



ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION REGULAR MEETING HELD FEBRUARY 17, 2021

*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. Vice Chair Hansen called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Commissioner Griffith.

3. **Roll Call:**

Commissioners Present: Hansen, Woods, Griffith, Bobadilla

Absent: Muller

Staff Present: Karen Mantele, City Planner, Tara Rustenhoven, City Clerk

4. **Public Comment/ Written Communications:** None

5. **Consent Agenda:**

- a. Approval of minutes of the Regular Planning Commission meeting held on January 20, 2021.

Action:

Motion: Commissioner Woods/Second: Commissioner Griffith

Moved to approve the minutes of Regular Planning Commission meeting held on January 20, 2021.

The motion passed 4/0 carried by the following voice vote:

AYES: Griffith, Hansen, Woods, Bobadilla

NOES:

ABSENT: Muller

ABSTAIN:

6. **REGULAR BUSINESS AGENDA/PUBLIC HEARING(S)**

- a. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution approving a Design Review (File #DR-20-07) for Tim Holdeman/SMARTGEN to construct a new opening into an existing building, and install fencing and a gate for property located at 128 S Colusa Street, Assessors Parcel Numbers 003-111-001 and 003-112-004.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-07) FOR EXTERIOR FAÇADE IMPROVEMENT TO TIM HOLDEMAN OF SMARTGEN TO CONSTRUCT A NEW 12’X12’ OPENING TO AN EXISTING BUILDING AND FOR CONSTRUCTION OF A SEVEN-FOOT-HIGH CHAIN LINK FENCE AND GATE FOR PROPERTY LOCATED AT 128 S COLUSA STREET, ASSESSORS PARCEL NUMBER 003-112-004 AND 003-111-001.

Action:

Motion: Commissioner Griffith/Second: Commissioner Bobadilla

*Moved to approve the resolution entitled; **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE# DR-20-07) FOR EXTERIOR FAÇADE IMPROVEMENT TO TIM HOLDEMAN OF SMARTGEN TO CONSTRUCT A NEW 12’X12’ OPENING TO AN EXISTING BUILDING AND FOR CONSTRUCTION OF A SEVEN-FOOT-HIGH CHAIN LINK FENCE AND GATE FOR PROPERTY LOCATED AT 128 S COLUSA STREET, ASSESSORS PARCEL NUMBER 003-112-004 AND 003-111-001.***

The motion passed 4/0 carried by the following voice vote:

AYES: Griffith, Hansen, Woods, Bobadilla

NOES:

ABSENT: Muller

ABSTAIN:

- b. Staff recommends Commission receive the staff report, attachments, discuss and upon conclusion, consider the adoption of the attached resolution granting a Use Permit (File# UP-20-01) to Larry Richey to allow residential development of a vacant lot within the Entryway Zoning District and an attached garage for property located at 337 N. Lassen Street, Assessors Parcel Number 002-081-012.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A USE PERMIT (FILE# UP-20-01) TO LARRY RICHEY FOR RESIDENTIAL DEVELOPMENT OF A VACANT LOT LOCATED WITHIN THE ENTRYWAY ZONE FOR PROPERTY LOCATED AT 337 NORTH LASSEN STREET, ASSESSORS PARCEL NUMBER 002-081-012.

Mike Murray, resident of 531 W. Willow St. has concerns on the private sewer lateral behind his property. Although he is glad Mr. Richey is building, he doesn’t want it to interfere with the 3 residents’ private line. Commissioner Woods wanted to make sure that before they adopted the resolution, that Mr. Murray’s concerns were brought to the Community Services Director, Royce Cunningham.

Action:

Motion: Commissioner Bobadilla/Second: Commissioner Griffith

Moved to approve a resolution entitled; A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING A USE PERMIT (FILE# UP-20-01) TO LARRY RICHEY FOR RESIDENTIAL DEVELOPMENT OF A VACANT LOT LOCATED WITHIN THE ENTRYWAY ZONE FOR PROPERTY LOCATED AT 337 NORTH LASSEN STREET, ASSESSORS PARCEL NUMBER 002-081-012. With notification to Mr. Richey the concern of the sewer lines tying into an existing private line.

The motion passed 4/0 carried by the following voice vote:

AYES: Griffith, Hansen, Woods, Bobadilla

NOES:

ABSENT: Muller

ABSTAIN:

7. COMMISSION/STAFF REPORTS/COMMENTS.

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

8. ADJOURNMENT:

The meeting was adjourned at 7:53 p.m.

Jose Hansen – Vice Chair

Tara Rustenhoven – City Clerk