

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD September 17, 2008

1. The meeting was called to order at 7:02 p.m. by Chairperson Domenighini.
2. **PLEDGE OF ALLEGIANCE:** Chairperson Domenighini led the Pledge of Allegiance.
3. **PRESENT:** Woods, Warren, & Domenighini
ABSENT: Melquist & Thur
4. **AGENDA REVIEW:** There were no recommended changes by the Commission or Staff and the Agenda for September 17, 2008, was accepted as presented.
5. **PUBLIC COMMENT:** None
6. **CONSENT AGENDA:** It was **moved** by Commissioner Woods and **seconded** by Commissioner Warren to approve the Consent Agenda as presented. The motion was unanimously passed and the following items were approved / adopted:
 - a) Minutes of Planning Commission Meeting held August 20, 2008.
7. **PUBLIC HEARINGS:**
 - a. **Conditional Use Permit (File # UP08-07) – AKC Services for Bank of America (Continued from the July 16, 2008 Planning Commission Meeting):**

City Planner Karen Mantele re-introduced the Conditional Use permit application submitted by AKC Services on behalf of Bank of America which was a request to replace two existing wall signs with two new illuminated wall signs, to replace the entrance sign with a new illuminated monument sign, and requesting additional signage beyond what is allowed by the City's sign code. Ms. Mantele explained that this item was heard before the Planning Commission on July 15, 2008, and after deliberation, the Commission Continued the Public Hearing to tonight's meeting in order to provide the applicant sufficient time to re-submit a scaled site plan and elevations for the proposed monument sign.

Since the meeting on July 16, the applicant submitted revised plans for all three signs. The three signs total 148.81 square feet versus the 194.85 square feet previously requested. The revised monument sign site plan indicates the placement of the sign will be set back approximately eight feet from the front of the driveway curb, within the landscaped area and also within the City's right-of way. The applicant was previously informed that the monument sign would have to be lower in height in order to allow sight clearance and the revised plan indicates the new sign height to be 3'11" and will not impair sight clearance when entering onto Tehama Street. The monument sign will be a total of 46.36 square feet and will be double-sided.

The two proposed wall signs will be located on the building with one facing Tehama Street and one on the rear of the bank building. The sign facing Tehama Street is 60.3 square feet and the sign on the

rear of the building is 42.15 square feet. As a result of the combined square footage of all three signs, the total additional square footage being requested by the applicant is 51.31 square feet. With that, Ms. Mantele requested that Chairperson Domenighini re-open the Public Hearing to hear any comments.

Chairperson Domenighini re-opened the Public Hearing at 7:04 p.m. A gentleman named Wally [no last name given] spoke on behalf of AKC Services, explaining that since the July 16 meeting, AKC Services has addressed and corrected the issues related to the lack of visibility that their originally proposed monument sign created and he stated that he hoped the Commission would consider approving the Conditional Use Permit.

Ms. Mantele then readdressed the Commission, stating that she is requesting that one additional condition be added to the list of conditions if the Commission approves the Use Permit. The additional condition, number 8, would state that the monument sign must include the numerical address of the business, which is required by City Code for fire safety reasons.

Hearing no additional comments from the public or from staff, Chairperson Domenighini closed the Public Hearing at 7:10 p.m.

Brief Commission discussion ensued and it was then **moved** by Commissioner Warren and **seconded** by Commissioner Woods to adopt a Resolution of the Planning Commission of the City of Willows approving Conditional Use Permit (File# UP08-07) for Bank of America to allow installation of two illuminated wall signs, allow installation of one double-faced illuminated monument sign and allowing an additional 51.31 square feet of signage for property located at 155 N. Tehama Street, Assessor's Parcel Number 003-044-004, including the Conditions of Approval and the addition of an eighth condition that the monument sign must include the numerical address of the business. The motion was unanimously passed.

b. **Conditional Use Permit (File # UP08-11) – Mike Othman & Pranil Singh (One Stop Wireless):**

City Planner Karen Mantele introduced the Conditional Use permit application submitted by Mike Othman and Pranil Singh requesting allowance to establish a new retail business within an existing commercial building in the Highway Commercial Zone. The application was made pursuant to Section 17.03 of the Zoning Code, which requires retail businesses in the Highway Commercial Zone to obtain Use Permit approval prior to establishment of use.

The business, named "1 Stop Wireless", will be a cell phone store, payment center and internet service business. The commercial building in which the business would operate consists of three suites, with one large suite housing Round Table Pizza, and a second suite which houses West Wood Donuts. The applicant intends to use the third, vacant, suite to operate their business.

Sign advertising for the business, was not part of this application but the applicant intends to use an existing pole sign located on the adjacent lot, but a part of the commercial complex, which was previously approved by the Commission which eventually will be used by the business to advertise, however a sign permit will be required prior to the installation of any signs. Ms. Mantele stated that there are some additional basic conditions associated with the approval of the Use Permit application which are outlined in the Resolution. With that, Ms. Mantele requested that Chairperson Domenighini open the Public Hearing to hear any comments. Chairperson Domenighini opened the Public Hearing at 7:15 p.m., and receiving no comments, he subsequently closed the Public Hearing at 7:15 p.m.

Brief Commission discussion ensued and it was then **moved** by Commissioner Woods and **seconded** by Commissioner Warren to adopt a Resolution of the Planning Commission of the City of Willows approving Conditional Use Permit (File #UP08-11) to allow establishment of a cell phone wireless business (1 Stop Wireless) within a suite in an existing commercial building located at 1235 W. Wood Street, Assessor's Parcel Number 005-370-022, subject to the attached Conditions of Approval. The motion was unanimously passed.

c. **Architectural Design Review (File #DR08-03) – Americor, Inc for Kumar Hotels Inc.:**

Ms. Mantele explained to the Commission that the Architectural Review Code Section 2-93 requires that any physical improvements to new or existing structures shall be subject to review and approval by the Design Review Board (Planning Commission) and lighting is specifically one of the items listed. At a past Planning Commission meeting, Ms. Mantele made the Commission aware of the proposed lighting for the Holiday Inn Express which is currently in the construction phase. At that meeting, Staff was directed to request a proposed Lighting Plan from the contractor, as there were no lighting plans submitted when the original Design Review application was approved by the Planning Commission on August 4, 2004.

The General Contractor for the project, Randy Roetto, subsequently submitted a Design Review application on behalf of Kumar Hotels, Inc. in order to seek Planning Commission approval for site and building lighting for the Holiday Inn Express. The lighting proposed includes parking lot light poles, blue lighting (both up and down lighting) on the front portion of the hotel, lighting for the flag pole, and other building lights on the north, south and west sides of the structure.

City Codes speak to several requirements with regards to lighting and light sources, location of light fixtures, etc., which Ms. Mantele explained that as a condition of approval, the applicant will be required to provide an exterior lighting and photometric plan for the City Engineer to review and approve prior to installation. The plan shall include the total numbers and locations of all light fixtures/luminaries, the elevation of light and total height of light standard. Cut-sheets for each light fixture, specifying color, type, height, dimensions and materials will also be required. Finally, all lighting will need to be shielded so as not to create a glare or hazard on adjoining streets or be annoying to adjacent properties or residential areas as stated in the City Code. With that, Ms. Mantele requested that Chairperson Domenighini conduct the Public Hearing to hear any comments.

Chairperson Domenighini opened the Public Hearing at 7:22 p.m. Randy Roetto addressed the Commission in order to thank Staff for their assistance with the application and stated that he has read the Conditions of Approval and that he finds them to be acceptable. He stated he would address any questions that the Commission may have. The Commissioners had no questions for Mr. Roetto. Ms. Mantele then addressed the Commission, stating that Condition #9 was inserted in error and would only apply to downtown or entryway zones and therefore she is requesting that the condition be removed as part of the motion if the Design Review application is approved. No other comments were received and Chairperson Domenighini closed the public hearing at 7:24 p.m.

Brief Commission discussion ensued and it was then **moved** by Commissioner Warren and **seconded** by Commissioner Woods to adopt a Resolution of the Planning Commission of the City of Willows approving a Design Review application (File # DR08-03) for Holiday Inn Express for site and building lighting for property located at 545 N. Humboldt Avenue, Assessor's Parcel Number 017-330-029, subject to the Conditions of Approval with an amendment to the Conditions of Approval, removing condition #9. The motion was unanimously passed.

8. **REGULAR BUSINESS:**

a. **Tentative Subdivision Map Extension Request:**

Ms. Mantele explained that on November 1, 2006, the Planning Commission approved a Tentative Subdivision Map for a 14-lot Subdivision known as “Coco Courts” located at the intersection of Merrill Avenue and Elm Street. One of the conditions of approval stated that the tentative map would expire 24 months from the date of approval unless an extension was granted pursuant to the Subdivision Map Act. On August 20, 2008, the applicant, Martin Munoz, submitted a letter requesting a one-year extension due to recent economic slowdown. Ms. Mantele is requesting that the Commission consider granting Mr. Munoz’s request.

Commissioner Domenighini asked if any member of the audience had any comments. William Duncan addressed the Commission, stating that he lives on the parcel directly adjoining the proposed subdivision and although he has no objections to the development, he was concerned whether there have been any changes to the proposed map since the time it was first approved, specifically as it would relate to drainage.

Chairperson Domenighini explained to Mr. Duncan that this item is a request to extend the Map which was originally approved in 2004 and that if there were to be any amendments or revisions to the Tentative Map, those changes would need to go back before the Planning Commission for approval. Ms. Mantele added that the property is located in a flood zone and therefore there will be specific requirements and engineering that will be required to be submitted for City Engineer review.. She stated that the Map is still tentative at this time and there has not been a final map approved, therefore, no plans have been done on the project to date.

Once discussion ceased it was **moved** by Commissioner Woods and **seconded** by Commissioner Warren to allow a one-year extension for the tentative subdivision map for Coco Courts. The motion was unanimously passed.

b. **Consider cancellation of the October 1, 2008, Planning Commission Meeting:**

Ms. Mantele stated that there are no pending agenda items for the next regular Planning Commission Meeting scheduled to occur on October 1, 2008, so she is requesting that the Commission consider canceling the meeting. The Commission agreed to cancel the October 1, 2008, meeting and the next Planning Commission Meeting is scheduled to occur on October 15, 2008.

9. COMMISSION COMMENTARY

1. Ms Mantele stated that she spoke to a Wal-Mart Representative recently and was informed that they anticipate getting the revised plans for the Super Center to the City sometime in the following week. When this item will come back before the Planning Commission is unknown and will depend on when the revised plans are actually received by the City, but she is hoping to possibly have it brought before the Planning Commission either in late October or early November. Additionally, she stated that she is still in the process of revising the Sign Code and that is something that will be forthcoming to the Commission at a future meeting
2. City Manager Steve Holsinger stated that interviews were conducted for the Administrative Analyst position on September 16. Commissioner Woods was one of the people that sat on the Interview Panel. A candidate has been selected and has been conditionally offered the position pending the outcome of a physical and drug test. Staff will have additional information next week whether the applicant accepts the offer.

ADJOURNMENT: The meeting was adjourned at 7:35 p.m.

LARRY DOMENIGHINI, Chairperson

Natalie Butler, Minute Clerk