



**ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD DECEMBER 18, 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.
Please visit www.cityofwillows.org for free PodBean recordings.*

1. Chair Griffith called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by
3. **Roll Call:**

Commissioners Present: Griffith, Hansen, Woods, Owens, Muller

Absent:

Staff Present: Karen Mantele, Planner; Tara Rustenhoven, City Clerk; Wayne Peabody, Interim City Manager

City Clerk Tara Rustenhoven swore in Planning Commissioners

4. **Public Comment/ Written Communications:** No public comments or written communications.
5. **Consent Agenda:**

- a. Approval of minutes of the Regular Planning Commission meeting held on October 16, 2019.

Action:

Motion: Commissioner Woods/Second: Commissioner Owens

Moved to approve the minutes of August 21, 2019 Regular Planning Commission meeting as presented.

The motion passed 3/0 carried by the following voice vote:

AYES: Hansen, Woods, Owens

NOES:

ABSENT:

ABSTAIN: Griffith, Muller

6. **Public Hearing(s):**

- a. Upon conclusion, consider the adoption of the attached resolution for Design Review file # DR-19-06.

1. **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE #DR-19-06) TO SCOTT SILVERTHORN TO CONSTRUCT A 2,400 SQUARE FOOT (30' X 80') METAL EQUIPMENT STORAGE BUILDING FOR PROPERTY LOCATED AT SOUTH EAST CORNER OF OAK STREET AND COLUSA STREET, ASSESSORS PARCEL NUMBER 003-121-011.**

Action:

Motion: Vice Chair Hansen/Second: Commissioner Owens

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

7. REGULAR BUSINESS/ITEMS REQUIRING COMMISSION ATTENTION

- a. Review and Acceptance of Draft R-1 (Single Family Dwelling) Design Guidelines.

8. COMMISSION/STAFF REPORTS/COMMENTS:

- a. Staff Reports/Comments: Ms. Mantele gave brief update/status of upcoming and ongoing projects.
- b. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.

9. ADJOURNMENT:

The meeting was adjourned at 7: p.m.

BOB GRIFFITH – Chair

Maria Ehorn – Minute Clerk