

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD APRIL 2, 2008

The meeting was called to order at 7:00 p.m. by Chair Person Domenighini.

PLEDGE OF ALLEGIANCE: Commissioner Woods led the Pledge of Allegiance.

PRESENT: Woods, Warren, Domenighini, Melquist, Thur

ABSENT:

PUBLIC COMMENT:

Forrest Sprague was present and wished to make himself available for any questions that the Planning Commission may have in regards to the letter that was submitted by him to the City Manager, City Council Members, and Planning Commission Members.

CONSENT AGENDA:

It was **moved** by Commissioner Woods and **seconded** by Commissioner Warren to approve the Consent Agenda. The motion was unanimously passed and the following items were approved / adopted:

- a) Minutes of Meeting March 5, 2008

NEW BUSINESS: Public Hearing(s)

Travis Madsen Variance-File #V08-01

Travis Madsen has applied for a Variance to vary from the required 15 ft.rear yard setback to allow construction of a metal garage. City Planner Karen Mantele presented the staff report, stating that the request from Mr. Madsen is to allow a six (6) foot rear yard setback in order to construct a 25' x 38' (950 square feet) detached metal garage building in the rear of their property, which is located at 543 French Street. Discussion ensued amongst the Commission. The applicant, Travis Madsen was present and answered questions of the Commission.

It was moved by Commissioner Melquist, and Seconded by Commissioner Thur to approve to adopt the Resolution entitled “ **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A VARIANCE (FILE #V08-01) TO ALLOW A SIX FOOT REAR YARD SETBACK TO CONSTRUCT A DETACHED METAL GARAGE FOR TRAVIS MADSEN FOR PROPERTY LOCATED AT 543 FRENCH STREET, ASSESSORS PARCEL NUMBER 005-352-004**” and is subject to the Conditions of Approval presented. The motion was unanimously passed.

Willows Christian Church-File #UP08-03

Willows Christian Church has applied for a Conditional Use Permit to establish a weekly food program. City Planner, Karen Mantele presented the staff report to the Commission stating that this was a request for approval to establish a Weekly Food Program to provide meals without charge to those in need. Ms. Mantele further stated that the church is currently providing individual's free soup on Wednesdays from 10-2. As a result of the number of people they are serving they desire to continue the program on a permanent basis. Discussion ensued amongst the commission. Don Bultema, a representative from the Willows Christian Church was present and spoke to the Commission. Tom Kelly also a representative was present and answered questions of the commission pertaining to the Soup Kitchen, Food Preparation, and Health Department Permits.

It was moved by Commissioner Melquist and seconded by Commissioner Woods to approve the application and adopt the Resolution entitled “ **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVING A CONDITIONAL USE PERMIT (FILE #UP08-03) FOR WILLOWS CHRISTIAN CHURCH TO ESTABLISH A WEEKLY FOOD PROGRAM TO BE LOCATED AT 200 SOUTH PLUMAS STREET, ASSESSORS PARCEL NUMBER 002-181-006,**” and is subject to the Conditions of Approval presented. The motion unanimously passed.

Hank Apodaca-KFC- File #CUP07-08

Hank Apodaca has requested to amend his Conditional Use Permit to increase sign square footage to add 3 additional expression panels. City Planner Karen Mantele presented the Staff Report to the Commission stating that this was a request from Hank Apodaca, owner of Kentucky Fried Chicken, to amend his existing use permit to allow three (3) additional expression panels, each 24 square feet in size for a total of 72 square feet, to be located on his new building which is currently under construction. Discussion ensued amongst the commission regarding the request to add 3 expression panels. The applicant, Hank Apodaca was present and answered the questions of the commission.

It was **moved** by Commissioner Thur, and **Seconded** by Commissioner Woods to adopt the Resolution entitled **“A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS APPROVE AN AMENDMENT TO USE PERMIT (CUP07-03) TO ALLOW AN ADDITIONAL 72 SQUARE FEET OF SIGNAGE FOR THE KFC BUILDING LOCATED AT 226 N HUBOLDT STREET, ASSESSORS PARCEL NUMBER 001-041-022,”** and is subject to the Conditions of Approval presented.

Ayes: Woods, Warren, Domenighini, Thur

Noes: Melquist

COMMISSION COMMENTARY

1. Chairperson Domenighini asked for an update regarding the Planner’s Institute. City Planner Karen Mantele stated that she thought the Institute was informational and that she learned some valuable information in the sessions she attended. Commissioner Woods stated that she enjoyed the Institute and believed that it was helpful and informative. Commissioner Woods also stated that she felt it was worth while for any of the commissioners in the future to attend.
2. Forrest Sprague was present and stated that he was making himself available in case the Commission had any questions pertaining to his letter that he submitted to the City Manager, City Council, and the Planning Commission.
3. Chairperson Domenighini asked staff what items would be on the Agenda for the meeting of April 23, 2008. Karen Mantele stated that there would be two items on the agenda one of the items pertaining to a sign issue, and the other is an amendment to a Conditional Use Permit.
4. Commissioner Thur asked what the status was of the Love’s Truck Stop project. City Manager Steve Holsinger stated that it is his understanding that the project will not be moving forward. Ms Mantele stated that the Final Parcel Map for the parcel split on the Taylor 88 property is near completion.
5. Chairperson Domenighini asked staff what items would be on the agenda for the Joint Meeting on April 29, 2008. City Manager Steve Holsinger stated that at this point the topics of discussion are (1) storage containers and (2) signs in the CC and E districts. Discussion ensued about adding agenda items, and also the format of the meeting. Chairperson Domenighini asked City Manager if the Planning Commissioners wanted to add any items to the agenda what would the process be. Mr. Holsinger stated that the Planning Commission would need to submit those items to him by April 17, 2008.
6. Ms Mantele stated that she received an update from Roseanna at California Water Service in regards to the water tank at Wal Mart. Ms. Mantele stated that she was informed that California Water Service had not received the agreement back from Wal Mart but as soon as it was received work would commence. Commissioner Woods asked staff what the status was of the stoplights to be installed. Ms Mantele stated that those plans are currently in third review at this time.

7.

ADJOURNMENT: The meeting was adjourned at 8:42 p.m.

LARRY DOMENIGHINI, Chair

Mallorie Vasquez, Minute Clerk