



DIGITAL FREEWAY BILLBOARDS **(CONDITIONAL USE PERMIT, MAJOR DESIGN REVIEW, AND DEVELOPMENT AGREEMENT)**

New and converted digital billboards are conditionally permitted along specific sections of Interstate 80 and Interstate 505, subject to a Conditional Use Permit, Major Design Review, and Development Agreement. Digital billboards are allowed under specified conditions which assure that the use will not be detrimental to the public health, safety, and welfare, will not diminish the integrity and character of the surrounding uses, and provides offsetting community benefits, such as revenue sharing provisions, static billboard removals, and community beautification. Each application is considered on its individual merit and, if approved, the entitlements run with the land. Applications for digital freeway billboards are reviewed by the Planning Commission and acted upon by the City Council.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration, or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Detailed Project Description

A detailed written description shall be submitted with the application. At a minimum, the description shall include the project area, property ownership, construction schedule, maintenance schedule, access routes, and the following information:

1. The number of sign faces, sign dimensions, and sign area.
2. Proposed hours of operation.
3. Proposed business points for the Development Agreement, such as provisions for ongoing revenue sharing, one-time contributions, community benefits, billboard removal, and/or community beautification improvements.
4. The location and number of billboard sign faces and/or structures to be removed. If the billboard operator does not have enough billboards located within the City's Sphere of Influence to meet this requirement, include a proposal for offsetting community benefits such as, but not limited to: additional funding for parks, city beautification, or infrastructure; or any such other terms that promote public health, safety, and welfare.
5. Performance options for displaying regional emergency information to the traveling public, and remote shut off due to malfunction.
6. A written response to the following findings specific to digital freeway billboards:
 - a. The proposed off-site advertising display will not create a hazard to vehicular or pedestrian traffic, and measures have been taken to reduce potential impacts upon the existing visual character of the site and its surroundings.

- b. All advertising on the off-site advertising display will conform with the Outdoor Advertising Act, the California Business and Professions Code, and all other applicable state and federal rules and regulations.
- c. The development of the off-site advertising display will result in a public benefit to the City that outweighs any adverse impacts that might be caused by the advertising display.
- d. The design of the proposed off-site advertising display is reflective of Vacaville's identity and character.

Site Plans

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

- 1. Site/Project Information (i.e. Zoning, Assessor's Parcel Number(s), site area, building square footage, code-required parking ratios for all uses, building setbacks, types of uses, building height).
- 2. All property lines with dimensions.
- 3. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
- 4. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains and laterals, etc.).
- 5. Adjoining streets (names, location), including driveway locations at adjoining properties.
- 6. Existing or proposed driveways, parking, and service areas, fully dimensioned and labeled, including compact spaces.
- 7. The width, length, and supporting capability of any emergency vehicle access routes. The Vacaville fire apparatus turning template shall be overlaid on all emergency access routes.
- 8. Location and type of existing and proposed fencing.
- 9. Sight triangle(s) at all driveways and intersections per City Standard 3-04A and 3-04B and residential driveways per standard 3-05 on both civil and landscape plans.
- 10. A 3,000 ft. radius around the location of the proposed digital billboard, along with the location of any existing or approved digital billboards located within 5,000 ft.
- 11. A 300 ft. radius around the location of the proposed digital billboard, along with the location of the closest residential uses and/or lodging.

Preliminary Landscape Plan

The preliminary landscape plan may be incorporated into the site plan. Ten (10) full size copies of a preliminary landscape plans are required showing the following:

- 1. Proposed landscaping showing compliance with the Vacaville Gateways Master Plan.
- 2. Lawn and landscape areas demonstrating compliance with the Water Efficient Landscape Regulations in effect at the time the application is submitted.
- 3. Existing trees including species, trunk size, location, and grade and whether they are to be retained or removed. Any large trees on adjacent properties which are within 50 feet of the project site shall also be shown.
- 4. Relationship of proposed landscaping to any building signage, whether existing or proposed.
- 5. Slope and contour information within the immediate vicinity of proposed improvements.
- 6. Parking lot and street lighting plans showing coordination with proposed landscaping.

Photometric Plan

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Name, address, phone, and license number of engineer who prepared the plans.
2. The anticipated light pollution from the billboard, measured 250 ft. away from the face of the billboard.
3. All property lines.
4. Cut sheets of all interior and/or exterior light fixtures and sensors.

California Department of Transportation – Preliminary Determination

One (1) copy of a preliminary determination from Caltrans identifying the proposed display location as conforming to the requirements of the Outdoor Advertising Act.

Exterior Elevations and Floor Plans

Ten (10) full size copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting height, materials, treatment, colors, and details, including signage.

Renderings and Visual Simulations

Ten (10) 11" x 17" copies of renderings and visual simulations are required. At a minimum, the renderings shall show a visual simulation of the sign as follows:

1. The sign during daytime hours and nighttime hours.
2. The appearance of the sign from both travel directions on the freeway.
3. The appearance of the sign from all nearby vantage points, such as parks or the closest residence located within 1,000 ft.

Sample Board

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

- Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least 10 calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.

- Grading Information**

Ten (10) full size copies of Preliminary Grading Plan – Show existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. The Grading Plan shall show all existing trees with elevations and identified protection zones, and the location and elevations of proposed retaining walls (including bottom of wall and top of wall).

- Utility Information**

Ten (10) full size copies of Preliminary Utility Plan – Show (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

- Supplemental Studies**

One (1) full size copy of supplemental studies (will be determined at pre-application/completeness review) – May include, but not limited to, a Preliminary Drainage Study or Soils Report.

- Topographic Boundary Survey**

Ten (10) full size copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed – Illustrate the project’s property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

- Title Report**

One (1) copy of Title Report – Include up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

- City Standards Deviations**

Deviations from City Standards shall be identified on the plan and a written justification for the deviation shall be provided. If no deviations to standard, identify this on the plan. Any deviation not shown on the plan risks not being evaluated by Public Works and may require an approved project to go back through the process.