



# Willows Planning Commission Regular Meeting

February 17, 2021  
Willows City Hall  
7:00 p.m.

## Agenda

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

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Tara Rustenhoven

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

### **NOTICE:**

Pursuant to N-25-20 issued by Governor Gavin Newsom suspending portions of the Brown Act, the February 17, 2021 Willows Planning Commission meeting will be OPEN to the public. We will be limiting the number of members of the public physically present in Council chambers at City Hall in order to observe recommended social distancing practices. Members of the public who choose to attend in person must wear a mask or other face covering, and to wash their hands and use hand sanitizer frequently, in addition to maintaining at least six feet of distance between themselves and any others who are not members of their household to minimize the possibility of transmission of the COVID-19 virus. For those members of the public who are at high-risk or prefer not to attend in-person, the City is also providing a mechanism through which they may attend the meeting telephonically by following the instructions below.

**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 Regular Planning Commission Meeting held on January 20, 2021.

*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. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving a Design Review (File #DR-20-07) for Tim Holdeman/SMARTGEN to construct a new opening into an existing building, and install fencing and a gate for property located at 128 S Colusa Street, Assessors Parcel Numbers 003-111-001 and 003-112-004.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-07) FOR EXTERIOR FAÇADE IMPROVEMENT TO TIM HOLDEMAN OF SMARTGEN TO CONSTRUCT A NEW 12'X12' OPENING TO AN EXISTING BUILDING AND FOR CONSTRUCTION OF A SEVEN-FOOT-HIGH CHAIN LINK FENCE AND GATE FOR PROPERTY LOCATED AT 128 S COLUSA STREET, ASSESSORS PARCEL NUMBER 003-112-004 AND 003-111-001**

- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution granting a Use Permit (File# UP-20-01) to Larry Richey to allow residential development of a vacant lot within the Entryway Zoning District and an attached garage for property located at 337 N. Lassen Street, Assessors Parcel Number 002-081-012.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A USE PERMIT (FILE# UP-20-01) TO LARRY RICHEY FOR RESIDENTIAL DEVELOPMENT OF A VACANT LOT LOCATED WITHIN THE ENTRYWAY ZONE FOR PROPERTY LOCATED AT 337 NORTH LASSEN STREET, ASSESSORS PARCEL NUMBER 002-081-012.**

**7. COMMISSION/STAFF REPORTS/COMMENTS**

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

**8. ADJOURNMENT**

**This agenda was posted on February 11, 2021**

  
Tara Rustenhoven, 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. 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 REGULAR MEETING HELD JANUARY 20, 2021

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](http://www.cityofwillows.org) for free PodBean recordings.

1. Chair Griffith called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Chair Griffith.
3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods, Muller

Absent: Bobadilla

Staff Present: Karen Mantele, City Planner, Maria Ehorn, Minute Clerk,

4. **Public Comment/ Written Communications:** None

5. **Consent Agenda:**

- a. Approval of minutes of the Special Planning Commission meeting held on December 30, 2020.

**Action:**

Motion: Commissioner Woods/Second: Commissioner Muller

*Moved to approve the minutes of Special Planning Commission meeting held on December 30, 2020 with spelling correction as noted.*

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

AYES: Griffith, Hansen, Woods, Muller

NOES:

ABSENT: Bobadilla

ABSTAIN:

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

- a. Nominations and Election of Planning Commission Chair and Vice Chair.

Commissioner Woods nominated Commissioner Muller for Chairman and Jose Hansen for Vice Chairman.

**Action**

Motion: Commissioner Woods/Second: Chair Griffith

*Moved to approve the nominations and election of Hilgard Muller for Chairman and Jose Hansen for Vice Chairman.*

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

AYES: Griffith, Hansen, Woods, Muller

NOES:

ABSENT: Bobadilla

- 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.**

**Action:**

Motion: Vice Chair Hansen /Second: Commissioner Woods

*Moved to approve a resolution of the Planning Commission of the City of Willows 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 with discussed additional conditions.*

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

AYES: Griffith, Hansen, Woods, Muller

NOES:

ABSENT: Bobadilla

ABSTAIN:

**7. COMMISSION/STAFF REPORTS/COMMENTS.**

- a. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.
- b. Staff Reports/Comments: Karen Mantele gave brief updates/status of upcoming and ongoing projects.

**8. ADJOURNMENT:**

The meeting was adjourned at 7:46 p.m.

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**Hilgard Muller – Chair**

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**Maria Ehorn – Minute Clerk**

**Planning Commission Agenda Report:****November 18, 2020**

Project: Design Review (File#DR-20-07) New door opening to an existing building and new fence across front of property project  
 Applicant(s)/Owner: Tim Holdeman/Timothy L Holdeman & Carol J Holdeman  
 Project Location: 128 S Colusa Street  
 Parcel No: 003-112-004 &003-111-001  
 Zoning: Light Manufacturing (ML)  
 General Plan: Light Industrial

**Project Description:**

The applicant submitted for Design Review approval for his project which will include construction of a new 12' by 12' opening, installing a metal overhead shop door to gain access into the building. Mr. Holdeman owns a generator business (SMARTGEN) and will use this building as a warehouse for the generators and electrical parts. The building was built and used as a service club building (Eagles Hall) constructed in 1936. Plans are to use the big room on the west side of the building to store the generators and parts. The middle room will be storage for misc, small parts and equipment, and a small room in the NE corner will be used for tool storage, with the room on the east side to be used as a workshop. Additionally, Mr. Holdeman proposes to have a wood shop with table saws, cabinet making equipment, etc. located within the building, as shown on the submitted site plan. This building as stated was an Eagles Hall which had a full kitchen in the building. Mr. Holdeman has stated that the kitchen cabinets, vent hood and everything resembling a kitchen will be removed. The business loading and delivery area will be in the open area of the northern lot.

Mr. Holdeman desires to install a seven-foot-high chain link fence, and a 26' electric rolling gate, to be located along Colusa Street. The 3,648 SF building is located on the smaller lot, (003-112-004/7405 SF) and the adjoining parcel to the north (003-111-001/11,325 SF) will be used by the business as well, to include parking spaces and utility cargo trailer parking. Mr. Holdeman has stated that those trailers are used daily by his employees and will remain parked overnight and on the weekends, on the second lot as shown on the site plan submitted. Mr. Holdeman desires to keep both parcels separate which will require a reciprocal parking agreement between the parcels. The entrance into the building will not be on the Colusa Street side, rather on the north side of the building.

**Background:**

Mr. Holdeman came into the City last fall to inquire how he could get his generator equipment into the building, as he had lost his previous warehouse space and purchased this property to warehouse his generator stock. He also wanted to re-construct an existing door opening. He was informed that a hearing in front of the Planning Commission would have to take place for this project. With the agreement to allow him to use the building now, the City required him to apply for the Design Review, and to pull a building permit for the reconstruction of the 6'x8' doorway, to include installing a metal door and new header. (*located to the east of the to-be-constructed opening*). That building permit was pulled on November 18, 2020 and is nearly ready for final sign off.

**Review Process:**

This matter is before the Planning Commission pursuant to Section Chapter 2.45.030 (Architectural Design Review) of the City of Willows Municipal Code. This change of use project is subject to Building Code Standards as well.

**Zoning/General Plan:**

The project site is zoned Light Manufacturing. Zoning to the north, south, and west is the same as the project site. To the east the property is zoned R-P. Commercial uses in the area are a Tire Shop, and Corning Lumber Yard, and north is the GCID office.

The General Plan Land Use Designation for this parcel is Light Industrial, which allows for commercial or light industrial uses.

**Design Review/Project Analysis:**

**Materials and Colors Used.** The new 12' x 12' new door opening will be an engineered metal sectional shop door and be a light color, similar to the new modified opening to the east.

**Relationship between Structures within the Development and between Structures and Site:** The addition of a new opening to an existing structure will be noticeable from the roadway. There is an existing white storage container on the lot, which applicant states was on the property when he purchased it however, he is planning on removing it and in the future place a pacific metal shed (20'x20') for storage in the location.

**Relationship between Development and Neighborhood:** The addition of a new opening to an existing building will not be out of character for the neighborhood as most surrounding uses are commercial in nature.

**Drives, Parking and Circulation:** Per the WMC Parking Code, Off-Street Parking is required. Off-street parking facilities shall be provided for any new building constructed and for any new use established. Therefore, since this is a change of use, establishing a new use, parking is required. There are two lots associated with this proposal, with the second lot to provide sufficient parking. The parking code Section 18.120(4)(a) requires one parking space for every 2000 SF of gross floor area plus one parking space for every two employees. The applicant states there are two employees for the business. The 3,648 square foot structure would require 3 parking spaces, to include one van accessible handicap parking space and accessible path of travel. ADA pathway and accessibility requirements to the building shall be met as conditioned by the Building Department. The Parking code requires Private off-street loading space for commercial and industrial uses requiring the handling of goods, materials, and equipment shall be provided, for buildings of 10,000 square feet of gross floor area, one off-street loading space is required per Section 18.120.030 Off-street loading facilities.

**Lighting.** Solar lighting will be utilized on the lot for lighting purposes. Any new lighting shall comply with requirements that lighting shall not glare onto adjacent property.

**Utility Service:** No new utilities will be installed with this project, however some interior electrical work will take place.

The project was reviewed by city departments for comments, which proposed conditions are reflective of those comments.

**Environmental Review and Analysis**

The project (exterior façade improvements to an existing structure) has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15301, Class 1, Existing Facilities.

**Staff Recommendation:**

Staff recommends adoption of the attached resolution recommending Design Review approval for the exterior improvement of installing a 12'x12' opening into the building, and construction of a seven-foot-high chain link fence, for property located at 128 S Colusa Street, Assessors Parcel Number 003-112-004 and 003-112-001 subject to the conditions of approval as shown in Attachment #2.

1. Adopt the Resolution approving the Design Review applications with conditions
2. Deny the Design Review applications with findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Aerial map/APN map

Submitted by:



Karen Mantele  
Principal Planner





Cargo container to be removed



Looking East





New door installed

PC RESOLUTION NO. \_\_\_\_\_-2021

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-07) FOR EXTERIOR FAÇADE IMPROVEMENTS TO TIM HOLDEMAN OF SMARTGEN TO CONSTRUCT A NEW 12’X12’ OPENING TO AN EXISITNG BUILDING AND FOR CONSTRUCTION OF A SEVEN-FOOT-HIGH CHAIN LINK FENCE AND GATE FOR PROPERTY LOCATED AT 128 S COLUSA STREET, ASSESSORS PARCEL NUMBER 003-112-004 AND 003-111-001**

**WHEREAS**, the applicant, Tim Holdeman, has filed for Design Review approval to install a new 12’x12’ opening into an existing building, and construct a six-foot high fence along the Colusa Street side; and,

**WHEREAS**, City of Willows Municipal Code Section 2.45.030 states that all new exterior physical improvements or change of use to existing buildings require Design Review approval, and,

**WHEREAS**, the Planning Commission did, on February 17, 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 design review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install a new exterior opening (12’x12’) to the north side of an existing building, and construct a seven-foot high chain link fence and sliding gate, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-20-07, 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 17<sup>th</sup> day of February 2021, by the following vote, to wit

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

APPROVED: \_\_\_\_\_  
Hilgard Muller, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary,

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR  
TIM HOLDEMAN OF SMARTGEN  
FOR PROPERTY LOCATED AT 128 S Colusa Street/ APN: 003-112-004 and 003-111-001**

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. 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 to include installation of a 12' x 12' new opening to an existing building and construction of a seven-foot-high chain link fence and sliding gate, as submitted with application.
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 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. (Contact Finance Department).
6. A reciprocal parking agreement shall be prepared for review by the City, and thereafter executed and recorded by the applicant with a copy to the City.
7. All lighting shall not glare onto adjacent property.
8. Applicant shall submit a revised, scaled/dimensioned site plan for City review showing the property boundaries of both parcels including the location of the required 3 parking spaces, and the new fence and driveway for gate/entrance.
9. A business license for the SMARTGEN business as well as the business office at the applicant's home shall be obtained.
10. The existing white storage container shall be removed prior to issuance of the building permit for the new opening.

**Building Department**

11. The applicant shall be responsible for development impact fees payable at time of building permit issuance.

12. The applicant shall submit to the building department a completed building permit application, and 3 complete sets of engineering plans and calcs for review and approval by the Building Department for the new opening.
13. Applicant shall pay the applicable plan review fees at time of building permit submittal.
14. Project shall comply with all applicable Federal, State, and local codes and ordinances.
15. Any proposed electrical, plumbing, mechanical or interior improvement work will require plans and additional permits, including demolition work.
16. Provide a new scaled floor plan for the proposed "wood shop". The new area shall comply with all code requirements. Plan must show equipment, electrical, plumbing, egress, etc.
17. If parking is required at least one compliant, surfaced handicap accessible space with signage shall be required.
18. No work shall begin prior to permit issuance.
19. Working hours are from 7am to 6pm Monday through Saturday. No Sunday or holidays.
20. Conditions of approval shall be on the plans submitted for review.
21. Addressing shall comply with the code.

# SITE PLAN

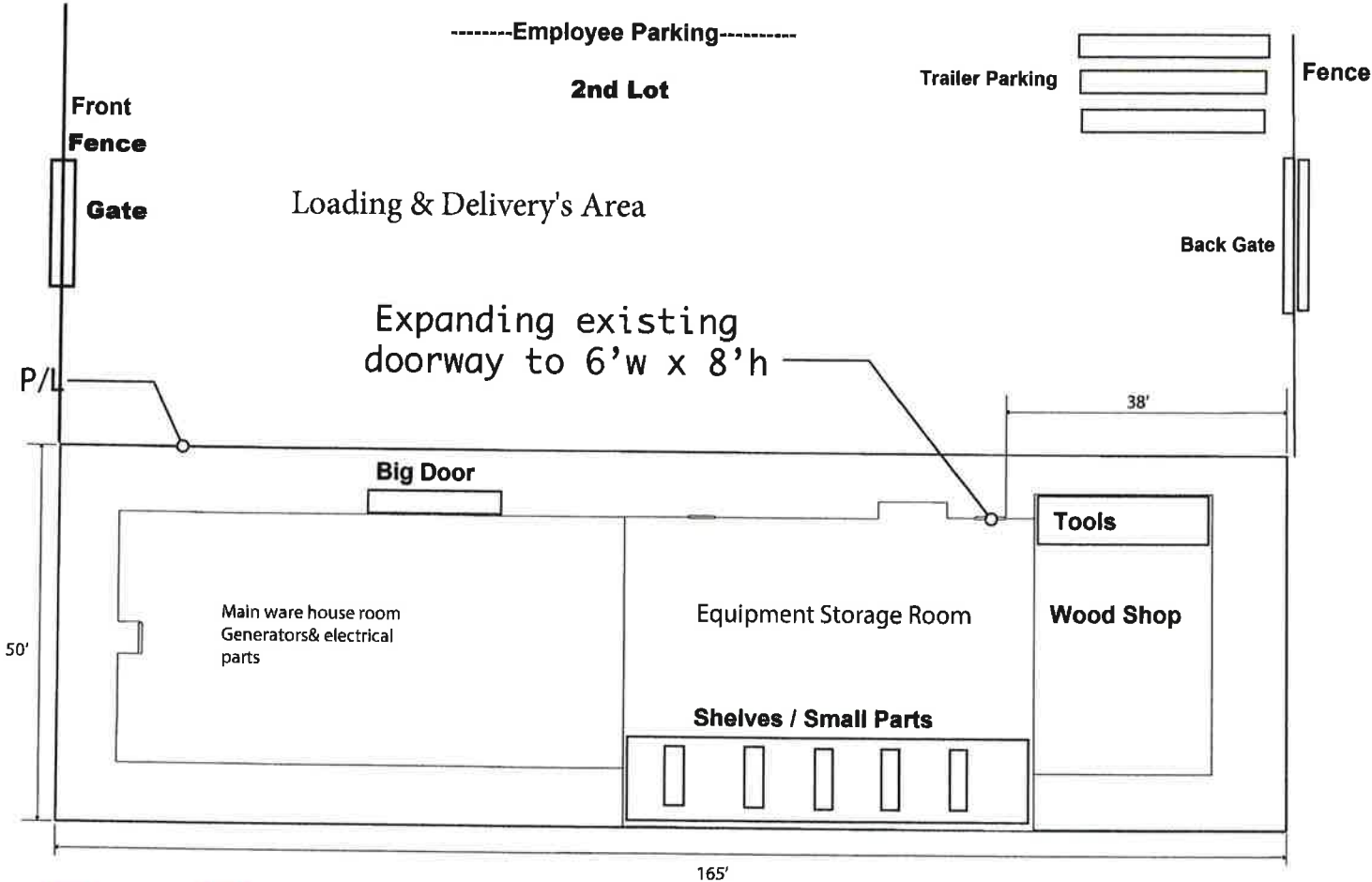
ATTACHMENT 3

PARCEL 003-112-004

SCALE 1" = 15'



180 True



## Building Floor Plan & Proposed Use of Lot

Office At Home Address : 257 S Murdock Ave

257 South Murdock  
Willows, CA 95588  
530-518-5875  
CA LIC # 898153

**SMARTGEN**

Solar Photovoltaic System

**Smartgen**  
128 South Colusa Street  
Willows CA, 95968

Designed by

M. Robinson

Date

10-22-20

ISSUED FOR: PERMIT

PROJECT INFORMATION

**GEN-2**

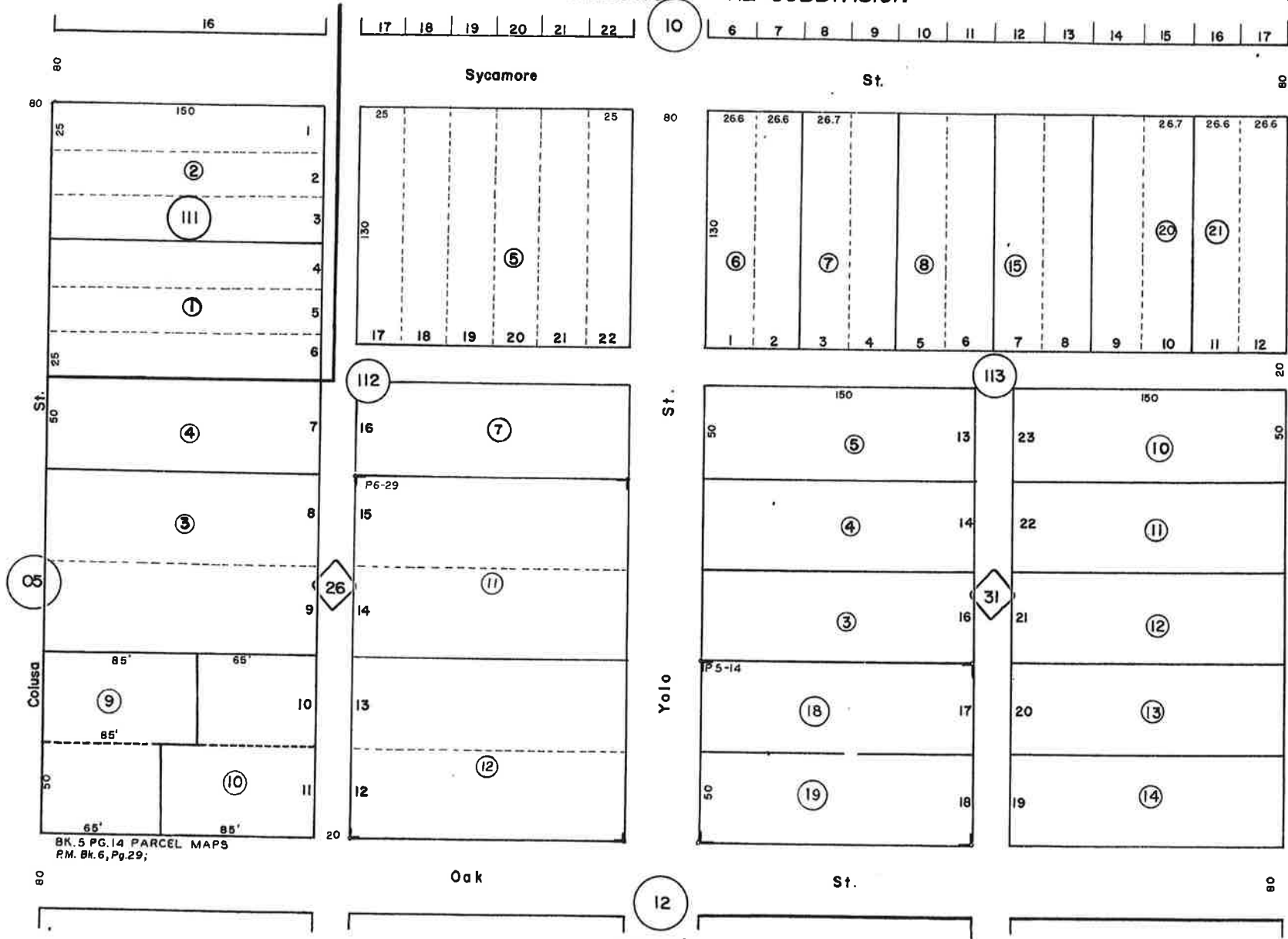
# AERIAL MAP/APN MAP

WILLOWS

WILLOWS

RE SUBDIVISION

T.C.A. 3-11  
02001



BK. 5 PG. 14 PARCEL MAPS  
P.M. BK. 6, Pg. 29;

# 128 S. Colusa Street

Write a description for your map.

## Legend

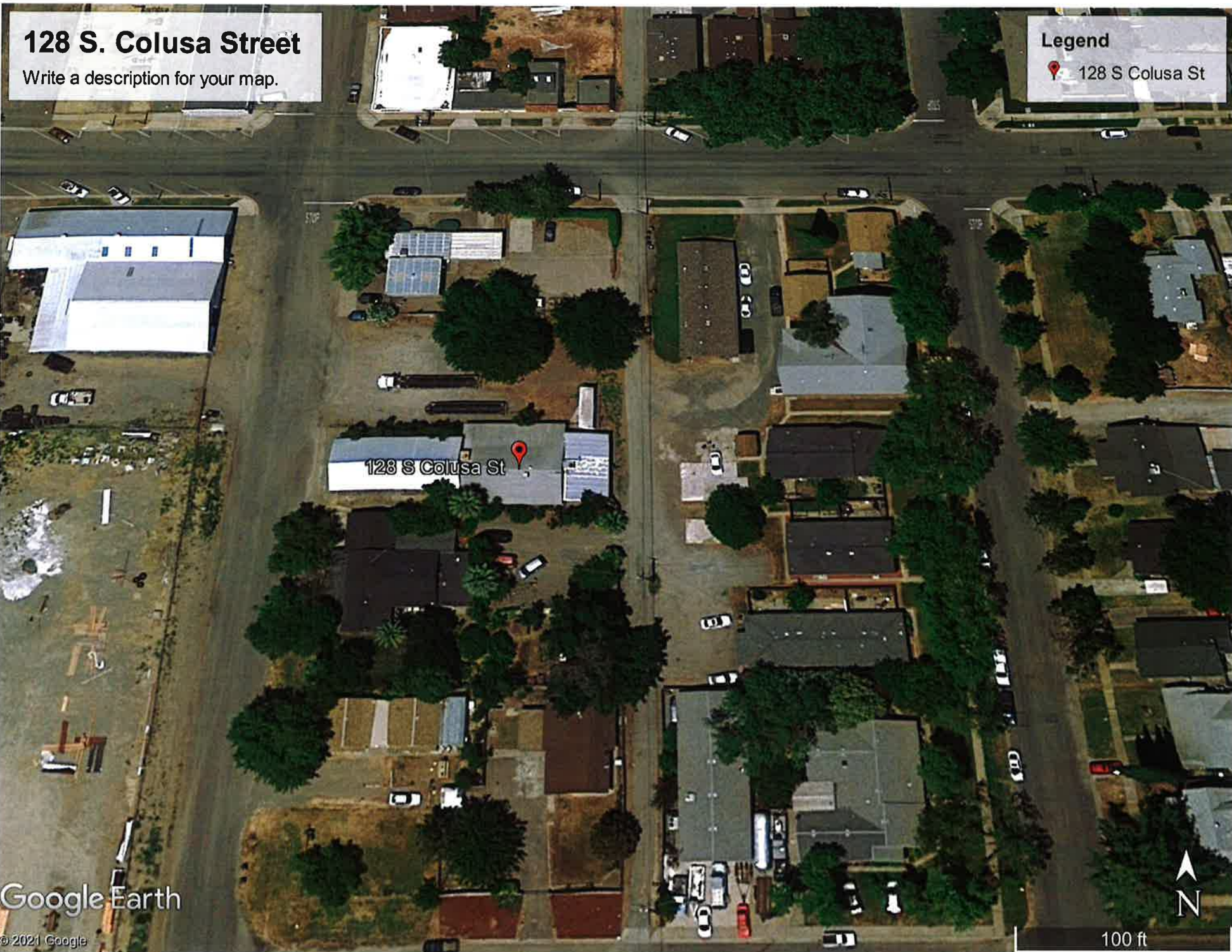
 128 S Colusa St

Google Earth

© 2021 Google



100 ft



**Planning Commission Agenda Report:****February 17, 2021**

Project: Conditional Use Permit (File# UP-21-01) New Single-family dwelling & garage on vacant lot

Applicant/Owner: Larry Richey/Larry Riche & Tamara Richey

Project Location: 337 N. Lassen Street, Willows, CA

Parcel No: 002-081-012

Zoning: Entryway (E)

General Plan: Entryway

**Project Description**

The applicant has submitted a planning application to request use permit approval to develop the subject property with a three-bedroom, two bath, 1,485 SF single-family dwelling (a 27'x55' manufactured home) with a partially attached 20'x24' garage, which will sit out front of the home, half attached in the rear. The home will sit back 12 feet from the garage. A small porch will be attached to the front of the home. The color of the home will be a grey and white color scheme. The interior of the home is upgraded as the kitchen will have granite countertops. There are several existing trees on the parcel which the placement of the home and garage took that into account. There will be a new driveway cut out creating a 25-foot-long driveway to the garage.

**Review Process**

These matters are before the Planning Commission pursuant to Sections 18.50.030(9) and 18.110.090(10) of the City of Willows Municipal Code.

**Zoning**

The project site is zoned Entryway, per the City's zoning map, and located one parcel south of W. Wood Street. Zoning to the north, south, east and west are all zoned Entryway as well, with a commercial use to the north, and residential use to the south, east, and west.

This parcel was the subject of a Lot Line Adjustment from the previous owner a couple of years ago, and which adjustment subsequently resulted in a 9,147 SF lot. A text amendment to the code thereafter addressed the use of vacant lots within this zone, with allowing residential use in the zone, if the property met the criteria. A property owner would have to apply for a use permit with approval from the Planning Commission prior to construction. This property is the first parcel to use the code section which reads:

*18.110.090(10) Residential Use Exemption. Existing vacant property located within the entryway zoning district may be allowed for use as a single-family residential unit by way of a conditional use permit from the planning commission, subject to the following criteria: (a) the parcel shall not abut Wood Street; (b) the parcel shall abut another residential use; (c) the parcel shall comply with WMC [18.50.050\(1\)](#). The planning commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC [18.135.060](#)*

**Project Analysis for Use Permit:**

The Entryway District purpose is to provide for a mix of office, commercial and residential uses, with the uses subject to design review. Section 18.50.030(9) -Entryway Zone/ Uses permitted with a conditional use permit allows for Residential use as authorized under WMC [18.110.090\(10\)](#). This code section as stated above, has criteria in which a parcel must qualify for use as a residence which reads:



*Requirements to comply with:*

**18.50.050(1) Residential Uses.** *Minimum lot area, front, side, and rear setbacks, maximum building height, maximum lot coverage and parking requirements for residential uses shall be subject to the regulations of the residential zone(s) in which the use is considered a principally permitted use.*

The development of this lot will be subject to R-1 regulations, which require a 25-foot front yard setback, a minimum of 6-foot side yard setbacks and a rear yard setback of 15-feet. Additionally, lot coverage cannot exceed 40%, building height cannot exceed 30 feet and 12 feet for a garage, a garage is being constructed, and a lot must be at least 6000 SF. This parcel also does not abut Wood Street; but it does abut another residential use. Staff has determined that this parcel meets all the criteria of code section, 18.110.090(10).

The purpose of the Entryway zone states: *The entryway or E district is intended to apply to arterial streets leading into downtown, where a mix of commercial, office, and residential uses is appropriate in an aesthetically appealing corridor, in which new developments and modifications to existing developments shall occur in accordance with design guidelines.* At the time of this zoning district being implemented in 2000, the only design guidelines in effect were the Wood Street Guidelines (also adopted in 2000) and the Architectural Design Code Section. Since then, the Commission has developed single-family design guidelines.

With all design what is intended is to promote high-quality design and well-built and maintained building, and to provide a visual interest to the neighborhood street scene. The architecture of any house is comprised of three basic components; the building facades, roofs, and detail elements.

The Wood Street guidelines discuss appropriate scale, height, and massing; however, those references are mainly to a street with multiple houses, not a single house. The Architectural Design Code addresses preferred colors, roofing and design elements. *(Soft and muted colors in the earth tone and woodtone range and natural materials are preferred and 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).* The proposal is for a grey/white color scheme. The roof materials will be composition shingles and will be a 6/12 roof pitch vs a flat roof and the façade of the home is composite siding. The garage will have a curbside appeal with the windows incorporated into the garage door design. With a larger window in the front of the house, and the front porch, these features will add an extra façade appeal, overall creating a dwelling that will be compatible with the residential neighborhood, even though the majority of the residential housing in close proximity, are older homes.

The project was reviewed internally by city departments for comments/conditions which attached proposed conditions of approval reflect those comments.

### **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 15303, Class 3 New Construction or Conversion of Small Structures.

**Findings of Fact for Conditional Use Permit**

Based upon the facts and conclusions contained within this staff report the following findings must be made to approve the applicant's Use Permit request:

1. That the use is consistent with the purposes of the district in which the site is located.
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.
3. That the proposed use is in conformance with the General Plan.

Notice of the proposed applications and public hearing was posted in a local newspaper and property owners within 400 feet of the subject site were sent notice. No written or verbal comments have been received from the adjoining property owners.

**STAFF RECOMMENDATION:**

Staff recommends the Commission review the request for residential use, and the design of the proposed dwelling and if appropriate adopt the attached resolution recommending approval for Use Permit #UP-20-01, to allow development of subject parcel for residential use, subject to the conditions of approval as shown in Attachment #2.

**PLANNING COMMISSION OPTIONS:**

- 1) Recommend approval of the Use Permit proposal and subject to Conditions of Approval as described in Attachment 2
- 2) Deny the application with appropriate findings for denial

**Attachments:**

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Mfg. Home elevation

Submitted by:



Karen Mantele  
Principal Planner

**THE APPLICANT IS REMINDED THAT THERE IS A 10 (TEN) DAY APPEAL PERIOD FOLLOWING THE PLANNING COMMISSION DECISION**

PC RESOLUTION NO. \_\_\_\_\_-2021

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A USE PERMIT (FILE #UP-20-01) TO LARRY RICHEY FOR RESIDENTIAL DEVELOPMENT OF A VACANT LOT LOCATED WITHIN THE ENTRYWAY ZONE FOR PROPERTY LOCATED AT 337 NORTH LASSEN STREET, ASSESSORS PARCEL 002-081-012**

**WHEREAS**, the applicant, has filed a Conditional Use Permit application to develop a lot for residential use, and,

**WHEREAS**, WMC Section 18.50.030(9) allows for Residential use as authorized under WMC [18.110.090](#)(10), and

**WHEREAS**, subject property meets the criteria required for allowing a residential use within the Entryway zoning district; and

**WHEREAS** notices of the Planning Commission meeting held on February 17, 2021 were published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and,

**WHEREAS**, the Planning Commission did, on February 17, 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 15303, Class 3 New Construction or Conversion of Small Structures, and

**WHEREAS**, the Planning Commission does find that the proposed use is consistent with the purposes of the district in which the site is located, as subject property meets the allowed uses of the Entryway zoning district per WMC 18.50.030(9) uses with a conditional use permit; and

**WHEREAS**, the Planning Commission does find 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, as this site meets the required setbacks, lot coverage, garage requirement, and heights requirements; and subject to building codes; and

**WHEREAS**, the Planning Commission does find that the proposed use is in conformance with the General Plan, as the property is located within the Entryway designation, which allows for a mix of office, commercial, and residential uses.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Use Permit proposal to establish a residential use with an accessory garage on subject parcel is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit #UP-20-01, 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 17<sup>th</sup> day of February 2021 by the following vote, to wit:

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

APPROVED: \_\_\_\_\_  
Hilgard Muller, Chairperson

ATTEST: \_\_\_\_\_  
Recording Secretary

USE PERMIT CONDITIONS OF APPROVAL  
FOR PROPERTY LOCATED AT 337 N LASSEN STREET  
/ASSESSORS PARCEL NUMBER 002-081-012

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. If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, 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.
3. This use permit is void one (1) year after the use permitted by such permit is discontinued.
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 lighting shall be downcast and not glare onto adjacent properties.

**Building Department**

6. The applicant shall submit 3 complete sets of plans and specs for review and approval.
7. Indicate on a revised scaled site plan the location of the proposed sewer and connection to city facility.
8. Project shall comply with all Federal, State, and local codes and ordinances.
9. The lot shall positively drain to the City gutter system (Plan needs to show details)
10. If in a Flood Zone, a flood zone project shall comply with all Flood Zone requirements.
11. No work shall begin prior to building permit issuance.
12. Work hours are from 7am to 6pm Monday through Saturday, no Sundays, or Holidays.
13. An Encroachment permit shall be obtained for the sidewalk and driveway cut.
14. Sewer Impact and school fees, etc. are due at the time of building permit issuance (if applicable)
15. Show on site plan how the PG&E electrical and gas will be provided to the property/dwelling.

**Fire Department**

16. The dwelling will need to be properly addressed per WMC Section 15.15.100.

### **Public Works Department**

17. There is no sewer line in N Lassen Street to make the connection for sewer service. The nearest city sewer line is in Murdock Avenue. The site plan shows what may have been a private sewer lateral at the back of APN: 002-081-012 and APN: 002-081-010. This may have been an old private sewer lateral that ran in an old alley and connect to the City sewer line in W. Willow Street. The alley no longer exists, and several buildings have been constructed over the former alley and any sewer lines that may have been there. Therefore, the sewer connection for this parcel will have to be made to the City sewer line in N. Murdock Avenue. To make this connection, the private sewer from 337 N Lassen Street to the City sewer in Murdock Street will have to cross APN: 002-081-011 for the sewer line. The applicant shall obtain a sewer easement from the owners of APN: 002-081-011 for the sewer line. The City shall receive a copy of the recorded easement. This will protect any future property owners if repairs are needed to the private sewer in the future.

### **Cal Water Service:**

18. There is an existing  $\frac{3}{4}$  inch water service at the property that can be utilized to serve this property. The applicant engineer will have to determine if this service size is sufficient for their fire sprinklers.

### **Engineering Department**

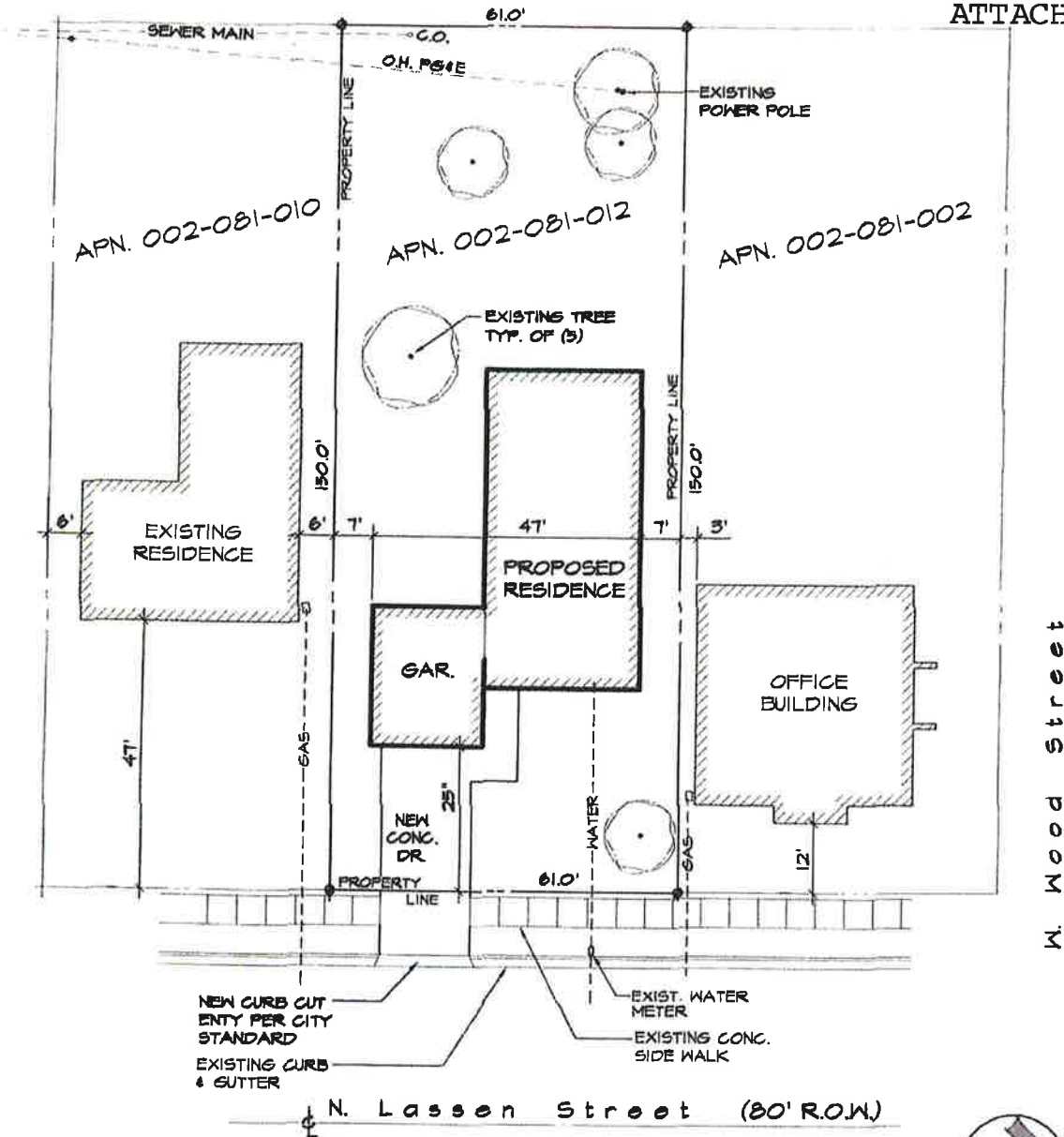
#### **General Conditions:**

19. Developer shall design and construct all improvements and facilities shown on the approved site plan in accordance with the Willows Municipal Code (WMC), the City of Willows Design and Construction Standards.
20. The developer shall be responsible for all City plan check, map check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.
21. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of the driveway, and replacement of the existing sidewalk, curb and gutter improvements within the public right-of-way. The applicant's engineer shall coordinate with the City's Engineering Department regarding the proposed driveway, sidewalk and curb and gutter. The City current has a capital project for improving the frontage of the property (sidewalk, curb and gutter), however the design did not include driveway improvements due to the lot being vacant. The design of the driveway, curb, gutter and sidewalk shall be closely coordinated with the City to ensure conflicts are minimized. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.
22. Sewer grades must be designed such that ultimate finished floors are a minimum of 12" above upstream manhole or clean-out rim elevations. Inadequate elevation differentials or grade on private laterals, as determined by the City, must be mitigated by either raising finished floor elevation(s) or installing privately owned and operated sewer lift station(s) with grinder/ejector pump(s) on site.

23. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit is required for any work within the City's rights of way.
24. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.
25. All streets, curbs, gutters, sidewalks, or other public facilities damaged in the course of construction associated with this development, shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.



**Looking West**



**SITE PLAN**

1" = 30'

**PROPERTY INFORMATION**

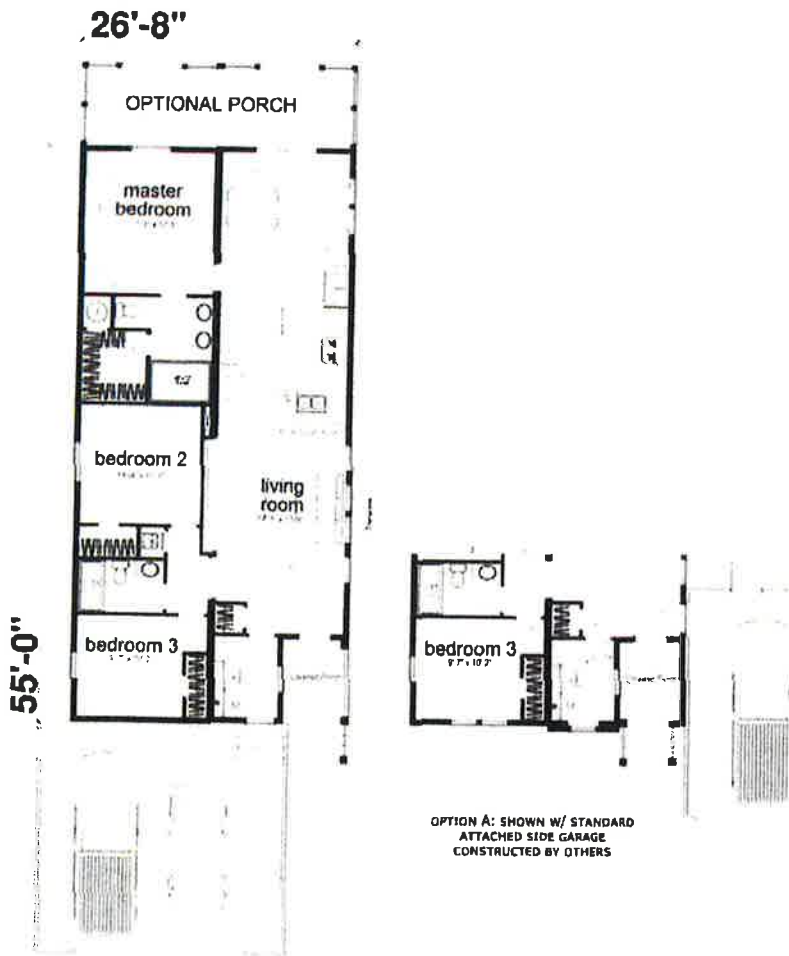
OWNER: LARRY & TAMARA RICHEY  
 PROJECT CONTACT: LARRY RICHEY  
 (707) 980-1728  
 PROPERTY ADDRESS: 337 N. LASSEN  
 APN: 002-081-012

DATE: 11-12-20

**NEW RESIDENCE**  
 for  
**LARRY & TAMARA RICHEY**  
 337 N. LASSEN ST. APN. 002-081-012  
 Willows, California



### Exteriors



10:01

4G LTE 75%



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