

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD July 16, 2008

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

PLEDGE OF ALLEGIANCE: Chairperson Woods led the Pledge of Allegiance.

PRESENT: Woods, Warren, Thur & Domenighini

ABSENT: Melquist

AGENDA REVIEW: It was **moved** by Commissioner Thur and **seconded** by Commissioner Warren to approve the July 16, 2008, Planning Commission Agenda as presented. The motion was unanimously passed.

PUBLIC COMMENT: None

CONSENT AGENDA:

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

- a) Minutes of Meeting June 18, 2008

NEW BUSINESS: Public Hearing(s)

Bank of America – New Signage #CUP 08-07

City Planner Karen Mantele introduced the Conditional Use permit application submitted by AKC Services on behalf of Bank of America a request to allow new signage for the existing bank building. The project consists of replacing two existing wall signs with two new illuminated signs and replacing the small entrance sign with a larger monument sign. The wall signs would be 25' wide by 3'4" high and would be internally illuminated. The proposed monument sign is 6'10" high from the grade, by 9'2" wide. The overall request includes allowing additional signage of 97.35 square feet, which is beyond what the parcel would allow by code.

Ms. Mantele presented a brief Power Point presentation depicting a car parked next to the landscaped area where the proposed monument sign would be placed at the driveway entrance to the parking lot. Ms Mantele stated that due to the height, the proposed monument sign would create a sight distance safety hazard for pedestrians using the sidewalk on Tehama Street as in order for a driver of a vehicle to observe what traffic is coming, they would need to pull onto the sidewalk. The monument sign which is being proposed would not allow a sufficient line of sight for exiting vehicles. Ms. Mantele stated that she has previously informed the applicant that the monument sign would need to be lower in height in order to allow sight clearance and that a revised plan for the sign will need to be submitted for review. As of today's date, Ms. Mantele has not received a revised plan from the applicant.

Additionally, it was noted that the property on which the monument sign would be placed is possibly located within the City's Right-of-Way. If this were the case, as an additional condition, the applicant

would need to obtain an Encroachment Permit from the Public Works dept prior to the placement of the sign, if approved.

Chairperson Domenighini opened the Public Hearing to allow citizens of the community to speak on this item. Chris Bolster, a representative of AKC Services made himself available to answer any questions of the Commission. The Commission inquired whether Mr. Bolster believed that Bank of America would be willing to submit a revised plan for the monument sign. Mr. Bolster stated that he believed that the Bank would absolutely be interested in a submitting a revised plan, which would likely take the height down and make the sign wider. City Manager Steve Holsinger suggested that rather than the Commission make any decisions regarding the application at this meeting, perhaps it would be more appropriate to continue the hearing to a later time for two reasons, the first being that it would allow for Staff to look into whether or not the land on which the monument sign would be placed is, in fact, City Property, and if so, staff would need to revise the conditions of approval in the event that the Planning Commission approves the request. Second, it would allow the applicant more time to prepare and submit a revised plan for the monument sign. Mr. Bolster agreed, stating that he will inform the Bank that a design change will be required and he stated that he believes they would be able to complete the revision in time to have this item placed on the Planning Commission Agenda for the second Meeting in September. With that, it was **moved** by Commissioner Warren and **seconded** by Commissioner Thur to continue the Public Hearing item on the Conditional Use Permit application to the September 17, 2008 regular Planning Commission Meeting. The motion was unanimously passed.

Bouldin Conditional Use Permit #CUP 08-08

Ms. Mantele explained to the Commission that Loren Bouldin has applied for a Conditional Use Permit in order to allow expansion of an existing non-conforming structure. The proposed project involves the construction of a 10' x 18' addition to the rear of the existing single-family structure, which is approximately 1808 square feet in size. The structure is located towards the rear of the lot. The existing structure which was partially rebuilt in 2004 as a result of a fire, does not meet the zoning code regulations regarding setbacks and is therefore non-conforming. Per the City's Zoning Code, Section 7.09(7), any non conforming use or building may be permitted to be enlarged, extended, reconstructed, or structurally altered after first securing Use Permit approval. The existing structure is located approximately 3 feet from the side property lines. The portion of the house where the addition is proposed is located approximately 17 feet from the alley. The attached garage sits on the rear property line, adjacent to the alley.

Mr. Bouldin's request is to add 180 additional square feet to the rear of the house, keeping the same side yard setback as the existing structure and allow a rear setback of 7 feet from the alley. The setback requirements for structures in an R-1 zone are 6 feet for side yard and 15 for rear yard. Ms Mantele stated that three foot side yard setbacks are not uncommon in the zoning district, and what sets this structure apart from others is that almost all structures in the vicinity are located closer to the front of the property than Mr. Bouldin's. Ms. Mantele gave the Commission a couple options to consider, approval with findings or denial with findings. The Commission could also reject the request and require staff to process a Variance, as there is no other way to make the project compliant other than to grant a setback variance.

Chairperson Domenighini opened up the Public Hearing to allow Citizens of the community to speak on this item. The applicant, Loren Bouldin, addressed the Commission and explained his proposal in detail, stating that he would like to add on to the existing structure in order to allow for more bedroom space. He added that he knows of several other structures in that area which are located even closer to the alley than he is proposing. Commissioner Warren had some questions about moving the sewer

clean-out if the application were approved. Building Official Clay Dawley explained to the Commission that moving the sewer clean-out would be addressed through the Building Permit application process. City Manager Steve Holsinger then informed the commission that he has reviewed this application with Ms. Mantele and that he debated whether or not this application should be approved, however, in looking at other homes in the neighborhood that are very similar, he stated that he looks favorably upon the project and supports the approval of the applicant's request. Commissioner Woods stated that she was very familiar with that area and she believes the addition would make the area desirable and would not be a detriment to the aesthetics of that neighborhood. Chairperson Domenighini then closed the Public Hearing.

Brief Commission discussion ensued and it was **moved** by Commissioner Thur and **seconded** by Commissioner Woods to adopt a Resolution of the Planning Commission of the City of Willows approving Conditional Use Permit (File # UP08-08) for Loren Bouldin to allow enlargement of a non-conforming structure by adding a 10' x 18' addition to property located at 240 S. Plumas Street (APN 002-181-004). The motion was unanimously passed.

COMMISSION COMMENTARY

1. Chairperson Domenighini asked if there had been any appeals filed for the approval of the Bell Tower at the Willows Christian Church. Ms. Mantele stated that no appeals were filed and that the church has not pulled any permits to begin construction as of this date.
2. Ms. Mantele gave brief updates on the status of the Wal-Mart Super center and the Holiday Inn Express. She stated that there is a possibility that the Wal-Mart landscaping application may come before the Commission as early as the August 20 Meeting. She also stated that Holiday Inn Express has never submitted plans or applications for their Landscaping, Lighting or Signs. Ms Mantele asked the Commission if they desired to look at the proposed lighting as according to the file there was not a lighting or sign plan submitted for review. It was the consensus of the Planning Commission to have all Lighting & Landscaping issues for all new projects come before them for consideration of Design Review approval, rather than simply accepting "conceptual" Lighting, Landscaping, or Signage plans in association with the original construction plans.
3. Ms. Mantele stated that there were no pending agenda items for the August 6 meeting and asked that the Commission consider canceling the meeting. The Commission agreed, and the next Planning Commission Meeting is scheduled to occur on August 20, 2008.

ADJOURNMENT: The meeting was adjourned at 8:00 p.m.

LARRY DOMENIGHINI, Chair

Natalie Butler, Minute Clerk