

PLANNING COMMISSION

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

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn



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

PLANNING COMMISSION MEETING AGENDA
Wednesday January 20, 2016
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 December 16, 2015
7. **New Business**
 - a. **Election of Planning Commission Chair and Vice Chair**
 - b. **Two- year review of 2013 Use Permit for long Way Home Saloon**
222 W. Walnut Street/APN: 002-162-006 (CC zone)
 - c. **Design Review (File# DR-16-01) Applicant/Owner: St. Monica's Catholic Church**
Assessors' Parcel Number-005-370-101/1129 W. Wood Street/R-1 Zone/Low Density Residential Land Use Designation/Request to approve installation of two ground mounted photovoltaic solar structures and an enclosed fence
 - d. **Use Permit (File #UP-15-07) and Design Review (File #DR-15-07) Applicant/Owner: Shahab Tehrani**
Assessors' Parcel Number 005-370-022/1237 W. Wood Street/Highway Commercial Zone/General Commercial Land Use Designation/Establish a Planned Sign Program for Commercial Complex and approve new façade improvements to an existing commercial building

8. **Commission Commentary**

9. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before January 15, 2016.

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. 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, DECEMBER 16, 2015

The meeting was called to order at 7:00 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, Benningfield, Woods, Warren

Absent: NONE

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. There were none

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: It was moved by Commissioner Griffith and seconded by Commissioner Benningfield to approve the Minutes of the Planning Commission Meeting held November 18, 2015.

AYES: GRIFFITH, WHITE, WOODS, WARREN, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

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.

Ms. Mantele presented the agenda report to the Commission. Ms. Mantele noted that Nate Sawyer and David Lupton were present in the audience as the contractors for the project if the Commission had any questions. Nate Sawyer stated that this project was the first phase of remodeling and almost complete. Phase 2 of the project will soon begin with the construction of a new 19,000 square foot administration building to be located on the corner of Butte and Willow Streets. Staff noted that there had been a couple of design changes which were taken care of administratively. One item was the installation of HVAC units which needed to be installed on the roof. They were so large that they could not be screened so staff had the applicant paint them the same color as the building so as to blend in. The other item was relocation of a generator.

It was moved by Commissioner Benningfield and seconded by Commissioner Warren to approve the resolution in line entitled, 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.

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.

Ms. Mantele presented the agenda report to the Commission. Staff stated the applicant had wanted to put the solar on existing buildings on the site but that they were found to be not structurally sound enough, therefore the applicant/owner would like to build a new engineered solar parking structure. Staff spoke regarding condition of approval #9 under the Building Department stating that it will have to include accessible parking and unloading area. The plan as it is now does not show the handicap parking area under the structure and the two alternatives the applicant will have is to either move the structure, if able to meet the setbacks, to cover the existing handicap parking space or restripe the area under the carport to include handicap parking. Staff will require a revised site plan and asked the Commission to let the new site plan be administratively approved by staff and the Commission Chair instead of returning to the item to the Commission. If that would be the consensus of the Commission, staff would insert another condition requiring a revised site plan be submitted. The consensus of the Commission was to approve the resolution with the additional condition of submittal of a revised site plan and for the revised site plan to be approved administratively.

It was moved by Commissioner Griffith, seconded by Commissioner Warren to approve the next resolution in line entitled, 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.

AYES: BENNINGFIELD, GRIFFITH, WHITE, WOODS, WARREN

NOES: NONE

c. Three year review of 2005 Use Permit for Poly riser/Outdoor Storage

319 E. Walnut Street/APN: 003-091-001 (ML) zone.

Ms. Mantele presented the agenda report to the Commission. A short discussion was held regarding the review process for project reviews and how to keep track of upcoming reviews. Staff stated they are working on a matrix showing upcoming/pending reviews. Discussion was held by the Commissioners regarding continuing review of the above use permit. It was determined by consensus to not have periodic reviews but to look at it again if any issues were brought before the commission. Owner Daryl Alberico was present in the audience. Mr. Alberico then thanked the Commission for letting him start his business there.

COMMISSION COMMENTARY:

1. Commissioner Griffith stated he attended the 32nd annual Planning Commission conference at Sonoma State University. He stated it was very informative, well attended and he enjoyed it. Commissioner Benningfield was unable to attend due to illness.
2. Ms. Mantele proposed the next meeting to be January 20th, 2016 meeting as there is a new design review and use permit project coming, along with the review of the Long Way Home Saloon. Also since this will be the first meeting of the new year it will include election of officers.
3. Commissioner Griffith asked Councilman Larry Mello, who was in attendance in the audience, about the removal of the item "Agenda Review" from the City Council meeting agendas. Mr. Mello stated after consultation it will probably be removed as it was not needed to be on the agenda. Commissioner Griffith stated that he thought the Planning Commission should follow suit.
4. Commissioner White asked if the city would consider an annual mitigation monitoring fee for monitoring conditions of approval (COA) for projects. She stated it could be incorporated into COA's for an annual fee and wondered if there were enough use permits (UP) to warrant doing it. Ms. Mantele stated she has staff working on a matrix now of the UP's and once completed could bring to the commission for their information.
5. Commissioner White stated she had heard some rumors that the contractor hired for the hospital project fell through and that the project would have to start over. Ms. Mantele stated she spoke with someone in the firm and stated there had been a shift in the company and some of the people who were working on the project are no longer with the company but the project is still moving forward.
6. Commissioner Warren stated that it had been a pleasure working with everyone on the Planning Commission and that the Commission is very lucky to have Ms. Mantele working for the city as she knows her stuff. Ms. Mantele thanked Commissioner Warren for her time and effort of being on the Commission.

ADJOURNMENT: Meeting adjourned at approximately 8:51 pm.

CANDIS WOODS – Chair

Maria Ehorn – Minute Clerk

Willows Planning Commission Agenda Report:

January 20, 2016

Subject: Election of Chair & Vice Chair
To: City of Willows Planning Commission
From: Karen Mantele, Principal Planner 

Review Process

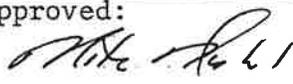
Per Section 2.35.020 (Powers/Duties/Procedures of Planning Commission) of the Willows Municipal Code and City Policy Number 6-1, and in order to facilitate a consistent and orderly selection of officer, appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1st of each year. The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

Staff Recommendation:

Elect Officers

CITY OF WILLOWS

ADMINISTRATIVE PROCEDURE AND POLICY MANUAL

Subject: Election of Chair and Vice-Chair	Number: 6-1
Department(s) Affected: Planning Commission	Effective Date: 4-1-98
File Reference(s):	Authority: Code of Ordinances - Sec. 2-14(c) Approved: 

In order to ensure that the business meetings of the Planning Commission are conducted in an efficient and businesslike manner, the Planning Commission has determined that Planning Commission meetings will have a Chair and in the absence of the Chair the Vice-Chair who will run the meetings.

The Planning Commission has determined that it is appropriate to designate selection procedures and terms of office for the Chair and Vice-Chair to facilitate a consistent and orderly selection of officers. Therefore, the term for the offices of Chair and Vice-Chair is for a one (1) year period. Appointments will be made during the first meeting of the Planning Commission after January 1 of each year. The Vice-Chair will serve as the Chair elect.

The Chair and Vice-Chair positions will be by majority vote of the Planning Commission, and the Commission may extend or reduce the terms of office at any time by a majority vote.

Willows Planning Commission Agenda Report:

January 20, 2016

Project/Business: Use Permit Two- Year Review/Long Way Home Saloon
Business Owner: Jillian M. Beath
Project Location: 222 W. Walnut Street, Willows, CA
Parcel No: 002-162-006
General Plan: General Commercial
Zone: Central Commercial (CC)

Background:

This business was originally granted a use permit by the Commission in 2001 and modified in 2002 with conditions of approval requiring subsequent two-year reviews thereafter. A review was done in 2004 and 2006, however, it was discovered that no review in front of the Commission had taken place since 2006. On December 19, 2012, January 16, 2013, and January 15, 2014 at regular Planning Commission meetings, Staff brought before the Planning Commission a Use Permit review for the Long Way Home Saloon.

At the December 2012 meeting, the Commission heard staffs' report and public comment however, continued the item until the January 16, 2013 meeting in order to garner additional information for the Commission. The concerns the Commission had were, whether the business operation was causing night disruption to the nearby neighbors and whether the business was complying with the ABC conditions placed upon their license. At the January 16th meeting the Commission reviewed the additional information and subsequently granted the extension of a Use Permit to operate the business with the condition (#2) that the *"Term of the CUP will be limited to five years from the date of approval with a review in one year from the date of approval and thereafter Commission review every two years"*.

At the January 15, 2014 meeting, the Commission heard staff's report, reviewed the police logs for the past year and unanimously voted to allow the continuation of the Use Permit for another two years (until January 2016), which at that time a two year review shall take place.

Current Status:

Staff has contacted the Redding ABC (Alcoholic and Beverage Control) office to find out if there were any issues or disciplinary actions against the ABC license which the Long Way Home Saloon holds. I was to there were no violations or actions to report.

Staff contacted the Willows Police department to obtain police reports for the past two years (2014 and most of 2015) for the business at 222 W. Walnut Street. The Police Chief states he has no concerns with the establishment or with the police calls to the business. The police reports are included for the Commission's review.

Previously the business had a "martini glass" neon element with the words "cocktails" below it hanging at above the entrance to the business. The owner, Ms Beath had made a request to ABC in 2013 to have a condition removed from her liquor license which stated this element was to be removed. Her request was granted by ABC in 2013, as they had no objection I was told to the use of that element.

STAFF RECOMMENDATION:

Staff recommends that the Commission review the attachments and determine the status of extending the Use Permit for another two years (per 2013 Conditions of Approval).

PLANNING COMMISSION OPTIONS:

- 1) Review the current status and recommend continuation of the Use Permit with review in two years.
- 2) Deny the continuation of the Use Permit with appropriate findings for denial.

Attachments:

1. 2014-2015 police reports for 222 W. Walnut Avenue
2. 2013 Adopted PC Resolution & Conditions

Submitted by:



Karen Mantele
Principal Planner

2014-2015/Police Reports

**POLICE DEPARTMENT
CITY OF WILLOWS
Time Spent at Location
From Jan 1, 2014 to Dec 31, 2014**

Count - Crime/Incident Description	Total Time at Location	Mean	Median	Mode	Range
LONG WAY HOME SALOON					
2 - Battery	1 hrs. 02 min.	31 min.	31 min.	N/A	21 - 41 min.
1 - Burglary - No Force Entry	22 min.	22 min.	22 min.	21 min.	22 - 22 min.
2 - Suspicious Person	58 min.	29 min.	29 min.	N/A	21 - 37 min.
1 - Public Intoxication - Alcohol	33 min.	33 min.	32 min.	21 min.	23 - 33 min.
1 - Burglary/Robbery Alarm	0 min.	0 min.	0 min.	21 min.	0 - 0 min.
1 - Petty Theft	07 min.	07 min.	07 min.	21 min.	7 - 7 min.
2 - Trespass - Refuse to Leave Property	09 min.	05 min.	05 min.	N/A	4 - 5 min.
5 - Disturb the Peace - Fights in Public	1 hrs. 42 min.	20 min.	0 min.	09 min.	9 - 60 min.
1 - Miscellaneous Report	05 min.	05 min.	05 min.	05 min.	5 - 5 min.
3 - Suspicious Circumstances	54 min.	18 min.	11 min.	N/A	8 - 35 min.
5 - Disturbance	1 hrs. 52 min.	23 min.	19 min.	N/A	5 - 55 min.
1 - Check Area	04 min.	04 min.	04 min.	05 min.	4 - 4 min.
1 - Suspicious Circumstances	08 min.	08 min.	08 min.	05 min.	8 - 8 min.

**POLICE DEPARTMENT
CITY OF WILLOWS
Time Spent at Location
From Jan 1, 2015 to Nov 19, 2015**

Count - Crime/Incident Description	Total Time at Location	Mean	Median	Mode	Range
LONG WAY HOME SALOON					
2 - Battery	00 min.	05 min.	05 min.	N/A	4 - 5 min.
1 - ADW W/ Deadly Wpn Other than Firearm	40 min.	40 min.	40 min.	04 min.	40 - 40 min.
2 - Burglary/Robbery Alarm	11 min.	08 min.	08 min.	N/A	0 - 11 min.
2 - Reckless Driving on Highway	14 min.	07 min.	07 min.	N/A	8 - 8 min.
1 - Trespass - Refuse to Leave Property	14 min.	14 min.	14 min.	3 min.	14 - 14 min.
1 - Trespass - Interfere With Business	22 min.	22 min.	22 min.	3 min.	22 - 22 min.
2 - Disturb the Peace - Fights in Public	15 min.	08 min.	08 min.	N/A	4 - 11 min.
1 - Disturb the Peace - Offensive Words	12 min.	12 min.	12 min.	04 min.	12 - 12 min.
8 - Disturbance	1 hrs. 57 min.	15 min.	18 min.	11 min.	9 - 19 min.
1 - Theft of Access Card	21 min.	21 min.	21 min.	11 min.	21 - 21 min.
1 - Animal Related Incident	02 min.	02 min.	02 min.	11 min.	2 - 2 min.

2013 ADOPTED PC RESOLUTION AND CONDITIONS**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING THE REINSTATEMENT OF A USE PERMIT FOR THE LONG WAY HOME SALOON FOR PROPERTY LOCATED AT 222 W. WALNUT STREET, ASSESSORS PARCEL 002-162-006**

WHEREAS, business owner Jill (Johnston) Beath, had filed for a Conditional Use Permit application in January of 2001 to allow establishment of a cocktail lounge at 222 W. Walnut Street located within the Central Commercial zoning district, and;

WHEREAS, the Planning Commission on January 17, 2001 at a public hearing granted Ms (Johnston) Beath a Use Permit to operate a cocktail lounge at 222 W. Walnut with conditions, and;

WHEREAS, business owner Jill (Johnston) Beath, in October 2002, applied for a modification to the Use Permit to expand the existing cocktail lounge into the adjacent business to the east at 216 W. Walnut Street; and

WHEREAS, the Planning Commission on October 2, 2002 at a public hearing, granted Ms (Johnston) Beath a modification to the existing Use Permit with conditions for reviews every two years, and;

WHEREAS, the Planning Commission on May 5, 2004 and March 1, 2006 did review the Use Permit with no changes, and

WHEREAS, the Planning Commission on December 19, 2012 held a public hearing to review the Use Permit for reinstatement and considered 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 continued the item at the December 19, 2012 meeting until January 16, 2013 for further consideration, and;

WHEREAS, the Planning Commission on January 16, 2013 held a public hearing to review additional public comments, documents, staff reports, and all other documents and evidence which are part of the Record, 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, and

WHEREAS, the Planning Commission does find that the proposed use is consistent with the purposes of the district in which the site is located, as cocktail lounges are allowed within the Central Commercial zoning district with an approved Use Permit from the Planning Commission, and,

WHEREAS, the Planning Commission does find that the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, as the conditions of approval to allow a cocktail lounge have been included in the approval of this project to ensure the safety and welfare of the public are met; and

WHEREAS, the Planning Commission does find that the proposed use is in conformance with the General Plan, as service related businesses are permitted within this designation.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the reinstated Use Permit to allow a cocktail lounge is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit, subject to the attached conditions of approval set forth in the attached EXHIBIT; and,

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 16th day of January, 2013 by the following vote, to wit:

AYES : Warren, Alves, Caryle, Woods
NOES : 0
ABSTAIN: 0
ABSENT: 0

APPROVED: _____
Candis Woods, Chairperson

ATTEST: _____
Recording Secretary

EXHIBIT

**CONDITIONS OF APPROVAL FOR JILLIAN BEATH
TO OPERATE A COCKTAIL LOUNGE
AT 222 W. WALNUT STREET, APN: 002-162-006**

Date of approval: January 16, 2013

1. The applicant/business owner shall comply with all requirements of their ABC license.
2. Term of the CUP: The CUP will be limited to five years from the date of approval with a review in one year from date of approval and thereafter Commission review every two years.

**POLICE DEPARTMENT
CITY OF WILLOWS
Time Spent at Location
From Jan 1, 2015 to Nov 19, 2015**

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2 - Burglary/Robbery Alarm	11 min.	06 min.	06 min.	N/A	0 - 11 min.
2 - Reckless Driving on Highway	14 min.	07 min.	07 min.	N/A	6 - 8 min.
1 - Trespass - Refuse to Leave Property	14 min.	14 min.	14 min.	0 min.	14 - 14 min.
1 - Trespass - Interfere With Business	22 min.	22 min.	22 min.	0 min.	22 - 22 min.
2 - Disturb the Peace - Fights in Public	15 min.	08 min.	08 min.	N/A	4 - 11 min.
1 - Disturb the Peace - Offensive Words	12 min.	12 min.	12 min.	04 min.	12 - 12 min.
8 - Disturbance	1 hrs. 57 min.	15 min.	16 min.	11 min.	9 - 19 min.
1 - Theft of Access Card	21 min.	21 min.	21 min.	11 min.	21 - 21 min.
1 - Animal Related Incident	02 min.	02 min.	02 min.	11 min.	2 - 2 min.

Planning Commission Agenda Report:**January 20, 2016**

Project: Design Review (File# DR-16-01) Solar Ground Mount System
 Applicant(s)/Owner: St. Monica's Catholic Church
 Project Location: 1149 W. Wood Street
 Parcel No: 005-370-010
 Zoning: R-1 (Single Family Residential)
 General Plan Low Density Residential

Project Description

The applicants, Alternative Energy Systems, Inc. on behalf of St. Monica's Catholic Church, have submitted a Design Review application for the installation and construction of a ground mounted photovoltaic solar system and updated electrical equipment as needed, to encompass 3,331.88 square foot of area to be located north of the Walden Academy School buildings. The solar modules are 13.5 feet in length system will be placed upon two structures, each approximately 12.4' wide by 131.6' and 137.1 feet in length, with the photovoltaic modules placed upon the structures, which at the highest point are approximately six feet in height and two feet at the lowest point. The ground mount system will be placed in footings for support as shown on the attached plans. A 6 foot high chain link fence will be placed around the solar system on the west and south side, as there is a fence on the north and west sides of the area proposed for the location of the solar structures. A new customer owned meter will be installed adjacent to the existing service meter.

Review Process

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

Zoning

The project site is zoned R-1 which allows various permitted and conditionally permitted uses. The Walden School was conditionally approved for a school and the solar system to be installed will be an accessory structure utilized for the school and the church combined.

Zoning to the west is Highway Commercial and R-3. Zoning to the East is Entryway. South is Public Facilities and North is R-1. All of the surrounding uses commercial or residential in nature.

General Plan Consistency

The General Plan Land Use designation for this site is Low Density Residential pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation, which designation provides for churches and schools as conditionally permitted uses.

Project Analysis for Design Review

Competent Design: The project development plans submitted for this project have been prepared by an architectural firm. The plans include architectural elevations of the solar system which shall be designed and stamped by a structural engineer before submitting for a building permit. The system meets all the minimum yard setback requirements for this zone, as well as meeting the height requirement for a structure.

Relationship between Structures within the Development and between Structures and Site: The proposal is to construct a new ground mount solar system which will encompass an area of 3331.88 SF. The system will be located approximately 62 feet south from the school structures.

Relationship between Development and Neighborhood: The proposed project would be an appropriate addition to the neighborhood and the project has been designed and located to fit the available area. There fence surrounding the solar system will provide protection from entry to the area.

Materials and Colors Used:

Wall, Fences or Screening: A 6 f foot high chain link fence, is proposed to be placed around the west and south sides of the solar system. An existing chain link fence is located on the north and east property lines.

Drives, Parking and Circulation: Entrance to the area will be gained by way of the fire access road and via a gate into the enclosed area.

Utility Service: All utilities connections shall be installed underground.

Signs: No new signage is proposed with this project.

Exterior Lighting: No new lighting is proposed with this project.

Landscaping: No new landscaping is proposed with this project.

The project was reviewed internally by city departments for comments/conditions which attached proposed conditions of approval reflect those comments.

Environmental Review and Analysis

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). Staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Code Section 15303 New Construction or Conversion of Small Structures, Class 3.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval for installation and construction of two ground mounted photovoltaic solar system structures encompassing 3,331.88 square foot area to be used by the St. Monica's Catholic Church for electrical feedbacking and approve the proposed design elements, subject to the conditions of approval as shown in Attachment #2 and shown on site plan Attachment 3.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Design Review proposal and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the Design Review application with appropriate findings for denial

Attachments:

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

Submitted by:

A handwritten signature in black ink, appearing to read 'Karen Mantele', written over a horizontal line.

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2016

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE # DR-16-01) TO ST MONICA’S CATHOLIC CHURCH FOR INSTALLATION AND CONSTRUCTION OF TWO STRUCTURES FOR A GROUND MOUNTED PHOTOVOLTAIC SOLAR SYSTEM AND FENCING TO ENCOMPASS THE AREA FOR PROPERTY LOCATED AT 1149 W. WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-010

WHEREAS, the applicant, Alternative Energy Systems, Inc. on behalf of St. Monica’s Catholic Church, have filed a Design Review planning application to install and construct two ground mounted photovoltaic solar system structures and fencing on said property, and,

WHEREAS, City of Willows Municipal Code Section 2.45.030 requires new physical improvements and fences to have Design Review approval; and

WHEREAS, the Planning Commission did, on January 20, 2016 , 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 15303, New Construction or Conversion of Small Structures, Class 3.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install and construct two ground mounted photovoltaic solar system structures is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review DR-16-01, subject to the attached conditions of approval set forth in Attachment #2; and site plan in 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 20th day of January, 2016, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____,
_____, Chairperson

ATTEST: _____
Recording Secretary

**Design Review CONDITIONS OF APPROVAL FOR
ST. MONICA'S CATHOLIC CHURCH**

**For property located at
1129 W. Wood Street/APN; 005-370-010**

PC approval date: _____,2016

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 to install two ground mounted photovoltaic solar system structures.
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. A detailed fence plan shall be submitted for City approval prior to installation.

Building Department.

6. All of the conditions of approval shall be shown on the set of plans prepared for review.
 7. The applicant shall submit 3 complete sets of plans and wet signed and sealed engineering calculations, electrical drawings and calculations and cut sheets for all products to the Willows Building Department for review and approval.
 8. The applicant shall pay plan check deposit fees at the time of building permit/plan submittal.
 9. The plans shall be designed based upon the currently adopted, applicable federal, state and local codes and ordinances.
 10. Applicant shall allow 30 day review time for the initial plan review submittal.
-
11. The physical location of the proposed project is 1149 West Wood Street. Change all references.
 12. The working hours are 7am to 6pm Monday through Friday. Alternate days shall be approved by special request of the City Manager.

13. A soils report or letter from a licensed engineer to substantiate a soils report shall be used in the footing design and submitted with the plan sets.

Fire Department

14. Re-compact the fire road where the underground conduit will be trenched.
15. Shall provide a knox lock on gate/entrance to solar area, location approved by the Fire Chief.

Planning Commission Agenda Report:**January 20, 2016**

Project: Use Permit (File #UP-15-07) Planned Sign Program and Design Review (File DR-15-07) Exterior Façade Improvements

Applicant(s)/Owner: Shahab Tehrani

Project Location: 1237 W. Wood Street

Parcel No: 005-370-022

Zoning: Highway Commercial (CH)

General Plan: Highway Commercial

Project Description

The applicant, Shahab Tehrani, has submitted a Planning application for a Use Permit and Design Review approval for implementation of a Planned Sign Program and approval for exterior façade improvements to include installation of three new aluminum windows on east side of existing building, restripe the parking area to include a better location for the handicap parking and signage, install new curb cut for accessible ramp, regrade existing landscape area and apply new ground cover, repair and maintain existing irrigation systems, rebuild the existing monument sign to include all three commercial suites and incorporate the same stone to the base of sign to match lower portion of building, removal of two existing roof top signs and install new channel letter signs for each suite, remove all existing “tudor” style trim on east wall and add sand color stucco finish to area, remove half-timber trim and stucco on north side and install new three coat stucco, repaint existing doors, remove damaged posts and replace, install cultured stone wainscot around lower portion of commercial building, and implement a sign program for all three suites.

Review Process

This matter is before the Planning Commission pursuant to Section(s) 18.125.200 and Chapter 2.45 of the City of Willows Municipal Code.

Zoning

The project site is zoned Highway Commercial (CH), which allows various permitted uses, Zoning to the south and west is the same as the project site. All of the surrounding uses are commercial in nature (restaurants, hotels. Interstate I-5 is located to the west of the site.

General Plan Consistency

The General Plan Land Use designation for this site is Highway Commercial pursuant to the City’s General Plan Land Use Map. The proposed use is consistent with this designation, which designation provides for commercial uses that primarily serve travelers at Interstate 5 access points.

Project Analysis for Design Review (pursuant to Section 2.45.060)

Competent Design: The attached plans include architectural elevations of the exterior design, floor layout of the commercial building, and proposed color scheme of the elements. The finish of the exterior of the building will match the adjacent O Reilly’s store look.

Relationship between Structures within the Development and between Structures and Site: The proposal is to match the O Reilly’s store to the west of this commercial complex.

Relationship between Development and Neighborhood: The proposed project would be an appropriate addition to the area and buildings, providing a pleasing relationship to both the development and the surrounding neighborhood.

Materials and Colors Used: Earthtone colors are proposed for the project, to be a sandstone color stucco finish, with a walnut bark trim color around the edges and windows for accent. Cultured stone will be added to the lower portion of the commercial building and to the bottom of the monument sign to match the O Reilly's store.

Wall, Fences or Screening: No new walls or fences are proposed with this project.

Drives, Parking and Circulation: Parking is shared for this commercial complex with the adjacent O Reilly's Auto Parts store via a recorded Shared Parking Agreement.

Utility Service: The existing mail electrical service panel will be level and re attached to the building.

Signs: The project proposes to implement a Planned Sign Program for the multi-tenant commercial building as detailed in the attached Planned Sign Program.

Exterior Lighting: The project proposes replacing exterior lighting. All lighting shall be installed so as not to reflect glare onto adjacent property. The conditions of approval reflect this requirement.

Landscaping: The existing landscaping will be regraded and a new application of ground cover shall be installed around the monument sign and in front of the parking area along the frontage.

The project was reviewed internally by city departments and County and outside agencies for comments/conditions which attached proposed conditions of approval reflect those comments.

Environmental Review and Analysis

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

Findings of Fact

Based upon the facts and conclusions contained within this staff report the following findings must be made in order to approve the applicant's request for a Planned Sign Program:

1. The proposed sign is consistent with the goals, objectives, policies and programs of the city of willows general plan and any applicable design guidelines.
2. The proposed sign conforms to applicable development standards and provisions of this title and will not be detrimental to the public health, safety and welfare.
3. The physical location or placement of the sign is compatible with the surrounding neighborhood and does not pose a safety risk.

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.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Use Permit/Design Review approval to install exterior façade improvements to an existing commercial building and site improvements and implement a Planned Sign Program for the multi-tenant commercial building commercial building, subject to the conditions of approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Use Permit/Design Review proposal and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the Use Permit/Design Review application with appropriate findings for denial

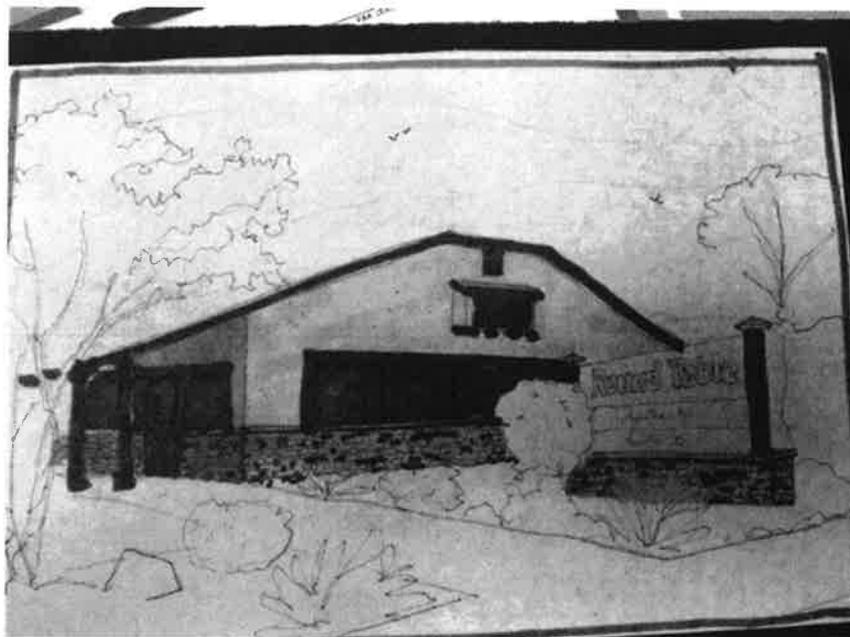
Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Proposed Planned Sign Program

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 per section 18.125.200(3)

PC RESOLUTION NO. _____-2016

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # UP-15-07 AND DR-15-07) TO SHAHAB TEHRANI TO INSTALL EXTERIOR FAÇADE IMPROVEMENTS TO AN EXISTING COMMERCIAL BUILDING AND SITE IMPROVEMENTS AND IMPLEMENT A PLANNED SIGN PROGRAM FOR PROPERTY LOCATED AT 1237 W. WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-022

WHEREAS, the applicant, Shahab Tehrani, has filed a Conditional Use Permit/Design Review planning application to install exterior façade improvements to an existing commercial building and site improvements and implement a Planned Sign Program for the multi-tenant commercial building; and,

WHEREAS, notice of the Planning Commission meeting held on January 20, 2016, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and,

WHEREAS, the Planning Commission did, on January 20, 2016, 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, Existing Facilities, Class 1; and

WHEREAS, the Planning Commission does finds that the proposed use is consistent with the purposes of the district in which the site is located, as planned sign programs are required for multi-tenant facilities per Section 18.125.200(a) with a Conditional Use Permit and

WHEREAS, the Planning Commission does find that the proposed sign is consistent with the goals, objectives, policies and programs of the city of willows general plan and any applicable design guidelines as the property is located within the Highway Commercial designation, which allows for commercial uses that primarily serve travelers at Interstate 5 access points; and

WHEREAS, the Planning Commission does find that the proposed sign conforms to applicable development standards and provisions of this title and will not be detrimental to the public health, safety and welfare, as conditions of approval shall provide standards to adhere to; and

WHEREAS, the Planning Commission does find that the physical location or placement of the sign is compatible with the surrounding neighborhood and does not pose a safety risk.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit and Design Review proposal to install exterior façade improvements to an existing commercial building and site improvements and implement a Planned Sign Program is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit UP-15-07 and Design Review DR-15-07, subject to the attached conditions of approval set forth in Attachment #2 and Attachment #3, Planned Sign Program.

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 20th day of January, 2016 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
_____, Chairperson

ATTEST: _____
Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL FOR
ROUND TABLE COMMERCIAL COMPLEX
 FOR PROPERTY LOCATED AT
 1237 W. Wood Street/APN; 005-370-022**

PC approval date: _____, 2016

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. If the use (*Planned Sign Program*) is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.
3. This use permit is void one (1) year after the use permitted by such permit is discontinued.
4. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
5. Planned Sign Program shall dictate the amount of signage each business shall display. Any deviation shall require Planning Commission approval.
6. All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.
7. The developer shall adhere to the design and specification of the Architectural Design Review approval for the exterior façade improvements. 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.
8. 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.
9. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.

Building Department.

10. The applicant shall submit 3 complete sets of plans to the building department for review.
11. The applicant shall submit a completed building permit application.
12. The structural system proposed for the new window openings shall be designed by a firm, corporation or individual licensed to perform such work.
13. The applicant/owner shall be responsible for the payment of plan review and building permit fees.
14. The plans and the project shall comply with all Federal, State and Local codes and ordinances.
15. All contractors including subs shall obtain a business license to operate in the city of willows prior to commencing work.
16. Proposed roof top signage will require an engineered design to be submitted under separate cover.
17. With the removal of the restroom facility in 1239 West Wood this space will have to conform to the effective code at the time of submittal of the tenant improvement plans.
18. Working hours are 7am to 6 pm Monday thru Friday no Saturday, Sunday or Holiday work allowed.

Fire Department

19. Addressing shall meet WMC Section 15.15.100, with lettering to be 6" by 1" for commercial buildings.
20. A Knox box shall be installed per WMC Section 15.15.130 for the property.
21. Fire Extinguishers shall be mounted per CFC.

Proposed Planned Sign Program**Exhibit A****MASTER PLANNED SIGN CRITERIA PROGRAM**
1237 W. WOOD STREET (ROUND TABLE BLDG.)**I. Purpose & Intent**

- A. This sign criteria program has been established for the purpose of maintaining a continuity of quality and aesthetics throughout the complex for the mutual benefit of all tenants and to comply with the regulations and approved permits of the City of Willows.
- B. The intent of this sign criteria is to offer the tenant design flexibility and to incorporate common design elements that will enhance the building. The signs specified will offer optimal tenant identity when designed in conformance with the design standards.
- C. Conformance will be strictly enforced, and any installed non-conformance or unapproved signs will be removed at the tenants' expense.

II. General Requirements

- A. Prior to fabrication or applying for City approvals, each tenant shall submit to the Landlord, for written approval, three copies of detailed shop drawings (1 in full color) indicating the location, size, layout, design, color, illumination, materials and method of attachment.
- B. All signs shall be reviewed by the Landlord for conformance with sign criteria. Approval or disapproval of sign submittals shall remain the sole and absolute right of the Landlord.
- C. All permits and fees for signs and their installation shall be obtained by the Tenant or its representative.
- D. All signs shall be constructed at the Tenants' expense.
- E. Tenants shall be responsible for the installation and maintenance of the sign(s). Should Tenants sign require maintenance or repair, Landlord shall give Tenant 30 (thirty) day written notice to affect the maintenance or repair. Should tenant fail to do so, Landlord shall undertake repairs and Tenant shall reimburse Landlord within ten (10) days from receipt of notice.

III. Style

- A. Tenant sign shall be individual channel letters, 5" deep with acrylic faces.
- B. If the Tenant does not have an established exterior sign identity, the style of lettering shall be similar to Helvetica Medium.

IV. Construction Requirements

- A. All channel letters are to be fabricated using pre finished aluminum or painted with automotive or equivalent paint materials.
- B. All sign bolts, fastenings and clips shall be hot dipped galvanized iron, stainless steel, aluminum, brass, bronze, nickel, or cadmium plated. No black iron materials of any type will be permitted.
- C. All cabinets, conductors, crossovers, transformers, wiring and other equipment must be concealed behind the sign fascia.
- D. The face of the channel letters and logos shall be acrylic plastic (3/16th minimum) fastened to the metal frame by a trim cap matching the color of the letter returns.
- E. All signs and their installation must comply with the local building and electrical codes and bear a UL label and manufactures label.

V. Installation

- A. All signs will be inspected by the Landlord's approved superintendent for conformance.
- B. Tenant's sign contractor shall completely install and connect the sign display.
- C. The sign contractor shall repair any damage to the building caused by his work. All penetrations of the building shall be neatly sealed in watertight condition and shall be patched the adjacent finish to Landlord's satisfaction. Damage to the building that is not repaired by the sign contractor shall be corrected at Tenant's expense.

VI. Location

- A. All signs shall be centered fascia vertically and horizontally as detailed in drawings submitted.

VII. Guarantee

- B. The entire sign display will be guaranteed for one year against defects and material and workmanship. Defective parts shall be replaced without charge.

VIII. Insurance

- A. The Sign Company shall carry workmen's compensation and public liability insurance against all damages suffered or done to any and all persons and/or property while engaged in the construction or installation of signs in the amount of \$1,000,000 per occurrence.

VIII. Sign Configuration

- A. Total signage will not be allowed to exceed 80% of leased frontage.
- B. Maximum area of signage per Tenant will be 1.5 times Tenant's leased frontage.
 - 1. Roof Top Signage
 - a. Each Tenant will be allowed one roof top sign above their suite facing the parking lot of suite main entrance.
 - b. Sign shall be illuminated channel letters mounted on a black raceway.
 - c. Signage will be a maximum of 16" tall.
 - d. No sign will be allowed to exceed 12 square feet.
 - e. Upon expiration of lease, Tenant will remove sign and install blank black panel.
 - 2. Monument Sign
 - a. Each Tenant will be allowed one panel on each side of the landlord provided monument sign.
 - b. Suite A will be allowed a total of 30 square feet of sign area and will be allowed two (2) signs, one on the east elevation of the monument and one on the west elevation.
 - c. Suite B will be allowed a total of 30 square feet of sign area and will be allowed two (2) signs, one on the east elevation of the monument and one on the west elevation.
 - d. Suite C will be allowed a total of 60 square feet of sign area and will be allowed two (2) signs, one on the east elevation of the monument and one on the west elevation.
 - e. The Tenant may have company standard copy style and colors on said panels.
 - f. Tenant to provide high quality vinyl graphics at Tenant's expense.
 - g. Upon expiration of lease, Tenant will remove company panel and install blank panel.

IV. Sign Copy

- A. Wording of sign shall not include the product sold except as part of Tenant's name, insignia or logo.

1237 W. Wood Street
Planned Sign Program

Page 2 of 3

X. Color

- A. Variations of color from one Tenant to another is encouraged. All letters of the sign shall be one color.
- B. Logo colors may differ from the sign colors.
- C. Trim and caps to be dark bronze.

XI. Logos

- A. Each tenant will be permitted to display one (1) logo subject to the Landlord's approval. The logo area shall be included within the sign area limitation. The logo shall be defined as a graphic symbol with construction as required for Tenants' channel letters.

XII. Expiration of Lease Term

- A. At the expiration or sooner termination of Tenants' lease term, Tenant shall remove its sign(s), patch and paint the sign fascia to match the adjacent finish to the Landlord's satisfaction.