



**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 Commissioner Owens
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 four 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 October 16, 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 Single-Family Residential Design Guidelines.
Commissioners requested a couple changes to be brought back to next meeting.

8. **COMMISSION/STAFF REPORTS/COMMENTS:**

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

9. ADJOURNMENT:

The meeting was adjourned at 7:47 p.m.

BOB GRIFFITH – Chair

Tara Rustenhoven/City Clerk – Minute Clerk