

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**

**WEDNESDAY, OCTOBER 19, 2016**

1. The meeting was called to order at 7:00 pm by Vice Chair Griffith.

2. **PLEDGE OF ALLEGIANCE:**

Commissioner Woods led the Pledge of Allegiance.

3. **ROLL CALL:**

Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Benningfield, Griffith, Woods, Michael

ABSENT: White

4. **AGENDA REVIEW:** Vice Chair Griffith asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

AYES: Benningfield, Griffith, Woods, Michael

NOES: None

PRESENT: Benningfield, Griffith, Woods, Michael

ABSENT: White

5. **PUBLIC COMMENT:** Vice Chair Griffith introduced the item. No comments were made.

6. **APPROVAL OF MINUTES:** It was moved by Commissioner Michael to table the approval of minutes of September 21, 2016 until the next scheduled meeting. Consensus to table by the Commission.

AYES: None

NOES: None

ABSENT: None

ABSTENTION: None

7. **PUBLIC HEARING(S)/NEW BUSINESS:**

a. **PUBLIC HEARING CONTINUED FROM September 21, 2016 MEETING /Use Permit (File # UP-16-06) Applicant/Owner: Suresh Patel/same**

475 N. Humboldt Avenue/Assessors' Parcel Number: 017-330-022/CH (Highway Commercial) Zone/Highway Commercial Land Use Designation/Request to allow additional pole and identity signage for existing motel.

Vice Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. David Ford, the sign company representative, spoke on behalf of the applicant stating that the replacement is due to a nationwide rebranding. The Commission had questions for the sign company representative regarding standard sign sizes, pole location and the reason for the request for such a large sign.

Vice Chair Griffith then opened the public hearing. Discussion was had among the commissioners regarding the City sign code, sign sizes and limitations on sign sizes. It was determined by the Commission that the pole sign in question already exceeded the square footage as allowed by code and therefore its size could not be increased. Vice Chair Griffith then closed the public hearing.

Commissioner Woods moved to approve the next resolution in line, amended as follows, entitled, A Resolution of the Planning Commission of the City of Willows granting use permit approval (File # UP-16-06) to Suresh Patel of the Best Western Motel to allow 19.1 sf of additional identity signage and a pole sign not to exceed 354 sf double sided for property located at 475 N. Humboldt Avenue Assessors parcel number 017-330-022. The motion was seconded by Commissioner Benningfield.

AYES: Benningfield, Griffith, Woods, Michael

NOES: None

ABSENT: White

ABSTENTION: None

Staff reminded applicants that all use permits have a 10 day appeal period.

**b. Design Review (File# DR-16-08) Applicant/Owner: Kevin Robertson/Northern Valley Indian Health**

257 N. Butte Street/Assessors Parcel Number 002-152-008 & 009/CC (Central Commercial) zone/General Commercial Land Use Designation/Request to approve design and site elements for new two-story administration building.

Vice Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the commission. Ms. Mantele noted that Mr. Robertson, representative of NMR Architects & Engineering, and Mr. Sawyer, representative of Northern Valley Indian Health (NVIH), were in attendance.

Kevin Robertson, architect for the project, spoke regarding the Conditions of Approval (COA) and would like to discuss possible modification of several, in particular COA # 41 and COA # 51b (COA's in question). Mr. Sawyer spoke in regards to the additional cost of the project if COA's in question are not modified and or removed. A discussion was had between project representatives, staff & the commission regarding the COA's, how and if they could be amended, possibly with an memorandum of understanding (MOU), and additional project costs that may incur if not COA's are not amended or modified. Staff suggested to amend the conditions in question by adding the verbiage "or as approved by the City Engineer at plan check" to the COA's in question. Ms. Mantele stated that she would be removing COA # 26 as this project is in an area that is exempt from development impact fees.

Vice Chair Griffith opened the public hearing. A short discussion ensued regarding the grass strip area between the walkway and wall and other areas of vegetation around the building. Vice Chair Griffith then closed the public hearing.

Commissioner Michael moved 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-16-08) to Northern Valley Indian Health to construct a two-story 20,565 sf administration building and site improvements for property located at 257 N Butte Street Assessors parcel numbers 002-152-008 & -009 with amendments to conditions in question as proposed by staff. The motion was seconded by Commissioner Benningfield.

AYES: Benningfield, Griffith, Woods, Michael

NOES: None

ABSENT: White

ABSTENTION: None

**c. Addendum to adopted Mitigated Negative Declaration for Tentative Map (File# TM-09-01)  
Applicant/Owner: Basin Street Properties**

Vice Chair Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the commission. Staff noted that there were some inaccuracies in the addendum that was provided in the agenda. Staff provided the commission with a revised addendum with the corrections that will be attached to this resolution.

Vice Chair Griffith opened the public hearing. No comments were heard. Vice Chair Griffith then closed the public hearing.

Commissioner Benningfield moved to approve the next resolution in line entitled, A Resolution of the Planning Commission of the City of Willows approving a mitigated negative declaration addendum for the previously approved commercial/industrial tentative map which will correct project description inaccuracies to the project description and which has been determined that the corrections will not require the preparation of a subsequent mitigated negative declaration or supplement to the previously adopted mitigated negative declaration for the Basin Street properties commercial/industrial tentative map file # TM-09-01 for property located east of Interstate 5 and west of Tehama Street. The motion was seconded by Commissioner Woods.

AYES: Benningfield, Griffith, Woods, Michael

NOES: None

ABSENT: White

ABSTENTION: None

**8. COMMISSION COMMENTARY:**

1. Commissioner Griffith went to the open house for the Northern Valley Indian Health and stated the building remodel was very nice. He also stated that the Library will be getting a super wi-fi which will reach to the outside of the building.
2. Commissioner Michael stated he has been out of town a lot but did make it to the Rural Counties Representatives of California meeting. There was a lot of good information provided. Commissioner Michael stated that Glenn County Supervisor John Viegas donated around \$70,000 from the proceeds of the auction dinner to several Glenn County charities. One of the topics was how the internet is affecting rural counties.
3. Ms. Mantele said that the annual planning commission conference is coming up but that there is still time to for any commissioners wanting to go to sign up. Discussion was held regarding other conferences, when they would be coming up and registering for. When asked about new projects, Ms. Mantele said she has a design review that should be coming before them possibly at the next meeting on November 16, 2016.
4. Commissioner Benningfield asked about the Thunderhill food truck and if there were any new information on the graveling of the parking lot. There was a short conversation about the truck not being there consistently and issues that they had with regards to health and safety rules. Staff stated that they had spoken with Mr. Thompson regarding obtaining the use of a bathroom at an adjacent business. Mr. Thompson stated since the discussion at the planning commission meeting about not wanting to have the portable structure that was presented along with the tables and such they decided to move the truck right up against the sidewalk and thereby not requiring any further development of the property since the customers can get access right from the sidewalk. Commissioner Benningfield stated she was disappointed that the applicant is not making any attempts to beautify the location as per their proposal.

**ADJOURNMENT:** Meeting adjourned at approximately 8:32 pm.

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PEGGY WHITE – Chair

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Maria Ehorn – Minute Clerk