Willows Planning Commission Meeting

June 3, 2025
Willows City Hall
6:00 PM

Planning Commission
Vacant, Chair
Llanira Valencia, Vice Chair
Sherry Brott, Commissioner
Keith Corum, Commissioner
Cristina Ocampo, Commissioner

City Planner
Delainie Garlick

City Clerk
Karleen Price

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

Agenda

Watch online via Zoom: https://us06web.zoom.us/j/89685789688
Remote viewing of the Planning Commission meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the Planning Commission reserves the right to conduct the meeting without remote viewing.

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: planning@cityofwillows.org.

    a. **Minutes Approval**
    Recommended Action: Approve minutes of the May 6, 2025, and the May 20, 2025 Planning Commission Meetings.
    Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

6. **DISCUSSION & ACTION CALENDAR**
All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the Commission concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Chairman and Commission, and not to staff and/or the audience. When the Chairman calls for public comment, please raise your hand to be acknowledged. While

not required, the city requests that you please state your name clearly for the audio recording. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: planning@cityofwillows.org

a. **Continued Item: Section 2 Review of Willows Municipal Code Title 18- Zoning**
   Recommended Action: Provide comments and direction to staff regarding Willows Municipal Code Title 18- Zoning, Section 2; Commercial, Industrial and Special Districts.
   Contact: planning@cityofwillows.org

b. **Section 3 Review of Willows Municipal Code Title 18- Zoning**
   Recommended Action: Provide comments and direction to staff regarding Willows Municipal Code Title 18- Zoning, Section 3: Regulations, Exceptions, and Review Processes.
   Contact: planning@cityofwillows.org

7. **COMMENTS & REPORTS**
   a. Commission Comments & Reports
   b. Staff Comments & Reports

8. **ADJOURNMENT**

This agenda was posted on May 30, 2025.

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Karleen Price, 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

PUBLIC COMMENT & CONSENT CALENDAR FORUM

Willows Planning Commission Action Meeting Minutes May 6, 2025

Planning Commission
Pedro Bobadilla, Chair
Llanira Valencia, Vice Chair
Sherry Brott, Commissioner
Keith Corum, Commissioner
Cristina Ocampo, Commissioner

1. **CALL TO ORDER– 6:00 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Commissioners Present*:* Chair Bobadilla, Vice Chair Valencia, Commissioners Brott, Corum and Ocampo
   Commissioners Absent*:* None

4. **CHANGES TO THE AGENDA**

5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

   Public Comment: Open 6:04PM, Close 6:04PM
   Public Comment #1: An emailed comment from Jeff Williams was read into the record.

   a. **Minutes Approval**
   Action: Approved the minutes of the April 1, 2025 Planning Commission Meeting.

   Moved/Seconded: Vice Chair Valencia /Commissioner Brott
   Yes: Commissioner Brott, Commissioner Ocampo, Vice Chair Valencia, and Chair Bobadilla
   No: None
   Absent: None
   Abstain: Commissioner Corum

6. **PUBLIC HEARING**

   a. **510 W Wood St – Land Use Variance**

   Hearing Open: 6:32PM, Closed: 7:21PM
   Public Comment #1: Bill Sutherland
   Public Comment #2: Lan Zhou
   Public Comment #3: Bo Chou
   Public Comment #4: Dennis Asbury
   Public Comment #5: Mike Murray
   Public Comment #6: Harriet Gomez
   Public Comment #7: Ashley Wagenman Hernandez

Action: Motion to deny Land Use Variance (File# V-25-01) to establish a residential land use on a parcel currently zoned for commercial use on the property located at 510 W. Wood St., identified by Assessor's Parcel Number (APN): 002-081-002.

Moved/Seconded: Commissioner Brott/ Vice Chair Valencia
Yes: Commissioner Brott, Vice Chair Valencia
No: Commissioner Corum, Commissioner Ocampo, and Chair Bobadilla
Absent: None
Abstain: None

Action: Motion to continue item.

Moved/Seconded: Commissioner Corum/ Commissioner Ocampo
Yes: Commissioner Corum, Commissioner Ocampo, and Chair Bobadilla
No: Commissioner Brott, Vice Chair Valencia
Absent: None
Abstain: None

b. **Mobile Food Truck Moratorium**

Commissioner Ocampo recused herself from the public hearing at 7:26PM due to a possible conflict of interest as a food truck owner.

Hearing Open: 7:36PM, Closed: 7:57PM
Public Comment #1: Marlena Sparkman
Public Comment #2: Doug Ross
Public Comment #3: Jon Owens
Public Comment #4: Pete Mann
Public Comment #5: Ashley Wagenman Hernandez

Action: Motion to deny the proposed moratorium.

Moved/Seconded: Commissioner Corum/ Vice Chair Valencia
Yes: Vice Chair Valencia, Commissioner Corum
No: Commissioner Brott, Chair Bobadilla
Absent: None
Abstain: Commissioner Ocampo

Action: Motion to adopt a resolution recommending that the City Council approve the proposed ordinance imposing a temporary 12 month or sooner moratorium on the acceptance of new mobile food truck applications in all zoning districts within the City of Willows.

Moved/Seconded: Commissioner Brott/ Chair Bobadilla

Yes: Commissioner Brott, Vice Chair Valencia, and Chair Bobadilla
No: Commissioner Corum
Absent: None
Abstain: Commissioner Ocampo

c. **Multi-Jurisdiction Hazard Mitigation Plan**

Hearing Open: 8:05PM, Closed: 8:05PM

Action: Motion to adopt a resolution recommending that the City Council approve the proposed ordinance imposing a temporary 12 month or sooner moratorium on the acceptance of new mobile food truck applications in all zoning districts within the City of Willows.

Moved/Seconded: Commissioner Corum/ Commissioner Brott
Yes: Chair Bobadilla, Vice Chair Valencia, Commissioners Corum, Brott, and Ocampo
No: None
Absent: None
Abstain: None

7. **DISCUSSION & ACTION CALENDAR**

a. **Tacos Ocampo (File# UP-24-02) Review**
Action: Directed staff to modify the Conditions of Approval for Conditional Use Permit (File #UP-24-02) to require that waste be transferred from front bins into the covered waste receptacle, with removal occurring no less than once per week.

b. **Section 2 Review of Willows Municipal Code Title 18-Zoning**
Action: Continued to May 20, 2025 Special Meeting.

8. **COMMENTS & REPORTS**

a. **Commission Comments & Reports**
   i. Chair Bobadilla commented on the large turnout and expressed appreciation for the community's engagement.
   ii. Commissioner Brott welcomed the two new Commissioners, Corum and Ocampo.

b. **Staff Comments & Reports**
   i. Staff welcomed the two new Commissioners, and thanked the community.

9. **ADJOURNMENT – 8:16 PM**

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Karleen Price, City Clerk

Willows Planning Commission Action Special Meeting Minutes May 20, 2025

Planning Commission
Pedro Bobadilla, Chair
Llanira Valencia, Vice Chair
Sherry Brott, Commissioner
Keth Corum, Commissioner
Cristina Ocampo, Commissioner

1. **CALL TO ORDER– 6:04 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Commissioners Present*:* Vice Chair Valencia, Commissioner Brott and Commissioner Corum
   Commissioners Absent*:* Chair Bobadilla and Commissioner Ocampo

4. **PUBLIC COMMENT**

   Public Comment: Open 6:05PM, Closed: 6:05PM

5. **PLANNING COMMISSION TRAINING**
   Action: The Commission participated in a Planning Commission Training session conducted by Delanie Garlick and Amy Rossig of Harris and Associates. Members discussed the training content and provided feedback.

7. **ADJOURNMENT – 7:39 PM**

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Karleen Price, City Clerk

DISCUSSION & ACTION CALENDAR

Chapter 18.65
CH HIGHWAY COMMERCIAL DISTRICT

Sections:

18.65.010 Purpose.

18.65.020 Permitted uses.

18.65.030 Uses permitted with a conditional use permit.

18.65.040 Other regulations.

18.65.010 Purpose.

The highway commercial or CH district is intended to be applied along main roads and highway frontages in order to provide necessary services for the traveling public. [Ord. 632-91 § 17.01, 10-22-91].

18.65.020 Permitted uses.

The following uses and structures are permitted in the CH district:

(1) Motels and hotels.

(2) Automobile service stations.

(3) Restaurants and cafes.

(4) Convenience stores.

(5) Office space. [Ord. 632-91 § 17.02, 10-22-91].

18.65.030 Uses permitted with a conditional use permit.

The following uses and structures may be permitted in the CH district only if a conditional use permit has first been secured:

(1) Additional highway commercial uses will require a conditional use permit only if the planning commission finds that the type of use is necessary for servicing the traveling public.

(2) All permitted uses set forth in WMC 18.60.020.

(3) Cannabis retail/dispensary business subject to development standards and WMC 9.20.070 to 9.20.080 and defined in WMC 8.10.010. [Ord. 739-18 § 1, 8-14-18; Ord. 664-00 § 17.03, 6-27-00; Ord. 632-91 § 17.03, 10-22-91].

18.65.040 Other regulations.

(1) Commercial Uses.

(a) Minimum lot area: 5,000 square feet.

(b) Minimum Yard Requirements.

(i) Front: none.

(ii) Side: none.

(iii) Rear: 12 feet where accessible from street or alley for loading purposes. Building may project over rear yard area, providing 14 feet clear vertical distance from ground level is maintained. Building code and other regulations shall apply.

(c) Maximum building height: 35 feet. Additional height may be permitted if a use permit is secured in each case.

(d) Loading Space. Private off-street space for the handling of all materials and equipment.

(e) Minimum Parking. Off-street parking shall be provided in an amount in accordance with the regulations of Chapter 18.120 WMC. [Ord. 632-91 § 17.04, 10-22-91].

The Willows Municipal Code is current through Ordinance 763-25, passed February 25, 2025.

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City Website: https://cityofwillows.org/
City Telephone: (530) 934-7041

Codification services provided by General Code

Chapter 18.70
ML LIGHT INDUSTRIAL DISTRICT

Sections:

18.70.010 Purpose.

18.70.020 Permitted uses.

18.70.030 Uses requiring conditional use permits.

18.70.040 Other regulations.

18.70.010 Purpose.

The light industrial or ML district is intended to apply to areas in which light manufacturing and heavy commercial uses of the nonnuisance type and large administrative facilities are the desirable predominant uses. [Ord. 632-91 § 18.01, 10-22-91].

18.70.020 Permitted uses.

The following uses and structures are permitted in the ML district:

(1) Uses permitted in the CG district as defined in WMC 18.60.020.

(2) Assembly and storage of goods, materials, liquids, and equipment, except storage of flammable or explosive matter or materials which create dust, odors, or fumes.

(3) Wholesale and storage warehouses.

(4) Feed stores.

(5) Manufacturing, processing, fabricating, refining, repairing, packaging or treatment of goods, materials or produce by electric power, oil or gas (except operations involving fish fats and oils, bones and products or similar substances commonly recognized as creating offensive conditions in the handling thereof).

(6) Dyeing and dry cleaning plants, rug cleaning plants, laundries, veterinary hospitals and enclosed animal kennels, cabinet shops, and construction and materials yards (except gravel, rock, and cement materials yards).

(7) The following, when conducted within a building or enclosed within a solid wall or fence of a type approved by the planning commission not less than six feet in height: major automobile repairs, body and fender repair shops, auto painting shops, cooperage and bottling works, sheet metal shops, welding shops, truck terminals and retail lumberyards.

(8) Automobile sales and service including used car lots.

(9) Caretaker's residence; provided, that the legally established use requires the continuous supervision of a caretaker or security person. [Ord. 664-00 § 18.02, 6-27-00; Ord. 632-91 § 18.02, 10-22-91].

18.70.030 Uses requiring conditional use permits.
The following uses and structures may be permitted:

Retail stores and business or service enterprises which, in the opinion of the planning commission, are similar those included in WMC 18.60.030 (CG district). [Ord. 632-91 § 18.03, 10-22-91].

18.70.040 Other regulations.
(1) Industrial Uses.

(a) Minimum lot area: 10,000 square feet.

(b) Minimum Yard Requirements.

(i) Front: none.

(ii) Side: none, except as required by building code or other regulations.

(iii) Rear: none.

(c) Required parking spaces: see WMC 18.120.020

(d) Loading Area. Private off-street space for the handling of all materials and equipment.

(e) Maximum building height limit: 50 feet. [Ord. 632-91 § 18.04, 10-22-91].

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Codification services provided by General Code

Chapter 18.75
MH HEAVY INDUSTRIAL DISTRICT

Sections:

18.75.010 Purpose.

18.75.020 Permitted uses.

18.75.030 Uses requiring a conditional use permit.

18.75.040 Other regulations.

18.75.010 Purpose.

The heavy industrial or MH district is intended to apply to areas devoted to normal operations of industries subject only to regulations as are needed to control congestion and protect surrounding areas. [Ord. 632-91 § 19.01, 10-22-91].

18.75.020 Permitted uses.

The following uses and structures are permitted in the MH district:

(1) Uses permitted in the ML district as defined in WMC 18.70.020.

(2) Wholesale lumberyards, lumber mills, grain elevators and storage.

(3) Pottery kilns and ceramic works of heavy industrial types.

(4) Concrete batch plants.

(5) Blacksmith shops and casting foundries.

(6) The following when enclosed with a solid wall or fence not less than six feet in height and of a type approved by the planning commission: building material storage yard, contractors' storage yard, and junkyard and auto-wrecking yard.

(7) Fuel yards. [Ord. 664-00 § 19.02, 6-27-00; Ord. 632-91 § 19.02, 10-22-91].

18.75.030 Uses requiring a conditional use permit.

The following uses and structures may be permitted in the MH district only if a conditional use permit has first been secured:

Retail stores and businesses which, in the opinion of the planning commission, are similar to uses included in WMC 18.60.030 (CG district). [Ord. 632-91 § 19.03, 10-22-91].

18.75.040 Other regulations.

(1) Industrial Uses.

(a) Minimum lot area: 10,000 square feet.

(b) Minimum Yard Requirements.

(i) Front: none.

(ii) Side: none, except as required by building code or other regulations.

(iii) Rear: none.

(c) Required parking spaces: see WMC 18.120.020.

(d) Loading Area. Private off-street space for the handling of all materials and equipment.

(e) Maximum building height limit: 50 feet. [Ord. 632-91 § 19.04, 10-22-91].

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Codification services provided by General Code

Chapter 18.80
OS OPEN SPACE DISTRICT

Sections:

18.80.010 Purpose.

18.80.020 Permitted uses.

18.80.030 Uses permitted with a conditional use permit.

18.80.010 Purpose.

This open space or OS district is established in order to maintain compatibility of development in areas presently used for open space reserves or similar uses and to preserve the lowest possible assessments on such properties until they are changed in use in accordance with the general plan. [Ord. 632-91 § 20.01, 10-22-91].

18.80.020 Permitted uses.

The following uses are permitted in the OS district:

(1) Parks, public or private.

(2) Outdoor recreation facilities such as golf courses.

(3) Educational or charitable institutions of a predominantly open space character.

(4) Uses of open lands within subdivisions or approved land development projects, which uses are included in agreements, contracts, or permits.

(5) Uses of lands not included in subdivisions or land development projects, which lands are offered for open space classification by dedication, agreement, contract, or permit and which uses are specified therein.

(6) Uses which the planning commission determines, by written findings, are similar to the above. [Ord. 632-91 § 20.02, 10-22-91].

18.80.030 Uses permitted with a conditional use permit.

The following uses and structures may be permitted in the OS district only if a conditional use permit has first been secured: all buildings. [Ord. 632-91 § 20.03, 10-22-91].

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Codification services provided by General Code

Chapter 18.85
AG AGRICULTURE GENERAL DISTRICT

Sections:

18.85.010 Purpose.

18.85.020 Principal permitted uses.

18.85.030 Uses permitted with a conditional use permit.

18.85.040 Other regulations.

18.85.010 Purpose.

The agriculture general or AG district is intended to be applied in areas in which agriculture is the desirable predominant use, and rural residential uses are secondary. The following regulations shall apply in all AG districts. [Ord. 702-11 § 1, 7-12-11; Ord. 632-91 § 21.01, 10-22-91].

18.85.020 Principal permitted uses.

The following uses and structures are permitted in the AG district:

(1) One single-family residence, including manufactured homes.

(2) General agriculture, which includes the cultivation of food and fiber such as field and tree crops, dairying, pasturage, tree farming, horticulture, floriculture, viticulture, apiaries and animal and poultry husbandry.

(3) Accessory buildings such as barns, garages, carports, greenhouses, and garden sheds which are customarily used in conjunction with and incidental to a principal use or structure.

(4) Windmills, tank houses, buildings or shelters for farm equipment and machinery, water wells, water reservoirs, and storage tanks.

(5) Transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14.

(6) Employee housing as defined by Health and Safety Code Section 17021.6. [Ord. 702-11 § 1, 7-12-11; Ord. 632-91 § 21.02, 10-22-91].

18.85.030 Uses permitted with a conditional use permit.

The following uses and structures may be permitted in the AG district only if a conditional use permit has first been secured:

(1) Commercial storage and handling of agricultural chemicals.

(2) Fertilizer manufacturing.

(3) Commercial hog and pig farming.

(4) Animal sales yards.

(5) Commercial stables and riding academies.

(6) Agricultural processing plants and facilities.

(7) Animal processing plants and rendering plants.

(8) Sales and services to farmers or farm-related activities.

(9) Kennels, animal hospitals and veterinarian offices.

(10) Injection wells, natural gas wells and commercial mineral extractions.

(11) Stands for the purpose of displaying and selling agricultural, floricultural, or farming products which are grown or produced on the premises; provided, that there shall be no more than one stand per lot or parcel of land.

(12) Any other use, in the opinion of the planning commission, which is suited to the agriculture general district and does not jeopardize the welfare of the community. [Ord. 702-11 § 1, 7-12-11; Ord. 632-91 § 21.03, 10-22-91].

18.85.040 Other regulations.

(1) Minimum lot area: 40 acres.

(2) Minimum yard requirements: front and rear, 30 feet; side, 20 feet.

(3) Maximum ground coverage: 35 percent.

(4) Maximum building height: 35 feet.

EXCEPTIONS: Water tanks, silos, granaries, barns, pole barns, electronic towers, antennas, and similar structures may exceed the 35-foot height, provided they do not exceed the airport height restrictions.

(5) All stables, barns, sheds, shelters, paddocks, riding stables and exercise yards for animals shall be located not less than 100 feet from all property and street right-of-way lines.

(6) The distance between any accessory building other than automobile garages and a dwelling unit shall not be less than 30 feet. [Ord. 702-11 § 1, 7-12-11; Ord. 632-91 § 21.04, 10-22-91].

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Codification services provided by General Code

Chapter 18.90
A AGRICULTURAL COMBINING DISTRICT

Sections:

18.90.010 Applicability of regulations.

18.90.020 Uses permitted.

18.90.030 Uses requiring use permits.

18.90.040 Special yards and distances between buildings.

18.90.010 Applicability of regulations.

The following uses shall be permitted and regulations of this chapter shall apply in all districts which are combined A districts in addition to the regulations specified in this title. [Ord. 632-91 § 21A.01, 10-22-91].

18.90.020 Uses permitted.

(1) All uses permitted in the respective district with which the A district is combined.

(2) Animal husbandry and livestock farming, provided not more than one horse, one mule, one cow, one steer, or five sheep shall be kept for each acre of land.

(3) Small livestock farming; provided, that a use permit shall be required for the raising of more than 100 head of either poultry or small animals.

(4) Sale of agricultural products produced on the premises; provided, that no commercial structure for such purpose, other than a temporary stand, shall be permitted. [Ord. 632-91 § 21A.02, 10-22-91].

18.90.030 Uses requiring use permits.

(1) Dog and cat kennel, commercial stables.

(2) Veterinary hospital. [Ord. 632-91 § 21A.03, 10-22-91].

18.90.040 Special yards and distances between buildings.

Barns, stables, chicken houses, and similar accessory buildings shall not be less than 50 feet from the front property line; not less than 20 feet from any side property line; and not less than 30 feet from any dwelling. [Ord. 632-91 § 21A.04, 10-22-91].

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Codification services provided by General Code

Chapter 18.95
PF PUBLIC FACILITIES DISTRICT

Sections:

18.95.010 Purpose.

18.95.020 Uses permitted subject to planning commission review.

18.95.010 Purpose.

The public facilities or PF district is intended to accommodate the wide range of public institutional uses which are established in response to the health, safety, cultural and welfare needs of the citizens of the city and ensure compatibility with the surrounding neighborhood. [Ord. 632-91 § 22.01, 10-22-91].

18.95.020 Uses permitted subject to planning commission review.

Buildings and facilities owned, leased, or operated by the city of Willows, the Unified School District or any other district, the county of Glenn, the state of California or the government of the United States shall be required to submit all development proposals for review for conformity with the adopted general plan and conformance with CEQA. [Ord. 632-91 § 22.02, 10-22-91].

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Codification services provided by General Code

Chapter 18.100
F FRONTAGE COMBINING DISTRICT

Sections:

18.100.010 Purpose.

18.100.020 Applicability of regulations.

18.100.030 Special regulations.

18.100.010 Purpose.

The frontage or F combining district is intended to provide special setback and design standards in order to ensure safe and uniform development within certain commercial areas of the city. [Ord. 632-91 § 23.01, 10-22-91].

18.100.020 Applicability of regulations.

In any district with which is combined any F district, the regulations of this chapter shall apply in addition to those hereinbefore specified for such district; provided, that if conflict in regulations occurs, the regulations of this chapter shall govern. [Ord. 632-91 § 23.02, 10-22-91].

18.100.030 Special regulations.

(1) A front yard of not less than 25 feet shall be required for all uses, unless a greater front yard is required in the district with which the F district is combined.

(2) Screen planting or fencing of permitted commercial uses on open land shall be required as a condition to the granting of a use permit in each particular case.

(3) No outdoor advertising signs or structures shall be permitted except such or structures which pertain directly to permitted commercial uses, which are located on or immediately adjacent to such uses, and which do not exceed two square feet of advertising surface for each lineal foot of street frontage.

(4) Directional and informational signs of not more than six square feet may be permitted upon the securing of a use permit in each particular case. [Ord. 664-00 § 23.03, 6-27-00; Ord. 632-91 § 23.03, 10-22-91].

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Codification services provided by General Code

Chapter 18.105
PD PLANNED DEVELOPMENT COMBINING DISTRICT

Sections:

18.105.010 Purpose.

18.105.020 Applicability of regulations.

18.105.030 Development plans.

18.105.040 Procedures.

18.105.050 Development standards.

18.105.060 Legal requirements – Common areas.

18.105.010 Purpose.

The planned development or PD combining district is intended to provide a means of guiding land development or redevelopment in areas of the city that are uniquely suited for a planned coordination of land uses and to provide for a greater flexibility in land use intensity and design because of accessibility, ownership patterns, and community objectives. [Ord. 632-91 § 24.01, 10-22-91].

18.105.020 Applicability of regulations.

The PD combining district shall overlay the district with which it is combined and permits those uses allowed in that district and any other uses approved by the planning commission.

All development proposed within areas designated PD on the zoning map must first secure approval of a use permit by the planning commission. The planning commission shall find that the proposed development is in the public interest and where application of these regulations will provide a better means of carrying out the intent of the general plan. [Ord. 632-91 § 24.02, 10-22-91].

18.105.030 Development plans.

(1) Preliminary Development Plan. At the option of the property owner or agent, a preliminary development plan may be filed with the city manager. The preliminary development plan is not a permit or entitlement and shall not be binding on the city in any way but is intended as a preapplication review process. Submittal of a preliminary development plan is not required but is highly recommended.

The preliminary development plan shall include all of the following unless deemed unnecessary by the city manager:

(a) Legal boundary of the project.

(b) Plot plan of land and area to be developed, indicating the location of adjacent streets and all private rights-of-way existing and proposed.

(c) General topography of the land with all drainage features and location of all proposed structures.

(d) Vehicular and pedestrian circulation within the site with connections to adjacent streets and alleys.

(e) The extent, location, and proposed improvements of all off-street parking facilities.

(f) Existing and proposed land uses.

(g) The number of units proposed.

(h) The extent, location, and general arrangement of landscaping and open space.

(i) Architectural drawings to demonstrate the concept and character of the proposed development.

(j) A preliminary schedule of staging, sequence, and approximate times for all proposed development.

(k) Such additional information as may be required by the planning commission or the city council.

(2) Final Development Plan. Submittal of a final development plan is required for all development in a PD zoning district. The final development plan shall be prepared and endorsed by a licensed land development professional including, but not limited to, an urban planner, architect, land surveyor, civil engineer, and/or landscape architect. It shall encompass all contiguous parcels under the same ownership and shall include the following:

(a) A topographic map of the property prepared by a registered civil engineer or licensed land surveyor, with metes and bounds descriptions, which depicts in accurate detail the topography,

existing buildings, land features (including area subject to flooding or ponding), and pertinent features of adjacent properties that may affect or be affected by the project.

(b) A site plan map, at the same scale as the topographic map, showing in detail the design and location of proposed lots, proposed and existing structures, and all functional use area such as roads, trails, paths, walkways, parks, common areas, rights-of-way, public and private open spaces, parking, planting, recreation, and so forth.

(c) A geologic soils report prepared by a licensed soils engineer.

(d) Architectural elevations of all proposed building types.

(e) Relationship of proposed buildings and structures to the nearest off-site improvement.

(f) Plan of approximate grading.

(g) Plan showing location, grades and widths of all streets, location and size of all utilities, drainage structures, parking areas, walkways, and other improvements.

(h) Preliminary landscape plans.

(i) Description of all open areas and statement indicating their intended disposition, i.e., how vested or to be vested, such as homeowners' association, dedicated to city, or otherwise.

(j) Statement setting forth a program for the installation and maintenance of parking areas, lighting, landscaping, private grounds, streets, utilities, and open areas.

(k) Indication of proposed property division, if applicable.

(l) Such additional information as may be required by the planning commission or the city council. [Ord. 632-91 § 24.03, 10-22-91].

18.105.040 Procedures.

(1) Preliminary Development Plan. Once the city manager has determined that the appropriate materials have been submitted, an informational meeting(s) with the planning commission and/or city council will be held at which the project proponent is to present the conceptual plan and respond to questions and at which public input may be gathered. Notices to property owners within 300 feet, homeowner groups, and other interested parties shall be sent at least 10 days prior to said meetings.

(2) Final Development Plan. A final development plan shall be filed along with an application for a use permit. The procedures outlined in Chapter 18.135 WMC shall then apply. [Ord. 632-91 § 24.04, 10-22-91].

18.105.050 Development standards.

(1) Uses Permitted. The uses permitted in any PD district shall be determined by those uses allowed with or without use permit approval in districts with which the PD district is combined. The planning commission may approve alternative uses only if those uses can be found to be in the public interest.

The number of dwellings per parcel and the number of dwellings per building may exceed the number allowed within R-1 and R-2 districts, provided the total density of the project does not exceed that designated by the general plan.

(2) Parking Required. Off-street parking shall be provided in an amount not less than that set forth in the regulations of Chapter 18.120 WMC for the uses proposed.

(3) Building Height Limit. The height of buildings or structures shall be limited to the height requirements in each particular zone combined with the PD districts.

(4) Minimum Open Space. In all residential developments 40 percent of the gross property area shall be reserved for and devoted to outdoor open space area. In the case of unit or phase development of a total area, the same open space requirement shall be applicable to each phase. Of this required open space area, 25 percent may be restricted to private use by individual owners or users of the planned development; however, 75 percent of said 40 percent shall be common or a shared outdoor open area. Open space shall not be construed to include streets (public or private), parking areas, or area covered by structures of any kind. The planning commission may grant a modification where, after considering the general purposes of a planned development, including the open space requirements, a practicable result will obtain.

(5) Underground Utilities. In any development which is primarily designed for or occupied by dwellings, all electric and telephone facilities, fire alarm conduits, street light wiring, and other wiring conduits and similar facilities shall be placed underground by the development unless waived by the planning commission.

(6) Unit Size and Setbacks. A residential planned development may be established on parcels of land comprised of not less than three acres of contiguous land, unless the planning commission in its discretion, or the city council upon appeal, finds that the property of less than three acres is suitable, by virtue of its unique character. When a PD district abuts a residential district, the setback

requirements of the adjacent residential district shall apply to that portion of the PD district along the common boundary. [Ord. 632-91 § 24.05, 10-22-91].

18.105.060 Legal requirements – Common areas.

With respect to the common areas as set out in the development plan, there shall be provided, either in the body of the application or plan or appended thereto as exhibits, a subdivision plat showing the dedicated areas, covenants and other deed restrictions, plan of maintenance, and lot assessment procedures, which, among other things, shall include the following:

(1) The form of document or covenant that will legally create an automatic membership nonprofit homeowners' association.

(2) The extent and type of title of homeowners in the common property area or give definite assurance that it automatically will be so placed within a reasonable period of time.

(3) Limitations on use of common property.

(4) The extent and right of each lot owner to the use and enjoyment of the common property.

(5) Responsibility for the operation and maintenance of the common property.

(6) The amount of charge or assessment on each lot for the maintenance of common property, which will:

(a) Assure sufficient funds to maintain the common property and provide that such assessment shall be a lien on the property; and

(b) Provide adequate safeguards for the lot owners against undesirably high charges.

(7) All documents required by this section shall be in a form that may be enforced by the city of Willows and a form that shall be first approved by the city attorney. [Ord. 632-91 § 24.06, 10-22-91].

The Willows Municipal Code is current through Ordinance 763-25, passed February 25, 2025.

Disclaimer: The city clerk's office has the official version of the Willows Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: https://cityofwillows.org/
City Telephone: (530) 934-7041

Codification services provided by General Code

Chapter 18.125
COMPREHENSIVE SIGN LAW

Sections:

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18.125.250 Posting banners, handbills, etc.

18.125.010 Purpose.

The purpose of this chapter is to promote the orderly and attractive construction, placement and display of signs throughout the city. It is the policy of the city that the primary purpose of signs is for identification and public information. Signs that cause distraction represent potential safety hazards as well as aesthetic problems and are either discouraged or prohibited. These general provisions serve as specific development standards to be applied in addition to the basic sign provisions within each zoning district. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.01, 6-27-00; Ord. 632-91 § 10.01, 10-22-91].

18.125.020 Definitions.

The following are definitions of terms contained in this section:

“Abandoned sign” means a sign which no longer directs, advertises or identifies a legal business establishment, product or activity on the premises where such sign is displayed.

Area of Sign. The area of a sign is a space enclosed by the border or outer dimensions of the sign. In the case of a wall sign or similar sign without an identifiable border, the area shall be the space enclosed by parallel lines which include all letters, words, and images of the sign.

“Awning, canopy or marquee” means any permanent roof-like structure extending from part or all of a building face over a public right-of-way and constructed of a durable material such as canvas, metal, wood, glass or plastic which projects from the wall of a building and serves as a shelter, as over a storefront, window or deck. No advertising shall be placed on any awning or canopy, except the name of the business or industry conducted within the premises.

“Billboard” means an outdoor, freestanding signboard usually off site with a sign area exceeding 48 square feet.

“Community directional sign” means information signs posted at key locations with the city directing vehicular traffic to the downtown central district or other key business locations. Community directional signs may not advertise specific businesses.

“Construction or development project sign” means a temporary sign identifying the persons, firms of development connected with a construction project.

“Directional sign” means on-premises incidental signs designed to guide or direct pedestrian or vehicular traffic.

“Exempt sign” means a sign exempted from the normal permit requirements.

“Freestanding sign” means a sign attached to a freestanding frame or support not attached to a building, e.g., monument signs and pole signs.

“Grade” means the grade after construction exclusive of any filling, berming, mounding, or excavating for landscaping or for the purpose of locating a sign.

“Height of sign” means the vertical distance measured from the adjacent grade to the top of the sign.

“Identity sign” means a sign which is designed and intended to identify the name of a commercial business, professional office use, public use, quasi-public use, or similar use and which sign is located on the premises to be identified.

“Incidental sign” means a sign pertaining to and advertising goods, prices, products, services or facilities which are available on the premises. Such signing is in addition to the main identity signing.

“Monument sign” means a ground-mounted and freestanding sign, other than a pole sign.

“Nonconforming sign” means a sign lawfully erected and legally existing at the time of the effective date of an ordinance, but which does not conform to new provisions of said ordinance.

“Pole sign” means a freestanding sign supported by one or more poles or similar supports.

“Projecting sign” means a sign which projects from the structure or building face to which it is attached.

“Public property” includes public streets, sidewalks, curbs, bridges, overpasses and underpasses, street lamp poles, electric light or telephone or telegraph poles, street signs, traffic signs, public information or directional signs, fire hydrants, publicly owned parking lots, public parks and playgrounds, and all buildings and facilities appurtenant thereto.

“Real estate or property sign” means any temporary sign pertaining to the sale, lease, exchange or rental of land or buildings. Real estate signs shall be located on site.

“Roof sign” means any sign erected upon, against or directly above a roof or parapet of a building.

“Sign” means any written (including letter, word or numerical pictorial) presentation including illustration, decoration, emblem, flag or any other device, figure, logo or similar character which is located and maintained as a freestanding structure or any part of a structure or located and maintained on a building or structure or device by being placed, installed, attached, affixed, fastened, pasted, posted, painted, printed, nailed, tacked or in any other manner thereon or thereto; and intended to announce, direct attention to, identify or advertise; and visible from outside any building or structure.

“Temporary sign” means a sign which is installed for a limited time (the period of which shall be determined by the city in issuing an administrative temporary sign permit), is incidental and is used for the purpose of conveying information concerning goods, services or facilities available on the premises. Temporary signs shall include special event signs and banners.

“Temporary window sign” means a sign painted or constructed of paper or other lightweight material and affixed to the window or glass area on a building for a limited time.

“Total sign area” means the combined total display area for each sign located on a building, pole, ground-mounted or other sign measured in square feet but not including temporary or traffic directional signs.

“Wall sign” means a sign attached to or erected against a wall of a building or any sign affixed in such a way that its exposed face is parallel to the plane of a building.

“Window sign” shall mean a sign placed within a business window providing advertising services for the business. [Ord. 735-17 § 1, 11-14-17; Ord. 716-15 § 1, 6-9-15; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.02, 6-27-00; Ord. 632-91 § 10.02, 10-22-91].

18.125.030 Prohibited signs.

No person shall paint, mark, attach, post, or otherwise affix any sign upon or to any public property in the city, and any person responsible for doing so is liable to the city for all costs incurred by the city for the removal thereof, which constitute a debt to the city. The provisions of this section shall not apply, however, to the painting of house numbers on street curbs, or to the installation of sidewalks containing a design or an admixture of colors specifically authorized by the planning commission.

In addition to any sign not specifically in accordance with this chapter, the following signs are prohibited:

(1) Signs, other than permitted projecting signs and portable signs, located on or extending over sidewalks, streets or public property.

(2) Rotating, revolving, flashing, animated, moving, glaring, changing, reflecting, and blinking signs or signs which appear to do any of the foregoing, whether such signs are located on the exterior of the premises or on the interior for viewing from the exterior. Additionally, signs emitting audible sounds, odor or visible matter.

(3) Billboard signs of any type.

(4) A roof sign extending above the eave or parapet line, except when, in the opinion of the planning commission, the sign is a complementary architectural part or feature of the building.

(5) Temporary or permanent signs on public property, except when authorized by the city council or this chapter.

(6) Signs which advertise a business not having an active business license on file with the city.

(7) Searchlights, balloons or other gas-filled fixtures.

(8) Flags, banners or pennants, except to celebrate or commemorate a temporary or special event or occasion, including grand openings and special community events, and when authorized by the city for each such event or occasion.

(9) Off-premises signs which direct attention to a business, commodity, industry, or other activity which is sold, offered or conducted elsewhere than on the premises upon which such sign is located.

(10) Signs which purport to be, or are, an imitation of or made to resemble official traffic signs and attempt to govern traffic in public streets or rights-of-way. This does not include traffic or directional signs installed on private property to control traffic within the premises.

(11) Signs on public property not authorized by the city council or declared exempt under WMC 18.125.040.

(12) Display of vehicle signs (when parked or stored on property or street for the purpose of identifying a business or advertising a product or service) in excess of eight square feet and when the vehicle is parked in the same general location (such as the same block face) for a period exceeding 72 hours.

(13) Signs blocking doors or fire escapes.

(14) No person shall exhibit, post, or display on any sign or wall any statement, symbol or picture of an obscene nature.

(15) Any sign that is deemed hazardous to public health and safety by the planning commission. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.03, 6-27-00; Ord. 632-91 § 10.03, 10-22-91].

18.125.040 Exempt signs.

The following signs shall be allowed without planning commission approval and shall not be required to obtain a sign permit unless provided herein:

(1) Public signs and notices required or specifically authorized by law, statute, or ordinance, of any type, size or location.

(2) Signs of governmental agencies for control of traffic or other regulatory purposes, street signs, danger signs, railroad crossing signs, and signs of public service companies.

(3) Apartment or subdivision signs denoting the name of an apartment complex or subdivision when less than six square feet in area.

(4) Signs indicating that a property is for sale, rent, or lease and which are posted for a period not exceeding 30 days. Only one such sign is permitted to face each street adjacent to the property. Such signs may be single- or double-faced, nonilluminated, and are limited to six square feet or less on property in residential zones and 32 square feet in nonresidential zones, and do not exceed eight feet in height.

(5) Temporary signs shall not exceed four square feet total for each property in residential zones and 16 square feet total for each property in nonresidential zones, and subject to property owner's permission.

(6) Plaques and building cornerstones.

(7) Portable signs such as sandwich board or “A” frame signs that do not impede pedestrian traffic, block visibility or pose any unsafe condition to the public through blocking of sidewalks, paths or other public access routes. Such signs may not exceed four feet in height and two feet in width for each side. Temporary real estate open house directional signs are permitted in residential zoning districts only.

(8) The following sign modifications shall not require a sign permit. These exceptions shall not be construed as relieving the sign owner from responsibility for sign erection and maintenance and compliance with applicable provisions of this section:

(a) The changing of the advertising copy or message of a painted plastic face, or printed sign only. Electrical signs shall not be included in this exception, except for those signs specifically designed for the use of replaceable copy;

(b) The repairing, repainting, or maintenance of a sign, unless a structural change is made. [Ord. 735-17 § 1, 11-14-17; Ord. 716-15 § 1, 6-9-15; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.04, 6-27-00; Ord. 632-91 § 10.04, 10-22-91].

18.125.050 Permit required.

No sign shall be constructed, maintained, displayed, or altered within the city except pursuant to a sign permit obtained as provided in this chapter, unless the sign is specifically exempted from permit requirements pursuant to WMC 18.125.040. All signs required by this chapter to obtain a permit shall either be approved through WMC 18.125.060, Administrative review, or by the planning commission. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.05, 6-27-00; Ord. 632-91 § 10.05, 10-22-91].

18.125.060 Administrative review.

(1) Method of Review.

(a) An administrative sign permit is intended to allow planning department review of signs for projects consisting of not more than two separate permitted uses on the same lot or in the same building, as well as for temporary signs.

(b) A sign permit may be obtained after receipt of a complete sign application by the property owner or his or her authorized agent from the city manager or his/her designee, who shall administratively approve, conditionally approve or deny such sign request. The city manager may refer the application to the architectural design review board. Sign applications which are referred to the design review board by the city manager shall be scheduled for the next available design

review board meeting upon determination of a complete application, and payment of applicable fee(s).

(c) Sign permits which do not require design review pursuant to this section shall be processed by the planning department within 10 working days of submittal of a complete application. In the event that the sign permit application is not approved, conditionally approved or denied within 10 working days, the applicant may request an appeal to the planning commission.

(2) Appeals. Appeals of the city manager's decision shall be to the planning commission and must be filed in writing to the city clerk within 10 calendar days of that action. Appeals of the planning commission's decision may be made to the city council by filing a written appeal with the city clerk within 10 calendar days of the commission's action and paying the fees as adopted by the city council. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.06, 6-27-00; Ord. 632-91 § 10.06, 10-22-91].

18.125.070 Application.

Any person desiring to construct, maintain, or display a sign for which a permit is required shall submit an application to the city manager. Such application shall include plans, drawings and other descriptive materials sufficient to depict the sign proposal, as well as all other proposed or existing signing on the same property, and to enable evaluation of the proposal's conformance with the sign regulations. A certification of permission of the property owner shall be required to submit a sign permit application. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.07, 6-27-00; Ord. 632-91 § 10.07, 10-22-91].

18.125.080 Building permit.

(1) No person, firm, or corporation shall erect, construct, enlarge, modify, or relocate any sign in the city without first obtaining a building permit for each such sign except those signs listed in WMC 18.125.040, and/or not required by the building official.

(2) Once approved administratively or by the planning commission and when a separate building or electrical permit is required, the applicant shall be notified and the sign permit shall not be issued until such other permits are obtained from the building department.

(3) If the building inspector finds that any sign regulated by this chapter is unsafe or insecure or is a menace to the public, he/she shall give written notice to the owner and to the property owner. If such sign owner fails to remove or alter the sign so as to comply with the standards set forth in this chapter within 30 days after such notice, the building inspector may cause such sign to be removed or altered at the expense of the sign owner or owner of the property upon which it is located. The building

inspector may cause any sign which is an immediate peril to persons or property to be removed summarily and without notice. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.08, 6-27-00; Ord. 632-91 § 10.08, 10-22-91].

18.125.090 Fees.

Any person filing for a sign permit shall at the time of filing the application pay to the city a fee to cover processing the application and issuance of permit as set by city council resolution. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.09, 6-27-00; Ord. 632-91 § 10.09, 10-22-91].

18.125.100 Inspection and maintenance.

(1) Inspections. All signs for which building permits are required shall be subject to inspection by the building official or his/her authorized representative in the following manner and in compliance with WMC 18.125.080.

(a) Footing inspections will be required for all freestanding signs.

(b) Electric signs shall be inspected before or during erection prior to any work being covered.

(2) All signs and sign structures, together with their braces, guys, bolts, and supporting frames, shall be maintained at all times in a state of good repair and safe condition, free from deterioration, rot, rust and loosening. The display surfaces shall be kept neatly painted or posted, shall have broken or cracked panels replaced, and shall have all sources of illumination in proper working order at all times. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.10, 6-27-00; Ord. 632-91 § 10.10, 10-22-91].

18.125.110 General standards.

The following sign standards by zone are intended to include every zone in the city of Willows. The zones are as defined by this title and the official zoning map. Only signs as described herein and as may be described under provisions for temporary signs or exceptions will be permitted in each particular zone.

If any zone is omitted from this chapter, or if a new zone is created after the enactment of this section, all signs developed therein shall require use permit approval granted by the planning commission.

(1) All permanent freestanding signs shall not obstruct the vehicle sight visibility distance area at intersections and driveways, to the satisfaction of the public works and police departments. On sites where the existing street is not constructed to the full designated width, signs shall be located behind

the ultimate property line unless otherwise approved by the planning commission and the public works department with an agreement for future removal or relocation.

(2) All permanent freestanding signs shall incorporate the numerical address (letters minimum six inches high), or range of addresses, of the parcel or commercial center at which the sign is located. The area of the address shall not be counted in the area of the sign.

(3) All signs shall be located on the same parcel as the subject of the sign, except as otherwise allowed by this chapter. A sign may project over an adjacent public right-of-way only when authorized by an encroachment permit as well as a sign permit.

(4) No sign shall be erected that obstructs any fire escape, required exit, window, door, or opening required for ventilation. No sign shall be attached to a standpipe, gutter drain or fire escape.

(5) Any sign, any part of which is 60 feet or more above the ground, shall be designed and constructed to withstand a wind pressure of 30 pounds per square foot. Signs erected less than 60 feet shall be constructed and erected to withstand a wind pressure of 15 pounds per square foot. All signs shall be constructed to support dead loads as required in the building code or other ordinances and laws of the city.

(6) Any advertising copy or message existing at any time which no longer advertises a bona fide business conducted shall be removed by the owner, agent or person having the beneficial use of the building within 30 days after written notification from the city manager, and upon failure to comply with such notice within the time specified in such order, the city manager is authorized to cause removal of such sign and any expense incident thereto shall be paid by the owner of the building, sign or structure upon which such sign is displayed.

(7) Lighting. Open, unshielded light bulbs are prohibited. Lighting shall be installed to avoid glare or reflection onto adjacent property or onto a street as to create a traffic hazard. Light sources shall be steady, stationary, shielded, and directed so as to avoid undue glare for pedestrians, motorists, and neighboring property. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.11, 6-27-00; Ord. 632-91 § 10.11, 10-22-91].

18.125.120 Exceptions to standard.

Freeway-oriented commercial services located in CH highway commercial, CG general commercial, ML light industrial, and MH heavy industrial shall be allowed a pole-mounted sign of a height not to exceed 80 feet and an area not to exceed 100 square feet of surface area for one face or 200 square feet of surface area for two or more faces, unless additional square feet is approved by the planning commission through a use permit; provided, that:

(1) Freeway-Oriented Business. The business provides a service primarily for the freeway-motoring public similar to those providing gas, food or lodging for the freeway traveler.

(2) Maximum Distance. The parcel of land on which the business is located shall be a maximum distance of 800 feet from the centerline of the freeway at its closest point.

(3) Additional Sign Height. Additional sign height may be necessary to allow motorists sufficient advance notice for safe freeway exit. Unobstructed vision from a distance of 1,320 feet from a freeway exit ramp shall be considered the minimum standard providing sufficient advance notice. The amount of additional height shall be determined by the planning commission. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 664-00 § 10.12, 6-27-00; Ord. 632-91 § 10.12, 10-22-91].

18.125.130 Zoning compliance.

No signs shall be permitted to be constructed, maintained or displayed in any zoning district within the city except as provided herein. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.13, 6-27-00; Ord. 632-91 § 10.13, 10-22-91].

18.125.140 Residential zones.

Each sign in a residential zoning district established by Chapter 18.10 WMC, Designation and Establishment of Districts, shall comply with the following requirements of Table 18.125.140-A:

Table 18.125.140-A

Land Use	Allowed Sign Types	Maximum Sign Height	Maximum Sign Area Allowed
R-1, R-2	Name plate for each unit	N/A	One square foot
R-3	Name plate for each unit Flat wall (c), ground-mounted (b)	Seven feet above grade	One square foot Max 12 square feet
RP	Name plate Free hanging, flat wall (c), pole-mounted	N/A Seven feet above grade	One square foot Max 12 square feet
RP (Office Complex) (a)	Attached, free hanging, pole-mounted	Eight feet above grade	Max 12 square feet

(a) All professional office signs may be illuminated by indirect lighting only and may only indicate the name and nature of the business.

(b) Ground-mounted subdivision identity signs may be authorized at major entrances to residential subdivisions when approved by design review board. Such signing shall be landscaped to blend in with the surroundings.

(c) No wall sign which projects more than 10 inches over public property shall be less than eight feet above the sidewalk and maximum projection for any such sign shall not exceed 18 inches. Reflector arms may extend from the advertising surface of a wall sign if such reflector arms are not less than 14 feet above the surface of the adjoining ground, sidewalk or pavement.

[Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.14, 6-27-00; Ord. 632-91 § 10.14, 10-22-91].

18.125.150 Commercial districts.

Each sign in the commercial zoning districts established by Chapter 18.10 WMC, Designation and Establishment of Districts, shall comply with the requirements of Table 18.125.150-A, and the following standards:

(1) Signs applicable to the permitted use of the property in the central commercial (CC) and the entryway (E) zoning districts shall meet the requirements identified in the City of Willows Historic Downtown and Wood Street Design Guidelines.

(2) Content. Pole-mounted signs shall be identity signs and may include the message “open” or “open 24 hours,” in the case of service station or restaurant occupancies, and the term “vacancy” or “no vacancy,” in the case of motels.

(3) Signs not applicable to the permitted use of the property may be permitted upon securing a use permit from the planning commission.

(4) Identity Signs. Each business is allowed a collective sign total of one and one-half square feet of signage for each lineal foot of building frontage.

Table 18.125.150-A

Land Use	Allowed Sign Types	Maximum Sign Height	Maximum Sign Area Allowed

Land Use	Allowed Sign Types	Maximum Sign Height	Maximum Sign Area Allowed
Central Commercial Entryway Districts Commercial Centers (b)	Identity signs, including wall (c), projecting (d), monument and window signs (in the downtown guidelines, pole signs are discouraged)	30 feet above grade if attached to building 8 feet for monument and pole-mounted	Total square footage of all identity signs shall not exceed 1.5 sq. ft. for each ft. of lineal building frontage, with higher totals requiring use permit 60 sq. ft. of incidental sign area is also allowed
CH, CG, ML, MH & PD Combining Districts	Identity signs, including wall, projecting, monument and window signs 1 pole-mounted (e) must meet two requirements (a)	80 feet	Pole-mounted sign: 100 sq. ft. of surface area for one face or 200 sq. ft. of surface area for two or more faces Identity Signs: 1.5 sq. ft. for each ft. of lineal building frontage, with higher totals requiring use permit 60 sq. ft. of incidental sign area is also allowed
Industrial Districts Industrial Park	Identity signs: including wall, projecting, monument and window signs 1 pole-mounted (e) must meet two requirements (a) 2 identity signs at entrance to park; 4 identity signs total for a park; Ground-mounted	30 feet above grade if attached to the building and 8 feet if pole-mounted	Maximum sign area for each business shall not exceed 350 sq. ft. for all signs, not including pole signs Pole-mounted sign area may not exceed 170 sq. ft. for any one face 60 sq. ft. of incidental sign area is also allowed 1 square foot of identity sign for each gross acre of land within the industrial park Maximum sign area is 200 sq. ft.
Open Space Ag Districts	Stationary	8 feet above grade	20 sq. ft. for one face, 40 sq. ft. for 2 or more faces

(a) Two Requirements. (1) Freeway-oriented business which provides a service primarily for the freeway-motoring public similar to those providing gas, food or lodging for the freeway traveler, and (2) the parcel of

land on which the business is located shall be a maximum distance of 800 feet from the centerline of freeway at its closest point.

(b) Only one off-premises sign shall be allowed for each such commercial center or enterprise larger than five acres which has been designed or developed together as an integrated unit. Only one off-premises sign shall be allowed for each such commercial center or enterprise larger than five acres and may not be located more than 1,000 feet from the premises. The off-premises signs must be within the allowable square footage calculation requirements for the premises.

(c) No wall sign which projects more than 10 inches over public property shall be less than eight feet above the sidewalk and maximum projection for any such sign shall not exceed 18 inches. Reflector arms may extend from the advertising surface of a wall sign if such reflector arms are not less than 14 feet above the surface of the adjoining ground, sidewalk or pavement.

(d) Every projecting sign shall be placed at least 10 feet above the public sidewalk over which it is erected and any sign less than 14 feet above the public sidewalk shall not extend nearer the curb face than 18 inches. Signs placed 14 feet or more above the public sidewalk shall not extend beyond the curb face. Every projecting sign erected over public driveways, alleys and thoroughfares shall be placed not less than 15 feet above the level of the same. Signs which project over the public property shall be subject to an encroachment permit.

(e) Every pole sign shall be placed at least 10 feet above the public sidewalk over which it is erected, and any sign less than 14 feet above the public sidewalk shall not extend nearer the curb face than 18 inches. Signs placed 14 feet or more above the public sidewalk shall not extend beyond the curb face. Every projecting sign erected over public driveways, alleys and thoroughfares shall be placed not less than 15 feet above the level of same. One pole-mounted sign for each business. All pole signs shall be engineered for safety. Signs which project over the public property shall be subject to an encroachment permit.

(f) Community Directional Signs. Community directional signs are allowed with approval of a sign permit from the planning commission at the following locations:

(1) On the south side of Highway 162 in the vicinity of Airport Road, just west of Interstate 5; at city entries along Highway 162 (Wood Street) at the east and west ends of the city; and at key locations along Tehama Street and Wood Street.

(2) The purpose of the signs shall be to direct vehicular traffic to the central downtown district and other key business locations around the city. A community directional sign is not intended to be used to advertise specific businesses.

(3) Each community directional sign shall be limited to eight square feet in size, and will typically be placed within city or public roadway rights-of-way. Any necessary encroachment permits shall be obtained by the city.

[Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.15, 6-27-00; Ord. 632-91 § 10.15, 10-22-91].

18.125.160 Industrial districts.

(1) Signs shall be permitted on properties located in areas designated as ML (light industrial), MH (heavy manufacturing), and CG/ML/PD (general commercial/light manufacturing/planned development) as listed on Table 18.125.150-A and shall meet the following standards:

(a) Any industry located in a nonindustrial district is subject to the sign code requirements of that district.

(b) All signs shall be identity signs.

(c) Commercial Uses. Signs for wholesale and retail sales businesses located within the industrial district shall be regulated by the requirements of WMC 18.125.170.

(d) Signs for uses in the PD district shall be subject to the issuance of a use permit.

(e) Signs not applicable to the permitted use of the property may be permitted upon securing a use permit from the planning commission.

(2) Industrial Park Identification Sign. Ground-mounted signs may be installed at major entrances to park, subject to approval by the architectural design review board, and conform to Table 18.125.150-A and the following standards:

(a) Identity signs shall be indirectly lighted.

(b) Identity signs shall not contain the name of any industry or business within the industrial park.

(c) Identity signs shall be appropriately landscaped and blend with surroundings. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.16, 6-27-00; Ord. 632-91 § 10.16, 10-22-91].

18.125.170 Open space and agricultural districts.

Signs shall be permitted on properties within areas designated as open space or AG agriculture general district as listed on Table 18.125.150-A and meet the following standards:

(1) Control any explanatory signs as necessary.

(2) Lighting. Signs shall be stationary and be illuminated from ground level indirect sources only. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.17, 6-27-00; Ord. 632-91 § 10.17, 10-22-91].

18.125.180 Public or quasi-public districts.

Sign area, height and number shall be based on requirements and conditions of the use permit. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.18, 6-27-00; Ord. 632-91 § 10.18, 10-22-91].

18.125.190 Nonconforming signs.

All signs lawfully existing prior to the adoption of this chapter may continue in use, subject to the provisions of this section, even when later amendments to this chapter, or prior amendments to any provision of preceding sign ordinances recodified in this chapter, have caused such lawfully existing signs to become nonconforming under the terms of this chapter. Signs not lawfully existing prior to the adoption of this chapter must be brought into conformance or removed.

(1) Nonconforming Signs. The owner of a nonconforming sign shall within six months of notification of nonconformity either:

(a) Remove the sign; or

(b) Obtain a new permit, with variances to allow the nonconforming aspect; or

(c) Obtain a new permit subject to modification of the sign to achieve conformity with this chapter; or

(d) Obtain an extension of time within which the sign must be moved under the amortization provisions of subsection (2) of this section.

(2) Amortization.

(a) An owner of a nonconforming sign may delay removal or modification of the sign for a reasonable period in order to recover the original costs where, at the time specified for removal, the costs were not yet fully amortized. The amortization period shall be proportionate with the investment involved.

(b) The owner of a nonconforming sign may apply to the city manager for an extension of time within which the sign must be removed. The application shall contain the following information:

(i) Name and address of the sign;

(ii) A description of the sign;

(iii) The date the sign was erected;

(iv) Whether and when a sign permit was issued;

(v) The cost of construction;

(vi) The remaining term of the sign owner's lease of the real property, if applicable; and

(vii) The present value of the sign.

(c) The city manager shall consider the information presented on the application in acting on the request for extension. If the city manager finds that the circumstances warrant granting an extension of time for amortization of the sign, the city manager may grant the extension for a reasonable time not to exceed three years. No extension shall be granted for a portable sign or sign painted on a building or structure.

(3) Alterations/Removal. At such time as a nonconforming sign is altered in any way or moved, it must be brought into conformance with the provisions of this title. The term "altered" as used herein shall include, but not be limited to, any change in the structure or sign face, including changing names or colors, deleting or adding words or symbols, or changing the appearance in any way, but shall not include normal maintenance or upkeep. If a nonconforming sign is removed for any length of time for any reason other than maintenance, it shall not be reinstalled at the subject site unless it is in full compliance with the provisions of this chapter.

(4) Signs with Modifications. Signs which received sign modifications prior to the adoption of this chapter, but which are nonconforming as to the provisions of this chapter, may continue in use under the provisions of that sign modification until any changes, expansions, or alterations other than normal maintenance and upkeep are proposed for the sign, or until such time as the sign modification expires. At the time of such expiration or change, the modification shall become null and void and such sign shall be brought into conformance with the provisions of this chapter or removed.

(5) Use Permit or Planned Development Permit. Nonconforming signs that were permitted and installed pursuant to a conditional use permit or planned development permit, prior to the adoption of this chapter, may continue in use until changes, expansions, or alterations other than normal maintenance and upkeep are proposed for or made to such sign. At the time of such change, any such sign must be brought into conformance with the provisions of this chapter.

(6) Alterations to Existing Development. When structural alterations, additions or remodeling with a value, as determined by the building official, of 25 percent or more of the full value of the improvements as shown on the last equalized assessment roll, or $15,000, whichever is greater, are made to the exterior of a building or to a site containing a nonconforming sign, any and all such

nonconforming signs must be brought into conformance with the provisions of this chapter whether or not changes or alterations are proposed for or made to the sign, or such signs must be removed. Any owner or user of such nonconforming signs wishing to maintain such a sign in its existing condition may apply to the city manager for a permit to allow continued maintenance and use of the sign. Application shall be made within 30 days of the sign owner or user being notified of the need to bring such sign into conformance. Such permit, if granted, shall establish a specific period of time for continued use and maintenance, based upon an individual assessment of the facts and circumstances relating to the particular sign. Factors to be considered in approving or denying such a permit shall be the initial sign cost, the sign age, the value of the structural alterations to the existing development, and similar facts and circumstances. Failure to apply for a permit within the 30 days specified herein shall constitute a waiver of the right to request any longer period for maintenance or use of an existing nonconforming sign.

(7) Annexation – Change of Zone. Any sign that becomes nonconforming after the adoption of this chapter because of annexation, zone change, or other city action shall be subject to the provisions of this section. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09; Ord. 664-00 § 10.19, 6-27-00; Ord. 632-91 § 10.19, 10-22-91].

18.125.200 Planning commission review.

(1) Planned Sign Program.

(a) A planned sign program is required for all multi-tenant facilities or any signage program proposing an aggregate sign area exceeding 50 square feet, for any sign request that is not exempt or does not qualify for an administrative sign permit. A planned sign program may approve a master sign plan for all intended signs for a site or building. A planned sign program shall require conditional use permit approval.

(b) The planning commission is authorized to approve, conditionally approve, or deny a planned sign program subject to appeal provisions of WMC 18.125.060(2). The city manager shall provide recommendations to the planning commission regarding planned sign programs. A public hearing pursuant to the provisions of WMC 18.135.030 shall be required.

(2) Required Findings. The planning commission may approve a planned sign program only if all of the following findings can be made in an affirmative manner:

(a) The proposed sign is consistent with the goals, objectives, policies and programs of the city of Willows general plan and any applicable design guidelines.

(b) The proposed sign conforms to applicable development standards and provisions of this title and will not be detrimental to the public health, safety or welfare.

(c) The physical location or placement of the sign is compatible with the surrounding neighborhood and does not pose a safety risk.

(3) Appeals. Appeals may be made by filing a written appeal with the city clerk within 10 calendar days of the commission's action and paying the fees as adopted by the city council. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09].

18.125.210 Required findings.
A sign permit may be approved if all of the following findings are made:

(1) The size, location, and design of the sign(s) are visually compatible with the scale and architectural style of the primary structures on the site and the surrounding land uses.

(2) The signs do not exceed the standards of the district and enable motorists and pedestrians to readily identify the facility or site from a sufficient distance.

(3) The proposed sign(s) are in substantial conformance with the design criteria in the city design guidelines. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09].

18.125.220 Expiration and time extension of sign permits.
(1) A sign permit approval shall expire one year from its date of issuance, unless the sign has been erected within the period or a later expiration date is stated in writing at the time of approval. Prior to expiration of a sign permit, the applicant may apply to the city manager for an extension of up to one additional year. The city manager may approve extensions with or without conditions or may deny extensions of the approved sign if it is found there has been substantial change in circumstances.

(2) A temporary sign permit shall be valid for a period of 30 days, with longer periods of time possible, up to a maximum of 90 days, if authorized by the city manager. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09].

18.125.230 Compliance with electric power line requirements prerequisite to issuance.
No permit for any sign shall be constructed or maintained which has less horizontal or vertical clearance from communication lines and energized electrical power lines than that prescribed by the laws of the state of California or rules and regulations promulgated by duly authorized agents. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 683-09 § 1, 7-14-09].

18.125.240 Temporary economic stimulus regulations for signage for city of Willows licensed businesses.

(1) Effective Date. This section shall expire on July 1, 2012, unless otherwise extended or revoked.

(2) Definition. “Licensed business” shall mean any authorized business as defined under WMC Title 5, which operates their principal business within a permanent “brick and mortar structure” located within the city limits.

(3) Conflict. Whenever this section conflicts with any other provision of this chapter or any other city resolutions, ordinances, or regulations of the city, this section shall control while it is in effect.

(4) Temporary Building Signs Allowed. During the effective date of this section, temporary building signs allowed by this chapter shall be allowed as follows:

(a) Temporary building and/or business signs may be displayed at any time for the length of time this section is in effect.

(b) At the expiration of the effective date of this section, including any extension approved by the city council of the city of Willows, all temporary building signs shall be removed within 10 days of the expiration date. Temporary building signs still displayed after 10 days from the expiration date shall be in violation of this chapter, unless a sign permit has been issued for the signage pursuant to WMC 18.125.050.

(c) This section specifically supersedes the limited time (the period of which shall be determined by the city in issuing an administrative temporary sign permit) of WMC 18.125.020, Definitions.

(5) Portable Signs Allowed. During the effective date of this section, portable signs (as defined in WMC 18.125.040(7)) shall be allowed for businesses as follows:

(a) All licensed businesses within developed lots in R-P multiple residence-professional office, E entryway, CC central commercial, CG general commercial, CH highway commercial and industrial zones in the city shall be allowed to display two portable signs at any time during the effective date of this section, regardless of when the business began operations. This section specifically supersedes the restrictions stated in WMC 18.125.030(9), off-premises signs.

(b) At the expiration of the effective date of this section, including any extension approved by the city council of the city of Willows, all portable signs shall be removed within 10 days of the expiration date. All portable signs still displayed after 10 days from the expiration date shall be in

violation of this chapter, unless a permit has been issued for the signage pursuant to WMC 18.125.050.

(6) Permit and Fee Requirements for Signs Allowed by This Temporary Sign Program. Notwithstanding WMC 18.125.050 and 18.125.090, Fees, during the effective date of this section:

(a) No sign permit and no fee shall be required for placement of temporary building signs or portable signs authorized by this section for businesses within developed lots in R-P multiple residence-professional office, E entryway, CC central commercial, CG general commercial, CH highway commercial and industrial zones.

(b) Licensed businesses shall be required to obtain written authorization from any or all property owners where temporary signs are displayed. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11; Ord. 688-10 § 1, 6-8-10].

18.125.250 Posting banners, handbills, etc.

It shall be unlawful for any person to paste, paint, nail, tack or otherwise fasten any card, banner, handbill, poster, or advertisement or notice of any kind, or cause the same to be done, upon any public property, or upon any other property without authorized consent of the owner or lessee of such property, within the city, except as otherwise provided in this chapter, or as may be required or permitted by the ordinances of the city or laws of the state or of the United States. [Ord. 735-17 § 1, 11-14-17; Ord. 705-11 § 1, 7-12-11].

The Willows Municipal Code is current through Ordinance 763-25, passed February 25, 2025.

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Codification services provided by General Code

Chapter 18.130
ADMINISTRATIVE USE PERMITS

Sections:

18.130.010 General provisions.

18.130.020 Application and fee.

18.130.030 Notice of permit.

18.130.040 Action by the hearing officer.

18.130.050 Findings.

18.130.060 Appeal.

18.130.070 Expiration.

18.130.080 Extension.

18.130.090 Revocation.

18.130.010 General provisions.

Administrative use permits may be issued by the city manager or designee for any of the uses or purposes for which such uses are required or permitted by the terms of this title. [Ord. 632-91 § 25.01, 10-22-91].

18.130.020 Application and fee.

(1) All applications for an administrative use permit shall be filed with the city manager and shall be on the form provided by the city manager or designee. The application shall be accompanied with a site plan and any additional information to clearly describe the use requested.

(2) Such application shall be accompanied by a filing fee as established by city council resolution. [Ord. 632-91 § 25.02, 10-22-91].

18.130.030 Notice of permit.

Notice of application for an administrative use permit shall be given as follows:

(1) Notice shall be provided at least 10 calendar days prior to the date the hearing officer will hold an administrative public hearing and act on the application.

(2) Notice shall be provided to:

(a) The applicant;

(b) All property owners as indicated on the assessor's current secured records within 300 feet of the perimeter of the parcel on which the use is proposed; and

(c) All persons who have requested to be on the mailing list for that development project. [Ord. 632-91 § 25.03, 10-22-91].

18.130.040 Action by the hearing officer.

The city manager or designee shall grant or deny the application and may require changes or impose conditions of approval as are necessary to carry out the purpose of this title. The city manager or designee may refer any application to the planning commission for review and determination, as provided in WMC 18.135.010. The decision of the hearing officer shall become effective 10 days after the date of decision unless a written appeal is received. [Ord. 632-91 § 25.04, 10-22-91].

18.130.050 Findings.

The hearing officer may grant an administrative use permit as the permit was applied for or in modified form, if, on the basis of the application, investigation, and evidence submitted, the hearing officer makes the following findings:

(1) That the use is consistent with the purposes of the district in which the site is located; and

(2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity; and

(3) That the proposed use is in conformance with the general plan. [Ord. 632-91 § 25.05, 10-22-91].

18.130.060 Appeal.

Any person aggrieved by an action of the hearing officer may take an appeal to the planning commission and/or city council by filing a notice of appeal with the city manager within 10 days from the date of the action of the hearing officer. [Ord. 632-91 § 25.06, 10-22-91].

18.130.070 Expiration.

(1) In any case where a use, permitted by an administrative use permit, is not made on the project subject to the permit within the time specified in the permit or within one year after the date of granting thereof, then without further action, the permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.

(2) An administrative use permit is void one year after the use permitted by such permit is discontinued. [Ord. 632-91 § 25.07, 10-22-91].

18.130.080 Extension.

The applicant or property owner may apply to the hearing officer for a one-year extension of the administrative use permit prior to the expiration of said permit in accordance with WMC 18.130.020. [Ord. 632-91 § 25.08, 10-22-91].

18.130.090 Revocation.

In any case where the conditions of the granting of an administrative use permit have not been or are not complied with, the planning commission shall give notice to the permittee of intention to revoke such permit at least 10 days prior to a hearing thereon. Following such hearing the planning commission may revoke such permit. [Ord. 632-91 § 25.09, 10-22-91].

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Chapter 18.135
USE PERMITS

Sections:

18.135.010 General provisions.

18.135.020 Application and fee.

18.135.030 Notice of public hearing.

18.135.040 Action by planning commission.

18.135.050 Findings.

18.135.060 Appeal.

18.135.070 Expiration.

18.135.080 Extension.

18.135.090 Revocation.

18.135.010 General provisions.

Use permits, which may be revocable, conditional, or valid for a term period, may be issued by the planning commission for any of the uses or purposes for which such permits are required or permitted by the terms of this title. Guarantees to insure compliance with terms and conditions may be required by the commission. [Ord. 632-91 § 26.01, 10-22-91].

18.135.020 Application and fee.

(1) Application for a use permit shall be made on the form provided by the planning commission and shall be accompanied by a scale plot plan and other drawings necessary to clearly show details of the use requested.

(2) Such application shall be accompanied by a filing fee as established by city council resolution. [Ord. 632-91 § 26.02, 10-22-91].

18.135.030 Notice of public hearing.

The planning commission must hold at least one public hearing and may hold additional hearings thereon as it may deem to be necessary.

Notice of a public hearing for a use permit shall be provided at least 10 calendar days prior to the public hearing on the proposed use. Notice shall be provided in the following manner:

(1) Notice shall be published in a newspaper of general circulation in the city.

(2) Notice by mail to:

(a) The applicant;

(b) All property owners as indicated on the latest secured assessor's records within 300 feet of the perimeter of the parcel on which the use is proposed; and

(c) All persons who have requested to be on the mailing list for that development project. [Ord. 632-91 § 26.03, 10-22-91].

18.135.040 Action by planning commission.

The planning commission may approve or deny the permit and may require changes and/or impose any conditions of approval as are necessary to carry out the purpose of this title. The decision of the planning commission becomes effective 10 days after the date of decision unless a written appeal has been received. [Ord. 632-91 § 26.04, 10-22-91].

18.135.050 Findings.

The hearing officer may grant a use permit as the permit was applied for or in modified form, if, on the basis of the application, investigation, and evidence submitted, the hearing officer makes the following findings:

(1) That the use is consistent with the purposes of the district in which the site is located; and

(2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity; and

(3) That the proposed use is in conformance with the general plan. [Ord. 632-91 § 26.05, 10-22-91].

18.135.060 Appeal.

Appeal from any decision of the planning commission may be made in writing to the city council within 10 days from the date of the commission's action. All decisions made by the city council are final. [Ord. 632-91 § 26.06, 10-22-91].

18.135.070 Expiration.

(1) In any case where a use, permitted by a use permit, is not made on the project subject to the permit within the time specified in the permit or within one year after the date of granting thereof, then without further action, the permit shall be null and void and such use shall not be made of the property except upon the granting of a new permit.

(2) A use permit is void one year after the use permitted by such permit is discontinued. [Ord. 632-91 § 26.07, 10-22-91].

18.135.080 Extension.

The applicant or property owner may apply to the hearing officer for a one-year extension of the use permit prior to the expiration of said permit in accordance with WMC 18.135.020. [Ord. 632-91 § 26.08, 10-22-91].

18.135.090 Revocation.

In any case where the conditions of the granting of a use permit have not been or are not complied with, the planning commission shall give notice to the permittee of intention to revoke such permit at least 10 days prior to a hearing thereon. Following such hearing, the planning commission may revoke such permit. [Ord. 632-91 § 26.09, 10-22-91].

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Codification services provided by General Code

Chapter 18.110
GENERAL PROVISIONS AND EXCEPTIONS

Sections:

18.110.010 Scope.

18.110.020 Accessory buildings.

18.110.030 Accessory uses.

18.110.040 Bed and breakfast.

18.110.050 Fences.

18.110.060 Height exceptions.

18.110.070 Home occupations.

18.110.080 Temporary use.

18.110.090 Nonconforming uses.

18.110.100 Yards.

18.110.110 Storage containers.

18.110.111 Emergency shelter development and managerial standards.

18.110.112 Second dwelling units.

18.110.113 Reasonable accommodation request under the Fair Housing Acts.

18.110.114 Density bonus.

18.110.010 Scope.

Each and every district shall be subject to the provisions of this chapter in addition to the requirements and regulations set out in each of the district regulations. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.01), 3-11-08; Ord. 632-91 § 7.01, 10-22-91].

18.110.020 Accessory buildings.

Accessory buildings conforming to the building code of the city of Willows shall be permitted as follows:

(1) Attached Accessory Building. An accessory structure may be attached to the main building; provided, that it shall be made structurally a part of and have a common wall with the main building and it shall comply with all other requirements, including setbacks, for main buildings.

(2) Detached Accessory Buildings. Detached accessory buildings shall be located as follows:

(a) To comply with side and front yard requirements for main buildings.

(b) Three feet from the rear property line, unless the property abuts an alley. If abutting an alley, no rear setback is required.

(c) Ten feet from any property line abutting a public street.

(3) Accessory building(s) shall not be erected in any R district, unless and until the main building is erected and occupied or until a use permit is first secured. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.02), 3-11-08; Ord. 632-91 § 7.02, 10-22-91].

18.110.030 Accessory uses.

Accessory uses as defined in WMC 18.25.010 shall be permitted as appurtenant to any permitted use without the necessity of securing an administrative use permit or use permit, unless particularly provided in this chapter. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.03), 3-11-08; Ord. 632-91 § 7.03, 10-22-91].

18.110.040 Bed and breakfast.

These regulations shall apply wherever the bed and breakfast use is permitted.

(1) A maximum of five guest bedrooms or 10 guests at one time shall be provided by a bed and breakfast establishment.

(2) The owner/operator shall reside on the property.

(3) Meals shall not be provided to other than guests of the establishment.

(4) All facilities shall meet with the health and safety regulations of the Glenn County health department. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.04), 3-11-08; Ord. 632-91 § 7.04, 10-22-91].

18.110.050 Fences.

(1) Fences shall not be placed or erected on public property unless an encroachment permit has been first obtained from the director of public works.

(2) In R districts, fences in side and rear yards may not exceed six feet in height and may not exceed three and one-half feet in height inside the 25-foot front yard setback. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.05), 3-11-08; Ord. 632-91 § 7.05, 10-22-91].

18.110.060 Height exceptions.

Towers, spires, chimneys, machinery penthouses, scenery lofts, cupolas, water tanks, radio aerials, television antennas and similar architectural and utility structures and necessary mechanical appurtenances may be built and used to a height not more than 10 feet above the height limit established for the district in which the structures are located; provided, however, no such architectural or utility structure in excess of the allowable building height shall be used for sleeping or eating quarters or for any commercial advertising purposes. Additional heights for public utility structures may be permitted upon the approval of the planning commission. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.06), 3-11-08; Ord. 632-91 § 7.06, 10-22-91].

18.110.070 Home occupations.

A home occupation as defined in WMC 18.25.080 shall be permitted in any residence upon first securing a use permit only if all the following regulations can be met:

(1) Is confined completely within a legal structure and occupies not more than 25 percent of the floor space of a dwelling or 50 percent of that of an accessory building.

(2) Involves no sales of merchandise other than that produced on the premises or directly related to and incidental to the services offered.

(3) Is carried on by the member of the family occupying the dwelling with no other persons employed.

(4) Produces no evidence of its existence upon or beyond the premises such as external alteration creating nonresidential or unsightly appearance of a structure, noise, smoke, odors, vibrations, etc., except one sign not to exceed two square feet in area and pertaining directly to the particular home occupation. The sign must be approved by the planning commission with regard to design and placement.

(5) Does not generate pedestrian or vehicular traffic beyond that normal in the neighborhood in which such use is located.

(6) Meets the requirements of the chief building inspector and fire district of the jurisdiction. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.07), 3-11-08; Ord. 632-91 § 7.07, 10-22-91].

18.110.080 Temporary use.

Notwithstanding any of the provisions of this title to the contrary, the following uses shall be permitted in any zoning district of the city upon the issuance of an administrative use permit in the manner hereinafter provided by Chapter 18.130 WMC:

(1) Circuses, carnivals, and amusement parks.

(2) Temporary use of trailer, mobile homes, manufactured housing, or modular units for temporary office or caretaker quarters.

(3) Temporary uses not specifically identified in this section and not normally associated with or accessory to uses permitted in the zoning districts. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.08), 3-11-08; Ord. 632-91 § 7.08, 10-22-91].

18.110.090 Nonconforming uses.

(1) Continuation.

(a) The lawful use of land existing at the time of the passage of the ordinance codified in this title, although such use does not conform to the provisions hereof, may be continued. However, nonconforming commercial and industrial uses operated on open land not accessory to a permanent building on the site may be continued for a period not longer than five years after such uses become nonconforming.

(b) If any nonconforming use is abandoned or discontinued for any reason, subsequent use of such land shall be in conformity with the provisions of this title. The discontinuance of a nonconforming use for a period of six months or more is, in itself, prima facie evidence of abandonment.

(2) Changing to Another Such Use. If no structural alterations are made, a nonconforming use of a building may be changed to another nonconforming use of the same or more restricted classification.

(3) Alterations of Buildings. No existing building designed, arranged, or intended for or devoted to a use not permitted under the regulations of this title for the district in which such building or premises is located shall be enlarged, extended, reconstructed, or structurally altered, unless such use is changed to a use permitted under the regulations specified by this title for such district in which said building is

located. However, authorized maintenance shall be permitted not exceeding a total amount (during a period of five years) of 50 percent of the assessed value of the building according to the assessments thereof by the assessor of the county.

Notwithstanding the above, an owner of a nonconforming building intended for residential use may apply for a conditional use permit to allow maintenance of the building in excess of the amount specified.

(4) Destruction of Building. If at any time any building in existence or maintained at the time of the adoption of the ordinance codified in this title or amendments thereto which does not conform to the regulations for the district in which it is located shall be destroyed by fire, explosion, act of God, or act of the public enemy, to the extent of more than 50 percent of the value thereof, then and without further action by the city council, said building and the land on which said building was located or maintained shall from and after the date of such destruction be subject to all the regulations of the district in which such land and/or building is located. For the purposes of this title, the value of any building shall be the estimated cost of the replacement of the building in kind, as determined by the building official.

Notwithstanding the above, nonconforming residential structures solely for residential use located in an office, commercial or industrial zone may be continued as a residential use; provided, that there shall be no increase in the number of dwelling units or total floor area of the former structure. An owner of a nonconforming building intended for residential use may at any time apply to the city manager or his/her designee for a zoning clearance letter to allow the continued use, maintenance and improvement of the nonconforming structure including its reconstruction in the event it is destroyed more than 50 percent by any of the enumerated acts; provided, that the following conditions are met:

(a) A building permit for reconstruction is issued within six months of destruction.

(b) Reconstruction conforms to the current development standards regarding parking, height, setback, and other provisions of this code.

(5) Applicability of Chapter to New or Changed Districts. The foregoing provision shall also apply to nonconforming uses in districts hereafter changed or established, and any time limit for the suspension of a nonconforming use of the land shall date from the date of the enactment of the ordinance codified in this title or any amendment of district boundaries which first creates a nonconforming use or uses.

(6) Certificate of Use and Occupancy. The owner or occupant of any land or building classified as a nonconforming use under provisions of this title shall, upon notification by the planning commission, make application for a certificate of use and occupancy and shall, on a schedule established by the planning commission, thereafter, apply for renewal of said certificate. The planning commission may waive the requirement for initial application for a certificate of use and occupancy and/or periodic renewal, either on a case-by-case basis or categorically for a class or classes of nonconforming properties.

(7) *Repealed by Ord. 754-22.*

(8) Residential Use Exemption for Existing Structure(s). Existing structure(s) located within the CC (central commercial) or CG (general commercial) zoning districts whether originally constructed as a residential dwelling or not may be allowed for use as 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 except as permitted under subsection (3) of this section. The planning commission is authorized to approve, conditionally approve, or deny a request subject to appeal provisions of WMC 18.135.060.

(9) Residential Use Exemption for Existing Structure(s). Existing structure(s) constructed for single or multiple residential use prior to current code and located within the entryway zoning district may be allowed for use as a residential unit(s) by way of a conditional use permit. Enlargement, extension, reconstruction, or structural alteration may be permitted to the structure in accordance with WMC 18.50.050 and as permitted under subsection (3) of this section. The planning commission is authorized to approve, conditionally approve, or deny a request subject to appeal provisions of WMC 18.135.060.

(10) Residential Use Exemption. Existing vacant property located within the entryway zoning district may be allowed for use as a single-family residential unit by way of a conditional use permit from the planning commission, subject to the following criteria: (a) the parcel shall not abut Wood Street; (b) the parcel shall abut another residential use; (c) the parcel shall comply with WMC 18.50.050(1). The planning commission is authorized to approve, conditionally approve, or deny a request subject to appeal provisions of WMC 18.135.060. [Ord. 754-22, 4-26-22; Ord. 751-20 § 2, 8-25-20; Ord. 750-20 § 2, 6-23-20; Ord. 743-19 § 1, 2-26-19; Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.09), 3-11-08; Ord. 664-00 § 7.09, 6-27-00; Ord. 632-91 § 7.09, 10-22-91].

18.110.100 Yards.

(1) No yard or other open space provided about any building for the purpose of complying with the regulations of this title shall be considered as providing a yard or open space for any other building or

structure.

(2) In any case where a setback line, building line or official plan line has been established, the required yards on the street frontage of lots shall be measured in accordance with such lines and in no case shall the provisions of this title be construed as permitting any structure to extend beyond such lines.

(3) Garages, carports and other accessory buildings may be attached to and have a common wall with the main building or, when located as required by this title, may be connected thereto by a breezeway.

(4) Cornices, eaves, canopies, fireplaces, and similar architectural features, but not including any flat wall or window surface, may extend into any required yard a distance not to exceed two feet.

(5) Uncovered porches or stairways, fire escapes or landing places may extend into any required front or rear yard a distance not to exceed six feet and into any required side yard a distance not to exceed one-half of the width of the side yard required for the lot.

(6) In any R district where 50 percent or more of the building sites in any one block or portion thereof in the same district have been improved with buildings, the required front yard shall be a depth equal to the average of the front yards of the improved building sites, to a minimum requirement of that specified for the district, but in no case less than 16 feet.

(7) In any full block frontage lots, the front yards may be varied so that the required yard depth is not reduced more than five feet, the average of all lots equals the required yard depth and corner lot yards are not reduced.

(8) No yard may be used or allowed to be used for the storage, accumulation or placement of junk, automobiles or other motor vehicles, machinery, or building materials except:

(a) Automobiles regularly in use which are parked within the off-street parking space provided for on said property.

(b) Building materials as may necessarily be required for construction upon the lot wherein said yard is located immediately prior to and during such construction.

(c) As may be allowed by the specific regulations applicable to the district wherein said yard lies. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.10), 3-11-08; Ord. 632-91 § 7.10, 10-22-91].

18.110.110 Storage containers.

Storage container units shall be permitted subject to the following:

(1) Storage containers shall be permitted within all residential zones (R-1, R-2, R-3 and R-P), subject to the following:

(a) An administrative use permit, pursuant to provisions of Chapter 18.130 WMC, must be obtained prior to placement of a storage container on a property.

(b) Containers may not be located in front, side, or rear yard setbacks, or be located forward of the principal residence on the lot. Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) The maximum height of a storage container is limited to eight feet above finished grade.

(d) Containers cannot be located on a property prior to placement of the principal residence.

(e) Containers require issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(f) Containers cannot be placed in any city-designated entryway locations.

(g) No more than one storage container may be allowed per lot.

(2) Storage containers may be permitted in the following commercial and industrial zones (CG, CH, ML and MH), subject to the following:

(a) The placement of storage containers shall be subject to a use permit, pursuant to the provisions of Chapter 18.135 WMC, before the planning commission.

(b) Containers may not be located in front, side, or rear yard setbacks.

(i) In zones where no setback is otherwise required, a minimum setback shall be established through the use permit process, taking into account existing and planned land uses on adjoining properties.

(ii) Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) Containers require the issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(d) Containers cannot be placed in any city-designated entryway locations.

(e) The maximum height of a storage container is limited to 10 feet above finished grade.

(3) The following design criteria shall apply to placement of a storage container:

(a) The container shall be maintained in quality condition, free of rust or other signs of deterioration.

(b) The container shall be painted (colors consistent with city design criteria as noted in Chapter 18.141 WMC).

(c) Screening shall be utilized as necessary to reduce visibility from public vantage points, and may include use of solid fencing or fencing with screening slats, landscaping and similar measures.

(4) The following foundation and building criteria shall apply to the placement of a storage container:

(a) Use of a foundation or other system which, in the opinion of the building official, provides necessary support for the storage container. The foundation may include, but not be limited to, use of a concrete pad or similar durable surface able to adequately support the structure.

(b) Storage containers shall be outfitted with a safely locking door mechanism.

(c) No electrical power may be provided to a storage container.

(5) No advertising is allowed on storage containers.

(6) The temporary use of a storage container shall be allowed in any residential, commercial or industrial zone pursuant to the following:

(a) A temporary use permit shall be obtained, pursuant to provisions of Chapter 18.130 WMC.

(b) The permit shall be granted for a period not to exceed 12 months.

(c) The permit shall expire when the project receives a certificate of occupancy or the building permit expires, whichever occurs first.

(d) Depending upon the term of the use and location of the proposed temporary storage container, temporary screening requirements and other design considerations may apply.

(e) Zoning district setbacks shall apply to the placement and location of the storage container.

(f) Storage containers shall not be used for any type of advertising.

(7) Nonconforming Storage Container(s). All storage container(s) lawfully existing prior to the adoption of the ordinance codified in this section may continue in use, subject to the provisions of this section, even when later amendments or prior amendments to any provision of this title have caused such lawfully existing storage container(s) to become nonconforming under the terms of this chapter. Storage container(s) not lawfully existing prior to the adoption of the ordinance codified in this section must be brought into conformance or removed.

(a) Nonconforming Storage Container(s). The owner of a nonconforming container shall within six months of notification of nonconformity either:

(i) Remove the container; or

(ii) Obtain a new permit, with variances to allow the nonconforming aspect; or

(iii) Obtain a new permit subject to modification or relocation of the container to achieve conformity with this division; or

(iv) Obtain an extension of time within which the container must be moved under the amortization provisions of subsection (7)(b) of this section; or

(v) Apply for a permit to allow a nonconforming storage container to remain on the property as described under subsection (7)(e) of this section.

(b) Amortization.

(i) An owner of a nonconforming container(s) may delay removal, modification, or relocation of the container(s) for a reasonable period in order to recover the original costs where, at the time specified for removal, the costs were not yet fully amortized. The amortization period shall be proportionate with the investment involved.

(ii) The owner of a nonconforming container(s) may apply to the city manager for an extension of time within which the container(s) must be removed. The application shall contain the following information:

(A) Address and detailed location of the container(s);

(B) The date the container(s) was placed;

(C) Whether and when a permit was issued;

(D) The cost of container placement;

(E) The remaining term of the container(s) owner's lease of the real property, if applicable; and

(F) The present value of the container(s).

(iii) The city manager shall consider the information presented on the application in acting on the request for extension. If the city manager finds that the circumstances warrant granting an extension of time for amortization of the container, the city manager may grant the extension for a reasonable time not to exceed three years.

(c) Use Permit or Planned Development Permit. Nonconforming storage container(s) that were permitted and installed pursuant to a conditional use permit or planned development permit, prior to the adoption of the ordinance codified in this section, may continue in use until changes, expansions, or alterations other than normal maintenance and upkeep are proposed for or made to such container(s). At the time of such change, any such container(s) must be brought into conformance with the provisions of this chapter.

(d) Alterations to Existing Development. When structural alterations, additions or remodeling with a value, as determined by the building official, of 25 percent or more of the full value of the improvements as shown on the last equalized assessment roll or $15,000, whichever is greater, are made to the exterior of a building or to a site containing a nonconforming container(s), any and all such nonconforming storage container(s) must be brought into conformance with the provisions of this chapter whether or not changes or alterations are proposed for or made to the container(s), or such storage container(s) must be removed.

(e) Retention of Nonconforming Storage Containers. Any owner or user of such nonconforming storage container(s) wishing to maintain such a container(s) in its existing condition may apply to the city manager for a permit to allow continued maintenance and use of the container(s). Application shall be made within 30 days of the container's owner or user being notified of the need to bring such container(s) into conformance. Such permit, if granted, shall establish a specific period of time for continued use and maintenance, based upon an individual assessment

of the facts and circumstances relating to the particular container(s). Factors to be considered in approving or denying such a permit shall be the initial container's cost, the container's age, the value of any proposed structural alterations to the existing storage container, existing placement of the container on the subject property, its overall condition and appearance, and similar facts and circumstances. However, the intent of the city is to ensure compliance with the provisions of this chapter and the keeping of storage containers on private properties, and in no instance shall a nonconforming storage container be approved by city permit for a period of more than three years. Failure to apply for a permit within the 30 days specified herein shall constitute a waiver of the right to request any longer period for maintenance or use of an existing nonconforming container(s).

(f) Annexation – Change of Zone. Any container(s) that becomes nonconforming after the adoption of the ordinance codified in this section because of annexation, zone change, or other city action shall be subject to the provisions of this section. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 685-09 § 2, 8-11-09].

18.110.111 Emergency shelter development and managerial standards.
An emergency shelter shall comply with the requirements of this section, where allowed by WMC 18.60.020(8) and 18.60.030(10).

(1) Purpose. The provisions of this section are intended to provide opportunities for the development of permanent emergency shelters to provide temporary housing, with minimal supportive services for homeless persons, and to establish standards for these shelters.

(2) Location. An emergency shelter shall be proposed in the CG general commercial zoning district, subject to the permit requirements of WMC 18.60.020(8); provided, that a minimum distance of 300 feet shall be maintained from any other emergency shelter, as measured from the property line.

(3) Project Review and Approval.

(a) Emergency shelters with up to 50 beds are principally permitted in the CG zoning district; provided, that, during seasonal or emergency events of flooding, extreme temperature, or natural disaster, such shelters shall not be limited with regard to the number of persons served, subject to occupancy limits of the fire department and the California Building Code, so long as the operating conditions set forth in this section are met.

(b) Emergency shelters with greater than 50 beds in the CG zoning district shall require approval of a conditional use permit in compliance with WMC 18.60.030(10).

(c) An emergency shelter with 50 beds or less in the CG zoning district is exempt from design review. An emergency shelter with greater than 50 beds in any zoning district, including the CG zoning district, shall require design review in compliance with WMC 18.141.010.

(4) Development Standards.

(a) Maximum Number of Beds. As determined by CUP, except that a maximum of 50 beds shall be permitted, by right, in the CG zoning district.

(b) Length of Stay. Temporary shelter shall be available to residents for no more than 180 days in any 12-month period.

(c) Intake/Waiting Area. A client intake/waiting area shall be provided at a minimum of 10 square feet per bed provided at the facility, with a minimum of 100 square feet. Said intake/waiting area shall be in a location not adjacent to the public right-of-way. If located at the exterior of a building, the intake/waiting area shall be visually separated from public view by a minimum of six-foot-tall visually screening mature landscaping or a minimum six-foot-tall decorative masonry wall, and shall provide consideration for shade/rain provisions.

(d) Lighting. Adequate external lighting shall be provided for security purposes.

(e) Security. Security personnel shall be provided during the hours that the emergency shelter is in operation.

(f) On-Site Management. At least one facility manager shall be on site at all hours that the facility is open. Additional support staff shall be provided, as necessary, to ensure that at least one staff member is provided in all segregated sleeping areas, as appropriate. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

18.110.112 Second dwelling units.

(1) Purpose. The provisions of this section are intended to provide opportunities for the development of second dwelling units which provide complete independent living facilities for one or more persons.

(2) Requirements. The requirements of this section apply to the development and construction of secondary dwelling units. This section establishes development standards in compliance with Government Code Section 65852.1. Second dwelling units, as permitted by this title, are subject to the following requirements or conditions:

(a) May be constructed in any R-1 or R-2 zone if the subject property contains one legal single-family dwelling; provided, that the second unit does not exceed the allowable density for the lot upon which the second unit shall be located.

(b) The second unit is either attached to the existing dwelling, or detached from the existing dwelling and located on the same lot as the existing dwelling.

(c) No more than one second dwelling unit shall be allowed on any parcel.

(d) The design of the second dwelling unit is compatible with the design of the primary dwelling unit and the surrounding neighborhood in terms of exterior treatment and scale.

(e) The total floor area of an attached second unit shall not exceed 30 percent of the existing living space.

(f) The total floor space for a detached second dwelling unit shall not exceed 1,200 square feet and may not have more than one bedroom.

(g) New construction for second dwelling units shall conform to all requirements of this title and all provisions of the current California Building Code.

(h) Payment of all costs attendant thereto, for providing additional city services.

(i) Shall comply with the setback and height requirements of the applicable residential zoning district for the primary dwelling.

(j) The second dwelling unit shall provide for utilities separate from the primary residential dwelling.

(k) The second dwelling unit shall comply with the lot coverage of the applicable zoning district.

(l) The second dwelling unit shall be required to provide one off-street uncovered parking space.

(m) Deed Restrictions. One unit on the property shall be owner-occupied and shall be the primary residence of the property owner, the other may be rented. Prior to issuance of any permit pursuant to this chapter, or occupancy of the second dwelling unit, an affidavit of owner occupancy and declaration or agreement of restrictions, in a form acceptable to the city attorney, shall be executed by the property owner(s) and recorded in the office of the recorder of Glenn County, stating that:

(i) The second dwelling unit shall not be sold separately;

(ii) The second dwelling unit is considered legal only so long as either the primary residence or the second dwelling unit is occupied by the owner of record of the property;

(iii) The restrictions shall be binding upon any successor in ownership of the property and lack of compliance shall void the approval of the unit and may result in legal action against the property owner.

(3) The developer of a subdivision that includes second dwelling units shall record a declaration of owner occupancy prior to the recordation of the final map or parcel map. Each lot with a second dwelling unit shall remain unoccupied until the property transfers ownership, allowing for compliance with the recorded owner occupancy restriction.

(4) Environmental Determination. The council finds that the adoption and implementation of the ordinance codified in this section are exempt from the provisions of the California Environmental Quality Act in that the council finds there is no possibility that the implementation of this section may have significant effects on the environment. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

18.110.113 Reasonable accommodation request under the Fair Housing Acts.

(1) Purpose. The purpose of this section is to establish a formal procedure for persons with disabilities seeking equal access to housing under the Federal Fair Housing Act and the California Fair Employment and Housing Act (the Acts) in the application of zoning laws and other land use regulations, policies and procedures.

(2) Findings. The council of the city of Willows finds as follows:

(a) Housing that is accessible to people with disabilities has been identified as a special housing need in the housing element of the city's current general plan.

(b) Policy RC-1.3.2 of the 2009-2014 Housing Element calls for amendment of the municipal code to provide a formal process for a person with disabilities to make a reasonable accommodation request seeking equal access to housing and reasonable accommodation in the application of the city's zoning laws.

(c) Both the Federal Fair Housing Act and the California Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodation (modifications or exceptions) in their land use regulations and practices when such accommodation may be necessary to afford disabled persons an equal opportunity to housing.

(d) The city of Willows has historically provided for reasonable accommodation through the use of existing regulatory procedures not specifically designed for people with disabilities.

(e) Codification of a formal process for persons with disabilities seeking equal access to housing to request reasonable accommodation in the application of the city's land use regulations and establishment of relevant criteria to be used when considering such requests will ensure prompt, fair and efficient handling of such requests in accordance with the fair housing laws' reasonable accommodation mandate.

(3) Applicability. A request for reasonable accommodation may be made by any person with a disability, their representative or any entity, when the application of a zoning law or other land use regulation, policy or practice acts as a barrier to fair housing opportunities. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. This section is intended to apply to those persons who are defined as disabled under the Acts.

A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice. Requests for reasonable accommodation shall be made in the manner prescribed by subsection (4) of this section.

(4) Application Requirements.

(a) Application. Requests for reasonable accommodation shall be submitted on an application form provided by the planning department, or in the form of a letter, to the city manager and shall contain the following information:

(i) The applicant's name, address and telephone number.

(ii) Address of the property for which the request is being made.

(iii) The current actual use of the property.

(iv) The basis for the claim that the individual is considered disabled under the Acts.

(v) The zoning code provision, regulation or policy from which reasonable accommodation is being requested.

(vi) Why the reasonable accommodation is necessary to make the specific property accessible to the individual.

(b) Review with Other Land Use Applications. If the project for which the request for reasonable accommodation is being made also requires some other discretionary approval (including but not limited to conditional use permit, design review, general plan amendment, zone change, annexation, etc.), then the applicant shall file the information required by subsection (4)(a) of this section together for concurrent review with the application for discretionary approval.

(5) Review Authority.

(a) The City Manager. Requests for reasonable accommodation shall be reviewed by the city manager or his/her designee if no approval is sought other than the request for reasonable accommodation.

(b) Other Review Authority. Requests for reasonable accommodation submitted for concurrent review with another discretionary land use application shall be reviewed by the authority reviewing the discretionary land use application.

(6) Review Procedure.

(a) City Manager Review. The city manager, or his/her designee, shall make a written determination within 45 days and either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with subsection (7) of this section (Findings and Decision).

(b) Other Reviewing Authority. The written determination on whether to grant or deny the request for reasonable accommodation shall be made by the authority responsible for reviewing the discretionary land use application in compliance with the applicable review procedure for the discretionary review. The written determination to grant or deny the request for reasonable accommodation shall be made in accordance with subsection (7) of this section (Findings and Decision).

(7) Findings and Decision.

(a) Findings. The written decision to grant or deny a request for reasonable accommodation will be consistent with the Acts and shall be based on consideration of the following factors:

(i) Whether the housing which is the subject of the request will be used by an individual disabled under the Acts.

(ii) Whether the request for reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.

(iii) Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city.

(iv) Whether the requested reasonable accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.

(v) Potential impact on surrounding uses.

(vi) Physical attributes of the property and structures.

(vii) Alternative reasonable accommodations which may provide an equivalent level of benefit.

(b) Conditions of Approval. In granting a request for reasonable accommodation, the reviewing authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings required by subsection (7)(a) of this section.

(8) Appeal of Determination. A determination by the reviewing authority to grant or deny a request for reasonable accommodation may be appealed to the planning commission in compliance with WMC 18.130.060. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

18.110.114 Density bonus.

(1) Purpose. The purpose of this section is to implement Government Code Section 65915. If any provision of this section should conflict with a provision of such statute, the statutory provision shall prevail.

(2) Definitions. Terms defined in Government Code Section 65915 shall have the same meaning in this section.

(3) Eligibility.

(a) The city shall grant a density bonus, the amount of which shall be as specified in Government Code Section 65915(f), and incentives or concessions, the amount of which shall be as specified in Government Code Section 65915(d)(2), when a housing development applicant seeks and agrees to construct a housing development, excluding any units permitted by the density bonus, that will contain at least any one of the following:

(i) Ten percent of the total units for lower income households, as defined in Health and Safety Code Section 50079.5.

(ii) Five percent of the total units for very low income households, as defined in Health and Safety Code Section 50105.

(iii) A senior citizen housing development, as defined in Civil Code Sections 51.3 and 51.12, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Civil Code Section 798.76 or 799.5.

(iv) Ten percent of the total dwelling units in a common interest development as defined in Civil Code Section 1351 for persons and families of moderate income, as defined in Health and Safety Code Section 50093; provided, that all units in the development are offered to the public for purchase.

(b) The city shall grant the concession or incentive requested by the applicant unless the city council makes a written finding, based upon substantial evidence, of any of the following:

(i) The concession or incentive is not required in order to provide for affordable housing costs, as defined in Health and Safety Code Section 50052.5, or for rents for the targeted units to be set as specified in Government Code Section 65915(c).

(ii) The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.

(iii) The concession or incentive would be contrary to state or federal law.

(4) Continued Affordability.

(a) A housing development applicant shall agree to continued affordability of all low- and very-low-income units that qualified the applicant for the award of the density bonus for 30 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents for the lower-income density bonus units shall be set at an affordable rent as defined in Health and Safety Code Section 50053. Owner-occupied units shall be available at an affordable cost as defined in Health and Safety Code Section 50052.5.

(b) A housing development applicant shall agree that the initial occupant of the moderate-income units that are directly related to the receipt of the density bonus in the common interest development, as defined in Civil Code Section 1351, are persons and families of moderate income as defined in Health and Safety Code Section 50093, and that the units are offered at an affordable cost as defined in Health and Safety Code Section 50052.5. The city shall enforce an equity sharing agreement consistent with Government Code Section 65915(c) unless it is in conflict with the requirements of another public funding source or law.

(5) Projects with a Child Care Facility.

(a) When an applicant proposes to construct a housing development that conforms to the requirements of subsection (3)(a) of this section and includes a child care facility that will be located on the premises of, as part of, or adjacent to the project, the city shall grant either of the following:

(i) An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the child care facility.

(ii) An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the child care facility.

(b) The city shall require, as a condition of approval of the housing development, that all of the following occur:

(i) The child care facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the density bonus units are required to remain affordable.

(ii) Of the children who attend the child care facility, the children of very-low-income households, lower-income households or families of moderate income shall equal a percentage that is equal to or greater than the percentage of dwelling units that are required

for very-low-income households, lower-income households, or families of moderate income pursuant to subsection (3)(a) of this section.

(c) Notwithstanding any other provision of this section, the city shall not be required to provide a density bonus or concession or incentive for a child care facility if it finds, based upon substantial evidence, that the community has adequate child care facilities. [Ord. 734-17 § 1, 11-14-17; Ord. 709-14 § 1, 4-22-14].

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Codification services provided by General Code

Chapter 18.115
ADULT ENTERTAINMENT BUSINESS REGULATIONS

Sections:

18.115.010 Definitions.

18.115.020 Regulation of location.

18.115.030 Waiver of locational provisions.

18.115.040 Violations.

18.115.010 Definitions.

(1) “Adult entertainment businesses” includes the following:

(a) “Adult book store” means an establishment having as a substantial or significant portion of its stock in trade books, magazines, and other periodicals which are distinguished or characterized by their emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas or an establishment with a segment or section devoted to the sale or display of such materials.

(b) “Adult motion picture theater” means an enclosed building with a capacity of 50 or more persons used for presenting material distinguished or characterized by an emphasis or manner depicting, describing, or relating to specified sexual activities or specified anatomical areas for observation by patrons therein.

(c) “Adult mini motion picture theater” means an enclosed building with a capacity for less than 50 persons used for presenting material distinguished or characterized by an emphasis on matter depicting or relating to specified sexual activities or specified anatomical areas for observation by patrons therein.

(d) “Adult hotel or motel” means a hotel or motel wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing, or relating to specified sexual activities or specified anatomical areas.

(e) “Adult motion picture arcade” means any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically, or mechanically controlled still or motion picture machines, projectors, or other image-producing devices are maintained to show

images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing specified sexual activities or specified anatomical areas.

(f) “Cabaret” means a nightclub, theater, or other establishment which features live performances by topless and/or bottomless dancers, go-go dancers, exotic dancers, strippers, or similar entertainers where such performances are distinguished or characterized by an emphasis on specified sexual activities or specified anatomical areas.

(g) “Massage parlor” means any place where for any form of consideration or gratuity massage, alcohol rub, administration of fomentations, electric or magnetic treatments, or any other treatment or manipulation of the human body occurs as part of or in connection with specified sexual activities or where any person providing such treatment, manipulation, or service related thereto exposes specified anatomical areas.

(h) “Model studio” means any business where for any form of consideration of gratuity figure models who display specified anatomical areas are provided to be observed, sketched, drawn, painted, sculptured, photographed, or similarly depicted by persons paying such consideration or gratuity.

(i) “Sexual encounter center” means any business, agency, or person who for any form of consideration or gratuity provides a place where three or more persons, not all members of the same family, may congregate, assemble, or associate for the purpose of engaging in specified sexual activities or exposing specified anatomical areas.

(j) Any business or establishment which offers its patrons services or entertainment characterized by an emphasis on matter depicting, describing, or relating to specified sexual activities or specified anatomical areas.

(2) “Specified sexual activities” includes the following:

(a) Actual or simulated sexual intercourse, oral copulation, anal intercourse, oral anal copulation, bestiality, direct physical stimulation of unclothed genitals, flagellation or torture in the context of a sexual relationship, or the use of excretory functions in the context of a sexual relationship.

(b) Clearly depicted human genitals in a state of sexual stimulation, arousal, or tumescence.

(c) Use of human or animal masturbation, sodomy, oral copulation, coitus, or ejaculation.

(d) Fondling or touching of nude human genitals, pubic region, buttocks, or female breast.

(e) Masochism, erotic or sexually oriented torture, beating, or the inflicting of pain.

(f) Erotic or lewd touching, fondling, or other contact with an animal by a human being.

(g) Human excretion, urination, menstruation, vaginal or anal irrigation.

(3) “Specified anatomical areas” includes the following:

(a) Less than completely and opaquely covered:

(i) Mature human genitals;

(ii) Mature human buttocks;

(iii) Mature human female breast below a point immediately above the top of the areola; and

(b) Human male genitals in a discernibly turgid state, even if completely and opaquely covered. [Ord. 632-91 §§ 8.01 – 8.03, 10-22-91].

18.115.020 Regulation of location.

(1) Adult businesses shall be allowed only in commercial zones.

(2) In those land use zones where the adult entertainment business regulated by this title would otherwise be permitted uses, such business shall be permitted only upon the securing of a use permit. It shall be unlawful to establish any such adult entertainment business if the location is:

(a) Within 500 feet of any area zoned for residential use; or

(b) Within 1,000 feet of any other adult entertainment business; or

(c) Within 1,000 feet of any public or private school, park, playground, public building, church, any noncommercial establishment operated by a bona fide religious organization, or any establishment likely to be used by minors.

The “establishment” of any adult entertainment business shall include the opening of such a business as a new business, the relocation of such business, or the conversion of an existing business location to any adult entertainment business use. [Ord. 632-91 § 8.04, 10-22-91].

18.115.030 Waiver of locational provisions.

Any property owner or his authorized agent may apply to the planning commission for a waiver of any locational provisions contained in this title. The planning commission, after a hearing, may waive any locational provision if all of the following findings are made:

(1) The proposed use will not be contrary to the public interest or injurious to nearby properties and that the spirit and intent of this title will be observed; and

(2) The proposed use will not enlarge or encourage the development of a “skid row” area; and

(3) The establishment of an additional regulated use in the area will not be contrary to any program of neighborhood conservation; and

(4) All applicable regulations of the codes and ordinances of the county will be observed. [Ord. 632-91 § 8.05, 10-22-91].

18.115.040 Violations.

Violation of the provisions of WMC 18.115.020 is declared to be a public nuisance per se, which shall be abated by way of civil abatement procedures only and not by criminal prosecution.

Nothing in this chapter is intended to authorize, legalize, or permit the establishment, operation, or maintenance of any business, building, or use which violates any city of Willows ordinance or statute of the state of California regarding public nuisances, sexual conduct, lewdness, obscene or harmful matter, exhibition, or public display thereof. [Ord. 632-91 § 8.06, 10-22-91].

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Codification services provided by General Code

Chapter 18.117
MARIJUANA CULTIVATION[1]

Sections:

18.117.010 Definitions.

18.117.020 Marijuana cultivation.

18.117.030 Violations – Penalty.

18.117.010 Definitions.

"Marijuana" shall have the same meaning as that set forth in California Health and Safety Code Section 11018.

"Marijuana cultivation" means the planting, growing, harvesting, drying, or processing of all marijuana, including medical marijuana.

"Medical marijuana" means marijuana that has been recommended by a licensed physician in strict accordance with California Health and Safety Code Sections 11362.5 through 11362.83, inclusive, commonly referred to as the Compassionate Use Act and the Medical Marijuana Program. [Ord. 719-16 § 5, 1-26-16].

18.117.020 Marijuana cultivation.

Marijuana cultivation by any person or entity is prohibited in all zone districts within the city of Willows. [Ord. 719-16 § 5, 1-26-16].

18.117.030 Violations – Penalty.

(1) Violation of the provisions of this chapter is declared to be a public nuisance per se, which shall be abated by way of civil abatement procedures.

(2) Each violation of this chapter and each day a violation of this chapter continues to exist shall be considered a separate and distinct violation.

(3) All means of enforcement authorized under this code may be used to address violations of this chapter, including but not limited to: civil penalties, nuisance abatement, civil actions, and administrative citations.

(4) Nothing in this chapter is intended to authorize, legalize, or permit the establishment, operation, or maintenance of any business, building, or use which violates any city of Willows ordinance or statute of the state of California regarding public nuisances, sexual conduct, lewdness, obscene or harmful matter, exhibition, or public display thereof. [Ord. 719-16 § 5, 1-26-16].

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[1] **Code reviser's note:** Ord. 719-16, adding this chapter, expires January 25, 2018, pursuant to Resolution 37-2016.

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Codification services provided by General Code

Chapter 18.120
PARKING REGULATIONS

Sections:

18.120.010 Purpose.

18.120.020 Parking spaces required.

18.120.030 Off-street loading facilities.

18.120.040 Size and improvements of parking areas.

18.120.050 General requirements.

18.120.060 Parking exemptions for sites in the downtown central commercial district.

18.120.070 Existing uses within the downtown central business district/parking exemption district.

18.120.010 Purpose.

The intent of this chapter is to provide for the on-site, off-street parking requirements for motor vehicles associated with any use or uses on the premises. It shall be the responsibility of the developer, owner, or operator of any specific use to provide for adequate off-street parking. [Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.01), 8-28-07; Ord. 632-91 § 9.01, 10-22-91].

18.120.020 Parking spaces required.

The number of off-street parking spaces shall not be less than specified hereinbelow:

(1) Residential Uses.

(a) One-Family and Two-Family Dwellings.

(i) One-car garage for each dwelling unit containing one bedroom;

(ii) Two-car garage for each dwelling unit containing more than one bedroom.

(b) Multifamily Dwellings.

(i) One covered parking space for each unit containing one bedroom;

(ii) Two covered parking spaces for each dwelling unit with two or more bedrooms.

The required parking shall not be sited in the front yard setback.

(c) Hotels, Motels and Rooming Houses (Including Bed and Breakfast Operations). One parking space for each sleeping unit plus two manager parking spaces.

(d) Transitional Housing/Supportive Housing. Same parking requirements as other residential uses.

(e) Emergency Shelters. One parking space for every 10 beds, plus one additional parking space for each staff person on duty.

(2) Institutional Uses.

(a) Hospitals. One parking space per bed plus one for every three employees and medical staff members.

(b) Clinics/Doctor's Office. One parking space for every 300 square feet of gross floor area plus one space for each employee and doctor or other professional attendant serving the clinic, with a minimum of four spaces required.

(c) Churches. One parking space for every four seats of seating or occupancy capacity, as determined by the fire marshal, in the largest assembly area of the church, plus one parking space for every 30 square feet of gross floor area in said assembly area not used for seating.

(d) Schools.

(i) Kindergarten or Day Care. One parking space for every 10 children plus one for each employee; additionally, sufficient loading area shall be provided for the safe loading and unloading of children and adults.

(ii) Elementary Schools. One parking space for every 10 children plus one space for each employee.

(iii) High Schools. One parking space for every five students plus one space for each employee.

(iv) College and Trade Schools. One parking space for every three students plus one space for each employee.

(v) Residential Care Homes. One parking space for every five licensed patient beds and the higher of one parking space for every 500 square feet of gross floor area, or one parking space for each employee of the peak shift.

(vi) Libraries, Museums and Art Galleries. One space for each 300 square feet of gross floor area.

(3) Commercial Uses.

(a) Retail Sales or Service. One space for every 300 square feet of gross floor area with a minimum of four spaces plus one space for each employee.

(b) Furniture or Appliance Sales. One parking space for every 750 square feet of gross floor area with a minimum of four spaces plus one space for each employee.

(c) Restaurants and Bars. The higher of one parking space for each 200 square feet of gross floor area or one parking space for every four seats. Additionally, one parking space for every two employees.

(d) Theaters or Stadiums. One parking space for every four seats, plus one space for every two employees.

(e) Offices. One parking space for every 300 square feet of gross floor area plus one space for each employee.

(f) Dance or Amusement Halls. The higher of one parking space for every four seats or one parking space for each 200 square feet of gross floor area.

(g) Shopping Centers. A shopping center covering two acres shall provide one parking space per 200 square feet of gross floor area. Neighborhood shopping centers less than two acres shall provide parking spaces as identified for retail sales or service uses.

(h) Funeral Homes and Mortuaries. One space for each four fixed seats or every eight feet of bench length. Where no permanent seats are provided, one space for every 28 square feet of principal assembly area.

(i) Launderettes. One space for every five washing machines.

EXCEPTION: Parking requirements for commercially zoned property with 50 feet or less street frontage may be reduced or waived by the city manager. All other reductions require approval by the

planning commission.

(4) Industrial Uses.

(a) Warehouse, Storage Building, Wholesale Operations and Light Manufacturing. One space for each 2,000 square feet of gross floor area, plus one space for each two employees on the largest shift.

(b) Laboratories and Research Facilities. One space for each 300 square feet of gross floor area.

(c) Machinery and Equipment Sales. One space for each 500 square feet of gross floor area.

(d) Mini Storage. Two spaces for an on-site caretaker, if any, plus one space for each employee plus one space for each 300 square feet of office space.

Off-street parking requirements for uses not herein specified shall be determined by the planning commission. [Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.02), 8-28-07; Ord. 632-91 § 9.02, 10-22-91].

18.120.030 Off-street loading facilities.

Private off-street loading space for commercial and industrial uses requiring the handling of goods, materials, and equipment shall be provided as listed below:

For buildings of 10,000 square feet of gross floor area, one off-street loading space, plus one additional space for each additional 35,000 square feet of gross floor area. [Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.03), 8-28-07; Ord. 632-91 § 9.03, 10-22-91].

18.120.040 Size and improvements of parking areas.

(1) Parking Spaces. Except as hereinafter provided by this section, each of the parking spaces required by this chapter shall be at least eight and one-half feet in width by 20 feet in length, together with such additional area which the city engineer determines is necessary to safely maneuver a vehicle between the parking space and any street or alley adjoining the property on which the parking space is located.

(2) Compact Parking Spaces. Where three or more parking spaces are required by this section, one-third of such spaces may be compact car spaces seven and one-half feet in width and 16 feet in length; provided, that where one-third of the required spaces is a whole number plus a fraction, the fraction shall be rounded off to the nearest whole number for purposes of determining the number of permitted compact car spaces.

(3) Lighting. Any lights used to illuminate the parking spaces or driveways shall be designed and located so that direct rays are confined to the property where the parking area is located.

(4) Parking Facilities for the Physically Handicapped. Facilities accommodating the general public, including but not limited to auditoriums, theaters, restaurants, hotels, motels, stadiums, retail establishments, medical offices, and office buildings, shall provide parking spaces for the physically handicapped in compliance with the following provisions:

(a) Handicapped parking spaces shall be at least 14 feet wide and 18 feet long.

(b) Parking facilities containing six through 40 spaces, inclusive, shall include one handicapped parking space permanently signed with the international symbol of accessibility. One more handicapped space shall be provided for each additional 40 spaces or increment thereof.

(c) Two handicapped spaces permanently signed shall be required in conjunction with any use or combined uses which occur within a space of more than 10,000 square feet gross floor area. [Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.04), 8-28-07; Ord. 632-91 § 9.04, 10-22-91].

18.120.050 General requirements.

(1) Required Off-Street Parking. Off-street parking facilities shall be provided for any new building constructed and for any new use established. Off-street parking facilities shall be provided for any addition or enlargement of an existing building or use, or any manner of operation that would result in additional parking spaces being required; provided, that additional parking shall be required only for such addition, enlargement, or change and not the entire building or use.

(2) Parking Standards for Uses Not in Compliance with Current Standards.

(a) Whenever existing uses not in compliance with the parking standards of this code are transferred to new owners or operators who will continue the use without significant change or when new uses are initiated within existing structures which generate the same level of parking demand as the former use, no additional parking spaces shall be required.

(b) Whenever the use of any premises which is not in compliance with the parking standards of this code is enlarged, expanded, or intensified, additional parking spaces consistent with this code shall be provided only for the enlargement, expansion, or intensification and not for the entire use.

(c) Whenever the use of any premises which is not in compliance with the parking standards of this code is changed to a use where a higher parking demand is identified, additional parking

spaces consistent with this code shall be provided for the additional intensity of the use and not for the entire use. When the new use generates a lower parking demand, no additional parking spaces will be required.

(3) Parking Spaces for Uses Not Specified. The parking space requirements for uses not set forth herein shall be fixed by the city manager and be based upon available studies and standards for the most compatible use.

(4) Location of Off-Street Parking. Required parking facilities shall be located on the same building site and conveniently proximate to the use or uses they serve and shall be designed, located, constructed and maintained so as to be fully and independently usable and accessible at all times. If there is no parking area or access to the parking area available on the building site, off-street parking and/or access as required may be provided off site upon first securing a use permit in each case. [Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.05), 8-28-07; Ord. 632-91 § 9.05, 10-22-91].

18.120.060 Parking exemptions for sites in the downtown central commercial district.
Uses and structures located within the downtown area, as defined within the CC central commercial zoning district, specifically the downtown parking exemption district area of Butte Street, Tehama Street, and Shasta Street, specifically from Laurel Street to Wood Street as defined by the map below designating the downtown parking exemption zone, are not required to provide on-site parking as normally required by Chapter 18.55 WMC, since new parking will be largely accommodated by existing on-street parking. Two parking spaces per new residential unit within the central business district as defined by the CC central commercial district shall be provided. The parking requirements for all other uses shall be determined by the city manager. However, the city manager shall refer any request to the planning commission when design review is required.

No existing city-required parking spaces in place as of the effective date of the ordinance codified in this section shall be removed within the downtown area.

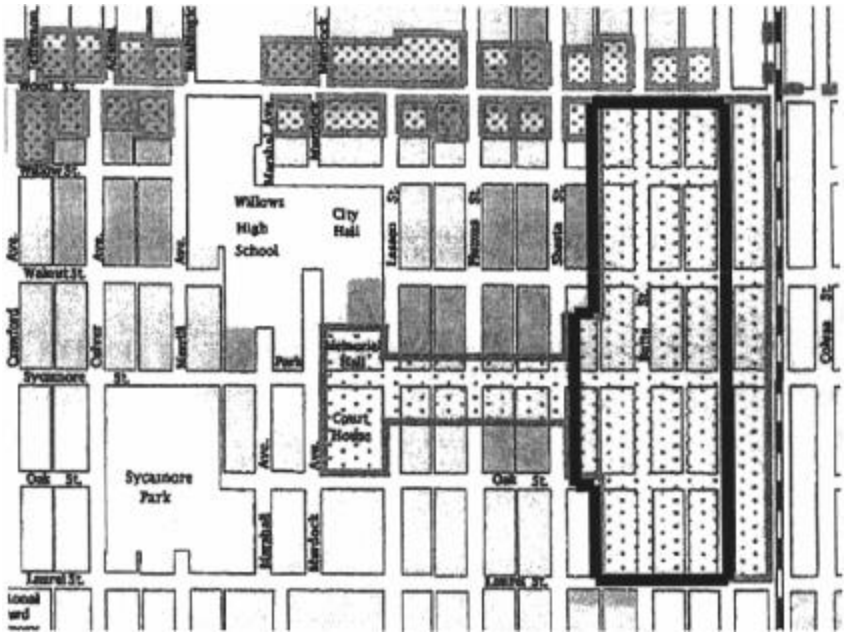

Figure 18.120.060 – Downtown Parking Exemption District

[Ord. 704-11 § 1, 7-12-11; Ord. 675-07 § 1(9.06), 8-28-07; Ord. 632-91 § 9.06, 10-22-91].

18.120.070 Existing uses within the downtown central business district/parking exemption district.

No existing use of land or structure shall be deemed to be nonconforming solely because of the lack of off-street parking facilities prescribed in this chapter; provided, that if a facility being used for off-street parking at the time of adoption of the ordinance codified in this section, which does not meet the parking requirements set forth in this chapter, converts or changes to a use substantially the same as the previous use in terms of parking characteristics (as determined by the city manager), the new use shall not be required to increase the amount of off-street parking to comply with this chapter. [Ord. 704-11 § 1, 7-12-11; amended during 2009 recodification; Ord. 675-07 § 1(9.07), 8-28-07; Ord. 632-91 § 9.07, 10-22-91].

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Codification services provided by General Code

Chapter 18.140
VARIANCES

Sections:

18.140.010 General provisions.

18.140.020 Application and fee.

18.140.030 Notice of public hearing.

18.140.040 Action by planning commission.

18.140.050 Required findings for variances.

18.140.060 Appeal.

18.140.070 Expiration.

18.140.080 Extension.

18.140.090 Revocation.

18.140.010 General provisions.

Where practical difficulties, unnecessary hardships, or results inconsistent with the purposes and intent of this title may result from the strict application of certain area, height, yard, and space requirements thereof, variances in such requirements may be granted by the planning commission as provided in this chapter. [Ord. 632-91 § 27.01, 10-22-91].

18.140.020 Application and fee.

(1) Application for a variance shall be made on the form provided by the planning commission and shall be accompanied by a scale plot plan and other drawings necessary to clearly show details of the variance requested.

(2) Such application shall be accompanied by a filing fee as established by city council resolution. [Ord. 632-91 § 27.02, 10-22-91].

18.140.030 Notice of public hearing.

The planning commission must hold at least one public hearing and may hold additional hearings thereon as it may deem to be necessary.

Notice of a public hearing for a variance shall be provided at least 10 calendar days prior to the public hearing on the proposed use. Notice shall be provided in the following manner:

(1) Notice shall be published in a newspaper of general circulation in the city.

(2) Notice by mail to:

(a) The applicant;

(b) All property owners as indicated on the latest secured assessor's records within 300 feet of the perimeter of the parcel on which the use is proposed; and

(c) All persons who have requested to be on the mailing list for that development project. [Ord. 632-91 § 27.03, 10-22-91].

18.140.040 Action by planning commission.

The planning commission may approve or deny the variance and may require changes and/or impose any conditions of approval as are necessary to carry out the purpose of this title. The decision of the planning commission becomes effective 10 days after the date of decision unless an appeal has been received. [Ord. 632-91 § 27.04, 10-22-91].

18.140.050 Required findings for variances.

The planning commission may approve or conditionally approve an application for a variance only if all of the following findings are made:

(1) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to the property or class or use in the same zone in the vicinity;

(2) The strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship and would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district;

(3) That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district; and

(4) That granting the variance or its modification will not be materially detrimental to the public health, safety, or welfare. [Ord. 632-91 § 27.05, 10-22-91].

18.140.060 Appeal.

Appeal from any decision of the planning commission may be made in writing to the city council within 10 days from the date of the commission's action. All decisions made by the city council are final. [Ord. 632-91 § 27.06, 10-22-91].

18.140.070 Expiration.

In any case where a use, permitted by a variance permit, is not made on the property subject to the variance permit within the time specified in the permit or within one year after the date of granting thereof, then without further action the permit shall be null and void, and such use shall not be made of the property except on the granting of a new variance permit. [Ord. 632-91 § 27.07, 10-22-91].

18.140.080 Extension.

The applicant or property owner may apply to the hearing officer for a one-year extension of the variance prior to the expiration of said permit in accordance with WMC 18.140.020. [Ord. 632-91 § 27.08, 10-22-91].

18.140.090 Revocation.

In any case where the conditions of granting of variance have not or are not complied with, the city council shall give notice to the permittee of intention to revoke such variance at least 10 days prior to hearing thereon. After conclusion of the hearing, the council may revoke such variance. [Ord. 632-91 § 27.09, 10-22-91].

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Codification services provided by General Code

Chapter 18.141
ARCHITECTURAL BOARD OF REVIEW

Sections:

18.141.010 Creation and general purpose.

18.141.020 Membership.

18.141.030 Matters subject to review.

18.141.040 Matters exempt from review.

18.141.050 Required information.

18.141.060 Criteria for approval of applicants.

18.141.070 Approval, conditions, and guarantees.

18.141.080 Dedication and improvement.

18.141.090 Noncompliance.

18.141.100 Revocation, expiration and extension of approval.

18.141.010 Creation and general purpose.

An architectural board of review is hereby created and established for the city of Willows to promote the general welfare of the city of Willows by developing and preserving a continuity of pictorial design in commercial and other structures, boulevards, parkways, parking lots, parks, aboveground utilities and/or any installation that would affect the aesthetic appeal and beauty of the city of Willows. [Ord. 753-22, 4-26-22; Ord. 472-69 § 1, 5-12-69. Formerly § 2.45.010; prior code § 2-91].

18.141.020 Membership.

The architectural review board shall be the planning commission of the city of Willows. [Ord. 753-22, 4-26-22; Ord. 518-75, 11-10-75. Formerly § 2.45.020; prior code § 2-92].

18.141.030 Matters subject to review.

(1) All new buildings, structures and other physical improvements and any relocation or exterior addition, extension, 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, unless exempted therefrom in WMC 18.141.040.

(2) “Physical improvements” as used herein may include, but are not limited to, the following:

(a) The siting and style of single-family residences and duplexes when consisting of a subdivision of five or more contiguous lots therein which are proposed to be built by one builder.

(b) Condominiums, townhouses, apartments and any other multifamily residences.

(c) Offices, commercial and industrial buildings and structures.

(d) Religious, fraternal, social, cultural, quasi-public and similar buildings and structures.

(e) Land Improvements. Grading or filling of land, removal of natural ground cover, vegetation or trees; installation of fences, retaining walls, walkways, sidewalks, curbs.

(f) Landscaping, including vegetation and low level lighting.

(g) Parking and loading areas, driveways, curb cuts or other street connections.

(h) Signs, when submitted simultaneously with plans for any of the improvements listed in subsection (1) of this section.

(i) Painting and Colors. Exterior textures and colors on new construction or the first time existing construction is finished with a color or colored material; thereafter on repainting and refinishing only if colors not on the approved earthtone-woodtone list are proposed to be used.

(j) Exterior lighting.

(k) Drainage.

(l) All other exterior ornamental or functional changes. [Ord. 753-22, 4-26-22; Ord. 520-76 § 11, 1-12-76. Formerly § 2.45.030; prior code § 2-93].

18.141.040 Matters exempt from review.

The following are exempt from review:

(1) Single-family dwellings and duplexes when sited on individual lots with frontage on a public street and not otherwise listed under WMC 18.141.030(2).

(2) Exterior repainting and refinishing when colors are from the approved earthtone-woodtone list and there is no change in the exterior material.

(3) Improvements to single existing buildings and structures (not a part of a building complex) which are not visible from outside the lot.

(4) Signs except when submitted simultaneously with plans listed in WMC18.141.030(1).

(5) Work which has been determined by the building official to be minor or incidental with the intent and objectives of this chapter.

(6) Ordinary Maintenance. This includes the repair and replacement in similar or less quantity of existing utility distribution facilities and poles but does not permit the use of additional poles for extension of service. [Ord. 753-22, 4-26-22; Ord. 520-76 § 12, 1-12-76. Formerly § 2.45.040; prior code § 2-94].

18.141.050 Required information.

(1) All plans shall be drawn to scale and accurately dimensioned unless substitute media are acceptable to the staff.

(2) The listed items of information may be submitted on separate sheets or combined in such a manner as will facilitate clarity of interpretation and presentation.

(3) The applicant shall submit the information listed in this section. The building official may require that additional information be submitted or may waive the submission of listed information.

(4) Proposed and Existing Features. Plans showing proposed and existing physical improvements and features shall show the following unless not relevant:

(a) Adjoining Features. The plans shall show the location of all adjoining streets including pavement, curb and sidewalk; and on contiguous lots, the location of principal and accessory buildings, curb cuts, driveways, elevation and grade of driveways in relation to applicant's lot, parking and loading areas.

(b) Architectural Elevations. Elevations including exterior materials and showing all sides of the development shall be prepared. In case the exterior of an existing building is to be changed, the proposed and existing elevations of such buildings shall be shown. In case an addition to an existing building is proposed, the elevations of existing buildings shall be shown together with those of the addition. Exterior materials and colors of all proposed and existing buildings shall be

indicated or generally described. The elevations also shall show all super-structures and equipment above the roof, if the information is available. Color samples and samples of material shall be submitted when requested.

(c) Engineering Elevations. Elevations showing all existing and proposed grades shall be prepared.

(d) Floor and roof plans of all proposed structures, drawn to scale.

(e) Grading plan showing existing and proposed contours at the intervals adequate to show the extent of cut and fill (as a guideline, one-foot intervals).

(f) Parking, Loading and Circulation Plan. In accordance with standards as established by the city, all driveways, bicycle paths, pedestrian walks, and other open spaces, off-street parking and off-street loading areas, the locations of entrances and exits, and the direction of traffic flow into and out of off-street parking and off-street loading areas, the location of each parking space and each loading berth, and areas for turning and maneuvering vehicles.

(g) Existing trees and foliage, showing location, type and approximate size of all trees whose trunks exceed a diameter of 16 inches at a point 24 inches above the ground level at the base of the tree, or where the trunk is less than 16 inches but more than 10 inches, and the height exceeds 30 feet; all bushes extending from a single root that exceed both a height and diameter of 10 feet; and all hedges that exceed a height of five feet and length of 15 feet. All of the above that are proposed to be removed are to be so designated.

(h) Landscape plan showing the location and dimensions of all planted areas, all sprinkler pipes and heads, all lights or other utilities or structures if within planted areas; and the size, location (center spacing) and type of all trees, plants, boulders, and other landscape material (rock, gravel, lava stone, etc.) or landscape structures (arbors, trellises, alcoves, benches, etc.) proposed or that exist and are to remain.

(i) Exterior lighting plan showing all lights, the elevation of the light, total height of light standard, if any, style, appearance, color, direction and intensity at the property boundaries.

(j) Drainage Facilities and Utility Connections. Locations and dimensions of principal elevations of such facilities and connections.

(k) Site photographs showing site and adjacent properties. [Ord. 753-22, 4-26-22; Ord. 520-76 § 13, 1-12-76. Formerly § 2.45.050; prior code § 2-95].

18.141.060 Criteria for approval of applicants.

Review shall be guided by the following:

(1) Competent Design. Development has been designed by and bears the signature of a person who under the building code has been designated as legally competent to submit such development proposal. The overall design may be directed towards buildings of any architectural characteristic. However, there must be a consistent organization of materials and openings, and a harmonious relationship of major elements; and decorative parts must relate to the character of the design.

(2) Relationship Between Structures Within the Development and Between Structures and Site. There shall be a harmonious and pleasing relationship between the various structures of the development on the site and between the structures and the site itself. The proposed structures should be designed to fit the site and not vice versa.

(3) Relationship Between Development and Neighborhood. Proposed structures and site development shall be related harmoniously and have good space and relationship to the terrain and to existing structures and development in the vicinity. 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. Overdevelopment of the site shall be avoided.

(4) Materials and Colors Used. Soft and muted colors in the earthtone and woodtone range and natural materials are preferred and generally should predominate. Other colors and materials may be accepted if the applicant can demonstrate that they are appropriate to the style, are appropriate accent colors, and are harmonious with the site or compatible with the character of the neighborhood.

(a) Earthtone and woodtone colors are considered to be various shades of reddish-brown, brown, tan, ocher, umber, gold, sand and green. Color schemes for new residential construction are incorporated into the single-family design guidelines.

(b) Natural materials include adobe, slump block brick, stone, redwood, exterior wood wall covering, or wood shakes and shingles.

(c) Windows and Glass. Bronzetone or other glare reducing and color harmonizing finishes may be required on glass surfaces when they constitute 50 percent or more of a wall or building face, when such wall or face is exposed to the direct rays of the sun for any substantial part of the daylight hours. Similar treatment is to be used to reduce see-through capacity where glass surfaces would otherwise permit a view of pipes, utilities and other service units attached to a ceiling or roof. Mirror-type glass shall be avoided.

(d) Roofs (including equipment, but excluding skylights) are to be composed of nonglossy earthtone or woodtone finishes that minimize reflectivity.

(e) Metal Buildings or Finishes. Unpainted metal, galvanized metal or metal subject to ordinary rusting may not be used. Galvanized metal may be used in areas that are zoned in the industrial classifications. Metals that develop an attractive oxidized finish may be used: copper or weathering steel are examples of such materials.

(f) Concrete surfaces must be colored, textured, sculptured, patterned and/or serve a design function as opposed to a mere structural function.

(5) Wall, fences or screening shall be employed in a skillful manner and in harmony with the design of the development to conceal and to screen parking and loading areas, garbage and refuse collection areas and mechanical equipment from public view from adjoining streets, from persons residing on or working in the development, or from persons residing or working in the neighborhood.

(6) Surface Water Drainage. Special attention shall be given to proper site surface drainage. 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.

(7) Drives, Parking and Circulation. With respect to vehicular, bicycle and pedestrian circulation (including walkways, interior drives and parking) special attention shall be given to location and number of access points to the public streets, open space areas, general interior circulation, separation of pedestrian from vehicular traffic and arrangement of parking areas that are safe and convenient insofar as practical. Such facilities should not detract from the design of the proposed buildings and structures or from adjoining or neighboring properties. The effect of the development on adjoining sites and properties must be considered and the loading capacities of adjoining streets must also be considered.

(8) Utility Service. Utility connections shall be installed underground. Proposed method of sanitary sewage disposal for all buildings shall be indicated. Adequate garbage and refuse collection areas shall be mandatory and designed to prevent scatter and located in areas convenient both to users and to persons who make collections and be of sufficient size and properly screened. There shall be adequate ingress and egress to all utilities.

(9) Signs, when submitted as part of the development, shall be so designed as to be skillfully integrated into the development and not detract from the overall appearance of the project or of surrounding areas or developments.

(10) Exterior Lighting. Light sources shall not create a glare or hazard on adjoining streets or be annoying to adjacent properties or residential areas. The location of lights and electric conduits in the landscaped areas shall be coordinated with the landscaping and irrigation plans.

(11) Landscaping shall be well designed with appropriate variations and shall be included as an integral enhancement of the site and, where needed, for screening purposes. Plant materials shall be suitable for the functions to be served. Irrigation systems may be required, and their location shall be coordinated with the plans for the location of plants. All landscaping shall be maintained in good condition and any dead or dying plants, bushes, or trees shall be replaced with new healthy stock of a size compatible with the remainder of the growth at the time of replacement.

(12) Temporary visual and air pollution resulting from construction shall be minimized through retention of natural vegetation, rock formations and topography until applicant is prepared, once he starts grading, to continue immediately with the construction applied for through to completion as one continuous process. The period of construction shall be of duration reasonable to the size and complexity of the development. During grading, dust prevention must be emphasized to avoid unnecessary annoyance to persons living or working in the area.

(13) Any or all of the above criteria may be waived by the planning commission in developments showing exceptional design merit, which carry out the objectives of this chapter and which are consistent with the general plan.

(14) Consistency with Design Guidelines. A proposed development shall be consistent with the city's design guidelines as applied to the project through the design review process. The historic downtown and wood street design guidelines, the single-family residential and multifamily residential design guidelines, shall be utilized for proposals brought before the architectural design review board.

(15) Development is subject to public works standards per WMC 17.55.280, 17.55.290 and 17.55.300. [Ord. 753-22, 4-26-22; Ord. 520-76 § 14, 1-12-76. Formerly § 2.45.060; prior code § 2.96].

18.141.070 Approval, conditions, and guarantees.

(1) An application for design review may be approved, approved with modifications, conditionally approved or disapproved.

(2) The city may require the applicant contract with the city to complete the development proposed in accordance with the design review approval given, and also may require the posting of a bond to guarantee performance, which shall be in such amount as the city may fix.

(3) An approved application and all other related and approved maps, drawings, and other supporting materials constituting a part of the approved applications shall be so endorsed by the city manager or his/her designee.

(4) The city shall review construction drawings, final plans, and other similar documents for compliance with the approved design review, and conditions attached thereto, or any approved or required modifications thereof. The city shall when performing building inspections on the site also inspect for compliance with design review requirements. [Ord. 753-22, 4-26-22; Ord. 520-76 § 15, 1-12-76. Formerly § 2.45.070; prior code § 2-97].

18.141.080 Dedication and improvement.
Dedication, relocation, installation and/or improvement of rights-of-way may be required where essential to prevent congestion and/or hazards which may result from the use of land proposed. [Ord. 753-22, 4-26-22; Ord. 520-76 § 16, 1-12-76. Formerly § 2.45.080; prior code § 2-98].

18.141.090 Noncompliance.
(1) In addition to any other fines, penalties or enforcement provisions set forth in this code, failure to comply in any respect with an approved design review application shall constitute grounds for the immediate stoppage of the work involved in said noncompliance.

(2) An occupancy permit shall not be issued in part or whole for any building or group of buildings subject to design review unless and until the work specified in the design review approval has been completed, including landscaping. If for any valid reason full compliance cannot be made, a cash bond shall be posted for the work to be completed within a reasonable period of time as determined by the city manager or his/her designee. [Ord. 753-22, 4-26-22; Ord. 520-76 § 17, 1-12-76. Formerly § 2.45.090; prior code § 2-99].

18.141.100 Revocation, expiration and extension of approval.
(1) When demolition or removal of any existing structure is a part of design review approval, said demolition or removal shall be completed and all debris removed from the site within 90 days of design review approval, or the entire design review permit shall be deemed to have expired for cause as of midnight on the ninetieth day unless the city manager or his/her designee shall grant an extension of time for such work.

(2) Design review permits shall expire in one year unless a different expiration date or unlimited expiration is stipulated at the time of approval. Prior to the expiration of a design review approval, the applicant may apply to the city manager or his/her designee for an extension of not more than one year from the original date of expiration. The city manager or his/her designee shall grant the

extension and may make minor modifications of the approved design at the time of extension, if he finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Any further extension beyond one year shall require planning commission approval. [Ord. 753-22, 4-26-22; Ord. 520-76 § 18, 1-12-76. Formerly § 2.45.100; prior code § 2-100].

The Willows Municipal Code is current through Ordinance 763-25, passed February 25, 2025.

Disclaimer: The city clerk's office has the official version of the Willows Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: https://cityofwillows.org/
City Telephone: (530) 934-7041

Codification services provided by General Code

COMMENTS AND REPORTS