same time as the building permit for the accessory dwelling unit.
- C.** If the City denies a planning department application for an accessory dwelling unit or junior accessory dwelling unit, the City shall, within the time period described within this section, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
- D. Preapproved building plans.** Beginning January 1, 2025, the City shall make available preapproved building plans for ADUs. The City will charge a reasonable fee for the use of the preapproved building plans. The City shall comply with Government Code Section 65852.27, as amended, regarding preapproved building plans for any type of accessory dwelling unit.
- E. Addressing Accessory Dwelling Units.** All accessory dwelling units shall be assigned an address. The Building Department will inform local agencies, service providers, and the United States Postal Service of the address of the proposed accessory dwelling unit followed by an identifying letter or number.
- F. Junior accessory dwelling unit (JADU).** “Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit has the same definition as defined by the State of California at the time an application for a junior accessory dwelling unit is received by the City. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.
1. JADUs can only be constructed on a site with a proposed or existing single-family dwelling.
  2. No JADU may occupy more than 500 square feet of an existing residence.
  3. A JADU may be located within an existing legally authorized single-family dwelling that does not meet setback requirements and it would not be considered an expansion of a legal non-conforming structure unless the conversion increases the non-conformity of the structure.
  4. No additional on-site parking is required for a JADU.
  5. A separate entrance to the JADU shall be provided.
  6. A JADU may share a bath with the single-family dwelling or have its own bath.
  7. A JADU is required to include an efficiency kitchen as defined in Section 17958.1 of the State of California Health and Safety Code.

8. For the purposes of fire and life protection ordinances and regulations, a JADU is to be considered part of the single-family dwelling.
9. A JADU shall not be sold separately from the primary residence.

**G. Maximum Number of All Units.** There are four categories of the allowed number of ADUs and JADUs on a single parcel. (A) One ADU and one JADU are permitted per lot. The JADU must be within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure that meets specified requirements such as exterior access and setbacks for fire and safety. (B) One detached new construction ADU that does not exceed four-foot side and rear yard setbacks. This ADU may be combined on the same lot with a JADU and cannot exceed a maximum unit size of 850 square feet. (C) Multiple ADUs within the portions of multifamily structures that are not used as livable space at the time of the conversion of the non-residential floor space to an ADU are permitted, and in up to 25 percent of the existing multifamily structures. (D) Up to two detached ADUs on a lot that has existing multifamily dwellings that are subject to height limits prescribed in Government Code Section 65852.2 (as amended at the time of the building permit application) and four-foot rear and side yard setbacks.

**H. Location.** A second dwelling unit may be either attached to or detached from the primary dwelling unit on the parcel. The City shall not issue a certificate of occupancy for an accessory dwelling unit before the City issues a certificate of occupancy for the primary dwelling.

**I. Development Standards.** ADUs shall be subject to the fees and charges allowed by the State of California at the time an application for an ADU is submitted to the City. ADUs shall conform to height, setback, site plan review, fees, charges, and other zoning requirements generally applicable to residential construction within the zone in which the ADU is located with the following exceptions:

1. The combined site coverage of the primary dwelling unit and any accessory structures on the parcel are limited to the maximum allowable site coverage in the underlying zone district. An ADU square footage is not included in calculating the maximum allowable site coverage in the underlying zone district. A minimum front yard setback in the applicable zone is required unless this setback would prohibit the construction of an ADU of less than 800 square feet on the subject property. When necessary to deviate from the front yard setback, the required minimum front yard setback to create an ADU of at least 800 square feet will be established on a case-by-case basis as demonstrated on the proposed ADU site plan. A minimum setback of no more than four (4) feet from the side and rear lot lines shall be required for an ADU.
2. An existing legally authorized accessory structure which does not meet front, rear or side yard setback requirements may be converted to an ADU or reconstructed to the same dimensions as the existing structure and converted to an ADU and would not be considered an expansion of a legal, non-conforming use unless the conversion increases the non-conformity of the structure.
3. For an ADU, off-street parking shall be provided in accordance with the provisions of Municipal Code Section [17.12.070](#), except that in districts with a minimum lot area of at least 5 acres, parking

spaces for the ADU may be surfaced with gravel. One (1) parking space is required per ADU, and the space may be provided through tandem parking. Parking for ADUs is allowed in front, rear and side setback areas. ADUs located: within one-half (½) mile walking distance of a public transportation stop along a prescribed route according to a fixed schedule, or located within one (1) block of a car share parking spot, or located entirely within the primary residence and the ADU does not result in a net increase in habitable floor area on the property, or located in an area where on-street permit parking is required, but such permits are not available to the tenant, or located within a designated historic district, are exempt from providing an additional off-street parking space.

4. All ADUs shall have exterior points of ingress and egress (door).
5. A maximum height of 16 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit.
6. A maximum height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit is also permitted.
7. A maximum height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.
8. A maximum height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. This clause shall not require a local agency to allow an accessory dwelling unit to exceed two stories.
9. The construction of ADUs units shall comply with City Building Code requirements in effect at the time of construction.
10. Fire sprinklers, however, shall not be required in an ADU or JADU if they are not required in the existing single-family or multifamily dwelling.
11. ADUs and JADUs are not allowed in a Very High Fire Hazard Zone as defined in Government Code Section 51178 unless the property has two separate points of direct access to a highway.
12. The property owner may elect to have a separate electrical and gas service provided to the JADU or ADU. The property owner may elect to have the JADU or ADU served by the existing electrical or gas service and will be required to upgrade any existing service connections as required by the building code or service provider.
13. Any ADU constructed on properties listed in the California Register of Historical Resources shall

conform to the City of Oroville Municipal Code Section 17.44.040, Downtown Historic Overlay as necessary to prevent adverse impacts on that property. Any ADU constructed on properties located within the Downtown Historic Overlay abutting a property listed in the California Register of Historical Resources shall conform to the City of Oroville Municipal Code Section 17.44.040, Downtown Historic Overlay as necessary to prevent adverse impacts to the listed property.

14. The total floor area for a detached ADU shall not exceed 1,200 square feet, except that in districts with a minimum lot size of at least 5 acres, the ADU floor area shall not exceed 2,000 square feet.
15. For an attached ADU, total floor space may not exceed one thousand (1,000) square feet or fifty (50) percent of the floor space of the existing or proposed single-family dwelling, whichever is less. In no instance shall the floor space of an attached ADU be restricted to less than one thousand (1,000) square feet for an attached ADU that provides more than one (1) bedroom or less than eight hundred fifty (850) square feet for an attached ADU that provides one (1) or less bedroom.
16. Notwithstanding any other provision of this section, an attached unit that qualifies as an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, shall be allowed regardless of the ratio between its floor area and the living area of the existing dwelling unit.
17. No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit.

**K. Multi-family zoned property.** At least one accessory dwelling unit is allowed within an existing multifamily dwelling, and accessory dwelling units up to 25 percent of the existing multifamily dwelling units are allowed by right. Multiple accessory dwelling units may be created within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. Up to two accessory dwelling units are allowed on each multi-family zoned property, subject to the height and setback restrictions in this ordinance.

**L. Fees.** ADUs up to 750 square feet are exempt from impact fees, and ADUs that are 750 square feet or larger may be charged impact fees but only such fees that are proportional in size (by square foot) to those for the primary dwelling unit. The construction of ADUs shall be subject to the payment of all fees applicable to the construction of a single-family dwelling on the same property.

**M. Sale of Accessory Dwelling Units.** Junior accessory dwelling units may not be sold separate from the primary residence on a legal lot.

**N. Sale of Accessory Dwelling Unit by a Qualified nonprofit corporation.** The City shall allow an accessory dwelling unit to be sold or conveyed separately from the primary residence to a qualified buyer as set forth in Government Code 65852.26 as amended, at the time an application under that section is submitted to the city. All conditions of Government Code 65852.26 apply, including but not

limited to the requirement for separate utilities for the ADU and a 45-year low-income restriction on the JADU or ADU, whichever is proposed.

(1) For purposes of this section, the following definitions apply:

(a) “Qualified buyer” means persons and families of low or moderate income, as that term is defined in Section 50093 of the Health and Safety Code.

(b) “Qualified nonprofit corporation” means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

#### **O. Use Restriction.**

1. Prior to obtaining a building permit for an ADU or JADU, a deed restriction, approved by the City, shall be recorded with the County Recorder's office, which shall include the prohibition on the use of any dwelling on the subject parcel for transient habitation. The deed shall state the ADU or JADU lease agreement shall be for a term equal to or greater than sixty (60) days.
2. The property owner shall provide the city, upon written request, a copy of the rental agreement with the occupant of the ADU or JADU. The ADU or JADU may not be sub-let or rented out to another individual or entity by the occupant.
3. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the zoning administrator, providing evidence that the ADU or JADU has in fact been eliminated. The City Building Department shall confirm this evidence in writing. The zoning administrator may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the zoning administrator's determination consistent with other provisions of this code. If the ADU or JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this code.
4. The deed restriction is enforceable by the zoning administrator or his/her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

**P. Conflicts** If this ordinance conflicts with State law at the time an ADU or JADU building permit is submitted to the city, the State law shall govern. Where the Zoning Ordinance is silent, State law shall prevail for ADUs and JADUs.





# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION MEETING

Thursday, December 21, 2023

**RE: Modifications to Municipal Code Section 17.16.010 - Accessory Dwelling Unit Ordinance**

**SUMMARY:** The Oroville Planning Commission will review **proposed** modifications to Municipal Code Section 17.16.010 bringing the City's Zoning Ordinance into compliance with new changes in State law regarding accessory dwelling units.

**RECOMMENDATION: Staff recommends the following actions:**

1. **Conduct a Public Hearing** on the proposed ordinance.
2. **Recommend that the City Council Adopt the Notice of Exemption** as the appropriate level of environmental review in accordance with the California Environmental Quality Act (CEQA).
3. **Adopt** the recommended Findings for the draft ordinance.
4. **Adopt** Resolution No. P2023-~~23~~2 with recommendations to the City Council

**APPLICANT:** City of Oroville

**LOCATION:** all residential zones

**GENERAL PLAN:** all residential land use designations

**ZONING:** all residential zone districts

**FLOOD ZONE:** various

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt per Section 15303(a) of Title 14, California Code of Regulations.

**REPORT PREPARED BY:**

\_\_\_\_\_  
Lark McNeill, Senior Planner  
Interwest Planning Group

**REVIEWED BY:**

\_\_\_\_\_  
Patrick Piatt, Director  
Community Development Department

## PROJECT DESCRIPTION AND BACKGROUND

### HISTORY

Major changes in State accessory dwelling unit law occurred in 2022 and 2023, intended to significantly increase the number of accessory dwelling units constructed annually in the State of California. These changes also limit the ability of local agencies to regulate construction of the three types of accessory dwelling units: a detached or stand-alone ADU, an attached ADU, and a Junior ADU (JADU) construction. Some of these changes include:

- ~~2.1.~~ Allowing both accessory dwelling units (ADU)s and junior accessory dwelling units (JADU)s on the same property, in addition to the primary residence, for a total of three residences on an existing single-family lot.
- ~~3.2.~~ Allows the creation of accessory dwelling units in multi-family zones.
- ~~4.3.~~ Properties with JADUs must be owner-occupied.
- ~~5.~~ Both the primary residence and the ADU can be rented out. Disallows local governments from requiring owner-occupancy of either a primary residence or an ADU on the same property until January 1, 2025. For properties with ADUs in existence before January 1, 2025, both residences can be rented out.
- ~~6.4.~~ State law now allows local agencies to require ADUs to be “long-term” rentals of at least 30 days. The draft ordinance includes deed restriction requirements that no ADU or JADU may be rented out for less than sixty (60) days.
- ~~5.~~ Detached ADUs can now be legally subdivided with city parcel map approval and may be sold independently of the primary residence, either through the standard parcel map process or the SB-9 process.
- ~~7.6.~~ The city can generally require one new parking space for an ADU, a replacement space for a garage conversion, but no new spaces for a JADU.
- ~~8.7.~~ A State requirement that the City provide preapproved ADU building plans for use by any property owner wishing to pay for the use beginning January 1, 2025.
- ~~9.8.~~ ADUs and JADUs may be prohibited if the proposed property is in the designated Very High Fire Hazard Zone and has only one direct point of access to a state highway.

### DISCUSSION

The proposed ordinance brings the city into compliance with the newest State laws regulating ADUs and JADUs. The adopted ADU ordinance must be submitted to HCD for approval.

The State has allowed ADUs for many years. The State Department of Finance states that 20,638 ADUs were constructed in 2022. The State continues to suffer from a shortage of housing units, and the Legislature decided to make it more economically

feasible for average homeowners to construct an ADU on their property. The relatively high cost of constructing an ADU (currently \$159,000 to \$200,000 per ADU (not including city permit fees) has restricted ADU development. Financial lender institutions have been reluctant in the past to loan funds to construct ADUs in addition to the existing home loan on a property. In the past year more lenders and appraisers have become better educated about the benefits of an ADU.

The Governor signed new bills this year which go into effect January 1, 2024, which greatly expand the ability of property owners to construct additional residences on their property. The new laws will allow a JADU, ADU and a primary residence on every single-family zoned property. ADUs can also be split from the original property through the parcel map process. This will allow the ADU owner to obtain a mortgage loan for the ADU.

Any limits on where ADUs are permitted may only be based on the adequacy of water and sewer service and on the impacts on traffic flow and public safety. The city may not deny an application for a ADU due to lack of parking. Parking for an ADU may now be located in the front, side or rear yard setback areas. No design standards may be applied to the ADU other than height limits specified in the draft ordinance, unless the ADU is proposed on the same property as a structure listed on the California Registry of Landmarks. In those cases, design criteria are allowed to be placed on the ADU so that it does not negatively impact the historic structure.

By law, JADUs are always attached to the primary residence and be no larger than 500 square feet. Either the primary residence or the JADU must be owner occupied. JADUs may be created within the interior of an existing residence. They may be created by minor additions to an existing residence. They cannot be free standing from the primary residence.

A State “exemption ADU”, found in Government Code section 65852(e), is an ADU of up to 800 square feet, 16 feet in height, and with four-foot side and rear yard setbacks. Every property owner has the right to construct an “exemption ADU” on her/his property. To give an example of an 800 square foot unit, a typical residential garage is 20’x20’= 400 square feet in size. An 800 square foot ADU is approximately the size of two typical residential garages. State ADU Law requires that no lot coverage, floor area ratio, open space, or minimum lot size will preclude the construction of a statewide exemption ADU. However, local fees ultimately impact the size of ADU a homeowner chooses to construct.

#### **Allowable Fees**

Most cities are finding that ADUs and JADUs are being constructed equal to or less than 750 square feet in size as larger ADUs and JADUs are subject to impact fees. ADUs and JADUs less than or equal to 750 square feet in size are exempt from impact fees but may be subject to separate water or sewer connection fees if requested by the property owner or required by the service provider. If an ADU is 750 square feet or larger, impact fees shall be charged proportionately in relation to the square footage of

the ADU to the square footage of the primary dwelling unit. For example, a 2,000 square-foot primary dwelling with a proposed 1,000 square-foot ADU could result in 50 percent of the impact fee that would be charged for a new primary dwelling on the same site. In all cases, the impact fee for the ADU must be less than the primary dwelling.

School districts are authorized to levy impact fees for ADUs equal to or greater than 500 square feet pursuant to Section 17620 of the Education Code. ADUs less than 500 square feet in size are not subject to school impact fees. The Oroville Union High School and the Oroville City Elementary School Districts currently charge a combined total of \$4.79 a square foot for new residential construction, applicable to all ADUs larger than 500 square feet.

### **Development Standards**

The city's zoning ordinance requires a 20-foot front yard setback for **RL Zones and all primary residences in all residential zones** **15 feet in R-1**. The draft ordinance requires a minimum 20-foot front yard setback unless adherence to that setback prevents an ADU of at least 800 square feet from being constructed on a property. If this occurs, the ordinance provides that the front yard setback necessary to allow an ADU of no less than 800 square feet be required. The draft ordinance requires a minimum four-foot side, and rear yard setback for an ADU, consistent with State law. The city may not require a larger setback unless the proposed ADU is located on a site designated on the California Register of Historical Resources, or that is listed on the National Register of Historic Places. A larger setback than four feet may then be required as necessary to protect the architectural or historical significance of the primary structure.

One new parking space is required for an ADU, with several exceptions listed in the attached draft ordinance. ADU parking spaces will be allowed in the front, rear, and side yard setback areas. No new parking spaces are allowed to be required for JADUs. New state laws prohibit cities from denying an ADU application due to lack of an on-site parking space.

New in the laws effective January 1, 2024, detached ADUs may now be sold separately from the primary residence through the City's parcel map application **process**. The applicant must pay all applicable fees to divide the property. The advantage to creating a separate lot for an ADU is that more financing is available to finance the construction of the ADU if it is on a separate lot. A lot created for an ADU cannot be subdivided through this same process again.

### **Potential Condominium**

Attached ADUs may be sold separately from the primary residence pursuant to the Davis-Stirling Common Interest Development Act (Part 5 (commencing with Section 4000) of Division 4 of the Civil Code). The Davis–Stirling Common Interest Development Act is the popular name of the portion of the California Civil Code beginning with section 4000, which governs condominium, cooperative, and planned unit development communities in California. Any ADU condominiums shall be created in conformance with all applicable objective requirements of the Subdivision Map Act (Division 2 (commencing with Section 66410)) and all objective requirements of the

City's subdivision ordinance. This is an expensive process, so staff anticipates processing very few of these applications.

### **Predevelopment Cost Grants**

The State has established a \$100 million grant program to assist in the construction of ADUs on single-family residential properties. Butte County property owners with an annual income of less than \$73,280.00 are eligible to apply for a CalHFA grant in the amount of up to \$40,000.00 for ADU predevelopment costs, such as soils reports, building permit fees, utility hookups, architectural and engineering fees. At \$40,000.00 per grant, this is a total of 2,500 grants throughout the State.

### **Multi-family zoned ADUs**

Effective January 1, 2024, accessory dwelling units are now allowed in multi-family zoned properties. Two detached accessory dwelling units are allowed on each multi-family property regardless of the zoning. Accessory units up to 25% of the number of existing units on a multi-family zoned property may be created within the existing floor area of the multi-family structure(s), or by constructing attached ADUs to the existing multi-family structure(s).

### **CHALLENGES**

The city is served by the California Water Service Company, the City's sanitary sewer system, the Sewage Commission- Oroville Region (SCOR), South Feather Water and Power, the Thermalito Water & Sewer District (TWSD) and Lake Oroville Area Public Utilities District (LOAPUD). The general manager with SCOR indicated that there are approximately 1,500 residential service connections available at this time. After improvements to the sewer facility are begun next year, SCOR anticipates an additional 1,500 to 1,800 residential services connections will be available. Applicants will need to contact their providers directly to ascertain service availability.

### **FISCAL IMPACT**

All ADUs and JADUs will pay applicable fees at the time building permit applications are submitted to the city.

### **PUBLIC NOTICE**

The meeting date, time, and project description were published in the Oroville Mercury Register and posted at City Hall.

~~**RECOMMENDATION:** That the Planning Commission adopt/modify Resolution P2023-xx based on the findings in that resolution and forward their recommendation to the City Council for action.~~

### **ATTACHMENTS**

1. Resolution P2023-~~xx~~23
2. Notice of Exemption (CEQA)
3. Draft accessory dwelling unit ordinance dated 12-11-23.

## ATTACHMENT 1

### CITY OF OROVILLE PLANNING COMMISSION RESOLUTION NO. P2023-23

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OROVILLE, CALIFORNIA, recommending to the City of Oroville City Council modifications to Municipal Code Section 17.16.010 regarding accessory dwelling units.**

**WHEREAS**, the State of California adopted significant changes to the State planning law regarding accessory dwelling units which go into effect January 1, 2024; and

**WHEREAS**, accessory dwelling units are intended to increase the supply of non-transient housing; and

**WHEREAS**, the City of Oroville Planning Commission held a public hearing on December 21, 2023, about proposed modifications to Section 17.16.010 of the City of Oroville Municipal Code, received public comment, and recommended adoption of a Notice of Exemption for modifications to Municipal Code Section 17.16.010, and modifications to Municipal Code Section 17.16.010 to the City Council.

#### **FINDINGS:**

1. The draft ordinance is categorically exempt from the California Environmental Quality Act pursuant to Section 15303(a), New Construction or Conversion of Small Structures, Title 14, CCR, §15303. This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law.
2. The proposed regulations are consistent with State law pertaining to accessory dwelling units as of the date of this resolution.
3. The proposed regulations contained in the draft ordinance will encourage the construction of additional housing units within the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission as follows:

Section 1. That the Planning Commission recommends the City Council adoption of a Notice of Exemption pursuant to Section 15303(a), New Construction or Conversion of Small Structures, Title 14, CCR, §15303. This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law. The additional residential units created through this ordinance are exempt from density restrictions pursuant to Government Code Section 65852.2.

Section 2. The Planning Commission recommends that the City Council adopt the proposed modifications to Municipal Code Section 17.16.010 to bring



this Section into compliance with Government Code Section 65852.2.  
as amended.

Section 3. The undersigned shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Planning Commission of the City of Oroville at a regular meeting on December 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Carl Durling, Chairperson

ATTEST:

\_\_\_\_\_  
Patrick Piatt, Director of Community  
Development



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
 Oroville, CA 95965-4897  
 (530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION MEETING

Thursday, December 21, 2023

**RE: Modifications to Municipal Code Section 17.16.010 - Accessory Dwelling Unit Ordinance**

**SUMMARY:** The Oroville Planning Commission will review **proposed** modifications to Municipal Code Section 17.16.010 bringing the City's Zoning Ordinance into compliance with new changes in State law regarding accessory dwelling units.

**RECOMMENDATION: Staff recommends the following actions:**

1. **Conduct a Public Hearing** on the proposed ordinance.
2. **Recommend that the City Council Adopt the Notice of Exemption** as the appropriate level of environmental review in accordance with the California Environmental Quality Act (CEQA).
3. **Adopt** the recommended Findings for the draft ordinance.
4. **Adopt** Resolution No. P2023-~~23~~2 with recommendations to the City Council

**APPLICANT:** City of Oroville

**LOCATION:** all residential zones

**GENERAL PLAN:** all residential land use designations

**ZONING:** all residential zone districts

**FLOOD ZONE:** various

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt per Section 15303(a) of Title 14, California Code of Regulations.

**REPORT PREPARED BY:**

\_\_\_\_\_  
 Lark McNeill, Senior Planner  
 Interwest Planning Group

**REVIEWED BY:**

\_\_\_\_\_  
 Patrick Piatt, Director  
 Community Development Department

## PROJECT DESCRIPTION AND BACKGROUND

### HISTORY

Major changes in State accessory dwelling unit law occurred in 2022 and 2023, intended to significantly increase the number of accessory dwelling units constructed annually in the State of California. These changes also limit the ability of local agencies to regulate construction of the three types of accessory dwelling units: a detached or stand-alone ADU, an attached ADU, and a Junior ADU (JADU) construction. Some of these changes include:

- ~~2.1.~~ Allowing both accessory dwelling units (ADU)s and junior accessory dwelling units (JADU)s on the same property, in addition to the primary residence, for a total of three residences on an existing single-family lot.
- ~~3.2.~~ Allows the creation of accessory dwelling units in multi-family zones.
- ~~4.3.~~ Properties with JADUs must be owner-occupied.
- ~~5.~~ Both the primary residence and the ADU can be rented out. Disallows local governments from requiring owner-occupancy of either a primary residence or an ADU on the same property until January 1, 2025. For properties with ADUs in existence before January 1, 2025, both residences can be rented out.
- ~~6.4.~~ State law now allows local agencies to require ADUs to be “long-term” rentals of at least 30 days. The draft ordinance includes deed restriction requirements that no ADU or JADU may be rented out for less than sixty (60) days.
- ~~5.~~ Detached ADUs can now be legally subdivided with city parcel map approval and may be sold independently of the primary residence, either through the standard parcel map process or the SB-9 process.
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### DISCUSSION

The proposed ordinance brings the city into compliance with the newest State laws regulating ADUs and JADUs. The adopted ADU ordinance must be submitted to HCD for approval.

The State has allowed ADUs for many years. The State Department of Finance states that 20,638 ADUs were constructed in 2022. The State continues to suffer from a shortage of housing units, and the Legislature decided to make it more economically

feasible for average homeowners to construct an ADU on their property. The relatively high cost of constructing an ADU (currently \$159,000 to \$200,000 per ADU (not including city permit fees) has restricted ADU development. Financial lender institutions have been reluctant in the past to loan funds to construct ADUs in addition to the existing home loan on a property. In the past year more lenders and appraisers have become better educated about the benefits of an ADU.

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the ADU to the square footage of the primary dwelling unit. For example, a 2,000 square-foot primary dwelling with a proposed 1,000 square-foot ADU could result in 50 percent of the impact fee that would be charged for a new primary dwelling on the same site. In all cases, the impact fee for the ADU must be less than the primary dwelling.

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New in the laws effective January 1, 2024, detached ADUs may now be sold separately from the primary residence through the City's parcel map application **process**. The applicant must pay all applicable fees to divide the property. The advantage to creating a separate lot for an ADU is that more financing is available to finance the construction of the ADU if it is on a separate lot. A lot created for an ADU cannot be subdivided through this same process again.

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### **Multi-family zoned ADUs**

Effective January 1, 2024, accessory dwelling units are now allowed in multi-family zoned properties. Two detached accessory dwelling units are allowed on each multi-family property regardless of the zoning. Accessory units up to 25% of the number of existing units on a multi-family zoned property may be created within the existing floor area of the multi-family structure(s), or by constructing attached ADUs to the existing multi-family structure(s).

### **CHALLENGES**

The city is served by the California Water Service Company, the City's sanitary sewer system, the Sewage Commission- Oroville Region (SCOR), South Feather Water and Power, the Thermalito Water & Sewer District (TWSD) and Lake Oroville Area Public Utilities District (LOAPUD). The general manager with SCOR indicated that there are approximately 1,500 residential service connections available at this time. After improvements to the sewer facility are begun next year, SCOR anticipates an additional 1,500 to 1,800 residential services connections will be available. Applicants will need to contact their providers directly to ascertain service availability.

### **FISCAL IMPACT**

All ADUs and JADUs will pay applicable fees at the time building permit applications are submitted to the city.

### **PUBLIC NOTICE**

The meeting date, time, and project description were published in the Oroville Mercury Register and posted at City Hall.

~~**RECOMMENDATION:** That the Planning Commission adopt/modify Resolution P2023-xx based on the findings in that resolution and forward their recommendation to the City Council for action.~~

### **ATTACHMENTS**

1. Resolution P2023-~~xx~~23
2. Notice of Exemption (CEQA)
3. Draft accessory dwelling unit ordinance dated 12-11-23.



## Oroville, California Municipal Code

### Title 17 ZONING

#### Chapter 17.16 USE-SPECIFIC REGULATIONS

##### **17.16.010 Accessory dwelling units.**

**Purpose.** Accessory dwelling units are intended to increase the supply of non-transient housing. Accessory dwelling units are permitted in all areas zoned to allow single-family or multifamily dwelling residential uses within the City limits unless the water and/or sewer provider indicates in writing to the City Building Department that it has insufficient capacity to serve the accessory or junior accessory dwelling unit. All accessory dwelling units must be rented out for terms longer than sixty (60) days. Any accessory dwelling unit may be rented separate from the primary residence. Any accessory dwelling unit (not including a junior accessory dwelling unit) may be sold separately from the primary residence as described in Government Code Section 65852.2(a)(10)(E) as amended.

**Relationship with the General Plan and Zoning.** Any Accessory Dwelling Unit or Junior Accessory Dwelling Unit which conforms with the requirements of this Chapter shall be deemed to be consistent with the General Plan designation and zoning for the parcel, regardless of any limitations on residential density imposed by the General Plan or zoning. Accessory Dwelling Units shall not be counted when determining residential density for conformance with General Plan or Zoning.

##### **A. Definitions**

1. "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit or a manufactured home, as defined in Section 18007 of the Health and Safety Code.
2. "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
3. "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety

Code.

4. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
5. "Nonconforming condition" means a physical improvement on a property that does not conform to current zoning standards or building code.
6. "Objective standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.
7. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
8. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
9. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
10. "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

**B. Permit Required.**

1. A planning department application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Government Code Section 65901 or 65906 or any City ordinance regulating the issuance of variances or special use permits. The City shall either approve or deny the planning department application to create or serve an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the City receives a completed application if there is an existing single-family or multifamily dwelling on the lot.
2. If the planning department application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted with a building permit application to create a new single-family or multifamily dwelling on the lot, the City may delay approving or denying the planning department application for the accessory dwelling unit or the junior accessory dwelling unit until the City approves or denies the planning department application to create the new single-family or multifamily dwelling, but the planning department application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the City has not approved or denied the completed planning department application within 60 days, the planning department application shall be deemed approved.

3. A certificate of occupancy for an accessory dwelling unit shall not be issued before the certificate of occupancy is issued for the primary dwelling. An existing legally permitted accessory structure, accessory living unit, or family care unit may be converted into an accessory dwelling unit consistent with the provisions of the Chapter.
  4. A demolition permit for a detached garage that is to be replaced with an accessory dwelling unit must be reviewed with the application for the accessory dwelling unit and issued at the same time as the building permit for the accessory dwelling unit.
- C.** If the City denies a planning department application for an accessory dwelling unit or junior accessory dwelling unit, the City shall, within the time period described within this section, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
- D. Preapproved building plans.** Beginning January 1, 2025, the City shall make available preapproved building plans for ADUs. The City will charge a reasonable fee for the use of the preapproved building plans. The City shall comply with Government Code Section 65852.27, as amended, regarding preapproved building plans for any type of accessory dwelling unit.
- E. Addressing Accessory Dwelling Units.** All accessory dwelling units shall be assigned an address. The Building Department will inform local agencies, service providers, and the United States Postal Service of the address of the proposed accessory dwelling unit followed by an identifying letter or number.
- F. Junior accessory dwelling unit (JADU).** “Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit has the same definition as defined by the State of California at the time an application for a junior accessory dwelling unit is received by the City. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.
1. JADUs can only be constructed on a site with a proposed or existing single-family dwelling.
  2. No JADU may occupy more than 500 square feet of an existing residence.
  3. A JADU may be located within an existing legally authorized single-family dwelling that does not meet setback requirements and it would not be considered an expansion of a legal non-conforming structure unless the conversion increases the non-conformity of the structure.
  4. No additional on-site parking is required for a JADU.
  5. A separate entrance to the JADU shall be provided.
  6. A JADU may share a bath with the single-family dwelling or have its own bath.
  7. A JADU is required to include an efficiency kitchen as defined in Section 17958.1 of the State of California Health and Safety Code.

8. For the purposes of fire and life protection ordinances and regulations, a JADU is to be considered part of the single-family dwelling.
9. A JADU shall not be sold separately from the primary residence.

**G. Maximum Number of All Units.** There are four categories of the allowed number of ADUs and JADUs on a single parcel. (A) One ADU and one JADU are permitted per lot. The JADU must be within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure that meets specified requirements such as exterior access and setbacks for fire and safety. (B) One detached new construction ADU that does not exceed four-foot side and rear yard setbacks. This ADU may be combined on the same lot with a JADU and cannot exceed a maximum unit size of 850 square feet. (C) Multiple ADUs within the portions of multifamily structures that are not used as livable space at the time of the conversion of the non-residential floor space to an ADU are permitted, and in up to 25 percent of the existing multifamily structures. (D) Up to two detached ADUs on a lot that has existing multifamily dwellings that are subject to height limits prescribed in Government Code Section 65852.2 (as amended at the time of the building permit application) and four-foot rear and side yard setbacks.

**H. Location.** A second dwelling unit may be either attached to or detached from the primary dwelling unit on the parcel. The City shall not issue a certificate of occupancy for an accessory dwelling unit before the City issues a certificate of occupancy for the primary dwelling.

**I. Development Standards.** ADUs shall be subject to the fees and charges allowed by the State of California at the time an application for an ADU is submitted to the City. ADUs shall conform to height, setback, site plan review, fees, charges, and other zoning requirements generally applicable to residential construction within the zone in which the ADU is located with the following exceptions:

1. The combined site coverage of the primary dwelling unit and any accessory structures on the parcel are limited to the maximum allowable site coverage in the underlying zone district. An ADU square footage is not included in calculating the maximum allowable site coverage in the underlying zone district. A minimum front yard setback in the applicable zone is required unless this setback would prohibit the construction of an ADU of less than 800 square feet on the subject property. When necessary to deviate from the front yard setback, the required minimum front yard setback to create an ADU of at least 800 square feet will be established on a case-by-case basis as demonstrated on the proposed ADU site plan. A minimum setback of no more than four (4) feet from the side and rear lot lines shall be required for an ADU.
2. An existing legally authorized accessory structure which does not meet front, rear or side yard setback requirements may be converted to an ADU or reconstructed to the same dimensions as the existing structure and converted to an ADU and would not be considered an expansion of a legal, non-conforming use unless the conversion increases the non-conformity of the structure.
3. For an ADU, off-street parking shall be provided in accordance with the provisions of Municipal Code Section [17.12.070](#), except that in districts with a minimum lot area of at least 5 acres, parking

spaces for the ADU may be surfaced with gravel. One (1) parking space is required per ADU, and the space may be provided through tandem parking. Parking for ADUs is allowed in front, rear and side setback areas. ADUs located: within one-half (½) mile walking distance of a public transportation stop along a prescribed route according to a fixed schedule, or located within one (1) block of a car share parking spot, or located entirely within the primary residence and the ADU does not result in a net increase in habitable floor area on the property, or located in an area where on-street permit parking is required, but such permits are not available to the tenant, or located within a designated historic district, are exempt from providing an additional off-street parking space.

4. All ADUs shall have exterior points of ingress and egress (door).
5. A maximum height of 16 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit.
6. A maximum height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit is also permitted.
7. A maximum height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.
8. A maximum height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. This clause shall not require a local agency to allow an accessory dwelling unit to exceed two stories.
9. The construction of ADUs units shall comply with City Building Code requirements in effect at the time of construction.
10. Fire sprinklers, however, shall not be required in an ADU or JADU if they are not required in the existing single-family or multifamily dwelling.
11. ADUs and JADUs are not allowed in a Very High Fire Hazard Zone as defined in Government Code Section 51178 unless the property has two separate points of direct access to a highway.
12. The property owner may elect to have a separate electrical and gas service provided to the JADU or ADU. The property owner may elect to have the JADU or ADU served by the existing electrical or gas service and will be required to upgrade any existing service connections as required by the building code or service provider.
13. Any ADU constructed on properties listed in the California Register of Historical Resources shall

conform to the City of Oroville Municipal Code Section 17.44.040, Downtown Historic Overlay as necessary to prevent adverse impacts on that property. Any ADU constructed on properties located within the Downtown Historic Overlay abutting a property listed in the California Register of Historical Resources shall conform to the City of Oroville Municipal Code Section 17.44.040, Downtown Historic Overlay as necessary to prevent adverse impacts to the listed property.

14. The total floor area for a detached ADU shall not exceed 1,200 square feet, except that in districts with a minimum lot size of at least 5 acres, the ADU floor area shall not exceed 2,000 square feet.
15. For an attached ADU, total floor space may not exceed one thousand (1,000) square feet or fifty (50) percent of the floor space of the existing or proposed single-family dwelling, whichever is less. In no instance shall the floor space of an attached ADU be restricted to less than one thousand (1,000) square feet for an attached ADU that provides more than one (1) bedroom or less than eight hundred fifty (850) square feet for an attached ADU that provides one (1) or less bedroom.
16. Notwithstanding any other provision of this section, an attached unit that qualifies as an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code, shall be allowed regardless of the ratio between its floor area and the living area of the existing dwelling unit.
17. No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit.

**K. Multi-family zoned property.** At least one accessory dwelling unit is allowed within an existing multifamily dwelling, and accessory dwelling units up to 25 percent of the existing multifamily dwelling units are allowed by right. Multiple accessory dwelling units may be created within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. Up to two accessory dwelling units are allowed on each multi-family zoned property, subject to the height and setback restrictions in this ordinance.

**L. Fees.** ADUs up to 750 square feet are exempt from impact fees, and ADUs that are 750 square feet or larger may be charged impact fees but only such fees that are proportional in size (by square foot) to those for the primary dwelling unit. The construction of ADUs shall be subject to the payment of all fees applicable to the construction of a single-family dwelling on the same property.

**M. Sale of Accessory Dwelling Units.** Junior accessory dwelling units may not be sold separate from the primary residence on a legal lot.

**N. Sale of Accessory Dwelling Unit by a Qualified nonprofit corporation.** The City shall allow an accessory dwelling unit to be sold or conveyed separately from the primary residence to a qualified buyer as set forth in Government Code 65852.26 as amended, at the time an application under that section is submitted to the city. All conditions of Government Code 65852.26 apply, including but not



limited to the requirement for separate utilities for the ADU and a 45-year low-income restriction on the JADU or ADU, whichever is proposed.

(1) For purposes of this section, the following definitions apply:

(a) “Qualified buyer” means persons and families of low or moderate income, as that term is defined in Section 50093 of the Health and Safety Code.

(b) “Qualified nonprofit corporation” means a nonprofit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code that has received a welfare exemption under Section 214.15 of the Revenue and Taxation Code for properties intended to be sold to low-income families who participate in a special no-interest loan program.

#### **O. Use Restriction.**

1. Prior to obtaining a building permit for an ADU or JADU, a deed restriction, approved by the City, shall be recorded with the County Recorder's office, which shall include the prohibition on the use of any dwelling on the subject parcel for transient habitation. The deed shall state the ADU or JADU lease agreement shall be for a term equal to or greater than sixty (60) days.
2. The property owner shall provide the city, upon written request, a copy of the rental agreement with the occupant of the ADU or JADU. The ADU or JADU may not be sub-let or rented out to another individual or entity by the occupant.
3. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the zoning administrator, providing evidence that the ADU or JADU has in fact been eliminated. The City Building Department shall confirm this evidence in writing. The zoning administrator may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the zoning administrator's determination consistent with other provisions of this code. If the ADU or JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this code.
4. The deed restriction is enforceable by the zoning administrator or his/her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

**P. Conflicts** If this ordinance conflicts with State law at the time an ADU or JADU building permit is submitted to the city, the State law shall govern. Where the Zoning Ordinance is silent, State law shall prevail for ADUs and JADUs.

## ATTACHMENT 1

### CITY OF OROVILLE PLANNING COMMISSION RESOLUTION NO. P2023-23

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF OROVILLE, CALIFORNIA, recommending to the City of Oroville City Council modifications to Municipal Code Section 17.16.010 regarding accessory dwelling units.**

**WHEREAS**, the State of California adopted significant changes to the State planning law regarding accessory dwelling units which go into effect January 1, 2024; and

**WHEREAS**, accessory dwelling units are intended to increase the supply of non-transient housing; and

**WHEREAS**, the City of Oroville Planning Commission held a public hearing on December 21, 2023, about proposed modifications to Section 17.16.010 of the City of Oroville Municipal Code, received public comment, and recommended adoption of a Notice of Exemption for modifications to Municipal Code Section 17.16.010, and modifications to Municipal Code Section 17.16.010 to the City Council.

#### **FINDINGS:**

1. The draft ordinance is categorically exempt from the California Environmental Quality Act pursuant to Section 15303(a), New Construction or Conversion of Small Structures, Title 14, CCR, §15303. This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law.
2. The proposed regulations are consistent with State law pertaining to accessory dwelling units as of the date of this resolution.
3. The proposed regulations contained in the draft ordinance will encourage the construction of additional housing units within the City.

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission as follows:

Section 1. That the Planning Commission recommends the City Council adoption of a Notice of Exemption pursuant to Section 15303(a), New Construction or Conversion of Small Structures, Title 14, CCR, §15303. This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law. The additional residential units created through this ordinance are exempt from density restrictions pursuant to Government Code Section 65852.2.

Section 2. The Planning Commission recommends that the City Council adopt the proposed modifications to Municipal Code Section 17.16.010 to bring



this Section into compliance with Government Code Section 65852.2.  
as amended.

Section 3. The undersigned shall attest to the adoption of this Resolution.

**PASSED AND ADOPTED** by the Planning Commission of the City of Oroville at a regular meeting on December 21, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Carl Durling, Chairperson

ATTEST:

\_\_\_\_\_  
Patrick Piatt, Director of Community  
Development



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### NOTICE OF EXEMPTION

<b>TO:</b>	Butte County Clerk 25 County Center Drive Oroville, CA 95965	<b>FROM:</b>	City of Oroville 1735 Montgomery Street Oroville, CA 95965
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Project Title: Revisions to Municipal Code Section 17.160.010. (Accessory Dwelling Unit Ordinance)

Project Location – City wide

Project Location – City: City of Oroville

Project Location – County: Butte

Description of Nature, Purpose, and beneficiaries of project: Adoption of revisions to a city-wide ordinance modifying regulations and development standards for residential accessory dwelling units.

Name of Public Agency Approving Project: City of Oroville

Name of Person or Agency Carrying Out Project: City of Oroville

Exempt Status (Check One):

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption: State type & section number:
  - Existing Facilities, Title 14, CCR, §15301.
- Statutory Exemption: State code number:

Reasons why project is exempt: This action has been determined to be exempt from the California Environmental Quality Act (CEQA) review as follows:

*Existing Facilities, Title 14, CCR, §15301*

A project is exempt from CEQA if it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. This includes Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety), and other alterations such as the addition of bicycle facilities, including but not limited to bicycle parking, bicycle-share facilities and bicycle lanes, transit improvements such as bus lanes, pedestrian crossings, street trees, and other similar alterations that do not create additional automobile lanes). *This ordinance is applicable city-wide to existing residential properties and structures in compliance with State planning law. The additional residential units created through this ordinance are exempt from density restrictions pursuant to Government Code Section 65852.2.*

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?  Yes  No

Lead Agency Contact Person: Wes Ervin

Telephone: (530) 538-2408

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Signed by Lead Agency
- Signed by Applicant



# City of Oroville

**Patrick Piatt**  
Director

## COMMUNITY DEVELOPMENT DEPARTMENT

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### PLANNING COMMISSION STAFF REPORT

Thursday, December 21, 2023

**RE: Use Permit UP 23-12 for use 2255 Bird Street Renovation as a Motel prior to conversion to a Single Room Occupancy facility (APN 012-100-034).**

**SUMMARY:** The Oroville Planning Commission will review an application for renovations and conversion of 2255 Bird Street into a hotel, and eventually into a Single Room Occupancy (SRO) facility.

**RECOMMENDATION:** Staff recommends the following actions:

1. **Conduct a Public Hearing on the proposed use.**
2. **Adopt the Notice of Exemption as the appropriate level of environmental review for the project.**
3. **Approve Use Permit UP 23-12 with recommended findings and proposed conditions.**
4. Adopt Resolution No. P2023-30

**APPLICANTS:** Beck Asset Management, LLC

**LOCATION:** 2255 Bird Street, Oroville, CA 95965

**GENERAL PLAN:** Mixed Use (MU)  
**ZONING:** Downtown Mixed Use (MXD)  
**FLOOD ZONE:** X

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt from CEQA as an Infill project per Section 15332 of the California Code of Regulations .

**REPORT PREPARED BY:**

**REVIEWED BY:**

\_\_\_\_\_  
Wes Ervin, Planner  
Community Development Department

\_\_\_\_\_  
Patrick Piatt, Director  
Community Development Director

### DISCUSSION

The Oroville Planning Commission will review an application for renovations and

conversion of 2255 Bird Street into a hotel, and eventually into a Single Room Occupancy (SRO) facility.

This project is the Planning Commission's consideration of a Use permit for 2255 Bird Street, APN 012-100-034. The project would include a remodel and conversion of the existing illegal nonconforming transitional housing facility into its former use as a motel.

This project falls within the Downtown Historic Overlay (DH-O), which causes all exterior changes to be reviewed by the Development Review Committee (DRC) per OMC 17.52.020(A)(2). The DRC reviewed the project on December 7, and recommended more color options. The ultimate color scheme is up to the applicant, with input from the Historical Advisory Commission.

**PROJECT DESCRIPTION:** The applicant proposes to renovate this property and again operate it as a motel. The three block wall structures were originally built in 1958 to house railroad workers, comprised of 61 small rented rooms in the following configuration:

- 29 upstairs rooms of 80 square feet each, each using common men's and women's bathrooms and a shared kitchen.
- 31 downstairs units of about 110 square feet each, each with their own bath, and each to get an individual kitchenette with sink, stovetop, microwave and refrigerator/freezer.
- 1 unit next to the office for the live-in on-site manager.

The motel use was originally approved via use permits #741 & 741-A on June 12, 1979. Over the next decades the structure slowly deteriorated, and at various times has been operated as either a motel or under the radar to house permanent SRO, parolee, and transitional housing tenants. In 2020 the city began serious code enforcement actions with the then owner, who operated with a plethora of code violations and little control over the tenants and their behavior. The situation improved over time but the facility continues to operate out of compliance as an SRO. The new owner, BAM Properties LLC, has continued operating a portion of the facility as an SRO out of compliance, but has now applied to bring the facility into compliance via this use permit. He is actively planning renovations and seeks to re-convert it into a motel for a time, but plans to again operate it as an SRO once he:

- Obtains a new Zoning Interpretation from the Zoning Administrator analyzing the SRO use -- which is not currently an approved use in the MXD zone.
- +Obtains a new use permit from the Planning Commission for an SRO,
- Obtains the proper building permits for that occupancy category, including the required kitchenettes and shared kitchen and bathroom facilities.
- Pays impact fees for the "new" use as an SRO, which are significant.

**Planned Improvements for the hotel use:** Exterior and interior improvements are proposed in the attached Scope of Work, including but not limited to:

1. Building renovations:

- a. Hiring an architect to review the entire facility for compliance with the building code in existence at the time of construction (1978?) and for any new requirements. This will include assessing the fire-rated doors upstairs (See Sheet A1, Fire Note #1)
- b. Interior and exterior renovations throughout to meet code.
- c. Repainting to a new color scheme, as discussed above.
- d. Adding a new common kitchen facility upstairs.
- e. Adding a new laundry room downstairs.
- f. Replacing all doors and add net trim and hardware.
- g. Adding a new roof where required.
- h. Eliminating the boiler and enclose the water heaters.
- i. Removing the existing roof swamp coolers and use the existing heat pumps now installed in every room (see Sheet A5 Detail 1).

2. Property renovations:

- a. Parking lot resurfacing and re-striping.
- b. One-way traffic through the entire project to make room for the path of travel and trash enclosure.
- c. Providing 61 parking spaces, 3 of which will be accessible spaces with one van-accessible space. Our Parking Ordinance requires one space per room plus 'accessory parking'. The applicant has also proposed using street parking, which can accommodate up to 18 spaces, which staff considers adequate.
- d. Path of travel within the property is shown to the pool/picnic area and trash enclosure (See Sheet A2). Not required to show path of travel from the street.
- e. Filling in the pool and create a picnic area for tenants.
- f. Re-building the trash enclosure to meet current requirements. (See Sheet A9)
- g. Repairing/replacing the sidewalks and corner curb ramp to city standards along Bird Street and Oliver as needed.
- h. Adding a new wrought iron fence around the street perimeter.
- i. Adding a future gate if and when the property converts to use as an SRO.
- j. Landscaping the hillside and where needed with drought tolerant plants of varied heights, textures and colors. No irrigation is planned (See Sheet A11, Note 3).

**Operations Plan:** The original Operational Plan was designed for permanent tenants rather than overnight and short-term guests. The Revised Plan and its various sections have been rewritten for the new motel's use. However, it is little changed from the original. Applicant needs to revise and resubmit with the following changes:

1. Change Section D “General Operations” on Page 8. Applicant should not just move tenants from room to room but should require guests to check out and leave. By simply requiring existing tenants to change rooms every month, applicant is circumventing the purpose and intent of running a motel. This procedure keeps the facility operating indefinitely as an SRO, which is not acceptable without a justified zoning interpretation and Planning Commission approval.
2. Delete the late payment policies on Page 19. A motel should not rent a room without advance payment.
3. Delete Section B “Guest Screening” including B.1 and B.2. At check-in a motel staff secures a Driver’s License and obtains payment and deposit (damage and/or pet) in cash or via a valid credit card.
4. Change the “General Operations” language on Page 8 to read that TOT will be remitted monthly, not just “applied”.

**Security Plan:** The revised Security Plan is also modified for a motel environment rather than a long term tenant environment. We applaud the Visitor Management section and the use of cameras and other security protocols as strong components of the Security Plan.

**Transient Occupancy Tax:** When operated as a motel, Transient Occupancy Tax (TOT) will now be due monthly and must be included and itemized in the Room rates/receipts. The Oroville TOT tax is 9% for room rents from stays of 1-61 days, and the Butte County Tourism BID tax is 2% on stays under 31 days. The TOT tax calculation form is attached.

- The Motel will be part of the Butte County Tourism Business Improvement District, formed in 2015 and operating as **Explore Butte County**. It collects assessment funds, which are part of the TOT tax calculation. Explore Butte County promotes increased overnight stays. See <https://www.explorebuttecounty.com>
- The motel will be a member of the **Downtown Oroville Business Improvement District** (BID), which assesses properties in the downtown and sues the funds. See <https://www.downtownoroville.com/faqs/>

**Building Plan Submittal:** applicant is aware that there are many details and information still needed to make these plans suitable for Building Plan review.

**SUMMARY FACT SHEET FOR DRC 23-32:  
Bird Street Motel renovations (012-100-034)**

**Requested Action:** Discuss the proposed site improvements preparatory to Planning Commission review on December 21, 2023.

**Related Applications:** None

**Basis for Review:** City Code 17.52.020

**Existing Use:** Transitional Housing

**Applicants:** Beck Asset Management LLC

**Owner:** Beck Asset Management LLC

**Location:** Corner of Oliver Street and Bird Street

**Parcel Size:** 1.44 Acres – 62,726 square feet

**Present General Plan/** Mixed Use (MU) /

**Zoning Designation:** Downtown Mixed Use (MXD)

**Surrounding Land Uses:** North: Vacant & commercial (MXD)  
East: Telecommunications facility (MXD)  
South: Union Pacific Railroad (PQ)  
West: Salon, IOF, Thrift Store (MXC)

**General Plan Policies:** Oroville General Plan Community Design Element, Policy P3.2 Preserve the vital qualities of existing, stable residential neighborhoods, including a human scale, pedestrian orientation, ample landscaping and trees, attractive architecture, and materials that complement the historic character of existing buildings.  
  
P3.6 Renovations of and additions to existing structures shall result in a design that is compatible with surrounding development within a residential neighborhood.  
  
P2.3 Encourage the addition of housing and visitor accommodations within walking distance of the Historic Downtown.



**FISCAL IMPACT**

None. All applicable fees will be paid prior to completing review.

**PUBLIC NOTICE**

The Planning Commission hearing for this Use Permit has been publicly noticed in the local newspaper on December 9, 2023, and mailed to all property owners within 300 feet on December 8, 2023.

**Attachments:**

1. Use Permit Application
2. Site and architectural plans
3. Color Renderings
4. Renovation Scope of Work
5. Operational Plan
6. Security Plan
7. Transient Occupancy Tax Return form
8. Resolution No. P2023-30
9. Notice of Exemption
10. Draft Conditional Approval Letter
11. Building Official comments dated December 14, 2023



# City of Oroville

Planning Division - Community Development Department

1735 Montgomery Street  
 Oroville, CA 95965-4897  
 (530) 538-2420 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

TRAKIT#: **PL2311-005**

## USE PERMIT APPLICATION

(Please print clearly and fill in/provide all that apply)

REQUIRED FOR A COMPLETE APPLICATION		PERMIT TYPE	
<input type="checkbox"/>	Completed and signed Application Forms	<input checked="" type="checkbox"/>	New Use Permit: \$3,500 (Deposit) + \$210(6% Tech Fee) = \$3,710
<input type="checkbox"/>	Application Fee Paid	<input type="checkbox"/>	Amendment to Existing Use Permit: \$2,100 + \$126 (6% Tech Fee) = \$2,226

### PROJECT PLANS

All plans and drawings shall be drawn to scale to the extent feasible and shall indicate the full dimensions, contours and other topographic features and all information necessary to make a full evaluation of the project. Please include the following:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Site and floor plans, including the location, square footage and use of all structures.  |
| <input checked="" type="checkbox"/> | 2. Architectural drawings showing proposed building elevations.   |
| <input checked="" type="checkbox"/> | 3. Landscape plans showing the types, sizes and location of vegetation to be planted and the irrigation system to be installed        |
| <input checked="" type="checkbox"/> | 4. Plans for the configuration & layout of all off-street parking spaces, including entrances, exits and internal circulation routes. |
| <input checked="" type="checkbox"/> | 5. Plans for all lighting to be installed on the site, including the location, type, height and brightness of each lighting fixture.  |
| <input checked="" type="checkbox"/> | 6. Drawings of all signs that are proposed in association with the project.   |
| <input checked="" type="checkbox"/> | 7. Plans showing the location, sq footage and capacity of any existing or proposed surface storm-water detention facilities.          |
| <input checked="" type="checkbox"/> | 8. Plans showing the location and square footage of any existing or proposed outdoor storage areas.                                   |
| <input checked="" type="checkbox"/> | 9. Descriptions of any off-site infrastructure improvements to be provided in conjunction with the project.                           |
| <input checked="" type="checkbox"/> | 10. Hours of operation for all proposed land uses.  |
| <input checked="" type="checkbox"/> | 11. Number of employees and fleet vehicles for all proposed land uses   |
| <input checked="" type="checkbox"/> | 12. A letter authorizing the use permit application from the owner of the property.   |

### CLASSIFICATION

<input type="checkbox"/>	Alcohol & Beverage Sales	<input checked="" type="checkbox"/>	Nonconforming Uses & Structures	<input type="checkbox"/>	Uses in Industrial Districts
<input type="checkbox"/>	Agricultural Uses	<input type="checkbox"/>	Outdoor Storage	<input type="checkbox"/>	Uses Mini-Storage Overlay(MS-O)
<input type="checkbox"/>	Animal Keeping (Commercial)	<input type="checkbox"/>	Parking Requirement Exceptions	<input type="checkbox"/>	Uses in Residential Districts
<input type="checkbox"/>	Barbed/Razor Wire Fence	<input type="checkbox"/>	Temporary Use	<input type="checkbox"/>	Uses in Special Purpose Districts
<input type="checkbox"/>	Density Bonus & Other Incentives	<input type="checkbox"/>	Uses in a Conditional Overlay (C-O)	<input type="checkbox"/>	Uses not Specified but Allowed
<input type="checkbox"/>	Exceptions to Height Limits	<input checked="" type="checkbox"/>	Uses in Commercial & Mixed-Use Districts	<input type="checkbox"/>	Wireless Communication Facilities
<input type="checkbox"/>	Other: (Please Specify)				

### APPLICANT'S SIGNATURE

I hereby certify that the information provided in this application is, to my knowledge, true and correct.

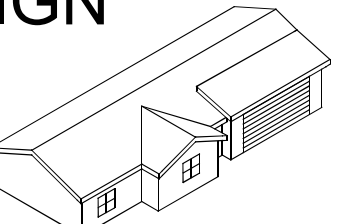
Signature:  Date: 11/20/23

### OFFICE USE ONLY

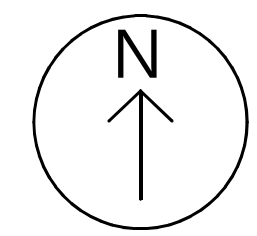
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Payment: \_\_\_\_\_ Number: \_\_\_\_\_



TDT  
CONCEPT  
DESIGN



Tyler Tappin  
tdtappin@gmail.com  
(707) 490-9475



VICINITY MAP

NOT TO SCALE  
APN # 012-100-034-000



**E** FIRE SAFETY REQUIREMENTS

1. A LICENSED ARCHITECT SHALL CONDUCT A FIRE CODE ANALYSIS OF THE BUILDING AND PROVIDE RECOMMENDED MITIGATIONS, IF ANY. ORIGINAL BUILDING WAS CONSTRUCTED IN 1958, AND EXISTING CONSTRUCTION SHALL BE CHECKED FOR COMPLIANCE WITH THE APPLICABLE BUILDING CODE (LIKELY 1955 UBC).
2. NEW EXTERIOR WINDOWS AND GLAZING SHALL BE MULTI-PANE AND HAVE A MINIMUM OF ONE TEMPERED PANE WITH A 20 MINUTE FIRE RATING.
3. SMOKE ALARM AND CARBON MONOXIDE DETECTORS SHALL BE INSTALLED IN ACCORDANCE WITH FIRE CODE AND AS INDICATED ON ELECTRICAL PLAN. UNITS SHALL BE POWERED BY INTERNAL WIRING AND CONTAIN A BATTERY BACKUP POWER SOURCE.
4. SMOKE ALARMS SHALL BE PROVIDED AT THE FOLLOWING LOCATIONS PER CRC 314.3:
  - EACH SLEEPING ROOM
  - OUTSIDE EACH SEPARATE SLEEPING AREA IN THE IMMEDIATE VICINITY OF THE BEDROOMS
  - ON EACH ADDITIONAL STORY OF THE BUILDING INCLUDING HABITABLE ATTICS AND BASEMENTS, BUT NOT INCLUDING UNINHABITED ATTICS AND CRAWL SPACE
  - IN DWELLINGS OR DWELLING UNITS WITH SPLIT LEVELS AND WITHOUT AN INTERVENING DOOR BETWEEN ADJACENT LEVELS, A SMOKE ALARM ON THE UPPER LEVEL SHALL SUFFICE FOR THE ADJACENT LOWER LEVEL PROVIDED THAT THE LOWER LEVEL IS LESS THAN ONE FULL STORY BELOW THE UPPER LEVEL.
5. CARBON MONOXIDE ALARMS SHALL BE PROVIDED AT THE FOLLOWING LOCATIONS PER CRC 316.1:
  - DWELLING UNITS AND SLEEPING UNITS WHERE FUEL-BURNING APPLIANCES ARE INSTALLED
  - DWELLING UNITS THAT HAVE ATTACHED GARAGES
6. SMOKE ALARMS AND CARBON MONOXIDE ALARMS SHALL BE WIRED TO SOUND ALARM ON ALL UNITS IN THE BUILDING WHEN ONE UNIT IS ACTIVATED.

**E** LIST OF REPAIRS

THE FOLLOWING GENERAL REPAIRS SHALL BE PERFORMED THROUGHOUT THE ENTIRE PROPERTY:

1. REPLACE ALL EXISTING ALUMINUM AND WOOD WINDOWS WITH WHITE DUAL-PANE WINDOWS. WINDOW SIZE AND TYPE SHALL BE REPLACED IN KIND.
  2. REPLACE ALL EXISTING EXTERIOR DOORS. NEW DOOR SIZE AND SWING DIRECTION SHALL BE REPLACED IN KIND. NEW DOORS SHALL BE 1 3/8" MINIMUM THICKNESS SOLID OR HONEYCOMB CORE, MINIMUM 20 MINUTE FIRE RATING. PROVIDE NEW UNIT NUMBERS ON ALL NEW EXTERIOR UNIT DOORS. SEE SHEET A8 FOR UNIT DOOR DETAIL.
  3. REPLACE ANY DAMAGED TRIM BOARDS AT BUILDING WALLS, WINDOWS, & DOORS.
  4. PAINT EXTERIOR WALLS OF ALL BUILDINGS. 3-COLOR COMBINATION EXPECTED. FINAL COLOR SCHEME SHALL BE PER OWNER.
  5. PAINT ALL FASCIA, WINDOW FRAMES, & TRIM, COLOR PER OWNER.
  6. ROOFS OF SINGLE-STORY BUILDING AREAS SHALL BE POWER-WASHED, CLEANED, & RESEALED AS REQUIRED.
  7. 2ND STORY ROOF SHALL BE RESURFACED. ROOFING CONTRACTOR SHALL PROVIDE ADDITIONAL CRICKETS AT HIS/HER DISCRETION TO IMPROVE QUALITY OF ROOF DRAINAGE AND TO PREVENT RAINWATER BUILDUP ON ROOF.
  8. PROVIDE NEW KITCHENETTES AT 1ST FLOOR UNITS PER PLAN.
- ADDITIONAL REPAIRS ARE INDICATED ON PLAN AND DETAIL SHEETS THROUGHOUT THIS SET OF DRAWINGS.

**C** SITE PLAN NOTES

1. NOTE: REFER TO LOCAL CODE OF ORDINANCES FOR BEST MANAGEMENT PRACTICES (BMP'S) FOR MINIMUM EROSION AND SEDIMENT CONTROLS.
2. ALL SOILS TRACKED ONTO PAVED ROADWAYS MUST BE CLEANED UP ON A DAILY BASIS. WHEN STREETS ARE WET OR DURING A RAIN EVENT THERE SHALL BE NO TRACKING OF SOILS ONTO THE STREET.
3. PROVIDE ROCK BAGS (MINIMUM 2 PER SIDE) AT ALL DRAIN INLET LOCATIONS WITHIN 150' OF THE PROJECT SITE.
4. PROVIDE INTERNAL FILTERS PLACED INSIDE EACH DRAIN INLET.
5. PROVIDE TRASH BARS ACROSS THE BACK OF ALL DRAIN INLETS.
6. STABILIZE ALL DISTURBED SOILS IN THE FRONT YARD AREAS WITHIN 15' OF THE BACK OF CURB OR SIDEWALK. (STRAW OR EROSION BLANKETS MAY BE USED FOR THIS APPLICATION)
7. ALL PAINT, FUEL, CONSTRUCTION PRODUCTS ETC. SHALL BE STORED IN A COVERED LOCATION AWAY FROM SIDEWALKS AND STORM DRAIN INLETS.
8. PORTABLE CHEMICAL TOILETS, IF PROVIDED ON THE SITE, MUST BE KEPT OFF STREETS AND SIDEWALKS AND AT LEAST 50' FROM THE NEAREST STORM DRAIN INLET.
9. ALL TRASH MUST BE COLLECTED AND STORED PROPERLY. DO NOT LET ITEMS SUCH AS DRYWALL, MUD BOXES, PAINT BUCKETS, CLEANING MATERIAL CONTAINERS ETC. COME IN CONTACT WITH ANY RAINFALL OR STORM WATER RUNOFF.
10. PROVIDE A DESIGNATED AREA FOR CONCRETE WASHOUT. HAY BALES LINED WITH VISQUEEN MAY BE USED FOR THIS APPLICATION. ROLLAWAY BINS MAY ALSO BE USED. ALL CONCRETE WASHOUT SYSTEMS SHALL BE PLACED OFF OF THE PAVED STREETS.

**D** FINISHES

1. EXTERIOR MATERIAL AND FINISH COLORS SHALL MATCH EXISTING.
2. INTERIOR NEW FINISHES SHALL BE PER OWNER'S PREFERENCE.
3. PROVIDE CORROSION-RESISTANT FLASHING AT ALL NEW DOORS AND WINDOWS IN ACCORDANCE WITH CRC 703.4 AND PER MANUFACTURER'S INSTRUCTIONS

**A** GENERAL NOTES

1. SCOPE OF WORK: NON-STRUCTURAL REPAIR & RENOVATION AT THE EXISTING BUILDINGS & SITE AT 2255 BIRD STREET, OROVILLE, CALIFORNIA.
2. THE DRAWINGS CONTAINED IN THIS SET SHALL NOT BE USED AS A BASIS FOR CONSTRUCTION WITHOUT APPROVED APPLICABLE BUILDING PERMIT(S) FROM THE JURISDICTION IN WHICH THE BUILDING SHALL BE LOCATED.
3. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION ANYWHERE OTHER THAN THE SPECIFIED SCOPE OF WORK WITHOUT THE EXPLICIT CONSENT OF TDT CONCEPT DESIGN AND ALL AFFILIATED PARTIES.
4. TDT CONCEPT DESIGN ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF EXISTING SITE INFORMATION. IT IS THE BUILDER'S RESPONSIBILITY TO VERIFY SITE CONDITIONS PRIOR TO CONSTRUCTION.
5. DRAWINGS SHALL NOT BE SCALED. DIMENSIONS NOT SHOWN SHALL BE VERIFIED BY THE CONTRACTOR IN THE FIELD.
6. CONTRACTOR SHALL COORDINATE MECHANICAL AND UTILITY SYSTEMS WITH STRUCTURAL ELEMENTS. ANY CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF ALL AFFECTED PARTIES.
7. MATERIALS AND CONSTRUCTION METHODS SHALL COMPLY WITH CAL GREEN BUILDING CODE REQUIREMENTS.
8. CONSTRUCTION SHALL COMPLY WITH ALL LOCAL CODES AND REGULATIONS.

**B** DESIGN CRITERIA

BUILDING CODES:  
2022 CALIFORNIA BUILDING CODE  
2022 CALIFORNIA RESIDENTIAL CODE  
2022 CALIFORNIA ELECTRICAL CODE  
2022 CALIFORNIA MECHANICAL CODE  
2022 CALIFORNIA PLUMBING CODE  
2022 CALIFORNIA ENERGY CODE  
CITY OF OROVILLE LOCAL CODE

SITE ELEVATION: APPROX. 180 FT.

OCCUPANCY CATEGORY: R-1  
CONSTRUCTION TYPE: V-B

RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

REVISION HISTORY

NO.	DESCRIPTION

*Tyler Tappin*  
DESIGNER SIGNATURE

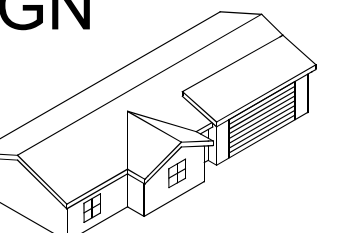
DRAWN BY: TDT

A1  
GENERAL NOTES

PERMIT SET



# TDT CONCEPT DESIGN



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## RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

### REVISION HISTORY

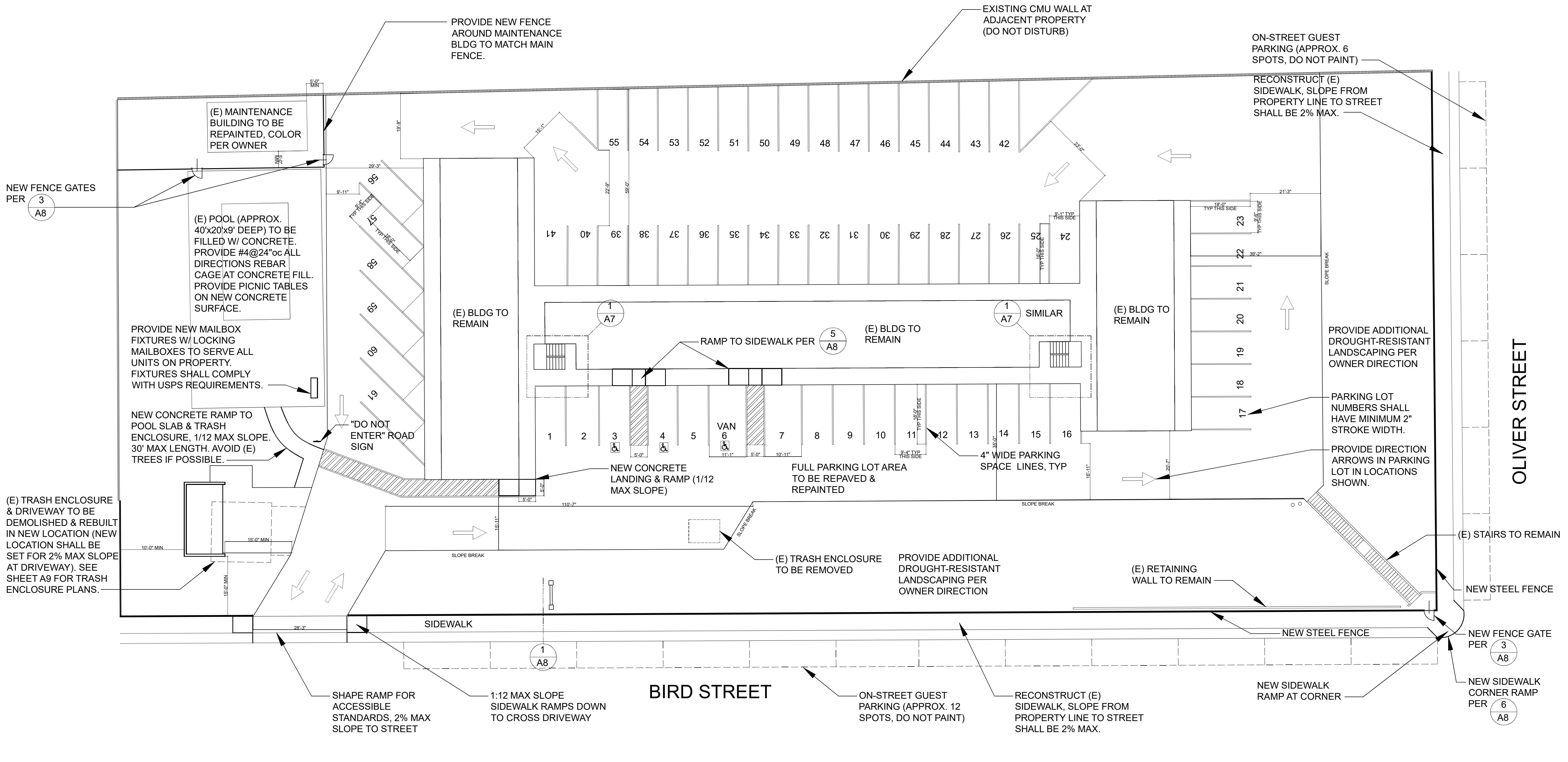
NO.	DATE	DESCRIPTION

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 DESIGNER SIGNATURE  
 DRAWN BY: TDT

# A2

## FULL SITE PLAN

PERMIT SET



NEW FENCE GATES PER 3 A8

(E) MAINTENANCE BUILDING TO BE REPAINTED, COLOR PER OWNER

(E) POOL (APPROX. 40'x20'x9' DEEP) TO BE FILLED W/ CONCRETE. PROVIDE #4@24"oc ALL DIRECTIONS REBAR CAGE AT CONCRETE FILL. PROVIDE PICNIC TABLES ON NEW CONCRETE SURFACE.

PROVIDE NEW MAILBOX FIXTURES W/ LOCKING MAILBOXES TO SERVE ALL UNITS ON PROPERTY. FIXTURES SHALL COMPLY WITH USPS REQUIREMENTS.

NEW CONCRETE RAMP TO POOL SLAB & TRASH ENCLOSURE, 1/12 MAX SLOPE. 30' MAX LENGTH. AVOID (E) TREES IF POSSIBLE.

(E) TRASH ENCLOSURE & DRIVEWAY TO BE DEMOLISHED & REBUILT IN NEW LOCATION (NEW LOCATION SHALL BE SET FOR 2% MAX SLOPE AT DRIVEWAY). SEE SHEET A9 FOR TRASH ENCLOSURE PLANS.

PROVIDE NEW FENCE AROUND MAINTENANCE BLDG TO MATCH MAIN FENCE.

EXISTING CMU WALL AT ADJACENT PROPERTY (DO NOT DISTURB)

ON-STREET GUEST PARKING (APPROX. 6 SPOTS, DO NOT PAINT)

RECONSTRUCT (E) SIDEWALK, SLOPE FROM PROPERTY LINE TO STREET SHALL BE 2% MAX.

(E) BLDG TO REMAIN

RAMP TO SIDEWALK PER 5 A8

(E) BLDG TO REMAIN

(E) BLDG TO REMAIN

PROVIDE ADDITIONAL DROUGHT-RESISTANT LANDSCAPING PER OWNER DIRECTION

PARKING LOT NUMBERS SHALL HAVE MINIMUM 2" STROKE WIDTH.

PROVIDE DIRECTION ARROWS IN PARKING LOT IN LOCATIONS SHOWN.

NEW CONCRETE LANDING & RAMP (1/12 MAX SLOPE)

FULL PARKING LOT AREA TO BE REPAVED & REPAINTED

4" WIDE PARKING SPACE LINES, TYP

(E) TRASH ENCLOSURE TO BE REMOVED

PROVIDE ADDITIONAL DROUGHT-RESISTANT LANDSCAPING PER OWNER DIRECTION

(E) RETAINING WALL TO REMAIN

(E) STAIRS TO REMAIN

NEW STEEL FENCE

NEW FENCE GATE PER 3 A8

NEW SIDEWALK CORNER RAMP PER 6 A8

OLIVER STREET

BIRD STREET

ON-STREET GUEST PARKING (APPROX. 12 SPOTS, DO NOT PAINT)

RECONSTRUCT (E) SIDEWALK, SLOPE FROM PROPERTY LINE TO STREET SHALL BE 2% MAX.

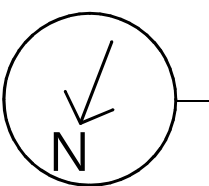
NEW SIDEWALK RAMP AT CORNER

SHAPE RAMP FOR ACCESSIBLE STANDARDS, 2% MAX SLOPE TO STREET

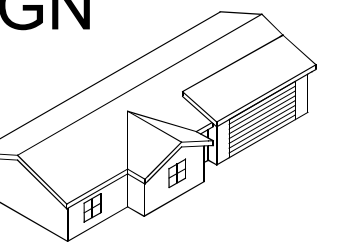
1:12 MAX SLOPE SIDEWALK RAMPS DOWN TO CROSS DRIVEWAY

# FULL SITE PLAN

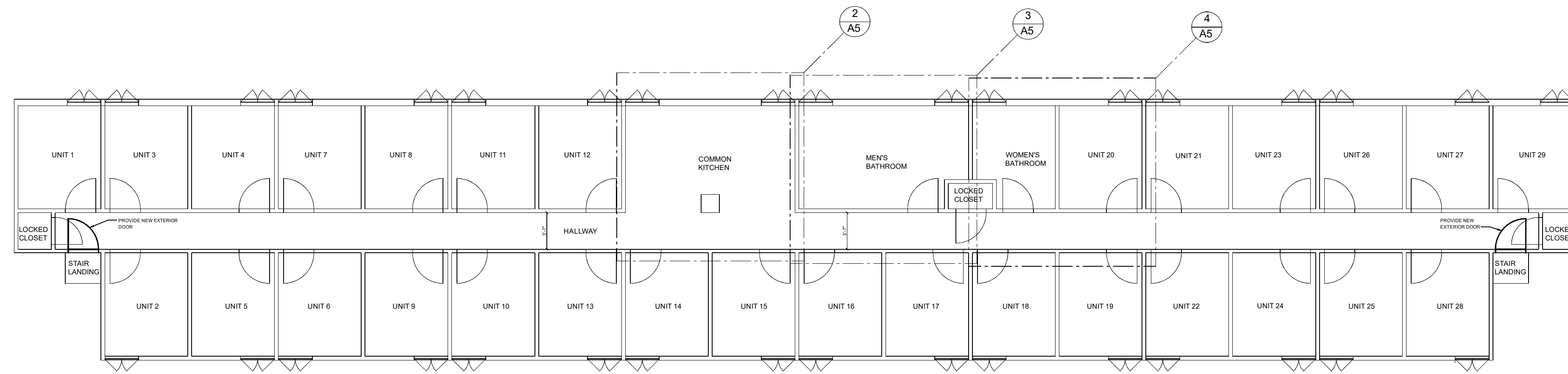
SCALE: 1" = 15'-0"



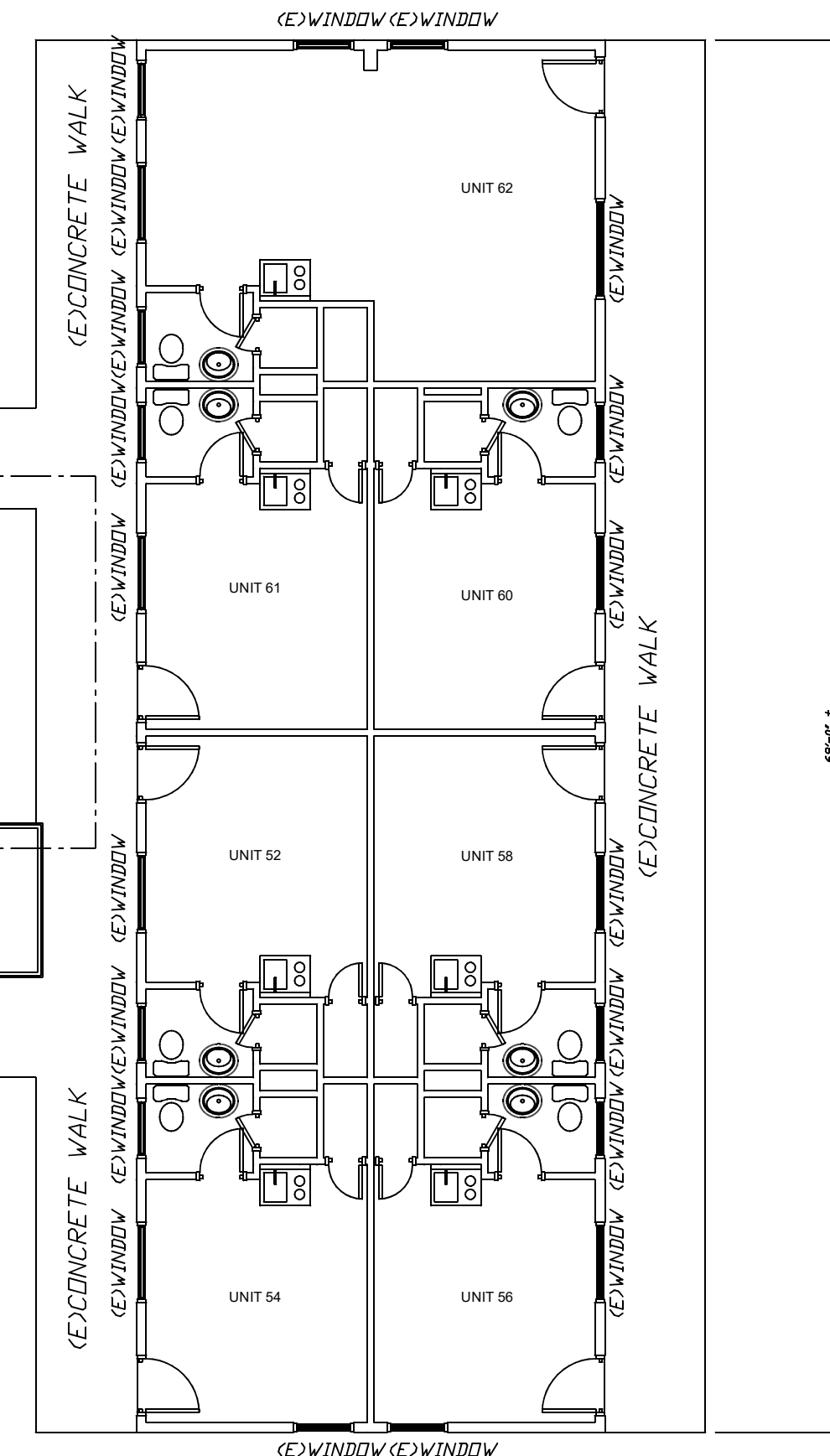
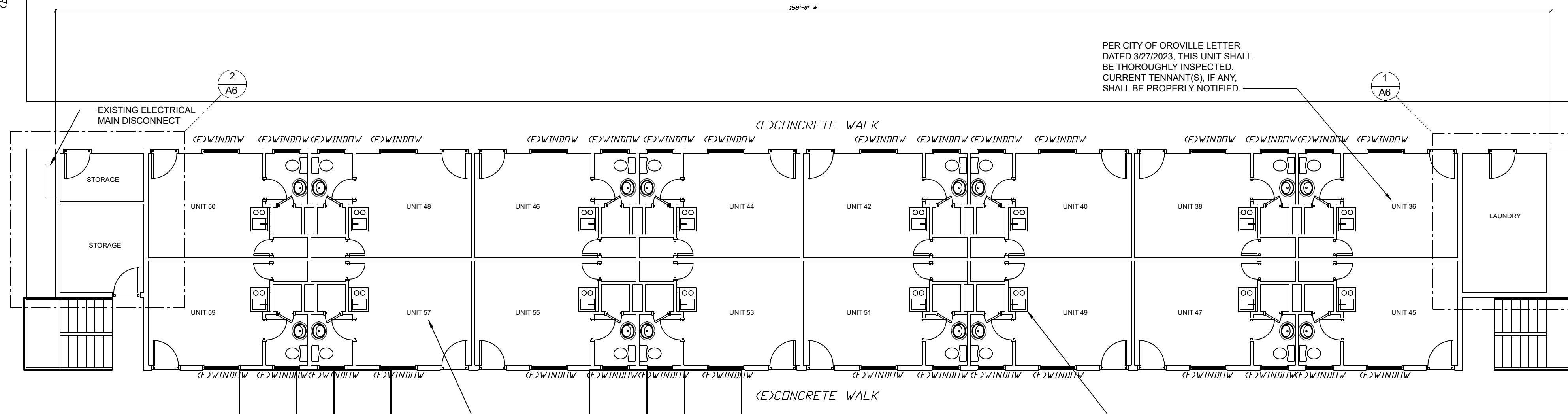
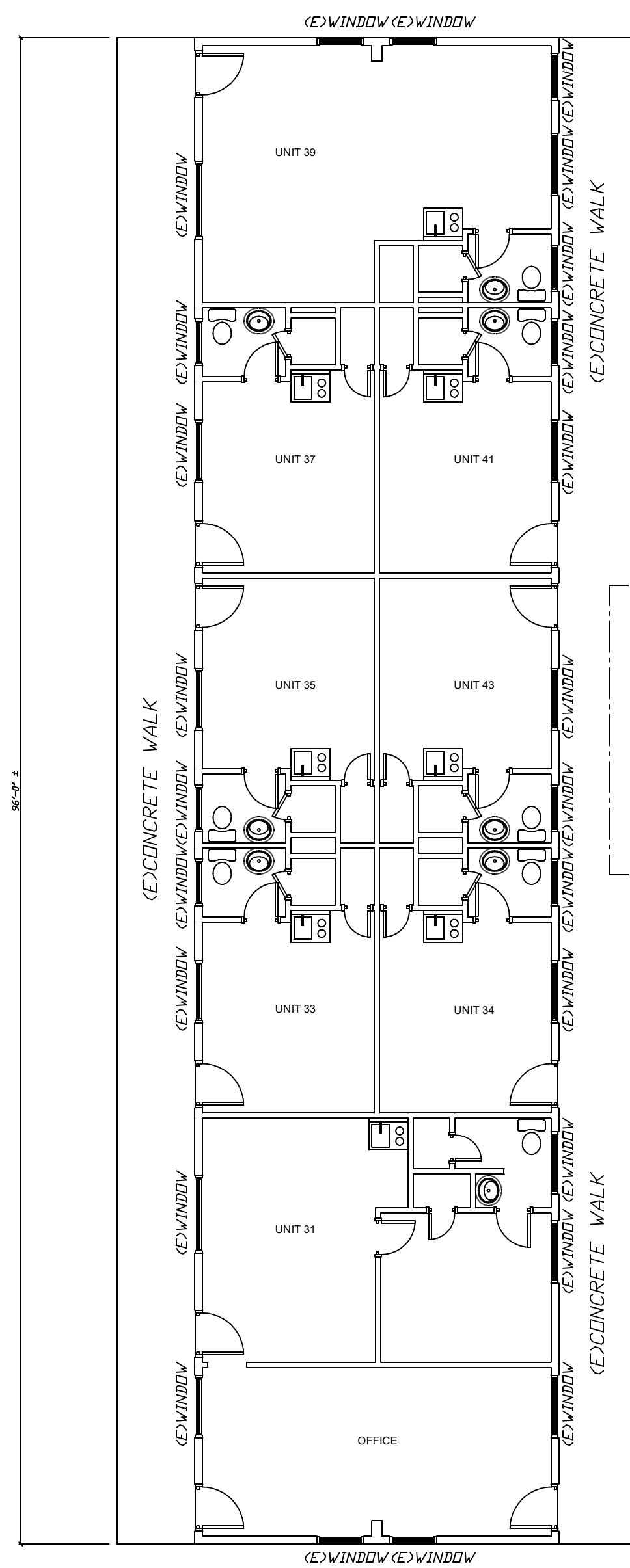
# TDT CONCEPT DESIGN



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**2ND FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**1ST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"

PER CITY OF OROVILLE LETTER DATED 3/27/2023, THIS UNIT SHALL BE THOROUGHLY INSPECTED. CURRENT TENNANT(S), IF ANY, SHALL BE PROPERLY NOTIFIED.

PER CITY OF OROVILLE LETTER DATED 3/27/2023, THIS UNIT SHALL BE THOROUGHLY INSPECTED. CURRENT TENNANT(S), IF ANY, SHALL BE PROPERLY NOTIFIED.

PROVIDE NEW KITCHENETTE AT EACH DOWNSTAIRS UNIT IN LOCATIONS SHOWN.

KITCHENETTE INFORMATION:  
LOWER KITCHENETTE FIXTURE:  
SUMMIT C30ELBK 30"  
KITCHENETTE W/ SINK, COOKTOP,  
& REFRIGERATOR/FREEZER -  
BLACK/STAINLESS, 115V

MICROWAVE:  
GE 1.6 CU.FT. OVER-THE-RANGE  
MICROWAVE IN STAINLESS STEEL,  
MODEL # JWM316GRSS. VERIFY  
MICROWAVE IS INTERNALLY  
VENTILATED & CAN ACCOMMODATE  
VENTILATION REQUIREMENTS  
FOR COOKTOP BELOW.

CABINET:  
HAMPTON BAY SHAKER,  
30"W X 21"D X 12"H IN SATIN WHITE,  
LOCATE ABOVE MICROWAVE.

## RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

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NO.	DESCRIPTION

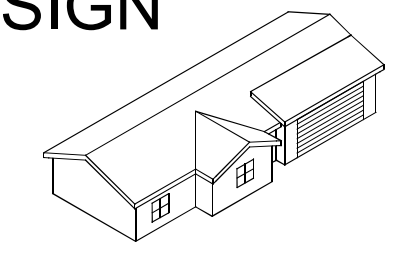
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DESIGNER SIGNATURE

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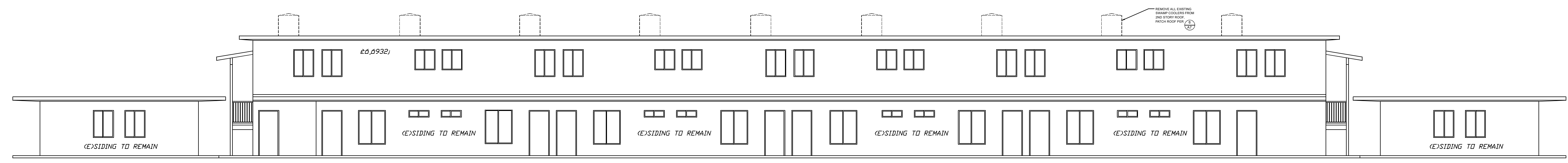
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# A3

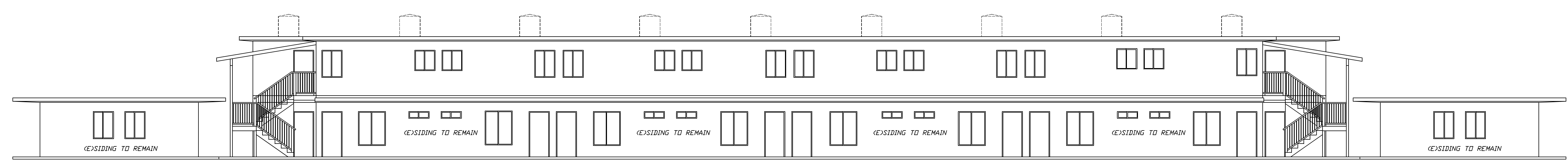
FULL BUILDING PLAN



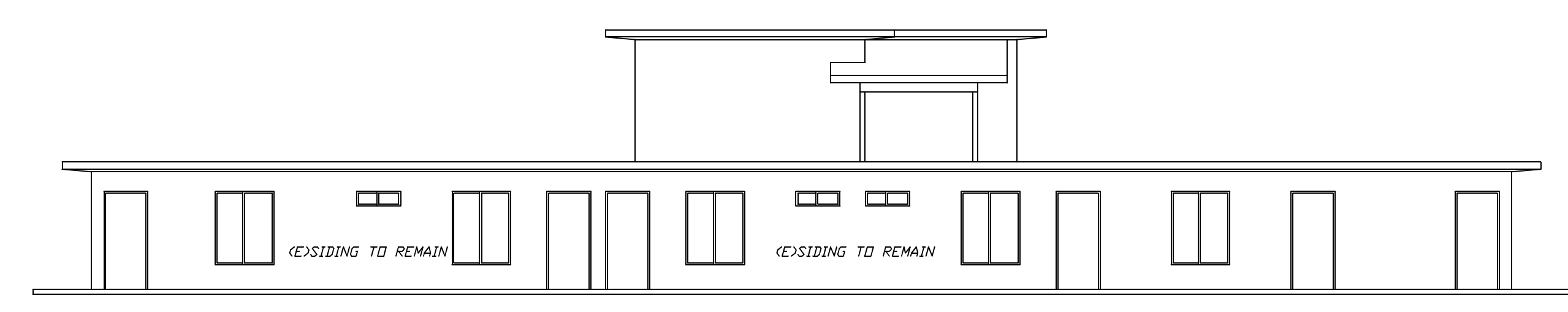
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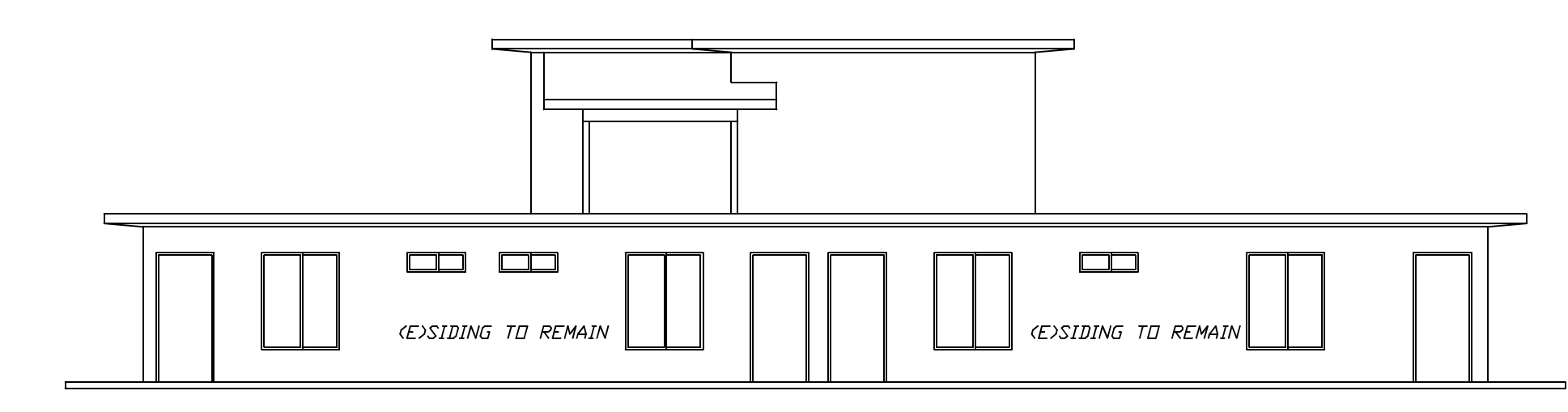
REAR ELEVATION  
SCALE: 1/8" = 1'-0"



FRONT ELEVATION  
SCALE: 1/8" = 1'-0"



LEFT ELEVATION  
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION  
SCALE: 1/8" = 1'-0"

RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

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DESIGNER SIGNATURE

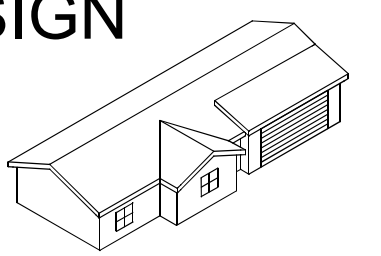
DRAWN BY: TDT

PERMIT SET

A4  
ELEVATIONS



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## RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

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# A5

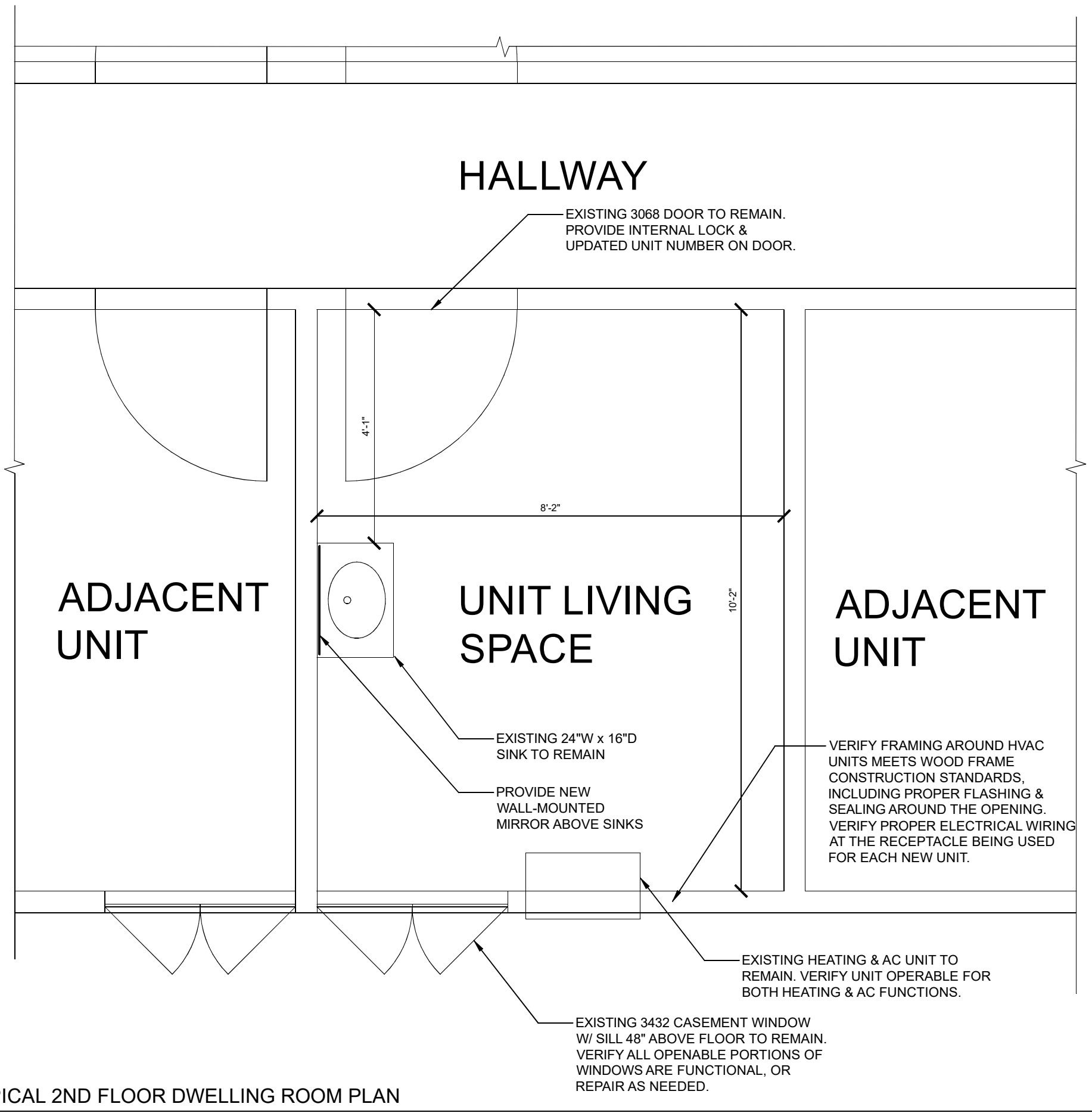
2ND FLOOR PLANS

PERMIT SET

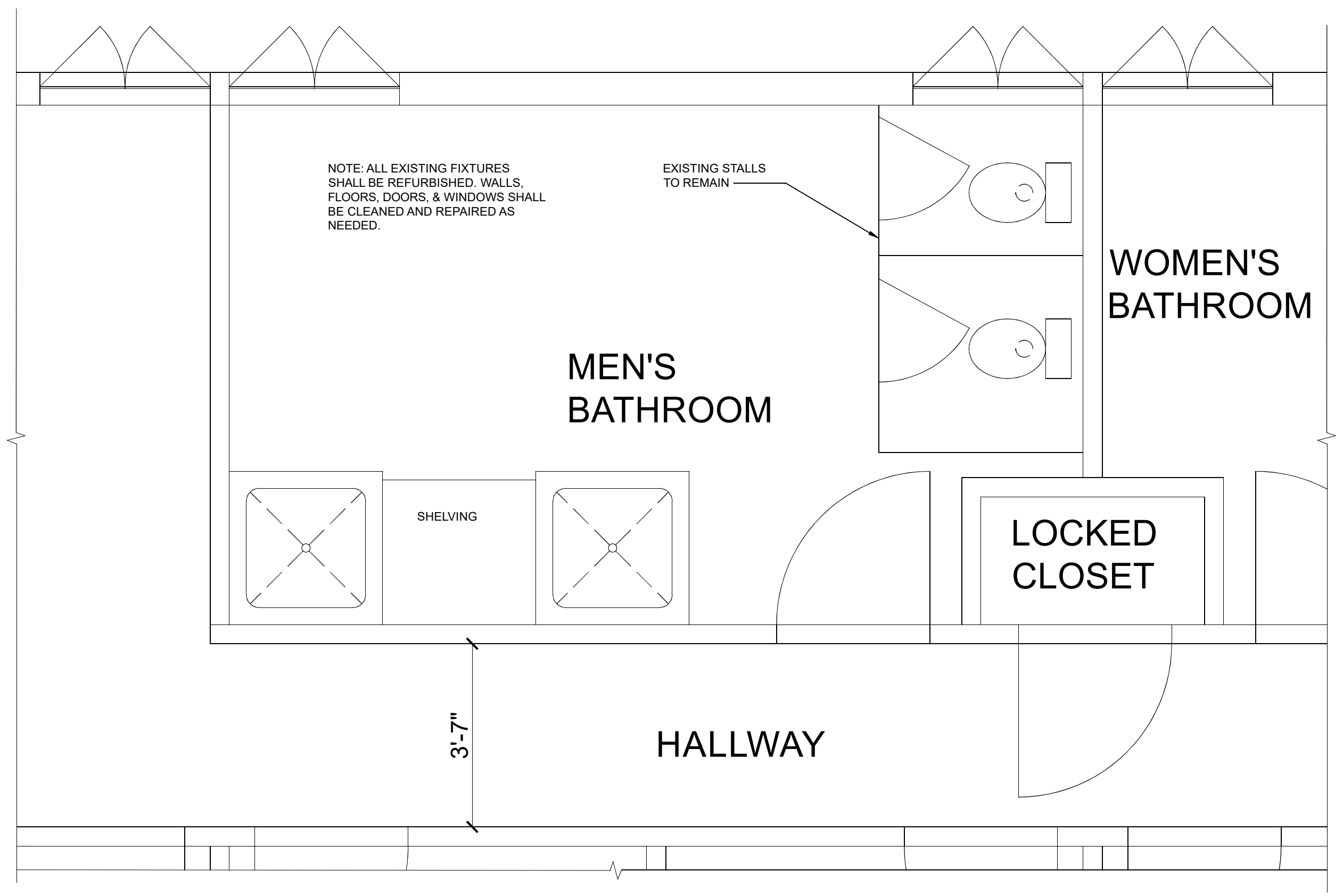
## LEGEND

	EXISTING WALL TO REMAIN
	EXISTING WINDOW (SEE OTHER DETAILS FOR UPGRADES)
	EXISTING DOOR (SEE OTHER DETAILS FOR UPGRADES) PROVIDE NEW UNIT NUMBERS ON ALL UNIT DOORS.
	NEW RANGE+OVEN WITH MICROWAVE AND 100CFM MIN FUME HOOD ABOVE
	NEW DISHWASHER INSTALLED BELOW COUNTERTOP
	NEW KITCHEN SINK
	EXISTING TOILET FIXTURE TO REMAIN
	BATHROOM SINK
	WALK-IN 32"x32" MIN SHOWER UNIT

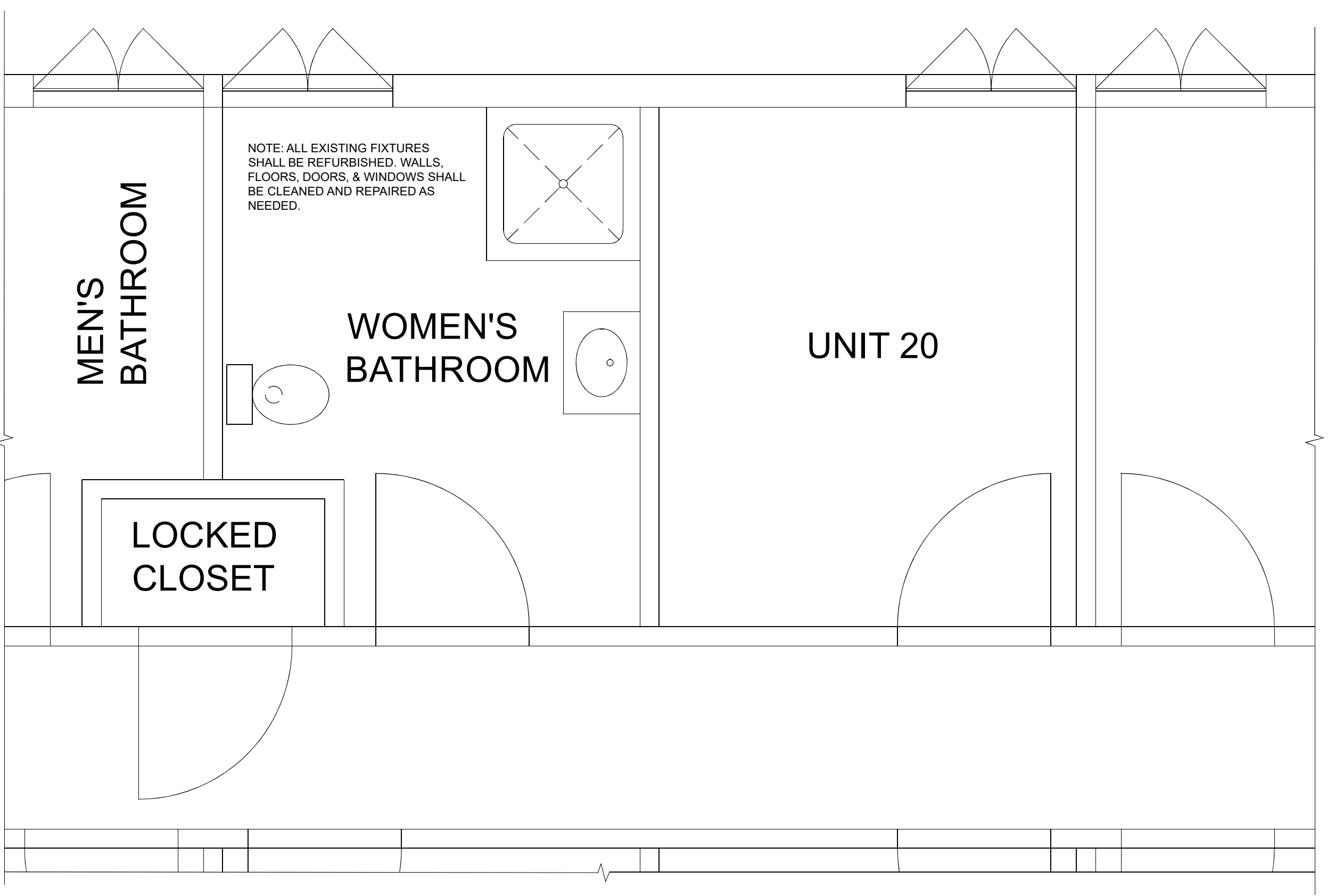
NOTE: EACH UNIT AT 2ND FLOOR SHALL BE INSPECTED FOR CODE COMPLIANCE.



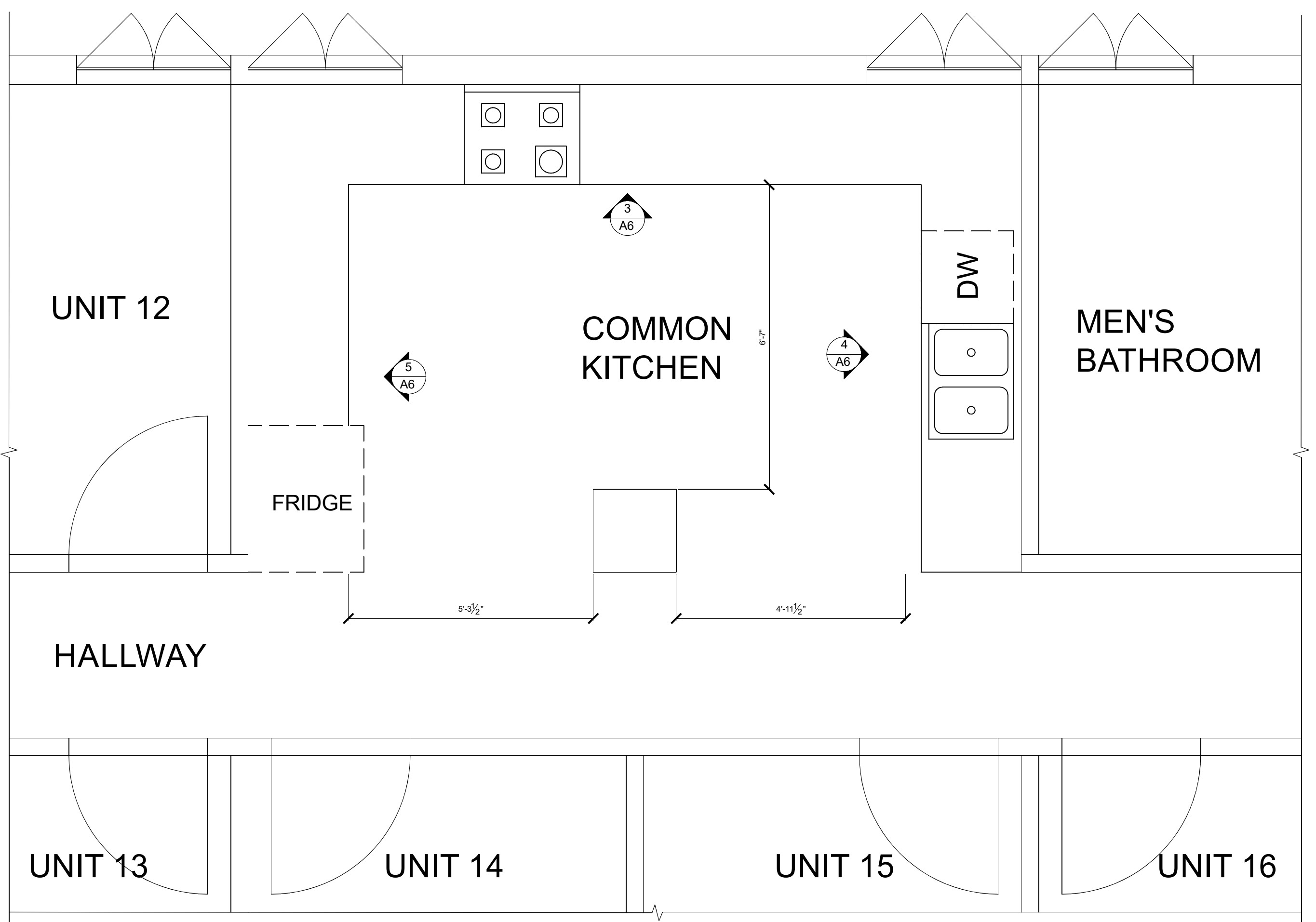
1 TYPICAL 2ND FLOOR DWELLING ROOM PLAN  
SCALE: 1/2" = 1'-0"



3 2ND FLOOR MEN'S BATHROOM PLAN  
SCALE: 1/2" = 1'-0"

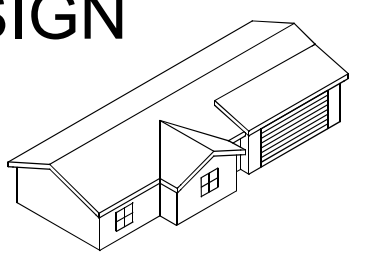


4 2ND FLOOR WOMEN'S BATHROOM PLAN  
SCALE: 1/2" = 1'-0"



2 2ND FLOOR COMMON KITCHEN PLAN  
SCALE: 1/2" = 1'-0"

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CONCEPT  
DESIGN



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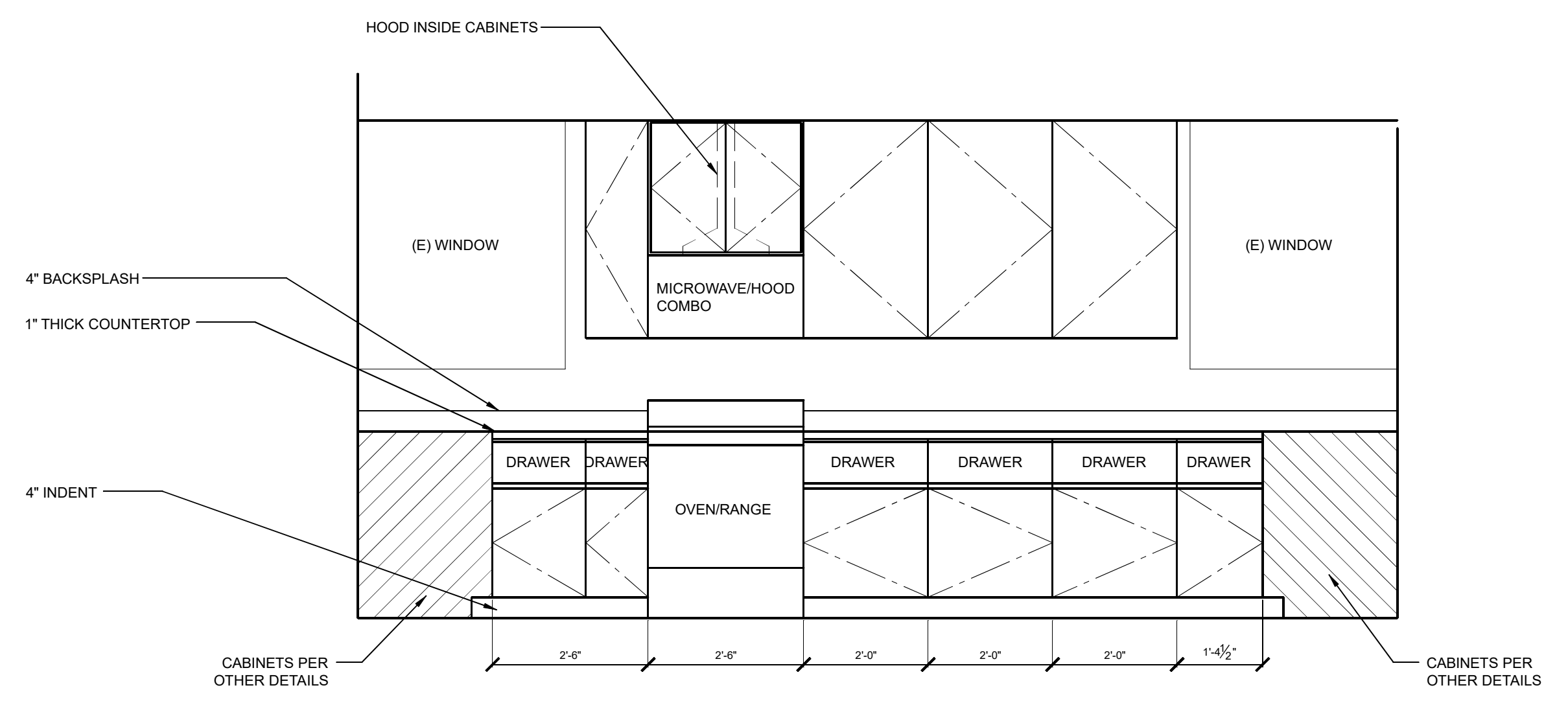
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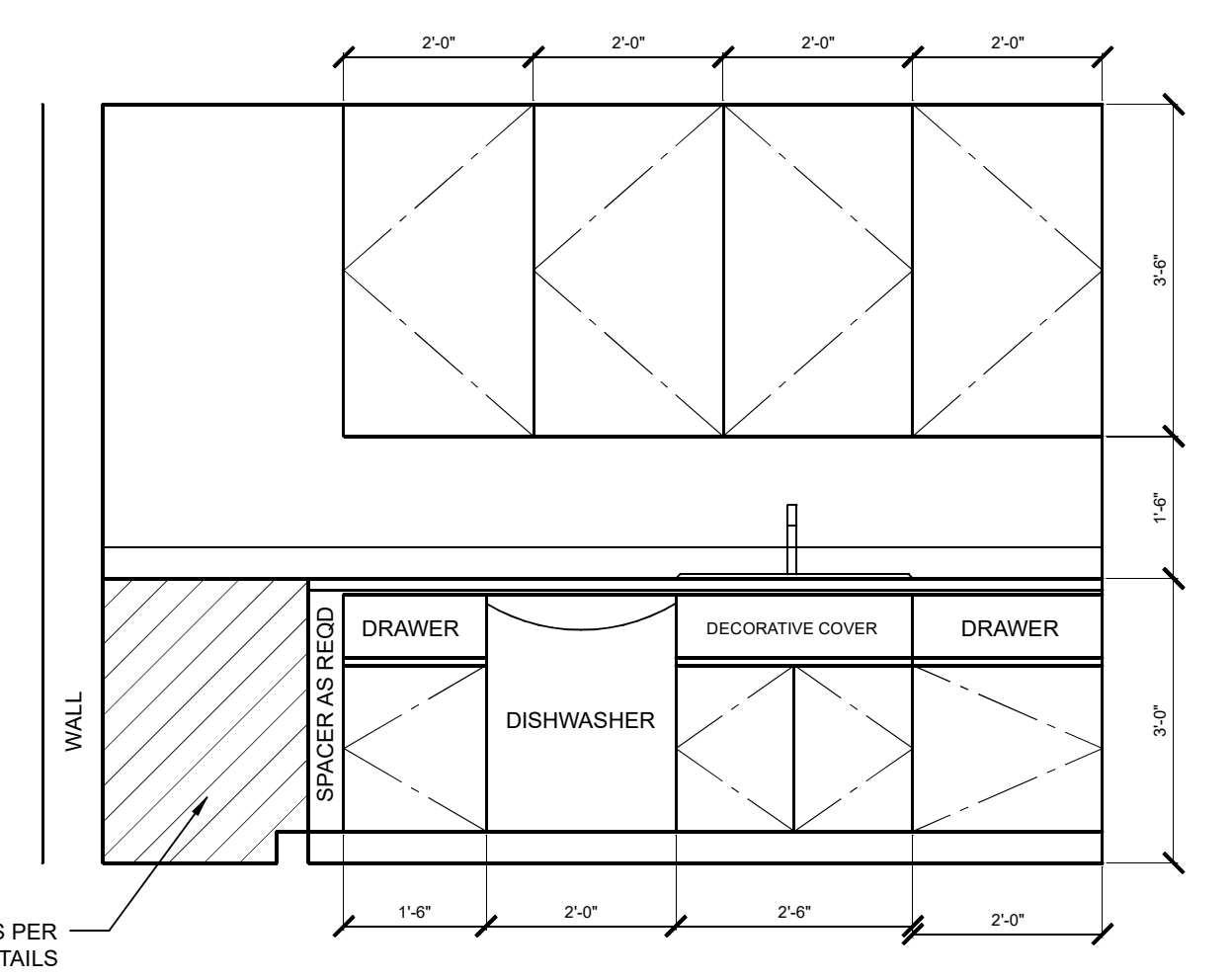
A6

MISC ROOMS  
KITCHEN DETAILS

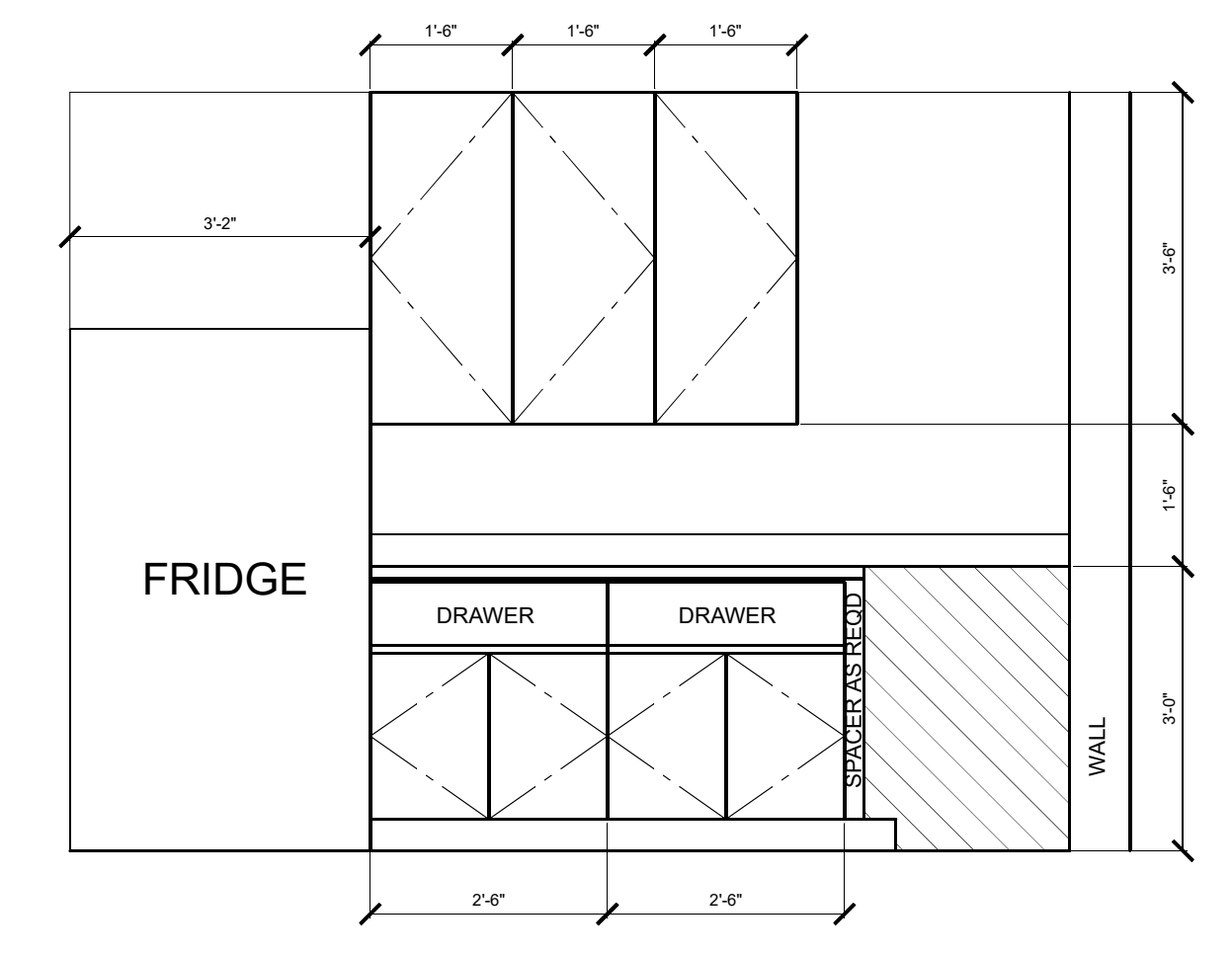
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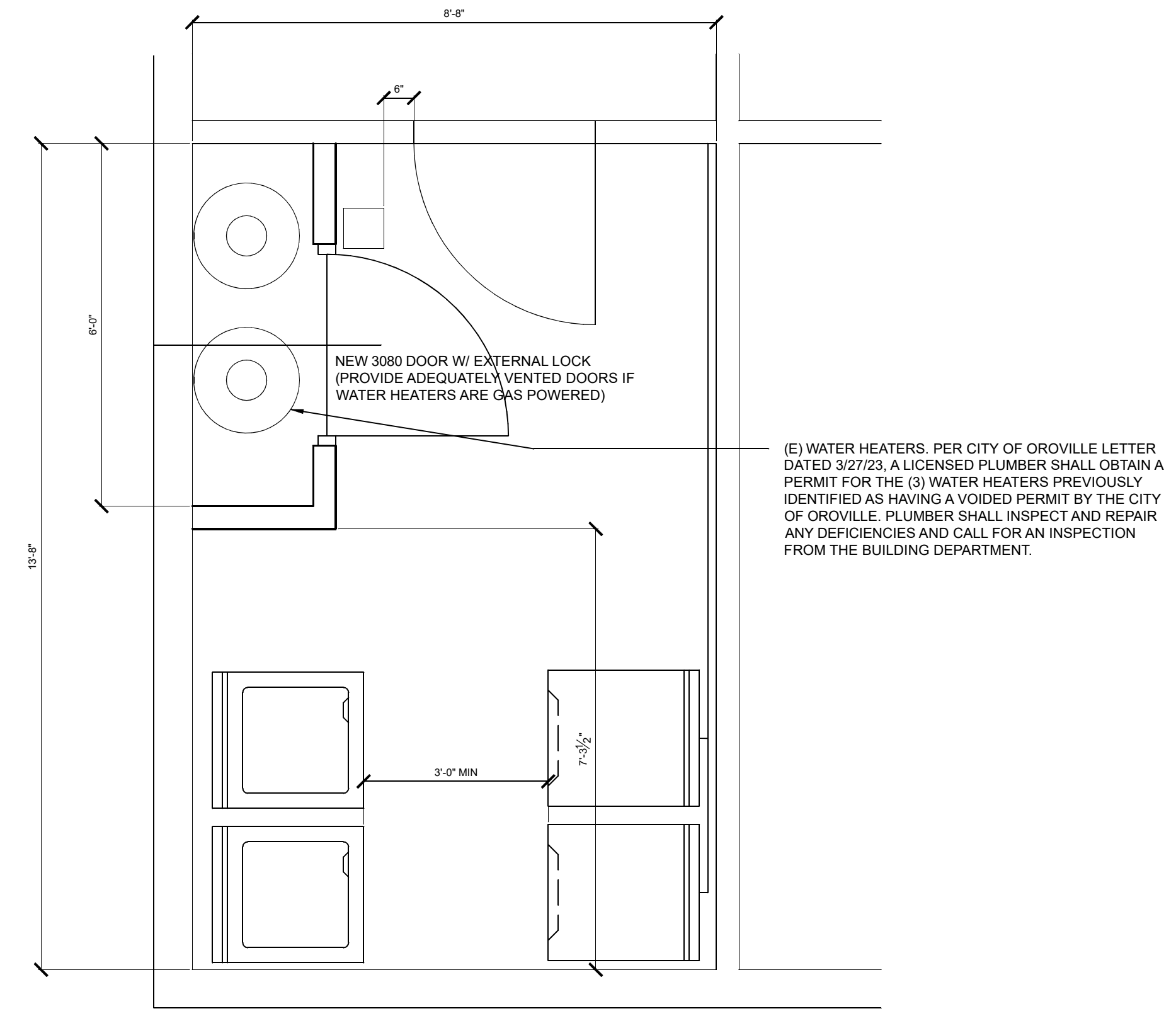
3  
A6  
KITCHEN ELEVATION  
SCALE: 1/2" = 1'-0"



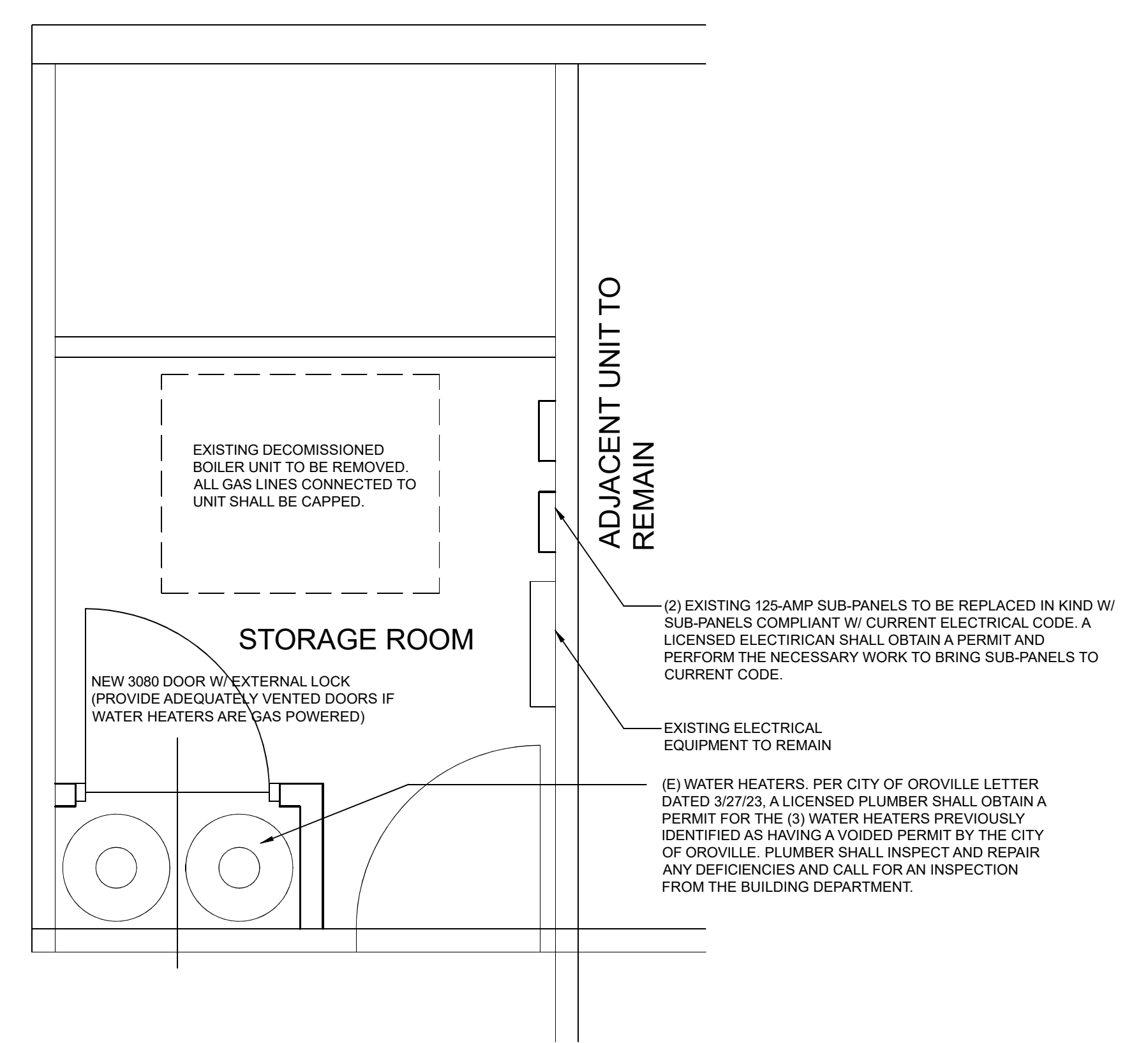
4  
A6  
KITCHEN ELEVATION  
SCALE: 1/2" = 1'-0"



5  
A6  
KITCHEN ELEVATION  
SCALE: 1/2" = 1'-0"



1  
A6  
LAUNDRY ROOM FLOOR PLAN  
SCALE: 1/2" = 1'-0"



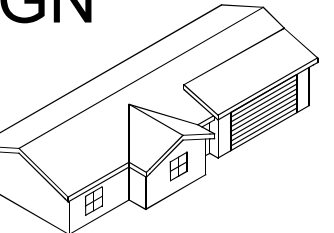
2  
A6  
STORAGE ROOM FLOOR PLAN  
NOT TO SCALE

LEGEND

	EXISTING WALL TO REMAIN
	NEW 2x4 STUD WALL
	EXISTING DOOR (SEE OTHER DETAILS FOR UPGRADES) PROVIDE NEW UNIT NUMBERS ON ALL UNIT DOORS.
	NEW DOOR (SEE PLAN FOR SIZE)
	PAID WASHING MACHINE UNIT
	PAID DRYER UNIT
	EXISTING TANK WATER HEATER UNIT TO REMAIN



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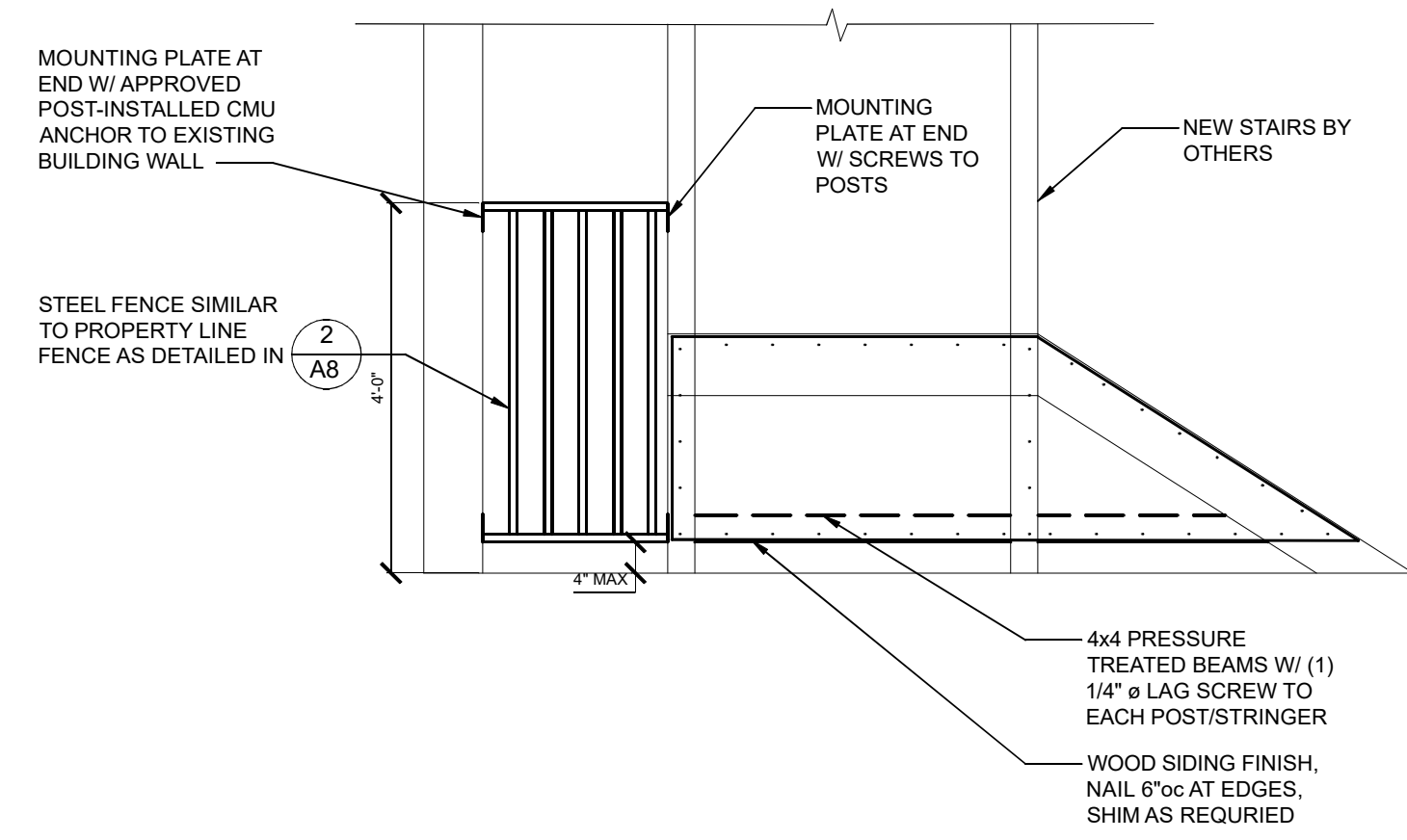
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DESIGNER SIGNATURE

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# A7

STAIR PLANS  
BUILDING DETAILS

PERMIT SET



3 BARRIER FENCE  
SCALE: 1/2" = 1'-0"

ADJACENT BUILDING

WALKWAY TO BE RESTRICTED

EXISTING INTERMITTENT STAIR LANDING

EXISTING STAIRS

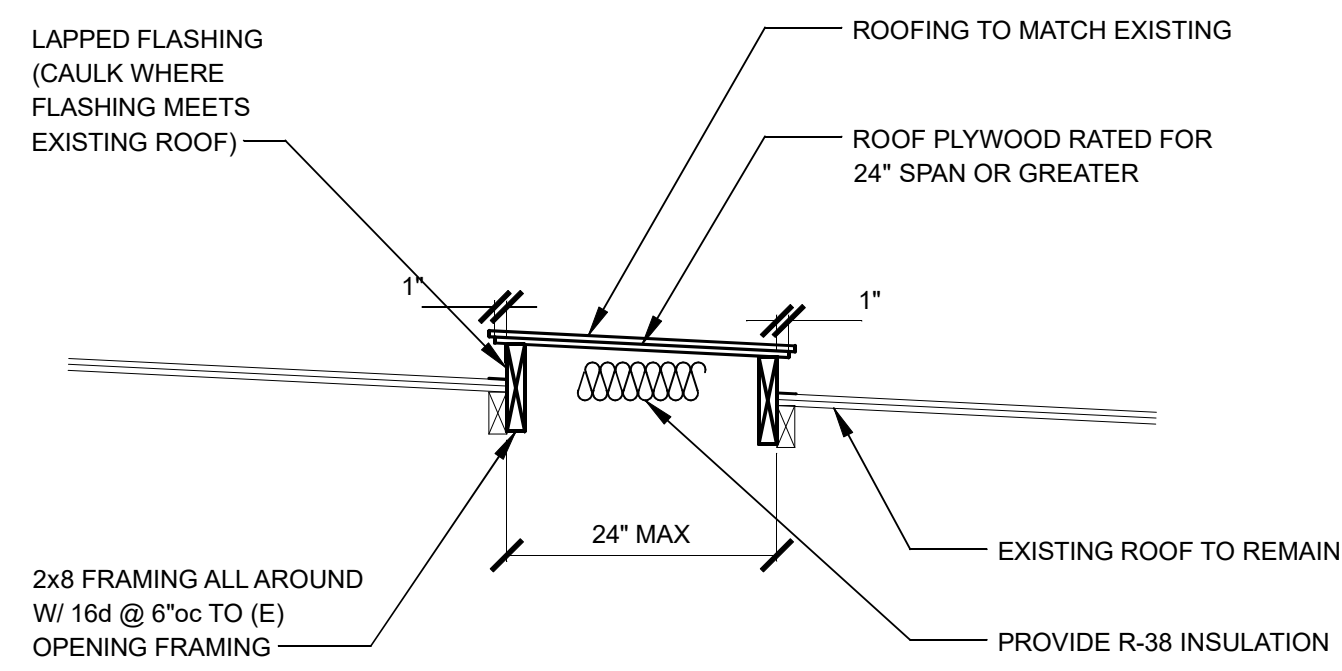
EXISTING 2ND FLOOR STAIR LANDING TO REMAIN

EXISTING STAIRS

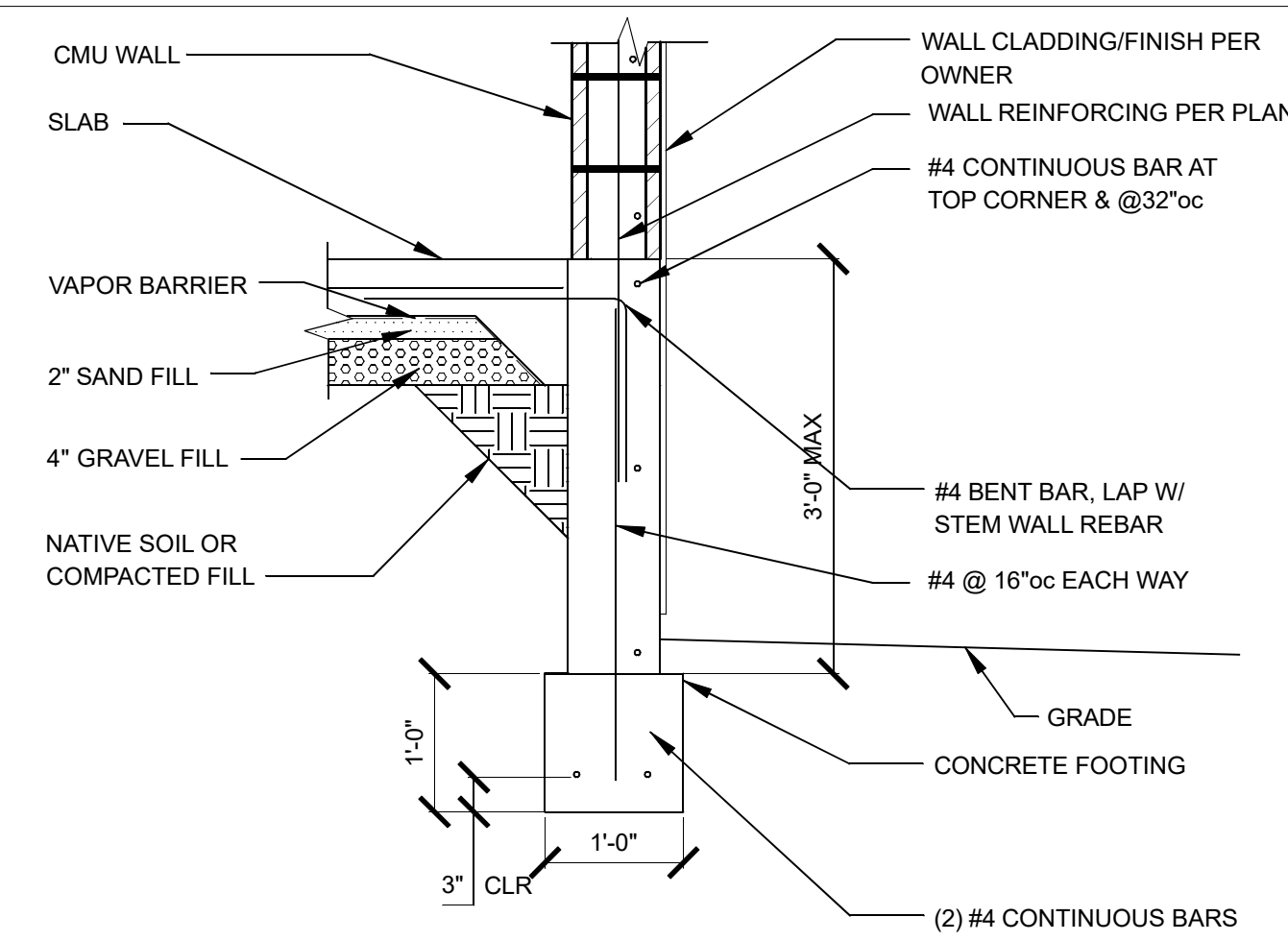
EXISTING WOOD LOUVERS TO BE REMOVED

PARKING LOT

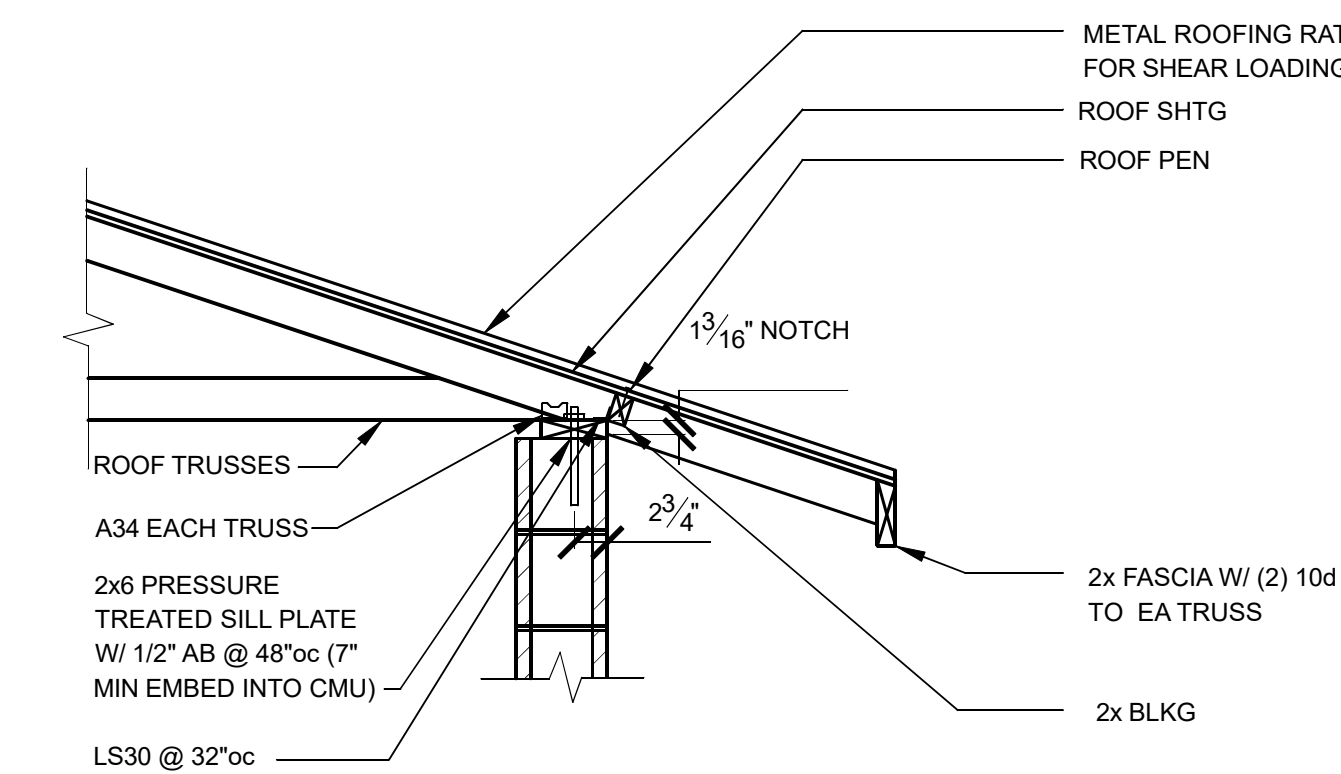
1 STAIR EXISTING/DEMO PLAN  
SCALE: 1/2" = 1'-0"



6 ROOF COVER AT REMOVED SWAMP COOLER OPENING  
SCALE: 3/4" = 1'-0"



4 TRASH ENCLOSURE CONTINUOUS FOOTING DETAIL  
SCALE: 3/4" = 1'-0"



5 TRASH ENCLOSURE ROOF FRAMING CONNECTION  
SCALE: 3/4" = 1'-0"

ADJACENT BUILDING

SIDEWALK

NEW BARRIER FENCE PER 3 A7

NEW STAIRS

EXISTING 2ND FLOOR STAIR LANDING TO REMAIN

NEW INTERMITTENT STAIR LANDING

NEW UNDER-STAIR BARRIER FENCE PER 3 A7

NEW STAIRS

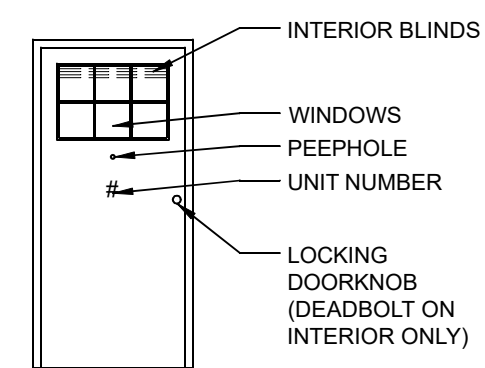
NEW STAIRS TO BE CONSTRUCTED PER APPROVED DRAWINGS BY AJAY GOYAL, SE, DATED 10/23/2023

SIDEWALK

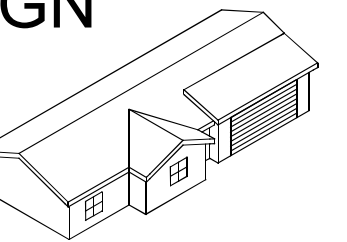
PARKING LOT

1 NEW STAIR PLAN  
SCALE: 1/2" = 1'-0"

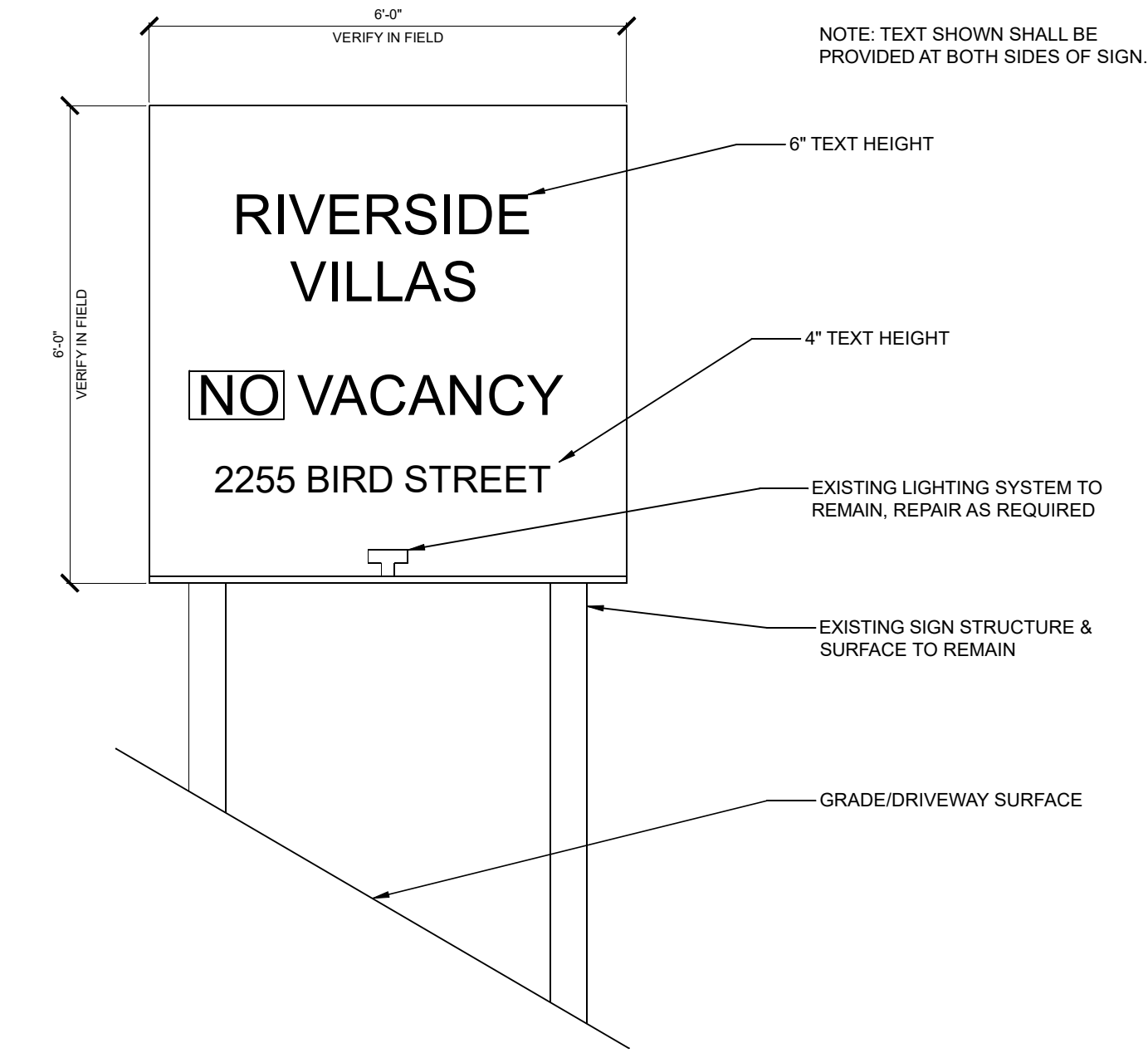
DOOR & WINDOW SCHEDULE

MARK ON PLAN	ELEVATION	WIDTH	HEIGHT	DESCRIPTION
(NONE) PROVIDE AT ALL UNITS W/ DOORS OPENING TO EXTERIOR		MATCH EXISTING	MATCH EXISTING	EXTERIOR FIBERGLASS FRONT DOOR W/ (6) TOP WINDOWS. MINIMUM THICKNESS 1 3/8" SOLID OR HONEYCOMB CORE. MINIMUM 20 MINUTE FIRE RATING. PROVIDE UNIT NUMBER AT DOORS. PROVIDE BUILT-IN PRIVACY BLINDS AT WINDOWED PORTION OF DOOR. REPLACE HINGES W/ NEW CHROME HINGES.

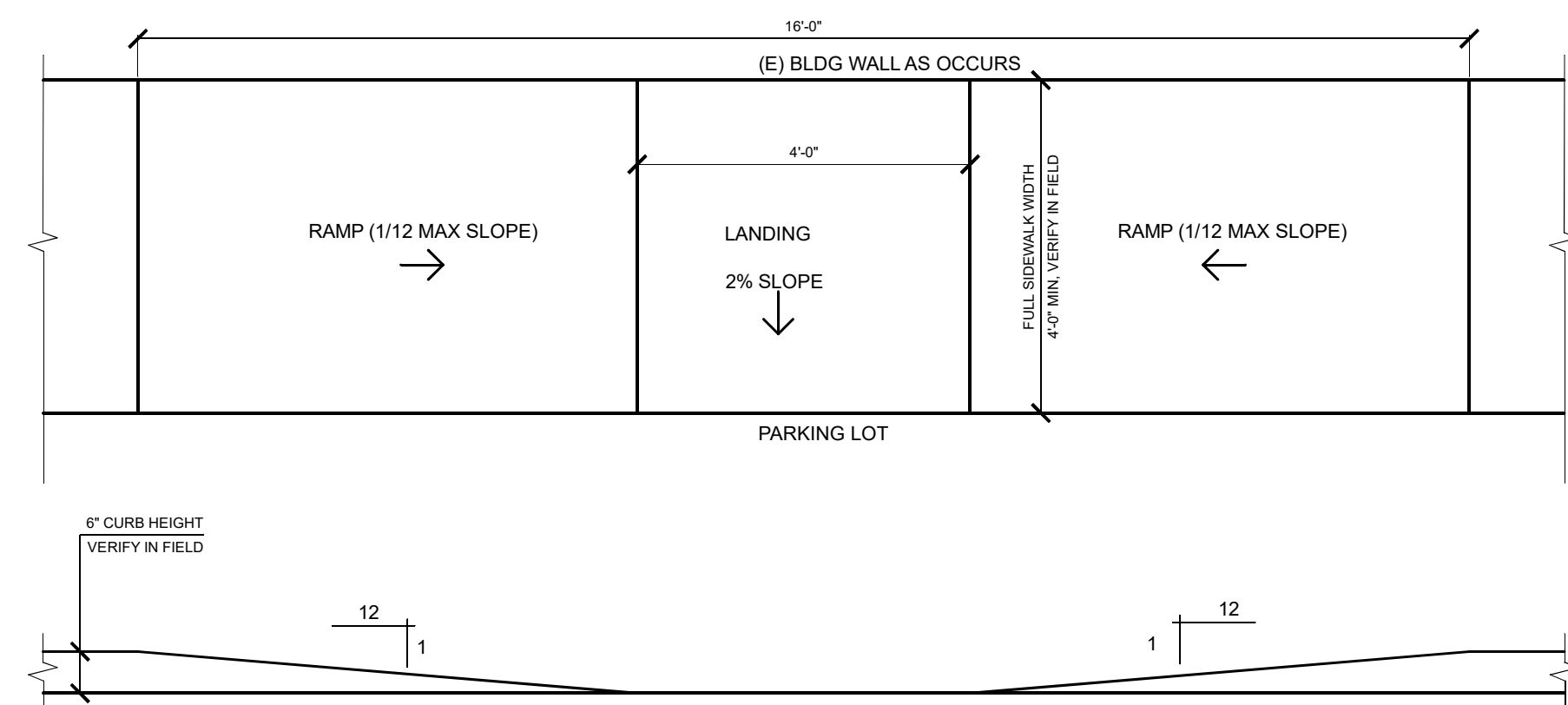
TDT  
CONCEPT  
DESIGN



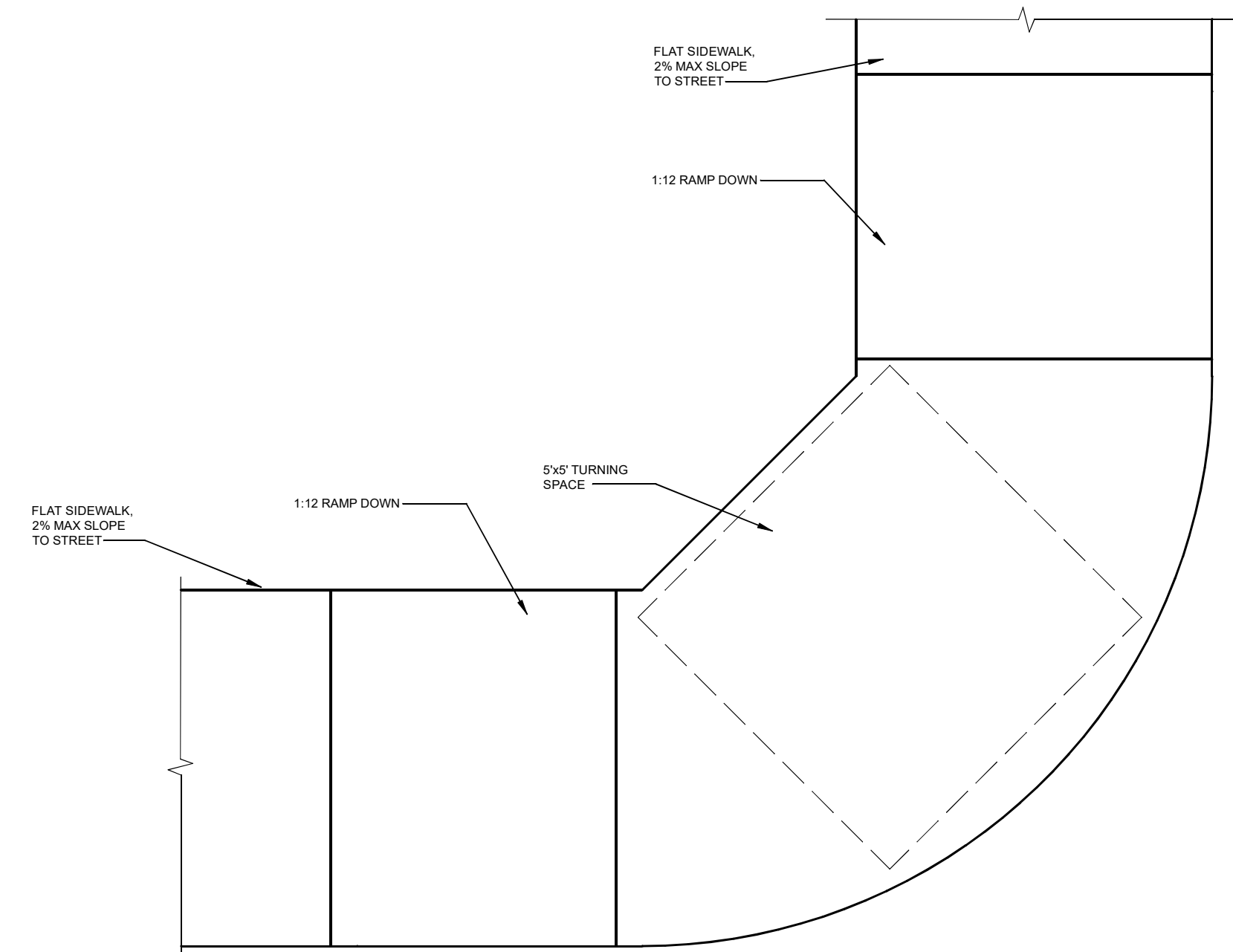
Tyler Tappin  
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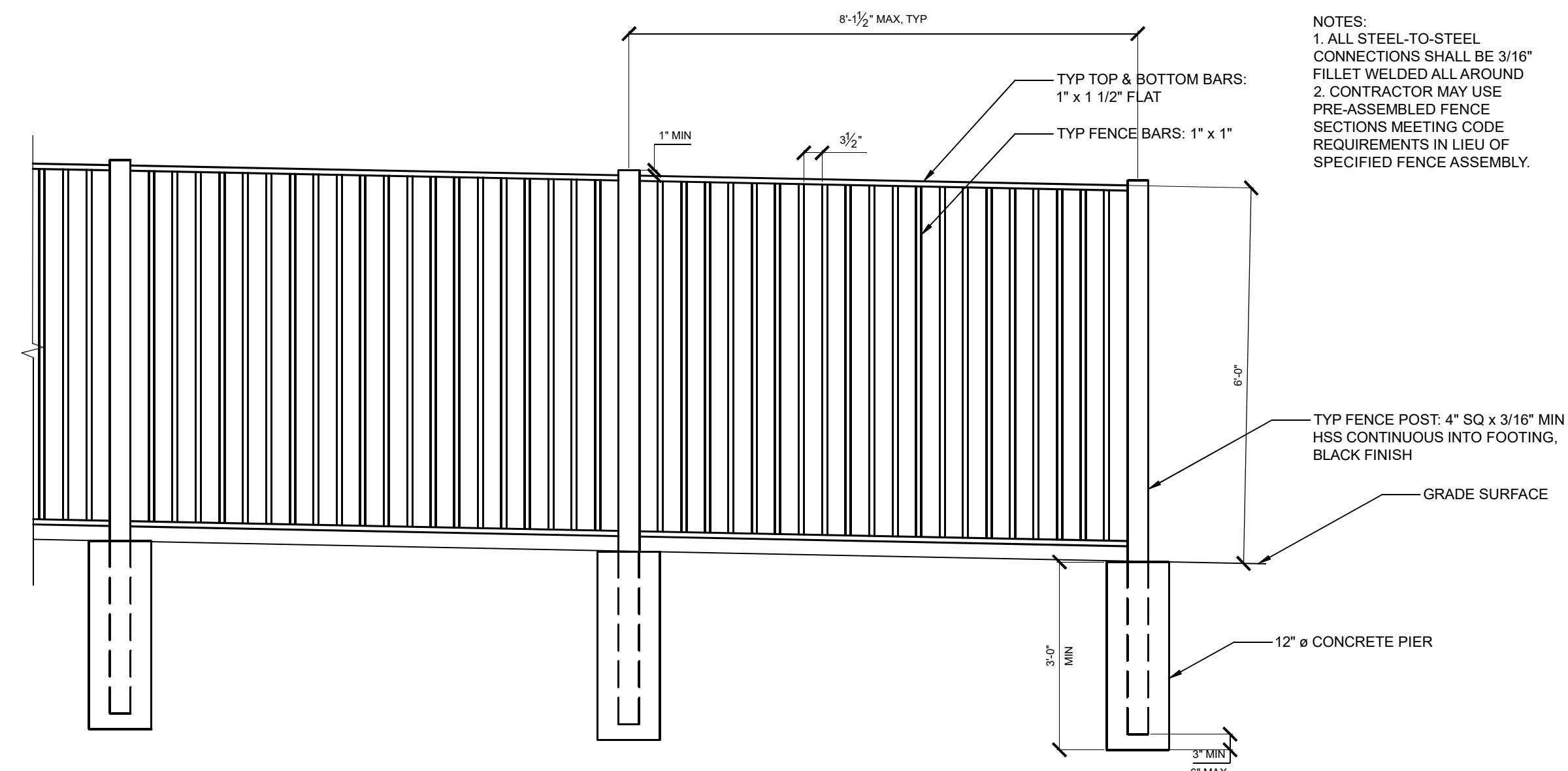
1  
A8 NEW FRONT SIGN ELEVATION  
SCALE: 1/2" = 1'-0"



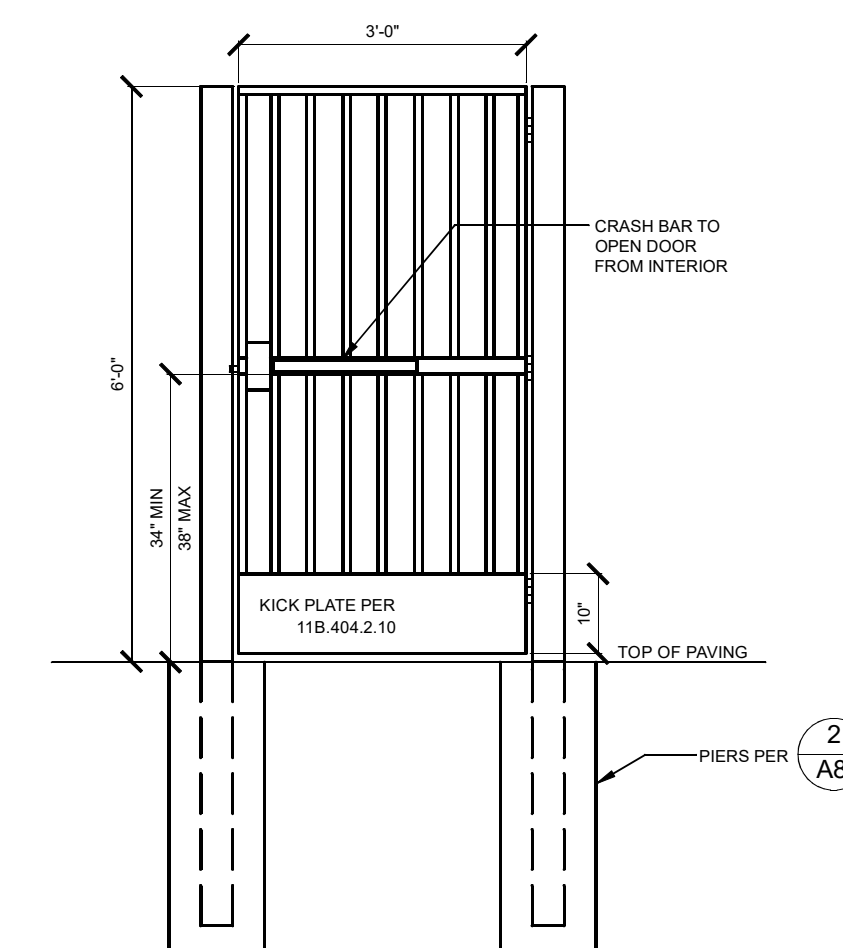
5  
A8 ACCESSIBLE SIDEWALK RAMP RENOVATION  
SCALE: 1/2" = 1'-0"



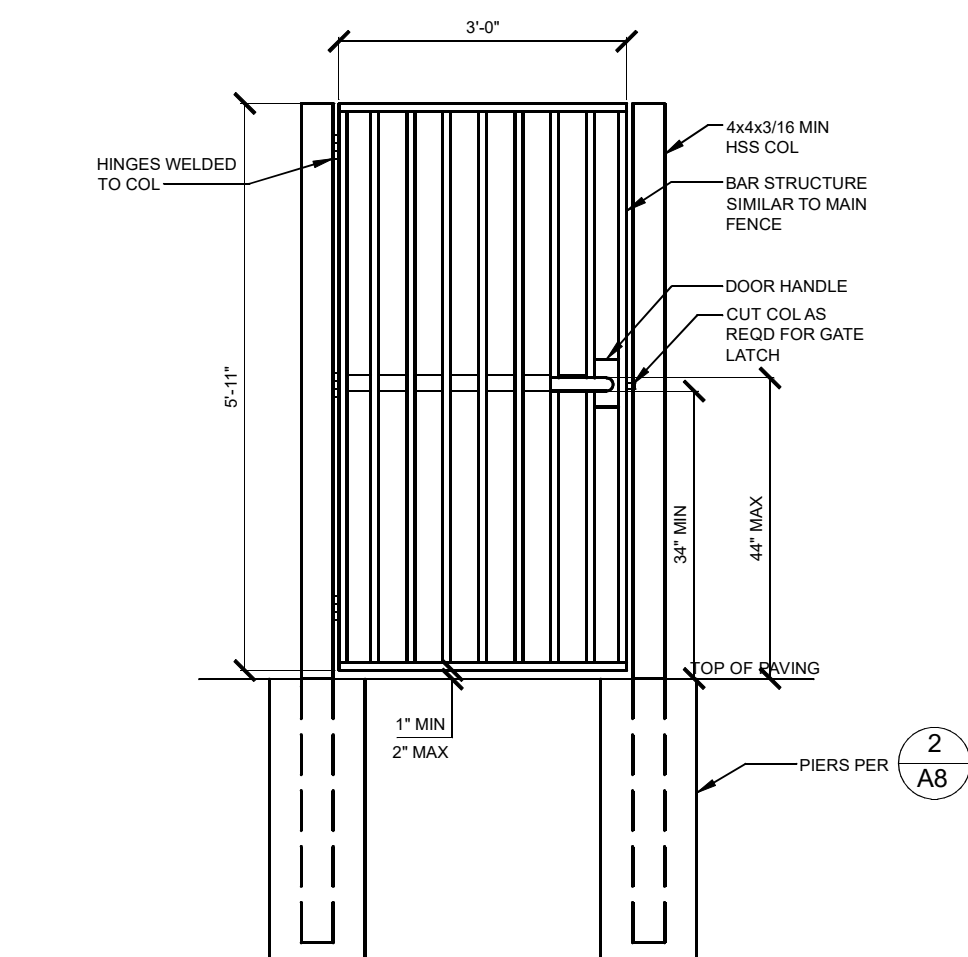
6  
A8 SIDEWALK CORNER RAMP  
SCALE: 1/2" = 1'-0"



2  
A8 TYPICAL NEW FENCE  
SCALE: 1/2" = 1'-0"



4  
A8 TYPICAL ACCESSIBLE FENCE GATE INTERIOR  
SCALE: 1/2" = 1'-0"



3  
A8 TYPICAL ACCESSIBLE FENCE GATE EXTERIOR  
SCALE: 1/2" = 1'-0"

RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

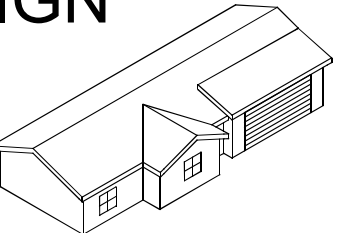
REVISION HISTORY

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DESIGNER SIGNATURE

DRAWN BY: TDT

A8  
SITE DETAILS

PERMIT SET



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RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

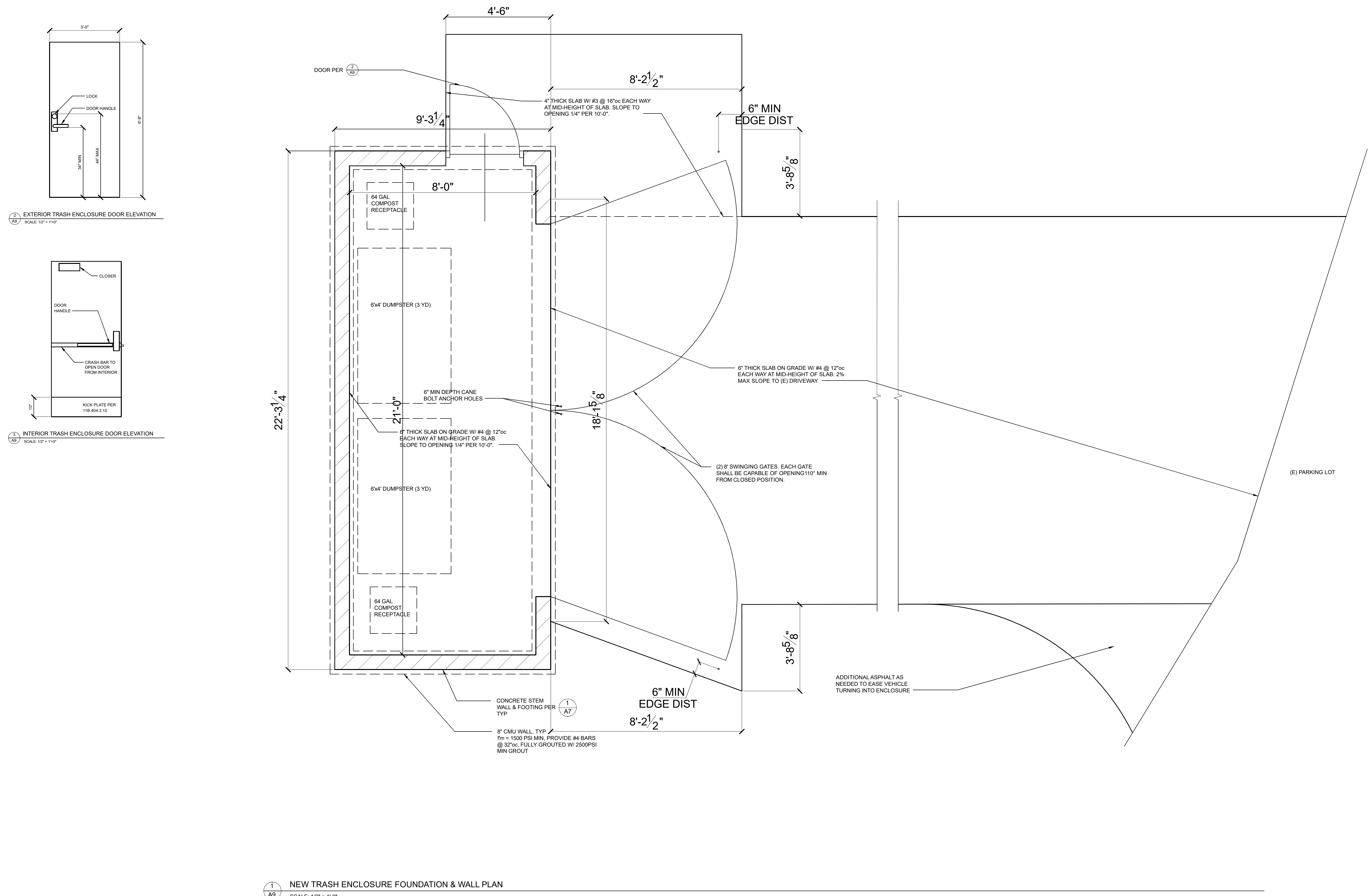
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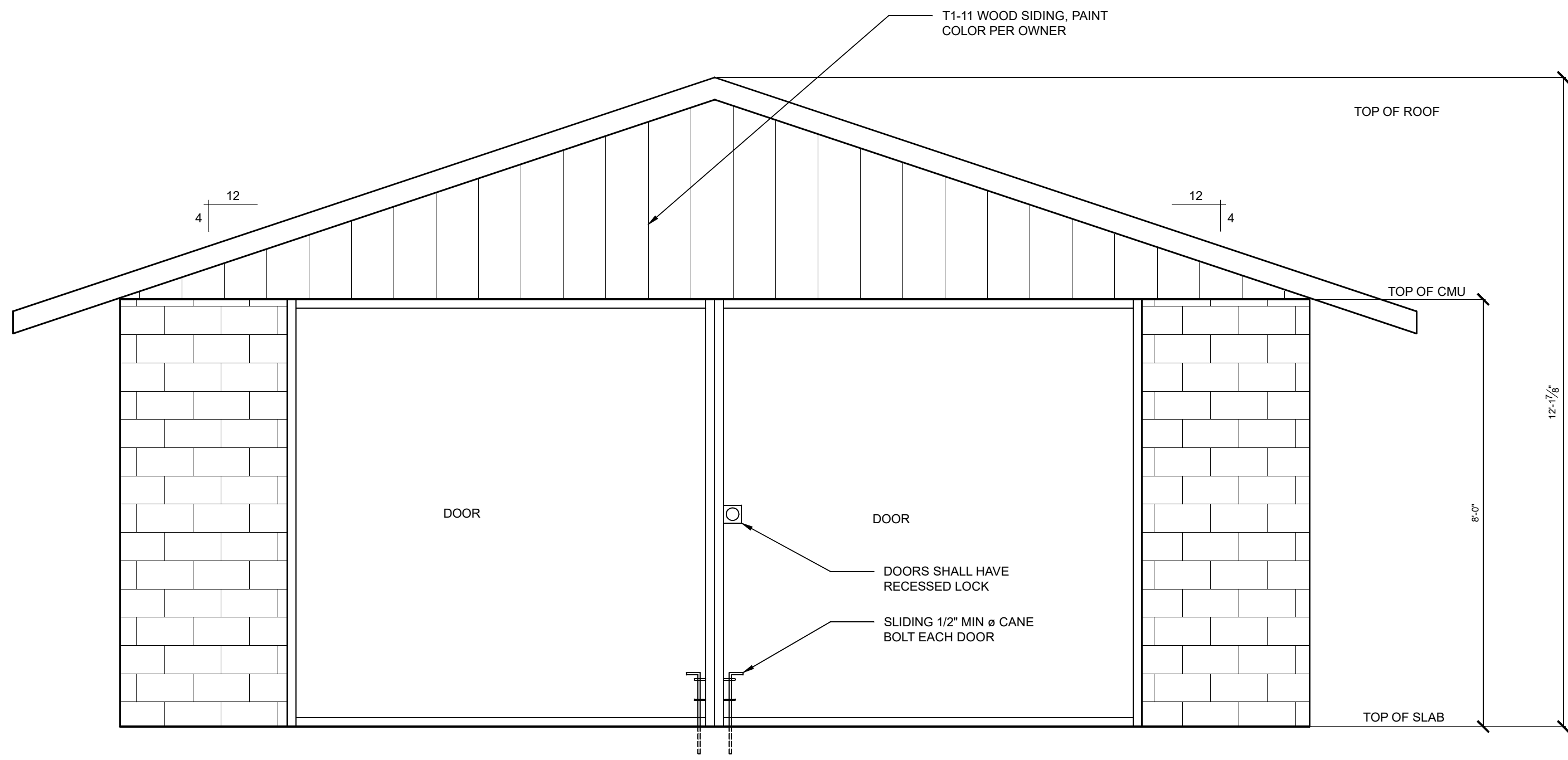
*Tyler Tappin*  
DESIGNER SIGNATURE

DRAWN BY: TDT

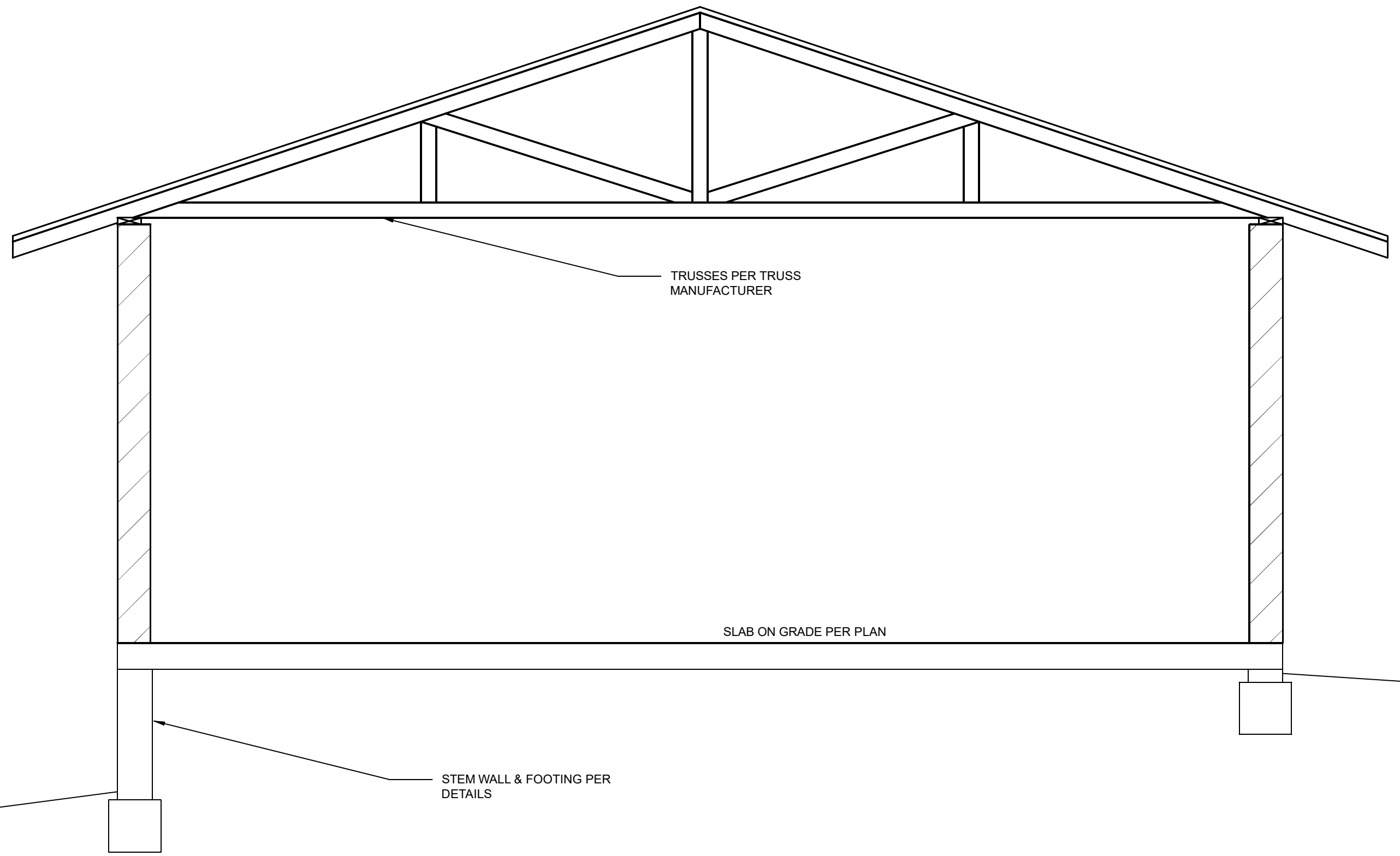
**A9**  
TRASH ENCLOSURE

PERMIT SET

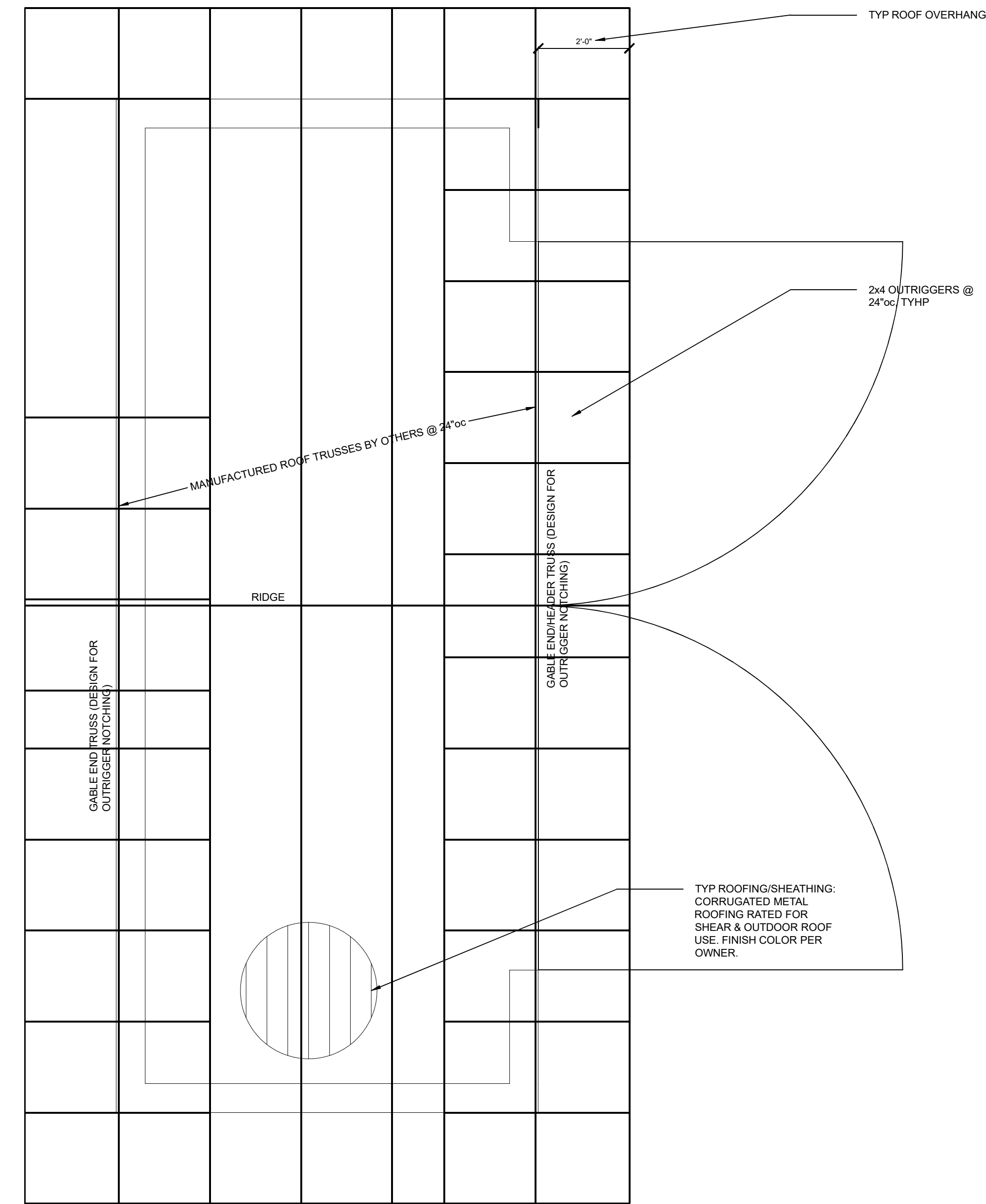




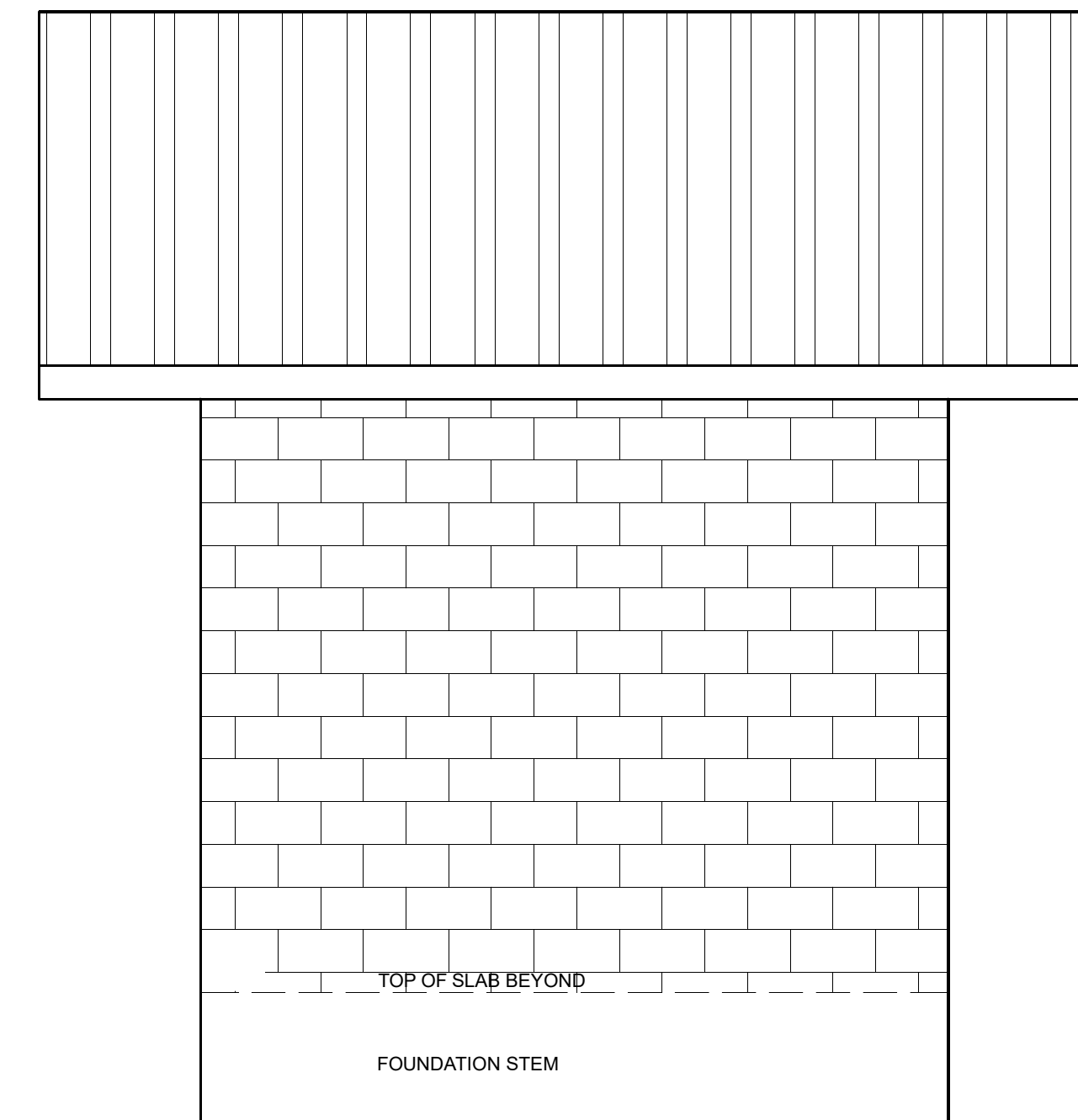
3 NEW TRASH ENCLOSURE FRONT ELEVATION  
SCALE: 1/2" = 1'-0"



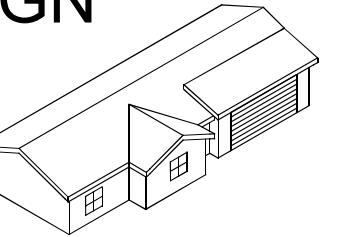
4 NEW TRASH ENCLOSURE SECTION  
SCALE: 1/2" = 1'-0"



1 NEW TRASH ENCLOSURE ROOF PLAN  
SCALE: 1/2" = 1'-0"



2 NEW TRASH ENCLOSURE SIDE ELEVATION  
SCALE: 1/2" = 1'-0"



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OROVILLE, CA 95965

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REVISION HISTORY

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DESIGNER SIGNATURE

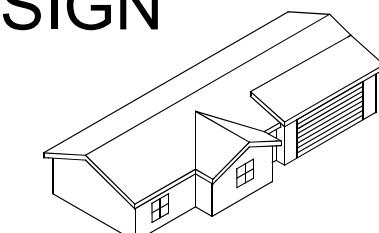
DRAWN BY: TDT

A10  
TRASH ENCLOSURE

PERMIT SET



# TDT CONCEPT DESIGN



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## RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

### REVISION HISTORY

NO.	DESCRIPTION

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DESIGNER SIGNATURE

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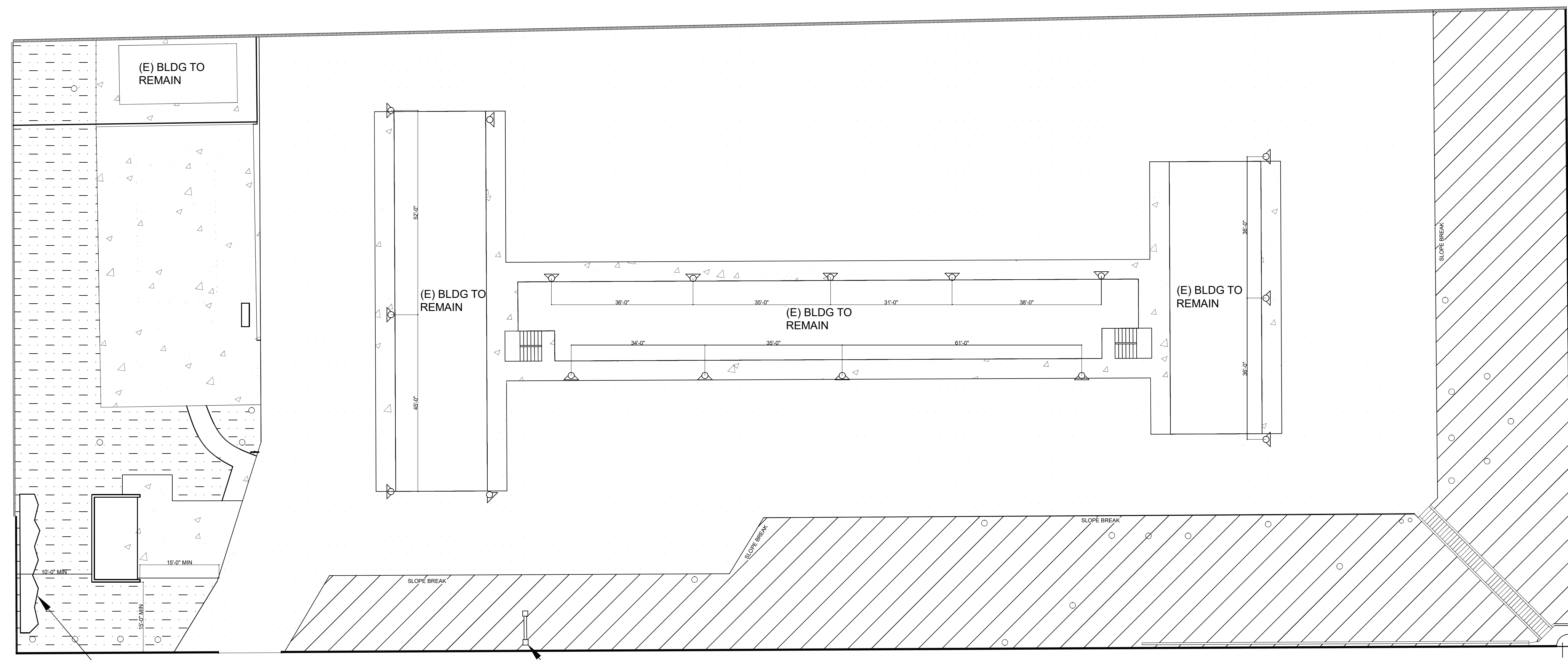
# A11 LANDSCAPING & SITE LIGHTING PLAN

PERMIT SET

### LANDSCAPING PLAN LEGEND

	ADD TO EXISTING LANDSCAPING THE FOLLOWING AS ALLOWED WITH CURRENT TREE COVER: 50/50 MIX OF PURPLE FOUNTAIN GRASS & FEATHER REED GRASS, PLANTS SPACED 6' APART. PROVIDE BLACK BARK BETWEEN PLANTS. PROVIDE PERMANENT EROSION CONTROL NETTING W/ GEOGRID BELOW BARK (WENNIAN 3DG-12 OR SIMILAR).
	EXISTING GRASS TO REMAIN. REPAIR & MAINTAIN.
	CONCRETE
	PARKING LOT PAVEMENT
	EXISTING TREE
	EXISTING FLOODLIGHT MOUNTED ON BUILDING APPROX. 9' ABOVE GRADE

NOTES:  
 1) ALL EXISTING TREES IN NON-PAVED AREAS TO REMAIN UNLESS OTHERWISE NOTED.  
 2) EXISTING LIGHTING LOCATIONS ARE FROM OBSERVED FIXTURES NOT OPERATING AT THE TIME OF OBSERVATION. VERIFY LOCATION & OPERABILITY OF LIGHTS IN FIELD.  
 3) ALL PLANNED LANDSCAPING IMPROVEMENTS INVOLVE THE ADDITION OF DROUGHT-TOLERANT PLANTS THAT REQUIRE NO IRRIGATION. THEREFORE, NO IRRIGATION PLAN IS REQUIRED PER CALIFORNIA CODE OF REGULATIONS TITLE 23, DIVISION 2, CHAPTER 2.7, SECTION 490.1(e)(2) (WEL0).



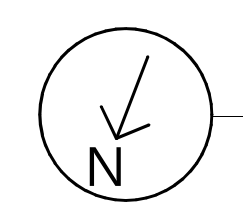
EXISTING BUSHES TO REMAIN, TRIM AS REQUIRED FOR FENCE CONSTRUCTION

SIDEWALK

SIGN LIGHTING TO BE REFURBISHED PER 1  
A8

BIRD STREET

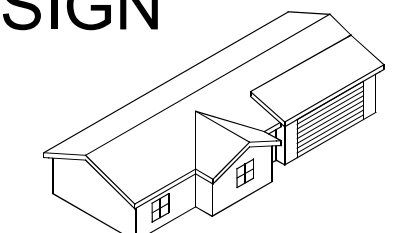
OLIVER STREET



## LANDSCAPE & LIGHTING PLAN

SCALE: 1" = 15'-0"

# TDT CONCEPT DESIGN



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RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

### REVISION HISTORY

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DESIGNER SIGNATURE

DRAWN BY: TDT

E1

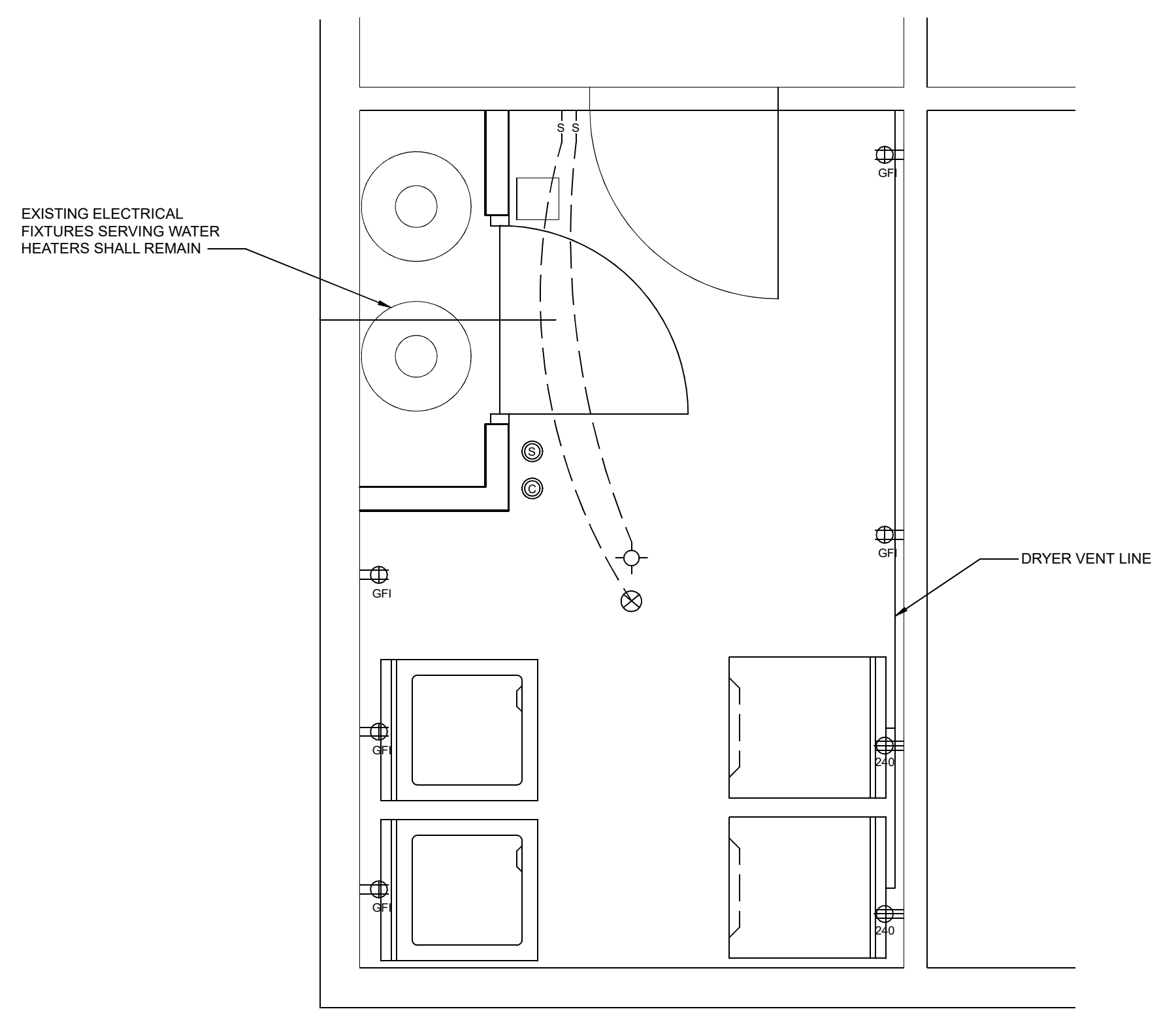
## ELECTRICAL PLAN

### ELECTRICAL PLAN NOTES

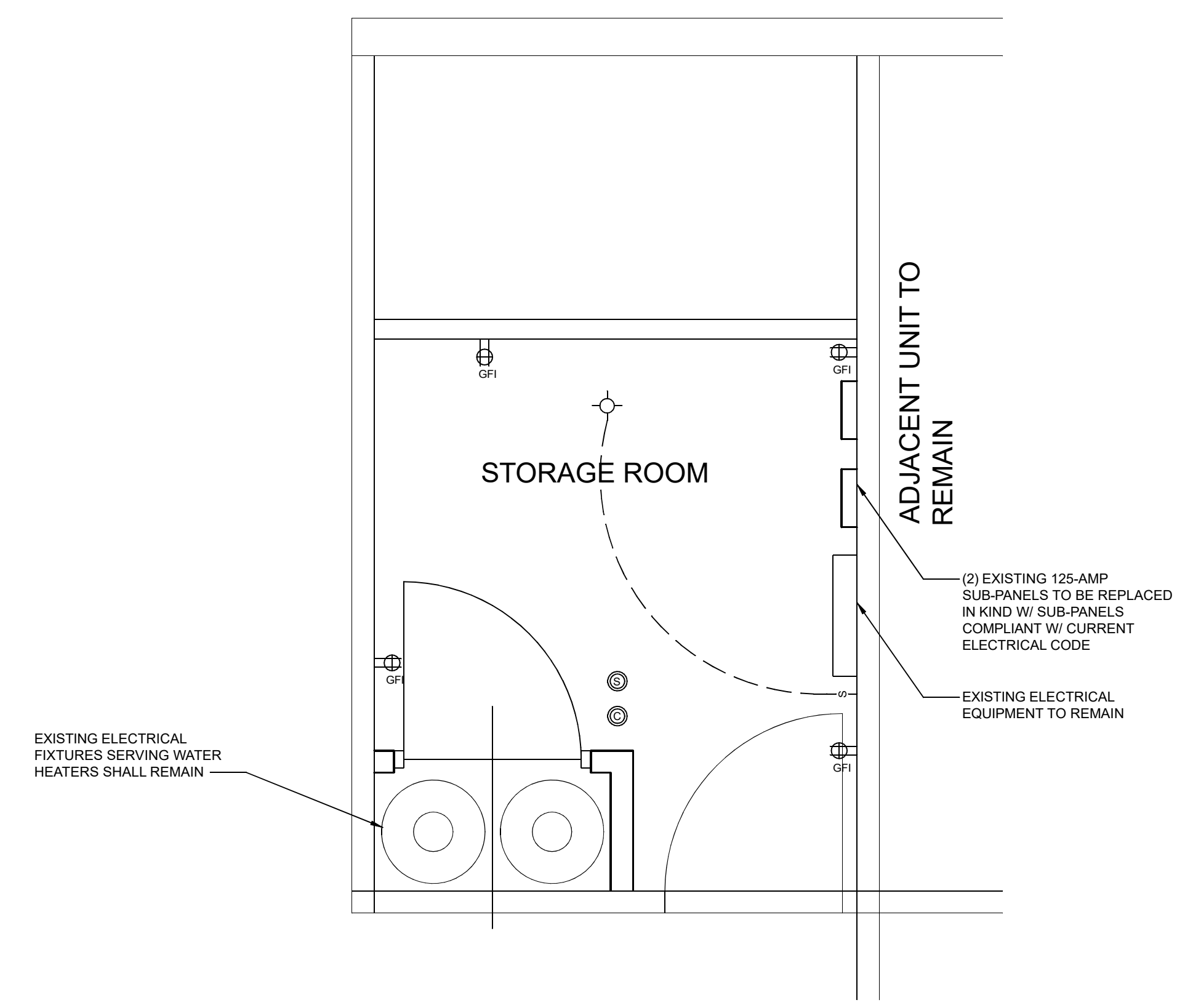
- EXISTING ELECTRICAL SYSTEMS IN PROJECT SHALL REMAIN UNLESS ELECTRICAL PLANS ARE PROVIDED IN THIS SET OF DRAWINGS.
  - PROVIDE INDEPENDENT 120V BREAKERS AS REQUIRED TO SERVICE THE EXPECTED USAGE LOAD.
  - ALL EXTERNAL WIRING EXITING THE BREAKER BOX SHALL BE SHEATHED IN ELECTRICAL CONDUIT WHEN ABOVE GROUND.
  - ALL INTERNAL WIRING TO BE 14 AWG MIN. RATED FOR 20 AMP CIRCUIT (30 AMP FOR 240VAC INSTALLATIONS)
  - AT LEAST ONE 120V, 20 AMP BRANCH CIRCUIT SHALL BE PROVIDED TO SUPPLY A BATHROOM RECEPTACLE OUTLET(S). SUCH CIRCUITS SHALL HAVE NO OTHER OUTLETS.
  - AT LEAST TWO OR MORE 20-AMP SMALL-APPLIANCE BRANCH CIRCUITS SHALL BE PROVIDED AT THE KITCHEN.
  - PROVIDE ONE 20-AMP DEDICATED BRANCH CIRCUITS TO SUPPLY EACH LAUNDRY RECEPTACLE OUTLET. THIS CIRCUIT SHALL HAVE NO OTHER OUTLETS.
  - BATHROOM AND EXTERIOR LIGHTS SHALL BE SUITABLE FOR DAMP AND WET CONDITIONS.
  - ALL 125-VOLT, AND 15- AND 20-AMPERE RECEPTACLES SHALL BE TAMPER-RESISTANT RECEPTACLES.
- ### ENERGY EFFICIENCY AND GREEN BUILDING NOTES
- ALL LIGHTING SHALL BE HIGH-EFFICACY LUMINARIES IN ACCORDANCE WITH TABLE 150.0-A OF CEC.
  - AT LEAST ONE LIGHT IN BATHROOMS AND MUD ROOM SHALL BE CONTROLLED BY A VACANCY SENSOR.
  - OUTDOOR LIGHTING FIXTURES SHALL BE HIGH EFFICACY THAT IS CONTROLLED BY AN ON AND OFF SWITCH IN ADDITION TO ONE OF THE FOLLOWING PER CA ENERGY CODE SECTION 150.0(k)(3A):
    - A. PHOTOCONTROL AND MOTION SENSOR
    - B. PHOTOCONTROL AND AUTOMATIC TIME SWITCH CONTROL
    - C. ASTRONOMICAL TIME SWITCH CONTROL
    - D. ENERGY MANAGEMENT CONTROL SYSTEM
  - LUMINARIES THAT ARE OR CONTAIN SOURCES THAT MEET REFERENCE JOINT APPENDIX J48 REQUIREMENTS FOR DIMMING, AND THAT ARE NOT CONTROLLED BY OCCUPANCY OR VACANCY SENSORS, SHALL HAVE DIMMING CONTROLS.

### ELECTRICAL PLAN LEGEND

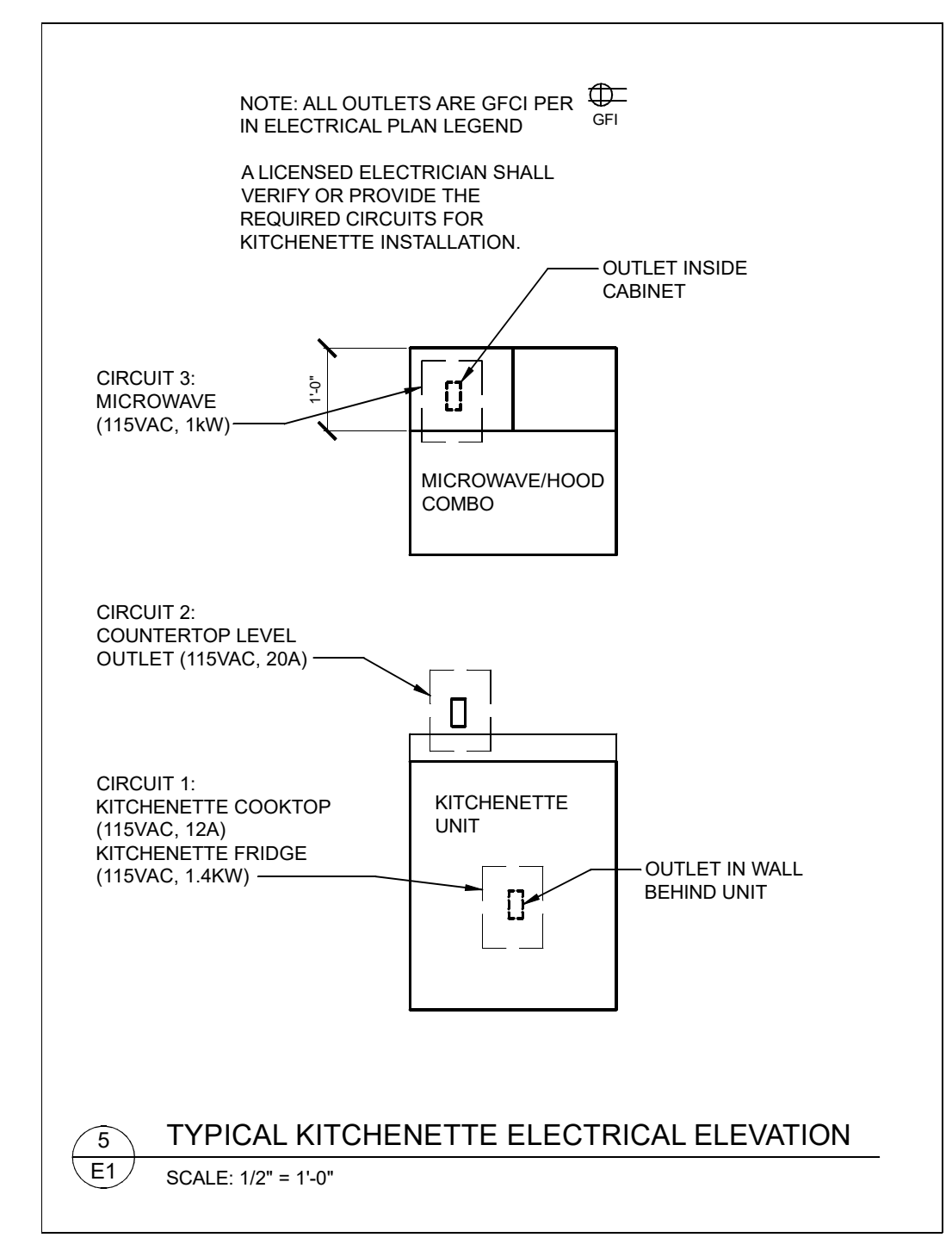
	(2) 120VAC SINGLE PHASE ARC FAULT INTERRUPT OUTLETS MOUNTED AT 12" ABOVE TOP OF SLAB. PROVIDE USB PORTS AT OUTLETS UNLESS REQUESTED OTHERWISE BY OWNER. WEATHER-PROOF COVERS TO BE INSTALLED ON OUTDOOR OUTLETS.
	(2) 120VAC SINGLE PHASE GROUND FAULT INTERRUPT OUTLETS MOUNTED AT 6" ABOVE COUNTERTOP SURFACE OR 12" ABOVE TOP OF SLAB. PROVIDE USB PORTS AT ALL OUTLETS UNLESS REQUESTED OTHERWISE BY OWNER. WEATHER-PROOF COVERS TO BE INSTALLED ON OUTDOOR OUTLETS.
	(1) 240VAC SINGLE PHASE OUTLETS MOUNTED AT 12" ABOVE TOP OF SLAB
	TV CABLE / INTERNET HOOKUPS
	BASIC SWITCH MOUNTED AT 42" ABOVE TOP OF FLOOR
	DIMMER-CONTROLLED SWITCH MOUNTED AT 42" ABOVE TOP OF FLOOR
	3 WAY SWITCH MOUNTED AT 42" ABOVE TOP OF FLOOR
	CEILING-MOUNTED LIGHT FIXTURE
	CEILING-MOUNTED RECESSED LIGHT FIXTURE (CAN LIGHT)
	CEILING-MOUNTED HANGING OR PENDANT LIGHT FIXTURE
	WALL MOUNTED LIGHT FIXTURE
	CEILING MOUNTED ELECTRIC VENTILATION FAN (50CFM MIN CAPACITY)
	CEILING MOUNTED INDOOR FLUORESCENT OR LED LIGHT
	SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR
	FIXTURE IS WEATHERPROOF



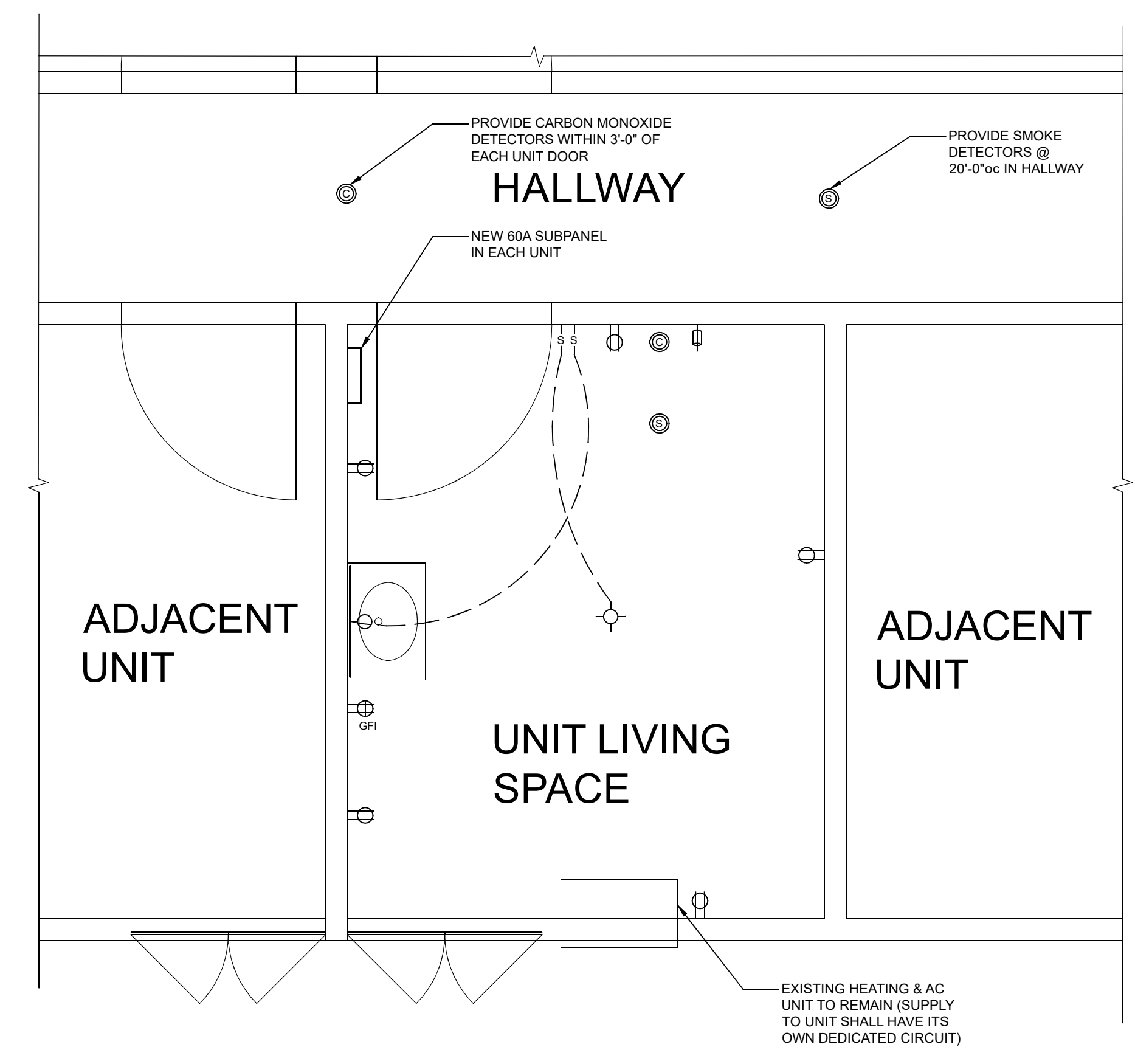
3 LAUNDRY ROOM FLOOR PLAN  
SCALE: 1/2" = 1'-0"



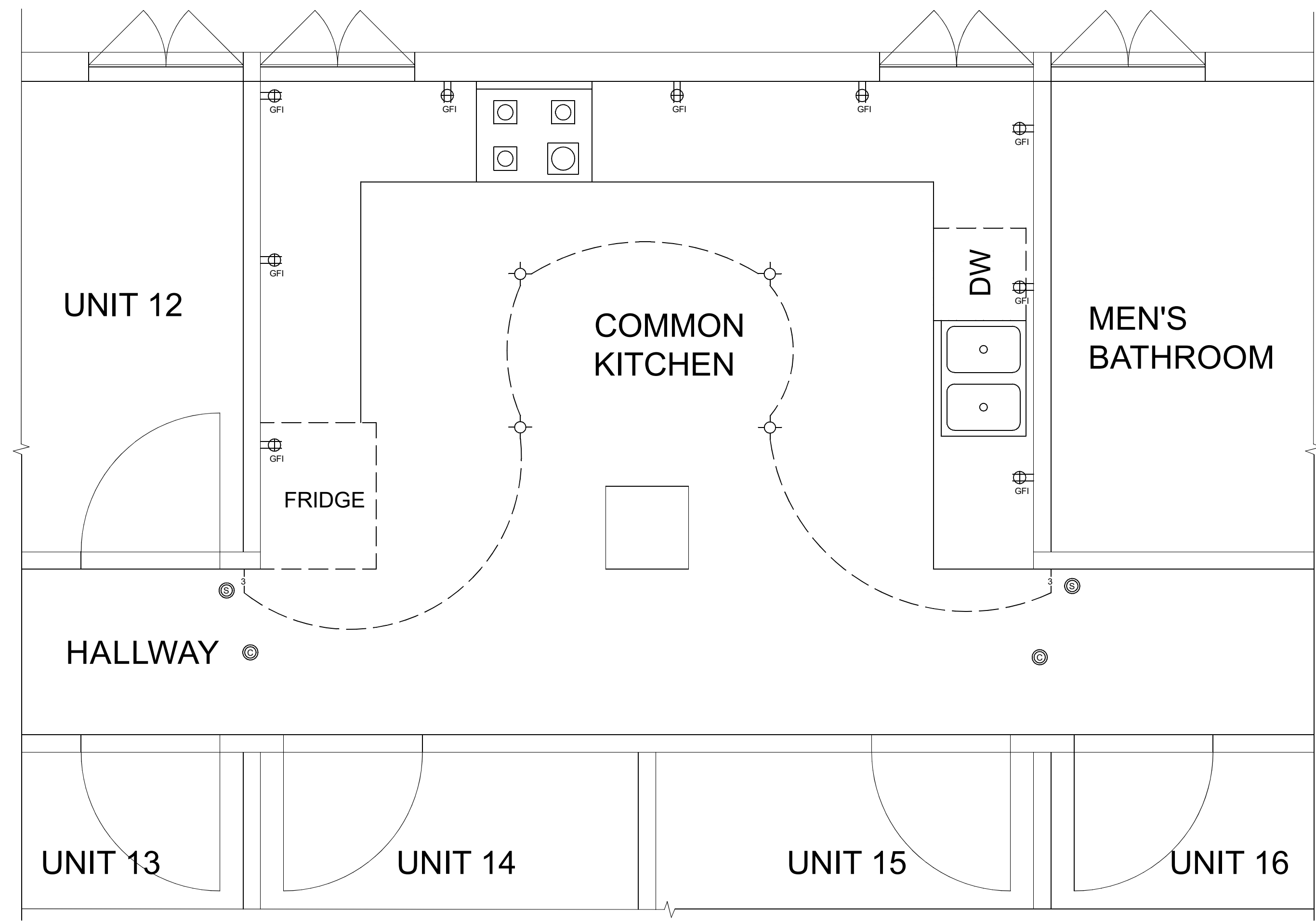
4 STORAGE ROOM FLOOR PLAN  
NOT TO SCALE



5 TYPICAL KITCHENETTE ELECTRICAL ELEVATION  
SCALE: 1/2" = 1'-0"



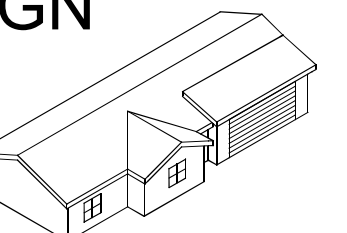
1 TYPICAL DWELLING ROOM ELECTRICAL PLAN  
SCALE: 1/2" = 1'-0"



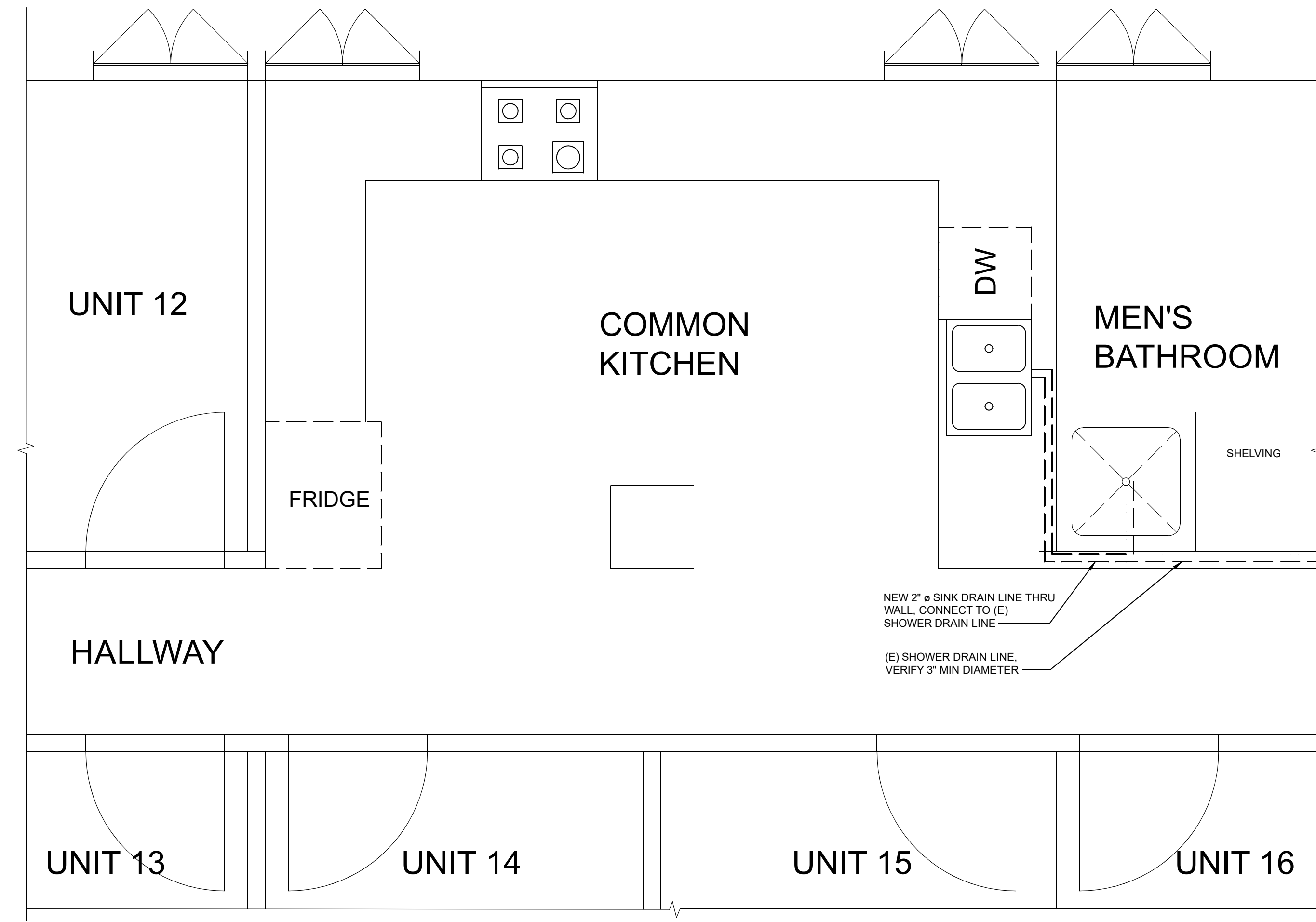
2 COMMON KITCHEN ELECTRICAL PLAN  
SCALE: 1/2" = 1'-0"

PERMIT SET

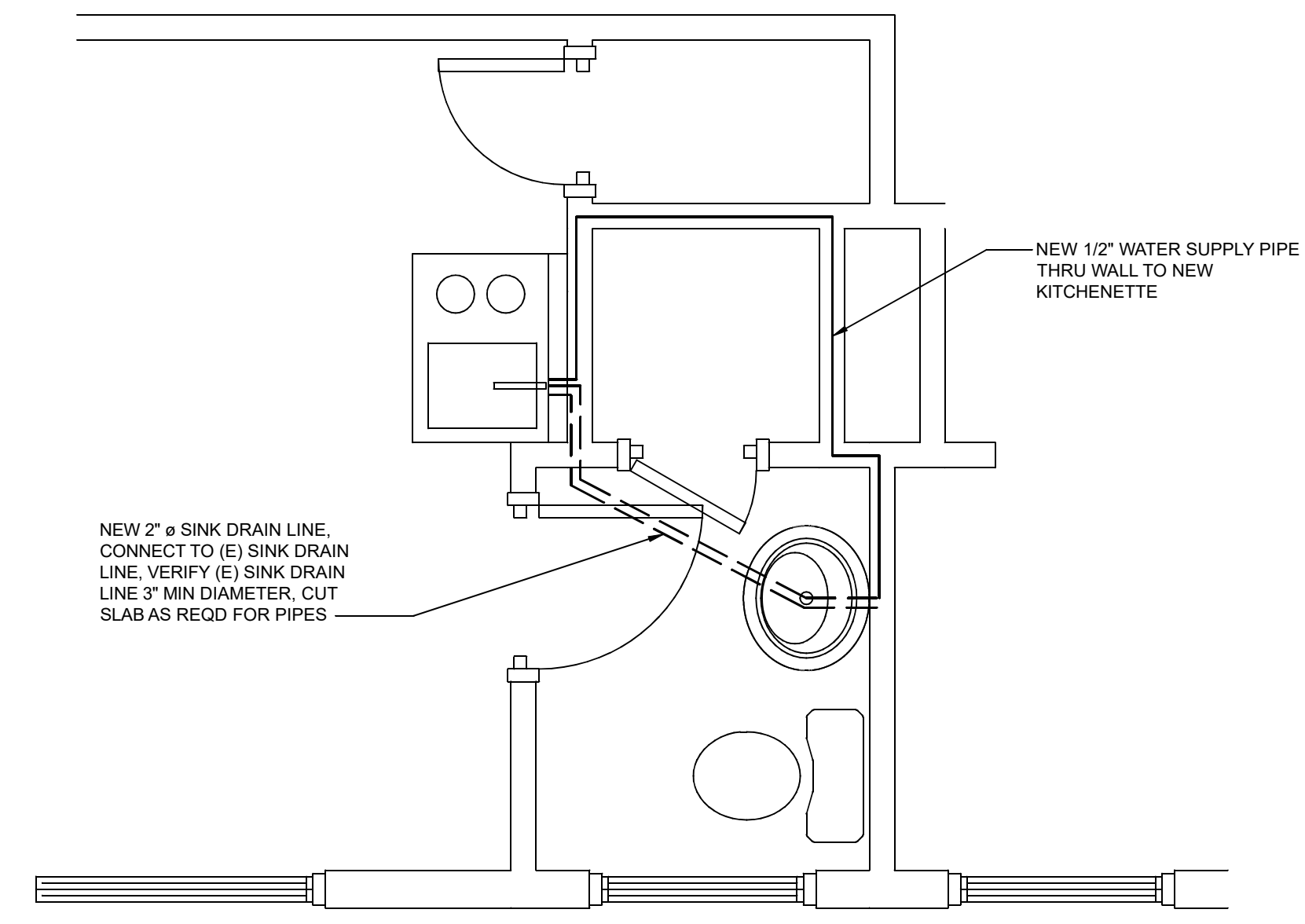
TDT  
CONCEPT  
DESIGN



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1 COMMON KITCHEN PLUMBING PLAN  
SCALE: 1/2" = 1'-0"



2 1ST FLOOR UNIT KITCHENETTE PLUMBING PLAN  
SCALE: 1/2" = 1'-0"

RIVERSIDE VILLAS REPAIRS

2255 BIRD STREET  
OROVILLE, CA 95965

PROJECT # 2336

DRAWING DATE: 2023/12/14

REVISION HISTORY

NO.	DESCRIPTION

*Tyler Tappin*  
DESIGNER SIGNATURE

DRAWN BY: TDT

P1

PLUMBING PLANS

PERMIT SET





ORIGINAL



BODY 1 / BODY 2 / ROOF ACCENTS TRIM  
WHISPER WHITE  
HDC-MD-08



HALATION  
PPU26-15



DOORS  
PURE TURQUOISE  
M460-4



MIDDLE BAND / FASCIA  
BLACK  
BLACK



Contact BehrPro Regional Account Manager **DAVID BONNER** at [DBONNER@behr.com](mailto:DBONNER@behr.com) at (916) 907 3461 with any questions. Made exclusively for J by Behr Process Corporation. Professional Products & Services. Variations in sheen, texture, application method and lighting can create perceived differences between the color of the chip and the color of the applied paint. All trademarks, color numbers and color names are the property of their respective owners. 12/11/2023





ORIGINAL



BODY 1 / BODY 2 / ROOF ACCENTS  
**SLATE GRAY**  
6695



TRIM / FASCIA  
**ULTRA PURE WHITE®**  
PPU18-06



DOORS  
**DARK CRIMSON**  
M140-7



MIDDLE BAND  
**BLACK**  
**BLACK**



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2255 BIRD ST. • Scheme 4B

Item 3.



ORIGINAL



TRIM / FASCIA  
ULTRA PURE WHITE®  
PPU18-06



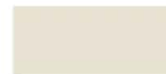
BODY 1  
BAJA  
PPU7-08



DOORS  
BERING WAVE  
S490-6



MIDDLE BAND  
EARLY SEPTEMBER  
M500-2



BODY 2 / ROOF ACCENTS  
OFF WHITE  
73



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# 2255 BIRD ST. • Scheme 1A

Item 3.



MIDDLE BAND  
ENGLISH DAISY  
P290-6



BODY 1  
THERMAL  
S440-7



DOORS  
BLACK  
BLACK



BODY 2 / TRIM  
SNOWY PINE  
PPU10-13



FASCIA / ROOF ACCENTS  
CARBON COPY  
PPU25-01



ORIGINAL



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9/6/2023





ORIGINAL



MIDDLE BAND / DOORS  
DARK CRIMSON  
M140-7



BODY 1 / BODY 2  
HALATION  
PPU26-15



FASCIA  
BLACK  
BLACK



TRIM / ROOF ACCENTS  
CARBON COPY  
PPU25-01



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## Scope Of Work

**Project Address:** 2255 Bird St, Oroville, CA 95965

**Project Manager:** AJ Beck, 916-837-1600 beckassetmanagement@gmail.com

**Length Of Project:** 12 Weeks

**Total Units:** 61

### Requirements:

- Speed with efficiency, cleanliness of the job site, and a professional & well-finished product.
- All labor and materials are included.
- All debris/trash & related materials to be disposed of by the Contractor.
- Provide before and after pictures of the work being performed.
- Building to have a thorough cleaning of all windows, floors, countertops and ensure the whole unit is clean before inspection & final punch list
- Purchase all materials at Home Depot
- All work to be done per Butte County and City of Oroville building codes. Pull permits as needed.

### General Exterior

- Paint and caulk entire exterior of all buildings 3 colors, get exact color from AJ
- Replace all aluminum and wood windows with white dual pane windows, like for like, retrofit windows.
- Paint all fascia, window frames, and trims
- Replace the 1 x 3s on the siding as needed
- New modern house address numbers on all buildings, for each unit and front of property
- Modernize existing sign
- Power Wash roofs, exterior
- Resurface top roof, with crickets where needed
- Get rid of all swamp coolers on the roofs
- Add mailboxes to the property. One for each unit
- All front doors to be replaced with new hardware (chrome) and door hinges. Doors to be fiberglass doors with 6 windows on top.
- All doors to get trims around the casing of the door
- Resurface and slurry the parking lot. Add corresponding unit numbers and stripe the entire parking lot.
- Fill in the pool and put picnic tables on top of it.
- Add a gate to the pool shed and keep it as storage
- Keep the existing structure and position of the garbage enclosure, but adjust the slope to bring the enclosure up to code
- Add a new roof to the tin foil overlay above the stairs. Construct the roof to match the existing and build it up to code.
- Remove Boiler from the property and cap the lines.
- Enclose the water heaters in both storage rooms

- Remove the wood paneling in front of both set of stairs
- Ensure the stairs are built up to code
- Add two new exterior doors to the top hallway
- Landscape the hillside with drought resistant plants.
- Install a laundry room downstairs. Reference set of plans for location.
- Upgrade the electrical panels to code standards.
- Add a wrought iron fence around the perimeter of the property with a gate for the stairs and a sliding gate for the entry
- Add a kitchen to the upstairs

***FINAL PUNCH LIST & WALK-THRU upon completion of SCOPE of WORK. All appliances are hooked up & the job site is cleaned before final walk through. Final check will be released after property inspection has been completed and all items on both the punch list and inspection report have been signed off by me.***



# **OPERATIONAL PLAN**

2255 Bird St

**Michael Beck & AJ Beck**

916-837-1600

November 20th, 2023

## **I. Executive Summary**

- A. Brief overview of the complex
- B. Mission statement and goals
- C. Key performance indicators (KPIs)
- D. General Operations

## **II. Property Management**

- A. Property Manager Responsibilities
- B. Staffing

## **III. Maintenance and Facilities Management**

- A. Regular Maintenance
- B. Groundskeeping

## **IV. Security and Safety**

- A. Security Measures
- B. Emergency Procedures

## **V. Guest Relations**

- A. Communication
- B. Conflict Resolution
- C. Guest Services

## **VI. Financial Management**

- A. Budgeting
- B. Rent Collection
- C. Expense Tracking

## **VII. Marketing and Guest Acquisition**



A. Marketing Strategies

B. Guest Screening

**VIII. Environmental Sustainability**

A. Energy Efficiency

B. Green Practices

**IX. Regular Assessments and Improvements**

A. Periodic Evaluations

B. Continuous Improvement

## I. Executive Summary

### A. Brief overview of the complex

The Riverside Villas, nestled in the heart of the city, redefines contemporary urban living with its blend of modern comfort and natural serenity. This meticulously designed motel offers a diverse range of housing options, from economical rooms to spacious studio units, catering to the varied needs of guests. The building comprises 60 small luxury units with 33 bathrooms. Downstairs the complex has 31 units with 31 bathrooms. More in depth, the unit mix downstairs is decorated with 28 identical small units, 2 bigger units and a managers suite. All of the units downstairs will have a new kitchenette that will allow guests to cook during their stay. The upstairs consists of 29 small rooms that utilize one big community kitchen as well as 1 shared bathroom for men and 1 shared bathroom for women.

#### Key Features:

**Scenic Location:** Located in the historic district of downtown, the villas provide breathtaking sunset views and a serene atmosphere, offering guests a peaceful escape from the hustle and bustle of city life.

**Architectural Elegance:** The estate induces a harmonious blend of modern architecture and timeless design. The facade is a testament to sophistication, with clean lines, large windows, and thoughtful landscaping that enhance the overall aesthetic appeal.

**Amenities for All:** The Riverside Villas prioritizes a balanced lifestyle, offering a range of amenities for both relaxation and recreation. Guests can enjoy state-of-the-art picnic areas for social gatherings, communal green areas, as well as a fenced in dog park.

**Community Engagement:** The complex fosters a sense of community with communal spaces designed to encourage social interaction. Regular events and activities are organized to promote a vibrant and connected neighborhood.

**Security and Convenience:** The Riverside Villas prioritizes the safety and convenience of its guests. The complex features secure access control, 24/7 surveillance, and ample parking facilities for both guests.

**Proximity to Urban Amenities:** While providing a peaceful retreat, The Riverside Villas is strategically located near major urban amenities. Restaurants, shopping centers, public transportation and schools are easily accessible, ensuring guests have everything they need within reach.

Whether you seek a tranquil haven or a vibrant community, The Riverside Villas offers a diverse and sophisticated living experience that harmonizes with the needs and desires of modern urban dwellers.

## **B. Mission statement and goals**

At The Riverside Villas, our mission is to create a harmonious living environment that transcends traditional expectations. We are dedicated to providing a modern, secure, and community-centric space where guests can thrive, fostering a sense of well-being. Committed to excellence, we aim to redefine urban living through innovative design, sustainable practices, and a steadfast dedication to guest satisfaction.

### **Goals:**

**Guest Satisfaction:** Strive to consistently exceed guests expectations by offering top-notch amenities, responsive management, and a commitment to creating a positive living experience.

**Sustainability:** Implement environmentally conscious practices to reduce our ecological footprint. This includes energy-efficient systems, waste reduction initiatives, and the incorporation of green spaces to promote a healthy and sustainable living environment.

**Safety and Security:** Prioritize the safety and security of our guests through advanced security systems, surveillance measures, and proactive maintenance to ensure a secure and tranquil living environment.

**Employee Development:** Invest in the professional development and well-being of our staff to ensure a dedicated and service-oriented team capable of delivering exceptional customer service.

**Financial Sustainability:** Manage the financial health of the complex responsibly, ensuring long-term sustainability and the ability to reinvest in the improvement of amenities and services for the benefit of guests.

**Accessibility and Inclusivity:** Strive to create an inclusive community that is accessible to guests of diverse backgrounds. Implement features and services that cater to the needs of all guests, fostering a welcoming and inclusive atmosphere.

By aligning our actions with these goals, The Riverside Villas aims to not only meet but exceed the expectations of our guests, creating a vibrant and fulfilling living experience that stands out in the realm of modern urban living.

### C. Key performance indicators (KPIs)

Key performance indicators (KPIs) for a complex can cover various aspects, from financial performance to guest satisfaction and operational efficiency. Here's a list of key indicators:

#### **Occupancy Rate:**

- *Definition:* Percentage of rented units compared to total available units.
- *Importance:* Indicates the attractiveness of the complex to Guests and overall revenue potential.

#### **Maintenance Response Time:**

- *Definition:* Average time taken to address and resolve maintenance requests.

- *Importance:* A quick response time enhances guest satisfaction and helps maintain property condition.

**Guest Satisfaction:**

- *Definition:* Feedback from guest surveys or reviews.
- *Importance:* Provides insights into the quality of living experience and identifies areas for improvement.

**Turnover Rate:**

- *Definition:* Percentage of units that become vacant in a given period.
- *Importance:* High turnover rates can be costly; tracking this metric helps identify factors contributing to turnover.

**Operating Expenses Ratio:**

- *Definition:* Ratio of total operating expenses to rental income.
- *Importance:* Monitors the efficiency of cost management and identifies areas for potential savings.

**Energy Efficiency:**

- *Definition:* Measures of energy consumption and efficiency in common areas.
- *Importance:* Demonstrates environmental responsibility and can impact operational costs.

**Security Incident Rate:**

- *Definition:* Number of security incidents (e.g., break-ins, thefts) per unit or per guest.
- *Importance:* Monitors guest safety and evaluates the effectiveness of security measures.

**Marketing Effectiveness:**

- *Definition:* Measures the success of marketing efforts in attracting new Guest.
- *Importance:* Helps assess the return on investment for marketing strategies.

**Financial Performance:**

- *Definition:* Overall financial health, including metrics such as net operating income and return on investment.
- *Importance:* Provides a comprehensive view of the complex's financial performance and sustainability.

### **Compliance with Regulations:**

- *Definition:* Ensures adherence to local housing regulations and safety standards.
- *Importance:* Mitigates legal risks and maintains a positive relationship with regulatory authorities.

Regularly monitoring these KPIs allows property managers and owners to make informed decisions, improve overall efficiency, and enhance the guests experience in the complex.

### **D. General Operations**

The operations of the building will be run as a motel, guests will only be allowed to stay in the rooms for 29 days. If guests would like to stay more than 29 days, then they will have to switch rooms. Upon move in, each guest will have to check in, pay a damage deposit, as well as their room rate. Upon checkout, their damage deposit will be returned to the guest minus any damages. Since most of the guests currently have been residing at the building for more than 30 days, we will provide a notice that effective as of January 1st, 2024 all guests will be asked to move rooms on January 29th, 2024. Moving forward, all guests will be asked to move rooms 29 days from January 29th, 2024 and the process will repeat. At the end of every month a rent roll will be sent to the city via email showing how many guests are staying at the residence and for how long, so that TOT can be applied. By running strict operations, the riverside Villas will become a strong housing factor for the City of Oroville.

## **II. Property Management**

### **A. Property Manager Responsibilities**

**1. Guest acquisition:** Guest acquisition and check-ins and checkouts are integral aspects of our property management strategy at the complex. Our dedicated marketing team employs a personalized and transparent approach to attract prospective guests. We showcase the unique features and amenities of our community, providing detailed information on available units and lease terms. Through targeted marketing efforts and engaging property tours, we strive to match guests with a place that suits their needs and preferences. Our streamlined leasing process ensures efficiency and convenience for both new and existing guests.

Our primary audience to attract is younger people from the ages of 18-30, by inducing a modern environment with affordable room rates. We plan to market to the local colleges, youth groups, and community activists. Through utilizing digital advertisements, billboards and social media marketing we plan to attract a younger audience. Through excellent management and pristine presentation, we will help revitalize the downtown district.

**2. Maintenance coordination:** Maintenance coordination at a complex involves managing and overseeing the various tasks related to the repair, upkeep, and improvement of the property. An efficient maintenance coordination process is crucial for ensuring the well-being of the property and the satisfaction of its guests. Here's an overview of the key components of maintenance coordination:

**Maintenance Request System:**

- Implement a streamlined system for guests to submit maintenance requests, whether through an online phone or in-person.

**Centralized Coordination:**

- Designate a central point of contact, such as a maintenance coordinator or property manager, to oversee and coordinate maintenance activities.

**Prioritization of Requests:**

- Prioritize maintenance requests based on urgency and severity to ensure that critical issues are addressed promptly.

**Communication Channels:**

- Establish clear communication channels between guests, property management, and maintenance staff to facilitate quick and accurate information exchange.

**Vendor Management:**

- Maintain relationships with reliable contractors, technicians, and vendors for various maintenance services, such as plumbing, electrical work, and general repairs.

**Preventive Maintenance Planning:**

- Develop and implement a preventive maintenance schedule to address routine tasks and reduce the likelihood of major issues.

**Work Order Management:**

- Use a systematic work order management system to track and organize maintenance tasks, ensuring that each request is assigned, monitored, and completed efficiently.

**Budgeting and Cost Control:**

- Allocate budgetary resources for routine maintenance and unexpected repairs, and monitor expenses to ensure cost-effective solutions.

**Regular Property Inspections:**

- Conduct regular inspections of the property to identify maintenance needs proactively and address issues before they escalate.

**Emergency Response Plan:**

- Establish and communicate a clear emergency response plan to address urgent maintenance issues promptly, ensuring the safety and well-being of guests.

**Documentation and Reporting:**

- Maintain detailed records of maintenance activities, including work orders, inspections, and repairs, to track trends, identify recurring issues, and inform future planning.

**Guest Communication:**

- Keep guests informed about scheduled maintenance activities, anticipated disruptions, and the progress of repair work through regular updates.

**Training and Development:**

- Provide ongoing training for maintenance staff to ensure they are equipped with the skills and knowledge needed to handle a variety of maintenance tasks.

**Technology Integration:**

- Leverage property management software and technology tools to automate and streamline maintenance coordination processes, improving efficiency and communication.



A well-organized maintenance coordination system not only addresses immediate repair needs but also contributes to the overall satisfaction of guests by creating a safe, comfortable, and well-maintained living environment within the complex.

**3. Compliance with local regulations:** Ensuring compliance with local regulations is a core principle at The Riverside Villas. We are steadfast in our commitment to upholding the highest standards of legal and ethical conduct. Regular audits and assessments are conducted to guarantee that our operations align seamlessly with local laws, zoning regulations, and safety codes. From fair housing practices to building codes, we prioritize adherence to all applicable regulations. This proactive approach not only mitigates legal risks but also contributes to the overall well-being and satisfaction of our guests. By consistently meeting or exceeding local regulatory requirements, we affirm our dedication to responsible property management, creating a secure and compliant environment for everyone.

## **B. Staffing**

**1. Staff roles and responsibilities:** The onsite management team plays a pivotal role in ensuring the security of The Riverside Villas. Currently this team is led by Joseph Alexander the presiding onsite manager and Albert Smith, who is the regional manager. Joe leads the charge with management and is available for problems 24/7, whereas Albert is onsite from 9 Am - 5 Pm to ensure operations are running smoothly. AJ Beck is the regional manager who will ensure that the employees are on task and the property is unkempt to a high standard. With 3 managers handling the property, we ensure that the property will hold a high integrity as a steadfast cornerstone for the city.

As the first point of contact for guests, management is responsible for implementing and overseeing various security measures. This includes managing access control systems, monitoring surveillance cameras, and coordinating with security personnel to maintain a visible and responsive security presence. Onsite managers are crucial in the development and communication of emergency response procedures, conducting quarterly drills, and addressing security concerns raised by guests. They collaborate closely with law enforcement, oversee the

implementation of security technologies, and actively engage with the community to foster a sense of security and trust. In essence, the onsite management team serves as a linchpin in the multifaceted approach to security, ensuring a proactive, comprehensive, and guest-focused strategy within our complex.

**2. Training programs:** Implementing effective training programs for staff at a complex is crucial for ensuring smooth operations, maintaining high standards of service, and creating a positive living environment for guests. Here are key training areas to consider: Regularly reassess and update training programs to align with changing industry standards, regulations, and the evolving needs of the complex. Training programs contribute not only to the individual growth of staff members but also to the overall success and reputation of the complex..

### **III. Maintenance and Facilities Management**

#### **A. Regular Maintenance**

**1. Schedule for routine inspections and maintenance activities:** Routine inspections are a vital component of proactive property management. These regular assessments ensure the ongoing safety, functionality, and aesthetic appeal of the property. During routine inspections, property managers and maintenance staff assess the condition of individual units, common areas, and building exteriors. They identify and address maintenance needs, potential safety hazards, and any violations of lease agreements or local regulations. Additionally, routine inspections provide an opportunity to engage with guests, addressing any concerns they may have and reinforcing a sense of community. By conducting these inspections on a scheduled basis, property managers can catch issues early, implement preventive maintenance measures, and maintain a high standard of living for guests. Overall, routine inspections contribute to the long-term well-being of the complex, enhancing both guests satisfaction and the overall value of the property.

**2. Emergency maintenance procedures:** Emergency maintenance procedures are meticulously designed to ensure the safety and well-being of our guests and the protection of property assets during unforeseen situations. In the event of emergencies such as floods, power outages, or

structural issues, our trained staff follows a systematic protocol. This includes immediate response actions, clear communication channels, and coordination with relevant authorities. Our priority is to safeguard guests, and our staff is equipped to address urgent maintenance needs promptly. Regular drills and training sessions are conducted to ensure that everyone is familiar with emergency protocols, evacuation procedures, and essential safety measures. By having a well-defined plan in place, we aim to minimize disruptions, address issues swiftly, and provide guests with a secure living environment even in challenging situations.

**3. Vendor management for repairs and services:** vendor management is a crucial aspect of maintaining the functionality and aesthetic appeal. We have established a meticulous system to oversee repairs and services efficiently. Through strategic partnerships with reliable contractors, technicians, and service providers, we ensure that maintenance tasks and repairs are handled promptly and to the highest standards. Our vendor management process involves thorough vetting, regular performance evaluations, and transparent communication to guarantee the best service for our guests. By maintaining strong relationships with our vendors, we not only streamline the maintenance process but also enhance the overall living experience for our guests, promoting a well-maintained and efficient complex

## **B. Groundskeeping**

**1. Landscaping schedule:** We are committed to providing guests with a vibrant and aesthetically pleasing living environment, and our landscaping schedule is an integral part of achieving this goal. Our meticulously planned landscaping schedule encompasses regular maintenance tasks such as lawn mowing, tree and shrub pruning, flower bed upkeep, and seasonal plantings. This schedule not only ensures that our outdoor spaces remain visually appealing but also contributes to the overall well-being of the property. By adhering to a consistent landscaping routine, we create an inviting atmosphere for guests, enhancing the curb appeal of our community. The schedule is designed not only to meet aesthetic standards but also to promote sustainability and ecological balance within the complex, aligning with our commitment to providing a high-quality living experience for all.

**2. Waste management plan:** We prioritize environmental responsibility through a comprehensive waste management plan. This plan outlines efficient strategies for waste collection, recycling, and disposal to minimize our ecological footprint. Guests are provided with clearly marked recycling bins, and regular communication encourages proper waste sorting. Additionally, our staff conducts routine waste audits to assess and improve recycling practices. Hazardous waste disposal guidelines are strictly followed, promoting a safe and healthy living environment. Through this waste management plan, we aim not only to meet regulatory standards but also to cultivate a culture of sustainability within our community, reducing landfill waste and contributing to a cleaner, greener future for our guests.

**3. Common area maintenance:** Common area maintenance is a top priority to ensure guests enjoy a clean, safe, and inviting community space. Our dedicated maintenance team meticulously oversees the upkeep of shared areas such as lobbies, hallways, fitness centers, and outdoor spaces. Regular cleaning schedules are in place to maintain hygiene standards, and our team promptly addresses any wear and tear, ensuring common areas remain in optimal condition. Additionally, we invest in aesthetic enhancements to create an attractive atmosphere for guests. Through diligent attention to common area maintenance, we strive to foster a sense of community pride and elevate the overall living experience.

## IV. Security and Safety

### A. Security Measures

**1. Access control systems:** The safety and security of our guests are paramount, and our access control systems play a pivotal role in achieving this goal. We have implemented cutting-edge access control technology to regulate entry to the premises, including secure entry codes and surveillance systems. This not only enhances the overall security of the complex but also provides guests with peace of mind. Our access control systems are carefully monitored and regularly updated to stay ahead of evolving security standards. By prioritizing advanced access control measures, we ensure that only authorized individuals can enter designated areas, contributing to a secure and comfortable living environment for everyone in our community.

**2. Surveillance systems:** The safety of our guests is a top priority, and we've implemented state-of-the-art surveillance systems to enhance security. Strategically placed cameras monitor key areas, such as entrances, parking lots, and common spaces, providing continuous surveillance. This proactive approach not only acts as a deterrent to potential security threats but also aids in the quick identification and resolution of any incidents. Our surveillance systems are regularly maintained and updated to ensure optimal functionality, leveraging the latest technology to safeguard the well-being of our community. With these advanced security measures in place, guests can enjoy a heightened sense of safety and peace of mind throughout our complex.

## **B. Emergency Procedures**

**1. Evacuation plans:** Ensuring the safety of our guests is of utmost importance, and The Riverside Villas are equipped with thorough and well-documented evacuation plans. In the event of an emergency, such as a fire, natural disaster, or other unforeseen circumstances, our evacuation plans provide clear and concise guidance for guests and staff. These plans include designated evacuation routes, assembly points, and communication protocols to ensure a swift and organized response. Regular drills and training sessions are conducted to familiarize guests and staff with the procedures, enhancing preparedness and minimizing panic in critical situations. By prioritizing comprehensive evacuation plans, we aim to create a secure living environment where guests can trust in our commitment to their safety and well-being.

**2. Emergency contacts:** In our commitment to guests safety and well-being, our complex maintains a comprehensive list of emergency contacts. This includes essential information such as local emergency services, medical facilities, utility providers, and management personnel. Guests are provided with clear guidelines on who to contact in case of various emergencies, fostering a quick and coordinated response. Additionally, our staff is trained to respond promptly to emergency situations, ensuring that guests can access the necessary support and assistance when needed. By keeping this information readily available, we aim to empower our community

members with the resources they require during unforeseen circumstances, contributing to a secure and responsive living environment.

**3. Fire safety measures:** Ensuring the safety of our guests is paramount, thus robust fire safety measures is a must. Strategically placed fire extinguishers, smoke detectors, and fire alarms are installed throughout the premises, regularly maintained to guarantee optimal functionality. Guests are provided with clear evacuation routes and assembly points, and regular fire drills are conducted to enhance preparedness. Our staff is trained to respond swiftly in case of a fire emergency, and we have established a direct line of communication with local fire services. By prioritizing fire safety, we aim to create a secure living environment, fostering peace of mind for our guests and maintaining the highest standards of safety within our community.

## V. Guest Relations

### A. Communication

**1. Guest newsletters and notices:** Keeping our guests informed and engaged is a priority and our guest newsletters and notices play a vital role in achieving this. Regular newsletters are distributed to provide updates on community events, maintenance schedules, policy changes, and other relevant information. Notices are strategically posted in common areas and communicated through digital platforms to ensure widespread visibility. This transparent and proactive approach not only fosters a sense of community but also keeps guests informed about important matters affecting their living environment. By leveraging these communication tools, we aim to create an informed and connected community, enhancing overall guests satisfaction.

### B. Conflict Resolution

**1. Procedure for handling guest disputes:** We prioritize a harmonious living environment, and our procedure for handling guest disputes is designed to resolve conflicts promptly and fairly. Guests are encouraged to first discuss concerns directly with their neighbors, fostering open communication. In the event that resolution is not achieved, our property management team serves as mediators, facilitating constructive dialogue and seeking amicable solutions. If

necessary, a formal dispute resolution process is in place, involving clear documentation, impartial investigation, and, when applicable, the involvement of legal counsel. Our goal is to address guest disputes efficiently, maintain a positive living atmosphere, and ensure that all guests feel heard and respected within our community.

**2. Mediation processes:** At The Riverside Villas, we place a strong emphasis on fostering positive relationships among guests, and our mediation process is a key component of conflict resolution. When conflicts arise, guests are encouraged to voluntarily engage in mediation facilitated by a neutral third party. Trained mediators from our staff or external professionals guide the discussion, ensuring that all parties have an opportunity to express their concerns and work towards mutually agreeable solutions. The mediation process is confidential, impartial, and focused on finding common ground. This approach allows us to address disputes in a fair and respectful manner, promoting a harmonious living environment for all guests.

### C. Guest Services

**1. Amenities provided:** The Riverside Villas is committed to providing guests with an exceptional living experience, and our extensive amenities contribute to a comfortable and enjoyable lifestyle. Guests can unwind in our well-maintained park and recreational areas, relax by the hillside, or enjoy community gatherings in our designated social spaces. We offer convenient on-site laundry facilities, secure parking, and 24-hour emergency maintenance services to ensure guests needs are met efficiently. Our pet-friendly policies and outdoor recreation areas further enhance the quality of life for our guests. With a focus on creating a vibrant and inclusive community, our amenities are thoughtfully designed to enrich the overall living experience within.

**2. Community events and engagement:** Fostering a sense of community is a top priority, and our vibrant program of community events and engagement reflects this commitment. We regularly organize a variety of activities, from seasonal celebrations to community gatherings, fostering opportunities for guests to connect, socialize, and build relationships. These events are designed to cater to diverse interests and demographics within our community, ensuring

inclusivity. By promoting a lively and engaging atmosphere, we aim to create not just a place to live, but a true community where guests feel a sense of belonging and camaraderie. Through these events, we strive to enrich the overall living experience at our complex, creating lasting connections among our guests.

## **VI. Financial Management**

### **A. Budgeting**

**1. Annual budget creation:** The creation of our annual budget at the complex is a meticulous and strategic process aimed at ensuring financial stability and the continued enhancement of guests' experiences. Our dedicated team collaboratively reviews historical financial data, analyzes current market trends, and assesses the specific needs of the property. We allocate resources for routine maintenance, capital improvements, and community initiatives while considering feedback from guests and anticipating potential challenges. The budget reflects our commitment to transparent financial management, balancing operational efficiency with the goal of maintaining a high standard of living for our guests. Regular reviews and adjustments ensure adaptability to changing circumstances, contributing to sustained success.

**2. Monitoring and adjustments:** Monitoring and adjusting finances is a dynamic and proactive process aimed at ensuring fiscal responsibility and operational efficiency. Our financial team employs meticulous tracking and analysis of income and expenses, regularly reviewing budgetary allocations. By closely monitoring financial performance, we can swiftly identify areas for optimization, cost-effectiveness, and strategic investment in property improvements. Regular reviews allow us to adapt to market fluctuations, unforeseen expenses, and evolving guests needs, ensuring that our financial strategies align with the overarching goal of providing a secure and comfortable living environment for our guests. This proactive approach to money management underscores our commitment to financial transparency, stability, and the long-term success of our complex.

### **B. Rent Collection**



**1. Rent payment methods:** To enhance convenience for our guests, we offer a variety of rent payment methods. Guests can opt for online payments, providing a quick and hassle-free way to submit rent from the comfort of their room. Additionally, traditional methods such as money order payments are accepted, allowing flexibility for those who prefer more traditional channels. Our goal is to make the rent payment process seamless and accessible for all guests, providing multiple options to accommodate diverse preferences and ensuring a hassle-free experience for everyone in our community.

**2. Late payment policies:** At The Riverside Villas, we understand that unforeseen circumstances can arise, impacting guests' ability to make timely rent payments. Our late payment policy is designed with flexibility and understanding in mind. While room rent is due on a specified date each month, we provide a grace period to accommodate potential delays. Late fees are applied after this grace period, but we encourage open communication. Guests facing difficulties are encouraged to reach out to our management team to discuss their situation and explore possible solutions. Our goal is to maintain a fair and compassionate approach, ensuring that guests can navigate challenges while upholding a commitment to meeting their financial obligations.

### **C. Expense Tracking**

**1. Transparent financial reporting:** Transparent financial reporting is a fundamental element of our commitment to accountability and guests trust. We prioritize clear and accessible financial communication, providing regular updates on income, expenses, and budget allocations. Through detailed financial statements and reports, guests gain insight into the fiscal health of the community, ensuring transparency in how their contributions are utilized. Our dedication to open and honest financial reporting reflects our commitment to fostering a strong sense of community trust and ensuring that guests are well-informed participants in the collective financial well-being of our complex.

**2. Auditing procedures:** Our complex implements rigorous auditing procedures to ensure financial integrity and transparency. Conducted regularly by independent professionals, these

audits thoroughly review our financial records, transactions, and operational practices. The process includes scrutinizing income and expenses, verifying compliance with industry standards and regulations, and assessing the effectiveness of internal controls. By adhering to stringent auditing procedures, we not only maintain the highest standards of financial accountability but also demonstrate our commitment to responsible and ethical property management. The outcomes of these audits guide continuous improvement efforts, guaranteeing that we operate with the utmost financial reliability for the benefit of our guests.

## **VII. Marketing and Guest Acquisition**

### **A. Marketing Strategies**

**1. Advertising channels:** We employ a multifaceted approach to advertising, utilizing various channels to effectively reach potential guests. Our online presence is robust, leveraging popular real estate websites and social media platforms to showcase available units, highlight amenities, and engage with our community. Traditional methods, such as signage and local newspapers, also play a role in our advertising strategy, ensuring visibility within the local community. Additionally, partnerships with local businesses and strategic collaborations amplify our outreach efforts. By employing a diverse range of advertising channels, we aim to cast a wide net and connect with individuals seeking a welcoming and comfortable living experience.

### **B. Guest Screening**

**1. Application process:** We have streamlined and user-friendly application processes to make securing your new room as seamless as possible. Prospective guest can access our applications online, providing convenience and accessibility. The application requires essential information, such as rental history, employment details, and references, to ensure a thorough assessment. Our dedicated leasing team promptly reviews applications, keeping applicants informed throughout the process. We prioritize transparency, making our application requirements and criteria easily accessible. This approach ensures a smooth and efficient application process, making it easier for individuals to join our community at the complex.

**2. Criteria for guest selection:** Our complex employs a thorough and fair guest screening process to ensure a secure and harmonious community environment. Prospective guests undergo comprehensive background checks, including credit history assessments, rental references, and employment verification. This stringent screening is designed to uphold our commitment to creating a safe and respectful living space for all guests. By maintaining consistent criteria for guest screening, we aim to select individuals who align with our community values, fostering a positive and cooperative atmosphere. This approach not only enhances the well-being of current guests but also contributes to the long-term success of our vibrant community.

## VIII. Environmental Sustainability

### A. Energy Efficiency

**1. Energy-saving initiatives:** Our complex is committed to sustainability, and we have implemented a range of energy-saving initiatives to reduce our environmental footprint. We prioritize energy-efficient appliances and lighting throughout the property, employ smart thermostats for optimized heating and cooling, and continually upgrade to eco-friendly technology. Additionally, we encourage guests to participate in energy-saving practices, such as using energy-efficient light bulbs and being mindful of water consumption. These initiatives not only contribute to a greener environment but also result in cost savings for our guests. By embracing energy-saving technologies and promoting eco-conscious habits, we strive to create a more sustainable and comfortable living experience.

**2. Waste reduction programs:** In line with our commitment to environmental stewardship, our complex has instituted comprehensive waste reduction programs. These initiatives focus on minimizing the environmental impact of our community by promoting recycling, composting, and responsible waste disposal. Guests are provided with clear guidelines on waste sorting, and recycling bins are strategically placed throughout the property. We regularly conduct educational sessions to raise awareness about the importance of waste reduction and sustainable practices. By implementing these programs, we aim to contribute to a healthier planet and instill a sense of

environmental responsibility within our community, creating a more sustainable and mindful living environment for all guests.

## **B. Green Practices**

**1. Recycling programs:** We are dedicated to fostering a greener living environment, and our recycling programs play a key role in achieving this goal. We've implemented a robust recycling initiative that encourages guests to actively participate in sorting and recycling materials. Conveniently located recycling bins are strategically placed throughout the property, and we regularly provide educational materials to guide guests on proper recycling practices. By promoting awareness and engagement, our goal is to divert recyclable materials from landfills, reduce our ecological footprint, and contribute to a more sustainable future. Through these recycling programs, we aim to create a community where environmental responsibility is a shared value among guests.

**2. Sustainable landscaping practices:** Our complex is committed to sustainable living, and this commitment extends to our landscaping practices. We prioritize environmentally friendly landscaping techniques that promote conservation and reduce our ecological footprint. This includes the use of native and drought-resistant plants, efficient irrigation systems, and organic fertilizers. We minimize the use of chemical pesticides and herbicides, opting for eco-friendly alternatives to maintain a healthy and biodiverse landscape. Our sustainable landscaping practices not only contribute to the well-being of the environment but also create a visually appealing and serene outdoor space for our guests to enjoy. By embracing these practices, we strive to harmonize the beauty of nature with responsible property management.

## **IX. Regular Assessments and Improvements**

### **A. Periodic Evaluations**

**1. Annual property assessments:** Our complex conducts thorough annual property assessments as a proactive measure to ensure the sustained well-being of our community. During these

assessments, our experienced team evaluates various aspects of the property, including building structures, common areas, landscaping, and essential systems. This meticulous examination allows us to identify any maintenance needs, safety concerns, or areas for improvement. By conducting regular property assessments, we can address issues promptly, implement necessary upgrades, and maintain a high standard of living for our guests. This commitment to proactive property management contributes to long-term success and desirability.

**2. Guest satisfaction surveys:** Guest satisfaction is a top priority, and we regularly conduct comprehensive guest satisfaction surveys to gather valuable feedback from our guests. These surveys are designed to assess various aspects of living within our community, including property management, maintenance services, amenities, and overall living experience. By actively seeking input from our guests, we aim to identify areas for improvement, address concerns, and enhance the overall quality of life within the complex. The insights gained from these surveys guide our ongoing efforts to provide a comfortable, secure, and enjoyable living environment that aligns with the diverse needs and preferences of our guests.

## **B. Continuous Improvement**

**1. Implementation of feedback:** We value the input of our guests, and the implementation of feedback is a cornerstone of our commitment to continuous improvement. Following regular surveys and open channels of communication, we carefully analyze guests feedback to identify areas for enhancement. Whether it involves addressing maintenance concerns, refining community services, or making adjustments to amenities, guests input is actively incorporated into our decision-making processes. This iterative approach ensures that the voices of our community are heard and that their suggestions contribute to the ongoing refinement of our complex, ultimately fostering a living environment that aligns seamlessly with the needs and expectations of our valued guests.

**2. Regular updates to operational procedures:** Staying at the forefront of operational excellence is a priority, and we regularly implement updates to our operational procedures. This dynamic approach involves continuous evaluation of industry best practices, changes in local regulations, and feedback from guests and staff. By embracing a proactive stance, we aim to

enhance the efficiency of our property management processes, from maintenance protocols to guest services. These regular updates not only ensure compliance with evolving standards but also contribute to the overall satisfaction and well-being of our guests, creating a living experience that reflects our commitment to excellence at every operational level.



## **SECURITY PLAN**

2255 Bird St

**Michael Beck & AJ Beck**

916-837-1600

November 20th, 2023

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A. Security Audits

## **I. Executive Summary:**

### **A. Overview of the security plan**

The security plan for the Riverside Villas is a comprehensive framework designed to prioritize the safety and well-being of our guests and protect property assets. It encompasses various key components, including robust access control systems, strategically placed surveillance cameras, and trained onsite management for routine patrols. Emergency response procedures are clearly defined, covering scenarios from fires to security threats, with regular drills to ensure preparedness. Lighting and visibility are optimized across common areas, and the integration of advanced technology enhances security features and guest communication. Engaging the community in security initiatives, managing visitor access, and maintaining secure fencing and landscaping further contribute to a holistic approach. Collaborative efforts with local authorities, regular security audits, and ongoing training initiatives underscore our commitment to providing a secure and comfortable living environment.

### **B. Importance of security in the complex**

Security is of paramount importance in our complex, as it directly impacts the well-being and peace of mind of our guests. A robust security infrastructure ensures the safety of individuals and protects property assets. Beyond the physical protection of the premises, a strong security presence contributes to the creation of a secure and comfortable living environment. Guests deserve to feel safe in their rooms, and a comprehensive security plan instills confidence by mitigating risks and deterring potential threats. By prioritizing security measures, we not only safeguard the immediate physical space but also foster a sense of community trust and cohesion. Ultimately, a well-implemented security strategy is an integral aspect of providing our guests with the quality of life they deserve.

### **C. Key security objectives**

The security objectives for a complex are designed to create a safe and secure living environment for guests. Key security objectives include:

**Access Control:** Implement secure access points and control systems to regulate entry and exit, preventing unauthorized individuals from entering the premises.

**Surveillance and Monitoring:** Deploy a comprehensive surveillance system with strategically placed cameras to monitor common areas, parking lots, and entry points, ensuring real-time monitoring and recording of activities.

**Emergency Response:** Develop and communicate clear emergency response procedures for various scenarios, including fires, natural disasters, or security threats, and conduct regular drills to ensure preparedness.

**Lighting and Visibility:** Ensure well-lit common areas, walkways, and parking lots to enhance visibility during nighttime hours, reducing the likelihood of criminal activities.

**Technology Integration:** Utilize technology, such as smart access systems and mobile apps, to enhance security features, report incidents, and communicate with guests.

**Community Engagement:** Promote community engagement in security initiatives, including neighborhood watch programs and regular communication about security updates and best practices.

**Visitor Management:** Implement a visitor registration system to monitor and control guest access, enhancing security for guests.

**Fencing and Landscaping:** Install secure perimeter fencing and maintain landscaping to eliminate potential hiding spots and enhance the overall security of the complex.

**Collaboration with Local Authorities:** Establish strong partnerships with local law enforcement for quick response and support, sharing relevant information about security incidents.

**Regular Security Audits:** Conduct routine security audits to identify vulnerabilities, assess the effectiveness of security measures, and adapt the security plan based on findings.

**Training and Education:** Provide ongoing training for security personnel and educate guests about security protocols, emergency procedures, and best practices to create a well-informed and vigilant community.

By focusing on these key security objectives, a complex can create a comprehensive security framework that addresses potential threats, promotes a secure living environment, and enhances the overall well-being of guests.

## II. Security Personnel

### A. Security Team Roles and Responsibilities

**1. Onsite Management:** The onsite management team acts as the security personnel at the Riverside Villas. Currently this team is led by Joseph Alexander the presiding onsite manager and Albert Smith, who is the regional manager. Joe leads the charge with management and is available for problems 24/7, whereas Albert is onsite from 9 Am - 5 Pm to ensure operations are running smoothly. As the first point of contact for guests, they are responsible for implementing and overseeing various security measures. This includes managing access control systems, monitoring surveillance cameras, and coordinating with management to maintain a visible and responsive security presence. Onsite managers are crucial in the development and communication of emergency response procedures, conducting quarterly drills, and addressing security concerns raised by guests. They collaborate closely with law enforcement, oversee the implementation of security technologies, and actively engage with the community to foster a sense of security and trust. In essence, the onsite management team serves as a linchpin in the multifaceted approach to security, ensuring a proactive, comprehensive, and guest-focused strategy within our complex.

## **B. Training**

**1. Initial training for security personnel:** The initial training for security personnel (onsite management) at the Riverside Villas is a comprehensive program designed to equip them with the knowledge and skills necessary to ensure the safety and security of our guests and property. Covering a range of topics, including emergency response procedures, access control systems, surveillance technologies, and guest engagement, the training is tailored to the unique needs of our community. Onsite management undergoes hands-on simulations, scenario-based exercises, and detailed briefings to familiarize themselves with the layout of the complex and potential security threats. Emphasis is placed on effective communication, conflict resolution, and maintaining a professional and approachable demeanor. By investing in thorough and ongoing training, we ensure that our onsite management are well-prepared to handle diverse situations and contribute to a secure and welcoming environment.

**2. Ongoing training and skill development:** Ongoing training and skill development are integral components of our commitment to maintaining a high standard of security. Our onsite management engage in regular training programs that focus on emerging security technologies, updated emergency response procedures, and refined communication strategies. Continuous skill development includes scenario-based simulations and real-time exercises to enhance their ability to address various security challenges effectively. We prioritize staying abreast of industry advancements and evolving security threats, ensuring that our onsite management team remains well-equipped and adaptable. Through ongoing training, we not only cultivate a highly skilled and responsive onsite workforce but also demonstrate our dedication to providing guests with a safe and secure living environment.

## **C. Communication**

**1. Protocols for internal and external communication:** Effective communication is paramount, and we have established clear protocols for both internal and external communication. Internally, our management team ensures transparent and timely communication among staff members through regular meetings, digital platforms, and a structured chain of command. Externally, we prioritize open lines of communication with guests through various

channels, including community newsletters and digital announcements. In emergency situations, we have established communication protocols with local authorities to facilitate a swift and coordinated response. By adhering to these communication protocols, we aim to create a well-informed and engaged community, fostering a sense of trust and collaboration at the Riverside Villas.

### **III. Access Control**

#### **A. Entry Points**

**1. Controlled access points (gates, doors, etc.):** Our complex is committed to ensuring a secure living environment, and we have implemented rigorous protocols for controlled access points. Access points are strategically positioned and monitored through a comprehensive surveillance system. We plan to implement a wrought iron fence around the perimeter of the property to minimize the entry points of the complex. The main access points will be the stairway off the corner of the property (that will be gated) and the driveway (that will have a get with a code for entry). However, trespassers have been known to hop the stone wall, thus we have ensured we have security surveillance access along the entire wall. In addition, our access control protocols include regular audits and updates to the entry system to maintain optimal security. This approach not only safeguards the well-being of our guests but also adds an extra layer of protection to our property assets. By adhering to these controlled access protocols, we create a safe and controlled living environment.

#### **B. Key Management**

**1. Key distribution and tracking procedures:** Key distribution and tracking procedures are meticulously designed to prioritize security and accountability. Guests receive only 1 key and must report to management if that key is lost, where at that time new locks are installed to ensure no outsider has access to the guests' room. A detailed record of key distribution is maintained, ensuring that each key is assigned to the respective guest and can be tracked throughout its use. In the event of a lost or misplaced key, prompt reporting allows for swift deactivation and

replacement. This stringent system not only enhances the overall security of our community but also provides guests with the confidence that access to their rooms is closely monitored and controlled within our complex.

**2. Key replacement protocols:** Efficient and secure key replacement procedures are a key to a complex's success. Guests can initiate a key replacement request through our designated channels, providing necessary details to verify their identity and residence. Once validated, our management team promptly deactivates the lost key and issues a replacement. This process ensures that the security of the guest's room is maintained throughout. Guests are informed of the replacement status, and the new key is securely distributed. Our goal is to streamline this procedure, offering a swift and convenient solution for guests while upholding the security standards.

### C. Visitor Management

**1. Guest registration process:** Prioritizing a secure living environment by guest registration is our paramount commitment of safety. When guests expect guests, they are required to register them through our office. This process involves providing details such as the guest's name, duration of the visit, and the guest's contact information. Upon arrival, guests must check in at the main entry point, where our staff verifies their registration and issues a temporary access pass. This meticulous registration procedure ensures that we maintain a controlled and monitored environment, providing guests with the peace of mind that their guests are accounted for while visiting the Riverside Villas.

**2. Verification of visitor identity:** Ensuring the security of our guests is paramount, and we employ a rigorous verification process for visitor identity. When guests arrive, they are required to provide valid identification at the main entry point. Our trained staff diligently checks and verifies this identification against the pre-registered details provided by the guest. Once the visitor's identity is confirmed, a temporary access pass is issued, allowing controlled and monitored entry. This stringent verification protocol adds an extra layer of security, assuring our guests that only authorized visitors gain access to our complex.

## IV. Surveillance Systems

### A. Security Cameras

**1. Camera placement for optimal coverage:** Strategic camera placement is a critical element of our security infrastructure at the complex, aiming for optimal coverage across the entire property. Our surveillance cameras are strategically installed in key locations, including entry and exit points, common areas, parking lots, and other sensitive areas. This meticulous placement ensures comprehensive monitoring, minimizing blind spots and providing a detailed view of activities within the complex. Regular assessments are conducted to adjust camera angles and coverage based on evolving security needs. By employing this strategic approach to camera placement, we enhance our ability to deter potential security threats and maintain a safe and secure living environment for our guests.

**2. Regular maintenance and testing:** Ensuring the reliability of our security infrastructure, we prioritize regular maintenance and testing of the surveillance cameras. Scheduled maintenance checks involve inspecting camera lenses, cleaning equipment, and addressing any technical issues promptly. Additionally, systematic testing procedures are implemented to verify the functionality of each camera and assess the coverage range. These routine measures guarantee that our surveillance system remains in optimal condition, providing uninterrupted monitoring capabilities. By investing in proactive camera maintenance and rigorous testing, we uphold the effectiveness of our security measures, contributing to the overall safety and peace of mind for our guests within the complex.

### B. Monitoring

**1. 24/7 surveillance monitoring onsite:** Our commitment to guest safety is exemplified by our 24/7 surveillance monitoring onsite in the complex. Our onsite managers maintain constant vigilance, actively monitoring the live feed from strategically placed surveillance cameras. This round-the-clock surveillance provides real-time awareness of activities within the complex, ensuring swift response to any security concerns or incidents. The continuous monitoring not only acts as a deterrent to potential threats but also allows for immediate action in emergency



situations. Our goal is to create a secure living environment, and the presence of 24/7 surveillance monitoring is a fundamental element of achieving this objective.

**2. Procedures for reviewing footage:** Efficient procedures for reviewing surveillance footage are a crucial aspect of our security protocol at the complex. When necessary, our onsite management personnel follow a systematic approach to access and review footage from strategically positioned cameras. This includes identifying specific timeframes, events, or locations of interest. The process ensures a thorough and timely examination of the recorded material, aiding in the investigation of incidents or monitoring overall security. The utilization of advanced technology allows for streamlined footage retrieval and analysis, contributing to the effectiveness of our surveillance system. By maintaining precise procedures for reviewing footage, we enhance our ability to respond promptly to security concerns and uphold the safety of our guests within the complex.

## **V. Emergency Procedures**

### **A. Emergency Contacts**

**1. List of relevant emergency contacts:** We prioritize guest safety by maintaining a comprehensive list of relevant emergency contacts. This list includes vital information such as local law enforcement, fire departments, medical facilities, and utility services. Additionally, guests have access to our management's contact details for immediate assistance during urgent situations. Clear and prominently displayed within the community, this list ensures that guests can swiftly access the necessary help in the event of emergencies. By providing a readily available compilation of key contacts, we aim to empower guests with the resources they need to address any unexpected situations within the complex promptly

**2. Protocols for contacting emergency services:** The safety and well-being of our guests are paramount, and we have established clear protocols for contacting emergency services. In the event of an emergency, guests are instructed to dial the local emergency number, typically 911, and then immediately inform our onsite management. Our staff is trained to coordinate with emergency services, providing them with essential details about the situation and guiding them to

the location. Quarterly drills and communication exercises ensure that both guests and staff are well-versed in the protocols, fostering a quick and coordinated response to any emergencies that may arise within the complex. These established procedures are integral to maintaining a safe and secure living environment for everyone in our community.

## **B. Evacuation Plans**

**1. Evacuation routes and assembly points:** Safety is our top priority, and we have meticulously established evacuation routes and assembly points in the event of emergencies. Clear and well-marked evacuation routes are strategically posted throughout the complex, providing guests with easily identifiable paths to safety. Additionally, designated assembly points have been designated to ensure an organized gathering place where guests can be accounted for and receive further instructions. Drills and communication initiatives are conducted to familiarize guests with these routes and assembly points, enhancing overall preparedness and ensuring a swift and coordinated response during any evacuations.

**2. Quarterly drills and training for guests:** Enhancing preparedness of safety concerns, we conduct quarterly drills and training sessions. These initiatives cover various emergency scenarios, including fire evacuations, natural disasters, and security incidents. Guests are actively involved in these exercises, gaining familiarity with evacuation routes, assembly points, and essential safety procedures. Through informative sessions and hands-on drills, we aim to empower guests with the knowledge and skills needed to respond effectively in critical situations. This proactive approach not only ensures a well-informed and prepared community but also fosters a sense of security and confidence.

## **C. Emergency Equipment**

**1. Locations of fire extinguishers, first aid kits, etc:** Ensuring the safety and well-being of our guests is a top priority, and for this reason, we have strategically placed essential emergency equipment throughout the property. Fire extinguishers, first aid kits, and other safety resources are strategically located in easily accessible areas such as common spaces, hallways, and near entry points. Guests can quickly locate and access these critical tools in case of emergencies.

Regular inspections and maintenance ensure that all safety equipment is in proper working condition. By thoughtfully placing these resources throughout the complex, we aim to provide a secure living environment and empower guests to respond effectively to unforeseen situations.

**2. Maintenance and replenishment procedures:** Maintenance and replenishment procedures for emergency equipment in our complex are meticulously executed to uphold the highest standards of safety. Our dedicated maintenance team conducts regular inspections of fire extinguishers, first aid kits, and other critical safety tools. This includes checking for any signs of wear, damage, or expiration dates and promptly addressing any issues. Additionally, a systematic schedule for replenishment ensures that all emergency equipment is fully stocked and ready for use at all times. Guests can rest assured that our proactive approach to maintaining and replenishing emergency resources contributes to a secure living environment, fostering confidence in the readiness of our complex to respond effectively to any unforeseen circumstances.

## VI. Community Involvement

### A. Neighborhood Watch Programs

**1. Collaboration with guests for increased security:** Collaboration with guests is a cornerstone of our security strategy in the complex. Through open communication channels and community engagement initiatives, we actively involve guests in the ongoing efforts to enhance security. Neighborhood watch programs, regular town hall meetings, and feedback sessions provide platforms for guests to share concerns, suggest improvements, and stay informed about security protocols. By fostering a sense of shared responsibility, we create a more vigilant and connected community. This collaborative approach not only strengthens the overall security infrastructure but also cultivates a sense of trust and shared commitment to maintaining a safe and secure living environment for all guests within the complex.

**2. Communication channels for community involvement:** Communication channels for community involvement with security are designed to be robust and inclusive. Guests are kept

informed about security updates, protocols, and community initiatives through various channels such as community newsletters and digital announcements. Additionally, a neighborhood watch program encourages guests to actively contribute to the safety of the community by reporting any concerns or suspicious activities. Regular security-focused meetings and workshops provide opportunities for direct interaction with management, fostering a collaborative approach to maintaining a secure living environment. By utilizing diverse communication channels, we aim to engage guests in the collective effort to enhance security at the Riverside Villas.

## VII. Security Policies

### A. Noise Policies

**1. Quiet hours and enforcement:** Quiet hours are a crucial aspect of fostering a peaceful and comfortable living environment. Designed to respect guests' need for rest and tranquility, designated quiet hours are clearly communicated through community guidelines. At the Riverside Villas, guests are to be respectful and quiet by 10 PM. To ensure compliance, our dedicated management team actively enforces these quiet hours, addressing noise disturbances promptly and sensitively. Guests are encouraged to report any disruptions, and our enforcement measures may include warnings, fines, or other appropriate actions. By prioritizing and rigorously enforcing quiet hours, we aim to create a harmonious atmosphere that enhances the overall quality of life for everyone within the complex.

**2. Procedures for handling noise complaints:** Procedures for handling noise complaints are designed to ensure a peaceful living environment for all guests. When a noise complaint is received, guests are encouraged to report it through designated channels, providing details about the nature and timing of the disturbance. Our management team promptly investigates each complaint, striving for a fair and impartial assessment. Initial steps may involve issuing a friendly reminder about community guidelines. If disturbances persist, formal warnings or, if necessary, fines may be implemented. The goal is to balance the rights of all guests and create a respectful community atmosphere. Through clear procedures and consistent enforcement, we aim

to address noise concerns efficiently and maintain a serene living experience for everyone at the Riverside Villas.

## **B. Guest Policies**

**1. Limits on guest access:** To maintain the security and well-being of our guests, The Riverside Villas have established clear guidelines regarding the limit of guest access. Guests are encouraged to register their guests in advance through a designated system. While we welcome visitors, there are defined limits on the duration and frequency of guest stays to ensure the comfort and safety of the community. This approach helps us manage and control access, preventing any undue disruptions and fostering a secure living environment. By setting reasonable limits on guest access, we strike a balance between guests' hospitality and the need for a controlled and harmonious atmosphere within our complex.

## **VIII. Incident Response**

### **A. Reporting Procedures**

**1. Protocols for reporting incidents:** At the Riverside Villas, we prioritize a proactive and transparent approach to maintaining a secure living environment through established protocols for reporting incidents. Guests are encouraged to promptly report any security concerns, maintenance issues, or emergencies through designated channels, including a dedicated hotline or reporting it at the office. Our responsive management team ensures that reported incidents are thoroughly investigated, and appropriate action is taken promptly. By adhering to these well-defined reporting protocols, we aim to address concerns efficiently, foster a sense of community safety, and maintain the overall well-being of our guests within the complex.

### **B. Investigation**

**1. Procedures for conducting investigations:** We are committed to ensuring a secure and harmonious living environment, and as part of this commitment, we have established clear procedures for conducting investigations. When incidents or concerns are reported, our management team initiates a thorough and impartial investigation. This process involves gathering relevant information, interviewing involved parties, and examining any available evidence. Our goal is to handle each investigation with professionalism, confidentiality, and fairness. Guests can trust that our procedures prioritize a swift and accurate resolution to maintain the safety and well-being of our community within the complex.

**2. Collaboration with local law enforcement:** Collaboration with local law enforcement is a fundamental aspect of our security strategy in the complex. We maintain a strong and proactive partnership with local police to enhance the safety of our guests and the surrounding community. Our management team regularly communicates and coordinates with law enforcement agencies, sharing relevant information, and working together to address security concerns. This collaborative approach ensures a swift and effective response to incidents, contributing to the overall security and well-being of everyone. By fostering a close relationship with local law enforcement, we aim to create a safe and secure living environment for our guests.

## **IX. Regular Assessments and Updates**

### **A. Security Audits**

**1. Regular audits of security measures:** Regular audits of security measures are an integral part of our commitment to maintaining a safe and secure environment at the Riverside Villas. These routine assessments involve a thorough review of access control systems, surveillance cameras, lighting, and other security features. Trained professionals conduct these audits to identify potential vulnerabilities, ensure equipment functionality, and assess overall effectiveness. By regularly scrutinizing and updating our security measures, we proactively address emerging threats and enhance the resilience of our security infrastructure. This systematic approach not only upholds the safety standards of the complex but also instills confidence in guests that their well-being is a top priority.

**2. Implementation of improvements based on audit findings:** The implementation of improvements based on audit findings is a key aspect of our commitment to maintaining the highest standards of security. Following regular security audits, our management team meticulously reviews the findings and promptly initiates necessary enhancements. Whether it involves updating access control systems, optimizing camera placements, or refining emergency response procedures, we prioritize the swift implementation of improvements to address any identified vulnerabilities. This proactive approach ensures that our security measures evolve to meet the dynamic challenges of the environment, fostering a continuously safe and secure living experience for all guests within our complex.



## Transient Occupancy Tax Return

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_

% of Occupancy: \_\_\_\_\_

MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

**PERIOD COVERED:**

1. Total Receipts from Lodgings:	_____	
2. Less Exemptions:		
A. Receipts from Non-Transients over 61 days:	_____	
B. Receipts from Non-Transients over 31 days:	_____	
3. TOT Tax Assessment (calculate 9% of line 1 less 2.A.):	_____	-
4. BCTBID Assessment (calculate 2% of line 1 less 2.B.):	_____	-
5. Amount of Tax Due:	_____	-
6. Penalty and Interest on delinquent payment:		
A. 10% of Line 4, after the 1st day following the grace period:	_____	-
B. Additional 10% of Line 4, for the second month following the grace period:	_____	-
C. 1% per month, for the 1st two months of line 4:	_____	-
D. 1% per month, for amounts over 60 days, or a fraction thereof the amount of Line 4:	_____	-
		# of months _____
<b>7. Total Amount of Tax Due:</b>		<b>\$ _____</b>

**PLEASE REMIT TO:** City of Oroville, Finance Dept., 1735 Montgomery Street, Oroville, CA 95965

**NOTICE: TAX WILL BE DELINQUENT AND SUBJECT TO PENALTIES AND INTEREST IF NOT RECEIVED BY THE LAST DAY OF THE MONTH FOLLOWING THE END OF THE PERIOD REPORTED ABOVE**

I hereby certify that I have examined this report and that the statements made and the figures shown herein and in any accompanying schedules are to the best of my knowledge and belief a true and complete return, made in good faith for the period stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



## RESOLUTION NO. P2023-30

**A RESOLUTION OF THE OROVILLE CITY PLANNING COMMISSION MAKING FINDINGS AND CONDITIONALLY APPROVING USE PERMIT NO. 23-12 FOR THE RENOVATION OF THE FORMER WESTERN MOTOR LODGE INTO USE AGAIN AS A HOTEL/MOTEL (APN 012-100-034).**

**WHEREAS**, the former Western Motor Lodge was originally permitted in 1979 for use as a motel, but instead for years has operated as a Single Room Occupancy facility without proper permits; and

**WHEREAS**, the new owner is actively seeking to renovate the property; and is working with staff to obtain the necessary permits for his proposed operation of the facility; and

**WHEREAS**, the City of Oroville staff recommends re-using the former Western Motor Lodge again as a hotel/motel; and

**WHEREAS**, per the City of Oroville Municipal Code (OMC), property at the proposed location the hotel has a zoning designation of Downtown Mixed Use (MXD); and

**WHEREAS**, pursuant to Oroville Municipal Code (OMC) Table 17.34.020-1, hotels require a Use Permit in the MXD Zone, which requires Planning Commission approval. As a condition of approval, the applicant will be required to comply with all requirements of the City's Zoning Code as found in the OMC Chapter 17, including, but not limited to, development standards, permit requirements and development review; and

**WHEREAS**, at a duly noticed public hearing, the Planning Commission considered the comments and concerns of public agencies, property owners, and members of the public who are potentially affected by the approval of the use permit and project described herein, and also considered the City's staff report regarding the use.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION** as follows:

1. This action has been determined to be exempt from the California Environmental Quality Act (CEQA) review pursuant to Title 14, California Code of Regulations, Section 15332 "Infill Development Projects" and 15061(b)(3) "General Rule Exemption."
2. The Planning Commission approves the findings required by Section 17.48.010.E.4 of the Oroville City Code, as described in this Resolution;

3. The following conditions of approval have been deemed necessary to achieve the purpose of the Zoning Code and to promote the general health, safety and public welfare of the City.

**Required Findings for a Use Permit (OMC 17.48.010.E.4)**

- a) The granting of the permit will not be incompatible with or detrimental to the general health, safety or public welfare of the surrounding area or of the city as a whole. *The project is in a location already fully developed with a long history as a similar use, and which is surrounded by commercial development in the Downtown Historic Overlay District;*
- b) The proposed use follows sound principles of land use by having a suitable location relative to the community as a whole, as well as to transportation facilities, public services and other land uses in the vicinity. *The proposed use will restore the building to use as a desired commercial product that supports the Downtown;*
- c) Public utilities and facilities, including streets and highways, water and sanitation, are adequate to serve the proposed use or will be made adequate prior to the establishment of the proposed use. *All infrastructure has been in and available for decades;*
- d) The location, size, design and operating characteristics of the proposed use will be harmonious and compatible with the surrounding neighborhood and will not adversely affect abutting properties. *All surrounding properties within the Downtown Historic Overlay will not be adversely affected. The proposed use is compatible with the surrounding neighborhood by virtue of the long existence of this use at that location;*
- e) The subject site is physically suitable for the type and intensity of land use being proposed. *Applicant has submitted a set of drawings demonstrating that the site is still physically suitable for the proposed type and intensity of use. The site will provide adequate capacity for the use;*
- f) The size, intensity and location of the proposed use will provide services that are necessary or desirable for the neighborhood and community as a whole. *The renovated facility and availability of this hotel option in the Downtown will offer the traveler and local citizens alike additional opportunities for overnight stays;*
- g) The permit complies with all applicable laws and regulations, including the requirements of the general plan, of this title and of the city municipal code. *The use is permitted, subject to a use permit, and is compatible with the General Plan, Zoning codes, and the Oroville Municipal Code.*

## CONDITIONS OF APPROVAL

**The Planning Commission hereby approves UP 23-12, subject to the following:**

### **Project-specific conditions**

1. Project is approved for a hotel/motel and only a hotel/motel. The property has been operated illegally as a Single Room Occupancy (SRO) facility for several years without the proper permits or building inspections for that use. If applicant ever seeks approval to continue its use as a SRO, he will have to obtain a new use permit, plus pay any associated impact fees and building fees under that occupancy and make any required changes. Applicant agrees to inspections to verify the operation.
2. The submitted plans are adequate for the use permit but are not adequate for Building Plan review and approval. The Building Official has provided the attached separate comments dated December 14, 2023, regarding the adequacy of the plans and her expectations for future submittals.
3. The building Official requires applicant to engage the services of a licensed architect to review and certify all plan submittals.
4. To ensure safe ingress/egress on Bird Street and pedestrian passage, applicant shall improve the sidewalk and corner curb ramp in the public right of way fronting the property on both Bird and Oliver streets to the to the city's current standards. The extent of repairs to be developed in discussions with the City Engineer.
5. The Planning Commission also approves the replacement facing of the existing sign for the project, which must be submitted for separate building plan review if any support or electrical changes are made.
6. Landscaping and water management plans and installations must be approved prior to occupancy;
7. Applicant will take appropriate measures to provide proper maintenance of the building exterior, including provisions to keep the premises free of litter and debris;
8. Applicant and/or property owner shall ensure adequate lighting of exterior areas, including parking lots, to discourage loitering outside of the building;
9. Applicant will ensure protection of adjacent properties from noise, odors and undue light and glare, as well as illegal activity;
10. Applicant will maintain adequate onsite security, both inside and outside the building, to satisfy any concerns raised by the chief of police or general public. Substantial camera surveillance and employee training will suffice.
11. If federal, state, or local law eventually requires an electric or fuel cell charging station, applicant will make such a station available.
12. Applicant shall file a Transient Occupancy Tax Return monthly along with any associated tax assessment.

### **General Conditions**

13. The applicant shall hold harmless the City, its Council members, Planning Commissioners, officers, agents, employees, and representatives from liability for any award, damages, costs, and/or fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.
14. The project shall remain in substantial conformance with the Conditions of Approval, as adopted by the Oroville Planning Commission. Any subsequent minor changes in the project (as determined by the Zoning Administrator) may only occur subject to appropriate City review and approval. Any subsequent substantive changes in the project (as determined by the Zoning Administrator) may only occur subject to discretionary review by the Oroville Planning Commission.
15. The applicant shall have a current City of Oroville business license and any other applicable permit/license that may be required as part of their business operations.
16. Pursuant to Section 17.12.010, the proposed use of the site shall conform to the performance standards of the Oroville Municipal Code to minimize any potential negative effects that the building, structure, lighting or use could have on its surroundings, and to promote compatibility with surrounding uses and areas.
17. The applicant shall ascertain and comply with all requirements of the Butte County Environmental Health Department.
18. Applicable construction plans, calculations, specifications, applications, forms, etc. shall be submitted to the Building Division for review prior to the start of any construction activities requiring a building permit. All applicable plan review and impact fees shall be paid at time of submittal.
19. The applicant shall ascertain and comply with the requirements of all City, County, State, Federal, and other local agencies as applicable to the proposed project.
20. All grading, paving, excavation and site clearance, including that which is exempt from obtaining a permit, shall be performed in conformance with the City's Engineering Design Standards; the Municipal Code; the requirements of the State Regional Water Quality Control Board; and any other applicable local, state and federal requirements.
21. The project shall comply with the City's noise ordinance as found in the OMC Chapter 9.20.
22. All construction projects are required to implement dust control measures to reduce particulate matter emissions due to disturbance of exposed top-soils, such as watering of active areas where disturbance occurs, covering haul loads, maintaining clean access roads, and cleaning the wheels of construction vehicles accessing disturbed areas of the site.
23. All grading and paving shall be conducted in compliance with the Butte County Air Quality Management District's Indirect Source Guidelines, in order to prevent degradation of ambient air quality.

- 24. Pursuant to Section 17.12.050(L), the property owner shall enter into a written agreement for the installation and maintenance of landscaping. The agreement shall be in a form approved by the City Attorney and Zoning Administrator and suitable for recordation with the Butte County recorder. The agreement shall be binding upon the property owner and any successors in interest.
- 25. Pursuant to Section 17.48.010(F) of the City Code, the Planning Commission, upon its own motion, may modify or revoke any use permit that has been granted pursuant to the provisions of this section upon finding any of the following, based on substantial evidence:
  - a. Any of the conditions of the permit have not been satisfied within 1 year after it was granted.
  - b. Any of the terms or conditions of the permit have been violated.
  - c. A law, including any requirement in the Municipal Code Chapter 17, has been violated in connection with the permit.
  - d. The permit was obtained by fraud.
- 26. The applicant hereby certifies that any and all statements and information provided as part of the application are true and correct to the best of their knowledge and belief. Any misinformation provided, whether intentional or unintentional, that was considered in the issuance of this permit may be grounds for revocation.

**-- End of Conditions ---**

**I HEREBY CERTIFY** that the foregoing resolution was duly introduced and passed at a regular meeting of the Planning Commission of the City of Oroville held on the 21st of December, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVE:

\_\_\_\_\_  
KAYLA REASTER,  
ASSISTANT CITY CLERK

\_\_\_\_\_  
CARL DURLING,  
CHAIRPERSON



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### NOTICE OF EXEMPTION

TO	Butte County Clerk	FROM	City of Oroville
:	25 County Center Drive	:	1735 Montgomery Street
	Oroville, CA 95965		Oroville, CA 95965

Project Title: PL2311-005 Minor Use Permit for renovations to an existing hotel building planned for reuse as a hotel after a long period not being used as such.

Project Location – Specific: 2255 Bird Street (APN 012-100-034)

Project Location - City: City of Oroville

Project Location – County: Butte

Description of Nature, Purpose, and beneficiaries of project: The project applicant, Beck Asset Management LLC, has applied to again utilize an existing former hotel building for the same use after many years not being used for that purpose. The subject property has a zoning designation of Downtown Mixed Use (MXD) and a General Plan land use designation of Mixed Use. The renovations project with no expansion is categorically exempt as an infill project.

Name of Public Agency Approving Project: City of Oroville

Name of Person or Agency Carrying Out Project: Beck Asset Management, LLC

Exempt Status (Check One):

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption: State type & section number:
  - In-Fill Development Projects, Title 14 CCR, §15332
- Statutory Exemption: State code number:

Reasons why project is exempt: This action has been determined to be exempt from the California Environmental Quality Act (CEQA) review as follows:

In-Fill Development Projects; Title 14, CCR, §15332

Class 32 categorical exemptions consists of projects characterized as in-fill development meeting specific conditions a-e as described in this section. The project is located on an existing developed downtown parcel already fully built and with no expansion planned. . This project meets all conditions, including being consistent with the General Plan and Zoning Designation, occurs within City limits, has no value as habitat,

will not result in any significant effects, and can be adequately served by all required utilities.

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?  Yes  No

Lead Agency Contact Person: Wes Ervin

Telephone: (530) 538-2408

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Signed by Lead Agency
- Signed by Applicant



# City of Oroville

## PLANNING AND DEVELOPMENT SERVICES

**Patrick Piatt**  
DIRECTOR

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2402 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

December 22, 2023

### **DRAFT CONDITIONAL LETTER OF APPROVAL**

**RE: UP 23-12 BAM Properties Hotel/Motel at 2255 Bird Street (APN 012-100-034)**

Dear Mr. Beck,

On December 21, 2023, the Oroville City Planning Commission conducted a public hearing and approved Use Permit No. 23-12 for renovations at the former motel at 2255 Bird Street and its reuse again as a motel (APN: 012-100-034).

### **CONDITIONS OF APPROVAL**

**Approved project:** The project applicant, Beck Asset Management (BAM), has applied for a use permit (UP 23-12) for renovations at a 61-unit 2-story motel at 2255 Bird Street on APN 012-100-034. The property is in the Downtown Historic Overlay and has a zoning land use designation of Downtown Mixed Use (MXD). The proposed hotel and its associated renovations require a Use Permit because it has not been operated as a hotel for several years.

**The Planning Commission hereby approves UP 23-12, subject to the following:**

#### **Project-specific conditions**

1. Project is approved for a hotel/motel and only a hotel/motel. The property has been operated illegally as a Single Room Occupancy (SRO) facility for several years without the proper permits or building inspections for that use. If the applicant ever seeks approval to continue its use as a SRO, he will have to obtain a new use permit, plus pay any associated impact fees and building fees under that occupancy and make any required changes. Applicant agrees to inspections to verify the operation.
2. The submitted plans are adequate for the use permit but are not adequate for Building Plan review and approval. The Building Official has provided the attached



separate comments dated December 14, 2023, regarding the adequacy of the plans and her expectations for future submittals.

3. The building Official requires applicant to engage the services of a licensed architect to review and certify all plan submittals.
4. To ensure safe ingress/egress on Bird Street and pedestrian passage, applicant shall improve the sidewalk and corner curb ramp in the public right of way fronting the property on both Bird and Oliver streets to the to the city's current standards. The extent of repairs to be developed in discussions with the City Engineer.
5. The Planning Commission also approves the replacement facing of the existing sign for the project, which must be submitted for separate building plan review if any support or electrical changes are made.
6. Landscaping and water management plans and installations must be approved prior to occupancy;
7. Applicant will take appropriate measures to provide proper maintenance of the building exterior, including provisions to keep the premises free of litter and debris;
8. Applicant and/or property owner shall ensure adequate lighting of exterior areas, including parking lots, to discourage loitering outside of the building;
9. Applicant will ensure protection of adjacent properties from noise, odors and undue light and glare, as well as illegal activity;
10. Applicant will maintain adequate onsite security, both inside and outside the building, to satisfy any concerns raised by the chief of police or general public. Substantial camera surveillance and employee training will suffice.
11. If federal, state, or local law eventually requires an electric or fuel cell charging station, applicant will make such a station available.
12. Applicant shall file a Transient Occupancy Tax Return monthly along with any associated tax assessment.

### **General Conditions**

13. The applicant shall hold harmless the City, its Council members, Planning Commissioners, officers, agents, employees, and representatives from liability for any award, damages, costs, and/or fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.
14. The project shall remain in substantial conformance with the Conditions of Approval, as adopted by the Oroville Planning Commission. Any subsequent minor changes in the project (as determined by the Zoning Administrator) may only occur subject to appropriate City review and approval. Any subsequent substantive changes in the project (as determined by the Zoning Administrator) may only occur subject to discretionary review by the Oroville Planning Commission.

15. The applicant shall have a current City of Oroville business license and any other applicable permit/license that may be required as part of their business operations.
16. Pursuant to Section 17.12.010, the proposed use of the site shall conform to the performance standards of the Oroville Municipal Code to minimize any potential negative effects that the building, structure, lighting or use could have on its surroundings, and to promote compatibility with surrounding uses and areas.
17. The applicant shall ascertain and comply with all requirements of the Butte County Environmental Health Department.
18. Applicable construction plans, calculations, specifications, applications, forms, etc. shall be submitted to the Building Division for review prior to the start of any construction activities requiring a building permit. All applicable plan review and impact fees shall be paid at time of submittal.
19. The applicant shall ascertain and comply with the requirements of all City, County, State, Federal, and other local agencies as applicable to the proposed project.
20. All grading, paving, excavation and site clearance, including that which is exempt from obtaining a permit, shall be performed in conformance with the City's Engineering Design Standards; the Municipal Code; the requirements of the State Regional Water Quality Control Board; and any other applicable local, state and federal requirements.
21. The project shall comply with the City's noise ordinance as found in the OMC Chapter 9.20.
22. All construction projects are required to implement dust control measures to reduce particulate matter emissions due to disturbance of exposed top-soils, such as watering of active areas where disturbance occurs, covering haul loads, maintaining clean access roads, and cleaning the wheels of construction vehicles accessing disturbed areas of the site.
23. All grading and paving shall be conducted in compliance with the Butte County Air Quality Management District's Indirect Source Guidelines, in order to prevent degradation of ambient air quality.
24. Pursuant to Section 17.12.050(L), the property owner shall enter into a written agreement for the installation and maintenance of landscaping. The agreement shall be in a form approved by the City Attorney and Zoning Administrator and suitable for recordation with the Butte County recorder. The agreement shall be binding upon the property owner and any successors in interest.
25. Pursuant to Section 17.48.010(F) of the City Code, the Planning Commission, upon its own motion, may modify or revoke any use permit that has been granted pursuant to the provisions of this section upon finding any of the following, based on substantial evidence:
  - a. Any of the conditions of the permit have not been satisfied within 1 year after it was granted.

- b. Any of the terms or conditions of the permit have been violated.
  - c. A law, including any requirement in the Municipal Code Chapter 17, has been violated in connection with the permit.
  - d. The permit was obtained by fraud.
26. Applicant hereby certifies that any and all statements and information provided as part of the application are true and correct to the best of their knowledge and belief. Any misinformation provided, whether intentional or unintentional, that was considered in the issuance of this permit may be grounds for revocation.

**--- End of Conditions ---**

If you have questions about the information in this letter, please contact me by e-mail at [wervin@cityofroville.org](mailto:wervin@cityofroville.org) or by phone at (530) 538-2408.

Sincerely,

Wes Ervin  
Planner



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
 Oroville, CA 95965-4897  
 (530) 538-2401 – FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

## PLAN REVIEW COMMENTS

**FROM:** Alison Schmidt, Building Official  
**DATE:** 12-14-23  
**TRAKIT#:** None

**TO:** AJ Beck, BAM Properties, LLC  
 916-837-1600  
 bamapartments@gmail.com  
 1507 E Valley Pkwy, Ste 3 #230, Escondido, CA 92027

**OWNERS' NAME:** BAM Properties, LLC  
 1507 E Valley Pkwy, Ste 3 #230, Escondido, CA 92027

**SITE ADDRESS:** 2255 Bird St, Oroville, CA. 95965  
**DESCRIPTION OF WORK:** Riverside Villas Repairs

A plan review for the above referenced project has been started. On the pages to follow is the identification of the codes and standards applicable to the project, our request for additional or clarifying information, required revisions to the plans and or documents, information regarding resubmitting plans and documents, and our policy on discarding superseded plans and documents.

The design documents submitted for this project have been reviewed for compliance with the 2022 State of California Building Standards Code as modified and adopted by the City of Oroville. Plan reviews are active for 180 days from the application date. Applications may be extended for an additional 180 days upon written request if shown that the delay is due to circumstances beyond the control of the applicant.

### **When revised plans are ready to be resubmitted to the Building Division for review:**

- Please return all original documents
- Please submit **3 Sets** of complete and revised plans/documents with ***all*** revisions ***clouded***. An electronic set is recommended and may be submitted via on-line file sharing or a flash drive.
- Please respond in writing to each comment by marking the attached list or creating a response letter. Clearly indicate which detail, specification, or calculation shows the requested information.
- Please be sure to include on the re-submittal the engineers or architects wet stamp, signature, registration number and expiration date on all sheets of the plans and calculations.
- **White-out, taped notes/details, stapled notes/details, etc. WILL NOT be accepted.**



### **General Comments:**

- The following departments have not yet reviewed the project, additional comments/requirements may follow after their review:
  - Planning
  - Public Works/Engineering
  - Parks/Trees/Landacaping
  - Recycling Coordinator
  - Fire Marshal
  - Addressing/GIS

**Building Department Plan Review Comments:**

1. This is not a plan review. These are comments being provided as reference to discussions between the Building Official and AJ Beck regarding the 2255 Bird St property.
2. If the project remains a transient occupancy, there will be no additional Development Impact fees due. If the project converts to a non-transient occupancy, the difference between the commercial rate for the project and the apartment fees shall be paid. TOT tax is required for transient occupancy as well.
3. Around October 2023, AJ asked if he could use a draftsman instead of an architect for this project after I had suggested an architect several times over previous months. I conceded and advised AJ that if the project turned out to be solely painting, trim, installation of appliances, and similar work I would allow a draftsman to prepare the plans. The 11/30/23 permit set of plans submitted as designed by TDT Concept Design include electrical work, enclosure of water heaters, accessible paths of travel and gates, fences, demolition of a swimming pool and conversion to community space, construction of a new trash enclosure, and several other items. Due to the apparent scope of work, an architect will be required to oversee the entire project. The 12/14/23 plans show additional work including public right of way that will need to be designed by an architect or engineer.
4. There was discussion regarding occupancy separations, possible area separations, fire rated doors at the top of the stairs, possible fire rated corridor, and possible rated construction between the units and the common areas as well as the floor/ceiling assemblies. Without a full code analysis, it is impossible to know what is required.
5. There is no heat shown in the units.
6. There is a kitchenette unit shown that may require a dedicated electrical circuit that has not been identified. Plumbing was also not identified for these kitchenettes.
7. There was discussion regarding the new water heater enclosures. There was no consideration provided for combustion air to the large gas water heaters.
8. We discussed paint colors/schemes. I provided my personal opinion, but advised is was nothing more than that. I have no authority on behalf of the City to determine the paint colors or schemes.
9. Discussion regarding landscaping. They may choose to provide landscaping that is drought resistant and does not require irrigation, but they must clearly identify what those plants are so that we can verify. We also discussed bark on the slopes, it has a tendency to slide. AJ suggested an adhesive produce, I cautioned him to fully research that product as it sounds like it may be a waste of money after a year or two of rain and sun. There are other options to bark, do some research and include that in the landscape plans.
10. Advised that any comments provided to date on the plans from TDT are a cursory review and by no means a full plan review. A permit application has not been submitted, plan review fees have not been paid, therefore there has been no plan review completed.
11. Any valuation provided with the building permit application shall include all work that has been performed since BAM properties took ownership of the property through the project detailed in the plans.
12. There is work outstanding from previous code enforcement cases and building permits that shall be inspected and finalized with this project. There is a letter dated March 27, 2023 that was sent to AJ detailing the outstanding items that are to be remedied.

**Planning Department Plan Review Comments:**

**Public Works/Engineering Department Comments:**

**Parks/Trees/Landscaping Department Comments:**

**Fire Marshal Comments:**

**Recycling Coordinator Comments:**

December 15, 2023

**Addressing/GIS Comments:**

If you believe any of the above comments conflict with conversations and/or meetings you have had with our department, please contact Alison Schmidt, Monday-Friday at (530) 538-2425 or my email at [aschmidt@cityofroville.org](mailto:aschmidt@cityofroville.org) .

Sincerely,

*Alison Schmidt*



# City of Oroville

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
 Oroville, CA 95965-4897  
 (530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION STAFF REPORT

Thursday, December 21, 2023

**RE: Creative Sign Permit for Provisions Bar and Grill – Sign Permit No. B2311-012**

**SUMMARY:** The owners of Provisions Bar and Grill at 1975 Montgomery Street are proposing a unique and historically appropriate projecting sign for their business. The building in which the Bar and Grill is located is the oldest commercial building in Oroville, and contributes to Oroville’s downtown Historic Preservation District. The proposed sign, which incorporates a neon-lighted martini glass, was used in decades past on this building –and possibly in the same location-- and has recently been restored by the building owners for re-use. Minor deviations from typical sign standards are necessary for approval, and are possible via the City’s Creative Sign Permit provisions. Staff recommends that the proposal would contribute to ongoing efforts to energize Oroville’s Historic Downtown. No major issues have been identified, and staff is recommending approval.

**RECOMMENDATION:** Staff recommends the following actions:

1. **Conduct a Public Hearing** on the proposed project;
2. **Adopt** Resolution No. P2023-29, adopting a Categorical Exemption and conditionally approving Sign Permit No. B2311-012

**APPLICANT:** Sean Pierce, property owner

**LOCATION:** 1975 Montgomery Street,  
 APN 012-034-020

**GENERAL PLAN:** Mixed Use  
**ZONING:** Corridor Mixed Use (MXC)  
**FLOOD ZONE:** Zone X

**ENVIRONMENTAL DETERMINATION:** Categorically Exempt per Section 15301 of Title 14, California Code of Regulations, “Existing Facilities”.

**REPORT PREPARED BY:**

**REVIEWED BY:**

\_\_\_\_\_  
 Mark Wolfe, AICP, Principal Planner  
 Community Development Department

\_\_\_\_\_  
 Patrick Piatt, Director  
 Community Development Department



## DISCUSSION

The owners of the Washington Block building on the southwest corner of Montgomery and Myers Streets in Downtown Oroville propose to install a projecting sign for the Provisions Bar and Grill Restaurant on the north side of the building. Existing signage for tenants of the building is limited to wall and window signs. The owners propose to re-use a classic projecting neon martini glass sign to advertise the restaurant. Below the neon sign would be a laser-cut steel sign reading “Provisions Craft Cocktails and Food”. At 27.5 square feet in total area (which includes the proposed sign along with existing window signs), the proposal would be within the maximum 37 square feet (1.5 square feet of signage per lineal foot of frontage) allowed for the business.

Historic District Considerations: The subject Washington Block building is an important contributor to Oroville’s downtown Historic Preservation District, and is believed to be the oldest commercial structure in the community. Attachment 6 to this report is the historic assessment report prepared in 1978 which supported creation of the District.

The Municipal Code requires that modifications to building facades in the Historic Preservation District adhere to a “Turn of the 20<sup>th</sup> Century” theme. Neon signs have been in use since the early 1900’s, gaining widespread popularity in the 1920’s. Attachment 2 to this report is a photograph of the Washington Block building with such a sign from that era advertising the Olive Café. The sign appears to be in the same location as that now proposed for the Provisions sign. Remnants of the old mounting bracket and electrical outlet are still visible on the building.

The proposed neon sign was at one time reportedly used on the building. It is possible, given the presence of the bracket and outlet, that it was in the same location as now proposed. Staff recommends that the proposal is consistent with the Code’s requirements as to style, and notes that the reintroduction of the sign to the building reinforces the historic character of the building and the Historic Preservation District. Because the proposed sign does not involve modification of a structure, no Landmark Modification Permit is needed.

General Sign Regulations: Regulations for projecting signs are per the below excerpt from the Municipal Code:

“17.20.070.E. **Projecting Signs.**

1. Projecting signs may be provided only for uses located on the ground floor of a building.
2. A projecting sign may include a projection above a maximum of 5 feet of the width of a public right-of-way, provided that the sign includes the minimum vertical clearance specified by Section [17.20.060](#) (Location, placement, and design of signs) of this chapter and provides a 2-foot horizontal clearance from the curb face.
3. In a multi-story building, projecting signs shall be placed at or below the sill of the second-floor windows in a multi-story building.

4. No part of a projecting sign shall extend more than 1/3 of the sign height or 8 feet, whichever is less, above the top of the portion of the building façade that is adjacent to the sign.
5. Where practical, projecting signs shall be placed so that the sign face is perpendicular to the adjacent right-of-way.
6. Signs shall be double-faced or otherwise detailed on all sides visible to the public.
7. The thickness of any projecting sign shall not exceed one foot.
8. All signs shall have a minimum vertical clearance of 8 feet from the ground to the bottom of the sign or sign structure.”

Creative Signs: The proposal differs from the above standards only in that it would exceed the maximum thickness dimension (17” proposed vs. 12” maximum).

The noted variation from normal standards –limited to the thickness of the new sign-- may be approved by the Commission through the municipal code’s “Creative Signs” review process.

The purpose of OMC Section 17.20.160 (“Creative Signs”) is to:

1. Encourage signs of unique design, and that exhibit a high degree of originality, thoughtfulness, imagination, inventiveness, and creativity; and
2. Provide a process for the application of sign regulations in ways that will allow creatively designed signs that make a positive visual contribution to the property, the surrounding area, and the overall image of the city, while mitigating the impacts of large or unusually designed signs.

As part of the approval process for all creative signs, the Commission must find that the proposed signage meets the following design criteria. Staff’s recommended findings for each criteria are provided in *italics*.

1. **Design Quality.** The sign shall:

- a. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;

*The signage as proposed would have a unique and positive visual impact on the building and surrounding areas by employing a lively, historically evocative design which successfully blends a classic neon aesthetic with contemporary elements .*

- b. Be of unique design and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and

*The proposed design is unique in that it utilizes a restored sign previously used on the building which has been professionally restored. The reintroduction of this historically correct design on an historically significant building represents a unique opportunity to enliven Downtown Oroville.*

- c. Provide strong graphic character through the imaginative use of graphics, color, texture, quality material, scale, and proportion.

*The restored neon martini glass design is a bold and timeless aesthetic statement which is appropriate to the building and its history. The sign successfully combines this neon element with laser-cut steel in a manner that balances an historic character with the identity of the current tenant; the interior and exterior patio of the restaurant features cut steel architectural details as defining themes throughout.*

**2. Contextual Criteria.** The sign shall contain at least one of the following elements:

- a. Classic historic design style.

*The neon martini glass is reminiscent of vintage signing, and was in this case used on the building decades ago.*

- b. Creative image reflecting the current or historic character of the city.

*The signage reflects history of the Washington Block building and its significance in the community.*

- c. Inventive representation of the use, name or logo of the structure or business.

*The proposed sign recreates an historic design element of an aesthetically important downtown building. The incorporation of laser-cut steel reflects the existing interior/exterior design theme of the current tenant.*

**3. Architectural Criteria.** The sign shall:

- a. Utilize and/or enhance the architectural elements of the building(s); and

*The sign would be placed mid-way between two window openings, and would be in scale with exterior design elements.*

- b. Be placed in a logical location in relation to the overall project or composition of the building's façade and not cover any key architectural features/details of the façade.

*The signage would be placed logically on the building and would not obscure any key architectural features or details on the façade. The sign would serve to enhance the visual interest in the building.*

**4. Impacts on Surrounding Uses.** The sign shall be located and designed not to cause light and glare impacts on surrounding uses, especially residential uses.

*The signage will be across the street from a City parking lot. There are no residential uses close to the sign.*

## **ENVIRONMENTAL IMPACT**

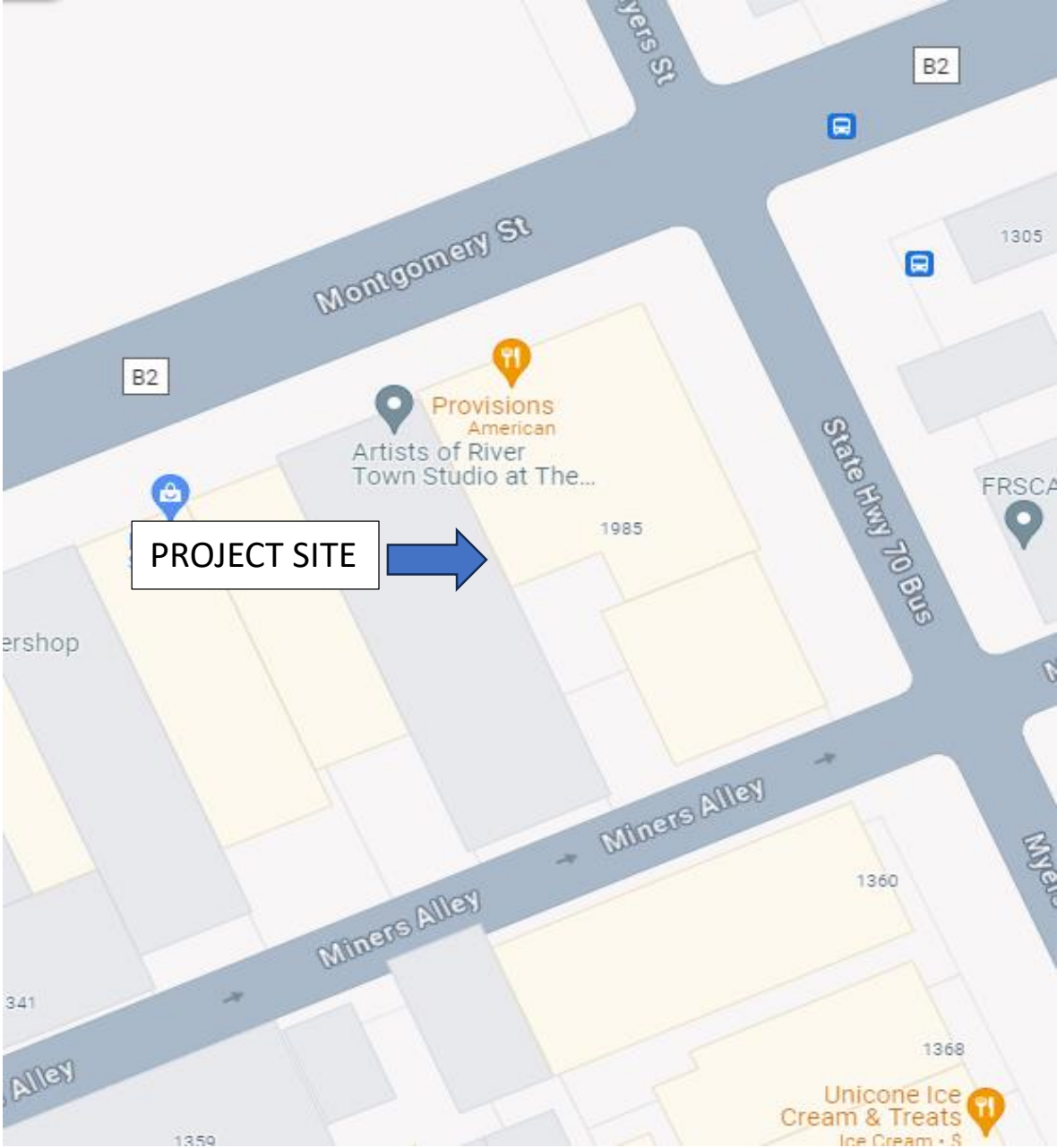
This project is Categoricaly exempt per CEQA Guidelines 15301, which exempts minor alterations to existing facilities.

## **FISCAL IMPACT**

None. The project is subject to all applicable fees.

## ATTACHMENTS

1. Project Location
2. Historic Photograph of Building with Projecting Sign in Similar Location
3. Location of Sign on Building
4. Side View of Sign
5. Photograph of Neon Martini Glass
6. Historic Inventory Report for downtown Historic Preservation District
7. Categorical Exemption
8. Resolution No. P2023-29 adopting Categorical Exemption and Approving a Creative Sign Application



**PROJECT LOCATION**

**SIGN PERMIT NO. B2311-012**

**1975 MONTGOMERY STREET**

**ATTACHMENT 1**

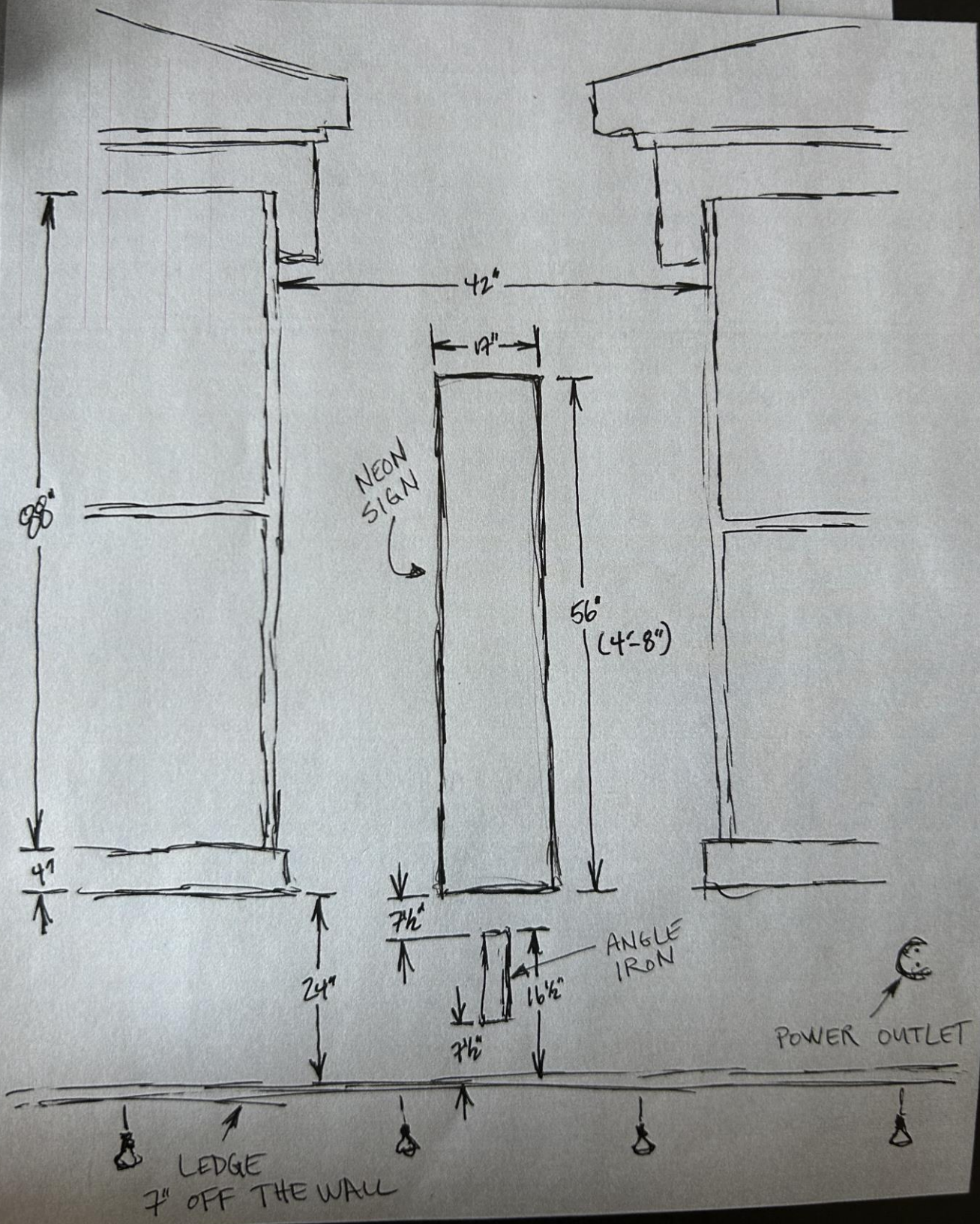


Photograph of the Washington Block building circa 1920's. Location of proposed sign to be similar to that of sign for the Olive Grill.

## ATTACHMENT 2

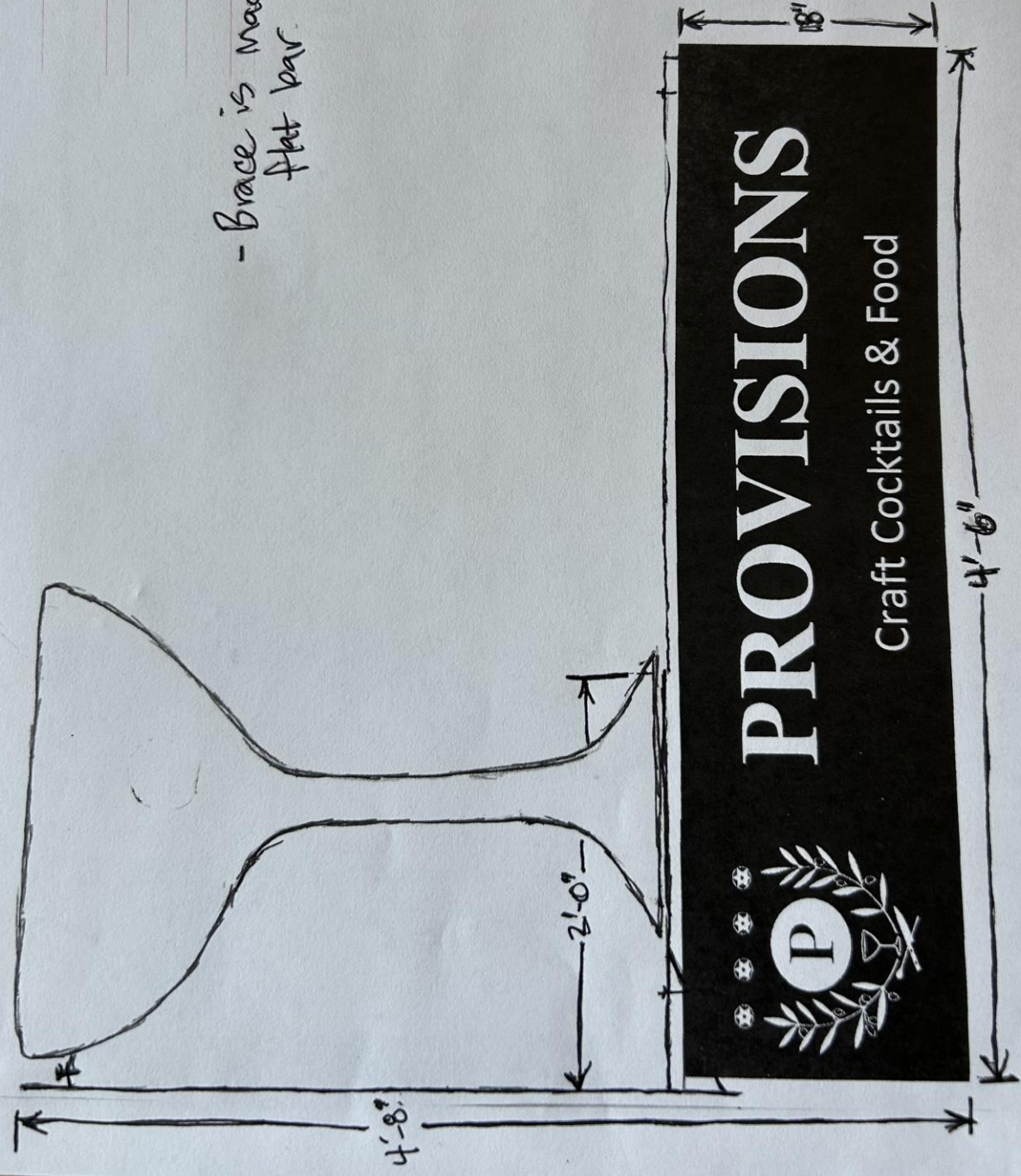


Superior Court, One Court Street, Oroville, California, to swear to a complaint against said defendant and to appear as a witness for the People in the Butte County Superior Court, the judicial district in which the arrest was made.





- Brace is made of 1/4" x 4" flat bar.







**ATTACHMENT 5**

United States Department of the Interior  
Heritage Conservation and Recreation Service

National Register of Historic Places  
Inventory—Nomination Form



83

See instructions in *How to Complete National Register Forms*  
Type all entries—complete applicable sections

1. Name

historic Old Oroville Commercial District (old)

and/or common N/A

2. Location

Montgomery, Myers and Huntoon Sts. and Miners Alley

street & number Portions of the 1800 & 1900 blocks of Montgomery Street and of the 1300 blocks of Myers and Huntoon Streets, including Miners Alley between Huntoon and Myers Streets. **N/A not for publication**

city, town Oroville vicinity of N/A congressional district #2

state California code 06 county Butte code 007

3. Classification

Category	Ownership	Status	Present Use
<input checked="" type="checkbox"/> district	<input type="checkbox"/> public	<input checked="" type="checkbox"/> occupied	<input type="checkbox"/> agriculture <input type="checkbox"/> museum
<input type="checkbox"/> building(s)	<input checked="" type="checkbox"/> private	<input checked="" type="checkbox"/> unoccupied	<input checked="" type="checkbox"/> commercial <input type="checkbox"/> park
<input type="checkbox"/> structure	<input type="checkbox"/> both	<input type="checkbox"/> work in progress	<input type="checkbox"/> educational <input type="checkbox"/> private residence
<input type="checkbox"/> site	<b>Public Acquisition</b>	<b>Accessible</b>	<input type="checkbox"/> entertainment <input type="checkbox"/> religious
<input type="checkbox"/> object	<input type="checkbox"/> in process	<input type="checkbox"/> yes: restricted	<input type="checkbox"/> government <input type="checkbox"/> scientific
	<input type="checkbox"/> being considered	<input checked="" type="checkbox"/> yes: unrestricted	<input type="checkbox"/> industrial <input type="checkbox"/> transportation
	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> no	<input type="checkbox"/> military <input type="checkbox"/> other:

4. Owner of Property

name Multiple ownership. See continuation sheet.

street & number

city, town vicinity of state

5. Location of Legal Description

courthouse, registry of deeds, etc. Recorder's Office, County Administration Building

street & number 25 County Center Drive

city, town Oroville state California 95965

6. Representation in Existing Surveys

Partial representation (block north of Miners Alley between Myers & Huntoon Streets):

title Miners Alley Block Survey has this property been determined eligible?  yes  no

date 1962 See continuation sheet.  
 federal  state  county  local

depository for survey records Cultural Heritage Council, 1870 Montgomery Street

city, town Oroville state California 95965

# 7. Description

Item 4.

<b>Condition</b>		<b>Check one</b>	<b>Check one</b>	
<input type="checkbox"/> excellent	<input type="checkbox"/> deteriorated	<input type="checkbox"/> unaltered	<input checked="" type="checkbox"/> original site	
<input checked="" type="checkbox"/> good	<input type="checkbox"/> ruins	<input checked="" type="checkbox"/> altered	<input type="checkbox"/> moved	date <u>N/A</u>
<input type="checkbox"/> fair	<input type="checkbox"/> unexposed			

## Describe the present and original (if known) physical appearance

The Old Oroville Commercial District is situated within the City of Oroville's downtown area and contains sixteen commercial buildings dating from the 1856-1912 period. These buildings are located on streets and blocks officially laid out in 1855 and since unchanged. All of the structures within the district's boundaries contribute to the character of the district, and no nonconforming intrusions detract from the district's integrity.

Most of the buildings in the district were originally only one-story brick structures, having the simple facade designs, large iron doors and wood trim typical of Gold Rush architecture. In the 1870's and again in the early 1900's, second floors were added to several of the buildings. Some brick facades were also replaced during the 1880-1910 period with cast iron facades and large storefront windows.

Although several of the buildings have been altered and all of the porticoes that originally covered the sidewalks have been removed since 1912, all of the structures within the district still retain the scale, basic materials, and general feeling that existed at the turn-of-the-century. It is the intent of the property owners within the district to remove any architectural associations past the early 1900's; and in cases where facades have been altered, to restore the buildings to their turn-of-the-century appearance. Future rehabilitation work is also planned for several buildings that were damaged in Oroville's August, 1975 earthquake.

## Description of individual buildings within the district:\*

1. Store (1850 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: Miners Daughter (retail clothing)

Circa 1860, 1-story, brick, large arch in rear brick wall. Original iron door removed and plaster facade with large glass windows added circa 1900. Masonry walls anchored to roof, ceiling and floor system in 1976 to increase earthquake resistance. While no early photograph of this building has been found, the scalloped shingles added to facade in 1976 are not believed to reflect the building's appearance at the turn-of-the-century and are expected to be removed.

2. Store (1858 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: Ponds Fabric and Upholstery Supplies

Circa 1860, 1-story, brick. Original iron door removed and plaster facade added circa 1900. Although facade altered significantly in 1976 with wood siding and decorative railing, it is expected to be restored to turn-of-the-century appearance.

3. Governor Perkins Building (1864 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: private office

Circa 1860, Italianate design, 1-story, brick. Cast iron columns and front parapet added in 1880's.

\*NOTE: All of the buildings have been listed as contributors to the district.

**NATIONAL REGISTER OF HISTORIC PLACES  
INVENTORY -- NOMINATION FORM**

FOR HCRS USE ONLY  
RECEIVED  
DATE ENTERED

CONTINUATION SHEET

ITEM NUMBER 7

PAGE 1

4. Gardella-Reece Building (1877 & 1887 Montgomery Street; 1328, 1330, 1332 & 1340 Huntoon Street)

Architect/builder: unknown

Present building occupants: Lock, Stock & Barrel (retail store)  
Hollyhock House (retail store)  
Hooked On Books (retail store)  
Trade Mart (retail store)  
S & J Quality Mart (retail store)  
Twelve hotel apartment tenants

Circa 1911, 2-stories, Mission style detailing, concrete and steel. 1st floor divided into five stores, 2nd floor divided into twelve hotel apartments. Fall-out shelter built in basement in 1961.

5. Golden Gate or Hecker Building (1911 Montgomery Street)

Architect/builder: unknown

Present building occupant: vacant

2-stories, brick, bay windows on 2nd story. 1st story constructed 1856 with original brick facade replaced circa 1904 with large plate glass windows. 2nd story also added circa 1904 with plaster facade, north tower, bay windows and tile roof. Tower removed circa 1920, but bay windows retained.

6. Toy-Fogg Building (1919 Montgomery Street)

Architect/builder: unknown

Present building occupant: The Chateau (restaurant)

2-stories, brick, painted brick and cast iron facade. 1st story erected circa 1857; brick facade with iron doors replaced around 1880 with cast iron facade and plate glass windows. 2nd story with painted brick facade added circa 1900. Following 1975 earthquake, front parapet tied to roof and floor system.

7. Brock Building (1925 Montgomery Street)

Architect/builder: unknown

Present building occupant: vacant

Circa 1858, 1-story, brick, iron doors off of back courtyard. Plaster facade and front iron doors removed circa 1910 and replaced with more contemporary glass windows and painted brick facade. In 1977, brick walls tied to roof and 2nd floor to increase earthquake resistance, and decorative masonry damaged in 1975 earthquake removed at each end of front parapet down to roof line.

FHR-8-300A  
(11/78)

UNITED STATES DEPARTMENT OF THE INTERIOR  
HERITAGE CONSERVATION AND RECREATION SERVICE

FOR HCRS USE ONLY

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DATE ENTERED

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INVENTORY -- NOMINATION FORM**

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8. Scruggs & Meador Building (1933 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: Scruggs & Meador Club (bar)
- Circa 1859, 1-story, brick. Plaster facade and iron doors replaced circa 1904 with painted brick and glass storefront. Due to 1975 earthquake damage, most ornamental brickwork has been removed from front parapet and rear (south) wall.
9. Goldstein Building (1941 & 1949 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: The Card Room
- Circa 1859, 1-story, brick. Interior gutted by 1904 fire, but immediately re-stored; painted brick facade replaced original plaster facade. Glass storefront added in 1950. Owner intends to remove existing glass storefront and restore facade to turn-of-the-century appearance.
10. Kusel Building (1955 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: vacant
- 2-stories, brick, iron doors on rear (south) wall, two brick-walled walk-in vaults on 2nd floor. 1st story erected 1878, gutted by fire in 1904, and immediately restored with the addition of more contemporary storefront windows. 2nd story with painted brick facade was also added in 1904.
11. Friesleben-Howard Building (1963 & 1967 Montgomery Street)  
Architect/builder: unknown  
Present building occupant: Liberty Club (bar)
- 2-stories, brick. 1st story with plaster and glass facade divided into two commercial spaces; 2nd story with painted brick facade divided into hotel rooms. 1st story erected circa 1878, gutted by 1904 fire, and restored with the addition of second floor. Large showcase windows, added to portion of 1st story facade in 1920, are planned for removal by the owner as part of turn-of-the-century restoration. Owner also intends to repair 1975 earthquake damage to second floor frame, which now precludes occupancy. Earthquake-related repairs completed in 1979 included repairing 1st floor frame, installing roof truss ties from front to rear, patching exterior masonry walls, and replacing portions of rear brick wall.



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12. Washington Block Building (1975-1985 Montgomery Street; 1330-1338 Myers Street)  
Architect/builder: unknown  
Present building occupant: vacant

2-stories with basement, brick, below street-level Romanesque arches and double French windows, original rooms. 1st story, divided into four stores, and basement, comprised of five rooms, constructed in 1856. 2nd story with 21 rooms added in 1878. 2nd story portico removed in early 1900's; ornamental brick cornice, bracketed window hoods on 2nd story, and 1st story portico removed sometime after 1920. Brick facade replaced on 1st floor stores with cast iron facades and large plate glass windows in early 1900's. Iron facade on corner store replaced in 1961 with street-level reproduction of Romanesque arches still visible in basement. 2nd story facade is plaster over brick. Owners plan to restore building to turn-of-the-century appearance, complete with 1st story portico.

13. Gem Saloon Building (1337 Huntoon Street)  
Architect/builder: unknown  
Present building occupant: vacant

Circa 1859, 2-stories, brick, plaster facade added circa 1900. Steel beam and glass front on 1st story installed circa 1910. Due to 1975 earthquake damage, front parapet removed down to roof line and rear (east) brick wall replaced with reinforced concrete block down to point below 2nd floor in 1978.

14. Hendee & Gaskill Building (1341 & 1347 Huntoon Street)  
Architect/builder: unknown  
Present building occupants: Goldtown Skatery  
Big Daddy's Pawn Shop

Circa 1859, 1-story, brick. Plaster over brick facade added circa 1900. Front remodeled circa 1950 with addition of large showcase windows and metal awning. New interior partitions installed in 1972.

15. Store (1346 & 1348 Myers Street)  
Architect/builder: unknown  
Present building occupant: Damon's Athletic Distributor

Circa 1858, 1-story, brick. Plaster facade added circa 1900. Lower portion of facade changed to modern showcase windows, glass doors, brick, tile and metal awning in 1960.

FHR-8-300A  
(11/78)

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16. Gray-Nurse Hardware Building (1359 Huntoon Street)

Architect: unknown

Present building occupant: vacant

2-stories, brick, original iron doors and brickwork on north wall bordering on Miners Alley. 1st story erected circa 1875. Cast iron columns and 2nd story added circa 1900. Iron columns removed and 1st story glass storefront installed during the 1920's.

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1. Dick, Stanley V. and Anne L.  
4735 Olive Highway  
Oroville, CA 95965
2. Dick, Stanley V. and Anne L.  
4735 Olive Highway  
Oroville, CA 95965
3. Lenhoff, James and Donna  
1084 Montgomery Street  
Oroville, CA 95965
4. Jean-Jacques Le Blanc  
P. O. Box 6434  
Incline Village, Nevada 89450
5. Jones, George A., Jr. and Georgia  
P.O. Box 1328  
Oroville, CA 95965
6. Rush, David H. and Virginia C.  
975 Naomi  
Chico, CA 95926
7. Lenhoff, James W. and Donna K.  
1084 Montgomery Street  
Oroville, CA 95965
8. Gabriel, Barney J. and Katherine  
P.O. Box 602  
Oroville, CA 95965
9. Young, Owen and Marlene  
150 Oro View Drive  
Oroville, CA 95965
10. Bereit, Jeffery  
P.O. Box 2062  
Oroville, CA 95965
11. Aleck, John  
1967 Montgomery Street  
Oroville, CA 95965
12. Lenhoff, James W. and Donna K.  
1084 Montgomery Street  
Oroville, CA 95965
- Jones, George A., Jr. and Georgia  
P.O. Box 1328  
Oroville, CA 95965
- Graham, E. Joe and Susan M.  
1578 Tija Drive  
Yuba City, CA 95991
- Capralis, George C.  
1740 East Valley Parkway  
Escondido, CA 92027
13. Loren, G. Gill and Sharon L.  
6155 Fairlane Drive  
Oakland, CA 94611
14. Bible, John H. and Anne  
1341 Huntoon Street  
Oroville, CA 95965
15. Damon, L. G. and Geraldine E.  
1346 Myers Street  
Oroville, CA 95965
16. Mooneyham, James V. and Lona  
2174 Linwood Avenue  
Santa Rosa, CA 95404
- Rhoades, Donald C.  
3340 Oroville-Bangor Highway  
Oroville, CA 95965



# 8. Significance

Period	Areas of Significance—Check and justify below			
<input type="checkbox"/> prehistoric	<input type="checkbox"/> archeology-prehistoric	<input type="checkbox"/> community planning	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion
<input type="checkbox"/> 1400-1499	<input type="checkbox"/> archeology-historic	<input type="checkbox"/> conservation	<input type="checkbox"/> law	<input type="checkbox"/> science
<input type="checkbox"/> 1500-1599	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> literature	<input type="checkbox"/> sculpture
<input type="checkbox"/> 1600-1699	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> education	<input type="checkbox"/> military	<input type="checkbox"/> social/
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> art	<input type="checkbox"/> engineering	<input type="checkbox"/> music	<input type="checkbox"/> humanitarian
<input type="checkbox"/> 1800-1899	<input checked="" type="checkbox"/> commerce	<input checked="" type="checkbox"/> exploration/settlement	<input type="checkbox"/> philosophy	<input type="checkbox"/> theater
<input checked="" type="checkbox"/> 1900-	<input type="checkbox"/> communications	<input type="checkbox"/> industry	<input type="checkbox"/> politics/government	<input type="checkbox"/> transportation
		<input type="checkbox"/> invention		<input type="checkbox"/> other (specify)

**Specific dates** 1856-1912      **Builder/Architect** Unknown

### Statement of Significance (in one paragraph)

The Old Oroville Commercial District is located within the City of Oroville's first commercial area, which was the spatial hub of commerce and entertainment during the 1856-1912 period. Montgomery Street was the town's main thoroughfare, and Miners Alley was the focal point for high living, gambling and general rascality. District boundaries encompass the largest remaining concentration of commercial buildings dating from the 1856-1912 period. The basic architectural integrity of these buildings is still intact, and the district retains the sense of time and place characterizing Oroville at the turn-of-the-century. As such, the district constitutes the City's strongest visual link to its origins as a mining town and is significant for its historic associations with Oroville's earliest commercial and architectural ventures at the present town site.

With the exception of the concrete and steel Gardella-Reece Building that was built circa 1911, the buildings within the district show the evolution of commercial building in California's small towns from the late 1800's through the early 1900's, with many buildings reflecting the architectural taste of several eras. Constructed of brick with wood roof and floor frames, they exhibit an economy of architectural detail and have painted brick or plaster facades. The prevalence of brick construction in the district, together with the iron doors still to be found on some of the brick walls lining Miners Alley, testifies to the fact that the first building design objective of local builders and businessmen was to create fireproof buildings. Their overriding concern with fire is not surprising in view of the fact that in July of 1858, a fire destroyed all but eight buildings in the commercial district along Montgomery Street.

The replacement of many original facades in the 1880's and early 1900's followed an architectural trend toward cast iron facades and plate glass windows that was already well-established in California's larger cities.<sup>1</sup> And in general, the alterations or 2nd story additions made to buildings within the district during the 1870-1912 period constitute excellent examples of the "provincial" interpretation of major commercial architectural styles that filtered down from California's larger cities. Such architectural refinements as ornamental brick cornices, recessed apertures and bay windows can be found in the district.

Perhaps the most significant building in the district from the historical perspective is the Washington Block Building, located on the southwest corner of Myers and Montgomery Streets. Believed to be the oldest commercial building still standing in Oroville, the Washington Block Building housed the Bank Exchange, Oroville's most notable saloon and gambling establishment during the 1856-1912 period, in a five-room basement. Despite being underground, the windows of the Bank Exchange opened into light wells, which still underlie existing sidewalks, and were hung with tinted glass double French doors to give the impression that the saloon was not, in

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fact, underground. The French windows, as well as the original rooms, still remain. In addition to functioning as a saloon, the rooms were used for many town functions and meetings, including a few public trials.

The early grandeur of the Washington Block Building with the underground Bank Exchange attests to Harold Kirker's observation in California's Architectural Frontier that ". . . it is undeniable that in architecture, too, the glories of the gold-rush cities were the gambling and drinking halls and not the occasional brick warehouse or frame church."<sup>2</sup> Saloons were, in fact, so numerous in Oroville's commercial area that the town was called "the devil's nest of California" in its early years. Of the sixteen buildings located in the Old Oroville Commercial District, six are known to have housed saloons at various times during the 1856-1912 period. The Gem Saloon Building at 1337 Huntoon Street is locally notorious, said to have been frequented by Black Bart, a legendary Western outlaw, on his visits to Oroville. The other buildings known to have been occupied by saloons are the Golden Gate or Hecker Building, the Brock Building, the Goldstein Building, and the building at 1858 Montgomery Street (Mad Hat Saloon).

Although the saloons figured significantly in Oroville's commercial attractiveness to the surrounding mining camps, the buildings in the Old Oroville Commercial District are also associated with many locally prominent businessmen who contributed to the emergence of Oroville as a trade center for much of the Feather River country. Most of the structures in the district have, in fact, been named after the most prominent of the early businessmen who occupied the buildings. The early non-saloon businesses operating out of buildings in the district included a hardware store, variety store, haberdashery, photography studio, jewelry store and shoe store.

The Governor Perkins Building is named after the man who granted the building to the City in 1903 for its first public library. Perkins was a very successful local businessman who was elected Governor of California in 1879 and U.S. Senator in 1893, a position he held for twenty-one years. The Spanish-style Gardella-Reece Building is named after gold dredger baron Lawrence Gardella, who financed construction of the building circa 1911, and Walter Reece, who used the building for his haberdashery.

Miners Alley, which is included in the district between Myers and Huntoon Streets, is perhaps one of the most colorful thoroughfares in Western history. Hotels and saloons had lobbies on the alley, as well as on Montgomery Street. As a result, the alley became the setting for a great deal of social activity during the latter half of the 1800's, as well as into the 1900's. During the 1856-1859 period, Miners Alley was particularly active due to the regular stage coach runs between Oroville and numerous mining camps that brought in so many visitors **that one observer commented:**

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The streets of Oroville looked like those of a great city. The thoroughfares were crowded day and night with people passing to and fro, and by heavily-laden wagons and pack-animals. Scenes of great animation and life were present everywhere. Every other door opened into a saloon or gambling-house. The amount of business transacted by merchants and hotel men was enormous... Those were flush times in Oroville.

The extensive remodeling of the buildings around 1900 was largely the result of the economic boom which descended upon the city because of the major gold dredging operations that eventually crept to the very edge of the town. After local entrepreneur Wendell Hammon developed and built the first successful bucket-elevator gold dredger at Oroville around 1896, over fifty of the wonderous machines roamed the vast placer deposits here. Thirty-five of the gold boats operated at one time during the peak of production. Over 6,000 acres were involved, making the field the largest in the world at that time. Millions of dollars in gold was produced, mostly from land that had only marginal agricultural value at best. These lands were later leveled and comprise much of the new commercial district of the city. Tailings left by the dredgers were used for aggregate businesses afterward and to build the great Oroville Dam in the 1960's, saving the taxpayers of California approximately \$100-million according to at least one estimate.

One of the prominent mining engineers involved with the pioneer Oroville Gold Dredging Company was none other than future U.S. President Herbert Hoover. Wendell Hammon saw his gold dredger employed in gold-fields around the world, and even today, very little improvement has been made to his basic concept.

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<sup>1</sup>Harold Kirker, California's Architectural Frontier, (San Marino, California: Huntington Library, 1960), pp. 83-84.

<sup>2</sup>Ibid., p. 36

<sup>3</sup>Harry L. Wells and W.L. Chambers, History of Butte County, (San Francisco: Harry L. Wells, 1882), p. 236

# 9. Major Bibliographical References

See continuation sheet.

# 10. Geographical Data

Acreeage of nominated property 1.6  
Quadrangle name Oroville Quadrangle scale 1:24000

### UMT References

A	<u>10</u>	<u>624200</u>	<u>43745810</u>	B			
	Zone	Easting	Northing		Zone	Easting	Northing
C				D			
E				F			
G				H			

**Verbal boundary description and justification** As shown by yellow line on accompanying Assessor's Map No. 12-03 (Butte County, March 1952), this district comprises City Lots 3-5 in Block 1; Lot 7 in Block 3; Lots 1-7 and 17-21 in Block 4; and, that section of Miners Alley running east-west through Block 4 between Huntoon and Myers Streets. Boundaries are based (cont.)

### List all states and counties for properties overlapping state or county boundaries

state	<u>N/A</u>	code	county	<u>N/A</u>	code
state		code	county		code

# 11. Form Prepared By

name/title Dianne Hederich, Community Development Coordinator, City of Oroville; and, James W. Lenhoff, President

organization Oroville Heritage Council date August 5, 1980

street & number c/o 1084 Montgomery Street telephone (916) 533-1849

city or town Oroville state California 95965

# 12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

national  state  local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the Heritage Conservation and Recreation Service.

State Historic Preservation Officer signature K. Miller

title State Historic Preservation Officer date 4/18/83

**For HCRS use only**

I hereby certify that this property is included in the National Register

for Melissa Byers Entered in the National Register date 7/28/83  
Keeper of the National Register

Attest:  
Chief of Registration

UNITED STATES DEPARTMENT OF THE INTERIOR  
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Entire district is included in the City of Oroville's Downtown Historic Area, which was created January 2, 1979 by the City Council's passage of Resolution No. 3402. This document is available from City Hall, 1735 Montgomery Street, Oroville, CA 95965.

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- Butte County Adult History Class of Oroville Union High School. Oroville's Days of Old. (Oroville, California: James W. Lenoff, 1976).
- Kirker, Harold. California's Architectural Frontier - Style and Tradition in the 19th Century. (San Marino, California: The Huntington Library, 1960).
- Lenhoff, James. "The Wickedest Town in California". Diggin's, I (Spring, 1957).
- Mansfield, George C., B. L. History of Butte County. (Los Angeles: Historic Record Co., 1918).
- Steadman, Agnes and Jean Minasian, ed. Oroville - Legacy of a Gold Town. (Oroville, California: Friends of the Parks, 1976).
- Wells, Harry L. and W. L. Chambers. History of Butte County. (San Francisco: Harry L. Wells, 1882).

Dates and descriptive information also obtained from various newspaper articles in:  
Butte Record, 1853+.  
North Californian, 1855-1860.  
Oroville Register, 1873+.

Information on recent alterations obtained from:  
City of Oroville, Office of Code Enforcement. Building Permits, 1960+.

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upon remaining integrity, and drawn to encompass the remaining historical resource.

Boundary Justification:

The district encompasses the largest remaining concentration of commercial buildings dating from the 1856-1912 period that still retain the architectural integrity of the turn-of-the-century period. The three buildings included on the north side of Montgomery Street (1850, 1858 and 1864 Montgomery Street) are the sole survivors of all the old commercial buildings that used to line the north side of the street between Lincoln and Myers Streets.



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Date on individual buildings, historical associations and restoration plans provided by James Lenhoff. Application package compiled by Dianne Hederich.

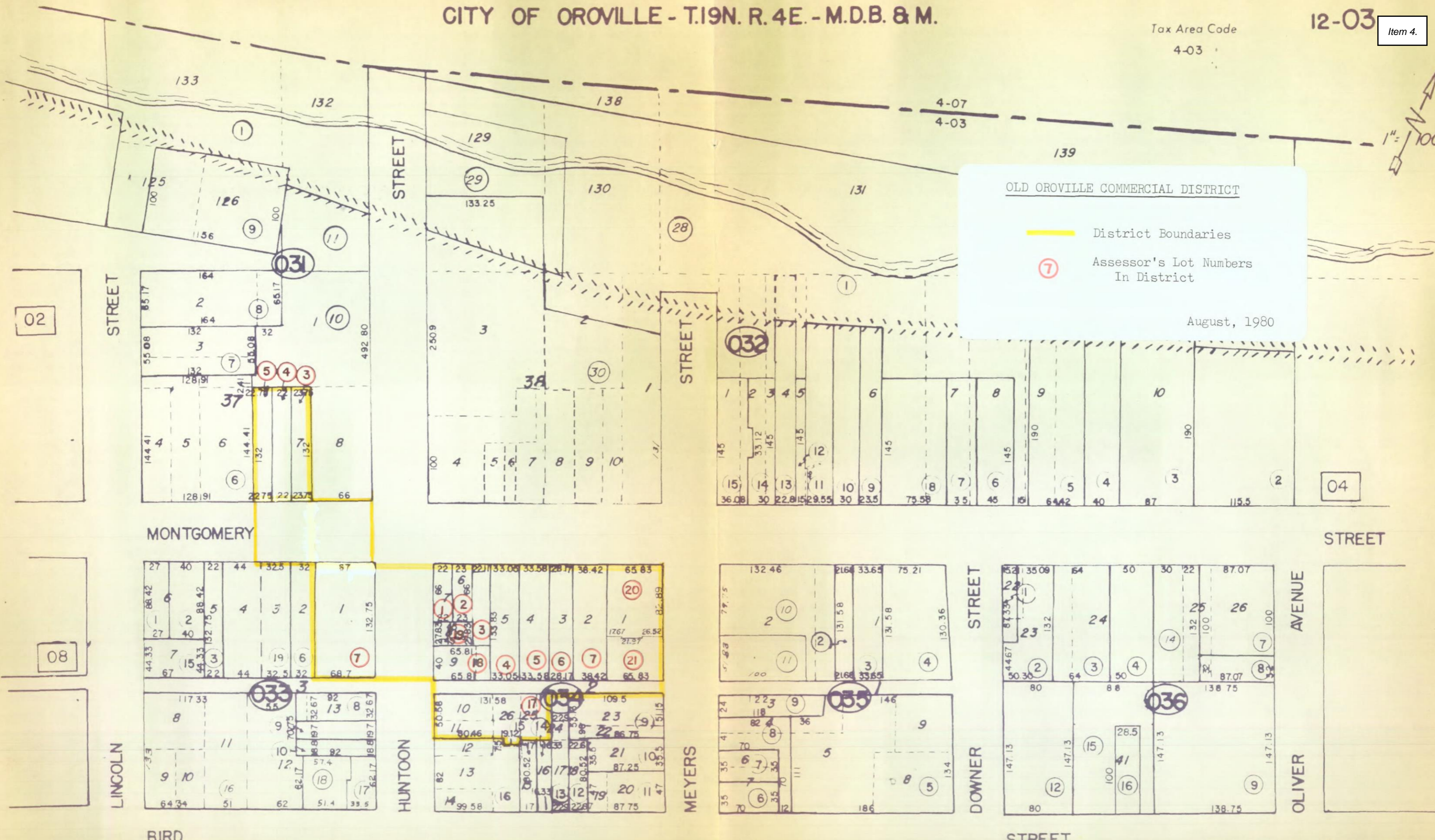


CITY OF OROVILLE - T.19N. R. 4E. - M.D.B. & M.

Tax Area Code  
4-03

12-03

Item 4.



OLD OROVILLE COMMERCIAL DISTRICT

— District Boundaries

⑦ Assessor's Lot Numbers In District

August, 1980

02

04

08

09





# City of Oroville

COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2430 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

## NOTICE OF EXEMPTION

**TO:** Butte County Clerk  
155 Nelson Ave  
Oroville, CA 95965

**FROM:** City of Oroville  
1735 Montgomery Street  
Oroville, CA 95965

Project Title: Creative Sign Permit for Provisions restaurant– File No. B2311-012

Project Location – Specific: 1975 Montgomery Street

Project Location - City: City of Oroville

Project Location – County: Butte

Description of Nature, Purpose, and beneficiaries of project: Permit for projecting sign pursuant to Creative Sign provisions of Municipal Code

Name of Public Agency Approving Project: City of Oroville

Name of Person or Agency Carrying Out Project: County of Butte

Exempt Status (Check One):

- Ministerial (Sec. 21080(b)(1); 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
- Categorical Exemption: State type & section number:
  - Existing Facilities; Title 14, CCR, §15301
- Statutory Exemption: State code number:

Reasons why project is exempt: This action has been determined to be exempt from the California Environmental Quality Act (CEQA) review as follows:

Existing Facilities; Title 14, CCR, §15301)

The proposed project is exempt from review under the California Environmental Quality Act as it involves mounting of a sign to an existing facility with no expansion or significant exterior or site modifications.

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?  Yes  No

Lead Agency Contact Person: Wes Ervin

Telephone: (530) 538-2408

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Lead Agency

Signed by Applicant

1600

## RESOLUTION NO. P2023-29

### A RESOLUTION OF THE OROVILLE PLANNING COMMISSION ADOPTING A CATEGORICAL EXEMPTION AND MAKING FINDINGS AND CONDITIONALLY APPROVING SIGN PERMIT B2311-012 FOR A CREATIVE SIGNS AT 1975 MONTGOMERY STREET (APN 012-034-020)

**WHEREAS**, the City has received an application for a creative projecting sign at 1975 Montgomery Street; and

**WHEREAS**, the signage as proposed meets the criteria for a creative sign as outlined in the Oroville Municipal Code (OMC) Section 17.20.160; and

**WHEREAS**, at a duly noticed public hearing, the Planning Commission considered the comments and concerns of public agencies, property owners, and members of the public who are potentially affected by the approval of the sign permit described herein, and also considered the City's staff report regarding the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION** as follows:

1. The Planning Commission, based upon the staff's report on this project, adopts a Categorical Exemption and the findings required by Section 17.20.160 of the Oroville Municipal Code for the project.
2. The Planning Commission approves Sign Permit B2311-012, subject to the conditions set forth in Exhibit I to this resolution.

**EXHIBIT I**

1. The applicant shall install and maintain the signage in accordance with the exhibits provided in the subject application and with the provisions of the City's Sign Regulations as outlined in Chapter 17.12 of the Oroville Municipal Code.
2. The project shall remain in substantial conformance with the Conditions of Approval, as adopted by the Oroville Planning Commission. Any subsequent minor changes in the project (as determined by the Zoning Administrator) may only occur subject to appropriate City review and approval. Any subsequent substantive changes in the project (as determined by the Zoning Administrator) may only occur subject to discretionary review by the Oroville Planning Commission.

**--- End of Conditions ---**

**I HEREBY CERTIFY** that the foregoing resolution was duly introduced and passed at a regular meeting of the Planning Commission of the City of Oroville held on the 21<sup>st</sup> of December, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVE:

\_\_\_\_\_

KAYLA REASTER, ASST. CITY CLERK

\_\_\_\_\_

CARL DURLING, CHAIRMAN



**Wes Ervin**

---

**From:** Brian Wong <orocarbo@gmail.com>  
**Sent:** Wednesday, December 6, 2023 6:11 AM  
**To:** Wes Ervin  
**Subject:** Fwd: Fabrics sunbrella

You don't often get email from orocarbo@gmail.com. [Learn why this is important](#)

**ATTENTION:** This message originated from outside the **City of Oroville**. Please exercise judgment before opening attachments, clicking on links, or replying.

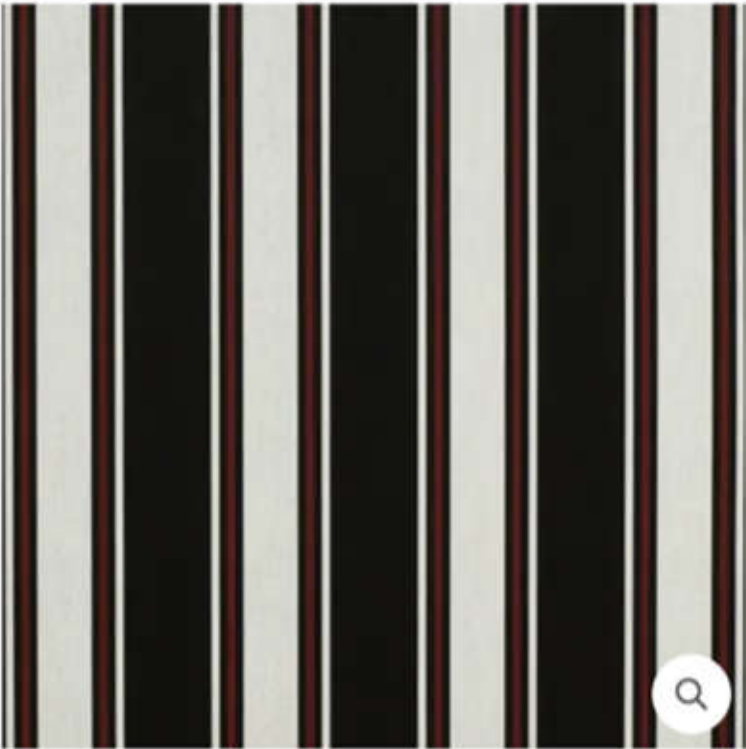
Good Morning Wes,

Attached are the Sunbrella fabrics that we have selected for the awnings. These colors are more period correct to the early days of Oroville when these buildings were placed into service. Examples can be seen on Art Deco building as well as the Thomas Edison building on the corner of Myers and Bird streets. The Hatteras Raven is chosen for the City of Paris building at 1474 Myers St. The Black Forest Fancy is chosen for the Prospector's Alley Mini Mall at 1430-1440 Myers Street. The Fern Classic is chosen for the Axiom Building, at 1420 Myers Street. The fabrics bring coherence to the overall look and feel of the block. Please see next two emails and make arrangements for presentation to Planning Commission for approval.

Brian Wong

Begin forwarded message:

**From:** Hardy Lahn <info@lahnconsultants.com>  
**Subject:** Fabrics sunbrella  
**Date:** November 29, 2023 at 4:15:56 PM PST  
**To:** brian Wong <orocarbo@gmail.com>



# Hatteras Raven

Sunbrella Shade  
SKU: 4989-0000  
\$4.00 / sample  
In Stock

**ADD SAMPLE TO CART**

**WHERE TO BUY FABRIC >**

**FREE SHIPPING** On all samples and on ord



# Fern Classic

Sunbrella Shade  
SKU: 4955-0000  
\$4.00 / sample  
In Stock

Available in these colors



**ADD SAMPLE TO CART**

**WHERE TO BUY FABRIC >**

**FREE SHIPPING** On all samples and on o





# Black Forest Fancy

Sunbrella Shade  
SKU: 4923-0000  
\$4.00 / sample  
In Stock

Available in these colors



**ADD SAMPLE TO CART**

**WHERE TO BUY FABRIC >**

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# City of Oroville

**Dawn Nevers**, Assistant  
Community Development Director

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2436 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION STAFF REPORT

Thursday, November 17, 2022

**RE: City of Paris Building Interior and Exterior Improvements**

**SUMMARY:** The Historic Advisory Commission will review proposed façade improvements to the City of Paris building at 1474 Myers Street, Oroville (DRC #22-34 & PL2201-006).

**RECOMMENDATION:**

1. That the Historic Advisory Commission review the proposed revised façade changes and make any recommended changes or conditions.

**APPLICANTS:** SBW Properties (Brian Wong)

**LOCATION:** 1474 Myers Street  
Oroville, CA 95962  
(APN 012-092-014)

**GENERAL PLAN:** Mixed Use  
**ZONING:** MXD (Downtown Mixed Use)  
**FLOOD ZONE:** X

**ENVIRONMENTAL DETERMINATION:** This ministerial project is exempt from CEQA under PRC 21083, and as a minor alteration to an existing structure under Section 15301 of the CEQA Guidelines.

**REPORT PREPARED BY:**

\_\_\_\_\_  
Wes Ervin, Senior Planner  
Community Development Department

**REVIEWED BY:**

\_\_\_\_\_  
Dawn Nevers, Assistant Director  
Community Development Director

## DISCUSSION

This is a revised submittal with newer details of proposed façade changes. In particular, colors are determined, tile veneer is changed to stone, there are new awnings, and new mural locations.

The façade changes to the City of Paris building at 1474 Myers Street requires development review per OMC 17.52.020.A.2 because it is in the Downtown Historic Overlay district<sup>1</sup>.

In this case the structure is neither a designated city Landmark nor is it located in the Historic Preservation District. However, it is a major downtown building in downtown's core area, and staff has suggested its revised façade changes should again be reviewed by the Historic Advisory Commission, which may comment and/or impose conditions on the project.

The façade changes are still intended to partially return the building to the way it looked in the 1980's. In particular, the brick facing windows and awnings will be replaced with materials and designs more like the original. The applicant indicates this is only some of the ultimate changes envisioned.

These changes are being processed as a revision to the original development review, and is tracked under the same PL2201-006 project number as the first submittal.

This review must be complete prior to issuance of building permits for the exterior work.

## FISCAL IMPACT

None.

## ATTACHMENTS

1. Revised Drawings of the proposed exterior changes.

---

<sup>1</sup> Notwithstanding any other provision of this section, development review shall be required for any new construction in a downtown historic overlay (DH-O) district that requires a building permit to alter a structure's exterior appearance.



ROBINSON ST / SIDE ELEVATION



MYERS ST / FRONT ELEVATION

EXTERIOR COLOR STUDY  
PHASE I CITY OF PARIS BUILDING IMPROVEMENTS





**REAR ELEVATION**

**EXTERIOR COLOR STUDY  
PHASE I CITY OF PARIS BUILDING IMPROVEMENTS**





# City of Oroville

**Patrick Piatt**  
Director

## COMMUNITY DEVELOPMENT DEPARTMENT

1735 Montgomery Street  
Oroville, CA 95965-4897  
(530) 538-2436 FAX (530) 538-2426  
[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION STAFF REPORT

Thursday, December 21, 2023

**RE: Presentation of Proposed Awning Design for City of Paris and Myers Street**

**SUMMARY:** The Oroville Historic Advisory Commission may discuss the proposed awning design and pattern for installation at the City of Paris and on Myers Street.

**RECOMMENDATION: Staff recommends the following actions:**

- Approve the three proposed awning fabric patterns and colors for installation at the City of Paris and other buildings on Myers Street.

**APPLICANTS:** Initiated by SBW Properties (Brian Wong), owner of the City of Paris building

**LOCATION:** 1474 Myers and along Myers Street

**GENERAL PLAN:** Mixed Use  
**ZONING:** MXD (Downtown Mixed Use)  
**FLOOD ZONE:** X

**ENVIRONMENTAL DETERMINATION:** Not a project under CEQA since it has no possibility of having a direct or indirect effect on the environment.

**REPORT PREPARED BY:**

\_\_\_\_\_  
Wes Ervin, Planner  
Community Development Department

**REVIEWED BY:**

\_\_\_\_\_  
Patrick Piatt, Director  
Community Development Department

### DISCUSSION

On November 17, 2022, the historic Advisory Committee reviewed the proposed façade for the City of Paris, which included proposed “Captain Navy” blue upper awnings and “Beaufort Captain Navy” blue-and-white striped lower awnings. After additional consideration and evaluating the entire block on both sides of Myers Street, the owner wants to revise his awning pattern and colors.

Owner states that the three new options are more period correct to the early days of Oroville when the buildings on Myers were all in service. The proposed awnings:

- Hatteras Raven for the City of Paris Building.
- The Black Forest Fancy for the Prospectors Alley Mini Mall at 1430-1440 Myers.
- The Fern Classic for the Axiom Building at 1420 Myers Street.

**FISCAL IMPACT**

None.

**PUBLIC NOTICE**

NA

**ATTACHMENTS**

1. Proposed awning patterns and colors
2. City of Paris façade approved on November 17, 2022.



# City of Oroville

**Patrick Piatt**  
Director

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**REPORT PREPARED BY:**

\_\_\_\_\_  
Wes Ervin, Planner  
Community Development Department

**REVIEWED BY:**

\_\_\_\_\_  
Patrick Piatt, Director  
Community Development Department

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**FISCAL IMPACT**

None.

**PUBLIC NOTICE**

NA

**ATTACHMENTS**

1. Proposed awning patterns and colors
2. City of Paris façade approved on November 17, 2022.

**Wes Ervin**

---

**From:** Brian Wong <orocarbo@gmail.com>  
**Sent:** Wednesday, December 6, 2023 6:11 AM  
**To:** Wes Ervin  
**Subject:** Fwd: Fabrics sunbrella

You don't often get email from orocarbo@gmail.com. [Learn why this is important](#)

**ATTENTION:** This message originated from outside the **City of Oroville**. Please exercise judgment before opening attachments, clicking on links, or replying.

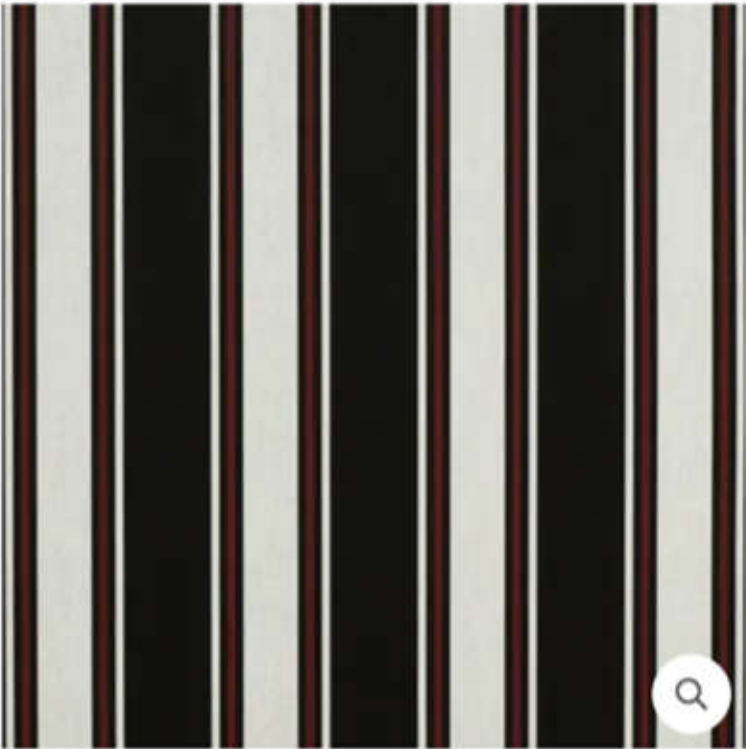
Good Morning Wes,

Attached are the Sunbrella fabrics that we have selected for the awnings. These colors are more period correct to the early days of Oroville when these buildings were placed into service. Examples can be seen on Art Deco building as well as the Thomas Edison building on the corner of Myers and Bird streets. The Hatteras Raven is chosen for the City of Paris building at 1474 Myers St. The Black Forest Fancy is chosen for the Prospector's Alley Mini Mall at 1430-1440 Myers Street. The Fern Classic is chosen for the Axiom Building, at 1420 Myers Street. The fabrics bring coherence to the overall look and feel of the block. Please see next two emails and make arrangements for presentation to Planning Commission for approval.

Brian Wong

Begin forwarded message:

**From:** Hardy Lahn <info@lahnconsultants.com>  
**Subject:** Fabrics sunbrella  
**Date:** November 29, 2023 at 4:15:56 PM PST  
**To:** brian Wong <orocarbo@gmail.com>



# Hatteras Raven

Sunbrella Shade  
SKU: 4989-0000  
\$4.00 / sample  
In Stock

**ADD SAMPLE TO CART**

**WHERE TO BUY FABRIC >**

**FREE SHIPPING** On all samples and on ord



# Fern Classic

Sunbrella Shade  
SKU: 4955-0000  
\$4.00 / sample  
In Stock

Available in these colors



**ADD SAMPLE TO CART**

**WHERE TO BUY FABRIC >**

**FREE SHIPPING** On all samples and on o





# Black Forest Fancy

Sunbrella Shade  
SKU: 4923-0000  
\$4.00 / sample  
In Stock

Available in these colors



**ADD SAMPLE TO CART**

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# City of Oroville

**Dawn Nevers**, Assistant  
Community Development Director

## COMMUNITY DEVELOPMENT DEPARTMENT

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[www.cityoforoville.org](http://www.cityoforoville.org)

### PLANNING COMMISSION STAFF REPORT

Thursday, November 17, 2022

**RE: City of Paris Building Interior and Exterior Improvements**

**SUMMARY:** The Historic Advisory Commission will review proposed façade improvements to the City of Paris building at 1474 Myers Street, Oroville (DRC #22-34 & PL2201-006).

**RECOMMENDATION:**

1. That the Historic Advisory Commission review the proposed revised façade changes and make any recommended changes or conditions.

**APPLICANTS:** SBW Properties (Brian Wong)

**LOCATION:** 1474 Myers Street  
Oroville, CA 95962  
(APN 012-092-014)

**GENERAL PLAN:** Mixed Use  
**ZONING:** MXD (Downtown Mixed Use)  
**FLOOD ZONE:** X

**ENVIRONMENTAL DETERMINATION:** This ministerial project is exempt from CEQA under PRC 21083, and as a minor alteration to an existing structure under Section 15301 of the CEQA Guidelines.

**REPORT PREPARED BY:**

\_\_\_\_\_  
Wes Ervin, Senior Planner  
Community Development Department

**REVIEWED BY:**

\_\_\_\_\_  
Dawn Nevers, Assistant Director  
Community Development Director

## DISCUSSION

This is a revised submittal with newer details of proposed façade changes. In particular, colors are determined, tile veneer is changed to stone, there are new awnings, and new mural locations.

The façade changes to the City of Paris building at 1474 Myers Street requires development review per OMC 17.52.020.A.2 because it is in the Downtown Historic Overlay district<sup>1</sup>.

In this case the structure is neither a designated city Landmark nor is it located in the Historic Preservation District. However, it is a major downtown building in downtown's core area, and staff has suggested its revised façade changes should again be reviewed by the Historic Advisory Commission, which may comment and/or impose conditions on the project.

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This review must be complete prior to issuance of building permits for the exterior work.

## FISCAL IMPACT

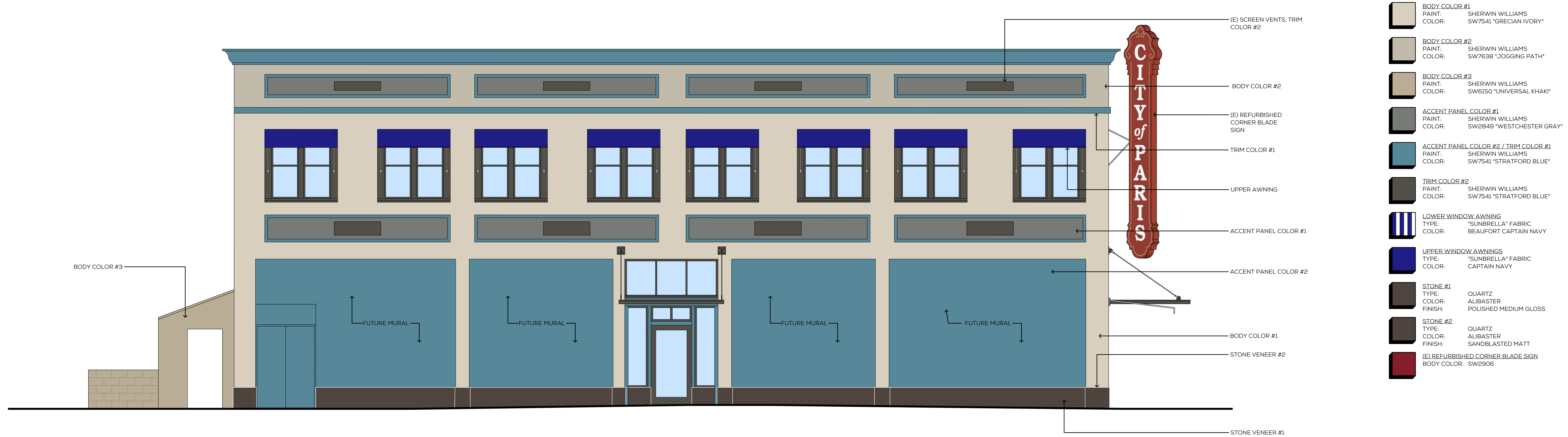
None.

## ATTACHMENTS

1. Revised Drawings of the proposed exterior changes.

---

<sup>1</sup> Notwithstanding any other provision of this section, development review shall be required for any new construction in a downtown historic overlay (DH-O) district that requires a building permit to alter a structure's exterior appearance.



ROBINSON ST / SIDE ELEVATION



MYERS ST / FRONT ELEVATION

EXTERIOR COLOR STUDY  
PHASE I CITY OF PARIS BUILDING IMPROVEMENTS



REAR ELEVATION

EXTERIOR COLOR STUDY  
PHASE I CITY OF PARIS BUILDING IMPROVEMENTS



# City of Oroville

**Patrick Piatt**  
Director

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### PLANNING COMMISSION STAFF REPORT

Thursday, December 21, 2023

<b>RE: Membership on the Development Review Committee</b>	
<b>SUMMARY:</b> The Oroville Planning Commission will consider naming a new Commissioner to be on the Development Review Committee (DRC).	
<b>RECOMMENDATION: Staff recommends the following actions:</b> 1. <b>Select a new DRC member to replace Commissioner Jensen.</b>	
<b>APPLICANTS:</b>	None
<b>LOCATION</b> city-wide	<b>GENERAL PLAN:</b> NA <b>ZONING:</b> NA <b>FLOOD ZONE:</b> NA
<b>ENVIRONMENTAL DETERMINATION:</b> Not a project under CEQA .	
<b>REPORT PREPARED BY:</b>   _____	<b>REVIEWED BY:</b>   _____
Wes Ervin, Planner Community Development Department	Patrick Piatt, Director Community Development Director

### DISCUSSION

Oroville Municipal Code 17.56.040 establishes the Development Review Committee and specifies that its membership includes two Planning Commissioners. It also specifies the rotation among Planning Commissioners.

The DRC meets the second Thursday of each month at 3:30 pm, but the time is flexible to meet the needs of its members.

Commissioner Warren Jensen has been a member of the Committee longer than 6

months and should be replaced. Commissioner Terry Smith is then scheduled to become the new DRC Chair.

Most Commissioners have served on the DRC:

Current members:

- Warren Jensen, current chair
- Terry Smith

Past members

- Carl Durling
- Glenn Arace
- Natalie Sheard
- Wyatt Jenkins

Not yet a member

- Marissa Hallen

**FISCAL IMPACT**

None.

**PUBLIC NOTICE**

None required.

**Attachments:**

1. OMC 17.56.040



### 17.56.040 *Development review committee.*

A. **Required.** The *development review* committee shall be made up of 2 planning commissioners, one serving as chairperson and the other as a committee member, along with the zoning administrator, chief building official, fire chief/fire marshal, director of public works, economic *development* manager, and director of parks and trees, and if necessary, director of business assistance and housing, and the police chief shall make up the *development review* committee. The applicant and/or their representative are encouraged to attend the DRC meeting.

The *development review* committee shall have one chairperson and one committee member represented by 2 planning commissioners. A planning commissioner shall serve for a period of 3 months or a quarter of the year as chairperson of the DRC, after which time the commissioner who was acting as a committee member shall replace the previous chairperson. A planning commissioner who was not previously assigned to the DRC will then fill the vacant committee member position. This rotation will give each planning commissioner an opportunity to conduct the *development review* committee meetings as a chairperson.

DRC meetings are open to the public but are not formally noticed.

B. **Optional Advisory Members.** The *development review* committee may also include other advisory members to participate in an advisory role. These advisory members shall be qualified by reason of training or experience in land *development*, city planning, public art, or structural design.

C. **Duties of the Committee.** The *development review* committee shall be responsible to meet, discuss, evaluate, and *review* all discretionary *development* applications and the designs of structures and other site improvement projects for multifamily dwelling units, commercial or industrial uses, and any new construction, or a remodel project of 25% or greater, of a single-family dwelling unit within the historic area or DH-O as specified in Chapter [17.52](#). (Ord. 1749 § 4; Ord. 1787 § 2)