

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD JANUARY 16, 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, Thur, Melquist

ABSENT:

APPROVAL OF MINUTES:

It was **moved** by Commissioner Thur and **seconded** by Commissioner Woods to approve the minutes of the December 12, 2007 meeting, as presented. Ayes: All Motion Carried.

City Clerk Natalie Butler swore in new Planning Commissioners Kerri Warren and Leon Thur.

Commissioner Melquist made a **motion** to elect Commissioner Domenighini as Chairperson. Commissioner Woods **seconded** this motion. Ayes: All Motion Carried.

Commissioner Thur made a **motion** to nominate Commissioner Melquist as Vice-Chairperson. Commissioner Warren **seconded** this motion. Ayes: All Motion Carried.

NEW BUSINESS: PUBLIC HEARING

WILLOWS ADULT SERVICES (CUP 07-11)

APN: 001-061-002 1252 WEST SYCAMORE STREET

City Planner Karen Mantele presented this item to the Commission stating that this item was a request to establish an Adult Services Program specifically in the City of Willows for Developmentally Disabled Adults. Ms. Mantele further stated that this establishment would be housed in an existing structure located at 1252 W. Sycamore Street with the hours of operation to be from 9:00 a.m. -2:30 p.m. The applicant would be licensed through Community Care Licensing out of Chico. Ms. Mantele also addressed parking requirements and stated that they would provide four (4) parking spaces and that the applicant proposes to put up motion sensor lights on the outside of the building near the parking area. Additionally the applicant proposes to put up a 2 x 2 sign with the business name on the front of the structure. Ms. Mantele mentioned to the Commission that 300 foot notices were sent out, and she received one public comment back.

Commissioner Melquist asked how a wheelchair would get from the parking lot to the front door of the building. Ms. Mantele stated that one of the Conditions of Approval states that the applicant will have to provide an accessible pathway from the parking area to the front door, to make it handicap accessible.

Commissioner Thur asked if four (4) parking spaces was an adequate amount. Mantele stated that the users of this program will not be driving, and only the employees will need parking, so she and the City Manager discussed this and felt that four spaces was an adequate amount of parking spaces to require.

The applicant, Tracey Herrick was present and stated that she was happy to come to Willows.

Commissioner Melquist made a **motion** to approve the Resolution of the Planning Commission of the City of Willows, recommending approval of Use Permit (CUP07-11) to establish an Adult Services Program in an existing building located at 1252 West Sycamore Street, APN: # 001-061-003 subject to the Conditions of Approval attached to the resolution.

Commissioner Woods **seconded** this motion. Ayes: All Motion Carried.

COMMISSION COMMENTARY

1. Commissioner Woods stated that she attended the Safety Meeting in regards to the storm on January 4, 2008 and she wanted to share that there were many compliments in regards to the way the City and the County handled the storm event.

2. Chairperson Domenighini stated that he likes the idea of using resolutions on approvals. Chairperson Domenighini also stated that he liked the idea of not attaching the Zoning Ordinances to the Agenda packet.
3. Chairperson Domenighini asked if there were any agenda items for the meeting on February 6, 2008. Ms Mantele stated that at this time there were no items to bring forward. Commissioner Melquist suggested that the Planning Commission should have a meeting on February 6, 2008 because he believed that with two (2) new Commissioners he would like to meet. Commissioner Melquist also wanted to meet to discuss the priority list, because he believed that the list wasn't being completed very fast.
4. City Manger Steve Holsinger stated that there were potential items for the February 6, 2008 meeting, and there would be some discussion as to whether or not they would meet again on February 20, 2008.
5. There was some discussion as to whether or not to have a Joint City Council/Planning Commission meeting in the spring time.
6. Commissioner Melquist suggested on having a meeting to just meet on Planned Development.
7. The Planner gave an update on projects that are currently in the process.

ADJOURNMENT: The meeting was adjourned at 8:15 p.m.

LARRY DOMENIGHINI, Chair

Mallorie Vasquez, Minute Clerk