



AIRPORT DEVELOPMENT STANDARDS POLICY

A POLICY TO SET STANDARDS FOR
THE ENGAGEMENT, VETTING AND MANAGEMENT OF
AERONAUTICAL AND NON-AERONAUTICAL COMMERCIAL PROPERTY
DEVELOPMENT
AT THE
WATSONVILLE MUNICIPAL AIRPORT
SEPTEMBER 2020

POLICY AND INTENT OF THESE DEVELOPMENT STANDARDS

The City of Watsonville, California (“City”), is the owner and sponsor of the Watsonville Municipal Airport (“Airport”). In accordance with Chapter 18 of Title 7 of the City Municipal Code, Section 7-18.101 the City has directed the Municipal Airport Director to implement these Development Standards in order to establish development requirements that must be met by all persons or entities desiring to construct or make improvements to buildings and facilities at the Airport. These Development Standards apply to proposed new construction, including proposed alterations or improvements to existing buildings or facilities.

The Airport Director reserves the right to revise or amend these Development Standards from time to time and to grant variances from specific standards and requirements when a specific clause, section, or provision is not required or would pose an undue hardship because of specific conditions and unique circumstances, as solely determined by the Airport Director in his/her sole discretion.

These Development Standards do not supersede any requirement in any applicable law or regulation, any provision of the City of Watsonville Municipal Code, or any provisions of the Airport’s Minimum Commercial Standards for Aeronautical Service Providers.

ENERGY MANAGEMENT AND SUSTAINABILITY

The Watsonville Municipal Airport has taken action to reduce the airport’s carbon footprint and lessen the airport’s impact on our environment. All persons and entities using the Watsonville Municipal Airport are encouraged to practice effective and efficient energy use and to implement sustainability practices to help achieve this goal.



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INTRODUCTION

1. INTRODUCTION

1.1. Purpose

By adopting these Development Standards as well as through its other policies, Watsonville Municipal Airport (“Airport”) desires to: (a) plan, develop, operate, and manage the airport in such a manner so as to ensure the airport’s long-term financial sustainability, (b) protect and promote the health, safety, security, and general welfare of the public, and (c) encourage the provision of the type, level, and quality of General Aviation products, services, and facilities desired by the public.

The purpose of these Development Standards is to: (a) set forth design and construction standards, policies, and procedures for the development (including construction, modification, and/or renovating) of aeronautical and non-aeronautical land and/or improvements at the airport; (b) promote attractive, high-quality, consistent, compatible, and sustainable development; (c) protect persons and property; and (d) preserve and/or enhance the airport.

1.2. Goal and Objectives

It is the goal of the Airport to preserve and/or enhance the airport for the benefit of Lessees, Sub lessees, Operators, customers, users, and the community and to ensure the airport is developed in a high-quality manner consistent with sound fiscal management and best practices while ensuring the provision of essential infrastructure, improvements, and amenities. The Airport has established the following objectives to help achieve this goal.

- ✓ **Economic** – Preserving property values and enhancing investments and revenues
- ✓ **Environmental** – Conserving natural resources while minimizing adverse impacts
- ✓ **Function** – Encouraging imaginative and innovative development of land
- ✓ **Maintaining** - High standards and responding to changes at the Airport
- ✓ **Visual** – High-quality architectural, landscape design and construction standards
- ✓ **Social** – Maintaining an amenable relationship between the Airport and community

1.3. PMCD General Provisions

These Development Standards incorporate, by reference, the Airport’s Primary Management Compliance Documents (PMCDs), i.e. Airport Regulations, Airport Minimum Commercial Standards, Airport Lease Policy and Airport Rate and Fees Schedule.

1.4. PMCD Definitions

The terms defined in the PMCDs and identified by use of a capital letter, whenever used in these Development Standards, shall be construed as defined therein unless (from the context) a different meaning is intended or unless a different meaning is specifically defined. Words or phrases that are not defined shall be construed consistent with common meaning or as generally understood throughout the aviation industry.

1.5. Compliance

These Development Standards shall not preclude any entity associated with development of land and/or Improvements at the Airport from adhering to any State of California and City of Watsonville codes, ordinances, or other Legal Requirements.

1.6. **Applicability**

These Development Standards specify the requirements which must be met by any entity associated with development of land and/or improvements at the Airport. No entity shall be permitted to develop land and/or improvements without a City approved leasehold agreement and compliance with these Development Standards, unless an exemption or variance has been granted, in writing, by the City.

If these Development Standards are amended after an entity associated with development of land and/or improvements enters into an Agreement, the entity shall not be required to comply with the amended Standards, except as provided for in such Agreement, until such time as the:

- ✓ Existing Agreement is amended;
- ✓ City approves an assignment to another entity; or
- ✓ Entity enters into a new Agreement.

1.7. **General Requirements**

No Improvement shall be developed (and no natural vegetation shall be planted or allowed to grow) that does not comply with the Airport's Master Plan, Airport Layout Plan, Airport Land Use Compatibility Plan, and/or other Legal Requirements. Notwithstanding any other provisions of these Standards, land and Improvements may not be developed or used in such a manner as to:

- ✓ Create electrical interference with Aircraft communications or navigational equipment;
- ✓ Create confusion for pilots to distinguish between airport lighting or signage;
- ✓ Create glare or blockage impairing visibility of pilots
- ✓ Otherwise endangers the arrival, departure, or maneuvering of aircraft.

1.8. **Restricted Improvements**

Temporary Building – Buildings which are intended to be located in place for six (6) months or less shall be deemed to be temporary. Temporary buildings, including but not limited to mobile offices, or storage facilities, shall not be installed or maintained at the Airport without the prior written approval of the City's Community Development Department (CDD).

- ✓ All requests for approval of any temporary building shall be submitted to the Airport Director and must include the proposed location, size, construction material, purpose, and provisions for dismantling and/or removal no later than thirty (30) calendar days after development of permanent Improvements are completed.

Temporary buildings may only be utilized for engaging in Commercial Aeronautical Activities during development of permanent Improvements.

Marking and Lighting – The owner of any nonconforming improvement or natural vegetation shall be required to install, operate, and maintain the markers and/or lights which are deemed necessary by the Airport, Federal Aviation Administration (FAA), and any other Agency having jurisdiction to indicate the hazard is present. Such markers and lights shall be installed, operated, and maintained at the owner's sole risk, cost, and expense. No development shall be permitted or approved by the Airport that establishes a hazard or creates a nonconforming Improvement or natural vegetation that increases the hazard to air navigation.



2. LAND DEVELOPMENT

2.1. General

These Development Standards do not necessarily address every type of condition or detail that may be encountered during the design and construction process. As such, entities are encouraged to maintain an on-going review process with the Airport (beginning early in the design stage) to ensure that the entity's Development Plan (discussed in Section 4.4 of these Development Standards) is acceptable to the City.

Where a specific material is identified (or specifications are provided for a specific type of material), a material having equivalent specifications may be utilized if approved in advance and in writing by the Airport. No occupancy of any Improvement shall be permitted before completion of the improvement, including receipt of a Certificate of Occupancy (CO) by the City's Community Development Department (CDD).

2.2. Environmental Quality

The Airport encourages: (a) orientation of improvements to take advantage of natural sunlight and prevent improvements from blocking direct sunlight to other improvements, (b) the use of barriers as a defense against wind, (c) the use of landscaping to maximize cooling in the summer and retention of heat in the winter, and (d) design features and the use of construction methods, techniques, and/or processes that conserves energy and natural resources.

The Airport shall not permit development or land use that: (a) adversely affects airport's critical habitat status, (b) adversely impacts the quantity, quality, or reliability of water resources; (c) occurs at the expense of established water dependent activities; (d) results in increased alkalization of water, loss of stream flows, or the unnecessary destruction of wildlife habitat; or (e) entails future major expenditures on the part of the public to reacquire or redistribute water resources. The Airport will not permit development or land use that accelerates erosion of soil and rock (including stream sedimentation, dust, and gulying), alters drainage and/or floodwater patterns, exacerbates flood hazards, reduces natural vegetation, creates visual scars, leaches minerals, destroys animal habitats, or increases maintenance and/or repair costs.

2.3. Provision of Necessary Airport Land and/or Improvements

The Airport shall encourage development that fully utilizes, but does not overburden, existing land and/or Improvements. In cases where existing land and/or Improvements are not fully utilized, the Airport encourages development that:

- ✓ Minimizes aircraft, vehicle, and pedestrian congestion, promotes safety, security, and efficiency;
- ✓ Includes facilities to collect, treat, and dispose of anticipated storm water runoff and ensures such facilities have capacity and reliability to support the intended use;
- ✓ Has a water supply of the quality, quantity, pressure, and reliability that is required to support the intended use;
- ✓ Has Paved road access for Emergency Services; and
- ✓ Consists of Improvements that are optimal for (i.e., make highest and best use of) the land area.



LAND DEVELOPMENT

2.4. Manmade and Natural Hazards

The Airport requires development that does not expose others to avoidable natural and manmade hazards.

As such, the City encourages development which is:

- ✓ Designed, constructed, and located in a manner that is compatible with existing hazards and does not create any additional hazards and
- ✓ Not located in floodplains, geologically hazardous areas, or other natural hazard areas that could threaten the development, the Airport, or the health, safety, security, or welfare of the public.

2.5. Reuse of Resources

The Airport encourages development which uses recycled materials, promotes recycling of materials used in construction, and reuses wastewater.



3. DESIGN CRITERIA

3.1. General

All submittals included in a Development Application shall be prepared by, or under the direction of a licensed professional within the specific discipline area and subject to the Airport's approval.

Development of any Specialized Aviation Support Organization (SASO) facility or complex shall be subject to architectural design review and approval. At the discretion of the Airport Director, a design review committee may be convened, consisting of members of the City Staff, Watsonville Airport Advisory Committee, and/or consultants.

3.2. Accessory Buildings

All accessory buildings shall be identified on the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. Accessory buildings include any building other than the main building(s) that is intended to be located in place for more than six months. Accessory buildings shall match the architectural design and materials of the main Improvement.

3.3. Changes, Additions, and Deletions

Prior to making any changes, additions, or deletions to existing land and/or Improvements, the Development Plan (as outlined in Section 4.4 of these Development Standards) shall be submitted to the Airport Director and approved in writing by the City. Changes, additions, or deletions shall match the architectural design and materials of the main building(s). Changes, additions, and/or deletions shall conform to all applicable codes, ordinances, or other Legal Requirements.

3.4. Aircraft Accesses

To allow for the safe, secure, and efficient operation of Aircraft and to minimize potential conflicts with Vehicles and pedestrians:

- ✓ All Aircraft access points (i.e., Taxiways and Taxi lanes) shall meet the standards stipulated in Advisory Circular (AC) 150/5300-13A Airport Design, as amended;

3.5. Antennae

All required antennae, satellite dishes, and similar equipment shall be identified in the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. No antennae, satellite dish, or similar equipment shall be allowed that interferes with existing or future airport, aircraft, or vehicle operations. When possible, all antennae, satellite dish, or similar equipment shall be screened from view. FAA Form 7460-1 shall be completed and all antennae, satellite dishes, and similar equipment must comply with 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace.

3.6. Ramps

Operators providing rotary wing aircraft parking shall adhere to the design standards described in AC 150/5390-2C Heliport Design, as amended. Operators providing fixed wing Aircraft parking shall adhere to the design standards described in AC 150/5300-13A Airport Design, as amended.



3.7. Improvement Height

The overall height of any Improvement shall be proportionate with surrounding land uses and Improvements and shall be dependent on the type of use of the Improvement (or activity) and/or the size of the Aircraft using the Improvement. Only those Improvements that are not considered an obstruction under 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace, as determined by the FAA and approved by the Airport, shall be made.

3.8. Doors

Hangar doors shall be sliding, overhead, or bi-fold doors, consistent with best practices, based on the size of the Hangar. Hangar doors shall be constructed of pre-finished aluminum, pre-finished steel, or Plexiglas panels (designed specifically for Hangars) and shall complement the building from a design and color standpoint.

- ✓ Wood, plastic, tin, or other unfinished materials are prohibited.
- ✓ Translucent panels may be incorporated into pre-finished aluminum or pre-finished steel doors to provide additional lighting.
- ✓ Pedestrian doors shall comply with all applicable codes, ordinances, and Legal Requirements. All pedestrian doors shall be pre-finished metal construction in metal jambs and shall complement the building from a design and color standpoint.

Vehicle access doors shall be overhead construction and shall complement the building from a design and color standpoint.

3.9. Exterior Lighting and Security

A lighting plan describing the exterior illumination layout and fixture selection shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. The lighting plan shall meet the following requirements:

- ✓ Lights shall not be placed to cause glare; interfere with Airport operations; or illuminate areas outside of the intended area including adjacent areas;
- ✓ Vehicle parking areas and driveway lighting shall provide uniform illumination;
- ✓ Accent lighting is recommended at entrances, exits, and loading zones;
- ✓ Security light sources shall be operational during hours of darkness and shall illuminate entrances and exits to the site and all buildings;
- ✓ Exterior lighting shall be color-corrected for true white with allowances for modest amounts of blue or green;
- ✓ Exterior lighting shall be LED;
- ✓ Distance between exterior lighting fixtures shall be predicated upon the lumens to adequate coverage; and



DESIGN CRITERIA

- ✓ Distance between exterior lighting fixtures shall be predicated upon the lumens to adequate coverage; and
- ✓ Height of exterior light poles shall comply with 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace.

Appropriate security camera systems may be installed on the exterior of all facilities if approved in advance and in writing by the Airport.

3.10. Exterior Materials

Exterior building materials shall be compatible with adjacent buildings and shall not affect Airport, aircraft, or vehicle operations. Building glazing shall not cause glare or reflections that will interfere with Airport, aircraft, or vehicle operations. Reflective glass and/or other reflective materials will not be approved by the Airport.

3.11. Exterior Storage

Outside storage of any article, goods, materials, machinery, equipment (excluding Refueling Vehicles and ground support equipment), tools, trees, shrubs, plants (except approved landscaping), or similar items shall be visually screened from public view if located between the building setback line (as identified in Section 3.21 of these Development Standards) unless approved in advance and in writing by the Airport.

Outside storage shall be enclosed with an architectural screen at least six feet in height, with appropriate and approved landscaping, or other screening devices or materials. No storage shed or accessory building other than the main building shall be permitted except during construction or unless approved in writing by the Airport prior to construction or installation. Objects such as water towers, storage tanks, processing equipment, cooling towers, communications towers, vents, and other buildings or equipment shall be compatible with the main building(s) or effectively shielded from view and shall be approved in writing by the Airport prior to construction.

3.12. Fences, Gates, and Buffers

Required fencing, gates, and buffers shall be identified in the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. Submittals shall include identification of the (a) location of fences, gates, and buffers, (b) the type, height, and color of the materials used for construction, and (c) other unique design features or considerations. Fencing and gates shall be the same type of material and style of the existing Airport perimeter fence and gates and shall be properly maintained, fully functional, and in good appearance.

When possible, fences, gates, and buffers shall not be permitted directly adjacent to Aircraft Movement Areas and Non-Movement Areas unless identified with markers, lights, or other devices (e.g., reflectors on all sides). Fences, gates, and buffers directly adjacent to Aircraft Movement Areas and Non-Movement Areas must have an access control mechanism to restrict access to authorized personnel only. The height of all buffers of unsightly areas (e.g., storage area) shall be at least equal to the material being stored or screened.



3.13. Garbage and Recycling Containers

Exterior garbage and recycling containers must be located as to not adversely impact airport operations or safety. Containers must be equipped with securely fastened lids. All areas utilized for garbage and recycling container locations shall be paved, accessible, and consistent with adjacent development.

3.14. Flagpoles

All flagpoles shall be located in such a manner and distance from Ramps, Taxiways, or Taxilanes to prevent being a hazard to Airport, Aircraft, or Vehicles operations. The height of flagpoles shall comply with 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace. The flag of the United States shall only be displayed in accordance with Title 4 of the United States Code.

3.15. Grading and Drainage

Site plans must be prepared by a licensed engineer, preferably with airport development experience. Site plans indicating proposed grading and drainage (including drainage flow, contours, and elevations) shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. Compatible grading and drainage between adjacent land and Improvements shall be established to control drainage and erosion and shall meet the following requirements:

- ✓ Grading permits shall be obtained from the City prior to performing any grading.
- ✓ Grades, berms, channels, and swales shall be an integral part of the grading, drainage, and Paved surface design.
- ✓ Paved area grades shall not exceed two percent (2.0%) slope for concrete and asphalt paving.
- ✓ Drainage (and all related facilities) shall be designed to prevent standing water and accommodate all storm water generated by the land in accordance with the Construction Storm Water Pollution Prevention Plan (SWPPP) and the Airport's SWPPP.
- ✓ All grading and drainage shall meet the design standards described in AC 150/5320-5C Airport Drainage Design, as amended.

Drainage shall not adversely impact adjacent land and Improvements and shall flow into natural or developed drainage. The elevation of the land shall not be changed so as to materially affect the surface elevation or grade of the surrounding land. Gutters and downspouts shall be used to facilitate drainage from roofs.

Interior Hangar drainage, if required, shall flow through an oil/water separator and shall be connected to the City's sanitary sewer system.

3.16. Landscaping

The Airport encourages landscaping that creates a compatible and continuous relationship between the land and the Improvements, minimizes the use of irrigation water, maintains an aesthetically pleasing appearance in all areas not covered by Improvements, Ramps, Vehicle parking areas, maintains consistency with the Airport's Wildlife Hazard Management Plan (WHMP), and enhances the existing character of a site. Any portion of the site that is not improved shall be landscaped according to a landscaping and irrigation plan prepared by a professional designer. The plan shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction.

- ✓ Landscaping materials shall be installed within 30 calendar days of receipt of Certificate of Occupancy.
- ✓ All landscaping shall be maintained and repaired and kept in good appearance, as determined by the Airport Director, on a year-round basis.
- ✓ The Lessee (Sublessee, if applicable) shall be solely responsible for landscape maintenance and repair including weed control and removal and replacement of diseased or dead vegetation.

Landscaping shall also be used, consistent with all applicable codes, ordinances, and Legal Requirements, to screen unsightly items such as heating and air conditioning units, trash and recycling containers, loading docks, utility boxes, etc. Landscaping design and materials shall be Xeriscape and compatible with the Airport's Wildlife Hazard Management Plan (WHMP). Small landscaping rock may be permitted provided it does not create a hazard to persons or Property including Aircraft. Fruit bearing trees are prohibited.

All landscaped areas shall be irrigated by a permanent, underground irrigation system that can support the type and amount of landscaping installed. The landscape plan shall minimize the use of irrigation water and comply with the applicable laws and codes established by the City as the water purveyor.

Landscaping materials shall not pose a hazard to the Airport, Aircraft movement, or Vehicle operations. At all times, landscaping shall:

- ✓ Comply with 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace, and
- ✓ Not obscure aircraft operations via line of sight, and (c) not exceed 25 feet above ground level.



3.17. Loading and Service Areas

In addition to being functional and aesthetically pleasing, loading and service areas shall meet the following requirements:

- ✓ Loading areas, loading docks, Vehicle parking areas, and service areas shall be planned so the use of any one of these areas does not interfere with the use of any of other areas.
- ✓ All areas utilized for loading and service area shall be paved.
- ✓ Loading docks or service areas shall not be visible from the street unless approved in writing by the Airport Director. If necessary, to restrict visibility from the street, a landscaped buffer shall be installed.
- ✓ Loading areas shall be denoted by a yellow painted curb with the words "Loading Zone" in black lettering.

3.18. Open Sided Buildings

Buildings shall be fully enclosed. No open sided buildings shall be permitted with the exception of Aircraft shade ports and/or wash racks.

3.19. Pedestrian Circulation

Pedestrian movement shall be safe, convenient, and orderly. Pedestrian walkways shall be constructed of concrete. Pedestrian access to land and Improvements shall be designed and constructed in accordance with the Americans with Disabilities Act of 1990, as may be amended from time to time, and any other applicable Legal Requirements.

3.20. Residence

No building, Vehicle, Equipment, or Aircraft shall be used as a place of residence either on a temporary or permanent basis unless consistent with the terms of an Agreement.

3.21. Setbacks

To provide sufficient space between Improvements and streets, to ensure adequate lighting, privacy, and sound control, and to allow for landscaping and access (including Aircraft, Vehicle, and Emergency Vehicle access), the following setbacks shall be met and maintained:

Minimum Building Setback Requirements

- ✓ Landside: minimum of 30 feet from the edge of building to the lease line.
- ✓ Airside: shall be based on the largest Aircraft permitted in the area (as identified on the Airport Layout Plan) plus 15 feet.
- ✓ Sides: minimum of 15 feet from the edge of building to the lease line.

Vehicle Parking Area Setback Requirements

- ✓ Street edge of travel way: minimum of 15 feet landscaped and bermed (where possible) except for that portion which is used for Vehicle or pedestrian access.
- ✓ Side of leasehold: minimum of 10 feet (not applicable if adjacent lots have a contiguous Vehicle parking area).
- ✓ Facilities: minimum of five feet from walkways or landscaped areas.

Utility Transformer or Meter Setback Requirements

- ✓ Street edge of travel way: minimum of five feet.
- ✓ Side of leasehold:
 - With Ramp – minimum of 10 feet
 - Without Ramp – minimum of 40 feet

No part or portion of any Improvement shall be erected, constructed, or extended closer than the distance from the Movement Areas as depicted by the building restriction line in Exhibit A of the Airport Layout Plan. The Airport shall determine the required setback distances for each Lessee (Sublessee, if applicable) from any adjacent Ramp, Taxilane, or Taxiway edge.

Different setbacks may be required based on a number of factors such as: lot size, shape, or configuration; Improvement use; Aircraft Design Group; location on the Airport; and adjacent land and/or Improvements.

3.22. Signage

Signage shall conform to applicable City codes, ordinances, and Legal Requirements. Signage shall be uniform and the graphics shall (a) balance identification with image; (b) communicate information in a straightforward and aesthetically pleasing manner; and (c) be compatible with surrounding Improvements, the natural environment, and the overall character of a lot. Directional signage shall improve and/or enhance the safety, security, and efficiency of Aircraft, Vehicle, and pedestrian movement.

A signage plan shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to installation of signage.

General

The ratio for SASO or Commercial Leasehold street side identification signs shall be 4 feet horizontal to 1 foot vertical (4:1) and shall not exceed 7.5 square feet total. The minimum setback from the back of the curb shall be three feet and the top of the sign shall not be more than six feet from the top of the curb. No signs shall be located closer than three feet to the edge of the leasehold.

Wall signs shall be fixture signs, signs painted directly on the surface of the wall, or projection signs with individual letters not exceeding 12 inches. No more than three directional signs shall be permitted on any lot. Directional signs can be used to give directions or provide special instructions to the operators of Aircraft or Vehicles or to pedestrians.

Identification signs are restricted to conveying the names of Lessees (Sublessee, if applicable). All signs must be located on the Leased Premises unless authorized in writing by the Airport.



Business Signs SASOs, by virtue of the activities of these Operators, shall be permitted to advertise (as applicable): (a) name of the business, (b) type of service, and/or (c) aircraft service center, dealership, or manufacturer affiliations. These signs may be double faced. SASOs shall obtain written approval of the Airport prior to making any changes, additions, and/or deletions to business signs. The Airport shall review written requests on an individual basis.

Individual businesses other than SASOs who deal primarily with Transient Aircraft and/or infrequent visitors to the Airport may have an identification sign on the sides of the building(s) occupied by the business. Free-standing signs shall not exceed four feet by eight feet and the top of the sign shall not exceed six feet above ground level. Signs conveying logos shall not exceed 32 square feet. Individual letters shall not exceed two feet in height. Signs may be internally or externally lit, but in no case shall the lighting interfere with Airport, Aircraft, or Vehicle operations.

Lessees (Sublessee, if applicable) may have an identification sign located in the landscaped area between the Vehicle parking area and the building. These signs shall not exceed four feet by eight feet (six feet by eight feet including the base) and the top of the sign shall not exceed six feet above ground level. Decorative logos may also be included in the entrance way(s) to the building.

Lessees (Sublessee, if applicable) utilizing an entrance other than the main entrance to a building may place a business identification sign on or adjacent to the entrance door. The sign shall not exceed six square feet.

Lessees (Sublessee, if applicable) who lease an office or Hangar may place a business identification sign on the door, adjacent to the door in the entrance way, on the closest window, or on the wall between the window and the entrance way. The size and shape of the sign shall be determined at the time of request, but in no case shall the sign exceed 12 square feet or extend higher than the top of the entrance door. The sign on the wall shall be illuminated internally or indirectly.

Directory Signs – Directory signs shall be located inside the main entrance door and shall complement the materials and colors used inside the building.

Vehicle Parking Signs – Individual, visitor, and handicap spaces shall be identified by a standard sign and the top of the sign shall not to exceed six feet above ground level.

No Vehicle parking zones shall be denoted by a red painted curb with the words “No Parking” in white lettering.

Address Signs – Individual address signs shall consist of street numbers and street names and be located in close proximity to the main entrance of the building. The color of the street numbers and street names shall contrast with the background color of the sign and be a minimum of four to a maximum of seven inches in height.

Temporary Signage – Temporary signage shall be approved in writing by the Airport prior to installation. Applicants shall provide a sketch or rendering of the sign, identify the sign on a location map, and identify the desired length of time for the signage to be in place.



DESIGN CRITERIA

Project Identification Signs – Project identification signs may be installed during construction and for a period of up to 30 calendar days following issuance of the Certificate of Occupancy. Signage is limited to the side of the construction office plus one free-standing sign not exceeding four feet by eight feet and six feet above ground level. Signs may include leasing or rental information.

Miscellaneous Signs – Miscellaneous signage, not included in these Development Standards, shall be approved in writing by the Airport prior to installation.

Vacated Property – Signs pertaining to activities or occupants no longer using or occupying the Leased Premises shall be removed within thirty (30) calendar days from the date the activity is discontinued or the occupant vacates the Leased Premises. If signs are not removed within thirty (30) calendar days, the Airport may remove and dispose of signs at the sole risk, cost, and expense of the Lessee (Sublessee, if applicable).

Prohibited Signs – Any illuminated sign not intended for navigation that is visible from the airfield:

- ✓ Moving or flashing signs or lights.
- ✓ Rooftop signs.
- ✓ Electronic message boards used for advertising.

3.23. Buildings

Buildings shall be masonry, concrete, or steel frame load bearing construction.

3.24. Utilities

A utilities plan identifying all utilities shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction. All utility improvements shall meet the requirements of the Agencies having jurisdiction and all applicable Legal Requirements.

Lessee is responsible for the maintenance and repair of all utility lines to the site and for keeping all shutoffs readily accessible and fully functional. Lessee shall preserve existing utility easements and recognize that the potential exists to change existing easements and/or add future easements.

No pipe, conduit, cable, or line for water, gas, sewage, drainage, steam, electricity, or any other energy or service shall be installed or maintained on any lot (outside of any building) above the surface of the ground with exception of hoses, movable pipes for irrigation, or transformers used during construction.

- ✓ When possible transformers shall be co-located with utility meters and screened with landscaping and setback at a safe distance.

Utility costs and expenses for any equipment (including meters) and services (including temporary service) for the Leased Premises shall be the sole responsibility of Lessee from the date of Notice to Proceed with construction.

- ✓ Extension of utilities, including new transformers, to proposed facilities shall be the sole responsibility of Lessee.
- ✓ Lessee or contractor shall be responsible for returning any areas disturbed by excavation and installation of any utilities or related equipment to the condition before construction.

3.25. Vehicle Parking

A Vehicle parking area plan describing the Vehicle parking layout shall be submitted with the Development Plan (as outlined in Section 4.4 of these Development Standards) and approved in writing by the Airport prior to construction.

All Vehicle parking areas shall be Paved with a weight bearing capacity that accommodates anticipated usage and the heaviest expected load.

Number of Vehicle Parking Spaces – Vehicle parking areas shall be able to accommodate the Vehicles of all users of all Improvements and comply with the Minimum Standards.

- ✓ One Vehicle parking space per 250 square feet of building area which is used by employees including leasable office area whether or not such area is leased.
- ✓ One Vehicle parking space per 500 square feet of building area which is used by customers.
- ✓ One Vehicle parking space per 1,000 square feet up to 20,000 square feet of building area which is used for Aircraft storage and/or maintenance. One Vehicle parking space per 2,000 square feet of building area in excess of 20,000 square feet.
- ✓ One handicapped space is required for every 25 spaces and one of every 8 handicapped accessible parking spaces, but always at least one, must be “van-accessible”.
- ✓ A poured-in-place concrete curb shall be provided at the perimeter of planted areas to prevent vehicular intrusion. Curbs shall be continuous.
- ✓ An access driveway (20 feet wide minimum or as required by fire code, whichever is greater shall be provided and maintained between each Vehicle parking area.
- ✓ All Vehicle parking spaces shall be a minimum of 10 feet wide by 20 feet long.
- ✓ All Vehicle parking spaces shall be designated by painted lines or other approved methods.
- ✓ The perimeter of Vehicle parking areas shall have concrete curb and gutter.



PROCEDURES FOR APPROVAL

4. PROCEDURES FOR APPROVAL

4.1. *Pre-Submittal Meeting*

Applicants are required to schedule a pre-submittal meeting with the Airport Director. This meeting shall provide the Applicant with the opportunity to discuss available land, designated land uses, utility extensions, and the proposed design and development concept. This meeting also provides the opportunity for the Applicant to obtain general comments regarding the feasibility of the proposed design and development concept and identify any potential issues, problems, or challenges associated with the concept.

4.2. *Concept Plan*

Following the pre-submittal meeting, five copies of the Concept Plan shall be submitted to the Airport Director. The Airport Director shall review the Concept Plan and address all preliminary questions or concerns with the Applicant within thirty (30) calendar days of receipt.

At a minimum, the Concept Plan shall include the following information:

- ✓ name of the proposed development (project name);
- ✓ vicinity map within the airport property with scale (1" = 2,000 feet preferred), north arrow facing the top of the page, and date of preparation;
- ✓ location and proposed uses of Improvement areas to include estimated dimensions and square footages;
- ✓ location and dimensions of required setbacks;
- ✓ proposed parking area(s);
- ✓ fencing and security gates;
- ✓ preliminary utilities plan depicting existing and proposed location of all utilities;
- ✓ preliminary architectural elevations with maximum building heights;
- ✓ proposed landside and/or airside access;
- ✓ proposed schedule for completion of the Development Plan.

For proposals specific to SASO facility or complex, the Applicant or designated representatives shall be required to meet with the Airport Director as well as the design review committee, if required by the Airport Director, to present and discuss the Concept Plan.

4.3. *Agreement*

Following the written approval of the Concept Plan by the Airport, the parties shall negotiate an Agreement, consistent with the Municipal Airport's Leasing and Rates and Fees Policy for the Airport.

If a Sublessee of an existing Lessee is making the development on the existing Leased Premises, prior written approval shall be obtained from the Airport.

- ✓ **Under no circumstances shall construction begin before an Agreement is executed.**



4.4. *Development Plan*

Following the approval of the Agreement by the Airport, the Development Plan shall be submitted to the City's Planning Department within (sixty) 60 calendar days, or other timeframe as determined in the sole discretion of the City's Community Development Director.

The Development Plan shall be a complete set of plans and specifications that fully define the proposed land use including identifying the location of all existing and proposed Improvements and signage, the maximum height of proposed Improvements, and the proposed minimum building setbacks. The Development Plan shall address the function, right(s)-of-way, and widths of roadways within and adjacent to the site. The Development Plan shall identify the location, type, and extent of access to/from Airport roadways and the necessary traffic controls (if any) for each of the development's access points.

The Airport will not accept incomplete submittals. One original and four copies of the Development Plan shall be organized into five self-contained packets.

To be considered complete by the Airport, the Development Plan shall include the following items.

Letter of Intent – This letter shall describe the proposed development and convey the anticipated construction schedule for the proposed development.

Letter from Utility Providers – Based on written notification to the providers from the Applicant of the intent to develop the site, applicant shall receive Will-Serve letters from each applicable utility provider.

Airport Submittal Checklist – Following the pre-submittal meeting and/or as requested by the Airport, Applicant shall provide the required Airport submittals which may include the following:

- ✓ Traffic Study – This analysis shall identify the impact of the proposed development on vehicular traffic. Information to be included, but not limited to, traffic generation rates, peak hour counts, trip distribution. Studies shall be prepared in accordance with the Institute of Transportation Engineers (ITE) and the Watsonville Public Works Traffic Impact Study Policies.
- ✓ Drainage Report – A Drainage Report shall address the site area only and identify the potential impact of the proposed development on local and regional facilities. If required by the Airport, such report and Development Plan shall include post construction stormwater improvements meeting City of Watsonville Stormwater management best practices.
- ✓ California Environmental Quality Act/State Environmental regulations – An appropriate document demonstrating full compliance with the California Environmental Quality Act/State Environmental regulations shall be provided.

Construction Drawings – See "Construction Drawing Requirements" (discussed in Section 4.4 of these Development Standards).



Engineer/Architect Stamp – All plans and drawings shall be stamped by an engineer or architect certified or licensed in the State of the California for their respective discipline(s).

Agreement – Copy of executed Agreement.

Completed FAA Form 7460-1 – Notice of Proposed Construction or Alteration.

Construction Drawing Requirements

The Development Plan shall be provided in a 24" x 36" format and may contain the following drawings. Required information will vary depending on the location and complexity of the project. Where applicable, all improvement plans shall be vertically tied to an airport benchmark converted to the North American Vertical Datum of 1988 (NAVD88), and horizontally to the North American Datum of 1983 (NAD83).

Cover – Project name, vicinity map (within airport property) with scale (1" = 2,000' preferred) with north arrow facing the top of page, date of drawing, and identification of the major roadway system within one mile of the proposed site.

Site Plan – Identification of existing and proposed Improvements, architectural features, setbacks, Vehicle parking areas and ratios, curb cuts, Aircraft parking areas, land and Improvement use with square footages, distances between buildings, maximum building heights, existing and proposed right(s)-of-way widths for all existing and proposed internal and external roadways, existing and proposed public and/or private roadways and conceptual points of access to adjacent and/or external roadways, unobstructed open space, utility locations, and fencing, gates, and buffers.

Landscaping and Irrigation Plan – Location, dimensions and detailed description of fences, walls, walkways, driveways, plazas, decks, planters, screens, construction materials used, plant materials and any other landscaping features as well as grassed areas (include type), slope stabilization, berms and mounds, grading, planting schedule, lighting and signage.

Grading Plan – Existing contours (solid) to 100 feet outside property line or the distance that is necessary depending on the property grade; proposed contours (dashed) tied to existing contours; finish floor elevations; building heights, drainage and storm retention and detention facilities.

Erosion and Sediment Control Plan – In compliance with requirements set forth by the California State Water Resources Control Board.

Lighting Plan –Graphic layout, locations, light specifications, and photometric plan.

Signage Plan – Graphic layout, size, location, color, materials, and construction details.

Owner of Record signature block

Signature and stamp block for engineer

Signature block for City Community Development Department (CDD) approval

Building Elevations and Sections – Building heights, dimensions, materials, colors, finishes, sign locations and dimensions, and all antennae, satellite dishes, and similar equipment.



Fire Sprinkler/Fire Alarm Plans – Plans shall include all submittal requirements established by the Watsonville Fire Department.

Floor Plans – Names, dimensions, and depiction of all areas and rooms and roof plan.

All building plans shall be subject to review and approval by the Agencies having jurisdiction and shall be prepared in accordance with the requirements set forth by the City of Watsonville Community Development Department, Building Official Division.

The Airport may impose any condition or requirement deemed necessary to protect the safety, security, health, and welfare of the public; to prevent a nuisance or hazard to Property; and to ensure the proper and timely completion of the development project.

The Airport, in its sole discretion shall, with or without conditions (or contingencies), approve the submittal, deny the submittal, or defer action on the submittal pending completion of revisions.

Following approval of the Development Plan and prior to applying for a building permit, the Applicant shall deliver to the Airport one complete set of final construction drawings, signed by an architect or engineer certified or licensed in the State of California.

4.5. Requirements of the Federal Aviation Administration Non-Aeronautical Uses – FAA approval shall be obtained for any project involving non-aeronautical uses.

Possible Obstructions in the Navigable Airspace – 14 CFR Part 77 Safe, Efficient Use, and Preservation of the Navigable Airspace establishes the maximum allowable heights of objects on or in the vicinity of Airport. These regulations define “imaginary surfaces” which, if penetrated by an object, would be considered an obstruction. Any planned development that would penetrate these imaginary surfaces would, most likely, not be approved by the FAA in which case, it is unlikely that the Airport would approve the project as well.

Notice of Proposed Construction or Alteration – Once the Development Plan has the support of the Airport and once FAA Form 7460 -1, Notice of Proposed Construction or Alteration has been completed by the Applicant, the Applicant shall submit the form to the FAA.

- ✓ FAA Form 7460-1, Notice of Proposed Construction or Alteration is the official notification to the FAA of the proposed construction or alteration.
- ✓ The Applicant shall complete FAA Form 7460-1, Notice of Proposed Construction or Alteration, and provide any additional or supplemental information requested by the FAA or the Airport to facilitate the approval process.



5. CONSTRUCTION PHASE

5.1. *Pre-Construction Meeting*

Prior to initiating construction, the Airport shall arrange a pre-construction meeting with the Lessee (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, and any other entities involved with the development at the Airport to review the Airport's safety, security, efficiency, operational, and coordination requirements including any limitations, restrictions, and/or prohibitions relating to same.

5.2. *Permits, Licenses, Inspections, and Certifications*

Lessees (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, or any other entity involved with the development shall obtain and incur the expense of all required permits, licenses, inspections, certifications, and approvals/authorizations associated with the development. **No construction shall be undertaken without first receiving a building permit.**

5.3. *Bonds*

Contractors Bond – Prior to the issuance of notice to proceed, Lessee's (Sublessee's, if applicable) contractor shall deliver to the Airport and shall maintain in full force and effect throughout the entire construction period a contractor construction bond and a labor and material payment bond, each in a sum not less than 100% of the construction contract amount. These bonds shall guarantee prompt and faithful payment by contractor to all persons supplying labor, materials, sustenance, provisions, supplies, rental machinery, tools, and equipment used directly or indirectly by the contractor, subcontractors, vendors, and suppliers in the prosecution of the work provided for in the construction contract and shall indemnify, hold harmless, protect, and defend the Airport from any liability, loss, or damage associated with the project. These bonds shall name the Lessee (Sublessee, if applicable) as the obligee with the Airport being named on the dual obligee rider.

Tenant Payment Bond – Prior to the issuance of notice to proceed, the Lessee (Sublessee, if applicable) shall provide the Airport with a tenant payment bond in a sum not less than 100% of the construction contract amount. The tenant payment bond shall guarantee prompt and faithful payment to the contractor by the Lessee (Sublessee, if applicable) for the work performed by the contractor under the construction contract.

Surety Company's Financial Rating Requirement – All bonds shall be issued by a surety company certified or licensed to transact business in the State of California and satisfactory to the Airport. If a bond is executed by an attorney-in-fact of the surety, a power of attorney shall be attached to the bond.

The surety company shall have an AM Best Company rating of A or better or be approved in advance and in writing by the Airport.

5.4. *Insurance*

Contractor shall procure, maintain, and pay all premiums throughout the entire construction period for the insurance coverages and amounts set forth herein and as may be required by Legal Requirements. The insurance company or companies underwriting the required policies shall be authorized to write such insurance in the State of California with an AM Best Company rating of A or better or be approved in advance and in writing by the Airport.

- ✓ **Commercial General Liability** – Coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury and Property damage each occurrence and \$1,000,000 aggregate, including personal injury, broad form Property damage, products/completed operations, explosion, collapse, underground, broad form blanket contractual, and \$100,000 fire legal liability.
- ✓ **Commercial or Business Automobile Liability** – Coverage in the minimum amount of \$1,000,000 CSL bodily injury and Property damage for all Vehicles arising out of the use, loading, and unloading of owned, non-owned, or hired Vehicles.
- ✓ **Personal Vehicle Liability** – Coverage in the amounts of \$250,000 per person and \$500,000 each Accident Bodily Injury and \$100,000 each Accident Property Damage for each Vehicle to be operated in association with the contract that is not insured under Commercial Vehicle Liability.
- ✓ **Workers' Compensation (WC)** – Coverage, in full compliance with California's statutory requirements, for all employees of contractor and Employer's Liability in the minimum amount of \$1,000,000.
- ✓ **Professional Liability (Errors and Omissions) Engineers and Architects** – Coverage in the minimum amount of \$500,000 each occurrence and \$1,000,000 aggregate.
- ✓ **Property Coverage** – Course of Construction (Builder's Risk) Insurance covering all materials and equipment at the job site, with limits of not less than one hundred percent (100%) of the total estimated cost of construction, against all perils including flood until the project is completed and accepted by the Airport. Should the work being constructed be damaged by fire or any other causes during construction, contractor shall replace it in accordance with the requirements of the plans and specifications without additional cost or expense to the Airport.

All insurance required will be primary coverage and any insurance or self-insurance maintained by the Airport shall be excess of contractor's insurance coverage and shall not contribute to it. The Airport shall be notified immediately if any aggregate insurance limit is exceeded. Additional coverage shall be purchased to meet requirements.

All insurance, which contractor is required to carry and keep in full force and effect, shall name the Airport and the City of Watsonville and its representatives, officers, officials, employees, agents, and volunteers as additional insured.

Contractor agrees to waive all rights of subrogation against the Airport and the City, individually and collectively, and its representatives, officers, officials, employees, agents, and volunteers for losses arising directly or indirectly from the activities and/or work performed by contractor (applies only to Commercial General Liability and Workers' Compensation).

Policies shall not be suspended, voided, or canceled by either party or reduced in coverage or in limits except after thirty (30) calendar days prior written notice, fourteen (14) calendar days prior written notice for cancelation for non-payment of premium, by certified mail, return receipt requested, has been given to the Airport.



CONSTRUCTION PHASE

Contractor agrees to provide the Airport with the following insurance documents before the start of construction:

- ✓ Certificates of insurance for all required coverages; additional insured endorsements;
- ✓ Waiver of subrogation endorsements and
- ✓ 60 calendar day notice cancellation clause endorsements.

It is the responsibility of the contractor to ensure that any and all subcontractors comply with all terms and conditions of the insurance provisions stipulated herein. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve contractor for liability in excess of such coverage, nor shall it preclude the Airport from taking such other actions as are available to it under the law.

Claims Made Insurance – If the Professional Liability coverage is “claims made”, contractor shall, for a period of two years after the date when contract is terminated, completed, or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage).

Contamination and Pollution – Contractor, at its own cost and expense, shall provide clean-up of the site, any other Property, or any natural resources that are contaminated or polluted as a result of contractor’s activities. Any fines, penalties, punitive or exemplary damages assigned due to contaminating or polluting activities of the contractor shall be borne entirely by the contractor.

5.5. *Clean-Up During Construction*

The construction site and other associated areas shall be kept free of accumulated waste materials, dirt, and surplus materials. Waste materials, dirt, and surplus materials shall not be permitted to: (a) create a safety, security, health, or welfare hazard to persons; (b) harm Property; (c) interfere with any activity normally occurring on the Airport; and (d) shall be disposed of in a prompt and appropriate manner, consistent with best practices. Barriers shall be used to ensure debris does not leave the construction area. Additional requirements are:

- ✓ Construction site shall be maintained in a clean, neat, orderly, safe, secure, efficient, and functional condition, consistent with best practices and as determined by the Airport Director or City’s Community Development Department Building Official.
- ✓ Failure to properly maintain the construction site may result in the Airport conducting or contracting the clean-up at the Lessee’s (Sublessee, if applicable) or contractor’s sole risk, cost, and expense.
- ✓ Recognition that the Airport has no duty or obligation to provide or arrange for such clean up services.

5.6. *Damages During Construction*

Lessee (Sublessee, if applicable) shall be fully responsible for and shall replace, or in the Airport’s sole discretion, shall reimburse the Airport for all damages to land, Improvements, Vehicles, Aircraft, equipment, tools, and any other Property and related appurtenances at the Airport caused by Lessee (Sublessee, if applicable) or its employees, agents, customers, visitors, vendors, contractors, and suppliers.



5.7. Inspections

The Airport or its designated representative may observe the activities and/or inspect the work being performed by the Lessee (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, or any other entities associated with the development to determine whether or not the requirements of the approved plans, specifications, drawings, and related documents (as submitted in the Development Plan outlined in Section 4.4 of these Development Standards and approved by the Airport) are being met (and the work is being accomplished) in a safe, secure, efficient, and prompt manner and in accordance with the Airport's operational and coordination requirements.

Alternatively, depending on the nature and complexity of the project, Lessee may be required to retain the services of a third-party construction inspection firm to inspect the project, or portion thereof to ensure compliance with the plans and specifications. Ultimate project approval will be provided by the Airport based on agreement with all reports, findings, and recommendations of the third-party inspection firm.

Lessee (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, or any other entities associated with the development shall provide these inspectors and any other inspectors from Agencies having jurisdiction with unlimited access and provide the means for accessing any area of the construction site. Such inspections shall not relieve the Lessee (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, or any other entities associated with the development of any responsibilities, obligations, and/or other requirements.

5.8. Protection of Property and Work in Progress

Lessee (Sublessee, if applicable), developers, contractors, subcontractors, vendors, suppliers, and any other entities associated with the development shall take all reasonable precautions to protect and ensure the safety, security, health, and welfare of persons on or near the construction site and shall take all reasonable measures to prevent injury to persons or damage to Property on or near the construction site including:

- ✓ All work and materials, Vehicles, equipment, tools, fixtures, and furnishings at the site, whether in storage on or off the site, under the care, custody, or control of the contractor, subcontractors, or any other entities associated with the development; and
- ✓ All other Property at the site or adjacent to the site, including, but not limited to, lawns, vegetation, pavements, walkways, roadways, driveways, buildings, and utilities not designated for removal, relocation, or replacement.

5.9. As-Built Drawings

Within 30 calendar days of project completion, the Applicant shall submit reproducible as-built 24"x 36" plan sheets, as well as electronic CAD & GIS files of all Improvements including existing and constructed underground utilities. Vertical and horizontal locations shall be referenced to NAVD88 and NAD83 respectively. The as-built drawings shall be signed by the engineer or land surveyor of Record.