



## ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION REGULAR MEETING HELD FEBRUARY 19, 2020

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. Chair Griffith called the meeting to order at 7:02 p.m.
2. The meeting opened with the Pledge of Allegiance led by Chair Griffith.

3. **Roll Call:**

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

Absent:

Staff Present: Karen Mantele, Planner; Maria Ehorn, Minute Clerk; Wayne Peabody, Interim City Manager

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 December 18, 2019.

**Action:**

Motion: Commissioner Woods/Second: Commissioner Hansen

*Moved to approve the minutes of Regular Planning Commission meeting as presented.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

6. **REGULAR BUSINESS AGENDA/ITEMS REQUIRING COMMISSION ACTION**

- a. Election of Planning Commission Chair and Vice Chair.

Commissioner Hansen moved to nominate as Bob Griffith as Chair.

Motion: Commissioner Hansen/Second: Commissioner Owens

*Moved to approve the nomination of Commissioner Griffith as Chair.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

Commissioner Woods nominated Commissioner Hansen as Vice Chair.

**Action:**

Motion: Commissioner Woods /Second: Commissioner Muller

*Moved to approve the nomination of Commissioner Hansen as Vice Chair.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

- b. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution for Design Review, File #DR-20-01 and Use Permit, File #UP-20-01.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE #DR-20-01) FOR A REIMAGE PROJECT TO PAINT AN EXISTING COMMERCIAL BUILDING (AM PM), INSTALL NEW LOGO PRICING AND USE PERMIT APPROVAL (FILE #UP-20-01) TO ALLOW ADDITIONAL 15.12 SQUARE FEET OF INCIDENTAL SIGNAGE AND 59.02 SQUARE FEET OF IDENTITY SIGNAGE TO RUSSELL MORGAN FOR PROPERTY LOCATED AT 1399 W. WOOD STREET (AM PM) ASSESSORS PARCEL NUMBER 005-370-003.**

7:33p.m. Chair Griffith opened the public hearing.

7:33p.m. closed the public hearing.

**Action:**

Motion: Commissioner Owens/Second: Commissioner Muller

*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-20-01) for a reimage project to paint an existing commercial building (AM PM) , install new logo pricing and use permit approval (File #UP-20-01) to allow additional 15.12 square feet of incidental signage and 59.02 square feet of identity signage to Russell Morgan for property located at 1399 W. Wood Street (AM PM) Assessors Parcel Number 005-370-003.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

- c. Review and Acceptance of Draft Single-Family Residential Design Guidelines.

The consensus of the Commission was to approve the guidelines.

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

- a. Staff Reports/Comments: Ms. Mantele gave brief update/status of upcoming and ongoing projects. Interim City Manager, Wayne Peabody, gave a report on the Basin Street project.
- b. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.

**8. ADJOURNMENT:**

The meeting was adjourned at 7:52 p.m.

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**BOB GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**