



# Willows Planning Commission Regular Meeting

January 24, 2024  
Willows City Hall  
6:00 PM

City Council  
Pedro Bobadilla, Chair  
Maria Ehorn, Vice Chair  
Holly Myers, Commissioner  
Llanira Valencia, Commissioner  
Sherry Brott, Commissioner

City Planner  
Byron Turner

City Clerk  
Amos Hoover

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

## Agenda

Watch online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/89719643345?pwd=bFsrvbeCmlLbujkE1mGmEKiUkMgHRJ.1>

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote unless Commission Members or the City Planner first requests that a matter be removed for separate discussion and action. Individuals wishing to address the Commission concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Chairman and Commission members, and not to staff and/or the audience. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: [bturner@cityofwillows.org](mailto:bturner@cityofwillows.org).

a. **Minutes Approval**

Recommended Action: Approve minutes of the November 15, 2023, Planning Commission Regular Meeting.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

6. **PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Chair opens the public hearing, members of the public may request to speak. When you are called on by the Chair, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Commission, please give it to the City Planner for distribution.

a. **Major Use Permit/ File #MUP-23-03/360 W. Sycamore Street**

Recommended Action: Receive staff report and relevant documentation, hold a public hearing, and consider adoption of the following resolution: **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE # MUP-23-03) TO ALLOW ESTABLISHMENT OF A MINI-MART WITHIN AN EXISTING 2,200 SF COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 360 W SYCAMORE STREET ASSESSORS PARCEL NUMBER 002-171-017 WITHIN THE CENTRAL COMMERCIAL ZONE.**

Contact: Byron Turner, City Planner, [bturner@cityofwillows.org](mailto:bturner@cityofwillows.org)

## 7. DISCUSSION & ACTION CALENDAR

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the Commission concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Chairman and Commission, and not to staff and/or the audience. When the Chairman calls for public comment, please raise your hand to be acknowledged. While not required, the city requests that you please state your name clearly for the audio recording. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: [bturner@cityofwillows.org](mailto:bturner@cityofwillows.org).

### a. 245 S. Tehama St. Inconsistency with Color Scheme per Design Review (#DR-22-01)

Recommended Action: Staff recommends 1) Determining the current color scheme as acceptable in accordance with the City of Willows Municipal Code 18.141.060 or 2) not accepting the current color scheme as acceptable in accordance with the City of Willows Municipal Code 18.141.060 and requiring the owner to re-paint the building in accordance with the color scheme approved in the Design Review (#DR-22-01) at the Planning Commission meeting on July 22, 2022.

Contact: Byron Turner, City Planner, [bturner@cityofwillows.org](mailto:bturner@cityofwillows.org)

### b. Election of Chair and Vice Chair

Recommended Action: Accept nominations and elect a Chair and Vice Chair to preside over the Planning Commission for the 2024 calendar year.

Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

## 8. COMMENTS & REPORTS

- a. Commission Comments & Reports
- b. Staff Comments & Reports

## 9. ADJOURNMENT

**This agenda was posted on January 19, 2024.**

*Amos Hoover*

Amos Hoover, City 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](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. 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*



# PUBLIC COMMENT & CONSENT CALENDAR FORUM



# Willows Planning Commission Action Meeting Minutes November 18, 2023

Planning Commission  
Pedro Bobadilla, Chair  
Maria Ehorn, Vice Chair  
Llanira Valencia, Commissioner  
Holly Myers, Commissioner  
Sherry Brott, Commissioner

## 1. CALL TO ORDER– 6:00 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Commissioners Present: Chair Bobadilla, and Commissioners Brott, Myers and Valencia.  
Commissioners Absent: Vice Chair Ehorn

## 4. CHANGES TO THE AGENDA

None

## 5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Minutes Approval

**Action:** Minutes approved for the October 18, 2024, Regular Planning Commission Meeting.

**Moved/Seconded:** Commissioner Myers/Commissioner Brott

**Yes:** Chair Bobadilla, and Commissioners Brott, Myers, and Valencia

**No:** None

**Absent:** Vice Chair Ehorn

## 6. PUBLIC HEARING

### a. Rezone/File#RZ-23-02 & General Plan Amendment/File#GPA-23-02/APN: 003-121-015

**Open public hearing at 6:10 PM**

**Close public hearing at 6:11 PM**

Public Comment:

Victoria Shipley

**Action:** Adopted a resolution recommending the request to rezone one parcel from RP (multiple residence-professional office district) to ML (light industrial) zoning and change the general plan land use designation from office and professional to light industrial designation be forwarded to the City Council for approval for property located at assessor's parcel numbers 003-121-15.

**Moved/Seconded:** Commissioner Brott/Commissioner Myers  
**Yes:** Chair Bobadilla, and Commissioners Brott, Myers, and Valencia  
**No:** None  
**Absent:** Vice Chair Ehorn

**7. DISCUSSION & ACTION CALENDAR**

**a. Year Two Banner Program Review**

**Action:** Discussed the current status of the Banner Program and future ways ahead, and provided direction to staff.

Public Comment:  
Steve Moss

**8. ADJOURNMENT – 6:28 PM**

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Amos Hoover, City Clerk



# PUBLIC HEARING



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Date: January 24, 2024  
To: Planning Commission  
From: Byron Turner, Principal Planner  
Subject: Major Use Permit/ File #MUP-23-03/360 W. Sycamore Street

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**Recommendation:**

Receive staff report and relevant documentation, hold a public hearing, and consider adoption of the following resolution: A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE # MUP-23-03) TO ALLOW ESTABLISHMENT OF A MINI-MART WITHIN AN EXISTING 2,200 SF COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 360 W SYCAMORE STREET ASSESSORS PARCEL NUMBER 002-171-017 WITHIN THE CENTRAL COMMERCIAL ZONE.

**Rationale for Recommendation:** Per WMC 18.55.030(11) Mini-markets without gasoline sales are allowed with an approved use permit from the Planning Commission.

**Background:**

The subject property is located in the Central Commercial zoning district, on the corner of W. Sycamore St. and S. Plumas St. There is an existing approximately 2,200 SF building, constructed in 1962, which is currently vacant. Previously, the structure was occupied by a title company. The General Plan Designation is General Commercial.



*Figure 1 – front of building*

**Project**

**Discussion:**

The applicant proposes to utilize the existing 2,200 SF commercial building for the new mini-mart, which is a conditionally permitted use in the CC District.

The business will be open daily from 6am to 10pm. The store will carry basic groceries, snacks, soda, beer, wine, coffee, and will utilize a roller grill for hot food items.

Figure 2 - aerial



Imagery ©2023 Airbus, CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2023 50 ft

### Discussion & Analysis:

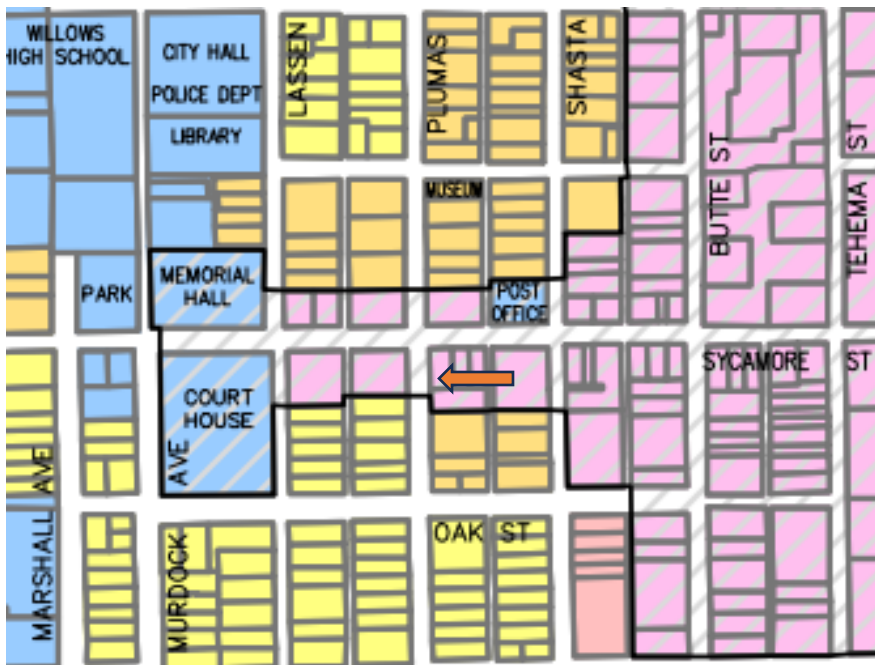
#### Use Permit:

The applicant proposing a new mini-mart style market at the proposed location. Zoning allows this use with Commission approval. The General Commercial designation provides for a variety of general retail businesses including, but not necessarily limited to: banks, business offices, food, hardware, variety, department, drug, and clothing stores. The applicant is also/has obtained necessary permits from Environmental Health food sales and ABC for beer and wine.

The surrounding zoning is the same as the site with commercial uses to the north, and east. General Commercial is the zoning to the south.

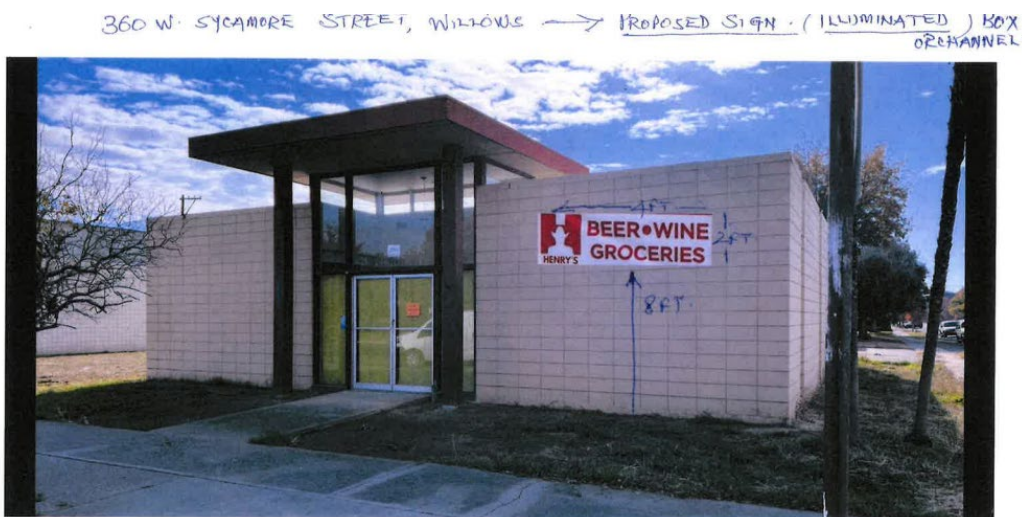
Parking is provided at the rear (south) of the property, including ADA compliant parking. A trash dumpster will be located at the rear of the building for trash pickup.

Figure 3 – Location & Zoning



There is no existing signage on the building. The applicant proposes to attach a new sign to the north side of the building (facing Sycamore). A sign permit is required per the WMC for any signage to advertise a commercial business prior to installation of any signage.

Figure 4 – proposed signage



Findings of Fact for use permit approval is required per WMC Chapter 18.135.050. These findings are included in the Draft Resolution and are as follows:

- (1) That the use is consistent with the purposes of the district in which the site is located; and

(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; and

(3) That the proposed use is in conformance with the general plan. [Ord. 632-91 § 26.05, 10-22-91].

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 300 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written or verbal public comments have been received by this office.

**Fiscal Impact:**

A PTA has been deposited for processing of the application.

**Attachments:**

- Attachment 1: Draft Resolution
- Attachment 2: Draft Conditions of Approval

**PC RESOLUTION NO. XX-2024**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS  
APPROVING USE PERMIT (FILE # MUP-23-03) TO ALLOW ESTABLISHMENT OF A  
MINI-MART WITHIN AN EXISTING 2,200 SF COMMERCIAL BUILDING FOR  
PROPERTY LOCATED AT 360 W SYCAMORE STREET ASSESSORS PARCEL NUMBER  
002-171-017 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the applicant, Harish Banger has made application for Use Permit approval to allow establishment of a Mini Mart style market; and

**WHEREAS** WMC Chapter 18.55.030(11) allows for Mini-Marts within the Central Commercial zone with a Use Permit approved by the Planning Commission; and

**WHEREAS** notice of the Planning Commission meeting held on January 24, 2024, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and

**WHEREAS** the Planning Commission did, on January 24, 2024, 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 does find that the proposed project qualifies as a Categorical Exemption under Sections 15301 & 15303; and

**WHEREAS** pursuant to Section 18.135.050 of the Zoning Ordinance, the following findings are made:

1) That the use is consistent with the purposes of the district in which the site is located.

*Mini-marts are allowed within the Central Commercial zone with use permit approval from the Planning Commission*

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.

*The location of the new use (mini-mart) will be located within an existing commercial building, and conditions of approval have been placed upon the use ensuring that it will not be detrimental to the public health, safety, or welfare or materially injurious to properties.*

3) That the proposed use is in conformance with the General Plan.

*Commercial businesses are allowed within the land use designation of General Commercial.*

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the request to allow establishment of a mini-mart style market is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Conditional Use Permit (file # MUP-23-03), subject to the attached conditions of approval.

**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 24<sup>th</sup> day of January 2024 by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTESTED:

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Pedro Bobadilla, Chairperson

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Amos Hoover, City Clerk

**Attachments:**

Exhibit A

**Use Permit (MUP-23-03) Conditions of Approval**  
**For new Mini Mart at**  
**360 W Sycamore Street/APN: 002-171-009**  
**PC approval date: \_\_\_\_\_, 2023**

**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 project.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. In any case where a use, permitted by a use permit, is not made on the project subject to the permit within the time specified in the permit or within one year after the date of granting thereof, 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.
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. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation.
6. The applicant/business owner shall comply with all requirements of the ABC (Alcohol & Beverage Control) for sale to the general public.
7. The business shall obtain a city business license prior to operation.

**BUILDING DEPARTMENT**

8. The applicant shall apply for a building permit for the proposed tenant improvements, plans to be prepared by an architect.
9. Any proposed or future interior or exterior work shall comply with the current federal, state, and local codes and ordinances, and codes shall be shown on the plans submitted.
10. The adopted conditions of approval shall be shown on the plans.
11. Accessibility upgrades will be required and shall meet current code.
12. Working hours (construction) shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

**GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

13. The applicant will need to apply for and obtain a Food Facility Permit from the County Health Department prior to opening for business.
14. The applicant must submit plans to the Department for review and approval per the food facility plan check requirements on the County website. Contact Jay Bhakta at 530-934-6102.

**FIRE DEPARTMENT**

15. All applicable fire fees shall be paid prior to the issuance of a building permit.
16. All fire and alarm systems must meet the approval of the Fire Chief.
17. A Knox box shall be installed per Fire Chief approval per WMC 15.15.130.
18. All exit doors shall be marked as such in accordance with CFC 2022. Main entrance shall be marked with *"This door is to remain unlocked when building is occupied"*.
19. The building address signing shall meet all WMC 15.15.100 criteria and be reviewed by the Fire Department prior to installation. The address shall be visible from the roadway/street.
20. The business shall provide fire extinguishers in accordance with the 2022 CFC.

21. Emergency lighting shall be installed and operate from battery backup in accordance with CFC 2022.
22. A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.
23. Regular Fire Department safety inspections shall occur annually.



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# DISCUSSION & ACTION CALENDAR



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Date: January 24, 2024

To: Planning Commission

From: Joe Bettencourt, Community Development and Services Director  
Byron Turner, Principal Planner

Subject: 245 S. Tehama St. Inconsistency with Color Scheme per Design Review (#DR-22-01)

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**Recommendation:**

Staff recommends 1) Determining the current color scheme as acceptable in accordance with the City of Willows Municipal Code 18.141.060 or 2) not accepting the current color scheme as acceptable in accordance with the City of Willows Municipal Code 18.141.060 and requiring the owner to re-paint the building in accordance with the color scheme approved in the Design Review (#DR-22-01) at the Planning Commission meeting on July 22, 2022.

**Rationale for Recommendation:**

The multi-family building located at 245 S. Tehama St. was painted a color inconsistent with the Design Review (#DR-22-01). The Planning Commission (Commission) shall determine the current color scheme as acceptable or not acceptable under the City of Willows Municipal Code 18.141.060

**Background:**

At the February 16, 2022 Commission meeting, an Advisory Request from Mr. Sharma to construct a four-plex apartment building at 245 S. Tehama St. was approved. At the July 22, 2022 Commission meeting, Use Permit (#UP-22-01) and Design Review (#DR-22-01) were approved. In accordance with Municipal Code Section 18.141.060 a color scheme of Sensible Hue and Flowerpot (Attachment 1) was approved by the Commission in the Design Review process.

The building was not painted Sensible Hue and Flowerpot, instead it was painted a dark green and yellow color scheme as seen in Attachment 2.

**Discussion & Analysis:**

Municipal Code 18.141.060 (4) reads:

“Materials and Colors Used. Soft and muted colors in the earthtone and woodtone range and natural materials are preferred and generally should predominate. Other colors and materials may be accepted if the applicant can demonstrate that they are appropriate to the style, are appropriate accent colors, and are harmonious with the site or compatible with the character of the neighborhood.

- (a) Earthtone and woodtone colors are considered to be various shades of reddish-brown, brown, tan, ocher, umber, gold, sand and green. Color schemes for new residential construction are incorporated into the single-family design guidelines.”

**Fiscal Impact:**

If the current color scheme is not acceptable, the owner will bear the burden of cost to re-paint.

**Attachments:**

- Attachment 1: Approved color scheme at the July 22, 2022 Planning Commission meeting
- Attachment 2: Current color scheme

## SHOP THIS LOOK

Sensible Hue by Sherw...



Flower Pot by Sherw...



Attachment 1







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Date: January 24, 2024  
To: Planning Commission  
From: Amos Hoover, City Clerk  
Subject: Election of Chair and Vice Chair

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**Recommendation:**

Accept nominations and elect a Chair and Vice Chair to preside over the Planning Commission for the 2024 calendar year.

**Rationale for Recommendation:**

Per Willows Municipal Code 2.35.020, elections are held on the first Planning Commission meeting after January 1<sup>st</sup> to nominate and elect a Chair and Vice Chair to serve a one-year term.

**Background:**

Consistent with City policy, the Planning Commission historically holds this election on the first meeting of the calendar year.

**Discussion & Analysis:**

The commission has the options of either nominating and electing new Commissioners to the positions of Chair and Vice Chair, or elect to have the current Chair and Vice Chair retain their positions for the upcoming year.

**Fiscal Impact:**

There is no fiscal impact.