

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, SEPTEMBER 2, 2015

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

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

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

Present: Benningfield, Griffith, White, 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.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: It was moved by Commissioner White and seconded by Commissioner Benningfield to approve the Minutes of the Planning Commission Meeting held July 19, 2015.

AYES: BENNINGFIELD, GRIFFITH, WHITE, WOODS

NOES: NONE

ABSTENTION: WARREN

NEW BUSINESS/PUBLIC HEARING:

a. Turner Construction/Pacific Gas & Electric Design Review (File #DR-15-04)

Assessors' Parcel #003-081-001/310 E Wood Street/Light Manufacturing Zone/Light Manufacturing Land Use Designation/Addition of Fire Department conditions for a new 6,000 square foot service center building.

Chair Woods introduced the item.

Ms. Mantele presented the agenda report to the Commission for the Design Review application (file #CR-15-04) addition of 12 Fire department conditions that were previously omitted and thereby amending PC Resolution No. 09-2015 to include same said conditions. Staff stated that Patrick Diffley of Turner Construction and Dan Novak of Pacific Gas & Electric (PG&E) was in attendance to answer any questions they may have. Dan Novak stated that PG&E will be happy to comply with all the requirements.

It was moved by Commissioner Griffith, seconded by Commissioner Benningfield to approve the next Resolution in line entitled, A Resolution of the Planning Commission of the City of Willows Amending PC Resolution No. 09-2015; Specifically to amend the conditions of approval for the Pacific Gas & Electric design review project which allowed the construction of a new 6,000 square foot metal building and site improvements for property located at 310 E. Wood Street Assessors Parcel Number 003-081-001.

AYES: BENNINGFIELD, GRIFFITH, WHITE, WOODS, WARREN

NOES: NONE

Commissioner Griffith asked about the core sampling. Mr. Diffley reported that the core sampling is complete and the soils analysis is starting. Once approved they will start excavation and remediation. Ms. Mantele reported that a site meeting with staff & several other agencies took place on Monday regarding requirements and clarification for the project. Due to time frames, certain parts of the project may not be completed at the same time. The City Engineer and Building Department are working with the applicant to make sure the project continues and all aspects/requirements for the project are completed. Staff stated she would send out the approval letter with the amendments next week.

b. Garcia Mobile Food Unit/One Year Review Use Permit (File #UP-14-04)

Assessors' Parcel #005-404-005/410 N Tehama Street/General Commercial Zone/General Commercial Land Use Designation/Commission one year review of mobile food truck business.

Chairperson Woods introduced the item.

Ms. Mantele presented the agenda report for Use Permit (File # 14-04) for the one year review of mobile food service business (aka La Mexicana). Staff noted one outstanding item which was the current food handler certificate. The owners did provide the current certificate earlier in the week. Staff stated that it was up to the Commission to determine whether another review was not required. Discussion was held regarding oversight on these types of businesses. The consensus of the Commission was to place a condition on the applicant to provide a current food handler certificate to the city annually. Staff will add the condition to their approval letter.

COMMISSION COMMENTARY:

1. Commissioner Griffith asked about the black tanks located at the new Tractor Supply store. Ms. Mantele stated that it was allowed in their permits to have outdoor displays although it was not specific as to what may or may not be put on display. Staff will look into it to see if this is going to be permanent or just a temporary display of wares. Commissioner Griffith thought it took away from the beautiful facility.
2. Commissioner Griffith had heard rumors of a Carl's Junior and a Chili's coming in. Staff spoke with several interested parties and stated that may have been one that was mentioned. It was noted by Staff that the interested parties stated that the Tractor Supply had caught their eye and prompted their call to the city. Staff also noted that the soft opening for Tractor Supply is slated for September 12, 2015, no time as of yet and the Grand Opening is scheduled for September 26, 2015.
3. Commissioner Griffith asked about the status of the Economic Development Assistance (EDA) grant. Staff reported that it will be an item on the agenda at the next City Council meeting and that the City will prepare a resolution to accept the grant offer of 2.5 million dollars. Staff is already beginning work on the environmental requirements. Commissioner Griffith asked if it is a possibility that the use would be industrial instead of commercial. Staff stated that it is leaning more towards industrial uses but there will be a number of uses that will be allowed there.
4. Commissioner Griffith stated he had submitted his papers for another term on the Planning Commission. Staff reminded everyone that there are 3 vacancies coming up in December.
5. Staff reported that there is some new development in the outing. She will be meeting with someone regarding utilizing an already existing empty building in town.
6. Ms. Mantele also reported there are no new projects at this time and that she will be out of the office and unavailable for the next few weeks.
7. Chair Woods asked about the Thunderhill food truck. Ms. Mantele reported that she had spoken with Walmart executives. Walmart questioned if this was a onetime event or ongoing. They requested and were provided the application/use permit information. It does not appear at this time that Walmart will be approving the use. Mr. Thompson of Thunderhill is still looking for locations for use downtown. Discussion was held regarding seeing what other jurisdictions are doing and changing the municipal code to allow food units to move from location to location.
8. Ms. Mantele also stated that a substitute planner will be available during the time she is out of the office.

ADJOURNMENT: Meeting adjourned at approximately 7:35 pm.

CANDIS WOODS – Chair

Maria Ehorn – Minute Clerk