



**MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD January 17, 2018**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Woods led the pledge of allegiance.
3. **City Clerk to administer Oath of Office to new Planning Commissioner Jose Hansen** – City Clerk, Robyn Johnson, administered and Commissioner Hansen took his place at the dais.
4. **Roll Call:** Karen Mantele, Planner; Wayne Peabody, Interim City Manager; Robyn Johnson, City Clerk; Maria Ehorn, Minute Clerk.

Commissioners:

PRESENT: Griffith, Michael, Hansen, Woods, White

ABSENT:

5. **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.
6. **Public Comment:** Chair Griffith introduced the item. No public comments were made.
7. **Approval of Minutes:** It was moved by Commissioner Woods and seconded by Commissioner Michael to approve the minutes of December 20, 2017

The motion passed unanimously 5/0 by the following voice vote:

AYES: Griffith, Michael, Hansen, Woods, White

NOES:

ABSENT:

ABSTENTION

8. NEW BUSINESS/PUBLIC HEARING(S):

a. Election of Planning Commission Chair and Vice Chair

Chair Griffith introduced the item. Ms. Mantele went over the process of elections for Planning Commission Chair and Vice Chair for those in the audience who may be unfamiliar with procedures.

A nomination for Walter Michael for Vice Chairman was made. The nomination was accepted unanimously by the commission.

A nomination for Peggy White for Chairman was made. The nomination was accepted unanimously by the commission.

- b. Tentative Parcel Map (File# TM-18-01) Applicant/Owner: City of Willows** 1600 Hwy 99/Tehama Street/Assessors' Parcel Number(s):017-170-029/MH/PF(Heavy Industrial/Public Facilities) zones/General Industrial/Public Facilities & Services Land Use Designations/Request to subdivide one lot (126.580 acres) into one parcel (1.7 acres) and a remainder

Chair White introduced the item. Ms. Mantele presented the staff report. Chair White opened the public hearing. No public comments were made. Chair White closed the public hearing.

Motion: Commissioner Griffith/Second: Commissioner Hansen

Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows recommending to the City Council approval of tentative parcel map (#TM-18-01) for the subdivision of one parcel into one separate parcel of 1.7 acres in size and a remainder of 124.88 acres for property located at 1600 Hwy 99 Assessor's Parcel Number 017-170-029.

The motion passed unanimously 5/0 by the following voice vote:

AYES: Griffith, Michael, Hansen, Woods, White

NOES:

ABSENT:

ABSTENTION:

c. Cannabis Land Use Discussion

Chair White introduced the item. Ms. Mantele presented the staff report. Discussion and commentary was had regarding the zoning, 1,000 foot and 600 foot setback restriction which includes Churches in the area setback restriction.

Chair White opened the public comment. Several people from the public spoke regarding dispensaries, the 1000 foot setback restriction, zoning area, the downtown business area and business trends.

Discussion was had among the commission regarding a 600 foot setback restriction versus the 1000 foot setback restriction. It was determined in the discussion that even with a 600 foot setback restriction that there would still only be 1 location available in the recommended zoning areas.

It was the consensus of the Commission to give direction to staff to recommend to City Council to add the CC (central commercial) zone to the three already proposed zones, CG/ML/PD (general commercial/light manufacturing/planned development), CG/PD (general commercial/planned development) and HC (highway commercial). It was 4 to 1 approval to recommend the City Council reduce the setback restriction from 1000 feet to 600 feet.

9. COMMISSION COMMENTARY:

- a. Ms. Mantele reminded the commission there is a planning academy coming up in April and recommended to have the two newest commissioners go. Karen suggested the next planning commission meeting to be February 14, 2018 due to Ms. Mantele not being available for the 21st. The Commission was in favor of the 14th for the next meeting. Staff also stated they will be bringing back R-1 guidelines probably in March for further review.
- b. Ms. Mantele stated she has had some inquiries regarding some vacant buildings downtown and along wood street. Staff had also been approached about the Munoz subdivision located on the corner of Elm and Merrill Street about possibly putting up town houses which would require a rezone.

10. ADJOURNMENT: 7:58 pm

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk