



Willows Planning Commission Regular Meeting

August 21, 2024
Willows City Hall
6:00 PM

City Council
Pedro Bobadilla, Chair
Maria Ehorn, Vice Chair
Holly Myers, Commissioner
Llanira Valencia, Commissioner
Sherry Brott, Commissioner

City Planner
Byron Turner

City Clerk
Amos Hoover

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

Agenda

Watch online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/82471656455?pwd=m5M9bP1PhCJEVEQz0Aw7K7xbDgAlXa.1>

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:

bturner@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. **Use Permit / File #UP-22-04(A) / 125 Willow Street**

Recommended Action: Staff recommends the Commission receive the Staff Report, attachments, discuss, hold a public hearing, and upon conclusion, consider adoption the attached resolution.

Contact: Byron Turner, City Planner, bturner@cityofwillows.org

b. **Conditional Use Permit / File #CUP-24-05 / 1070 W. Wood Street Suite D**

Recommended Action: Staff recommends the Commission receive the Staff Report, attachments, discuss, hold a public hearing, and upon conclusion, consider adoption the attached resolution.

Contact: Byron Turner, City Planner, bturner@cityofwillows.org

7. COMMENTS & REPORTS

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

8. ADJOURNMENT

This agenda was posted on August 16, 2024.

Amos Hoover, 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



PUBLIC HEARING



Date: August 21, 2024
To: Planning Commission
From: Byron Turner, City Planner
Joe Bettencourt, Community Development & Service Director
Subject: Use Permit/ File #UP-22-04(A)/ 125 Willow Street

Recommendation:

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

Rationale for Recommendation:

The amendment to Conditional Use Permit #UP-22-04 is consistent with the City's zoning regulation Section 18.55.030(17) as the commissary is an accessory use to the existing Conditional Use Permit and is a compatible use for the property and surrounding area.

Background:

The applicants, Felix and Greg Rodriguez would like to amend Use Permit [File# UP-22-04] to operate a commissary in accessory to the existing permitted mobile food facility on the property located at 125 Willow Street, identified by Assessor Parcel Number (APN): 003-021-011 (See Figure 1).

The subject property is located in the Central Commercial (CC) zoning district within the Downtown Area Boundary Overlay and has a land use designation of General Commercial (GC). The CC district is designed for established downtown areas where a concentration of retail and service businesses create a vibrant pedestrian-oriented environment. The surrounding area consists of properties similarly zoned as CC within the Downtown Area Boundary Overlay.

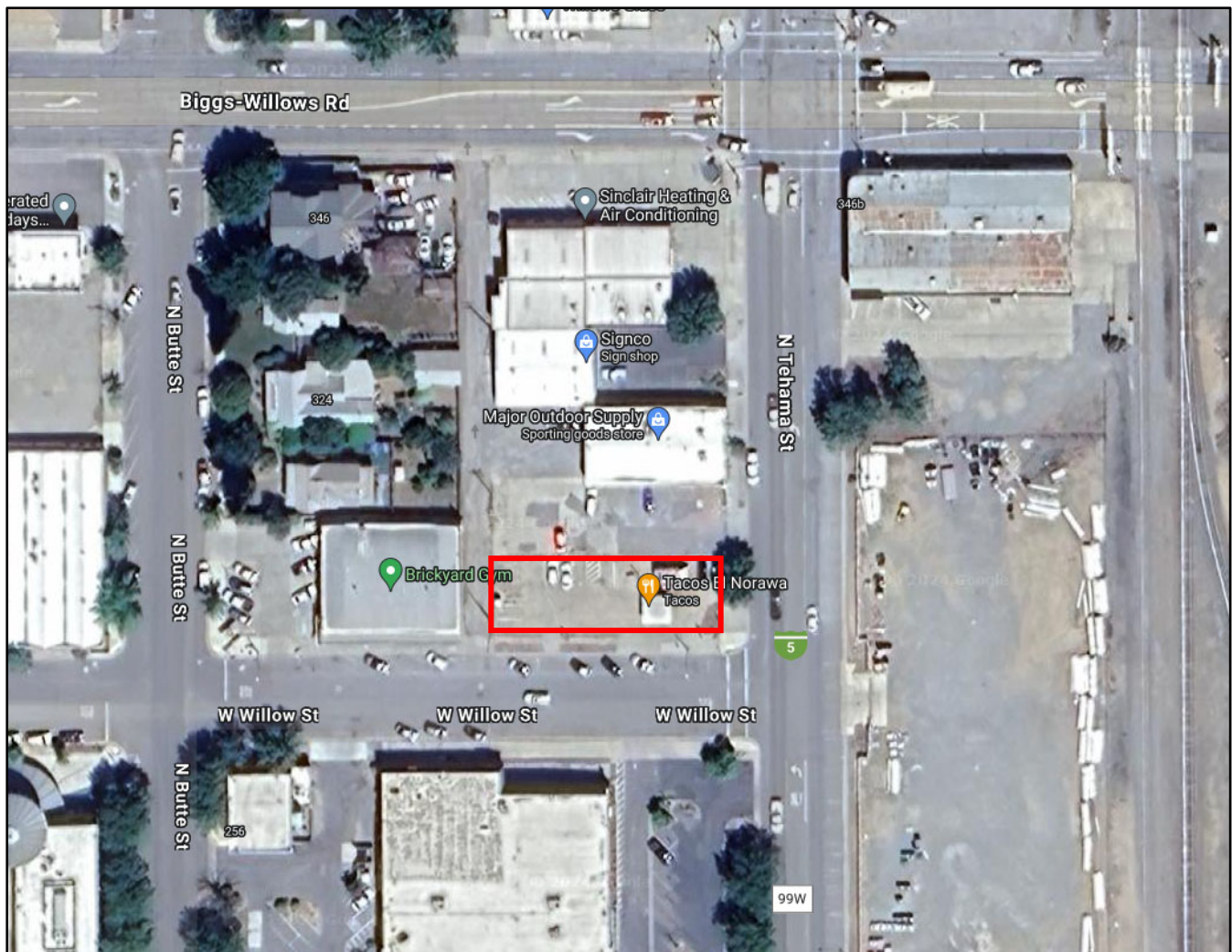


Figure 1: Location

Discussion & Analysis:

The proposed building will measure 40 feet by 50 feet with a 14-foot height. It will include a 6 by 5-foot bathroom, a 12 by 7-foot cold room, a 12 by 10-foot storage room, a 12 by 23-foot kitchen, two (2) 12 by 12-foot garage doors, and an emergency exit (See Attachment 3). The metal building will feature a Barn Red roof and trim, with Pewter Grey side and end panels (See Attachment 4). The building will be installed on a concrete foundation. The property contains four (4) on-site parking spots. Utilities to the Site will be provided by PG&E and Calwater.

To date, this office has received one written comment regarding the proposed project. On July 5, 2023, the Glenn County Environmental Health Department stated that the proposed project will require the submission of plans and plan check applications to their department, in addition to a Food Permit Application for the sale of food.

Consistency with Council Priorities and Goals:

The proposed project aligns with the goals and policies established in the *City of Willows Vision and Priorities Report*, dated June 2024. Specifically, the project supports Priority #2: Economic Development by facilitating the expansion and growth of an existing business through the addition of a commissary thereby contributing economic growth to the community.

Furthermore, the project contributes to Economic Development by providing a local food establishment conveniently located within walking distance of nearby shops and businesses. The proposed project will serve as a valuable community amenity, providing a convenient and accessible food option for residents, employees, and visitors. Its proximity to nearby shops and businesses will enhance the overall vibrancy and walkability of the area.

Fiscal Impact:

The applicant has provided a deposit for the planning portion of the project.

Attachments:

- Attachment 1: Resolution XX-2024
- Attachment 2: Conditions of Approval
- Attachment 3: Applicant Submittal
- Attachment 4: Proposed Site Plan
- Attachment 5: Proposed Building Information
- Attachment 6: Public Comment
- Attachment 7: Design Review Analysis



**City of Willows
Resolution XX-2024**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE APPROVAL OF AN AMENDMENT TO USE PERMIT (FILE # UP-24-05) and Design Review TO ALLOW THE ESTABLISHMENT OF A COMMISSARY AT THE PROPERTY LOCATED AT 125 WILLOW STREET, ASSESSORS PARCEL NUMBER 003-021-011 WITHIN THE CENTRAL COMMERCIAL ZONE

WHEREAS, the applicants, Felix and Greg Rodriguez, have submitted an application to amend Use Permit File# UP-22-04 to operate a commissary as an accessory to the existing permitted mobile food facility; and

WHEREAS, WMC Chapter 18.50.030(17) allows accessory uses that are incidental to the of the primary use within the Central Commercial zone with a Use Permit approved by the Planning Commission; and

WHEREAS City of Willows Municipal Code Chapter 18.141.030 states that 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 August 21st, 2024, 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 August 21st, 2024, 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 Sections 15301 & 15303; and

WHEREAS, pursuant to Section 18.135.050 of the Zoning Ordinance, the following findings are made:

- 1) That the use is consistent with the purposes of the district in which the site is located. *WMC Chapter 18.50.030(17) allows accessory uses that are incidental to the primary use within the Central Commercial zone with a Use Permit approved by the Planning Commission.*
- 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.

- The location of the new use will be located on land that is currently underutilized, and conditions of approval have been placed upon the use ensuring that it will not be detrimental to the public health, safety, or welfare or materially injurious to properties.*
- 3) That the proposed use is in conformance with the General Plan.
Commercial businesses are allowed within the land use designation of General Commercial.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request to establish the operation of a commissary is consistent with the General Plan, and the City of Willows Municipal Code; and hereby grants the amendment approving Use Permit [File # UP-22-04(A)] and Design Review, subject to the attached conditions of approval.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 21st day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chair

Amos Hoover, City Clerk

**City of Willows**

201 N. Lassen Street
Willows, Ca. 95988
530.934.7041 (tel)
530.934.7402 (fax)

City Use Only – do not write in this area

Date Received _____

File Number(s) _____

Land Use Designation _____

Zoning _____

Planning Permit Application - please print or typeProject title UP 22-04(A) Project address 125 Willow streetAPN(s) 003 - 021 - 011**Application Type**

Appeal <input type="checkbox"/> Appeal \$222	General Plan Amendment <input type="checkbox"/> Major \$1,146 + PTA deposit
Design Review <input checked="" type="checkbox"/> Minor/Major <u>\$283 + \$128 per PC meeting + PTA Deposit</u>	Sign Permit <input type="checkbox"/> Administrative Program \$64
Environmental Assessment CEQA Review <input checked="" type="checkbox"/> Categorical Exemption w/no initial study \$64 <input type="checkbox"/> Notice of Determination \$32+ County Posting Fee <input type="checkbox"/> Initial Study w/Minor Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/Mitigated Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/EIR Consultant Fee + 5% <input type="checkbox"/> Impact Report (EIR) Consultant Fee + 5%	Minor/Major Subdivision <input type="checkbox"/> Minor \$285 + \$32/lot + PTA deposit <input type="checkbox"/> Major \$565 + \$32/lot + PTA deposit <input type="checkbox"/> Vesting Tentative Map \$680 + \$32/lot + PTA deposit <input type="checkbox"/> Final Map \$562 + \$32/lot + PTA deposit <input type="checkbox"/> Certificate of Compliance \$228 <input type="checkbox"/> Voluntary Lot Merger \$228 <input type="checkbox"/> Lot Line Adjustment \$350 <input type="checkbox"/> Revisions & Extensions \$191
Use Permits <input checked="" type="checkbox"/> Minor \$114 + PTA deposit <input type="checkbox"/> Major \$570 + PTA deposit <input type="checkbox"/> Temporary Use \$228 <input type="checkbox"/> Home Occupation Permit \$86	Zoning Amendment <input type="checkbox"/> Rezoning-Prezoning \$1,000 deposit + Consultant Fee + 5% <input type="checkbox"/> Variance (Minor) \$114 + PTA deposit <input type="checkbox"/> Variance (Major) \$570 + PTA deposit
Pass Through Agreement (PTA) *Projects deemed Categorical Exempt <u>\$500 minimum deposit</u> *Projects requiring Environmental Review minimum... \$1,000 deposit, actual cost using staff fully allocated rate	Zoning Clearance Letter <input type="checkbox"/> Administrative \$128

* For applications with a PTA deposit, the actual costs to process will be charged. The applicant will receive an accounting of costs. If costs to process are less than the deposit, the excess will be refunded. If costs are more than the deposit, an additional deposit will be required.

Project Description COMMISARY

ATTACH A SEPARATE SHEET FOR EXPLANATION IF NECESSARY

Project Address: 125 willow street

Existing Use(s) of Property _____

Applicant	<u>Felix and Greg. Rodriguez</u>	Property Owner	<u>Felix and Greg. Rodriguez</u>
Mailing Address	<u>4778 County Rd dd</u>	Mailing Address	_____
City, State, ZIP	<u>Orland Ca. 95963</u>	City, State, ZIP	<u>same as</u>
Telephone	<u>530 966 7653, 530 966 6814</u>	Telephone	<u>applicant address</u>
Fax	_____	Fax	_____
E-mail	<u>tacoselnorawafyg@gmail.com</u>	E-mail	_____

Applicant/Owner Certifications, Agreements and Acknowledgements:

- a) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the applicant for payment of the processing fees.
- b) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- c) If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.
- d) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Willows its agents, officers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.
- e) The City of Willows shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Property Owner Signature(s)

[Signature]
Greg. Rodriguez

Date 05/08/2024

Date 05/08/2024

Applicant Signature(s)

[Signature]
Greg. Rodriguez

Date 05/08/2024

Date 05/08/2024

Additional space provided to list the following as applicable:

Partnerships: All general and limited partners shall be identified.

Corporations: All shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Telephone No.	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Project correspondence to be provided to (in addition to the Applicant and Property Owner):

Name	Address	Telephone No.
_____	_____	_____
_____	_____	_____

Project Address: 125 willow street
City of Willows

Minimum Information for Filing a Complete
PLANNING PERMIT APPLICATION

Each **Planning Permit Application** must contain the following information, as noted. Some specialized applications may require additional information. Consult with the Planning Department to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission and/or City Council action.

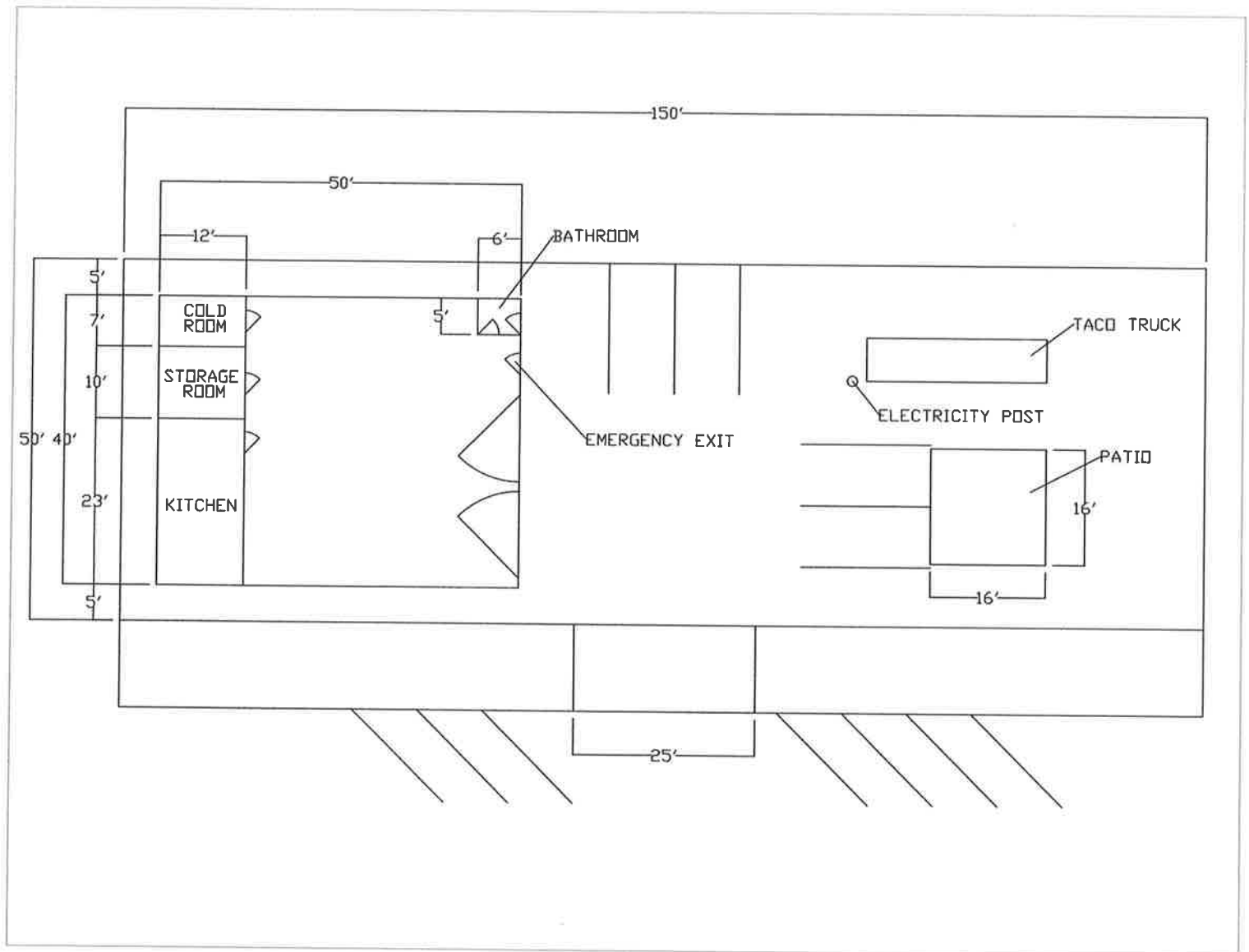
- [] **Completed application form**, with all Applicant and Property Owner signatures, including all parties holding a title interest
- [] **A signed and dated written statement** if a new business activity is proposed, describing its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of products, type of manufacturing or processing, etc.)
- [] Fifteen (15) copies of each of the following on sheets with a dimension of 24" x 36", stapled in sets, and folded to a maximum size of 8-1/2" x 14":
 - [] **Dimensioned plot plan** (site plan), drawn to scale depicting:
 - the boundaries of the site
 - the location and names of adjacent and abutting streets
 - all existing on-site improvements (buildings, paving, driveways, walkways, etc.) and all existing trees
 - all proposed new improvements including but not limited to buildings, roads, paving, driveways, walkways
 - all required and proposed setbacks from all property lines
 - [] **Fully-dimensioned building elevations** for all four sides of each building, including:
 - the finish material and color of all exterior surfaces and roofs
 - all exterior mechanical, ductwork, and utility boxes
 - roof pitch
 - details of all windows and doors
 - [] A minimum of 2 **fully-dimensioned cross sections**, with at least one across each building axis
 - [] **Fully-dimensioned roof plan** showing direction of slope and location of mechanical equipment, ducts and vents
 - [] **Fully-dimensioned floor plans** depicting all rooms, doors, windows, etc.
 - [] **Sign plans** depicting the design(s) of all proposed signs, including locations, dimensions, height, materials, colors, and illumination
 - [] **Landscape and irrigation plan** that includes location of sprinkler heads and utility lines
 - [] **Grading plan** depicting all proposed site work including grading (depicting existing and finish contours at 1-foot intervals, limits of all earthwork, and cut and fill amounts)
 - [] **Drainage plan** depicting all existing and proposed drainage-ways

Project Address: 125 willow street

- ☐ **Fully-dimensioned fence/wall plan**, including the finish material and color of all fences and walls
- ☐ **Lighting plans**, including proposed locations and manufacturer's specifications for all exterior lighting fixtures
- ☐ One 8½" x 11" or 8 ½" x 17" **reduction** of each of the above required exhibits.
- ☐ **Materials and colors board** depicting all exterior finish materials and colors.
- ☐ One set of 8½" x 11" or 11" x 17" exhibits for filing that show all of the information on the color board (e.g. catalog cuts, color chips, material sheets, etc.)
- ☐ **Colored rendering** of project
- ☐ **Site photographs** depicting representative views of and from the site.
- ☐ 2 copies of the **Preliminary Title Report** not more than 3 months old.
- ☐ **Findings for Variance request**
- ☐ **Findings for Conditional Use request**
- ☐ **Processing fees** of \$ _____
- ☐ Other _____
- ☐ For Subdivisions See Engineering submittal requirements Checklist

ITEMS REQUIRED FOR ENVIRONMENTAL REVIEW:

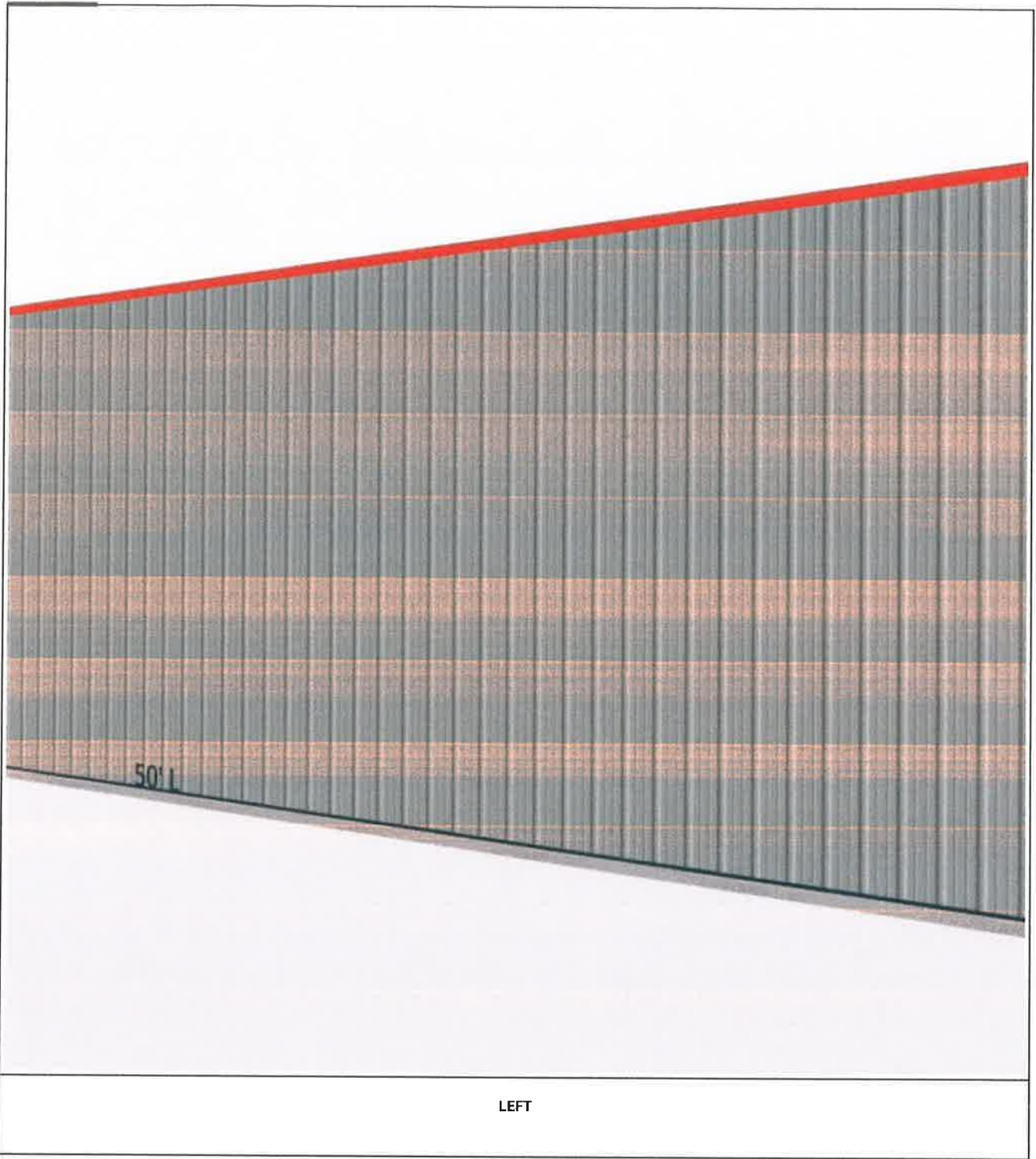
- ☐ 2 copies of a Preliminary Soils Report
- ☐ Archaeology Report (Preliminary data search)
- ☐ Arborist Report (ID of all trees on the site over 6" DBH)
- ☐ Traffic Report
- ☐ Biologist/Wetlands Report
- ☐ Phase I Environmental Assessment
- ☐ If a stream exists, contact a City Planner at 934.7041 to discuss possible additional requirements.
- ☐ **Note:** Department of Fish and Game (DFG) Filing Fee Exemption Form must be approved by DFG, or fees are due when Notice of Determination is filed at the County Clerk's Office (see staff for explanation)



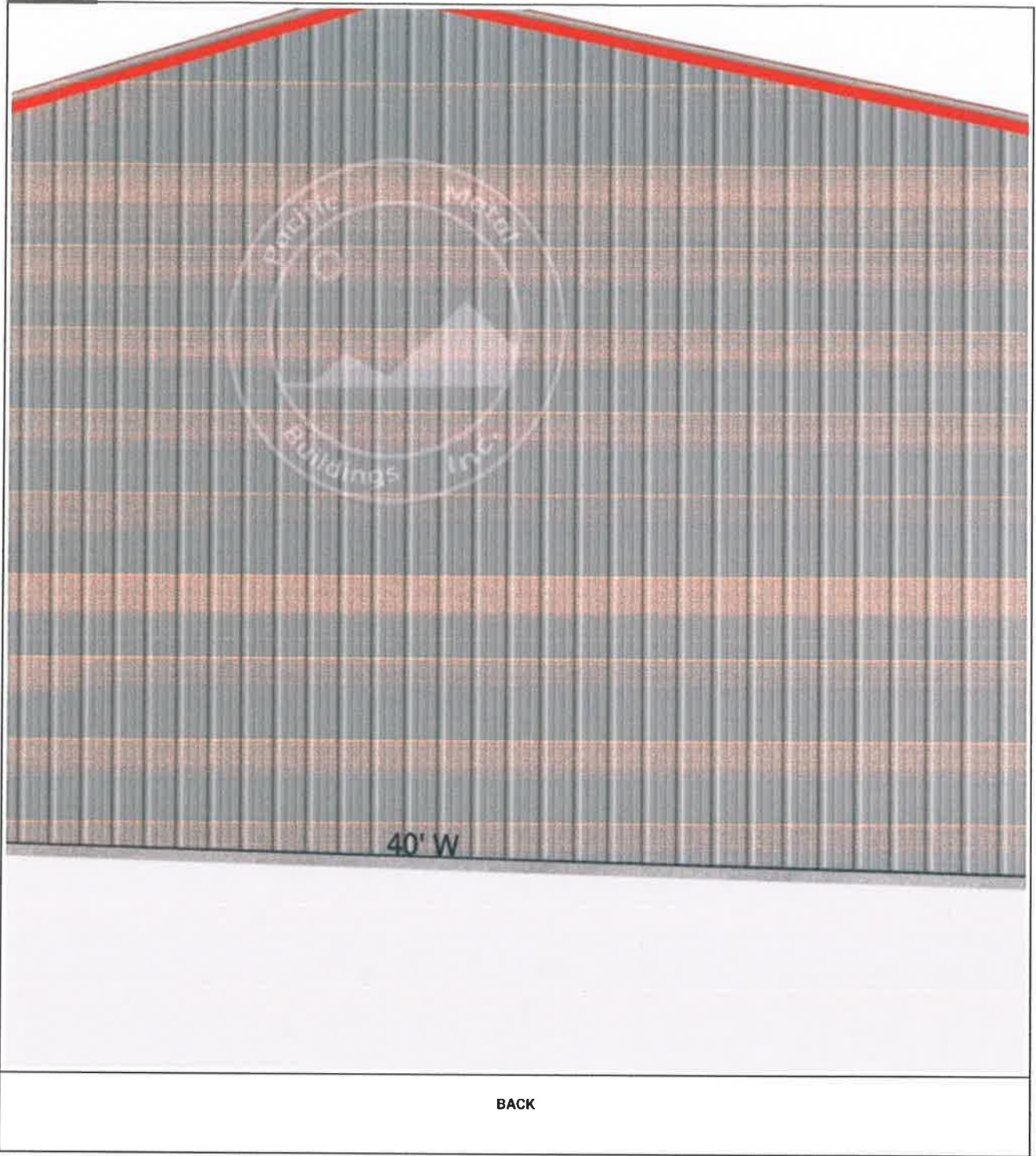
BUILDING VIEW



BUILDING VIEW

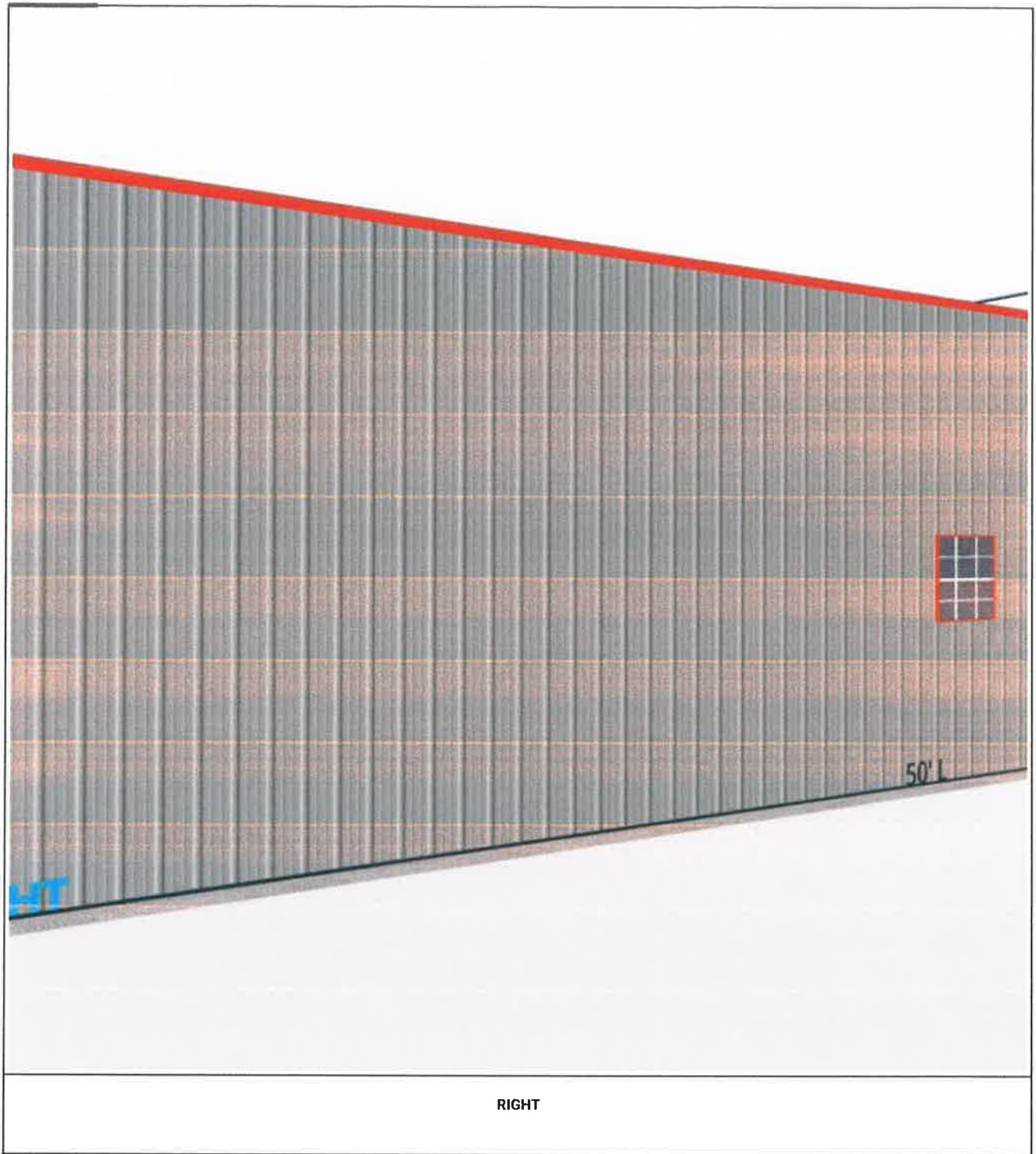


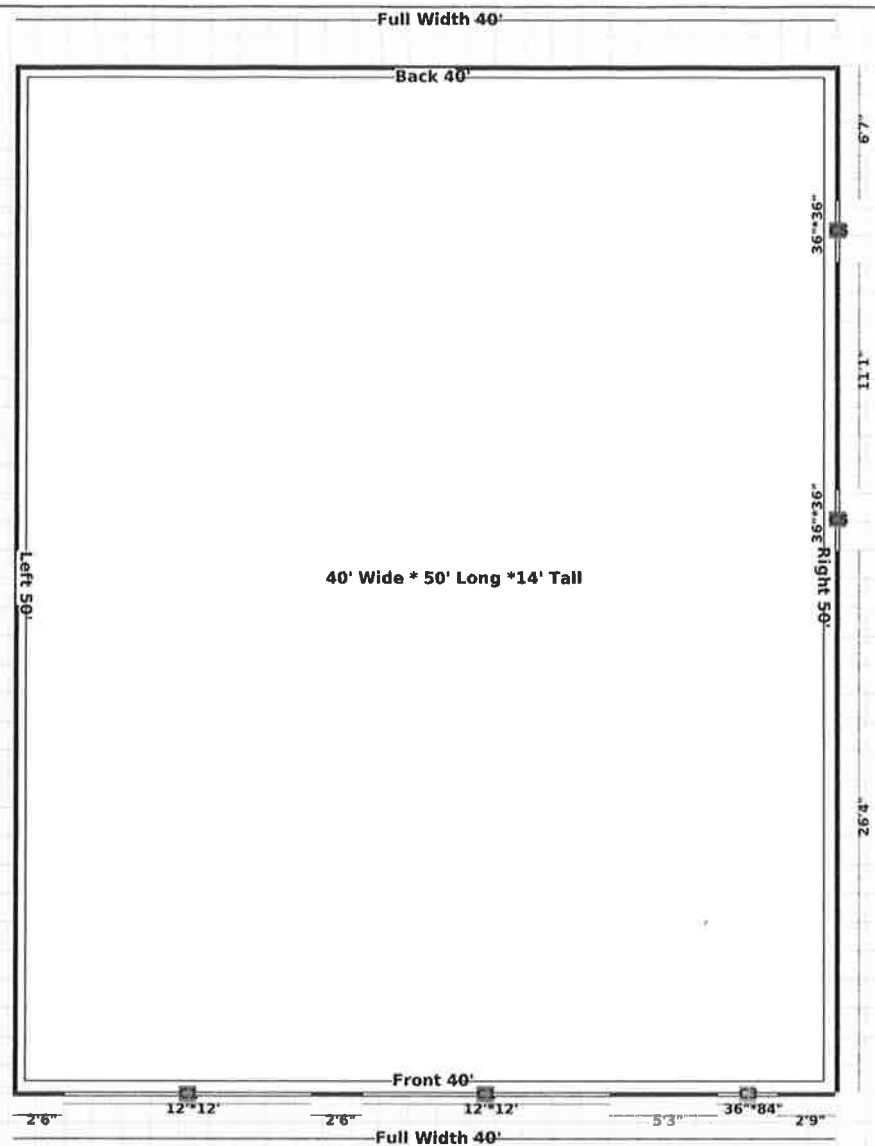
BUILDING VIEW



BACK

BUILDING VIEW





LEGENDS

- -
 -
- Garage Door Garage Door Frameout Walk in Door Walk in Door Frameout Windows Windows Frameout Open Wall
 Close Wall Distance Storage Length (Utility) Cupola

TERMS & CONDITIONS

****Disclaimer - Prices are subject to change without notice. These are just system generated estimates and can vary as per the building configuration and other requirements. Please contact us with any questions.**

**Pacific Metal Buildings INC**

270 Old Hwy 99w, Maxwell, Ca 95955

**SALES - Mayra Licea**270 Old Hwy 99, Po Box 485
Maxwell, Colusa, California 95955@ mayra@pacificbuildingsinc.com

(530) 438-2777

Quote: QTE-015598

Date: 04/10/2024

Total: \$65,799.76

CUSTOMER - Felix Rodriguez

Billing Address



Shipping Address

@ tacoseinoawayfy@gmail.com

(530) 966-6811

Commercial Buildings - 40 x 50 x 14● Roof Color: **Barn Red**● Trim Color: **Barn Red**● Sides/Ends Color: **Pewter Gray**● Wainscot Color: **NA****SPECIFICATION****QTY**

40X50' Vertical Style Roof

1

14' Height (Double Legs Baseraill)

1

Professionally Engineered Certification

1

3/12' Roof Pitch

1

Front Wall Closed Vertical

1

Back Wall Closed Vertical

1

Left Closed Vertical

1

Right Closed Vertical

1

12x12 ft Garage Door (Commercial) on Front Wall (Chain Hoist)

1

12x12 ft Garage Door (Commercial) on Front Wall (Chain Holst)

1

36x84 inch Walk-in Door (Heavy Duty) on Front Wall

1

36x36 inch Window (Standard) on Right Wall

1

36x36 inch Window (Standard) on Right Wall

1

Anchoring System

1

Diagonal Bracing

1

Center - Reflective Thermal (Full Building)

1

Manufacturer Discount (SUPER SALE)

1

Permit Required : Yes

Engineered Drawing Fee

Freight Charges

SUB TOTAL

\$59,546.75

Additional Charges

\$6,253.00

GRAND TOTAL**\$65,799.76****PAY NOW**Downpayment **\$5,954.68****BALANCE DUE****BUILDING SPECIFICATION**☐ Ready for Installation?☐ Jobsite Level?☒ Permit Required?☐ Inside City Limit?☐ Electricity Available?Installation Surface? **Concrete**Building Dimension: **40'W x50'L x14'H**Roof Style: **Vertical Style**Gauge: **12 Gauge**Wind/Snow Rating: **Professionally Engineered Certification**Distance on Center: **5 Feet****NOTE**

Forklift required on site/not included on price. Unit rated for 25psf snow load and 90mph wind rates

From: Jay Bhakta <jbhakta@countyofglenn.net>
Sent: Friday, July 5, 2024 10:39 AM
To: Tara Rustenhoven <trustenhoven@cityofwillows.org>
Cc: Joe Bettencourt <JBettencourt@cityofwillows.org>
Subject: RE: 125 Willow Street

Good morning,

The commissary will need to submit complete plans and plan check application to GC Environmental Health as well as a Food Permit Application for Commissary use.

Sincerely,

Jay Bhakta, REHS

Environmental Health Specialist
PCDSA - Glenn County Environmental Health Department
225 N Tehama Street
Willows Ca 95988
530-934-6102
530-934-6103 (fax)
Jbhakta@countyofglenn.net

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-
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From: Tara Rustenhoven <trustenhoven@cityofwillows.org>
Sent: Friday, July 5, 2024 8:57 AM
To: Jay Bhakta <jbhakta@countyofglenn.net>
Cc: Joe Bettencourt <JBettencourt@cityofwillows.org>
Subject: 125 Willow Street

You don't often get email from trustenhoven@cityofwillows.org. [Learn why this is important](#)

Please see the attached Planning application for a commissary located at 125 Willow Street for your review and comments.

Thanks and Have a great day!!



Tara Rustenhoven
Community Development Technician

City of Willows

201 N Lassen Street

Willows CA 95988

Ph:(530)934-7041 EXT 100

Fax: (530)934-7402

Website: www.cityofwillows.org

Design Review Analysis
Conditional Use Permit (UP-22-04(A)) Conditions of Approval
125 Willows Street /APN: 003-021-011

Introduction

This Design Review Analysis evaluates the proposed exterior design for the proposed building to be located at 125 Willows Street, identified by Assessor Parcel Number (APN): 003-021-001. The analysis focuses on the project's compliance with design review criteria, including building design, site relationship, neighborhood compatibility, material selection, site improvements, and operational considerations.

Design Review Analysis

Competent Design: The proposed structure is a prefabricated, professionally engineered building designed to withstand local wind and snow loads. As a standard 40' x 50' commercial structure, it incorporates strategically placed doors, chain-hoist garage doors, and windows. The building is further stabilized with an anchoring system and diagonal bracing to ensure structural integrity.

Relationship Between Structures Within the Development and Between Structures and Site: The proposed structure will function as an accessory building to the existing mobile food facility and outdoor seating area. This complementary addition enhances the site's overall functionality and aesthetic appeal by providing a cohesive and well-integrated development.

Relationship between Development and Neighborhood: The proposed structure is compatible with the surrounding area's architectural character. The project is not anticipated to alter the neighborhood's overall aesthetic.

Materials and Colors Used: The proposed structure is constructed of metal and will be finished with a Barn Red roof and matching trim. The exterior walls will be painted a complementary Pewter Gray, creating a visually appealing and harmonious color scheme.

Wall, fences: No new walls or fences are proposed with this project.

Surface Water Drainage: No change.

Drives, Parking and Circulation: Access is off West Willow Street. The property contains four (4) on-site parking spots.

Signs: Signage is not proposed for the new structure. Should the applicant decide to place a sign on the structure, a sign permit shall be applied for and require approval of the Design Review Permit.

Exterior Lighting: Appropriate lighting is necessary for safe operation during times of darkness and provides a safe environment for the customers and employees and discourages loitering. Two street lights are present. No additional lighting is proposed on the Site.

Landscaping: The entirety of the property is paved, and no landscaping is present. Any trash accumulating on the property and landscape areas will be removed promptly, with any graffiti removed from any place within 48 hours.

Conclusion

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

Site Photos



Looking west from the Site towards the existing mobile food facilities and seating area



Looking east towards the Site.



Looking west towards West Willows Street and the Site from the neighboring property.



Looking south towards the Site from the neighboring property.



Date: August 21, 2024

To: Planning Commission

From: Byron Turner, City Planner
Joe Bettencourt, Community Development & Service Director

Subject: Conditional Use Permit/ File #CUP 24-05/ 1070 W. Wood Street

Recommendation:

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

Rationale for Recommendation:

Per the City of Willows Municipal Code (WMC) 18.50.030(6), martial arts or exercise studios are allowed with an approved conditional use permit from the Planning Commission.

Background:

On August 5, 2024, Willows Jiu Jitsu & MMA submitted a Conditional Use Permit (CUP) application to relocate its martial arts business from 130 N. Butte Street to 1070 W. Wood Street, Suite D, identified by Assessor's Parcel Number (APN): 001-132-004. The martial arts studio will occupy one of the three existing units within the building (See Figure 1).

The subject property is located within the Entryway (E) zoning district and has a land use designation of Entryway (E). The E zoning district is designated for arterial streets leading into downtown Willows. It aims to create an attractive corridor that accommodates a mix of commercial, office, and residential uses. New developments and modifications must adhere to specific design guidelines such as the City of Willows Historic Downtown and Wood Street Design Guidelines. Permitted and conditionally permitted uses within the district must be suitable for neighboring residential areas. The surrounding area consists of properties zoned as E to the north, east, and south, and Public Facilities and Services (P) to the west.

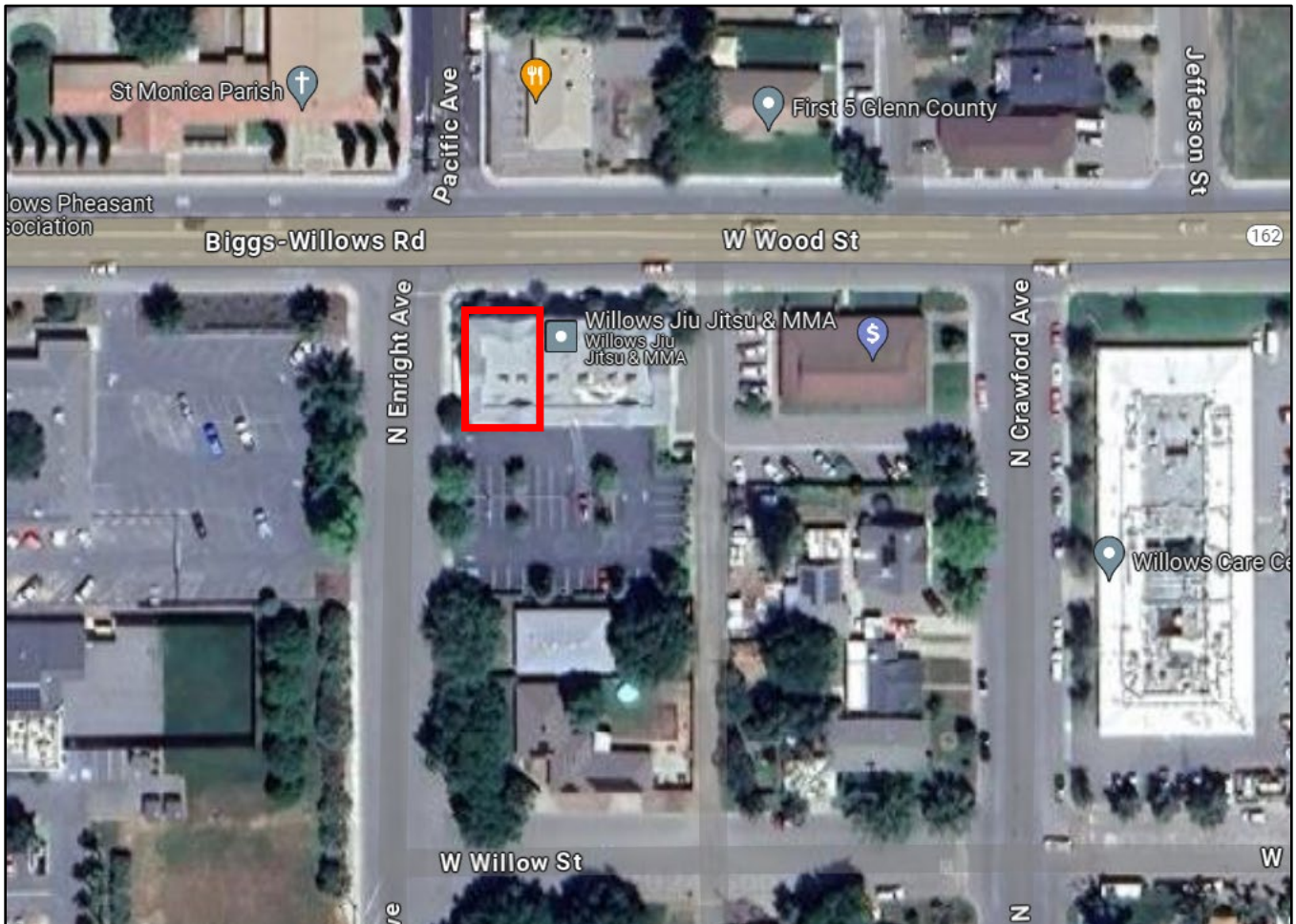


Figure 1: Location

Discussion & Analysis:

The applicant and owner of Willows Jiu Jitsu & MMA is relocating its business from 130 N. Butte Street to a leased unit at 1070 W. Wood Street. The business plans to serve the local community by offering martial arts instruction, including jiu-jitsu, Muay Thai, boxing, and wrestling, to both children and adults. The focus is on self-defense, physical fitness, and competitive training. The business will operate from 4:30 PM to 9:00 PM, Monday through Friday.

The applicant proposes new signs consistent with WMC Section 18.125 and the City of Willows Historic Downtown and Wood Street Design Guidelines. As the proposed Site is designated as E, all signage must adhere to the maximum square footage limit of 1.5 square feet (sf) per foot (ft) of lineal building frontage.

The following table summarizes the proposed signage:

	Building frontage (ft)	Max Allowed Area (sf) (1.5sf x Building frontage ft)	Total Proposed Sign Area (sf)
North:	50	75	12.5
South:	50	75	21.4
West	71	106.5	17

As indicated in the table above, the total proposed sign area for each building facade is less than the maximum allowed area, demonstrating compliance with the design requirements.

Consistency with Council Priorities and Goals:

The proposed project is consistent with Priority #4: Community Engagement and Priority #6: Quality of Life, outlined in the *Vision and Priorities for the City of Willows Report*, dated June 2024. By offering martial arts instructions to both youth and adults, the business contributes to enhancing the overall quality of life within the community by promoting physical activity, personal development, and community engagement.

Fiscal Impact:

The applicant has provided a deposit for the planning portion of the project.

Attachments:

- Attachment 1: Draft Resolution
- Attachment 2: Draft Conditions of Approval
- Attachment 3: Applicant Submittal
- Attachment 4: Proposed Business Signs



**City of Willows
Resolution XX-2024**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE APPROVAL OF CONDITIONAL USE PERMIT (FILE # CUP-24-05) TO ALLOW THE ESTABLISHMENT OF WILLOWS JIU JITSU & MMA AT THE PROPERTY LOCATED AT 1070 W. WOOD STREET, SUITE D, ASSESSORS PARCEL NUMBER 001-132-004 WITHIN THE ENTRYWAY ZONE

WHEREAS, the applicant, Joy Pandell, has submitted an application for a Conditional Use Permit approval to allow establishment of Willows Jiu Jitsu & MMA; and

WHEREAS, WMC Chapter 18.50.030(6) allows for martial arts or exercise studios within the Entryway zone with a Conditional Use Permit approved by the Planning Commission; and

WHEREAS, notice of the Planning Commission meeting held on August 21st, 2024, 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 August 21, 2024, 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 Sections 15301 & 15303; and

WHEREAS, pursuant to Section 18.135.050 of the Zoning Ordinance, the following findings are made:

- 1) That the use is consistent with the purposes of the district in which the site is located.
WMC Chapter 18.50.030(6) allows for Martial arts or exercise studios within the Entryway zone with a Conditional Use Permit approved by the Planning Commission.
- 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.
The location of the use is in an existing building, and conditions of approval have been placed upon the use ensuring that it will not be detrimental to the public health, safety, or welfare or materially injurious to properties.
- 3) That the proposed use is in conformance with the General Plan.
Martial arts or exercise studios are allowed with an approved conditional use permit within the land use designation of Entryway.

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request to establish Willows Jiu Jitsu & MMA is consistent with the General Plan,

and the City of Willows Municipal Code; and hereby approves Conditional Use Permit (file # CUP-24-05), subject to the attached conditions of approval.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 21st day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chair

Amos Hoover, City Clerk

Conditional Use Permit (CUP-24-05) Conditions of Approval
For establishment of Willows Jiu Jitsu & MMA
1070 W. Wood Street, Suite D /APN: 001-132-004
Planning Commission Approval Date: August 21, 2024

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. 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.
5. Any new signage or changes to the signage color to advertise the business shall obtain sign permit approval from the City prior to installation. Such changes would be required to comply with the requirements stated in Chapter 18.141 ARCHITECTURAL BOARD OF REVIEW of the City of Willows Municipal Code.
6. The business shall obtain a city business license prior to operation.

FIRE DEPARTMENT

7. The business shall provide fire extinguishers in accordance with the 2022 California Fire Code (CFC).

ADDITIONAL CONDITIONS:

8. The Applicant must comply with parking requirements stated in Section 18.50.050(f) MINIMUM PARKING and Chapter 18.120 PARKING REGULATIONS. Any modifications to the parking stalls require prior written approval from the Planning Department.

**City of Willows**

201 N. Lassen Street
Willows, Ca. 95988
530.934.7041 (tel)
530.934.7402 (fax)

City Use Only – do not write in this area

Date Received _____

File Number(s) _____

Land Use Designation _____

Zoning _____

Planning Permit Application - please print or type

Project title _____ Project address 1070 W. Wood St. Suite D
Willows CA 95988
APN(s) _____

Application Type

Appeal <input type="checkbox"/> Appeal \$222	General Plan Amendment <input type="checkbox"/> Major \$1,146 + PTA deposit
Design Review <input type="checkbox"/> Minor/Major \$283 + \$128 per PC meeting + PTA Deposit	Sign Permit <input type="checkbox"/> Administrative Program \$64
Environmental Assessment CEQA Review <input type="checkbox"/> Categorical Exemption w/no initial study \$64 <input type="checkbox"/> Notice of Determination \$32+ County Posting Fee <input type="checkbox"/> Initial Study w/Minor Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/Mitigated Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/EIR Consultant Fee + 5% <input type="checkbox"/> Impact Report (EIR) Consultant Fee + 5%	Minor/Major Subdivision <input type="checkbox"/> Minor \$285 + \$32/lot + PTA deposit <input type="checkbox"/> Major \$565 + \$32/lot + PTA deposit <input type="checkbox"/> Vesting Tentative Map \$680 + \$32/lot + PTA deposit <input type="checkbox"/> Final Map \$562 + \$32/lot + PTA deposit <input type="checkbox"/> Certificate of Compliance \$228 <input type="checkbox"/> Voluntary Lot Merger \$228 <input type="checkbox"/> Lot Line Adjustment \$350 <input type="checkbox"/> Revisions & Extensions \$191
Use Permits <input checked="" type="checkbox"/> Minor \$114 + PTA deposit <input type="checkbox"/> Major \$570 + PTA deposit <input type="checkbox"/> Temporary Use \$228 <input type="checkbox"/> Home Occupation Permit \$86	Zoning Amendment <input type="checkbox"/> Rezoning-Prezoning \$1,000 deposit + Consultant Fee + 5% <input type="checkbox"/> Variance (Minor) \$114 + PTA deposit <input type="checkbox"/> Variance (Major) \$570 + PTA deposit
Pass Through Agreement (PTA) *Projects deemed Categorically Exempt \$500 minimum deposit *Projects requiring Environmental Review minimum... \$1,000 deposit, actual cost using staff fully allocated rate	Zoning Clearance Letter <input type="checkbox"/> Administrative \$128

* For applications with a PTA deposit, the actual costs to process will be charged. The applicant will receive an accounting of costs. If costs to process are less than the deposit, the excess will be refunded. If costs are more than the deposit, an additional deposit will be required.

Project Description I moved my business from 130 N. Butte St to 1070 W. Wood St. and would like to be "approved".

Please Note: I paid for a use permit at my old location once already.

ATTACH A SEPARATE SHEET FOR EXPLANATION IF NECESSARY

Project Address: 1070 W. Wood St. Suite D
Willows CA 95988

Existing Use(s) of Property Empty suite

Applicant Joy Pendell
Mailing Address 1070 W. Wood St.
City, State, ZIP Suite D
Willows CA 95988
Telephone 530-774-3021
Fax _____
E-mail jpendell12@gmail.com

Property Owner _____
Mailing Address _____
City, State, ZIP _____
Telephone _____
Fax _____
E-mail _____

Applicant/Owner Certifications, Agreements and Acknowledgements:

- a) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the applicant for payment of the processing fees.
- b) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- c) If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.
- d) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Willows its agents, officers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.
- e) The City of Willows shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Property Owner Signature(s) _____

Date _____

Date _____

Applicant Signature(s) _____

Date 6/5/24

Date _____

Additional space provided to list the following as applicable:

Partnerships: All general and limited partners shall be identified.

Corporations: All shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Telephone No.	Signature

Project correspondence to be provided to (in addition to the Applicant and Property Owner):

Name	Address	Telephone No.

Project Address: 1070 W. Wood St, Suite D
City of Willows Willows CA 95988

Minimum Information for Filing a Complete

PLANNING PERMIT APPLICATION

Each **Planning Permit Application** must contain the following information, as noted. Some specialized applications may require additional information. Consult with the Planning Department to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission and/or City Council action.

- ☒ **Completed application form**, with all Applicant and Property Owner signatures, including all parties holding a title interest
- ☒ **A signed and dated written statement** if a new business activity is proposed, describing its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of products, type of manufacturing or processing, etc.)
- ☐ Fifteen (15) copies of each of the following on sheets with a dimension of 24" x 36", stapled in sets, and folded to a maximum size of 8-1/2" x 14":
- ☐ **Dimensioned plot plan** (site plan), drawn to scale depicting:
 - the boundaries of the site
 - the location and names of adjacent and abutting streets
 - all existing on-site improvements (buildings, paving, driveways, walkways, etc.) and all existing trees
 - all proposed new improvements including but not limited to buildings, roads, paving, driveways, walkways
 - all required and proposed setbacks from all property lines
- ☐ **Fully-dimensioned building elevations** for all four sides of each building, including:
 - the finish material and color of all exterior surfaces and roofs
 - all exterior mechanical, ductwork, and utility boxes
 - roof pitch
 - details of all windows and doors
- ☐ A minimum of 2 **fully-dimensioned cross sections**, with at least one across each building axis
- ☐ **Fully-dimensioned roof plan** showing direction of slope and location of mechanical equipment, ducts and vents
- ☐ **Fully-dimensioned floor plans** depicting all rooms, doors, windows, etc.
- ☒ **Sign plans** depicting the design(s) of all proposed signs, including locations, dimensions, height, materials, colors, and illumination
- ☐ **Landscape and irrigation plan** that includes location of sprinkler heads and utility lines
- ☐ **Grading plan** depicting all proposed site work including grading (depicting existing and finish contours at 1-foot intervals, limits of all earthwork, and cut and fill amounts)
- ☐ **Drainage plan** depicting all existing and proposed drainage-ways

Project Address: 1070 W. Wood St. Suite D
Willows CA 95988

- ☐ **Fully-dimensioned fence/wall plan**, including the finish material and color of all fences and walls
- ☐ **Lighting plans**, including proposed locations and manufacturer's specifications for all exterior lighting fixtures
- ☐ One 8½" x 11" or 8½" x 17" **reduction** of each of the above required exhibits.
- ☐ **Materials and colors board** depicting all exterior finish materials and colors.
- ☐ One set of 8½" x 11" or 11" x 17" exhibits for filing that show all of the information on the color board (e.g. catalog cuts, color chips, material sheets, etc.)
- ☐ **Colored rendering** of project
- ☐ **Site photographs** depicting representative views of and from the site.
- ☐ 2 copies of the **Preliminary Title Report** not more than 3 months old.
- ☐ **Findings for Variance request**
- ☐ **Findings for Conditional Use request**
- ☐ **Processing fees** of \$ _____
- ☐ Other _____
- ☐ For Subdivisions See Engineering submittal requirements Checklist

ITEMS REQUIRED FOR ENVIRONMENTAL REVIEW:

- ☐ 2 copies of a Preliminary Soils Report
- ☐ Archaeology Report (Preliminary data search)
- ☐ Arborist Report (ID of all trees on the site over 6" DBH)
- ☐ Traffic Report
- ☐ Biologist/Wetlands Report
- ☐ Phase I Environmental Assessment
- ☐ If a stream exists, contact a City Planner at 934.7041 to discuss possible additional requirements.
- ☐ **Note:** Department of Fish and Game (DFG) Filing Fee Exemption Form must be approved by DFG, or fees are due when Notice of Determination is filed at the County Clerk's Office (see staff for explanation)

To Whom It May Concern:

I would like to operate my business, Willows Jiu Jitsu & MMA, at the location of 1070 W. Wood St, Willows CA. The purpose is to teach children and adults martial arts (jiu jitsu, muay thai, boxing, wrestling) for the purposes of self-defense, physical fitness and competition. The standard hours of operation are from 4:30-9pm Monday-Friday. I am the owner and head instructor and have no other employees. The type of business is a martial arts school.

Joy Pendell

 6-3-2024

Vinyl window stickers
North window stickers red, black, white





South window stickers (entrance side)

Vinyl window stickers

Black, white, red



West window stickers

Vinyl window stickers
Black, white, red

Vinyl window stickers
North window stickers red, black, white





South window stickers (entrance side)

Vinyl window stickers

Black, white, red



West window stickers

Vinyl window stickers
Black, white, red