



Willows Planning Commission Meeting

November 20, 2024
Willows City Hall
6:00 PM

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

City Planner
Delainie Garlick

City Clerk
Tara Rustenhoven

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

Agenda

Watch online via Zoom: <https://us06web.zoom.us/j/83738496339>

Remote viewing of the Planning Commission meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the Planning Commission reserves the right to conduct the meeting without remote viewing.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CHANGES TO THE AGENDA

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

All matters on the Consent Calendar are considered routine and are approved by one motion and vote unless Commission Members or the City Planner first requests that a matter be removed for separate discussion and action. Individuals wishing to address the Commission concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time.

Please address your comments to the Chairman and Commission members, and not to staff and/or the audience. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: planning@cityofwillows.org.

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. Design Review/ File #DR-24-05/ 555 N. Tehama Street

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

Contact: planning@cityofwillows.org

7. DISCUSSION & ACTION CALENDAR

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the Commission concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Chairman and Commission, and not to staff and/or the audience. When the Chairman calls for public comment, please raise your hand to be acknowledged. While not required, the city requests that you please state your name clearly for the audio recording. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: planning@cityofwillows.org

a. Planning Commission Meeting Schedule Change

Recommended Action: Review and discuss changing the date of the regularly scheduled Planning Commission meetings to the first Tuesday of the month and upon conclusion, consider making the change effective January 1, 2025.

Contact: planning@cityofwillows.org

8. COMMENTS & REPORTS

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

9. ADJOURNMENT

This agenda was posted on November 15, 2024.

Tara Rustenhoven

Tara Rustenhoven, Deputy 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: November 20, 2024
To: Planning Commission
From: Joe Bettencourt, Community Development & Service Director
Subject: Continuation of Design Review/ File #DR-24-05/ 555 N. Tehama 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 applicant requests that the color of the overhang remain as is and noted that this primary color represents his business brand.

The City of Willows Municipal Code (WMC) Section 18.141.030, states *"All new buildings, structures and other physical improvements and any relocation or exterior addition, extension, or change of or to existing buildings, structures and other physical improvements shall be subject to design review, whether or not a building permit is required."*

Additionally, section 18.141.060 outlines the criteria for design review approval, encompassing building design, site relationship, neighborhood compatibility, material selection, site improvements, and operational considerations. Guidelines for material and color selection are specified in Section 18.141.060(4), which states, *"Other colors and materials may be accepted if the applicant can demonstrate that they are appropriate to the style, serve as appropriate accent colors, and harmonize with the site or neighborhood character."*

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

Background:

On October 16, 2024, the City of Willows Planning Commission considered DR-24-05, where the applicant proposed an orange overhang to the existing single-story building, which has a red brick façade to the property located at 555 N. Tehama Street, identified by Accessor Parcel Number (APN): 005-363-005(Site; See Figure 1), within the General Commercial (GC) zoning district.

The Planning Commission continued the item and recommended that the applicant add the brown trim color to the sign's middle, running the sign's width to soften a large amount of orange on the overhang.

The Planning Commission also requested to see the sign being proposed at the new location, which the applicant provided (See Figure 3). The latest sign will be illuminated. The applicant has expressed his preference to keep the sign as designed to keep it consistent with the company branding with his property across the street.



Figure 1: Location

Discussion & Analysis:

While orange is not an approved natural color from the color list, per Section 18.141.060, it is close to a light shade of umber, which is an approved natural color. Also, other colors to be selected if *“they are appropriate to the style, serve as appropriate accent colors, and harmonize with the site or neighborhood character”*.

As stated above, the existing building is a single-story, rectangular structure with a red brick façade. It features a flat roof with an orange overhang. The front entrance has two large glass doors. The overall design of the building is characterized by its simplicity and functionality.



Figure 2: Existing Building with orange overhang



Figure 3: Proposed sign

The surrounding visual characteristics consists of the following:

- West: The Applicant's existing business, which was granted a use permit and design review approval in 2016. It is a large, rectangular metal structure with a flat roof, featuring a white and brown exterior, a brown sign with "Mercado's," and an orange awning over the entrance.
- South: A low-slung, rectangular structure with a pitched roof, red brick facade, and a covered walkway leading to multiple entrances.
- East: A single-family residence with a pitched roof, light-colored facade, a front porch, and a wooden fence. It is located behind the Site and abuts the back facing wall.
- North: A motel, a low-rise rectangular building with a flat roof, a light-colored facade, multiple units with individual entrances, and a large, paved parking lot.

Furthermore, the proposed change is consistent with the design review criteria established in WMC 18.141.060, including building design, site relationship, neighborhood compatibility, material selection, and operational considerations. The new paint color enhances the building's aesthetic appeal without detracting from the overall character 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: Design Review Analysis
- Attachment 4: Umber Shade Chart



**City of Willows
Resolution XX-2024**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE APPROVAL OF DESIGN REVIEW (FILE # DR-24-05) TO EDGAR MERCADO FOR EXTERIOR BUILDING IMPROVEMENTS AT THE PROPERTY LOCATED AT 555 N. TEHAMA STREET, ASSESSORS PARCEL NUMBER 005-363-005 WITHIN THE GENERAL COMMERCIAL ZONE

WHEREAS, the applicant, Edgar Mercado, has filed for Design Review approval (File# DR-24-05) to paint the existing building's façade; and

WHEREAS, the City of Willows Municipal Code Chapter (WMC) 18.141.030 states that all new buildings, structures, and other physical improvements shall have design review approval from the Planning Commission; and

WHEREAS, the Planning Commission did, on October 16, 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 designs that incorporated other colors into the solid orange; and

WHEREAS, the applicant desired to not add any additional colors into his design; and

WHEREAS, notice of the Planning Commission meeting held on November 20, 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 November 20, 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 Section 15301 (Class 1) pursuant to the California Environmental Quality Act (CEQA); and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that current façade color is consistent with the General Plan, and the City of Willows Municipal Code; and hereby approves Design Review (File # DR-24-05), subject to the attached conditions of approval.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 20th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Pedro Bobadilla, Chair

Tara Rustenhoven, City Clerk

Design Review (DR-24-05) Conditions of Approval
555 N. Tehama Street/APN: 005-363-005
Planning Commission Approval Date: November 20, 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. The parking lot shall be compliant with ADA standards.
4. The applicant/developer shall adhere to the design and specification of the Sign Permit.
5. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager/Planning Commission for review and approval prior to use.
6. Any new signage or changes to the signage color to advertise the business shall obtain sign permit approval from the City prior to installation.
7. Per City of Willows Municipal Code (WMC) Section 8.10.020(11), graffiti shall be removed in order to maintain the property.
8. The applicant/developer shall adhere to the design and specification of the Architectural Design Review approval regarding paint color.
9. The Architectural Design Review approval shall expire in one year unless otherwise stipulated by the Planning Commission. The applicant may apply to the city for an extension of not more than one year from the original date of expiration, if he/she finds that there has been no substantial change in the factual circumstances surrounding the originally approved design. Substantial changes and any further extension beyond one year shall require Planning Commission approval.

Design Review Analysis

Design Review (DR-24-05)

555 N. Tehama Street /APN: 005-363-005

I. Introduction

This Design Review Analysis (Analysis) evaluates the proposed exterior design of the existing building to located at 555 N. Tehama Street, identified by Assessor Parcel Number (APN): 005-363-005. 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.

II. Design Review Analysis

Competent Design

The Site contains an existing one-story building with a red brick façade. The building is generally characterized as simple, and functional. The materials used are consistent throughout the building. The orange overhang will contribute to a cohesive and visually appealing design for the building. No other changes are proposed for the existing building.

Relationship Between Structures Within the Development and Between Structures and Site

The Site contains an existing building, and the project does not involve any alterations to the building's position. As a result, there will be no impact on the relationship between the structure and the Site.

Relationship between Development and Neighborhood

The orange overhang will not be out of character for the neighborhood, as commercial uses surround this property. Surrounding properties to the north, west, east, and south, are similar zoned as General Commercial (GC) as the Site. The surrounding visual characteristics consists of the following:

- West: The Applicant's existing business, which was granted a use permit and design review approval in 2016. It is a large, rectangular metal structure with a flat roof, featuring a white and brown exterior, a brown sign with "Mercado's," and an orange awning over the entrance.
- South: A low-slung, rectangular structure with a pitched roof, red brick facade, and a covered walkway leading to multiple entrances.
- East: A single-family residence with a pitched roof, light-colored facade, a front porch, and a wooden fence. It is located behind the Site and abuts the back facing wall.
- North: A motel, a low-rise rectangular building with a flat roof, a light-colored facade, multiple units with individual entrances, and a large, paved parking lot.

Materials and Colors Used

The orange color choice is consistent with the design review criteria established in WMC 18.141.060(4), which emphasize the importance of material and color selection in achieving a harmonious and visually pleasing result. The use of orange demonstrates that the applicant has considered the relationship

between the proposed color and the existing building materials, as well as the overall context of the site and neighborhood.

Therefore, the proposed orange overhang not only complements the red brick façade but also contributes to a more visually appealing and integrated building design.

Wall and Fencing

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

Surface Water Drainage

No changes to the Site regarding surface water drainage is proposed with this project.

Drives, Parking and Circulation

The applicant has repaved the parking lot surface and is currently in plan check for minor modifications to make the parking lot and path of travel to the entrance ADA compliant.

Utility Service

No changes to the Site regarding utility services is proposed with this project.

Signs

Exempt in accordance with WMC 18.141.040

Exterior Lighting

No changes to the Site regarding exterior lighting is proposed with this project.

Landscaping

No changes to the Site regarding landscaping is proposed with this project.

III. Conclusion

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



DISCUSSION & ACTION CALENDAR



Date: November 20, 2024
To: Planning Commission
From: Joe Bettencourt, Community Development & Service Director
Subject: Planning Commission Meeting Date Change

Recommendation:

Review and discuss changing the date of the regularly scheduled Planning Commission meetings to the first Tuesday of the month and upon conclusion, consider making the change effective January 1, 2025.

Rationale for Recommendation:

Harris & Associates (H&A) have annual scheduling commitments that conflict with the third Wednesday of the month.

Background:

The City of Willows Planning Commission currently meets on the third Wednesday of each month at 6:00 p.m. Recently, the City has entered into a contract with H&A to provide planning services. There are scheduling conflicts with H&A staff attending meetings in person on the third Wednesday of the month.

Discussion & Analysis:

To ensure continuous and effective support from H&A staff, it is recommended that the Planning Commission consider adjusting its meeting schedule so that H&A staff can attend meetings in person. Attachment 1 shows meeting dates for the first Tuesday of the month for calendar year 2025.

Fiscal Impact:

None

Attachments:

- Attachment 1: Calendar of Proposed Date Change

January 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 New Year's Day	2	3	4	5
6	7 PC Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20 Martin Luther King Day	21	22	23	24	25	26
27	28	29	30	31		

February 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 PC Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17 President's Day	18	19	20	21	22	23
24	25	26	27	28		

March 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 PC Meeting	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Ceasar Chavez Day						

April 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 PC Meeting	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6 PC Meeting	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26 Memorial Day	27	28	29	30	31	

June 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3 PC Meeting	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 PC Meeting	2	3	4 Independence Day	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5 PC Meeting	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Labor Day	2 PC Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7 PC Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4 PC Meeting	5	6	7	8	9
10	11 Veteran's Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 Thanksgiving Day	28 Day After Thanksgiving	29	30

December 2025

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 PC Meeting	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Christmas Eve.	25 Christmas Day	26	27	28
29	30	31				



COMMENTS AND REPORTS