

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, NOVEMBER 18, 2015

The meeting was called to order at 7:05 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, Woods

Absent: Benningfield, Warren

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: None.

APPROVAL OF MINUTES: It was moved by Commissioner Griffith and seconded by Commissioner White to approve the Minutes of the Planning Commission Meeting held September 2, 2015.

AYES: GRIFFITH, WHITE, WOODS

NOES: NONE

ABSTENTION: NONE

Commissioner Benningfield entered the meeting at 7:07 pm.

NEW BUSINESS/INFORMATIONAL:

a. Discussion of Mobile Food Unit ordinances from other jurisdictions.

Ms. Mantele presented the agenda report to the Commission regarding mobile food vendors/units as follows: Attachments included with the report were City of Orland code, City of Chico code City of Healdsburg Code, County of Glenn Code and State Code. Two of the local jurisdictions, Orland and Chico, do have allowances for this type of use. Orland's code did have some conflicting information regarding the process in obtaining the permit for the mobile food truck as to whether an administrative permit or a conditional use permit would be required. The code was changed in 2012 to allow the mobile food units and the cleanup process from this code change has not been completed. Therefore the information in the attachments that reference needing a conditional use permit is inaccurate. Ms. Mantele spoke with a representative from Orland regarding this contradictory information and got clarification that the process would require a business/administrative use permit and does go through a formal process with the fee being \$65.00. Their process does not require public noticing or a public hearing as it is done administratively. Their process does requires a number of the same things that a City of Willows use permit would require, which does allow fixed mobile units to be in the City, along with complying with any county environmental health and/or any state requirements.

The City of Chico has a specific chapter for mobile food vendors which spells out the purpose, application process and the kind of operating standards they would be held to in order to allow the use. There is an application specifically for this permit. Ms. Mantele tried contacting Chico but got no reply, but it appears by the attached fee schedule that the fee for this is \$482.00.

Regarding the City of Healdsburg code, Ms. Mantele was able to contact and speak with a planner from the City of Healdsburg who said they do not allow street vendors unless it is specific to a business. So if a business had a use for a food vendor they could obtain a permit to do so but the vendor would only be allowed to stay for 30 minutes. In speaking with the planner from the City of Healdsburg, Ms. Mantele specifically asked the planner if mobile food trucks were allowed and was informed that they do not allow the food trucks within the city limits at all. Ms. Mantele stated that a vendor use permit from the City of Healdsburg would be a staff level use permit with the fee being \$1,591.20.

In the County of Glenn code Ms. Mantele only found the Food Handling Establishment code section which pertained more to a fixed establishment. Ms. Mantele contacted the Glenn County Environmental Health department and inquired if a mobile food vendor unit would be allowed to operate. The response back from Kevin Backus at Environmental Health was that they do permit the food facility, in this case a mobile food facility, make sure the vehicle meets the requirements of the California retail food code and then once approved, they inspect them a couple

times a year to make sure they operating properly and safely. The Environmental Health annual fee is \$175.00. Where they park and operate they would require approval from the property owner and the city/county depending on the location. In regards to additional fees Mr. Backus stated that Di Aulabaugh may be able to assist with this. Ms. Mantele stated that Ms. Aulabaugh directed her back to Mr. Backus at Environmental Health. Mr. Backus also stated they require mobile food unit facilities to have a commissary as an approved food facility where they can store their food, dump their waste water, fill their potable water tank, dump garbage and such. In addition to the county codes, they rely upon the California Retail Food code.

Ms. Mantele closed the agenda presentation by saying that these examples are across the board as far as what the processes and fees are and if understanding the commission correctly, wanted to see how to possibly implement some type of ordinance. Therefore, staff was bringing the Commission this information to provide for discussion, feedback and/or direction on how they would like to proceed.

Chair Woods thanked Ms. Mantele for gathering the information. Discussion was held among the Commissioners regarding the information that staff had provided. Staff was directed to create a draft ordinance/process for mobile food unit permitting for the commission to look at by early next year.

COMMISSION COMMENTARY:

1. Commissioner Griffith stated he and Commissioner Benningfield went to a very nice dinner at the golf course which was put on by local realtors. Commissioner Griffith stated several other local officials also attended. It was an appreciation/networking meet and greet.
2. Ms. Mantele stated that she would like to have a December 16th, 2015 meeting as there is a new design/review project and the Poly Riser outdoor project is due for review.
3. Commissioner White asked if anyone went to the League of Cities presentation in Eureka. Ms. Mantele stated not to her knowledge. Councilman Mello was in the audience and stated there would be another presentation coming up. The topic would be the same as the one in Eureka regarding medical marijuana. A short discussion ensued.
4. Ms. Mantele said she is expecting a use permit to be forthcoming in the future for an existing building project and for a new building project in the coming year. Ms. Mantele stated that Commissioner Warren has not put an application in for another term on the commission and if anyone knew someone who wanted to be on the Planning Commission to let them know there is an open vacancy.
5. Chair Woods stated that the retirement party for Mr. Holsinger was well attended and very nice evening.

ADJOURNMENT: Meeting adjourned at approximately 8:20 pm.

CANDIS WOODS – Chair

Maria Ehorn – Minute Clerk