



Willows Planning Commission Regular Meeting

July 15, 2020
Willows City Hall
7:00 p.m.

Agenda

PLANNING COMMISSION
Robert Griffith, Chair
Jose Hansen, Vice Chair
Candis Woods, Commissioner
Hilgard Muller, Commissioner
Vacant

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

NOTICE:

Pursuant to N-25-20 issued by Governor Gavin Newsom suspending portions of the Brown Act, the July 15, 2020 Willows Planning Commission meeting will be OPEN to the public. We will be limiting the number of members of the public physically present in Council chambers at City Hall in order to observe recommended social distancing practices. Members of the public who choose to attend in person are strongly advised to wear a mask or other face covering, and to wash their hands and use hand sanitizer frequently, in addition to maintaining at least six feet of distance between themselves and any others who are not members of their household to minimize the possibility of transmission of the COVID-19 virus. For those members of the public who are at high-risk or prefer not to attend in-person, the City is also providing a mechanism through which they may attend the meeting telephonically by following the instructions below.

Dial in Number: (605) 313-5611

Access Number: 404150

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 Council on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Chairman or Vice Chairman. No formal action will be taken unless the matter is placed on a future agenda. Each member of the public attending in person or caller will be limited to three (3) minutes. If you are calling in to provide public comment, use the call-in information below:

Dial in Number: (605) 313-5611

Access Number: 404150

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 June 17, 2020.**

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, discuss and upon conclusion, consider recommendation to the City Council of the attached resolution approving a zoning text amendment to the municipal code/zoning ordinance.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE A ZONING TEXT AMENDMENT TO THE MUNICIPAL CODE/ZONING ORDINANCE AS LISTED ON EXHIBIT A WITH OTHER TEXT REMAINING UNCHANGED.

7. COMMISSION/STAFF REPORTS/COMMENTS.

- a. Staff Reports/Comments:

8. ADJOURNMENT

This agenda was posted on July 9, 2020



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 JUNE 17, 2020

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 Griffith called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Chair Griffith .
3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods

Absent: Muller

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

4. **Public Comment/ Written Communications:** No public comments or written communications.
5. **Consent Agenda:**

- a. Approval of minutes of the Regular Planning Commission meeting held on May 20, 2020.

Action:

Motion: Vice Chair Hansen/Second: Commissioner Woods

Moved to approve the minutes of Regular Planning Commission meeting as presented.

The motion passed 3/0 carried by the following voice vote:

AYES: Griffith, Hansen, Woods

NOES:

ABSENT: Muller

ABSTAIN:

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

- a. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution recommending approval of the Major Use Permit and Design Review applications.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT AND DESIGN REVIEW APPROVAL (FILE # MUP-20-04 & DR-20-03) TO JAIMAC PROPERTIES LLC ALLOWING A CHANGE OF USE FROM COMMERCIAL TO RESIDENTIAL AND APPROVE BUILDING AND SITE IMPROVEMENTS FOR THE PROJECT LOCATED AT 251 S. TEHAMA STREET ASSESSORS PARCEL NUMBER 003-061-009.

Mr. Sharma was in the audience and provided answers to some of the Commissions questions.

7:22 pm Chair Griffith opened the public hearing.

7:22 pm Chair Griffith closed the public hearing.

Motion: Vice Chair Hansen/Second: Commissioner Woods

Moved by motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting Use Permit and Design Review approval (File # MUP-20-04 & DR-20-03) to Jaimac Properties LLC allowing a change of use from commercial to residential and approve building and site improvements for the project located at 251 S. Tehama Street Assessors Parcel Number 003-061-009.

The motion passed 3/0 carried by the following voice vote:

AYES: Griffith, Hansen, Woods

NOES:

ABSENT: Muller

ABSTAIN:

7. COMMISSION/STAFF REPORTS/COMMENTS:

- a. Staff Reports/Comments: City Planner, 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 7:36 p.m.

Robert Griffith – Chair

Maria Ehorn – Minute Clerk

DRAFT

Planning Commission Agenda Report:

July 15, 2020

To: City of Willows Planning Commission
From: Karen Mantele, Principal Planner
Applicant: City of Willows
Subject: Text Amendment to the City's Municipal Code/Zoning Code Specifically Section 18.110.090(8) Non- Conforming Uses
File # ZTA-20-02

Project Description

Amend the Municipal Code in one section of Chapter 18 by modifying text which will allow a broader exemption for single-family residential use within the Central Commercial and General Commercial zones.

Background

The Central Commercial and General Commercial districts were re-designated in June of 2000. Combined they total 207 parcels (105 parcels in the CC District and 102 in the GC District). Prior to the re-designation of these two districts, zoning was a mix of R-4, Office Professional, and General Commercial. Changes were made at this time also to the text within the Central Commercial district to make it more compatible with the concept of Downtown, as Downtown Guidelines were implemented at this time as well. The uses for these two districts mirror one another regarding residential uses either permitted or conditionally permitted.

In September of 2017, Staff brought before the Commission a text amendment to allow for single-family residential use of existing single-story structures within the CC and CG zoning districts. This text amendment was a result of a joint CC/PC meeting held in 2017 where discussion of housing was the topic. This text amendment resulted in implementation of the exception. Prior to this code amendment, Staff had been approached regarding use of existing structures built as single-family residences, however changed to a commercial use, and now want to revert the structure back to the residential use.

Analysis of Amendment

The current exception to the code under non-conforming uses, allows for single-story structures within these two zones to be allowed their residential use status again by way of a Use Permit. In canvassing the two districts there are at least a couple structures that are more than single-story, built as residential use, and could be allowed the residential use status again if an amendment to the code was initiated. This proposed exception to the code only applies to existing structures, and allows for either single-story or two-story structures built as a single family residential use, to be allowed the residential use again by way of a use permit.

Therefore, Staff is bringing forth an amendment to the City's Municipal Code/Zoning Ordinance for the Commission to review as follows: (See Exhibit A for full text)

- Amendment to Section 18.110.090(8) *Nonconforming uses* = add text and strike text providing the exception to allow for single family residential use within the CC and CG zoning districts

In accordance with Section 18.20.030(1) notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing.

Environmental Review

Staff has determined that the project, Text Amendments to the Zoning Ordinance, is exempt from CEQA per Section 15061(3). A Notice Of Exemption will be filed upon City Council review and approval of text amendments.

Staff Recommendation

Staff recommends that the Planning Commission adopt the Resolution recommending the City Council introduce ordinances amending certain sections of the text of the Municipal Code/Zoning Ordinance per Exhibit A.

The Planning Commission may take the following actions:

1. Recommend to the City Council that a certain section of the Municipal Code/Zoning Ordinance be amended per Exhibit A
2. Add/Amend language to proposed Municipal Code Section and recommend to the City Council.
3. Recommend that the City Council take no action on the proposed Zoning Ordinance Amendment

Attachments:

1. Draft Resolution No. _____ (Recommending Approval of Zoning Text Amendment as shown on **Exhibit A**)
2. Overview of Central Commercial and General Commercial Zoning District Map

Submitted by:



Karen Mantele
Principal Planner

ATTACHMENT 1

PC RESOLUTION NO. _____-2020

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THE CITY COUNCIL APPROVE A ZONING TEXT AMENDMENT TO THE MUNICIPAL CODE/ZONING ORDINANCE AS LISTED ON EXHIBIT A WITH OTHER TEXT REMAINING UNCHANGED

WHEREAS, the City of Willows has initiated a zoning text amendment to the City’s Municipal Code to Section 18.110.090(8); and,

WHEREAS, notices of the Planning Commission meeting held on July 15, 2020, were published in a newspaper of general circulation in the City in accordance with law, and,

WHEREAS, the Planning Commission did, on July 15, 2020, hold a public hearing review and consider all public oral and written comments, letters and documents, staff reports, and all other supporting documents, City codes and regulations which are a part of the Record; and,

WHEREAS, the Planning Commission finds that the Amendment to the Municipal Code/Zoning Ordinance, as proposed in attached **Exhibit A** is consistent with the General Plan; and

WHEREAS, the Planning Commission finds that the text amendment proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3).

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF WILLOWS RESOLVES AS FOLLOWS:

1. The above recitals are true and correct and constitute a part of the findings made by the Planning Commission in approving this Resolution.
2. The project (amendment to the Municipal Code/Zoning Ordinance) will not have a significant effect on the environment.
3. The Planning Commission finds that the project is exempt from the California Environmental Quality Act per Section 15061(b)(3).

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 July 2020, by the following vote, to wit:

AYES _____
 NOES _____
 ABSTAIN _____
 ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

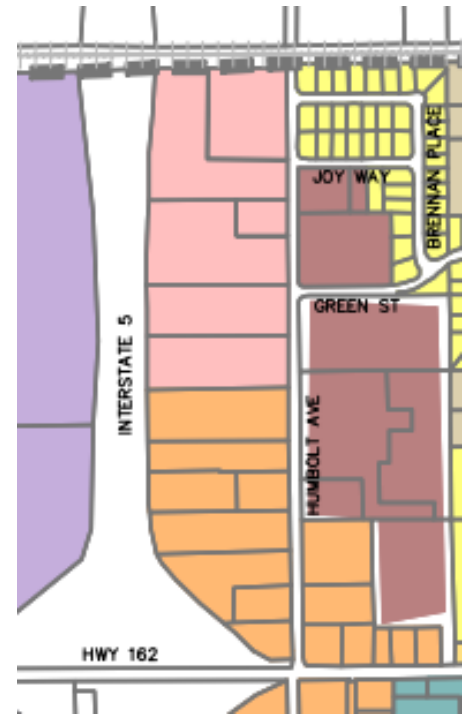
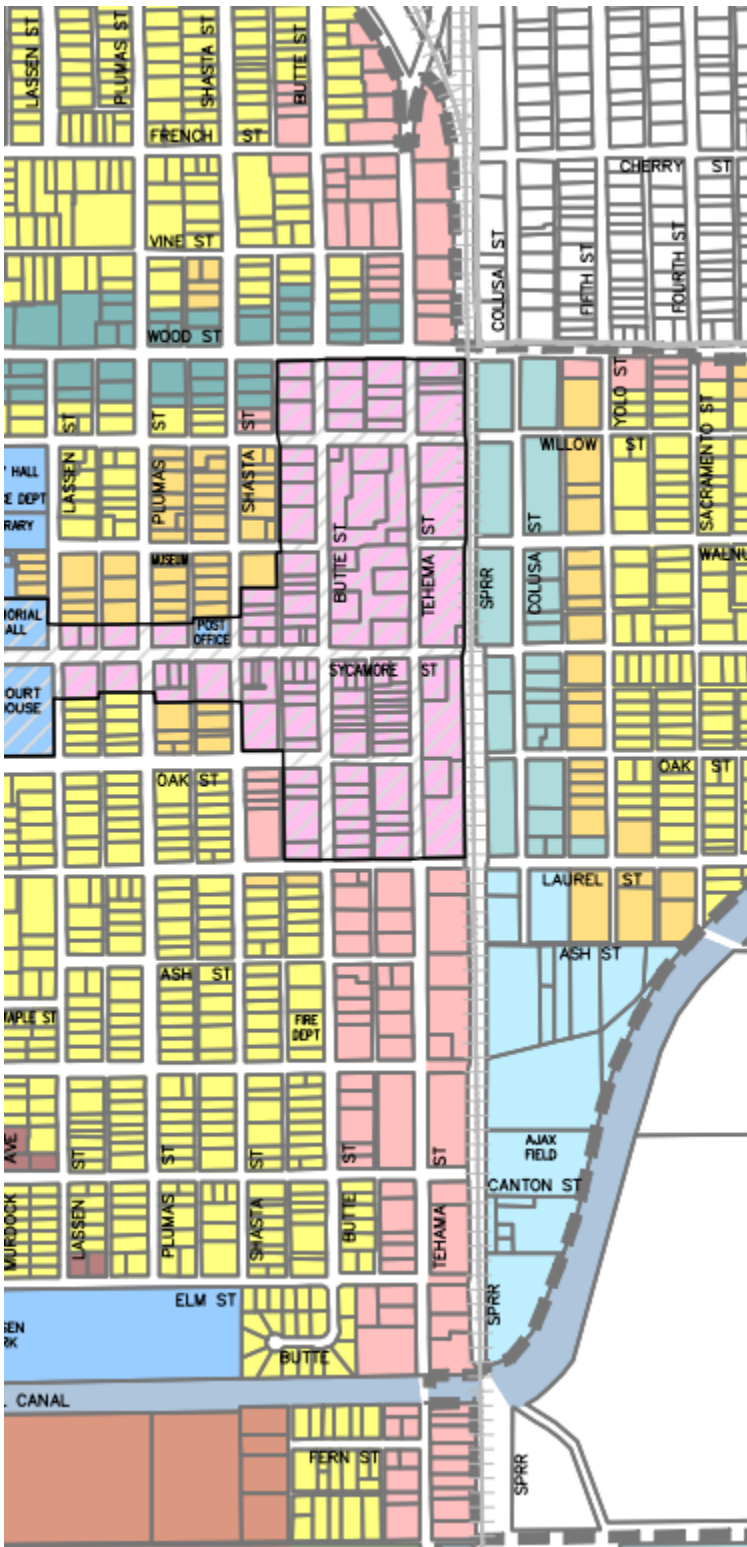
ATTEST: _____
Maria Ehorn, Recording Secretary

EXHIBIT A

Proposed Zoning Text Amendments

Areas in **RED** are draft proposed language

1. **18.110.090(8) Nonconforming uses** = Residential Use Exemption for Existing Structure(s). Existing ~~single-story~~ structure(s) located within the CC (central commercial) or CG (general commercial) zoning districts **originally constructed as a single-family dwelling**, may be allowed for use as a **single-family** residential unit(s) by way of a conditional use permit **from the Planning Commission**. No enlargement, extension, reconstruction, or structural alteration may be permitted to the structure. The planning commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC [18.135.060](#).



LEGEND

- CITY LIMITS
- +++++ RAILROAD
- SPHERE OF INFLUENCE LINE
- · - · - URBAN LIMIT LINE
- GENERAL PLAN (PLANNING) LINE
- ▨ DOWNTOWN AREA BOUNDARY

ZONING DESIGNATIONS

- R-1/PD: SINGLE FAMILY HOUSING/PLANNED DEVELOPMENT
- R-1/A: SINGLE FAMILY RESIDENTIAL HOUSING/AGRICULTURE
- R-1: SINGLE FAMILY RESIDENTIAL
- R-3: HIGH DENSITY RESIDENTIAL
- RP: RESIDENTIAL/PROFESSIONAL
- HIGHWAY COMMERCIAL
- PUBLIC FACILITIES AND SERVICES
- OPEN SPACE
- CG/ML: GENERAL COMMERCIAL/LIGHT MANUFACTURING
- ML: LIGHT MANUFACTURING
- MH: HEAVY MANUFACTURING
- GC: GENERAL COMMERCIAL
- CC: CENTRAL COMMERCIAL
- CG/PD: GENERAL COMMERCIAL/PLANNED DEVELOPMENT
- CG/ML/PD: GENERAL COMMERCIAL/LIGHT MANUFACTURING/PLANNED DEVELOPMENT
- E: ENTRYWAY