



Willows Planning Commission

Regular Meeting Agenda

June 16, 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 May 19, 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. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution **GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-02) TO ELEMENT 7 WILLOWS, LLC TO ALLOW CONSTRUCTION OF A NEW 2,800 SF RETAIL COMMERCIAL BUILDING AND PROJECT SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 102 HARVEST DRIVE, ASSESSORS PARCEL NUMBER 017-350-005.**
- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution **GRANTING DESIGN REVIEW APPROVAL (FILE# DR-21-04) TO HPD WILLOWS-OROVILLE LP TO INSTALL NEW FAÇADE TREATMENTS TO AN EXISTING COMMERCIAL APARTMENT BUILDING (WILLOWS OAKS APARTMENTS) AND INSTALL ADA IMPROVEMENTS FOR PROPERTY LOCATED AT 1201 W WOOD STREET, ASSESSORS PARCEL NUMBER 005-3780-018.**

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

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

8. **ADJOURNMENT**

This agenda was posted on June 10, 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 MAY 19, 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 Chair Muller.
3. **Roll Call:**
Commissioners Present: Muller, Hansen, Woods, Bobadilla
Absent: Griffith
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 April 21, 2021.
Action:
Motion: Commissioner Woods/Commissioner Bobadilla
Moved to approve the minutes of April 21, 2021, as presented.
The motion passed 4/0 carried by the following voice vote:
AYES: Muller, Hansen, Bobadilla, Woods
NOES:
ABSENT: Griffith
ABSTAIN:
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.
Action:
Motion: Chair Muller/ Second: Commissioner Woods
Moved to forward the General Plan Annual Progress Report to the City Council.
The motion passed 4/0 carried by the following voice vote:
AYES: Muller, Hansen, Woods, Bobadilla
NOES:
ABSENT: Griffith
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 7:24 p.m.

Hilgard Muller – Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report:

June 16, 2021

Project: Design Review (#DR-20-01) New commercial retail construction and site improvements

Applicant/P.Owner: Element 7 Willows, LLC/California Land Investment LLC

Project Location: 102 Harvest Drive, Lot 5 of the Commercial/Industrial Center FM 10-01

Parcel No: 017-350-005

Zoning: CG/ML/PD (General Commercial/Light Industrial/Planned Development)

General Plan Commercial Industrial Combining

Project Description:

The applicant has submitted a planning application requesting Design Review approval to construct a new 2,800 SF retail commercial building on a vacant 1.15-acre lot for the approved commercial cannabis store front retail dispensary with delivery services. Twenty on-site parking spaces will be provided for customer and ten additional spaces for employee parking. A six-foot high wrought iron fence will enclose the property with a sliding electrical gate at the entrance off of Harvest Drive.

The hours of operation are proposed will be between 7 am and 9 pm.; beginning with daily cleaning of the facility between 7-8am and daily dispensary operations from 8am to 7pm, including daily cleaning of the dispensary area from 7am to 9pm and closing taking place between 7-9pm. (*Hours of Operation: City Code states that all permitted retail/dispensary cannabis business premises shall be closed to the general public, and transporter deliveries, and pick-ups shall be prohibited between the hours of 7:00 p.m. and 8:00 a.m. The proposed hours of operation meet these code requirements.*) The number of employees for the dispensary will be between 5-10 at any one time. They are looking to hire 80% locally.

Review Process:

This matter is before the Planning Commission pursuant to the City of Willows Municipal Code Section 2.45. Additionally, the property is subject to the Planned Development Design Guidelines adopted for the South Willow Commercial/Industrial Tentative Map.

The project applicant has proceeded through two hearings/reviews thus far, receiving Use Permit Approval from the Planning Commission on October 21, 2020, (*under Section 9.20.070*) and a business license approval from the City Council on November 10, 2020. (*under Section 9.20.080(1)*). Design Review approval for the new commercial structure is the final review before construction can commence. The projects’ site proximity to sensitive uses has been reviewed with the use permit approval, as well as the requirements for odor control, and a security plan. The applicant has secured a state retail license from the California Department of Food and Agriculture.

Zoning

The project site, located in the southern portion of the City of Willows, is zoned CG/ML/PD. Zoning to the north, south, and west are the same as the subject parcel. A recently developed business (Ruminao Cheese) sits north of the project site. There are commercial uses east of the site, to include the city sewer lift station, and the Wilbur Ellis facility. Interstate I-5 is to the west and Tehama Street (aka Hwy.99) is to the east, and beyond is light industrial zoning.

Design Review/Project Analysis:

Competent Design. The proposed structure has been designed by professional architects/engineers licensed within the State of California to meet the building code standards of development. The prefabricated building has 3” insulated wall panels and a gable roof extending 24-32 feet. The maximum building height for the CG district is 35 feet, without a use permit, therefore this proposal meets the code regulation for height limit.

The modernistic building style was chosen by the applicant for a couple of reasons; construction materials and delivery of projects is proving to be more difficult in recent times than it ever has been. This prefab concept building is a single delivery structural design from a steel building supplier that provides the company with multiple buildings, allowing for them to create a branding image for the company. This look reduces the industrial look of the typical steel framed building, as the sleek modern design allows the architect the ability to add detailing. This design they feel is a modern design that has long-lasting timelessness about it. This design also meets the state mandate for Net-Zero energy buildings, allowing the building to achieve the energy efficiency mandates. The oversized entry roof overhand is intended to shade the large window wall to reduce heat gain inside of the building, as well as reduce glare from direct sunlight. The final finish has not been selected yet, but the applicant intends to meet the City and or State standards of construction. The design guidelines state that building should be developed that are attractive, functional and lasting consistent with the desire of the community and surroundings.

Materials and Colors Used. The new commercial structure will be a steel building with a ½ mezzanine, with regal white as the main building color and patina green as the accent color. Solar panels will be located on the roof with a Tesla station. The windows will be typical storefront systems with glare reducing finish. The guidelines state that design objectives for building materials includes metal and that the building colors shall reflect the agricultural setting of the site and compliment colors of surrounding building or structures.

Exposed concrete at the building will be proposed to be stained an earth tone color similar to the accent siding or a dark gray. The entrance to the building will have enhanced concrete.

Relationship between Structures within the Development and between Structures and Site:

The new structure will be visible from Tehama Street and will be the second structure within the commercial/industrial property approved via a tentative map adopted in 2009. The new Rumiano Cheese building north of the proposed commercial structure, has similar peaked roof edges, which the proposed structure will compliment. The Design Review code states that *The design shall show that due regard has been given to orientation of structures to streets, climatic considerations, and especially, the creation and utilization of open space*

Relationship between Development and Neighborhood: The addition of a 2,800 SF retail structure will not be out of character for the neighborhood, as commercial uses have been planned for this property.

Surface Water Drainage: All surface/on-site water shall drain properly. The code states that *Stormwaters shall be removed and carried away in an adequate drainage system. Surface water and all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicles or pedestrian traffic and will not create puddles on the paved areas.* The project is conditioned as such within the Engineering conditions.

Landscaping: Landscaping is proposed for approximately 20% of the site. A landscape plan has not been prepared as of yet, however will be submitted with the building plans and staff will review for compliance with our design review code should the Commission affirm.

Drives, Parking and Circulation: Parking requirements for Retail Sales or Service is *One space for every 300 square feet of gross floor area with a minimum of four spaces plus one space for each employee.* There is sufficient parking proposed on the lot for vehicles to park (20 spaces), including an ADA and EV parking stall, with an additional 10 employee parking spaces, for a total of 30 spaces. ADA pathway and accessibility requirements to the building shall be met as conditioned. There is only one access point into the parcel, which is off Harvest Drive however the circulation within this lot is easily accomplished. The PD Design guideline objective is to promote safe movement of motor vehicles and pedestrians. On and Off-site sidewalks allow for safe pedestrian movement.

Lighting. Lighting standards will be installed on site. A photometric plan shall be submitted for review to ensure that lighting will not be over glaring and/or project onto adjacent property. The code states *Light sources shall not create a glare or hazard on adjoining streets or be annoying to adjacent properties or residential areas.* The site is not located adjacent to any residential areas, however all lighting shall comply with the code requirement.

Utility Service: All new utilities shall be placed underground as conditioned by the Engineering Department.

Wall, fences or screening: A six-foot high black wrought iron fence is proposed to be installed around the property as shown on the site plan. The guidelines include this type of fencing. Additionally, the entrance to the property will have a sliding security gate with light fixtures. The trash enclosure will be enclosed by a CMU wall and a gate, which is another design guideline met.

Signage: No signage plans have been proposed with this project. A sign permit shall be applied for any new business signage.

The project was reviewed by internal and county departments for comments and which comments have been incorporated into the attached draft conditions.

Environmental Review and Analysis

The project site lies within an approved subdivision for the phased construction of commercial and light industrial buildings on a parcel that is currently vacant and relatively flat. Prior to the subdivision, the site was part of a 1989 City initiated annexation with the specific purpose/intent of urban development.

The project site was reviewed pursuant to the California Environmental Quality Act (CEQA) in 2009 for significant environmental impacts to the environment. The previously adopted Commercial/Industrial Tentative Map (**File# TPM-09-01/PD-09-01/UP-09-01**) was fully analyzed utilizing an Initial Study/Mitigated Negative Declaration which was adopted by the Planning Commission of the City of Willows on the 29th of July 2009, resolution #08- 2009. (SCH# 2009062074). Additionally, adopted with the Tentative Map were Planned Development Standards and Uses, which included retail uses. Staff has determined that the proposed retail use does not result in new environmental effects, or environmental effects of greater severity, peculiar to the parcel or the project that were not analyzed and addressed in the adopted 2009 MND, and thereby does not require additional CEQA review, or require the

preparation of an Addendum to the previously adopted MND, pursuant to Section 15164 of CEQA.

Staff Recommendation:

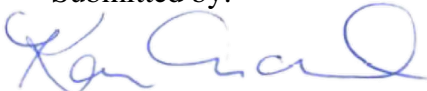
Staff recommends that the Commission review the proposed building design and site improvements and if appropriate adopt the attached draft resolution recommending Design Review approval for Element 7 LLC for property located at 102 Harvest Drive, Assessor's Parcel Number 017-350-005, subject to the conditions of approval as shown in Attachment #2, and the building concepts Attachment 4.

1. Adopt the Resolution approving the Design Review application with draft conditions.
2. Deny the Design Review application with findings for denial.

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Site Plan
4. Building Design Concept & color samples
5. APN map (post LLA configuration)

Submitted by:



Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2021

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-02) TO ELEMENT 7 WILLOWS, LLC TO ALLOW CONSTRUCTION OF A NEW 2,800 SF RETAIL COMMERCIAL BUILDING AND PROJECT SITE IMPROVEMENTS FOR PROPERTY LOCATED AT 102 HARVEST DRIVE, ASSESSORS PARCEL NUMBER 017-350-005

WHEREAS, the applicant has submitted an application requesting Design Review approval for a new commercial retail facility with project site improvements; and

WHEREAS, City of Willows Municipal Code Section 2.45 states that all new commercial buildings and improvements require Design Review approval, and,

WHEREAS, the Planning Commission did, on June 16, 2021 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 on October 21, 2020, at a public hearing, granted a Use Permit to the applicant for a commercial cannabis retail dispensary; and,

WHEREAS, the Planning Commission finds that the proposal to allow the retail use on subject property, and construct a commercial building for an allowed use, has previously been analyzed under the California Environmental Quality Act (CEQA) pursuant to a July 29, 2009 adopted Mitigated Negative Declaration (MND) for the Tentative Map, and therefore no further environmental review is required.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal for a new commercial retail structure and project site improvements, is consistent with the City of Willows Municipal Code, City of Willows General Plan and hereby approves Design Review File#DR-20-02, subject to the attached conditions of approval set forth in Attachment #2, the Planning Commission adopted conditions of approval for Use Permit UP-20-02, the mitigation measures listed within the 2009 adopted Initial Study/Mitigated Negative Declaration, and the elevations set forth in Attachment #4.

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 16th day of June 2021 by the following vote, to wit:

AYES
NOES
ABSTAIN
ABSENT

APPROVED: _____
Hilgard Muller, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

**DESIGN REVIEW CONDITIONS OF APPROVAL FOR
ELEMENT 7 WILLOWS, LLC
RETAIL COMMERCIAL CANNABIS DISPENSARY PROJECT
LOCATED AT APN: 017-350-005**

PC approval date: _____, 2021

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. All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation.
4. Prior to installation of any business signage, a sign permit application shall be submitted to Planning for review and approval.
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. The developer shall adhere to the design and specification of the Architectural Design Review approval which granted the construction of a new 2800 SF commercial structure, as submitted presented.
7. A final landscape plan shall be submitted with the building plans for Planning Staff review.

Building Department

8. The proposed development shall be designed and constructed in accordance with the most current applicable Building Codes, including the Uniform Building Code (UBC) and the California Building Code (CBC) as determined by the Building Division of the City of Willows.
9. All work shall comply with current Federal, State and Local codes and ordinances, and be shown on the plans submitted for review.
10. Development impact fees shall be paid at the time of building permit issuance.
11. Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Planning Director. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full

cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

13. The final adopted conditions of approval for this Design Review approval and the adopted final conditions of approval for the Use Permit, shall be on the plans submitted for review.

Fire Department:

14. All buildings shall provide fire sprinkler systems. The Fire Department shall review all sprinkler plans prior to installation per WMC 15.15.110.
15. A fire and security alarm system shall be installed and must meet the approval of the Fire Chief per WMC 15.15.120.
16. Provide a Fire Department key box (Knox box) access to the building for Fire Chief approval per WMC 15.15.130.
 - a. All gates and door keys must be keys that are identical.
 - b. If a gate is installed across the driveway Opticom and key-switch/Knox pad-lock access through electric/manual gates will be required.
17. The building address shall meet tall WMC 15.15.100 criteria and be reviewed and approved by the Fire Department prior to installation. An illuminated address sign shall be provided for the property,
18. Fire extinguishers shall be provided in accordance with the 2019 CFC.
19. Provide illuminated exit signs over all exit doors in accordance with the 2019 CBC and CFC.
20. All exit doors shall have no knowledge door locks, be posted “this door to remain unlocked when building occupied” and swing in the direction of exit travel.
21. Water flow calculations shall be provided after the installation of new hydrant to indicate that they meet water flow requirement minimums for this development.
22. On-site hydrant will be required to have dedicated right-of-way easements to Cal Water. On-site hydrant will follow Cal Water design and planning process.
23. FDC connection will be within 50’ of hydrant and shown on site plan.
24. All new fire hydrants shall be covered with burlaps sacks until the hydrants have been tested and found to be in conformance with City flow requirements. No storage of

combustible materials or construction of building shall be permitted until all hydrants meet City flow requirements.

25. Red curbs maybe required and will be evaluated at the time of construction.

Cal Water Service Company

26. Cal Water can serve the proposed project. There is not currently domestic or fire service to this parcel. Water improvements associated with this project shall be subject to the requirements of Cal Water.

Engineering Department

General Conditions:

27. Developer shall design, submit for review and approval, and construct all improvements and facilities associated with this site in accordance with the Willows Municipal Code (WMC), the City of Willows Design and Construction Standards.

28. The developer shall be responsible for all City plan check and inspection costs. The developer shall deposit funds with the City upon the initiation of plan check services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.

Improvement Plan and Construction Conditions:

29. Improvement plans shall be prepared and submitted by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, curbs, gutters, sidewalks, parkway strips and streetlights. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.

30. All design information shall take into consideration all improvements constructed with the South Willows Commercial and Industrial project, including all points of access, all utility improvements, all drainage improvements, and other site improvements.

31. If any easements are needed, the applicant shall be responsible for submitting legal descriptions and plats of all easements for review and approval prior to finalizing.

32. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted for review. The report shall address, at a minimum, parking lot and foundation recommendations. The improvement plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.

33. Depending on the size of the development proposed, improvements plans may be required to include a storm water pollution prevention plan. All onsite sidewalks leading from and to any accessible parking spots, as well as the designate accessible parking stalls shall be in accordance with ADA standards.

34. The proposed sliding security gate shall be equipped to allow for Fire Department access.

35. Roadway Improvements:

- a. Design of the entrance to the property shall take advantage of all pre-existing common access points and easements as shown on the South Willows Commercial and Industrial plans and final map.
- b. Where new driveway improvements abut existing paving, the existing pavement section shall be saw-cut and reconstructed to provide adequate conforms. The limits of such reconstruction shall be as determined by the City Engineer.

36. Water and Sanitary Sewer Improvements:

- a. All public water and sewer services to the site shall use any existing water and sewer services that have been stubbed into the property with the South Willows Commercial and Industrial project. For the sewer service, the applicant shall design the sewer utility line such that if it needs to be extended to serve the lot to the south, it can be extended. The portion of the sewer services extending from the sewer main in Harvest Drive into the property is intended to be a commonly used line for lots 4,5, and 6 as identified on the parcel map that was recorded for the South Willows Commercial and Industrial subdivision. Accordingly, prior to the approval of the plans, the applicant shall agree in writing that they shall participate in any future maintenance agreements for this sewer line that will serve any of the future lots 4 and or 6.

37. Drainage Improvements:

- a. Drainage improvements shall be designed in accordance with the Design Criteria utilizing the rationale method and any applicable adopted City drainage plans.

The applicant shall submit for review and approval, drainage plans and hydraulic calculations prepared by a Registered Civil Engineer. The drainage plans and calculations shall indicate the following conditions before and after development:

Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses.

- b. Post-development off-site flows shall not exceed pre-development flows

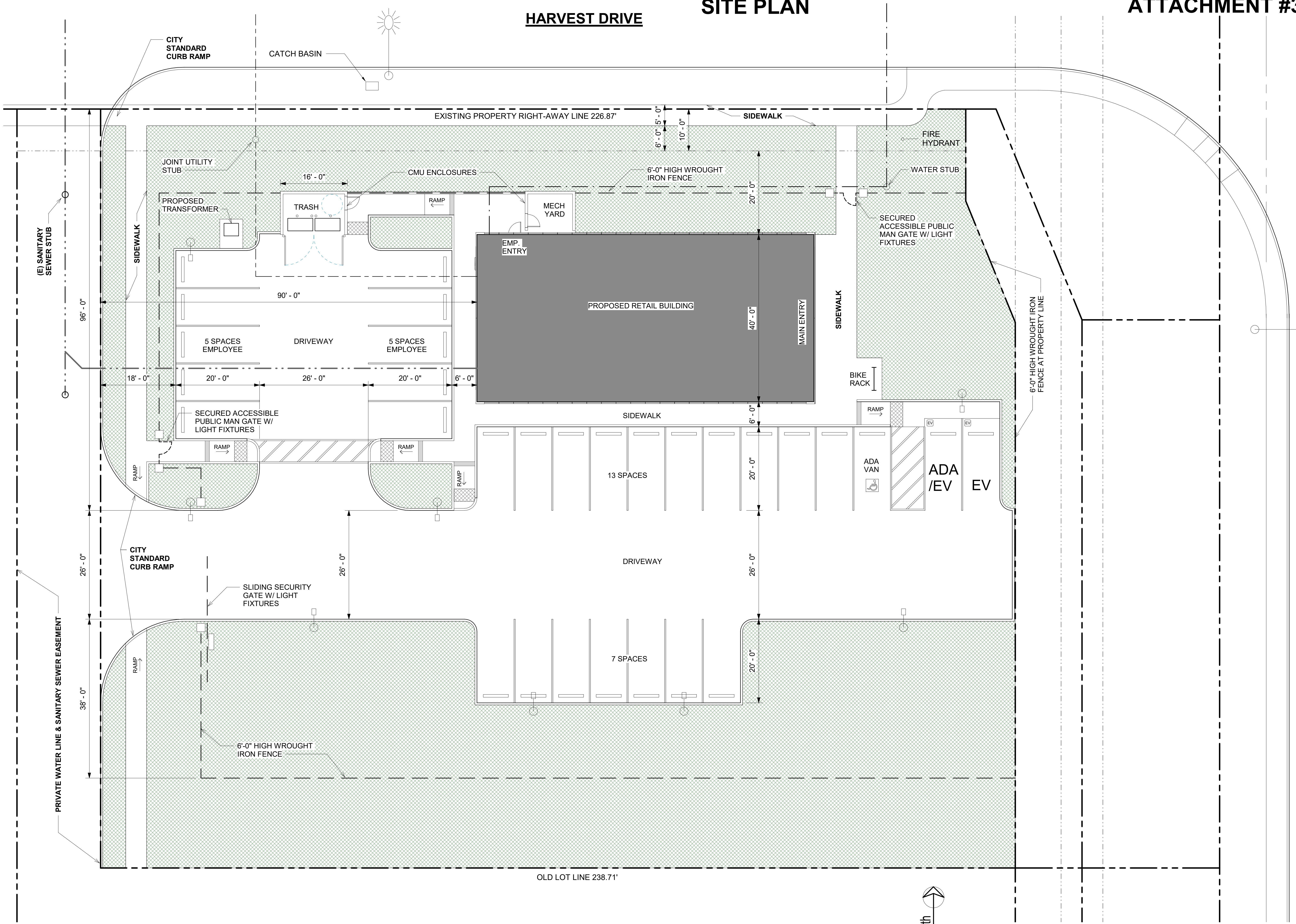
Construction Conditions:

38. No grading or other construction shall be performed until the improvement plans have been approved and signed by the City Engineer. Encroachment Permits and Building Permits will not be issued prior to the approval of the improvement plans. An Encroachment Permit is required for any work within the City's rights of way.
39. The developer shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

40. Before or any construction activity that would result in a land disturbance of one acre or larger, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.
41. If any hazardous waste is encountered during the construction of this project, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Police Department, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.
42. All streets, curbs, gutters, sidewalks or other public facilities damage in the course of construction associated with this development shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.
43. Dust control must be maintained to the City's satisfaction.
44. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday, unless approved by the City Manager.
45. All punch-list work shall be completed, and any outstanding inspection fees or other charges shall be paid.
46. Developer shall provide sufficient surety guaranteeing the public improvements for a period of one year.
47. A complete set of *As-Built*, or Record improvement plans showing all substantial changes from the original plans shall be certified by the Civil Engineer of record and submitted to the City Engineer prior to acceptance of the public improvements.
48. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her engineer certifying that they observed the work during construction and that site grading and all private site improvements have been completed in accordance with the improvement plans approved by the City Engineer.
49. Prior to acceptance of the work, the developer shall provide a written statement signed by his or her geotechnical engineer certifying that they observed the work and reviewed testing results, and that all of work was performed in accordance with the recommendations included in the Soils Investigation/Geotechnical Report or other recommendations necessitated by field conditions.

HARVEST DRIVE **SITE PLAN**

ATTACHMENT #3



ELEMENT 7
Willows, LLC

TEHEMA STREET

**Proposed Property Development
Cannabis Retail Dispensary**

South Willows Commercial and Industrial Center Phase-I
tehema Street, Willows, CA 95988

Site Plan

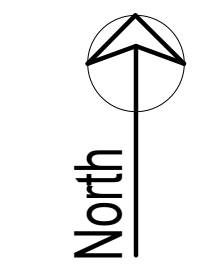
PROJECT #: 2112.03
PROJECT:

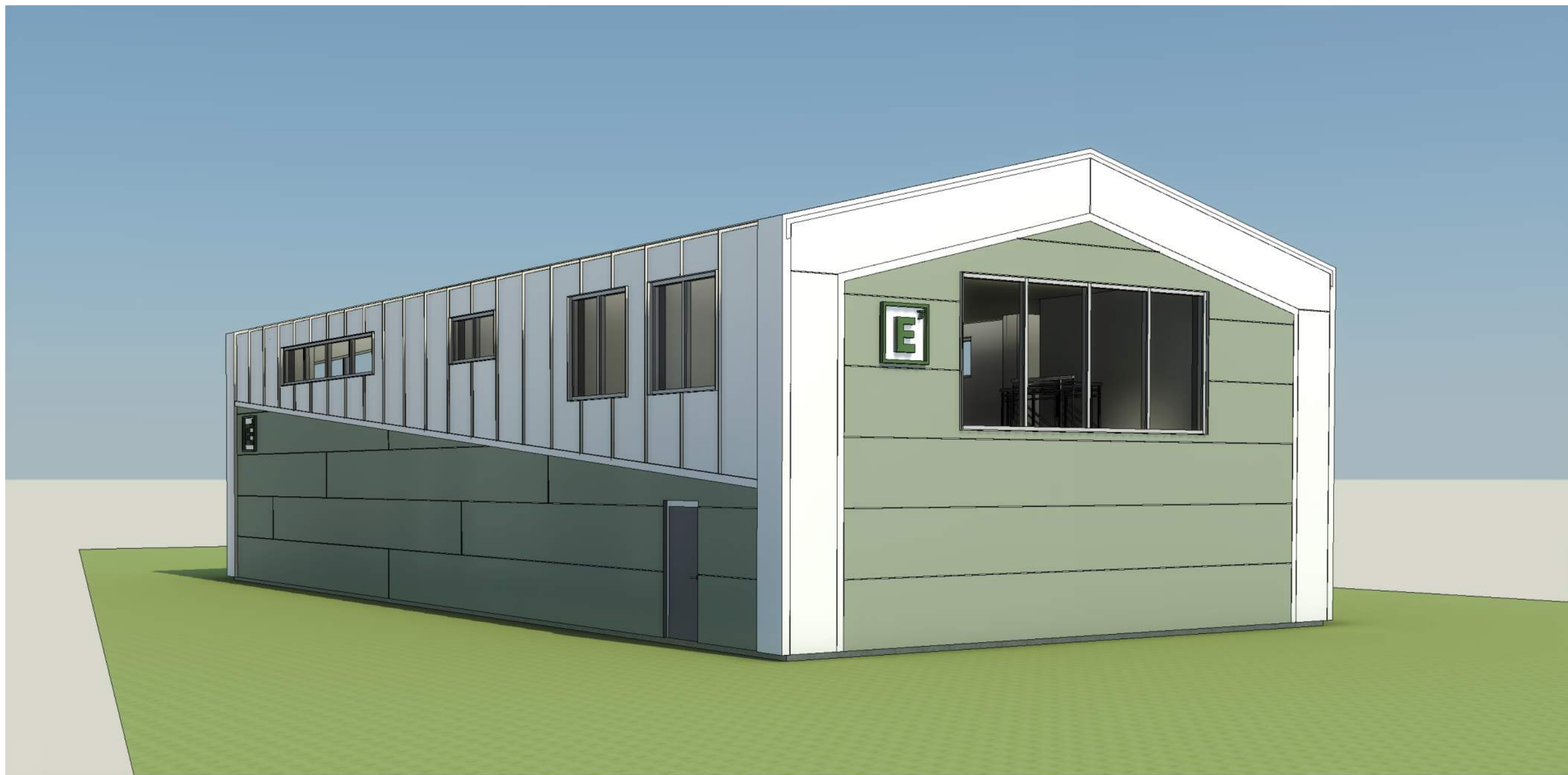
NO.	DATE	REVISION / ISSUE
1		
2		
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4		
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DRAWN BY: CDS
DATE: CDS
SCALE: 05/11/2021
SHEET SIZE: 1" = 10'-0"
SHEET NO.

A1.1

1 Site Plan
1" = 10'-0"





5 Northwest Perspective
12" = 1'-0"



2 Northeast Perspective
12" = 1'-0"



1 Front Entry Lobby
12" = 1'-0"



4 Southwest Perspective
12" = 1'-0"



3 Southeast Perspective
12" = 1'-0"



ELEMENT 7
Willows, LLC

Proposed Property Development
Cannabis Retail Dispensary

South Willows Commercial and Industrial Center Phase-1
tehema Street, Willows, CA 95988

3D Perspectives

PROJECT #: 2112.03

PROJECT:

SHEET TITLE:

NO.	DATE	REVISION / ISSUE
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2		
3		
4		
5		

DRAWN BY CDS

DATE CDS

SCALE 05/11/2021

SHEET SIZE 12" = 1'-0"

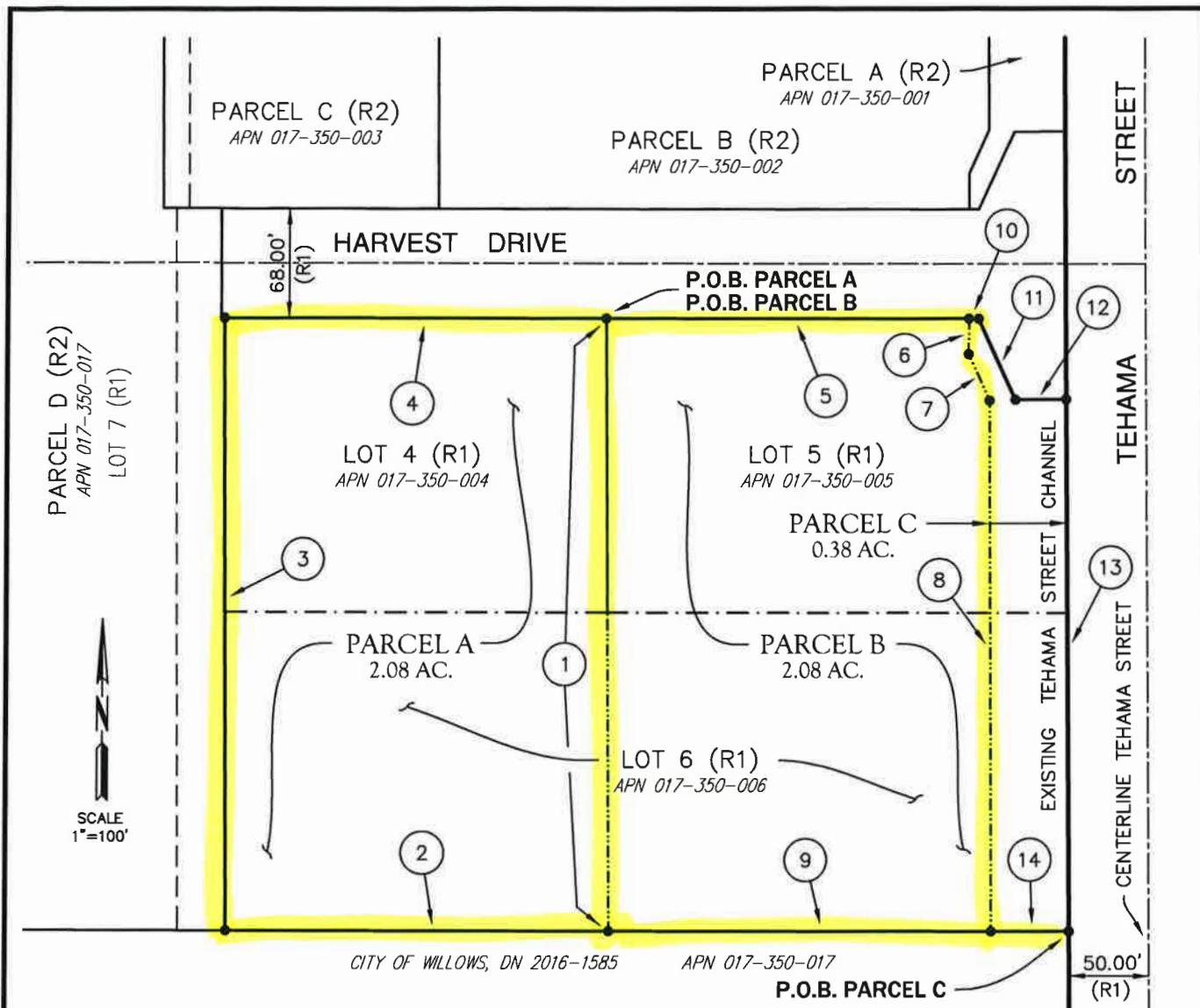
SHEET NO.

A3.3

PROPOSED COLORS



RESULTING LOTS



LINE DATA

① S 00°17'42" E 380.00'	⑤ S 89°52'58" E 226.87'	⑨ N 89°52'58" W 238.71'
② N 89°52'58" W 239.00'	⑥ S 00°07'02" W 22.10'	⑩ S 89°52'58" E 6.10'
③ N 00°17'47" W 380.00'	⑦ S 24°29'27" E 31.36'	⑪ S 24°29'27" E 55.24'
④ S 89°52'58" E 239.01'	⑧ S 00°08'47" E 329.37'	⑫ N 89°43'17" E 32.00'
		⑬ S 00°16'43" E 330.00'
		⑭ N 89°52'58" W 48.81'

LEGEND

- EXISTING PARCEL LINE TO REMAIN
- - - OLD LOT LINE TO BE REMOVED (TYPICAL)
- NEW LOT LINE
- APN ASSESSOR'S PARCEL NUMBER
- POB POINT OF BEGINNING
- CALCULATED POINT, NO MONUMENT FOUND OR SET
- (R1) RECORD DATA PER 0000
- (R2) RECORD DATA PER 0000

NOTES:

1. SEE SHEET 3 FOR EASEMENT INFORMATION

PRELIMINARY

EXHIBIT "B"

LOT LINE ADJUSTMENT 20-

FOR
CALIFORNIA LAND INVESTMENT, LLC.
CITY OF WILLOWS STATE OF CALIFORNIA

RAR
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CIVIL ENGINEERS
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Planning Commission Agenda Report:**June 16, 2021**

Project: Design Review (file# DR-21-04) New Exterior building façade and site improvements to existing apartment complex

Applicant(s)/Owner: HPD Willows-Oroville LP/same

Project Location: 1201 W. Wood Street

Parcel No: 005-370-018

Zoning: R-3 (High Density Residential)

General Plan: MFR (Multi-Family Residential)

Project Description:

The applicant has submitted for Design Review approval to install new exterior upgrades, to include:

- 1) Remove existing aluminum frame windows and install new dual glazed vinyl windows.
- 2) Install new Hardie lap siding over the existing T1-11 siding, making dry rot repairs where necessary.
- 3) Repair landings at the exterior stairs to remove rotted wood siding.
- 4) Make improvements to the accessible path of travel to the designated units.
- 5) Paint the building exterior with an approved color scheme.
- 6) Modify the stair deck guardrails to meet code requirements as the existing stair decks.
- 7) Patch, repair and seal asphalt parking areas
- 8) Modify one trash enclosure for accessibility.
- 9) Replace mailboxes.
- 10) Repair/replace damaged gutters and downspouts on all buildings.

Additionally, site lighting and building lighting will be replaced with energy saving fixtures, replacing the monument sign, remodel the common spaces for accessibility as necessary, new fire alarm system at all buildings, and many interior remodels, which will include remodeling 3 units to add to the total number of accessibility units in the complex (*from 3 to 5*).

Review Process:

This matter is before the Planning Commission pursuant to Section Chapter 2.45.030 (Architectural Design Review) of the City of Willows Municipal Code.

Zoning:

The project site is zoned R-3 is located off a driveway along W. Wood Streets. Zoning to the north is the same as the site where another apartment complex is located. Zoning to the west (Round Table Restaurant) and south (several commercial uses) is CH. Zoning to the east is R-1 (Walden Academy School).

Design Review/Project Analysis:

Materials and Colors Used. The proposal is to upgrade the apartment buildings with an approved color scheme. Two options are presented to the Commission for approval.

Relationship between Structures within the Development and between Structures and Site/and Neighborhood: The new exterior façade improvements will enhance the neighborhood look.

Drives, Parking and Circulation: No new improvements to the driveway or circulation. The project will modify the accessible parking by providing one van-accessible space.

Fencing: The property currently has a six-foot high chain link fence around the lot. In the northeast corner of the property the fence is in disrepair. A condition to repair the fence is included in the draft conditions of approval.

Lighting. The site and buildings will be upgraded and replaced with energy saving fixtures.

Landscaping: No new landscaping is proposed with the project.

The project was reviewed by city departments for comments, which proposed conditions are reflective of those comments.

Environmental Review and Analysis

The project (exterior façade improvements to an existing structure) has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15301, Class 1, Existing Facilities.

Staff Recommendation:

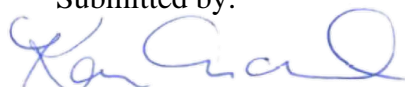
Staff recommends adoption of the attached resolution recommending Design Review approval for the exterior façade improvements for the Willow Oaks Apartment complex, an existing commercial building, for property located at 1201 W. Wood Street, Assessors Parcel Number 005-370-018 subject to the conditions of approval as shown in Attachment #2 and Attachments 3.

1. Adopt the Resolution approving the Design Review applications with conditions.
2. Deny the Design Review applications with findings for denial.

Attachments:

1. Draft Planning Commission Resolution
2. Proposed Conditions of Approval
3. Option 1 Exterior Colors
4. Option 2 Exterior Colors
5. Zoning map

Submitted by:



Karen Mantele
Principal Planner





PHOTOS OF SITE

PHOTO OF FENCE IN CORNER

PC RESOLUTION NO. _____-2021

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-21-04) TO HPD WILLOWS-OROVILLE LP TO INSTALL NEW FAÇADE TREATMENTS TO AN EXISTING COMMERCIAL APARTMENT BUILDING (WILLOW OAKS APARTMENTS) AND INSTALL SITE AND ADA IMPROVEMENTS FOR PROPERTY LOCATED AT 1201 W WOOD STREET, ASSESSORS PARCEL NUMBER 005-3780-018

WHEREAS, the applicant, HPD Willows-Oroville LP has filed for Design Review approval of new exterior façade improvements and ADA improvements to an existing commercial apartment building; and,

WHEREAS, City of Willows Municipal Code Section 2.45.030 states that all new exterior physical improvements to commercial buildings require Design Review approval, and,

WHEREAS, the Planning Commission did, on June 16, 2021, 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 Section 15301, Class 1, Existing Facilities.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the Design Review proposal to install new exterior façade and site improvements to an existing commercial apartment building (Willow Oaks Apts), is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby approves Design Review file# DR-21-04, 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 16th day of June,2021, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Hilgard Muller, Chairperson

ATTEST: _____
Recording Secretary, Maria Ehorn

**DESIGN REVIEW CONDITIONS OF APPROVAL
WILLOW OAKS APTS
FOR PROPERTY LOCATED AT 1201 W Wood Street/ APN; 005-370-018**

PC approval date: _____, 2021

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 for the exterior façade and site improvements, to include .
 - * Remove existing aluminum frame windows and install new dual glazed vinyl windows.
 - * Install new Hardie lap siding over the existing T1-11 siding, making dry rot repairs where necessary.
 - * Repair landings at the exterior stairs to remove rotted wood siding.
 - * Make improvements to the accessible path of travel to the designated units.
 - * Paint the building exterior with an approved color scheme.
 - * Install new energy efficiency lighting to site and buildings.
 - * Install new stair assemblies and guardrails at three locations
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 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. (Contact Finance Department).
6. Fencing at the northeast side corner of the property shall be repaired.
7. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.
8. Prior to changing any of signage, the applicant shall first apply for and secure sign permit approval from the Planning Department.

Building Department

9. If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit.

10. The applicant shall submit to the building department a completed building permit application for the addition, with a detailed scope of work for the project, along with a site plan and, 3 complete sets of plans, calculations, specifications, etc. for review.
11. Applicant shall pay the applicable plan review fees at time of building permit submittal.
12. The plans and the project shall comply with all Federal, State and Local codes and ordinances and be shown on the plans submitted for building permit review.
13. The applicant shall be responsible for development impact fees payable at time of building permit issuance.
14. Adopted Conditions of Approval shall be placed on the plans submitted for review.

Fire Department:

15. A Fire Plan will be required to be submitted for review.

OPTION 1 COLOR SCHEME



SIDE ELEVATION

DE5687 WOODLAND WALK:
BELOW BELLY BAND



DE6234 SERENE THOUGHT:
ABOVE BELLY BAND



DE1057 WHITE CREST
BELLY BAND, TRIM,
AND FASCIA



DE5230 CARROT CAKE
DOORS



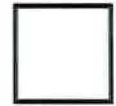
WILLOW OAK APARTMENTS
1201 WEST WOOD STREET, WILLOWS, CALIFORNIA 95988



FRONT ELEVATION

EXISTING ROOF TO REMAIN

DATE:
05/10/2021
SCALE:
FILE NUMBER:



01

OPTION 2 COLOR SCHEME

NEW HARDIE LAP SIDING
OVER EXISTING T-11 (TYP.)

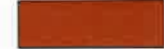


SIDE ELEVATION

DE5551 WOODLAND WALK,
BELLOVA BELLY BAND



DE5230 CARROT CAKE
ABOVE BELLY BAND



DE1651 WHITE GREST
BELLY BAND, TRIM,
AND FASCIA



DE6234 SERENE THOUGHT,
DOORS



EXISTING ROOF TO REMAIN



FRONT ELEVATION

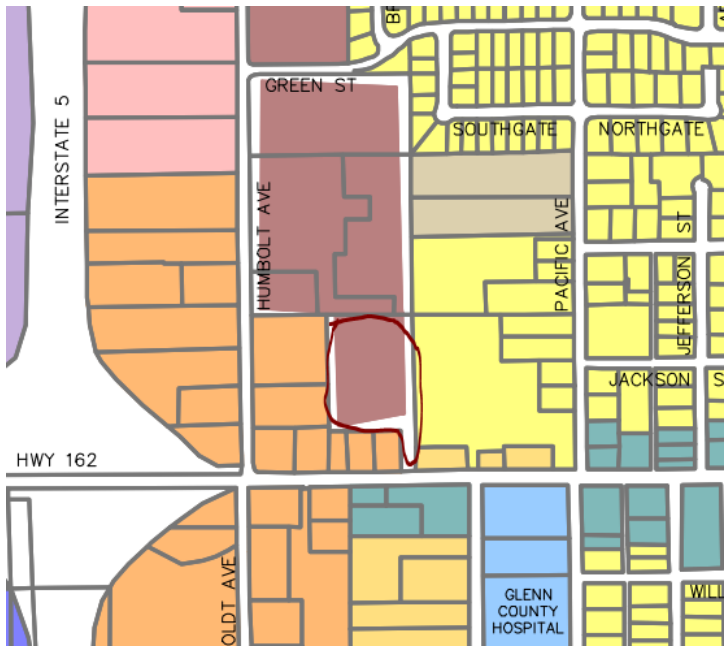


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ZONING MAP

ZONING DESIGNATION

-  R-1/PD: SINGLE FAMILY HOUSING/PLANNED DEVELOPMENT
-  HIGHWAY COMMERCIAL
-  R-1: SINGLE FAMILY RESIDENTIAL
-  GC: GENERAL COMMERCIAL
-  E: ENTRYWAY
-  PUBLIC FACILITIES AND SERVICES
-  RP: RESIDENTIAL/PROFESSIONAL