



# Willows Planning Commission Regular Meeting

April 18, 2018  
Willows City Hall  
7:00 p.m.

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

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

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 March 21, 2018.

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

- a) **Use Permit (File# UP-18-01) Applicant/Owner: Ron L. Dedman/Upkar Dhaliwal**  
**1242 W. Wood Street/Assessors Parcel Number 001-041-015/ CH (Highway Commercial) zone/Highway Commercial Land Use Designation/Use Permit to allow establishment of a Major Automobile Repair Service business within an existing commercial building**

*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 13, 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](http://www.cityofwillows.org).*

*In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*

The City of Willows is an Equal Opportunity Provider

**MINUTES OF THE WILLOWS PLANNING COMMISSION  
REGULAR MEETING HELD MARCH 21, 2018**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Michael led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner; Maria Ehorn, Minute Clerk.  
Commissioners:  
PRESENT: White, Woods, Griffith, Hansen, 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. No public comments were made.
6. **Approval of Minutes:** It was moved by Commissioner Woods and seconded by Commissioner Griffith to approve the minutes of February 21, 2018.

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

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT:

ABSTENTION: Michael

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

**a. Advisory Request for Commission Consideration / Establishing Live-Work units within an existing commercial building / located at 130 N Butte St. APN 003-044-005**

Chair White introduced the item. Ms. Mantele presented the staff report. Several Commissioners asked staff questions about the site resulting in discussion among the Commission and staff.

Chair White opened the public hearing.

Representatives of the property, Margaret Sharkey and Manny Treto, came forward to elaborate on their proposed project. Discussion was then had among the Commissioners, staff and property owners regarding their proposed project and the parking situation.

Dana Owens, a local business owner, also spoke. She had questions and concerns regarding the proposed project, such as :how was the conversion to residential living space going to work while complying to the existing rules and if you would have to have a business in the front to be a resident in the back. She also questioned the parking.

Vice Chair Michael stated there would be a process where any potential business owner would have to qualify, have business plan etc. Commissioner Griffith commented that he did not think this is a good fit for the area.

Ms. Mantele gave the Commission information about the parking requirements of the City code and information from other jurisdictions that allow live-work uses. She stated there would be requirements in order for this site to be used as a live-work and gave examples per the information she obtained from other jurisdictions.

Commissioner Woods asked about what would happen if the business did not continue, would code enforcement be in charge of removing the people from the living space? Commissioner Hansen thinks that the City needs to encourage business and would like to give this idea some thought. Discussion was then had between Staff and Commission regarding the above and what the process would be if they moved forward with the project. Ms. Mantele stated if the Commission thinks this would be a good fit and that this is something that they would approve moving forward with, then the next step would be for the applicant to apply for a use permit.

A motion was made to ***not*** allow live-work units at this particular location at this time.

Motion: Commissioner Griffith/Second: Commissioner Michael.

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

AYES: White, Woods, Griffith, Hansen, Michael

NOES:

ABSENT:

ABSTENTION

It was then the consensus of the Commission to direct staff to create a text amendment for live-work units.

**b. Review and Consideration of Draft R-1 (Single Family Dwelling) Design Guidelines**

Chair White introduced the item. Ms. Mantele presented the staff report. Staff also presented a revised master tree/shrub list to be included with the guidelines and possibly update the older list the City already has. Discussion was had among the Commission and staff with the consensus of the Commission was to have staff continue with crafting the guidelines similar to the Multifamily guidelines which included pictures of a guideline.

**8. COMMISSION COMMENTARY:**

- a. Commissioner Hansen said he would be unable to attend the April Planning Commission meeting.
- b. Ms. Mantele stated the next meeting Planning Commission meeting will be on April 18<sup>th</sup>. She anticipates a conditional use permit application to be brought before the Commission and possible an advisory request. The text amendments regarding the cannabis dispensary may or may not be ready for the April meeting. Staff also gave updates on other projects in the City that the Commission had approved. The Northern Valley Indian Health project is looking at May for final. Mercado is up and running and has only a few minor things to final the project. The Wunsch office project is moving along.
- c. Commissioner Michael thanked the city for the opportunity to go to the Planning Commission academy.

**9. ADJOURNMENT: 8:05p.m.**

---

**PEGGY WHITE – Chair**

---

**Maria Ehorn – Minute Clerk**

**Planning Commission Agenda Report:****April 18, 2018**

Project: Use Permit (File UP-18-01) Request to Establish a Major Automobile Service Business

Applicant(s)/Owner: Ron L. Dedman/Upkar Dhaliwal

Project Location: 1242 W. Wood Street

Parcel No: 001-041-015

Zoning: Highway Commercial (CH)

General Plan Highway Commercial

**Project Description**

Ron L. Dedman, tenant of the above referenced address, has submitted a Use Permit application requesting to establish a Major Automobile Service business within an existing commercial building located at 1242 W. Wood Street. The types of services that would be offered with this use include general repair, rebuilding or reconditioning of engines; motor vehicle, farm equipment, truck or trailer collision service including body, frame or fender straightening or repair. Mr. Dedman is the sole proprietor of the business with no employees. Proposed hours of operation are 7 am to 4 pm Monday through Friday; which later may change to 8 am to 5 pm Monday through Saturday. Mr. Dedman is also registered with the State Department Bureau of Automobile Repair.

**Review Process**

This matter is before the Planning Commission pursuant to Chapter(s) 18.65.030(1) and 18.35 of the City of Willows Municipal Code.

**Zoning**

The project site is zoned *Highway Commercial (CH)* which allows for several permitted uses including automobile service stations. Uses listed under Uses permitted with a conditional use permit include Additional highway commercial uses with Use Permit approval from the Planning Commission. Surrounding zoning is Entryway and RP to the east, Highway Commercial to the north, south and west of the site with uses to include Chevron Service Station and Black Bear Restaurant to the west, vacant commercial building to north, car wash and vacant land to the east and south.

**General Plan Consistency**

The General Plan Land Use designation for the subject parcel is *Highway Commercial* pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation which provides for commercial uses that primarily serve travelers at Interstate 5 access points. Allowed uses include service stations. General Plan Goal DPS-2 Compatible Land Uses states that compatibility between land uses is a hallmark of good planning and the Policy is for the City to approve development proposals that would be compatible with existing uses. The existing use currently is for a minor automobile service station and the request is to allow for major automobile service repair with Use Permit approval.

**Project Analysis for Use Permit**

The Highway Commercial zoning district under Section 18.65.020(2) allows for Automobile Service Stations as a permitted use. Section 18.25.010 defines Automobile Service Stations as a *means of providing for the servicing, washing and fueling of motor vehicles, including minor automobile repairs, and sales of merchandise incidental thereto*. Mr. Dedman has been leasing the subject property/building

at 1242 W. Wood Street for approximately 3 years, doing mostly minor automobile repairs and now desires to expand his business to include major repair to include heavy trucks and farm equipment. Mr. Dedman has just leased the building just north of 1242 and wants to operate the minor automobile repairs business out of this building and do major automobile repairs at the 1242 W. Wood property/building he is leasing now. Section 18.65.030(1) allows for “*additional highway commercial uses if the Planning Commission finds that the type of use is necessary for servicing the traveling public*”. The Municipal Code Section 18.25.010 defines Automobile /Equipment Repair in two categories: (a) *Major* which includes general repair, rebuilding or reconditioning of engines, motor vehicle, farm equipment truck or trailer collision service including body, frame or fender straightening or repair; overall painting or body shop, and (b) *Minor* which “includes upholstery, replacement of parts and motor service, not including removal of the motor to passenger cars and trucks not exceeding one and one-half tons capacity but not including any operation under “automobile repair, major”.



**Existing building on project site**

Currently there are a number of vehicles on the site, some which have been repaired and are in a holding pattern per Mr. Dedman, waiting on owners of the vehicles to come pick them up. Mr. Dedman agreed that these owners need to be contacted to have their vehicles removed.

Fencing on the site consists of a chain link fence with some slatting. Staff reiterated to Mr. Dedman that slatted fencing would be required around the property for screening purposes.

There are a number of signs that are placed on the fence to the east and north advertising for the repair services. These signs have not been permitted and a condition to bring them into compliance is included within the Draft Conditions of Approval.

Mr. Dedman has also requested from Staff to paint the subject building and the adjacent building to the north where he proposes to move his minor auto repair work, a reddish-brown color. Staff has met with the Planning Chair to discuss this request and a letter of approval has been sent to Mr. Dedman to proceed, as the color is within the Earthtone colors allowed with the Architectural Design code.

### **Environmental Review and Analysis**

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

**Findings of Fact for Conditional Use Permit**

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.

**STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending approval for Use Permit #UP-18-01 to allow establishment of a major automobile service repair business within an existing commercial building at 1242 W. Wood Street, 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

Submitted by:



Karen Mantele  
Principal Planner

**THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING THE PLANNING COMMISSION DECISION**

PC RESOLUTION NO. \_\_\_\_\_-2018

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A USE PERMIT APPLICATION (FILE #UP-18-01) FOR RON L. DEDMAN TO ESTABLISH A MAJOR AUTOMOBILE REPAIR SERVICE BUSINESS WITHIN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 1242 W WOOD STREET, ASSESSORS PARCEL 001-014-015**

**WHEREAS**, the applicant Mr. Dedman, has filed a Conditional Use Permit application to establish a Major Automobile Repair Service business within an existing commercial building; and,

**WHEREAS**; Section 18.65.030(1) allows for additional highway commercial uses with Planning Commission approval of a Use Permit; and

**WHEREAS**, notices of the Planning Commission meeting held on April 18, 2018, 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 18, 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 Californian Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities, and

**WHEREAS**, the Planning Commission does find that the proposed use is consistent with the purposes of the district in which the site is located, as the Highway Commercial zoning district allows for additional uses that serve the traveling public with an approved Use Permit; and

**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 the zoning district allows for automobile service uses and that the conditions of approval to allow the use have been included in the approval of this project to ensure the safety and welfare of the public are met; and

**WHEREAS**, the Planning Commission does find that the proposed use is in conformance with the General Plan, as the property is located within the Highway Commercial designation, which allows for retail businesses and service related businesses to include automobile service stations.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to establish a Major Automobile Repair Service

business within an existing commercial building, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit #UP-18-01, 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 18th day of April, 2018 by the following vote, to wit:

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

APPROVED: \_\_\_\_\_  
Peggy White, Chairperson

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



**USE PERMIT CONDITIONS OF APPROVAL  
FOR  
FOR PROPERTY LOCATED AT 1242 W. Wood Street  
ASSESSORS PARCEL NUMBER 001-014-015**

**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. 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 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. The applicant shall secure sign permit approval from the Planning Department to approve business signage for the major automobile repair service business.
5. The existing chain link fence shall be slatted for screening purposes.
6. The business owner shall notify all vehicle owners whose vehicles are repaired that they shall remove these cars from the property within 30 days from approval of this use.
7. Any and all exterior lighting shall be installed shall be designed and to meet safety requirements and minimize glare onto adjacent property or residential areas. All lighting must meet the City Standards. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets.

**Building Department**

8. Should any proposed work require a Building permit, the applicant shall be required to obtain the necessary permits.
9. All work shall comply with the current applicable Federal, State and Local code and ordinances.

**Fire Department**

10. The Fire Department shall perform a fire safety inspection at the site. Contact the Fire Department at 530-934-3323 to schedule an inspection.
11. The building will need to be properly addressed per WMC Section 15.15.100.

12. A 2A10BC extinguisher shall be mounted per Fire Chief approval/CFC.

**Public Works Department**

13. Abide by any applicable pollution prevention and comply with the current applicable Federal, State and local codes and ordinances.

**County Planning & Development**

14. Prior to any work being done in the County ROW an Encroachment Permit shall be applied for and received from the Glenn County Public Works Agency.

**County Air Pollution Control District**

15. If the operation will be coating vehicles (or other implements) an Authorization to Constrict and subsequent Permit to Operate will need to be submitted for the required paint booth.