

MINUTES OF THE WILLOWS CITY COUNCIL & PLANNING COMMISSION
SPECIAL JOINT MEETING HELD
August 18, 2009

1. The meeting was called to order at 5:33 p.m. by Mayor Towne.
2. **PLEDGE OF ALLEGIANCE:** Council Member Yoder led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: City Council Members Baker, Holvik, Hansen, Yoder & Mayor Towne;
Planning Commissioners Thur, Woods & Chairperson Domenighini
Absent: Planning Commissioners Warren & Alves
4. **Agenda Review & Acceptance:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the August 18, 2009, agenda as presented. The motion was unanimously passed.
5. **Public Comment:** None
6. **Public Hearings:**
 - a) Consider comments and input on the Draft Housing Element Update to the City of Willows General Plan prepared by Pacific Municipal Consultants.

Mayor Towne opened the Public Hearing at 5:37 p.m. in order to solicit comments regarding the Draft Housing Element update prepared by Pacific Municipal Consultants. A community member addressed the Council requesting a 45 day extension for comments, as he stated that he had concerns with some of the content of the Draft Housing Element and also because he has only had a limited amount of time to review the draft and he would like an opportunity to conduct a more comprehensive review of the document. He stated some of his specific concerns to the Council, and wrapped up his points by indicating that there are some basic things in the document that leave a lot of questions.

At this point, Jennifer Gastelum, Program Manager for the Housing Element Update, presented a Power Point presentation to the Council and the Public which covered the following points:

Requirements for the Housing Element, Importance of Compliance (including legal responsibilities and fiscal obligations), Housing Element Content, Housing Needs Assessment (including Demographics, Housing Characteristics, Age of Housing Stock, Special Needs Housing), Housing Cost and Affordability (including HCD Income Limits for Glenn County, Rental Housing Affordability, Area Rental Rates, Ownership Housing Characteristics, Home Prices in Willows, New State Law Requirements, Regional Housing Needs Allocation and Vacant Land Summary), Policies and Programs, and the Schedule in which to submit the Housing Element to HCD and to receive comments and adopt the final Housing Element.

Ms. Gastelum then answered questions from the Council and the audience. Upon conclusion of addressing questions and comments, Mayor Towne closed the Public Hearing at 6:52 p.m. and called for a brief recess. He stated that he would be unable to attend the remainder of the meeting which is the joint City Council and Planning Commission discussions, and therefore, Vice Mayor Baker would run the remainder of the meeting.

Vice Mayor Baker ordered the meeting reconvened at 7:03 p.m.

7. City Council & Planning Commission Discussion:

a) **Planning Commission Training Opportunities discussion:**

Larry Domenighini, Planning Commission Chair, stated that he would like to see the Planning Commissioners receive some formal training on subjects such as the Brown Act, Parliamentary Procedure, Ethics, etc. He also stated that he would like something in writing that clearly defines the roles, responsibilities, and expectations of the Planning Commission. Discussion ensued, and the proposed outcome was for the Commissioners to pick specific topics which they would like to learn more about and submit them to the City Planner, Karen Mantele. Ms. Mantele can then place these items, one subject at a time, on future Planning Commission Agendas and she can address the topic with the Commissioners, educate the Commission on the topic and offer guidance and answer any questions. Given the City's current budget situation, the Council would much rather prefer to have "in-house" training on topics which directly involve the City, rather than pay for somebody to attend a training that wouldn't necessarily cover the topics which pertain specifically to the City of Willows.

b) **Community Design Review Discussion:**

Chairperson Domenighini stated that he would like to see some clear ideas and goals for what the City of Willows wants and needs in future proposed developments in the City. These goals could be as basic as whether streets should be laid out on a grid pattern or a curved layout or both, or progress up toward what is needed for parks. He believes that future developments should be meeting the specific needs of our community and blending in harmoniously, as opposed to a "here is what you will get" type of proposal. He would like to see some specific design criteria created to follow for larger developments. It would be very helpful if the Planning Commission had at least a preliminary check-list of desired designs for future developments. The City Manager stated that Staff will draft up some suggested guidelines and a vision plan for future developments for the City Council and Planning Commission to review.

c) **Agricultural Buffers Discussion:**

Chairperson Domenighini stated that this is something the City has never done before but it is somewhat related to item 7 (b). This issue came up in 2006 and 2007 at the Planning Commission level relating to the eastside development by Pacific Union Homes that would have been directly adjacent to farmland. His belief is that the City needs to discuss and develop some specific standards for this issue. The City Manager stated that this is also something that could be addressed while creating the draft guidelines for Community Design Review.

d) **Glenn County General Plan Update Discussion:**

Chairperson Domenighini stated that the Glenn County General Plan will be updated in the future at some point, however, due to budget issues, it is currently on hold. However, he believes that once they continue working on the update once again, the City of Willows should look over parts of their General Plan that affect the City, such as issues in the sphere of influence and identifying those issues. He would also like to see the County follow Willows' standards for setbacks and road widths and alignments in the surrounding area. The Council seemed to agree

that this is something that may be worth looking into, once the County commences with their update.

8. **Adjourn:** The meeting adjourned at 7:57 p.m.

Dated: August 18, 2009

NATALIE BUTLER

City Clerk