

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, DECEMBER 16, 2015

The meeting was called to order at 7:00 pm by Chairperson Woods.

PLEDGE OF ALLEGIANCE: Commissioner Griffith led the Pledge of Allegiance.

ROLL CALL: Karen Mantele, Planner, Maria Ehorn, Minute Clerk

Present: Griffith, White, Benningfield, Woods, Warren

Absent: NONE

AGENDA REVIEW: Chairperson Woods asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda. There were none

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: It was moved by Commissioner Griffith and seconded by Commissioner Benningfield to approve the Minutes of the Planning Commission Meeting held November 18, 2015.

AYES: GRIFFITH, WHITE, WOODS, WARREN, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

NEW BUSINESS:

a. Design Review (File #DR-15-05) Applicant/Owner: NMR/Northern Valley Indian Health

Assessors' Parcel Number 002-152-011/207 N. Butte Street/Central Commercial Zone/General Commercial Land Use Designation/request to approve the addition of 18 new windows to an existing commercial building.

Ms. Mantele presented the agenda report to the Commission. Ms. Mantele noted that Nate Sawyer and David Lupton were present in the audience as the contractors for the project if the Commission had any questions. Nate Sawyer stated that this project was the first phase of remodeling and almost complete. Phase 2 of the project will soon begin with the construction of a new 19,000 square foot administration building to be located on the corner of Butte and Willow Streets. Staff noted that there had been a couple of design changes which were taken care of administratively. One item was the installation of HVAC units which needed to be installed on the roof. They were so large that they could not be screened so staff had the applicant paint them the same color as the building so as to blend in. The other item was relocation of a generator.

It was moved by Commissioner Benningfield and seconded by Commissioner Warren to approve the resolution in line entitled, A resolution of the Planning Commission of the City of Willows granting design review approval (File #DR-15-05) to Northern Valley Indian Health for the addition of eighteen new windows to an existing commercial building for property located at 207 N. Butte Street, Assessors Parcel Number 002-152-011.

b. Design Review (File #DR-15-06) Applicant/Owner: Dan Schuller

Assessors' Parcel Number 001-193-004/820 W. Wood Street/Entryway Zone/Entryway Land Use Designation/Request to approve a new aluminum solar carport structure.

Ms. Mantele presented the agenda report to the Commission. Staff stated the applicant had wanted to put the solar on existing buildings on the site but that they were found to be not structurally sound enough, therefore the applicant/owner would like to build a new engineered solar parking structure. Staff spoke regarding condition of approval #9 under the Building Department stating that it will have to include accessible parking and unloading area. The plan as it is now does not show the handicap parking area under the structure and the two alternatives the applicant will have is to either move the structure, if able to meet the setbacks, to cover the existing handicap parking space or restripe the area under the carport to include handicap parking. Staff will require a revised site plan and asked the Commission to let the new site plan be administratively approved by staff and the Commission Chair instead of returning to the item to the Commission. If that would be the consensus of the Commission, staff would insert another condition requiring a revised site plan be submitted. The consensus of the Commission was to approve the resolution with the additional condition of submittal of a revised site plan and for the revised site plan to be approved administratively.

It was moved by Commissioner Griffith, seconded by Commissioner Warren to approve the next resolution in line entitled, A resolution of the Planning Commission of the City of Willows granting design review approval (File # DR-15-06) to Dan Schuller for construction of an aluminum solar carport structure for property located at 820 W. Wood Street, Assessors' Parcel Number 001-193-004.

AYES: BENNINGFIELD, GRIFFITH, WHITE, WOODS, WARREN

NOES: NONE

c. Three year review of 2005 Use Permit for Poly riser/Outdoor Storage

319 E. Walnut Street/APN: 003-091-001 (ML) zone.

Ms. Mantele presented the agenda report to the Commission. A short discussion was held regarding the review process for project reviews and how to keep track of upcoming reviews. Staff stated they are working on a matrix showing upcoming/pending reviews. Discussion was held by the Commissioners regarding continuing review of the above use permit. It was determined by consensus to not have periodic reviews but to look at it again if any issues were brought before the commission. Owner Daryl Alberico was present in the audience. Mr. Alberico then thanked the Commission for letting him start his business there.

COMMISSION COMMENTARY:

1. Commissioner Griffith stated he attended the 32nd annual Planning Commission conference at Sonoma State University. He stated it was very informative, well attended and he enjoyed it. Commissioner Benningfield was unable to attend due to illness.
2. Ms. Mantele proposed the next meeting to be January 20th, 2016 meeting as there is a new design review and use permit project coming, along with the review of the Long Way Home Saloon. Also since this will be the first meeting of the new year it will include election of officers.
3. Commissioner Griffith asked Councilman Larry Mello, who was in attendance in the audience, about the removal of the item "Agenda Review" from the City Council meeting agendas. Mr. Mello stated after consultation it will probably be removed as it was not needed to be on the agenda. Commissioner Griffith stated that he thought the Planning Commission should follow suit.
4. Commissioner White asked if the city would consider an annual mitigation monitoring fee for monitoring conditions of approval (COA) for projects. She stated it could be incorporated into COA's for an annual fee and wondered if there were enough use permits (UP) to warrant doing it. Ms. Mantele stated she has staff working on a matrix now of the UP's and once completed could bring to the commission for their information.
5. Commission White stated she had heard some rumors that the contractor hired for the hospital project fell through and that the project would have to start over. Ms. Mantele state she spoke with someone in the firm and stated there had been a shift in the company and some of the people who were working on the project are no longer with the company but the project is still moving forward.
6. Commissioner Warren stated that it had been a pleasure working with everyone on the Planning Commission and that the Commission is very lucky to have Ms. Mantele working for the city as she knows her stuff. Ms. Mantele thanked Commissioner Warren for her time and effort of being on the Commission.

ADJOURNMENT: Meeting adjourned at approximately 8:51 pm.

CANDIS WOODS – Chair

Maria Ehorn – Minute Clerk