



# Willows Planning Commission Regular Meeting Agenda

April 19, 2023, 6:00 pm

Willows City Hall  
201 N Lassen Street  
Willows, CA 95988

Planning Commission  
Pedro Bobadilla, Chair  
Kellie Burt, Commissioner  
Holly Meyers, Commissioner  
Maria Ehorn, Commissioner  
Llanira Valencia, Commissioner

City Planner  
Karen Mantele

Minute Clerk

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN OF NEW COMMISSIONERS**
4. **ROLL CALL**
5. **CHANGES TO THE AGENDA**
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).

a. **Minutes Approval**

Recommended Action: Approve minutes of the January 18, 2023 Regular Planning Commission Meeting.  
Contact: Karen Mantele, [kmantele@cityofwillows.org](mailto:kmantele@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: [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org).

a. **Election for Replacement of Vice Chair for 2023**

Recommended Action: Nominate and elect the Vice Chair.  
Contact Karen Mantele, City Planner, [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org)

8. **PUBLIC HEARING**

a. **Major Use Permit File# MUP 23-01/Establish a new bar and cocktail lounge/317 S. Tehama Street**

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 APPROVING USE PERMIT (FILE # MUP-23-01) TO ALLOW ESTABLISHMENT OF A NEW BAR AND COCKTAIL LOUNGE WITHIN AN EXISTING 1,152 SF**

**COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 317 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-071-009 WITHIN THE GENERAL COMMERCIAL ZONE**

Contact Karen Mantele, City Planner, [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org).

**9. COMMENTS & REPORTS**

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

**10. ADJOURNMENT**

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

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Tara Rustenhoven, Deputy 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*



# Willows Planning Commission Draft Action Meeting Minutes January 18, 2023

Planning Commission  
Pedro Bobadilla, Chair  
Lorri Pride, Vice Chair  
Kellie Burt, Commissioner  
Vacant, Commissioner  
Vacant, Commissioner

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1. **CALL TO ORDER– 6:00 PM**

2. **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Chair Bobadilla

3. **ROLL CALL**

Commissioners Present: Chair Bobadilla, Commissioner Pride, and Commissioner Burt

4. **CHANGES TO THE AGENDA**

None

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

No public comments were made.

a. **Minutes Approval**

Commissioner Pride pulled the minutes for discussion

**Action:** Minutes approved for the October 19, 2022, November 16, 2022, and December 14, 2022, Regular Planning Commission Meetings.

**Moved/Seconded:** Commissioner Pride/Commissioner Burt

**Yes:** Chair Bobadilla, Commissioner Pride, Commissioner Burt

6. **DISCUSSION & ACTION CALENDAR**

a. **Chair and Vice Chair Elections for 2023**

Commissioner Pride nominated Pedro Bobadilla as Chair.

Commissioner Bobadilla nominated Commissioner Pride as Vice Chair

**Action:** Pedro Bobadilla will be the Planning Commission Chair, and Lorri Pride will be Vice Chair

**Moved/Seconded:** Commissioner Pride/Commissioner Burt

**Yes:** Chair Bobadilla, Commissioner Pride, Commissioner Burt

Commissioner Bobadilla nominated Commissioner Pride as Vice Chair

**Action:** Lorri Pride will be Vice Chair

**Moved/Seconded:** Commissioner Bobadilla/Commissioner Burt

**Yes:** Chair Bobadilla, Commissioner Pride, Commissioner Burt

**7. PUBLIC HEARING**

**a. Use Permit File# MUP-22-10/Establish new bar and cocktail lounge**

**Open public hearing at 6:22 p.m.**

**Close public hearing at 6:22 p.m.**

**Action:** Adopted a resolution of the Planning Commission of the City of Willows recommending approval of a major use permit (file# MUP-22-10) to allow establishment of a bar and cocktail lounge (aka The Lounge) within an existing commercial building for property located at 214 W Walnut Street, assessor's parcel number 002-162-006.

**Moved/Seconded: Commissioner Pride/Commissioner Burt**

**Yes:** Chair Bobadilla, Vice Chair Pride, Commissioner Burt

**b. Design Review File# DR-22-05/New commercial building**

**Open public hearing at 6:30 p.m.**

**Close public hearing at 6:31 p.m.**

**Action:** Adopt a resolution of the Planning Commission of the City of Willows granting design review approval (file#DR-22-05) to Willows Tire Service and Auto Care for a new 900 SF commercial building for property located at 615 S Tehama St., assessor's parcel number 002-311-009.

**Moved/Seconded: Commissioner Burt/Commissioner Pride**

**Yes:** Chair Bobadilla, Vice Chair Pride, Commissioner Burt

**8. REGULAR BUSINESS**

**a. Façade Improvement Fund/Wayfinding Signage**

**Action:** Commissioner Burt will be the Commission representative to GWIL for the wayfinding sign process.

**b. Street Banner Project**

**Action:** The Commission discussed and provided a recommendation to the City Council of non-profit organizations to receive banner sponsorship.

**9. COMMENTS & REPORTS**

a. Commission Report/Comments

b. Staff Reports/Comments

**10. ADJOURNMENT – 7:14 PM**

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Tara Rustenhoven, Deputy City Clerk



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Date: April 19, 2023  
To: Planning Chair and Commissioners  
From: Karen Mantele, Principal Planner  
Subject: Re-Election of Vice Chair

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**Recommendation:** Staff recommends the Commission receive the nominations and elect for a one-year term (to finish out 2023) the Commission Vice Chair of the City of Willows.

**Rationale for Recommendation:** Annual Election per WMC 2.35.020.

**Discussion & Analysis:**

The Commission at their January 18, 2023, meeting and per WMC and Policy Number 6-1, nominated and elected a Chair and Vice Chair. Since that time the elected Vice Chair has resigned; therefore, leaving a vacancy for the rest of 2023. Now that there is a full Commission, and to facilitate future meetings, staff is recommending the Commission re-elect a Vice Chair to fill out the rest of the 2023 term.

The Vice-Chair position will be the majority vote of the Planning Commission.

**Fiscal Impact:**

Preparation of the report.

**Attachments:**

None



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Date: April 19, 2023  
To: Planning Commission  
From: Karen Mantele, Principal Planner  
Subject: Major Use Permit File#MUP-23-01, establish a new bar and cocktail lounge/317 S. Tehama Street

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**Recommendation:** Adopt the draft resolution to issue a major use permit for a bar and cocktail lounge.

**Rationale for Recommendation:**

Per WMC 18.60.030(3) bars and cocktail lounges are allowed with an approved use permit from the Planning Commission.

**Background:**

The subject property is located in the General Commercial zoning district, abutting Tehama Street (a.k.a Hwy. 99). There is an existing 1,152 SF building, constructed in 1992, which has been used for similar uses over the years, however no business has been established in the building for at least 20 years.

**Discussion & Analysis:**

**Use Permit:**

The applicant is leasing the subject property/building for the purpose of establishing a new bar and cocktail lounge. Zoning allows this use with Commission approval. He is working towards the necessary steps in getting approvals from all agencies to open the establishment as early as possible.

The surrounding zoning is the same as the site with commercial uses to the north, and east. A vacant lot is adjacent south to the subject parcel, with Ash Street beyond that parcel. An existing commercial use and single-family dwellings uses are across Ash Street. West of the site is an unpaved alley and beyond is a commercial use, and existing single-family dwellings.

The proposal is to use the existing building for the new bar, with the addition of an outside patio area, along the west/southern side of the building as shown on the attached site plan. The building sits on the northern side of the 13,939 SF parcel, allowing for sufficient parking space. The parking code for bars requires one parking space for every 200 square feet or one for every four seats, whichever is the higher, plus one for every two employees. Using the size of the building for determining the number of parking spaces equates to six parking spaces with three additional parking spaces for employees. There will be a total of 17 seats in the bar and another 12 in the patio area, for a total of 29 seats.

There will be 5 employees. Therefore, using both ratios to determine the required parking, they are even in numbers, requiring nine parking spaces, with one being a van accessible handicap space. A revised scaled site plan will be required to be submitted with plans as a condition to show the location and size of the required nine parking spaces.(per Section 18.120.040). In addition to the customer parking spaces required, and per Section 18.120.030 (Off Street loading facilities) – a private off-street loading space for commercial uses requiring the handling of goods shall be provided and shown on the revised site plan.

The hours of operation for the new bar will be seven days a week, from 6am to 2am. There will be three full-time plus two part-time employees. New lighting will be installed on three sides of the building. A trash dumpster will be located near the alley for trash pickup.

The applicant has made an application with the ABC (Alcohol & Beverage Control) for the 48-type license. Staff will be processing paperwork for the applicant with regards to PCN (Public Convenience and Necessity) requirements.

There is no existing signage on the building. The applicant proposes to attach a new sign to the east side of the building (facing Tehama Street), and in time, construct a pole sign on the east side of the property. A sign permit is required per the WMC for any signage to advertise a commercial business prior to installation of any signage.

Findings of Fact for use permit approval is required per WMC Chapter18.135.050. These findings are included in the Draft Resolution.

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 400 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.

**Fiscal Impact:**

A PTA has been deposited for processing of the application.

**Attachments:**

1. Draft Resolution
2. Draft Conditions of Approval
3. Proposed Site Plan
4. Site Photos
5. Zoning/General Plan map
6. APN map

PC RESOLUTION NO. \_\_\_\_\_-2023

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING  
USE PERMIT (FILE # MUP-23-01) TO ALLOW ESTABLISHMENT OF A NEW BAR AND  
COCKTAIL LOUNGE WITHIN AN EXISTING 1,152 SF COMMERCIAL BUILDING FOR  
PROPERTY LOCATED AT 317 S TEHAMA STREET ASSESSORS PARCEL NUMBER 003-071-009  
WITHIN THE GENERAL COMMERCIAL ZONE**

**WHEREAS**, the applicant, Terry Baker has made application for Use Permit approval to allow establishment of a new bar and cocktail lounge; and

**WHEREAS** WMC Chapter 18.60.030(3) allows for bars and cocktail lounges within the General Commercial zone with a Use Permit approved by the Planning Commission; and

**WHEREAS** notice of the Planning Commission meeting held on April 19, 2023, was 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 April 19, 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 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.  
*Bars and cocktail lounges are allowed within the General 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 (bar n cocktail lounge) 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 bar and cocktail lounge is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Conditional Use Permit (file # MUP-23-01), 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 19<sup>th</sup> day of April 2023 by the following vote, to wit:



AYES \_\_\_\_\_

NOES \_\_\_\_\_

ABSTAIN \_\_\_\_\_

ABSENT \_\_\_\_\_

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

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

**Use Permit (MUP-23-01) Conditions of Approval  
For new Bar and Cocktail Lounge at  
317 S Tehama Street/APN: 003-071-009  
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. The term of the use permit will be limited to five years from the date of approval with a review in \_\_\_ year(s) from the date of approval and thereafter Commission reviews every \_\_\_ year(s).
5. 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.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation.
7. The applicant/business owner shall comply with all requirements of the ABC (Alcohol & Beverage Control) for Type 48 on sale to the general public.
8. A revised scaled site showing all of the required parking spaces, the outside patio area, and the location of the trash dumpster, shall be required with plan submittal.
9. A revised scaled floor plan shall be required with building plans submittal.
10. The business shall obtain a city business license prior to operation.

**BUILDING DEPARTMENT**

11. The applicant shall apply for a building permit for the proposed tenant improvements, plans to be prepared by an architect.
12. 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.
13. The adopted conditions of approval shall be shown on the plans.
14. The property is located within a flood zone. Any work done on the building shall comply with the WMC Flood plain ordinance.
15. Accessibility upgrades will be required and shall meet current code.
16. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

**GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

17. The applicant will need to apply for and obtain a Food Facility Permit from the County Health Department prior to opening for business.
18. 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.

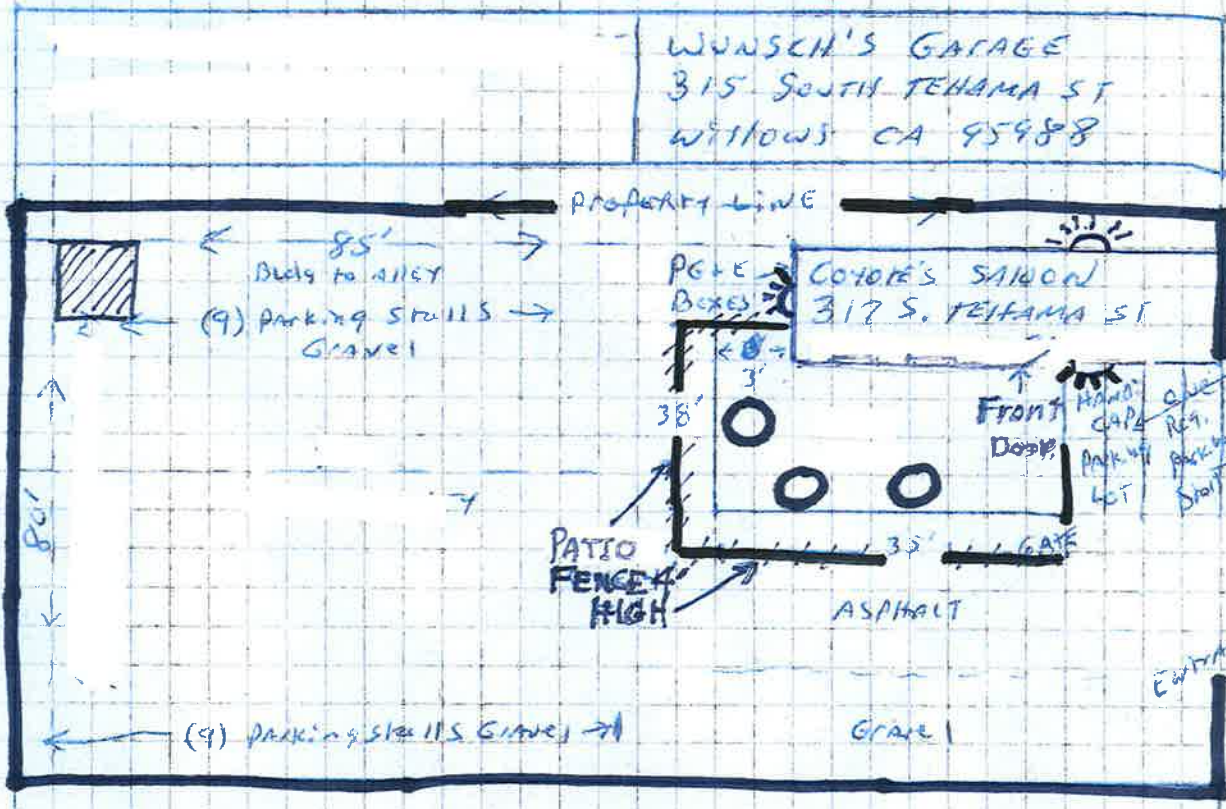
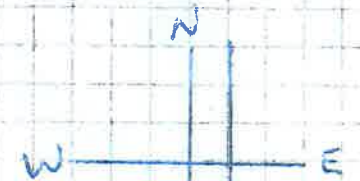
**FIRE DEPARTMENT**

19. All applicable fire fees shall be paid prior to the issuance of a building permit.
20. All fire and alarm systems must meet the approval of the Fire Chief.

21. A Knox box shall be installed per Fire Chief approval per WMC 15.15.130.
22. 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"*.
23. 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.
24. The business shall provide fire extinguishers in accordance with the 2022 CFC.
25. Emergency lighting shall be installed and operate from battery backup in accordance with CFC 2022.
26. A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.
27. Regular Fire Department safety inspections shall occur annually.

Length of Lot 129'  
Width of Lot 80'

ADDRESS \* 317 S. TEHAMA ST.  
WILLOWS CA



Handicap Parking 14' x 20'  
reg. parking 9' x 20'

SOUTH TEHAMA STREET

NOTES

- (1) HANDICAP PKG 14' x 20'
- (19) REG. PARKING STALLS 9' x 20'
- 38' x 35' PATIO FENCE 4' tall

- = LIGHTING
- = TRASH DUMPSTER LOCATION
- = PATIO TABLES

WEST ASH STREET - WILLOWS





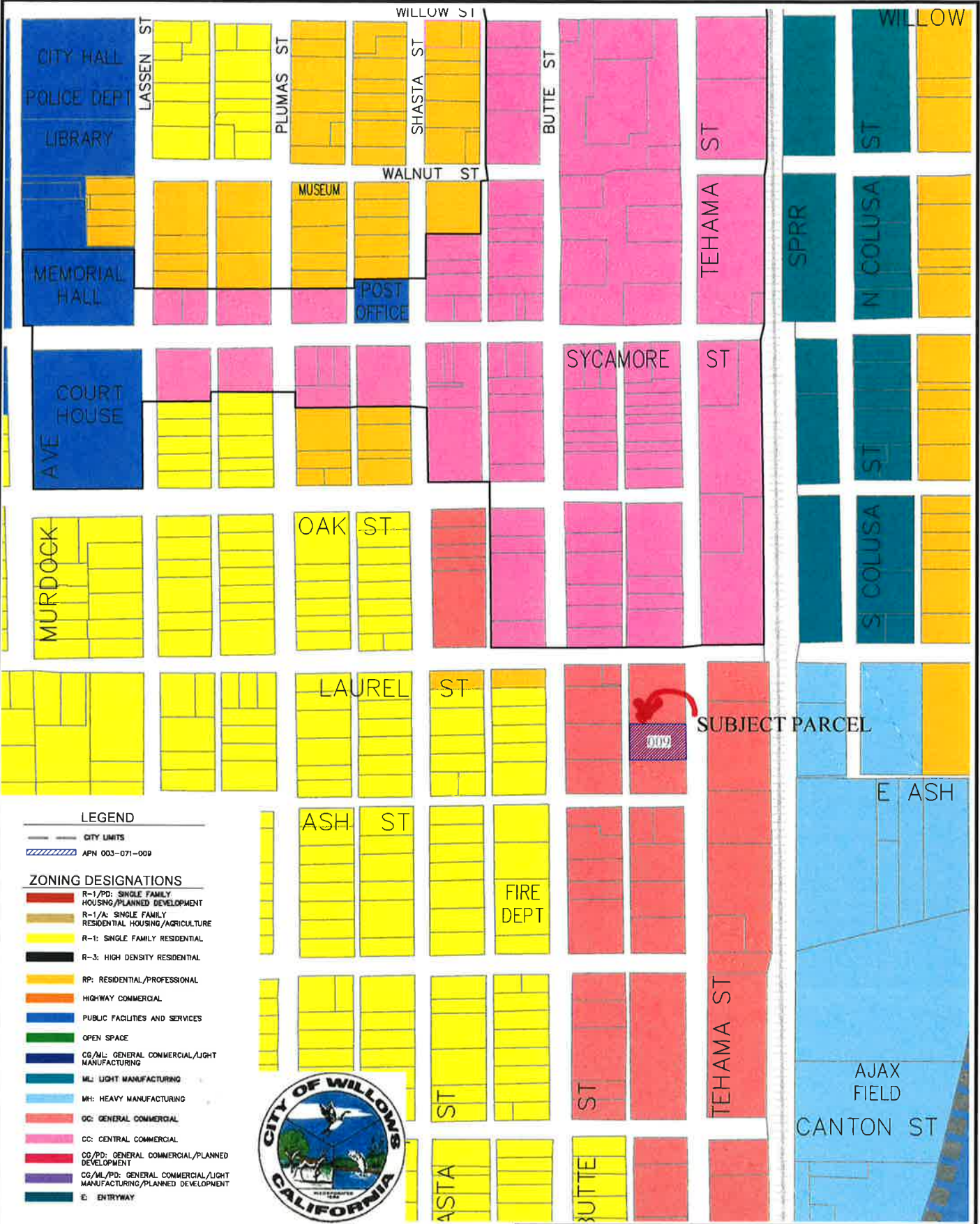
Front of building



Alley side of parcel



Images: Willows.jpg; Willows.jpg; Xrefs: Willows Base.dwg  
Path: F:\Civil\_3D Projects\724861 Mapping\DWG\317 S Tehama Street use permit new bar n cocktail lounge\317 S Tehama Street use permit new bar n cocktail lounge 005-071-009.dwg  
Layout Name: Zoning 8x11 Plot Date: Apr 11, 2023 at 10:45 am ORIGINAL PLOT DATE:



- LEGEND**
- CITY LIMITS
  - APN 003-071-009
- 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



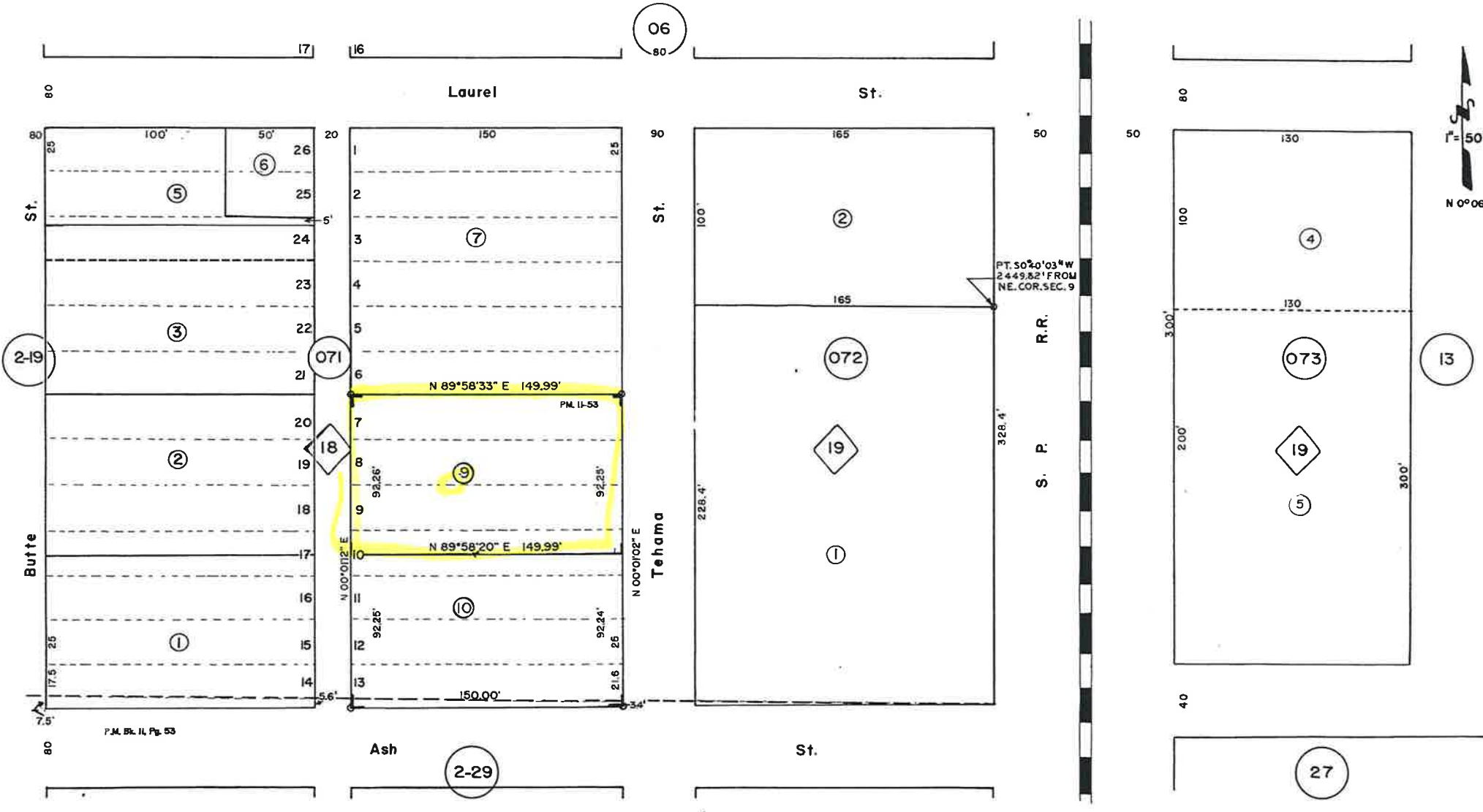
**COASTLAND | DCCM**

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 1400 Neotomas Avenue Santa Rosa, CA 95405  
 707.571.8005 | coastlandcivil.com

**317 S TEHAMA STREET**  
**USE PERMIT FOR**  
**NEW BAR AND COCKTAIL LOUNGE**

WILLOWS  
&  
PORTION OF SOUTH WILLOWS

T.C.A. 3-07  
02001



PT. 50°20'03\" W  
2449.82' FROM  
NE. COR. SEC. 9

R.R.  
S. P.

P.M. BK. II, Pg. 53