



**MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD NOVEMBER 15, 2017**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner White led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk
PRESENT: Griffith, Michael, Benningfield, Woods, White
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 public comments were made.
6. **Approval of Minutes:** It was the consensus of the Commission to carry over approval of the minutes of October 18, 2017 until the next meeting due to a date error in the title.
7. **NEW BUSINESS/PUBLIC HEARING(S):**
 - a. **Design Review (File# Dr-17-04) Applicant/Owner: Westhaven Inc./GCOE 311 S. Villa Avenue/Assessors Parcel Number 001-071-008/R-1 (Single Family Residential) zone/Low Density Residential Land Use Designation/Design Review for installation of solar panels onto existing structure**
Chair Griffith introduced the item. Ms. Mantele presented the staff report. A short discussion was had among the Commission and staff. Ms. Mantele stated there were representatives from Westhaven Solar in the audience if the Commission had any questions. Mr. Harrod from Westhaven Solar Co. spoke clarifying which building the solar panels will be going on which was the northern GCOE building. He stated that there will be another project on the south building but that building is under the jurisdiction of the Division of the State Architect.
Motion: Commissioner Benningfield/Second: Commissioner Woods
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-17-04) to GCOE to install roof mounted solar panels to an existing county office building for property located at 311 s. Villa Avenue Assessors Parcel Number 001-071-007
The motion passed unanimously 5/0 by the following voice vote:
AYES: Griffith, Michael, Benningfield, Woods, White
NOES:
ABSENT:
ABSTENTION:
 - b. **Use Permit (File# UP-17-03) Applicant/Owner: Alvin Singh/Shahab Tehrani 1239 W. Wood Street/Assessors Parcel Number 005-370-022/ CH (Highway Commercial) zone/Highway Commercial Land Use Designation/Use Permit to allow a retail sales and service business within an existing commercial building**
Chair Griffith introduced the item. Ms. Mantele presented the staff report. A short discussion was had among the Commission and staff which included conversation regarding parking availability with other uses on the site.
Chair Griffith opened the public hearing at 7:21 pm. No public comments were made. The public hearing was then closed at 7:22 pm.
Motion: Commissioner Michael/Second: Commissioner White
Motion to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting Use Permit approval (File # UP-17-03) to Alvin Singh of Endless Wireless to establish a retail sales and service business within an existing commercial building for property located at 1239 W. Wood Street Assessors Parcel Number 005-370-022.
Ms. Mantele reminded the applicant that there is a ten (10) day appeal period following the Planning Commission decision on the Use Permit.
The motion passed unanimously 5/0 by the following voice vote:
AYES: Griffith, Michael, Benningfield, Woods, White
NOES:
ABSENT:
ABSTENTION:
 - c. **Three-month Commission review – Use Permit (UP#17-02) Safari Motel, 251 S. Tehama Street/APN: 003-061-009**
Chair Griffith introduced the item. Ms. Mantele presented the staff report and also gave a brief status update. Discussion was had among the Commission and staff regarding the status, upkeep and the required conditions of approval, including length of stay, for the motel. Ms Mantele introduced a letter from Angel Hernandez, the applicant, which requested the Commission consider removing the condition to require motel users no longer than a seven day stay. The Commission discussed with Staff the status of complying with the conditions of approval, and after discussion unanimously decided to not approve the request until all of the condition of approval are met, including complying with the TOT condition.

Motion: Commissioner White/Second: Commissioner Michael

Motion was made to extend the Use Permit (UP#17-02) for the Safari Motel for another six months (until May 2018) with all of the conditions of approval still in force.

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

AYES: Griffith, Michael, Benningfield, Woods, White

NOES:

ABSENT:

ABSTENTION:

8. COMMISSION COMMENTARY:

1. Commissioner Benningfield noted she liked how Northern Valley Indian Health building was coming along.
2. Commissioner Michael asked staff if they knew when the Safari Motel may be coming in for a sign review. Ms. Mantele stated she had spoken with Mr. Hernandez regarding that subject today.
3. Commissioner Woods asked about the status of the signs under the sign program at 311 N Butte Street complex. Ms. Mantele provided an update on the status and stated she would contact the business and property owner again.
4. Chair Griffith asked about the projects south of town. Ms. Mantele gave a short update on the EDA grant status.
5. Ms. Mantele stated the next regular meeting is scheduled for December 20, 2017. There was some discussion of the possible change of meeting dates due to holiday schedules. She also gave a brief overview of possible upcoming items for the next meeting.

9. ADJOURNMENT: 7:55 pm

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk