


SUMMARY MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD NOVEMBER 14, 2018

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:** Commissioner Griffith led the pledge of allegiance.

3. **Roll Call:** Karen Mantele, Planner; Maria Ehorn, Minute Clerk.

Commissioners:

PRESENT: White, Woods, Michael, Hansen, Griffith

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. No public comments were made.

6. **Approval of Minutes:**

Action:

Motion: Commissioner Michael/Second: Commissioner Hansen

It was moved to postpone approval of the minutes of October 17, 2018 until the next Planning Commission meeting due to the Commission's request for revision.

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

AYES: White, Woods, Michael, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

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

- a. **Administrative Use Permit (File# AUP-18-06) and Design Review (File# DR-18-03) Applicant/Owner: Sunworks Solar/Kumar Hotel Inc. /545 N. Humboldt Avenue/Assessors Parcel Number 017-330-029/ CH Highway Commercial) zone/Highway Commercial Land Use Designation/Temporary Storage Container Use and Design Review Request to install two solar carport canopies**

Chair White introduced the item. Ms. Mantele presented the staff report. A brief discussion was had among the commission regarding the trees to be removed from the area.

Chair White opened the public hearing. Mr. Kumar was in attendance. Discussion was had regarding the color of the structure. Mr. Kumar would like to use the color in the provided attachment shown in the upper left corner. The consensus of the Commission was to use the middle bottom color as shown on the provided color pallet.

Chair White then closed the public hearing.

Action:

Motion: Commissioner Michael/Second: Commissioner Griffith

Moved by motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting Design Review approval (file #DR-18-03) to Sunworks Solar for installation of two solar carport canopies and Administrative Use Permit approval (file #AUP-18-06) for a temporary storage container for property located at 545 n. Humboldt Avenue, Assessors Parcel Number 017-330-029 with the condition that the color of the structure be the color shown on the bottom middle on the color pallet provided.

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

AYES: White, Woods, Michael, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

- b. **Design Review (File #DR-18-04) Applicant/Owner: BRR Architecture/Walmart Stores Inc 470 N. Airport Road/Assessors Parcel Number: 017-210-052: CG/ML/PD zoning district; Commercial Industrial land use designation/Request to install a metal canopy structure for OGP program**

Chair White introduced the item. Ms. Mantele presented the staff report. She stated Mr. Burl with BRR Architecture was in the audience if the Commission had any questions. Mr. Richard Burl spoke and gave information on the canvas covering and the choice of colors stating the orange color is the brand color. Discussion was had among the Commission regarding the structure size, canvas and color scheme.

Chair White opened the public hearing.

Chair White then closed the public hearing. Commissioner Hansen spoke in favor of the orange brand color. Commissioner Griffith was in agreement.

Action:

Motion: Commissioner Woods/Second: Commissioner Michael

Moved by motion to have the structure's color be Dorian Grey as shown on the provided color pallet.

The motion passed 4/1 by the following voice vote:

AYES: White, Woods, Michael, Hansen

NOES: Griffith

ABSENT:

ABSTENTION:

Action:

Motion: Commissioner Michael/Second: Commissioner Woods:

Moved by motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting Design Review approval (file# DR-18-04) to Walmart Stores Inc to install a canvas canopy structure and signage for the OGP program for property located at 470 N. Airport Road Assessors Parcel Number 017-210-052.

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

AYES: White, Woods, Michael, Hansen, Griffith

NOES:

ABSENT:

ABSTENTION:

8. COMMISSION COMMENTARY:

- a. Commissioners gave reports on activities and various meetings they attended.
- b. Ms. Mantele reported on the status of several ongoing projects and stated there will be three items to come before the Commission at the next regular meeting. Ms. Mantele suggested the next regular meeting be scheduled for December 19, 2018.

ADJOURNMENT: 7:54 p.m.

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk