



Willows Planning Commission Regular Meeting

August 21, 2019
Willows City Hall
7:00 p.m.

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

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

Agenda

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 June 16, 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 upon conclusion, consider the adoption of the attached resolution for Lot Line Adjustment File #LLA-19-01.**

1. A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A LOT LINE ADJUSTMENT (FILE#LLA-19-01) FOR PAUL HILL TO ADJUST TWO PROPERTY LINES FOR PROPERTY LOCATED AT ASSESSORS PARCEL NUMBERS 002-081-009 & 002-081-003.

- b. **Conduct a public hearing and upon conclusion, consider the adoption of the attached resolution for Use Permit File # NCUP-19-05.**

1. A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE #UP-19-07) FOR PAUL HILL TO ALLOW ENLARGEMENT OF A NON CONFORMING USE FOR PROPERTY LOCATED 336 N. MURDOCK AVENUE ASSESSORS PARCEL NUMBER 002-081-009.

7. COMMISSION/STAFF REPORTS/COMMENTS

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

8. ADJOURNMENT

This agenda was posted on August 15, 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 JUNE 19, 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 Commissioner Woods

3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods, Owens

Absent: White

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

4. **Public Comment/ Written Communications:** No public comments or written communications.

5. **Consent Agenda:**

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

Action:

Motion: Commissioner Woods/Second: Commissioner Hansen

Moved to approve the minutes of May 15, 2019 as presented.

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

AYES: Griffith, Hansen, Woods, Owens

NOES:

ABSENT: White

ABSTAIN:

6. **New Business/Public Hearing(s):**

- 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**

Open Public Hearing 7:14 p.m.

Closed Public Hearing 7:14 p.m.

Action:

Motion: Commissioner Owens/Second: Commissioner Woods

Moved by motion to approve the next resolution in line entitled, 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

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

AYES: Griffith, Hansen, Woods, Owens

NOES:

ABSENT: White

ABSTAIN:

7. Commission/Staff Reports/Comments:

- a. Staff Reports/Comments: Ms. Mantele gave brief update/status of upcoming and ongoing projects.
- b. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.

8. Adjournment:

The Meeting was adjourned at 7:28 p.m.

BOB GRIFFITH – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report:

August 21, 2019

Project: Lot Line Adjustment (File LLA-19-0) Request to adjust property lines on two parcels

Applicant(s)/Owner: Paul Hill/same

Parcel Nos: 002-081-009 & 002-081-003

Zoning: Entryway (E)

General Plan Entryway

Project Description

A Lot Line Adjustment application was submitted by Paul Hill, requesting to adjust the property lines between two adjacent parcels which he owns. His intentions are to add more property to the -009 lot, which has a single family dwelling located on it, and in the future construct a garage as an accessory use to the dwelling. Parcel -003 is approximately 18,300 square feet currently, and parcel -009 is approximately 7,500 square feet. When these lines are adjusted, parcel -009 will be approximately 16,650 square feet, and parcel -003 will be approximately 9,150 square feet.

Review Process

This matter is before the Planning Commission pursuant to Chapter(s) 17.55.240 of the City of Willows Municipal Code.

Zoning/ General Plan

The two subject parcels are located one lot off Wood Street and both parcels are zoned Entryway. Minimum lot size for a parcel in this district is 5,000 square feet; therefore the request to adjust the parcels meets this requirement.

The General Plan Land Use designation for the subject parcel is Entryway pursuant to the City’s General Plan Land Use Map.

Section 17.55.240 allows for adjustment of property lines when they are adjacent to one another, however does not allow for a greater number of parcels than originally existed. With this proposal, the property owner desires to adjust the property lines between the two adjacent parcels he owns. The prepared map for this adjustment and associated documents have been reviewed by the City Engineer and have been approved. Upon approval of the LLA, a certificate of compliance for each parcel affected shall be prepared by the City and recorded in the office of the Glenn County recorder.

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 15303, Class 5, Minor Alterations in Land Use Limitations.

Notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending approval for Lot Line Adjustment #LLA-19-01, a request to adjust property lines on two adjacent parcels, APNs: 002-081-003 and 002-081-009, subject to the conditions of approval as shown in Attachment #2 and plan map Attachment 3.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Lot Line Adjustment proposal
- 2) Deny the Lot Line Adjustment proposal with appropriate findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Proposed Lot Line Adjustment map
4. APN map

Submitted by:



Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2019

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A LOT LINE ADJUSTMENT (FILE #LLA-19-01) FOR PAUL HILL TO ADJUST TWO PROPERTY LINES FOR PROPERTY LOCATED AT ASSESSORS PARCEL NUMBERS 002-081-009 & 002-081-003

WHEREAS, the applicant Paul Hill, has filed a Lot Line Adjustment application to request adjustment of property lines between two adjacent parcels; and,

WHEREAS, Section 17.55.240 allows for Lot Line Adjustments with Planning Commission approval; and

WHEREAS, notices of the Planning Commission meeting held on August 21, 2019, were published in a newspaper of general circulation in the City in accordance with law, and,

WHEREAS, the Planning Commission did, on August 21, 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 15305(a), Class 5, Minor Alterations in Land Use Limitations.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Lot Line Adjustment proposal to adjust adjacent parcel lines is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Lot Line Adjustment #LLA-19-01, 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 21st day of August, 2019 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

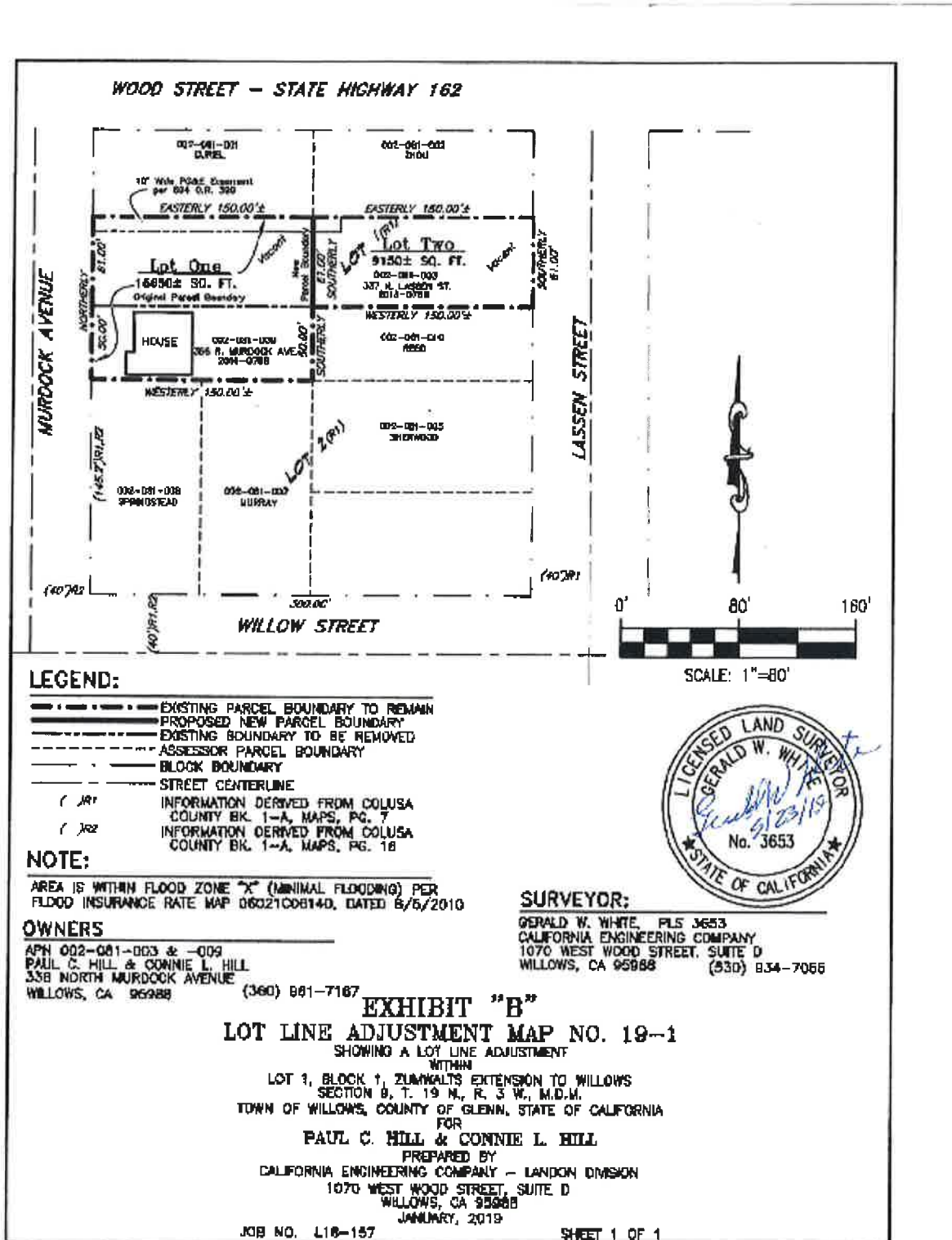
**Lot Line Adjustment
Conditions of Approval
For Paul Hill
FOR Assessors Parcel Numbers: 002-081-009 & 002-081-003**

PC approval date: _____,2019

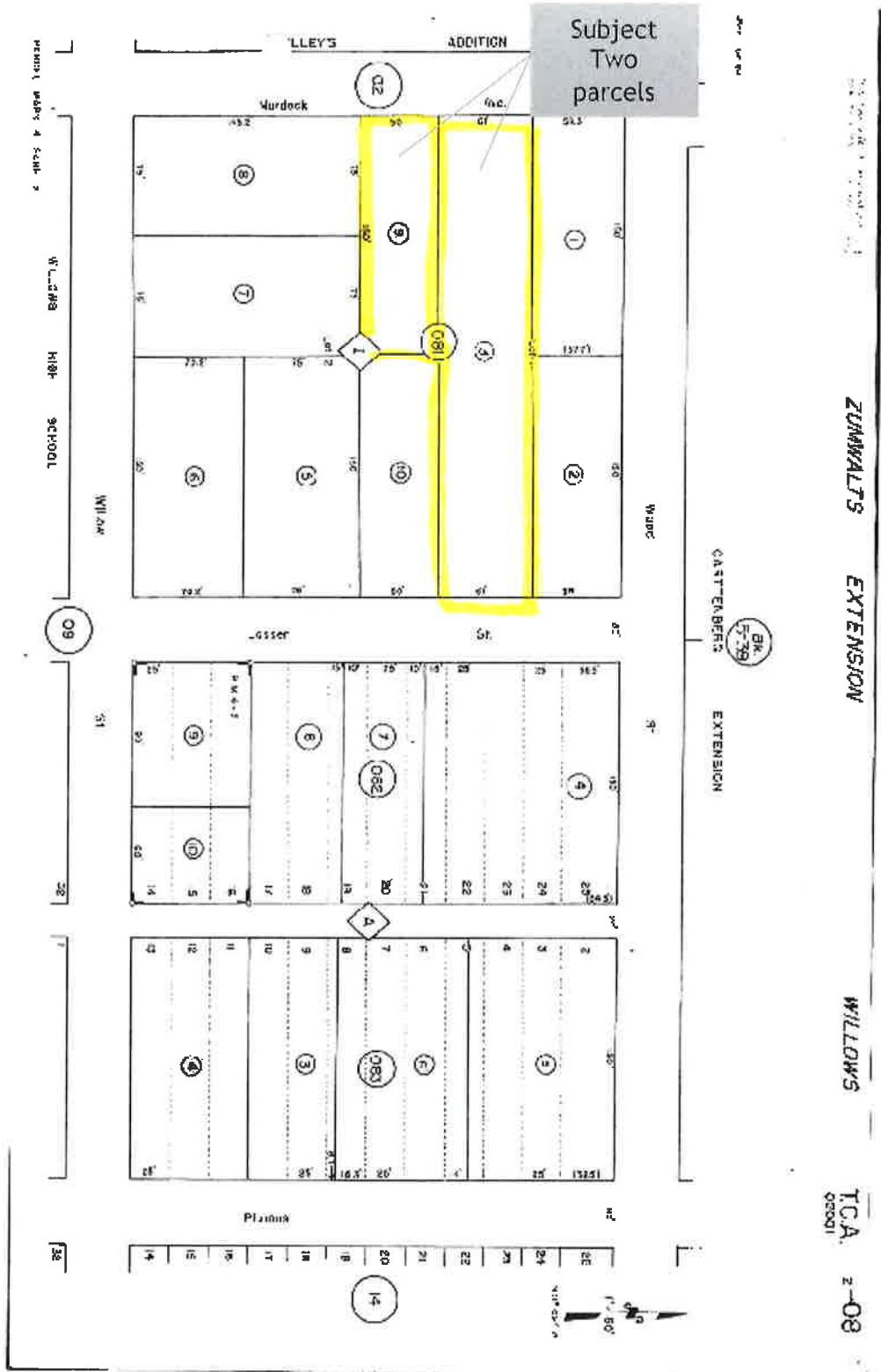
General

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. Payment of real property taxes shall be paid prior to recordation of the Lot Line Adjustment deed.

Proposed Lot Line Adjustment map



APN MAP



Planning Commission Agenda Report:

August 21, 2019

Project: Use Permit (File #1UP-19-07) Request to enlarge a nonconforming use
Applicant(s)/Owner: Paul Hill/same
Project site: 336 N. Murdock Avenue, Willows
Parcel Nos: 002-081-009 (as enlarged via LLA)
Zoning: Entryway (E)
General Plan: Entryway

Project Description

A Use Permit application was submitted by Paul Hill, a request to allow enlargement of a non-conforming use (single family residential) by adding a garage as an accessory use to the residential nonconforming use. After the adjustment of the two adjacent parcels through a Lot Line Adjustment, a larger lot will be created (approximately 16,650 square feet), creating a larger parcel for the new proposed garage. The newly created lot will provide sufficient room to construct a garage and meet all setback requirements of the district. The minimum lot size for a parcel in this district is 5,000 square feet so the line adjustment will meet the minimum lot size for this district.

Review Process

This matter is before the Planning Commission pursuant to Chapters 18.110.090(7) and 18.135 of the City of Willows Municipal Code.

Zoning/ General Plan

The subject parcel is located one lot off Wood Street and zoned Entryway. Surrounding parcels are zoned Entryway to the north, east, west, and south of the parcel is zoned R-1. The General Plan Land Use designation for the subject parcel is Entryway pursuant to the City's General Plan Land Use Map, which calls out uses to be compatible with residential uses.

Project Analysis for Use Permit

Section 18.110.090(7) allows for the enlargement of a nonconforming use in cases where an application for a use permit is approved by the Planning Commission. The single family dwelling, which is the nonconforming use, built in 1965 and used as a residence since, is proposed to be enlarged by adding an accessory use (a detached garage). As stated, an application to enlarge the use has been submitted, and if approved by the Commission, will result in an approved Use Permit. Thereafter the property owner may apply for a building permit to construct the detached garage, approximately 20'x25' in size.

Parking: The property owner desires to construct a detached garage as an accessory use to the single family dwelling.

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



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.

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. As of the date of preparation of this report no written public comments have been received.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending approval for Use Permit File #UP-19-07, a request to enlarge a nonconforming use, 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 proposal with appropriate findings for denial

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. APN map

Submitted by:

A handwritten signature in blue ink, appearing to read "Karen Mantele".

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. _____-2019

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE #UP-19-07) FOR PAUL HILL TO ALLOW ENLARGEMENT OF A NON CONFORMING USE FOR PROPERTY LOCATED 336 N. MURDOCK AVENUE ASSESSORS PARCEL NUMBER 002-081-009

WHEREAS, the applicant Paul Hill, has filed a Use Permit application to request enlargement of a non-conforming use; and,

WHEREAS, Section 18.110.090(7) allows for enlargements to non-conforming uses with Planning Commission approval of a use permit; and

WHEREAS, notices of the Planning Commission meeting held on August 21, 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 August 21, 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 does find that the proposed use is consistent with the purposes of the district in which the site is located,

- a) Municipal code section 18.110.090(7) allows for enlargement of an existing nonconforming use with approval from the Planning Commission;
- b) The addition of an accessory use to the nonconforming single family dwelling (a garage) will not be out of character for the district as other residential uses including garages are present in the district and surrounding land uses; 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,

- a) 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 Entryway zoning designation, which allows for residential uses to be compatible with surrounding district uses.

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.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to allow enlargement of a nonconforming use is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit #UP-19-07, 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 21st day of August, 2019 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

**Use Permit for Enlargement of a Nonconforming Use
Conditions of Approval for Paul Hill
Assessor Parcel Numbers: 002-081-009 (as enlarged per LLA-19-01)**

PC approval date: _____, 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. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
3. The Lot Line Adjustment shall be recorded prior to obtaining a building permit for the proposed garage.

Building Department

4. At the time of development of the proposed garage, the applicant shall submit a completed building permit application, including plan check review deposit fees at the time of building permit/plan submittal.
5. The applicant shall submit 4 complete sets of plans, calculations and specifications to the building department for review.
6. The plans and the project shall comply with all Federal, State and local codes and ordinances.

APN MAP

