

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD NOVEMBER 28, 2007

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

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

PRESENT: Domenighini, Lohman, Titus, Woods, Melquist

ABSENT:

APPROVAL OF MINUTES:

It was **moved** by Commissioner Titus and **seconded** by Commissioner Woods to approve the minutes of the October 17, 2007 meeting, as presented. Ayes: All Motion Carried.

NEW BUSINESS: PUBLIC HEARING

FA INVESTMENTS (HAMPTON DEVELOPMENT) (MSUB 07-03))
APN: 017-170-013 NE CORNER OF TEHAMA ST. AND CO. RD. 57

City Planner Karen Mantele presented this item to the Commission stating that this item before them was a request to subdivide one parcel into one parcel and a remainder lot. The property is located off of Co. Rd. 57 and Tehama Street and is zoned Highway Commercial, Light Manufacturing, General Commercial and Planned Development. Ms. Mantele further stated that City Staff completed a CEQA review, and the Initial Study determined that there were no environmental impacts associated with this project.

Commissioner Melquist stated that the City Subdivision Map Act states that the property lines should be perpendicular; and he wanted to know why there was an arch in the proposed property line. Ms. Mantele stated to Commissioner Melquist that the City Engineer has reviewed this and he determined that it met the Subdivision Map Act requirements.

A representative from Hampton Development was present. Mr. Ben Hampton explained to the Commission at this time that the configuration ties into a future frontage road and will be parallel to Interstate 5, and this road will continue as the site develops. Mr. Hampton further stated that this design criterion is very common.

Chairperson Domenighini stated that he wants to avoid the piece meal approach on this property. He asked Ms. Mantele what the Planning Commission could do to have an influence on this to avoid bad plan development. Ms. Mantele stated that the entire parcel is not zoned planned development, only the northern portion of the parcel. Commissioner Melquist stated at this time that it might be fair to make the road a condition of approval. Mr. Hampton stated to the Commission that he was in agreement to make the road a condition of approval.

Commissioner Lohman stated at this time that she was concerned with the L shaped line to the west and questioned why it couldn't be split with a straighter line.

Chairperson Domenighini summed up the discussion stating that the message he was getting from the Planning Commission was that they were concerned with the layout.

Commissioner Melquist made a motion to table this agenda item to the December 12, 2007 meeting. Commissioner Melquist withdrew his motion.

The Chair opened the item for public comment. There were no public comments at this time.

Commissioner Melquist made a **motion** that the Planning Commission continues this project to the December 12, 2007 meeting to allow staff time to work with the applicant and the City Engineer on the appropriate configuration of lot lines, and to show a possible road through the parcel. Commissioner Titus **seconded** this motion. **Ayes:** Lohman, Domenighini, Titus, Melquist **Noes:** Woods Motion Carried.

AMENDMENT TO CITY'S ZONING ORDINANCE

Ms. Mantele stated that a correction needs to be made to the agenda face as the Code Section should state Section 7 instead of Section 15.

Ms. Mantele presented this item to the Commission showing photographs of storage containers around the City. Ms. Mantele continued her presentation of the proposed changes to the Section Six and Section Seven regarding the temporary allowance of metal storage containers. The proposed language allows containers under Temporary Uses with the requirement that they be allowed only with an open building permit. Commissioner Woods asked Ms. Mantele what the Commission should do in regards to the storage containers that are currently in the city limits. Ms. Mantele suggested that the City send out letters to the property owners to let them know that they have a certain amount of time to remove the storage containers.

Ms. Mantele presented the changes to the Burn Letter policy. She stated the current policy requires the applicant to go through a Conditional Use Permit process. The proposed changes would require the process to be done administratively. Ms. Mantele stated that lenders will not provide financing to property owners who want to secure financing for their property until they have a clearance letter from the jurisdiction. She continued to state that the County code allows this process to be administrative and it seems to work well.

Commissioner Melquist asked staff if the Commission needed to adopt the resolutions to move them forward to the City Council. Commissioner Melquist also asked Staff if each Section had its own resolution. Ms. Mantele stated each section did indeed have a separate resolution recommending to the City Council to adopt the proposed zoning ordinance amendments,

Some discussion ensued about whether or not the new policy should be set forth from here on out or if the City should enforce the code to the existing storage containers. Council member Peter Towne was present, and stated that he did not believe that when a new law is passed you can apply it to existing circumstances. Council member Towne suggested that the Commission make a motion that the City Council considers an acceptable time frame for the existing containers to be removed and allow the Council to take action on this issue.

Commissioner Melquist made a **motion** to recommend to the City Council to adopt a Negative Declaration for the zoning ordinance amendment to the City of Willows Zoning Ordinance, specifically amending Section Six (6) and Section Seven (7) providing a definition for storage container within the City of Willows and amending the definition of accessory use with the remainder of definitions unchanged and providing procedures for the temporary use of storage containers, and amending the existing approval process to allow the continued use of a non

conforming building intended for residential use within the city of willows with the remainder of the general provisions and exceptions remaining unchanged. Commissioner Titus **seconded** this motion. Ayes: All Motion Carried.

Commissioner Titus made a **motion** to recommend to the City Council to amend Section Six (6) (Definitions) of the Zoning Ordinance of the City of Willows specifically providing a definition of accessory use with the remainder of definitions unchanged. Commissioner Lohman **seconded** this motion. Ayes: All Motion Carried

Commissioner Lohman made a **motion** to recommend to the City Council to amend Section Seven (7) of the Zoning Ordinance of the City of Willows specifically providing procedures for the temporary use of storage containers, and amending the existing approval process to allow the continued use of a non conforming building intended for residential use within the City of Willows with the remainder of provision and exceptions remaining unchanged..

Ayes: All Motion Carried

COMMISSION COMMENTARY

Commissioner Lohman was concerned with the vandalism in the downtown area. Commissioner Lohman asked how it needed to be removed and who was in charge of removing it.

Discussion ensued in regards to the Hampton project again. Clarification was made as to what the curved road was for.

Commissioner Domenighini confirmed that the next meeting would be on December 12, 2007 at 7:00 p.m.

Planner Karen Mantele and City Manager Steve Holsinger informed the Commission that a church had inquired about placing a soup kitchen in their facilities. After discussion on this topic it was decided by Staff that this could be a temporary use as approved by staff. After 1 year, if the church wants to continue the soup kitchen they would need to go through the Conditional Use Permit process.

Council member Towne extended an open invitation to the Old Fashioned Christmas party that will be held at the Museum. Council member Towne further stated that this will be on Thursday December 13, 2007 and refreshments will be provided.

ADJOURNMENT: The meeting was adjourned at 9:30 p.m.

LARRY DOMENIGHINI, Chair

Mallorie Vasquez, Minute Clerk