



Willows Planning Commission Regular Meeting

November 15, 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 October 18, 2017.

7. NEW BUSINESS/PUBLIC HEARING(S):

- a. **Design Review (File# Dr-17-04) Applicant/Owner: Westhaven Inc./GCOE**
311 S. Villa Avenue/Assessors Parcel Number 001-071-008/R-1 (Single Family Residential) zone/Low Density Residential Land Use Designation/Design Review for installation of solar panels onto existing structure
- b. **Use Permit (File# UP-17-03) Applicant/Owner: Alvin Singh/Shahab Tehrani**
1239 W. Wood Street/Assessors Parcel Number 005-370-022/ CH (Highway Commercial) zone/Highway Commercial Land Use Designation/Use Permit to allow a retail sales and service business within an existing commercial building
- c. **Three-month Commission review – Use Permit (UP#17-02) Safari Motel, 251 S. Tehama Street/APN: 003-061-009**

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 November 10, 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.

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:** Commissioner Woods led the pledge of allegiance.

3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Griffith, Michael, Benningfield, Woods

ABSENT: White

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 Benningfield and seconded by Commissioner Michael to approve the minutes of September 20, 2017.

AYES: Griffith, Michael, Benningfield, Woods

NOES:

ABSENT: White

ABSTENTION:

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

Chair Griffith introduced the item. Ms. Mantele presented the staff report. A short discussion was had among the Commission and staff regarding the new façade improvements with some clarification being provided by the project manager, Nate Sawyer, who was in attendance.

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

Motion: Commissioner Woods/Second: Commissioner Benningfield

Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting approval to Northern Valley Indian Health to install exterior façade improvements to the existing clinic building for property located at 207 N. Butte Street Assessors Parcel Number 002-152-011 with minor changes to the wording of condition number 3 of the Design Review Conditions of Approval.

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

AYES: Griffith, Michael, Benningfield, Woods

NOES:

ABSENT: White

ABSTENTION:

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

Chair Griffith introduced the item. Ms. Mantele began where the Commission left off at the last meeting, beginning on page 10 under accessory structures. The Commission discussed and worked on the guideline items remaining and one by one and by consensus decided which items to keep, remove and/or revise. Ms Mantele stated that now that all of the draft guidelines have been discussed and she will bring those guidelines that the Commission has agreed upon during this review, back to the Commission in a month or so to finalize so they can then be forwarded to the City Council for their approval.

8. COMMISSION COMMENTARY:

1. Ms. Mantele let the Commission know there may be probably be an additional Planning Commission meeting on the 8th of November to hear the proposed marijuana ordinance for the City of Willows. There will also be the regularly scheduled Planning Commission meeting on the 15th of November. Discussion was had among the Commission.
2. Chair Griffith asked about the south of town development. Ms. Mantele let the Commission know that the City did get an extension on the EDA grant and what the process is from here on.
3. Commissioner Benningfield asked about the status of the commercial coach placement at 411 S Tehama Street. Ms. Mantele provided the information.
4. There was some discussion regarding the Cal Ag project located west of town.

9. ADJOURNMENT: 8:25 pm

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report:**November 15, 2017**

Project: Design Review (File# DR-17-04) Install solar panels onto an existing county building
Applicant(s)/Owner: Westhaven Inc/Glenn County office of Education
Project Location: 311 S. Villa Avenue
Parcel No: 001-071-007
Zoning: R-1 (Single Family Residential)
General Plan Low Density Residential

Project Description

The applicant, Westhaven, Inc. on behalf of GCOE, has submitted a Design Review Planning application for Commission review and approval to install solar panels onto the roof of the existing county office building. The proposal is to install a commercial roof-mounted PV module system onto the north facing roof of the building at 311 S. Villa Avenue. The PV system consists of 175/ 360W black framed modules which will be mounted to the roof, and 3 interactive-SMA Inverters that will be mounted on the wall next to the existing service panel. The panels will be adhered to the roof by S five clamps. No battery backup system or ground mounted systems will be installed with this project.

Review Process

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

Zoning/General Plan Consistency

The parcel is zoned R-1 (Single Family Residential). North and west of the site are residential uses. To the south is another GCOE administration building and to the west is a park/Intermediate School. The General Plan Land Use designation for this site is Low Density Residential pursuant to the City's General Plan Land Use Map.

Project Analysis for Design Review (pursuant to Section 2.45.060)

Relationship between Structures within the Development and between Structures and Site: The proposal is to install solar panels onto the most northern roof of an existing commercial office building. The solar panels will not be very visible from the public street and will not hinder the relationship between the structure or surrounding structures.

Relationship between Development and Neighborhood: The proposed project would not be out of character for the neighborhood as many businesses and residential homes are installing solar panels.

Drives, Parking and Circulation: This project does not affect the driveway, parking or circulation of the business or surrounding areas as the solar system will be roof mounted.

The project was reviewed internally by City departments for comments/conditions which are reflected in the attached proposed conditions of approval.



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.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval to GCOE, to install solar panels to the roof of an existing county building, subject to the conditions of approval as shown in Attachment #2 and site map and elevation Attachments #3 and #4.

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 Design Review application with appropriate findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Map
4. Elevation

Submitted by:

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2017

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE # DR-17-04) TO
GCOE TO INSTALL ROOF MOUNTED SOLAR PANELS TO AN EXISTING
COUNTY OFFICE BUILDING FOR PROPERTY LOCATED AT 311 S. VILLA
AVENUE ASSESSORS PARCEL NUMBER 001-071-007**

WHEREAS, the applicant, Westhaven, Inc. on behalf of Glenn County Office of Education, has filed a Design Review planning application to obtain approval for the installation of solar panels onto the roof of an existing county office building; and,

WHEREAS, per Section 2.45.030 of the WMC, new physical improvements or exterior addition, extension, or change of or to existing buildings, structures and other physical improvements shall be subject to design review; and

WHEREAS, the Planning Commission did, on November 15, 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 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 solar panels onto the roof of an existing county building is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review File #DR-17-04, subject to the attached conditions of approval set forth in Attachment #2; and site map elevation plan Attachments #3 & #4.

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 15th day of November 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
GCOE COUNTY BUILDING
For property located at 311 S. Villa Avenue
APN; 001-071-007**

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 solar panels to the roof of an existing county building as depicted on the elevation plans (attachments 3 & 4).
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 and any further extension beyond one year shall require Planning Commission approval.
5. Any debris as a result of the project shall be disposed of properly to an approved waste disposal site.
6. Dust prevention must be emphasized to avoid unnecessary annoyance to persons living or working in the area. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday unless approved by the City Manager.
7. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

Building Department

8. Applicant shall submit 3 complete sets of plans, specifications, calculations, cut sheets, etc. to the City of Willow Community Services Department accompanied by a completed building permit for review and approval.
9. The applicant shall pay a plan review deposit at the time of plan submittal.
10. All work shall comply with all applicable Federal, State and Local codes and ordinances.

Site Plan

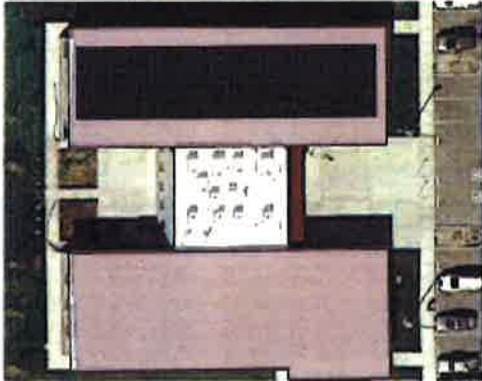
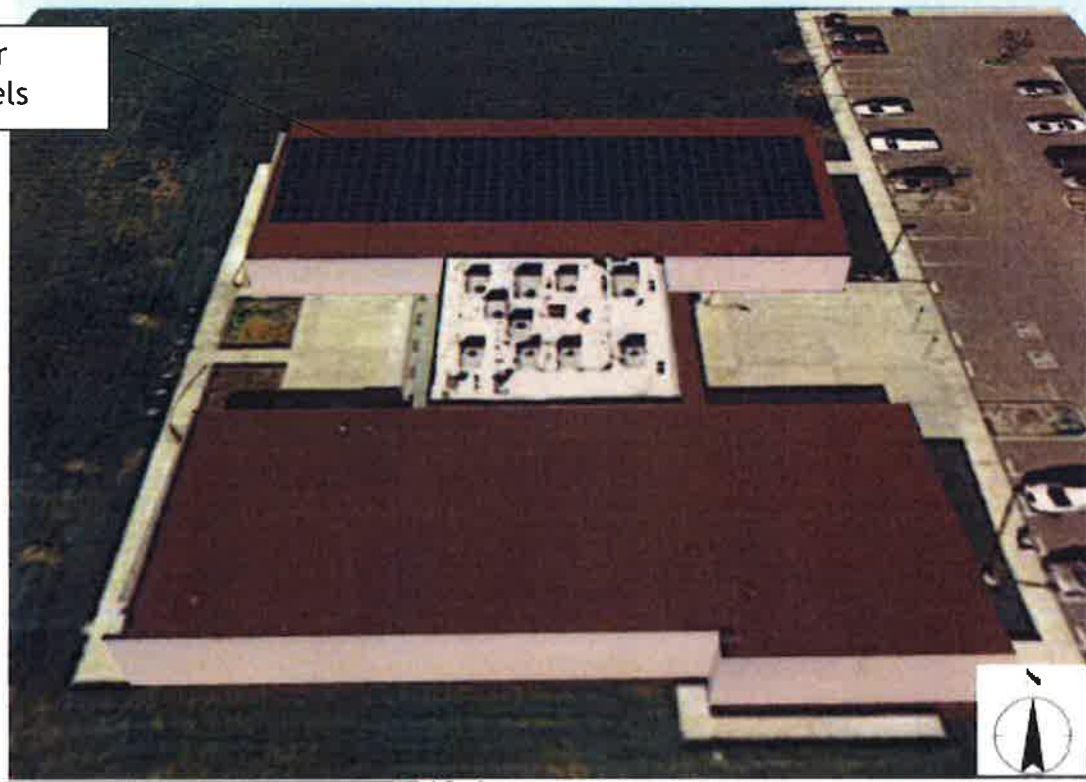


Last Name: (not defined)
Opportunity ID: GCOE Office Main
Site Address

Usage layout

311 S Villa Ave, Willows, CA 95988, USA

Solar panels



System Name: X22-360-COM
System Size: 77.76 kW
Estimated Yearly Production: 0 kWh

| Type | Model | Quantity |
|--------|------------------|----------|
| Module | SP-R-X22-360-COM | 216 |

Elevation site plan



Planning Commission Agenda Report:**November 15, 2017**

Project: Use Permit (File# UP-17-03) Request to establish a retail/sales & service business within an existing commercial building
 Applicant(s)/Owner: Alvin Singh/Shahab Tehrani
 Project Location: 1239 W. Wood Street
 Parcel No: 005-370-022
 Zoning: CH (Highway Commercial)
 General Plan Highway Commercial

Project Description

The applicant, Alvin Singh has submitted a Use Permit application for Commission review and approval to establish a retail sales/service business within an existing commercial building. The business, named “*Endless Wireless*” will be a cellular phone store, payment center and internet services business. The applicant will utilize the existing signage above the corner suite and the monument sign out in front of the parcel to advertise his business. The proposed hours of operation are 10 am to 7 pm, six days a week, closed on Sunday. The applicant and his wife will operate the store at this time.

Review Process

This matter is before the Planning Commission pursuant to Chapters 18.135 and 18.65.030(2) of the City of Willows Municipal Code.

Zoning Consistency

The parcel is zoned CH (Highway Commercial). Parcels to the west are the same zoning. Zoning to the north is R-3 where a multi-family apartment complex is located. Zoning to the west is R-P (Residential Professional) and to the south is Entryway zoning. The Zoning Ordinance allows for general retail service/sales business in the CH zoning district with a Conditional Use Permit per Section 18.65.030(2). A similar business was conditionally approved for this site in 2008, however that business has ceased operations for several years, therefore a new use permit per the above referenced code section, is required in order to establish a new cell phone business.

General Plan

The General Plan Land Use designation for this parcel is Highway Commercial which designation allows for commercial uses that primarily serve travelers at Interstate 5 access points. Allowed uses include offices and convenience stores

The existing commercial complex consists of three suites; one large suite which houses the Round Table Pizza business, and two vacant suites; one being the corner unit where the proposed cellular business would be sited. There is sufficient parking on the lot where the commercial building is located, including handicap parking. These parking spaces are shared by this commercial complex and adjoining parcel and business (O'Reilly's Auto) through a reciprocal parking agreement.

The project was reviewed internally by City departments for comments/conditions which are reflected in the attached proposed conditions of approval.

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

Per Section 18.135.050 *Findings*, the Planning Commission may grant a Use Permit if only on the basis of the application, investigation, and evidence submitted that the following three findings can be made:

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 for a Use Permit was legally noticed in the local newspaper ten (10) days prior to the public hearing and direct notices were sent to property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property. No public comments have been received by the City

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Use Permit approval to Alvin Singh of Endless Wire, to establish a retail sales/service business within an existing commercial building, subject to the conditions of approval as shown in Attachment #2.

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. APN map

Submitted by:

A handwritten signature in blue ink, appearing to read "Karen Mantele", with a small dot to the right.

Karen Mantele
Principal Planner

Per WMC Section 18.135.060, Appeal from any decision of the Planning Commission may be made in writing to the City Council within ten (10) days from the date of the Commission's action

PC RESOLUTION NO. _____-2017

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WILLOWS GRANTING USE PERMIT APPROVAL (FILE # UP-17-03) TO ALVIN
SINGH OF ENDLESS WIRE TO ESTABLISH A RETAIL SALES AND SERVICE
BUSINESS WITHIN AN EXISTING COMMERCIAL BUILDING FOR
PROPERTY LOCATED AT 1239 W. WOOD STREET ASSESSORS PARCEL
NUMBER 005-370-022**

WHEREAS, the applicant, Alvin Singh, has filed a Use Permit planning application to obtain approval to establish a retail sales and service business within an existing commercial building; and,

WHEREAS, per Section 18.65.030(2) general retail sales and service businesses are allowed in the CH zoning district with a Conditional Use Permit; and

WHEREAS, notices of the Planning Commission meeting held on November 15, 2017, were 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 November 15, 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 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; and

WHEREAS, pursuant to Section 18.135.050 of the WMC, the following findings are made:

- 1) That the use is consistent with the purposes of the district in which the site is located.
 - a. Per Section 18.65.030(2)A retail sales/service business is allowed within the zoning district with Conditional Use permit approval.*
 - b. There are similar retail businesses located within the existing building and in the surrounding zoning district.*
- 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.
 - a. The Conditions of Approval will ensure that the location of the business will not be detrimental to the public health, safety, or welfare or materially injurious to properties.*
 - b. Fire Department inspection and clearance will ensure building safety for the users.*
- 3) That the proposed use is in conformance with the General Plan.

The retail business is in conformance with the General Plan designation.

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 retail sales and service business within an existing commercial building is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit File #UP-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 15th day of November 2017, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

ATTEST: _____
Recording Secretary, Maria Ehorn

**Use Permit Conditions of Approval for
ENDLESS WIRE/ALVIN SINGH
For property located at 1239 W. Wood Street/APN; 005-370-022**

PC approval date: _____, 2017

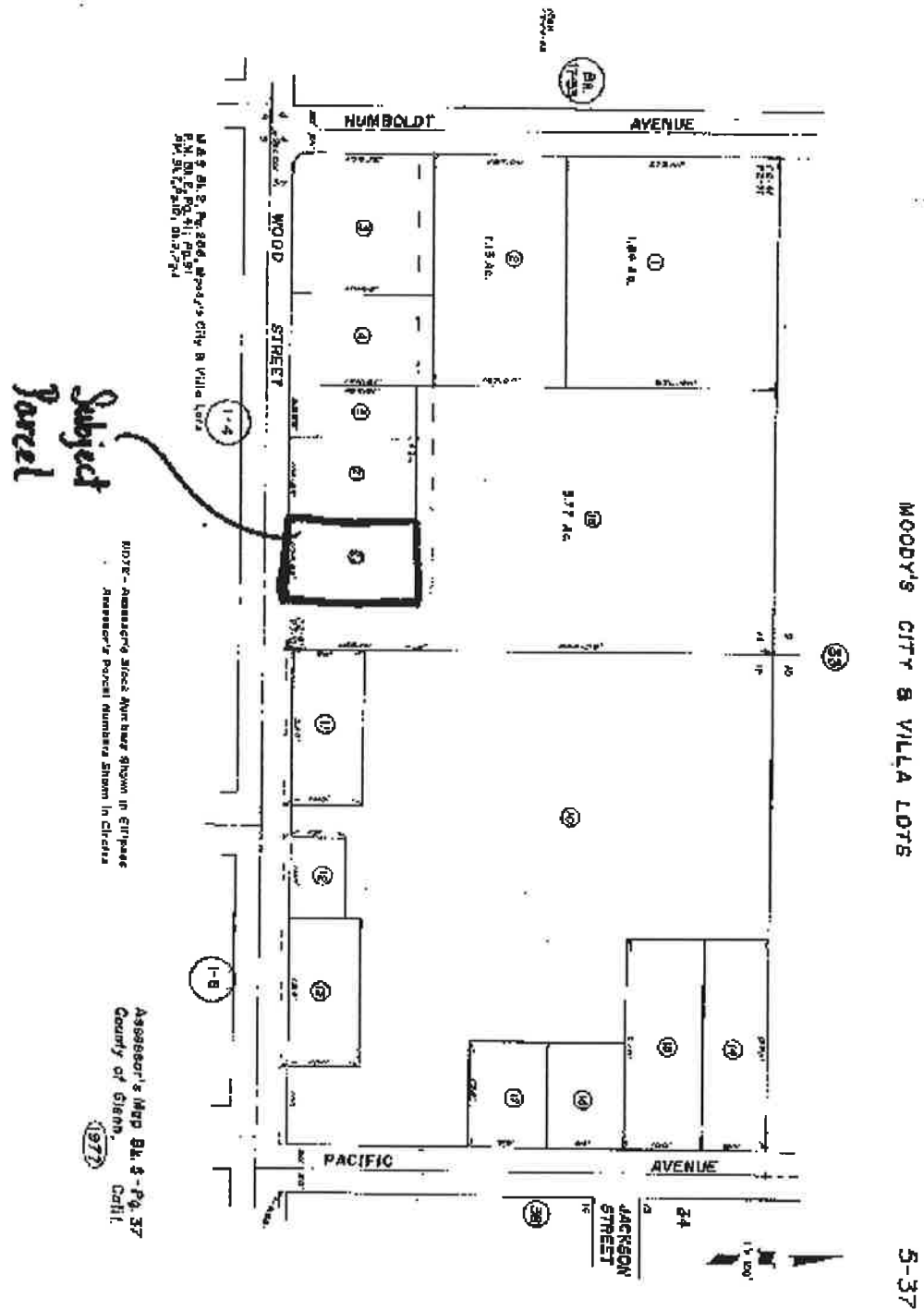
General

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. 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 applicants shall apply for and obtain sign permit approval from the Planning Department for any and all new signage for the business prior to placement.
5. Any interior alterations/modifications will require Building Department approval.

Fire Department

6. A Fire Department inspection and clearance shall be obtained prior to establishment of use.

APN map



Planning Commission Agenda Report:**November 15, 2017**

Project: Conditional Use Permit (File #UP-17-02) /three-month Commission review

Applicant(s)/Owner: Angel Hernandez/Amkai Inc

Project Location: 251 S. Tehama Street

Parcel No: 003-061-009

Zoning: Central Commercial (CC)

General Plan: General Commercial

Background:

On June 21, 2017, Staff brought a Use Permit application before the Commission for review. The proposal was to re-establish a motel use within an existing commercial structure which was built in approximately 1959. The motel has been closed for several years and the current owner desires to open and operate the property as its original intent, a motel. The proposal presented to the Commission was to repair and replace items within the motel units that were necessary to bring them up to code.

The Commission at the June 21st meeting approved the Use Permit subject to the final conditions of approval including Condition #2 which states "*The Use Permit is valid for two (2) months and thereafter shall be reviewed by the Planning Commission at the August 2017 meeting.* At the June 21st meeting, a member of the public spoke about her concern of the motel clientele and the police presence that has been there. Staff presented the Commission with police calls made to the motel over the past several months. Staff had re-contacted the Sheriff's Department to inquire as to the number of calls that were received over the past couple of months for the motel and was informed that the calls have slowed/ceased and all looks quiet at the site.

On August 16, 2017 the Commission heard and discussed the status of the motel operations as two months had passed. The Commission concluded by unanimous vote to extend the Use Permit for an additional three months; wherein the Commission desires to hear an update on the activities of the motel.

Current Status:

Two months has now passed since the last Commission review. Staff is bringing the Use Permit back to the Commission per their conclusion at the August 16th meeting to extend the Use Permit for another three months. The Commission shall decide whether to extend for another period of time or indefinitely.

Per condition #19, a fire inspection was to take place. Skip Sykes of the Willows Fire Department, performed two inspections at the motel; one on 7/31/17 and a follow up inspection on 8/7/17. At that time there were five rooms ready for motel occupancy. In speaking with Mr. Sykes recently about any further inspections that took place, he stated that he visited the motel this week and spoke to Mr. Hernandez. There are still the same 5 rooms ready for motel occupancy use; #2, 3, 4, 5 & 6.

One of the conditions of approval (COA#22) stated "*The Motel shall abide by, and adhere to, all aspects of the Willows Municipal Code Section 3.25 (Hotel Users Tax). Manager shall contact the Finance Department regarding payment of TOT*". Staff has attempted several times to call and or visit the motel to speak with Mr. Hernandez about this condition. All attempts have failed to connect with him. Per the Finance department, the City has received no TOT from Mr. Hernandez/Safari Motel since he has been operating the business.

Staff has contacted the County of Glenn Sheriff's department to find out if any police calls have been made to the motel. The department contact, Jason Dahl, said no there have not been any calls to the motel and or activity they have seen that required them to make a presence.

Staff contacted the member of the public who spoke at the June 21st meeting to inquire about any concerns she may have with the motel the past three months. She stated that the traffic has slowed down and for the most part all seems quiet at the motel.

STAFF RECOMMENDATION:

Staff recommends the Commission consider the Staff report, hear public input, and determine the time frame for the Use Permit.

PLANNING COMMISSION OPTIONS:

- 1) Recommend allowing the Use Permit for a period of time or indefinitely, and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the continuance of the Use Permit with appropriate findings for denial

Attachments:

1. Adopted Final Conditions of Approval

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



**USE PERMIT CONDITIONS OF APPROVAL
FOR
Safari Motel
For property located at
251 S. Tehama Street/APN: 003-061-009**

PC approval date: June 21, 2017

General

1. If the use (re-establishing a motel use and use of non-conforming pole sign) 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.
2. The Use Permit is valid for two (2) months and thereafter shall be reviewed by the Planning Commission at the August 2017 meeting.
3. This Use Permit is void one (1) year after the use permitted by such permit is discontinued and no longer in operation.
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. All parking spaces shall be striped per City Standards. Thirteen on-site parking spaces shall be provided as shown on the approved site plan.
7. Any 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.
8. Per WMC Section 18.25.130, a motel is transient in nature and allows for a customer to stay for a short period of time. The motel shall not allow a continuous stay on the property within a unit longer than seven consecutive days.
9. The applicant shall first secure sign permit approval from the Planning Department prior to installation of any business signage or use of existing pole sign.

Building Department.

10. The applicant shall obtain all necessary permits and approvals from affected agencies
11. Any proposed repair work requiring permits, the applicant shall obtain the proper permits.

12. The proposed work that does NOT require permits or approvals shall be completed in accordance with all applicable codes and standards.
13. The applicant shall complete all conditions of approval and have inspected by city staff prior to occupancy.
14. If E Wall furnaces are to be used, they shall be certified by a licensed HVAC tech prior to occupancy of unit.

Fire Department

15. Addressing shall comply with WMC Section 15.15.100 Premises Identification.
16. Owner shall provide fire extinguishers in accordance with the 2016 CFC.
17. Property weed clearances shall meet Title 19 Section 3.07.
18. Any fire emergency identification system onsite will be updated and certified.
19. Prior to occupancy of units, a fire preplan must be conducted by the Fire Station.
20. Gas appliances must be inspected and certified.
21. Each unit shall comply with the California Fire Code regarding smoke detectors.

Finance Department

22. The Motel shall abide by, and adhere to, all aspects of the Willows Municipal Code Section 3.25 (Hotel Users Tax). Manager shall contact the Finance Department regarding payment of TOT.

Public Works Department

23. Any work done within the City ROW will need an encroachment permit.