



**MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD FEBRUARY 21, 2018**

1. **Call To Order:** 7:00 p.m.
2. **Pledge of Allegiance:** Commissioner Hansen led the pledge of allegiance.
3. **Roll Call:** Karen Mantele, Planner; Maria Ehorn, Minute Clerk.

Commissioners:

PRESENT: White, Woods, Griffith, Hansen

ABSENT: Michael

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:** It was moved by Commissioner Griffith and seconded by Commissioner Hansen to approve the minutes, as amended, of January 17, 2017

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

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT: Michael

ABSTENTION

7. NEW BUSINESS/PUBLIC HEARING(S):

- a. **Annual HCD Housing Element Progress Report** for period from January 1, 2017 to December 31, 2017. Commission review/comments

Chair White introduced the item. Ms. Mantele presented the staff report. Discussion/questions were had among the commission and staff. It was moved by Commissioner Woods and seconded by Commissioner Griffith to forward the report to the City Council.

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

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT: Michael

ABSTENTION

- b. **Design Review Application (File# DR-13-04 Amendment #1)** Applicant/Owner: Russell Morgan Assessors' Parcel Number: 005-370-004 1261 W Wood Street/Highway Commercial Zoning District/Highway Commercial Land Use Designation/General Industrial/Public Facilities & Services Land Use Designations/Request for design approval on exterior dryer building to augment the new automated car wash.

Chair White introduced the item. Ms. Mantele presented the staff report. Commissioner Griffith asked if the texture of the new building siding will be the same as is on the original building. There was some discussion regarding matching the existing building color and texture and the new buildings' color and texture. The Commission would like to amend Condition of Approvals (COA) #3 by stating that the new building match as closely as possible to the existing structures design and material.

Motion: Commissioner Hansen/Second: Commissioner Griffith

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-13-04 Amendment #1) with the amendment to COA #3 by adding the design look and material should match as closely as possible to the existing building, to Russel Morgan to

construct an exterior 128 sf vehicle dryer building adjacent to the existing automated car wash building for property located at 1261 W Wood Street Assessors Parcel Number 005-370-004

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

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT: Michael

ABSTENTION:

8. COMMISSION COMMENTARY:

- a. Commissioner Hansen would like to be the person to provide as much information as possible to the public regarding community events and would welcome ideas on how to provide the information.
- b. Ms. Mantele stated the next meeting will be March 31, 2018. She also gave information on possible items for the next agenda. Ms. Mantele also hopes to bring the R-1 guidelines back to the next meeting for final review prior to presenting to the City Council. She has also been approached about putting in an electric car charging station at Walmart.
- c. Commissioner Griffith asked about the ongoing projects. Ms. Mantele gave a brief update on the Northern Valley Indian Health new building and the update on the existing building. She also reported, Mercado's meat market is up and running and the Wunsch Chiropractic new office building construction has begun. Ms. Mantele gave an update on the EDA grant and the Gateway project.
- d. Commissioner Woods asked about the Humboldt Street motel and Denny's buildings. Staff reported that the last conversation she had with the people leasing the property was regarding the possibility of constructing a new motel and that was a while ago.
- e. Ms. Mantele spoke about the Planning Commission's request for possible modification of the 1000 foot buffer to 600 foot buffer for the cannabis dispensary. She reported staff did bring the item before City Council and it was determined by the City Council to keep the 1000 foot buffer.

9. ADJOURNMENT: 7:43p.m.

PEGGY WHITE – Chair

Maria Ehorn – Minute Clerk