

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD AUGUST 19, 2009.

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: Domenighini, Woods, Alves

ABSENT: Warren, Thur

AGENDA REVIEW: There were no recommended changes by the Commission or Staff and the agenda for August 19, 2009 was accepted as presented.

CONSENT AGENDA:

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

- a) Minutes of Planning Commission Meeting held July 29, 2009.

NEW BUSINESS:

Public Hearings

Use Permit #UP-09-03 Open Gate Christian Fellowship; 950 W. Laurel St. APN# 001-182-001.

Karen Mantele, Contract City Planner, presented the staff report stating that Open Gate Christian Fellowship has requested approval of a Use Permit application to allow the establishment of a non-profit, non-denominational Christian preschool in an existing church facility. The preschool would employ three employees with a maximum of 25 students. Classes will be held Monday through Friday 8:00 am to 12:00 pm. Drop off and pick-up will be on site. The applicant intends to use existing facility buildings for the preschool. No additions are proposed at this time; however any building modifications will require approval of a building permit from the City and will include adequate fire safety measures as approved by the Fire Department as part of the building permit review process.

The proposed use is considered a minor expansion of the existing use of the facility as a church and public gathering place, and has been authorized via the lease agreement information with the Coast Guard as provided by the applicant.

Staff recommends that the Planning Commission adopt the project resolution with a couple of changes to the conditions of approval. Condition #4 the language "including the Uniform Building Code (UBC)" should be struck as the only applicable code is the California Building Code (CBC). Also another condition (to be called Condition #8) should be added and will read "This project constitutes a change of occupancy and shall require a code analysis be performed and submitted to the Building Department for review. A plan shall accompany the analysis."

Commissioner Woods asked why the additional condition. Clay Dawley, Building Inspector stated that his original comments regarding the plan did not make it into the final conditions and that is the reason it is being added at this time. The building is undergoing a change of occupancy and will need to comply with all the applicable codes and requirements.

Don Talley, Administrative Pastor of Open Gate Christian Fellowship stepped to the microphone to answer questions of the commission. Chairperson Domenighini asked Mr. Talley if he understands the additional condition. Mr. Talley replied that he is unsure as to whether he understands or not. Mr. Dawley said that when he and Mr. Talley had a meeting a few weeks back they discussed the fact that the building is undergoing a change of occupancy and according to the Building Code the building must be a fit for the proposed occupancy.

Commissioner Alves made a **motion** to approve resolution next in line “A Resolution of the Planning Commission of the City of Willows for the Approval of Use Permit #UP-09-03 for the Property Located at 950 West Laurel Street, Assessors Parcel Number 001-182-001” with the aforementioned changes to the conditions of approval. Commissioner Woods **seconded** the motion, all eyes motion carries.

COMMISSION COMMENTARY

- 1.) There will be a September 2, 2009 meeting as there has been an application from McDonald’s for a Design Review, they have decided to do some modifications of their cashier booth and add proposed ADA requirements.
- 2.) Wal-Mart is still in progress and will soon be submitting an application for Design Review for a component of the project.
- 3.) There may be an application in the near future for a party who would like to expand the existing building next to the car wash on Wood St. to the east and do some other aesthetic modifications.
- 4.) Commissioner Woods asked if the new concrete signage at the Black Bear Diner was passed through the City office administratively. Ms. Mantele stated that the City was not involved in any sort of permit for the Black Bear Diner’s new signage.
- 5.) Chairperson Domenighini asked Ms. Mantele what the process is on the Housing Element from now until its adoption. Ms. Mantele stated that all the comments received as a result of the Housing Element meeting on August 18, 2009 will go back to PMC where a draft will be prepared for the public; that draft will be sent to The Department of Housing and Community Development (HCD), this is what starts the 60 day review period. During this time frame all comments from the public can be incorporated. HCD will have their own list of comments which will be returned with the document. When that document is returned to PMC all of HCD’s comments and any other public comments will be incorporated into a new document which will then be finalized and sent to the Planning Commission and the City Council for approval.

ADJOURNMENT: The meeting was adjourned at 7:53 pm

LARRY DOMENIGHINI, Chair

Hollie Johnson, Minute Clerk