



Willows Planning Commission Regular Meeting Agenda

June 21, 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 May 17, 2023, Regular Planning Commission Meeting.

Contact: Karen Mantele, kmantele@cityofwillows.org

6. PUBLIC HEARING

a. Design Review/File#DR-23-02/Exterior 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 (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/ENTRYWAY ZONE

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 June 16, 2023

Amos Hoover, 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



Willows Planning Commission Draft Action Meeting Minutes May 17, 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 Vice Chair Burt

3. ROLL CALL

Commissioners Present: Vice Chair Burt, Commissioner Myers, Commissioner Ehorn, Commissioner Valencia

Commissioners Absent: Chair Bobadilla

4. CHANGES TO THE AGENDA

Staff requested item 6c be removed from the agenda per the applicant to be heard at the next regular Commission meeting.

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

No public comments were made.

a. Minutes Approval

Action: Minutes approved for the April 19, 2023, Regular Planning Commission Meetings.

Moved/Seconded: Commissioner Myers/Commissioner Ehorn

Yes: Vice Chair Burt, Commissioner Myers, Commissioner Ehorn, Commissioner Valencia

Absent: Chair Bobadilla

6. PUBLIC HEARING

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

Open public hearing at 6:11 p.m.

Closed public hearing at 6:14 p.m.

Gary Taylor spoke in favor of the Variance request.

Doug Ross spoke during the public hearing portion regarding the safety aspect, not taking a position.

Action: Adopt a resolution of the Planning Commission of the City of Willows recommending approval of Variance request (file# V-23-01) to allow reduction of front yard setback for property located at 655 S. Plumas Street, assessor's parcel number 002-252-015.

Moved/Seconded: Commissioner Myers/Commissioner Valencia

Yes: Voice Vote: Vice-Chair Burt, Commissioner Myers, Commissioner Valencia

No: Commissioner Ehorn

Absent: Chair Bobadilla

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

Open public hearing at 6:33 p.m.

Closed public hearing at 6:33 p.m.

Action: Adopt a resolution of the Planning Commission of the City of Willows granting approval of the Lot Line Adjustment request (file#LLA-22-15) to Suresh Patel to adjust and reconfigure four lots for assessor's parcel numbers 001-032-016; 001-032-018; 001-032-025; 001-032-026.

Moved/Seconded: Commissioner Ehorn/Commissioner Myers

Yes: Vice Chair Burt, Commissioner Myers, Commissioner Ehorn, Commissioner Valencia

Absent: Chair Bobadilla

7. COMMENTS & REPORTS

a. Commission Report/Comments

b. Staff Reports/Comments

8. ADJOURNMENT – 6:37 PM

Tara Rustenhoven, Deputy City Clerk



Date: June 21, 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 previous business at the subject location has ceased and a new business (Beverage House Market) will be operating 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 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 the new business, which will continue to be a convenience type store like the Circle K has provided. The principals of the new business own and operate many convenience stores in California. The changes are a business name change, 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 in order 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 previous business was open 24 hours a day. Beverage House Market will employ 2-3 people 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 will adhere to stringent guidelines associated with the control and sale of alcoholic beverages.

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 proposed 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. A rendering of what is proposed is attached.

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 Market maintains a zero-tolerance policy and loitering and panhandling will not be 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 no 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/ENTRYWAY ZONE**

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 June 21, 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 21st day of June 2023, by the following vote, to wit,

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Pedro Bobadilla, Chairperson

ATTEST: _____
Amos Hoover, City Clerk

**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 project.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. The developer shall adhere to the design and specification of the Architectural Design Review approval regarding painting the store, repairing, and repaving the parking lot, including re-striping, and upgrading the 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. No exterior advertising or window signs shall advertise beer or wine products.
8. Per WMC 8.10.020(11) graffiti shall be removed in order to maintain the property.

Building Department

9. For any interior or exterior improvements requiring a building permit, the applicant shall submit to the building department a completed building permit application, and 3 complete sets of plans for plan check 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 on the plans submitted for review.

Fire Department:

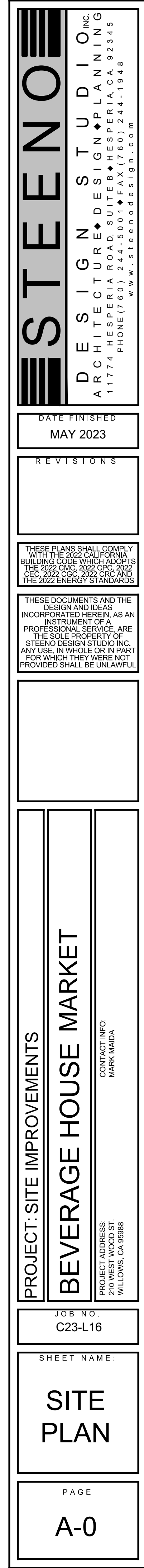
14. The building address signing shall comply with WMC 15.15.100.
15. The business shall have a fire inspection conducted upon completion. Please contact the Fire Chief.
16. A Knox box shall be installed per Fire Chief approval if not installed already.
17. Shall provide fire extinguishers in accordance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

Glenn County Planning & Community Development Services Agency:

18. . Hot food will be sold, which requires a Health Department permit and 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 for review 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.





BEVERAGE HOUSE MARKET

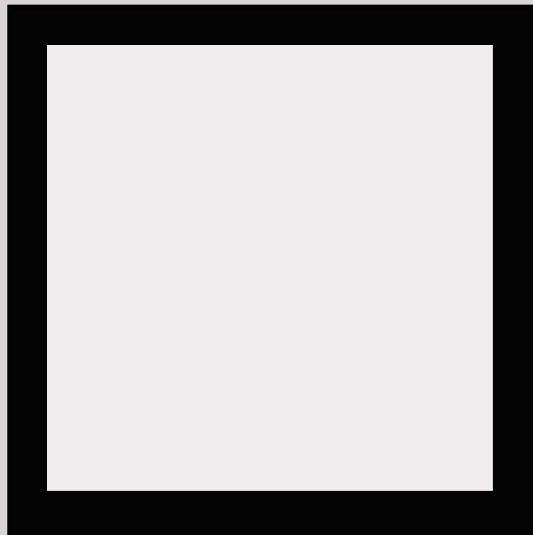
210 WEST WOOD ST. WILLOWS, CA - MAY 2023



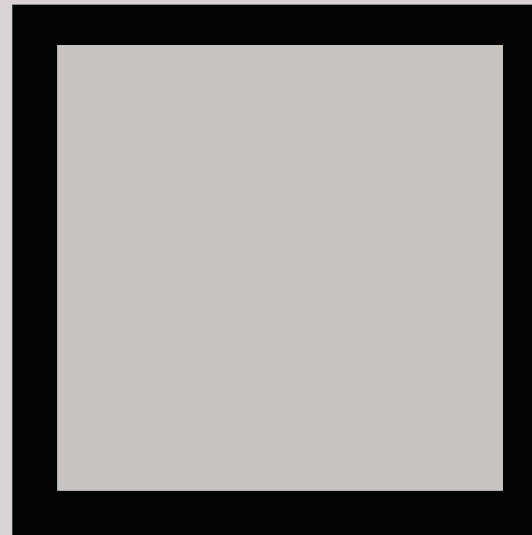
DE5867 BLUE CHIP
COPING CAP



SIGNAGE COLOR - RED



DEW386 PRECIOUS PEARLS
SIDES OF STORE & TRASH
ENCLOSURE



DE6360 FOIL
FRONT OF STORE



DE6370 CHARCOAL SMUDGE
CANOPY & TRASH ENCLOSURE
DOORS AND TOP

EXTERIOR BUILDING PAINTS - DUNN EDWARDS

CARTTENBERG

5-40

EXTENSION

Wood

St.

