



# Willows Planning Commission Regular Meeting

August 16, 2017  
Willows City Hall  
7:00 p.m.

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

PLANNING COMMISSION

Robert Griffith, Chair  
Peggy White, Vice Chair  
Shirley Benningfield, Commissioner  
Candis Woods, Commissioner  
Walter Michael 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 July 19, 2017.
7. **NEW BUSINESS/PUBLIC HEARING(S):**
  - a. **Two-month Commission review – Use Permit (UP#17-02) Safari Motel, 251 S. Tehama Street/APN: 003-061-009**
  - b. **Design Review (File# Dr-17-01) Applicant/Owner: HUPP Signs/First United Methodist Church 544 N. Shasta Street/Assessors Parcel Number 005-362-001/R-1 (Single Family Residential) zone/ Low Density Residential Land Use Designation/Design Review for new electronic sign board**
  - c. **Continued Review and Discussion of Draft R-1 Single-Family Design Guidelines**

*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 August 11, 2017.

*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 JULY 19, 2017**



1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner White led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk  
PRESENT: Griffith, White, Woods, Michael, Benningfield  
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. No comments were made.
6. **Approval of Minutes:** It was moved by Commissioner Michael and seconded by Commissioner Woods to approve the minutes of June 21, 2017.  
AYES: Griffith, White, Woods, Michael, Benningfield  
NOES:  
ABSENT:  
ABSTENTION:
7. **NEW BUSINESS/PUBLIC HEARING(S):**
  - a. **Continued Review and Discussion of Draft R-1 Single-Family Design Guidelines**  
Chair Griffith introduced the item. Ms. Mantele presented the guideline items starting with "preserving views". The Commission discussed and worked on the guideline items one by one and by consensus decided which items to keep, remove and revise.
8. **COMMISSION COMMENTARY:**
  1. Commissioner Benningfield asked about the Safari Motel status. Ms. Mantele stated she and the City Manager met with the applicant and that they went over the conditions for staying open. Discussion was then had between the Commissioners and staff.
  2. Commissioner Michael commented on the rice straw fiber board plant project and Nancy's Airport Café.
  3. Commissioner Woods stated she had driven by the Butte Street complex and the plastic signs are still up at the furniture store. Staff stated that she has spoken with the property management and the frames are being made and will be up soon.
  4. Chair Griffith stated he attended the 100<sup>th</sup> anniversary at the Bayliss Carnegie Library. He said it was very enjoyable.
  5. Ms. Mantele announced the next planning commission meeting will be August 16, 2017.
9. **ADJOURNMENT:** 8:10 pm

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**ROBERT GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**

**Planning Commission Agenda Report:****August 16, 2017**

Project: Conditional Use Permit (File #UP-17-02) /Two-month Commission review  
 Applicant(s)/Owner: Angel Hernandez/Amkai Inc  
 Project Location: 251 S. Tehama Street  
 Parcel No: 003-061-009  
 Zoning: Central Commercial (CC)  
 General Plan: General Commercial

**Background:**

On June 21, 2017, Staff brought a Use Permit application before the Commission for review. The proposal was to re-establish a motel use within an existing commercial structure which was built in approximately 1959. The motel has been closed for several years and the current owner desires to open and operate the property as its original intent, a motel. The proposal presented to the Commission was to repair and replace items within the motel units that were necessary to bring them up to code.

The Commission at the June 21<sup>st</sup> meeting approved the Use Permit subject to the final conditions of approval including Condition #2 which states "*The Use Permit is valid for two (2) months and thereafter shall be reviewed by the Planning Commission at the August 2017 meeting*". Staff and the City Manager met with Mr. Hernandez shortly after the Commission approved the Use Permit to discuss the conditions of approval and to notify him that progress had to be shown by the August meeting in order for the Commission to determine whether to extend the Use Permit.

**Current Status:**

Two months has now passed and Staff is bringing the Use Permit back to the Commission for their consideration of extending the Use Permit for a period of time or indefinitely. Per condition #19, a Fire inspection was to take place. Skip Sykes of the Willows Fire Department, performed two inspections at the motel; one on 7/31 and a follow up inspection on 8/7. Per the attached reports, the Fire Department noted that the applicant (Angel Hernandez) has made significant progress on completing the items from the 7/31 inspection. There are 5 rooms ready now for motel occupancy use; #2, 3, 4, 5 & 6.

At the June 21<sup>st</sup> meeting, a member of the public spoke about her concern of the motel clientele and the police presence that has been there. Staff presented the Commission with police calls made to the motel over the past several months. Staff has re-contacted the Sherriff's Department to inquire as to the number of calls that were received over the past couple of months for the motel. I was informed by the Department that the calls have slowed/ceased and all looks quiet at the site.

**STAFF RECOMMENDATION:**

Staff recommends the Commission consider the Staff report, hear public input, and determine the time frame for the Use Permit.

**PLANNING COMMISSION OPTIONS:**

- 1) Recommend allowing the Use Permit for a period of time or indefinitely, and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the continuance of the Use Permit with appropriate findings for denial

**Attachments:**

1. Fire Inspection Report(s)
2. Final 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 ON THE USE PERMIT**



Fire Inspection Reports

City of Willows  
Fire Prevention/Code Enforcement

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445 S. Butte St. · Willows, Ca 95988 · (530) 934-3323 · FAX (530) 934-5969

07-31-2017

A fire safety inspection was performed and the following items were noted:

1. Manager was advised that all exposed electrical (not data) cables shall be run in conduit or approved material and all junction boxes shall have approved covers.
2. Street numbers need to face the street on the legal address and be illuminated.
3. A minimum of two (2) 2A, 10 BC rated fire extinguishers placed in a prominent locations properly mounted so that one can be reached by travelling 75 feet of less.
4. All rooms rented for sleeping shall have approved smoke detectors and carbon monoxide detectors mounted as per manufacturer's instructions.
5. All operational water heater P & T valves must be vented outside according to applicable building codes.
6. All rooms not being rented shall be secured.
7. Water leak at the NE corner of the building must be repaired.
- 8.

At the present there are three rooms, #2, 3, and 6 that can be rented with the possibility of two more, #4 and in approx. two weeks.

These issues need to be addressed as soon as possible. I will be back next Monday (Aug. 7<sup>th</sup>, 2017) at 09:00 hrs.

Feel free to contact me if you have any questions



Skip Sykes Fire Prevention and Code Enforcement  
City of Willows  
445 S. Butte St.  
Willows, CA. 95988  
530-934-3323  
[ssykes@cityofwillows.org](mailto:ssykes@cityofwillows.org)

## City of Willows Fire Prevention/Code Enforcement

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08-07-2017

A re-inspection was performed as a follow-up from the inspection performed on 07-31-2017. All items that were noted in the previous report have been addressed satisfactorily as well as two more rooms, #4 and #5 have passed inspection, making 5 rooms total. The overall appearance, function and safety has improved since my last inspection.

Feel free to contact me if you have any questions



Skip Sykes Fire Prevention and Code Enforcement  
City of Willows  
445 S. Butte St.  
Willows, CA. 95988  
530-934-3323  
[ssykes@cityofwillows.org](mailto:ssykes@cityofwillows.org)

**USE PERMIT CONDITIONS OF APPROVAL  
FOR  
Safari Motel  
For property located at  
251 S. Tehama Street/APN: 003-061-009**

**PC approval date: June 21, 2017**

**General**

1. If the use (re-establishing a motel use and use of non-conforming pole sign) 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.
2. The Use Permit is valid for two (2) months and thereafter shall be reviewed by the Planning Commission at the August 2017 meeting.
3. This Use Permit is void one (1) year after the use permitted by such permit is discontinued and no longer in operation.
4. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
5. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
6. All parking spaces shall be striped per City Standards. Thirteen on-site parking spaces shall be provided as shown on the approved site plan.
7. Any 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.
8. Per WMC Section 18.25.130, a motel is transient in nature and allows for a customer to stay for a short period of time. The motel shall not allow a continuous stay on the property within a unit longer than seven consecutive days.
9. The applicant shall first secure sign permit approval from the Planning Department prior to installation of any business signage or use of existing pole sign.

**Building Department.**

10. The applicant shall obtain all necessary permits and approvals from affected agencies
11. Any proposed repair work requiring permits, the applicant shall obtain the proper permits.

12. The proposed work that does NOT require permits or approvals shall be completed in accordance with all applicable codes and standards.
13. The applicant shall complete all conditions of approval and have inspected by city staff prior to occupancy.
14. If E Wall furnaces are to be used, they shall be certified by a licensed HVAC tech prior to occupancy of unit.

#### **Fire Department**

15. Addressing shall comply with WMC Section 15.15.100 Premises Identification.
16. Owner shall provide fire extinguishers in accordance with the 2016 CFC.
17. Property weed clearances shall meet Title 19 Section 3.07.
18. Any fire emergency identification system onsite will be updated and certified.
19. Prior to occupancy of units, a fire preplan must be conducted by the Fire Station.
20. Gas appliances must be inspected and certified.
21. Each unit shall comply with the California Fire Code regarding smoke detectors.

#### **Finance Department**

22. The Motel shall abide by, and adhere to, all aspects of the Willows Municipal Code Section 3.25 (Hotel Users Tax). Manager shall contact the Finance Department regarding payment of TOT.

#### **Public Works Department**

23. Any work done within the City ROW will need an encroachment permit.

**Planning Commission Agenda Report:**

**August 16, 2017**

Project: Design Review (file#DR-17-01) Request to approve installation of a new electronic message board sign  
Applicant/Owner: HUPP Signs/First United Methodist Church  
Project Location: 544 N. Shasta Street  
Parcel No: 005-362-001  
Zoning: R-1 (Single Family Residential)  
General Plan Low Density Residential

**Project Description:**

The applicant, HUPP Signs on behalf of the First United Methodist Church, has submitted a planning application for Design Review approval to replace their existing sign with a new electronic message board sign, to be constructed in the same location as the existing sign. The sign will be used to display events at the church. The message board is a full color photo board which will allow wording to be placed over the photo. There will a turn off /dimmer photo cell installed in the sign which will allow for low level lighting or be turned off when not needed to display events (nighttime). The new sign will be placed so that it does not block the visibility of on-coming traffic at this intersection. Additionally this is a controlled intersection. The existing sign is approximately 8 feet long by 3 feet high and is not illuminated. The new sign will be 7 feet long by 4 feet high, which includes the area with the name of the church on the top and the message board area below.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 18.125.060(b) of the City of Willows Municipal Code (Administrative Review/Sign Law).

**Zoning/General Plan:**

The project site is located on a corner lot at N. Shasta and French Streets and is zoned R-1 (Single Family Residential). The Church was built approximately in 1959 and in operation since such time. The General Plan Land Use Designation for this parcel is Low Density Residential.

**Design Review Project Analysis:**

The applicant submitted the sign to the City for review and comment. Staff brought the proposal to the attention of the City Manager and the Planning Chair. It was determined that this sign will be a different style of sign than what is presently there (*electronic message board vs a non-illuminated sign*), and located on a corner lot, it was determined that the Planning Commission should review it. The Comprehensive Sign Law allows for the City Manager to refer signs to the Architectural Design Board (Commission) for approval.

**Materials and Colors Used:** The electronic message sign will be a single-face sign and constructed out of aluminum. The name of the church will be at the top and in black lettering with a white background. The address of the church will be displayed above the church name for easy recognition of the address. Additionally the code requires that monument style signs display the address for emergency services to find. The viewing area of the LED message board will display pre-recorded photo clips and/or wording. The sign will be inserted into the ground two feet and supported by aluminum black painted poles.

As stated earlier the electronic board allows for dimming of the light and or turning it off when not in use (nighttime). The Commission may consider conditioning this aspect of the proposed sign.

The project was reviewed internally by City departments for comments/conditions which proposed conditions are reflected with those comments.

**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 15311(a), Class 11, Accessory Structures (on premise signs).

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the installation of an electronic message board sign for property located at 544 N. Shasta Street, Assessor's Parcel Number 005-363-001, subject to the conditions of approval as shown in Attachment #2 and sign plan on Attachment 4.

**Planning Commission Options:**

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

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Existing Sign
4. Proposed Sign

Submitted by:

Karen Mantele  
Principal Planner

PC RESOLUTION NO. \_\_\_\_\_-2017

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-17-01) TO THE FIRST UNITED METHODIST CHURCH FOR INSTALLATION OF AN ELECTRONIC MESSAGE BOARD SIGN FOR PROPERTY LOCATED AT 544 N. SHASTA STREET, ASSESSORS PARCEL NUMBER 005-363-001**

**WHEREAS**, the applicant, Hupp Sign on behalf of First United Methodist Church, has filed for Design Review approval to install an electronic message board sign; and,

**WHEREAS**, City of Willows Municipal Code Section 18.125.060(b) allows for signs to be approved by the Design Review Board if the City Manager determines so; and,

**WHEREAS**, the Planning Commission acting as the Architectural Design Review Board, did, on August 16, 2017 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 acting as the Architectural Design Review Board 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 15311(a), Class 11, Accessory Structures.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install an illuminated electronic message board sign is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-17-01, subject to the attached conditions of approval set forth in Attachment #2; and sign plan on Attachment 4.

**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 16<sup>th</sup> day of August, 2017, by the following vote, to wit:

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

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

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

**DESIGN REVIEW CONDITIONS OF APPROVAL  
FOR FIRST UNITED METHODIST CHURCH  
FOR PROPERTY LOCATED AT 544 N Shasta Street  
APN; 005-362-001**

**PC approval date: \_\_\_\_\_,2017**

**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 on-site electronic message board sign as shown on Attachment 4.
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.

**Building Department**

5. Applicant shall provide/submit 3 complete sets of sign plans and a complete building permit application for the new sign. Applicant shall be responsible for payment of building permit fees.
6. Project shall comply with all federal, state and local ordinances.
7. The work shall not commence until all applicable permits have been issued. Contractor to provide all necessary field inspections.
8. Contractors must obtain a Business License from the Finance Department when working in the City of Willows.

Existing Sign



Proposed Sign

12.00'

PROPOSED



**Planning Commission Agenda Report:**

**August 16, 2017**

The Commission has expressed the desire to implement R-1/Single-Family Residential Design Guidelines. Staff brought to the Commission several samples of other city's single family design guidelines to review and consider. Discussion began at the June 21, 2017 meeting on the Draft Guidelines and continued to the July 19<sup>th</sup> meeting. The Commission will continue to review the Draft Guidelines until a set of guidelines is acceptable to present to the Council.

**Background:** In 2014 the City adopted a set of Multi-family design guidelines for that sort of development. The City's Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval; however is general in its development standards and not specific to single family residential developments. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone.

**STAFF RECOMMENDATION:**

Continue reviewing and discussing R-1 guidelines

**Attachments:**

1. Draft Single Family Design Guidelines

Submitted by:

Karen Mantele  
Principal Planner