

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, JANUARY 20, 2016**

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

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

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

Present: White, Benningfield, Woods, Griffith,

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.

**PUBLIC COMMENT:** Chair Woods introduced the item. Mathew Amaro came forward and spoke regarding the sign code. He stated that the staff has been helpful and patient when he was working on projects. Mr. Amaro commented on how some businesses are not abiding by the code and how it makes it hard for the people who are abiding by the code to see others not complying. Chair Woods stated that the Commission was aware and that this may be something they could discuss with Counsel as the Commission is there to make sure people are complying with the codes.

**APPROVAL OF MINUTES:** It was moved by Commissioner Benningfield and seconded by Commissioner Griffith to approve the Minutes of the Planning Commission Meeting held December 16, 2015.

AYES: GRIFFITH, WHITE, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

**NEW BUSINESS:**

**a. Election of Planning Commission Chair and Vice Chair.**

Chair Woods introduced the item. Chair Woods nominated Commissioner White as chair and Commissioner Griffith as vice chair. Commissioner Benningfield made a motion to nominate Commissioner White as chair and Commissioner Griffith as vice chair. The motion was seconded by Chair Woods. The motion carried.

AYES: GRIFFITH, WHITE, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

**b. Two year review of the 2013 Use Permit for the Long Way Home Saloon**

Assessors' Parcel Number 002-162-006/222 W. Walnut Street/CC Zone

Chair White introduced the agenda item. Ms. Mantele presented the agenda report to the Commission.

Chair White then opened the public hearing. The owner, Ms. Beath stated that they have worked hard to keep the business up. Commissioner Woods stated that she appreciated that the owners made commitments and followed through with them.

Chair White then closed the public hearing. Commissioner Woods made a motion to continue the process and the use permit for two (2) more years. The motion was seconded by Commissioner Benningfield. The motion carried.

Staff will send a confirmation letter of the decision to the owner.

AYES: GRIFFITH, WHITE, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

**c. Design Review (File #DR-16-01) Applicant/Owner: St. Monica's Catholic Church**

Assessors' Parcel Number 005-370-101/1149 W. Wood Street/R-1 Zone/Low Density Residential Land Use Designation/Request to approve installation of two ground mounted photovoltaic solar structures and an enclosed fence.

Chair White introduced the agenda item. Staff stated the address was incorrect in the agenda item and should be 1149 W. Wood instead of 1129. Ms. Mantele then presented the agenda report to the Commission. Commissioner Benningfield asked with the solar structure being 6' tall and the fence being 6' tall and even though it will be locked was there any danger for the children from the school? Commissioner Griffith stated he had solar and all of the electrical is encased. The Building Official Clay Dawley stated that they were generally safe. Commissioner Griffith noted that Murdock School has a similar structure in place and they have not had any issues.

Chair White opened the item up for public comment. Babette Gibbs, neighbor to the north of the project site, spoke. Ms. Gibbs stated that they have had more flooding issues on their property than in the past since construction started on the site and was there going to be any base to the structure that would direct water to their property. Mr. Dawley stated that per the plans for the solar structure, there would not be any fill coming in and that they would just drill down to insert their footings for the structure. Ms. Gibbs also wanted to know if there was a botanical barrier in the plans so they don't have to look at the solar structure from their backyard and requested that there be some kind of botanical barrier.

Commissioner Woods asked Ms. Gibbs if she had spoken with the Church regarding the flooding. Ms. Gibbs responded that they had spoken with the Church and the Church does not seem to care. Ms. Gibbs requested that the decision on the project be continued in order for a barrier plan to be put in place. Chair White asked if there were any other input on the item. Hearing none, Chair White asked for further discussion by the Commissioners. Commissioner Griffith stated he thought it would be best to table the item until the Commission had a chance to look into it further. Staff stated the next meeting would be February 17, 2016 and the item could be put on that agenda. The consensus from the commission was to continue the item until the next regular meeting in order to address the barrier issue of the project. Staff will inform applicant that the item will be held over until the next Planning Commission meeting on February 17, 2016, and work with the property owner regarding screening the structures.

**d. Use Permit (File #UP-15-07) and Design Review (File #DR-15-07) Applicant/Owner: Shahab Tehrani**

Assessors' Parcel Number 005-370-022/1237 W. Wood Street/Highway Commercial Zone/General Commercial Land Use Designation/Establish a Planned Sign Program for Commercial Complex and approve new façade improvements to an existing commercial building.

Chair White introduced the item. Ms. Mantele presented the agenda report to the Commission. Mr. Amaro had provided staff a rendition of the building complex showing how it would look after the improvements which was provided to the Commissioners. Ms. Mantele stated that Mr. Amaro, Mr. Tehrani's representative, was in the audience if the Commission had any questions regarding the improvements. Discussion was held among the Commissioners, staff and Mr. Amaro regarding the aspects of the project. Mr. Amaro stated that the owner would like the whole complex, which includes O'Reilly's, to match as closely as possible.

Commissioner Griffith made a motion to approve the next resolution in line with the amendments to the conditions to include sealing the parking lot and provide a landscape plan with irrigation. The landscape plan can be approved administratively by staff and Commission Chair. The motion was seconded by Commissioner Woods. The motion carried.

AYES: GRIFFITH, WHITE, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

Staff stated that all use permits have a 10 day appeal period. Staff will send out an approval letter which will include the new conditions per the motion.

**COMMISSION COMMENTARY:**

1. Ms. Mantele reported that staff took in an application today for reuse of the existing Budweiser building. A new wholesale meat distribution business with a small retail store is relocating from Hayward. Due to the noticing timeline, the project should be on the February 17, 2016 meeting. The applicant will be doing some upgrades to the existing building/facilities. Commissioner Woods asked if staff was told how many, if any new jobs would be available. The application states there are 7 employees, but does not mention new jobs and is a family owned business.

2. A short discussion between staff, Larry Mello, who was in the audience, and the Commission ensued regarding the agenda items for the next meeting.
3. Chair White reported she saw a legal notice in the paper for the County for their zone changes for their Housing Element for multi-family residential. She did not have the full details. Chair White also stated she had seen where the people in Durham were upset about the Dollar General going in.
4. Ms. Mantele stated that there is a Planning Commission Academy coming up, March 2<sup>nd</sup>, in San Ramone. If any of the Commissioners are interested in going, there is funding, and they will need to contact either Ms. Mantele or the finance director. February 2<sup>nd</sup> is the deadline to register for academy.
5. Commissioner Griffith stated there will be a two day Sustainability conference in March in Chico if anyone was interested.

**ADJOURNMENT:** Meeting adjourned at approximately 8:07 pm.

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CANDIS WOODS – Chair

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Maria Ehorn – Minute Clerk