

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING
HELD FEBRUARY 18, 2009.

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

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

PRESENT: Woods, Warren, Domenighini, Thur

ABSENT: None

AGENDA REVIEW: There were no recommended changes by the commission or Staff and the agenda for February 18, 2009 was accepted as presented.

CONSENT AGENDA:

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

- a) Minutes of Planning Commission Meeting held February 4, 2009.

NEW BUSINESS:

J. MARK ATLAS: DESIGN REVIEW (DR-09-01)

Ms Mantele introduced the Design Review application a request by J. Mark Atlas for Design Review approval for Exterior façade improvements for property located at 332 W. Sycamore St., owned by Willows Unified School District and located within the Central Commercial (CC)/ Historic Downtown District.

Ms. Mantele presented the staff report which consisted of a description of the improvements to take place on the front façade of the building, most notably combining the two existing doorways into one ADA accessible doorway. Some of the other improvements include stucco, paint, lighting & a new concrete entryway.

Commissioner Thur said he thinks this is a great project and inquired about the fact that at one time when the school district tried to rent out this building there was some asbestos on the floor and he wanted to know whether or not this had been addressed. Ms. Atlas answered Commissioner Thur stating that the school district has since taken care of the problem.

Commissioner Warren commented that she loves the look of the design; Commissioner Woods stated that she is excited to see the project; Chairperson Domenighini added that he likes the look of the project and thinks that it will bring continuity to the downtown area of city.

After the staff report was presented and questions were answered it was **moved** by Commissioner Warren to approve the resolution entitled "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE # DR-09-01) TO J. MARK ATLAS TO REHAB THE EXISITING FRONT FAÇADE FOR AN EXISTING COMMERCIAL BUILDING FOR PROPERTY LOCATED AT 332 W. SYCAMORE STREET ASSESSORS PARCEL NUMBER 002-171-013." Commissioner Woods **seconded** and the motion was unanimously passed.

DISCUSSION ITEMS:

Comprehensive Sign Law

Staff, the Planning Commissioners, and the City Attorney Mr. Gary Krup went through the draft copy of the comprehensive sign law point by point to make sure that the proposed language was to the satisfaction of the Commissioners.

Changes include the following:

1. 10.04 Exempt Signs #7; add “one per business, height not to exceed four feet.”
2. 10.05 Permit Required; the sentence that contains “Section 10.06 Administrative Review” shall be changed to “Section 10.08 Administrative Review”.
3. 10.09 Planning Commission Review (b); the sentence that contains “provisions of Section 10.06 (2) shall be changed to “Section 10.08 (2).”
4. 10.11 Expiration and Time Extension of Sign Permits verbiage shall be added which states “Any denial may be appealed to the Planning Commission pursuant to procedures under 10.09 (3).”
5. 10.12 Building Permit (3); Building Inspector will be changed to “Building Official” and “by US Mail Certified Return Receipt” will be added to the first sentence.
6. 10.14 General Standards; there are 3 letter E’s the second one should be changed to F and the third to G.
7. 10.16 Zoning Compliance; “or as allowed by use permit by the Planning Commission” should be added to the last sentence.
8. Table 10.17A; under the “Allowed Sign Types” column the signs should be listed as ground mounted as opposed to pole mounted. Also under the Maximum Sign Height column all of the heights should be listed as “seven feet above grade.”
9. 10.18 Commercial Districts; 4 should be removed entirely.
10. Table 10-18A The Central Commercial & Entry way districts should be separated into their own rows so as to avoid confusion. Under “Maximum Sign Height” in the Entryway District after “8 feet if pole mounted” should read “not over a public sidewalk” this verbiage should also be repeated in the Industrial District column. In the CH, CG, ML, MH, PD & Combining Districts column the Maximum Sign Height should read “80 feet.” Under “Maximum Sign Area Allowed” the verbiage “unless approved by a use permit” should be added to the Central Commercial, Entryway, & CH, CG, ML, MH, PD & Combining Districts.
11. Under Table 10-18A sentence in (a)(3) “Additional sign height maybe necessary to allow motorists sufficient advance notice for safe freeway exit.” Shall be removed as well as “The amount of additional height shall be determined by the Planning Commission.”
12. 10.19 (1) c. shall be removed entirely.

COMMISSION COMMENTARY

1. Chairperson Domenighini stated that his main concern is to be able to see the sign ordinance with the proposed changes one more time before presenting it to City Council.
2. The Planning Commissioners have a consensus to postpone the discussion regarding storage containers until their next meeting.
3. The Planning Commissioners have a consensus to cancel the March 4th meeting due to no new business and Ms. Mantele’s hours being cut due to budget constraints, the next Planning Commission meeting will be held on March 18th 2009.
4. Vice Chairperson Woods asked if there was anything new on Wal-Mart. Ms. Mantele stated that she has been in contact with Wal-Mart’s attorney’s and they have almost got everything finalized with Cal-Water on the water tank from there the project can move forward.

ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

LARRY DOMENIGHINI, Chair

Hollie Johnson, Minute Clerk