



Willows Planning Commission Regular Meeting

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

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

April 17, 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 held on and March 20, 2019
7. **NEW BUSINESS/Public Hearing(s)**

(a) Use Permit/Home Occupation (File#UP-19-02) Applicant/Property Owner: Joan Costaras/Plaza de las Americas Rancho Square LLC/235 N. Plumas Street; APN002-093-003/R-1 (Low Density Residential) zone/ Low Density Land Use Designation/ Use Permit to allow Home Occupation within an existing structure

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 April 12, 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.

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 MARCH 20, 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 for free PodBean recordings.

1. **Call to Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Griffith led the pledge of allegiance.
3. **Roll Call:**
Staff:
Karen Mantele, Planner; Maria Ehorn, Minute Clerk
Commissioners:
PRESENT: Griffith, Hansen, Woods, White, Owen
ABSENT:
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. Gary Evans was in attendance and gave a brief update on the 601 N Tehama Street project. A brief exchange was had.
6. **Approval of Minutes:** Approval of minutes of the regular Planning Commission meeting(s) held on January 16, 2019 (Corrected) and February 20, 2019.
Action:
Motion: Vice Chair Hansen/Second: Commissioner White
Moved to approve the minutes of the January 16, 2019 meeting.
The motion passed unanimously 5/0 by the following voice vote:
AYES: Griffith, Hansen, Woods, White, Owen
NOES:
ABSENT:
ABSTENTION:
Action:
Motion: Commissioner Woods/Second: Vice Chair Hansen
Moved to approve the minutes of the February 20, 2019 meeting.
The motion passed unanimously 5/0 by the following voice vote:
AYES: Griffith, Hansen, Woods, White, Owen
NOES:
ABSENT:
ABSTENTION:
7. **NEW BUSINESS/PUBLIC HEARING(S):**
 - a. **General Plan Annual Progress Report / A review and discussion regarding the City of Willows General Plan Year End Review for period from January 1, 2018 to December 31, 2018.**
Chair Griffith introduced the item. Ms. Mantele presented the staff report. A question and answer session was had between Commission and Staff.
Chair Griffith asked if there were any comments from the public. No comments were made.

Action:

Consensus: Consensus of Commission

Consensus of the Commission to forward the report with any amendments to the City Council, and thereafter direct staff to send the report 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).

Consensus was unanimous 5/0

- b. **Design Review (File#DR-19-03) Applicant/Owner: Gary Evans/same/Site 126-132 W. Sycamore Street; APN: 003-051-007/CC (Central Commercial) zone/ General Commercial Land Use Designation/ /Design Review for exterior facade improvements to an existing commercial building.**

Chair Griffith introduced the item. Ms. Mantele presented the staff report. A discussion was had between the Commission and Staff. Mr. Evans was in the audience and spoke regarding the above item.

Chair Griffith opened the public hearing at 7:36 p.m.

Hearing no comments, Chair Griffith closed the public hearing at 7:36 pm.

Action:

Motion: Commissioner Woods/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 granting design review approval (File# DR-19-03) to Gary Evans to make exterior facade improvements to an existing commercial building for property located at 126-132 W. Sycamore Street Assessors Parcel Number 003-051-007.

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

AYES: White, Woods, Hansen, Griffith, Owen

NOES:

ABSENT:

ABSTENTION:

8. 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 April 17, 2019.

ADJOURNMENT: 7:54 p.m.

BOB GRIFFITH – Chair

Maria Ehorn – Minute Clerk

Willows Planning Commission Agenda Report: April 17, 2019

Project: Use Permit/Home Occupation (#UP-19-02)
Sisters of the Valley Gaia's Hope Business
Applicant/Owner: Joan Costaras /Plaza de las Americas Rancho Square LLC
Project Location: 235 N. Plumas Street, Willows, CA
Parcel No: 002-093-003
General Plan R-1 (Single Family Residential)
Zone: Low Density Residential (LDR)

This matter is before the Planning Commission pursuant to Section 18.110.070 and 18.135 of the City's Municipal Code.

Project Description:

The applicant Joan Costaras, has submitted a Use Permit/Home Occupation application to allow use of an existing residential structure on the subject property, to establish a home occupation business to produce CBD/Hemp based topical salves and CBD/Hemp base oil infused with essential oil products. A portion of the upper floor of the two-story structure will be used for the business operation. All sales for the products will be conducted through a retail and wholesale website, outreach and delivery to local communities, and business relationships with local stores. No customers will come to the site. There are plans to rent a store front in the future.

Zoning

The subject property is located within the R-1 zoning district. Home Occupations as defined in the Municipal Code means "*an accessory use of a nonresidential nature which is performed within a legal structure on the lot, by an occupant of the dwelling unit, and which is clearly incidental and secondary to the residential use of the property and subject to the Home Occupations regulations*" and are subject to first securing Use Permit approval from the Planning Commission.

There are regulations that must be adhered to regarding allowing Home Occupations. The regulations are that:

- (1) it must be confined within a legal structure and occupy not more than 25% floor space of a dwelling or 50 percent of that of an accessory building,
- (2) involves no sale of merchandise other than that produced on the premises or directly related to and incidental to the services offered,
- (3) is carried out by the member of the family occupying the dwelling with no employees,
- (4) produces no evidence of its existence beyond the premises, (5) permits a two square foot sign,
- (5) does not generate pedestrian or vehicular traffic beyond the normal neighborhood use, and
- (6) meets the requirements of the chief building inspector and fire district.

These regulations will be incorporated into the conditions of approval attached to the resolution.

Analysis:

A floor plan was submitted with the application which indicates the business will operate out of a portion of the second floor of the two-story structure, as depicted on the attached floor plan layout.

This space equates to approximately 1/3 of the 1,500 SF second story of the residence, which area complies with the regulations of a Home Occupation.

The code allows the applicant one sign (two square feet in area) pertaining directly to the home occupation. The applicant has not submitted a sign plan at this time.

Environmental Review

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA) for significant environmental impacts to the environment and qualifies as a Categorical Exemption, under Section 15301, Class 1, Existing Facilities.

Findings

Per Section 18.135.050, 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.

Notice of the proposed use permit/home occupation application and public hearing was posted in a local newspaper and property owners within 400 feet of the subject site were sent notice per WMC Section 18.135.030.

The project was reviewed internally by the Fire department and County Environmental Health for comments/conditions which attached proposed conditions of approval reflect those comments.

Staff Recommendation:

Adopt the attached resolution approving a Home Occupation/Use Permit (file # UP-19-02) for Joan Costaras to establish a Home Occupation (a.k.a. Sisters of the Valley Gaia's Hope) located at 235 N. Plumas Street to produce CBD/Hemp based topical salves and CBD/Hemp base oil infused with essential oil products, subject to the attached conditions of approval.

Planning Commission Options:

- 1) Approve the Home Occupation/Use Permit with Findings as presented in the Resolution
- 2) Deny the Home Occupation/Use Permit with Findings

Attachments:

1. Draft Resolution
2. Conditions of Approval
3. Applicants Project Description
4. APN map
5. Upper story floor plan

Submitted by:



Karen Mantele
Principal Planner

Appeal from any decision of the Planning Commission may be made in writing to the City Clerk within ten (10) days from the date of the Commission's action.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A USE PERMIT (FILE # UP-19-02) FOR JOAN COSTARAS TO ALLOW ESTABLISHMENT OF A HOME OCCUPATION BUSINESS (AKA SISTERS OF THE VALLEY GAIA'S HOPE) WITHIN AN EXISTING STRUCTURE FOR PROPERTY LOCATED AT 235 N PLUMAS STREET ASSESSORS PARCEL NUMBER 002-093-003

WHEREAS, the applicant, Joan Costaras, has submitted a Use Permit/Home Occupation application to request the use of an existing residential structure to establish CBD/Hemp based topical salves and CBD/Hemp base oil infused business at property located at 235 N. Plumas Street, and

WHEREAS, City of Willows Municipal Code Section 18.110.070 states a home occupation shall be permitted in any legal structure on a lot which is clearly incidental and secondary to the residential use of the property upon first securing Use Permit approval from the Planning Commission, and

WHEREAS, notices of the Planning Commission meeting held on April 17, 2019 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 April 17, 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 finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 Existing Facilities, and

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

1) That the use is consistent with the purposes of the district in which the site is located.

A Home Occupation is allowed in any legal structure on a lot which is clearly incidental and secondary to the residential use of the property with Planning Commission approval.

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.

The conditions of approval will ensure that the Home Occupation will not be detrimental to the public health, safety or welfare or materially injurious to properties.

3) That the proposed use is in conformance with the General Plan.

The use of a legal accessory structure for a Home Occupation is in conformance with the General Plan.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request to allow use of a legal residential structure for a CBD/Hemp based topical salves and CBD/Hemp base oil infused Home Occupation business, is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approve Use Permit (file # UP-19-02), subject to the attached conditions set forth in Attachment 2; and,

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 17th day of April 2019, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

**CONDITIONS OF APPROVAL
FOR
SISTERS OF THE VALLEY GAIA'S HOPE HOME OCCUPATION/USE PERMIT
235 N Plumas Street/APN: 002-093-003**

Adopted by Planning Commission _____, 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. Approval is granted to establish a Home Occupation business to produce CBD/Hemp salve and infused oils within an existing legal accessory structure at property located at 235 N. Plumas Street.
3. If the 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 use permit shall be null and void and such use shall not be made of the property except upon the granting of a new use permit.
4. This Home Occupation/Use Permit is void one (1) year after the use permitted by such permit is discontinued.
5. 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 establishment of use.
6. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
7. The applicant shall obtain a Business License from the Finance Department of the City of Willows for the business prior to operation.
8. There shall be no sale of merchandise other than that produced on the premises or directly related to and incidental to the product sold.
9. The Home Occupation business shall be carried out by the member of the family occupying the dwelling with no employees.
10. The Home Occupation business shall produce no evidence of its existence beyond the premises.
11. The Home Occupation business shall not generate pedestrian or vehicular traffic beyond the normal neighborhood use.

12. The Home Occupation business shall meet the requirements of the Chief building inspector and Fire district.
13. In any case where the conditions of granting the Home Occupation have not been or are not complied with, the Planning Commission shall give notice to the permittee of intention to revoke such permit and shall give notice ten days prior to a hearing thereon.
14. Per the State Bureau of Cannabis Control, the business is required to obtain a State commercial cannabis license dependent on the specifics of the planned operations. A copy of the license shall be provided to the City.

FIRE DEPARTMENT

15. Applicant shall contact the Fire Prevention Officer for an inspection prior to establishing the business.

COUNTY OF GLENN ENVIRONMENTAL HEALTH DEPARTMENT

16. The Department recommends approval of the business.
17. The Department stated that CBD/CBD oil are not considered generally recognized as safe and are not approved for use as food, food additive, or dietary supplement. Any sale of food products will require permits from the County Department and/or California Department of Public Health.

APPLICANT PROJECT DESCRIPTION



Date: 4/1/19

CBD Salve Batch Process- Sister of the Valley Gaia's HOPE

235 N. Plumas St
Willows, CA 95988

Ingredients for the product ordered online or purchased through local stores. The salve will be created in our upstairs kitchen and stored on-site along with all ingredients, materials and equipment as shown in our schematic of the property.

All sales for the product will be conducted as follows:

- Online through a retail and wholesale website – under construction
- Outreach and Delivery to our local communities – when approved to sell
- Business to business relationships with local store owners to sell wholesale
 - o Note: We will not be accepting retail customers in our residence
- We have plans on renting a store front in Willows to sell retail in the near future

The product is created by the 3 women in our home. Sarah James, Allison Hopkins and Joan Costanzo "Sevi"

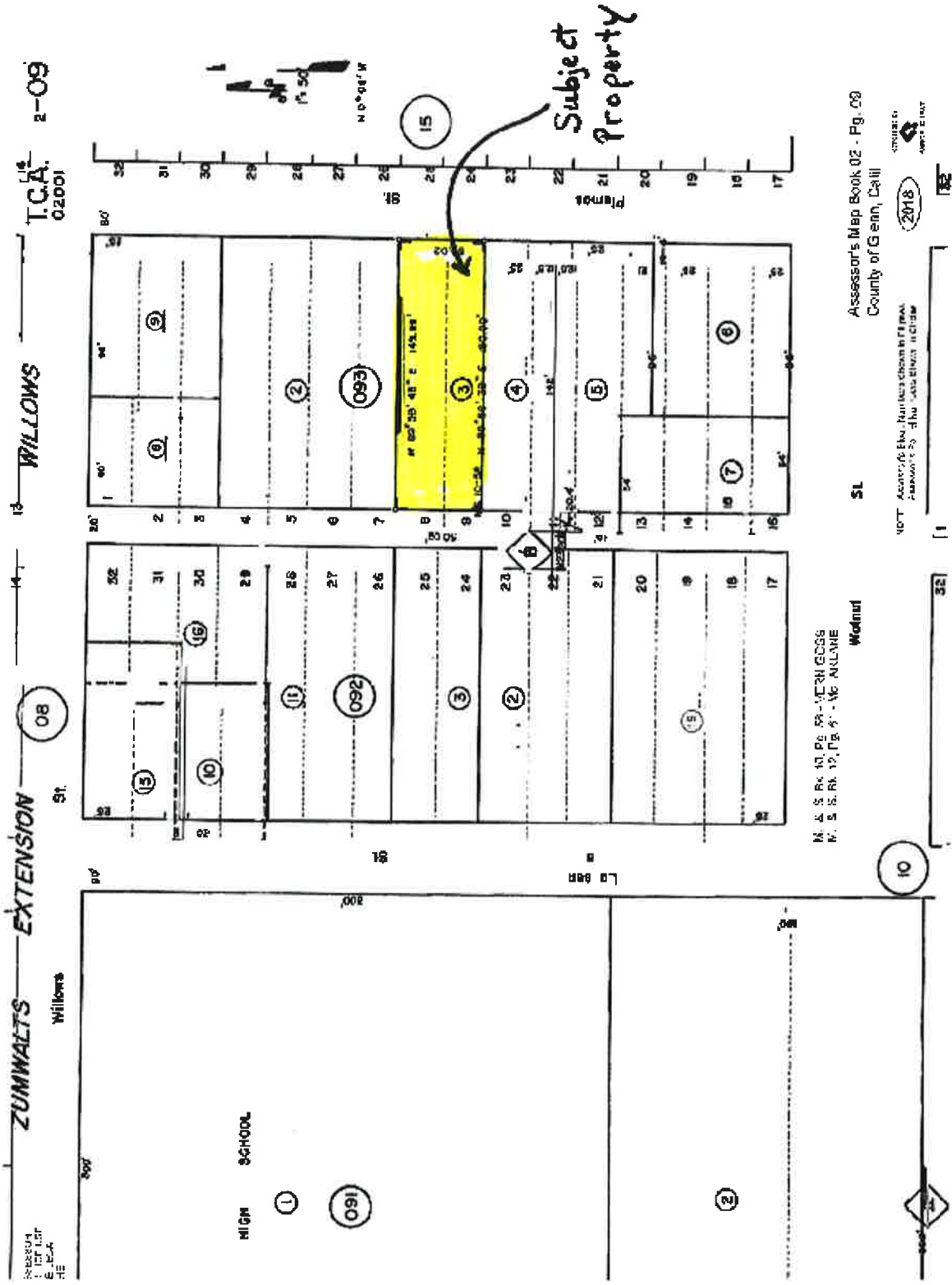
The Description of the salve is as follows:

- This is a topical or 'rub-on' salve with multiple uses. The Sisters' products are made with high CBD strains of the cannabis plant, strains developed to have virtually no THC 0.3% or lower as legally acceptable by the federal government. These products are non psychoactive, they will not get a person 'high', and they will not cause a person to fail a drug test. The plant material we use to make the products is considered 'hemp' because of the non-psychoactive nature of the plant. USPS delivery accepted to all 50 states and to all international locations. The salve is a topical rub that is used externally. All the Sisters products are made within a two week period during the month, new moon to full moon. All batches are 3rd party tested for potency. Lab tests available upon request and will accompany shipments. Keep stored in a cool, dry place (not refrigerated)

The CBD salve contains the following ingredients: 77.2% solid coconut oil infused with hemp biomass material, 14.5% beeswax, 3.8% liquid coconut oil hemp concentrate, 1.6% Vitamin E oil, 1.5% calendula oil, 1.4% lavender oil.

P.O. Box 906
Willows, CA 95988
15301 361-9059
www.sistersofgaia.info
salsesgiahope@gmail.com

APN MAP



M. A. S. R. 10, PG. 09 - VERMIGOS
 N. S. R. 12, PG. 4 - Mc ANLARE

Wedmar

SL

Assessor's Map Book 02 - Pg. 09
 County of Glenn, Calif

2018
 COUNTY OF GLENN
 ASSessor's MAP

NOT A TRUE COPY OF THE ORIGINAL RECORD
 APPROVED BY THE COUNTY CLERK

UPPER STORY FLOOR PLAN

Main Floor
Upstairs
1,500 sqft.

We use the
kitchen, the
L shape in
the dining
room and
part of the
utility closet.

