

PLANNING COMMISSION

Peggy White, Chair
Walter Michael, Vice Chair
Jose Hansen, Commissioner
Candis Woods, Commissioner
Robert Griffith Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn



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

PLANNING COMMISSION MEETING AGENDA
Wednesday February 21, 2018
7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. ***(Public Comments are generally restricted to three minutes.)***
6. **Approval of Minutes:** Minutes of Planning Commission meeting held January 17, 2018
7. **Public Hearing(s)/New Business**
 - (a) **Annual HCD Housing Element Progress Report** for period from January 1, 2017 to December 31, 2017 Commission review/comments
 - (b) **Design Review Application (File# DR-13-04 Amendment #1)**
Applicant/Owner: Russell Morgan/Assessors Parcel Number: 005-370-004/ 1261 W. Wood Street/Highway Commercial Zoning District/Highway Commercial Land Use Designation/Request for design approval on exterior dryer building to augment the new automated car wash
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 16, 2018.

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 January 17, 2018**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Woods led the pledge of allegiance.
3. **City Clerk to administer Oath of Office to new Planning Commissioner Jose Hansen** – City Clerk, Robyn Johnson, administered and Commissioner Hansen took his place at the dais.
4. **Roll Call:** Karen Mantele, Planner; Wayne Peabody, Interim City Manager; Robyn Johnson, City Clerk; Maria Ehorn, Minute Clerk.

Commissioners:
PRESENT: Griffith, Michael, Hansen, Woods, White
ABSENT:
5. **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.
6. **Public Comment:** Chair Griffith introduced the item. No public comments were made.
7. **Approval of Minutes:** It was moved by Commissioner Woods and seconded by Commissioner to Michael approve the minutes of December 20, 2017

The motion passed unanimously 5/0 by the following voice vote:

AYES: Griffith, Michael, Hansen, Woods, White

NOES:

ABSENT:

ABSTENTION

8. NEW BUSINESS/PUBLIC HEARING(S):

a. Election of Planning Commission Chair and Vice Chair

Chair Griffith introduced the item. Ms. Mantele went over the process of elections for Planning Commission Chair and Vice Chair for those in the audience who may be unfamiliar with procedures.

A nomination for Walter Michael for Vice Chairman was made. The nomination was accepted unanimously by the Commission.

A nomination for Peggy White for Chairman was made. The nomination was accepted unanimously by the Commission.

- b. Tentative Parcel Map (File# TM-18-01) Applicant/Owner: City of Willows** 1600 Hwy 99/Tehama Street/Assessors' Parcel Number(s):017-170-029/MH/PF(Heavy Industrial/Public Facilities) zones/General Industrial/Public Facilities & Services Land Use Designations/Request to subdivide one lot (126.580 acres) into one parcel (1.7 acres) and a remainder

Chair White introduced the item. Ms. Mantele presented the staff report. Chair White opened the public hearing. No public comments were made. Chair White closed the public hearing.

Motion: Commissioner Griffith/Second: Commissioner Hansen

Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending to the City Council approval of tentative parcel map (#TM-18-01) for the subdivision of one parcel into one separate parcel of 1.7 acres in size and a remainder of 124.88 acres for property located at 1600 Hwy 99 Assessor's Parcel Number 017-170-029.

The motion passed unanimously 5/0 by the following voice vote:

AYES: Griffith, Michael, Hansen, Woods, White

NOES:

ABSENT:

ABSTENTION:

c. Cannabis Land Use Discussion

Chair White introduced the item. Ms. Mantele presented the staff report. Discussion and commentary was had regarding the zoning, 1,000 foot and 600 foot setback restriction which includes Churches in the area setback restriction.

Chair White opened the item for public comment. Several people from the public spoke regarding dispensaries, the 1000 foot setback restriction vs the 600 foot setback, zoning areas to allow a dispensary within, the downtown business area and future business trends.

Discussion was had among the Commission regarding a 600 foot setback restriction versus the 1000 foot setback restriction.

It was the consensus of the Commission to give direction to staff to recommend to City Council to add the CC (Central Commercial) zone to the three already proposed zones, CG/ML/PD (General Commercial/Light Manufacturing/Planned Development), CG/PD (General Commercial/Planned Development) and HC (Highway Commercial). It was 4 to 1 approval to recommend the City Council reduce the setback restriction from 1000 feet to 600 feet.

9. COMMISSION COMMENTARY:

- a. Ms. Mantele reminded the Commission there is a Planning Academy coming up in April and recommended to have the 2 newest Commissioners attend. Karen suggested the next Planning Commission meeting to be February 14, 2018 due to Ms. Mantele not being available for the 21st. The Commission was in favor of the 14th for the next meeting. Staff also stated they will be bringing back R-1 guidelines probably in March for further review.
- b. Ms. Mantele stated she has had some inquiries regarding some vacant buildings downtown and along Wood Street. Staff had also been approached about the tentative map subdivision located on the corner of Elm and Merrill Street about possibly putting up town houses which would require a rezone.

10. ADJOURNMENT: 7:58 pm

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report

February 21, 2018

Project: **General Plan Annual Progress Report**
A review and discussion regarding the City of Willows General Plan Year End Review for period from January 1, 2017 to December 31, 2017

Project Location: **City Wide**

Environmental: **This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306**

Project Description:

The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, reports the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Additionally the APR includes the RHNA numbers and where the City stands with meeting these numbers. *(The current RHNA planning period covers from January 1, 2014 to June 30, 2019).*

Analysis:

The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, and updated Housing Elements in 2005, and 2010.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (*Glenn County for Willows*) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability between the years of 2014 to 2019, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	7	11.1
Very Low	8	12.7
Low	11	17.5
Moderate	11	17.5
Above Moderate	26	4.3
TOTAL	63	100%

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element.

2017 Accomplishments:

The City approved a Use Permit to allow a two unit residential use within a commercial zone of the City, which will assist with meeting out RHNA goals.

Certificate of occupancy's were issued for two new single family dwellings during the year of 2017. These two lots have sat vacant for a number of years and have not been developed. These lots were missed on the vacant lands chart in the last housing element update. These developed units would fall into the above moderate income category.

Programs to Accomplish before end of Housing Element timeframe:

Program HD-1.2.1 refers to the Planning Commission meeting at least twice during the 2014-2019 planning period to review the zoning map and land use map with consideration of meeting future housing needs, and to work closely with Glenn Count to ensure orderly development of unincorporated lands. The Commission has been working on developing R-1 Design Guidelines for future housing. Although not final yet, these guidelines will be used for any new housing developments that come into the city.

Program HD-1.4.5 requires the City to promote market rate and affordable housing sites, housing program and support services by developing an informational brochure discussing the opportunities by June 2015. Staff has not prepared this brochure as of yet, but anticipate completion by end of year.

Program RC-1.1.1 requires the City to periodically re-examine the Zoning Ordinance for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations. The City has not had any inquiries within the past year for new housing construction or considerations for reducing cost of such. The Density Bonus section of the City's zoning ordinance allows for the City to take into consideration, requests for reductions such as parking, and will continue to work with future developers with their needs and requests.

Program RC-1.2.1 requires the City to survey other cities in Glenn County area to ensure that local development fees do not become a constraint on housing production. Survey to be completed by 12/2016. The survey has not been completed as of yet; however Staff anticipates this survey will be done within a couple of months.

Program EO-1.1.1 requires the City to disperse information to the pubic regarding an Equal Housing Opportunity Program and fair housing laws. This informational program is to be completed by 12/2016. The program has not been developed as yet, however Staff is in communication with the County regarding this topic and intends to prepare the program by the end of the year.

STAFF RECOMMENDATION:

That the Planning Commission review the General Plan Annual Report, and by motion forward the report with any amendments to the City Council, and thereafter to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:



Karen Mantele
Principal Planner

Attachments:

1. State General Plan Annual Element Progress report forms
2. List of 2014-2019 Housing Element Programs

Annual Element Progress Report

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (OCR Title 25 §8202)

Attachment 1
 page 1 of 5

Jurisdiction: City of Fallows
 Reporting Period: 1/1/2017 - 12/31/2017

Table A
 Annual Building Activity Report Summary - New Construction
 Very Low-, Low-, and Mixed-Income Multifamily Projects

Special Section/Project Name or Address	Unit Category	Furniture	Apartment/Independent Tenants					Total Units per Project	Total Units Under Construction	Housing with Financial Assistance or Other Subsidies	
			Very Low Income	Low Income	Mixed Income	Other	Subsidized			Other	
1	2	3	4	5	6	7	8	9	10	11	
508 S Crawford Ave 1	1					1	1				
508 S Crawford Ave 1	1					1	1				
(9) Total of Moderate and Above Moderate from Table A3											
(10) Total of Income Table A43											
(11) Total Extremely Low-Income, J-111*											

* Note: These fields are voluntary

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §8202)**

Jurisdiction: City of Willmar
 Reporting Period: 1/1/2017 to 12/31/2017

**Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects**

Project Name (may be different from project name on plan or subdivision)	Housing Development Information						Housing with Financial Assistance and/or Social Residences	Housing with Financial Assistance or Social Residences
	1	2	3	4	5a	5b		
	Use Category	Source Restricted or Direct	Attainability by Household Income		Total Units for Project	Assistance Requested for Each Development	Total Estimated Units*	
			Very Low Income	Low Income	Moderate Income	Moderate Income		
500 S Chestnut Ave 1						1	1	
300 S Chestnut Ave 1						1	1	
(B) Total of Moderate and Above Moderate from Table A.3 ▶▶ 0 0 0 0 (C) Total by Income Table A.4.3 ▶▶ 2								

* Note: Total units are voluntary

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**
(CCR Title 25 §6202)

Jurisdiction: City of Willows
Reporting Period: 1/1/2017 - 12/31/2017

**Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant
to GC Section 65583.1(c)(1)**

Please note: Units may only be counted in the table in activities if a permit has been issued for the project. Units that are not permitted are not counted in the table. Units that are not permitted are not counted in the table. Units that are not permitted are not counted in the table.

Activity Type	Feasibility by Household Income			TOTAL UNITS
	Extremely Low Income	Very Low Income	Low Income	
Unit Rehabilitation Activity				0
Other Activities				0
Total Units by Activity	0	0	0	0

* Note: This field is voluntary

**Table A3
Annual Building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

	1. Single Family		2. 2-4 Units		3. 5+ Units		4. Second Unit		5. Mobile Homes		7. Number of Infill Units
	1	2	3	4	5	6	7	8	9		
No. of Units Permitted for Moderate											0
No. of Units Permitted for Above Moderate											0

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202.)

Jurisdiction: City of Willows
Reporting Period: 1/1/2017 - 12/31/2017

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level	RINA A number by letter level	2014	2015	2016	2017	2018	2019	2020	2021	Total Permitted Units by Income Level
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	
Very Low		0	40							40
Low										
Moderate				1						1
Above Moderate										
Total RINA By CCG			40	1						41
Total Units										41
Remaining Need for RINA Period										41

Units in the sleeping capacity but income households are included in the very low income permitted in the table

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: City of Willawa
Reporting Period: 1/1/2017 - 12/31/2017

Table C
Program Implementation Status

Program Description (by Housing Element Program Name)	Name of Program	Objective	Timeline in HLE	Status of Program Implementation
		Housing Programs Progress Report - Government Code Section 65023. The objective of all programs is to make efforts to remove government constraints to the maintenance, improvement, and development of housing as defined in the housing element.		
Program HD-1.1.1	Program HD-1.1.1	Monitor and respond for developments	on going	City continues to work with Hsg dev that approach the city
Program HD-1.2	Program HD-1.2	Work with City for orderly development	on going	No amendments proposals have been received
Program HD-1.3	Program HD-1.3	Review zoning needs for consistency	by 10/31/15 completed	
Program 1.2.1	Program 1.2.1	PLC to meet during Planning Week	2x per year	Staff has discussed w/CC regarding zoning map
Program HD-1.3.1	Program HD-1.3.1	offer program consulting to developers	on going	Items for entitlements are available for public
Program HD-1.4	Program HD-1.4	Assist in dev of affordable housing	annually	City continues to work with Hsg dev that approach the city
Program HD-1.4.1	Program HD-1.4.1	Support emergency housing program	on going	City works in conjunction w/City HFA. No requests received
Program HD-1.4.2	Program HD-1.4.2	Expand Home Ownership through	annually	As Hsg funds become available will be made to public
Program HD-1.4.3	Program HD-1.4.3	Offer incentives to Hsg dev	2014-2019	City speaks with housing developers during year
Program HD-1.4.4	Program HD-1.4.4	Offer incentives to Hsg dev	on going	The City continues to work with Hsg dev that approach the city
Program HD-1.4.5	Program HD-1.4.5	Offer incentives to Hsg dev	annually	City continues to make Hsg funds for low income mortgage
Program HD-1.4.6	Program HD-1.4.6	Offer incentives to Hsg dev	annually	City continues to make Hsg funds for low income mortgage
Program EC-1.1	Program EC-1.1	Promote weatherization programs	on going	City works with City HFA to administer program
Program EC-1.2	Program EC-1.2	Support Energy Audits	on going	City supports free energy audits to homes in city
Program EC-1.2.1	Program EC-1.2.1	Encourage Solar Energy	on going	City has issued several solar permits within year
Program MI 1.1.1	Program MI 1.1.1	Apply for rehab funds	annually	City holds public info mtg on funding
Program MI 1.2.1	Program MI 1.2.1	Apply for code enforcement	on going	Code enforcement is done by city
Program RC 1.1.1	Program RC 1.1.1	Re-examine code to reduce impact on utilities dev	on going	City will continue to develop code ways
Program RC 1.2.1	Program RC 1.2.1	Survey existing utilities dev	12/16	City to develop survey by year of
Program RC 1.3.1	Program RC 1.3.1	Amend 20 definition of family	by 6/15	Completed
Program RC 1.3.2	Program RC 1.3.2	Amend 20 definition of family	by 6/15	Completed
Program TO 1.1.1	Program TO 1.1.1	Prepare info program on equal housing	by 12/15	Not completed - intend by end of year

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction: City of Willows
Reporting Period: 1/1/2017 - 12/31/2017

General Comments:

[Empty box for general comments]

The CITY OF WILLOWS continues to work on meeting the goals of the Housing Element Program. There have been several programs that have been started that have been included in the 2014 SCIP Housing Element.

Housing Element Programs

2014-2019 Housing Element/City of Willows

2018 – status of programs

A Program is an action or procedure that carries out the goals and policies of the Housing Element.

PROGRAM	TIMEFRAME	STATUS
<p>Program HD-1.1.1: Continue to monitor the available residential land in the city to ensure adequate sites are available for the development of housing. The City will consider partnering with a developer interested in developing affordable housing and/or housing for seniors or persons with disabilities, to provide financial assistance (as funding is available)</p>	<p>As developers approach the City and as funding is available</p>	<p><i>City staff has not been approached by any affordable housing developers this year. Staff has discussed with two property owners about rezoning their property from R-1 to R-3 to allow for multi-family housing. No applications have been submitted as yet.</i></p>
<p>Program ID-1.1.2 Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas.</p>	<p>The City will meet with County staff on an as-needed basis when future annexations are proposed</p>	<p><i>No annexations have been proposed</i></p>
<p>Program HD-1.1.3: Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts. In the interim, between Housing Element adoption and the revision of the Zoning Ordinance, the City shall allow a density of 16-30 units in the R-3 and R-P zoning districts in order to be consistent with the General Plan densities for those corresponding land use designations. Additionally, the City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis as required by state law.</p>	<p>Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually</p>	<p><i>Zoning Ordinance revisions Completed in 2015. The City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis.</i></p>
<p>Program ID-1.2.1: The City Planning Commission will meet at least twice during the 2014–2019 planning period to review the City zoning map and land use map with consideration of meeting future housing needs. Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands</p>	<p>Attend monthly meetings and review the zoning and land use maps twice during the planning period</p>	<p><i>Staff has worked this year with the Planning Commission on drafting R-1 Design Guidelines for future housing developments.</i></p>

<p>adjacent to the city and the consistency of land use policies and development standards in those areas. The City will continue to participate in the monthly joint meetings of the Glenn County Board of Supervisors and the two City Councils.</p>		
<p>Program HD-1.3.1: The City's architectural design review process applies to all zoning districts in the city. Two specific areas of the city have overlay design guidelines, the "Historic Downtown" and "Wood Street." These guidelines are used to preserve historic design characteristics and guide future design to create buildings worth preserving. The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement.</p>	<p>Ongoing, as projects are processed through the Planning Department</p>	<p><i>Public information handouts for Design Review are made available to prospective developers as well as other entitlements</i></p>
<p>Program HD-1.4.1: Assist in the development of affordable housing by continuing to work with entities such as Self-Help Housing and CHHP Housing in support of the application for funds and the identification of appropriate sites for potential development of units affordable to extremely low-, very low-, and low-income households. Grants that the City will apply for (when available) in the future include HOME and CDBG General Allocation funds</p>	<p>Annually apply for funds as NOFAs are released</p>	<p><i>City staff has not met with any affordable housing developers this year. However a recent 24 unit MH housing complex approved did not get HOME funding but the developer has reached out to the City about re-applying for HOME money again to move this project forward.</i></p>
<p>Program HD-1.4.2: Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing. The City will continue to facilitate coordination between city residents in need and the services provided through the County program. Specifically, persons needing emergency shelter are provided contact information for the County Office of Emergency Services.</p>	<p>Ongoing, 2014-2019.</p>	<p><i>The City works in conjunction with the County of Glenn HR department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of Glenn.</i></p>
<p>Program HD-1.4.3: Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available</p>	<p>Apply for CDBG allocations annually</p>	<p><i>As housing funds become available they will be made public.</i></p>

<p>Program HD-1.4.4. Glenn County recently conducted a senior housing needs assessment to identify the existing and future housing needs of senior citizens. According to this survey, Willows could support a small project that provides a continuum of care, with a combination of independent housing, assisted living, and memory care. The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding.</p>	<p>2014-2019. Offer incentives on an ongoing basis as developers show interest in developing senior housing.</p>	<p><i>A 19 unit senior housing complex was completed in 2015. No new developers have come before the City to propose senior housing.</i></p>
<p>Program HD-1.4.5. Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. The City will promote market-rate and affordable housing sites, housing programs, and financial assistance available from the city, county, state, and federal governments by developing and informational brochures discussing housing opportunities in the City and providing this information at City Hall and City Planning Department. In addition, as appropriate, the City will apply for or support others' applications for funding under state and federal programs designated specifically for special needs groups.</p>	<p>Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015.</p>	<p><i>The City continues to work with developers to bring about special housing needs to the City.</i></p> <p><i>An informational brochure to promote all forms of housing opportunities has not been prepared as of yet.</i></p>
<p>Program HD-1.4.6. Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually. As</p>	<p>Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available.</p>	<p><i>The City encourages development of affordable housing and will continue to seek funding to support this issue.</i></p> <p><i>The City continues to monitor the housing needs for extremely low income households through requests for this type of housing.</i></p>

<p>funding becomes available, the City will prioritize a portion of the funds to encourage the development of housing (i.e., SROs) for extremely low-income households. In addition, the City will consider incentives or regulatory concessions to encourage the development of SROs as new development is proposed in the City.</p>		<p><i>The City has not received any requests or inquiries for SRO's within the City.</i></p>
<p>Program EC-1.1.1: Promote and encourage the "weatherization" program administered by the Glenn County Human Resources Agency and funded by Pacific Gas and Electric</p>	<p>Ongoing, 2014-2019, and as funding is available</p>	<p><i>The City works with the Glenn County HRA to administer these programs.</i></p>
<p>Program EC-1.1.2: Continue to support the energy audits free to all homes located within the city limits</p>	<p>Ongoing, 2014-2019, and as funding is available</p>	<p><i>The City supports free energy audits to homes in the City.</i></p>
<p>Program EC-1.2.1: Encourage use of solar energy considerations in new residential construction</p>	<p>Ongoing, 2014-2019, and as projects are processed through the Planning Department</p>	<p><i>The City Building Department has issued numerous solar energy permits for residents within the City over the past year..</i></p>
<p>Program MI-1.1.1: Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs. When funding is obtained, the City will make information regarding the program available at City Hall and at the Glenn County Human Resource Agency</p>	<p>2014-2019. Annually apply for CDBG, HOME, and other state and federal funding</p>	<p><i>The City holds a public informational hearing with the City Council in the spring to inform the residents of CDBG/HOME funding.</i></p>
<p>Program MI-1.2.1: Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments</p>	<p>Ongoing, 2014-2019</p>	<p><i>The City Building Department enforces all building, electrical and fire codes with all residential permits issued and thereafter inspected</i></p>
<p>Program RC-1.1.1: Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations</p>	<p>Biannually, 2014-2019.</p>	<p><i>The City is held to comply with the California Building Codes regarding basic health and safety. Staff will bring forth any ideas for the Zoning Ordinance to re-examine for possible amendments to reduce housing construction costs.</i></p>

<p>Program RC-1.2.1: Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production</p>	<p>Survey by December 2016</p>	<p><i>A survey has not been conducted yet; however anticipate within 4 months to be completed</i></p>
<p>Program RC-1.3.1: In order to fully comply with SB 2 (Cedillo), amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones</p>	<p>Amend Zoning Ordinance by June 2015</p>	<p><i>Completed in 2015</i></p>
<p>Program RC-1.3.2: In order to comply with state housing law, amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family"</p>	<p>Amend Zoning Ordinance by June 2015</p>	<p><i>Completed in 2015</i></p>
<p>Program EO-1.1.1: In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows. Translators for Hmong, Lantian, and Spanish languages are available to City staff if needed.</p>	<p>Establish Equal Housing Opportunity Program by December 2015</p>	<p><i>An informational program has not yet been established. Staff anticipates completion of the information by the end of the year and will be distributed and displayed for the public.</i></p>

LIST OF HOUSING ELEMENT PROGRAMS

Planning Commission Agenda Report:

February 21, 2018

Project: Construct an exterior dryer building for use with automated car wash
 Design Review (File DR-13-04)- Amendment #1
 Applicant(s)/Owner: Russell Morgan/same
 Project Location: 1261 W. Wood Street
 Parcel No: 005-370-004
 Zoning: Highway Commercial (CH)
 General Plan Highway Commercial

Background:

On December 4, 2013 the Planning Commission heard and approved a Design Review request from Mr. Russell Morgan to construct an automated car wash building, with the project to include site landscaping, parking, trash enclosure, and 4 vacuum canisters. Since that time the car wash has been in operation and functioning.

Project Description:

The property owner proposes to construct a 16' x 8' long building (129 square feet), six feet in front of the existing car wash building to house a vehicle dryer system which will augment the automated car wash system. The new dryer system will have one dryer on each side and two dryers on the top. The current dryer system is located within the enclosed car wash building, however is not providing a dried car upon exiting the car wash. Mr. Morgan would like to construct a separate building which will house a vehicle drying system and be located adjacent to the car wash building. Cars will exit the existing car wash and enter the proposed building for additional drying. The dryer is approximately 10.5 feet high and 8.5 feet wide. The project will include removal of an existing asphalt concrete area in front of the carwash approximately 24' x 16' wide.

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 CH (Highway Commercial). Northeast of the site is an apartment complex and zoning is R-3. East and West of the site are commercial uses with the same zoning. To the south is Wood Street and across the street are commercial uses.

The General Plan Land Use designation for this site is Highway Commercial 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 construct a 128 square foot building adjacent to the car wash building. The new building will sit in front of the car wash building and match the design of it. The new look will be visible from the public street but will not hinder the relationship between the structure or surrounding structures, but add to the character of the car wash.

Relationship between Development and Neighborhood: The proposed project would not be out of character for the neighborhood as the new dryer building will match the look and curved shape of the car wash building.

Drives, Parking and Circulation: This project does not affect the driveway, parking or circulation of the car wash business or surrounding businesses.

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.



Existing car wash building



Proposed dryer building

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval to Russel Morgan to construct a 128 square foot dryer building, subject to the conditions of approval as shown in Attachment #2 and proposed dryer system Attachment 3.

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 proposal with appropriate findings for denial

Attachments:

- 1. Draft Planning Commission Resolution
- 2. Proposed Conditions of Approval
- 3. Dryer System Cut Sheets
- 4. Site Plan

Submitted by:


Karen Mantele/Principal Planner

PC RESOLUTION NO. _____-2018

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE # DR-13-04-AMENDMENT #1) TO RUSSEL MORGAN TO CONSTRUCT AN EXTERIOR 128 SF VEHICLE DRYER BUILDING ADJACENT TO THE EXISTING AUTOMATED CAR WASH BUILDING FOR PROPERTY LOCATED AT 1261 W WOOD STREET ASSESSORS PARCEL NUMBER 005-370-004

WHEREAS, the applicant, Russel Morgan, has filed a Design Review planning application to obtain approval for the construction of a 128 SF vehicle dryer building to augment the automated car wash; 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 February 21, 2018, 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 construct a 128 SF dryer building for the existing automated car wash is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review File #DR-13-04 Amendment #1, subject to the attached conditions of approval set forth in Attachment #2; and dryer cut sheets 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 21st day of February 2018, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Peggy White, Chairperson

ATTEST: _____
Recording Secretary, Maria Ehorn

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
RUSSEL MORGAN/DRYER BUILDING
FOR PROPERTY LOCATED AT 1261 W. Wood Street
APN; 005-370-004**

PC approval date: _____, 2018

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 construction of a 128 SF dryer building and removal of asphalt in front of the car wash building.
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. The plans shall be designed using the most current applicable Federal, State and Local codes and ordinances.

VEHICLE DRYER SYSTEM

Cyclone® Vehicle Dryer
Specifications

TOP VIEW

ENTRANCE VIEW

SIDE VIEW

Dimensions shown: 171", 126", 58", 90" h x 100" w, 136", 71", 126", 40"

Models 36-194, 36-198
Cyclone® Touch-Free Dryers

Overall Height: 126"
Overall Width: 171"
Overall Length: 58"

Maximum Vehicle Clearance: 90" h x 100" w

Air Flow:
10 H.P. Blower Assy. 3,600 CFM
15 H.P. Blower Assy. 4,000 CFM

Air Velocity:
10 H.P. Blower Assy. 162 MPH
15 H.P. Blower Assy. 182 MPH

Amp Load:
10 H.P. Blower Assy. 23 amps @ 230/360 volts
15 H.P. Blower Assy. 34 amps @ 230/360 volts
1/4 H.P. Dac. Motor 5.8 amps @ 115/180 volts

Bearings:
Jack Shafts 1", 2-bolt, p.flw block
Drive Rods 1/2", 2-bolt, flanged

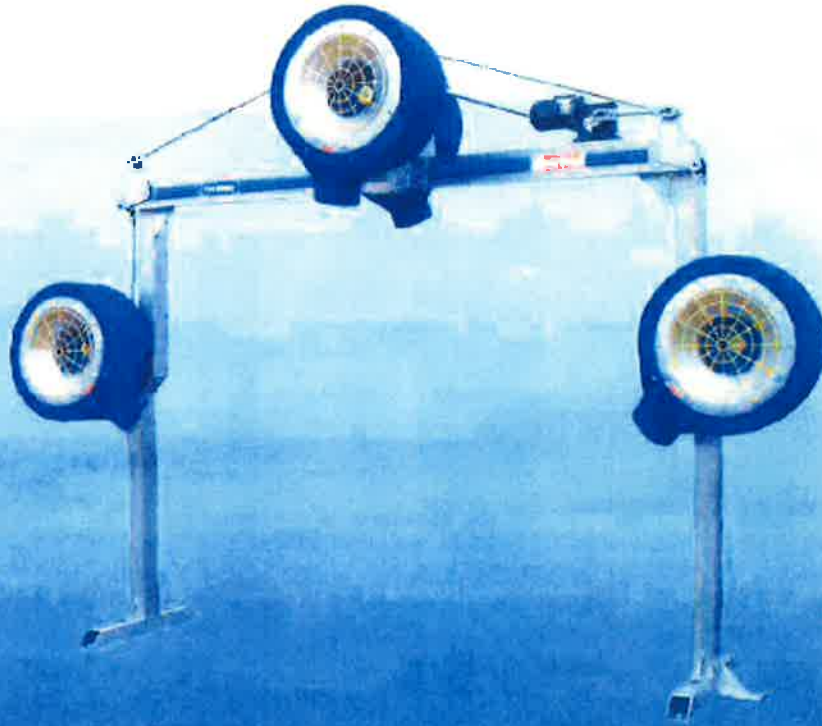
NOTE: Motor starters and activation system required.

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The Dryer Pros, L.L.C. - 3425 West Diamond Road - Phoenix, AZ 85017, U.S.A. - 800-272-2940 - Fax: 602-372-2800

Cyclone®

Vehicle Drying System



Standard Features

- Powerful oscillating* air streams efficiently strip water from vehicles
- Top nozzles overlap centerline
- 4 or 6 nozzle models available
- 10 H.P. or 15 H.P. motors and impellers
- One-piece polymer housings have oval shaped discharge nozzles
- Heavy aluminum construction

Optional Features

- Air On-Demand system†
- Dual Port "flip" nozzles†
- Motor Control Centers with Step-Start Feature
- Variable Frequency Drives

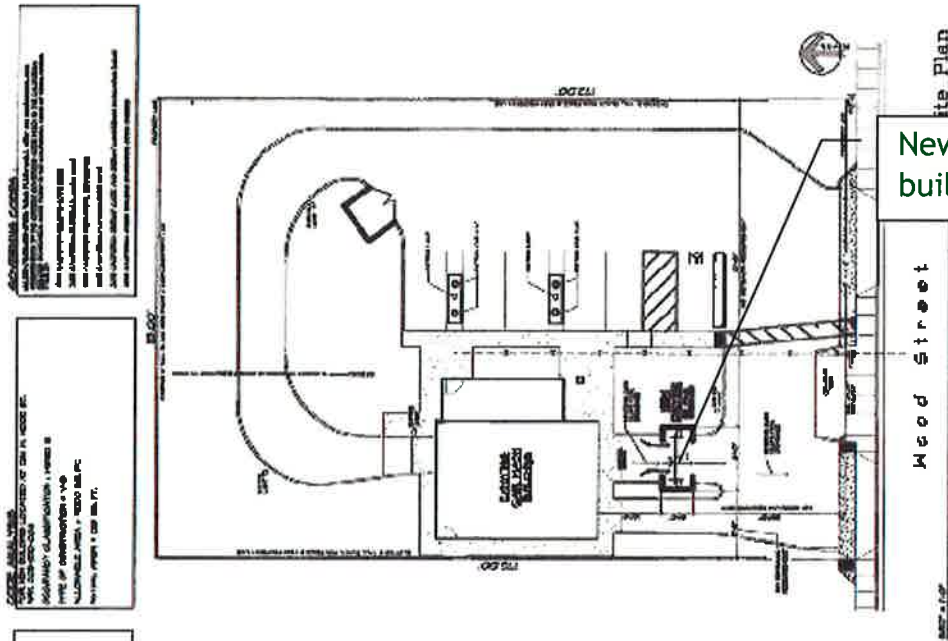
† Patented Features

The Dryer Pros

The Dryer Pros, LLC • 2425 New Osborn Road • Phoenix, AZ 85017, U.S.A. • 602-272-2540 • Fax: 602-272-2550 • www.dryerpros.com

Site Plan

 Hallow Amarty Designs <small>ARCHITECTURAL & ENGINEERING SERVICES</small>	DRYER BUILDING RESIDENTIAL WORK 1000 S. 10th WYOMING 82001	1 1/8" = 1'-0"	A1
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GENERAL NOTES:
 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL JURISDICTIONS.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITIES INFORMATION AND MARKING PRIOR TO CONSTRUCTION.
 4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
 6. THE CONTRACTOR SHALL MAINTAIN PROPER EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
 8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL CONSTRUCTION ACTIVITIES.
 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.
 10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL CONSTRUCTION ACTIVITIES.

PROJECT INFORMATION:
 PROJECT NAME: DRYER BUILDING
 PROJECT ADDRESS: 1000 S. 10th, WYOMING, 82001
 CLIENT: [REDACTED]
 ARCHITECT: Hallow Amarty Designs
 DATE: 02/21/2018
 DRAWING NO.: A1
 SCALE: 1/8" = 1'-0"

