

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD JUNE 6, 2007

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

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

PRESENT: Domenighini, Lohman, Titus, Melquist, Woods

ABSENT: None

APPROVAL OF MINUTES:

It was **moved** by Commissioner Woods and **seconded** by Commissioner Lohman to approve the minutes of the May 16, 2007 minutes, as presented.

NEW BUSINESS: None

PRESENTATIONS/DISCUSSIONS

HEALTHY HOUSING ASSESSMENT TOOL-PRESENTATION BY SCOTT GRUENDL

Scott Gruendl from the Glenn County Health Department presented the Glenn County Healthy Housing Assessment Tool to the Commission. Mr. Gruendl stated that the Health Department received a small grant in the amount of \$5,000.00 to assess housing in the county as well as to provide the community with information. Mr. Gruendl informed the commission that in receipt of the funds, the Glenn County Health Department used this money to produce this pamphlet. Commissioner Lohman asked Mr. Gruendl at this time who could utilize this tool. Mr. Gruendl explained to the Commission that it has been taken to the Orland City Council; the Glenn County Board of Supervisors, the County Counsel, and this will also be on the Glenn County Health Department website. Mr. Gruendl further indicated that it is a tool for the public to use. Chairperson Domenighini stated to Mr. Gruendl that he likes the pamphlet and would like to see it expanded. Commissioner Melquist questioned the Conservation Section of the Healthy Housing Assessment Tool. He wanted to know if it was consistent with the building codes. Susan Thurman, from the Glenn County Health Department was present and stated that to her knowledge they were up to date with the building codes, but she would check to make sure, and get back to the Commission. Mr. Gruendl expressed to the Commission that he liked the feedback and would take the comments into consideration.

ADVISORY REQUEST-FORREST J. SPRAGUE VACANT LOT/331 TEHAMA STREET

Contract Planner Karen Mantele presented this item to the Commission. Ms. Mantele indicated that this was an advisory request from Forrest Sprague regarding the vacant lot on the corner of Sycamore Street and Plumas Street. Ms. Mantele further stated that the parking is not available, and the code requires more parking than there is room for. Mr. Sprague was present and answered questions of the Planning Commission. Mr. Sprague further stated that this property was owned by individuals in the past, and they have proposed items to the City, but were denied because of the parking situation. Mr. Sprague continued to say that, he has built a lot of other structures in other jurisdictions and they have allowed him to remove the square footage of the hallway, restrooms, and storage, when figuring the amount of parking spaces. Commissioner Melquist stated that this particular parcel has no setback requirement. Commissioner Melquist also stated to Mr. Sprague that the staff cannot change the code right now, but believes that it will be looked at. Commissioner Titus further indicated that she dislikes the fact that when citizens come to this town with the intent to build a structure, or bring a business to an existing structure, that they cannot because of the parking circumstances. Commissioner Titus believed that the City is losing business over this situation. Commissioner Lohman commented on the fact that she doesn't believe that the entire downtown should be parking. Ms. Mantele stated to the Chair that in our code, it states that the applicant can contact the City Manager in a letter, asking to adjust the number of parking spaces that need to be permitted on this lot. Vickie Miller of Miller Realty was present and stated her concerns and answered any questions that the Commission had. Ms. Miller also stated that the City has seen this property before. Ms. Miller owns the building across the street from this vacant lot, and she is not in opposition of this building. She believes that it will be more appealing to look at than the tall weeds that are currently there. She also let the Commission know that she has this property mowed at her expense because she doesn't like the current view. Gene and Marlene Koon

were present and addressed the Commission. Mr. Koon stated that he doesn't want the building right up against the new fence they just built. Commissioner Titus addressed Mr. Koon asking him how he felt about the alley access. Mr. and Ms. Koon were not in opposition of customers using the alley. Commissioner Woods stated that she was concerned about the street parking, and would dislike the fact that Mr. Sprague uses all of the off-street parking for his parking spaces. Commissioner Domenighini commented on Commissioner Woods' comments regarding the off-street parking. Commissioner Domenighini stated that the employees would have to park off of the street. Rick Thomas was present from Glenn County Title, and addressed the Commission. Mr. Thomas stated that he has 14 employees, and that if he owned the proposed building he wouldn't be able to comply with the parking structures. Mr. Thomas further stated that every business on the 200 Block of Sycamore Street does not comply with the parking ordinance. Chairperson Domenighini stated to Mr. Sprague that he could bring this project back to the Planning Commission through a Conditional Use Permit, and the parking space issue would be addressed again at this time.

City Planner Karen Mantele presented this item to the Commission. She stated that Forrest Sprague wished to use this existing structure as an office space, however would not be allowed to because there are not enough parking spaces. Ms. Mantele stated that the Planning Commission could entertain a motion for a Conditional Use Permit vs. a City Manager letter. Forrest Sprague was present and addressed the Commission and answered any question that they had. Mr. Sprague addressed the Commission, stating that he wished to use this existing building on Tehama Street as offices because the City won't let him use it as a shop. He further stated that he cannot use it as a retail shop either. Mr. Sprague further indicated that he was told by the Building Inspector that he would have to go through a Design Review. Ms. Mantele stated at this time that if Mr. Sprague is modifying the outside of the building then it would be a Design Review. Mr. Sprague proposed an idea to the Commission regarding the front of the building. Mr. Sprague's proposal was that he would have the rolling doors up during the day, and it would appear to have a storefront appearance. Ms. Mantele stated to Mr. Sprague at this time that he would have to obtain a Conditional Use Permit as well as a Design Review for his proposed idea. Commissioner Woods stated to Mr. Sprague that if he could obtain a Conditional Use Permit that the Commission could move from there.

COMMISSION COMMENTARY:

Interim City Manager Gail Wingard addressed the Commission with their concerns and their suggestions on the Circulation Element Draft. Commissioner Lohman stated that she was very impressed with the Element, and it provides an excellent visual picture. Commissioner Lohman also commented on the portions of town, such as Highway 162 and Highway 99, that are heavily impacted. Commissioner Titus stated that she wished to be Pro-active rather than reactive on this element. Commissioner Titus further explained that when parents are dropping their children off at the schools, those areas become heavily impacted as well. Chairperson Domenighini commented on the Element and believes that the City should consult with Willows Unified School District to maybe establish a pickup and drop off area. Chairperson Domenighini further commented on the fact that he liked the different levels that the Circulation Element provides such as the Pedestrian and Public Transportation sections. It was recommended to suggest to the City Council to put some money into the budget so the City can hire an Engineer to move forward on this. Commissioner Lohman made a **motion** to develop the Circulation Element, as well as do a study and revise it. Commissioner Titus **seconded** this motion.

Ayes: All

Council Member Rose Marie Thraikill was present. Ms. Thraikill stated that there is a lot of talk on fixing the Circulation Element; however nobody is willing to take the initiative to fix it. She further stated that she is in favor of the Planning Commission taking on the initiative to fix it.

Commissioner Candis Woods made a **motion** to address the parking in the Central Commercial Zone (CC), and to solve the problem with the parking. Commissioner Titus **seconded** this motion.

City Planner Karen Mantele stated to the Commission that she received a letter from Basin Street stating that they were withdrawing their project completely and they will re-submit the project in twelve (12) to eighteen (18) months. City Council Member Rose Marie Thraikill informed the Commission that the Agra-board would be breaking ground some time in August. Ms. Thraikill

further stated that it would supply the City with 180 jobs in construction and 150 jobs in production.

ADJOURNMENT: The meeting adjourned at 9:19 p.m.

LARRY DOMENIGHINI, Chair

Mallorie Vasquez, Minute Clerk