



Willows Planning Commission Regular Meeting

November 15, 2023
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/89666490677?pwd=2tRBWEBkpAl9C0WNsrYJBvmF9Jop.h3O6iKajFJRuXZJ8>

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.

a. **Minutes Approval**

Recommended Action: Approve minutes of the October 18, 2023, Planning Commission Regular Meeting.

Contact: Byron Turner, City Planner, bturner@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. **Rezone/File#RZ-23-02 & General Plan Amendment/File#GPA-23-02/APN: 003-121-015**

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 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 ASSESSORS PARCEL NUMBERS 003-121-15.**

Contact: Byron Turner, City Planner, 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.

a. Year Two Banner Program Review

Recommended Action: Consider and discuss the City of Willows banner program in preparation for year two.

Contact: Byron Turner, City Planner, bturner@cityofwillows.org.

8. COMMENTS & REPORTS

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

9. ADJOURNMENT

This agenda was posted on November 9, 2023.

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.

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 Draft Action Meeting Minutes October 18, 2023

Agenda Item #5a.

Planning Commission

Pedro Bobadilla, Chair

Vacant, Vice Chair

Llanira Valencia, Commissioner

Holly Myers, Commissioner

Maria Ehorn, Commissioner

1. CALL TO ORDER– 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Bobadilla, and Commissioners Myers, Ehorn, and Valencia

Commissioners Absent: None

4. CHANGES TO THE AGENDA

None

5. PRESENTATION

a. Planning Commissioner Appointment – Swearing In

Sherry Brott was sworn in as a Planning Commissioner by the City Clerk.

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

Action: Maria Ehorn was elected as Vice Chair for the remainder of 2023.

Moved/Seconded: Commissioner Myers/Commissioner Valencia

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

No: None

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Action: Minutes approved for the August 16, 2023, Regular Planning Commission Meeting.

Moved/Seconded: Commissioner Ehorn/Commissioner Myers

Yes: Chair Bobadilla, Commissioner Myers, and Commissioner Ehorn

No: None

Abstain: Commissioner Valencia, Commissioner Brott

7. PUBLIC HEARING

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

Open public hearing at 6:10 p.m.

Close public hearing at 6:19 p.m.

Commissioner Myers had comments on the color scheme.

Public Comment:

Jose Hansen

Thomas Bowen

Nikhil Dahl

Action: Adopted a resolution 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, assessor's parcel number 003-005-008/general commercial zone.

Moved/Seconded: Commissioner Valencia/Commissioner Myers

Yes: Chair Bobadilla, Commissioner Valencia, Commissioner Ehorn

No: Commissioner Myers, Commissioner Brott

8. ADJOURNMENT – 6:59 p.m.

Amos Hoover, City Clerk



PUBLIC HEARING



Date: November 15, 2023
To: Planning Commission
From: Byron Turner, Principal Planner
Subject: Rezone/File#RZ-23-02 & General Plan Amendment/File#GPA-23-02/APN: 003-121-015

Recommendation:

Receive staff report and relevant documentation, hold a public hearing, and consider adoption of the attached resolution.

Rationale for Recommendation:

Per WMC Section 18.20.030 all zone changes require city approval via the Planning Commission and a recommendation report to the City Council thereafter per 18.20.040.

Rezone/GPA Discussion:

The applicant, Mary Susan Fleming, has filed Rezone and General Plan Amendment applications for consideration by the Planning Commission. The request is to amend the zoning and general plan land use designation on the above referenced parcel located within the City of Willows. The parcel is currently zoned RP (Multiple Residence Professional Office District) with the land use designation of Office & Professional. The applicant is requesting rezoning to ML (Light Industrial). The parcel is located at 345 E. Laurel Street

A 1,900 square foot structure is currently located on the site. The site was originally 2 parcels, and the structure had inadvertently been constructed across the property line. In 2021, the parcels were merged in order to correct this violation. As part of the merger, the entire parcel was rezoned to RP. This action rendered the existing building as a non-conforming use, as the structure does not meet Residential or Professional Office building standards. The request is to rezone the lot to ML (Light Industrial) zone which would require the amendment of the city's zoning map as well. The second request is to amend the land use designation on the parcel from Office & Professional to Light Industrial. Additionally, this will result in an amendment to the city's land use map.

According to the applicant, they were not aware that rezoning to RP would create the nonconformity.

The zoning directly to the west is currently ML, which is consistent with the surrounding area. The reasoning for the rezone and general plan amendment requests is to allow the existing structure to be improved and utilized as a business.

Public Hearing:

Per WMC Section 18.20.030(2) Notice of the proposed applications and public hearing was posted in a local newspaper and property owners within 300 feet of the subject site were sent notice. No written or verbal comments have been received from the adjoining property owners.

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 15061(3).

Fiscal Impact:

The project has a PTA deposit on file to process the applications.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. Zoning map
4. GPA map
5. Aerial of the parcel and surrounding area
6. APN map

PC RESOLUTION NO. XXX-2023

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS
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 ASSESSORS PARCEL NUMBERS 003-121-15**

WHEREAS, the applicant Mary Susan Fleming has filed Rezone and General Plan Amendment applications for consideration; and

WHEREAS, City of Willows Municipal Code Chapter 18.20 states that all zone changes require city approval; and

WHEREAS the Planning Commission did, on November 15, 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 notice of the Planning Commission meeting held on November 15, 2023, 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 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 rezone/general plan change proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(3).

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the proposal to rezone the subject parcel from RP zoning to ML zoning, and change the land use designation on the parcel from Office and Professional to Light Industrial, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby forwards the request to the City Council with a recommendation to approve the request, 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 15th day of November 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chairperson

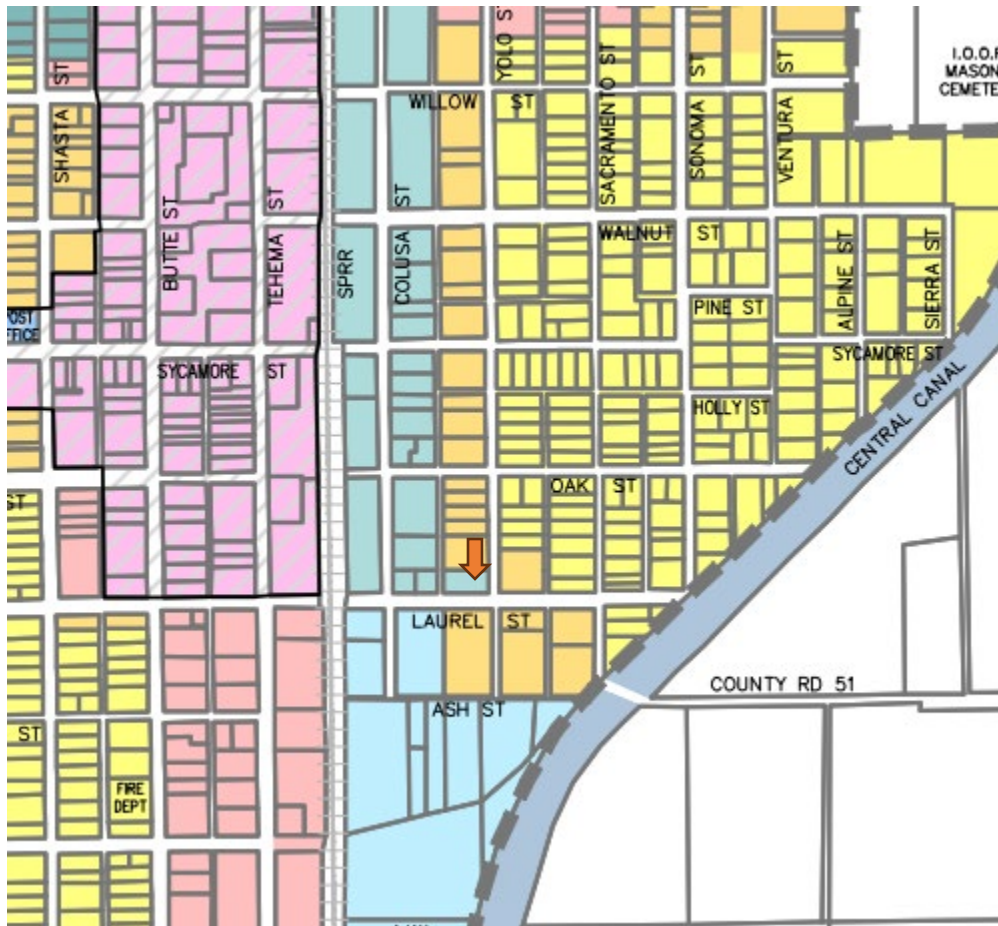
Amos Hoover, City Clerk

**Rezone/General Plan Amendment
CONDITIONS OF APPROVAL FOR
MARY SUSAN FLEMING
FOR PROPERTY LOCATED
APN: 003-121-015**

PC approval date: November 15, 2023

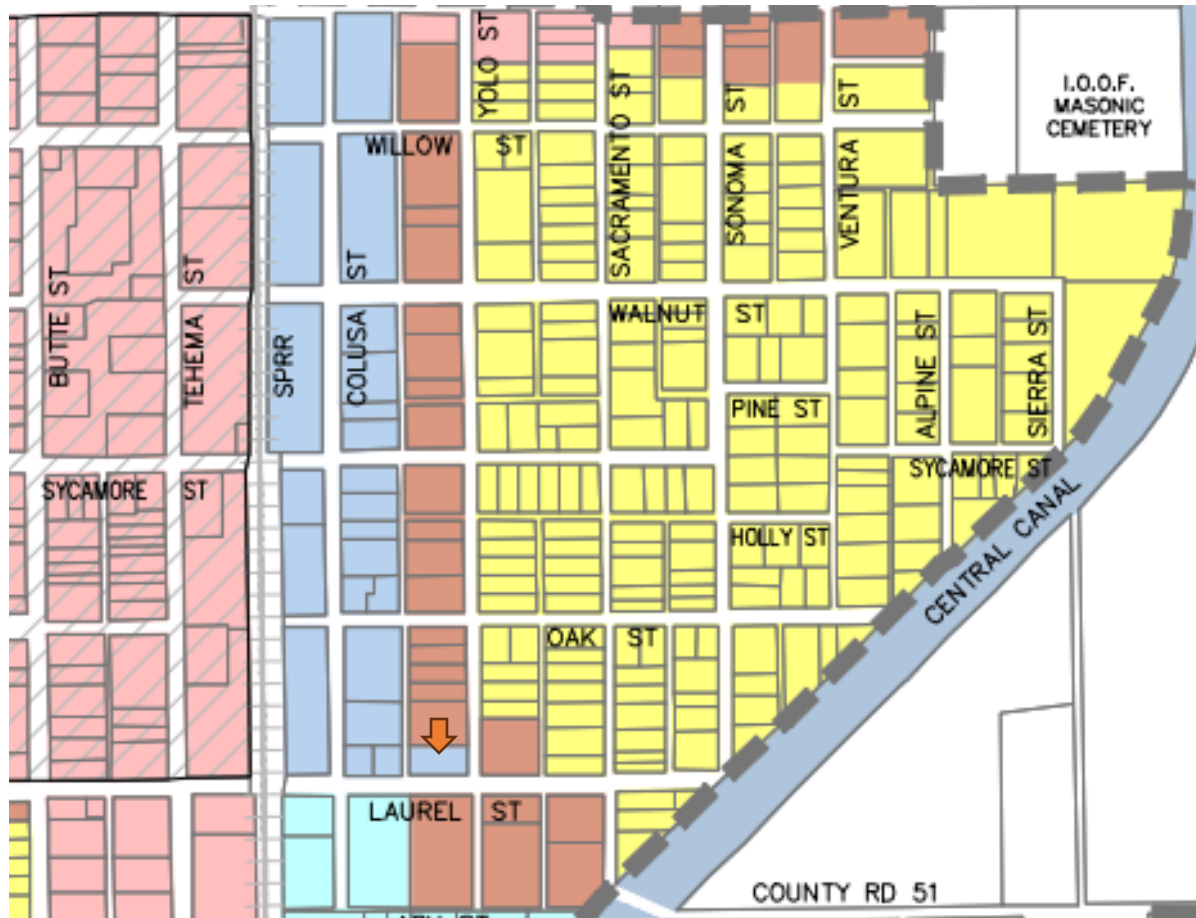
General

1. That the applicant/developer enter into a Pass-Through Agreement with the City of Willows to pay the cost of all planning review 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.



ZONING DESIGNATIONS

	R-1/PD: SINGLE FAMILY HOUSING/PLANNED DEVELOPMENT
	R-1/A: SINGLE FAMILY RESIDENTIAL HOUSING/AGRICULTURE
	R-1: SINGLE FAMILY RESIDENTIAL
	R-3: HIGH DENSITY RESIDENTIAL
	RP: RESIDENTIAL/PROFESSIONAL
	HIGHWAY COMMERCIAL
	PUBLIC FACILITIES AND SERVICES
	OPEN SPACE
	CG/ML: GENERAL COMMERCIAL/LIGHT MANUFACTURING
	ML: LIGHT MANUFACTURING
	MH: HEAVY MANUFACTURING
	GC: GENERAL COMMERCIAL
	CC: CENTRAL COMMERCIAL
	CG/PD: GENERAL COMMERCIAL/PLANNED DEVELOPMENT
	CG/ML/PD: GENERAL COMMERCIAL/LIGHT MANUFACTURING/PLANNED DEVELOPMENT
	E: ENTRYWAY



LANDUSE DESIGNATIONS

	LDR - LOW DENSITY RESIDENTIAL
	MFR - MULTI FAMILY RESIDENTIAL
	GC - GENERAL COMMERCIAL
	HC - HIGHWAY COMMERCIAL
	OP - OFFICE OF PROFESSIONAL
	CI - COMMERCIAL/INDUSTRIAL COMBINING
	GI - GENERAL INDUSTRIAL
	LI - LIGHT INDUSTRIAL
	P - PUBLIC FACILITIES AND SERVICES
	OS - OPEN SPACE
	E - ENTRYWAY





DISCUSSION & ACTION CALENDAR



Date: November 15, 2023
To: Planning Commission
From: Byron Turner, Principal Planner
Subject: Year Two Banner Program

The City of Willows has partnered with local business owners for a City-wide banner program. The first set of banners were installed in January of 2023, on streetlamps around the City showcasing local businesses and artwork designed to reflect the City's unique qualities. Current designs and an overview of the program can be found at the website listed below:

<https://communityshowcasebanners.com/willows-ca/>

The company that administers the program is soliciting feedback from the City for year two. Topics include:

1. Will you be keeping all of the same poles locations in the program for year two?
Please review your digital map and confirm: <https://communityshowcasebanners.com/willows-ca/>
2. Do you want to stick with the same banner size as last year? (30" x 72").
3. Direction for your artwork - do you want us to continue to handle the artwork? What themes do you want to use, are there specific colors you want included, are there initiatives you are focusing on?
4. Do you want a more modern look or a classic design?
5. What are some important colors you want included?
6. In order of importance, what are the 3 things you want someone to walk away with when they view your new banner designs?

Any feedback from the Planning Commission or public will be forwarded to the program administrators.

Fiscal Impact:

No cost to the City of Willows



COMMENTS AND REPORTS