



Willows Planning Commission Regular Meeting

January 20, 2021
Willows City Hall
7:00 p.m.

PLANNING COMMISSION
Robert Griffith, Chair
Jose Hansen, Vice Chair
Candis Woods, Commissioner
Hilgard Muller, Commissioner
Pedro Bobadilla, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

Agenda

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

NOTICE:

This meeting of the Planning Commission of the City of Willows is CLOSED TO IN-PERSON ATTENDANCE for members of the public. This closure is necessary due to the need to protect against transmission of the COVID-19 Coronavirus. For Commission Members and necessary staff in attendance the City will strictly employ protective measures and require meeting participants to maintain a distance of at least six (6) feet between participants who are not members of the same household. For members of the public, the City encourages telephonic participation, through the use of the call-in information provided on this agenda.

Dial in Number: (605) 313-5611

Access Number: 404150

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 by stating your name and address. Then please wait until you are recognized by the Chair or Vice Chair. No formal action will be taken unless the matter is placed on a future agenda. Each member of the public attending in person or caller will be limited to three (3) minutes. If you are calling in to provide public comment, use the call-in information below:

Dial in Number: (605) 313-5611

Access Number: 404150

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 Special Planning Commission Meeting held on December 30, 2020.

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. REGULAR BUSINESS AGENDA/PUBLIC HEARING(S)

- a. Nominations and Election of Planning Commission Chair and Vice Chair
- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider granting a modification to design review approval (File #DR-20-03) to Jaimac Properties LLC allowing a change of timeframe in which to install site improvements consisting of fifteen carports for the project located at 251 S. Tehama Street, Assessors Parcel Number 003-061-009.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A MODIFICATION TO DESIGN REVIEW APPROVAL (FILE # DR-20-03) TO JAIMAC PROPERTIES LLC ALLOWING A CHANGE OF TIMEFRAME IN WHICH TO INSTALL SITE IMPROVEMENTS CONSISTING OF FIFTEEN CARPORTS FOR THE PROJECT LOCATED AT 251 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-061-009.

7. COMMISSION/STAFF REPORTS/COMMENTS

a. Staff Reports/Comments:

8. ADJOURNMENT

This agenda was posted on January 14, 2020

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. 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 SPECIAL MEETING HELD DECEMBER 30, 2020

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 Griffith called the meeting to order at 3:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Commissioner Hansen .
3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods, Muller, Bobadilla

Absent:

Staff Present: Karen Mantele, City Planner, Wayne Peabody, Interim City Manager, Maria Ehorn, Minute Clerk,

4. **Public Comment/ Written Communications:** None
5. **Consent Agenda:**

- a. Approval of minutes of the Regular Planning Commission meeting held on November 18, 2020.

Action:

Motion: Vice Chair Hansen/Second: Commissioner Woods

Moved to approve the minutes of Regular Planning Commission meeting held on November 18, 2020 with spelling correction as noted.

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

AYES: Griffith, Hansen, Woods, Muller, Bobadilla

NOES:

ABSENT:

ABSTAIN:

6. **REGULAR BUSINESS AGENDA/PUBLIC HEARING(S)**

- a. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving a Lot Line Adjustment, (File #LLA-20-01) for California Land Investors, LLC to adjust property lines for property located at Assessors Parcel Numbers 017-350-004, -005, and -006.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A LOT LINE ADJUSTMENT (FILE #LLA-20-01) FOR CALIFORNIA LAND INVESTORS, LLC TO ADJUST PROPERTY LINES FOR PROPERTY LOCATED AT ASSESSORS PARCEL NUMBERS 017-350-004, -005, AND -006.

Action:

Motion: Commissioner Woods/Second: Commissioner Muller

Moved to approve a resolution of the Planning Commission of the City of Willows approving a Lot Line Adjustment (File #LLA-20-01) for California Land Investors, LLC to adjust property lines for property located at Assessors Parcel Numbers 017-350-004, -005, and -006.

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

AYES: Griffith, Hansen, Woods, Muller, Bobadilla

NOES:

ABSENT:

ABSTAIN:

- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolutions for the Amended South Willows Residential Neighborhood Map (Rezone, General Plan Amendment, Major Use Permit, Planned Development) project.

- 1a. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving the General Plan Request (File #GPA-20-01) to redesignate 9.0 gross acres to the General Plan Land Use Map (Exhibit A) from low density residential to multi-family residential, and approve the request to rezone (File #RZ-20-01) 9.0 gross acres to the city zoning map (Exhibit B) within the South Willows Residential Community from R-1/PD to R-3/PD for property located in the southern portion of the City of Willows, south of Glenn Colusa Irrigation Canal, east of Interstate 5, and west of Tehama Street (Route 99) Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017 as listed on Exhibit A & B with other zoning and designations remaining unchanged.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE THE GENERAL PLAN REQUEST (FILE#GPA-20-01) TO REDESIGNATE 9.0 GROSS ACRES TO THE GENERAL PLAN LAND USE MAP (EXHIBIT A) FROM LOW DENSITY RESIDENTIAL TO MULTI FAMILY RESIDENTIAL, AND APPROVE THE REQUEST TO REZONE (FILE# RZ-20-01) 9.0 GROSS ACRES TO THE CITY ZONING MAP (EXHIBIT B) WITHIN THE SOUTH WILLOWS RESIDENTIAL COMMUNITY FROM R-1/PD TO R-3/PD FOR PROPERTY LOCATED IN THE SOUTHERN PORTION OF THE CITY OF WILLOWS, SOUTH OF GLENN COLUSA IRRIGATION CANAL, EAST OF INTERSTATE 5, AND WEST OF TEHAMA STREET (ROUTE 99) ASSESSORS PARCEL NUMBER(S) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017 AS LISTED ON EXHIBIT A & B WITH OTHER ZONING AND DESIGNATIONS REMAINING UNCHANGED.

4:09 Public hearing opened. No comments

4:09 Public hearing closed.

Action:

Motion: Commissioner Muller/Second: Vice Chair Hansen

Moved to approve a resolution of the Planning Commission of the City of Willows recommending the City Council approve the General Plan Request (file#gpa-20-01) to redesignate 9.0 gross acres to the General Plan Land Use Map (Exhibit A) from low density residential to multi family residential, and approve the request to rezone (File# RZ-20-01) 9.0 gross acres to the city zoning map (Exhibit B) within the South Willows Residential Community from R-1/PD to R-3/PD for property located in the southern portion of the City of Willows, south of Glenn Colusa irrigation canal, east of interstate 5, and west of Tehama Street (Route 99) Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017 as listed on Exhibit A & B with other zoning and designations remaining unchanged.

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

AYES: Griffith, Hansen, Woods, Muller, Bobadilla

NOES:

ABSENT:

ABSTAIN:

- 1b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of resolution of the Planning Commission of the City of Willows recommending the City Council adopt the subsequent mitigated negative declaration prepared for the South Willows Residential Neighborhood amended project for property located in the southern portion of the City of Willows, south of Glenn Colusa irrigation canal, east of Interstate 5, and west of Tehama Street (Route 99) specifically Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL ADOPT THE SUBSEQUENT MITIGATED NEGATIVE DECLARATION PREPARED FOR THE SOUTH WILLOWS RESIDENTIAL NEIGHBORHOOD AMENDED PROJECT FOR PROPERTY LOCATED IN THE SOUTHERN PORTION OF THE CITY OF WILLOWS, SOUTH OF GLENN COLUSA IRRIGATION CANAL, EAST OF INTERSTATE 5, AND WEST OF TEHAMA STREET (ROUTE 99) SPECIFICALLY ASSESSORS PARCEL NUMBER(S) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

Action:

Motion: Vice Chair Hansen/Second: Commissioner Woods

Moved to approve a resolution of the Planning Commission of the City of Willows recommending the City Council adopt the subsequent mitigated negative declaration prepared for the South Willows Residential Neighborhood amended project for property located in the southern portion of the City of Willows, south of Glenn Colusa irrigation canal, east

of interstate 5, and west of Tehama Street (Route 99) specifically Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

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

AYES: Griffith, Hansen, Woods, Muller, Bobadilla

NOES:

ABSENT:

ABSTAIN:

- 1c. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider granting Major Use Permit Approval (File #MUP-20-06) to California Land Investors LLC and Planned Development approval (File #PD-20-01) for the south willows residential neighborhood (tentative map file #TM-09-01) to establish a Combining Zoning District on 9.0 gross acres for property located in the southern portion of the City of Willows, south of Glenn Colusa irrigation canal, east of Interstate 5, and west of Tehama Street (Route 99) specifically Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING APPROVAL OF A MAJOR USE PERMIT (FILE #MUP-20-06) TO CALIFORNIA LAND INVESTORS LLC AND A PLANNED DEVELOPMENT (FILE# PD-20-01) FOR THE SOUTH WILLOWS RESIDENTIAL NEIGHBORHOOD (TENTATIVE MAP FILE# TM09-01) TO ESTABLISH A COMBINING ZONING DISTRICT ON 9.0 GROSS ACRES FOR PROPERTY LOCATED IN THE SOUTHERN PORTION OF THE CITY OF WILLOWS, SOUTH OF GLENN COLUSA IRRIGATION CANAL, EAST OF INTERSTATE 5, AND WEST OF TEHAMA STREET (ROUTE 99) SPECIFICALLY ASSESSORS PARCEL NUMBER(S) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

Action:

Motion: Commissioner Bobadilla/Second: Commissioner Woods

Moved to approve a resolution of the Planning Commission of the City of Willows recommending approval of a Major Use Permit (File #MUP-20-06) to California Land Investors LLC and a Planned Development (File# PD-20-01) for the South Willows Residential Neighborhood (Tentative Map File# TM-09-01) to establish a combining zoning district on 9.0 gross acres for property located in the southern portion of the City of Willows, south of Glenn Colusa irrigation canal, east of interstate 5, and west of Tehama Street (Route 99) specifically Assessors Parcel Number(s) 001-091-012, 001-101-003, 001-102-014, 017-170-011 & 017-170-017.

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

AYES: Griffith, Hansen, Woods, Muller, Bobadilla

NOES:

ABSENT:

ABSTAIN:

7. COMMISSION/STAFF REPORTS/COMMENTS.

- a. Staff Reports/Comments: Karen Mantele gave brief updates/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 4:26 p.m.

Robert Griffith – Chair

Maria Ehorn – Minute Clerk

**PLANNING COMMISSION
AGENDA REPORT**

MEETING DATE: January 20, 2021
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 20, 2021**

Project: Design Review (File#DR-20-01) Request for Timeframe to install Site Improvements for conversion of use project

Applicant(s)/Owner: Munish Sharma/Jaimac Properties LLC

Project Location: 251 S. Tehama Street

Parcel No: 003-061-009

Zoning: Central Commercial (CC)

General Plan: General Commercial

Background:

On June 17, 2020, the Planning Commission adopted Resolution 06-2020 granting Use Permit and Design Review approval for a change of use project, allowing a change of use to an existing structure, from a commercial use (motel) to a residential use (apartments) and approved the site improvements proposed with the project. A recent text amendment to the Central Commercial code created an exemption allowing existing single-story structures to be used as residential use by way of a conditional use permit. The project will consist of 14 apartment style units with 13 efficiency units (studios), and one two-bedroom unit, with an on-site manager at the apartment complex. The project included resurfacing the parking area and re-sealing and stripping to accommodate the required parking spaces, where 15 carports would cover all the on-site parking.

On August 4, 2020 Mr. Sharma pulled a building permit to start the remodeling process of the structure. Numerous building inspections have taken place during that time.

Review Process

This matter is before the Planning Commission pursuant to Willows Municipal Code Section Chapter 2.45.070(2)

Project Description:

On January 6, 2021, Mr. Sharma contacted Staff and requested additional time to install some of the required site improvements, the fifteen carports. His statement was that his intentions are to install a good product, to coincide with the construction remodel of the building. In obtaining estimates for carports, he found out the major difference in their costs. Fifteen sheet metal, not so strong carports would cost \$28,000. Fifteen very-strong, metal fabricated carports with pillars supported by footings, will cost \$120,000. He is asking for additional time in which to install the stronger carports.

Condition #6 of the adopted conditions of approval reads: *The developer shall adhere to the design and specification of the Architectural Design Review approval for the exterior façade improvements. An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. 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.* Section 2.45.070(2) of the WMC allows for the City to require posting of a bond to guarantee performance, which shall be in such amount as the City may fix.

As stated, WMC codes section 2.45.070(2) is applicable to such a request, and condition #6 discusses a performance bond that can be posted in lieu of the required improvements. Therefore, the request to allow reasonable time to install the carports is before you for consideration.

The City Manager has determined that the Commission should hear the request to modify the approved Design Review permit; and has determined that the bond shall be for one year with a possible one-year renewal, taking into account the circumstances at the time. The bond amount shall be set based upon the developers written estimate plus 10%.

The project was reviewed internally by City departments for comments/conditions which are included within the proposed conditions of approval.

Environmental Review and Analysis

The project (reimage of an existing building and change of use) pursuant to the California Environmental Quality Act (CEQA) was reviewed at the June 17, 2020 meeting, and Resolution #06-2020 adopted a finding that Section 15301, Class 1 which considered the project exempt. The timeframe consideration does not affect this CEQA determination.

STAFF RECOMMENDATION:

Staff recommends adoption of the attached resolution granting a modification to the timeframe request to install strong metal fabricated canopy carports, with pillars supported by footings, subject to the final adopted conditions of approval and additional conditions as shown in Attachment #2.

PLANNING COMMISSION OPTIONS:

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

Attachments:

- 1. Draft Planning Commission Resolution
- 2. Conditions of Approval
- 3. Site Plan showing carports

Submitted by:



Karen Mantele
Principal Planner



PC RESOLUTION NO. _____-2021

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A MODIFICATION TO DESIGN REVIEW (FILE # DR-20-03) FOR JAIMAC PROPERTIES LLC ALLOWING A CHANGE OF TIMEFRAME IN WHICH TO INSTALL SITE IMPROVEMENTS CONSISTING OF FIFTEEN CARPORTS FOR THE PROJECT LOCATED AT 251 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-061-009

WHEREAS, the applicant, Jaimac Properties LLC has received Design Review approval from the Planning Commission on June 17, 2020 for several site improvements for the change of use project at 251 S. Tehama Street; and,

WHEREAS, the applicant requested a modification to the time frame in which to complete the site improvements of installing fifteen strong metal fabricated carports; and

WHEREAS, Municipal Code Section 2.45.070(2) allows for the City to require the posting of a bond to guarantee performance of the Design Review project, which amount shall be fixed by the City; and

WHEREAS, the Planning Commission did, on January 20, 2021, 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 15301, Existing Facilities, Class 1.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request to modify the timeframe for installation of site improvements (fifteen carports), is consistent with the City of Willows General Plan, the City of Willows Municipal Code, subject to the final adopted conditions of the June 17, 2020 resolution, and additional conditions set forth in Attachment #2 for the modification request.

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 20th day of January 2021 by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL
for Site Improvement modification
For
JAIMAC PROPERTIES LLC
PROPERTY LOCATED AT 251 S. TEHAMA STREET
APN; 003-061-009**

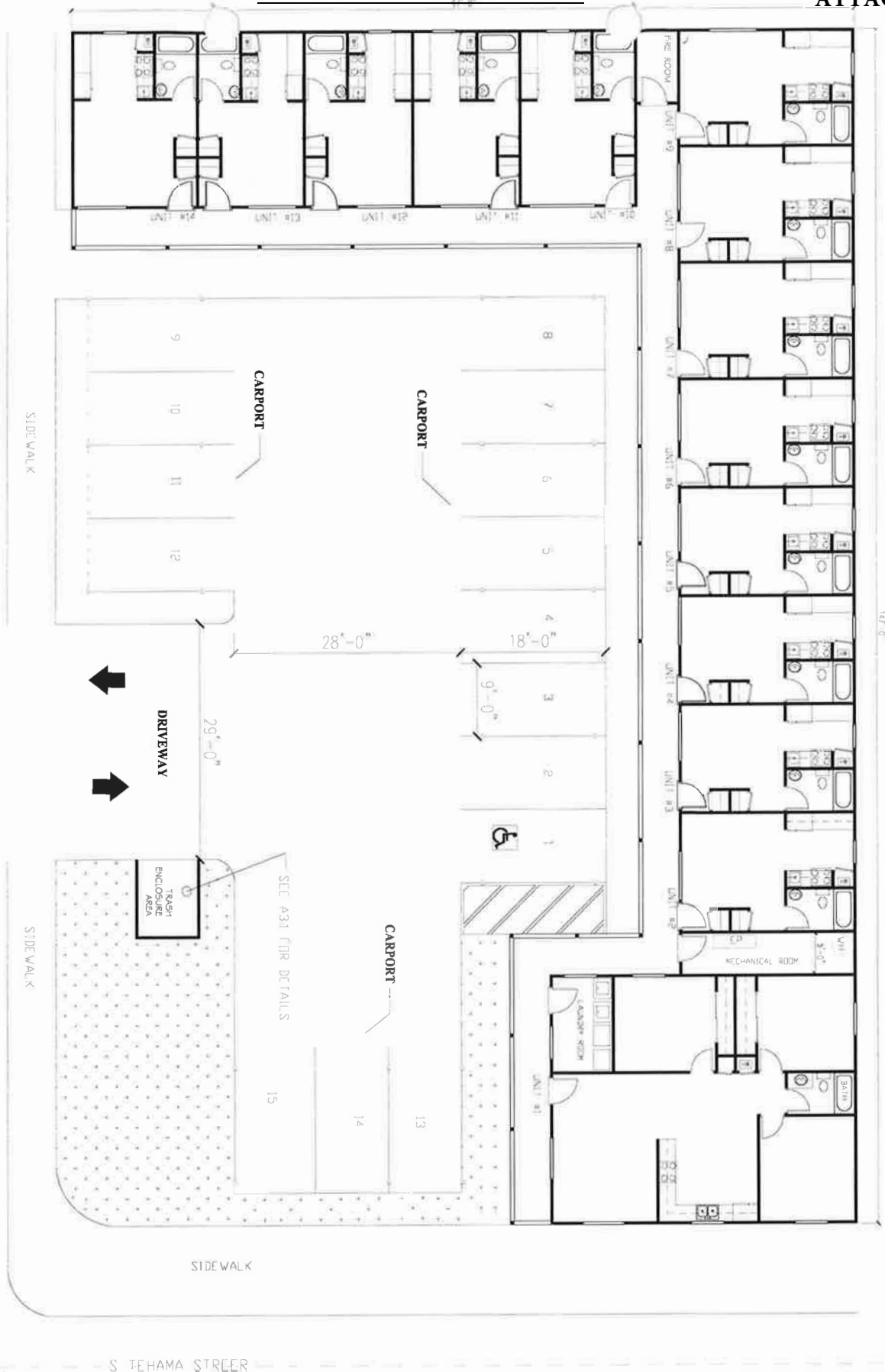
PC approval date: _____, 2021

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. Per WMC Section 2.45.070(2), The developer may post a surety performance bond to guarantee the site improvements (installation of the fifteen-strong metal fabricated canopy carports with pillars supported by footings) to allow a reasonable period of time in which to complete the improvement. This bond would allow the project to obtain a Certificate of Occupancy prior to installation of the carports. The bond amount shall be set by the City based upon a written estimate from the developer, plus ten percent. The bond shall be for one year with a possible one-year renewal, taking into account the circumstances at the time. The City Council shall approve the bond after the Commission has heard the modification request.
3. 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:

4. The applicant shall submit 3 complete sets of plans for the carports to the building department for review, along with a completed building permit and plan review fees.



W LAUREL STREET: 148'-11'-0"

S TEHAMA STREET



CLIENT:
C1.2

TITLE:
SITE PLAN

DATE:
08/11/2021

SCALE:
AS SHOWN

DESIGNER:
California Design Group

14 UNITS APARTMENT
251 S. TEHAMA STREET
WILLOWS CA 95573



DESIGNER:
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