



Willows Planning Commission Regular Meeting

January 16, 2019
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 December 19, 2018.

7. **NEW BUSINESS/Public Hearing(s)**

(a) Election of Planning Commission Chair and Vice Chair

(b) Zoning Text Amendments (File #ZTA-19-01) Belter Land Development applicant/Modify text within the Municipal Code to Sections 18.110.090(9) (Non-conforming uses); and 18.50.030(8) (Entryway District).

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 January 11, 2019.

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.

The City of Willows is an Equal Opportunity Provider

**SUMMARY MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD DECEMBER 19, 2018**

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. **Call to Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Hansen led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner; Wayne Peabody, Interim City Manager; Tara Rustenhoven, City Clerk.
Commissioners:
PRESENT: White, Woods, Hansen, Griffith
ABSENT: Michael
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:

Action:

Motion: Commissioner Woods/Second: Commissioner Griffith

Moved to approve the minutes of October 17, 2018 and minutes of November 14, 2018 with corrections as noted.

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT: Michael

ABSTENTION:

Action:

Motion: Commissioner Griffith/Second: Commissioner Hansen

Moved to approve the minutes of November 14, 2018

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT: Michael

ABSTENTION:

7. NEW BUSINESS/PUBLIC HEARING(S):

(a) Tentative Parcel Map Extension #1 (File# MSUB-13-01) Applicant/Owner: Ron Kahn/FA Investments

APN: 017-170-033 /CH (Highway Commercial) Zone/Highway Commercial Land Use Designation/Request for one-year extension to approved tentative map

Chair White introduced the item. Ms. Mantele presented the staff report. Interim City Manager, Wayne Peabody, was in attendance and provided information for the Planning Commission regarding the project.

Action:

Motion: Commissioner Griffith/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 approval to FA Investments LLC for a one-year extension to tentative map file number MS-13-01 for property located northwesterly of the intersection of County Road 57 and County Road 99 and at Assessor's Parcel number 017-170-033.

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT: Michael

ABSTENTION:

(b) Major Use Permit (File# MUP-18-05) and Design Review (File# DR-18-05) Applicant/Owner: Walden Academy/Catholic Church

1159 W. Wood Street/APN: 005-370-011/R-P (Multiple Residence-Professional Office District) zone/Office Professional Land Use Designation/Request to add 4 modular buildings to augment the existing Walden Academy school; and request for approval of site improvements.

Chair White introduced the item. Ms. Mantele presented the staff report. Commissioner Hansen recused himself from the meeting due to conflict of interest and left the meeting. A brief discussion about entering and exiting ensued.

Chair White opened the public hearing. Someone from the public thanked the Commission for taking the time to consider the expansion of the school.

Chair White then closed the public hearing.

Action:

Motion: Commissioner Woods/Second: Commissioner Griffith

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 and design review approval to Walden Academy Inc. to install four new portable buildings and approval for site improvements for property located at 1159 W. Wood Street, Assessor's Parcel Number 005-370-011.

The motion passed unanimously 3/0 by the following voice vote:

AYES: White, Woods, Griffith

NOES:

ABSENT: Michael

ABSTENTION: Hansen

Commissioner Hansen reentered the meeting.

(c) Review Use Permit (File# UP-18-03) Applicant/Owner: Ana Camacho/ Aida Corpuz

610 S. Tehama Street/Assessor's Parcel Number 002-312-002/ CG General Commercial) zone/General Commercial Land Use Designation/Use Permit

Chair White introduced the item. Ms. Mantele presented the staff report.

Chair White opened the public hearing.

Chair White then closed the public hearing.

No representative for the above review, regarding UP-18-03, was in attendance.

Action:

Motion: Commissioner Woods/Second: Commissioner Hansen

Moved by motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows revoking use permit (File #UP-18-03) which was granted to Ana Camacho for property located at 610 S. Tehama Street, Assessor's Parcel 002-312-002.

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

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT: Michael

ABSTENTION:

8. COMMISSION COMMENTARY:

- a. Commissioners gave reports on activities and various meetings they attended.
- b. Ms. Mantele stated the next scheduled Planning Commission meeting will be January 16, 2019.

ADJOURNMENT: 7:42 p.m.

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk

**PLANNING COMMISSION
AGENDA REPORT**

MEETING DATE: January 16, 2019
TO: City of Willows Planning Commission
FROM: Karen Mantele, Principal Planner
SUBJECT: Election of Chair & Vice Chair

Per Section 2.35.020 of the Willows Municipal Code and Policy Number 6-1, and in order to facilitate a consistent and orderly selection of officer, appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1st of each year. The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

Staff Recommendation:

Elect Officer(s)

Planning Commission Agenda Report:

January 16, 2019

To: City of Willows Planning Commission

From: Karen Mantele, Principal Planner

Project/Subject: Application for Zoning Text Amendments to the Municipal Code/Zoning Ordinance (File # ZTA-19-01) Sections 18.50.030 and 18.110.090

Applicant Belter Land Development LLC

Project Description

Staff has received an application to amend the City's Municipal Code/Zoning Ordinance; specifically adding text to Section 18.50.030 E (*Entryway District*); and Section 18.110.090 (*Non-Conforming*). The changes to these sections would add an exception to the code that would allow existing structures, as of the date of code adoption, built as single or multiple residential dwelling units, who have lost their original use, to be allowed to re-gain that residential use via an approved use permit from the Planning Commission.

Background:

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 applicant owns a structure within this district; however, it lost its use as a residence when it was permitted to be used as an office via a use permit in 1980's.

Staff has reviewed the past reports and minutes to meetings wherein the Entryway zoning was adopted and incorporated into the code and zoning map. As stated within the purpose of the district and the General Plan designation for this district, residential use is appropriate. However, the list of permitted or conditionally permitted uses within this zoning district do not include allowing for single or multiple family dwelling uses.

Zoning Text Amendments to include:

- Adding a *residential use exemption* for existing structures located within the E (Entryway District) by adding a new section to the Nonconforming Uses; Section 18.110.090(9)
- Adding a cross reference of the *residential use exemption* by adding a new section to the code within the Entryway code section 18.50.030(8)

In accordance with Section 18.20.030(1) notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing.

Environmental Review

Staff has determined that the project, Text Amendments to the Zoning Ordinance, is exempt from CEQA per Section 15061(3). A Notice of Exemption will be filed upon City Council review and approval of text amendments.

Attachments:

1. Draft Resolution No. (Recommending Approval of Zoning Text Amendments as shown on Exhibit A)

Staff Recommendation

Staff recommends that the Planning Commission adopt the Resolution recommending the City Council introduce ordinances amending certain sections of the text of the Municipal Code/Zoning Ordinance.

The Planning Commission may take the following actions:

1. Recommend to the City Council that certain sections of the Municipal Code/Zoning Ordinance be amended.
2. Add/Amend language to proposed Municipal Code Sections and recommend to the City Council.
3. Recommend that the City Council take no action on the proposed Zoning Ordinance Amendments

Submitted by:



Karen Mantele
Principal Planner



ATTACHMENT 1

PC RESOLUTION NO. _____-2019

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE ZONING TEXT AMENDMENTS TO THE MUNICIPAL CODE/ZONING ORDINANCE AS LISTED ON EXHIBIT A WITH OTHER TEXT REMAINING UNCHANGED

WHEREAS, the Belter Land Development LLC has initiated zoning text amendments to the City's Municipal Code/Zoning Ordinance, specifically to Sections 18.50.030 E (*Entryway District*); and Section 18.110.090 (*Non-Conforming*) which will allow for existing structures built as single or multi residential uses who have lost this use be allowed to regain that use via approval from the Planning Commission.; and,

WHEREAS, notices of the Planning Commission meeting held on January 16, 2019, were published in a newspaper of general circulation in the City in accordance with Section 18.20.030, and,

WHEREAS, the Planning Commission did, on January 16, 2019, hold a public hearing review and consider all public oral and written comments, letters and documents, staff reports, and all other supporting documents, City codes and regulations which are a part of the Record; and,

WHEREAS, the Planning Commission finds that the Amendments to the Municipal Code/Zoning Ordinance, as proposed in attached Exhibit A are consistent with the General Plan as the Entryway Land Use Designation 6.2 provides for a mixture of commercial, office and residential uses; and

WHEREAS, the Planning Commission finds that the text amendment proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF WILLOWS RESOLVES AS FOLLOWS:

1. The above recitals are true and correct and constitute a part of the findings made by the Planning Commission in approving this Resolution.
2. The project (amendments to the Municipal Code/Zoning Ordinance) will not have a significant effect on the environment.
3. The Planning Commission finds that the project is exempt from the California Environmental Quality Act per Section 15061(b)(3).

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 16th day of January 2019, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
_____, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

EXHIBIT A

PROPOSED ZONING TEXT AMENDMENTS

Request to Amend/Add the following sections to the Municipal Code. (text is bold and in yellow highlight)

ADD THE FOLLOWING:

1. **18.50.030 (Entryway) Uses permitted with a conditional use permit:**

(8) Residential uses as authorized under WMC 18.110.090(9)

2. **18.110.090 Nonconforming Uses**

(9) 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 18.110.090(7) and 18.50.050. The Planning Commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC 18.135.060