

  
**SUMMARY MINUTES OF THE WILLOWS PLANNING COMMISSION  
REGULAR MEETING HELD JANUARY 16, 2019**

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled Planning Commission Meeting.*

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1. **Call to Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Chair White led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner; Maria Ehorn, Minute Clerk  
Commissioners:  
PRESENT: White, Woods, Hansen, Griffith, Michael  
ABSENT:
4. **Agenda Review:** Chair White 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 White introduced the item.  
Commissioner Michael spoke at this time to present his letter of resignation from the Planning Commission to the members the Planning Commission, public and staff, effective immediately. Mr. Michael then left the meeting.
6. **Approval of Minutes:** Approval of minutes of the regular Planning Commission meeting held on December 19, 2018.

**Action:**

Motion: Commissioner Woods/Second: Commissioner Griffith

*Moved to approve the minutes of December 19, 2018.*

The motion passed unanimously 4/0 by the following voice vote:

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

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

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

Chair White introduced the item. Commissioner Hansen moved to nominate Chair White as Chair. The motion died for lack of a second.

**Action:**

Motion: Commissioner Woods/Second: Chair White

*Moved to approve the nomination of Commissioner Griffith as Chair and Commissioner Hansen as Vice Chair.*

The motion passed 3/1 by the following voice vote for nomination of Commissioner Griffith as Chair with Commissioner Griffith abstaining from voting for Chair and a 3/1 voice vote for nomination of Commissioner Hansen as Vice Chair with Commissioner Hansen abstaining from voting for Vice Chair:

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT:

ABSTENTION: Hansen, Griffith

**b. Zoning Text Amendments (File #ZTA-19-01) Belter Land Development applicant/Modify text within the Municipal Code to Sections 18.110.090(9) (Non-conforming uses); and 18. 50.030(8) (Entryway District).**

Chair Griffith introduced the item. Ms. Mantele presented the staff report. The changes to these sections would add an exception to the code that would allow existing structures, as of the date of code adoption, built as single or multiple residential dwelling units, who have lost their original use, to be allowed to re-gain that residential use via an approved use permit from the Planning Commission. Some discussion was had regarding the intent of the text amendment. Also, the Commission asked about how the history of certain properties was determined. Ms. Mantele provided clarification. Discussion was had regarding possible repercussions in the future.

Chair Griffith opened the public hearing at 7:17 p.m.

Chair Griffith then closed the public hearing at 7:17 p.m.

**Action:**

Motion: Vice Chair Hansen/Second: Commissioner White

*Moved by motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending the City Council approve zoning text amendments to the municipal code/zoning ordinance as listed on exhibit A with other text remaining unchanged.*

The motion passed unanimously 4/0 by the following voice vote:

AYES: White, Woods, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

**7. COMMISSION COMMENTARY:**

- a. Commissioners gave reports on activities and various meetings they attended.
- b. Ms. Mantele gave brief update/status of upcoming and ongoing projects.
- c. Ms. Mantele stated the next scheduled Planning Commission meeting will be February 20, 2019.

**ADJOURNMENT:** 7:23 p.m.

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**BOB GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**