

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, MARCH 15, 2017

1. The meeting was called to order at 7:00 pm by Vice Chair White.

2. **PLEDGE OF ALLEGIANCE:**

Commissioner Woods led the Pledge of Allegiance.

3. **ROLL CALL:**

Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: White, Benningfield, Woods

ABSENT: Griffith, Michael

4. **AGENDA REVIEW:** Vice 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:** Vice Chair White introduced the item. No comments were made.

6. **APPROVAL OF MINUTES:** Commissioner Woods abstained and it was the consensus of the Commission to move the approval of minutes of February 15, 2017 to the next agenda.

AYES: None

NOES: None

ABSENT: Griffith, Michael

ABSTENTION: Woods

7. **PUBLIC HEARING(S)/NEW BUSINESS:**

Annual HCD Housing Element Progress Report for period from January 1, 2016 to December 31, 2016
Commission review/comments

Vice Chair White introduced the item. Ms. Mantele presented the agenda report. A short discussion between staff and the Commission was had about types of housing needed, what is already here, what may be coming and locations of some of the buildings shown in the report.

Vice Chair White opened the public hearing. Hearing no comments, Vice Chair White closed the public hearing. The Planning Commission, by consensus, recommended forwarding the report to the City Council as is.

8. **COMMISSION COMMENTARY:**

- a. Ms. Mantele stated she received a request to obtain a home occupation use permit. Staff determined that the business did not meet the criteria for a home occupation use permit. Discussion was had by staff and Commission. Ms. Mantele asked for and received direction by the Commission to proceed with a letter of denial and include the pertinent code information for reference.
- b. Ms. Mantele stated the next meeting will be April 19, 2017. She may have a design review project to bring before the commission. Also, she gave a reminder of the joint meeting with the City Council which will be April 5, 2017. Additionally, Ms. Mantele discussed possible topics of discussion for future planning commission meetings with Chair Griffith and his suggestion was to start looking at putting together design review guidelines for single family homes.
- c. Commissioner Woods inquired about the progress at the 560 N Tehama project location and the Design Review expiration. Ms. Mantele reported that the applicant had sent in a letter requesting an extension. The Design Review extension was administratively approved for 1 year.
- d. Vice Chair White stated that there are now sheds but no office at the business location (200 C/R G) next to the freeway. Staff said that the applicant had stated that the sheds would be there first and then the office.

ADJOURNMENT: Meeting adjourned at approximately 7:25 pm.

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk