



# Willows Planning Commission Regular Meeting

PLANNING COMMISSION  
Robert Griffith, Chair  
Jose Hansen, Vice Chair  
Candis Woods, Commissioner  
Peggy White, Commissioner  
Vacant, Commissioner

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Maria Ehorn

February 20, 2019  
Willows City Hall  
7:00 p.m.

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

**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 January 16, 2019.

**7. NEW BUSINESS/Public Hearing(s)**

(a) **General Plan Amendment (File #GPA-19-01) Applicant: City of Willows:** /Add text to the General Plan Safety Element, specifically to Part II, (6)(c)/Multi-Jurisdiction Hazard Mitigation Plan

(b) **Conditional Use Permit (File# UP-19-01) Belter Land Development LLC:** applicant/Property owner/  
Request to allow residential use within existing structure

(c) **Design Review (File#DR-19-01) Applicant/Owner: Halcyon Solar/Glenn Hospitality Inc./457 N. Humboldt Avenue;** APN: 017-330-018/CH (Highway Commercial) zone/ Highway Commercial Land Use Designation/Super 8 Motel/Design Review approval to Install roof mounted solar equipment

(d) **Design Review (File #DR-19-02) Applicant/Owner: Halcyon Solar/Cross Roads Inn, Inc./ 452 N. Humboldt Avenue;** APN: 005-370-002/CH (Highway Commercial) zone/ Highway Commercial Land Use Designation/Motel 6/Design Review approval to Install roof mounted solar equipment

*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 February 15, 2019.

*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

  
**SUMMARY MINUTES OF THE WILLOWS PLANNING COMMISSION  
REGULAR MEETING HELD JANUARY 16, 2019**

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled Planning Commission Meeting.*

*Please visit [www.cityofwillows.org](http://www.cityofwillows.org) for free PodBean recordings.*

1. **Call to Order:** 7:00 p.m.

2. **Pledge of Allegiance:** Chair White led the pledge of allegiance.

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

PRESENT: White, Woods, Hansen, Griffith, Michael

ABSENT:

4. **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.

5. **Public Comment:** Chair White introduced the item.

Commissioner Michael spoke at this time to present his letter of resignation from the Planning Commission to the members the Planning Commission, public and staff, effective immediately. Mr. Michael then left the meeting.

6. **Approval of Minutes:** Approval of minutes of the regular Planning Commission meeting held on December 19, 2018.

**Action:**

Motion: Commissioner Woods/Second: Commissioner Griffith

*Moved to approve the minutes of December 19, 2018.*

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

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

a. **Election of Planning Commission Chair and Vice Chair**

Chair White introduced the item. Commissioner Hansen moved to nominate Chair White as Chair. The motion died for lack of a second.

**Action:**

Motion: Commissioner Woods/Second: Chair White

*Moved to approve the nomination of Commissioner Griffith as Chair and Commissioner Hansen as Vice Chair.*

The motion passed unanimously 3/1 by the following voice vote:

AYES: White, Woods, Griffith

NOES: Hansen

ABSENT:

ABSTENTION:

**Zoning Text Amendments (File #ZTA-19-01)** Belter Land Development applicant/Modify text within the Municipal Code to Sections 18.110.090(9) (Non-conforming uses); and 18. 50.030(8) (Entryway District).

Chair Griffith introduced the item. Ms. Mantele presented the staff report. Some discussion was had regarding the intent of the text amendment. Also, the Commission asked about how the history of certain properties was determined. Ms. Mantele provided clarification. Discussion was had regarding possible repercussions in the future.

Chair Griffith opened the public hearing at 7:17 p.m.

Chair Griffith then closed the public hearing at 7:17 p.m.

**Action:**

Motion: Commissioner Hansen/Second: Commissioner White

*Moved by 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.*

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

**7. COMMISSION COMMENTARY:**

- a. Commissioners gave reports on activities and various meetings they attended.
- b. Ms. Mantele gave brief update/status of upcoming and ongoing projects.
- c. Ms. Mantele stated the next scheduled Planning Commission meeting will be February 20, 2019.

**ADJOURNMENT:** 7:23 p.m.

---

**BOB GRIFFITH – Chair**

---

**Maria Ehorn – Minute Clerk**

**Planning Commission Agenda Report:**

February 20, 2019

Project: General Plan Amendment to Safety Element of City of Willows  
(File# GPA-19-01)

**Background:**

In 2015 the City of Willows confirmed their intent to participate in the Glenn County Multi-jurisdictional Hazard Mitigation Planning effort, in accordance with 44 CFR Section 201.6. This letter of intent was sent to the County of Glenn and affirmed to cooperate in a timely manner to complete and implement the plan in conformance with FEMA requirements.

In 2016, as a result of AB 2140, via the County of Glenn Planning Commission recommendation, the Board of Supervisors directed County staff to submit a Multi-Jurisdiction Hazard Mitigation Plan for review to the California Governor's Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). Since then, CalOES and FEMA have conditionally approved the Multi-Jurisdiction Hazard Mitigation Plan, pending adoption and approval by the Glenn County Board of Supervisors. This action took place on October 16, 2018.

Assembly Bill (AB) 2140 authorizes a city or county to adopt within its Safety Element, a hazard mitigation plan, and limits the State share for projects eligible under the California Disaster Assistance Act, unless a local jurisdiction has adopted a local hazard mitigation plan in accordance with the Federal Disaster Mitigation Act as part of its Safety Element.

In-order for the City of Willows to comply with AB 2140, the City Council must adopt a resolution integrating the Multi-Jurisdiction Hazard Mitigation Plan into the Safety Element of its' General Plan. The proposed approval and adoption of the Multi-Jurisdiction Hazard Mitigation Plan recognizes the City of Willows commitment to reducing the impacts of natural hazards.

CalOES, via AB 2140 requires an amendment to the General Plan in order to integrate the following statement within the Safety Element (*Part II, Scope and Nature of the Elements, 6 (c)*) of the City of Willows General Plan:

*"The County of Glenn has developed a Multi-Jurisdiction Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000. The Board of Supervisors of the County of Glenn on October 16, 2018 approved the plan, and the Federal Emergency Management Agency (FEMA) (conditionally) approved the plan on January 17, 2018. The plan provides guidance and insight into the hazards that exist in Glenn County and suggests possible mitigation projects. This plan should be consulted when addressing known hazards to ensure the general health and safety of Glenn County residents."*

**Project Summary:**

The proposed General Plan Amendment (GPA) File# GPA-19-01, is a proposal to amend the City of Willows General Plan (*specifically the Safety Element*) to include the Glenn County Multi-Jurisdiction Hazard Mitigation Plan. General Plan Amendment procedures require at least one public hearing before both the Planning Commission and the City Council. An environmental finding must be prepared pursuant to the California Environmental Quality Act. The Planning Commission's approval or denial of

a General Plan Amendment will be forwarded as a recommendation to the City Council, which Council makes the final decision to approve or deny the requested amendment.

The Safety Element establishes policies and programs to protect the community from risks associated with seismic, geologic, flood, and fire hazards. The Safety Element of the General Plan addresses topics related to public health and safety: law enforcement, fire hazards and fire protection, geologic hazards, air quality, flooding, water quality, noise, and solid and hazardous waste. The focus is on the impact natural and human-created hazards may have on development and future population, and on programs and ways to direct, enhance and serve development in a safe and cost-effective fashion.

**Environmental Review and Analysis:**

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). The project does not directly involve revisions to the environment and therefore will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity. This project will result in no Potentially Significant Impacts to the environment and is considered exempt from environmental review as required by CEQA through the use of the "General Rule" Section 15061(b) (3) that is applied to proposals which will have no potential adverse impact on the environment. Therefore, Staff has determined that the proposal is exempt from further any further CEQA review.

This proposal to amend the City of Willows General Plan in order to include and implement the Multi-Jurisdiction Hazard Mitigation Plan can be considered consistent with the General Plan for the City of Willows.

**STAFF RECOMMENDATION:**

A Planning Commission Resolution is provided for signature by the Chair and will be forwarded to the City Council as a recommendation by the Commission.

Staff recommends adoption of the attached resolution recommending to the City Council to proceed with the General Plan Amendment.

**Attachments:**

1. Draft Planning Commission Resolution

Submitted by:



Karen Mantele  
Principal Planner

**CITY OF WILLOWS  
PLANNING COMMISSION RESOLUTION NO. \_\_\_\_\_-2019**

**A RESOLUTION BY THE PLANNING COMMISSION OF THE CITY OF WILLOWS  
RECOMMENDING THAT THE CITY COUNCIL ADOPT THE GLENN COUNTY  
MULTI-JURISDICTION HAZARD MITIGATION PLAN AS THE OFFICIAL HAZARD  
MITIGATION PLAN OF THE CITY AND AMEND THE GENERAL PLAN SAFETY ELEMENT  
TO INCORPORATE THE MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

**WHEREAS**, the City of Willows Planning Commission conducted a public hearing on February 20, 2019 on the proposed General Plan Amendment in order to integrate by reference the following statement into the Safety Element of the City of Willows General Plan.

*“The City of Willows has developed a Multi-Jurisdiction Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000. The plan was approved by the City Council on \_\_\_\_\_, and the Federal Emergency Management Agency (FEMA) (conditionally) approved the plan on January 17, 2018. The plan provides guidance and insight into the hazards that exist in the City of Willows and suggests possible mitigation projects. This plan should be consulted when addressing known hazards to ensure the general health and safety of the City of Willows residents.”*

**WHEREAS**, the City of Willows is vulnerable to natural hazards that may result in loss of life and property, economic hardship, and threats to public health and safety. The Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards. Therefore, the proposed General Plan amendment is in the public interest; and

**WHEREAS**, the Planning Commission recommends to the City Council that it adopt the Commission’s recommended finding that the amendment is in the public interest and approve the General Plan Amendment to amend the Safety Element of the Willows General Plan; and

**WHEREAS**, the implementation of amending the General Plan Safety Element to include the Multi-jurisdictional Hazard Mitigation Plan will comply with Part V. Implementation Proposals (C) Sections (1) and (3) of the current Safety Element; and

**WHEREAS**, following the public hearing the Planning Commission finds that this amendment is exempt from environmental review as required by CEQA through the use of the “General Rule” Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment; and

**WHEREAS**, the Planning Commission considered the matter of amending the Willows General Plan and conducted a public hearing on the matter on February 20, 2019, and after review and consideration found that the project is in conformance with State and local environmental guidelines; and

**WHEREAS**, Willows, California, is vulnerable to natural hazards which may result in loss of life and property, economic hardship, and threats to public health and safety, and

**WHEREAS**, Section 322 of the Disaster Mitigation Act of 2000 (DMA 2000) requires state and local governments to develop and submit for approval to the President a mitigation plan that outlines processes for identifying their respective natural hazards, risks, and vulnerabilities, and

**WHEREAS**, Willows acknowledges the requirements of Section 322 of DMA 2000 to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program funds, and

**WHEREAS**, the Multi-Jurisdiction Hazard Mitigation Plan has been developed by the Glenn County Planning Division, in cooperation with other County departments, the City of Orland, the City of Willows, and the citizens of Glenn County, and

**WHEREAS**, a public involvement process consistent with the requirements of DMA 2000 was conducted to develop the Multi-Jurisdiction Hazard Mitigation Plan, and

**WHEREAS**, the Multi-Jurisdiction Hazard Mitigation Plan recommends mitigation activities that will reduce losses to life and property affected by natural hazards that face Glenn County, and

**WHEREAS**, the Federal Emergency Management Agency (FEMA) has reviewed and determined that the Multi-Jurisdiction Hazard Mitigation Plan is eligible for final approval pending its adoption by the City of Willows and participating jurisdictions.

**NOW THEREFORE BE IT RESOLVED** by the Planning Commission to recommend that the governing body for the City of Willows resolve that:

- The City of Willows General Plan Safety Element be amended as described above, and
- The Multi-Jurisdiction Hazard Mitigation Plan is hereby adopted as the official Hazard Mitigation Plan of the City, and
- The respective officials and agencies identified in the implementation strategy of the Multi-Jurisdiction Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly passed and adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 20<sup>th</sup> day of February, 2019 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF WILLOWS:

---

Robert Griffith, Chair, Planning Commission

ATTEST:

---

Maria Ehorn, Recording Secretary



**Planning Commission Agenda Report:****February 20, 2019**

Project: Conditional Use Permit (File #UP-19-01) /Request to establish a residential use within an existing structure

Applicant(s)/Owner: Mitch Belter/Belter Land Company LLC

Project Location: 354 W. Wood Street

Parcel No: 002-141-011

Zoning: Entryway (E)

General Plan: Entryway

**Project Description**

The applicant, Mitch Belter, has submitted a planning application for a Use Permit; a request to establish a residential use within an existing structure built in approximately 1945. The 1,844 square foot structure is a two bedroom, one bath house which sits on a 19,800 square foot lot. There is a detached single car garage on the property as well with alley access. The structure was built as a residence and used for such, until approximately the mid 1980's when it was conditionally approved to be used as an office. This use has continued until the present. The property owner desires to sell the property/structure as a residence and desires to take advantage of a text amendment (in process) which would allow existing structures within the Entryway zoning district which have lost the ability to be used as a residence, to apply for a use permit to allow the residential use.

**Background:**

The Entryway District was established in June of 2000 via an ordinance added to the Municipal Code adopted by the City Council. At that time most of the properties along Wood Street were rezoned to Entryway zoning, which removed several underlying zoning districts. Prior to the 2000 zoning amendment, zoning has changed over the years from its original R-4 zoning, which allowed the residential dwelling to be built.

There are numerous existing structures within the Entryway zoning district which were built as residential uses and may or may not be used as residences. The applicant owns a structure within this district; however, it lost its use as a residence when it was permitted to be used as an office via a use permit in 1980's.

Staff has reviewed the past reports and minutes to meetings wherein the Entryway zoning was adopted and incorporated into the code and zoning map. As stated within the purpose of the district and the General Plan designation for this district, residential use is appropriate. However, the list of permitted or conditionally permitted uses within this zoning district do not include allowing for single or multiple family dwelling uses

**Review Process**

This matter is before the Planning Commission pursuant to Section 1818.50.030(8) of the City of Willows Municipal Code.

**Zoning/General Plan Consistency**

The project site is located on a 19,800 SF lot and zoned Entryway (E). Zoning to the north, south, east and west is the same as the project site

The General Plan Land Use designation for this site is Entryway pursuant to the City's General Plan Land Use Map. The designation provides for residential uses as appropriate uses.

### **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, Class 1 Existing Facilities.

### **Findings of Fact**

Per Section 18.135.050, and based upon the facts and conclusions contained within this staff report, the following findings must be made in order to approve the applicant's Use Permit 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.

### **STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending Use Permit approval to re-establish a residential use within an existing structure, 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. Photo of structure
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. \_\_\_\_\_-2019

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL TO BELTER LAND DEVELOPMENT LLC (FILE # UP-19-01) TO RE- ESTABLISH A RESIDENTIAL USE WITHIN AN EXISTING STRUCTURE FOR PROPERTY LOCATED AT 354 W WOOD STREET LOCATED IN THE ENTRYWAY ZONE ASSESSORS PARCEL NUMBER 002-141-011**

**WHEREAS**, the applicant, Belter Land Development LLC has filed a planning application for a Conditional Use Permit to re-establish a residential use within an existing structure, and,

**WHEREAS**, City of Willows Municipal Code Section 18.50.030(8) allows for existing structures built as residential uses to re-instate the residential use with an approved conditional use permit approval from the Planning Commission, and

**WHEREAS**, notice of the Planning Commission meeting held on February 20, 2019, 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 February 20, 2019, 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 Existing Facilities; 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,  
a. as residential uses as defined in the WMC section 18.50.030(8) are allowed with a Conditional Use Permit within the Entryway Zoning District;

**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 requirements for the project which 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 General Plan designation for this district states residential use is appropriate.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to re-establish a residential use within an existing

structure is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit File# UP-19-01, 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 20<sup>th</sup> day of February, 2019, by the following vote, to wit:

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

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

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

**USE PERMIT CONDITIONS OF APPROVAL  
FOR  
Belter Land Development LLC  
For property located at  
354 W. Wood Street/APN: 002-141-011**

**PC approval date: \_\_\_\_\_, 2019**

**General**

1. The residential use shall not be established until the City Council has adopted the zoning text amendments to the Municipal Code.
2. If the use (re-establishing a residential use) 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. One covered parking space shall be provided on the property.

**Building Department.**

7. Any building changes shall require the necessary permits and approvals from the City Building Department.

**Fire Department**

8. Addressing shall comply with WMC Section 15.15.100 Premises Identification.

**Photo of Structure**



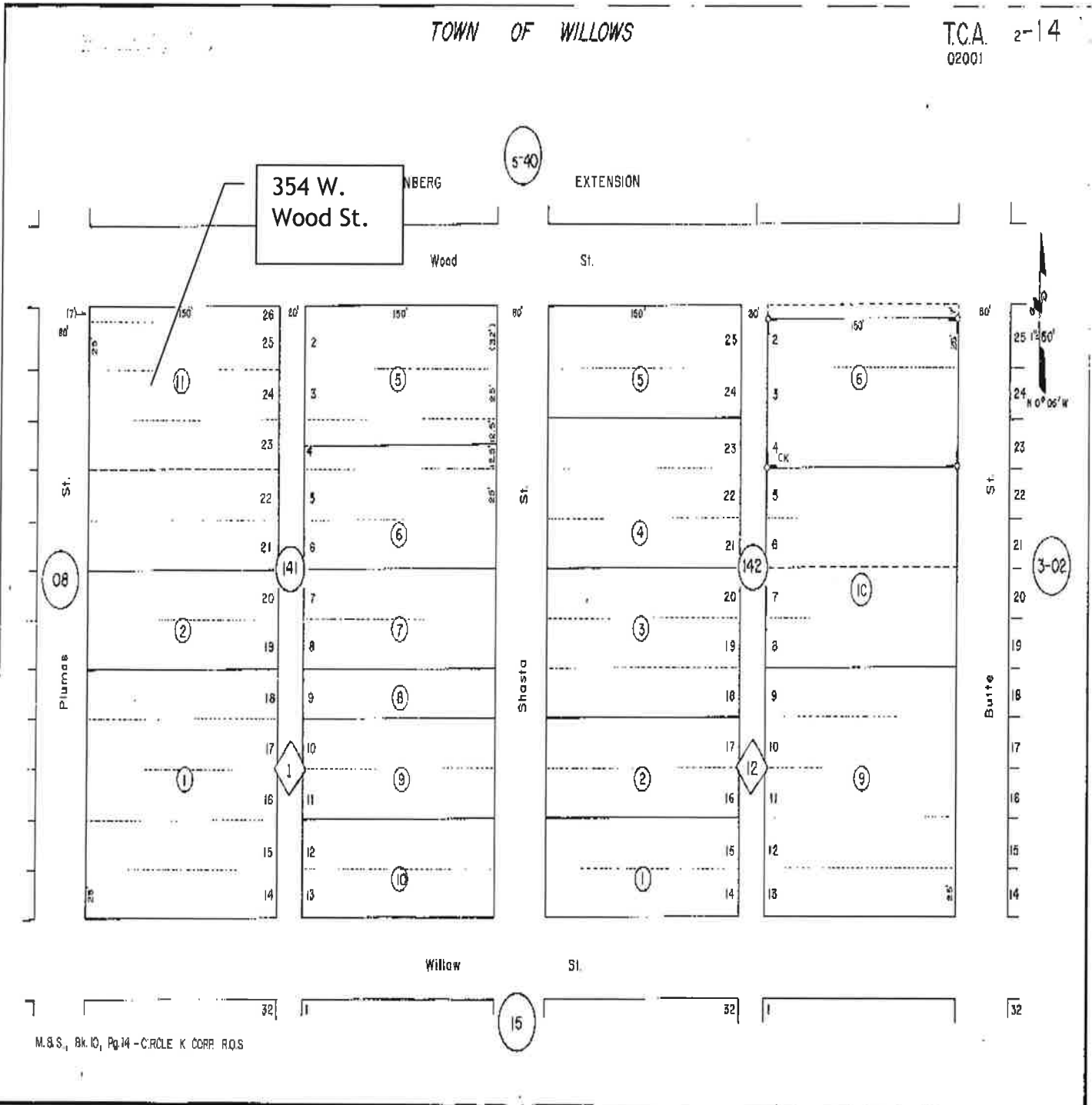
**354 W. Wood Street**

---

APN Map

TOWN OF WILLOWS

T.C.A. 2-14  
02001



**Planning Commission Agenda Report:****February 20, 2019**

Project: Design Review (file# DR-19-01) Request to install roof solar panels to an existing motel (Super 8)

Applicant(s)/Owner: Halcyon Solar/Glenn Hospitality Inn, Inc.

Project Location: 457 N. Humboldt Avenue

Parcel No: 017-330-018

Zoning: Highway Commercial (CH)

General Plan Highway Commercial

**Project Description:**

The applicant Halcyon Solar, on behalf of the property owner, has submitted a planning application requesting Design Review approval for installing new PV solar panels onto the roof of an existing motel. The proposal is to install a total of 202 modules onto the roof top of the Super 8 Motel, covering over half of the roof top. Additionally, the project will require installing a new 250 electrical Amp sub panel, and 400 Amp 3-phase disconnect, along with associated signage labels for the new electrical equipment. Recently this motel installed a new canvas overhang at the front entrance to accent the building. This solar project will add to the enhancement of this building. No other additions or exterior modifications are proposed.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45.030 (Architectural Design Review) of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Highway Commercial. Zoning to the north, south, and east are the same and west of the site is Interstate 5. Commercial uses are located adjacent both north, south and east of the Motel.

The General Plan Land Use Designation for this parcel is Highway Commercial, which allows for commercial uses, including motels.

**Design Review/Project Analysis:**

**Competent Design:** The existing motel structure will support the roof solar panels, which are designed by professionals, in order to provide a skilled design. The roof mounted modules will sit approximately 5" above the roof line, parallel to the roof, as the modules sit 3 inches high plus the additional height of the racking adds another 2 inches for an overall height of 5 inches.

**Parking:** No parking will be affected by this project as the solar installation work will take place on the roof. However, the contractor will secure a safety zone location for lifting and installing all materials on the roof. Users of the motel will not be affected during the construction work.

**Signage:** New signage is proposed with the project; however only for the new electrical equipment that will be installed with the project and not to advertise the motel use.

The project was reviewed internally by the building department for comments which proposed conditions are reflected with those comments.



**Environmental Review and Analysis**

The project (installation of roof solar panels to an existing structure) 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, Class 1, Existing Facilities.

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the installation of new roof solar panels for the Super 8 Motel, for property located at 457 N. Humboldt Street, Assessors Parcel Number 017-330-018, subject to the conditions of approval as shown in Attachment #2 and Attachment #3 site plan.

1. Adopt the Resolution approving the Design Review applications with conditions
2. Deny the Design Review applications with findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan

Submitted by:



Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2019

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-19-01) TO SUPER 8 MOTEL TO INSTALL ROOF MOUNTED SOLAR PANELS TO AN EXISTING COMMERCIAL BUILDING LOCATED AT 457 N HUMBOLDT AVENUE ASSESSORS PARCEL NUMBER 017-330-018**

**WHEREAS**, Halcyon Solar, on behalf of the property owner, has filed for Design Review approval to install 202 solar module panels to the roof of the Super 8 Motel building; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states that all new exterior physical improvements to commercial buildings require Design Review approval, and,

**WHEREAS**, the Planning Commission did, on February 20, 2019, 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 design review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review project proposal to install roof mounted solar panels to the existing Super 8 Motel building, and new electrical equipment necessary for the project, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-19-01, subject to the attached conditions of approval set forth in Attachment #2, and site 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 20<sup>th</sup> day of February 2019, 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  
SUPER 8 MOTEL 6 ROOF TOP SOLAR PANEL INSTALLATION PROJECT  
FOR PROPERTY LOCATED AT 457 N. Humboldt Avenue  
APN; 017-330-018**

**PC approval date: \_\_\_\_\_, 2019**

**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 which granted the installation of 202 solar panel modules onto the roof of the Super 8 Motel, as submitted with application plans.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the City 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. All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. (Contact Finance Department).

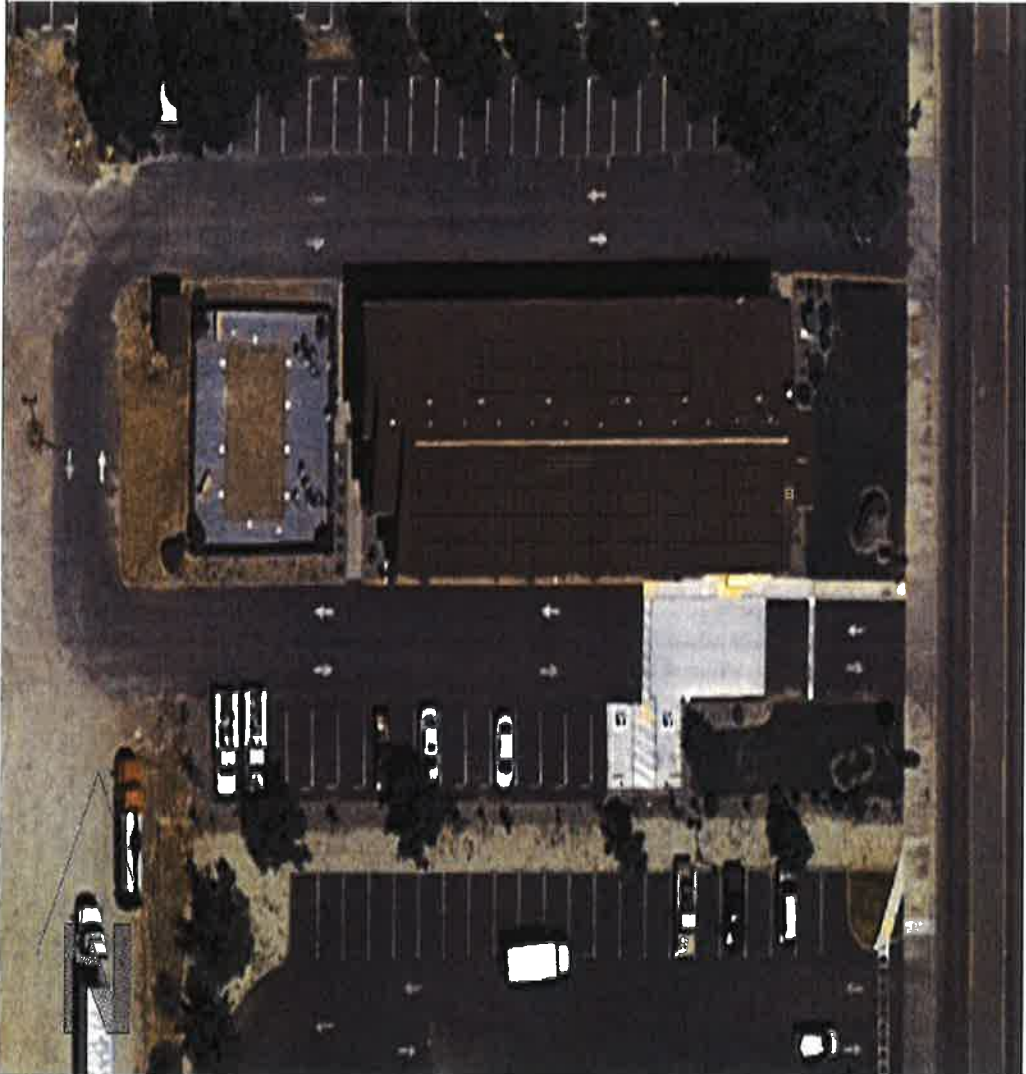
**Building Department**

6. The applicant shall submit a completed building permit application, including appropriate plan check review deposit fees due at the time of building permit/plan submittal.
7. The applicant shall submit 3 complete sets of plans, calculations and specifications to the building department for review.
8. All work shall comply with all Federal, State and Local codes and ordinances and be shown on the plans submitted for review.
9. The applicant shall be responsible for payment of school fees prior to permit issuance. (Willows Unified School District 934-6600).
10. Conditions of Approval shall be shown on plans submitted for review.

SITE PLAN

SUPER 8 WILLEWS

65.65 KW DC S C  
 58.92 KW AC CFC  
 457 N HUMBOLDT AVE  
 WILLEWS, CA 95988



DATE: 1/19/19  
 BY: JEFFREY ADAMS & ASSOCIATES, INC.  
 1000 S. MARKET ST. SUITE 100  
 SAN FRANCISCO, CA 94102

1	PLANNING	1/19
2	REVISIONS	1/19

DATE: 1/19/19  
 BY: JEFFREY ADAMS & ASSOCIATES, INC.  
 1000 S. MARKET ST. SUITE 100  
 SAN FRANCISCO, CA 94102

PROJECT NAME AND LOCATION  
 SUPER 8 WILLEWS  
 457 N HUMBOLDT AVE  
 WILLEWS, CA 95988

**TITLE SHEET**  
 SHEET NO. 1 OF 1  
 DATE: 1/19/19  
 BY: JEFFREY ADAMS & ASSOCIATES, INC.

**Planning Commission Agenda Report:**

**February 20, 2019**

Project: Design Review (file# DR-19-02) Request to install roof solar panels to an existing motel (Motel 6)  
Applicant(s)/Owner: Halcyon Solar/Cross Roads Inn Inc.  
Project Location: 452 N. Humboldt Avenue  
Parcel No: 005-370-002  
Zoning: Highway Commercial (CH)  
General Plan Highway Commercial

**Project Description:**

The applicant Halcyon Solar, on behalf of the property owner, has submitted a planning application requesting Design Review approval for installing new PV solar panels onto the roof of an existing motel. The proposal is to install a total of 247 modules onto the roof top of the motel, covering almost all the roof top. Additionally, the project will require installing a new 400 electrical Amp sub panel and 400 Amp disconnect, along with associated signage labels for the new electrical equipment. Recently this motel received a face lift with the installation of cultured stone as a façade accent to the building. This solar project will add to the enhancement of this building. No other additions or exterior modifications are proposed.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45.030 (Architectural Design Review) of the City of Willows Municipal Code.

**Zoning/General Plan:**

The project site is zoned Highway Commercial. Zoning to the north, south, and west is the same and west of the site the zoning is R-3 (a multi-family apt. complex)  
The General Plan Land Use Designation for this parcel is Highway Commercial, which allows for commercial uses.

**Design Review/Project Analysis:**

**Competent Design:** The existing motel structure will support the roof solar panels, which are designed by professionals, in order to provide a skilled design. The roof mounted modules will sit approximately 5” above the roof line, parallel to the roof, as the modules sit 3 inches high plus the additional height of the racking adds another 2 inches for an overall height of 5 inches.

**Parking:** No parking will be affected by this project as the solar installation work will take place on the roof. However, the contractor will secure a safety zone location for lifting and installing all materials on the roof. Users of the motel will not be affected during the construction work.

**Signage:** New signage is proposed with the project; however only for the new electrical equipment that will be installed with the project and not to advertise the motel use.

The project was reviewed internally by the building department for comments which proposed conditions are reflected with those comments.

**Environmental Review and Analysis**

The project (installation of roof solar panels to an existing structure) 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, Class 1, Existing Facilities.

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the installation of new roof solar panels on the Motel 6 building, for property located at 452 N. Humboldt Street, Assessors Parcel Number 005-370-002, subject to the conditions of approval as shown in Attachment #2 and Attachment 3, site plan.

1. Adopt the Resolution approving the Design Review applications with conditions
2. Deny the Design Review applications with findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan

Submitted by:



Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2019

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-19-02) TO MOTEL 6 TO INSTALL ROOF MOUNTED SOLAR PANELS TO AN EXISTING COMMERCIAL BUILDING LOCATED AT 452 N HUMBOLDT AVENUE ASSESSORS PARCEL NUMBER 005-370-002**

**WHEREAS**, Halcyon Solar, on behalf of the property owner, has filed for Design Review approval to install 247 solar module panels to the roof of the Motel 6 building; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states that all new exterior physical improvements to commercial buildings require Design Review approval, and,

**WHEREAS**, the Planning Commission did, on February 20, 2019, 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 design review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review project proposal to install roof mounted solar panels to the existing Motel 6 building, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-19-02, subject to the attached conditions of approval set forth in Attachment #2, and site plan Attachments 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 20<sup>th</sup> day of February 2019, 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  
MOTEL 6 ROOF TOP SOLAR PANEL INSTALLATION PROJECT  
FOR PROPERTY LOCATED AT 452 N. Humboldt Avenue  
APN: 005-370-002**

**PC approval date: \_\_\_\_\_, 2019**

**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 which granted the installation of 247 solar panel modules onto the roof of the Motel 6, and electrical equipment, as submitted with application plans.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the City 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. All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. (Contact Finance Department).

**Building Department**

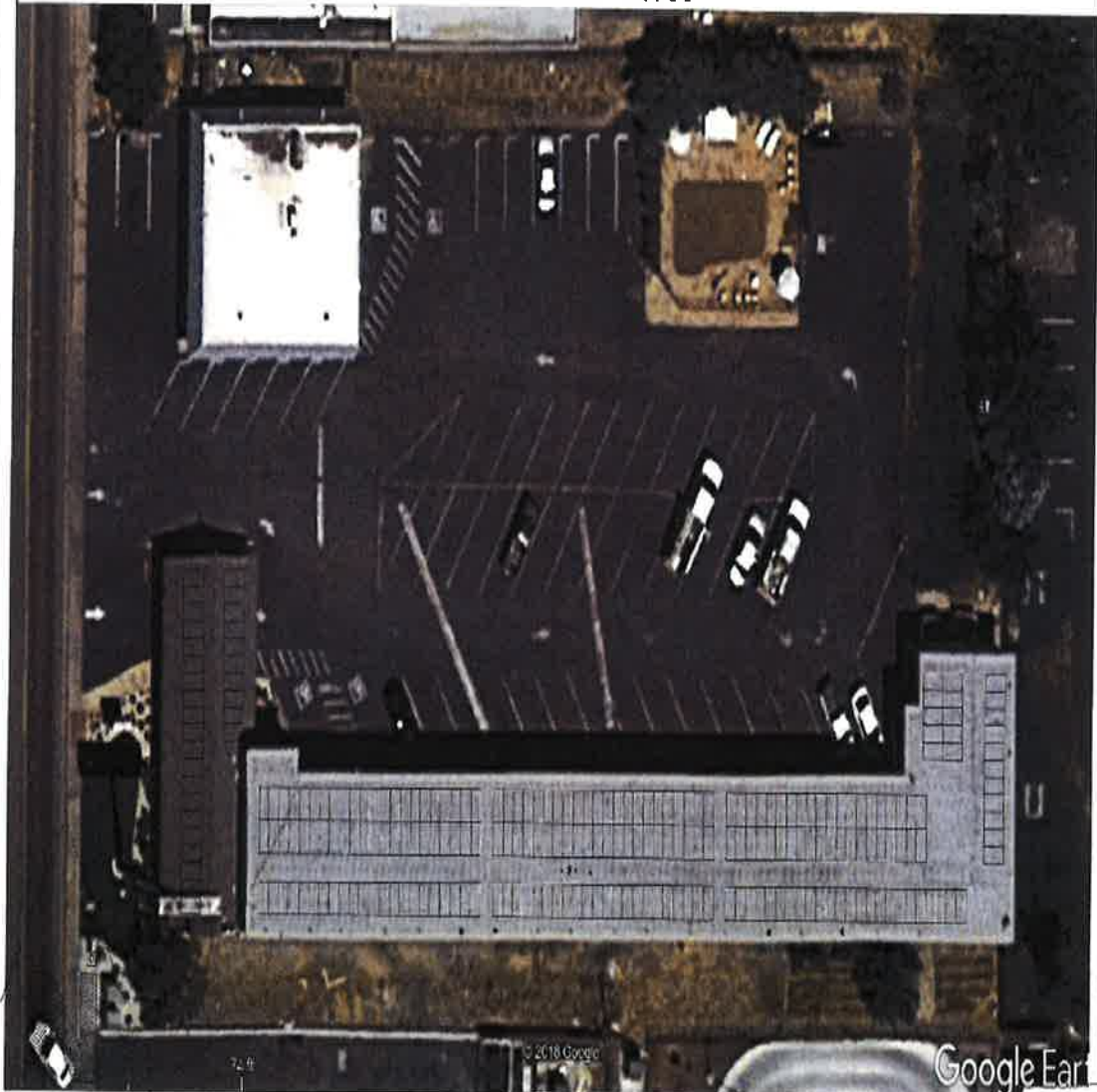
6. The applicant shall submit a completed building permit application, including appropriate plan check review deposit fees paid at the time of building permit/plan submittal.
7. The applicant shall submit 3 complete sets of plans, calculations and specifications to the building department for review.
8. The plans and the project shall comply with all Federal, State and Local codes and ordinances and be shown on the plans submitted for review.
9. Conditions of Approval shall be shown on plans submitted for review.



SITE PLAN

MOTEL 6 WILLIAMS

8522 KW DC SIC  
 75.42 KW AC DEC  
 452 N JUMBHILL AVE  
 WILLIAMS, CA 95988



Scale: 1:1000

NO. OF SOLAR PANELS: 10000  
 TOTAL AREA: 10000 SQ. FT.  
 TOTAL KW: 8522 KW DC SIC  
 75.42 KW AC DEC

Project Name	MOTEL 6 WILLIAMS
Client	WILLIAMS, CA 95988
Project No.	DR-19-02
Date	1/17
Scale	1:1000

**TITLE SHEET**