



Willows Planning Commission Special Meeting

August 28, 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/87397038977?pwd=bNA6qGLXwmwAygClliW85lOEwkAuv3.1>

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.

a. **Minutes Approval**

Recommended Action: Approve minutes of the July 17, 2024, Planning Commission Meeting.

Contact: Amos Hoover, City Clerk, ahoover@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. **Reconsideration: File #UP-24-02/W. Sycamore Street @ N. Plumas**

Recommended Action: Conduct a Public Hearing to reconsider a Major Use Permit (File#UP-24-02) regarding a mobile food trailer located at the northeastern corner of West Sycamore and North Plumas Streets, identified by Assessor Parcel Number (APN): 002-161-001; and give direction to staff.

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 27, 2024.

Amos Hoover

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



Willows Planning Commission Action Meeting Minutes July 17, 2024

Planning Commission
Pedro Bobadilla, Chair
Maria Ehorn, Vice Chair
Llanira Valencia, Commissioner
Holly Myers, Commissioner
Sherry Brott, Commissioner

1. CALL TO ORDER– 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Commissioners Meyers, Brott and Valencia.

Commissioners Absent: Chair Bobadilla, Vice Chair Ehorn.

4. CHANGES TO THE AGENDA

None

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Action: Minutes approved with amendments for the May 15, 2024, Planning Commission Meeting.

Moved/Seconded: Commissioner Valencia/Commissioner Brott

Yes: Commissioners Meyers, Brott and Valencia

No: None

Absent: Chair Bobadilla, Vice Chair Ehorn

6. PUBLIC HEARING

a. Minor Use Permit/ File #UP-24-02/W. Sycamore Street @ N. Plumas

Hearing Open: 6:14PM, Closed: 6:27PM

Public Comment

Jan Smith

Brian Thomas

Lorri Pride

Action: Denied Minor Use Permit.

Moved/Seconded: Commissioner Brott/Commissioner Meyers

Yes: Commissioners Brott and Meyers

No: Commissioner Valencia

Absent: Chair Bobadilla, Vice Chair Ehorn

7. DISCUSSION & ACTION CALENDAR

a. Retail/Dispensary Cannabis Businesses – Zoning Review

Action: Declined to recommend any changes to current zoning rules regarding retail/dispensary cannabis businesses.

Public Comment

Doug Ross

Lorri Pride

Jan Smith

b. Revising Architectural Board of Review Municipal Code- Colors

Action: Discussed options for expanded color options to be pre-approved in the municipal code. Continued to a later date for further discussion and action.

Public Comment

Doug Ross

Moved/Seconded: Commissioner Valencia/Commissioner Brott

Yes: Commissioners Brott, Meyers, and Valencia

No: None

Absent: Chair Bobadilla, Vice Chair Ehorn

c. Commission Direction: Mobile Food Trailers in Entryway (E) Zone

Action: Determined that a mobile food trailer is not a compatible use in the Entryway (E) Zone.

Public Comment

Lorri Pride

Jan Smith

Moved/Seconded: Commissioner Brott/Commissioner Valencia

Yes: Commissioners Brott, Meyers, and Valencia

No: None

Absent: Chair Bobadilla, Vice Chair Ehorn

8. COMMENTS & REPORTS

a. Commission Comments & Reports

b. Staff Comments & Reports

9. ADJOURNMENT – 7:51 PM



PUBLIC HEARING



Date: August 28, 2024

To: Planning Commission

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

Subject: Reconsideration: File #UP-24-02/West Sycamore at North Plumas Streets

Recommendation:

Conduct a Public Hearing to reconsider a Major Use Permit (File#UP-24-02) regarding a mobile food trailer located at the northeastern corner of West Sycamore and North Plumas Streets, identified by Accessor Parcel Number (APN): 002-161-001; and give direction to staff.

Rationale for Recommendation:

Per Willows Municipal Code (WMC) 18.55.030(09) *Outside Sales and transient or mobile business operations are allowed with an approved use permit from the Planning Commission.* Per WMC 18.135.060 *Appeal from any decision of the planning commission may be made in writing to the City Council within 10 days from the date of the commission's action. All decisions made by the City Council are final.*

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. The following conditions (#15-#24) were added by the Planning Commission at this meeting:

15. To the extent feasible, applicant will comply with downtown design guidelines.
16. Trash/refuse shall be removed daily.
17. Project will return to the Planning Commission after one year for an annual review. Commission may require additional reviews.
18. All structures shall be removed within 30 days of business closure.
19. Facility shall operate in accordance with local laws.
20. Any ADA requirements shall be enforced at the building permit stage.
21. Changes in hours, days, or operating procedures must be reported to the Community Development Department.
22. Any subconsultants and contractors shall have valid business licenses.

23. The generator shall meet Air Quality Standards and Noise Standards.
24. Restrooms shall be maintained in a clean manner and screened from public view.

The site was also determined to be outside of the parking exemption zone and therefore an additional condition of approval has been added:

25. Off-street parking requirements shall be determined by the planning commission.

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. The findings considered were as follows:

1. That the use is consistent with the purposes of the district in which the site is located; and
2. That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity; and
3. That the proposed use is in conformance with the general plan. [Ord. 632-91 § 26.05, 10-22-91].

While mobile food facilities are a permitted use in the Central Commercial District with a Conditional Use Permit, the Planning Commission determined that the use was inconsistent with the purposes of the district in which the site is located.

The applicant submitted an appeal with additional supporting documentation to the Community Development & Services Department on July 19, 2024.

On August 13, the item was brought to the City Council on Appeal. The City Council chose to not hear the item but instead remanded it back to the Planning Commission for reconsideration.

Discussion & Analysis:

The applicant proposes to use the existing vacant lot to place a mobile food trailer, which is a conditionally permitted use in the Central Commercial District.

The General Commercial designation provides for a variety of general retail businesses including, but not necessarily limited to banks, business offices, food, hardware, variety, department, drug, and clothing stores. The applicant has obtained the necessary permits from the County's Environmental Health Department.

The surrounding zoning is the same as the site with commercial uses to the west and east. Residential Professional uses to the north and south.

Findings of Fact for use permit approval is required per WMC Chapter 18.135.050. These findings are included in the Draft Resolution and are as follows:

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

2. That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity; and
3. That the proposed use is in conformance with the general plan. [Ord. 632-91 § 26.05, 10-22-91].

In accordance with Section 18.135.030, notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 300 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written or verbal public comments have been received by this office.

Consistency with Council Priorities and Goals:

The recommended action is consistent with Priority #2: Economic Development by considering the possibility of a new business in Willows, as well as Priority #4: Community Engagement which allows for due process and the Planning Commission, Applicant, public, and Council to engage in constructive dialogue about the future of the proposed business application and the community's economic development vision for the city.

Fiscal Impact:

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: July 17, 2024 Planning Commission Staff Report Packet



**City of Willows
Resolution xx-2024**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING USE PERMIT (FILE # UP-24-02) TO ALLOW ESTABLISHMENT OF A MOBILE FOOD TRAILER FOR PROPERTY LOCATED AT W SYCAMORE STREET ASSESSORS PARCEL NUMBER 002-161-001 WITHIN THE CENTRAL COMMERCIAL ZONE

WHEREAS, the applicant, Juan Carlos Ocampo and Christina Ocampo has made application for Use Permit approval to allow establishment of a Mobile Food Trailer; and

WHEREAS, WMC Chapter 18.55.030(9) allows for Outside Sales and transient or mobile business operations are allowed within the Central Commercial zone with a Use Permit approved by the Planning Commission; and

WHEREAS, the Planning Commission did, on May 15, 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 directed staff to return to the Planning Commission with additional information and Conditions of Approval, and

WHEREAS, notice of the Planning Commission meeting held on July 17th, 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 July 17th, 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 did, on July 17th, 2024, deny the approval of Major Use Permit (File#UP-24-02) on the basis that the use is inconsistent with the purposes of the district in which the site is located; and

WHEREAS, the decision of the Planning Commission was appealed to the City Council by the applicant in a timely manner; and

WHEREAS, notice of the City Council meeting held on August 13th, 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 City Council did, on August 13th, 2024, remand the application back to the Planning Commission; and

WHEREAS, notice of the Planning Commission special meeting held on August 28, 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 28, 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 18.55.030(9) allows for Outside Sales and transient or mobile business operations are allowed 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 vacant and 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 locate a mobile food trailer is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Conditional Use Permit (file # UP-24-02), subject to the attached conditions of approval.

PASSED AND ADOPTED by the City Council of the City of Willows this 28th day of August 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chair

Amos Hoover, City Clerk

Use Permit (UP-24-02) Conditions of Approval
For new Mobile Food Trailer
W Sycamore Street/APN: 002-161-001
Planning Commission approval date: _____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 to advertise the business shall obtain sign permit approval from the city prior to installation.
6. The business shall obtain a city business license prior to operation.

GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

7. The applicant will need to apply for and obtain a Food Facility Permit from the County Health Department prior to opening for business.
8. 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.
9. The mobile food trailer shall be removed from the site and kept at an approved commissary nightly.

FIRE DEPARTMENT

10. All applicable fire fees shall be paid prior to the issuance of any building permit.
11. All fire and alarm systems must meet the approval of the Fire Chief.
12. The business shall provide fire extinguishers in accordance with the 2022 CFC.
13. A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.
14. Regular Fire Department safety inspections shall occur annually.

ADDITIONAL CONDITIONS:

15. To the extent feasible, applicants will comply with downtown design guidelines.
16. Trash/refuse shall be removed daily.
17. Project will return to the Planning Commission after 1-year for an annual review. Commission may require additional reviews.
18. All structures shall be removed within 30-days of business closure.
19. Facility shall operate in accordance with local laws.
20. Any ADA requirements shall be enforced at building permit stage.
21. Changes in hours, days, or operating procedures must be reported to the Community Development Department.
22. Any sub-consultants and contractors shall have valid business licenses.
23. The generator shall meet Air Quality Standards and Noise Standards.
24. Restroom shall be maintained in a clean manner and screened from public view.
25. Off-street parking requirements shall be determined by the planning commission.



Date: July 17, 2024
To: Planning Commission
From: Byron Turner, Principal Planner
Subject: Minor Use Permit/ File #UP-24-02/W. Sycamore Street @ N. Plumas

Background: The Planning Commission continued this item on May 15th to allow the applicant to provide additional information, include additional conditions, and ensure that the project was noticed properly. Staff has confirmed that the item has been posted in the newspaper and that notices have been sent to property owners within 300 feet of the subject property. The following Conditions of Approval have been added:

15. To the extent feasible, applicant will comply with downtown design guidelines.
16. Trash/refuse shall be removed daily.
17. Project will return to the Planning Commission after 1-year for an annual review. Commission may require additional reviews.
18. All structures shall be removed within 30-days of business closure.
19. Facility shall operate in accordance with local laws.
20. Any ADA requirements shall be enforced at building permit stage.
21. Changes in hours, days, or operating procedures must be reported to the Community Development Department.
22. Any sub-consultants and contractors shall have valid business licenses.
23. Generator shall meet Air Quality Standards and Noise Standards.
24. Restroom shall be maintained in a clean manner and screened from public view.

Additionally, the ABC licensing condition has been removed.

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

Rationale for Recommendation: Per WMC 18.55.030(09) Outside Sales and transient or mobile business operations are allowed with an approved use permit from the Planning Commission.

Background:

The subject property is located in the Central Commercial zoning district, on the corner of W. Sycamore St. and N. Plumas St. The site is currently vacant. The General Plan Designation is General Commercial.

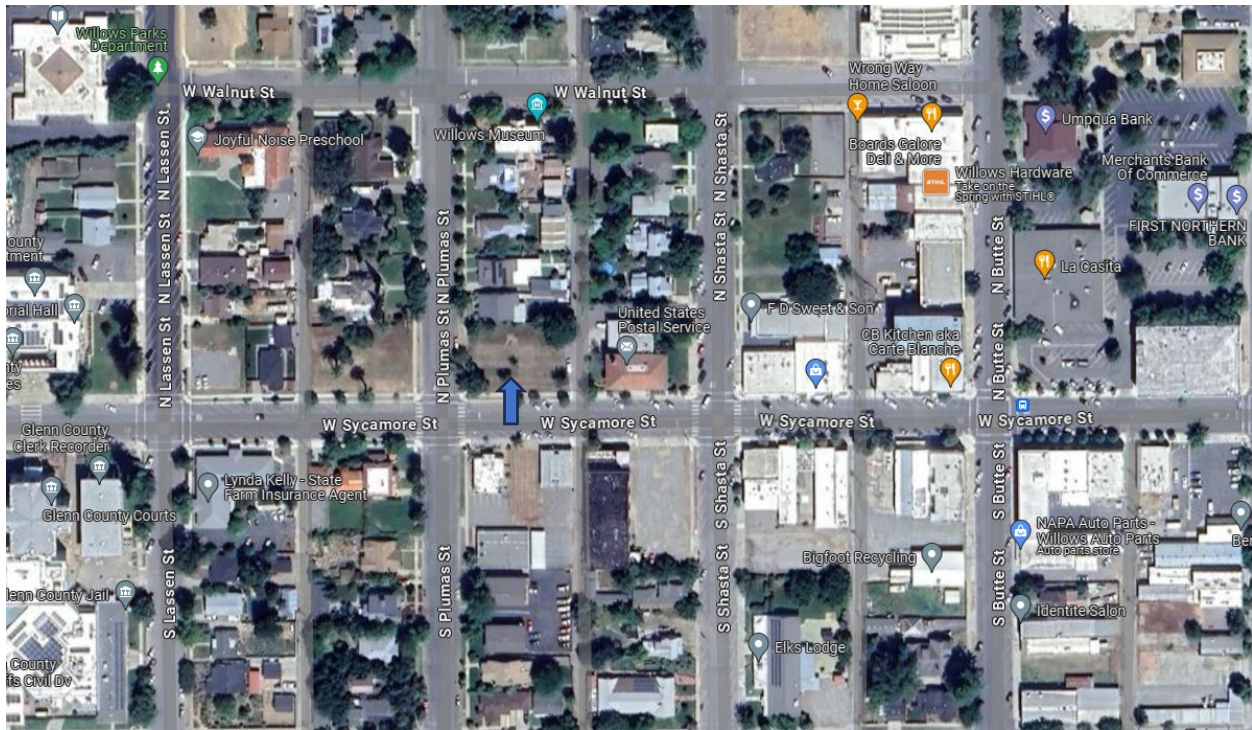


Figure 1: Location

Project

The applicant proposes to utilize the existing vacant lot to place a mobile food trailer, which is a conditionally permitted use in the CC District.

Discussion:

The business plans to be open daily from 8am to 6pm, and proposes a community atmosphere. The applicant plans on serving breakfast, lunch & dinner. The applicant is proposing to install asphalt across the 150 ft. front side of W. Sycamore Street and 30 ft. on Plumas. The applicant, who is in the process of purchasing the lot, will remove 2 trees from the center property, and will hire a landscaper to maintain the lot.



Figure 2: Trailer

The applicant currently holds a food facility permit and intends to use a carport structure for shade and a silent generator for electricity. A portable “porty-potty” still toilet will be located on site with a required hand washing station.

The applicant has future plans to build and operate a butcher and commissary with upstairs residence in the future.

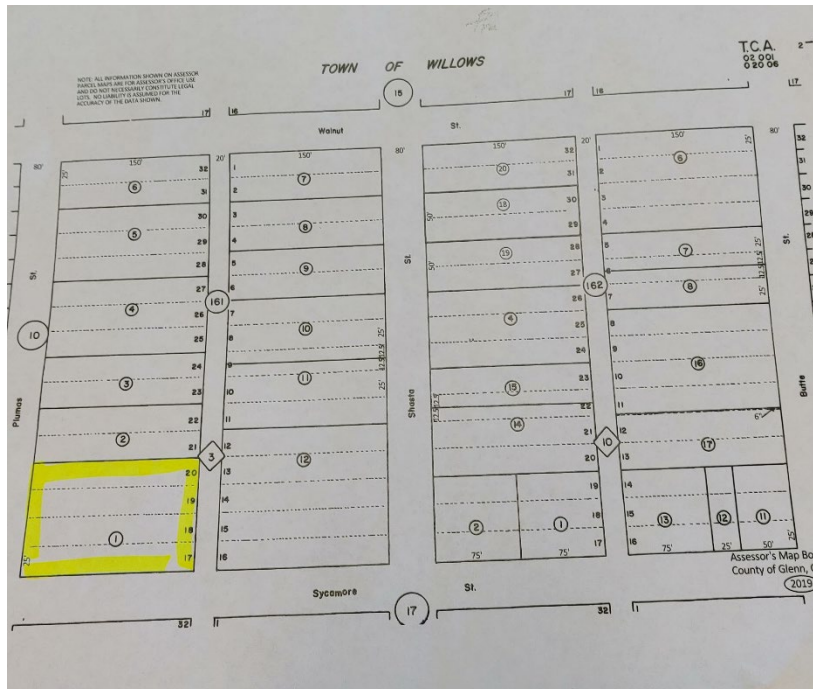


Figure 3: APN Map

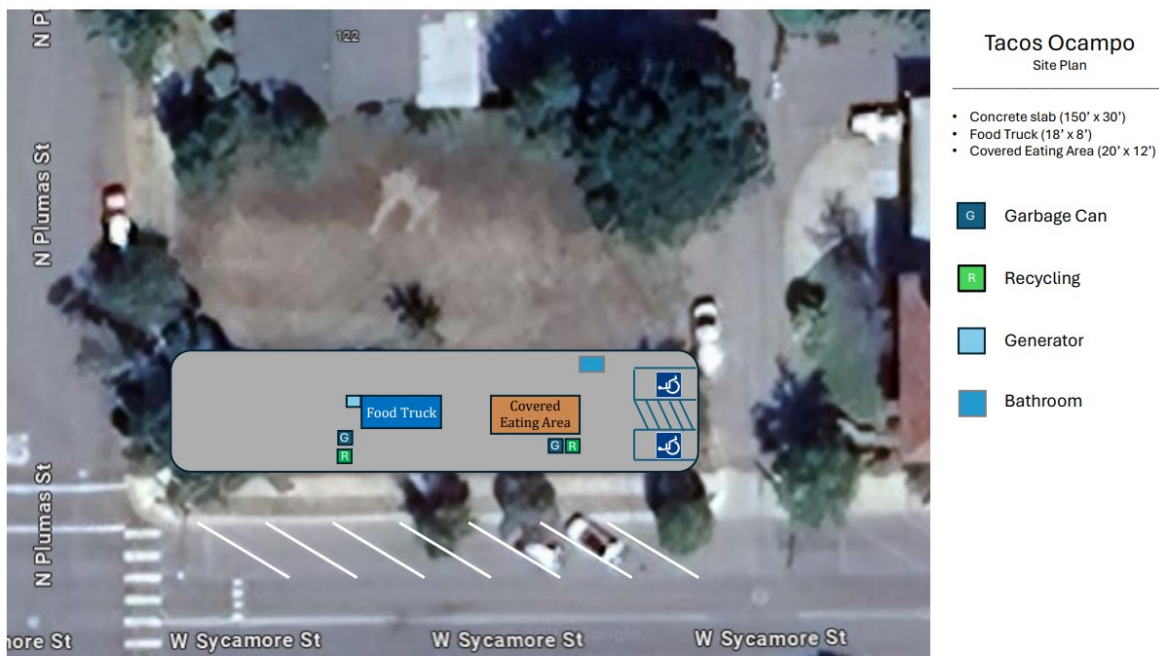


Figure 4: Site Plan



Figure 5: Carpo



Figure 6: Generator

Discussion & Analysis:**Use Permit:**

The applicant proposes to utilize the existing vacant lot to place a mobile food trailer, which is a conditionally permitted use in the CC District.

The General Commercial designation provides for a variety of general retail businesses including, but not necessarily limited to: banks, business offices, food, hardware, variety, department, drug, and clothing stores. The applicant is also/has obtained necessary permits from Environmental Health.

The surrounding zoning is the same as the site with commercial uses to the north, and east. General Commercial is the zoning to the south.

The site is exempt from off-street parking requirements (WMC 18.55.060). Signage exists on the trailer itself.

Findings of Fact for use permit approval is required per WMC Chapter 18.135.050. These findings are included in the Draft Resolution and are as follows:

- (1) That the use is consistent with the purposes of the district in which the site is located; and
- (2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity; and
- (3) That the proposed use is in conformance with the general plan. [Ord. 632-91 § 26.05, 10-22-91].

In accordance with Section 18.135.030 notice of this public hearing was published in the local newspaper ten (10) days prior to the public hearing and all property owners as indicated on the latest secured Assessor's records within 300 feet of the subject property were sent notice of the hearing. As of the date of preparation of this report no written or verbal public comments have been received by this office.

Fiscal Impact:

A PTA has been deposited for processing of the application.

Attachments:

1. Draft Resolution
2. Draft Conditions of Approval
3. Public Comment

PC RESOLUTION NO. _____-2024

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING
USE PERMIT (FILE # UP-24-02) TO ALLOW ESTABLISHMENT OF A MOBILE FOOD TRAILER
FOR PROPERTY LOCATED AT W SYCAMORE STREET ASSESSORS PARCEL NUMBER 002-161-
001 WITHIN THE CENTRAL COMMERCIAL ZONE**

WHEREAS, the applicant, Juan Carlos Ocampo and Christina Ocampo has made application for Use Permit approval to allow establishment of a Mobile Food Trailer; and

WHEREAS WMC Chapter 18.55.030(11) allows for Outside Sales and transient or mobile business operations are allowed within the Central Commercial zone with a Use Permit approved by the Planning Commission; and

WHEREAS notice of the Planning Commission meeting held on May 15, 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 May 15, 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 directed staff to return to the Planning Commission with additional information and Conditions of Approval, and,

WHEREAS notice of the Planning Commission meeting held on July 17th, 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 July 17th, 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 18.55.030(11) allows for Outside Sales and transient or mobile business operations are allowed 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 vacant and 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 allow establishment of a mini-mart style market is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Conditional Use Permit (file # UP-24-02), subject to the attached conditions of approval.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on the 17th day of July 2024 by the following vote, to wit:

AYES _____

NOES _____

ABSTAIN _____

ABSENT _____

APPROVED: _____

Pedro Bobadilla, Chairperson

ATTEST: _____

Amos Hoover, City Clerk

Use Permit (UP-24-02) Conditions of Approval
For new Mobile Food Trailer
W Sycamore Street/APN: 002-161-001
PC approval date: _____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 to advertise the business shall obtain sign permit approval from the city prior to installation.
6. The business shall obtain a city business license prior to operation.

GLENN COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

7. The applicant will need to apply for and obtain a Food Facility Permit from the County Health Department prior to opening for business.
8. 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.
9. The mobile trailer shall be removed from the site and kept at an approved commissary nightly.

FIRE DEPARTMENT

10. All applicable fire fees shall be paid prior to the issuance of any building permit.
11. All fire and alarm systems must meet the approval of the Fire Chief.
12. The business shall provide fire extinguishers in accordance with the 2022 CFC.
13. A Pre-Fire Plan and Inspection will need to be completed before occupancy of the building.
14. Regular Fire Department safety inspections shall occur annually.

ADDDITIONAL CONDITIONS:

15. To the extent feasible, applicants will comply with downtown design guidelines.
16. Trash/refuse shall be removed daily.
17. Project will return to the Planning Commission after 1-year for an annual review. Commission may require additional reviews.
18. All structures shall be removed within 30-days of business closure.
19. Facility shall operate in accordance with local laws.
20. Any ADA requirements shall be enforced at building permit stage.
21. Changes in hours, days, or operating procedures must be reported to the Community Development Department.
22. Any sub-consultants and contractors shall have valid business licenses.
23. The generator shall meet Air Quality Standards and Noise Standards.
24. Restroom shall be maintained in a clean manner and screened from public view.

Use Permit Application File #UP-24-02 Corner of Sycamore & Plumas

Planning commissioners please consider at meeting scheduled for June 19, 2024

Yes I am old, I was born and raised in Willows, as we try to preserve and keep what is left of our historic downtown Willows, I know a food truck with porta potty, carport awning and generator running 10 hours will not enhance our downtown area. I believe a food truck many years ago applied to be placed in the 200 block of West Sycamore at the old Ben Franklin location and the argument was there would be too much trash associated with the particular project, so he placed it at next to the Inkwell.

I am all for new businesses but there are places that food trucks belong, also how much tax revue will this actually generate? Too many same businesses are fighting to stay afloat, Willows has pop up food restaurants that do not go thru the process and are depriving Willows of tax revue, also pop ups selling fruit on street corners, does code enforcement monitor these and enforce the ordinances?

Thank you for your time.

Respectfully,

Rebecca Jarman Warno

Amos Hoover

From: Joan <joanbelforte@yahoo.com>
Sent: Tuesday, May 28, 2024 2:47 PM
To: Amos Hoover
Subject: Food Truck Plumas street

[You don't often get email from joanbelforte@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Sent from my iPad

> On May 28, 2024, at 9:33 AM, Joan <joanbelforte@yahoo.com> wrote:

>

> To Whom It May Concern;

>

> As business owners in Willows for over forty years we would like to address the proposed mobil food unit on Plumas Street. Our office is a mere half block from the site. We do NOT believe that a taco truck is compatible with what is left of our historic district.

> Mobile food trucks are a popular option for many residents and we would like to see more of them in Willows...in the right place. Possibly a zone could be created by an innovative planning commission that would include several types of food choices, shade, green space, tables, and clean restrooms (not port-a-potties).

> We want to see Willows thrive, it is necessary for our city workers and all businesses including our own. However, we do not approve of growth for growth's sake.

> We hope that this enterprising local family was not misled when they purchased this lot. Whatever their future plans for that location may be the commission need only address the current proposal. There is nothing about this that represents good planning. When you carefully consider the future of the Willows downtown district please oppose this location and work toward creating a more appropriate one.

>

> Thank you

>

Respectfully,

>

>

Dennis S. Thodas DDS

>

Joan B. Thodas

>

> Sent from my iPad

Dear Willows Planning Commission,

I own property next to Plumas and Sycamore, I understand that you plan on putting a food truck close to this property. I am against this and would like this not to happen. I'm afraid it will have the public loitering around and using all the street space in front of my property.

Thank you,

Sherri Duggins

6/19/2024

June 26, 2024

Joe -

I have concerns over two pending planning projects, both regarding mobile food trucks.

- A. Minor Use Permit / File UP-24-02 Sycamore St / N. Plumas
- The food truck is considered a "mobile business"
 - The zoning is central commercial
 - The "use" determination as a mobile business puts it into zoning requirement for a Conditional use permit.
 - The City Planner did not consider this use to be a "Cafe, restaurant, or catering shop", which is a permitted use in the C.C. zone.
- B. Design Review / File DR-23-03 / 844 W. Wood St.
- The food truck is being considered as an allowed use because it is similar to "Cafes, restaurants, and catering shops"
 - The entry way zoning PROHIBITS mobile businesses.
 - This project is not only being allowed - there is only design review. No use permit process.

Issue

The two proposed projects are essentially the same, but being interpreted differently. I believe that this is incorrect, and sets the city up for liability from the Sycamore Street project applicants.

This was brought to my attention by a very frustrated planning Commissioner and I believe needs to be addressed

prior to any further actions by the planning commission.

Based on the two zoning districts, if the food trucks are considered to be a "mobile business" then:

1. Sycamore / Plumas Project requires a C.U.P.
2. Wood Street Project is a prohibited use and applicant would have to pursue a re-zone (based on city past practice).

If the food trucks are deemed to be similar to "cafes, restaurants and catering shops" then:

1. Sycamore St / Plumas Project is a permitted use and NO CUP is required.
2. Wood Street Project would be considered a permitted use.

I was on the City Council when the Entry Way Zone was developed, and it was definitely not the desire of the city to develop the main artery w/ food trucks — if no drive through windows are allowed on a structure (i.e. no fast food etc), then allowing food trucks is a stretch. Cafes and restaurants are typically considered to be an actual building, as would a catering "shop".

I appreciate you looking into this matter for the benefit of the community and the planning commission.

Jan Pride
Lorri Pride

Willows City Council,

This letter is in regards to the public hearing for the mobile food business that wishes to locate next to our Historic Post Office on the corner of Sycamore and Plumas Street in the central commercial district, which borders a residential/professional district.

As a long time business owner of 16 years in the central commercial district, it has been my priority to elevate the esthetics along with the shopping experience in the downtown area. In 2013 I was recognized by Assemblyman Dan Logue as Business Person of the Year for the many contributions I have made to the downtown.

I visualize the downtown from a visitor's point of view and feel that the path we are heading down will be a detriment to our community. Developers will find it hard or simply won't invest in a town that hasn't demonstrated good planning.

I understand that mobile food trucks are popular in these current times. There are several ways in which to accommodate them so that they fit nicely into a community, such as a mobile food truck park or allocated area that already offers a stick built restroom.

A mobile food truck is meant to be exactly what the name implies, mobile. When looking at past applications it is notable that there were conditions put in place to make them everything but that. By demanding there is a restroom (porta potty), hand wash station & handicap parking we are requiring that they offer services that a brick and mortar restaurant offers. Often these services are unsightly and are placed on a vacant lot. Brick and mortar restaurants adhere to an entirely different set of codes and have expenses that mobile food trucks do not.

In these times of economic decline brick and mortar business is working hard to bring business from the freeway into our downtown; something that a mobile food business will not accomplish.

I respectfully ask that you do not approve this conditional use permit as presented.

Respectfully,

Holly Myers
Business Owner

From: [vijay benz](#)
To: [Amos Hoover](#)
Subject: Proposed taco truck
Date: Monday, August 26, 2024 4:53:30 PM

You don't often get email from benzandbenzinc@yahoo.com. [Learn why this is important](#)

Respected planning commission members

My name is Harish Banger , owner of Henry's Trading Post in Willows.

I am one of those business owners who would welcome new businesses in town. Talking to other restaurant owners in town we don't think A taco truck is right for for the historic Willows business district may be a brick and mortar building that fits the historic outlook and a restaurant in it will be a better choice.

Although my business will benefit more from a taco truck across the street . Can u imagine a porter potty next to ur bedroom window and people are using it all day long ?

I just went thru the whole process of acquiring engineered plans , permits and licenses as required by the city of willows. Entire journey cost me around \$250,000 of my own money. It has to be plain field for a fair shot at the opportunity in the city. I do not want to imagin some one spending \$25k on a taco truck and boom they are in business. One might arguebly say that they will construct brick and mortar structure in the near future. That will never happen. I, along with brick and mortar restaurant owners in the city limit are humbly asking all planning commission members to vote NO on taco truck.

Thank you

Henry's Trading Post
360 w sycamore street
Willows , CA 95988

[Sent from Yahoo Mail for iPhone](#)

From: [Gary Hansen](#)
To: [Harish Banger](#)
Cc: [Marti Brown](#); [Amos Hoover](#)
Subject: RE: Proposed taco truck.
Date: Saturday, August 10, 2024 1:06:38 PM

Hello Mr. Banger,

Thank you very much for your input and for sharing your thoughts in reference to this matter.

I have copied City Manager Marti Brown and City Clerk Amos Hoover so that your email can be shared with my colleagues on the Council as information received from a constituent and business owner for consideration at the appeal hearing agendized for Tuesday evening's (08/13/2024) Council Meeting.

Thank you, Marti and Amos.

Thanks again for your comments.

Respectfully,

Gary L. Hansen

Mayor, 2024
Willows City Council
201 N Lassen Street
Willows, CA 95988
530-514-3003

From: Harish Banger <henrystradingpostwillows@gmail.com>
Sent: Thursday, August 8, 2024 16:29
To: Gary Hansen <ghansen@cityofwillows.org>
Subject: Proposed taco truck.

You don't often get email from henrystradingpostwillows@gmail.com. [Learn why this is important](#)

My name is Harish Banger , owner of Henrys's Trading Post on sycamore street , Willows. CA

I am one of those business owners in the city of Willows who want more businesses to come to the city , but it has to be right business for the proposed location and right building to justify the operation.

I just spend almost \$250,000 of
My own money to open my convenience store in the city. It will not be fair for some one to

spend \$30 k on a food truck and boom they r in business. For sure that is not fair completion with Restaurants in the city limits.

Can I also add , the taco truck has to have potter potty for their employees. That eye sore will decrease the property value to the very nearest homes.

Some one might say that , they will construct the building later on after a year or so. That will never happen.

If it has to be a business it should be a brick and mortar building but not a taco truck in a historic business district.

I am asking that all members to vote NO on this matter.

Henry's Trading Post
360 w sycamore st
Willows CA 95988

8-26-24


Willows City Planning Commission
Willows, Ca.

Commissioners ;

I am writing this letter in response to the mobile food Truck on the corner of Seyamore and Plumas Streets in Willows.

I am a seventy four year Resident of Willows and feel that this is not a proper location for such a business. It is not compatible with the older residential neighborhood. The idea of a portable restroom is not at all becoming to the location. Outhouses went away in the 1920's. There is not enough parking, and also the litter problem is a great concern, not only in the area of the food truck, but also to and from the schools.

The city needs to consider a mobile food court to maybe solve this problem.


Mike Flanagan
830 madrone
Willows Ca, 95988



COMMENTS AND REPORTS