



# Willows Planning Commission Regular Meeting Agenda

October 18, 2023, 6:00 pm

Willows City Hall  
201 N Lassen Street  
Willows, CA 95988

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

City Planner  
Byron Turner

Minute Clerk  
Amos Hoover

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. CHANGES TO THE AGENDA**

**5. PRESENTATION**

**a. Planning Commissioner Appointment – Swearing In**

Recommended Action: Appoint and swear in Sherry Brott to the Willows Planning Commission.  
Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

**b. Election for Replacement of Vice Chair for the remainder of 2023**

Recommended Action: Nominate and elect the Vice Chair  
Contact: Byron Turner, City Planner, [bturner@cityofwillows.org](mailto:bturner@cityofwillows.org)

**6. 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: [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org).

**7. PUBLIC HEARING**

**a. Design Review/Exterior Site Improvements (File#DR-23-03).**

Recommended Action: Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution entitled:

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-23-03) TO RED 88 RESTAURANT FOR EXTERIOR BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 110 W SYCAMORE STREET, ASSESSORS PARCEL NUMBER 003-005-008/GENERAL COMMERCIAL ZONE.**

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

**8. COMMENTS & REPORTS**

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

## 9. ADJOURNMENT

**This agenda was posted on October 13, 2023**

*Trustringhoven*

Tara Rustenhoven,  
Community Development Technicia

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



# PUBLIC HEARING



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Date: October 18, 2023  
To: Planning Commission  
From: Byron Turner, Principal Planner  
Subject: Design Review/Exterior Site Improvements/ File #DR-23-03/110 W. Sycamore Street

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**Recommendation:** Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

**Rationale for Recommendation:** WMC Chapter 18.141.030(1) requires Design Review approval from the Planning Commission for physical improvements or change of or to existing buildings, structures and other physical improvements shall be subject to design review, whether or not a building permit is required. The General Commercial District is intended to be applied in areas where commercial facilities are necessary for public service and convenience.

**Background:**

The previous business at the subject location has ceased and a new business (Red 88 Restaurant) will be operating in the existing commercial building. The new business is proposing exterior changes to the site and the building which requires Design Review approval.

**Project Discussion:**

The applicant proposes to utilize the existing 2,200 SF commercial building for the new restaurant, which is a permitted use in the CG District.

The business will be open six (6) days a week from 11am to 9pm. Red 88 Restaurant is expected to employ at least 10 part-time and 15 full-time staff. All building permits for remodeling and occupying the building have been secured. The purpose of this permit is to change the exterior colors to match the business's existing color scheme of red, black, and white.

**Design Review Analysis:**

*Competent Design:* There is no proposal to redesign the existing commercial building. The interior has been remodeled for restaurant use.

*Relationship Between Structures Within the Development and Between Structures and Site:* No new structures are proposed with this project.

*Relationship between Development and Neighborhood:* This is not a new development project but rather exterior visual changes to what is existing. The changes fit-in with the surrounding downtown and will not change the neighborhood character.

*Materials and Colors Used:* The applicant will be painting the roof trim and wood panel a shade of red “timeless ruby”, and the bricks black with white mortar. The repainting will enhance the building. A rendering of what is proposed is attached.

*Wall, fences:* No new walls or fences are proposed with this project.

*Surface Water Drainage:* No change.

*Drives, Parking and Circulation:* Access is off West Sycamore Street. A new ADA compliant parking space will be installed.

*Signs:* New signage is proposed for the new business name. A sign permit has been applied for and is currently being processed, pending approval of the Design Review Permit.

*Exterior Lighting:* Appropriate lighting is necessary for safe operation during times of darkness. The site is equipped with the necessary lighting, inside and out, and provides a safe environment for the customers and employees and discourages loitering.

*Landscaping:* 2 new planters are proposed with this project. Any trash accumulating on the property and landscape areas will be removed promptly, with any graffiti removed from any place within 48 hours.

Per Section 18.141.070(1) An application for design review may be approved, approved with modifications, conditionally approved, or disapproved.

### **Environmental Review**

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposed project is exempt from further CEQA review and qualifies as a Categorical Exemption pursuant to Section 15301, Class 1, Existing Facilities.

### **Fiscal Impact:**

There is no impact to the city as this project has a PTA deposit on file for processing.

### **Attachments:**

1. Draft Resolution
2. Draft Conditions of Approval
3. Color renditions

**PC RESOLUTION NO. XX-2023**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-23-03) TO RED 88 RESTAURANT FOR EXTERIOR BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 110 W. SYCAMORE STREET, ASSESSORS PARCEL NUMBER 003-005-008/GENERAL COMMERCIAL ZONE**

**WHEREAS** the applicant, Red 88 Restaurant (Kanapa Yungvanitsait), has filed for Design Review approval for exterior building and site improvements on subject parcel; and,

**WHEREAS** City of Willows Municipal Code Chapter 18.141.030 states that all new buildings, structures, and other physical improvements shall have design review approval from the Planning Commission; and,

**WHEREAS** the Planning Commission did, on October 18, 2023, 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 Design Review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15301 and 15311.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for exterior building and site improvements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-23-03 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 18th day of June 2023, by the following vote, to wit,

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSTAIN \_\_\_\_\_  
ABSENT \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Pedro Bobadilla, Chairperson

ATTEST: \_\_\_\_\_  
Amos Hoover, City Clerk

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR  
BEVERAGE HOUSE MARKET  
FOR PROPERTY LOCATED AT 110 W. SYCAMORE STREET/ APN: 003-005-008**

**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 development 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. The developer shall adhere to the design and specification of the Architectural Design Review approval regarding painting the store, repairing, and repaving the parking lot, including re-striping, and upgrading the trash enclosure as shown on submitted plan.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city for an extension of not more than one year from the original date of expiration, if he/she 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. All contractors/sub-contractors doing work on the project shall obtain a city business license prior to commencing operation.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation. Temporary banner signage has been approved for 30 days.
7. No exterior advertising or window signs shall advertise beer or wine products.
8. Per WMC 8.10.020(11) graffiti shall be removed in order to maintain the property.

**Building Department**

9. For any interior or exterior improvements requiring a building permit, the applicant shall submit to the building department a completed building permit application, and 3 complete sets of plans for plan check review and approval by the Building Department.
10. The Applicant shall pay the applicable plan review fees at time of building permit submittal.
11. Project shall comply with all applicable Federal, State, and local codes and ordinances.
12. Working hours are from 7am to 6pm Monday through Saturday. No Sunday or holidays.
13. Conditions of approval shall be on the plans submitted for review.

**Fire Department:**

14. The building address signing shall comply with WMC 15.15.100.
15. The business shall have a fire inspection conducted upon completion. Please contact the Fire Chief.
16. A Knox box shall be installed per Fire Chief approval if not installed already.
17. Shall provide fire extinguishers in accordance with the 2019 CFC.

**Glenn County Planning & Community Development Services Agency:**

18. A Health Department permit is required for restaurant use. Contact the County of Glenn Health Department regarding the permit.





1

FRONT ELEVATION - NORTH



110 W SYCAMORE ST,  
WILLOWS, CA 95988  
(530) 204-8550

NOTES  
-ROOF TRIM AND WOOD  
PANELING IS PAINTED IN  
THE SHADE 'TIMELESS  
RUBY' BY BEHR  
-BRICKS ARE PAINTED  
'BLACK' BY BEHR WITH  
WHITE MORTAR

RED 88 WILLOWS  
NORTH ELEVATION  
AUG 24, 2023

NOT TO SCALE

PAGE 1 OF 4



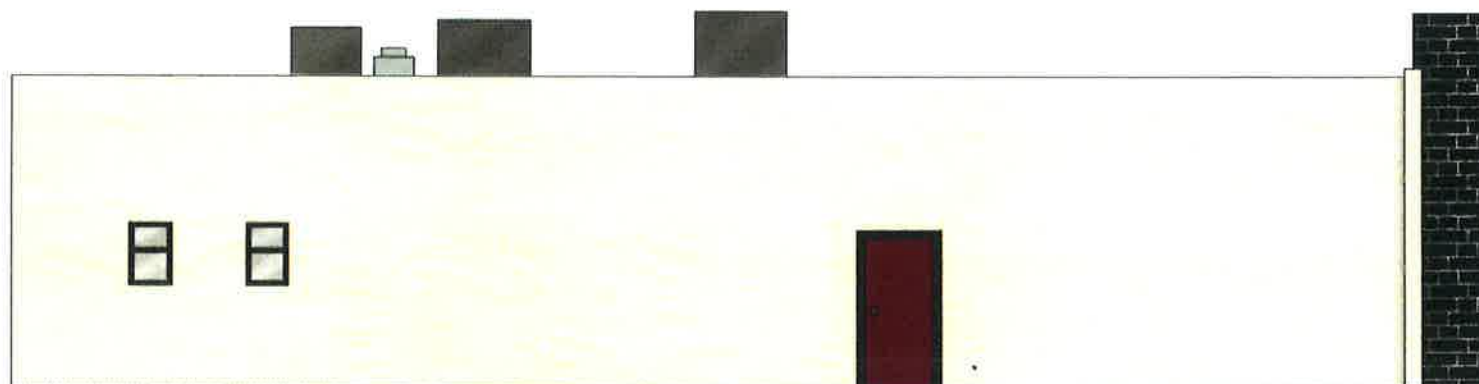
110 W SYCAMORE ST,  
WILLOWS, CA 95988  
(530) 204-8550

NOTES  
-WALLS ARE PAINTED  
'OFF WHITE' BY BEHR  
-DOOR IS 'TIMELESS  
RUBY' BY BEHR  
-BRICKS AND DOOR  
TRIM ARE PAINTED  
'BLACK' BY BEHR

RED 88 WILLOWS  
EAST ELEVATION  
AUG 24, 2023

NOT TO SCALE

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2

SIDE ELEVATION - EAST



3

SIDE ELEVATION - WEST



110 W SYCAMORE ST,  
WILLOWS, CA 95988  
(530) 204-8550

NOTES  
-WALLS ARE PAINTED  
'OFF WHITE' BY BEHR  
-DOOR IS 'TIMELESS  
RUBY' BY BEHR  
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RED 88 WILLOWS  
WEST ELEVATION  
AUG 24, 2023

NOT TO SCALE

PAGE 3 OF 4



110 W SYCAMORE ST,  
WILLOWS, CA 95988  
(530) 204-8550

NOTES  
-WALLS ARE PAINTED  
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'BLACK' BY BEHR

RED 88 WILLOWS  
SOUTH ELEVATION  
AUG 24, 2023

NOT TO SCALE

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BACK ELEVATION - SOUTH



# COMMENTS AND REPORTS