PLANNING COMMISSION

Kerri Warren, Chair
Candis Woods, Vice Chair
Shirley Benningfield, Commissioner
Huston Carlyle, Commissioner
Peggy White, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK
Tammara McIntyre

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

**PLANNING COMMISSION MEETING AGENDA**
**Wednesday March 19, 2014**
**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. **Approval of Minutes**: Minutes of Planning Commission meeting held December 4, 2013 and January 15, 2014

6. **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.)***

7. **New Business/ Public Hearing**

a. **Use Permit/Design Review Application (File# UP-14-02 & DR-14-01)** Applicant/Owner: McHale Sign Co/Willows Travel Plaza

Assessors Parcel Number: 017-340-025/ 1481 Hwy 99 W/Highway Commercial Zoning District/Highway Commercial Land Use Designation/Request for additional signage & request for design elements approval

b. **Design Review (File #DR-13-04)** Applicant/Owner: Russell Morgan

Assessors Parcel Number: 005-370-004/1261 W. Wood Street. Highway Commercial Zoning District/Highway Land Use Designation/Request to change approved color scheme/exterior building material

c. **Zoning Text Amendment (File # ZTA-14-01) Add Density Bonus Ordinance to Municipal Code Section 18.110 General Provisions and Exceptions/** City initiated

8. **New Business:**

**Annual HCD Housing Element Progress Report** for period from April 1, 2013 to March 31, 2014
Commission review/comments

9. **Commission Commentary**

10. **Adjournment**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before March 14, 2014.

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

## HELD DECEMBER 4, 2013

The meeting was called to order at 7:00 p.m. by Vice Chair Person Woods.

**PLEDGE OF ALLEGIANCE:** Vice Chair Person Woods led the Pledge of Allegiance.

**PRESENT:** White, Woods, Carlyle

**ABSENT:** Alves, Warren

**CONSENT AGENDA:** Vice Chair Person Woods asked City Planner Karen Mantele if there were any changes to the agenda. Staff had no changes to the agenda.

## PUBLIC COMMENT:

## NEW BUSINESS: Public Hearing(s)

**Russell Morgan-** Design **Review Application (File# DR-13-04) &Conditional Use Permit (File# UP-13-06)**

Russell Morgan has submitted a Planning application for Design Review approval of exterior building elements and site improvements for a new commercial building (automated drive through car wash) and Conditional Use Permit application for the use of a nonconforming 23 foot tall pole sign. The project entails construction of a 1600 SF automated drive through car wash that has a storage room and an equipment room within the structure, and on-site improvements to included landscaping, parking spaces, trash enclosure, and site/building lightening and car vacuum stations.

Ms. Karen Mantele presented a thorough review of the Agenda Report dated December 4, 2013 for the Automated Drive Through Car Wash for property located at 1261 W. Wood Street in the City of Willows/APN: 005-370-004. Multiple aspects of the projects design were discussed including landscaping, interior and exterior décor, parking requirements as well as intended use of public utilities including water usage and drainage. Applicable conditions and codes were thoroughly presented by Ms. Mantele in regards to all aspects of the project.

The Conditional Use Permit concerning the non-conforming 23 foot high pole sign was discussed. The existing pole sign is outside of the allowed distance of 800 feet from the center line of Highway 5. The municipal code allows for this non-conforming structure to be used with CUP approval for the continued use which is what the applicant is requesting with this application. Details of the signs modifications and/or alterations were provided to the Commission. Discussion ensued amongst the Commission.

Commissioner Carlyle requested to be refreshed on the code requirements for the non-conforming pole sign and the options the applicant is given once notified of the non-conformance. Ms. Mantele stated that the applicant can both remove it and ask for a time frame to do so or the applicant can ask for a permit to modify

the sign and continue the use of it. Ms. Mantele advised that there were several non-conforming signs exceeding the 800 foot requirement and recommended that the Commission may want to consider modifying the code in the future for the existing pole signs. Commissioner White commented on the hours of operation and the absence of on-site employees. The applicant, Russell Morgan was present and answered the questions of the Commission.

The applicant, Russell Morgan presented his intended plan to put a simple 6 foot wrought iron fence around the business for security and to keep trespasser from crossing through the property. He additionally stated for cost effectiveness, that he wanted to drill submersible water well on the property, which is allowable in the City of Willows through Cal-Water. Ms. Mantele advised that the approval for the water well is the responsibility of the county Environmental Health and the City need only be involved if Mr. Morgan was planning on erecting a structure around the area of the submersible well. Mr. Morgan and Ms. Mantele answered all questions presented by the Commission concerning the fence, water well installation and additions and/or changes in the conditions of the resolutions reflecting the requested fence construction plan and the on-site parking.

It was moved by Commissioner Carlyle and seconded by Commissioner White to approve and adopt the Resolution entitled, "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL FOR USE OF A 23 FOOT HIGH NONCONFORMING POLE SIGN AND DESIGN REVIEW APPROVAL FOR EXTERIOR DESIGN TREATMENTS AND ON SITE IMPROVEMENTS FOR A NEW COMMERCIAL AUTOMATED CAR WASH TO RUSSELL MORGAN FOR PROPERTY LOCATED AT 1261 W. WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-004 AND TO INCLUDE ALL OF THE STAFF REPORT ATTACHMENTS THAT WERE PROVIDED THAT GO THROUGH ATTACHMENT NUMBER 7 INCLUDING THE MODIFICATION ON ATTACHMENT 2 TO REVISE THE WORDING FOR CONDITION 8 AND ADDING A NEW CONDITION 14 CONCERNING FENCING AS THE CITY PLANNER PREVIOUSLY DESCRIBED."

AYES: WOODS, WHITE, CARLYLE

**CONTINUED DISCUSSION ON MULTI-FAMILY DESIGN REVIEW GUIDELINES:**

1. Ms Mantele spoke to the Commission about the Draft Multi-Family Design Guidelines that has been coming together over the last eight meetings. She stated that the draft was in the final stages of completion with regards to the wording in the guidelines. She asked that the Commission read over each section verbatim before the finalization of the guidelines. Clarification of written text should be the priority when reviewing the guidelines.

   Also, Ms. Mantele discussed the need for photographic illustrations to be placed within the guidelines. Illustrative pictures of Willows and other cities will be needed to insert within the guideline text. Ms. Mantele expressed that further discussion of the guidelines may be able to resume at next month's meeting if she was able to collect all of the photos necessary for completion of the guidelines.

Commissioner Carlyle, Vice Chair Woods and Ms. Mantele discussed the date and time for the next Planning Commission meeting due to the holiday schedule. It was agreed upon that January 15th would be the next meeting date. Ms. Mantele stated she would try to present the draft MFR design guidelines with the photos at the next meeting, if not then as soon as they are ready for their review. Commissioner White inquired about the Design Guideline page 5 number 3, where it talks about the landscaping in the area stated "*Landscaped or Garden Area.*" With regards to a large project, Commissioner White wanted to know if the Commission would want to have it stated in the guidelines that a certain percentage of the landscape should be designated as a garden area for the occupants so that they have a place besides the window box. Ms. Mantele briefly discussed the subject and the possibility of seeing open space used for garden areas in the future.

Ms Mantele would also like to discuss in the future with the Commission a landscaping ordinance and the update of the Master Tree List. Vice Chair Person Woods expressed that she was in favor of Ms. Mantele's future recommendations as well as the current guidelines for the community

Ms. Mantele stated that there would be a new Commissioner on the seat in January 2014. Commissioner Carlyle confirmed that there were three applicants for two seats and Ms. Mantele stated that was correct.

**COMMISSION COMMENTARY:**

1. Commissioner Carlyle thanked Ms. Mantele for conveying to the City Manager their concerns. Commissioner Carlyle stated that the e-mails that are being received from the City Manager are very informative, helpful and appreciated in regards to being kept informed about the projects going on in the City of Willows. He felt it was keeping everyone informed as to what was going on in between the monthly meetings which he liked.

2. Commissioner Carlyle requested that the status of The Long Way Home Saloon sign be put on the January agenda for review. Ms. Mantele stated that this item would be on the January agenda for review.

3. Commissioner White commented on the City's redirecting of one of the Police Officer's to do code enforcement. She was appreciative to see code enforcement taking a higher priority within the City of Willows. Ms. Mantele stated that any and all suspected code violations or concerns that the Commission may have can be directed to the Police Department. Commissioner Carlyle asked if that included Conditional Use Permits that were previously issued that we know are currently being violated in term of the terms. Ms. Mantele stated if it is a code violation, then yes. The commission discussed areas of potential violation and off site vehicle towing.

4. Vice Chair Woods asked about the progress of the Dollar Tree Store. Ms. Mantele gave an update explaining that the Dollar Tree has been issued building permits. The approval of the sign permit has been given and they are not going to erect a pole sign as they will be using the building sign.

5. Vice Chair Woods asked about the progress of auto parts store O'Reilly's. Ms. Mantele stated that the project had been approved, but she did not believe the building plans have been submitted yet. Ms. Mantele also stated they are in the process of a lot merger and they have been working with the City engineer through the lengthy process of easement abandonment, demolition permit and all other additional requirements.

6. Vice Chair Woods wanted to know if there was a motel or anything yet built across from the 76 Station. Ms. Mantele stated not yet in response to the question. Comments were made relating to this property and the Basin Street property.

7. Vice Chair Woods inquired about the Senior Housing project. Ms. Mantele explained that it is in the final stages of a lot line adjustment. The title company is preparing the proper documentation and the project coordinator intends to submit plans for the construction side of the project by the 18th or 19th of December 2013. They are hoping for plan approval by March or April of 2014.

8. Vice Chair Person Woods inquired about the status of Ace Hardware. Ms. Mantele stated that the project is still moving forward and explained where the process was at.

ADJOURNMENT: The Meeting was adjourned at 7:51pm

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CANDIS WOODS, Vice Chair

_____

Tammara McIntyre- Minutes Clerk

# MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

## HELD JANUARY 15, 2014

The meeting was called to order at 7:00 p.m. by Chair Person Warren.

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

**PRESENT:** Benningfield, Carlyle, White, Woods, Warren

**ABSENT:**

**CONSENT AGENDA:** Chair Person Warren asked if there were any changes to the agenda. Staff had no changes to the agenda.

**PUBLIC COMMENT:** None

**NEW BUSINESS: Public Hearing(s)**

**a. Election of Planning Commission Chair and Vice Chair**

Chair Person Warren opened up the nominations for Chair. Vice Chair Woods nominated Kerri Warren as Chair. Chair Person Warren asked if there were any other nominations and there were none. The nomination of Kerri Warren for Chair was passed by unanimous consensus.

AYES: Benningfield, Carlyle, White, Woods

Chair Person Warren opened up nominations for Vice Chair. Commissioner Carlyle nominated Candis Woods. Chair Person Warren asked if there were any other nominations and there were none. The nomination of Candis Woods for Vice Chair was passed by unanimous consensus.

AYES: Benningfield, Carlyle, White, Warren

**b. Review of Conditional Use Permit for Long Way Home Saloon/Commission One year Review**

Assessor's Parcel Number: 002-162-006 222 W. Walnut Street/Central Commercial Zoning District/General Commercial Land Use Designation

Ms. Mantele presented the item to the Commission regarding a review of a Use Permit that was heard by the Commission one year ago for the Long Way Home Saloon, and now up for a review as required in the original approval. There were local concerns at last years' meeting about the night disruption to the neighborhood and whether or not the business was in compliance with ABC conditions, as the reason for the Commission one year review.

Ms. Mantele presented to the Commission a letter received by staff in September 2013 from the State ABC Licensing whereby Jillian Beathe the owner of the Long Way Home Saloon requested a

modification of a condition that was placed upon her ABC license. As a result of Ms. Beathe's request, ABC did modify the license conditions by removing one of her conditions on her ABC license that had to do with the exterior advertising signage. The ABC conditions have now been revised modified to reflect that the condition be removed. Staff did contact ABC to see if any complaints had been received or any disciplinary actions had been documented over the last year for the Long Way Home Saloon's. Ms. Mantele was advised by ABC that there were no actions or complaints on file.

Ms. Mantele also advised the Commission that she had gone back over the last year and looked at police reports for the Long Way Home Saloon and three other businesses that served alcohol in the community; The Last Stand Bar & Grill, the Casa Ramos Restaurant and the Old 99 Steakhouse. The Willows Police Department presented reports for every business with the exception of Casa Ramos which had no reporting calls over the last year. The report for the other businesses had a significant decline and the City had not received any complaints or comments from any of the neighbors in regards to any matters of concern for The Long Way Home Saloon. It was concluded that Ms. Beathe and her staff has provided a quieter business for the neighborhood over the last year.

Commissioner Carlyle, Vice Chair Woods and Chair Person Warren expressed appreciation for the compliance to the ABC and the overall proactive cooperation of Ms. Beathe and her staff. All Commission members agreed that all conditions of the Use Permit and ABC were met.

Ms. Mantele advised Ms. Beathe that she would be sending her a letter regarding the decision of the Commission. Ms. Beathe thanked the Commission and advised them that she applied for the modification of the condition to the ABC license in July 2013 and it was not received until December 2013. She wanted the Commission to know that she was not the reason for the delayed response and the Commission members all agreed it was the State.

**COMMISSION COMMETARY:**

1. Chair Person Warren congratulated Vice Chair Person Woods appointment and welcomed everyone.

2. Vice Chair Person Woods invited the Commission members to the Economic Forecast meeting in Oroville. She expressed her participation in going to the meeting has always been very enlightening and invited them to attend their schedules permitted it. The Commission members commented on their availability.

3. Ms. Mantele congratulated Vice Chair Woods and welcomed Commissioners White and Benningfield aboard and expressed enthusiasm towards working with a full Commission for the coming years projects. She discussed the annual Planners Conference that will be held at the end of March 2014 which has on the agenda a number of first time Planning Commission items and workshops. Ms. Mantele acknowledged that Commissioner Benningfield had an interest in attending and that she was attending as well. Vice Chair Woods and Commissioner White also are interested in attending. Ms. Mantele did acknowledge that there were City funds available for the members to attend the training conference and encouraged attendance. Commission

members interested in attending should let Ms. Mantele know soon so they can be signed up to attend.

4. Ms. Mantele updated the Commission on progress of pending projects. The plans for O'Reilly's have been submitted. The Dollar Tree is up and running with the opening expected soon. The Willows Senior Apartments Project plans have also been submitted for plan check. There is another project that was submitted for of a tentative map entitled The Gateway Center, for the piece of property known as the Taylor property, located at the intersection of County Road 57 and old Highway 99. It is an 8 acre parcel that was subdivided a few years ago in to two parcels and has now been resubmitted for a 4 parcel split on one of the parcels

   Commissioner Carlyle asked if this property was related to the In and Out Burger mentioned in the past and Ms. Mantele acknowledged it was. She stated that the intent of the parcel split is to have four types of uses; one being a hotel, a fast food restaurant, a sit down restaurant and Chevron Emporium Service Station that would also include hook ups for electric cars. One or two of those uses will require a Conditional Use Permit. The applicant is interested in the upgrades that have happened to Thunderhill Raceway which he feels will bring a lot more individuals into the area benefiting the business community.

   Ms. Mantele also updated the Commission on the Glenn Medical Center's construction of a new 14 bed hospital. Staff has been meeting with their consultants and a Design Review Application is anticipated within the month or so. Vice Chair Woods asked if they were going to tear down a part of the hospital and reconfigure. Ms. Mantele explained that a portion of the existing hospital would be removed so there are no connecting buildings, which will fit the plans for the 14 bed hospital with emergency room included. The existing older building will be used for the hospital administrative offices and clinics which will allow current off site clinics to be on site.

   Ms. Mantele advised that staff has been working and meeting with their consulting firm on the review of the preliminary site plan. The City's building department will not be issuing a building permit as OSHPD is handling all of that. The City will only be required to issue a letter of approval after the review of their application by the Commission, which is a requirement before OSHPD moves forward. Federal funding approval for the project had been obtained so the project is definitely in the works.

   Vice Chair Woods asked if anything more was known about the Basin project. Ms. Mantele stated she has not heard anything recently; however Basin is focusing their energy on the DOT/TIGER Grant application at this time. These are federal funds for infrastructure along Tehama and for other aspects of the project. The City is working in conjunction with Basin Street to try to garner these federal roadway funds.

5. Ms. Mantele brought the Commission up to date on the Multi Family Residential Design Guidelines Draft and informed them that Tami McIntyre would be assisting her with formatting them. She asked that the Commission thoroughly review the draft to make sure that they feel

comfortable with the text as these will be the guidelines all developers will be looking at. Ms. Mantele explained that the guidelines can be built upon and expanded in the future at the Commission's directive and encouraged them to view the city of Santa Rosa guidelines. She is hopeful that she will be able to present them at the next meeting. She also requested input on photographic illustrations from the Commissioners so that they can be included in the Guideline's format.

6. Chair Person Warren and the Commission set the next meeting for February 19th 2014.

**ADJOURNMENT:** The Meeting was adjourned at 7:27pm

KERRI WARREN – Chair

Tammara McIntyre- Minutes Clerk

DRAFT

## Planning Commission Agenda Report: March 19, 2014

| | |
|---|---|
| Project: | Request for additional signage/Conditional Use Permit (File # 14-02) and request for Design Review approval (File # DR-14-01) of a fuel station brand name change (76 to Chevron) |
| Applicant(s)/Owner: | McHale Sign Company/ Willows Travel Plaza |
| Project Location: | 1481 Hwy 99 W., Willows |
| Parcel No: | 017-340-025 |
| Zoning: | Highway Commercial (CH) |
| General Plan | Highway Commercial |

**Project Description:**
The applicant, McHale Sign Company on behalf of Willows Travel Plaza, property owners, has submitted applications for a Conditional Use Permit (to allow 64.17 square feet of additional identity signage and 96 square feet of pole signage) and a Design Review approval (for building signage and fuel station design element changes). The project entails a reimage of one brand of fuel station (76) to a new brand (Chevron). With this brand change, the owners of the station desire to install signage beyond the sign code allowances, and desire to install brand specific elements and sign changes to the exterior of the building that require Commission review.

**Review Process:**
This matter is before the Planning Commission pursuant to Chapter 2.45, Section 18.125.150 and Section 18.135.040 of the City of Willows Municipal Code.

**Zoning:**
The project site is zoned Highway Commercial (CH), which allows for various permitted uses. Zoning to the south is the same as the project site, Highway Commercial. The property to the west is county property. Zoning to the north is CH–vacant land, and to the east of the project site is Interstate I-5.

**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 provides for commercial uses that primarily serve travelers at Interstate 5 access points. Signage is allowed for commercial businesses.

**Background:**
This property was part of a lot split around 2003. In August of 2003 the owner of the property, Soeth Farming Corporation, went before the Planning Commission with a Design Review/Variance application for business signage for the proposed Willows Travel Plaza development. The request was to allow additional pole sign height and additional business signage. The Commission approved both applications with conditions associated with the request. (*See attachment 4 - PC meeting minutes August 6, 2003)*

**Project Analysis for Design Review (pursuant to Section 2.45.060**
**Competent Design:** The proposed reimage change from one fuel brand to another is normally a corporate requirement to match other fuel stations of the same brand name. The proposed design is in keeping with the Chevron branding styles.

**Materials and Colors Used:** The colors of the signage are in keeping with the corporate branding of Chevron and are depicted by the sign plans.

**Surface Water Drainage:** No reconstruction of the existing parking or concrete surfaces is proposed with this project.

**Drives, Parking and Circulation:** The adjoining features to the project site include existing pavement with sidewalks, curbs, and gutters.

**Signage:**
The proposal is to add more signage than the commercial sign code allows, both for the pole sign and for several other signs, necessary to advertise the fuel station name. The commercial building is located near the intersection of Hwy 99 and Road 57 and building faces and is addressed off of Hwy 99. The linear footage of the building is 48' (as shown on the sign plan/1st page). This calculation would normally allow this building 72 square feet of signage. This is the reason that the original developer went before the Planning Commission requesting additional signage as this would not allow for much advertising of the business. The current request before the Commission is to ask for additional signage than what was originally approved by the Commission in 2003.

The chart below compares the old signage and the proposed signage:

| Identity | Incidental | Identity | Incidental |
|---|---|---|---|
| 50 SF | 90 SF | 38.77 SF | 77.66 Sf |
| 7.6 SF | 60 SF | 4.9 SF | 30.3 SF |
| 7.6 SF | 68 SF | 20.8 SF | 68 SF |
| 7.6 SF | | 4.9 SF | |
| 67.2 SF | | 20.8 SF | |
| | | 114 SF | |
| **140** | **218** | **204.17** | **175.96** |
| **OLD SIGNAGE** | | **PROPOSED SIGNAGE** | |

This chart does not include the pole sign. Currently the pole sign is an illuminated double sided sign with 508.4 SF of signage. The proposal is to increase the signage by 96 SF.

The sign code requires that all permanent freestanding signs shall incorporate the numerical address. The area of the address is not counted in the area of the sign. Addressing is shown on the bottom of the monument sign. The conditions of approval require that the addressing is visible and must be approved by the Fire Chief. A final sign plan will be required to show the correct location of the addressing in order to comply with the fire code.

**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:

1. That the use is consistent with the purposes of the district in which the site is located.
2. 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.
3. That the proposed use is in conformance with the General Plan.

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.

**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 15311 (Accessory Structures) Class 11.

**STAFF RECOMMENDATION:**
Staff recommends adoption of the attached resolution recommending Use Permit/Design Review approval for additional business signage and building signage, 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. Sign Elevations (4 pages)
4. PC meeting minutes from August 6, 2003

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. _____-2013**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # UP-14-02 AND DR-14-01) TO WILLOWS TRAVEL PLAZA FOR AN ADDITIONAL 64.17 SQUARE FEET OF IDENTITY SIGNAGE AND ADDITIONAL 96 SQUARE FEET OF POLE SIGNAGE AND APPROVAL OF EXTERIOR BUILDING SIGNAGE AND DESIGN ELEMENTS FOR A FUEL STATION BRAND NAME CHANGE FROM 76 TO CHEVRON FOR PROPERTY LOCATED AT 1481 HIGHWAY 99 WEST, ASSESSORS PARCEL NUMBER 017-340-025**

**WHEREAS,** the applicant, McHale Sign Company on behalf of Willows Travel Plaza, have filed a Conditional Use Permit/Design Review planning application to allow 64.17 SF of additional identity signage and 96 SF of additional pole signage for a fuel station brand name change and approval of building exterior signage design and brand elements, and,

**WHEREAS**, City of Willows Municipal Code Section 18.125.150-A allows for additional signage upon first securing Use Permit approval from the Planning Commission, and

**WHEREAS,** notice of the Planning Commission meeting held on March 19, 2014, 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 March 19, 2014, 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 15311 (Accessory Structures) Class 11; 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 additional signage is allowed per Section 18.125.150 which states commercial buildings within the HC zoning district are allowed Identity Signs: 1.5 sq. ft. for each ft. of lineal building frontage, with higher totals requiring use permit, 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 conditions of approval incorporate provisions which project will not be detrimental to the public health, safety or welfare; and

**WHEREAS,** the Planning Commission does find that the proposed use is in conformance with the General Plan, 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 which signage is an integral part of providing travelers choices; and

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to add an additional 64.17 SF of identity signage and 96 SF of additional pole signage, and Design Review proposal to change the brand design with corporate elements are consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit (UP-14-02) and Design Review (DR-14-02), subject to the attached conditions of approval set forth in Attachment #2, and Attachments 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 19th day of March, 2014, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Kerri Warren, Chairperson

ATTEST: _____
Recording Secretary

**Attachment 2**

**USE PERMIT/DESIGN REVIEW CONDITIONS OF APPROVAL**
**FOR**
**WILLOWS TRAVEL PLAZA**
**FOR PROPERTY LOCATED AT**
**1481 Hwy 99 West /APN; 017-340-025**

**PC approval date:_____,2014**

**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 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 for the additional signage 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. Approval is granted for an additional 64.17 SFof identity signage and an additional 96 SF of pole signage. Any new signage not included with this approval is subject to review and approval by the Planning Department prior to installation.

6. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

7. One private off-street loading space shall be provided for the commercial business.

8. The developer shall adhere to the design color schemes/signage and specifications of the Architectural Design Review approval as presented to the Commission on the approval date.

9. All incidental product signage currently located in/on the windows of the commercial building shall be removed prior to sign off of the building permit.

10. 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. Any further extension beyond one year shall require planning commission approval.

11. Any and 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 for any new lighting shall be submitted with building permit. All lighting must meet the City Standards.

12. All on-site lighting shall be designed in order to meet safety requirements and minimize glare on to adjoining property as required by the WMC. A lighting intensity (photometric) analysis shall be provided with the building permit application for city review and approval to determine the proposed lighting levels on the property and the adjacent properties.

**BUILDING DEPARTMENT**

13. All of the conditions of approval shall be shown on the set of plans prepared for review.

14. The applicant shall submit 3 complete sets of building plans with a completed building permit application for structural and electrical work for review and approval. Fees to be determined at time of building application submittal.

15. The applicant shall pay plan check deposit fees at the time of building permit/plan submittal.

16. The plans shall be designed based upon the currently adopted, applicable federal, state and local codes and ordinances.

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

18. Once a complete submittal is received, allow for a 30 day initial review period

19. The applicant/developer shall provide for review signed and sealed plans and structural calculations that address the additional loads imposed by the proposed increased pole signage, or signed details regarding the new footings.

**FIRE DEPARTMENT:**

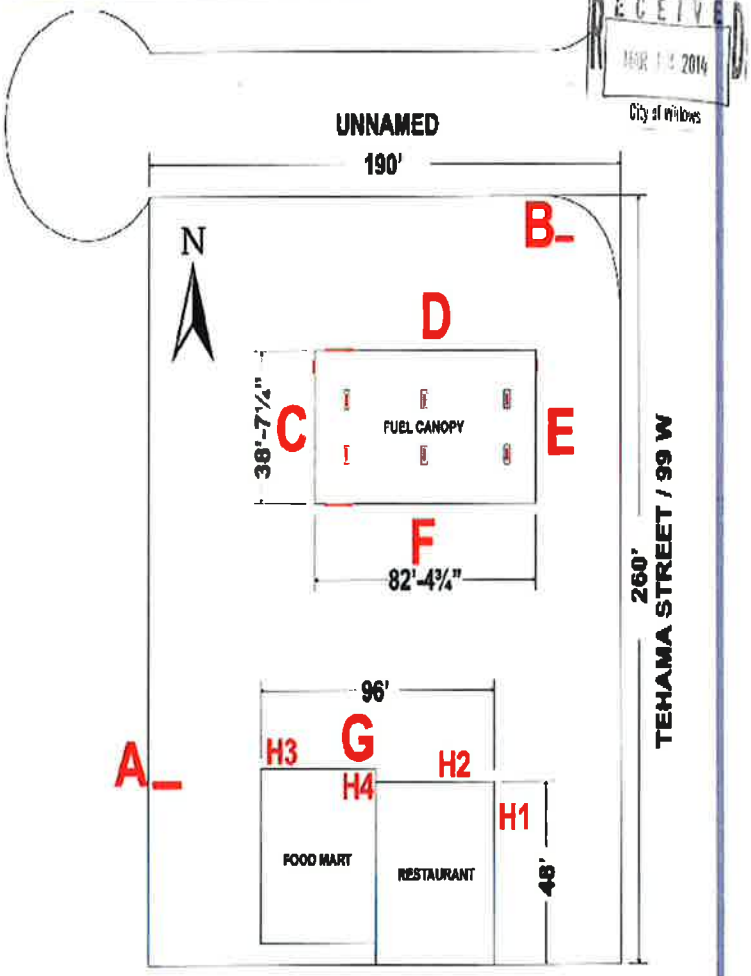
20. All addressing shall meet Willows Municipal Code Section 15.15.100 **Premises identification**, which reads "Approved numbers for premises identification shall be placed on all new and **existing buildings** near the doorway or in such a position as to be plainly visible and legible from the street or access fronting the property during both day and night hours. Address numbers shall be illuminated for buildings constructed after January 1, 2008. Light sources used to comply with this section shall be controlled by a photoelectric device or by a circuit supplied by a house meter which is used to provide other required lighting during hours of darkness. No switch or other similar device shall be installed. **Buildings constructed prior to this date shall comply with all other address requirements. Address signs shall be internally or externally illuminated. When the luminance or the face of a sign is from an external source, it shall have an intensity of not less than 5.0 foot-candles. Internally illuminated signs shall provide equivalent luminance.** All properties that are served by a rear access shall install approved numbers for premises identification in such a position as to be plainly visible and legible from the access. **Number shall be contrasting in color to their background. The minimum size and dimension of the numbers shall be 6 inches in height with 1-inch stroke width or**

**larger readily visible and legible from the adjacent street.**" Fire Department approval required.

21. Per Section 15.15.100 Where a building is set back from the street or road fronting the property and where addresses may not be clearly identifiable due to distance from the street or roadway, landscape, vegetation and/or architectural appendages, or other obstructions, **address posting shall be required both at the street, road or driveway serving such building and on the building. Street or roadside address posting shall be on a weather resistant sign, permanently mounted to a post, and highly visible from all directions of traffic flow. Where unusual circumstances exist a direction indicator may be required to show specific direction of building(s).** Fire Department approval required.

## Sign Elevations

| SIGN | DESCRITION | EXISTING | PROPOSED |
|---|---|---|---|
| A | REFACE EXISTING 11'-7" X 11'7" & 10' X 12' D/F ILLUMINATED HI-RISE SIGNS AND ADD (1) 4' X 12' D/F ILLUMINATED CFN SIGN | 506.4 ft² | 604.4 ft² |
| B | REPLACE EXISTING 14' X 5' D/F ILLUMINATED FUEL PRICE SIGN WITH NEW 168" X 50" D/F ILLUMINATED FLAG MOUNTED CHEVRON C-45 POLE SIGN | 140.0 ft² | 116.6 ft² |
| C | REMOVE EXISTING 33" ILLUMINATED 76 LOGO. INSTALL NEW 42" TALL ACM, LED DOWNLIGHTING AND (1) 25" X 28" ILLUMINATED CHEVRON HALLMARK LOGO | 7.6 ft² | 4.9 ft² |
| D | REMOVE EXISTING 33" ILLUMINATED 76 LOGO. INSTALL NEW 42" TALL ACM, LED DOWNLIGHTING AND (1) SET 24" X 126" LED ILLUMINATED CHEVRON WORD MARK CHANNEL LETTERS | 7.6 ft² | 20.8 ft² |
| E | REMOVE EXISTING 33" ILLUMINATED 76 LOGO. INSTALL NEW 42" TALL ACM, BLUE ACCENT STRIPE DECAL AND (1) 25" X 28" ILLUMINATED CHEVRON HALLMARK LOGO | 7.6 ft² | 4.9 ft² |
| F | INSTALL NEW 42" TALL ACM, LED DOWNLIGHTING AND (1) SET 24" X 125" LED ILLUMINATED CHEVRON WORD MARK CHANNEL LETTERS | 0.0 ft² | 20.8 ft² |
| G | REPLACE EXISTING 4' X 15' WILLOWS TRAVEL PLAZA WALL SIGN WITH (1) SET 28" x 168" LED ILLUMINATED FOOD MART CHANNEL LETTERS | 60.0 ft² | 30.3 ft² |
| H | EXISTING BUILDING SIGNS TO REMAIN | 60.0 ft² | 60.0 ft² |
| I | FUEL DISPENSERS | 67.2 ft² | 114.0 ft² |
| | TOTALS | 868.4 ft² | 964.7 ft² |




RECEIVED
MAR 1 2014
City of Willows

McHALE SIGN CO.
3707 ELECTRO WAY
REDDING, CA 96002
(530) 223-2030
FAX (530) 223-2040

Chevron

1481 HWY 99 WEST
WILLOWS, CA

OWNERSHIP OF THIS DESIGN IS HELD BY McHALE SIGN INC. THIS DESIGN IS FOR PERSONAL USE, AND IS NOT TO BE SHOWN OUTSIDE YOUR ORGANIZATION, NOR IS TO BE COPIED, REPRODUCED, OR EXHIBITED IN ANY MANNER.

W0W7296

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE INCLUDING PROPER GROUNDING AND BONDING OF THE SIGN.

2/20/14

RECEIVED
MAR 12 2014
City of Willows

EXISTING D/F ILLUMINATED HI-RISE SIGN
508.4 FT²

PROPOSED D/F ILLUMINATED HI-RISE SIGN
604.4 FT²

A

McHALE SIGN CO.
3707 ELECTRO WAY
REDDING, CA 96002
(530) 223-2020
FAX (530) 223-2060

Chevron

1481 HWY 99 WEST
WILLOWS, CA

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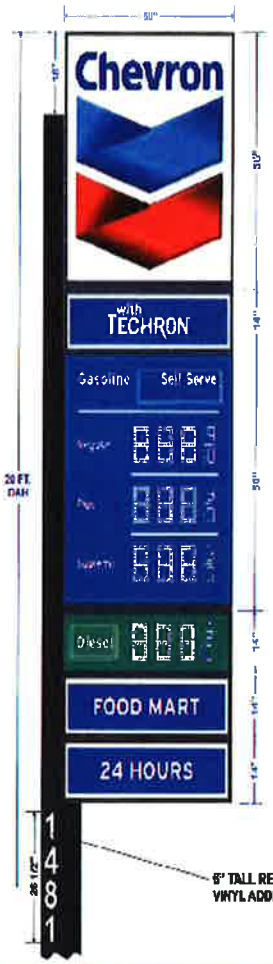
WO#7265

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE INCLUDING PROPER GROUNDING AND BONDING OF THE SIGN.

2/20/1

EXISTING 14' X 5' X 20' OAH
D/F 76 FUEL PRICE / ID SIGN
140 ft²




PROPOSED FLAG MOUNTED CHEVRON C-45 D/F FUEL PRICE / ID SIGN
118.6 FT²

FOOTING & STRUCTURE PER ENGINEERING

6" TALL REFLECTIVE WHITE VINYL ADDRESS NUMERALS

SCALE: ½" X 1'

B

RECEIVED
MAR 12 2014
City of Willows

McHALE SIGN CO.
3707 ELECTRO WAY
REDDING, CA 96002
(530) 223-2000
FAX (530) 223-2060

Chevron

1481 HWY 99 WEST
WILLOWS, CA

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WO#7206

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE INCLUDING PROPER GROUNDING AND BONDING OF THE SIGN.

2/28/14

EXISTING GILBARCO ENCORE 340
12" X 60" VALANCE
24-3/8" X 36-1/2" DOOR SKIN
QUANTITY: 3 11.2 FT² EACH
33.6 FT²

PROPOSED GILBARCO ENCORE 340
28" X 65-3/4" CG VALANCE
24-3/8" X 36-1/2" DOOR SKIN
QUANTITY: 3 19 FT² EACH
57 FT²

RECEIVED
MAR 14 2014
City of Willows

EXISTING GILBARCO ENCORE 341
12" X 60" VALANCE
24-3/8" X 36-1/2" DOOR SKIN
QUANTITY: 3 11.2 FT² EACH
33.6 FT²

PROPOSED GILBARCO ENCORE 341
28" X 65-3/4" CG VALANCE
24-3/8" X 36-1/2" DOOR SKIN
QUANTITY: 3 19 FT² EACH
57 FT²

McHALE SIGN CO.
3797 ELECTRO WAY
REDDING, CA 96002
(530) 223-2030
FAX (530) 223-2060

Chevron

1481 HWY 99 WEST
WILLOWS, CA

OWNERSHIP OF THIS DESIGN IS HELD BY McHALE SIGN INC. THIS DESIGN IS FOR PERSONAL USE, AND IS NOT TO BE SHOWN OUTSIDE YOUR ORGANIZATION, NOR IS TO BE COPIED, REPRODUCED, OR EXHIBITED IN ANY MANNER.

WO67206

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE INCLUDING PROPER GROUNDING AND BONDING OF THE SIGN.

2/20/14

# PC MTG MINUTES OF AUG.6 2003

MINUTES OF THE WILLOWS PLANNING COMMISSION
August 6, 2003

The meeting was called to order at 7:00 p.m. by Chairperson Linda Miller.

PLEDGE OF ALLEGIANCE: Commissioner Wilber led the Pledge of Allegiance at the opening of the session.

PRESENT: Wilber, Pennock, Bettencourt, Towne, and Miller
ABSENT: None

ITEMS ADDED: Willowglen Subdivision Drainage and Overpass Beautification were added for discussion only. Commissioner Towne indicated Item 3A could be removed as the business had closed.

APPROVAL OF MINUTES: It was moved by Commissioner Bettencourt and seconded by Commissioner Pennock to approve the Minutes of July 7, 2003. Unanimously approved.

DESIGN REVIEW/VARIANCE - WILLOWS TRAVEL PLAZA SIGNAGE - SOETH TRADING CORPORATION: Commissioner Bettencourt indicated he had a potential conflict of interest on this item and left the room. City Manager Mike Mistrot stated there were three signs being presented for review: a monument sign that advertises gas prices, a freeway oriented pole sign, and the logo signage on the gas canopy. Signage was not part of the Soeth's original design review submittal, as they had not finalized selection of a gas franchise. As proposed the height of the monument sign is 20 feet with a signage area of 84 (14' x 6') square feet on each side. The height of the proposed pole sign is 75 feet with a signage area of 144 (12' x 12') square feet on each side. The fuel island canopy graphics have also been provided as part of the submittal. Each of the proposed signs for the Travel Plaza exceeds the total square footage of the signage permitted, and the pole sign is higher than the allowed 40 feet. Existing freeway-oriented fueling facilities are located at the intersection of I 5 and Wood Street (162), and each have a freeway sign that exceeds the height limitation specified in the Sign Law section of the City's Zoning Ordinance. A memo from McHale Sign Company was presented which indicated their review of height visibility for the Soeth's pole sign showed a height of 75 feet is needed to ensure good visibility due to the freeway over pass. Mr. David Soeth reviewed the colors of the signage and answered questions from the Planning Commission on the location and design of the freeway-oriented pole sign and temporary signage currently on site. Mr. Soeth presented a sketch which showed construction of the pole sign with a single mast as well as a double mast. The sketch showed potential future signage attached to the masts, and questions arose regarding signage for future businesses which locate in the Travel Plaza. Discussion ensued over location of the freeway-oriented pole sign, location of truck parking,

rationale for the truck scale, fuel supplier for the truck stop portion, and which pole sign design (one or two masts) was Mr. Noech planning to use. Mr. Scott stated he did not know which design would work the best based on cost, structural integrity, etc.

It was moved by Commissioner Pennock and seconded by Commissioner Towne to approve the design, color, and placement of the monument sign, freeway-oriented pole sign, and fuel-island canopy as presented in the site plan and graphics prepared by McHale Sign Company dated July 14, 2005, and Typical Union 76 graphics for Canopy and Dispenser Island and detailed below in Items 1 through 5; to approve the Variance request for the 75 foot pole sign pursuant to findings required in Section 27.05 of the Zoning Ordinance; and to make a determination that the Mitigated Negative Declaration and associated conditions adopted by the Commission for this site on August 29, 2001, satisfied the environmental considerations required pursuant to the California Environmental Quality Act:

1. Pole sign – The pole sign was approved for a height of 75 feet and a graphic area of 144 square feet (12' x 12'); for each of the two sides.

2. Monument Sign – The monument sign was approved for a height of 20 feet and a graphic area of 84 square feet (6' x 14'); for each of the two sides.

3. Gas Canopy – The graphics were approved as presented on Sheet 2, Fuel Canopy Graphics, dated July 14, 2005 by McHale Sign Company.

4. Future Signage on Freeway-oriented Pole Sign – At Mr. Scott's request the Commission approved two alternatives for the construction of the pole sign. Specifics are delineated below:

   A. Pole Sign with one mast. In addition to the 144 square-foot Union 76 Logo at the top, two additional signs will be allowed. Each smaller sign will be a maximum of 30 square feet (3' x 10') for each of the two sides.

   B. Pole Sign with two masts. The Commission indicated this is the preferred design. In addition to the 144 square-foot Union 76 Logo at the top, additional signage may be added as follows: One 10' x 12' area which may be broken into four small or components not to exceed a total area of 120 square feet for each side. Two other signs 3' x 12' (36 square feet each) for each of the two sides.

5. Future signage which does not meet the above guidelines must be reviewed by the Planning Commission prior to installation.

Unanimously approved.

MINUTES OF THE WILLOWS PLANNING COMMISSION
August 6, 2003

The meeting was called to order at 7:00 p.m. by Chairperson Linda Miller.

PLEDGE OF ALLEGIANCE: Commissioner Wilber led the Pledge of Allegiance at the opening of the session.

PRESENT: Wilber, Pennock, Bettencourt, Towne, and Miller
ABSENT: None

ITEMS ADDED: Willowglen Subdivision Drainage and Overpass Beautification were added for discussion only. Commissioner Towne indicated Item 3A could be removed as the business had closed.

APPROVAL OF MINUTES: It was moved by Commissioner Bettencourt and seconded by Commissioner Pennock to approve the Minutes of July 2, 2003. Unanimously approved.

DESIGN REVIEW/VARIANCE - WILLOWS TRAVEL PLAZA SIGNAGE - SOETH FARMING CORPORATION: Commissioner Bettencourt indicated he had a potential conflict of interest on this item and left the room. City Manager Mike Mistrot stated there were three signs being presented for review: a monument sign that advertises gas prices, a freeway-oriented pole sign, and the logo signage on the gas canopy. Signage was not part of the Soeth's original design review submittal, as they had not finalized selection of a gas franchise. As proposed the height of the monument sign is 20 feet with a signage area of 84 (14' x 6') square feet on each side. The height of the proposed pole sign is 75 feet with a signage area of 144 (12' x 12') square feet on each side. The Fuel Island canopy graphics have also been provided as part of the submittal. Each of the proposed signs for the Travel Plaza exceeds the total square footage of the signage permitted, and the pole sign is higher than the allowed 40 feet. Existing freeway-oriented fueling facilities are located at the intersection of I-5 and Wood Street (162), and each have a freeway sign that exceeds the height limitation specified in the Sign Law section of the City's Zoning Ordinance. A memo from McHale Sign Company was presented which indicated their review of height visibility for the Soeth's pole sign showed a height of 75 feet is needed to ensure good visibility due to the freeway over pass. Mr. David Soeth reviewed the colors of the signage and answered questions from the Planning Commission on the location and design of the freeway-oriented pole sign and temporary signage currently on site. Mr. Soeth presented a sketch which showed construction of the pole sign with a single mast as well as a double mast. The sketch showed potential future signage attached to the masts, and questions arose regarding signage for future businesses which locate in the Travel Plaza. Discussion ensued over location of the freeway-oriented pole sign, location of truck parking,

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   B. Pole Sign with two masts. The Commission indicated this is the preferred design. In addition to the 144 square-foot Union 76 Logo at the top, additional signage may be added as follows: One 10′ x 12′ area which may be broken into four smaller components not to exceed a total area of 126 square feet for each side. Two other signs 3′ x 12′ (36 square feet each) for each of the two sides.

5. Future signage which does not meet the above guidelines must be reviewed by the Planning Commission prior to installation.

Unanimously approved.

## Planning Commission Agenda Report: March 19, 2014

| | |
|---|---|
| Project: | Request to Change Exterior Color Scheme/Building Material for approved automated car wash building<br>Design Review (File DR-13-04) |
| Applicant(s)/Owner: | Mathew Amaro/Russell Morgan |
| Project Location: | 1261 W. Wood Street |
| Parcel No: | 005-370-004 |
| Zoning: | Highway Commercial (CH) |
| General Plan | Highway Commercial |

**Project Description:**
The City received a letter and color board from Mathew Amaro on behalf of Russell Morgan, property owner of 1261 W. Wood Street, requesting to change the exterior color of the roof and the building of an approved 1,600 SF automated car wash building to be located at 1261 W. Wood Street. The changes requested are, (1) allow to change the color of the standing seam metal roof from "*Colonial Red*" to "*Dark Bronze*" (2) allow to change the color of the building upper wall and water table from "Precision" to a lighter shade of "Precision", (3) delete the building wainscot color of "390 Split Face" and replace with 389 (a lighter color version), and (4) remove the blue color from the vacuum canisters (unsaid in letter but stated by Mr. Amaro). Staff presented the letter requesting color changes and color board to the Planning Commission Chair and the City Manager for their review, with the conclusion that the request for changes shall go before the Planning Commission for their decision.

**Background:**
On December 4, 2013 the Planning Commission heard Design Review and Conditional Use Permit applications from Mr. Russell Morgan for an automated car wash building with exterior design elements to include building material/color, landscaping, parking, trash enclosure, and 4 vacuum canisters, and use of a non-conforming pole sign.

There were Final Condition of Approval adopted by the Commission on December 4, 2013 as part of the resolution for the project and specifically #9 which states "*The developer shall adhere to the design and specification of the Architectural Design Review approval*". The Commission approved a color scheme, as provided and shown on the color rendition prepared by the applicants' representative Mr. Amaro for the meeting in December and seen in attachment #2, which indicated that the standing seam metal roof and adjacent storage building roof would be *Colonial Red* in color. The Commission also approved a sample of a color scheme for the building which was a darker grey color (Precision #390). The proposed change in building color and water table is slight, in that it is a lighter shade of grey than approved, (Precision #389), as well as the building wainscot color request change. Staff inquired as to the vacuum canisters and was told that they may change as well to a stainless steel color.

**Staff Recommendation:**
Staff requests the Commission review the letter requesting changes, decide by motion on one of the following options, and direct staff as to their decision:

1. Accept and approve of the request to change the color scheme of the standing seam metal roof and building color changes as proposed
2. Deny the request to change the color schemes of the metal standing roof and building
3. Modify the request

**ATTACHMENTS:**

1. Letter from applicant's representative on behalf of PO
2. Approved Color Scheme
3. Proposed Color Scheme/Material Change

Submitted by:

Karen Mantele
Principal Planner

## Letter from Applicant

MATHEW AMARO DESIGNS

453 NORTH WOODOCK STREET WILLOWS CALIFORNIA 95988 PH:530.592.5912

Karen Mantele, Planning Consultant
City of Willows Planning
201 N. Lassen St.
Willows, CA 95988

January 5, 2013

RE: **Car Wash at 1261 W. Wood St. APN. 005-370-004 Russell Morgan: owner**

Dear Ms. Mantele,

The owner Russ Morgan would like to change the exterior color selections for the subject project per our conversation on January 29th. We understand that this will require approval by the city staff and the planning commission and a change to the approved Use Permit (UP-13-06) and Design Review (DR-13-04) Attachments.

The following are the changes to Attachment 5 :

1. Standing Seam Metal Roof by Metal Sales Corp.:
   **Delete** color: Colonial Red (W75)
   **Proposed new color: Dark Bronze(50) by the same manufacturer.**

2. Building upper wall by Basalite:
   **Delete** color: Color 225 Precision
   **Proposed new color: Color 389 by the same manufacturer.**

3. Building water table:
   Delete color: Color 390 Precision
   **Proposed new color: Color 389 Split Face by the same manufacturer.**

3. Building wainscot:
   Delete color: Color 390 Split Face
   **Proposed new color: Color 389 Split Face by the same manufacturer.**

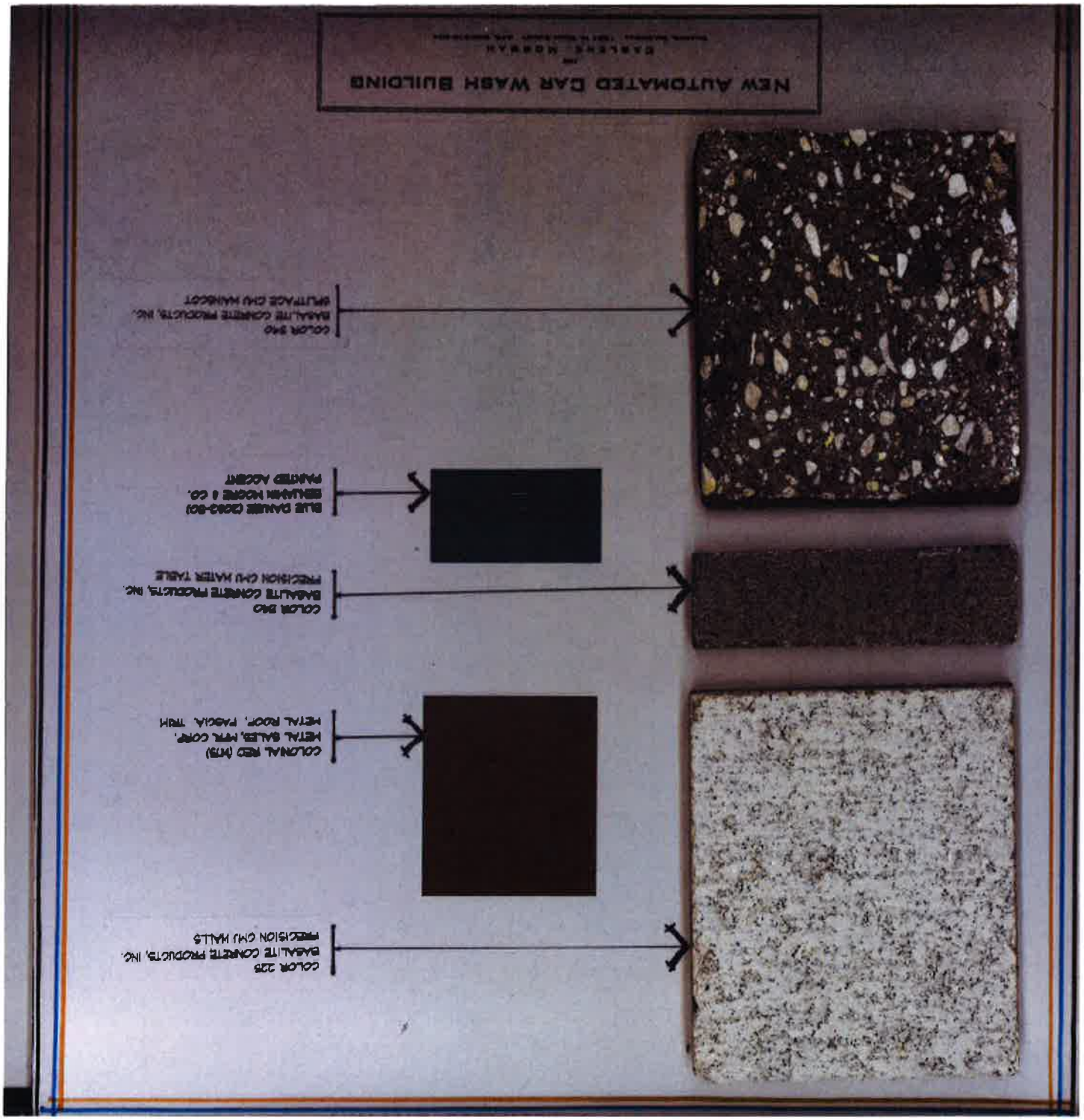
Sincerely,

Mathew Amaro

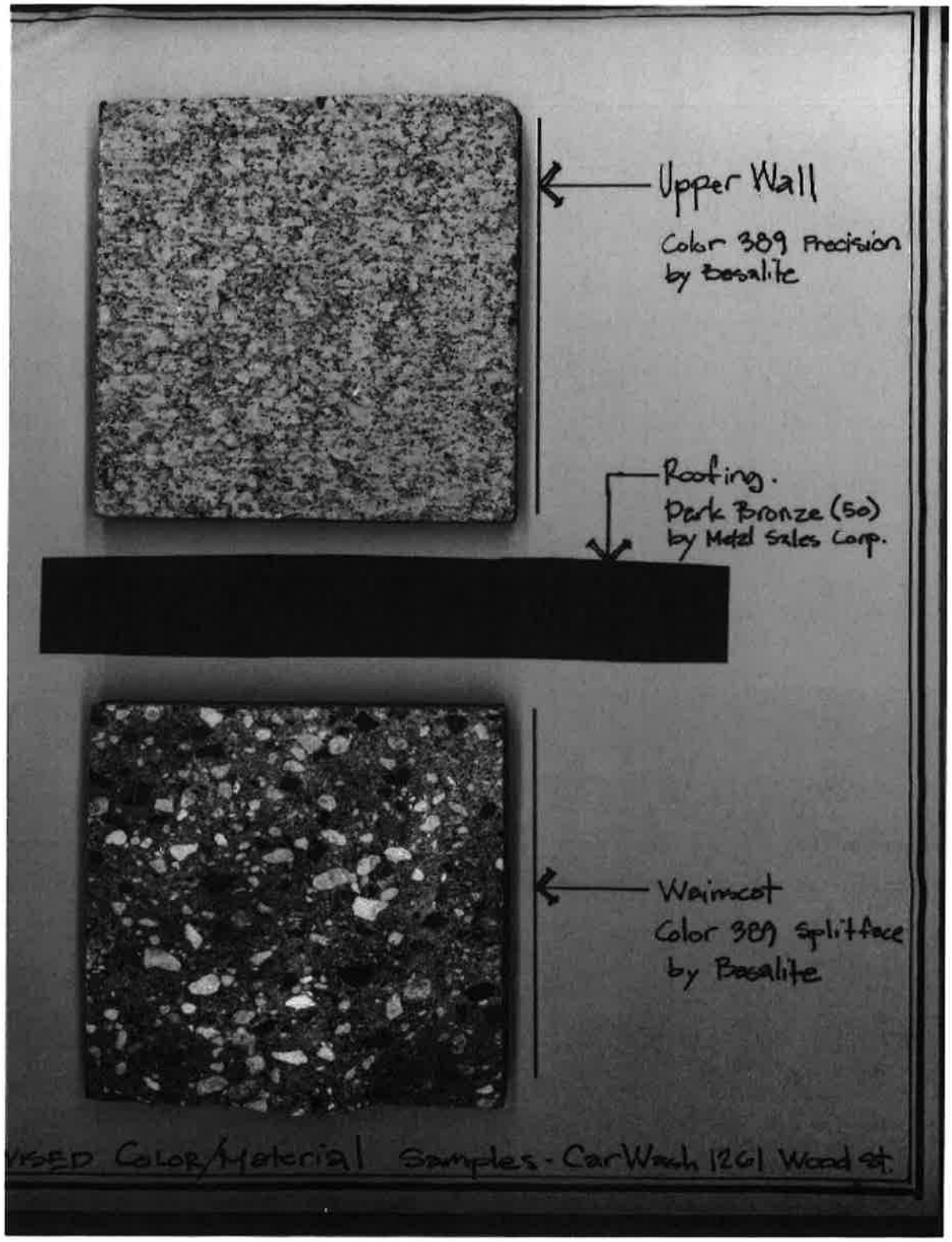
cc: Russell Morgan, owner

RECEIVED
FEB 05 2014
City of Willows

## Approved Color Scheme



**Proposed Color Scheme/Material Changes**



**Item # 7c**

# Planning Commission Agenda Report: March 19, 2014

| | |
|---|---|
| Project: | Zoning Text Amendment (File #ZTA-14-01) |
| Applicant: | City of Willows |
| Project Location: | Citywide, where only where Density Bonuses are requested |

***Project Description***

Per Chapter 18.20 (Amendments), the City of Willows has initiated a draft zoning text amendment to the City's Municipal Code, chapter 18.110 (General Provisions and Exceptions) to include Density Bonus. The City of Willows intends to update the Housing Element in 2014 per State requirements. This year the State is allowing for expedited Element review if an agency has an adopted Density Bonus ordinance per Government Code Section 65915. Therefore in order to afford the City of Willows this expedited review opportunity, a zoning text amendment has been initiated. The City attorney has reviewed the draft text language and has approved the language.

**Review Process**

This matter is before the Planning Commission pursuant to Municipal Code Section 18.20.

**Environmental Review and Analysis**

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA) and City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15061(b)(3).

In accordance with Section 18.20.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing

**STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending the City Council adopt a zoning text amendment as exhibited in Attachment 2.

**Attachments**:

1. Draft Planning Commission Resolution
2. Proposed Density Bonus Text Amendment

Submitted by:

Karen Mantele
Principal Planner

**PC RESOLUTION NO. _____-2014**

# A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE A ZONING TEXT AMENDMENT BY ADDING SECTION 18.110.114 TO CHAPTER 18.110 (GENERAL PROVISIONS AND EXCEPTIONS) OF THE WILLOWS MUNCIPAL CODE RELATING TO DENISTY BONUSES

**WHEREAS,** the City of Willows ("Applicant") is proposing to amend Chapter 18.110 of the City of Willows Municipal Code to include a Density Bonus code section necessary for the implementation of future housing development projects; and

**WHEREAS**, the proposed amendment would affect properties within the City of Willows, in where only where Density Bonuses are requested; and,

**WHEREAS**, notices of the Planning Commission meeting held on March 19, 2014, were published in a newspaper of general circulation in the City in accordance with law; and,

**WHEREAS,** the Planning Commission did, on March 19, 2014, hold a public hearing to consider all 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 did find that the text amendment can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment because of the specific components by which this ordinance updates the City's zoning regulations to ensure consistency with the Housing Element and fair housing laws and is therefore exempt from the California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations and recommends the same to the City Council; and

**WHEREAS,** the Record upon which the Planning Commission bases its decision regarding the amendment to the City's Municipal Code (Section 18.110) includes, but is not limited to: (1) all staff reports, City files and records and other documents prepared for and/or submitted to and/or approved by the Planning Commission, and City relating to the Density Bonus Ordinance Amendment Project, (2) the City of Willows General Plan, and the Willows Municipal Code, (3) all documentary and oral evidence received at the public hearings or submitted to the City of Willows, (4) all other matters of common knowledge to the City of Willows, including, but not limited to, City, state and federal laws, policies, rules, regulations, reports, records and projections related to development within the City and its surrounding areas.

**NOW THEREFORE, BE IT RESOLVED,** that the Planning Commission does hereby find that the proposed Density Bonus Ordinance Amendment is consistent with the General Plan, and including the provisions of the City of Willows Municipal Code; and

**NOW THEREFORE, BE IT FURTHER RESOLVED,** that the above recitals are true and correct and constitute a part of the findings made by the Planning Commission in approving this Resolution and that the Planning Commission does hereby recommend to the City Council approval of Ordinance No. ___, allowing for the establishment of purpose, definitions, and eligibility of granting a density bonus.

*****

**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 the 5th day of March 2014, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Kerri Warren, Chairperson

ATTEST: _____
Recording Secretary

## DRAFT TEXT AMENDMENT

**18.110.114 Density Bonus**

**1. Purpose**
**The purpose of this Chapter is to implement Government Code Section 65915. If any provision of this Chapter should conflict with a provision of such statute, the statutory provision shall prevail.**

**2. Definitions.**

**Terms defined in Government Code Section 65915 shall have the same meaning in this Article.**

**3. Eligibility.**

**A. The City shall grant a density bonus, the amount of which shall be as specified in Government Code Section 65915(f), and incentives or concessions, the amount of which shall be as specified in Government Code Section 65915(d)(2), when a housing development applicant seeks and agrees to construct a housing development, excluding any units permitted by the density bonus, that will contain at least any one of the following:**

**1. Ten percent of the total units for lower income households, as defined in Health and Safety Code Section 50079.5.**

**2. Five percent of the total units for very low income households, as defined in Health and Safety Code Section 50105.**

**3. A senior citizen housing development, as defined in Civil Code Sections 51.3 and 51.12, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Civil Code Section 798.76 or 799.5.**

**4. Ten percent of the total dwelling units in a common interest development as defined in Civil Code Section 1351 for persons and families of moderate income, as defined in Health and Safety Code Section 50093, provided that all units in the development are offered to the public for purchase.**

**B. The City shall grant the concession or incentive requested by the applicant unless the City Council makes a written finding, based upon substantial evidence, of either of the following:**

**1. The concession or incentive is not required in order to provide for affordable housing costs, as defined in Health and Safety Code Section 50052.5, or for rents for the targeted units to be set as specified in Government Code Section 65915(c).**

**2. The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.**

**3. The concession or incentive would be contrary to state or federal law.**

**4. Continued Affordability.**

**A. A housing development applicant shall agree to continued affordability of all low- and very low income units that qualified the applicant for the award of the density bonus for 30 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents for the lower income density bonus units shall be set at an affordable rent as defined in Health and Safety Code Section 50053. Owner-occupied units shall be available at an affordable cost as defined in Health and Safety Code Section 50052.5.**

**B. A housing development applicant shall agree that the initial occupant of the moderate-income units that are directly related to the receipt of the density bonus in the common interest development, as defined in Civil Code Section 1351, are persons and families of moderate income as defined in Health and Safety Code Section 50093, and that the units are offered at an affordable cost as defined in Health and Safety Code Section 50052.5. The City shall enforce an equity sharing agreement consistent with Government Code Section 65915(c) unless it is in conflict with the requirements of another public funding source or law.**

**5. Projects with a Child Care Facility.**

**A. When an applicant proposed to construct a housing development that conforms to the requirements of Section 3(A) and includes a child care facility that will be located on the premises of, as part of, or adjacent to, the project, the City shall grant either of the following:**

**1. An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the child care facility.**

**2. An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the child care facility.**

**B. The City shall require, as a condition of approval of the housing development, that all of the following occur:**

**1. The child care facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the density bonus units are required to remain affordable.**

**2. Of the children who attend the child care facility, the children of very low income households, lower income households or families of moderate income shall equal a percentage that is equal to or greater than the percentage of dwelling units that are required for very low income households, lower income households, or families of moderate income pursuant to Section 3(A).**

**C. Notwithstanding any other provision of this Section, the City shall not be required to provide a density bonus or concession or incentive for a child care facility if it finds, based upon substantial evidence, that the community has adequate child care facilities."**

**Item # 8**

**Planning Commission Agenda Report:** **March 19, 2014**

| | |
|---|---|
| Project: | **General Plan Annual Progress Report**<br>**An annual review and discussion regarding the City of Willows General Plan Year End Review for period from April 1, 2013 to March 31, 2014** |
| Project Location: | **City Wide** |
| Environmental: | **This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306** |

:

**Project Description:**
The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, which reports the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing , and the status of implementation of these programs. Additionally the APR includes the RHNA numbers and where the City stands with meeting these numbers. (*current RHNA planning period covers from January 1, 2014 to June 30, 2019*).

**Analysis:**
The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. The City now has an adopted and certified updated Housing Element which outlines the Citys' plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not undertaken a complete update of the Plan since. However a major revision was completed to the Land Use Element in 1987 with the annexation of land south of the canal, then some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974) Seismic (1974), Noise (1974) and Scenic Highways (1974). As this time the City has no plans in the near future to do a complete update to the General Plan.

The current Housing Element outlines the City's plan to meet the Regional Housing needs Allocation (RHNA), which identifies exiting and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development. (HCD) and Department of Finance (DOF).

This report starts a new five year planning period for the City (2014 – 2019). The following figures prescribe how many units the City of Willows must plan for at varying levels of affordability between those years, broken into those income categories.

| Household Income Level | Units | Percentage |
|---|---|---|
| Very Low | 15 | 23.3 |
| Low | 11 | 17.7 |
| Moderate | 11 | 17.5 |
| Above Moderate | 26 | 41.5 |
| **TOTAL** | **63** | **100%** |

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element, according to the programs listed within the Element. The City has implemented all of the required programs that were time sensitive- one year from certification implementation (Programs HD-1.1.1 through HD-1.4.1 and Programs RC-1.3.2 through RC-1.3.6). Most recently in the past couple of years the City has implemented HD-1.5.1 which is to *Annually apply for grant funds to include HOME and CDBG General Allocation funds.* Over the past couple of years the City has applied for both HOME and CDBG grants which have been granted to the City for both new housing units (Senior Housing) and for studies associated with Housing for all income groups. (Housing Element Update and Housing Conditions Survey)

The City of Willows will be undertaking the preparation of another Housing Element Update this year, and new programs will be implemented as a result of new state mandates. However this report takes into account the efforts the City has made in meeting the current programs and numbers over the past year (April 1, 2013 to March 31, 2014).

**STAFF RECOMMENDATION:**
That the Planning Commission review the General Plan Annual Report, and by motion, forward the report with any amendments, to the City Council, and thereafter to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b)(2)

Submitted by:

Karen Mantele
Principal Planner

Attachments:
1. State General Plan Annual Progress report forms

# ANNUAL ELEMENT PROGRESS REPORT
## *Housing Element Implementation*
(CCR Title 25 §6202 )

**Jurisdiction** City of Willows

**Reporting Period** 4/1/2013 - 3/31/2014

### Table A

**Annual Building Activity Report Summary - New Construction**
**Very Low-, Low-, and Mixed-Income Multifamily Projects**

| Housing Development Information | | | | | | | | | Housing with Financial Assistance and/or Deed Restrictions | | Housing without Financial Assistance or Deed Restrictions |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | | | | 5 | 5a | 6 | 7 | 8 |
| Project Identifier (may be APN No., project name or address) | Unit Category | Tenure R=Renter O=Owner | Affordability by Household Incomes | | | | Total Units per Project | Est. # Infill Units* | Assistance Programs for Each Development | Deed Restricted Units | Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions. |
| | | | Very Low-Income | Low-Income | Moderate-Income | Above Moderate-Income | | | See Instructions | See Instructions | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| (9) Total of **Moderate and Above Moderate** from Table A3 ► ► | | | | | 0 | 0 | 0 | | | | |
| (10) Total by income Table A/A3 ► ► | | | 0 | 0 | 0 | 0 | 0 | | | | |
| (11) Total **Extremely Low-Income** Units* | | | | | | | | | | | |

* Note: These fields are voluntary

# ANNUAL ELEMENT PROGRESS REPORT
## *Housing Element Implementation*
(CCR Title 25 §6202 )

**Jurisdiction** City of Willows

**Reporting Period** 4/1/2013 - 3/31/2014

### Table A2
### Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

| Activity Type | Affordability by Household Incomes | | | | (4) The Description should adequately document how each unit complies with subsection (c )(7) of Government Code Section 65583.1 |
|---|---|---|---|---|---|
| | Extremely Low-Income* | Very Low-Income | Low-Income | TOTAL UNITS | |
| (1) Rehabilitation Activity | | | | 0 | |
| (2) Preservation of Units At-Risk | | | | 0 | |
| (3) Acquisition of Units | | | | 0 | |
| (5) Total Units by Income | 0 | 0 | 0 | 0 | |

* Note: This field is voluntary

### Table A3
### Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

| | 1. Single Family | 2. 2 - 4 Units | 3. 5+ Units | 4. Second Unit | 5. Mobile Homes | 6. Total | 7. Number of Infill units* |
|---|---|---|---|---|---|---|---|
| No. of Units Permitted for **Moderate** | | | | | | 0 | |
| No. of Units Permitted for **Above Moderate** | | | | | | 0 | |

* Note: This field is voluntary

# ANNUAL ELEMENT PROGRESS REPORT
## *Housing Element Implementation*
(CCR Title 25 §6202 )

**Jurisdiction** City of Willows

**Reporting Period** 4/1/2013 - 3/31/2014

### Table B

### Regional Housing Needs Allocation Progress

**Permitted Units Issued by Affordability**

| Enter Calendar Year starting with the first year of the RHNA allocation period. See Example. | | | 2014 | 2015 | 2016 | 2017 | 2018 | | | | | Total Units to Date (all years) | Total Remaining RHNA by Income Level |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Income Level | | RHNA Allocation by Income Level | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | | |
| Very Low | Deed Restricted | 15 | | | | | | | | | | | 15 |
| | Non-deed restricted | | | | | | | | | | | | |
| Low | Deed Restricted | 11 | | | | | | | | | | | 11 |
| | Non-deed restricted | | | | | | | | | | | | |
| Moderate | Deed Restricted | 11 | | | | | | | | | | | 11 |
| | Non-deed restricted | | | | | | | | | | | | |
| Above Moderate | | 26 | | | | | | | | | | | 26 |
| Total RHNA by COG. Enter allocation number: | | 63 | | | | | | | | | | | 63 |
| Total Units ▶ ▶ ▶ | | | | | | | | | | | | | |
| Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶ | | | | | | | | | | | | | |

Note: units serving extremly low-income households are included in the very low-income permitted units totals.

# ANNUAL ELEMENT PROGRESS REPORT
## *Housing Element Implementation*
(CCR Title 25 §6202 )

**Jurisdiction** City of Willows

**Reporting Period** 4/1/2013 - 3/31/2014

### Table C

### Program Implementation Status

| Program Description (By Housing Element Program Names) | Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element. | | |
|---|---|---|---|
| **Name of Program** | **Objective** | **Timeframe in H.E.** | **Status of Program Implementation** |
| HD-1.1.1 | increase densities in MFR (R-3) zone from 14 to 16-30 UPA | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | increase densities in RP zone to 16-30 UPA | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | increase res uses in CC/CG zones w/out CUP | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | Add MR designation allowing 15 UPA | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | increase densities in R-2 zone from 14 UPA tto 16-30 UPA | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | increase MFR desgination to 16-30 UPA | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| HD.1.1.4 | implement 2nd unit Dwelling Ordinance | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| HD-1.1.5 | amend ZO to allow mfg housing inF res zones | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| HD-1.4.1 | Amend ZO to allow Res Dev above comm w/out discretionary | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| RC-1.3.1 | Adopt provisions to approve Res Care Facilities by right | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| RC-1.3.2 | Develop a general process for streamline permit review for | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| | Amedn ZO definition of family | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| RC-1.3.3 | Amend ZO to allow emergency shelters as permitted use in GC | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| RC-1.3.4 | Update ZO to include def for transitional and supportive housing | 1 yr from cert | City Council adopted GPA on June 29, 2011 |
| HD-1.5.1 | Annually apply for grant funds to include HOME and CDBG Gen All funds | | apply for funds as NOFAs are released (City has applied for CDBG & HOME funds) |
| HD-1.5.3 | Expand Homewonership opportunities for very Low/low income & 1st time homebuyers | | Apply for funds as NOFAs are released (city has applied fo CDBG funds to survey housing stock for future rehab loans) |
| HD-1.5.4 | conduct a sr. needs assmt to ID future& existing needs of seniors | | Utilize county survey results |

# ANNUAL ELEMENT PROGRESS REPORT
## *Housing Element Implementation*
(CCR Title 25 §6202 )

| | |
|---|---|
| **Jurisdiction** | City of Willows |
| **Reporting Period** | 4/1/2013 - 3/31/2014 |

**General Comments:**

There was no new housing units built in 2013 report period that were issues a Certificate of Occupancy