



Willows Planning Commission Meeting

April 1, 2025
Willows City Hall
6:00 PM

Planning Commission
Pedro Bobadilla, Chair
Llanira Valencia, Vice Chair
Sherry Brott, Commissioner
Vacant, Commissioner
Vacant, 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/89255699966>

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 March 4, 2025 Planning Commission Meeting.
Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

6. PUBLIC HEARING

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Chair opens the public hearing, members of the public may request to speak. When you are called on by the Chair, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Commission, please give it to the City Planner for distribution.

a. Walmart Drive-Thru ATM / Design Review (File# DR-25-02)/ 470 N. Airport Road

Recommended Action: Staff recommends that the Commission receive the Staff Report, attachments, discuss, and upon conclusion, consider adoption of the attached Resolution.

Contact: planning@cityofwillows.org

7. 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. Coyote Saloon Use Permit (File#MUP-23-01) Review

Recommended Action: Staff recommends the Commission receive the staff report, attachments, discuss and upon conclusion make a determination on whether the establishment is in compliance with the conditions of approval and take any necessary action, which may include upholding, modifying, or revoking the Conditional Use Permit.

Contact: planning@cityofwillows.org

b. Tacos Ocampo (File# UP-24-02) Electrical Review

Recommended Action: Staff recommends the Commission receive the staff report, attachments, discuss and upon conclusion make a determination on whether the establishment has made significant progress on obtaining electricity on site.

Contact: planning@cityofwillows.org

c. Section 1 Review of Willows Municipal Code Title 18- Zoning

Recommended Action: Provide comments and direction to staff regarding Willows Municipal Code Title 18- Zoning, Section 1.

Contact: planning@cityofwillows.org

8. COMMENTS & REPORTS

- a. Commission Comments & Reports
- b. Staff Comments & Reports

9. ADJOURNMENT

This agenda was posted on March 28, 2025.

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 March 4, 2025

Planning Commission
Pedro Bobadilla, Chair
Llanira Valencia, Vice Chair
Sherry Brott, Commissioner
Vacant, Commissioner
Vacant, Commissioner

1. CALL TO ORDER— 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Bobadilla, Commissioner Valencia and Commissioner Brott

Commissioners Absent: None

4. CHANGES TO THE AGENDA

No Changes

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comment: Open 6:03PM, Closed 6:08PM

- i. Public Comment #1: Lan Zhou
- ii. Public Comment #2: Bill Sutherland

a. Minutes Approval

Action: Approved the minutes of the October 16, 2024, November 20, 2024, and January 7, 2025 Planning Commission Meetings.

Moved/Seconded: Commissioner Brott/Commissioner Valencia

Yes: Commissioners Brott and Valencia, and Chair Bobadilla

No: None

Absent: None

Abstain: None

b. Amendment to Resolution for File# UP-22-04(A) Commissary at 125 Willows St.

Action: Approved the amendment to the adopted resolution for File# UP-22-04(A) to correct clerical errors.

Moved/Seconded: Commissioner Brott/Commissioner Valencia

Yes: Commissioners Brott and Valencia, and Chair Bobadilla

No: None

Absent: None

6. PUBLIC HEARING

- a. **Conditional Use Permit Amendment (File# MUP-23-02 A) & Design Review (File# DR-25-01)/ 725 South Tehama Street**

Hearing Open: 6:05PM, Closed: 6:05PM

No Public Comments

Action: Adopted Resolution XX-2025 approving conditional use permit (File# MUP23-02 A) to Munish Sharma amending the previously approved change of use from motel use to multifamily residential adding three new units and the design review approval (DR25-01) for the construction of a triplex and other site improvements for the property located at 725 S. Tehama Street, Assessor's Parcel Number 001-102-009 within the General Commercial Zone.

Moved/Seconded: Commissioner Valencia/Commissioner Brott

Yes: Commissioners Brott and Valencia, and Chair Bobadilla

No: None

Absent: None

Abstain: None

7. DISCUSSION & ACTION CALENDAR

- a. **Election of Chair and Vice Chair**

Action: Nominated and elected a Chair and Vice Chair to preside over the Planning Commission for the 2025 calendar year.

Commissioner Valencia nominated Commissioner Bobadilla as Chair.

Commissioner Brott nominated Commissioner Valencia as Vice Chair.

Moved/Seconded: Commissioner Valencia/Commissioner Brott

Yes: Commissioners Brott and Valencia, and Chair Bobadilla

No: None

Absent: None

Abstain: None

8. COMMENTS & REPORTS

- a. Commission Comments & Reports

- b. Staff Comments & Reports

- i. Joe Bettencourt gave an update on a future agenda item to discuss temporarily suspending the Planning Commission, set for the March 25, 2025 or April 8, 2025 City Council Meeting.
- ii. Joe Bettencourt gave an update on a future agenda item to discuss a Moratorium on Food Trucks, set for the March 25, 2025 or April 8, 2025 City Council Meeting.

9. ADJOURNMENT – 6:26 PM

Karleen Price, City Clerk



PUBLIC HEARING



Date: April 1, 2025
To: Planning Commission
From: Jessica Shull, Contract Planner, Harris & Associates
Subject: Walmart Drive-Thru ATM / Design Review (File# DR-25-02)/ 470 N. Airport Road

Recommendation:

Staff recommends the Commission receive the Staff Report, attachments, discuss, and upon conclusion, consider adoption of the attached resolution.

Rationale for Recommendation:

The City of Willows Municipal Code (WMC) Section 18.141.030, states *"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."*

Additionally, section 18.141.060 outlines the criteria for design review approval, encompassing building design, site relationship, neighborhood compatibility, material selection, site improvements, and operational considerations.

Per Section 18.141.070 of the WMC, an application for design review may be approved, approved with modifications, conditionally approved or disapproved.

Background:

The applicant Kimley-Horn & Associates, Inc. representing Walmart (property owner) is seeking Design Review approval to construct a FLITE U.S. Bank drive-thru ATM at the property located at 470 N. Airport Road, identified by Accessor Parcel Number (APN): 017-210-052 (Site; See Figure 1). The Site is located in the CG/ML/PD: General Commercial/ Light Manufacturing/ Planned Development zoning district.



Figure 1: Location

Discussion & Analysis:

The project site is located within a Planned Development (PD) Combining District which allows for a variety of uses per WMC Section 18.105.020. This district allows for a more flexible, planned approval to land use. This zoning district acts as an overlay top of the underlying zoning district, meaning it retains the uses permitted by the base zoning while also allowing for additional uses as approved.

The proposed drive-thru ATM, as an accessory use under WMC Section 18.110.030, is considered a subordinate use to the main activity or principal use on the same lot. According to WMC Section 18.110.030, accessory uses are permitted if they are consistent with the principal use of the property. The proposed drive-thru ATM is allowed without a use permit.

WMC Section 18.110.030, states *"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."*

The Applicant proposes to demolish approximately 1,615 square feet of asphalt within the existing parking lot. The proposed improvements include the installation of a FLITE U.S Bank drive-thru including a concrete island with a light post, bollards, canopy structure, ATM kiosk, meter pedestal, and clearance barrier along with heavy duty concrete pavement and striping. Proposed drainage conditions will match existing conditions, with stormwater sheet flowing into the drive-aisle and continuing existing parking lot drainage conditions. To prevent ponding near the concrete island, a high point will be proposed in the center of the island, allowing stormwater to flow around the island.

The proposed changes will result in a reduction of parking stalls but will still meet the requirements per WMC 18.120.020 with a total number of spaces of 528.

The surrounding visual characteristics consists of the following:

- West: Agricultural land (orchard).
- South: Willows-Glenn County Airport. A series of metal industrial buildings.
- East: Interstate 5.
- North: A water tower. Beyond that is more agricultural land.

The proposed changes are minor in nature and align with the design review criteria set forth in WMC 18.141.060, which includes factors such as site relationship, neighborhood compatibility, and operational considerations. The proposed modification to the site with the addition of the drive-thru ATM are minimal and do not affect the accessibility and usability of the site for the public. As a result, the proposed changes comply with all relevant regulations and guidelines. Given these considerations, the drive-thru ATM and associated site improvements are recommended for approval as the proposed modifications to the site are in compliance with all applicable regulations and guidelines.

Consistency with Council Priorities and Goals:

The project is consistent with Priority #4: Community Engagement as the project would offer an opportunity for public input and engagement, allowing residents to share their thoughts and concerns during a public hearing.

Fiscal Impact:

There is no cost to the City associated with this request as the project has a PTA deposit on file.

Attachments:

- Attachment 1: Resolution XX-2025
- Attachment 2: Conditions of Approval
- Attachment 3: Site Plan
- Attachment 4: Design Review Analysis
- Attachment 5: Color Elevations



**City of Willows
Resolution XX-2025**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE DESIGN REVIEW APPROVAL OF DESIGN REVIEW (FILE # DR-25-02) TO WALMART FOR THE CONSTRUCTION OF A DRIVE-THRU ATM FOR THE PROPERTY LOCATED AT 470 N. AIRPORT ROAD, ACESSORS PARCEL NUMBER 017-210-052 WITHIN THE GENERAL COMMERCIAL/ LIGHT MANUFACTURING/ PLANNED DEVELOPMENT ZONE

WHEREAS, the applicant, Kimley-Horn & Associates, on the behalf of the property owner, Walmart, has submitted an application for a Design Review approval to construct a FLITE U.S. Bank drive-thru ATM, with other minor site modifications; and

WHEREAS, City of Willows Municipal Code Section Chapter 18.141 requires all new buildings, structures, and other physical improvements shall have design review approval from the Planning Commission; and,

WHEREAS, notice of the Planning Commission meeting held on April 1, 2025, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and

WHEREAS, the Planning Commission did, on April 1, 2025, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

WHEREAS, the Planning Commission does find that the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 1) pursuant to the California Environmental Quality Act (CEQA); and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request for a drive-thru ATM and other minor site modifications is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Design Review (File # DR-25-02), subject to the attached conditions of approval.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 1st day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chair

Karleen Price, City Clerk

**Conditions of Approval
Design Review (DR-25-02)
For Walmart FLITE U.S. Bank Drive-thru ATM
470 N. Airport Road /APN: 017-210-052
Planning Commission Approval Date: April 1, 2025**

GENERAL

1. That the applicant/developer shall enter into a *Pass-Through* Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.
2. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.
3. The Architectural Design Review approval shall expire in one (1) year unless otherwise stipulated by the Planning Commission. The applicant may apply to the City for an extension of not more than one (1) year from the original date of expiration, if found that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one (1) year shall require Planning Commission approval.
4. The developer shall adhere to the design and specification of the Architectural Design Review approval for the exterior civil improvements, to include the proposed landscaping, signage and necessary site improvements as shown on the plans submitted with the application.
5. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.
6. 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.
7. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
8. In the event that archaeological remains or artifacts are uncovered during construction activities, work shall be stopped, and a qualified archaeologist shall survey the site. The archaeologist shall submit a report with recommendations of the disposition of the site. Disposition may include, but is not limited to, excavation and documentation, capping the site, or leaving the site in an open space area. The recommendations of the archaeologist shall be incorporated in the project.
9. All contractors/sub-contractors doing work on the project shall obtain a City business license prior to commencing operation. Facility shall operate in accordance with local laws.

BUILDING DEPARTMENT

10. If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.
11. Applicant shall submit a completed building permit application with detailed scope of work, 3 complete sets of plans, calculations, specifications, etc. for review. Appropriate plan review fees shall be paid at the time of submittal.
12. All work shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.
13. Conditions of approval shall be shown on the plans submitted for building permit review.
14. Prior to issuance of a Building Permit for the construction of any structures on the site, a Final Lighting Plan shall be submitted to the City and reviewed by the Engineer. The final lighting plan shall include, but not limited to the following: (a) details regarding exterior lighting with lighting sources that are full cut-off, hooded, and down-cast, or otherwise shielded to ensure that light does adversely shine towards neighboring properties or toward the night sky, (b) lighting sources with the minimum wattage necessary to provide adequate security without causing excessively bright night glow, (c) sufficient details regarding the proposed wattage and area of coverage for all site lights.

CONSTRUCTION PLANS

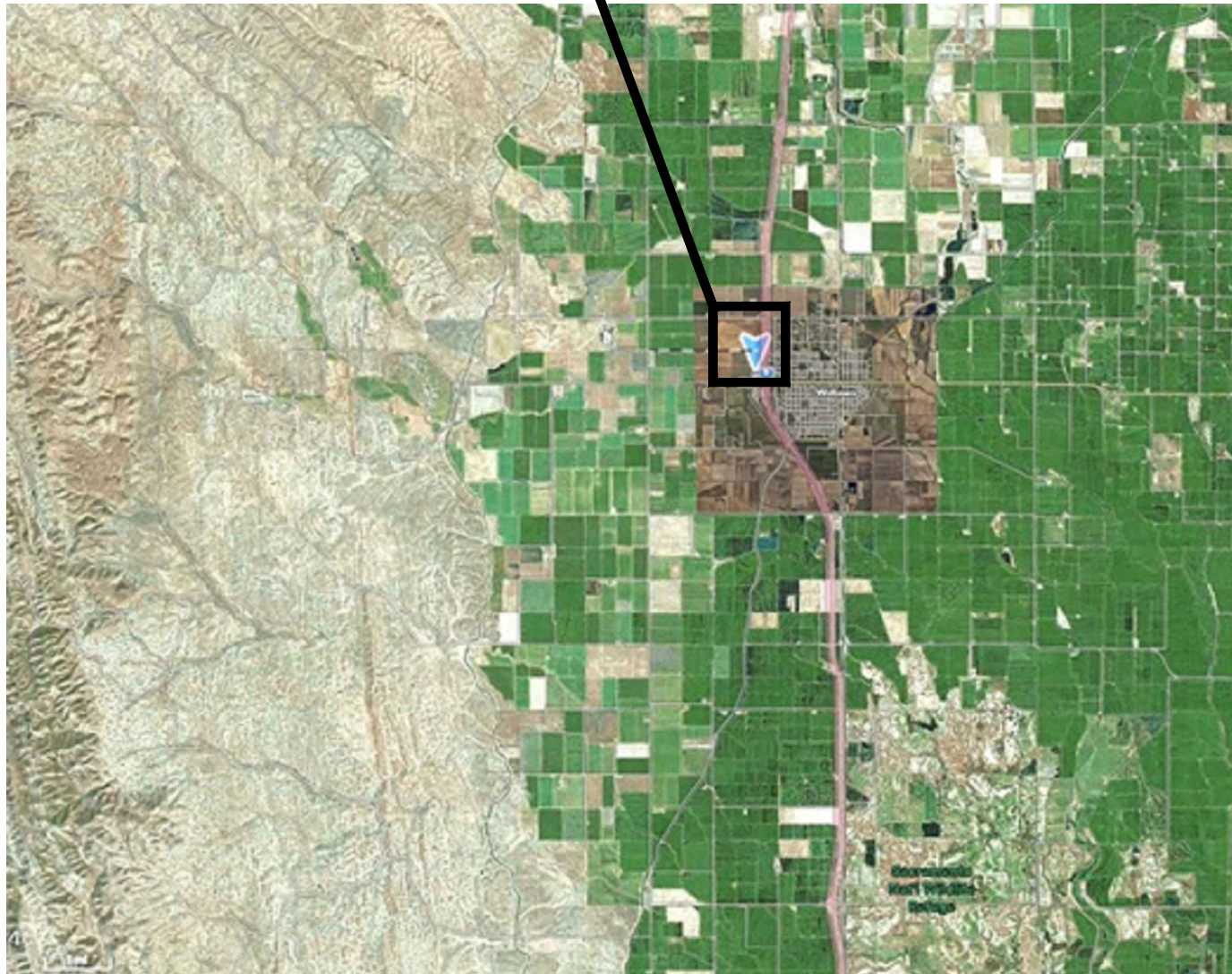
FOR

FLITE BANKING CENTERS, LLC.

ADDITION OF ATM DRIVE-UP IN EXISTING WM2053 PARKING LOT

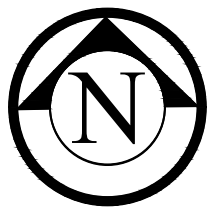
470 N. AIRPORT ROAD
WILLOWS, CA 95988

PROJECTSITE



VICINITY MAP

NEAR MAPS ©



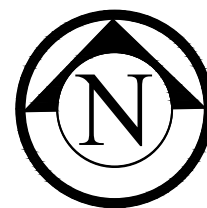
KEY NOTES

1. THIS LOCATION USES 10 EXISTING PARKING SPACES.
2. CONSTRUCTION AREA IS CONCRETE, ONLY ISLAND, PIERS, AND TRENCHES WILL BE REMOVED.
3. ALL CURBS, INCLUDING ISLAND CURBS, WILL BE PAINTED WHITE
4. ALL CURBS SHOULD HAVE A TROWEL LINE 6" FROM FACE OF CURB. FACE OF CURB TO TROWEL LINE SHOULD BE PAINTED WITH TRAFFIC WHITE PAINT FOR CONCRETE.
5. DIRECTIONAL ARROWS AND "ENTER" & "EXIT" MESSAGING WILL BE PAINTED WHITE
6. ALL LIGHT POLE COLUMNS WILL BE FINISHED SMOOTH
7. BOLLARD WILL BE PAINTED, HAVE SHALLOW DOME CAP, AND SIT 48" ABOVE CONCRETE SURFACE. SEE DETAIL 8 ON SHEET A3.0
8. BOLLARDS WILL BE FILLED WITH CONCRETE
9. ATM SLAB WILL A MINIMUM 12" THICK TO ALLOW DRILLED ANCHOR POINTS
10. LIGHT ACTIVATION FOR LIGHT STANDARDS AND CANOPY WILL BE PERFORMED BY SINGLE PHOTOCCELL PLACED ON METER & PANEL STRUCTURE
11. INGRESS & EGRESS LIGHT POLES WILL RECEIVE ONE 1" DEDICATED DRY CONDUIT TERMINATING AT THE ATM PIT.
12. CANOPY EGRESS LEG WILL RECEIVE ONE 1" DEDICATED DRY CONDUIT TERMINATING AT THE ATM PIT
13. ATM PIT WILL RECEIVE TWO 1" DEDICATED DRY CONDUIT TERMINATING AT METER, ONE FOR POWER & ONE FOR SPARE
14. ATM PIT RECEIVES 2 CIRCUITS (30 AMP FOR ATM & 20 AMP FOR ANCILLARY DEVICES)



PROJECT
LOCATION

470 N. AIRPORT RD
WILLOWS, CA 95988



INDEX OF DRAWINGS:

SITE PLAN DRAWING:

- A0.0 - TITLE SHEET
- A1.0 - SITE LOCATION
- A1.1 - EXISTING/DEMOLITION SITE
- A2.0 - PROPOSED/PEIR SITE PLAN
- A3.0 - ATM / BOLLARD LAYOUT PLAN

ELECTRICAL DRAWINGS:

- SE1.0 - ELECTRICAL SITE PLAN, FIXTURE SCHEDULE, AND RISER DIAGRAM
- SE2.0 - ELECTRICAL SCHEDULE & DETAILS
- SS1.0 - STRUCTURAL DETAILS

PROJECT INFORMATION

SCOPE OF WORK: ADDITION OF A SINGLE
ATM LANE DRIVE-UP IN AN
EXISTING PARKING LOT

LEGAL DESCRIPTION: PARCEL APN 017210052



FLITE BANKING CENTERS, LLC.
8955 KATY FREEWAY
SUITE 107
HOUSTON, TX 77024
PH: (281) 886-3734

REVISIONS

NO.	DATE	DESCRIPTION

FLITE BANKING CENTERS, LLC.

470 North Airport Road
Willows, CA 95988

TITLE PAGE

PROJECT NO:

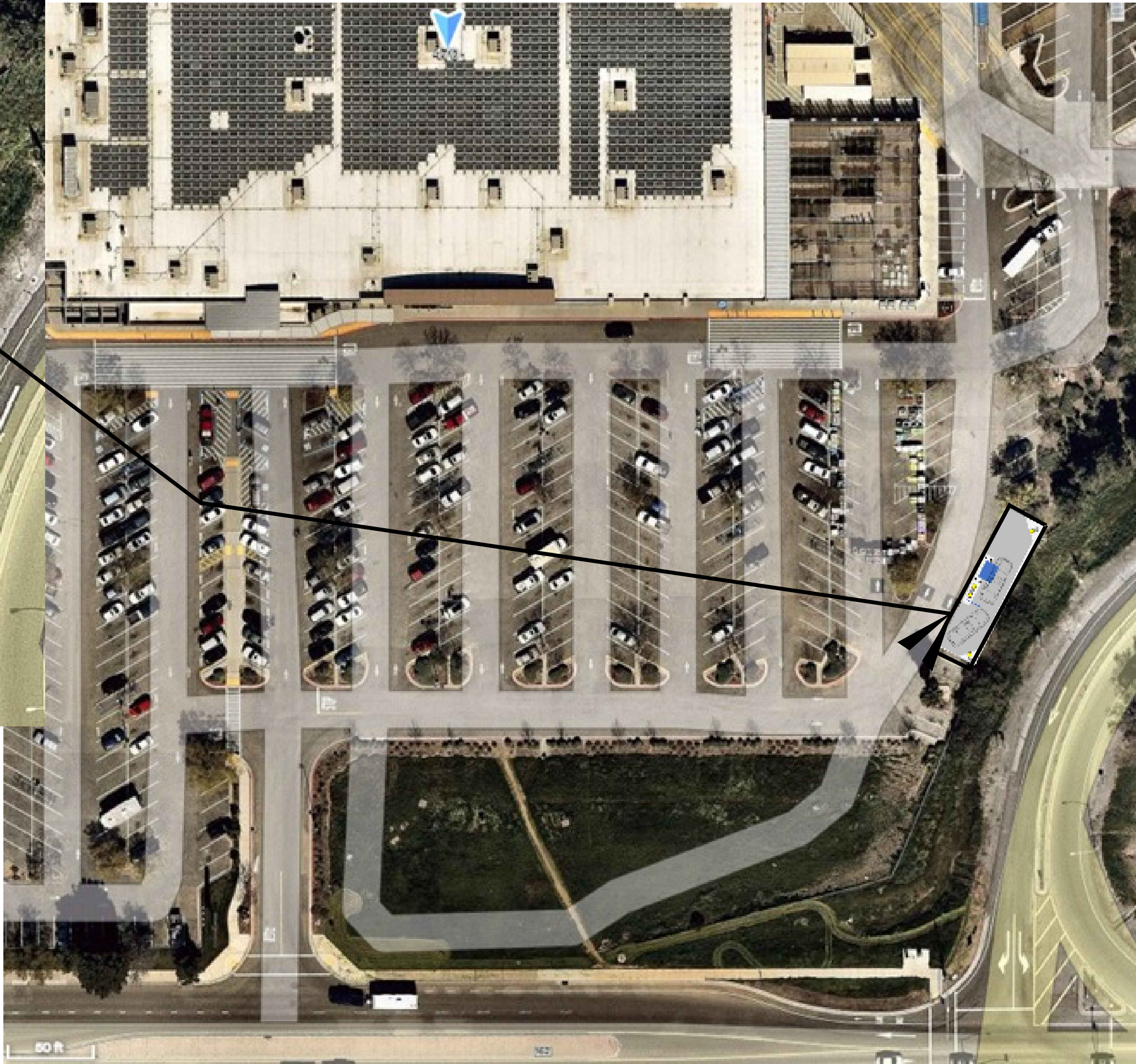
DATE: 1/10/2025

DRAWN BY: DLD

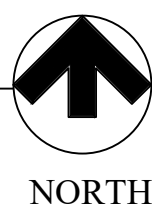
CHECKED BY: ---

SHEET

A0.0



1 SITE LOCATION
A1.0 SCALE: NTS



FLITE BANKING CENTERS, LLC.
8955 KATY FREEWAY
SUITE 107
HOUSTON, TX 77024
PH: (281) 886-3734

REVISIONS

NO.	DATE	DESCRIPTION

FLITE BANKING CENTERS, LLC.

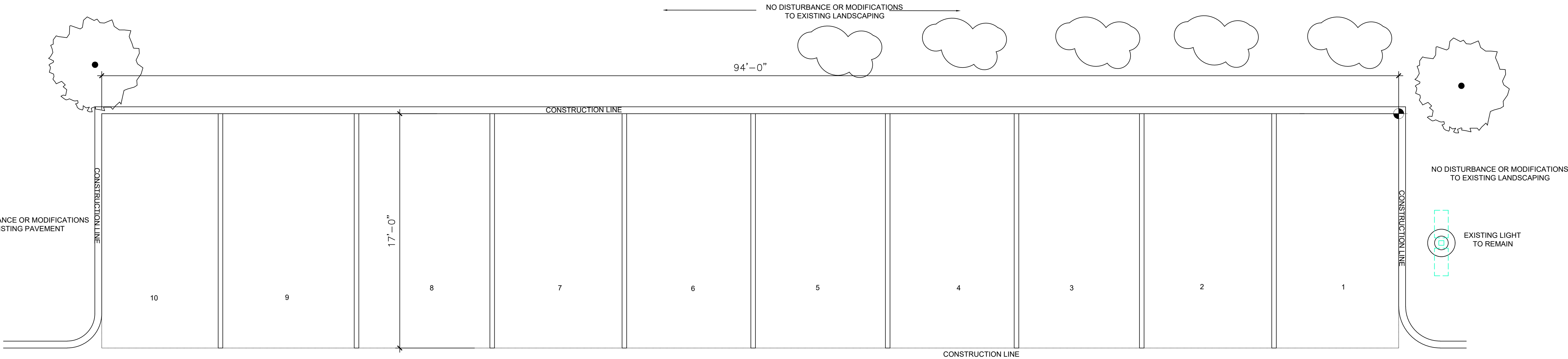
470 North Airport Road
Willows, CA 95988

SITE LOCATION

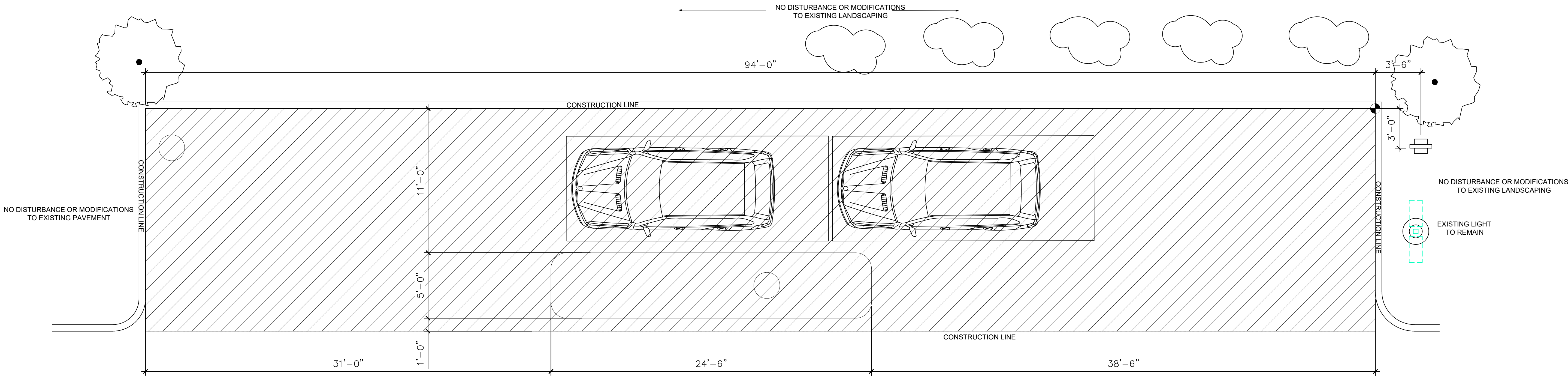
PROJECT NO:
DATE: 1/10/2025
DRAWN BY: DLD
CHECKED BY: ---

SHEET

A1.0



1 EXISTING PLAN
A1.1 SCALE: 1/4" = 1'-0" NORTH



2 DEMO PLAN
A1.1 SCALE: 1/4" = 1'-0" NORTH

LEGEND

- AREA OF EXISTING PAVEMENT TO BE REMOVED
- LIGHT POST TO BE INSTALLED
- SERVICE PANEL TO BE INSTALLED

NOTES

- CONTRACTOR TO PROVIDE A 6'-0" CHAIN LINK FENCE AROUND CONSTRUCTION AREA.
- CONTRACTOR TO MATCH ALL EXISTING PAVEMENT ELEVATIONS. ALL PROPOSED ISLAND TO BE 6" ABOVE EXISTING PAVEMENT. NEW WORK TO BE DONE WITHIN THE CONSTRUCTION AREA.
- ONE CALL NOTIFICATION SYSTEM. CALL BEFORE YOU DIG!!!
- CONTRACTOR TO SAW CUT, REMOVE AND HAUL OFF EXISTING ASPHALT AND/OR CONCRETE WITHIN DEMO AREA.
- ANY NEW/REPLACED CURBING WILL BE DESIGNED TO MATCH EXISTING CURBING.



FLITE BANKING CENTERS, LLC.
8955 KATY FREEWAY
SUITE 107
HOUSTON, TX 77024
PH: (281) 886-3734

REVISIONS

NO.	DATE	DESCRIPTION

FLITE BANKING CENTERS, LLC.

470 North Airport Road
Willows, CA 95988

EXISTING SITE/DEMO PLAN

PROJECT NO:

DATE: 1/10/2025

DRAWN BY: DLD

CHECKED BY: ---

SHEET

A1.1



FLITE BANKING CENTERS, LLC.
8955 KATY FREEWAY
SUITE 107
HOUSTON, TX 77024
PH: (281) 886-3734

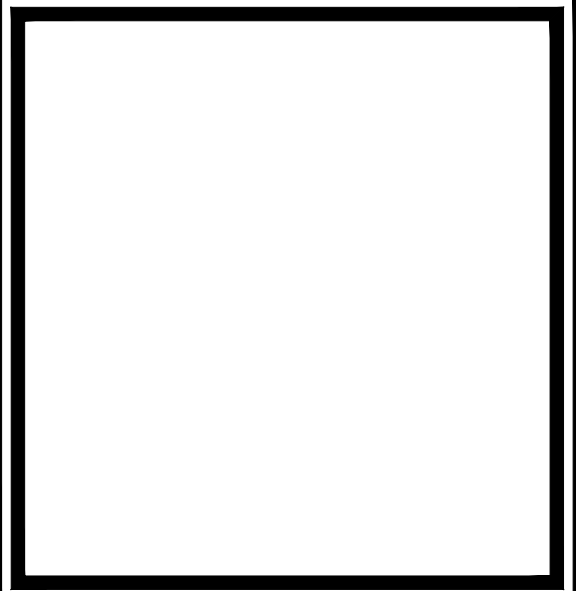
REVISIONS

NO.	DATE	DESCRIPTION

FLITE BANKING CENTERS, LLC.

470 North Airport Road
Willows, CA 95988

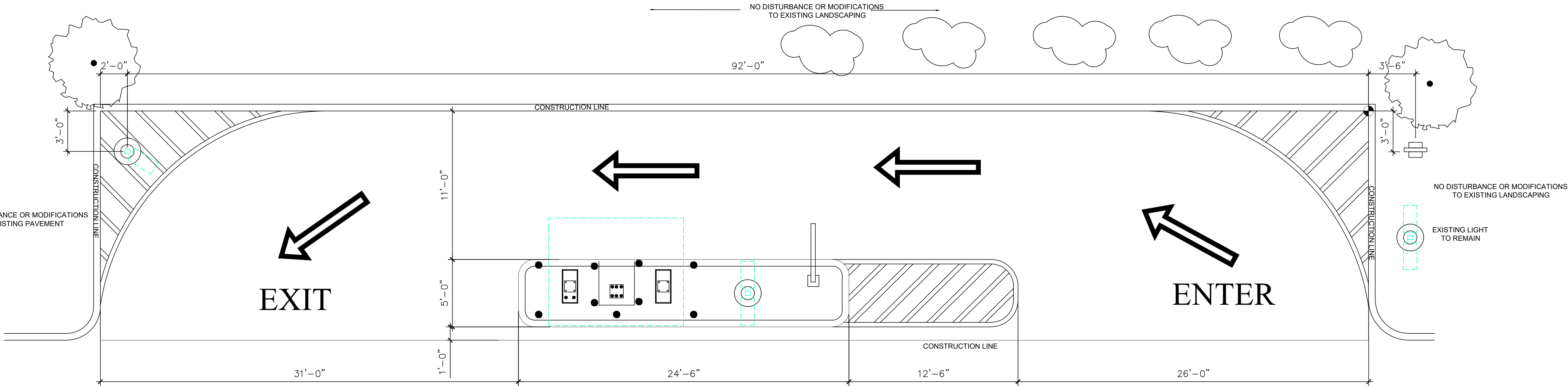
PROPOSED/PIER SITE PLAN



PROJECT NO:
DATE: 1/10/2025
DRAWN BY: DLD
CHECKED BY: ---

SHEET

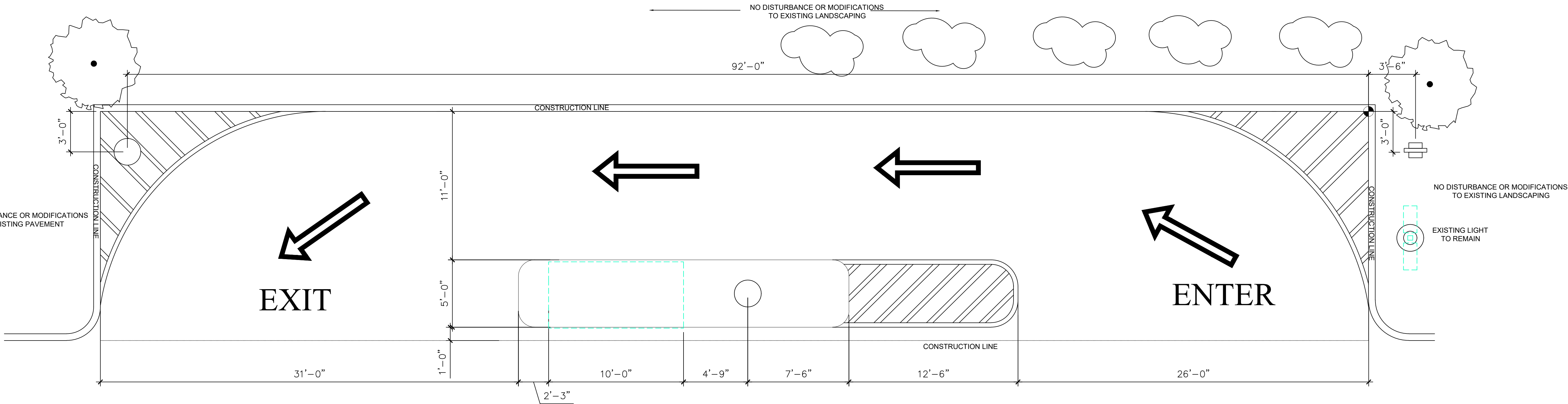
A2.0



LEGEND	
	LIGHT POLE
	CLEARANCE BAR
	6" BOLLARD
	SERVICE PANEL TO BE INSTALLED

1 SITE PLAN
A2.0 SCALE: 1/4" = 1'-0" NORTH

APPROXIMATE SQUARE FOOTAGE
1,598 S.F.



2 PIER, PAINTING, & STRIPING PLAN
A2.0 SCALE: 1/4" = 1'-0" NORTH

NOTES

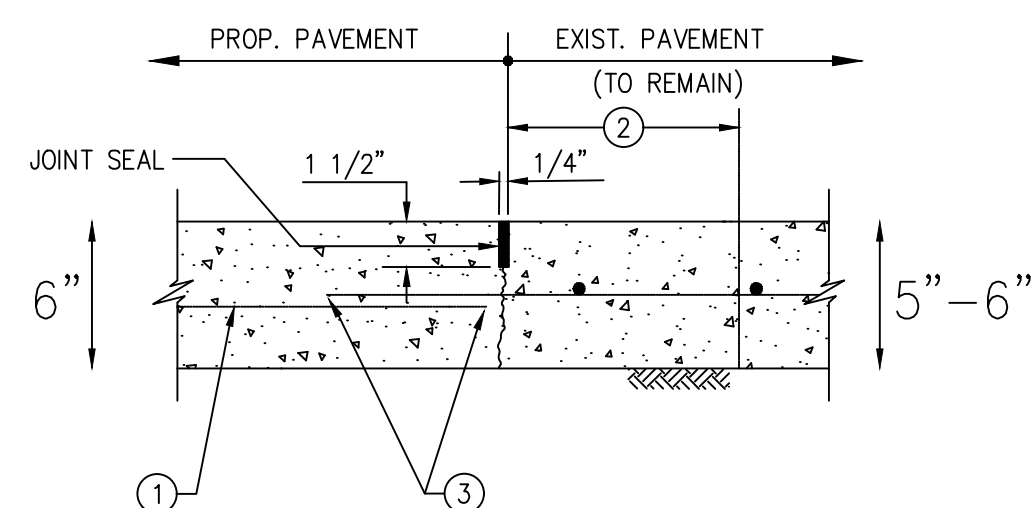
- STRIPING ON ALL CURBS, PAVEMENT, AND TRAFFIC ARROWS SHALL BE PAINTED WHITE.
- LETTERING "ENTER" AND "EXIT" SHALL BE PAINTED WHITE.

LEGEND

LOCATION OF PROPOSED PIERS

DRAINAGE NOTE

- EXISTING DRAINAGE PATTERN WILL BE MAINTAINED.



- 5 CONCRETE TO CONCRETE
STANDARD PAVEMENT TIE-IN
-
- A3.0 SCALE: N.T.S. (SEE NOTES)



- NOTES**

 - ① ATM TO BOLT DOWN TO 18" CONCRETE PER ATM MANUFACTURER DETAILS.
 - ② 6" CURB TROWEL LINE.
 - ③ CONTRACTOR TO MATCH EXISTING PAVEMENT ELEVATIONS. PROPOSED ISLAND TO BE 6" ABOVE EXISTING PAVEMENT. NEW WORK TO BE DONE WITHIN THE CONSTRUCTION AREA.
 - ④ 4500PSI CONCRETE MIX AS MIN, PREFER 5000/5500PSI WHEN AVAILABLE.



PROJECT NO:
DATE: 1/10/2025
DRAWN BY: DLD
CHECKED BY: ---

A3.0

Design Review Analysis
Design Review (DR-25-02)
470 N. Airport Road/APN: 017-210-052

I. Introduction

This Design Review Analysis (Analysis) evaluates the proposed site modifications, to include a drive-thru ATM, for the existing property located at 470 N. Airport Road, identified by Assessor Parcel Number (APN): 017-210-052. The Analysis focuses on the project's compliance with design review criteria, including site relationship, neighborhood compatibility, site improvements, and operational considerations.

II. Design Review Analysis

Competent Design

The proposed site modifications have been designed by professional architects/engineers licensed within the State of California to meet the building code standards of development. No changes to the existing structure are proposed within the scope of this project.

Relationship Between Structures Within the Development and Between Structures and Site

The Site contains an existing building, and the project does not involve any alterations to the building's position. The proposed location of the ATM drive-thru lane currently exists as 10 parking stalls at the southeast corner of the site. No other modifications are proposed to the site beyond the modifications necessary to construct the ATM.

Relationship between Development and Neighborhood

The property to the West lies within the County of Glenn's jurisdiction. The adjacent property to the North is zoned as CG/ML/PD (General Commercial/Light Industrial/Planned Development). This area is currently vacant, but the land is being utilized for agriculture. To the South: The property is bordered by land zoned Highway Commercial. Beyond that, the Glenn County Airport lies further south. To the East: The property is adjacent to Interstate 5. The surrounding zoning indicates a mix of commercial and industrial uses.

The surrounding visual characteristics consists of the following:

- West: Agricultural land (orchard).
- South: Willows-Glenn County Airport. A series of metal industrial buildings.
- East: Interstate 5.
- North: A water tower. Beyond that is more agricultural land.

Materials and Colors Used

The ATM canopy will include U.S. Bank brand colors. Associated colors will include gray and black. Further descriptions of the proposed colors are included in the site plan (Attachment #5).

Wall and Fencing

No new walls or fences around the property perimeter are proposed with this project.

Surface Water Drainage

All surface/on-site water shall drain properly. WMC Section 18.141.030 states that *“Stormwaters shall be removed and carried away in an adequate drainage system”*. Proposed drainage conditions will match existing conditions, with stormwater sheet flowing into the drive-aisle and continuing existing parking lot drainage conditions. To prevent ponding near the concrete island, a high point will be proposed in the center of the island, allowing stormwater to flow around the island.

Drives, Parking and Circulation

Access to the project site will be provided will not change because of this project. Movement through the site will not be significantly impacted by the proposed location of the ATM lane. There will be an overall reduction of parking stalls but will still meet the requirements per WMC 18.120.020, with a total number of spaces of 528.

Utility Service

No new utilities are included in the scope of this project.

Signs

Minimal signage is proposed as part of the project. The U.S. Bank logo will be located above the ATM kiosk and on one side of the canopy. The proposed signage is in compliance with WMC Section 18.125.150, with less than 60 square feet of incidental sign area.

Exterior Lighting

A light pole is proposed adjacent to the ATM kiosk. WMC Section 18.141.060(10) states *“Light sources shall not create a glare or hazard on adjoining streets or be annoying to adjacent properties or residential areas”*. As a condition of approval, photometric plan shall be submitted for review to ensure that lighting will not be over glaring and/or project onto adjacent property.

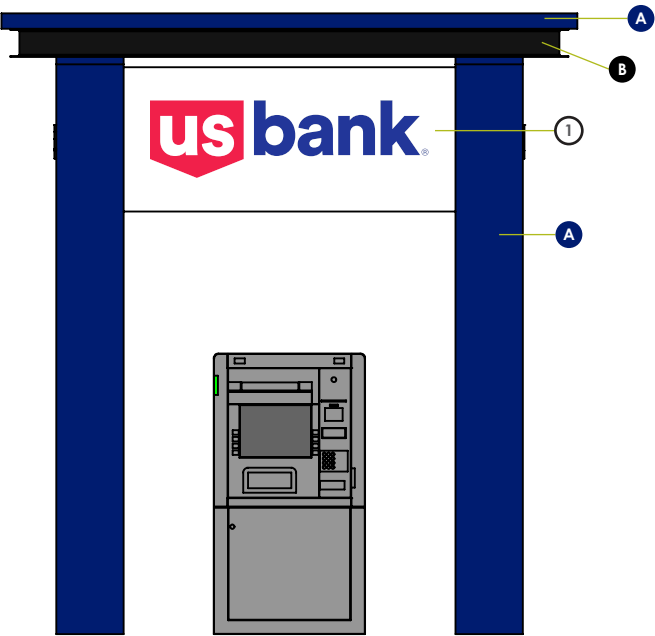
Landscaping

No new landscaping is proposed with this project. There will not be any disturbance to the existing landscaping on the site.

Conclusion

Per Section 18.141.070(1), an application for design review may be approved, approved with modifications, conditionally approved, or disapproved.

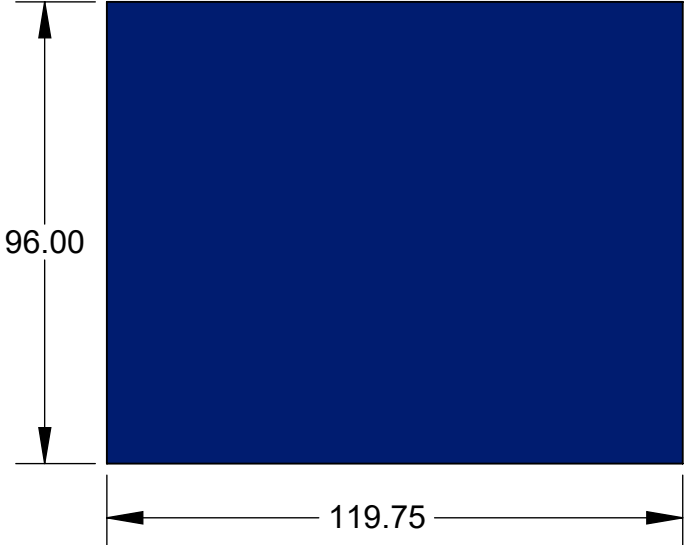
Front View



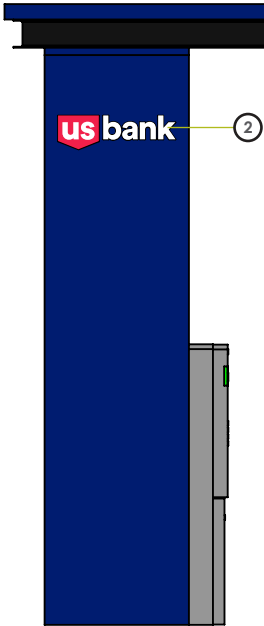
Back View



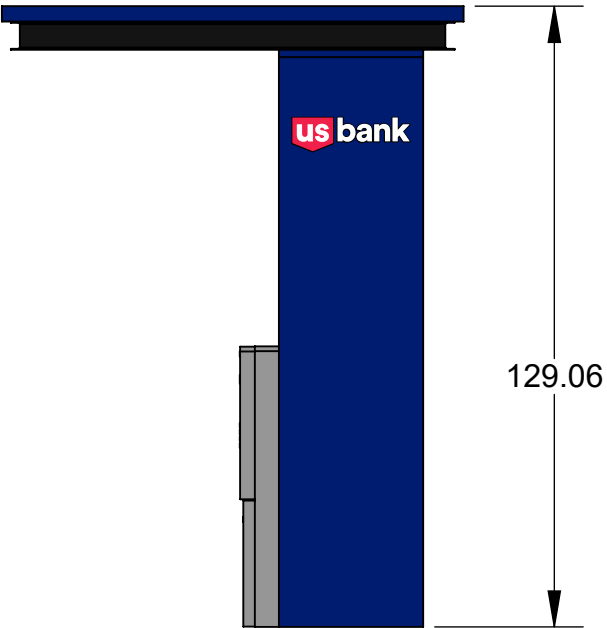
Top View




Approach View



Departure View



US Bank	
UNIT: 6072.26	ATM: DN 490
Graphic Information	
① Backlit Signage (front and back)	
② Backlit Push Thru Signage (Approach and departure)	
Paint Information	
PMS Color	Finish Type
A PMS 2748 C	Stipple Finish
B Black	Stipple Finish
	
Revision #	2
Rendered by Casey Allred	12/09/2024



DISCUSSION & ACTION CALENDAR



Date: April 1, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development and Services Director

Subject: Coyote Saloon Use Permit (File#MUP-23-01) Review

Recommendation:

Staff recommends the Commission receive the staff report, attachments, discuss and upon conclusion make a determination on whether the establishment is in compliance with the conditions of approval and take any necessary action, which may include upholding, modifying, or revoking the Conditional Use Permit.

Rationale for Recommendation:

The Conditional Use Permit (CUP) for Coyote Saloon requires a six-month review from the date of occupancy to ensure compliance with its Conditions of Approval (COA) and assess any operational impacts. This review allows the Commission to determine whether the business is operating as intended or if modifications to the permit are necessary.

Background:

The Coyote Saloon was approved for a CUP at 317 S. Tehama St. on April 19, 2023, for an original term of 5 years. The Coyote Saloon began operating in May of 2024 and the CUP COA state they are required to have their CUP reviewed by the Planning Commission 6 months from the date of occupancy. The COA also states that there will be an additional review 6 months post their initial review, at which time the Planning Commission can set the frequency of future reviews.

Discussion & Analysis:

Staff have reviewed the COA and found that all COA have been met (Attachment 1). Staff conducted a search on the California Department of Alcohol and Beverage Control website and no violations were found (Attachment 2). Staff contacted the Glenn County Sheriff's Office and requested information on any contacts at the Coyote Saloon. The Sheriff's Department stated they received two calls at that address. One call was for an unfounded report of a dog left in a vehicle and the other was reporting that recyclables had been stolen from the Coyote Saloon. Glenn County Environmental Health also stated that the Coyote Saloon is in compliance with the COA.

Fiscal Impact:

No fiscal impact.

Attachments:

- Attachment 1: Conditions of Approval
- Attachment 2: Alcohol and Beverage Control License Report



April 28, 2023

Terry Baker
P.O. Box 183
Willows, CA 95988

**RE: Use Permit (File#MUP-23-01) New Bar and Cocktail Lounge
317 S. Tehama Street/APN: 003-071-009/CG zoning**

Dear Mr. Baker;

The Willows Planning Commission at their April 19, 2023, regular meeting heard and approved your Use Permit request to establish a new bar and cocktail lounge at 317 S. Tehama Street. The parcel is located within the CG (General Commercial) zone. The application was approved pursuant to your application and site plans submitted. The Planning Commission adopted a Resolution, which is subject to final conditions of approval.

Enclosed is a copy of the PC Resolution and the final Conditions of Approval adopted. Please sign the acceptance form below, acknowledging that you have read all the Conditions and agree to their implementation.

Please return a signed copy of the acceptance form to the City of Willows, to implement the final conditions of approval, keeping a copy for your files. If you have any questions, please contact me at (530) 934-7041 or by email at kmantele@cityofwillows.org. Thank you for your follow through.

Sincerely,

Karen Mantele/Principal Planner

Cc: Marti Brown, City Manager
Pat Piatt, Community Services & Development Director

ACCEPTANCE OF CONDITIONS

I have read the final Conditions of Approval for Use Permit project (File #MUP-23-01) which allows for establishment of a new bar and cocktail lounge at 317 S. Tehama Street, located within the CG zoning district; ASSESSORS PARCEL NUMBER 003-071-009, Willows, CA., and agree to all conditions adopted by the Planning Commission at the April 19, 2023, regular meeting.

Terry Baker, applicant

May 16, 2023
Date

**Use Permit (#MUP-23-01) Conditions of Approval
For new Bar and Cocktail Lounge at
317 S Tehama Street/APN: 003-071-009
PC approval date: April 19, 2023**

GENERAL

1. That the applicant/developer shall enter into a *Pass-Through* Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.
2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies, and fees of the City of Willows.
3. 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.
4. The term of the use permit will be limited to five years from the date of approval with a review in six (6) months from the date of occupancy, and thereafter Commission shall review in another six (6) months, with further timeframes for review to be determined after the first two six-month reviews.
5. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
6. Any new signage to advertise the business shall obtain sign permit approval from the city prior to installation.
7. The applicant/business owner shall comply with all requirements of the ABC (Alcohol & Beverage Control) for Type 48 on sale to the general public.
8. A revised scaled site showing all of the required parking spaces, the outside patio area, and the location of the trash dumpster, shall be required with plan submittal.
9. A revised scaled floor plan shall be required with building plans submittal.
10. The business shall obtain a city business license prior to operation.
11. Applicant/owner of business shall take all reasonable steps to discourage and correct objectionable conditions that constitute a nuisance in parking areas during business hours directly related to the patrons of the bar.
12. The operator shall ensure that the hours of operation shall not be a detriment to the surrounding area.
13. The operator shall keep clear the premises of any debris or trash.
14. No person under 21 years of age is allowed on public premises of the bar.

BUILDING DEPARTMENT

15. The applicant shall apply for a building permit for the proposed tenant improvements, plans to be prepared by an architect.
16. Any proposed or future interior or exterior work shall comply with the current federal, state, and local codes and ordinances, and codes shall be shown on the plans submitted.
17. The adopted conditions of approval shall be shown on the plans.
18. The property is located within a flood zone. Any work done on the building shall comply with the WMC Flood plain ordinance.
19. Accessibility upgrades will be required and shall meet current code.
20. Working hours shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

21. The applicant will need to apply for and obtain a Food Facility Permit from the County Health Department prior to opening for business.
22. The applicant must submit plans to the Department for review and approval per the food facility plan check requirements on the County website. Contact Jay Bhakta at 530-934-6102.

FIRE DEPARTMENT

23. All applicable fire fees shall be paid prior to the issuance of a building permit.
24. All fire and alarm systems must meet the approval of the Fire Chief.
25. A Knox box shall be installed per Fire Chief approval per WMC 15.15.130.
26. All exit doors shall be marked as such in accordance with CFC 2022. Main entrance shall be marked with *"This door is to remain unlocked when building is occupied"*.
27. The building address signing shall meet all WMC 15.15.100 criteria and be reviewed by the Fire Department prior to installation. The address shall be visible from the roadway/street.
28. The business shall provide fire extinguishers in accordance with the 2022 CFC.
29. Emergency lighting shall be installed and operate from battery backup in accordance with CFC 2022.
30. A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.
31. Regular Fire Department safety inspections shall occur annually.



CALIFORNIA DEPARTMENT OF

Alcoholic Beverage Control

Report Date: Friday, March 21, 2025

LICENSE INFORMATION

License Number: 646609 **Primary Owner:** BAKER, TERRY MICHAEL

Office of Application: 31 - REDDING

BUSINESS NAME

COYOTE'S SALOON, LLC

BUSINESS ADDRESS

317 S TEHAMA ST , WILLOWS, CA, 95988

County: GLENN **Census Tract:** 0104.02

LICENSEE INFORMATION

Licensee: BAKER, TERRY MICHAEL

LICENSE TYPES

*Allow up to six weeks for expiration date updates after renewal fee submittal.

48 - ON-SALE GENERAL PUBLIC PREMISES

License Type Status: ACTIVE **Status Date:** 19-JUN-2023 **Term:** 12 Month(s)

Original Issue Date: 16-JUN-2023 **Expiration Date*:** 31-MAY-2025 **Master:** Y **Duplicate:** 0

From License Number: 48-564409

Fee Code: P0 **Transfers:** Transferred On: 16-JUN-2023

OPERATING RESTRICTIONS:

Sales, service and consumption of alcoholic beverages shall be permitted only between the hours of 6:00AM and 10:00pm each day of the week.

Any graffiti painted or marked upon the premises or on any adjacent area under the control of the licensee(s) shall be removed or painted over within 72 hours of being applied.

The petitioner(s) shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control as depicted on the most recently certified ABC-257 and ABC-253.

The petitioner(s) shall post a prominent, permanent sign stating, "NO LOITERING IS ALLOWED ON OR IN FRONT OF THESE PREMISES" in a place that is clearly visible to patrons of the licensed premises. The sign shall be at least two feet square with at least two inch block lettering.

Petitioner(s) shall actively monitor the area under their control in an effort to prevent the loitering of persons on any property adjacent to the licensed premises as depicted on the most recently certified ABC-253.

Entertainment provided shall not be audible beyond the area under the control of the licensee(s) as depicted on the most recently certified ABC-257 and ABC-253.

Said patio/terrace/other area shall be fully enclosed with a fixed barrier.

DISCIPLINARY ACTION:

No Active Disciplinary Action found

DISCIPLINARY HISTORY:

No Disciplinary History found.

HOLDS:

No Active Holds found

ESCROWS:

No Escrow found

NOTIFICATIONS:

No notifications found



Date: April 1, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development and Services Director

Subject: Tacos Ocampos (#UP-24-02) Electrical Review

Recommendation:

Staff recommends the Commission receive the staff report, attachments, discuss and upon conclusion make a determination on whether the establishment has made significant progress on obtaining electricity on site.

Rationale for Recommendation:

The Conditional Use Permit (CUP) for Tacos Ocampos requires a six-month review to check the status of acquiring electrical service at their location.

Background:

The Planning Commission originally heard this item on May 15, 2024, and continued the item to allow the applicant to provide additional information, add conditions of approval, and ensure that the project was noticed properly. On July 17, 2024, the Planning Commission determined that Conditional Use Permit #UP-24-02 did not meet the specific criteria outlined in the City's Zoning Ordinance for a Conditional Use Permit. This decision was appealed to the City Council on August 13, 2024 and it was sent back to the Planning Commission for further consideration. The Planning Commission reviewed and approved the Conditional Use Permit on August 21, 2024 and added a condition of approval that the Planning Commission have a 6 month review on the progress of obtaining on site electrical.

Discussion & Analysis:

The applicant has electrical on site and in use, they are no longer using a generator.

Fiscal Impact:

No fiscal impact.

Attachments:

- Attachment 1: Pictures of Electrical Meter and Panel





Date: April 1, 2025
To: Planning Commission
From: Joe Bettencourt, Community Development and Services Director
Subject: Section 1 Review of Willows Municipal Code Title 18- Zoning

Recommendation:

Provide comments and direction to staff regarding Willows Municipal Code Title 18- Zoning, Section 1.

Rationale for Recommendation:

Review of Title 18- Zoning provides the Planning Commission with an opportunity to provide feedback and ask questions ahead of the July 10th Joint City Council and Planning Commission meeting .

Background:

In preparation for the upcoming Joint City Council/Planning Commission meeting on July 10th to discuss changes to the Willows Municipal Code Title 18 – Zoning, staff has scheduled a series of discussions on portions of Title 18 over the next three months at the regularly scheduled Planning Commission meetings. This phased approach aims to facilitate a thorough review and discussion of the zoning code leading up to the joint meeting. The review is structured into three sections to ensure an equitable distribution of material.

Discussion & Analysis:

Section 1: Includes the following 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



COMMENTS AND REPORTS