



Willows Planning Commission Regular Meeting Agenda

August 17, 2022, 6:00 pm

Willows City Hall
201 N Lassen Street
Willows, CA 95988

Planning Commission
, Chair
Pedro Bobadilla, Vice Chair
Candis Woods, Commissioner
Kelly Burt, Commissioner
Lorri Pride, Commissioner
Rose Marie Thraikill-Pellizzari
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 June 15, 2022, and July 20, 2022 Regular Planning Commission Meetings
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org.

6. REGULAR BUSINESS/DISCUSSION & ACTION CALENDAR

a. Chair and Vice Chair Elections

Recommended Action: Nominate and elect Chair and Vice Chair
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org

b. Façade Improvement Fund/Way-finding Signage

Recommended Action: Staff recommends Commission receive the staff report, discuss, and provide staff direction
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org

**c. Two-year review Use Permit Wrong Way Home Saloon (File#UP-19-03)-222 W. Walnut Street/APN: 002-162-006/CC
(Central Commercial) zoning district**

Recommended Action: Staff recommends Commission receive the staff report, discuss and upon conclusion, consider allowing the continuance of use

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 August 11, 2022

A handwritten signature in black ink, reading "Tara Rustenhoven", is positioned above a solid horizontal line.

Tara Rustenhoven, Deputy City Clerk

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

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



Draft Action Meeting Minutes of the Willows Planning Commission Regular Meeting June 15, 2022

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** - Vice Chair Bobadilla (6:00 pm)
2. **ROLL CALL**
Commissioners Present: Vice Chair Bobadilla, Commissioners Pride & Burt
Commissioner Absent: Commissioner Woods
3. **CHANGES TO THE AGENDA** - No changes to the agenda
4. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**
No comments received
 - a. **Minutes Approval**
Action: Approved minutes of the April 20, 2022 Commission meeting
Moved/Seconded: Commissioner Pride, Commissioner Burt
6. **REGULAR BUSINESS/PUBLIC HEARING**
 - a. **USE PERMIT (FILE# UP-22-02) TO ESTABLISH THE ENLOE AMBULANCE SERVICE BUSINESS**
Commission Heard staff report; conducted the required public hearing
Action: Adopted Resolution; Moved/Seconded: Commissioner Pride, Commissioner Burt
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org
7. **DISCUSSION & ACTION CALENDAR**
 - a. **Street Banner Program**
Action: Received the staff report and banner design presentation from Hilgard Muller
Unanimous consensus of the three Commissioners to send the five banner images to City Council for final approval
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org
8. **COMMENTS & REPORTS**
 - a. Commission reports/Comments
 - b. Staff Reports/Comments
9. **ADJOURNMENT** -6:35 pm.



Draft Action Meeting Minutes of the Willows Planning Commission Regular Meeting July 20, 2022

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

City Planner
Karen Mantele

Minute Clerk

1. **CALL TO ORDER** - Vice Chair Bobadilla -6:00 pm
2. **ROLL CALL** -
Commissioners Present: Vice Chair Bobadilla, Commissioners Woods, Pride
Commissioner Absent: Commissioner Burt
3. **CHANGES TO THE AGENDA** -No changes
4. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**
No public comments.
Contact: kmantele@cityofwillows.org.
5. **REGULAR BUSINESS/PUBLIC HEARING**
 - a. **Tentative Parcel Map-File#TPM-22-01** - Subdivide one parcel into two parcels/507 French Street/APN: 005-352-009
Commission received staff report, proposed map and draft resolution for consideration.
ACTION: Motion/Seconded: Commissioner Pride/Commissioner Woods/
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org
 - b. **Variance -File# V-22-01-** Request for reduction of front yard setback for new four plex structure
Commission received staff report and draft resolution for consideration.
Opened Public Hearing: One member of public spoke
ACTION: Motion/Seconded: Commissioner Pride/Commissioner Woods
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org
 - c. **Use Permit (File#UP-22-01) and Design Review (File#DR-22-01)** New Four Plex apartment project -245 S Tehama Street
Commission received staff report and draft resolution for consideration

Opened Public Hearing: No public comments
ACTION: Motion/Seconded: Commissioner Pride, Commissioner Woods
Contact Karen Mantele, City Planner, kmantele@cityofwillows.org
6. **COMMENTS & REPORTS**
 - a. Commission reports/Comments
 - b. Staff Reports/Comments
7. **ADJOURNMENT: 6:52 pm**



Date: August 17, 2022
To: Planning Commission
From: Karen Mantele, Principal Planner
Subject: Election of Chair and Vice Chair

Recommendation:

Staff recommends the Commission nominate and elect a new Chair and Vice Chair

Rationale for Recommendation:

Elected Chair had resigned, and a new Chair and Vice Chair shall be elected to serve for one year.

Background:

In January a new Chair was elected; however, the Chair resigned in March, therefore leaving a vacancy to fill.

Discussion & Analysis:

Per Section 2.35.020 of the Willows Municipal Code and Policy Number 6-1, and to facilitate a consistent and orderly selection of officer, the appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1st of each year.

This process occurred; however, the Chair position has been open since the aforementioned resignation of the former elected Chair. The Vice Chair, Pedro Bobadilla, has been conducting in his capacity since the resignation.

The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

Fiscal Impact:

There is no fiscal impact to the city



Date: August 17, 2022
To: Planning Commissioners
From: Karen Mantele, Principal Planner
Subject: Façade Improvement Fund/Way-finding Signage

Recommendation:

Review the staff report and provide direction to staff.

Rationale for Recommendation:

The City Council directed the use of remaining Façade Improvement Funds to be used for additional signage to guide people to the downtown area of the city.

Background:

The original funds for the Façade Improvement Fund began in 2007 with a one-time contribution of \$60,000, to establish a Downtown Façade Improvement fund account/Program, because of the WalMart expansion. The project proposed at the time, an economic development contribution to partially fund business programs in the downtown commercial core. A committee named GWIL (*Greater Willows Improvement League*) was established to oversee and field grant applications prior to them being submitted to the city for review and consideration by the Council. Twenty projects were assisted with funds over time since 2009.

The Façade Improvement Funds topic was discussed at the November 2021 Planning Commission, after one of the Commissioners inquired to staff about the status of the Program. Staff suggested this be brought to the Council for direction on the use of the remaining balance, as \$4,729.64 may not fund much of a project as there appears to be no business interested in it. A suggestion by the Commission was to use the remaining funds for new way finding signage into the downtown businesses, placing signage directing visitors to the downtown area, similar to other cities.

Discussion & Analysis:

Staff took this item for discussion to the City Council at their May 10, 2022 meeting. The consensus of the Council was to allow the balance of funds to be used for way finding signage. Oversight for the project will be with the ADRB, to work with GWIL on the process.

Fiscal Impact:

There is no fiscal impact other than staff time to manage the project.



Date: August 17, 2022
To: Planning Commission
From: Karen Mantele, Principal Planner
Subject: Use Permit (File#UP-19-03)- Two Year Review/Wrong Way Home Saloon

Recommendation:

Staff recommends the Commission receive the staff report, attachments, discuss and upon conclusion, consider extending use permit for two more years.

Rationale for Recommendation:

Use Permit was granted in 2019 for five years for continued use, with periodic Commission reviews in between.

Background:

A bar and cocktail lounge business was originally granted at this location with a use permit in 2001. Reviews in front of the Commission took place with this original use permit for a period of several years until the business was sold to the current owner. As a result of that use permit term ending, a new use permit was applied for and granted to Mr. Gentile in 2019.

Discussion & Analysis:

This business is in the downtown area of Willows within the Central Commercial zone. The WMC allows for cocktail lounges with a use permit per Section 18.55.030(3). The surrounding uses are all commercial in nature.

Per the final conditions adopted as part of Use Permit #19-03, was condition (#4) which granted the Use Permit for a period of five years from the date of approval, subject to a one-year review, and thereafter, two-year reviews, with this use permit being valid until 2024. Other adopted conditions included ABC compliance, Fire Dept. inspections, and sign permit approval. Staff brought the one-year review to the Commission in May of 2020.

Staff contacted the Redding ABC office regarding the status of their permit for a #48 license. The ABC representative informed staff that there were no violations or actions to report on this license.

A sign permit was applied for in June of 2020 and granted by the Planning Department.

The Fire Department has scheduled an upcoming fire inspection for the business.

Staff contacted the Glenn County Sheriffs' department to obtain call log reports for the past two-years year (2020-2022). Reports were not available at the time of staff report preparation.

Fiscal Impact:

There is no fiscal impact to the city with processing this project other than staff time to prepare the report.

Attachments:

1. Conditions of approval for UP-19-03



Adopted Conditions of Approval
For Wrong Way Home Saloon Use Permit

222 W. Walnut St./APN: 002-162-006

PC approval date: May 15, 2019

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 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 applicant/business owner shall comply with all requirements of their ABC license.
4. Term of the CUP: The CUP will be limited to five years from the date of approval with a review in one-year from date of approval and thereafter Commission reviews every two years.
5. Regular Fire Department safety inspections shall occur annually.
6. The applicant shall apply for and obtain Sign Permit approval from the Planning Department prior to replacing the sign with the new business name.