

Willows Planning Commission Regular Meeting

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

September 19, 2018 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(s) held on July 18, 2018.

7. NEW BUSINESS

(a) Design Review Application (File# DR-18-02)

Applicant/Owner: John Mc Gaughey/Wal-Mart/Assessors Parcel Number: 017-210-052/ 470 N. Airport Road/General Commercial/Light Manufacturing/Planned Development Zoning District/ Commercial Industrial Combining Land Use Designation/Request for D esign approval for installation of four electric vehicle charging stations and enclosed equipment area

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 September 14, 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.

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.

MINUTES OF THE WILLOWS PLANNING COMMISSION REGULAR MEETING HELD JULY 18, 2018

1. Call to Order: 7:00 p.m.

2. Pledge of Allegiance: Commissioner Griffith led the pledge of allegiance.

3. Roll Call: Karen Mantele, Planner; Maria Ehorn, Minute Clerk.

Commissioners:

PRESENT: White, Woods, Michael, Hansen, Griffith

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 Hansen and seconded by Vice Chair Michael approve the minutes of June 20, 2018.

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

AYES: White, Michael, Hansen, Griffith

NOES: ABSENT:

ABSTENTION: Woods

7. NEW BUSINESS/PUBLIC HEARING(S):

a. Advisory Request for a possible establishment of a Child Care Facility on parcel at 444 S Butte Street/APN 002-291-001/General Commercial Zoning District.

Chair White introduced the item. Ms. Mantele presented the staff report. A brief discussion was had among the Commission and staff regarding if the use would fit into the present zoning. Ms. Hamilton, the day care provider, was in the audience and spoke before the Commission giving a brief history of her day care business and her plans at the new location.

It was the consensus of the Commission that the use is allowed in this zoning district with a Use Permit and Ms. Hamilton may go forward with applying for a use permit for her day care business.

Motion: Commissioner Griffith/Second: Commissioner Michael

The motion passed unanimously5/0 by the following voice vote:

AYES: White, Woods, Michael, Hansen, Griffith

NOES: ABSENT:

ABSTENTION:

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

Chair White introduced the item. Ms. Mantele presented the staff report with a slide show of styles of homes.

There was a discussion among the Commission and Staff and it was the consensus of the Commission to move the guidelines forward to the City Council for adoption.

8. COMMISSION COMMENTARY:

a. Commissioners gave reports on activities and various meetings they attended.

	ing projects. Ms. Mantele stated she did not have any items for mended the next regular meeting be scheduled for September
ADJOURNMENT: 8:01 p.m.	
	DECOVINGUES Chain
	PEGGY WHITE - Chair
Maria Ehorn – Minute Clerk	_
Walla Lifetti – Williate Clerk	

Planning Commission Agenda Report:

September 19, 2018

Project: Design Review (File # DR-18-02) Install new EVC stations and

equipment enclosure area

Applicant(s)/Owner: John McGaughey/Wal-Mart Real Estate

Project Location: 470 N. Airport Road, Willows

Parcel No: 017-210-052

Zoning: General Commercial/Light Manufacturing/Planned Development

(CG/ML/PD)

General Plan Commercial Industrial Combining Designation

Project Description:

The applicant, John McGaughey of Black & Veatch, (agent for Electrify America) and on behalf of Wal-Mart, (property owner), has submitted a Design Review application for design approval to install new physical improvements to include four new electric vehicle charging stations and an enclosed equipment area with fencing within the existing Wal-Mart parking lot. One of the charging stations will be handicap accessible. The enclosed equipment area will be secured by an eight-foot high fence and will have two gates on either side for entrance to area. A transformer will be installed to power the equipment. Plans do include areas for future dispenser locations (as shown on the site plan) and future power units, inverter and battery. This project will install five (5) 175KW power units with an area for the future expansion of the EVC's. Utility bollards will be placed around the equipment area. The existing underground electric line will be relocated for the proposed equipment and transformer. An existing cart rack will be relocated. Black & Veatch which represents Electrify America, seeks to install a network of electric car charging facilities across Northern California.

Review Process:

This matter is before the Planning Commission pursuant to Section 2.45.030 of the City of Willows Municipal Code.

Zoning/General Plan:

The project site is zoned General Commercial/Light Industrial/Planned Development (CG/ML/PD), which allows for various permitted uses including retail sales, and all uses in the CG and ML zoning districts. Zoning to the north is the same as the project site. East is Interstate 5, west is county, and south is Hwy 162 and beyond that is Highway Commercial (HC) zoning.

The General Plan Land Use designation for this site is Commercial Industrial Combining pursuant to the City's General Plan Land Use Map. The existing use is consistent with this designation.

Design Review Project Analysis:

<u>Materials and Colors Used</u>: The EVC chargers are pre-made and are usually white and green colors and approximately seven (7) feet in height. (See Attachment#6).

Relationship between Structures within the Development and between Structures and Site: The proposal is to install new electric car charger stations within an existing development site. The

addition of the EVC stations will not impact the relationship between the existing development or future expansion.

Relationship between Development and Neighborhood: The code refers to allowing development that will be harmonious and pleasing between the structures and the site itself. The proposed project would not be out of character for the site, as the need for more EVC's is in demand, and the stations are within parking areas now used for other vehicle parking.

Drives, Parking, Circulation: The 17 parking spaces where the new EVC stations and equipment area will be located will affect the existing parking, reducing the existing parking by 5 spaces. Overall the number of parking spaces on the Wal-Mart site is approximately 560. The 140,857 SF building required 470 parking spaces; thereby resulting in an overage of parking spaces. Therefore the loss of five parking spaces for the construction of the enclosed equipment area will not be a detrimental impact to the on-site parking. An accessible path of travel will be installed and new striping for the spaces will be installed in order to provide safe travel and use of stations. No driveways will be affected by this project.

Signage: New signage is proposed for the EV charger locations, which according to the plans will be installed on posts approximately 54" above grade (approximately 4.5 feet high). These signs will be part of the overall building permit for the project and not require a separate sign permit.

<u>Landscaping:</u> No new landscaping is proposed with this project. However the equipment area will be enclosed by an eight (8) foot high fence composed of composite TREX horizon fencing material. The two gates will be of the same material. (See Attachment 5)

<u>Lighting</u> No new lighting is proposed with this project. An existing light standard is located on site near the enclosed equipment area.

The project was reviewed internally by City departments for comments/conditions which are reflected in the attached proposed conditions of approval.

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.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution recommending Design Review approval for New Physical Improvements to allow installation of four EVC's and an enclosed equipment area, for property located at 470 N. Airport Road, Assessors Parcel Number 017-210-052, subject to the conditions of approval as shown in Attachment #2 and Attachments 3-6.

PLANNING COMMISSION OPTIONS:

- 1) Recommend approval of the Design Review proposal and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the Design Review application with appropriate findings for denial

Attachments:

1. Draft Planning Commission Resolution

ral.

- 2. Proposed Conditions of Approval
- 3. Applicant letter
- 4. Project Plans
- 5. Fencing
- 6. EVC Charging station
- 7. APN map

Submitted by:

Karen Mantele Principal Planner

PC RESOL	LUTION NO.	-2018

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-18-02) TO BLACK & VEATCH CORP. FOR INSTALLATION OF FOUR EVC CHARGING STATIONS AN ENCLOSED EQUIPMENT AREA AND FENCING FOR PROPERTY LOCATED AT 470 NORTH AIRPORT ROAD, WAL-MART SITE, ASSESSORS PARCEL NUMBER 017-210-052

WHEREAS, the applicant, John McGaughey of Black & Veatch Corp., has filed for Design Review approval to install new physical improvements to include four new electric charging stations and an enclosed equipment area on the Wal-Mart site, and,

WHEREAS, City of Willows Municipal Code Section 2.45.030 states new physical improvements require Design Review approval, and,

WHEREAS, the Planning Commission did, on September 19, 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 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 Design Review proposal to install four new electric charging stations with an enclosed equipment area and eight foot fencing, for property located at 470 N. Airport Road, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-18-02 subject to the attached conditions of approval set forth in Attachment #2; and Attachment(s) 3-6.

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 September, 2018, by the following vote, to wit:

AYES		
NOES		
ABSTAIN		
ABSENT		
	APPROVED:	
	Peggy White, Chairperson	

ATTEST:		
·-	Maria Ehorn, Recording Secretary	

DESIGN REVIEW CONDITIONS OF APPROVAL for EVC CHARGING STATIONS FOR PROPERTY AT 470 N. AIRPORT ROAD (Wal-Mart) APN; 017-210-052

PC appro	val date:	,2018
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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 installation of EVC charging stations and enclosed equipment area. An occupancy permit shall not be issued in part or whole subject to design review unless and until the work specified in the design review approval has been completed. If for any valid reason full compliance cannot be made; a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the City Manager or his authorized representative.
- 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.
- 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 conditions required by the Planning Commission shall be completed and installed prior to use of the site.

Building Department

- 7. The applicant shall submit a complete building permit application along with three (3) complete sets of plans, calculations and specifications for review and pay plan review fees.
- 8. Fencing plans shall be engineered.
- 9. All of the handicap accessible features applicable to the project shall be shown on the plans submitted for review (new and existing).

- 10. The project lies within the area requiring Development Impact Fees to be paid.
- 11. The project/plans shall comply with all applicable Federal, State, and local codes and ordinances.
- 12. Work requiring a permit shall not commence until building permits have been issued.
- 13. Dust prevention must be emphasized to avoid unnecessary annoyance to persons living or working in the area. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday unless approved by the City Manager.
- 14. All contractors/sub-contractors shall obtain a City business license prior to commencing operation. (Contact Finance Department).

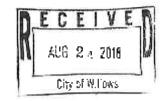
Applicant Letter



7450 CAK ROAD, \$1.70 490 WALNUT ERLEIC CA 9459 7 +1 925 946 1636 1 MARGALIGHEY NO 8V.CCAY

8/23/2018

Karen Mantele City of Willows Planning and Development Department 201 N. Lassen Street Willows, CA 95988



Dear Karen:

Enclosed please find the Planning Permit Application for the Electrify America electric vehicle charging facility located in the Wal-Mart parking lot at 470 N. Airport Road in Willows.

Electrify America entered into an agreement with Wal-Mart Real Estate Business Trust ("Owner") to use up to eighteen (18) parking stalls to install their electric vehicle charging infrastructure. The proposed facility uses seventeen (17) stalls. Charging dispensers will be installed in four (4) stalls, including one ADA accessible stall. The remaining thirteen (13) stalls will be converted to provide ADA accessible paths of travel as well as space for the utility infrastructure necessary to power the dispensers.

The facility is appropriately designed to integrate with the uses of the surrounding area and will not negatively impact the surrounding area. The site will will not generate bazardous materials, waste, odor, light or glare. No traffic circulation impacts to the surrounding area are anticipated.

Ptease do not he sitate to contact me at (925) 949-5935 should you have any questions prior to the Planning Commission hearing on September 19, 2018.

Very truly yours, BLACK & VEATCH

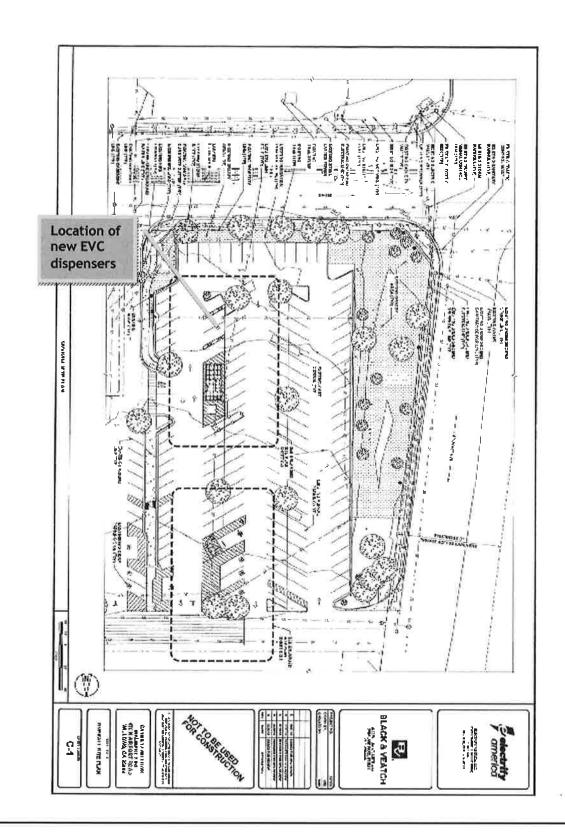
John McGaughey Site Acquisition Manager

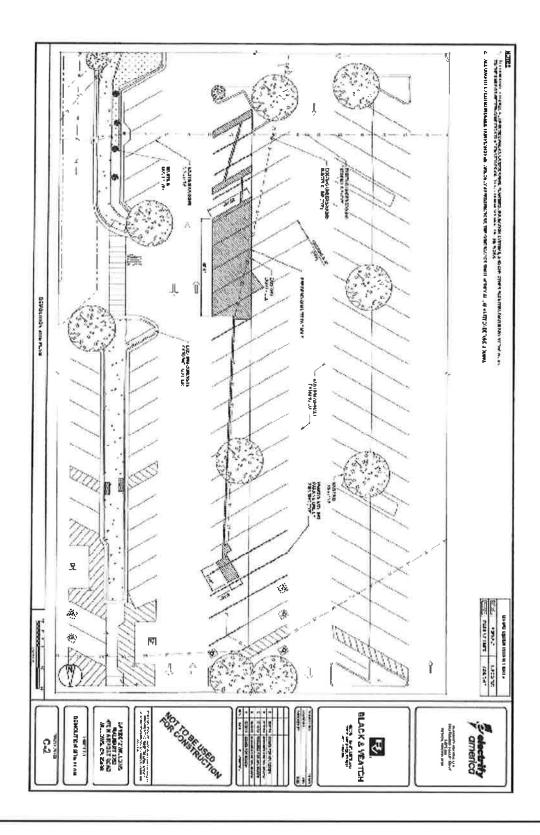
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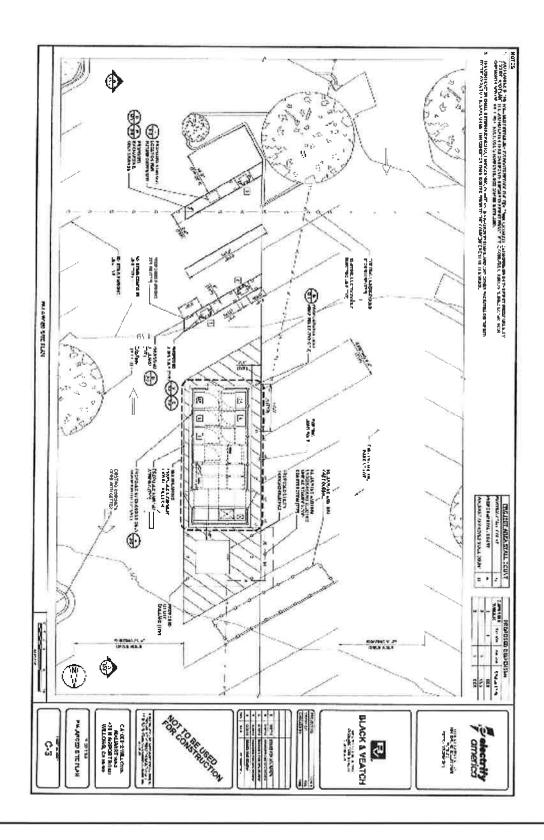
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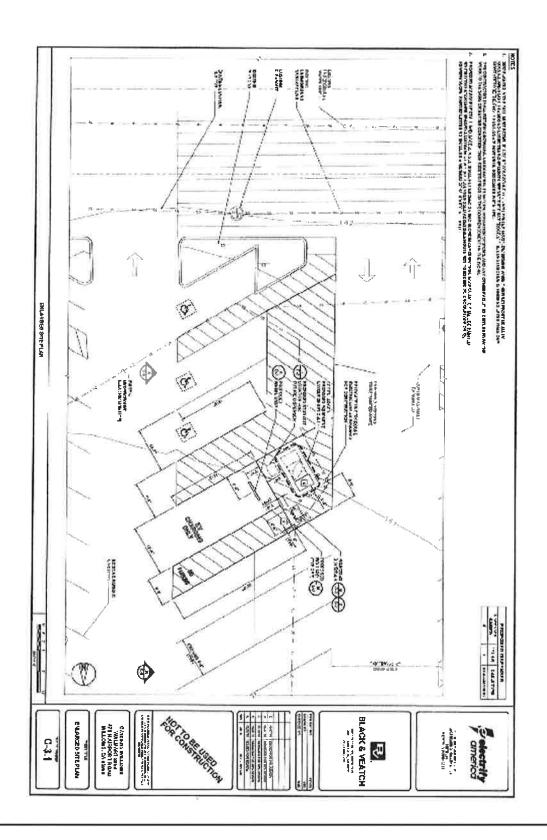
Project Plans

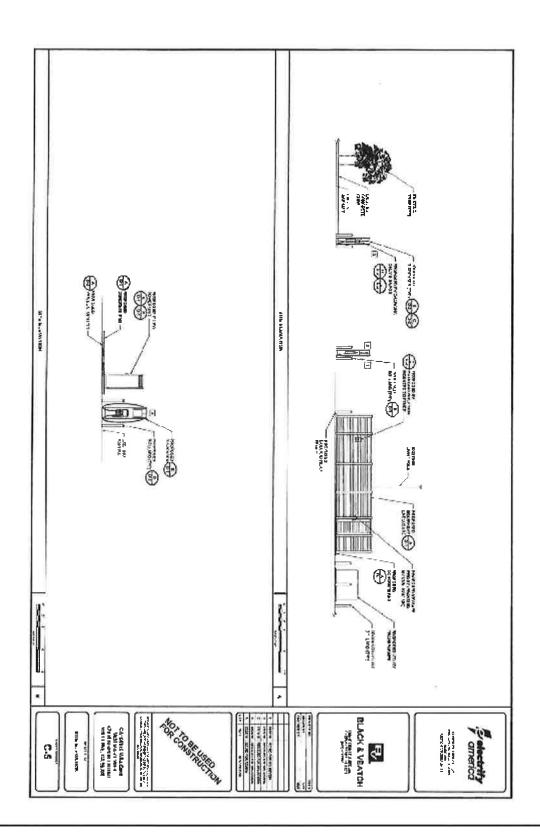




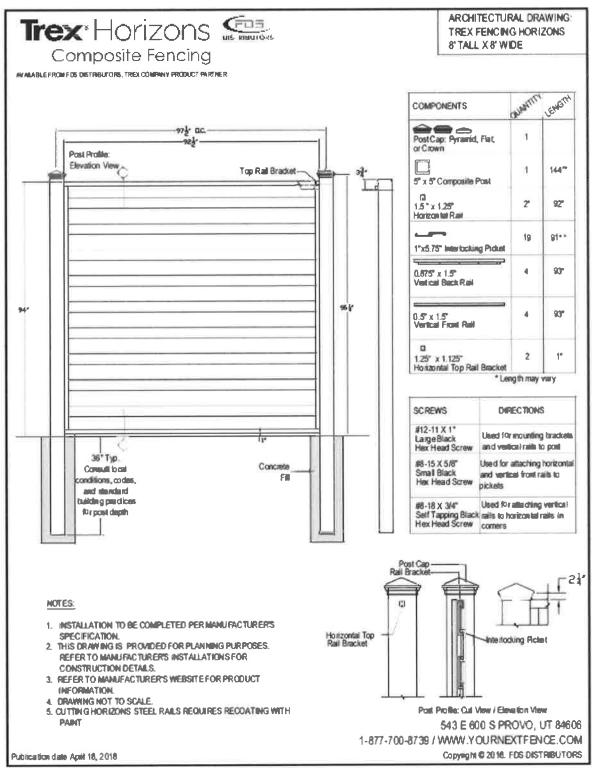








Fencing



1025 - Treat Fence Holizons 8 ft.dwg

Color sample of proposed fencing



Proposed TREX colors



EVC Charging Station

Electrify America Issued for Use 1/8/18

ABB SPECIFICATION SHEET

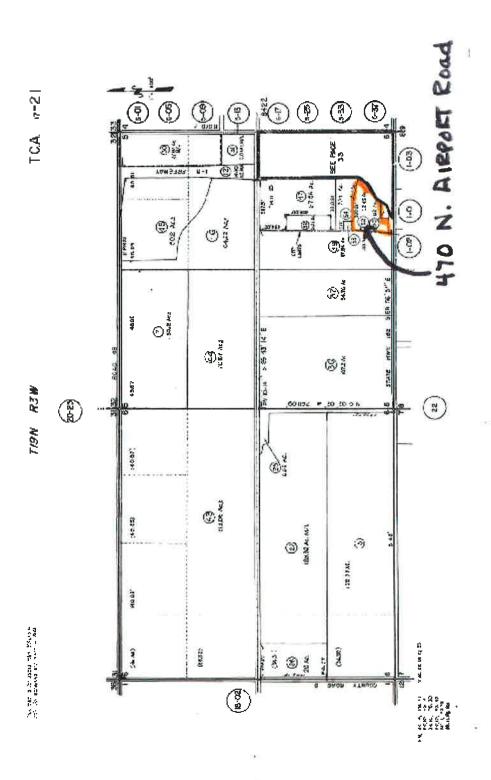


	Unit	Values
AC Input Voltage	V(ac)	480
AC Input Voltage Range	%	+/-10
AC Input Voltage Frequency	Hz	60 +/-1
AC Input Current (peak)	A(ac)	251
AC Input Power	kW(ac)	230
DC Output Power Peak (max)	kW(dc)	320
DC Output Voltage	V(dc)	150-920
AC Input Apparent Power	kVA	192
Power Factor		>0.97
Efficiency	%	0.95
Mfr recommended overcurrent protection	A(ac)	300
Power Cabinet weight	lbs	3000
Power cabinet dimensions (H x W x D)	inches	82x46x30
Dispenser weight	lbs	780
Dispenser dimensions (H x W x D)	inches	94x24x17
Total Harmonic distortion		<8>
Operating Temperature	deg C	-35 to +45
IP rating		54
IK rating		10
Humidity	%	100
Short Circuit Rating	kA	25
Altitude	m	2000

rev3



APN Map

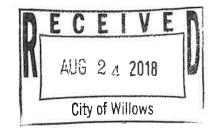


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John McGaughey Site Acquisition Manager

Enclosure[s]