

PLANNING COMMISSION

Candis Woods, Chair
Peggy White, Vice Chair
Shirley Benningfield, Commissioner
Robert Griffith, Commissioner
Kerri Warren, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK



201 North Lassen Street
Willows, CA 95988
530) 934-7041

PLANNING COMMISSION MEETING AGENDA
Wednesday April 15, 2015
7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (*Public Comments are generally restricted to three minutes.*)
6. **New Business/Public Hearing(s)**
 - a. **Use Permit (File #UP-15-01) Applicant/Owner: Linda Robert/Beverly Kessler**

Assessors' Parcel Number 002-172-013 & 002-172-004/236 & 248 W. Sycamore Street/Central Commercial Zone/General Commercial Land Use Designation/Request to establish a new church within an existing commercial building
 - b. **Use Permit (File# UP-15-02) Applicant/Owner: Sue Ceccon/Carol Steidtmann**

Assessors' Parcel Number-002-172-008/111 S. Butte Street/Central Commercial Zone/General Commercial Land Use Designation/Request to establish a new yoga exercise studio within an existing commercial building
 - c. **Zoning Text Amendments (File # ZTA-15-01) Applicant: City of Willows**

City wide initiative to modify the text of the Municipal Code: Sections 18.40.020(4), 18.40.040(1), 18.45.040(1), 18.55.020(18), 18.60.020(9), 18.125.020, 18.125.040, 18.25.060, 18.25.080 to comply with the 2014-2019 Housing Element
7. **Commission Commentary**
8. **Adjournment**

Planning Commission Agenda Report:

April 15, 2015

Project:	Use Permit (file#UP-15-01) Request to establish a church within an existing commercial building
Applicant(s)/Owner:	Linda Robert/Beverly Kessler
Project Location:	236 & 248 W. Sycamore Street
Parcel No:	002-172-004 & -013
Zoning:	Central Commercial (CC)
General Plan	General Commercial

Project Description:

A planning application for a Conditional Use Permit has been submitted by Linda Robert in order to establish a church (*aka Santa Rosa First Church of God*) within an existing commercial building located in the Historic Downtown District, the former Andy's Theatre. The building sits on two lots and has three theatre rooms, snack bar area, bathrooms, office space and sufficient storage area. Total interior square footage is 9058. Minimal interior modifications are proposed over time. The church is relocating from the Sonoma County area to Glenn County in order to continue their mission. The church intends to bring an outreach ministry that includes not only a church, but a Community Center for after school programs, Wednesday Night Bible Study and a host of other proposed activities as listed in the attached project narrative. Church services will be held on Sundays from 10 am to 12:30 pm and evening services from 7-8:30 pm. There will be 1-5 employees and from several volunteers/mentors. Parking will be adjacent to the building in the rear parking lot.

Review Process:

This matter is before the Planning Commission pursuant to Section 18.55.030(14) and 18.135 of the City of Willows Municipal Code.

Zoning/General Plan:

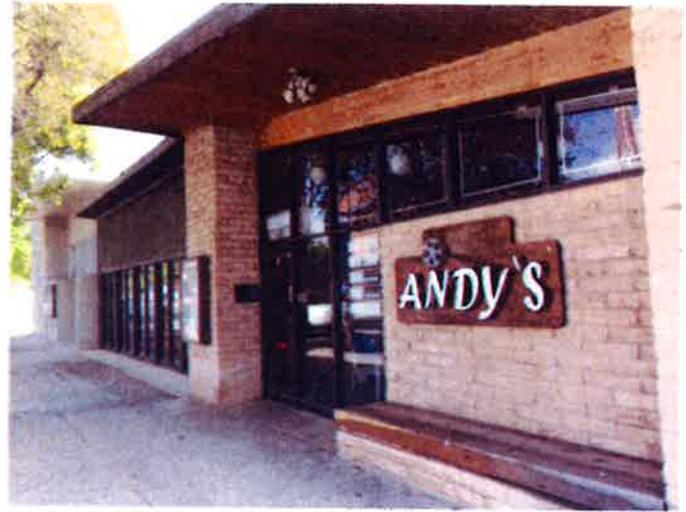
The project site is zoned Central Commercial (CC), and allows for churches with an approved Use Permit. Zoning to the north, south, east and west are the same as the project site. All of the surrounding uses are commercial in nature.

The General Plan Land Use Designation for this parcel is General Commercial, which allows for service related businesses. There is an existing church located in the Downtown District which has been there for a number of years.

Use Permit Discussion:

Churches located within the Central Commercial Zoning District, require use permit approval per Section 18.55.030(14). The request made by Linda Robert to establish a church within an existing commercial building is allowable under this section. According to the Assessor's records the building(s) were constructed in the late 50's-60's. The buildings have not been used for a couple years since the closing of the Theatre. Any modifications to interior spaces shall require a building permit.

Off-site parking is available adjacent to the building on Sycamore Street and in the rear parking lot area. This property is located within the Central Commercial district which under code section 18.120.070, provides for a parking exemption for new uses within the Downtown Central Business district. Therefore no additional parking is required of the project.



Environmental Review and Analysis

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15301, Class 1, Existing Facilities.

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written public comments have been received.

Staff Recommendation:

Staff recommends adoption of the attached resolution recommending Use Permit approval for Linda Robert to establish a church (aka Santa Rosa First Church of God) within an existing commercial building for property located at 236 & 248 W. Sycamore Street, Assessor's Parcel Numbers 002-172-004 & -013, subject to the conditions of approval as shown in Attachment #2.

1. Adopt the Resolution approving the Use Permit application with conditions
2. Deny the Use Permit application with findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Applicant's Project Narrative
4. Ground Floor Plan

Submitted by:

Karen Mantele
Principal Planner

THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING THE PLANNING COMMISSION DECISION ON THE USE PERMIT PURSUANT TO Chapter 18.135.060

PC RESOLUTION NO. _____-2015

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL (FILE# UP-15-01) TO LINDA ROBERT (AKA SANTA ROSA FIRST CHURCH OF GOD) TO ESTABLISH A CHURCH WITHIN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 236 & 248 W. SYCAMORE STREET, ASSESSORS PARCEL NUMBERS 002-172-004 & -013

WHEREAS, the applicant, Linda Robert on behalf of the Santa Rosa First Church of God, has filed for Use Permit approval to establish a church within an existing commercial building; and,

WHEREAS, City of Willows Municipal Code Section 18.55.030(14) allows for churches within the Central Commercial zone with an approved Use Permit; and

WHEREAS, the Planning Commission did, on April 15, 2015, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

WHEREAS, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

WHEREAS, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to establish a church within an existing commercial building located at 236 & 248 W. Sycamore Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit file# UP-15-01, subject to the attached conditions of approval set forth in Attachment #2.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 15^h day of April, 2015, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL
FOR LINDA ROBERT/SANTA ROSA FIRST CHURCH OF GOD
FOR PROPERTY LOCATED AT 236 & 248 W. SYCAMORE STREET
APN; 002-172-004 & -013**

PC approval date: _____, 2015

General

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. Approval is granted to establish a church within an existing commercial building, with additional programs and activities as proposed in project narrative attached to staff report. Any additional uses shall be reviewed and or approved by the Planning Director or Planning Commission subject to review.
4. Any new business signage shall be approved by the Planning Department prior to placement. An Administrative Sign Permit shall be obtained from the Department for signage.
5. All conditions required by the Planning Commission shall be completed prior to use of the site/building.
6. Hours of operation for church offices will be from 11:00 am to 3:00 pm Monday through Friday, Sunday Church Services 10 am -12:30 pm, Sunday evening services 7 -8:30 pm, Wednesday Night Bible Study 6:15 – 7:30 pm. Various events/activities are proposed at other times as listed on project narrative.
7. Waste disposal shall be required for the use with a trash receptacle located in a location available for waste collection and approved by Planning Staff.
8. Upon Planning Commission approval applicant shall meet with city staff to review all conditions associated with the project

Building Department

9. Plan submitted is incomplete, therefore the applicant shall provide an Exit Plan for the entire facility for Department review and approval. Plan shall identify all rooms as to their intended use. Plan shall show that all doors required for exit path shall swing in the direction of exit travel and shall have proper hardware.
10. Rooms and cumulative occupant loads in excess of 50 people, shall have illuminated battery-backed up exit signs.

Fire Department

11. Premise Identification shall meet CFC as well as WMC 15.15.100.

12. The existing fire sprinkler system shall be tested and certified prior to use of building. All fire and alarm systems must meet the approval of the Fire Chief (WMC Section 15.15.120).

13. A Knox box shall be installed per Fire Chief approval (WMC Section 15.15.130).

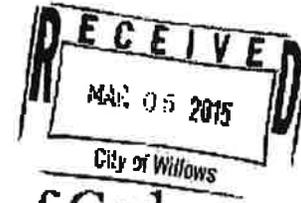
Environmental Health

14. If Church opens food service to the general public it will require a plan check and permit. If food service is kept private to members of the organization, no retail food permit is required.

Applicants Project Narrative

4001 Robble Rd
 Petaluma, CA 94952
 (707) 235-1544

Santa Rosa 1st Church of God

Narrative of proposed project

Vision: The purpose of this Church is to promote and propagate the Gospel of Jesus Christ, whose teachings, beliefs and doctrine are founded upon the Bible. To include; winning the lost to Jesus Christ, teach and disciple believers, worship and glorify God, and become servants in the Church, Community, and the world.

We are a Church family that celebrates God's love together and shares it with others. His love is visible in our lives, our relationships, and our communities. SR 1st Church of God is a place where people can grow in their relationship with God.

Mission: SR 1st Church of God has a purpose to reach everyone. Creating a home environment for all ages to come, and have the opportunity to gather for entertainment and other activities by involving the community around us. Relocating our Church into Willows will give us the opportunity to reach the un-churched, the hurting, and the lost as well as people who currently have a Church but perhaps are looking for more of a gospel experience with teachings from the KJV of the Bible.

In addition to our relocation of our Church, we bring an Outreach ministry that includes a Community Center where we are able to work with everyone. Those who have fallen and those making right choices. Even those that already belong to a local Church needing a healthy place to go. It's important we meet the needs of all ages groups and family members around us. We are hoping to see our vision/mission fulfilled here in Glenn County.

This is only a rough draft of all our Outreach Ideas we are new to this area and we have lots to learn. We hope to start at some point all our ideas as time allows us, and we understand not all will work for this community.

The Church office will be open from 11:00 am - 3:00 PM (depending upon Pastor's availability)

After School programs will be Monday - Friday 3:00 - 6:00 (depending upon employee's/volunteers/mentors)

Sunday Church doors open at 10:00 am for morning coffee and services starts at 10:30 am and ends at 12:30 pm, and Sunday (Evening service) starts at 7:00 pm and ends at 8:30 pm.

Wednesdays Night Bible study starts at 6:15 or 6:30 pm and ends at 7:30 PM

Saturdays - Open from 10:00 am - 10:00 pm for Family fun day - Wedding - Special Movics -events etc. (This may not include every Saturday)

With lots of community interest we would like our Church opened from 08:00 am until —
- 10:00 pm Monday - Friday. Allowing for the below list of activities to run successfully.

Our interest include: - Food Ministry -Family movie night - Super Bowl parties - Games night - Bible trivia night - Resource Center for Senior programs - Host a Christian music concert - Hallelujah Night (Halloween alternative) - Community heroes -Christmas nativity tour- art show -free hotdog lunch -school supplies -parents' night out - mothers' morning out -partner to raise money for a local cause - invite former members back (homecoming) - themed worship -recognize special groups -pulpit exchange or joint worship with other congregations - thanksgiving service -thanksgiving for singles, seniors, and others - crafting, scrap booking, quilt-making groups -senior adult programs (luncheon) - talent show- Church Sale -blessing of the animals -make a difference day - Martin Luther King Jr. day events - computer access - computer training -grief workshop -grandparents day -mothers day- fathers day -advent activities, milestone celebrations — anniversary, living debt-free - achievement recognition — ball teams, championships, etc -homebound ministry - nursing home ministry- youth service corps - food collection- Christmas parties for seniors, kids, families, target groups- financial peace courses -non-profit helping agency fair - volunteer recognition and thanks - addiction programs - single adult programs - single parent groups - special needs events - book discussions - prayer ministry - open sanctuary or prayer room - daily office - newborn gifts - graduate recognition - helping resource inventory and volunteer directory - home blessings - weddings and funerals - Sunday fellowships - personalized invitation - Easter, palm Sunday invitations - food/clothing pantry - Movie marathon - Computer room - Performance Arts - Potluck dinners - Prom night (ages may vary) - Tea parties - Recovery meetings - Valentines for couples - Fundraiser for Human Sex Trafficking/youth dept/Diamond Arrow: Christian Camp for all ages - special needs - and Silent Auctions.

Number of Employee(s): 1-5 and up to 1-15 Volunteers/Mentors (May vary depending on need)

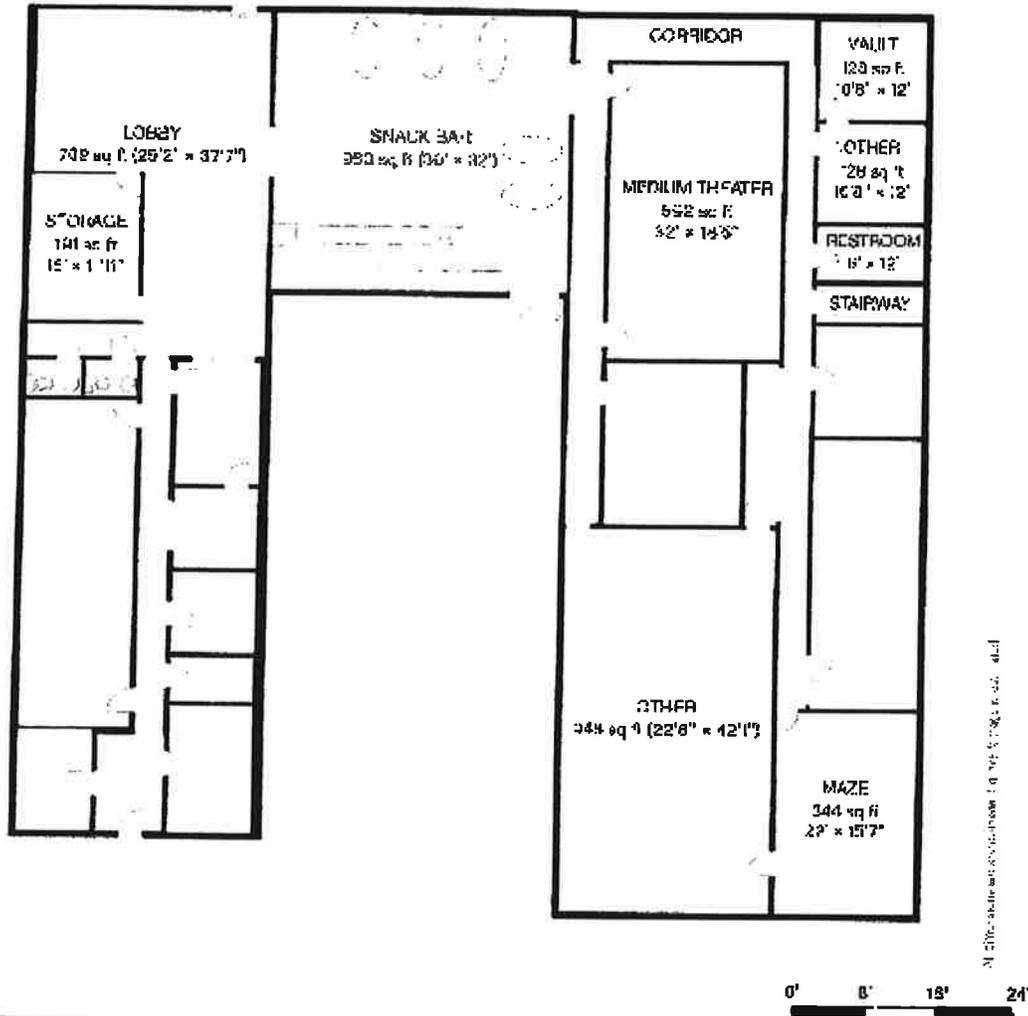
Traffic Count: We estimate it to be around 70-100 per day and 150 on Sunday.

Types and Quantities of Storage material: General food supplies and standard household cleaners.

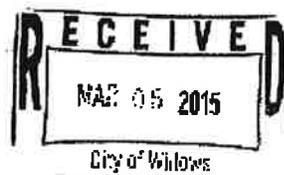
Parking: There is currently estimate 22 parking spots behind the building. We are currently looking at purchasing the vacant parking lot near the theater (on the bank side) for additional parking.

Ground Floor Plan

Ground Floor



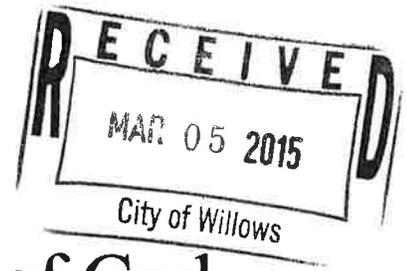
Theater East
Willows





4001 Roblar Rd
Petaluma CA 94952
(707) 795-1544

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m-f

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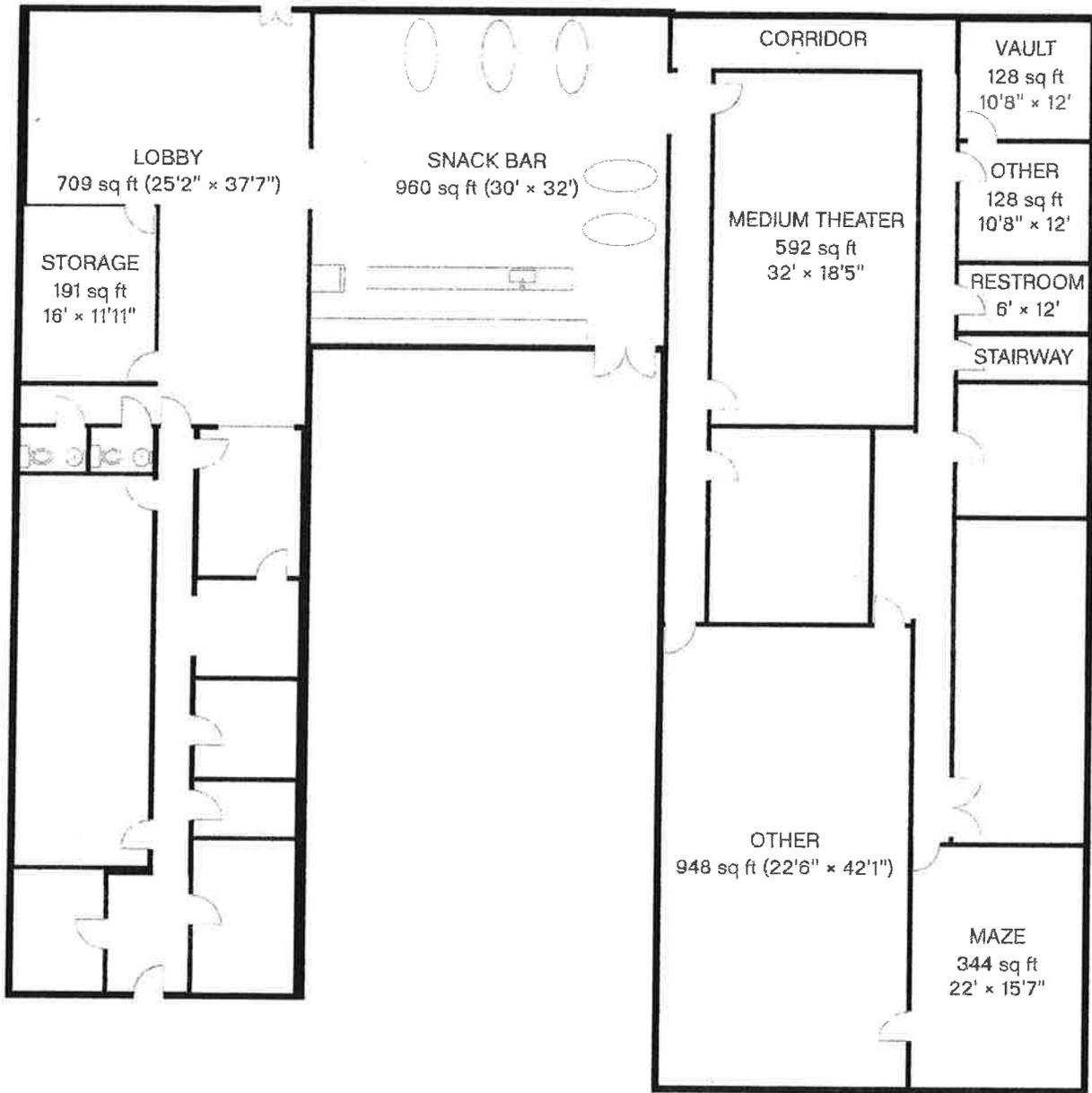
Number of Employee(s): 1-5 and up to 1-15 Volunteers/Mentors (May vary depending on need)

Traffic Count: We estimate it to be around 70-100 per day and 150 on Sunday.

Types and Quantities of Storage material: General food supplies and standard household cleaners.

Parking: There is currently estimate 22 parking spots behind the building. We are currently looking at purchasing the vacant parking lot near the theater (on the bank side) for additional parking.

Ground Floor



All dimensions are approximate. Square footage is estimated.

0' 8' 16' 24'

Theater East

Willows



R E C E I V E D
MAR 05 2015
City of Willows

Planning Commission Agenda Report:

April 15, 2015

Project: Use Permit (file#UP-15-02) Request to establish a yoga exercise studio within an existing commercial building

Applicant(s)/Owner: Su Ceccon/Carol Steidtmann

Project Location: 111 S Butte Street

Parcel No: 002-172-008

Zoning: Central Commercial (CC)

General Plan: General Commercial

Project Description:

A planning application for a Conditional Use Permit has been submitted by Su Ceccon in order to establish a yoga (exercise) studio within an existing commercial building located in the Historic Downtown District. The studio will be open most days, with hours of operation from 8 am – 8 pm daily. The studio will be operated and managed by the owner. No interior improvements are anticipated.

Review Process:

This matter is before the Planning Commission pursuant to Section 18.55.030(7) and 18.135 of the City of Willows Municipal Code.

Zoning/General Plan:

The project site is zoned Central Commercial (CC), and allows for exercise studios with an approved Use Permit. Zoning to the north, south, east and west are the same as the project site. All of the surrounding uses are commercial in nature.

The General Plan Land Use Designation for this parcel is General Commercial, which allows for service related businesses. The project meets General Plan goal DPS-18 which the goal is to allow appropriate commercial development that enhances the economic vitality of the community.

Use Permit Discussion:

Exercise studios located within the Central Commercial Zoning District, require use permit approval per Section 18.55.030(7). The request made by Su Ceccon to establish a yoga studio within a ground floor suite within an existing two-story commercial building is allowable under this section. The commercial building has other commercial businesses, a retail clothing store and a second hand store, adjacent to the suite. The yoga studio is 600 square feet, one large room and sufficient for her use without any necessary interior improvements.

Parking is available off-site on Butte Street, as the property which the building sits on does not have a designated parking area. This property is located within the Central Commercial district which under code section 18.120.070, provides for a parking exemption for new uses within the Downtown Central Business district. Therefore no additional parking is required of the project.

111 S.
Butte St



Environmental Review and Analysis

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15301, Class 1, Existing Facilities.

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written public comments have been received.

Staff Recommendation:

Staff recommends adoption of the attached resolution recommending Use Permit approval for Su Ceccon to establish a yoga exercise studio within an existing commercial building for property located at 111 S. Butte Street, Assessors Parcel Number 002-172-008, subject to the conditions of approval as shown in Attachment #2.

1. Adopt the Resolution approving the Use Permit application with conditions
2. Deny the Use Permit application with findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. APN map

Submitted by:

Karen Mantele
Principal Planner

THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING THE PLANNING COMMISSION DECISION ON THE USE PERMIT PURSUANT TO Chapter 18.135.060

PC RESOLUTION NO. _____-2015

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL (FILE# UP-15-02) TO SU CECCON (AKA YOGA BY SU) TO ESTABLISH A YOGA STUDIO WITHIN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 111 S. BUTTE STREET, ASSESSORS PARCEL NUMBER 002-172-008

WHEREAS, the applicant, Su Ceccon has filed for Use Permit approval to establish a yoga studio within an existing commercial building; and,

WHEREAS, City of Willows Municipal Code Section 18.55.030(7) allows for exercise studios with an approved Use Permit; and

WHEREAS, the Planning Commission did, on April 15, 2015, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

WHEREAS, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

WHEREAS, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to establish a yoga exercise studio within an existing commercial building located at 111 S. Butte Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit file UP-15-02, subject to the attached conditions of approval set forth in Attachment #2.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 15^h day of April, 2015, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL
FOR YOGA BY SU/SU CECCON
FOR PROPERTY LOCATED AT 111 S. BUTTE STREET
APN; 002-172-008**

PC approval date: _____, 2015

General

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. Approval is granted to establish a yoga exercise studio within an existing commercial building to be open seven days a week 8 am to 8 pm. Any additional uses shall be reviewed and or approved by the Planning Director or Planning Commission subject to review.
4. All conditions required by the Planning Commission shall be completed prior to use of the site/building.
5. Any new business signage shall be approved by the Planning Department prior to placement. An Administrative Sign Permit shall be obtained from the Department for signage.

Building Department

6. Should any interior modifications become necessary, the applicant shall apply for and obtain all necessary building permits.

Fire Department

7. Premise Identification shall meet CFC as well as WMC 15.15.100.

Planning Commission Agenda Report:

April 15, 2015

To: City of Willows Planning Commission

From: Karen Mantele, Principal Planner

Applicant City of Willows
201 N. Lassen Street
Willows, CA 95988

Subject: Amendments to the City's Municipal Code/Zoning Ordinance (File # ZTA-15-01)

Project Description

Staff is proposing to make various amendments to the City's Municipal Code/Zoning Ordinance, required as part of the implementation to the City's 2014-2019 Housing Element Update as follows:

Zoning Text Amendments to include: defining where Transitional and Supportive Housing can be developed by adding section 18.40.020(4), modifying Section(s) 18.55.020(18); and 18.60.020(18); modifying the definition of "Family" in section 18.25.060, and add a definition for "Household" in Section 18.25.080; deleting text in Section(s) 18.45.040(1) and 18.40.040(1) that do not conform to the General Plan for those corresponding land use designations.

The following zoning code modifications are also being proposed, but are not part of the programs listed in the 2014-2019 Housing Element Update; modify the Comprehensive Sign Code to Section(s) 18.125.020 (remove definition of Campaign sign), and modify Section 18.125.040(5) regarding Campaign signs.

If proposed text amendments are adopted, they would be applicable to all parcels within the City of Willows boundaries.

Background

The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The City has not yet received the final certified letter from by the State Department of Housing and Community Development. However, they have reviewed the adopted version prior to City Council adoption. That project (update to the Housing Element) was reviewed pursuant to and under the California Environmental Quality Act (CEQA). The City noticed and circulated an Initial Study/Negative Declaration for a 30-day public review period, beginning on August 7, 2014 and ending on September 5, 2014. The proposed zoning text amendments are a separate project and staff has determined that this project is exempt from CEQA under Section 15061(3). The Housing Element Update included policies that must be implemented by June and October 2015. In the General Plan Annual Report brought to the Commission on February 18, 2015 and City Council on March 24, 2015, these policies were presented as part of the Report.

Presented below is a chart that summarizes the programs which the 2014-2019 Housing Element Update requires implementation:

Program#	Program Action	Requirements
HD-1.1.3	Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts. In the interim, between Housing Element adoption and the revision of the Zoning Ordinance, the City shall allow a density of 16-30 units in the R-3 and R-P zoning districts in order to be consistent with the General Plan densities for those corresponding land use designations. Additionally, the City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis as required by state law	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually.
RC-1.3.1	In order to fully comply with SB 2 (Cedillo), amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones	Amend Zoning Ordinance by June 2015
RC-1.3.2	In order to comply with state housing law, amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family".	Amend Zoning Ordinance by June 2015

Environmental Review

Staff has determined that the project, Text Amendments to the Zoning Ordinance, is exempt from CEQA per Section 15061(3). A Notice Of Exemption will be filed upon City Council review and approval of text amendments.

Attachments:

1. Resolution No. _____ (Recommending Approval of Zoning Text Amendments as shown on Exhibit A)
2. December 4, 2014 letter from the Department of Housing & Community Development/Housing Policy Division

Staff Recommendation

Staff recommends that the Planning Commission adopt the Resolution recommending the City Council introduce ordinances amending certain sections of the text of the Municipal Code/Zoning Ordinance.

The Planning Commission may take the following actions:

1. Recommend to the City Council that certain sections of the Municipal Code/Zoning Ordinance be amended.
2. Recommend that the City Council take no action on the proposed Zoning Ordinance Amendments

Submitted by:

A handwritten signature in black ink, appearing to read "Karen Mantele". The signature is written in a cursive, flowing style.

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2015

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE
ZONING TEXT AMENDMENTS TO THE MUNICIPAL CODE/ZONING
ORDINANCE AS LISTED ON EXHIBIT A WITH OTHER TEXT
REMAINING UNCHANGED**

WHEREAS, the City of Willows has initiated several zoning text amendments to comply with the 2014-2019 Housing Element Update; and,

WHEREAS, notices of the Planning Commission meeting held on April 15, 2015, were published in a newspaper of general circulation in the City in accordance with law, and,

WHEREAS, the Planning Commission did, on April 15, 2015, hold a public hearing review and consider all public oral and written comments, letters and documents, staff reports, and all other supporting documents, City codes and regulations which are a part of the Record; and,

WHEREAS, the Planning Commission finds that the Amendments to the Municipal Code/Zoning Ordinance, as proposed in attached Exhibit A are consistent with the General Plan and are in compliance with the City's 2014-2019 Housing Element; and

WHEREAS, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(3).

**NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF
WILLOWS RESOLVES AS FOLLOWS:**

1. The above recitals are true and correct and constitute a part of the findings made by the Planning Commission in approving this Resolution.
2. The project (amendments to the Municipal Code/Zoning Ordinance) will not have a significant effect on the environment.
3. The Planning Commission finds that the project is exempt from the California Environmental Quality Act per Section 15061(3).

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 15th day of April, 2015, by the following vote, to wit:

AYES _____

NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

EXHIBIT A

PROPOSED ZONING TEXT AMENDMENTS

1. **18.25.060 F Definitions** (*MODIFY existing definition-delete strike through text*)
“**Family**” is ~~one or more persons~~ All persons living in a household who are related by birth ~~blood~~, marriage, ~~legal~~ or adoption, ~~or legal guardianship or a group not exceeding six unrelated persons living together as a single housekeeping unit sharing common housekeeping facilities.~~
2. **18.25.80 H Definitions** (*ADD new definition*)
“**Household**” All persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any groups related or unrelated persons who share living arrangements.
3. **18.40.020(4) R-3 (High Density Residential)** (*ADD new section-BOLD*)
(4)**Transitional and supportive housing** as defined in Health and Safety Code Sections 50675.2 and 50675.14.
4. **18.55.020(18) Central Commercial Zone** (*ADD new text-BOLD*)
(18)**Residences, boardinghouses, transitional and supportive housing**, and group dwellings; provided, that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CC district
5. **18.60.020(7) General Commercial Zone** (*ADD new text-BOLD*)
(7)**Residences, boardinghouses, transitional and supportive housing**, and group dwellings; provided, that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CG district.
6. **18.40.040 Other regulations** (*Delete strike through text*)
NOTE: Lot development requirements for single-family and two-family uses shall conform with the regulations set forth in WMC 18.30.040 and 18.35.040.
 - (1) Minimum lot area: 6,000 square feet for interior lots; 7,500 square feet for corner lots.
~~Not less than 3,000 square feet for each dwelling unit, with a maximum density of 14 units per acre.~~

7. **18.45.040 R-P (Residential-Professional)** *(Delete strike through text)*

Other Regulations

NOTE: Lot development requirements for single-family and two-family uses shall conform with the regulations set forth in WMC 18.30.040 and 18.35.040.

- (1) Minimum lot area: 6,000 square feet for interior lots; 7,500 square feet for corner lots.
~~Not less than 3,000 square feet for each dwelling unit, with a maximum density of 14 units per acre.~~

8. **Section 18.125.020 Sign Definitions** *(Delete entire)*

~~“Campaign sign” means a freestanding or attached sign seeking votes at an election for or against a public issue or candidate for public office.~~

9. **Section 18.125.040(5) Exempt Signs** *(Delete strike through text)*

~~(5) Political or campaign signs on behalf of candidates for public office or measures on election ballots providing that said signs.~~ Temporary signs shall not exceed four square feet total for each property in residential zones and 16 square feet total for each property in nonresidential zones; ~~provided, that they are erected no more than 60 days prior to said election and removed within seven days following said election, and~~ subject to property owner’s permission.

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY

EDWIN G. BROWN JR. Governor

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 530
Sacramento, CA 95833
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December 4, 2014

Mr. Steve Holsinger, City Manager
City of Willows
201 North Lassen Street
Willows, CA 95833

Dear Mr. Holsinger:

RE: City of Willows' 5th Cycle (2014-2019) Draft Housing Element

Thank you for submitting Willows' revised draft housing element update which was received for review on October 13, 2014, along with additional revisions received on November 18, 2014. Pursuant to Government Code (GC) Section 65585(b), the Department is reporting the results of its review. A conversation on November 18, 2014 with Ms. Karen Mantele, Community Development Director/Planning Consultant, and Mr. Mike Martin, the City's consultant, facilitated the review.

The draft housing element with revisions meets the statutory requirements of State housing element law. The housing element will comply with State housing element law (GC, Article 10.6) when the draft and revisions are adopted and submitted to the Department, in accordance with GC Section 65585(g).

This finding is based on, among other things, the City's commitment to revise the zoning ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts by October 2015. In addition, the housing element includes program HD-1.1.2 to adopt a zoning ordinance by June 2015 to allow transitional and supportive housing to be treated as residential uses pursuant to SB 2, Statutes of 2007 and the requirements of GC Section 65583(a)(5). The City of Willows must monitor and report on the results of this and other programs through the annual progress report, required by GC Section 65400.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate.

The Department looks forward to receiving Willows' adopted housing element. If you have any questions or need additional technical assistance, please contact Fidel Herrera, of our staff, at (916) 263-7441.

Sincerely,

Glen A. Campora
Assistant Deputy Director