

PLANNING COMMISSION

Candis Woods, Chair
Larry Domenighini, Vice Chair
Amy Alves, Commissioner
Leon Thur, Commissioner
Kerri Warren, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK



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

PLANNING COMMISSION MEETING AGENDA

Wednesday, September 7, 2011

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:** None
7. **New Business -** Persons wishing to speak are asked to approach the microphone to address the Commission. Although not required, it is requested that you please state your name for the record.

DR-11-03: Design Review - Applicant Ken Kessler for ITF Supply/H&G Investments Company; Assessors Parcel # 002-182-011, 235 S. Butte Street; Zoning: CC (Central Commercial)

The proposed project is to construct a new 24' X 26' pre-fabricated carport for storage purposes at 235 S. Butte Street.
8. **Commission Commentary:**
9. **Adjournment:**

CERTIFICATION:

Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before Sept, 2, 2011
A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours Monday through Thursday between 7:30 a.m. and 5:30 p.m. at the Civic Center located at 201 North Lassen Street in Willows.

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: September 7, 2011

Project: Design Review /File #DR-11-03/New Structure
Applicant/Owner: Ken Kessler for ITF Supply
Project Location: 235 S. Butte Street
Parcel No: 002-182-011
Zoning: CC (Central Commercial)
General Plan: General Commercial/Downtown Willows

Project Description:

Ken Kessler on behalf of H&G Investments Company (property owner) has submitted a Design Review application requesting to construct a new 24' X 26' pre-fabricated carport within an enclosed fenced area on the above referenced property. The carport would be for the purpose of covering new equipment preventing deterioration from the weather.

Review Process

Because of the proposed new structure, this matter is before the Planning Commission/Design Review Board pursuant to Chapter 2.45 of the City of Willows Municipal Code.

Zoning /General Plan Consistency:

The project site is zoned CC (Central Commercial) which allows for general retail establishments and section 18.55.020(16) states "*incidental storage when contained within an enclosed building and when it is clearly incidental to and integral to the operation of the primary business*". The site has been used by ITF for its business and storage of equipment since it was established in 1988. The carport is somewhat enclosed but not fully enclosed. The Commission may consider the proposed structure and make a finding to allow the carport as a "building" as defined by the Municipal Code as "any structure having a roof support by columns and/or walls....". The carport will have column supports on all four sides; however will not be fully enclosed. The carport would be considered as an accessory use, integral to the main use of the property. Under Section 18.110 (General Provisions and Exceptions) and specifically 18.110.030 Accessory Uses, which states that accessory uses as defined in WMC 18.25.010 '*shall be permitted as appurtenant to any permitted use without the necessity of securing an administrative use permit or use permit, unless particularly provided in this chapter*'. Incidental storage is a permitted use within the Central Commercial district not requiring an administrative use permit or use permit. WMC defines accessory use as a use of land incidental to that of the main building on the same lot. Accessory building is defined as a detached subordinate building, the use of which is incidental to that of the main building on the same lot or to the use of the land. This proposed carport would be detached, and subordinate to the main use of the land, which is owned by ITF Supply. A finding has been incorporated into the attached draft resolution which allows for the carport as an accessory use under the Accessory Use code section.

The General Plan Land Use designation for this site is General Commercial pursuant to the City's General Plan Land Use Map. This designation provides for general retail businesses.

Project Analysis:

Design/Colors

The proposal is to construct a 24' X 26' pre-fabricated metal carport that will be used for incidental storage for the business. The carport will be a boxed style roof and will be open on all sides and gabled

on the south end facing the parking lot, with a metal covering on the one end across the gable (side that faces the alley and the ITF building). The applicant is agreeable to adding an overhang to the two sides of the carport. The roof will be light cream-colored roof and brown trim to match the color of the ITF building across the alleyway.

The WMC chapter 2.45.060 calls for competent design for new development that is consistent in organization of materials and openings, and a harmonious relationship of major elements with decorative parts to relate to the character of the design. The code calls for a relationship between structures within the development and between development and the neighborhood. The code refers to allowing development that will be harmonious and pleasing between the structures and the site itself. The approved design shall show that due regard has been given to orientation of structures to streets and consideration of not overdeveloping the site. The carport will be placed within an area that is currently fenced and adjacent to the parking lot of the business and will not cause overdevelopment of the site. Additionally it will match in color of the existing business for which the carport will be used for.

Lighting: No new lighting is proposed. There is currently a light post to the south of the proposed carport site on the other side of the fenced area.

Landscaping: No new landscaping is proposed with this project.

Signs: No new signage is proposed with this project.

Parking: No new parking is proposed or required for this project as it is for storage of equipment.

Grading: Grading will not be required for installation of the carport. The building department will require that the carport be installed to engineered specifications.

Environmental Review and Analysis

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

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval for a new 24' X 26' pre-fabricated carport structure, subject to the Conditions of Approval as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

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

Submitted by:

Karen Mantele
Principal Planner

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Carport Design Sample
5. Written project description

PC RESOLUTION NO. _____-2011

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A DESIGN REVIEW APPLICATION FOR ITF SUPPLY TO CONSTRUCT A NEW 24'X26' CARPORT FOR PROPERTY LOCATED AT 235 S. BUTTE STREET, ASSESSORS PARCEL NUMBER 002-182-011

WHEREAS, the applicant, Ken Kessler, on behalf of H&G Investments Company (aka ITF Supply business) has filed a Design Review application to construct a new 24' X 26' pre-fabricated carport on property located at 235 S. Butte Street and,

WHEREAS, the Planning Commission did, on September 7, 2011, 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 Californian Environmental Quality Act (CEQA) pursuant to Section 15303(e), Class 3, New Construction or Conversion of Small Structures, and

WHEREAS, the Planning Commission finds that the proposed pre-fabricated carport is an accessory use/building as defined in the Willows Municipal Code definitions and shall be permitted as an appurtenant to the existing use of the land for incidental storage as defined in Section 18.110.030.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to construct a new 24' X 26' metal pre-fabricated carport is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review (File #DR-11-03) subject to the attached conditions of approval set forth in Attachment #2; 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 September 2011 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Candis Woods Chairperson

ATTEST: _____
Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL
FOR A NEW 24' x 26' METAL PRE-FABRICATED CARPORT FOR ITF SUPPLY FOR
PROPERTY LOCATED AT 235 S. BUTTE STREET,
ASSESSORS PARCEL NUMBER 002-182-011**

PC approval date _____, 2011

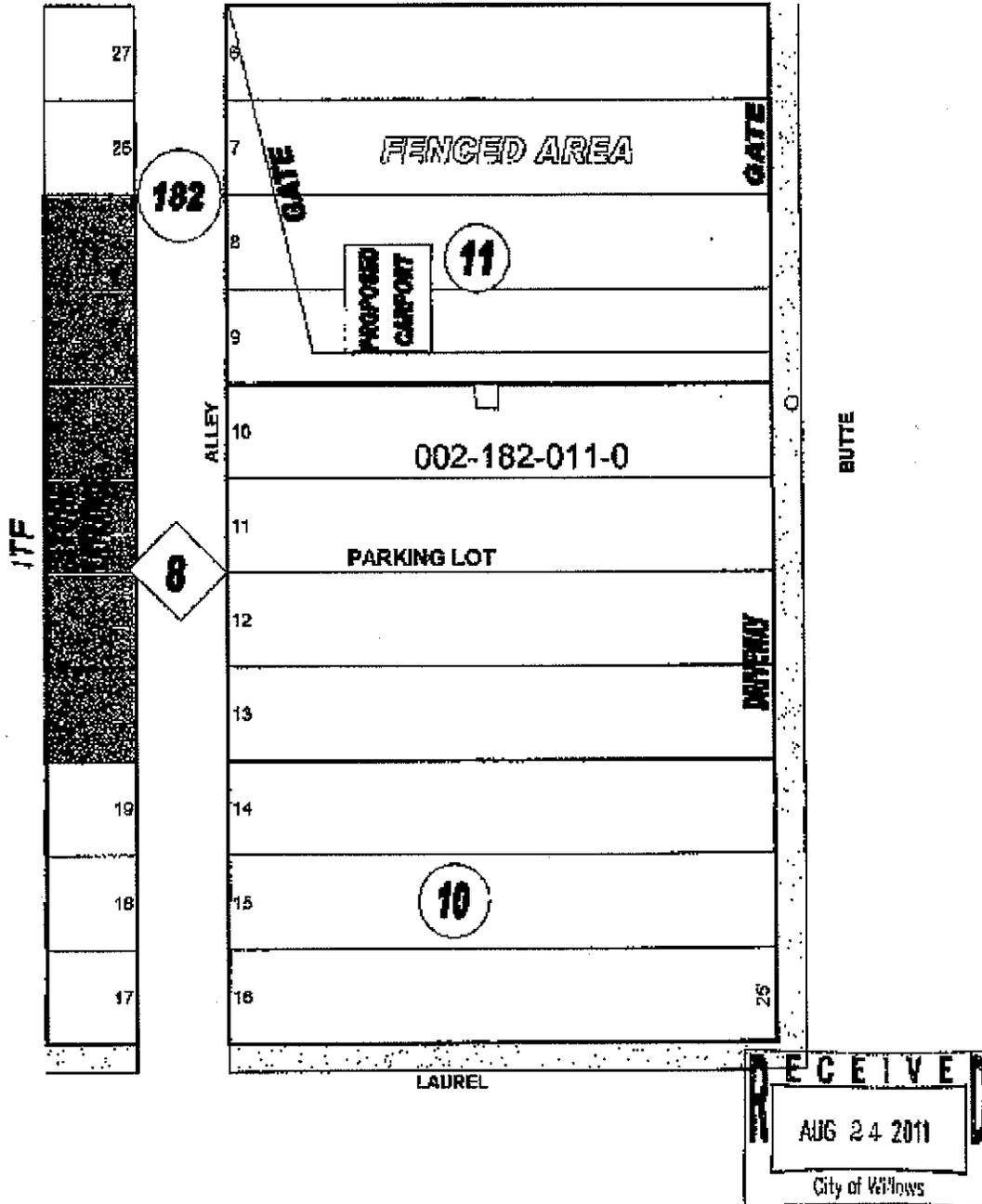
1. The applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning and engineering review, plan checking and field inspection of this development.
2. The developer shall adhere to the design and specification of the Architectural Design Review approval. All materials and colors, as approved by the Planning Commission shall be adhered to. Any deviation shall require approval by the City Manager and/or Planning Commission.
3. The Architectural Design Review permit 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.
4. That all conditions required by the Planning Commission for the new pre-fabricated carport shall be completed and installed prior to use of the site.

Building Department:

5. The applicant shall submit for review three (3) complete sets of signed and sealed engineered plans and calculations, and a detailed, scaled site plan.
6. The applicant shall submit a completed building permit application and obtain a building permit final prior to use of carport.

SITE PLAN

ITF SUPPLY PLOT PLANE FOR METAL CARPORT INSTALLATION



Written Project Description

8/5/2011

To the City of Willows Planning Commission

My name is Ken Kessler and I am submitting this application for a planning permit to have a pre-fabricated carport placed on our property at 235 S. Butte Street. The APN number for this property is 002-182-011-0

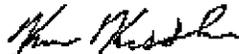
We have been doing business as ITF Supply in Willows since September of 1988 helping residents of the county with their farming needs.

We would like to have this carport to help keep our merchandise in the front fenced area protected from the effects of the sun.

The proposed carport will be 24' x 26' with a boxed style roof. It will be open on all sides and gabled on the south end facing the parking lot. It will have a light cream-colored roof and brown trim to match the color of our existing building.

I have included the plans for the carport, as well as a detailed plot plan of our property showing the proposed location of the carport, with this application.

Please contact me if you need more information. I will be glad to provide you with whatever you need to make your decisions.



Ken Kessler
ITF Supply
235 S. Butte Street
Willows CA 95988
(530) 934-8855

