



**BARGHAUSEN**

# **PROJECT NARRATIVE**

## **DESIGN REVIEW AND USE PERMIT**

---

### **Costco Wholesale Retail Fueling Facility**

300 Vintage Way  
Novato, California 94945

Costco Loc. No. 141  
APN No. 153-340-36

Prepared for:  
Costco Wholesale  
999 Lake Drive  
Issaquah, Washington 98027

April 10, 2020  
Our Job No. 7785

---

## **Project Location:**

The project site for the fueling facility includes the southern portion of the existing Costco parking area adjacent to Vintage Way. The project site area is approximately 69,696 square feet (1.6 acres) and the overall Costco Development area is 424,318 square feet (9.74 acres). The Costco Wholesale (Costco) property is zoned Planned Development (PD), in which the fueling facility is an allowed use subject to a Use Permit. The existing Costco development was previously approved under Resolution No. 128-90, Precise Development Plan (PD 90-008).

## **Project Description:**

### Overview

Costco is seeking a Design Review and Use Permit to allow for the development of a new fueling facility as part of the overall Costco development. The project includes a 9,761-square-foot fuel canopy, the installation of fourteen (14) new multi-product dispensers (MPDs), three (3) 40,000-gallon underground storage tanks (USTs), one (1) 1,500-gallon UST, a controller enclosure, vapor processor unit, and associated site improvements. The intent of the fuel facility is to provide an efficient and convenient fuel purchasing experience for Costco members.

### Grading

Site grading is limited to the installation of canopy footings, USTs and product piping, stormwater improvements, and utility installation associated with the fuel facility. Quantities and grades are provided in the enclosed Civil Plan set prepared by Kier & Wright.

### Parking and Circulation

The project will remove 135 on-site parking stalls and provide 200 new parking stalls along Rowland Boulevard as part of a joint venture with the City of Novato, for an overall increase of 65 parking stalls for the overall Vintage Oaks Shopping Center. The fuel facility project and Costco warehouse development are subject to the Vintage Oaks Design Manual, which was approved to include 2,700(+) parking stalls. It is our understanding that because the project increases the overall available parking for the Vintage Oaks Shopping Center, that the project is consistent with the approved PDP.

The fueling facility will provide single-direction circulation with a full-length bypass lane between each dispenser island.

### Transportation

The fuel facility is not anticipated to generate a significant number of new trips as discussed in the Costco Gasoline Fuel Station Trip Generation and Queuing Estimates prepared by Kittelson & Associates dated March 28, 2020. Because the Costco fuel facility will operate as a members-only business, the majority of fuel sales will serve Costco's existing membership base. Customers already visiting the Costco warehouse to purchase retail goods will be the primary customers purchasing vehicle fuel at the new facility.

### Architectural Design

The fuel canopy is designed to be consistent with the architecture of the Costco warehouse and includes a flat roof, metal-wrapped canopy fascia, and painted metal canopy columns. The materials and colors selected for the fuel canopy are similar to those used on the warehouse building in an effort to provide harmonious and orderly development between the two structures. For example, the canopy fascia color will match the warehouse horizontal metal wrap and the painted metal columns will closely resemble the trellis elements around the warehouse and entry canopy steel. The design is consistent with the Vintage Oaks Design Manual description for the Costco warehouse, which is required to provide a simpler, contemporary architectural character.

## Lighting and Signage

The under-canopy lighting will be Costco's standard CREE LED lighting fixtures. The canopy sign lighting will include a goose-neck LED fixture selected to be consistent with the signage lighting on the warehouse. Resolution No. 128-90 requires lighting to be focused downward and/or shielded to avoid interfering with nearby motorists. Additionally, lighting must be designed to minimize effects on nighttime views and nearby residential areas. Costco's CREE LED lighting meets these requirements.

The fuel dispensing canopy includes one 20-square-foot "Costco Wholesale" sign located and centered on each façade of the canopy (four [4] signs total). Costco's standard canopy signs have a maximum letter height of approximately 30 inches. The Vintage Oaks Master Sign Plan allows a maximum letter height of 30 to 36 inches, depending on the area within the shopping center. Additionally, the Sign Plan's sign Type F allows painted metal signage. Costco's vinyl lettered, metal signage is consistent with this sign type, as described in the Vintage Oaks Master Sign Plan.

## Landscaping

The project will provide a net increase of approximately 6,086 square feet of landscape area for the overall Costco development. The Vintage Oaks Design Manual requires a minimum of five percent (5%) of the interior parking area to be landscaped exclusive of required perimeter landscaping. The Precise Development Plan requires a minimum of 30 percent of shade coverage for the parking area. It is our understanding that because the project increases the overall landscape for the Vintage Oaks Shopping Center, that the project is consistent with the approved PDP.

## Art Program

The City of Novato Art Program requires new non-residential projects to include the installation of public art or the payment of a fee in lieu. Due to the limited available space on the subject site, Costco Wholesale will make an in-lieu fee payment in order to meet the City's Art Program requirements.

## Construction

Construction of the fuel facility will be completed in a single phase and commence after approval of the applicable permits. The City of Novato will install the Rowland Boulevard parking as a separate phase and is anticipated to be complete prior to construction of the fuel facility.

## **Purpose of Request:**

### Design Review

Pursuant to discussions with City staff, the following information is considered for approval of a Design Review:

1. *The design, layout, size, architectural features and general appearance of the proposed project is consistent with the General Plan, and any applicable Specific Plan and with the development standards, design guidelines and all applicable provisions of the Municipal Code, including this Zoning Ordinance and any approved Master Plan and Precise Development Plan.*

*The Precise Development Plan states that the following design issues shall be reviewed by the Design Review Committee:*

- a. *Screening of the service and auto-related facilities on the south side of Costco, due to this area's high visibility from Highway 101.*

**Response:** The existing Costco warehouse is visibly screened from motorists on Highway 101 by existing plant materials between the highway and Vintage Oaks Boulevard, as well

as on-site landscaping. The project does not alter any landscape that would impact the existing screening from Highway 101.

- b. *The roof elements of the buildings, as viewed from higher elevations off-site.*

**Response:** The fuel dispensing canopy design includes a flat metal roof with a metal-wrapped fascia, and does not include any rooftop equipment. The fuel canopy is also consistent with the height requirements of the Vintage Oaks Design Manual and the visual character of the overall shopping center.

- c. *Protection along the western building exposures from adverse elements such as sun, rain, and wind.*

**Response:** The fuel facility will include a canopy constructed from weather-resistant materials to protect members from adverse elements such as sun, rain, and wind.

- d. *Undergrounding and/or screening utility fixtures such as transformers, splice boxes, meters, etc., along street frontages and within parking lots.*

**Response:** The associated transformer for the fuel facility is located within the landscape strip along the western side of the queuing area, away from the street frontage. As a result, it will be screened by frontage landscape and the fuel facility.

- e. *Building heights, roof lines, and architecture of all freestanding buildings.*

**Response:** The materials and colors selected for the fuel canopy are similar to those used on the warehouse building in an effort to provide harmonious and orderly development between the two (2) structures. For example, the canopy fascia color will match the warehouse horizontal metal wrap and the painted metal columns will closely resemble the trellis elements around the warehouse and entry canopy steel. The canopy is 17 feet 6 inches in height, which is consistent with the scale of the Vintage Oaks Shopping Center. As discussed above, the intent of the fuel canopy design is to match the contemporary architectural character of the warehouse in accordance with the Vintage Oaks Design Manual architectural requirements.

- f. *Practicable, convenient, and safe pedestrian circulation throughout the shipping center.*

**Response:** The project will not affect existing pedestrian circulation routes between Costco and Vintage Avenue, or within the Vintage Oaks development. Additionally, the fuel facility is an auto-oriented use and does not require pedestrian access.

- g. *The appearance of the Center from the eastern boundary.*

**Response:** The fuel facility is located on the western side of the Costco warehouse and will not be visible from the eastern boundary of the Vintage Oaks development.

- h. *The visual aspects of the oak knoll, including protection of the knoll view from Highway 101, by building bulk and location controls.*

**Response:** The fuel facility will be located on the southern portion of the Vintage Oaks development and will not affect visual aspects of the oak knoll or views of the knoll from Highway 101.

2. *The proposed project would maintain and enhance the community's character, provide for harmonious and orderly development, and create a desirable environment for the occupants, neighbors, and visiting public.*

**Response:** The project will enhance the community character by providing an associated service with an existing use, in a location of the Vintage Oaks Shopping Center that allows for appropriate vehicle access and does not impact pedestrian movement. Additionally, the materials and colors selected for the fuel canopy are similar to those used on the warehouse building in an effort to provide harmonious and orderly development between the two structures. For example, the canopy fascia color will match the warehouse horizontal metal wrap and the painted metal columns will closely resemble the trellis elements around the warehouse and entry canopy steel. As discussed above, the intent of the fuel canopy design is to match the contemporary architectural character of the warehouse in accordance with the Vintage Oaks Design Manual architectural requirements.

3. *The proposed development would not be detrimental to the public health, safety, or welfare; is not materially injurious to the properties or improvements in the vicinity; does not interfere with the use and enjoyment of neighboring existing or future developments and does not create potential traffic, pedestrian or bicycle hazards.*

**Response:** The fuel facility is designed to comply with all local, state, and federal permitting and operational regulations for fuel dispensing facilities. The project is located within an area that is already developed and does not interfere with the existing use or future improvements of neighboring properties. Trip generation associated with the fuel facility is not anticipated to create a significant impact to Vintage Way as discussed in the Costco Gasoline Fuel Station Trip Generation and Queuing Estimates prepared by Kittelson & Associates dated March 28, 2020.

Use Permit

Pursuant to discussions with City staff, the following information is considered for approval of a Use Permit:

1. *The proposed use is consistent with the General Plan and any applicable specific plan;*

**Response:** The General Plan Land Use Map designates the project site as Commercial General (CG) and uses include established commercial areas with off-street parking and service establishments. The general plan typically assigns this designation to larger parcels along arterial streets. The uses included in the Commercial General designation are consistent with the fuel facility, which will operate as a service establishment that is part of a larger retail development.

2. *The proposed use is allowed with a Use Permit within the applicable zoning district and complies with all applicable provisions of this Zoning Ordinance and any relevant Master Plan and/or Precise Development Plan;*

**Response:** The Precise Development Plan states that the fuel facility is an allowed use subject to the issuance of a Use Permit. The facility will comply with all applicable provisions of the City's Zoning Ordinance, Precise Development Plan, and Vintage Oaks Design Manual, as outlined in the following table:

<b>Development Standard</b>	<b>Requirement</b>	<b>Response</b>
Setbacks	The Vintage Oaks shopping center does not contain minimum setback standards	The project will maintain and enhance the frontage landscape so that it is consistent with the existing landscape setback.
Maximum Height	35 feet	The fuel canopy height is 17 feet 6 inches and is consistent with the Vintage Oaks Design Manual maximum height allowance.

Parking	1 stall per 250 square feet of gross floor area	As described earlier in the document, the project will add 65 additional stalls to the Vintage Oaks Shopping Center and will continue to be consistent with the parking approved in the PDP.
Landscaping	Minimum of five (5) percent of the interior parking area required to be landscaped.  Minimum of 30 percent of shade coverage for the parking area.	The project will provide a net increase of approximately 6,086 square feet of landscape area for the overall Costco development. The City reported that the project will continue to meet the Vintage Oaks Design Manual and Precise Development Plan's minimum landscape standards and shade standards after the fueling facility is constructed.
Signs	Signage for the Vintage Oaks development must comply with the approved master sign plan.	The canopy signs will be one 20-square-foot "Costco Wholesale" sign located and centered on each façade of the canopy. The signs include vinyl lettering on metal panels, fixed to the canopy fascia. This style of signage is consistent with the Type F signage description in the Sign Masterplan and consistent with the character and signage of the warehouse.
Lighting	The Precise Development Plan requires lighting to be focused downward and/or shielded to avoid interfering with nearby motorists. Additionally lighting must be designed to minimize effects on nighttime views and nearby residential areas.	The under-canopy lighting will be Costco's standard CREE LED lighting fixtures. Sign lighting will be gooseneck fixtures designed to match the existing Costco warehouse. Costco's lighting meets these requirements.
Design Criteria	The architectural design of the fuel facility must be harmonious with the existing Costco development in terms of colors, materials, and architectural features.	The fuel canopy will be designed to match the existing Costco warehouse and includes a flat roof, a metal-wrapped canopy fascia, and metal canopy columns. The fuel canopy primary color will be tan to match the existing warehouse.

3. *The establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;*

**Response:** The fuel facility is design to meet all permitting and operational requirements of all local, state, and federal regulating agencies. In particular, the facility is designed with state-of-the-art equipment for fuel containment and vapor recovery. And, a trained assistant will be present during all operational hours to assist members, fuel deliveries, and implement safety and emergency procedures, if necessary. The facility will operate between the hours of 5:30 a.m. and 10:00 p.m. There are no residential uses in the vicinity of the project site.

4. *The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and*

**Response:** As described in the Design Review criteria above, the fuel facility is an associated use with the warehouse and located within a developed area of the Costco Wholesale development. The location of the facility will not significantly impact pedestrian or vehicular traffic and would not be detrimental to existing or future improvements of neighboring properties.

5. *The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity.*

**Response:** The fuel facility is an associated use with the Costco Wholesale development and is consistent with the General Plan and Vintage Oaks Masterplan designations for land use. Additionally, as described in the Design Review criteria response, the location of the facility will not have a detrimental effect on the surrounding existing uses and is designed to be compatible with the architectural character of the surrounding development.

**Conclusion:**

The responses above and application materials demonstrate that this project meets the submittal criteria for a Design Review and Use Permit in order for the City to deem this application complete and undertake review of this project.