

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

HELD DECEMBER 4, 2013

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

PLEDGE OF ALLEGIANCE: Vice Chair Person Woods led the Pledge of Allegiance.

PRESENT: White, Woods, Carlyle

ABSENT: Alves, Warren

CONSENT AGENDA: Vice Chair Person Woods asked City Planner Karen Mantele if there were any changes to the agenda. Staff had no changes to the agenda.

PUBLIC COMMENT:

NEW BUSINESS: Public Hearing(s)

Russell Morgan- Design Review Application (File# DR-13-04) & Conditional Use Permit (File# UP-13-06)

Russell Morgan has submitted a Planning application for Design Review approval of exterior building elements and site improvements for a new commercial building (automated drive through car wash) and Conditional Use Permit application for the use of a nonconforming 23 foot tall pole sign. The project entails construction of a 1600 SF automated drive through car wash that has a storage room and an equipment room within the structure, and on-site improvements to included landscaping, parking spaces, trash enclosure, and site/building lightening and car vacuum stations.

Ms. Karen Mantele presented a thorough review of the Agenda Report dated December 4, 2013 for the Automated Drive Through Car Wash for property located at 1261 W. Wood Street in the City of Willows/APN: 005-370-004. Multiple aspects of the projects design were discussed including landscaping, interior and exterior décor, parking requirements as well as intended use of public utilities including water usage and drainage. Applicable conditions and codes were thoroughly presented by Ms. Mantele in regards to all aspects of the project.

The Conditional Use Permit concerning the non-conforming 23 foot high pole sign was discussed. The existing pole sign is outside of the allowed distance of 800 feet from the center line of Highway 5. The municipal code allows for this non-conforming structure to be used with CUP approval for the continued use which is what the applicant is requesting with this application. Details of the signs modifications and/or alterations were provided to the Commission. Discussion ensued amongst the Commission.

Commissioner Carlyle requested to be refreshed on the code requirements for the non-conforming pole sign and the options the applicant is given once notified of the non-conformance. Ms. Mantele stated that the applicant can both remove it and ask for a time frame to do so or the applicant can ask for a permit to modify

the sign and continue the use of it. Ms. Mantele advised that there were several non-conforming signs exceeding the 800 foot requirement and recommended that the Commission may want to consider modifying the code in the future for the existing pole signs. Commissioner White commented on the hours of operation and the absence of on-site employees. The applicant, Russell Morgan was present and answered the questions of the Commission.

The applicant, Russell Morgan presented his intended plan to put a simple 6 foot wrought iron fence around the business for security and to keep trespasser from crossing through the property. He additionally stated for cost effectiveness, that he wanted to drill submersible water well on the property, which is allowable in the City of Willows through Cal-Water. Ms. Mantele advised that the approval for the water well is the responsibility of the county Environmental Health and the City need only be involved if Mr. Morgan was planning on erecting a structure around the area of the submersible well. Mr. Morgan and Ms. Mantele answered all questions presented by the Commission concerning the fence, water well installation and additions and/or changes in the conditions of the resolutions reflecting the requested fence construction plan and the on-site parking.

It was moved by Commissioner Carlyle and seconded by Commissioner White to approve and adopt the Resolution entitled, "A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING USE PERMIT APPROVAL FOR USE OF A 23 FOOT HIGH NONCONFORMING POLE SIGN AND DESIGN REVIEW APPROVAL FOR EXTERIOR DESIGN TREATMENTS AND ON SITE IMPROVEMENTS FOR A NEW COMMERCIAL AUTOMATED CAR WASH TO RUSSELL MORGAN FOR PROPERTY LOCATED AT 1261 W. WOOD STREET, ASSESSORS PARCEL NUMBER 005-370-004 AND TO INCLUDE ALL OF THE STAFF REPORT ATTACHMENTS THAT WERE PROVIDED THAT GO THROUGH ATTACHMENT NUMBER 7 INCLUDING THE MODIFICATION ON ATTACHMENT 2 TO REVISE THE WORDING FOR CONDITION 8 AND ADDING A NEW CONDITION 14 CONCERNING FENCING AS THE CITY PLANNER PREVIOUSLY DESCRIBED."

AYES: WOODS, WHITE, CARLYLE

CONTINUED DISCUSSION ON MULTI-FAMILY DESIGN REVIEW GUIDELINES:

1. Ms Mantele spoke to the Commission about the Draft Multi-Family Design Guidelines that has been coming together over the last eight meetings. She stated that the draft was in the final stages of completion with regards to the wording in the guidelines. She asked that the Commission read over each section verbatim before the finalization of the guidelines. Clarification of written text should be the priority when reviewing the guidelines.

Also, Ms. Mantele discussed the need for photographic illustrations to be placed within the guidelines. Illustrative pictures of Willows and other cities will be needed to insert within the guideline text. Ms. Mantele expressed that further discussion of the guidelines may be able to resume at next month's meeting if she was able to collect all of the photos necessary for completion of the guidelines.

Commissioner Carlyle, Vice Chair Woods and Ms. Mantele discussed the date and time for the next Planning Commission meeting due to the holiday schedule. It was agreed upon that January 15th would be the next meeting date. Ms. Mantele stated she would try to present the draft MFR design guidelines with the photos at the next meeting, if not then as soon as they are ready for their review. Commissioner White inquired about the Design Guideline page 5 number 3, where it talks about the landscaping in the area stated "*Landscaped or Garden Area.*" With regards to a large project, Commissioner White wanted to know if the Commission would want to have it stated in the guidelines that a certain percentage of the landscape should be designated as a garden area for the occupants so that they have a place besides the window box. Ms. Mantele briefly discussed the subject and the possibility of seeing open space used for garden areas in the future.

Ms Mantele would also like to discuss in the future with the Commission a landscaping ordinance and the update of the Master Tree List. Vice Chair Person Woods expressed that she was in favor of Ms. Mantele's future recommendations as well as the current guidelines for the community

Ms. Mantele stated that there would be a new Commissioner on the seat in January 2014. Commissioner Carlyle confirmed that there were three applicants for two seats and Ms. Mantele stated that was correct.

COMMISSION COMMENTARY:

1. Commissioner Carlyle thanked Ms. Mantele for conveying to the City Manager their concerns. Commissioner Carlyle stated that the e-mails that are being received from the City Manager are very informative, helpful and appreciated in regards to being kept informed about the projects going on in the City of Willows. He felt it was keeping everyone informed as to what was going on in between the monthly meetings which he liked.
2. Commissioner Carlyle requested that the status of The Long Way Home Saloon sign be put on the January agenda for review. Ms. Mantele stated that this item would be on the January agenda for review.
3. Commissioner White commented on the City's redirecting of one of the Police Officer's to do code enforcement. She was appreciative to see code enforcement taking a higher priority within the City of Willows. Ms. Mantele stated that any and all suspected code violations or concerns that the Commission may have can be directed to the Police Department. Commissioner Carlyle asked if that included Conditional Use Permits that were previously issued that we know are currently being violated in term of the terms. Ms. Mantele stated if it is a code violation, then yes. The commission discussed areas of potential violation and off site vehicle towing.
4. Vice Chair Woods asked about the progress of the Dollar Tree Store. Ms. Mantele gave an update explaining that the Dollar Tree has been issued building permits. The approval of the sign permit has been given and they are not going to erect a pole sign as they will be using the building sign.

5. Vice Chair Woods asked about the progress of auto parts store O'Reilly's. Ms. Mantele stated that the project had been approved, but she did not believe the building plans have been submitted yet. Ms. Mantele also stated they are in the process of a lot merger and they have been working with the City engineer through the lengthy process of easement abandonment, demolition permit and all other additional requirements.
6. Vice Chair Woods wanted to know if there was a motel or anything yet built across from the 76 Station. Ms. Mantele stated not yet in response to the question. Comments were made relating to this property and the Basin Street property.
7. Vice Chair Woods inquired about the Senior Housing project. Ms. Mantele explained that it is in the final stages of a lot line adjustment. The title company is preparing the proper documentation and the project coordinator intends to submit plans for the construction side of the project by the 18th or 19th of December 2013. They are hoping for plan approval by March or April of 2014.
8. Vice Chair Person Woods inquired about the status of Ace Hardware. Ms. Mantele stated that the project is still moving forward and explained where the process was at.

ADJOURNMENT: The Meeting was adjourned at 7:51pm

CANDIS WOODS, Vice Chair

Tammara McIntyre- Minutes Clerk