PLANNING COMMISSION

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

CITY PLANNER
Karen Mantele

MINUTE CLERK

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

PLANNING COMMISSION MEETING AGENDA
Wednesday May 7, 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**: None

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 Applications (File# UP-14-01 and DR-14-02)** Applicant/Owner: St. Monica's Catholic Church/same

   Assessors Parcel Number: 005-370-010; 1149 W. Wood Street/R-1 Zoning District/Low Density Residential Land Use Designation/Request to place new modular units on parcel for Walden School with site improvements

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 2, 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

Planning Commission Agenda Report: May 7, 2014

Project:	Request to allow use of property establishing a school/Conditional Use Permit (File # 14-01) and request for Design Review approval for school classroom & on site improvements (File # DR-14-02)
Applicant(s)/Owner:	St. Monica's Catholic Church/Same
Project Location:	1149 W. Wood Street Willows
Parcel No:	005-370-010
Zoning:	R-1 (Single Family Dwelling)
General Plan	Low Density Residential

Project Description:
The applicant, St. Monica's Catholic Church, has submitted applications to the City for a Conditional Use Permit (to allow use of site as a school (Walden Academy) by adding six (6) new classroom modular units and a restroom modular (total of 6880 square feet) and a Design Review approval for the modular classrooms/modular rest room facility and site improvements. The applicant proposes to install site improvements associated with the project, to include a new courtyard, grass/playground area, a fire access road, and the placement of underground utilities which are necessary to provide service to the new buildings. There is existing fencing and or gates surrounding the buildings/parcel so as to provide safety for the students and staff. The maximum number of children proposed for this school is 225 students.

Review Process:
This matter is before the Planning Commission pursuant to Chapter 2.45, and Section(s) 18.30.030 and 18.135 of the City of Willows Municipal Code.

Zoning:
The project site is zoned R-1 (Low Density Residential), which allows for schools with a conditional use permit. Zoning to the south is Entryway and Public Facilities. The property to the east and west is zoned Highway Commercial (CH) and R-3 (apt complex). Zoning to the north is R-1.

General Plan Consistency:
The General Plan Land Use designation for this site is Low Density Residential pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation

Background:
The Church was constructed approximately in 1975. The Church has operated a classroom in one of the existing buildings for the Walden School for a year or so without a use permit. The School now proposes to expand and a use permit to allow this expansion is being applied for. The other existing building on the subject parcel is the parish hall and is used as part of the church functions.

Project Analysis for Design Review (pursuant to Section 2.45.060
Competent Design: The proposal is to place six (6) classroom modular buildings and a modular restroom. The units will be constructed to state standards and placed on an approved foundation system as conditioned.

Relationship between Structures within the Development and between Structures and Site: The parcel has existing structures located to the south and east of the proposed modular units. Other church buildings are located on separate but adjoining parcels.

Relationship between Development and Neighborhood: The proposed project is an addition of the existing classrooms that are currently being utilized for a school. The new modular units will be located behind the existing classroom building and not visible from the street.

Materials and Colors Used: The modular units are constructed off site and are state approved. The color of the units will be earthtone in color.

Wall, Fences or Screening: There is existing fencing on the north, east and west sides of the parcel. Additionally there are two gates on either side of the existing classroom building, providing security for the students.

Surface Water Drainage: No reconstruction of the existing parking or concrete surfaces is proposed with this project. All surface water shall be contained on site and is conditioned so.

Drives, Parking and Circulation: The adjoining features to the project site include existing pavement with sidewalks, curbs, and gutters. The conditions of approval detail the site improvements required for the project. A circulation plan is included to show how the students will be dropped off and picked up.

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 Section 15301 Existing Facilities.

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.

STAFF RECOMMENDATION:
Staff recommends adoption of the attached resolution recommending Use Permit/Design Review approval for St Monica's Catholic Church to establish the Walden School on the parcel, 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. Site Plan
4. Circulation Plan

Submitted by:

Karen Mantele
Principal Planner

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

PC RESOLUTION NO. _____-2013

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # UP-14-01 AND DR-14-02) TO ST MONICA'S CATHOLIC CHURCH ALLOWING PLACEMENT OF 7 NEW MODULAR UNITS FOR WALDEN ACADEMY SCHOOL AND ASSOCIATED SITE IMPROVEMENTS FOR THE SCHOOL FOR PROPERTY LOCATED AT 1149 W WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-010

WHEREAS, the applicant, St. Monica's Catholic Church, has filed Conditional Use Permit/Design Review planning applications to allow use of parcel for a school and approval of building exterior signage design and brand elements, and,

WHEREAS, notice of the Planning Commission meeting held on May 7, 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 May 7, 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 15301 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 schools are allowed with a 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 Low Density designation, which allows for uses in conjunction with single family housing which zoning allows for schools and churches in this designation; and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit and Design Review proposal to use the parcel for a school with design elements as proposed are consistent with the City of Willows General Plan, the City

of Willows Municipal Code, and hereby approves Use Permit (UP-14-01) and Design Review (DR-14-02), subject to the attached conditions of approval set forth in Attachment #2, and site plan Attachment 3; and,

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 7th day of May, 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
ST, MONICA'S CATHOLIC CHURCH
FOR PROPERTY LOCATED AT
1149 W. Wood Street /APN; 005-370-010

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 (establishment of the Walden School) 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. 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.

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

5. A final landscape plan shall be submitted for review and approval by the Planning Department.

6. The applicant 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.

7. The Architectural Design Review approval for all proposed on site improvements 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.

8. 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 shall be submitted with building plans.

9. 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

10. The applicant/owner shall submit a completed building permit application with estimated plan check fees (based upon project valuation)

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

12. The applicant shall submit for department review 5 complete sets of plans, calculations, details, specification sheets, etc. Fees to be determined at time of building application submittal.

13. The project falls within the zone where impact fees are applicable. The applicant/owner shall be responsible for the payment of impact fees.

14. The modular units shall be approved and listed for use in the State of California.

15. The applicant/owner shall comply with all of the currently adopted applicable Federal, State and Local codes and ordinances.

16. New addresses may need to be assigned due to the proposed expansion.

17. The applicant/owner shall apply for and obtain all necessary permits from all affected agencies including final inspections.

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

FIRE DEPARTMENT:

19. Per Section 15.15.090 Fire Code a Fire Apparatus Access Road shall be constructed. An all weather driving surface capable of supporting imposed loads up to 70,000 pounds shall be maintained during all phases of construction.

20. Per Section 15.15.130 a key box shall be installed on all new commercial. The key box shall be an approved type and contain those keys necessary to gain access. Placement shall be approved by the Fire chief or designee. A master key for the property is allowed.

21. No private hydrant system is allowed. A right of way must be provided to Cal-Water Service.

CAL-WATER SERVICE:

22. Cal-Water can service the proposed from the existing system in accordance with the rules provided in the CA public utilities commission tariffs. Backflow and type of extension need to be determined.

ENGINEERING DEPT:

General Conditions

23. Developer shall design and construct all improvements and facilities shown on the approved site plan or other documents submitted for permit approval, in accordance with the Willows Municipal Code (WMC), the City of Willows Design and Construction Standards. Approval of a tentative map depicting improvements that do not conform to the WMC or City standards does not constitute approval of an exception to the WMC or City standards unless explicitly stated herein or in another City resolution.

24. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.

25. All proposed overhead utilities (of 26,000 volts or less) shall be placed underground. This does not include surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.

26. Unless otherwise explicitly permitted, all existing wells, septic tanks and/or underground fuel storage tanks shall be abandoned under permit and inspection of Glenn County Department of Health Services or other designated agency. If there are none, the project engineer shall provide a letter describing the scope of the search done to make this determination.

Improvement Plan and Construction Conditions

27. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, access roads, curbs, gutters, sidewalks, parkway strips and streetlights. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.

28. All private water mains, sewer mains and storm drains shall be clearly labeled "Private" on the improvement plans.

29. Improvements plans shall include a storm water pollution prevention plan. Erosion control measures shall include hydroseeding within 60 days of completion of grading.

30. All ramps leading to the new buildings proposed with this school expansion shall meet all California and Federal ADA standards. Detailing of grades, widths, slopes, etc. shall be shown on the improvement plans.

31. Roadway Improvements
    a. The emergency vehicle access road shall be a minimum of 20 feet wide and the structural section of the proposed access road improvement shall be designed to support a fully-loaded fire truck and other emergency vehicles. Calculations supporting the structural design shall be submitted with the improvement plans. Surfacing of the emergency access road shall be all weather. The emergency access road shall extend across the vacant unimproved parcel just east of the existing school building such that the road connects to the existing paved driveway of the school. Signage shall be posted on the road for NO PARKING – EMERGENCY VEHICLE ACCESS.

b. The emergency access road shall be designed such that they can allow the largest fire truck in the City to negotiate the road (verify turning radii used are adequate.
c. Ramps for disable persons meeting the most recent standards shall be provided at all existing driveway locations on Pacific Avenue and on Wood Street.

33. Water and Sanitary Sewer Improvements

a. The applicant shall provide an easement from the adjacent property (APN 005-370-018) for the proposed water line connection for the new fire hydrant. The easement shall be in standard city format and shall include both a legal description and plat. The easement document shall be provided to the City with the Improvement Plans for review. Once the City Engineer's office has approved the description and plat, the applicant shall record the easement and provide the City a copy of the recorded easement prior to the approval of the improvement plans.

b. The applicant shall provide evidence that the size of line that is proposed to be connected to on the adjacent property is sufficient to supply adequate fire flow for the school.

c. All sewer lateral extensions that have less than 3 feet of cover over the pipe and are in paved areas shall use ductile iron pipe. The improvement plans shall verify that adequate cover is proposed over all sewer laterals.

34. Drainage Improvements

a. All project related flooding impacts shall be mitigated by the project developer. Drainage improvements shall be designed in accordance with the Design Criteria utilizing the rationale method for a 10-year storm event and any applicable adopted City drainage plans.

The applicant shall submit for review and approval, drainage plans and hydraulic calculations prepared by a Registered Civil Engineer. The drainage plans and calculations shall indicate the following conditions before and after development:

Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions; collection systems, flood hazard areas, sumps and drainage courses

b. Post-development off-site flows shall not exceed pre-development flows. Calculations for any on-site detention/retention shall be provided with the improvements plans evidencing that post development flows will not exceed pre-development flows.

c. The capacity and condition of existing drainage facilities downstream of the development shall be analyzed and provided with the improvement plans.
d. All inlets in roads shall be designed to withstand traffic loading (grates and boxes.
e. The applicant shall provide sufficient information with the improvement plans showing how the existing grass play field to the north of the proposed improvements will drain once the improvements with this proposed expansion are constructed. If additional drainage inlets are needed they shall be shown on the improvement plans.

Construction Conditions

35. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit is required for any work within the City's and Caltrans' rights-of-way.

36. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

37. Before or any construction activity that would result in a land disturbance of one acre or larger, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.

38. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.

39. Where soil or geologic conditions encountered in grading operations are different from that anticipated in the soil and/or geologic investigation report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity. Additionally, if field conditions warrant installation of any subdrains, the location, size and construction details must be provided to the City for review and approval prior to construction.

40. All streets, curbs, gutters, sidewalks or other public facilities damage in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.

41. Dust control must be maintained to the City's satisfaction.

42. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday, unless authorized by the City Manager.

Final and/or Release of Securities Conditions:

43. All improvements shown on the Improvement Plans shall be completed and accepted/signed off by the City.

44. All punch-list work shall be completed and any outstanding inspection fees or other charges shall be paid.

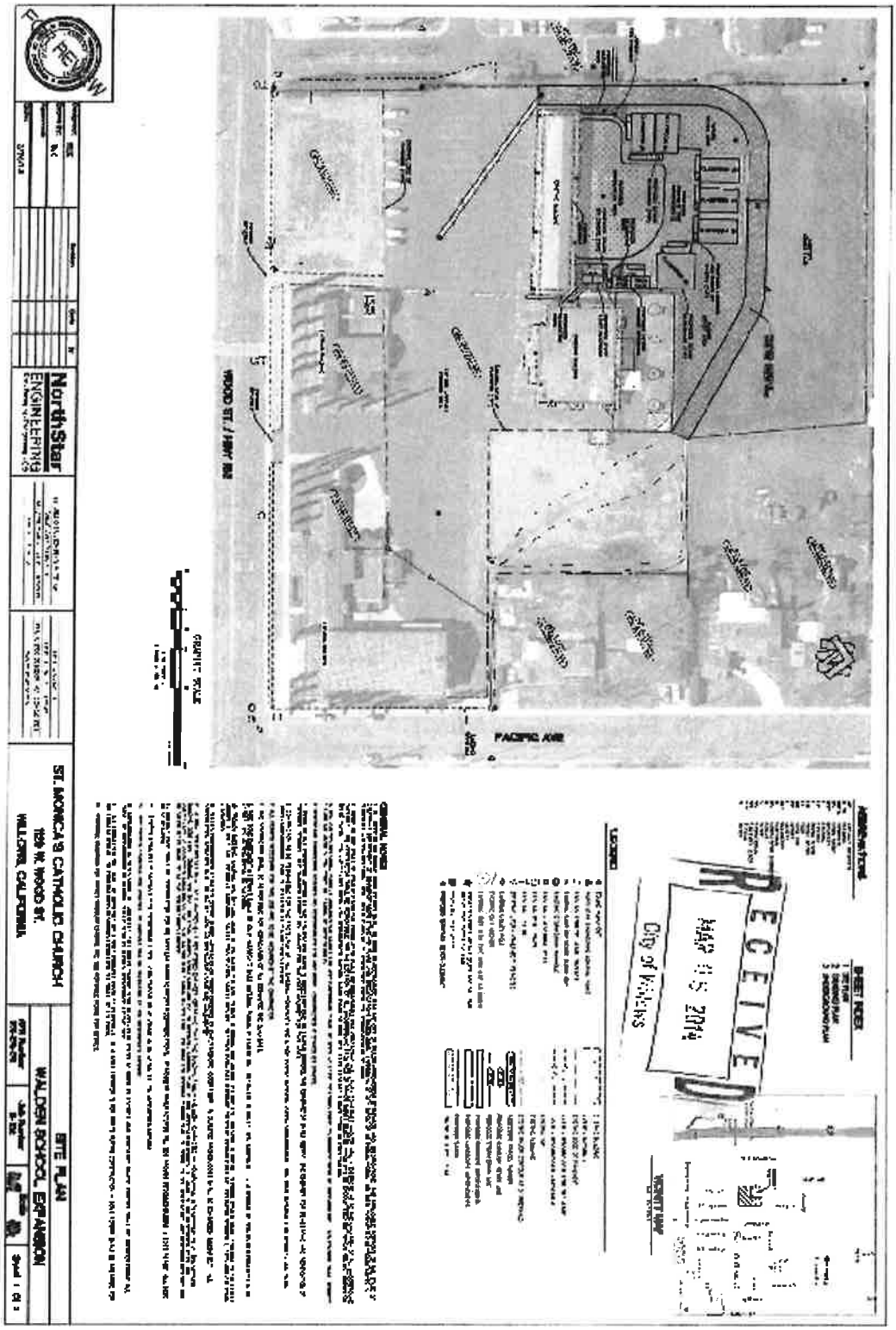
45. Developer shall provided sufficient surety guaranteeing the public improvements for a period of one year.

46. If necessary, a complete set of *As-Built* or Record improvement plans showing all substantial changes from the original plans shall be certified by the Civil Engineer of record and submitted to the City Engineer prior to acceptance of the public improvements.

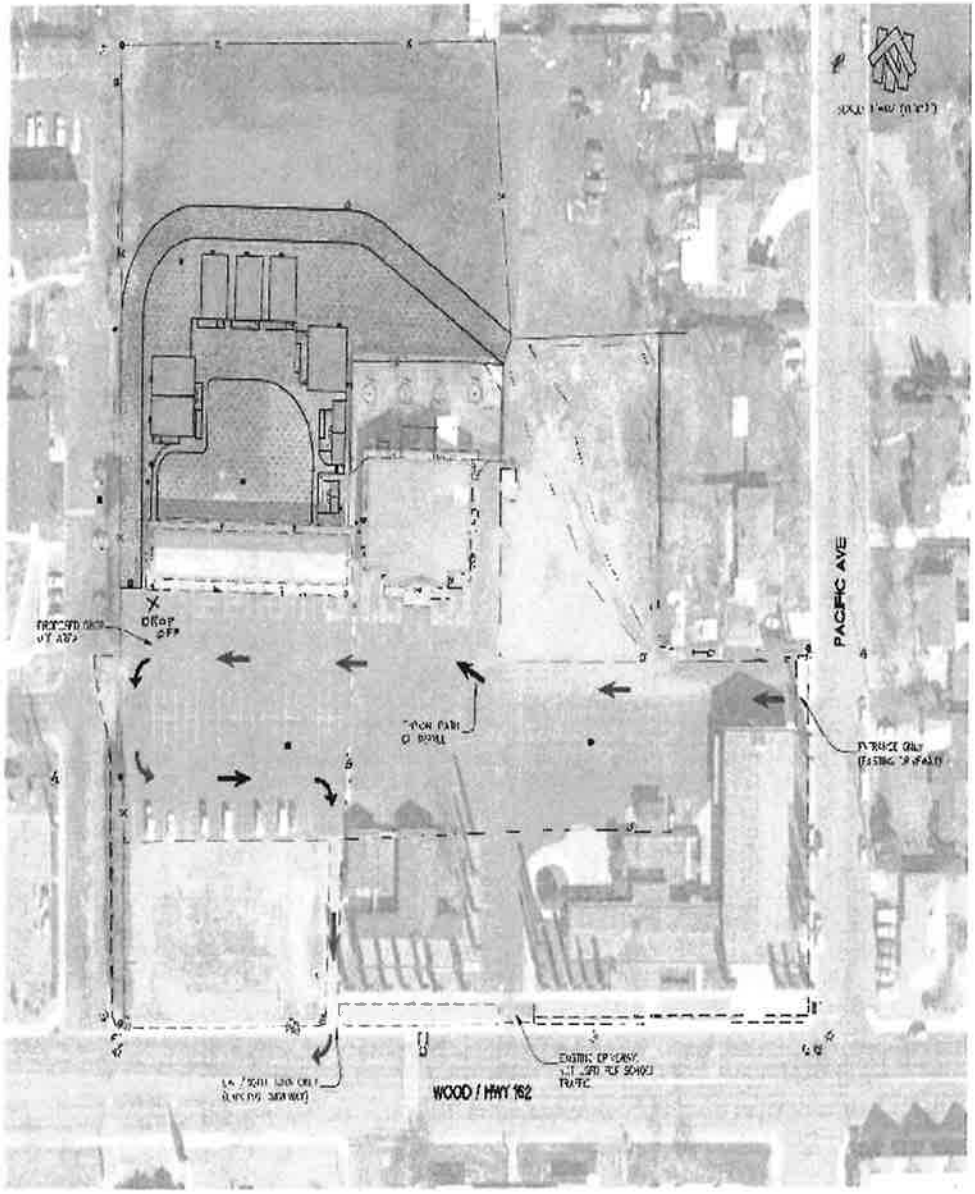
47. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her engineer certifying that they observed the work during construction and that site grading and all private site improvements have been completed in accordance with the improvement plans approved by the City Engineer.

ATTACHMENT 3

Site Plan



Circulation Plan



RECEIVED
FEB 19 2014
City of Walnut

CIRCULATION PLAN
ST. MONICA'S CATHOLIC CHURCH
WALDEN SCHOOL EXPANSION

NorthStar ENGINEERING