

City of Isleton

Planning Commission Staff Report

DATE: June 6, 2023

ITEM#: 4.A

CATEGORY: Consent Calendar

MINUTES OF THE PLANNING COMMISSION

SUMMARY

A. Review of the Regular Planning Commission minutes.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

A. Planning Commission review and approve the draft minutes of the Regular Planning Commission.

ATTACHMENTS

- Minutes

Reviewed by: Charles Bergson, City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __

CITY OF ISLETON

Amended Planning Commission Meeting Minutes

Tuesday, April 5, 2022 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

TELECONFERENCE MEETING OR IN PERSON

This meeting will be held via teleconference or in person, pursuant to Executive Order N-29-20 issued by the State of California Executive Order by Governor Gavin Newsom on March 17, 2020. All members of the public interested in participating in this ZOOM meeting are invited to join by phone or online teleconference. To attend meeting by phone, dial 408-638-0968 (do not put a 1 before the number), Personal Meeting ID 337-903-7904# and Personal ID just hit # and then Passcode 123456#. For computer log in follow the link below.

<https://us02web.zoom.us/j/3379037904?pwd=MUM2cnZrdzJMVTBUQ0EyTUd4S2kzZz09>

Phone Dial In: 408-638-0968

Meeting ID: 337 903 7904

1. OPENING CEREMONIES

- A. Welcome & Call to Order – Chair Jack Chima called to order 6:30p.m.
- B. Pledge of Allegiance
- C. Roll Call

PRESENT: Planning Commissioner's Mandy Elder, Chris Jones, Robert Jankovitz, Michelle Burke, Jack Chima.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

This is an opportunity for the public to speak to the Planning Commission on any item other than those listed for public hearing on this Agenda. Speakers are requested to use the podium in front of the Commission and to begin by stating their name, whether they reside in Isleton and the name of the organization they represent if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and the time available for the rest of the Agenda. In the event comments are related to an item scheduled on the Agenda, speakers will be asked to wait to make their comments until that item is being considered.

ACTION: Casey Cummunsy-a lot of traffic, transient by 5th and Jackson and A St. people stealing catalytic convertor. 106 4th St. no lights. A street light would be nice.

4. COMMUNICATION

- A. County of Sacramento, Order of Health Officer.

AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

GOV. CODE § 54957.5 NOTICE: Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at Isleton City Hall located at 101 Second Street, Isleton, California 95641.

ACTION: Information only.

5. CONSENT CALENDAR

- A** **SUBJECT:** Approval of Minutes of the Regular Planning Commission Meeting of December 7, 2021 and Special Planning Commission Meeting of February 15, 2022.

RECOMMENDATION: Planning Commission review and approve draft minutes of the Regular Planning Commission Meeting of December 7, 2021 and Special Planning Commission Meeting of February 15, 2022.

ACTION: Planning Commissioner Mandy Elder motion to approve draft minutes of the Regular Planning Commission meeting of December 6, 2021 should say and not December 7, 2022. Planning Commissioner Chris Jones second the motion. **AYES:** Planning Commissioner's Mandy Elder, Chris Jones, Michelle Burke, Robert Jankovitz, Chair Jack Chima. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. **PASSED 5-0.** Planning Commissioner Michelle Burke motion to approve draft minutes of the Special Planning Commission meeting of February 15, 2022. Planning Commissioner Chris Jones second the motion. **AYES:** Planning Commissioner's Chris Jones, Michelle Burke, Robert Jankovitz, Chair Jack Chima. **NOES:** None. **ABSTAIN:** Planning Commissioner Mandy Elder. **ABSENT:** None. **PASSED 5-0.**

6. PUBLIC HEARING

- A.** **SUBJECT:** Conditional Use Permit UP 01-22 and Development Agreement DA 2022-01 for WTO Essentials, Inc. for a cannabis manufacturing and distribution facility located at 402 Jackson Blvd, Isleton, CA 95641, Assessor's Parcel No. 757-007-303-10-0000.

RECOMMENDATION: Conditional Use Permit UP 01-22 and Development Agreement DA 2022-01 for WTO Essentials, Inc. for a cannabis manufacturing and distribution facility located at 402 Jackson Blvd, Isleton, CA 95641, Assessor's Parcel No. 757-007-303-10-0000.

ACTION: Continued to April 13, 2022.

7. NEW BUSINESS

- A.** **SUBJECT:** 502 Sixth Street, Find Property out of Compliance.

RECOMMENDATION: That the Commission recommend that City Council Find 502 Sixth Street out of Compliance with City Zoning Code (Ordinance 2015-01).

ACTION: Table to be brought back.

- A.** **SUBJECT:** Tree Inventory Report

RECOMMENDATION: For information.

ACTION: Direction given to City Manager on Tree Ordinance.

7. COMMISSION REPORTS AND COMMITTEE UPDATES

- A. Commission Chair Jack Chima – None.
- B. Commissioner Robert Jankovitz – Left meeting early. None.
- C. Commissioner Chris Jones – Del Rio in Escrow?
- D. Commissioner Michelle Burke – None.
- E. Commissioner Mandy Elder – Code Enforcement. 4th Ave. tree cut down.

8. STAFF GENERAL REPORTS AND DISCUSSION

General plan moving along. Special Planning Commission meeting April 13, 2022 for WTO.

9. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

CHAIR, Jack Chima

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

CITY OF ISLETON

Planning Commission Meeting Minutes

Tuesday, October 4, 2022 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

TELECONFERENCE MEETING OR IN PERSON

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Phone Dial In: 408-638-0968

Meeting ID: 337 903 7904

1. OPENING CEREMONIES

A. Welcome & Call to Order – Chair Jack Chima called to order at 6:30PM.

B. Pledge of Allegiance

C. Roll Call

PRESENT: Planning Commissioner's Mandy Elder, Michelle Burke, Ruby Fowler, Joe Kessner, Chair Jack Chima, and City Manager Charles Bergson.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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ACTION: Don Cain – Putting stuff on agenda deviates from State Wide practices. Have rules or pass by Resolution. Brown Act or Chair can call for a special meeting. Tiny

AMERICANS WITH DISABILITIES ACT NOTICE: In compliance with the Americans with Disabilities Act, persons needing a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, may contact Deputy City Clerk Yvonne Zepeda, at (916) 777-7770, by fax at (916) 777-7775 or by email to Yvonne.zepeda@cityofisleton.com at least 48 hours prior to the meeting.

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Homes in general plan. Ad-Hoc committees to see what they think. Mike Leach of CSG new building official? Tony Hutson - concerns about development and wants reassurance, homes built to code. No shipping containers and animals running in the street. Closed.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A **SUBJECT:** Approval of Minutes of the Planning Commission Meeting of September 6, 2022.

RECOMMENDATION: Planning Commission review and approve draft minutes of the September 6, 2022.

ACTION: Tabled need description of date and letter who it is to and from and for 502 6th Street in support.

6. PUBLIC HEARING

A. **SUBJECT:** Tentative Subdivision Map 2022-01, Alexander Kushner, Applicant.

RECOMMENDATION: The Planning Commission should hold a public hearing, consider the applicant's, staffs and public comments and approve Planning Commission Resolution PC 03-22 (based on findings and subject to conditions) and recommend this item to the City Council.

ACTION: Planning Commissioner Mandy Elder motion to hold a public hearing, consider the applicant's, staffs and public comments and approve Planning Commission Resolution PC 03-22 (based on findings and subject to conditions) and recommend this item to the City Council. Planning Commissioner Ruby Fowler second the motion. **AYES:** Planning Commissioner's Mandy Elder, Ruby Fowler, Joe Kessner. **NOES:** None. **ABSTAIN:** Planning Commissioner's Michelle Burke and Chair Jack Chima. **ABSENT:** None. **PASSED** 3-0-(2 recuse).

7. NEW BUSINESS

A. **SUBJECT:** Isleton Historic Review Board, Ordinance No. 05-2011, section 1.03 (B) nominate second member from Planning Commission for appointment to the Isleton Historic Review Board.

RECOMMENDATION: That the Planning Commission nominate a second member for City Council appointment to the Isleton Historic Review Board.

ACTION: Planning Commission nominated Michelle Burks as the second member for City Council appointment to the Isleton Historic Review Board.

7. COMMISSION REPORTS AND COMMITTEE UPDATES

A. Commission Chair Jack Chima – None.

B. Commissioner Ruby Fowler – None.

- C. Commissioner Joe Kessner – 3 Months Code Enforcement Report have not seen it. City Manager will submit at next meeting.
- D. Commissioner Michelle Burke – Law agenda-city code – she'll give you the code number.
- E. Commissioner Mandy Elder – None.

8. STAFF GENERAL REPORTS AND DISCUSSION

ACTION: Draft reasonable accommodations report. Del Rio is boarded up and bank owns it as of now.

9. ADJOURNMENT

AYES:

NOES:

ABSTAIN:

ABSENT:

CHAIR, Jack Chima

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

CITY OF ISLETON

Planning Commission Meeting Minutes

Tuesday, November 1, 2022 at 6:30pm

208 Jackson Boulevard

Isleton, California 95641

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1. OPENING CEREMONIES

A. Welcome & Call to Order – Chair Jack Chima called to order at 6:30pm.

B. Pledge of Allegiance

C. Roll Call

PRESENT: Planning Commissioner's Mandy Elder, Michelle Burke, Ruby Fowler, Joe Kessner and Chair Jack Chima.

2. AGENDA CHANGES OR DELETIONS

ACTION: None.

3. PUBLIC COMMENT

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ACTION: Planning Commissioner Joe Kessner requested code enforcement reports.

Would like Copies of open permits, building. Michelle Burke – What is our building

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cost? CB-150.00. Don Cain –We submitted a site plan review that city requested. Mr. Bergson requested 5k and nothing in city ordinance. I explained that to Mr. Bergson. Again 2500 requested and I pushed back. CUP and application fees, site plan review lack that line or cc. Only after CC passes resolution or ordinance set fee. Planner from San Francisco saying its exempt from planning and zoning code and EIR is done. As long as we are compliant it's a walk through. Especially Comforts CUP 500.00 only charged. I can't say city is acting in good faith. I'll publish on line and press as well.

4. COMMUNICATION

A. None.

5. CONSENT CALENDAR

A **SUBJECT:** Approval of Minutes of the Planning Commission Meeting of September 6, 2022.

RECOMMENDATION: Planning Commission review and approve draft minutes of the September 6, 2022.

ACTION: Planning Commissioner Michelle Burke motion to approve draft minutes of the September 6, 2022 with change to supporting Michelle Burke Property on 6th St. Planning Commissioner Ruby Fowler second the motion.

AYES: Planning Commissioner's Mandy Elder, Michelle Burke, Ruby Fowler, Joe Kessner, Chair Jack Chima. **NOES:** None. **ABSTAIN:** None. **ABSENT:** None. Passed 5-0.

6. PUBLIC HEARING

A. **SUBJECT:** None.

7. NEW BUSINESS

A. **SUBJECT:** RV Park Meadows, Jackson Boulevard, Status update.

RECOMMENDATION: None.

ACTION: RV Park Meadows, Jackson Boulevard to possibly be ready in December or January. City Manager they have not turned anything in. Ruby Fowler - Map site plan, overlay, densely put together this is. Disaster preparedness plan. City Manager- Fire exit and safety plan and egress. This has not been proven by Fire Chief. Joe Kessner, Sewage told to look at Georgiana or 12" end at catholic church end of city limit, city never did it. For this size of unit. Pumping station. Concur if they do a sewer line to delta 8" line. City to update 8"-12". Ruby Fowler – Where are they connecting sewer? Joe Kessner – They can do a septic, our connecting on Georgiana – 8" line. Delta 12" line extended from Catholic Church along Jackson. I don't want to see road block or delays and to get ahead of the sewage issue. CEQA Environmental review, parking. power, utility, sewer, water and traffic. They hired an engineer, waterlines may not be viable. City Manager- the entire lot for septic. Joe Kessner – The Meadows hit water at 7'. Ruby Fowler – if owner put in sewer, other residents benefit? JK- I don't know. City Manager-Application could ask for

re-imbusement they get to defray their cost. Jack Chima –December bring it to pc. Michelle Burke – MH-RM7-Multiple egress. Joe Kessner –Single egress. City Manager – FC noted-emergency exit on east end. Jack Chima- 3 exits. Don Cain- impact fee to cover the big chunk. City Manager – sewer extension, fire, school, storm drain and wastewater extension on owner. LDR-zoned-trigger to amendment of General Plan.

B. SUBJECT: Review existing Conditional Use Permits.

RECOMMENDATION: None.

ACTION: Existing Conditional Use Permit. Joe Kessner-Yearly review done and expires in 5 years. City Council can revoke CUP. Ruby Fowler – Conditional Use Permit reviewed at City Hall need resolutions and ordinances to review the CUP's. 2021-Gates- and Price no review since then. Consulting planner to do review of CUP's. Joe Kessner –Examine businesses and site visit and paper review. Mandy Elder – Staffing, no on site planner since 2021. Michelle Burke-The viability of Main St. front of buildings. Ruby Fowler-7 cannabis businesses while some of the property owners, we need to go after to be compliant. Joe Kessner- The CUP's will expire soon-401 6th St. expires next year. Ruby Fowler-Need to clarify what the Cannabis Businesses were asked. We can't hold them accountable if they don't have it in development agreements. Agreements should be in writing. Michelle Burke-I thought we were reviewing Conditional Use Permit for cannabis to Planning Commission. Michelle Burke-Conditional Use Permits should be online and completion and hit go. Jack Chima – Gallaty revoked never paid and did not go online and FC Violations. Delta Daze Inn-Lee Brothers – we need to enforce. RF-little disappointed in CC public Sector. JC-DA's not transferrable. Ruby Fowler-apologize to Mr. Moldonado, no personalities.

8. COMMISSION REPORTS AND COMMITTEE UPDATES

- A. Commission Chair Jack Chima- None.
- B. Commissioner Ruby Fowler- Acknowledge City of Isleton and Charles Bergson and Staff and consultants. I know you have hard jobs.
- C. Commissioner Joe Kessner-None.
- D. Commissioner Michelle Burke- Agenda setting. I mentioned at cc and pc 6th st. pallet place and church on van. 5th and Jackson smells bad. Public Works asked for a new vehicle, private ones, insurance issues. Kudos they vacuumed the leaves on main street.
- E. Commissioner Mandy Elder- None.

9. STAFF GENERAL REPORTS AND DISCUSSION

ACTION: City Manager-City Council elected not to do AB361, getting clarification from council on running meetings via zoom.

10. ADJOURNMENT

AYES:

NOES:

ABSTAIN:
ABSENT:

CHAIR, Jack Chima

ATTEST:

DEPUTY CITY CLERK, Yvonne Zepeda

City of Isleton

Planning Commission Staff Report

DATE: June 6, 2023

ITEM#: 5.A

CATEGORY: Old Business

HOTEL DEL RIO CONDITIONAL USE PERMIT

SUMMARY

A. Discussion of the Hotel Del Rio Conditional Use Permit.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

A. Planning Commission discussion on Hotel Del Rio.

ATTACHMENTS

Reviewed by: Charles Bergson, City Manager ___

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk ___

City of Isleton

Planning Commission Staff Report

DATE: June 6, 2023

ITEM#: 6.A

CATEGORY: New Business

ISLETON MUNICIPAL CODE, ARTICLE 8, C-COMMERCIAL DISTRICTS ZONING

SUMMARY

A. Isleton Municipal Code, Article 8, C-Commercial Districts Zoning.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDATION

A. Planning Commission review and discuss the Isleton Municipal Code, Article 8, C-Commercial Districts Zoning.

ATTACHMENTS

- Article 8, C-Commercial Districts Zoning

Reviewed by: Charles Bergson, City Manager __

Prepared and Submitted by: Yvonne Zepeda, Deputy City Clerk __

ARTICLE 8 – C-COMMERCIAL DISTRICTS

SECTION 801 C-PURPOSES AND APPLICATION

The commercial districts included in this code are designed to provide the opportunity for various types of retail stores, offices, service establishments and wholesale business to concentrate for the convenience of the public; to be established in such relationships to each other as to be mutually beneficial; and to be located and grouped on sites that are in logical proximity to the respective geographical areas and categories of patrons which they serve.

SECTION 802 CC-CENTRAL COMMERCIAL DISTRICT

A. CC-APPLICATION

The Central Commercial District is intended to be applied within and at the periphery of the Central Commercial District (CCD) of the city as described by the General Plan. The CCD serves as the primary commercial district of the community where a wide range of retail, financial, governmental, professional, business service and entertainment activities and uses are encouraged to concentrate to serve the entire community. Central Commercial areas east of H Street are intended to be developed only as unified commercial centers, except where the existing development pattern makes it impractical.

B. CC – PERMITTED USES

1. Parking lots improved in conformity with the standards prescribed for required off-street parking facilities in Article 11.
2. Professional and commercial offices.
3. Retail stores, personal services and business services which supply commodities or provide services primarily to meet the needs of residents of the entire community.
4. Highway commercial uses intended primarily for the convenience of patrons traveling along State Highway 160 or major county roads serving the City of Isleton.

C. CC-CONDITIONAL USES: COMMISSION APPROVAL

The following uses may be permitted in accordance with the provisions of Article 14:

- A. Service commercial uses primarily engaged in servicing equipment, materials and products, but which do not involve the manufacturing, assembly, packaging or processing of articles of merchandise for distribution and retail sale. The operational characteristics of many service commercial uses may not always be compatible with the range of permitted uses within the CC District. Consequently, the conditional use permit process

provides the opportunity to achieve such compatibility through conditions of approval imposed by the City.

- B. Churches.
- C. City, county, state or federal administrative offices; libraries, police and fire stations.
- D. Dwellings over and to the rear of a permitted use in accordance with requirements of the RM-2 District.
- E. Electrical distribution substations, communication equipment buildings, gas regulator stations and utility pumping stations.
- F. Farmers markets, including indoor and outdoor facilities.
- G. Service stations (gasoline), including automotive repair services.
- H. Temporary revival church services.
- I. Warehouses except for the storage of fuel oil or flammable liquids and explosives.
- J. Wholesale establishments.
- K. Expansion or remodeling of an existing non-conforming use of a structure or land, up to fifty percent (50%) or less of the value of the structure or re-establishment of a non-conforming use which has been damaged, except non-conforming signs and outdoor advertising structures, non-conforming uses occupying a structure with an assessed valuation of less than one hundred dollars (\$100), and non-conforming fences, walls and hedges.
- L. Expansion, remodeling, or additions to a conditional use that are not considered an incidental or accessory use as defined in Article 21.
- M. Incidental and accessory structures and uses located on the same site as a conditional use.
- N. Other uses which are added to this list according to the procedure in Article 13.
- O. Hotels, Rooming and Boarding Houses and extended stay units whether it be a new proposed use or an expansion of an existing usage.

SECTION 803 C-REQUIRED CONDITIONS

Revise by the addition of Item D to this section-

- A. All businesses, services and processes shall be conducted entirely within a completely enclosed structure, except for off-street parking and off-street loading areas, gasoline service stations, outdoor dining areas, nurseries, garden shops, signs, Christmas tree sales lots, bus depots and transit stations, public utility stations, and used car sales incidental to new car sales.

- B. No use shall be permitted and no process, equipment or materials shall be used which are found by the Planning Commission to be objectionable to persons living or working in the vicinity by reasons of odor, fumes, dust, smoke, cinders, dirt, refuse, water-carried waste, noise, vibration, illumination, glare or unsightliness or to involve any hazard of fire, explosion or toxic chemicals.
- C. Temporary sidewalk sales and use of the public right-of-way for the display and sales of merchandise shall require approval by the City staff. Permanent use for such purposes is strictly prohibited.
- D. Non Residential uses, as allowed in this section, shall have a minimum area of 1000 square feet and shall take place at the front of the building. The front of the building is that portion adjacent to the street.

SECTION 804 C-PROPERTY DEVELOPMENT STANDARDS

- A. Screening and landscaping, fences, walls and hedges:
 - 1. Where a site adjoins or is located across a street or alley from a RCO, UR, R or RM District, an ornamental solid wall or fence, seven (7) feet minimum in height, or such other height or type of screening device as may be required by the Planning Commission, shall be located on the property line common to such districts, except in a required front yard.
 - 2. Open storage of materials and equipment intended to a permitted use or conditional use shall be permitted only within an area surrounded or screened by a solid wall or fence seven (7) feet minimum in height, except as may be modified under Site Plan Review. Said storage shall not be visible above said fence or wall.
 - 3. Street trees and other forms of landscaping may be required under the provisions of Articles 14, 15 and 16.
- B. Site area: No limitation.
- C. Frontage, width and depth of site: No limitation.
- D. Coverage: No limitation.
- E. Yard Requirements:
 - 1. No minimum front yard is required.
 - 2. Except as specified in paragraphs a. and b. hereunder, no side yards or rear yards shall be required.
 - a. The minimum side yard abutting a RCO, UR, R or RM District shall be ten (10) feet.

- b. The minimum rear yard abutting a RCO, UR, R or RM District shall be ten (10) feet.
- F. Distance between structures: The minimum distance between a dwelling unit and another structure shall be five (5) feet.
- G. Building height: Fifty (50) feet.
- H. Off-street parking and off-street loading: Off-street parking and off-street loading facilities shall be provided as prescribed in Article 11.
- I. Signs and outdoor advertising structures: No sign or outdoor advertising structure of any character shall be provided except as prescribed in Article 12.
- J. The minimum required area for commercial use shall be 50% of the floor area of the first or 900 square feet. Whichever is less.

SECTION 805 C-SITE PLAN AND ARCHITECTURAL DESIGN REVIEW

No use shall be erected on any lot or site in any C District until a site plan and architectural plans shall have been submitted to and approved by the City pursuant to the provisions of Articles 15 and 17.

SECTION 806 C-GENERAL PROVISIONS AND EXCEPTIONS

All uses shall be subject to the general provisions and exceptions in Article 13.