



# Willows Planning Commission Regular Meeting

April 15, 2020  
Willows City Hall  
7:00 p.m.

## Agenda

PLANNING COMMISSION  
Robert Griffith, Chair  
Jose Hansen, Vice Chair  
Dana Owens, Commissioner  
Candis Woods, Commissioner  
Hilgard Muller, Commissioner

CITY PLANNER  
Karen Mantele

MINUTE CLERK  
Maria Ehorn

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

1. **CALL TO ORDER – 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. Public Comments:

Pursuant to N-25-20 issued by Governor Gavin Newsom, this Planning Commission meeting will be CLOSED to the public to prevent the transmission of the COVID-19 virus. Members of the public may attend the meeting telephonically by following the instructions below. 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 Chairman or Vice Chairman. No formal action will be taken unless the matter is placed on a future agenda. Each caller will be limited to three (3) minutes.

**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 March 18, 2020.

*Comments from the public are welcome. The Chair will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Commission the opportunity to continue its consideration of the item without interruption.*

6. **PUBLIC HEARING(S)**

- a. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution for Use Permit, File #UP-20-03.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A USE PERMIT APPLICATION (#UP-20-03) FOR ALAN SINCLAIR TO ESTABLISH AN EXERCISE BUSINESS (NORCAL SPORTS) OCCUPYING A 2800 SF AREA WITHIN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 112 W. WOOD STREET, ASSESSORS PARCEL NUMBER 003-021-004.**

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

a. Staff Reports/Comments:

**8. ADJOURNMENT**

**This agenda was posted on April 10, 2019**

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Maria Ehorn, Minute Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at

[www.cityofwillows.org](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 MARCH 18, 2020

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled Planning Commission Meeting.

Please visit [www.cityofwillows.org](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, Owens, Muller  
Absent:  
Staff Present: Maria Ehorn, Minute Clerk; Wayne Peabody, Interim City Manager, Tara Rustenhoven, City Clerk
4. **Public Comment/ Written Communications:** Paul Hill spoke regarding his property located at 337 N Lassen. He wants to be able to market it as a residential use.

5. **Consent Agenda:**

- a. Approval of minutes of the Regular Planning Commission meeting held on February 19, 2020.

**Action:**

Motion: Commissioner Woods/Second: Vice Chair Hansen

*Moved to approve the minutes of Regular Planning Commission meeting as presented.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

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

- a. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution for Tentative Parcel Map, File #TPM-19-01

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE MALIGNAGGI TRUST TENTATIVE PARCEL MAP (#TPM-19-01) FOR THE SUBDIVISION OF ONE PARCEL INTO ONE PARCEL AND A REMAINDER PARCEL FOR PROPERTY LOCATED AT 655 PACIFIC AVENUE, ASSESSORS PARCEL NUMBER 005-330-003.**

7:15 pm Chair Griffith opened the public hearing.

7:16 pm Chair Griffith closed the public hearing.

Motion: Vice Chair Hansen/Second: Commissioner Woods

*Moved to approve the nomination of Commissioner Griffith as Chair.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

- b. Housing Element Annual Progress Report/A review and discussion regarding the City of Willows Housing Element Year End Review for period from January 1, 2019 to December 31, 2019.

7:22 pm Chair Griffith opened the public hearing.

7:22 pm Chair Griffith closed the public hearing.

**Action:**

Motion: Vice Chair Hansen/Second: Commissioner Woods

*Moved to recommend sending the Annual Housing Report, as is, on to the City Council.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

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

- a. Staff Reports/Comments: Interim City Manager, Wayne Peabody, gave brief update/status of upcoming and ongoing projects.
- b. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.

**8. ADJOURNMENT:**

The meeting was adjourned at 7:28 p.m.

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**BOB GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**

## Planning Commission Agenda Report: April 15, 2020

Project: Conditional Use Permit (File UP-20-03) Establish an exercise business within existing commercial building

Applicant/Owner: Alan Sinclair/CalSierra LTD, LP

Project Location: 112 W. Wood Street, Willows, CA

Parcel No: 003-021-004

Zoning: Central Commercial (CC)

General Plan: General Commercial

### Project Description

The applicant, Alan Sinclair, has submitted a Use Permit application to allow establishment of a personal training & exercise fitness business (Nor Cal Sport & Performance) within an existing commercial building. The business will provide personal one-on-one training sessions for customers as well as a fitness facility for interested users. The hours of operation will vary Monday through Friday, closed on weekends. There will be no employees.

### Review Process

This matter is before the Planning Commission pursuant to Section(s) 18.55.030(7) and 18.135.040 of the City of Willows Municipal Code.

### Zoning

The project site is zoned Central Commercial (CC) and is situated on the SW corner of W. Wood (aka State Route 162) and N. Tehama Streets, and area within the Downtown Willows corridor. This zone allows for exercise studios with an approved use permit from the Planning Commission. There is another commercial business located within the subject building (Sinclair Heating & AC), and other commercial uses surrounding the subject property. The surrounding zoning is Central Commercial to the south, east & west and General Commercial to the north of the project site.

### General Plan Consistency

The General Plan Land Use designation for this site is General Commercial pursuant to the City's General Plan Land Use Map. The proposed use is consistent with this designation, which allows for a full range of retail and service-related businesses.

### Use Permit Analysis:

The proposed business, NorCal Sport & Performance, is not a new business in Willows, and had previously operated out of a commercial building since 2011, located east across Tehama Street. The business has now relocated to the commercial 6,176 SF building located on the corner. Staff contacted Mr. Sinclair in December to notify him that a use permit was required with the move, as a Use Permit runs with the land. To give background, a Use Permit was granted to Mr. Sinclair in April of 2011 for this type of business at the previous location (346 N. Tehama St.)

No site plan was submitted; however, a google aerial map shows the square shaped building located on the parcel, sits along the property line to the south and west. (along the alley). There are four driveways onto this parcel, two along W. Wood Street and two along N. Tehama Street.

A floor plan submitted with the application, shows the interior dimensions of the area of the commercial building where the exercise business will be located. That area is approximately 2,800 square feet. As stated earlier, adjacent to NorCal Sport is the Sinclair Heating and Air Conditioning business.

There is existing parking for several vehicles adjacent to the building along the north and east sides. The number of parking spaces on the lot is unknown, as no site plan was submitted. It appears from using google maps that there are approximately 12-13 parking spaces. There is no off-site parking allowed along Wood or Tehama Street.

As this parcel is located within the Downtown/Central Commercial zone, it is subject to WMC 18.55.060, which established a downtown parking exemption zone for sites within the downtown area. This code section does not require additional parking for new businesses within this zone and would apply to this exercise business. Normally, the parking code requires that retail services provide one parking space for every 300 square feet of gross floor area with a minimum of four spaces, plus one for each employee. The building is approximately 6,176 square feet according to the assessors information. (2800 SF plus 3,376 square feet). Both uses combined would require a minimum of 20 parking spaces.

The project was reviewed internally by city departments for comments/conditions which proposed conditions are reflected with those comments.

### **Environmental Review and Analysis**

The project 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.

### **Findings of Fact**

WMC Section 18.135.050 requires that the following findings must be made in order to approve the applicant's 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.

### **STAFF RECOMMENDATION:**

Staff recommends adoption of the attached resolution recommending Use Permit approval for establishment of a personal training and exercise fitness business within an existing commercial building, 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. Aerial photo

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. \_\_\_\_\_-2020

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A USE PERMIT APPLICATION (#UP-20-03) FOR ALAN SINCLAIR TO ESTABLISH AN EXERCISE BUSINESS (NORCAL SPORTS) OCCUPYING A 2800 SF AREA WITHIN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 112 W. WOOD STREET, ASSESSORS PARCEL NUMBER 003-021-004**

**WHEREAS**, the applicant Alan Sinclair, has filed a Conditional Use Permit application to establish a personal training & exercise business occupying an area within the existing commercial building on said property, and,

**WHEREAS**, an exercise studio is a permitted use within the Central Commercial zone with an approved Use Permit from the Planning Commission per WMC Section 18.55.030(7); and

**WHEREAS**, per WMC Section 18.135.030 notices of the Planning Commission meeting held on April 15, 2020, 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 at least ten (10 ) days prior; and,

**WHEREAS**, the Planning Commission did, on April 15, 2020, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

**WHEREAS**, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

**WHEREAS**, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1, Existing Facilities, 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,

- (a) as retail business and services are allowed within the Central Commercial District with a Conditional Use Permit per WMC section 18.55.030(7); 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,

- (a) as the conditions of approval to allow the personal training & fitness business have been included in the approval of this project to ensure the safety and welfare of the public are met; 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 General Commercial designation, which allows for retail businesses and service-related businesses.



**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 personal training & exercise fitness business is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit file#UP-20-03, subject to the attached conditions of approval set forth in Attachment #2; and,

**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 April 2020, by the following vote, to wit:

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

APPROVED: \_\_\_\_\_  
Robert Griffith, Chairperson

ATTEST: \_\_\_\_\_  
Maria Ehorn, Recording Secretary

**USE PERMIT CONDITIONS OF APPROVAL FOR  
NORCAL PERFORMANCE PERSONAL TRAINING & EXERISE FITNESS FACILITY  
FOR PROPERTY LOCATED AT 112 W. WOOD STREET  
ASSESSORS PARCEL NUMBER 003-021-004**

**PC approval date: \_\_\_\_\_, 2020**

**General**

1. 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.
2. This use permit is void one (1) year after the use permitted by such permit is discontinued. Any and all signage advertising this approved use, shall be removed according to code upon cessation of use.
3. The applicant shall secure sign permit approval from the Planning Department for business signage.
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.

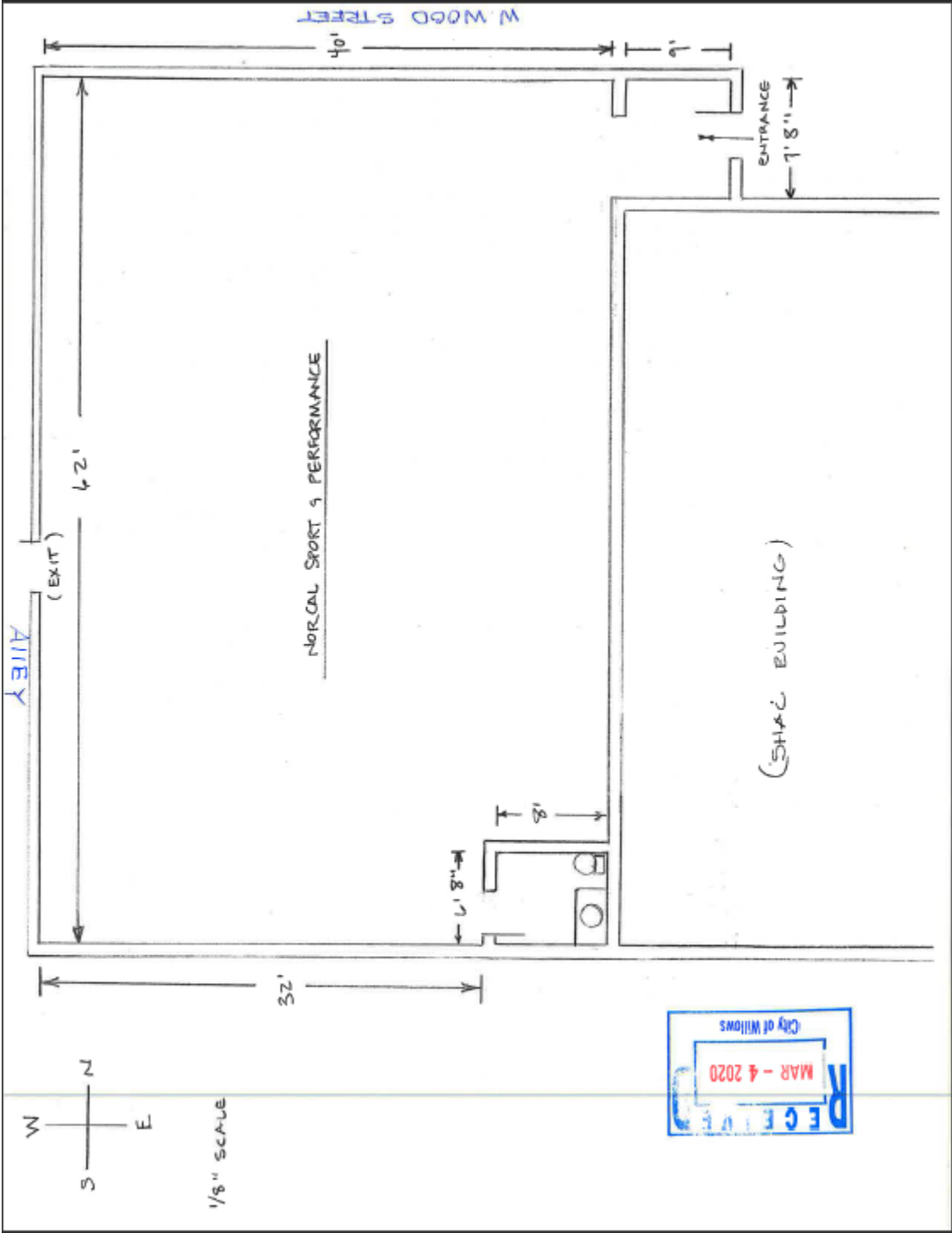
**Building Department**

5. The applicant must obtain the necessary permits from the affected agencies for any future additions, remodels or repairs to the building.
6. Any and all necessary or proposed electrical, plumbing, mechanical, building or accessibility upgrades will require permits and compliance with currently adopted codes.

**Fire Department**

7. The applicant shall comply with all building and fire codes.
8. A 2A10BC extinguisher shall be placed per Fire Chief approval.

Floor Plan



**Aerial Photo**



**Aerial photo of subject parcel  
112 W. Wood Street**