



Willows Planning Commission Regular Meeting Agenda

June 15, 2022, 6:00 pm

Willows City Hall
201 N Lassen Street
Willows, CA 95988

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

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 20, 2022 Regular Planning Commission Meeting.
Contact: kmantele@cityofwillows.org.

6. REGULAR BUSINESS/PUBLIC HEARING

- a.** Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL (FILE# UP-22-02) TO ESTABLISH THE ENLOE AMBULANCE SERVICE BUSINESS WITHIN AN EXISTING BUILDING FOR PROPERTY LOCATED AT 1252 W. SYCAMORE STREET, ASSESSORS PARCEL NUMBER 001-061-033**
Contact Karen Mantele, City Planner, 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.

a. Street Banner Program

Recommended Action: The ADRB receive the banner design presentation from Mr. Muller and provide feedback.
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org

8. COMMENTS & REPORTS

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

9. ADJOURNMENT

This agenda was posted on June 10, 2022



Tara Rustenhoven, City Clerk

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

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



ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION REGULAR MEETING HELD APRIL 20, 2022

Meeting audio is available at the City of Willows website. This is not a live feature.
Please visit www.cityofwillows.org for free PodBean recordings.

1. Vice-Chair Bobadilla called the meeting to order at 6:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Vice Chair Bobadilla.
3. **Roll Call:**

Commissioners Present: Woods, Bobadilla, Pride, Burt

Absent:

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

4. **Changes to the Agenda:** No changes.
5. **Public Comment/ Consent Calendar Forum:** No public comment.

- a. Approval of minutes of the Regular Planning Commission Meeting held March 16, 2022.

Action:

Motion: Commissioner Woods/ Second: Commissioner Pride

Moved to approve the minutes of March 16, 2022, as presented.

The motion passed 2/0 carried by the following voice vote:

AYES: Woods, Pride

NOES:

ABSENT:

ABSTAIN: Bobadilla, Burt

6. **PUBLIC HEARING**

- a. **General Plan Update – NOP Scoping Meeting**

The public hearing was opened at 6:24 pm.

The public hearing was closed at 6:25 pm.

Action:

A public scoping meeting was held as required during the 30-day Notice of Preparation (NOP) review period. Ben Ritchie, of De Novo Planning Group, gave a short slide presentation and addressed Commission questions.

7. **DISCUSSION & ACTION CALENDAR**

- a. **Residential Design Guidelines / Single Family and Multi-Family**

Action:

Motion: Commissioner Pride / Second: Commissioner Woods

Moved to forward both sets of guidelines, with modifications as discussed, to the City Council for adoption.

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

AYES: Woods, Bobadilla, Pride, Burt

NOES:

ABSENT:

ABSTAIN:

8. COMMISSION/STAFF REPORTS/COMMENTS.

- a. Staff Reports/Comments: Karen Mantele gave brief updates/status of upcoming and ongoing projects.
- b. Commission Reports/Comments: No Commissioner reports.

9. ADJOURNMENT:

The meeting was adjourned at 7:20 p.m.

Pedro Bobadilla, Vice Chair

Maria Ehorn – Minute Clerk

DRAFT



Date: June 15, 2022
To: Planning Commission
From: Karen Mantele, Principal Planner
Subject: Use Permit (File #UP-22-02) Establish a new use within an R-3 zone

Recommendation:

Staff recommends the Commission review the use permit request and if appropriate adopt the attached resolution granting Use Permit approval for the Enloe Ambulance Service business to operate within an existing building within the R-3 (High Density Residential) District.

Rationale for Recommendation:

Approval of the Use Permit would make the business compliant with the WMC.

Background:

The Enloe Ambulance Service began operating out of this site in mid-2020 without Planning Department review by way of a business license. When a recent request for business license renewal was applied for, it was determined by staff that this type of business would require Use Permit approval to operate in the zone, which is mainly permitted for residential use. Staff notified the business and property owner of the non-compliance of this use in this zone without a use permit. An application was submitted for a use permit by the property owner soon thereafter.

Discussion & Analysis:

Per WMC Chapter 18.40.030- *uses permitted with a conditional use permit*- these uses include (1) *uses permitted in R-2 district per 18.35.030*, (2) *nursing and group care homes*, (3) *private schools*, (4) *hospitals*, and (5) *other uses which the planning commission finds are similar to the above*. These uses are other avenues to allow more than residential use within the zone. In 2008 a use permit was granted by the Commission at this site to establish an adult services program, which operated for a few years and provided a program which provided training, education, and adult care services.

In reviewing the code for compliance, staff has determined that 18.40.030(5) is an appropriate code section to allow the proposed use as it is similar to the other conditionally permitted uses within that code section. This use could be considered similar to a hospital use, as this ambulance service is necessary to meet the local Glenn Medical Center needs for mutual aid services as a back up provider for 911 calls.

No changes to the building, interior or exterior are proposed for this use, and there is sufficient parking for the ambulance service vehicles to park off street, therefore no additional parking is required for the use.

Surrounding zoning to the north and east is RP with a dental office to the east and multifamily apartment complexes beyond that. Zoning to the west and south of the subject parcel is R-3 . South of the subject parcel are multifamily apartments, and father west is the Willows Senior Apartments (R-3 zoning).

Per WMC Chapter 18.135.050 Findings of Fact need to be made to grant a use permit. Based upon the facts and conclusions contained within this staff report the following findings must be made in order to approve the applicant’s Use Permit request: (included within the draft resolution)

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.

Per WMC Chapter 18.135.030 notice of public hearing shall be posted in a local newspaper and property owners within 400 feet of the subject site shall be sent notice. No written or verbal comments have been received from the adjoining property owners as a result of the mailing.

Fiscal Impact:

No fiscal impact to the city.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. APN map



PC RESOLUTION NO. _____-2022

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING
USE PERMIT APPROVAL (FILE# UP-22-02) TO ESTABLISH THE ENLOE AMBULANCE
SERVICE BUSINESS WITHIN AN EXISTING BUILDING FOR PROPERTY LOCATED AT 1252
W. SYCAMORE STREET, ASSESSORS PARCEL NUMBER 001-061-033**

WHEREAS the property owner has filed for Use Permit approval to allow establishment of the Enloe Ambulance Service within an existing building located within the R-3 zoning district; and

WHEREAS City of Willows Municipal Code (WMC) Chapter 18.40.030(5) allows uses in the opinion of the Planning Commission which are similar to other uses listed, with an approved use permit; and,

WHEREAS notices of the Planning Commission meeting held on June 15, 2022, were published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and,

WHEREAS the Planning Commission did, on June 15, 2022, 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 does find that the proposed use is consistent with the purposes of the district in which the site is located as the following code section allows the proposed use with an approved conditional use permit per WMC 18.40.030(5); and

WHEREAS the Planning Commission does find that the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity, as

- (a) the location of the use is within a legal existing building;
- (b) conditions of approval are incorporated into the approval to ensure the public health, safety, and welfare of the use are adhered to by code; and,

WHEREAS the Planning Commission does find that the proposed use is in conformance with the General Plan, as the property is located within a land use designation which primarily allows for residential and service-related uses; and

WHEREAS the Planning Commission finds that the use permit proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Existing Facilities with no expansion of use.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Use Permit request to establish the Enloe Ambulance Service business located within

an existing building, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Use Permit (File#UP-22-02) 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 15th day of June 2022, by the following vote, to wit

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

APPROVED: _____

Pedro Bobadilla, Vice Chairperson

ATTEST: _____

Recording Secretary,

CONDITIONS OF APPROVAL

**Conditional Use Permit (File #UP-22-02) Enloe Ambulance Service
1252 W. Sycamore Street/APN: 001-061-033
PC Approval Date: _____ 2022**

GENERAL

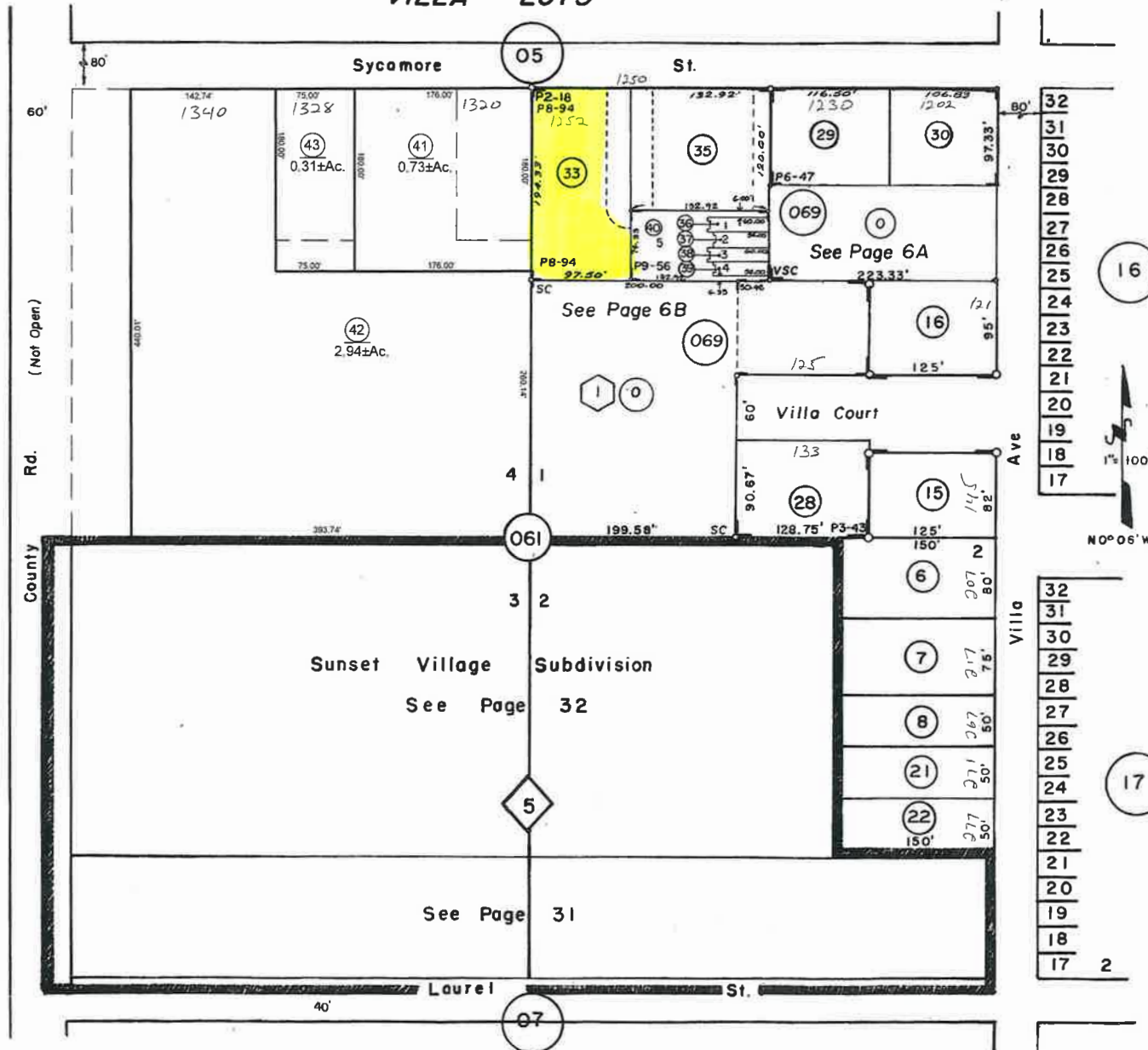
1. All plans for future construction, revisions, or additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval.
2. If the use is not made on the project within one (1) year after the date of granting such use, then without further action, the permit shall be null and void and such use shall not be made of the property except upon granting a new permit, unless an extension is applied for to the Planning Commission prior to the expiration of said permit.
3. The proposed use shall require an annual City business license.
4. Any proposed business signage shall obtain Planning Department review and approval prior to installation.

FIRE DEPARTMENT

5. Project shall comply with all applicable fire codes including smoke detectors, fire extinguishers, and exit maps and signs posted.
6. Applicant shall obtain Fire Department inspection. Contact the Fire Department at 934.3323 for an inspection appointment.

I-06

VILLA LOTS



County Rd. (Not Open)

01

Pl. 15, Pg. 6
 Pl. 19, Pg. 46, Villa Square Condominiums
 Pl. 19, Pg. 85, Sandpiper Cove PUD
 L MAPS 2 PAGE 18
 L MAPS 3 PAGE 43
 Pl. 6, Pg. 47; Bk. 8, Pg. 94
 Pl. 9, Pg. 56 - Cambridge Terrace P.U.D.



Date: June 15, 2022
To: Planning Commission
From: Karen Mantele, Principal Planner
Subject: Street Banner Program – Banner Design Recommendation

Recommendation:

As the Architectural Design Review Board (ADRB), Staff recommends receiving the design presentation from Mr. Muller and providing feedback.

Rationale for Recommendation:

At a prior ADRB meeting, the Board approved continuing to work with Mr. Muller to develop street banner designs for the City's new Street Banner Program to be launched later this year. This is part of the next phase in the process.

Background:

In October of 2021, the City Council directed the Planning Commission to recommend a street banner design to the City Council for consideration and final approval as part of a new City-sponsored Street Banner Program. For design projects, the Planning Commission acts in its capacity as the Architectural Design Review Board. As a result, and with staff support, the Council directed the ADRB to oversee the street banner design process.

The ADRB held three public meetings to develop and determine three design themes to present to the City Council. These design themes were taken to the City Council on May 10, 2022 with an ADRB recommendation and preference for one of the three designs. The ADRB recommended a theme called, "Find your Refuge." Within the theme, they also proposed five distinct banner designs and images incorporating the caption, "Find Your Refuge". This was one of the three themes presented to the Council for consideration. The Council selected the ADRB's recommended theme with further direction to refine the final designs for staff execution and implementation.

Discussion & Analysis:

At the ADRB's November 17, 2021 meeting, they established an ad hoc committee that included the former Chair Hilgard Muller and Commissioner Candis Woods to oversee the street banner design process. It was from the ad hoc committee's process and efforts that the "Find Your Refuge" theme was developed and recommended.

Since then, Mr. Muller resigned from the Planning Commission/ADRB. However, at the request of the ADRB, he has remained involved and produced the initial design theme that was presented to the Council on May 10, 2022, as well as the “Find your Refuge” designs that are before the Commission/ADRB at the June 15 meeting.

Once the final designs are selected by the ADRB, Staff will present them to the Council for final approval. Shortly after Council approval, CGI Communications will produce sample banners of the final designs to use and sell sponsorships to local businesses. Once the sponsorships are sold, CGI will produce and install the banners. The entire process, after final design approval, is approximately three months (before the banners are actually installed).

To recap the agreement with CGI, Inc. under this Street Banner Program, the proposed program includes the following components:

- A minimum of 25 full-color, custom graphic vinyl banners for all permissible poles;
- Business sponsors featured on the bottom 30% of the banner;
- Artwork, design and size customized to meet community specifications (standard size 30” x 72”);
- Includes all brackets, hardware, installation and maintenance;
- Quantity of banners is determined by number of sponsor participants;
- Duration of sponsor participation will be one (1) year with the option to renew each following year of the agreement;
- Sponsorship fulfillment includes all related aspects of marketing, production, and printing; and
- The City of Willows will assume no cost or liability for the sales and production of the banners for this project.

As part of the proposal, the City of Willows shall provide the following program support:

- Letter of introduction supporting the program on city letterhead;
- The right for CGI to use the city’s name in connection with the preparation, production and marketing of the program set forth herein only;
- Identification of, access to, and permission to utilize the preferred pole sites for proper banner placement;
- Identification of and access to a minimum of 25 poles for banner placement; and
- List of business licenses within the city and any other interested individuals who might wish to sponsor a street banner.

Fiscal Impact:

There is no cost associated with this recommendation.