



Willows Planning Commission

Regular Meeting Agenda

May 19, 2021

Willows City Hall

7:00 p.m.

PLANNING COMMISSION

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

Members of the public wishing to address the Commission on any item(s) not on the agenda may do so at this time when recognized by the Chair; however, no formal action will be taken unless a majority consensus of the Commission directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

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 April 21, 2021.

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

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

- a. General Plan Annual Progress Report (APR) review and discussion for period from January 1, 2020 to December 31, 2020.

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

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

8. **ADJOURNMENT**

This agenda was posted on May 13, 2021

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. 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 APRIL 21, 2021

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled Planning Commission Meeting.
Please visit www.cityofwillows.org for free PodBean recordings.

1. Chair Muller called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Vice Chair Hansen.
3. **Roll Call:**
Commissioners Present: Muller, Hansen, Woods, Griffith, Bobadilla
Absent:
Staff Present: Karen Mantele, City Planner, Maria Ehorn, Minute Clerk
4. **Public Comment/ Written Communications:** None
5. **Consent Agenda:**
 - a. Approval of minutes of the Regular Planning Commission Meeting held on February 17, 2021 and March 17, 2021.
Action:
Motion: Commissioner Woods/Vice Chair Hansen
Moved to approve the minutes for February 17, 2021 and March 17, 2021 in two separate motions.
The motion passed 5/0 carried by the following voice vote:
AYES: Muller, Hansen, Bobadilla, Griffith, Woods
NOES:
ABSENT:
ABSTAIN:
Action:
Motion: Commissioner Woods/Second: Commissioner Bobadilla
Moved the minutes of Regular Planning Commission meeting held on February 17, 2021 with corrections as noted.
The motion passed 4/0 carried by the following voice vote:
AYES: Hansen, Woods, Griffith, Bobadilla
NOES:
ABSENT:
ABSTAIN: Muller
Action:
Motion: Vice Chair Hansen/Second: Commissioner Bobdilla
Moved the minutes of Regular Planning Commission meeting held on March 17, 2021.
The motion passed 3/0 carried by the following voice vote:
AYES: Muller, Hansen, Bobadilla
NOES:
ABSENT:
ABSTAIN: Griffith, Woods
6. **REGULAR BUSINESS AGENDA/PUBLIC HEARING(S)**
 - a. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving changes to File #DR-20-01 to remove the fifteen metal carports and carport screening for property located at 251 S Tehama Street, Assessors Parcel Number 003-061-009.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE REQUEST TO REMOVE THE FIFTEEN METAL CARPORTS AND CARPORT SCREENING FOR THE DESIGN REVIEW PROJECT (FILE # DR-20-03) to JAIMAC PROPERTIES LLC FOR CHANGE OF USE PROJECT LOCATED AT 251 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-061-009.

Action:

Motion: Commissioner Griffith/ Second: Commissioner Bobadilla

Moved to approve the resolution entitled; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE REQUEST TO REMOVE THE FIFTEEN METAL CARPORTS AND CARPORT SCREENING FOR THE DESIGN REVIEW PROJECT (FILE # DR-20-03) to JAIMAC PROPERTIES LLC FOR CHANGE OF USE PROJECT LOCATED AT 251 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-061-009.

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

AYES: Muller, Hansen, Woods, Griffith, Bobadilla

NOES:

ABSENT:

ABSTAIN:

- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving a Minor Use Permit (File #MUP-21-02) for Gabriel Gentile to open a new cocktail lounge for property located at 157 N Butte Street, Assessors Parcel Numbers 002-162-006.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A MAJOR USE PERMIT (FILE# MUP-21-02) TO ESTABLISH A BAR AND COCKTAIL LOUNGE (aka THE LOUNGE) WITHIN IN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 157 N BUTTE STREET, ASSESSORS PARCEL 002-162-006.

Action:

Motion: Vice Chair Hansen/ Second: Commissioner Woods

Moved to approve the resolution entitled; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A MAJOR USE PERMIT (FILE #MUP-21-02) TO ESTABLISH A BAR AND COCKTAIL LOUNGE (aka THE LOUNGE) WITHIN IN AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 157 N BUTTE STREET, ASSESSORS PARCEL 002-162-006.

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

AYES: Muller, Hansen, Woods, Griffith, Bobadilla

NOES:

ABSENT:

ABSTAIN:

- c. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving Design Review (File #DR-21-01) for Holt to construct an addition to the existing building for property located at 411 S Tehama Street, Assessors Parcel Number 002-291-009.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-21-01) TO HOLT AG OF CALIFORNIA TO CONSTRUCT A 1400 SF OFFICE/SALES ADDITION TO AN EXISTING BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 411 S. TEHAMA STREET, ASSESSORS PARCEL NUMBERS 002-292-008; -009; -010.

Action:

Motion: Vice Chair Hansen/ Second: Commissioner Woods

Moved to approve the resolution entitled; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-21-01) TO HOLT AG OF CALIFORNIA TO CONSTRUCT A 1400 SF OFFICE/SALES ADDITION TO AN EXISTING BUILDING AND SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 411 S. TEHAMA STREET, ASSESSORS PARCEL NUMBERS 002-292-008; -009; -010 WITH ADDITIONS TO CONDITIONS AS DISCUSSED.

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

AYES: Muller, Hansen, Woods, Griffith, Bobadilla

NOES:

ABSENT:

ABSTAIN:

7. COMMISSION/STAFF REPORTS/COMMENTS.

- a. Staff Reports/Comments: Karen Mantele gave brief updates/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 7:50 p.m.

Hilgard Muller – Chair

Maria Horn – Minute Clerk

DRAFT

Planning Commission Agenda Report

May 19, 2021

Project: **General Plan Annual Progress Report**
A review and discussion regarding the City of Willows General Plan Year End Review for period from January 1, 2020 to December 31, 2020

Project Location: **City Wide**

Environmental: **This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306**

Project Description:

The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, is an annual requirement to report on the efforts the City has undertaken within the past year with implementation of its General Plan programs and policies, specifically in the removal of governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. This report satisfies the code requirement.

Introduction:

The General Plan addresses the future vision of community growth in the jurisdiction, such as its physical development, general locations, appropriate mix, timing, and extent of land uses and supporting infrastructure.

The City of Willows adopted its General Plan in 1981, This Plan was comprised of elements from the County of Glenn, which some elements date back to 1974. The City's Plan includes the following elements: *Land Use, Open Space, Conservation, Circulation, Safety, Seismic, Noise, Scenic Highways, and Housing*. General Plans that have not been revised within the past eight years are not necessarily legally inadequate. However, the California Supreme Court has stated that local governments have an implied duty to keep their General Plans current and must review and revise their general plans as often as they deem necessary or appropriate. (*DeVita v County of Napa, 9 Cal.4th(1995)*). As of 2015, more than half of local jurisdictions have general plans that are over 15 years old. Often, this is because the process of adopting a General Plan has become too time-consuming and costly. Until present, the City has not updated the General Plan other than for the required Housing Element Updates.

2020 General Plan Accomplishments:

There were no General Plan Amendments applied or processed during the 2020 year. As stated in the previous year annual report, in 2019 the City began the process of a General Plan update. In 2020, the City received an HCD grant award under the California Department of Housing and Community Development SB2 (Building Homes and Jobs Act) for \$160,000 which will be applied to updating the General Plan. The update to the General Plan will provide as a useful guide for decision making regarding future land use, and will establish guidelines for managing, directing, and developing future land uses. The General Plan update will help to establish additional goals, policies, objectives, and standards for the future of this community.

This Update project is currently underway and will be brought before the Commission and City Council later this year at public hearings.

The Housing Element (one element under the General Plan) is undergoing a separate Update under the HCD/LEAP grant, awarded to the City in 2020 as well. Both of these grant awards will assist the City in bringing our General Plan into conformance and to help plan development for the future. The City's Housing Element is scheduled to be updated by November 30, 2021.

The City Planning Department has processed a tentative map for residential development this year. In an effort to remove constraints on residential development, Staff brought forth a couple of text amendments which have been adopted to the municipal code, allowing for exemptions to residential development within some commercial zones. An application for a change of use project; a motel to multi-family apartments, was approved during this year by the Commission.

The City's strategy for Economic Development is on-going. City Staff and the Interim City Manager meet and discuss the development of vacant land within the City with interested developers as proposals are brought forth.

Environmental: This General Plan Annual Progress Report is not a project but a reporting document and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306.

STAFF RECOMMENDATION:

That the Planning Commission review the Staff Report, and by motion forward the report to the City Council, and thereafter direct Staff to send the report to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:



Karen Mantele
Principal Planner