



Willows Planning Commission Regular Meeting Agenda

May 17, 2023, 6:00 pm

Willows City Hall
201 N Lassen Street
Willows, CA 95988

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

City Planner
Karen Mantele

Minute Clerk

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: kmantele@cityofwillows.org.

a. Minutes Approval

Recommended Action: Approve minutes of the April 19, 2023, Regular Planning Commission Meeting.

Contact: Karen Mantele, kmantele@cityofwillows.org

6. PUBLIC HEARING

a. Variance From Front Yard Setback/File# V-23-01/Request to allow reduction in front yard setback.

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

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A 15-FOOT FRONT YARD SETBACK REDUCTION FROM THE 25-FOOT FRONT YARD SETBACK REQUIREMENT (FILE #V-23-01) TO WALTER BAKER FOR DEVELOPMENT OF AN IN-GROUND SWIMMING POOL INCLUDING ALLOWING THE EXISTING SIX-FOOT FENCE FOR PROPERTY LOCATED WITHIN THE R-1 ZONING DISTRICT LOCATED AT 655 S PLUMAS STREET, ASSESSORS PARCEL NUMBER 002-252-015

Contact Karen Mantele, City Planner, kmantele@cityofwillows.org.

b. Lot Line Adjustment/File#LLA-22-01/Reconfiguration of four parcels.

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 A LOT LINE ADJUSTMENT (FILE #LLA-22-01) FOR SURESH PATEL TO ADJUST PROPERTY LINES FOR ASSESSORS PARCEL NUMBERS 001-032-016; 001-032-018; 001-032-025; 001-032-026

c. **Design Review/File#DR-23-02/Exterior building and site improvements for a new business**

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

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL TO BEVERAGE HOUSE MARKET (FILE# DR-23-01) FOR EXTERIOR BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 210 W. WOOD STREET WITHIN THE ENTRYWAY ZONING DISTRICT ASSESSORS PARCEL NUMBER 002-142-006

Contact Karen Mantele, City Planner, kmantele@cityofwillows.org

7. COMMENTS & REPORTS

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

8. ADJOURNMENT

This agenda was posted on May 11, 2023

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.

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 April 19, 2023

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

1. CALL TO ORDER– 6:00 PM

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Chair Bobadilla

3. SWEARING IN OF NEW COMMISSIONERS

Deputy City Clerk, Tara Rustenhoven swore in the 3 new Commissioners, Llanira Valencia, Holly Myers and Maria Ehorn.

4. ROLL CALL

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

5. CHANGES TO THE AGENDA

None

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

No public comments were made.

a. Minutes Approval

Action: Minutes approved for January 18, 2023, Regular Planning Commission Meeting.

Moved/Seconded: Commissioner Burt/Commissioner Ehorn

Yes: Chair Bobadilla, Commissioners Burt, Valencia, Myers, Ehorn.

7. DISCUSSION & ACTION CALENDAR

a. Election for Replacement of Vice Chair for 2023

Commissioner Ehorn nominated Commissioner Burt as Vice Chair.

Action: Kellie Burt will be the Planning Commission Vice Chair for the rest of the calendar year.

Moved/Seconded: Commissioner Ehorn/Commissioner Burt

Yes: Chair Bobadilla, Vice Chair Burt, Commissioners Valencia, Myers, Ehorn.

8. PUBLIC HEARING

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

Questions and discussion was had between Commissioners and staff.

Open public hearing at 6:27 p.m.

Closed public hearing at 7:11 p.m.

-Terry Baker, owner of new bar, gave a brief statement about the new establishment.

-Shane Rakestraw, 332 S. Butte Street, expressed his concerns against approving the use permit.

-Richard Purcell spoke in favor of the new business.

Three written communication letters were received by staff not in support of granting the use permit and were provided to the Commission.

Action: Adopted a resolution of the Planning Commission of the City of Willows recommending approval of a major use permit (file# MUP-23-01) to allow establishment of a bar and cocktail lounge within an existing commercial building for property located at 317 S. Tehama Street, assessor's parcel number 003-071-009.

Moved/Seconded: Commissioner Ehorn/Vice Chair Burt

Yes: Chair Bobadilla, Vice Chair Burt, Commissioners Valencia, Myers, Ehorn.

COMMENTS & REPORTS

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

9. ADJOURNMENT – 7:20 PM

Tara Rustenhoven, Deputy City Clerk



PUBLIC HEARING



Date: May 17, 2023
 To: Planning Commission
 From: Karen Mantele, Principal Planner
 Subject: Variance/File#V-23-01/655 S. Plumas Street/APN:002-252-015

Recommendation:

Receive the Staff Report, attachments, discuss, and upon conclusion, consider adoption of the attached resolution.

Rationale for Recommendation:

WMC Section 18.140 allows for an application for a Variance to be submitted for Planning Commission review and consideration. Notice of the Commission public hearing was posted per 18.140.030.

Variance Discussion & Analysis:

The applicant desires to install a 14' x 30' in-ground pool, and when he came into the city to inquire about a building permit, was informed of the setback issue. The existing 1,570 SF house and 271 SF garage were constructed in 1957. The dwelling and garage are entered from the Plumas Street side, and both sit at an angle on the lot, sitting 14-feet from the north property line and 4-feet from the west property line.

The subject parcel sits at the corner of S. Plumas Street and Elm Street. Per 18.125.250 Yard Definitions, which states *the front yard extending across the full width of the lot measured between the street line of the lot line connected to a street by legal access, and the nearest line of the main building or enclosed or covered porch. The front yard of a corner lot is the yard adjacent to the shorter street frontage.* The parcel according to the Assessors map, is 100-feet long (N/S) and 90-feet wide (E/W), with the narrowest side of the 9,147 SF parcel adjacent to Elm Street, thereby making the Elm Street side of the parcel the front.

There is an existing six-foot high wooden fence located approximately 10 feet from the Elm Street curb, according to the applicants' site plan, built prior to the applicant owning the property. Additionally, an existing PG&E gas line runs north from Elm Street into the back yard of the lot and is approximately 12-feet from the west side fence according to the plan submitted.

Per WMC 18.30.040, the R-1 setback regulations are 25-feet for front yard, 6-feet for interior side yard, and 10-feet for street side. The proposed location of the pool would place it within the required front yard setback area. With the desire to keep the existing 6-foot fence, the pool would be located approximately 15.7 feet within that 25-foot required setback area. If development of the pool was

moved to be compliant with the 25-foot setback requirement, the location of the pool would not meet building code requirement from the side yard and dwelling.

There is a large area/open space out in front of the house on the Plumas Street side. Placement of a pool within this area would not be in the best interest of safety per staff analysis and the building department, as normally a pool is not located within the front of a house. Additionally, there are existing mature trees on the parcel, three along the Plumas Street side factoring into whether a pool could be placed in front of the house. Per 17.50.010 Open space” means the open space on the project (exclusive of the required front setback area) which is to be used exclusively for leisure and recreational purposes, for the use and enjoyment of occupants of units on the project and to which such occupants shall have the exclusive right of use and enjoyment. Accessory structures such as swimming pools, recreational buildings and landscaped areas may be included in open space.

A fence is required by code to enclose a pool area, so the applicants’ desire is to keep the existing six-foot fence, place the pool 5’7” from the fence and 5’7” from the house structure, and 6-feet from the existing gas line.

In researching properties within 500-feet of the subject parcel, this house/garage is the only one that has been constructed at an angle. The city files do not show a variance within this area having been applied for or approved. There have been yard setbacks in other areas of the city that have been approved, (ie: side yard, front yard, and rear yard), but not in this vicinity.

The property is located within a flood zone; however, a pool is not applicable to flood zone regulations per the City Engineer/Flood Plain Administrator.

Per WMC 18.140.040 Action by Planning Commission, the Commission may approve or deny the variance and may require changes and/or impose any conditions of approval as are necessary to carry out the purpose of this title. The decision of the Commission becomes effective 10 days after the date of decision unless an appeal has been received.

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 15305(a), Class 5, Minor Alterations in Land Use Limitations.

Findings of Fact must be made to approve a variance request. These findings are referenced and addressed within the draft resolution.

Findings:

Per WMC 18.140.050 Required Findings for Variances, the Planning Commission may approve, or conditionally approve an application for a variance only if all of the following findings are made:

- 1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class or use in the zone in the vicinity.
- 2) The strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship and would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.

- 3) That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district
- 4) That granting the variance, or its modification will not be materially detrimental to the public health, safety, or welfare.

Fiscal Impact:

There project is subject to a PTA deposit paid by the applicant, to process the application.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. Applicant Letter
4. Existing Site Plan
5. Proposed site plan
6. Other proposed locations for the pool
7. Photos of the site
8. Aerial of the parcel and surrounding area
9. Image of proposed pool
10. APN map

PC RESOLUTION NO. XXX -2023

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A 15-FOOT FRONT YARD SETBACK REDUCTION FROM THE 25-FOOT FRONT YARD SETBACK REQUIREMENT (FILE #V-23-01) TO WALTER BAKER FOR DEVELOPMENT OF AN IN-GROUND SWIMMING POOL INCLUDING ALLOWING THE EXISTING SIX-FOOT FENCE FOR PROPERTY LOCATED WITHIN THE R-1 ZONING DISTRICT LOCATED AT 655 S PLUMAS STREET, ASSESSORS PARCEL 002-252-015

WHEREAS the applicant, Walter Baker, has filed a Variance application to request a 15-foot front yard set-back reduction for construction of a swimming pool, and existing six-foot fence, and,

WHEREAS WMC Section 18.140 allows for application of a variance, approval subject to approval by the Planning Commission, and

WHEREAS notice of the Planning Commission meeting held, on May 17, 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 May 17, 2023, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15305(a), Class 5, Minor Alterations in Land Use Limitations, and

WHEREAS the Planning Commission does find that there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class or use in the zone in the vicinity, as the existing single-family dwelling and garage were built at an angle, unlike other dwellings situated within the vicinity; and

WHEREAS the Planning Commission does find that the strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship and would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district, as the parcel is situated on a corner and placement of a pool in the front yard is generally not the norm; and

WHEREAS that the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district as parcels within the vicinity of the subject lot do not have dwellings constructed at an angle; and

WHEREAS that granting the variance, or its modification will not be materially detrimental to the public health, safety, or welfare, as conditions of approval are placed upon the future development of the pool per the California Building Code and conditions for the project.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Variance proposal to allow a 15-foot reduction in the required front yard setback for construction of a pool and allowance of the existing six-foot fence, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Variance application file#V-23-01, 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 17th day of May 2023 by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTESTED: _____
Recording Secretary

VARIANCE FILE# V-23-01
CONDITIONS OF APPROVAL for 15-FOOT REDUCTION FROM FRONT YARD SETBACK
FOR PROPERTY LOCATED at
655 S. PLUMAS Street /APN: 002-252-015/R-1 ZONE
PC approval date: _____, 2023

General:

1. That the applicant/developer shall enter into a Pass-Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. In any case where a use, permitted by a variance permit, is not made on the property subject to the variance 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 on the granting of a new variance permit.
3. The applicant or property owner may apply to the hearing officer for a one-year extension of the variance prior to the expiration of said permit in accordance with WMC 18.140.020.
4. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

Building Department

5. The applicant/contractor shall contact USA for utility mark outs prior to pool construction.
6. The applicant shall submit to the building department a completed building permit application, and 3 complete sets of plans for review and approval by the Building Department.
7. Project shall comply with all applicable Federal, State, and local codes and ordinances, including pool safety barriers.
8. Conditions of approval shall be on the plans submitted for review.
9. Working hours are from 7am to 6pm Monday through Saturday. No Sunday or holidays.
10. All contractors performing construction for the pool shall obtain a city business license.

Walter & Amy Baker
655 S. Plumas St.
Willows, CA 95988
(530) 517-1187

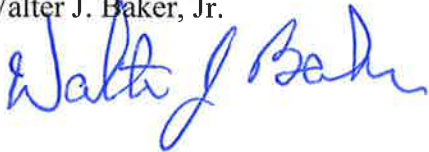
April 25, 2023

To whom it may concern:

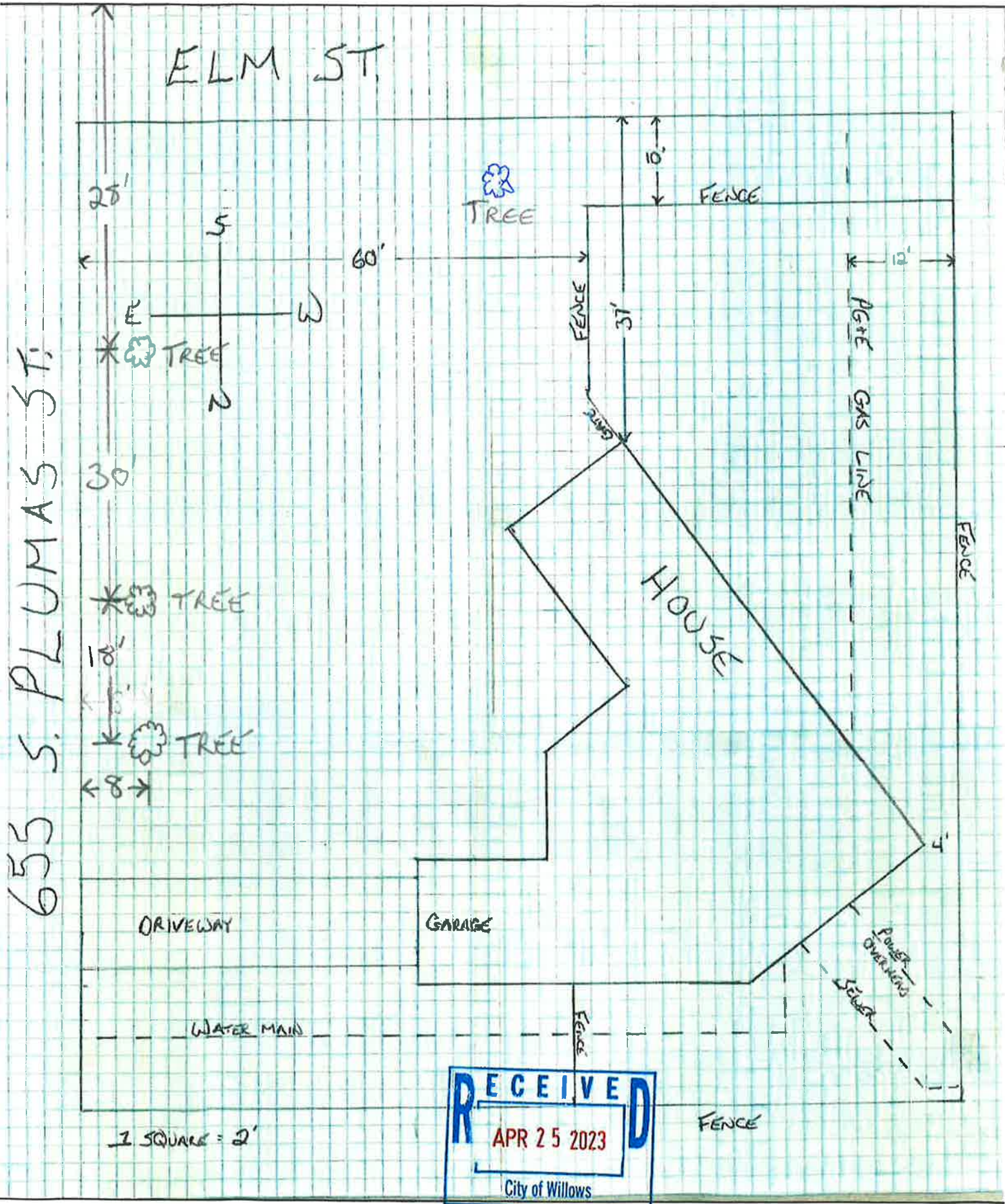
I am asking for a variance from the 25' front setback rule so that I can install an in ground fiberglass pool. My house sets at an angle on a corner lot with the PG&E gas line running right through one part of my yard and there is another residence between mine and the alley. The only possible location is between Elm Street and my house. The pool will be approximately 15 to 17 feet from Elm Street. It can't be the full 25 feet.

Thank you,

Walter J. Baker, Jr.

A handwritten signature in blue ink that reads "Walter J. Baker". The signature is fluid and cursive, with the first name "Walter" being more prominent than the last name "Baker".

EXISTING

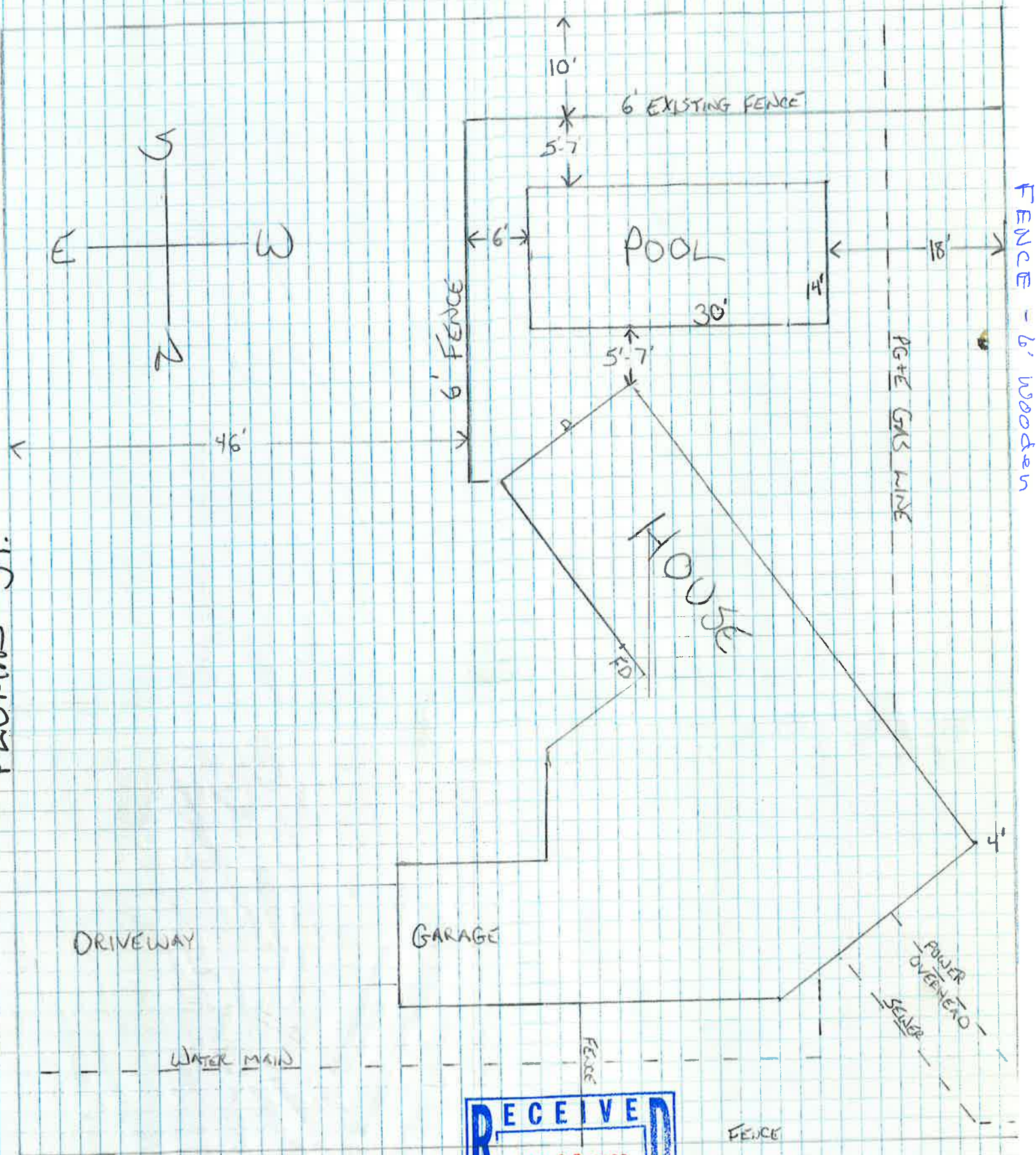


ELM ST.

PROPOSED

Attachment 5

PHUMAS ST.



FENCE - 6' wooden



1 SQUARE = 2'

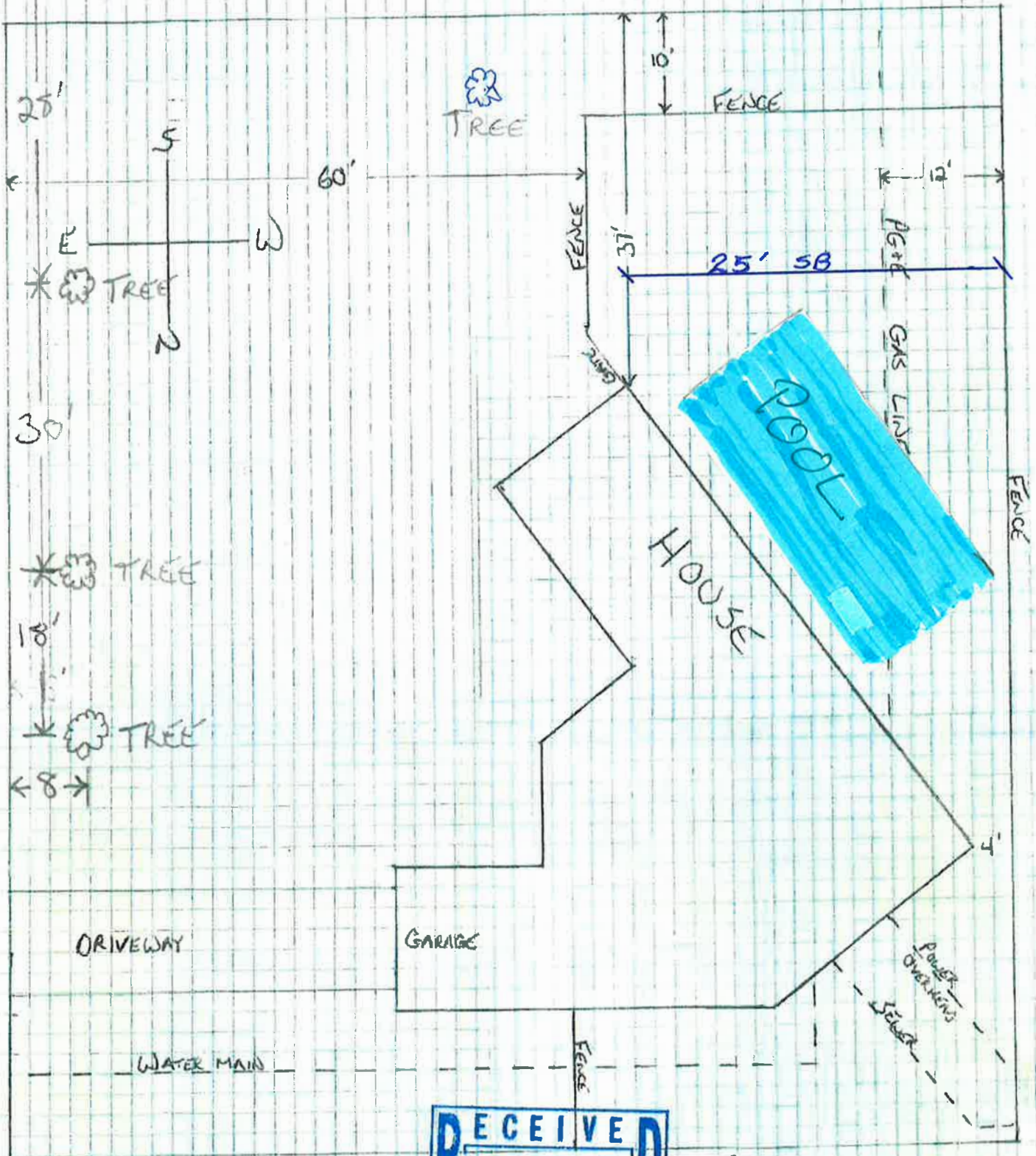
EXISTING

WITH POOL
MEETING
25 FOOT SETBACK

Attachment 6

655 S. PLUMAS ST.

ELM ST.



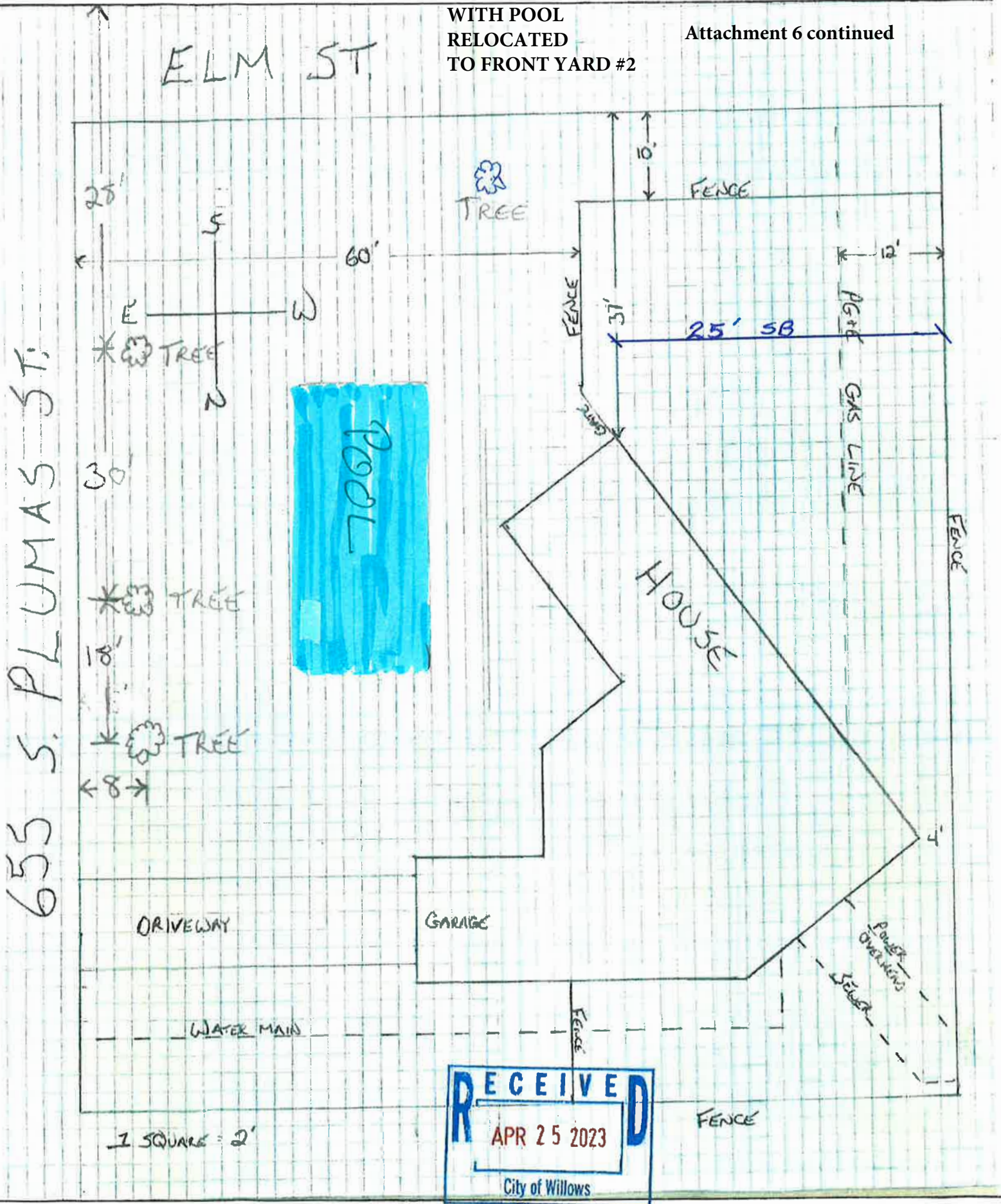
1 SQUARE = 2'



EXISTING

**WITH POOL
RELOCATED
TO FRONT YARD #2**

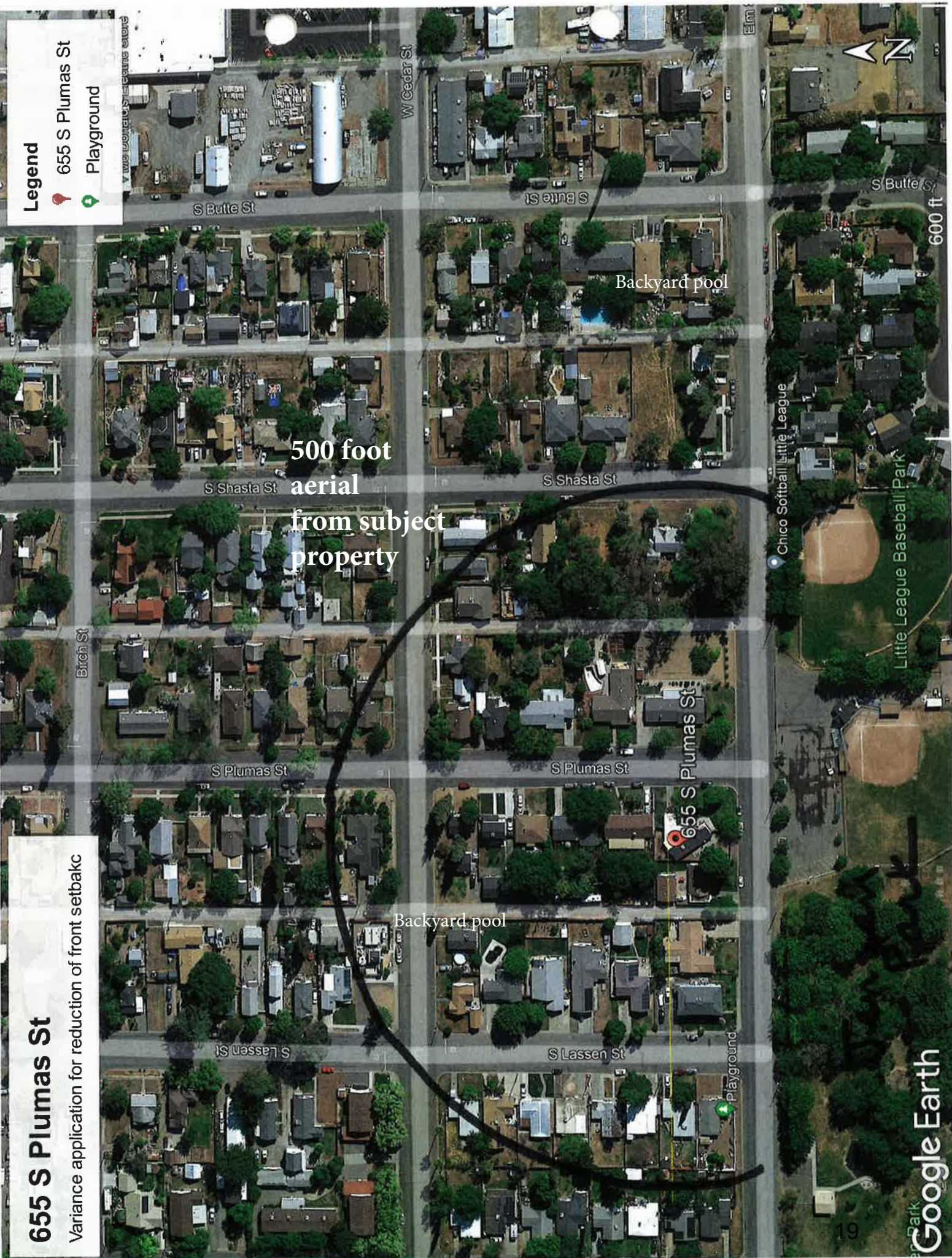
Attachment 6 continued





655 S Plumas Street





655 S Plumas St

Variance application for reduction of front setback

Legend

- 655 S Plumas St
- Playground

Corinthian 14 Model

x

Corinthian 14

Depth: 3'-6" to 6'





RECTANGULAR SHAPED FIBERGLASS POOL

Corinthian 14 Model

When considering the Corinthian design, think simplicity, refinement and functionality. The perfect pool to soak up the sun all day long.

**Available May 2020*

***Check with your local Latham pool builder for availability*

[View this in 3D](#)

Specs & Features

Below you will discover a number of details relating to this pool shape. Information included ranges from this shape's exact measurements to features that are included and available options to consider. If it's not exactly what you were looking for please make sure to check out our other Similar Models lower in the page.

Sizes & Specs

14' x 30', Depth 3'-6" to 6" *

Features

Swim Up Seating

Swim up seating is the perfect way to enjoy your swimming pool. Submerge yourself partially under the water to effortlessly enjoy your pool. Benches and seats bring a great conversation area into the pool. Most folks just want to relax when they hit the water; these offer a great way to do that. In fact, some of our customers have referred to them as their beverage bench. They enjoy winding down at the end of a long day with their favorite beverage in hand.

Slip Resistant Steps

These offer secure entry points into the swimming pool. Both young and old will be using the swimming pool, so it is essential to have a convenient option for entering the pool. All entry steps are easy on the feet and help ensure safety.

17:16

17

116

117

St.



Murdock

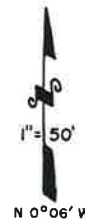
Elm

140

St.



Plumas



28

P.M. Bk. 10, Pg. 51
M. & S. Bk. 11 Pg. 60



Date: May 17, 2023
To: Planning Commission
From: Karen Mantele, Principal Planner
Subject: Lot Line Adjustment of four parcels/ File #LLA-22-01/

Subject parcels: APNs:001-032-016; 001-032-018; 001-032-025; 001-032-026

Recommendation: Receive the Staff Report, attachments, discuss, and upon conclusion, adopt the attached resolution.

Rationale for Recommendation: WMC Chapter 17.55.240 requires Lot Line Adjustments shall be heard by the Commission and they may conditionally approve or disapprove the application.

Background:

The applicant is the owner of four separate adjacent parcels, and desires to develop one parcel at this time with a Hampton Inn Hotel. Reconfiguration of the parcels has been applied for.

Project Discussion:

The four subject parcels listed above have been reconfigured into four separate parcels for the benefit of future development. The four newly created parcels will be:

Parcel 1 =1.177 acres

Parcel 2 =1.070 acres

Parcel 3 =2.531 acres (Where the Hampton Inn will be located)

Parcel 4=3.482 acres (Where the existing Casa Ramos Restaurant is located)

All parcels are located within the Highway Commercial (CH) zoning district, and within the Highway Commercial Land Use Designation per the Land Use Map. Motels/Hotels are permitted uses within this zoning district. The minimum lot size is 5000 SF. The city engineer has reviewed all supporting documentation associated with the Lot Line Adjustment application and has deemed it approved.

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 15305, Class 5, Minor Alterations in Land Use Limitations.

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 public comments have been received.

Fiscal Impact:

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

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. Exhibit A (Legal description of four resulting parcels)
4. Exhibit B (Map of four resulting parcels)
5. APN map

PC RESOLUTION NO. XXX-2023

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS
APPROVING A LOT LINE ADJUSTMENT (FILE #LLA-22-01) FOR SURESH PATEL TO
ADJUST PROPERTY LINES FOR ASSESSORS PARCEL NUMBERS 001-032-016; 001-032-
018; 001-032-025; 001-032-026**

WHEREAS, the applicant Suresh Patel, has filed a Lot Line Adjustment application to request adjustment of property lines for four adjacent parcels; and,

WHEREAS Section 17.55.240 allows for Lot Line Adjustments with Planning Commission approval; and

WHEREAS notices of the Planning Commission meeting held on May 17,2023, were published in a newspaper of general circulation in the city in accordance with law, and sent to property owners within 400 feet of subject parcels; and

WHEREAS the Planning Commission did, on May 17,2023 hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15305(a), Class 5, Minor Alterations in Land Use Limitations, and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Lot Line Adjustment proposal to adjust four adjacent parcel lines is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Lot Line Adjustment #LLA-22-01, 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 17th day of May 2023 by the following vote, to wit:

AYES

NOES

ABSTAIN

ABSENT

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTEST: _____
Deputy City Clerk/Recording Secretary

Lot Line Adjustment (File# LLA-22-01) Suresh Patel
Conditions of Approval
Assessors Parcel Numbers: 001-032-016; 001-032-018; 001-032-025; 001-032-026

PC approval date: _____,2023

General

1. That the applicant/developer shall enter into a Pass-Through Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. Payment of real property taxes shall be paid prior to recordation of the Lot Line Adjustment deed.

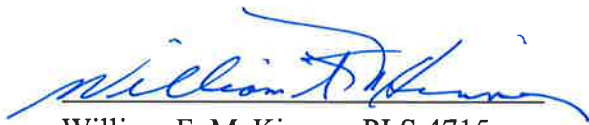
EXHIBIT A
LEGAL DESCRIPTION
PARCEL 1

All that certain real property situate in the City of Willows, County of Glenn, State of California, being a portion of Lot 1 in Block 3 of Villa Lots, according to the official map or plat of South Willows, West Willows and Villa Lots of the Willows Land 8, Improvement Company, now on file and of record in the Office of the County Recorder of the County of Glenn, State of California, in Book 1 of Maps, at Page 49, being also a portion of the lands described in that certain Grant Deed to Jayhina Hospitality, Inc, a California Corporation, recorded as Document Number 2021-4003 of Official Records in the Office of the Recorder, Glenn County, California, said portion is more particularly described as follows:

BEGINNING at a point on the west line of the N. Humboldt Avenue Right-of-Way, which bears the following five (5) courses from the Northeast corner of Section 8, T. 19 N., R. 3 W., M.D.B.&M.: (1) South 77° 56' 11" East 182.10 feet, (2) North 89° 49' 06" West 251.40 feet, (3) South 60° 30' 34" West 4.00 feet, (4) South 29° 29' 26" East 12.79 feet and (5) North 89° 42' 33" East 10.88 feet; thence from said POINT OF BEGINNING along the said West line of Humboldt Avenue Right-of-Way South 00° 16' 25" East 241.39 feet; thence leaving said West line South 89° 45' 26" West 364.78 feet to the east line of the Interstate Highway 5 Right-of-Way line, being also the West line of said Grant Deed; thence along said Right-of-Way line and said West line the following two (2) courses: (1) North 50° 57' 07" East 304.47 feet and (2) North 60° 30' 34" East 126.36 feet; thence leaving said line South 29° 29' 26" East 12.79 feet; thence North 89° 42' 33" East 10.88 feet to the POINT OF BEGINNING, containing 1.177 acres, more or less.

Basis of Bearings for this description is the southeasterly right of way line of Interstate Freeway 5 as shown on that certain Record of Survey, recorded in Book 7 of Surveys, at Page 33, Glenn County Official Records.

End of Description


William F. McKinney, PLS 4715

FEB 13, 2023
Date



EXHIBIT A
LEGAL DESCRIPTION
PARCEL 2

All that certain real property situate in the City of Willows, County of Glenn, State of California, being a portion of Lot 1 in Block 3 of Villa Lots, according to the official map or plat of South Willows, West Willows and Villa Lots of the Willows Land 8, Improvement Company, now on file and of record in the Office of the County Recorder of the County of Glenn, State of California, in Book 1 of Maps, at Page 49, being also a portion of the lands described in that certain Grant Deed to Jayhina Hospitality, Inc, a California Corporation, recorded as Document Number 2021-4003 of Official Records in the Office of the Recorder, Glenn County, California, said portion is more particularly described as follows:

BEGINNING at a point on the west line of the N. Humboldt Avenue Right-of-Way, which bears the following six (6) courses from the Northeast corner of Section 8, T. 19 N., R. 3 W., M.D.B.&M.: (1) South 77° 56' 11" East 182.10 feet, (2) North 89° 49' 06" West 251.40 feet, (3) South 60° 30' 34" West 4.00 feet, (4) South 29° 29' 26" East 12.79 feet, (5) North 89° 42' 33" East 10.88 feet and (6) South 00° 16' 25" East 241.39 feet; thence from said POINT OF BEGINNING along the said West line of said N. Humboldt Avenue Right-of-Way South 00° 16' 25" East 112.00 feet; thence leaving said West line South 89° 45' 26" West 460.30 feet to the East line of the Interstate Highway 5 Right-of-Way, being also the West line of said Grant Deed; thence along said Right-of-Way line and said West line the following two (2) courses: (1) North 37° 31' 10" East 118.18 feet and (2) North 50° 57' 07" East 29.63 feet; thence leaving said east line North 89° 45' 26" East 364.78 feet to the POINT OF BEGINNING, containing 1.070 acres, more or less.

Basis of Bearings for this description is the southeasterly right of way line of Interstate Freeway 5 as shown on that certain Record of Survey, recorded in Book 7 of Surveys, at Page 33, Glenn County Official Records.

End of Description


William F. McKinney, PLS 4715

FEB 13, 2023
Date



EXHIBIT A
LEGAL DESCRIPTION
PARCEL 3

All that certain real property situate in the City of Willows, County of Glenn, State of California, being a portion of Lot 1 in Block 3 of Villa Lots, according to the official map or plat of South Willows, West Willows and Villa Lots of the Willows Land 8, Improvement Company, now on file and of record in the Office of the County Recorder of the County of Glenn, State of California, in Book 1 of Maps, at Page 49, being also a portion of the lands described in that certain Grant Deed to Jayhina Hospitality, Inc, a California Corporation, recorded as Document Number 2021-4003 of Official Records in the Office of the Recorder, Glenn County, California, said portion is more particularly described as follows:

BEGINNING at a point on the west line of the N. Humboldt Avenue Right-of-Way, which bears the following six (6) courses from the Northeast corner of Section 8, T. 19 N., R. 3 W., M.D.B.&M.: (1) South 77° 56' 11" East 182.10 feet, (2) North 89° 49' 06" West 251.40 feet, (3) South 60° 30' 34" West 4.00 feet, (4) South 29° 29' 26" East 12.79 feet, (5) North 89° 42' 33" East 10.88 feet and (6) South 00° 16' 25" East 353.39 feet; thence from said POINT OF BEGINNING along the said West line of N. Humboldt Avenue Right-of-Way South 00° 16' 25" East 212.85 feet; thence leaving said West line South 88° 46' 59" East 200.00 feet; thence South 89° 45' 26" West 339.90 feet to the East line of the Interstate Highway 5 right-of-Way, being also the West line of said Grant Deed; thence along said Right-of-Way line and said West line the following two (2) courses: (1) North 12° 26' 40" East 164.27 feet and (2) North 37° 31' 10" East 70.83 feet; thence leaving said East line North 89° 45' 26" East 460.30 feet to the POINT OF BEGINNING, containing 2.531 acres, more or less.

Basis of Bearings for this description is the southeasterly right of way line of Interstate Freeway 5 as shown on that certain Record of Survey, recorded in Book 7 of Surveys, at Page 33, Glenn County Official Records.

End of Description


William F. McKinney, PLS 4715

FEB 13, 2023
Date



EXHIBIT A
LEGAL DESCRIPTION
PARCEL 4

All that certain real property situate in the City of Willows, County of Glenn, State of California, being a portion of Lot 1 in Block 3 of Villa Lots, according to the official map or plat of South Willows, West Willows and Villa Lots of the Willows Land 8, Improvement Company, now on file and of record in the Office of the County Recorder of the County of Glenn, State of California, in Book 1 of Maps, at Page 49, being also a portion of the lands described in that certain Grant Deed to Jayhina Hospitality, Inc, a California Corporation, recorded as Document Number 2021-4003 of Official Records in the Office of the Recorder, Glenn County, California, said portion is more particularly described as follows:

BEGINNING at a point on the west line of the N. Humboldt Avenue Right-of-Way, which bears the following six (6) courses from the Northeast corner of Section 8, T. 19 N., R. 3 W., M.D.B.&M.: (1) South 77° 56' 11" East 182.10 feet, (2) North 89° 49' 06" West 251.40 feet, (3) South 60° 30' 34" West 4.00 feet, (4) South 29° 29' 26" East 12.79 feet, (5) North 89° 42' 33" East 10.88 feet and (6) South 0° 16' 25" East 566.24 feet; thence from said POINT OF BEGINNING along the said West line of N. Humboldt Avenue Right-of-Way South 00° 16' 25" East 274.70 feet to the Northeast corner of Parcel A, as shown on that certain Parcel Map recorded in Book 13 of Parcel Maps at Page 78, in the Office of the Recorder, Glenn County; thence leaving said West line and along the North line of said Parcel A South 89° 45' 26" West 562.02 feet to the Northwest corner thereof, also being the East line of Interstate Highway 5 Right-of-Way, being also the West line of said Grant Deed; thence along said Right-of-Way line and said West line the following two (2) courses: (1) North 00° 04' 30" West 175.85 feet and (2) North 12° 26' 40" East 97.84 feet; thence leaving said east line North 89° 45' 26" East 339.90 feet; thence North 88° 46' 59" East 200.00 feet to the POINT OF BEGINNING, containing 3.482 acres, more or less.

Basis of Bearings for this description is the southeasterly right of way line of Interstate Freeway 5 as shown on that certain Record of Survey, recorded in Book 7 of Surveys, at Page 33, Glenn County Official Records.

End of Description


William F. McKinney, PLS 4715



FEB 13, 2023
Date

EXHIBIT B**LOT LINE ADJUSTMENT**

APNS: 001-032-016, -018, -025 & -026

CITY OF WILLOWS, COUNTY OF GLENN, CALIFORNIA

OCTOBER 2022

SCALE: 1"=120'

LEGEND

- BOUNDARY
 NEW LOT LINE
 LOT LINES EXTINGUISHED
 NO INGRESS/EGRESS

120 0 120

1 INCH = 120 FEET

20.00' GAS EASEMENT
NO. 1 TO P.G.&E.
PER 484/335, ORGC.

BASIS OF BEARING:

SOUTH EASTERLY
RIGHT OF WAY LINE
OF INTERSTATE
FREEWAY 5
PER 7 RS 33

INTERSTATE HIGHWAY 5

7 RS 33

N00°04'30"W

175.85'

N12°26'40"E 262.11'

164.27'

N37°31'10"E 189.01'

118.18'

N50°57'07"E 334.10'

304.47'

S89°45'26"W 364.78'

29.63'

S89°45'26"W 460.30'

S89°45'26"W 339.90'

S88°46'59"W 200.00'

S00°16'25"E 840.94'

212.85'

274.70'

N. HUMBOLDT AVENUE

P.O.B. PARCEL 1

P.O.B. PARCEL 2

P.O.B. PARCEL 3

P.O.B. PARCEL 4

10.00' P.G.&E. EASEMENT PER 753/297, ORGC

10.00' P.G.&E. ESMNT PER 753/297, ORGC

20'x20' SIGN LEASE AREA PER BK. 511, PG. 609 O.R.

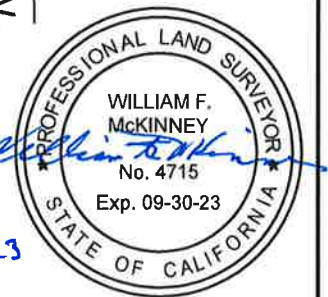
GURRAJ, INC.

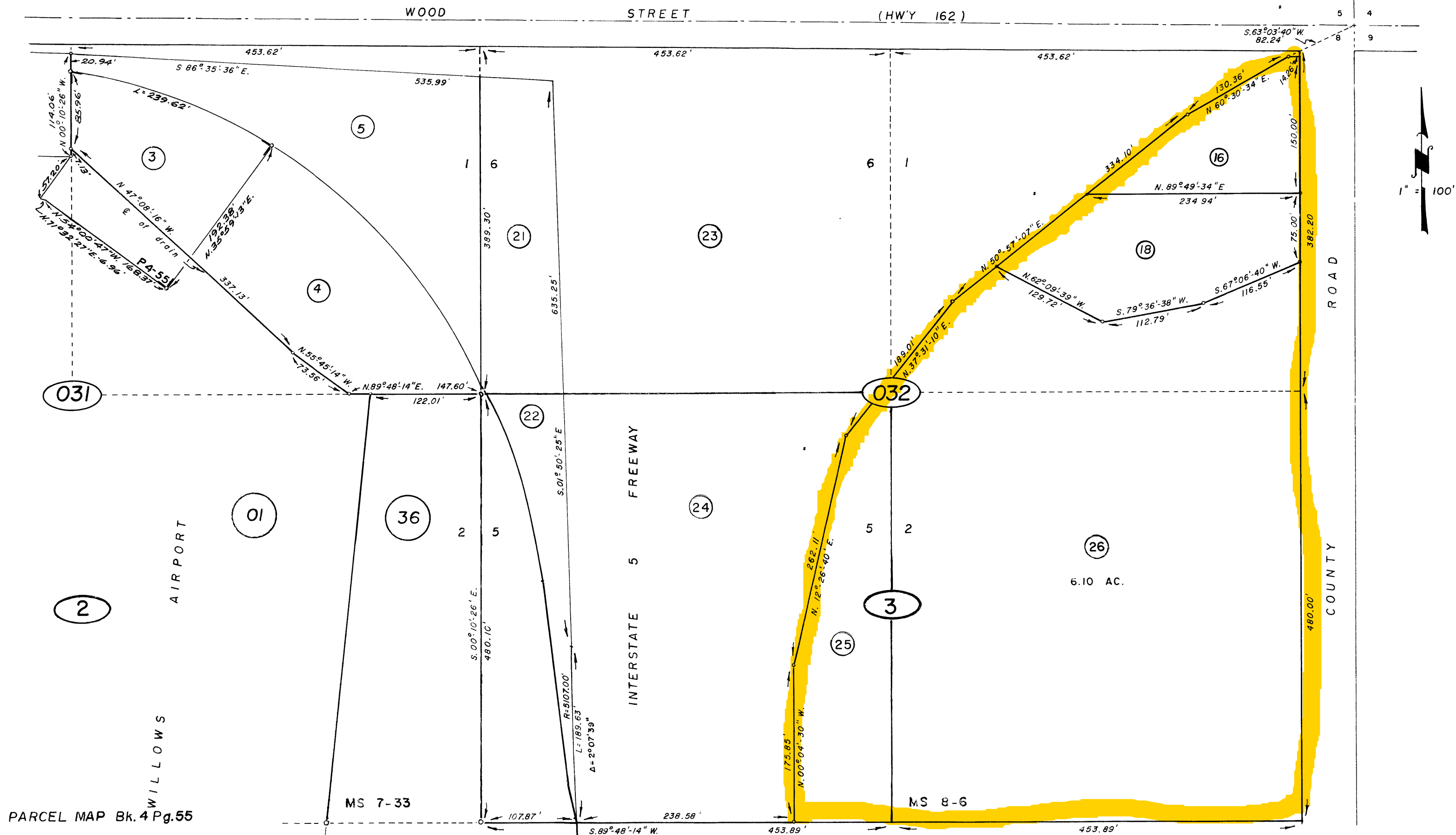
APN: 001-010-028

DOC.NO.: 2020-1236

PARCEL A 12 P.M. 44

FEB 13, 2023







Date: May 17, 2023
 To: Planning Commission
 From: Karen Mantele, Principal Planner
 Subject: Design Review/Exterior Site Improvements/ File #DR-23-01/210 W. Wood Street

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

Rationale for Recommendation: WMC Chapter 18.141.030(1) requires Design Review approval from the Planning Commission for physical improvements or change of or to existing buildings, structures and other physical improvements shall be subject to design review, whether or not a building permit is required. The Entryway District purpose is to provide for a mix of office, commercial and residential uses, with changes to the site and buildings subject to design review.

Background:

The Circle K business at the subject location has ceased and a new business (Beverage House Market) has replaced it in the existing commercial building. The new business is proposing exterior changes to the site and the building which requires Design Review approval. A coin operated laundromat is located within the existing building, located on the eastern end of the building, however, is not part of the project.

Project Discussion:

The applicant proposes to utilize the existing 3,776 SF commercial building (2,862 SF of it) for a new business, which will continue to be a convenience type store like the Circle K has provided. The changes are going from a new business name, from Circle K to Beverage House Market, and the new business is applying for a different ABC license, going from a #20 to a #21 type license to sell distilled spirits. Circle K only sold beer and wine. The addition of adding distilled spirits will not require an expansion of space. The addition of sale of distilled spirits would diversify the products and services provided at the convenience store and provide convenience to residents and regional customers. A PNC request has been submitted for the city review. Hot food will be sold, and a Health Department permit shall be applied for.

The business hours of operation will be Sunday-Thursday 6 am – 11 pm; Friday & Saturday 6am – 12 am. The Circle K store was open 24 hours a day. There will be 2-3 employees per shift. All employees will receive customer awareness training and RBS training which includes looking for signs of intoxication,

proper identification checking, procedures for dealing with various situations as well as general behavior observance training. All employees will receive the IMPACT Off sale Licensee Informational Guide. Beverage House employees are provided rigorous training in alcohol beverage sale rules, laws, and regulations and adhere to stringent guidelines associated with the control and sale of alcoholic beverages.

The principals of the new business own and operate many convenience stores in California. Security cameras will be located on the interior as well as the exterior of the building.

Design Review Analysis:

Competent Design: There is no proposal to redesign the existing commercial building. The cinder block building was constructed in 1977 and has been used for commercial uses over the years.

Relationship Between Structures Within the Development and Between Structures and Site: No new structures are proposed with this project, other than trash enclosure changes.

Relationship between Development and Neighborhood: This is not a new development project but rather site changes/upgrades to what is existing. The addition of adding distilled spirits will not require an expansion of space and will not change the character as the store has been selling beer and wine for decades, therefore this project will not change the neighborhood character.

Materials and Colors Used: The applicant will be re-painting the entire building. The color scheme will be Precious Pearls (sides of store and trash enclosure); Foil (front of store); Charcoal Smudge (store canopy and trash enclosure doors and top); Blue Chip (building coping cap); and Red (signage). The repainting will enhance the building.

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

Surface Water Drainage: A condition has been added by the city engineer for the trash enclosure to add a sump pump so as not to allow drainage of waste into the city sewer system.

Drives, Parking and Circulation: There are three driveways into this parcel, two along W. Wood Street and one-off Butte Street. The parking lot will be repaired, sealed, and restriped the entire parking lot. Conditions of approval address this.

Signs: New signage is proposed for the new business name. The applicant received city approval to install temporary signage until a sign package has been submitted and approved by the city. This temporary signage was approved for 30 days. If the new sign package has not been received within that timeframe, additional time can be requested. No exterior advertising or window signs will advertise beer or wine products.

Exterior Lighting: Appropriate lighting is necessary for safe operation during times of darkness. The site is equipped with the necessary lighting, inside and out, and provides a safe environment for the customers and employees and discourages loitering. Beverage House maintains a zero-tolerance policy and loitering and panhandling is not tolerated.

Landscaping: No new landscaping is proposed with this project. Any trash accumulating on the property and landscape areas will be removed promptly, with any graffiti removed from any place within 48 hours.

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

Environmental Review

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

Fiscal Impact:

There is not impact to the city as this project has a PTA deposit on file for processing.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. Site plan
4. Site rendition
5. Color palette
6. APN map

PC RESOLUTION NO. XXX-2023

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING
DESIGN REVIEW APPROVAL (FILE# DR-23-01) TO BEVERAGE HOUSE MARKET FOR
EXTERIOR BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 210 W.
WOOD STREET, ASSESSORS PARCEL NUMBER 002-142-006**

WHEREAS the applicant, Beverage House Market, has filed for Design Review approval for exterior building and site improvements on subject parcel; and,

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

WHEREAS the Planning Commission did, on May 17, 2023, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

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

WHEREAS the Planning Commission finds that the design review proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15301 and 15311.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for exterior building and site improvements is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-23-01 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 17th day of May 2023, by the following vote, to wit,

AYES
NOES
ABSTAIN
ABSENT

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTEST: _____
Deputy City Clerk, Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
BEVERAGE HOUSE MARKET
FOR PROPERTY LOCATED AT 210 W. WOOD Street/ APN: 002-142-006**

PC approval date: _____, 2023

General

1. That the applicant/developer shall enter into a *Pass-Through Agreement* with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this development.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval regarding painting store, repairing parking lot, upgrade trash enclosure as shown on submitted plan.
4. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city for an extension of not more than one year from the original date of expiration, if he/she finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.
5. All contractors/sub-contractors doing work on the project shall obtain a city business license prior to commencing operation.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation. Temporary banner signage has been approved for 30 days.
7. Per WMC 8.30.010 Posting of Signs, business/retailer shall abide by the posting of signage as required.
8. Per WMC 8.10.020, regarding graffiti, business/retailer shall abide by regulations.

Building Department

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

Fire Department:

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

Glenn County Planning & Community Development Services Agency:

18. . Hot food will be sold, and a Health Department permit shall be applied for. Contact the County of Glenn Health Department regarding the permit.

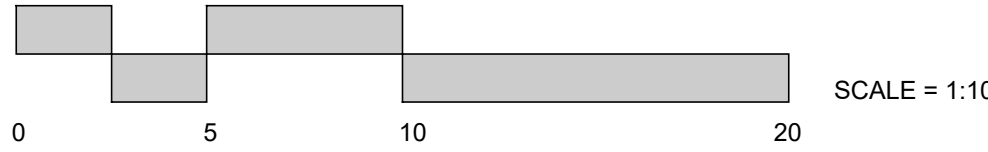
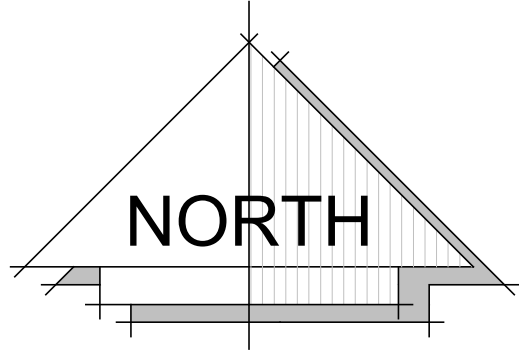
Engineering Department:

19. The applicant shall be responsible for repairing/repaving the parking lot, including the existing paved area between the concrete slab adjacent to the trash enclosure and the gravel surface of the alley.
20. (E) trash enclosure, upgrade with cover & gate - grades within trash enclosure area to demonstrate no runoff to parking lot and onto street or public storm drain. A sump (low spot that can collect liquids in the trash enclosure area) shall be constructed such that any collected liquids can be pumped out and disposed of appropriately.
21. The applicant shall be responsible for repairing and repaving the parking lot, including striping. As the parking lot spans two businesses, at a minimum, the applicant shall repave the portion of the parking lot fronting their portion of the building.
22. A plan shall be submitted showing dimensioned parking stalls and ADA space(s). The plan should demonstrate that the ADA parking spaces will have access to the building that meets ADA grade standards.
23. The applicant shall repair/replace the bollards next to the utility box adjacent to the alley.
24. During parking lot paving, the existing 38" wide concrete area behind the driveway apron shall be removed (it is non-conforming to ADA cross slope requirements) and replaced with asphalt that has cross slope grades that meet ADA standards (2% or less) in order to provide ADA access around the driveway apron.

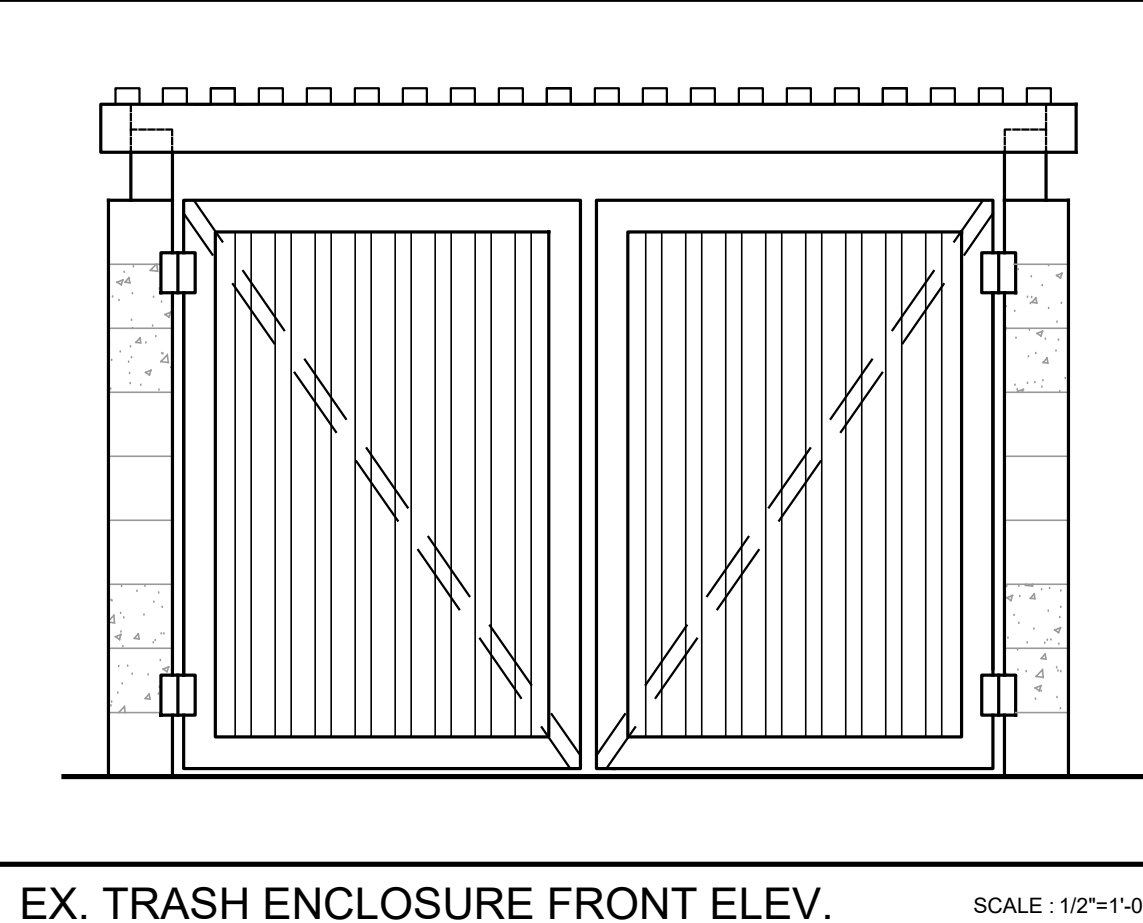
W WOOD ST.

N. BUTTE ST.

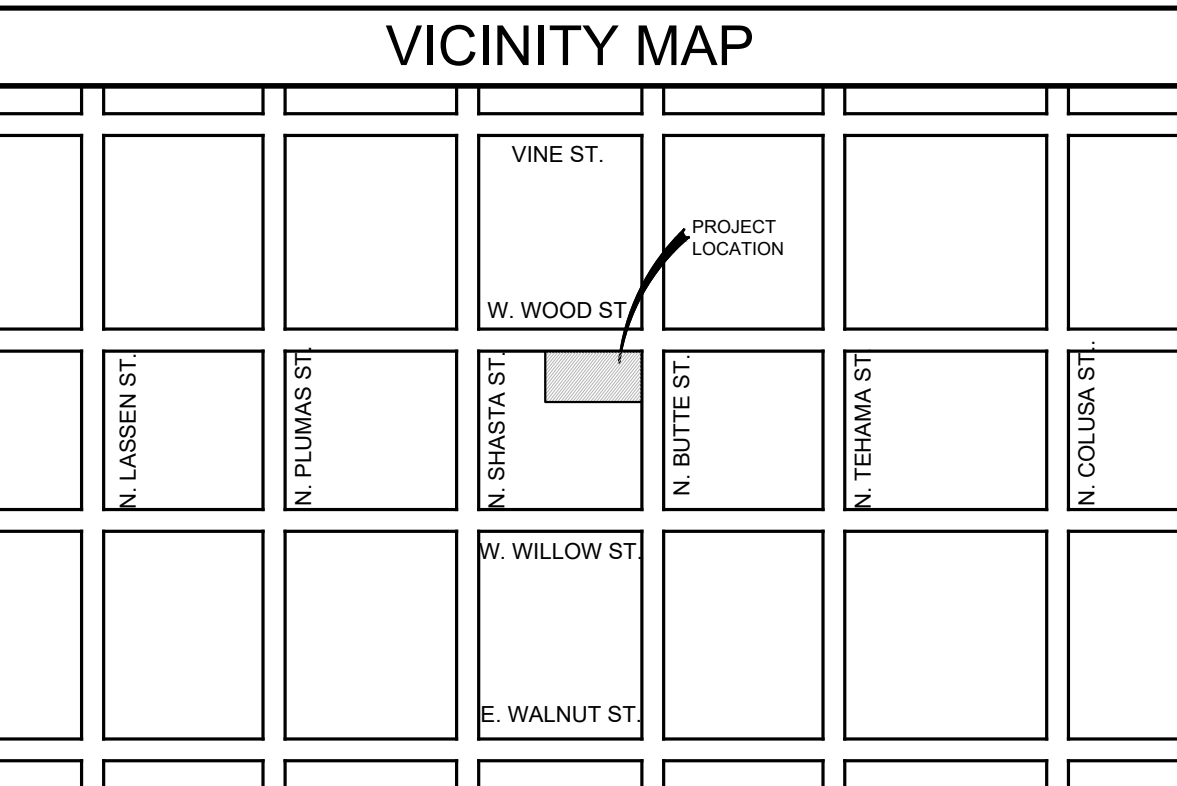
SITE PLAN
SCALE : 1:10



PROJECT DATA	
ZONE:	C-1A
OCCUPANCY'S:	B
CONSTRUCTION TYPE:	V - B
STORIES:	1
APPLICANT / OWNER: ARCHITECT / REPRESENTATIVE:	
MARK MAIDA 13601 APPLE VALLEY RD. APPLE VALLEY CA, 92308 PH: 760-964-7936	STEENO DESIGN STUDIO, INC. ARCHITECT: TOM STEENO 11774 HESPERIA RD. SUITE B-1 PH: 760.244.5001 FX: 760.244.1948
SCOPE OF WORK	
Repaint existing building. Remodel and paint trash enclosure Repair, seal and strip existing parking lot. Repair existing bollards.	



EX. TRASH ENCLOSURE FRONT ELEV.
SCALE : 1/2"=1'-0"



STEENO

DESIGN STUDIO, INC.

ARCHITECTURE • DESIGN • PLANNING

11774 HESPERIA RD. SUITE B-1 APPLE VALLEY, CA 92345

PHONE: (609) 244-5001 FAX: (609) 244-1948

WWW.STEENODESIGN.COM

DATE FINISHED
MAY 2023

REVISIONS

THESE PLANS SHALL COMPLY WITH THE 2022 CALIFORNIA BUILDING CODE WHICH ADOPTS THE 2022 CBC, 2022 CBC AND 2022 CBC AND THE 2022 ENERGY STANDARDS

THESE DOCUMENTS AND THE DESIGN AND IDEAS INCORPORATED HEREIN AS AN INSTRUMENT OF PROFESSIONAL SERVICE ARE THE SOLE PROPERTY OF STEENO DESIGN STUDIO, INC. ANY USE, IN WHOLE OR IN PART FOR WHICH THEY WERE NOT PROVIDED SHALL BE UNLAWFUL

PROJECT: SITE IMPROVEMENTS

BEVERAGE HOUSE MARKET

PROJECT ADDRESS:
210 WEST WOOD ST.
WILLOWS, CA 95688

CONTACT INFO:
MARK MAIDA

JOB NO.
C23-L16

SHEET NAME:

SITE PLAN

PAGE
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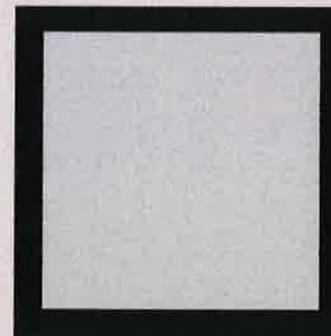




DE5867 BLUE CHIP
COPING CAP



DEW386 PRECIOUS PEARLS
SIDES OF STORE & TRASH
ENCLOSURE



DE6360 FOIL
FRONT OF STORE



DE6370 CHARCOAL SMUDGE
CANOPY & TRASH ENCLOSURE
DOORS AND TOP



SIGNAGE COLOR - RED

EXTERIOR BUILDING PAINTS - DUNN EDWARDS

BEVERAGE HOUSE MARKET
210 WEST WOOD STREET
WILLOWS, CA
MAY 2023

EXTERIOR COLORS & MATERIALS

STEENO
DESIGN STUDIO
ARCHITECTURE

TOWN OF WILLOWS

T.C.A. 2-14
02001

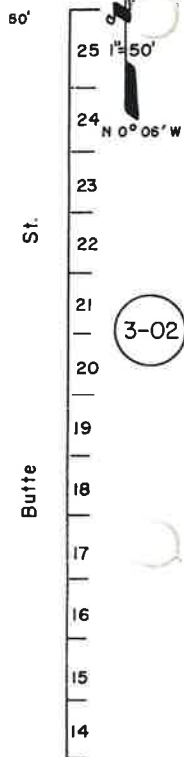
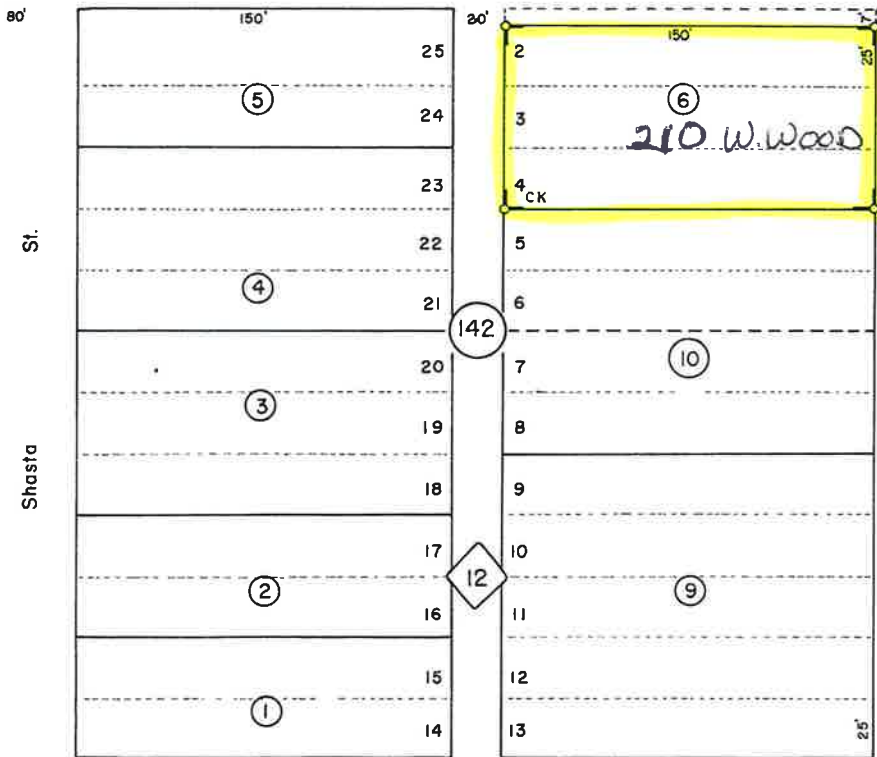
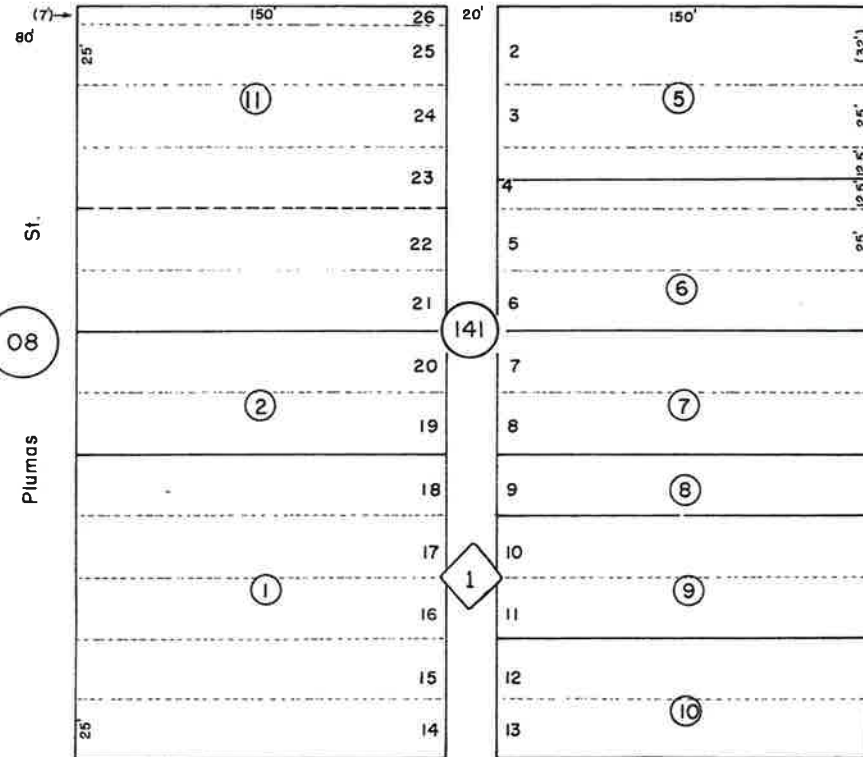
CARTTENBERG

5-40

EXTENSION

Wood

St.



Willow

St.