

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, NOVEMBER 16, 2016

1. The meeting was called to order at 7:00 pm by Chair White.

2. **PLEDGE OF ALLEGIANCE:**

Chair White led the Pledge of Allegiance.

3. **ROLL CALL:**

Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: White, Benningfield, Griffith, Woods

ABSENT: Michael

4. **AGENDA REVIEW:** Chair White asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

5. **PUBLIC COMMENT:** Chair White introduced the item. No comments were made.

6. **APPROVAL OF MINUTES:** It was moved by Commissioner Griffith seconded by Commissioner Benningfield to approve the minutes of September 21, 2016.

AYES: White, Benningfield, Griffith

NOES: None

ABSENT: Michael

ABSTENTION: Woods

Commissioner Woods stated she would like some clarification in the minutes of October 19, 2016 regarding item 7a. It was determined by the Commission that the pole sign in question already exceeded the square footage as allowed by code and therefore its size could not be increased and she would like the minutes to of October 19, 2016 to reflect this information. It was moved by Commissioner Griffith seconded by Commissioner Woods to approve the minutes of October 19, 2016 as amended.

AYES: White, Benningfield, Griffith, Woods

NOES: None

ABSENT: Michael

ABSTENTION: None

7. **PUBLIC HEARING(S)/NEW BUSINESS:**

a. Design Review (File#DR-16-08) Applicant/Owner: Kevin Robertson/Northern Valley Indian Health

257 N. Butte Street/Assessors Parcel Number 002-152-008 & 009/CC (Central Commercial) zone/General Commercial Land Use Designation/Revision to Engineering Conditions.

Chair White introduced the agenda item. Ms. Mantele presented the agenda report to the Commission addressing why the item was before them. Two Engineering conditions were modified and are being brought before the Commission for final approval. Commissioner Griffith asked about the elevation above the sewer drain and if that had been determined yet. Mr. Dawley, City Building Official, stated there has been some preliminary topographical work done and the slab was equal to or less than the top of the manhole and that is what generated the comment but that the wording in the conditions of approval (COA) allows for other means to meet the requirements.

Chair White then opened the public hearing. No comments were heard. Chair White then closed the public hearing.

Commissioner Griffith moved to approve the next resolution in line entitled, A Resolution of the Planning Commission of the City of Willows granting approval to modify the conditions of approval granted to Northern Valley Indian Health for construction of a two-story 20,565 sf administration building and site improvements for property located at 257 N Butte Street Assessors Parcel numbers 002-152-008 & 009. The motion was seconded by Commissioner Woods.

AYES: White, Benningfield, Griffith, Woods

NOES: None

ABSENT: Michael

ABSTENTION: None

b. Variance Application (File# V-16-01) Applicant/Owner: Robert & Virginia Coombs/same

649 and 653 S. Butte Street/Assessors Parcel Number(s) 002-282-013 & 015/R-1 (Single Family Residential) zone/Low Density Residential Land Use Designation/Request to allow 4 foot interior side yard setbacks between existing structures and request to reduce lot width of one lot to allow Lot Mergers between lots.

Chair White introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. Mr. Dawley gave a brief building permit history of the parcels.

Chair White opened the public hearing. Mr. Coombs was in the audience and spoke regarding why he was requesting the variance. Chair White then closed the public hearing.

Commissioner Benningfield moved to approve the next resolution in line entitled, A Resolution of the Planning Commission of the City of Willows granting variance approval (File #V-16-01) to Robert and Virginia Coombs to allow four foot side yard setbacks between two existing buildings and allow to vary from the lot width regulation for property located at 649 and 653 South Butte Street Assessors parcel numbers 002-282-015 and 002-282-013. The motion was seconded by Commissioner Griffith.

Staff reminded applicants that there is a 10 day appeal period.

Mr. Coombs spoke again thanking the Building Official, Mr. Dawley, for all of his help. He also thanked the Commission for approving the variance.

AYES: White, Benningfield, Griffith, Woods

NOES: None

Absent: Michael

ABSTENTION: None

8. COMMISSION COMMENTARY:

1. Ms. Mantele asked about setting the next Planning Commission meeting in December due to the holidays. It was the consensus to set the meeting for Wednesday, December 14, 2016. Ms. Mantele stated she should have 2 projects to come before the commission at that time.
2. Commissioner Woods asked about the Denny's and the motel next door properties and what was happening with that. Staff stated that they have not heard anything lately but there was a rumor that the motel may be changing names. A short discussion between staff and commission followed. Commissioner Woods also asked if there were any comments back regarding the sign review from the last meeting. Staff stated that Mr. Patel had stopped by and he will be will adjust his request accordingly to reflect sign plans no larger than he has now. Ms. Mantele stated that Mr. Patel will have another project before the Commission in December regarding installing solar panels.
3. Commissioner Griffith asked Mr. Dawley about the Chevron station and if they have a reroof permit. Mr. Dawley stated it may be that they are dealing with a pigeon problem but he would check on it.

ADJOURNMENT: Meeting adjourned at approximately 7:32pm.

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk