

PLANNING COMMISSION

Robert Griffith, Chair
Peggy White, Vice Chair
Shirley Benningfield, Commissioner
Candis Woods, Commissioner
Walter Michael Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn



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Willows, CA 95988
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PLANNING COMMISSION MEETING AGENDA
Wednesday May 17, 2017
7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (***Public Comments are generally restricted to three minutes.***)
6. **Approval of Minutes:** Minutes of Planning Commission meeting(s) held April 19, 2017
7. **New Business**
Review and Discuss samples of R-1 Single-Family Design Guidelines
8. **Commission Commentary**
9. **Adjournment**

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before May 12, 2017.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org. In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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Planning Commission Agenda Report:

May 17, 2017

The Commission has expressed the desire to implement R-1/Single-Family Residential Design Guidelines. Staff was directed to bring to the Commission several samples of other city's single family design guidelines to start the review process. Staff has obtained samples from several jurisdictions for the Commission to review and consider. The samples that are attached to this report vary in length and depth of the requirements for single-family residential development.

In 2014 the City adopted a set of Multi-family design guidelines for that sort of development. The City's Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval; however is general in its development standards and not specific to single family residential developments. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone.

STAFF RECOMMENDATION:

Provide direction to staff after discussion.

Attachments: (not a part of the report- only for Commissioners)

1. City of Dixon Single Family Design Guidelines
2. City of Santa Rosa Single Family Design Guidelines
3. City of Cloverdale Single-Family Design Guidelines
4. City of Lincoln Single-Family Design Guidelines
5. City of Petaluma Landscape Design Standards
6. County of Sacramento Single Family Design Guidelines

Submitted by:



Karen Mantele
Principal Planner

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, APRIL 19, 2017

1. The meeting was called to order at 7:00 pm by Chair Griffith.
2. **PLEDGE OF ALLEGIANCE**: Commissioner Michael led the Pledge of Allegiance.
3. **ROLL CALL**: Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Griffith, Benningfield, White, Woods, Michael

ABSENT:

4. **AGENDA REVIEW**: Chair Griffith asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.
5. **PUBLIC COMMENT**: Chair Griffith introduced the item. No comments were made.
6. **APPROVAL OF MINUTES**: It was moved by Commissioner Michael and seconded by Commissioner White to approve the minutes of February 15, 2017. Commissioner Michael abstained.

AYES: Griffith, Benningfield, White, Michael

NOES:

ABSENT: None

ABSTENTION: Woods

It was moved by Commissioner Benningfield and seconded by Commissioner Woods to approve the minutes of March 15, 2017.

AYES: Griffith, Benningfield, White, Woods

NOES:

ABSENT: None

ABSTENTION: Michael

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

a. **Revision to Use Permit (File #UP-16-07) Applicant/Owner: Ben & Rae Ann Titus/same**

311 N. Butte Street/Assessors Parcel Number 002-142-009/CC (Central Commercial) zone/General Commercial Land Use Designation/Request to modify the previously adopted Master Sign Program for the commercial complex approved under approved Use Permit.

Chair Griffith introduced the item. Ms. Mantele presented the agenda report. Discussion was had between Staff and Commissioners regarding the requested modifications and suggested changes/additions to the Master Sign Program by Staff. The consensus of the Commission was to have Staff add additional criteria to Master Sign Program under section VIII. regarding the two corner suites, and the number of and size of signage for both. Commission also wanted noted that the single suites are allowed a maximum sign size of 24 square feet total with the stipulation that if a suite size changes in the future, and the sign size could change, it would be allowed to be reviewed and approved administratively and with Commission Chair involved.

Chair Griffith opened the public hearing. Jose Hansen spoke regarding the construction in the area which could affect the viewing of the signs and was in favor of allowing the signage on both sides of the building for the corner suites. Chair Griffith closed the public hearing.

It was moved by Commissioner White and seconded by Commissioner Michael to approve the next resolution in line 2017 entitled, A Resolution of the Planning Commission of the City of Willows approving a request from Ben & Rae Ann Titus under Use Permit (File # UP-16-07) to modify the Master Sign Program for an existing 18,000 sf commercial building for property located at 311 N. Butte Street, Assessor's Parcel Number 002-142-009 with the suggested modifications to the Program and the changes that were discussed at the meeting.

AYES: Griffith, Benningfield, White, Woods, Michael

NOES:

ABSENT: None

ABSTENTION: None

Staff reminded applicants that there is a 10 day appeal period following the Commission decision.

8. COMMISSION COMMENTARY:

- a. Commissioner Michael spoke regarding the professionalism of the City of Willows Planning Commission due to having attended a board meeting in another jurisdiction where everyone was not quite as professional.
- b. Ms. Mantele stated the minutes for the special joint meeting are on the next City Council agenda.
- c. Chair Griffith spoke regarding attending the Planning Commissioners Academy stating he thought it was very good, well attended and came away with some good information from it.
- d. Ms. Mantele stated the next Planning Commission meeting will be May 17, 2017 as she may have a couple projects to bring forward; however no application submittal on either as of yet. Staff also provided updates on the Schwenne, Mercado and Northern Valley Indian Health projects. Commissioner Woods asked about who will be doing inspections. Ms. Mantele stated that Clay Dawley will be inspecting on Tuesdays for the time being. Chair Griffith asked about the south end of town projects. In regards to the Basin Street project staff stated the project is still moving along and Staff is still working through clearing the special conditions and working through EDA on obtaining an extension on the grant. In regards to the Gateway Center project, staff has been in contact the last week with the applicants on their project.
- e. Chair Griffith also asked about the drafting of the Single Family Design Review guidelines. Ms. Mantele stated she will be working on getting some samples together for the next PC meeting.
- f. Chair Griffith asked about the joint meeting status regarding making text changes. Staff will be moving forward soon in drafting an ordinance to present to the Commission for Medical Marijuana. Commissioner Woods asked about the text changes regarding allowing residential uses on first floor. Ms. Mantele stated she had several text changes to do this year and an initial study for the text changes will be required so not sure if all the text changes will come at one time or not.

9. ADJOURNMENT: Meeting adjourned at approximately 7:38 pm.

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk