



Willows Planning Commission Regular Meeting

June 19, 2019
Willows City Hall
7:00 p.m.

Agenda

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

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

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. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

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)

5. **CONSENT AGENDA**

Consent items are considered to be routine by the Planning Commission and will be enacted in one motion. There will be no separate discussion on these items unless a Commission Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Commission:

- a. Approval of minutes of the Regular Planning Commission Meeting held on May 15, 2019.

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.

6. **PUBLIC HEARING**

- a. Conduct a public hearing and adopt the Resolution entitled:

1. **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL TO ALEX ANDJELKOVIC (FILE # UP-19-04) TO RE- ESTABLISH A RESIDENTIAL USE WITHIN AN EXISTING STRUCTURE FOR PROPERTY LOCATED IN THE ENTRYWAY ZONE LOCATED AT 333 N PLUMAS STREET LOCATED ASSESSORS PARCEL NUMBER 002-083-006**

7. **COMMISSION/STAFF REPORTS/COMMENTS**

- a. Staff Reports/Comments
- b. Commission Reports/Comments

8. ADJOURNMENT

This agenda was posted on June 13, 2019



Maria Ehorn, Minute Clerk

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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 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



**ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD MAY 15, 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. Chair called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Chair Griffith
3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods, Owens, White

Absent:

Staff Present: Karen Mantele, Planner; Maria Ehorn, Minute Clerk

4. **Agenda Review:** No changes.
5. **Public Comment/ Written Communications:** None.
6. **Minutes:**

Approval of minutes of the Regular Planning Commission Meeting held on April 17, 2019.

Action:

Motion: Commissioner Hansen/Second: Commissioner Woods

Moved to approve the minutes of as presented above.

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

AYES: Griffith, Hansen, Woods, Owens, White

NOES:

ABSENT:

ABSTAIN:

New Business/Public Hearing(s):

- a. Use Permit (File#UP-19-03) Applicant/Property Owner: Gabriel Gentile/Mark & Diane Amaro/222 W. Walnut Street; APN: 002-162-006/ CC (Central Commercial) zone/ General Commercial Land Use Designation/ Use Permit to allow establishment of Bar and Cocktail Lounge.

Chair Griffith opened the public hearing at 7:15. Doug Ross spoke. The public hearing was closed at 7:16.

Action:

Motion: Commissioner Owens/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 approving a Use Permit (#UP-19-03) for Gabriel Gentile for the Wrong Way Home Bar and Cocktail Lounge for property Located at 222 W. Walnut Street, Assessors Parcel 002-162-006.

- b. Design Review (File# DR-04) Applicant/Property Owner: Hank Apodaca/Same/226 N. Humboldt Avenue/ APN: 001-041-023/CH (Highway Commercial) zoning district/Highway Commercial Land Use Designation/ Design Review to allow a reimage/branding project to an existing commercial building (KFC).

Chair Griffith opened the public hearing at 7:34. No comments were made. The public hearing was closed at 7:34.

Action:

Motion: Commissioner White/Second: Vice Chair Hansen

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 to Hank Apodaca for the exterior reimage/branding project for the commercial building located at 226 N. Humboldt Avenue Assessors Parcel Number 001-041-022.

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

AYES: Griffith, Hansen, Woods, Owens, White

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

Commissioner Reports/Comments:

- a. Commissioners gave comments/reports on future/current activities and various meetings.

Staff Reports/Comments:

- a. Ms. Mantele gave brief update/status of upcoming and ongoing projects. Ms. Mantele stated the next scheduled Planning Commission meeting will be June 19, 2019.

Adjournment:

The Meeting was adjourned at 7:56 p.m.

BOB GRIFFITH – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report:**June 19, 2019**

Project: Conditional Use Permit (File #UP-19-04) /Request to re-establish a residential use

Applicant(s)/Owner: Alex Andjelkovic/same

Project Location: 333 N. Plumas Street

Parcel No: 002-083-006

Zoning: Entryway (E)

General Plan: Entryway

Project Description

The applicant, Alex Andjelkovic, has submitted a planning application for a Use Permit; a request to establish a residential use within an existing structure. The 1,650 square foot one-story structure is a 2 bedroom, with one full bath and two half-bath house which sits on a 12,196 square foot lot. A small un-enclosed porch (84 square feet) is located on the front of the structure. An office/library area, as well as a kitchen and living room, are located in the middle/northern side of the structure. The applicant has requested to modify the library area into a third bedroom, adding a closet not changing the structure footprint. There is a detached single car garage (360 square feet) located on the northern side property, accessed via a driveway on the northern side of the property. Half of the garage structure was permitted and constructed into a sauna in 1967 according to the City Building Records, and verified by the County Assessors Building Records. His intentions are to do some interior improvements, paint the structure, and then place it for sale as a single-family residence. The applicant is not certain if the sauna is currently functional and may be part of his remodel project. His intentions are to do some interior improvements, paint the structure, and then place it for sale as a single-family residence.

Background/Analysis:

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 subject structure was built as a residence in 1940 and according to records, has been used as an attorney's office since approximately 1999, and continued until the present. Mr. Andjelkovic has purchased the property and now desires to do use it as a residence and desires to take advantage of a recent text amendment which allows existing structures within the Entryway zoning district which have lost the ability to be used as a residence, to apply for and be granted a use permit to return to a residential use.

The code that is being utilized for this use permit reads "*Residential Use Exemption for Existing Structure(s). Existing structure(s) constructed for single or multiple residential use prior to current code and located within the entryway zoning district may be allowed for use as a residential unit(s) by way of a conditional use permit. Enlargement, extension, reconstruction, or structural alteration may be permitted to the structure in accordance with WMC [18.50.050](#) and subsection (7) of this section. The planning commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC [18.135.060](#).*" The applicant as stated above, desires to add a third bedroom to the interior of the structure where the library is located. According to the applicant, it appears this area was another room at one time as there is a doorway which the door has been removed. The above code

section states that enlargement maybe permitted with Commission authorization through a use permit. As stated, the applicant is requesting to enlarge the number of bedrooms to three. If a third bedroom is granted, a condition has been added to the attached list of conditions, that if any building permits are required for this interior addition they would be required.

Parking is required for residential uses per Section 18.50.050 (Entryway/Other Regulations) in zones in which the use is considered a principally permitted use. Parking code requirements under residential states a two-car garage for each dwelling unit containing more than one bedroom is required on-site. The house has two bedrooms and there is a one car garage on site (with a converted portion into a sauna), and a long driveway on the northern part of the subject property. The Commission could determine that there is ample on-site parking, utilizing the one covered space and one uncovered space, in order to find the project meets the parking requirements.

Review Process

This matter is before the Planning Commission pursuant to Section(s) 18.50.030(8) and 18.135 of the City of Willows Municipal Code.

Zoning/General Plan Consistency

The project site is located on a 12,196 SF lot and located within the Entryway (E) zoning district. Zoning to the north, east and west are the same as the project site. Zoning to the south is R-1. Per Section 18.50.030(8), existing structures within the Entryway zoning district which have lost the ability to be used as a residence, may apply for a use permit to return to a residential use.

The General Plan Land Use designation for this parcel is Entryway, pursuant to the City's General Plan Land Use Map. This designation provides for residential uses as appropriate uses. This allowance per Section 18.50.030(8), will assist the City with its housing need goals, supporting the Housing Element of the General Plan.

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 15303, Class 3, New Construction or Conversion of Small Structures.

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. No public comments have been received as of the date of report preparation.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Use Permit approval to re-establish a residential use within an existing structure, located within the Entryway zoning district, and subject to the conditions of approval.

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. Site/Floor plan
5. 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 ALEX ANDJELKOVIC (FILE # UP-19-04) TO RE- ESTABLISH A RESIDENTIAL USE WITHIN AN EXISTING STRUCTURE FOR PROPERTY LOCATED IN THE ENTRYWAY ZONE LOCATED AT 333 N PLUMAS STREET LOCATED ASSESSORS PARCEL NUMBER 002-083-006

WHEREAS, the applicant, Alex Andjelkovic 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 within the Entryway zoning district built as residential uses to re-instate the residential use with an approved conditional use permit from the Planning Commission, and

WHEREAS, notice of the Planning Commission meeting held on June 19, 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 June 19, 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 15303, Class 3 New Construction or Conversion of Small Structures; 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, 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; 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 structure is existing and 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 of Entryway states residential use is appropriate, and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the 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-19-04, 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 19th day of June, 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
Alex Andjelkovic
For property located at
333 N Plumas Street/APN: 002-083-006**

PC approval date: _____, 2019

General

1. 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 use permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.
2. This use permit is void one (1) year after the use permitted by such permit is discontinued.
3. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
4. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
5. Parking shall be provided on-site by use of the enclosed garage and the existing driveway.

Building Department.

6. Building permits shall be obtained for any proposed interior/exterior building modifications which require inspection. Any permits shall be obtained from the City Building Department prior to installation. Contact the Building Department at 530.934.7041.

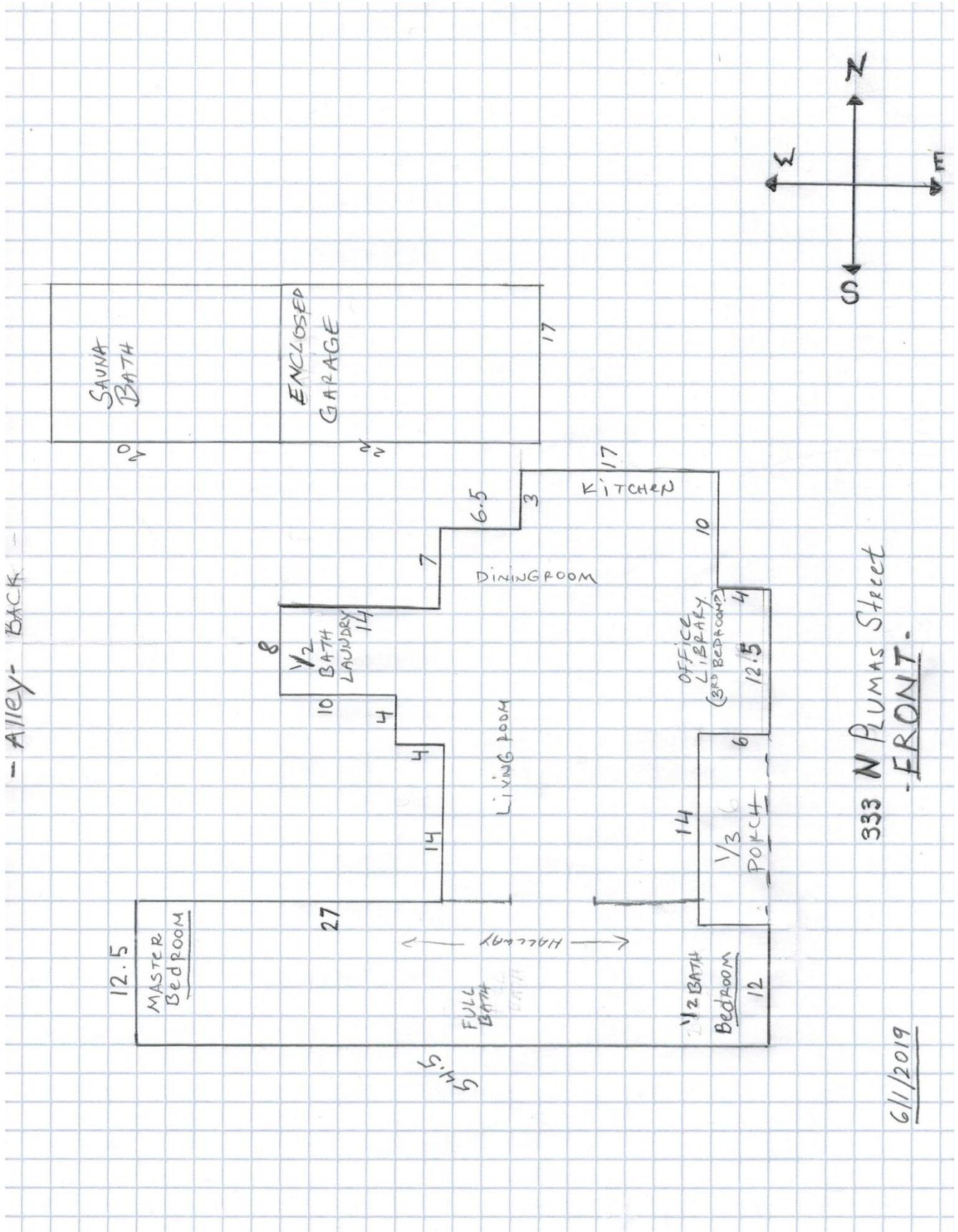
Fire Department

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

Photo of Structure/Driveway



SITE/FLOOR PLAN



6/1/2019

APN Map

