Special Joint City Council & Planning Commission Meeting

July 10, 2025
Willows City Hall
5:30 PM

City Council
Evan Hutson, Mayor
Rick Thomas, Vice Mayor
Gary Hansen, Council Member
Lorri Pride, Council Member
Matt Busby, Council Member

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

City Manager
Marti Brown

City Planner
Delanie Garlick

City Clerk
Karleen Price

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

Agenda

Watch the Council meeting online via Zoom: https://us06web.zoom.us/j/84043103191
Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the City Council, please deliver or mail them to the City Clerk at 201 N. Lassen St., Willows, CA 95988, or email cityclerk@cityofwillows.org.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT**
   Individuals wishing to address the City Council concerning the Municipal Code Title 18 Workshop are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council 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 City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: cityclerk@cityofwillows.org.
5. **MUNICIPAL CODE TITLE 18 WORKSHOP**
   Recommended Action: City Council & Planning Commission to participate in a public workshop to update Title 18 of the City of Willows Municipal Code, and provide comment and direction.
   Contact: Marti Brown, City Manager, mbrown@cityofwillows.org
6. **ADJOURNMENT**

This agenda was posted on July 7, 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 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.

Agenda Item #5

City Council and Planning Commission Municipal Code Title 18 Workshop

July 2025

Presented by:

David Mack, Delanie Garlick, and Amy Rossig

OUTLINE

- ❑ Introduction, purpose, & background
- ❑ Goals, Policy, & General Plan alignment
- ❑ Streamlining application process
- ❑ Improving user interface
- ❑ Timeline
- ❑ Questions/input

Purpose of Municipal a Code:

Zoning Ordinances:

- Divide a city into various zones;
- List permitted uses within those zones;
- Provide for conditional and accessory uses;
- Establish development standards such as building heights, setbacks, lot coverage, parking, signage, and landscaping; and
- Provide for administrative procedures for variances, conditional use permits, design review and zone changes or text amendments.

Implement the General Plan, which articulates a community's vision for its future. Minimize the adverse effects that buildings or uses on one property can have on neighbors. Encourage optimal land use and development patterns and activities within a community, as expressed in the City's planning policies.

PURPOSE:

Why a Zoning Code Update is needed:	Goals for the Update:
• Current Zoning Code is outdated • Consistency with 2022 General Plan • Changes in development types and uses • New State laws	• Modernize document - Format & Style - Word Choices - Align districts with General Plan • Fix known problems • Provide consistency • Incorporate stakeholder input

MUNICIPAL CODE GOALS

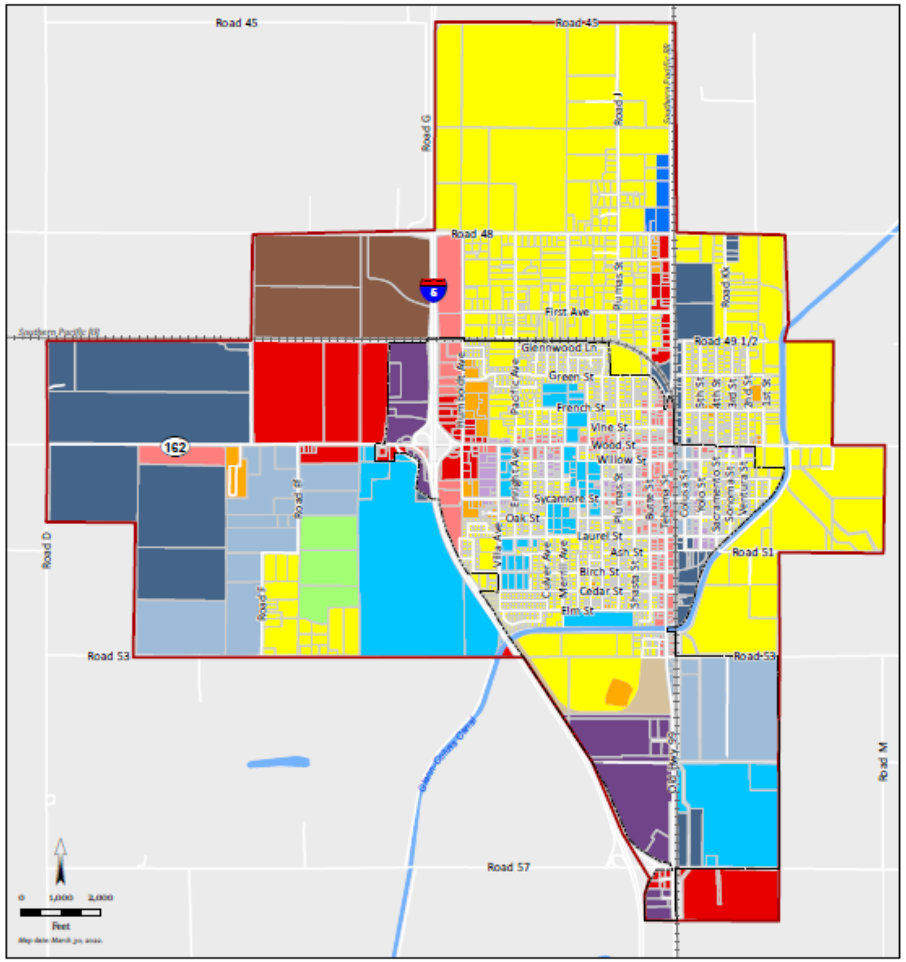
Promote Financial Stability & Economic Development

Provide Public Safety & Infrastructure Improvement

Encourage Community Engagement

Improve Quality of Life

Land Use Map



Planning Areas

City of Willows

Willows Sphere of Influence

General Plan Designations

- Low Density Residential
- Multiple Family Residential
- Urban Reserve
- General Commercial
- Highway Commercial
- Commercial/Industrial Combining Use
- Light Industrial
- General Industrial
- Office and Professional
- Open Space
- Public Facilities and Services
- Agricultural/Residential*
- Mixed Use*

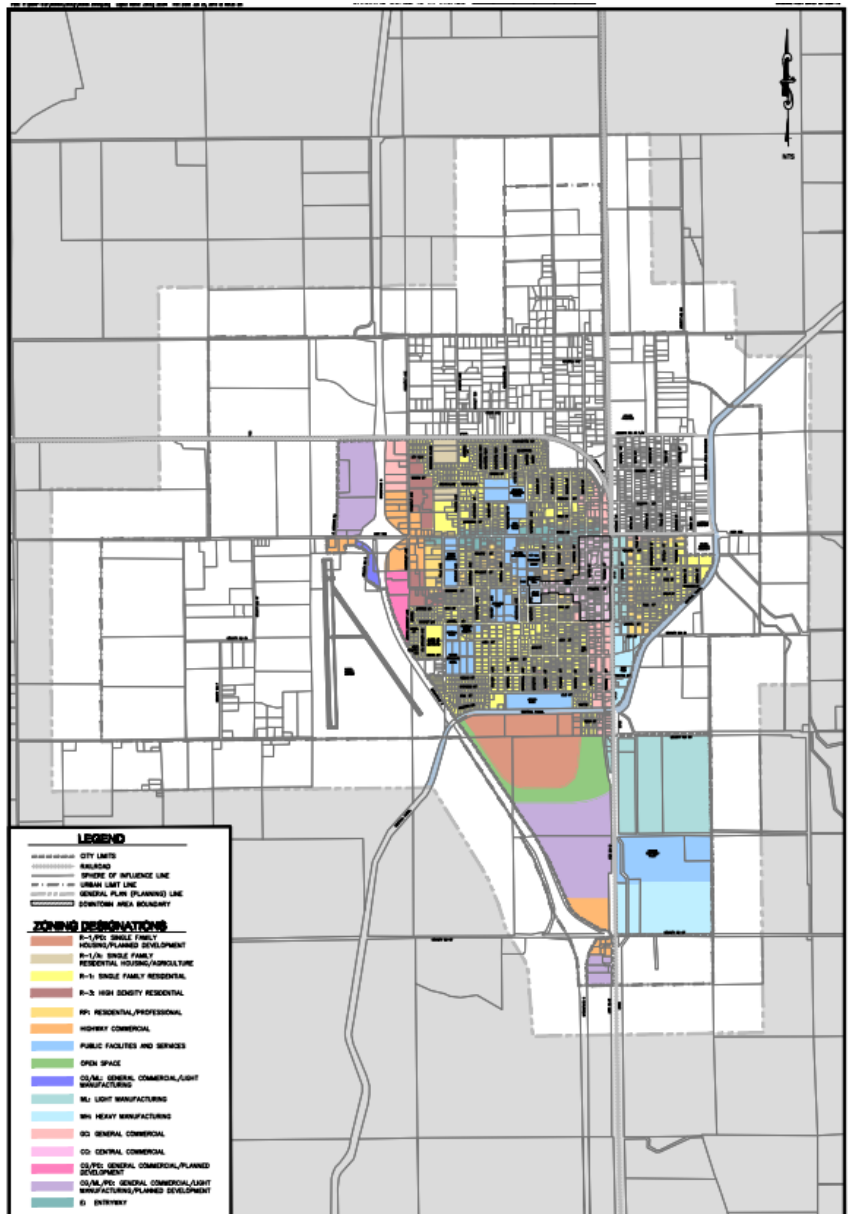
*County designation. See Glenn County General Plan.

CITY OF WILLOWS

FIGURE LU-1: LAND USE MAP

De Novo Planning Group

Zoning Map



Inconsistency of Land Use and Zoning

- Several inconsistencies found between the General Plan and Zone Code/Map

- 13 Land Use Designations in the General Plan
  - Industrial
  - Commercial
  - Office Professional
  - Residential
  - Agricultural
  - Mixed Use

- 16 Zone Districts in the Zoning Code/Map
  - 13 Base Zones
  - 3 Combining Districts

GLOBAL RECOMMENDATIONS:

* New Zoning Districts to implement new General Plan Land Use Designations

* Remove obsolete Districts that do not correspond to a General Plan Land Use Designation

* Rename Zoning Districts to reflect General Plan terminology

* Consolidate similar Districts

* Include Planned Development (PD) Overlay as second map sheet

Restructure into a 5-Division organizational system.

Existing Title 18 Chapters:

Chapters:

- 18.05 Purpose and Effect of Zoning Plan
- 18.10 Designation and Establishment of Districts
- 18.15 Enforcement
- 18.20 Amendments
- 18.25 Definitions
- 18.30 R-1 Single-Family Residential District
- 18.35 R-2 Two-Family Residential District
- 18.40 R-3 High Density Residential District
- 18.45 R-P Multiple Residence-Professional Office District
- 18.50 E Entryway District
- 18.55 CC Central Commercial District
- 18.60 CG General Commercial District
- 18.65 CH Highway Commercial District
- 18.70 ML Light Industrial District
- 18.75 MH Heavy Industrial District
- 18.80 OS Open Space District
- 18.85 AG Agriculture General District
- 18.90 A Agricultural Combining District
- 18.95 PF Public Facilities District
- 18.100 F Frontage Combining District
- 18.105 PD Planned Development Combining District
- 18.110 General Provisions and Exceptions
- 18.115 Adult Entertainment Business Regulations
- 18.117 Marijuana Cultivation
- 18.120 Parking Regulations
- 18.125 Comprehensive Sign Law
- 18.130 Administrative Use Permits
- 18.135 Use Permits
- 18.140 Variances
- 18.141 Architectural Board of Review

ISSUES:

- "Laundry-list" of chapters
- Overwhelming amount of initial information

RECOMMEDATION

- Restructure into 5 Divisions.

RESTRUCTURED TITLE 18. ZONING

- **Division 1:** General Provisions
- **Division 2:** Administrative Regulations
- **Division 3:** Zones and Zone-Specific Standards
- **Division 4:** Citywide Standards
- **Division 5:** Definitions and Rules of Measurement

Proposed Components of the Zoning Code

- General Provisions
- Administrative Regulations
- Zones and Zone-Specific standards
- City Wide Standards
- Definitions and Rules of measurement

Proposed Elements for Zone Districts

1. **Allowed Uses**
   - Allowed Uses - Permitted by right
   - Administratively Permitted Uses - Requires staff-level
   - Conditionally Permitted Uses -Requires Commission-level CUP

2. **Development Standards**
   - Incorporate Design and Development Guidelines, and best practices

3. **Objective Design Standards**
   - Will include illustrations of design standards to assist user

What is an Objective Design Standard?

From Government Code Section 66300(a)(7):

"Objective design standard" means a design standard that involves no personal or subjective judgment by a public official and is uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official before submittal of an application.

Objective Design Standards

- Senate Bill 330 (2019) new requires the use of objective design standards for housing
- Staff developed draft objective design standards that reflect preferred architectural styles for each area
- Based on styles described in the Design and Development Guidelines
- Included best practices
- Objective design standards to be used by staff and Commission for design review to evaluate projects

Sign Recommendations

Current Chapter 18.125 Comprehensive Sign Law

Sections:

18.125.010 Purpose.
18.125.020 Definitions.
18.125.030 Prohibited signs.
18.125.040 Exempt signs.
18.125.050 Permit required.
18.125.060 Administrative review.
18.125.070 Application.
18.125.080 Building permit.
18.125.090 Fees.
18.125.100 Inspection and maintenance.
18.125.110 General standards.
18.125.120 Exceptions to standard.
18.125.130 Zoning compliance.
18.125.140 Residential zones.
18.125.150 Commercial districts.
18.125.160 Industrial districts.
18.125.170 Open space and agricultural districts.
18.125.180 Public or quasi-public districts.
18.125.190 Nonconforming signs.
18.125.200 Planning commission review.
18.125.210 Required findings.
18.125.220 Expiration and time extension of sign permits.
18.125.230 Compliance with electric power line requirements prerequisite to issuance.
18.125.240 Temporary economic stimulus regulations for signage for city of Willows licensed businesses.
18.125.250 Posting banners, handbills, etc.

Best Practices:

- ❑ Establishing clear regulations for various sign types.
- ❑ Requiring permits for most signs to ensure compliance.
- ❑ Streamlining the permit process.
- ❑ Prioritizing public safety and aesthetics.
- ❑ Providing detailed information for specific sign types.
- ❑ Clearly identifying prohibited signs.
- ❑ Consolidate information in an easily digestible format.

MUNICIPAL CODE UPDATE:

PROJECT OVERVIEW

July 2025	Summer/Fall 2025	October 2025	Fall/Winter 2025	Spring 2026
Host joint City Council & Planning Commission Workshop	Incorporate suggestions and priorities identified in the joint meeting Draft edits to the Municipal Code	Host Townhall Meeting Present proposed edits to Municipal Code	Incorporate Townhall suggestions Draft edits to Municipal Code	Final Municipal Code Adoption at public Hearing Implementation
WE ARE HERE				

We Need Your Input!

- Is staff on the right track?
- Do you agree with staff's initial recommendations?
    - If not, what do you recommend?
- Are their other zoning issues that need to be addressed?
- Other thoughts?

CEQA

No further environmental review is required for the project.

- The Environmental Impact Report that was certified for the original General Plan 2022 applies to this project and there are no additional significant impacts, pursuant to CEQA Guidelines section 15162 (Subsequent EIR).
- This project is also exempt from environmental review, pursuant to CEQA Guidelines section 15061(b)(3) (Commonsense Exemption).

- Attachments:
    - Attachment 1: Additional Information Regarding Slides 8 and 10

ADDITIONAL INFORMATION REGARDING SLIDES 8 AND 10

SLIDE 8:

- New Zoning Districts to implement new General Plan Land Use Designations
    - Land Use Designation: Mixed Use has no allowable zoning districts
    - Land Use Designation: Urban Reserve has no allowable zoning districts
- Remove obsolete Districts that do not correspond to a General Plan Land Use Designation
    - Entryway District (E) is not a listed zone in the General Plan
- Rename Zoning Districts to reflect General Plan terminology
    - Agriculture General Zoning District is not present in City Limits
- Consolidate similar Districts
    - AG and OS Zone districts are serving similar purpose
    - Zoning Map has a CG/ML district potentially place into one or the other not combined
    - RP Zone would maybe be a good fit for Mixed Use Land Designation and may be better represented as a Mixed-Use Zone
- Include Planned Development (PD) Overlay as second map sheet
    - Relationship of Land Use Designation and existing Planned Developments is unclear
- Identify new uses and create standards
    - Example Mobile Food Trucks

SLIDE 10:

Reorganizing the several chapters into 5 main categories and improving navigability and user friendly

- **General Provisions**

    18.110 - General Provisions and Exceptions

18.115 - Adult Entertainment Business Regulations

18.117 - Marijuana Cultivation

18.125 – Comprehensive Sign Law

- **Administrative Regulations**

18.15 – Enforcement

18.20 – Amendments

18.130 – Administrative Use Permits

18.135 – Use Permits

18.140 – Variances

18.141 – Architectural Board of Review

- **Zones and Zone-Specific standards**

18.05 – Purpose and Effect of Zoning Plan

18.10 – Designation and establishment of Districts

18.30 – 18.105 (Zoning Districts)

- **City Wide Standards**

18.120 – Parking Regulations

**Objective Design Review Standards

- **Definitions and Rules of Measurement**

18.25 - Definitions