

PLANNING COMMISSION

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

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Maria Ehorn



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

**PLANNING COMMISSION MEETING AGENDA**  
**Wednesday December 16, 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. **Approval of Minutes:** Minutes of Planning Commission meeting held November 18, 2015
7. **New Business**
  - a. **Design Review (File #DR-15-05) Applicant/Owner: NMR/Northern Valley Indian Health Assessors' Parcel Number 002-152-011/207 N. Butte Street/Central Commercial Zone/General Commercial Land Use Designation/Request to approve the addition of 18 new windows to an existing commercial building**
  - b. **Design Review (File# DR-15-06) Applicant/Owner: Dan Schuller Assessors' Parcel Number-001-193-004/820 W. Wood Street/Entryway Zone/Entryway Land Use Designation/Request to approve a new aluminum solar carport structure**
  - c. **Three year review of 2005 Use Permit for Poly Riser/Outdoor Storage 319 E. Walnut Street/APN: 003-091-001 (ML) zone**
8. **Commission Commentary**
9. **Adjournment**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before December 11, 2015

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, NOVEMBER 18, 2015**

The meeting was called to order at 7:05 pm by Chairperson Woods.

**PLEDGE OF ALLEGIANCE:** Commissioner Griffith led the Pledge of Allegiance.

**ROLL CALL:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk

Present: Griffith, White, Woods

Absent: Benningfield, Warren

**AGENDA REVIEW:** Chairperson Woods asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:** It was moved by Commissioner Griffith and seconded by Commissioner White to approve the Minutes of the Planning Commission Meeting held September 2, 2015.

AYES: GRIFFITH, WHITE, WOODS

NOES: NONE

ABSTENTION: NONE

Commissioner Benningfield entered the meeting at 7:07 pm.

**NEW BUSINESS/INFORMATIONAL:**

**a. Discussion of Mobile Food Unit ordinances from other jurisdictions.**

Ms. Mantele presented the agenda report to the Commission regarding mobile food vendors/units as follows: Attachments included with the report were City of Orland code, City of Chico code City of Healdsburg Code, County of Glenn Code and State Code. Two of the local jurisdictions, Orland and Chico, do have allowances for this type of use. Orland's code did have some conflicting information regarding the process in obtaining the permit for the mobile food truck as to whether an administrative permit or a conditional use permit would be required. The code was changed in 2012 to allow the mobile food units and the cleanup process from this code change has not been completed. Therefore the information in the attachments that reference needing a conditional use permit is inaccurate. Ms. Mantele spoke with a representative from Orland regarding this contradictory information and got clarification that the process would require a business/administrative use permit and does go through a formal process with the fee being \$65.00. Their process does not require public noticing or a public hearing as it is done administratively. Their process does requires a number of the same things that a City of Willows use permit would require, which does allow fixed mobile units to be in the City, along with complying with any county environmental health and/or any state requirements.

The City of Chico has a specific chapter for mobile food vendors which spells out the purpose, application process and the kind of operating standards they would be held to in order to allow the use. There is an application specifically for this permit. Ms. Mantele tried contacting Chico but got no reply, but it appears by the attached fee schedule that the fee for this is \$482.00.

Regarding the City of Healdsburg code, Ms. Mantele was able to contact and speak with a planner from the City of Healdsburg who said they do not allow street vendors unless it is specific to a business. So if a business had a use for a food vendor they could obtain a permit to do so but the vendor would only be allowed to stay for 30 minutes. In speaking with the planner from the City of Healdsburg, Ms. Mantele specifically asked the planner if mobile food trucks were allowed and was informed that they do not allow the food trucks within the city limits at all. Ms. Mantele stated that a vendor use permit from the City of Healdsburg would be a staff level use permit with the fee being \$1,591.20.

In the County of Glenn code Ms. Mantele only found the Food Handling Establishment code section which pertained more to a fixed establishment. Ms. Mantele contacted the Glenn County Environmental Health department and inquired if a mobile food vendor unit would be allowed to operate. The response back from Kevin Backus at Environmental Health was that they do permit the food facility, in this case a mobile food facility, make sure the vehicle meets the requirements of the California retail food code and then once approved, they inspect them a couple

times a year to make sure they operating properly and safely. The Environmental Health annual fee is \$175.00. Where they park and operate they would require approval from the property owner and the city/county depending on the location. In regards to additional fees Mr. Backus stated that Di Aulabaugh may be able to assist with this. Ms. Mantele stated that Ms. Aulabaugh directed her back to Mr. Backus at Environmental Health. Mr. Backus also stated they require mobile food unit facilities to have a commissary as an approved food facility where they can store their food, dump their waste water, fill their potable water tank, dump garbage and such. In addition to the county codes, they rely upon the California Retail Food code.

Ms. Mantele closed the agenda presentation by saying that these examples are across the board as far as what the processes and fees are and if understanding the commission correctly, wanted to see how to possibly implement some type of ordinance. Therefore, staff was bringing the Commission this information to provide for discussion, feedback and/or direction on how they would like to proceed.

Chair Woods thanked Ms. Mantele for gathering the information. Discussion was held among the Commissioners regarding the information that staff had provided. Staff was directed to create a draft ordinance/process for mobile food unit permitting for the commission to look at by early next year.

**COMMISSION COMMENTARY:**

1. Commissioner Griffith stated he and Commissioner Benningfield went to a very nice dinner at the golf course which was put on by local realtors. Commissioner Griffith stated several other local officials also attended. It was an appreciation/networking meet and greet.
2. Ms. Mantele stated that she would like to have a December 16<sup>th</sup>, 2015 meeting as there is a new design/review project and the Poly Riser outdoor project is due for review.
3. Commissioner White asked if anyone went to the League of Cities presentation in Eureka. Ms. Mantele stated not to her knowledge. Councilman Mello was in the audience and stated there would be another presentation coming up. The topic would be the same as the one in Eureka regarding medical marijuana. A short discussion ensued.
4. Ms. Mantele said she is expecting a use permit to be forthcoming in the future for an existing building project and for a new building project in the coming new year. Ms. Mantele stated that Commissioner Warren has not put an application in for another term on the commission and if anyone knew someone who wanted to be on the Planning Commission to let them know there is an open vacancy.
5. Chair Woods stated that the retirement party for Mr. Holsinger was well attended and very nice evening.

**ADJOURNMENT:** Meeting adjourned at approximately 8:20 pm.

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CANDIS WOODS – Chair

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Maria Ehorn – Minute Clerk



**Planning Commission Agenda Report:**

**December 16, 2015**

Project: Design Review (file#DR-15-05) Request to approve design of installation of new windows to an existing commercial building  
Applicant/Owner: Kevin Robertson/Northern Valley Indian Health (NVIH)  
Project Location: 207 N. Butte Street  
Parcel No: 002-152-011  
Zoning: Central Commercial (CC)  
General Plan: General Commercial

**Project Description:**

The applicant has submitted a planning application for Design Review approval for eighteen (18) new windows to be installed onto the south side of an existing commercial building at 207 N. Butte Street. The NVIH contractor pulled a building permit on May 28, 2015 for interior remodeling. During the remodel process it was determined that they wanted to add more windows to the south side of the building for those newly remodeled rooms to provide natural light. Currently there are four windows on that side of the building, which will be removed as part of this project, as well as removing a portion of the exterior wall for the new window installation.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45 of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Central Commercial and allows for professional offices, studios and clinics. The uses within the building are permitted in this zone. The General Plan Land Use Designation for this parcel is General Commercial which allows for service related businesses

**Design Review Project Analysis:**

**Materials and Colors Used:**

The new windows will be exterior aluminum storefront windows with fixed glass. The areas where the new windows will be installed will require removing a portion of the exterior and interior walls. The exterior wall is a stucco finish. The removal of the existing windows and the installation of new windows will require patch and repair of the interior and exterior finishes. The developer will be required to replace the exterior wall with the same type of finish and paint color.

**Parking:** Parking is not affected by this project.

**Lighting**

No new lighting is proposed with this project.

The project was reviewed internally by city departments for comments/conditions which proposed conditions are reflected with those comments.

**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.

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the installation of eighteen (18) 2' x 2' windows to the south side of the existing commercial building for property located at 207 N. Butte Street, Assessor's Parcel Number 002-152-011, subject to the conditions of approval as shown in Attachment #2 and elevation shown on Attachment 3.

1. Adopt the Resolution approving the Design Review proposal with conditions
2. Deny the Design Review application with findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Elevation of new windows
4. Photo of existing building (south side)
5. Applicant full project description

Submitted by:



Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2015

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-15-05) TO NORTHERN VALLEY INDIAN HEALTH FOR THE ADDITION OF EIGHTEEN NEW WINDOWS TO AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 207 N BUTTE STREET, ASSESSORS PARCEL NUMBER 002-152-011**

**WHEREAS**, the applicant, Kevin Robertson on behalf of Northern Valley Indian Health, has filed for Design Review approval to install eighteen (18) new windows to an existing commercial building; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states new exterior improvements to a commercial building requires Design Review approval, and,

**WHEREAS**, the Planning Commission acting as the Architectural Design Review Board, did, on December 16, 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 acting as the Architectural Design Review Board has reviewed all evidence submitted in connection with the Design Review 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 Design Review proposal to install eighteen (18) new 2' x 2' windows to an existing commercial building for property located at 207 N. Butte Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-15-05, subject to the attached conditions of approval set forth in Attachment #2; and elevation Attachment 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 16<sup>th</sup> day of December, 2015, by the following vote, to wit:

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Candis Woods, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR NORTHERN VALLEY INDIAN HEALTH  
FOR PROPERTY LOCATED AT 207 N. BUTTE STREET  
APN; 002-152-011**

**PC approval date: \_\_\_\_\_, 2015**

**General**

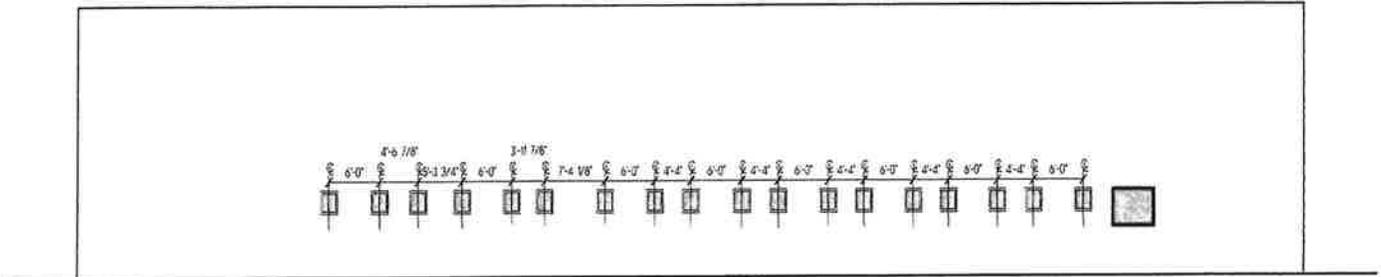
1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. Approval is granted to install eighteen (18) 2' x 2' windows on the south side of an existing commercial building.
6. The exterior wall areas where the new windows will be installed shall match what is existing in type of finish and color.
7. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

**Building Department**

8. If approved the applicant shall submit 3 complete sets of structural framing detail plans to the building department for review and approval prior to installation of the windows.
9. The project/plans shall comply with all applicable Federal, State, and local codes and ordinances.
10. Work shall not commence until a building permit has been issued.

11. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

**Elevation of Building**



**1 SOUTH EXTERIOR ELEVATION**  
SCALE: 3/32" = 1'-0"

**NICHOLS  
MELBURG**  
**ROSSBTO**  
ARCHITECTS - ENGINEERS  
555 MAIN STREET, SUITE 200  
CHICO, CA 95926  
303 98-7700 FAX 303 98-7700

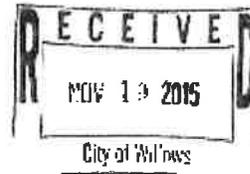
**South Exterior Elevation**  
**NVH WILLOWS CLINIC RENOVATION**  
**NORTHERN VALLEY INDIAN HEALTH**

<b>ASI</b>	DR. 00
	DT. 2015/11/0
<b>8-9</b>	SC. 3/32" = 1'
	NO. 13-4444

Existing Building



Applicant letter full project description



November 18, 2015

Karen Mentale  
City of Willows, Planning Department  
201 North Lassen Street  
Willows, CA 95988

RE: Additional Windows to South Façade – NVIH Clinic – 207 N Butte Street

Dear Planning Department:

Please accept this letter as notification that the facility would like to add additional windows to the exterior south facing façade of the property located at 207 N. Butte Street.

Currently the façade has four 5'-0" wide windows located in the south east corner of the building and the remainder of the façade has no openings and is a stucco finish. We are currently in the process of renovating the interior of the building and are placing multiple new dental operatories along the south wall and would like to bring more natural light into the space. In order to accomplish this we propose to install two 2'x2' square windows into each of the operatories. This will significantly increase natural lighting and patient satisfaction. The windows will be located high enough on the wall that people on the exterior will not be able to look into the operatories. In total we propose to remove 3 of the existing windows and install 18 of the new small windows. The windows will not be operable but they will be dual-pane energy efficient type models. See attached documents for additional clarification and exterior elevation of the building.

If any additional questions remain regarding the addition of these windows please let me know, thank you.

Sincerely,

Kevin Robertson  
Associate Principal Architect, Director of Operations  
robertson@nrdesign.com

Facility Representative

355 Main St., Suite 300  
Orland, CA 95928

**NICHOLS • MELBURG & ROSSETTO**  
ARCHITECTS/ENGINEERS  
Residing, China & Swaine, Inc.

Phone (916) 891-1711  
Fax (916) 891-8138



**Planning Commission Agenda Report:**

**December 16, 2015**

Project: Design Review (file#DR-15-06) Request to approve design construction of new aluminum solar carport structure  
Applicant/Owner: Dan Schuller  
Project Location: 820 W. Wood Street  
Parcel No: 001-193-004  
Zoning: Entryway (E)  
General Plan: Entryway

**Project Description:**

The applicant has submitted a planning application for Design Review approval for a new aluminum solar carport structure to be constructed at Mr. Schuller's place of business at 820 W. Wood Street. The carport structure (*racking structure commonly called*) will be approximately 23'4" long by 15'11" wide and be tilted so that the high side will be 12 feet 9 inches in height on the east side (*parking lot*) and 10 feet in height on the western side (*existing commercial building side*). The separation distance between the new structure and the existing commercial building is approximately 11 feet 7 inches. Four carport footings will be placed to support the structure which footings will be placed on the parking space stripes of two parking spaces and footings will be approximately 7'2" long by 10 inches wide and 1'9" in height. The footings will be placed as far to the west as possible so that when a car parks within the space the footing will not cause a hazard. There will be 21 solar panels placed upon this structure when completed, which will provide an active contribution to the reduction of CO2 emissions.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45 of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Entryway (E) and allows for a mix of commercial, office uses. The addition of a new carport structure is acceptable in this zone with Design Review approval. Setbacks would be applicable to the project and include a front setback of 12 feet, side setback of 6 feet and rear setback of 3 feet. The new structure meets all of the required setbacks of the zoning district. The addition of the carport structure does not exceed the 50% lot coverage allowed by the code as the total of the structures (existing and new) combined equates to 12% coverage. The maximum building height is 30 feet which structure does comply with.

The General Plan Land Use Designation for this parcel is Entryway, which allows for a mix of commercial, office uses along arterial streets leading to downtown, with modifications to existing developments subject to design guidelines.

**Design Review Project Analysis:**

**Materials and Colors Used:** The carport structure will be a cast aluminum mill finish structure which as described above will be 12 feet 9 inches in height on the highest point. The applicant proposes the structure to be placed within the area where three parking spaces are now utilized. The structure will be

constructed over these parking spaces in a manner so as not to lose any parking spaces, rather it will add some shade for two parking spaces.

**Parking:** Three parking spaces will be affected by the installation of the solar carport structure. However the structure will be placed so it does not affect the use of the parking spaces but will provide shade for cars who use the spaces.

**Lighting**

No new lighting is proposed with this project or attached to the solar carport structure.

The project was reviewed internally by city departments for comments/conditions which proposed conditions are reflected with those comments.

**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 15303, Class 3, New Construction or Conversion of Small Structures.

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the construction of a new aluminum solar carport structure for property located at 820 W. Wood Street, Assessor's Parcel Number 001-193-004, subject to the conditions of approval as shown in Attachment #2 and Attachments 3 & 4.

1. Adopt the Resolution approving the Design Review proposal with conditions
2. Deny the Design Review applications with findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Elevation of Structure

Submitted by:



Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2015

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-15--06) TO DAN SCHULLER FOR CONSTRUCTION OF AN ALUMINUM SOLAR CARPORT STRUCTURE FOR PROPERTY LOCATED AT 820 W. WOOD STREET, ASSESSORS PARCEL NUMBER 001-193-004**

**WHEREAS**, the applicant, Dan Schuller, has filed for Design Review approval to construct a solar carport structure within the parking area of said property to support solar panels; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states new structures or other physical; improvements require Design Review approval, and,

**WHEREAS**, the Planning Commission acting as the Architectural Design Review Board, did, on December 16, 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 acting as the Architectural Design Review Board 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 15303, Class 3, New Construction or Conversion of Small Structures.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to construct a 23'4" by 15'1" aluminum solar carport structure for property located at 820 W. Wood Street, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, Entryway Design Guidelines and hereby approves Design Review file# DR-15-06, subject to the attached conditions of approval set forth in Attachment #2; and Attachments 3 & 4.

**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 16<sup>th</sup> day of December, 2015, by the following vote, to wit:

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Candis Woods, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR DAN SCHULLER  
FOR PROPERTY LOCATED AT 820 W. WOOD STREET  
APN; 001-193-004**

**PC approval date: \_\_\_\_\_,2015**

**General**

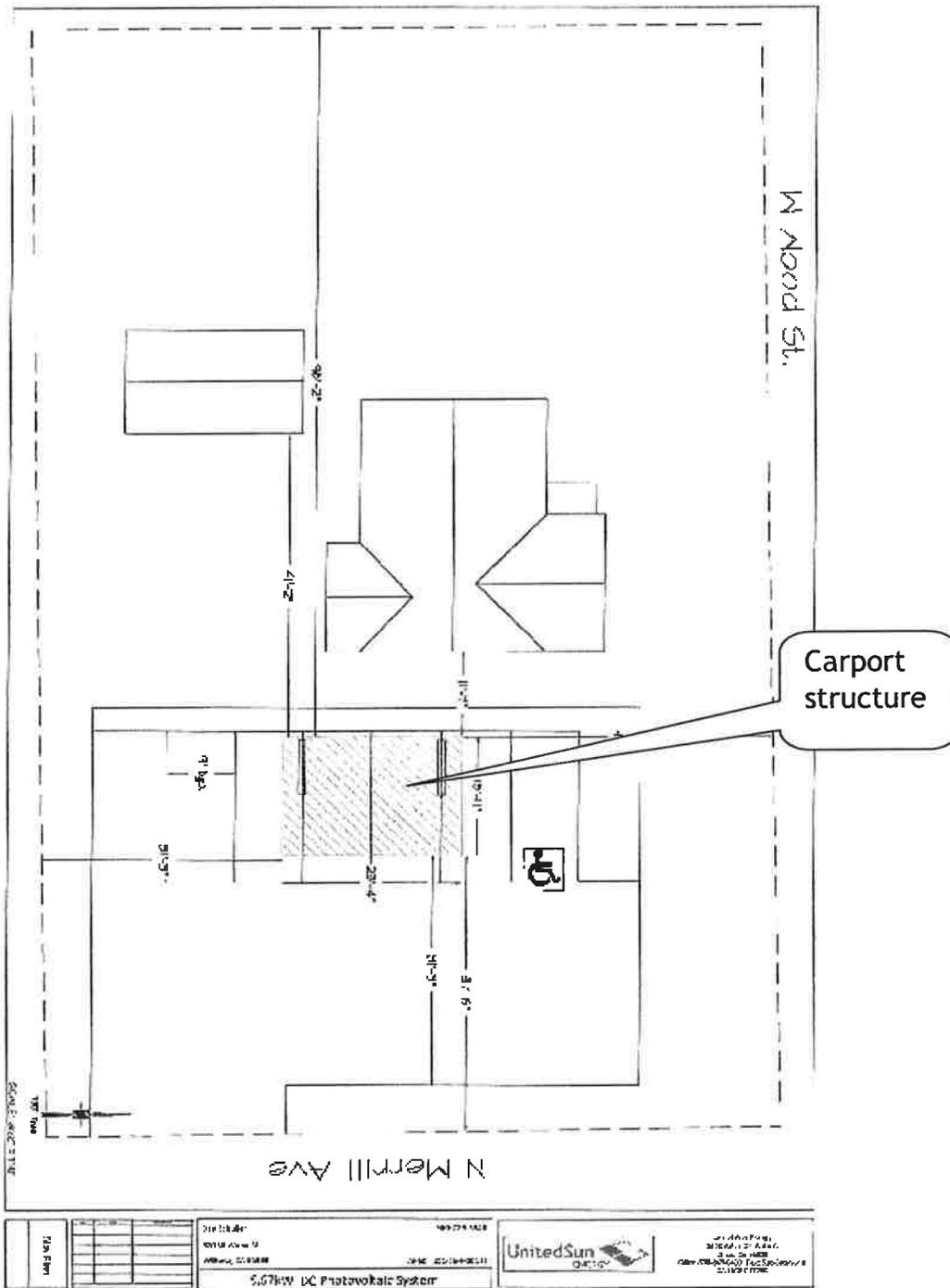
1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. Approval is granted to construct a 23'4" by 15'1" aluminum solar carport structure within three parking spaces on said property, to be at the highest point 12 feet high as shown on Attachment 3 & 4.
6. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
7. All conditions required by the Planning Commission shall be completed and installed prior to use of the structure.

**Building Department**

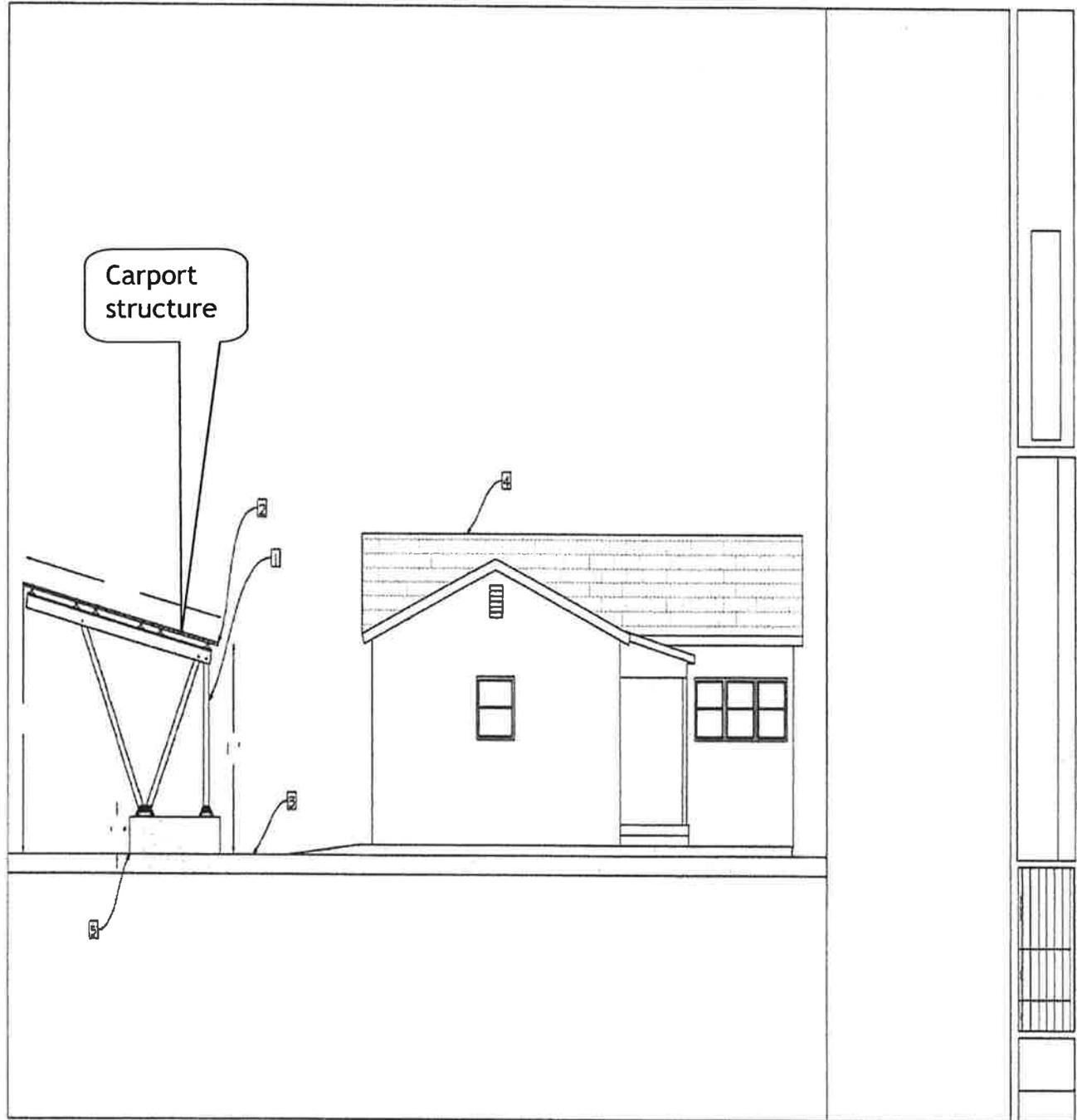
8. The minimum overhead clearance of the carport structure shall be 98 inches.
9. The addition of a covered carport structure will have to include access by the disabled community (ie: the accessible parking space and unloading area) will have to be included under the proposed new structure. Submit complete details for building plan review.

10. With the footings extending above ground, the parking lot shall be restriped to maintain the minimum required parking space dimensions or the footing locations may need to be relocated (engineer required) to allow for the proper parking space dimensions.
11. If approved the applicant shall submit 3 complete sets of wet signed and sealed plans and engineering to the building department for review and approval prior to installation of structure.
12. The project/plans shall comply with all applicable Federal, State, and local codes and ordinances.
13. Work shall not commence until building permits have been issued.
14. Any work within the public right of way (i.e. street, sidewalk, and alley) shall require an encroachment permit issued by the City of Willows Public Works Dept.
15. Dust prevention must be emphasized to avoid unnecessary annoyance to persons living or working in the area. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday unless approved by the City Manager.
16. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

Site Plan



Elevation



1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PERMITS AND APPROVALS.

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TREES AND LANDSCAPE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HISTORIC STRUCTURES AND LANDSCAPE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

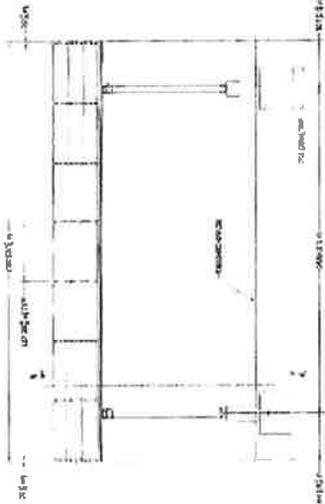
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ARCHAEOLGICAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ENVIRONMENTAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

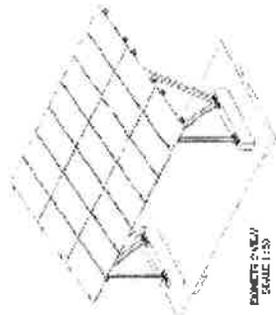
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SOCIAL AND ECONOMIC RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL AND HISTORIC RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.

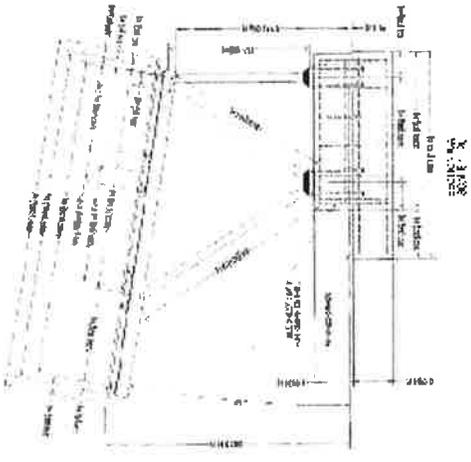
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ARCHAEOLGICAL AND ENVIRONMENTAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COST OF THESE PROTECTION MEASURES.



PLAN SCALE 1/8" = 1'-0"



PERSPECTIVE SCALE 1/8" = 1'-0"



SECTION SCALE 1/8" = 1'-0"



DRAWING NO. V12305.01

PROJECT NAME: SCHULTE  
 PROJECT ADDRESS: 1234 MAIN ST, LOS ANGELES, CA 90001

CLIENT: J. SCHULTE  
 PROJECT NO.: 123456789

ARCHITECT: CS SCHULTER  
 ARCHITECT ADDRESS: 1234 MAIN ST, LOS ANGELES, CA 90001

DATE: 12/31/2023  
 DRAWN BY: J. SCHULTER



**Planning Commission Agenda Report:**

December 16, 2015

Project:	Use Permit Review
Business:	Poly Riser & Pipe
Project Location:	319 E. Walnut Street
Parcel No:	003-091-001
Zoning:	Light Industrial
General Plan	Light Manufacturing (ML)

**Background:**

Initially on January 5, 2005, the Planning Commission heard a Conditional Use Permit request to allow the manufacture, outdoor storage, and sale of riser, pipes, steel and plastic products associated with agricultural irrigation systems. The property is zoned Light Manufacturing (ML) which is consistent with the business, but the ML zone does not specifically permit unscreened outdoor storage. Material storage yards are referenced in the Heavy Industrial zone and require a solid wall or fence not less than six feet high. The City Manager had informed the business owner/property owner that a Conditional Use Permit was required for the outdoor storage aspect of this business, therefore the reason a Use Permit was applied for.

The Commission discussed the fencing and appropriate screening for the outdoor storage. The applicant indicated he would prefer to have the open chain link fence as it allows for better visibility onto his property as screening would aid in vandalism and theft. Mr. Alberico indicated that some of the smaller sized materials will be kept in storage containers, but a forklift and septic tanks will be kept outside with other piping supplies. The Planning Commission approved the Use Permit with conditions, which one stated that *the initial term of this CUP is for a five year period with a review by the Commission after the first year.*

On March 1, 2006, the Use Permit was brought back to the Commission for the first year review. The staff report stated that the City had received no concerns or complaints about the business and that the review was routine. This review initially satisfied the condition to review the Use Permit after the first year, and no action was required. There had been no Commission reviews thereafter.

On December 19, 2012 Staff brought this Use Permit review to the Commission for their review of the Use Permit for any violations and consideration of allowing the continuation of the permit. The issue before the Commission was whether to extend the Use Permit at this time, as the original condition of approval for the Use Permit was valid for five years (*which would have ended in 2010*). There had been no complaints received regarding the out door storage aspect of the business. On this date, the Commission reinstated the Use Permit indefinitely with a review in three years from the date of this hearing.

**Current Status:**

There have been no complaints from the public regarding the outdoor storage nor any police reports regarding any vandalism or theft. The site is kept neat and orderly with no sign of garbage or trash on the exterior of the fencing.

**STAFF RECOMMENDATION:**

Staff recommends that the Commission allow the Use Permit to continue indefinitely and if warranted provide periodic reviews.

**PLANNING COMMISSION OPTIONS:**

- 1) Review the current status and recommend continuation of the Use Permit with or without periodic reviews
- 2) Deny the continuation of the Use Permit with appropriate findings for denial.

Submitted by:



Karen Mantele  
Principal Planner



**Current view of Enclosed Storage sites**

**THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING THE PLANNING COMMISSION DECISION ASSOCIATED WITH A USE PERMIT**