



# Willows Planning Commission Regular Meeting

October 18, 2017  
Willows City Hall  
7:00 p.m.

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

#### PLANNING COMMISSION

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

#### CITY PLANNER

Karen Mantele

#### MINUTE CLERK

Maria Ehorn

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**

*Members of the public wishing to address the Commission on any item(s) not on the agenda may do so at this time when recognized by the Chair; however, no formal action will be taken unless a majority consensus of the Commission directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)*

6. **APPROVAL OF MINUTES:** Minutes of Planning Commission meeting(s) held on September 20, 2017.

#### 7. **NEW BUSINESS/PUBLIC HEARING(S):**

- a. **Design Review (File# Dr-17-03) Applicant/Owner: Nate Sawyer/Northern Valley Indian Health Inc.**  
**207 N. Butte Street/Assessors Parcel Number 002-152-011/Cc (Central Commercial) zone/General Commercial Land Use Designation/Design Review for new façade improvements to existing building**
- b. **Continued Review and Discussion of Draft R-1 Single-Family Design Guidelines**

*Comments from the public are welcome. The Chair will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Commission the opportunity to continue its consideration of the item without interruption.*

#### 8. **COMMISSION COMMENTARY**

#### 9. **ADJOURNMENT**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before October 13, 2017.

*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  
REGULAR MEETING HELD SEPTEMBER 20, 2017**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Vice Chair White led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk  
PRESENT: Griffith, White, Michael, Benningfield  
ABSENT: Woods
4. **Agenda Review:** Chair Griffith asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.
5. **Public Comment:** Chair Griffith introduced the item. No comments were made.
6. **Approval of Minutes:** It was moved by Commissioner Michael and seconded by Vice Chair White to approve the minutes of August 16, 2017.

AYES: Griffith, White, Michael, Benningfield  
NOES:  
ABSENT: Woods  
ABSTENTION:

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

- a. **Zoning Text Amendments (File # ZTA-17-01) Applicant:** City of Willows City initiative to modify the text of the Municipal Code: Sections 18.25.030; 18.25.070; 18.55.020(18); 18.60.020(7); 18.110.050(2); 18.110.090(8); 18.125.120; and 18.125.150A

Chair Griffith introduced the item. Ms. Mantele presented the staff report. Prior to the meeting staff provided proposed revised wording with a diagram for consideration to the fences Section 18.110.050 Fences. Commissioner Michael would like to add wording to Section 18.110.050 (Fences) clarifying the height, .....and may not exceed three and one-half feet in height inside the 25 foot front yard setback to the proposed wording. The consensus of the Commission was to add the verbiage to that Section.

Chair Griffith opened the public hearing. No comments were made. The public hearing was then closed.

Motion: Commissioner Benningfield/Second: Commissioner Michael

Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending the City Council approve zoning text amendments to the Municipal Code/Zoning Ordinance as listed on Exhibit A with other text remaining unchanged; except for the agreed additional verbiage changes to Section 18.110.050 Fences.

The motion passed unanimously 4/0 by the following voice vote:

AYES: Griffith, White, Michael, Benningfield  
NOES:  
ABSENT: Woods  
ABSTENTION:

- b. **Design Review (File# Dr-17-02) Applicant/Owner: Peterson CAT 411 S. Tehama Street/Assessors Parcel Number 005-362-001/CG (General Commercial) zone/General Commercial Land Use Designation/Design Review for new 12x40 office trailer**

Chair Griffith introduced the item. Ms. Mantele presented the staff report. A short discussion was had among the Commissioners regarding the project.

Chair Griffith opened the public hearing. Terry Gadzosa, representative for Peterson Tractor spoke stating the business has increased over the last several years. He stated Peterson Tractor wants to provide a separate office space for their customers and the proposal is to install this portable office as it is the most feasible and cost effective. Chair Griffith then closed the public hearing.

**ACTION:**

Motion: Commissioner Michael/Second: Commissioner Benningfield

Motion a resolution of the Planning Commission of the City of Willows granting Design Review approval (file# DR-17-02) to Peterson Machinery Company for installation of a 12' x 40' mobile office trailer for property located at 411 South Tehama Street, Assessors parcel number 002-291-008;-009;-010

The motion passed unanimously 4/0 by the following voice vote:

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

**c. Continued Review and Discussion of Draft R-1 Single-Family Design Guidelines**

Chair Griffith introduced the agenda item. Ms. Mantele presented the item picking up from the last meeting. The Commission discussed and worked on the guideline items one by one and by consensus decided which items to keep, remove and/or revise.

**8. COMMISSION COMMENTARY:**

1. Commissioner Benningfield liked how NVIH was coming along. Ms. Mantele stated they have plans to rehab the existing building to match the new building which may come before them at the next meeting.
2. Ms. Mantele stated that the cannabis ordinance will hopefully be coming before the Planning Commission next month. She also stated that October 18, 2017 will be the next Planning Commission meeting.
3. Community Development Technician, Maria Ehorn, gave a brief talk on the upcoming changes regarding the Commission going paperless. I-Pads along with a City email address, will be issued to the City Council and thereafter to the Planning Commission for their use in the near future.
4. Chair Griffith spoke briefly about his trip to Europe.
9. Ms. Mantele reminded the Commission that there will be a Planning Commission Academy in April of next year and are asking for topics that Planning Commissioners would like to see presented.

**10. ADJOURNMENT: 7:55 pm**

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**ROBERT GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**

**Planning Commission Agenda Report:****October 18, 2017**

Project: NVIH Rehab of existing clinic building  
 Applicant(s)/Owner: Nate Sawyer/Northern Valley Indian Health  
 Project Location: 207 N. Butte Street  
 Parcel No: 002-152-011  
 Zoning: CC (Central Commercial)  
 General Plan: General Commercial

**Project Description:**

The applicant, Nate Sawyer, on behalf of Northern Valley Indian Health, property owner, has submitted a Design Review application for Commission review and approval for an exterior façade change to the existing 16,302 SF clinic building. The proposal is to replace the roof with a new metal roof (to match the new administration building), add stone veneer to the lower portion of the building, remove the northeast wind-wall, and paint the building the same color as the new administration building, currently being built.

**Review Process:**

This matter is before the Planning Commission pursuant to Section 2.45.030 of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Central Commercial (CC), which allows for various permitted commercial uses. Zoning to the north, south east is the same as the project site. West of the site zoning is RP (Residential Professional)

The General Plan Land Use designation for this site is General Commercial pursuant to the City's General Plan Land Use Map.

**Design Review Project Analysis:**

Competent Design/ Relationship between Structures within the Development and between Structures and Site: The proposed new façade treatments will enhance the existing building in that it will complement the new administration building, which was reviewed by the Planning Commission prior to construction. The desire is to have a harmonious and pleasing relationship between the two buildings and the surrounding area by incorporating a façade that would be of similar materials as the new building.

Materials and Colors Used: The proposal is to replace the existing metal roofing along the northern and eastern sides of the building to match the color of the new administration building roof. Stone veneer (a natural material) will be placed along the bottom edge of the building on three sides (not alley side). The building will be re-painted the same color as the new building (earth tone-beige color). Removal of the northeast wind-wall is proposed, while keeping the north facing wind-wall.

No additional wall, fences or screening is proposed or required of the project. No surface water drainage should be affected as this is an existing building and no new construction is proposed with the project. The existing driveways, parking and circulation will not be affected by the project. No new exterior lighting is proposed; however there is soffit lighting underneath the roof overhang on the front entrance that will be replaced.



**South side of clinic building**



**Northeast corner of clinic building**



**Looking east/front of clinic building**



The project was reviewed internally by City departments for comments/conditions which conditions are reflective of those comments.

**Environmental Review and Analysis**

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

**STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending Design Review approval for Northern Valley Indian Health to install exterior façade improvements to the existing clinic building subject to the conditions of approval as shown in Attachment #2.

**PLANNING COMMISSION OPTIONS:**

- 1) Approve the Design Review application as presented or approve with modifications subject to Conditions of Approval as described in Attachment 2
- 2) Deny the Design Review application with appropriate findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Conditions of Approval
3. Elevation of new façade
4. APN map

Submitted by:

A handwritten signature in blue ink, appearing to read "Karen Mantele", followed by a comma.

Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2017

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING APPROVAL TO NORTHERN VALLEY INDIAN HEALTH TO INSTALL EXTERIOR FAÇADE IMPROVEMNTS TO THE EXISTING CLINIC BUILDING FOR PROPERTY LOCATED AT 207 N. BUTTE STREET ASSESSORS PARCEL NUMBER 002-152-011**

**WHEREAS**, the applicant, Nate Sawyer, on behalf of Northern Valley Indian Health has filed a Design Review planning application to obtain approval for exterior façade changes to the existing clinic building; and,

**WHEREAS**, the Planning Commission acting as the Architectural Design Review Board, did, on October 18, 2017 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, acting as the Architectural Design Review Board, has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

**WHEREAS**, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) Class 1.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install exterior façade improvements to include new metal roof, stone veneer on bottom of building, removal of NE wind wall, and paint the building an earth tone color is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review (#DR-17-03) subject to the attached conditions of approval set forth in Attachment #2.

**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 October, 2017, by the following vote, to wit:

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

APPROVED: \_\_\_\_\_  
Robert Griffith, Chairperson

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

**DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR  
NORTHERN VALLEY INDIAN HEALTH CLINIC FAÇADE IMPROVEMENT PROJECT  
For property located at 207 N. Butte Street  
APN; 002-152-011**

**PC approval date: \_\_\_\_\_, 2017**

**General**

1. That the applicant/developer shall enter into a Pass Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval for the installation of exterior façade improvements to include installing new metal roofing, removal of NE wind wall, add stone veneer to bottom of building and paint building same color as new administration building, as presented to the City.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the Building Official for an extension of not more than one year from the original date of expiration, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes to the approved design and any further extension beyond one year shall require Planning Commission approval.
5. The applicant shall first secure sign permit approval from the Planning Department prior to installation of any business signage.
6. Any debris as a result of the project shall be disposed of properly to an approved waste disposal site.
7. 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. All lighting must meet the City Standards.
8. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

**Building Department**

9. The applicant shall submit plans and specs to the building department for review and approval and pay applicable fees.
10. The submitted plans shall comply with all applicable Federal, State and Local codes and ordinances.



11. The applicant/contractor shall arrange for a meeting with City staff prior to construction to discuss the conditions of approval.

12. Work shall not commence until all applicable permits have been issued.

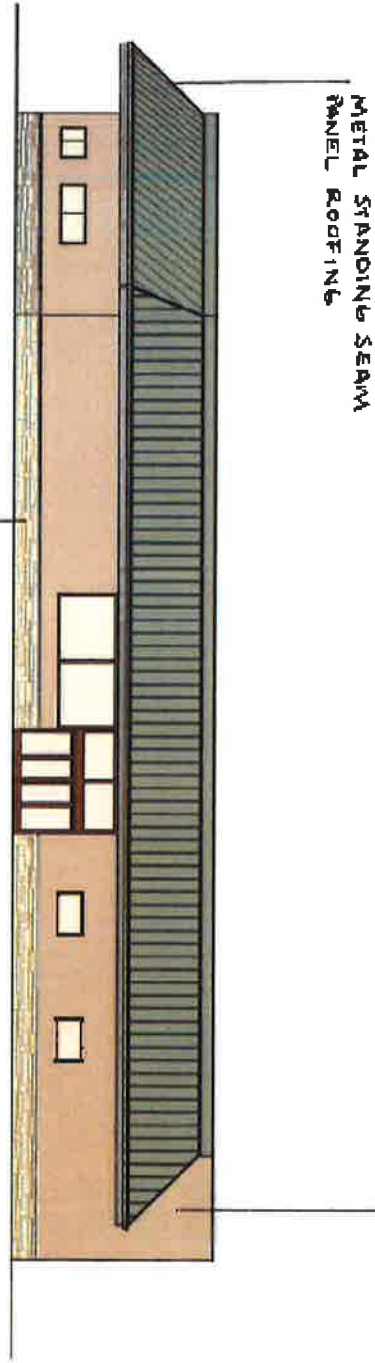
**Fire Department**

13. The building address shall meet all WMC 15.15.100 criteria and be reviewed by the Fire Department prior to installing.

ELEVATION



Dr. Galt, October 03, 2017 - 8:00 am  
 Dr. Name: [REDACTED] (0-111) 12 0011 Willowe Admin. Serv. Dept. [REDACTED] 1407440101 1007



**NICHOLS  
 MELBORG  
 ROSSETTO**  
 ARCHITECTS - ENGINEERS  
 500 MARKET STREET, SUITE 300  
 WILLOWS, CA 95975  
 (916) 933-2200 FAX (916) 933-2201

**Exterior North Elevation**  
 Proposed Clinic Facade  
 Northern Valley Indian Health - Willowe Clinic

**NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"

- NEW 700' FINISH AT EXISTING FRAMING
- NEW STONE VENEER
- NEW PAINT

A	DR. CSL
1	DT: 2017/10/3
	SC: AS NOTED
	NO: 3-444-10

APN MAP



**Planning Commission Agenda Report:**

**October 18, 2017**

The Commission has expressed the desire to implement R-1/Single-Family Residential Design Guidelines. Staff brought to the Commission several samples of other city's single family design guidelines to review and consider. Discussion began at the June 21, 2017 meeting on the Draft Guidelines and will continue until the Commission determines the Guidelines are sufficient to forward to the Council.

**Background:** In 2014 the City adopted a set of Multi-family design guidelines for that sort of development. The City's Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval; however is general in its development standards and not specific to single family residential developments. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone. These guidelines will augment the other design guidelines but will be specific to R-1 developments.

**STAFF RECOMMENDATION:**

Continue reviewing and discussing R-1 guidelines

**Attachments:**

1. Draft Single Family Design Guidelines

Submitted by:



Karen Mantele  
Principal Planner