

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**  
**HELD SEPTEMBER 19, 2007**

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

**PLEDGE OF ALLEGIANCE:** Commissioner Titus led the Pledge of Allegiance.

**PRESENT:** Domenighini, Lohman, Melquist, Titus

**ABSENT:** Woods

**APPROVAL OF MINUTES:**

It was **moved** by Commissioner Titus and **seconded** by Commissioner Lohman to approve the minutes of the August 15, 2007 meeting, as presented.

**NEW BUSINESS: PUBLIC HEARING**

**MARTIN MUNOZ-TENTATIVE PARCEL MAP (MSUB0-01)**

**APN: 001-330-017 & 001-330-018 749 & 759 S. MERRILL AVENUE**

City Planner Karen Mantele presented this item to the Commission, stating that a 14-lot Tentative Map approved by the Planning Commission on November 1, 2006. Ms. Mantele stated that the applicant wishes to amend the approved 14 lot Tentative Map and Phase the Map into four phases. The applicant has been expending money towards the project, and with the current housing market, Mr. Munoz does not have the funds to complete the project as originally approved. Ms. Mantele mentioned that an Environmental Review was originally completed and the Initial Study and Mitigated Negative Declaration were approved at the November 1, 2006 meeting. Ms. Mantele explained to the commission that 300 foot notices were sent out, but no public comments were received regarding the proposal to phase the map.

Commissioner Melquist asked Ms. Mantele if each phase would be completed before the next phase was started. Ms. Mantele also stated that when all of the improvements are met, then a final map can be filed. City Engineer, David Swartz also commented, stating that no one structure is dependent on another phase, and that if phase 2 is not completed by November 1, 2008 the applicant will need to apply for an extension. Commissioner Melquist asked about the Lighting and Landscape District and how it pertains to this project. Mr. Swartz answered Commissioner Melquist's question. Commissioner Melquist questioned the easement that was located on the Tentative Parcel Map. Commissioner Melquist believed that the easement was located on City property. Mr. Swartz stated that this easement was a Public Utilities Easement and that the 15 foot strip East to West was requested by Glenn Colusa Irrigation District and this easement was also part of the original conditions of approval.

Commissioner Titus stated that she believes that this is a great way to develop this property.

Property Realtor, Dan Schuller spoke on behalf of Mr. Munoz. Mr. Schuller stated that the only way for Mr. Munoz to develop this property would be to develop it into four (4) phases as proposed.

A member of the public, Richard Gilmore was present and asked questions of the Commission in regards to the easement. The City Engineer addressed the questions.

Commissioner Titus made a **motion** to adopt findings A-I. Commissioner Lohman **seconded** this motion. Ayes: All Motion Carried.

Commissioner Titus made a **motion** to approve phasing of the Tentative Parcel Map (MSUB06-01). Commissioner Lohman **seconded** this motion. Ayes: All Motion Carried.

**NORTHERN VALLEY INDIAN HEALTH- DESIGN REVIEW (DR07-03)**

**APN: 002-152-008 & 002-152-009 207 N. BUTTE STREET**

City Planner Karen Mantele presented this item to the Commission, stating that this was an Architectural Design Review request to construct a cinder block garbage receptacle, and the establishment of a natural gas fueled engine generator enclosed with a six foot slatted chain link fence on the subject property.

A representative from Northern Valley Indian Health was present and addressed the Commission. He stated that he was trying to comply with the fire department as well as the County of Glenn's disaster preparedness. He also state that this generator would be for emergency purposes only.

Commissioner Lohman stated that she thought that this was a very well done project. Chairperson Domenighini also stated that he was in favor of this project.

Commissioner Melquist made a **motion** to adopt Findings A-E. Commissioner Titus **seconded** this motion. Ayes: All Motion Carried.

Commissioner Melquist made a **motion** to approve Design Review-(DR07-03). Commissioner Lohman **seconded** this motion. Ayes: All Motion Carried.

## **COMMISSION COMMENTARY**

### **Brown Act**

Commissioner Melquist made an inquiry regarding the Brown Act. City Manager Steve Holsinger, stated that he made some inquiries to Liebert, Cassidy, and Whitmore and they do not have any trainings scheduled. Mr. Holsinger also mentioned that there were 3 seats on the Planning Commission coming open, and wished to have the trainings after January 2008.

Mr. Holsinger, stated to the Commission that in their packet, provided was a handout on Ethics AB1234 class that is available online. Mr. Holsinger stated that the Commissioners can take this class online at any time.

### **Planning Commission List**

1. Code Enforcement- Discussion took place on this item and it was stated that the Police Department has hired a Code Enforcement Officer and they are currently working on unsightly issues.
2. Plan Development/Overlay Zone (review of impact development fees)- Discussion took place on this item. It was stated that there has been an increase in impact fees, and at the last City Council meeting a Resolution was adopted, and new fees will go into affect in 60 days.
3. Water System- Discussion took place on this item. It was stated that Cal-Water has done a presentation regarding current rate increases.
4. General Plan/Circulation Element- Discussion took place on this item. A handout was provided in the Planning Commission Packet regarding the General Plan. City Manager, Steve Holsinger stated that 5 of the 7 of the elements are over 20 years old. It was also stated that the Housing Element is three years old and will need to be updated in two years according to the state. Mr. Holsinger commented that he would like to see what the budget brings and make a decision by the 1<sup>st</sup> of the year to look at doing a comprehensive General Plan update.
5. Higher Density/Low Density Zoning-(Larger Lot Sizes)-Discussion took place on this item. Chairperson Domenighini stated with the new developments, proposed, he doesn't want the cookie cutter approach houses. Chairperson Domenighini also stated that he believes that the variation in the size of the lot gives a little character. City Manager Steve Holsinger stated that, realistically when these areas build, the City limits will need to be expanded and go through the annexation process. Commissioner Melquist suggested that the Planning Commission have some meetings to discuss vacant parcels that need to be looked at before they are developed. Council Member Towne was present and stated that he thinks that the Planning Commission needs to remember that the developers need to understand that the Ordinance doesn't say that the lot size has to be 6,000 square feet, but the Ordinance states that the minimum lot size has to be 6,000 square feet and 7,500 feet for a corner lot. Chairperson Domenighini stated that he would like to see more meetings pertaining to this item.
6. Burn Letter Policy- Discussion took place on this item. Ms. Mantele referred to Section 7.08 and thinks that this Burn Letter should be implemented here. Ms. Mantele stated that this Burn Letter can be obtained by a Zoning Clearance letter. Ms. Mantele stated that this would be coming before the Planning Commission on December 1, 2007.
7. Storage Containers- City Planner Karen Mantele stated that this should be placed under the Temporary Use Section. Ms. Mantele also stated that this could either have a Public Hearing or no Public Hearing for a 14 day storage container.

8. Flood Map Revisions- FEMA has contacted Clay regarding these revisions. Mr. Holsinger stated that FEMA has no time frame in updating the Flood Map.

ADJOURNMENT: The meeting was adjourned at 8:30 p.m.

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LARRY DOMENIGHINI, Chair

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Mallorie Vasquez, Minute Clerk