

PLANNING COMMISSION

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

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Maria Ehorn



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

**PLANNING COMMISSION MEETING AGENDA**  
**Wednesday May 18, 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 March 16, 2016
7. **Public Hearing(s)/New Business**
  - a. **Use Permit (File #UP-16-04 Applicant/Owner: Javier Bravo/JWL Properties**  
225 N. Tehama Street/Assessors' Parcel Number(s):003-034-005/Central Commercial Zone/General Commercial Land Use Designation/Establish a Zumba Exercise business within 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 May 13, 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](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, APRIL 20, 2016**

The meeting was called to order at 7:00 pm by Chair White.

**PLEDGE OF ALLEGIANCE:**

Commissioner Griffith led the Pledge of Allegiance.

**ADMINISTERING OATH OF OFFICE TO NEW PLANNING COMMISSIONER:**

Chair White introduced the item. City Clerk, Natalie Butler, administered the Oath of Office to Walter Michael.

**ROLL CALL:**

Karen Mantele, Planner, Natalie Butler, City Clerk, Maria Ehorn, Minute Clerk

Present: White, Benningfield, Griffith, Woods, Michael

Absent: None

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

**PUBLIC COMMENT:** Chair White introduced the item. No comments were made.

**APPROVAL OF MINUTES:** It was moved by Commissioner Benningfield and seconded by Commissioner Griffith to approve the Minutes of the Planning Commission Meeting held March 16, 2016.

AYES: White, Benningfield, Griffith, Woods, Michael

NOES: None

ABSENT: None

ABSTAIN: None

**PUBLIC HEARING(S)/NEW BUSINESS:**

- a. **Use Permit (File #UP-16-03 and Design Review (File #DR-16-03) Applicant/Owner Sean Amsden/Charles Geyer**

Assessors' Parcel Number(s): 003-032-003 and 003-022-005/East side of Tehama Street at intersection of Willow Street/Central Commercial Zone/General commercial Land Use Designation?/Establish an outside merchandise sales/storage yard on two vacant lots and approve installation of a six foot high chain link fence.

Chair White introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. A short discussion was held regarding the location of the fence, an existing fire hydrant being accessible and also if 20' setback requirement for the driveway was really needed/required as Staff suggested adding to Condition #11 wording regarding the driveway entrance have a 20 foot setback. It was determined that a new site plan addressing these issues shall be required by the applicant, and reviewed administratively by Staff and Commission Chair.

Chair White opened the public hearing. Sean Amsden, manager for ACE hardware and Alsco Geyer Irrigation, spoke stating he would be more than happy to answer any questions the Commission might have in order to approve the use permit/design review and to ask for approval of the plan. He stated that the irrigation business is the main reason that they are able to have the hardware business that goes along with it and the temporary fencing is already crammed due to the size of the pipe they stock. There are more sizes of pipe they could stock for their customers if they had the additional space and the whole idea of fencing the area is to housing the size of materials that they deal with. It will help grow the business by being able to fence the area in. He will work with staff to come to a consensus regarding the fence location, fire hydrant issue and gate issue. Chair White hearing no other comments closed the public hearing.

Commissioner Griffith moved to approve the next resolution in line entitled, A Resolution of the Planning Commission of the City of Willows Granting Use Permit and Design Review Approval (File #UP-16-03 and DR-16-03) To Charles Geyer of Alsco Geyer to Establish and Outside Merchandise Sales/Storage Yard and Construction of a six Foot High Chain Link Fence Around Two Parcels for Property Located at Assessors Parcel Number(s) 003-032-003 and 003-022-005, with the proposed changes as discussed, reviewed and approved by Staff and Commission Chair with additions to the conditions as discussed. It was seconded by Commissioner Woods.

AYES: White, Benningfield, Griffith, Woods, Michael

NOES: None

ABSENT: None

ABSTAIN: None

Staff reminded applicants that all use permits have a 10 day appeal period.

**COMMISSION COMMENTARY:**

1. Chair White and the Commission welcomed new Planning Commissioner Walter Michael.
2. Ms. Mantele reported that there were a couple of projects coming up in the near future, one being a multi-family apartment complex maybe to be submitted by June and a possible re-zone. The Northern Valley Indian Health (NVIH) is to build a new 2 story administration building on the south west corner of Butte and Willow streets. Commissioner Woods asked if there would be any new jobs in connection with the project. Ms. Mantele stated she did not know. Commissioner Benningfield stated that the NVIH remodel at the existing building is coming along nicely. Ms. Mantele stated that this will be a nice inclusion into the downtown business area.
3. Ms. Mantele reported that the Mercado plans are in and being reviewed and that Mercado would be requesting downtown facade improvement money to assist with the cost of the project.
4. Ms. Mantele proposed the next meeting to be scheduled for May 18, 2016. There is a project that may be coming in next week but it may not be ready for the 18<sup>th</sup> meeting. There could be a possibility that the multi-family apartment project to be submitted. Due to the processing/routing of the project the Commission may want to consider a meeting at the beginning of June rather than the middle of the month. This project will be similar to the senior apartment complex.
5. Commissioner Griffith spoke about trying to attend a sustainability seminar at Chico State. It was run by the students. The attendees were issued a catalog with the choice of classes in it and he was hard pressed to find any that were of interest to him. It was mostly about being ultra-green. He felt the seminar was not very organized so he did not stay for the entirety.
6. Commissioner Michael spoke about being in Patterson and speaking with one of the planning commissioners from there about how Patterson has grown as it is a rural farm town such as we have here. They talked about the Amazon distribution center off of I-5 which sees about 3,000 trucks a week coming in and out and they don't even notice it. Commissioner Michael thought that was surprising, thinking it would draw traffic to the downtown area but does not. Ms. Mantele stated that the City has responded to 2 or 3 Request for Information (RFI's) for big projects that came through last year, and feels that once the Basin Street project starts that will start a domino effect with development.
7. Ms. Mantele also spoke about the zoning code being outdated and could use some rewrites. Within the housing element they have a caveat about meeting in the next 2 to 3 years to start talking about whether or not to make changes. Commission Woods concurred and stated she would definitely like to look at the zoning code as she was approached last week regarding a zoning issue.

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**ADJOURNMENT:** Meeting adjourned at approximately 7:28 pm.

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PEGGY WHITE – Chair

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Maria Ehorn – Minute Clerk

## Planning Commission Agenda Report:

May 18, 2016

Project: Conditional Use Permit (File UP-16-04) Request to establish a Zumba exercise business  
 Applicant(s)/Owner: Javier Bravo/JWL Properties  
 Project Location: 225 N. Tehama Street  
 Parcel No: 003-034-005  
 Zoning: Central Commercial (CC)  
 General Plan: General Commercial

**Project Description**

The applicant Javier Bravo, has submitted a Planning application for a Use Permit to allow establishment of a Zumba exercise business within an existing commercial building, which is located within the Downtown Mall. The business will operate six days a week, closed on Sunday and open two times during the day from 9:15 am to 10:15 am and 7:15 pm to 8:15 pm with one dance trainer. More classes are anticipated in the future.

**Review Process**

This matter is before the Planning Commission pursuant to Section(s) 18.55.030(7) and 18.135.040.

**Zoning/General Plan Consistency**

The parcel is zoned Central Commercial (CC). Section 18.55.030(7) (*Uses permitted with a conditional use permit*) allows exercise studios with a Conditional Use Permit. Therefore the proposed use is allowed with an approved conditional use permit. Zoning to the north, south and west are the same as the project parcels. All of the surrounding uses are commercial in nature.

The General Plan Land Use designation for this site is General 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 and services.

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



## **Project Discussion**

The existing commercial building where the exercise business will be located is in the Downtown Mall and has several suites within it. The two suites being used for this proposed business has been used as a laundromat and Coast to Coast hardware store in the past. The applicant is leasing two suites within this complex and has removed a wall between the suites in preparation for the business. The conditions of approval require a demolition permit prior to any more demo work being conducted.

The project site is located within the Downtown District and subject to parking regulations Section 18.120. This site is afforded the parking exemption under Section 18.120.060 which allows uses in the downtown area. The project site is also adjacent to the City's parking lot and as such sufficient parking is available for the business.

## **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:

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. No public comments have been received by Staff prior to preparation of this report.

## **STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending Use Permit approval for Use Permit #UP-16-04 for Javier Bravo to establish a Zumba exercise business to be located within an existing commercial building, subject to the conditions of approval as shown in Attachment #2 and floor plan Attachment#3.

## **PLANNING COMMISSION OPTIONS:**

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

## **Attachments:**

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

Submitted by:



Karen Mantele  
Principal Planner

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

## PC RESOLUTION NO. \_\_\_\_\_-2016

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
WILLOWS GRANTING USE PERMIT APPROVAL (FILE # UP-16-04) TO  
JAVIER BRAVO TO ESTABLISH A ZUMBA EXERCISE BUSINESS WITHIN AN  
EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 225 N.  
TEHAMA STREET, ASSESSORS PARCEL NUMBER 003-034-005**

**WHEREAS**, the applicant, Javier Bravo has filed a Conditional Use Permit planning application to establish a Zumba exercise business within an existing commercial building; and,

**WHEREAS**, City of Willows Municipal Code Section 18.55.030(7) allows for exercise studios upon first securing Use Permit approval from the Planning Commission, and

**WHEREAS**, notice of the Planning Commission meeting held on May 18, 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 May 18, 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 use permit 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 exercise studio uses are allowed with a Conditional Use Permit within the Central Commercial District per WMC section 18.55.030(7); 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 General Commercial designation, which allows for commercial uses and services.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to establish a Zumba exercise business is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby

approves Use Permit # UP-16-04, subject to the attached conditions of approval set forth in Attachment #2; and floor plan 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 18<sup>th</sup> day of May, 2016, by the following vote, to wit:

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

APPROVED: \_\_\_\_\_  
Peggy White, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary, Maria Ehorn

**USE PERMIT/DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR  
BRAVO ZUMBA EXERCISE BUSINESS  
FOR PROPERTY LOCATED AT 225 N. TEHAMA STREET  
APN; 003-034-005**

**PC approval date: \_\_\_\_\_, 2016**

**General**

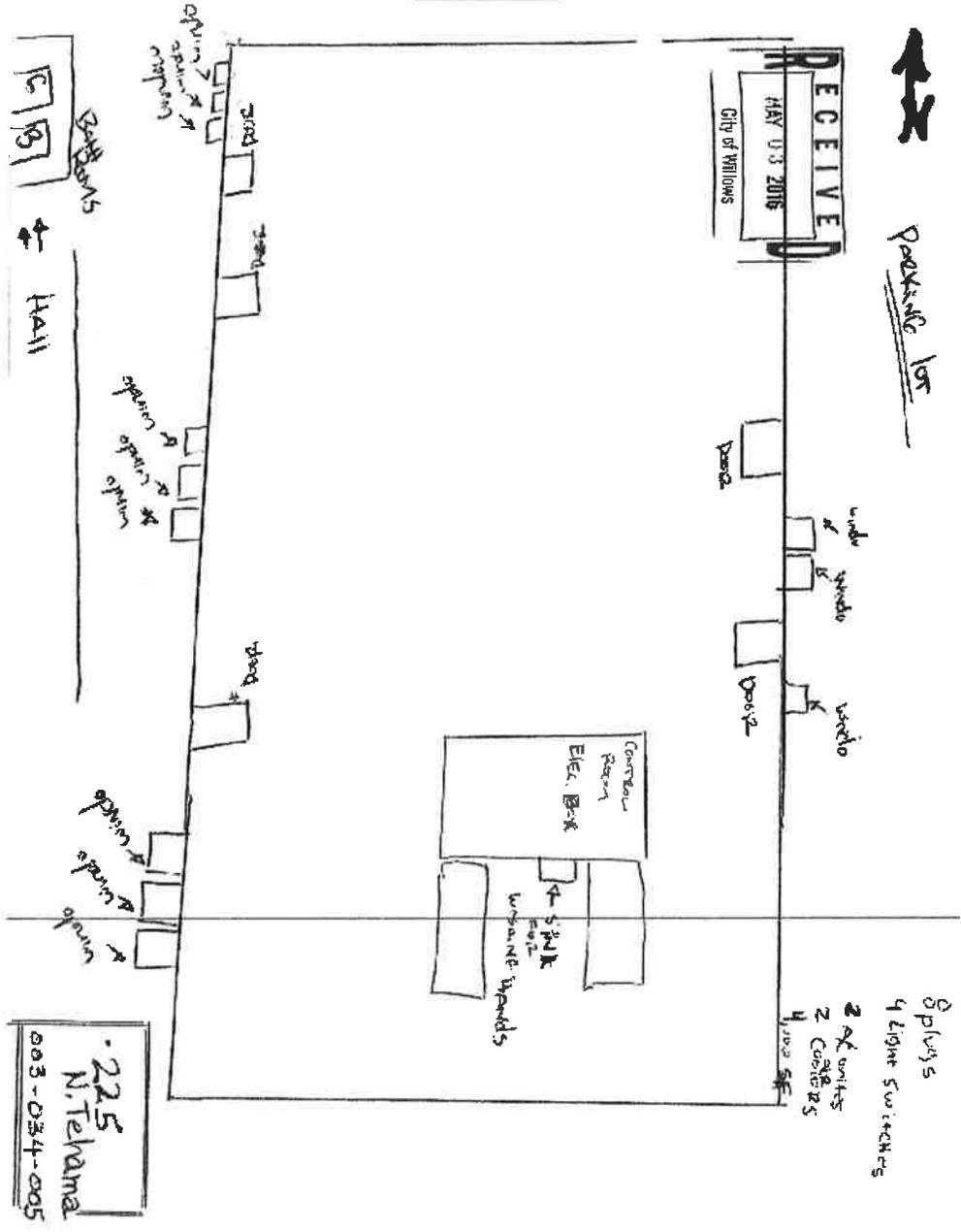
1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. If the use (establishing a Zumba exercise business within an existing commercial building) is not made 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. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
6. Any debris located on the subject property shall be disposed of properly to an approved waste disposal site during demolition.
7. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department)
8. Upon Planning Commission approval applicant shall meet with City staff to review all conditions associated with the project.

**Building Department**

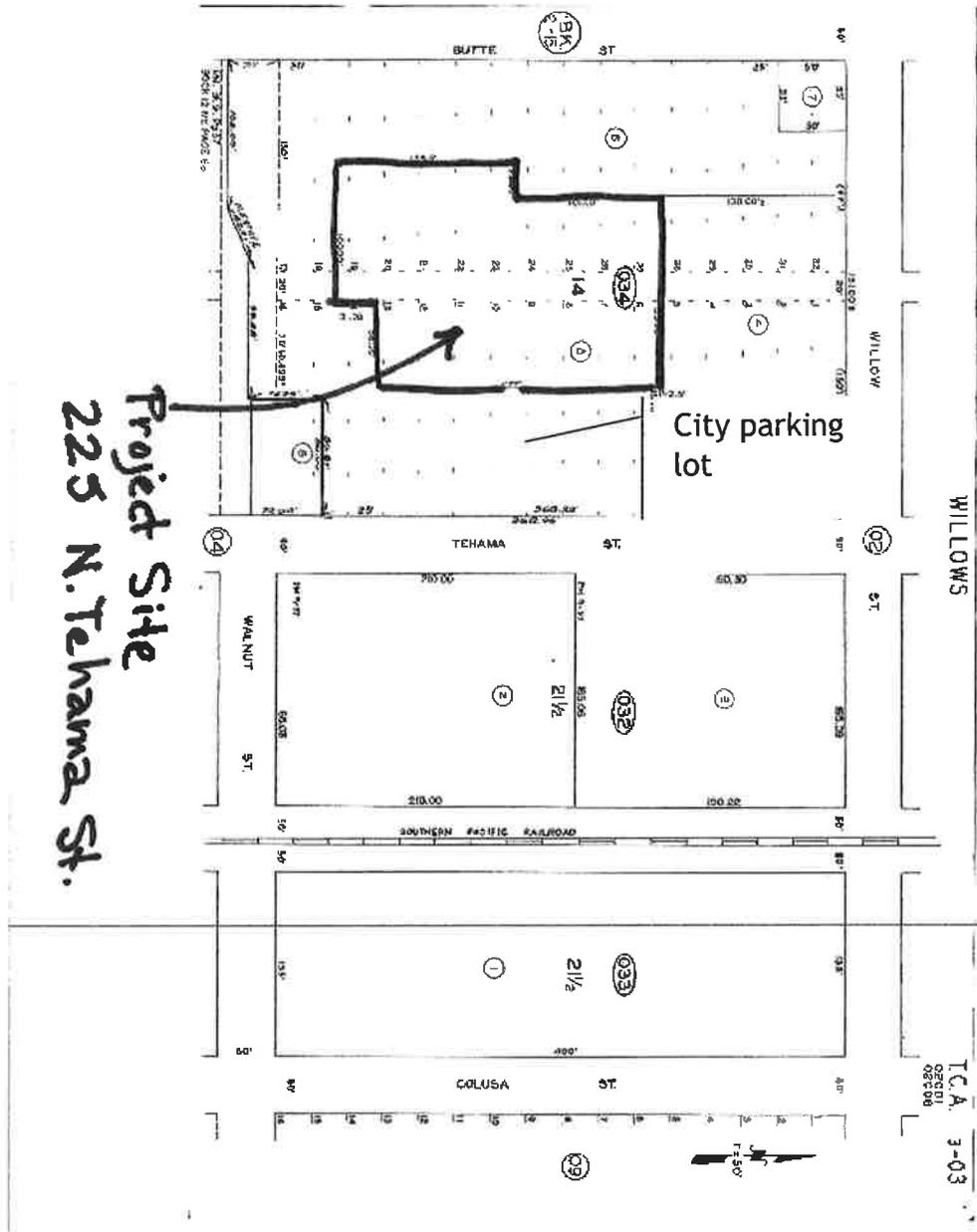
9. The owner/ contractor shall obtain a demolition permit for work already preformed without the required permits.
10. The owner/ contractor shall provide a complete, detailed drawn to scale floor plan indicating the exit paths from the space to the exterior of the building, door swings, the type of lock or latch, illuminated battery backed up exit signs and emergency lighting at all affected exit doors.
11. Plans shall indicate the locations of the required Fire Extinguishers.

12. The Automatic Fire Sprinkler system shall be currently tagged and certified by a licensed C-16 contractor.
13. The owner/contractor shall submit 3 sets of plans and details with a completed building permit application for the demolition and the proposed change of use.
14. Work shall not commence until all permits have been issued. Penalties are applicable.

Floor Plan



APN map

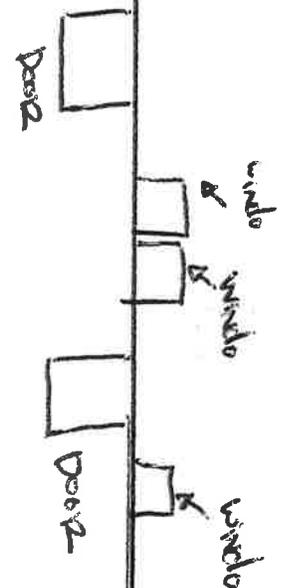




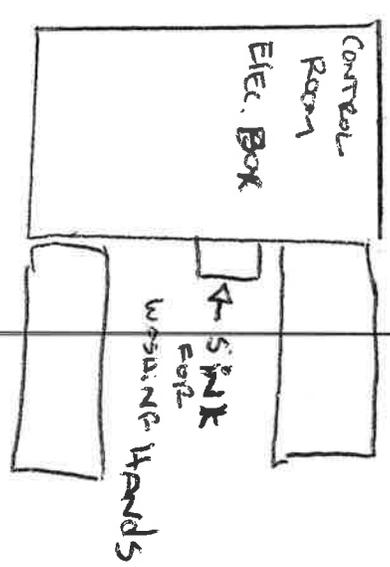
Parking lot

2 plugs  
4 Light switches

RECEIVE  
MAY 03 2016  
City of Willows



2 AC units  
2 AIR COILS  
4 JUNGLE



63  
K3  
HALL

• 225  
N. Tehama  
003-034-001