



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

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

Commissioners:

PRESENT: White, Woods, Griffith, Hansen, Michael

ABSENT:

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 Woods and seconded by Commissioner Griffith to approve the minutes of February 21, 2018.

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

AYES: White, Woods, Griffith, Hansen

NOES:

ABSENT:

ABSTENTION: Michael

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

a. **Advisory Request for Commission Consideration / Establishing Live-Work units within an existing commercial building / located at 130 N Butte St. APN 003-044-005**

Chair White introduced the item. Ms. Mantele presented the staff report. Several commissioners asked whether this was a Discussion/questions were had among the commission and staff.

Chair White opened the public hearing.

Representatives of the property owners, Margaret \_\_\_\_\_ and \_\_\_\_\_ came forward to elaborate on their proposed project. Discussion was then had among the commissioners, staff and property owners regarding their proposed project and the parking situation.

Dana Owens, a local business owner, also spoke. She had questions and concerns regarding the proposed project, such as :How the conversion to residential living space while complying to the existing rules and if you would have to have a business in the front to be a resident in the back.?

Vice Chair Michael stated there would be a process where any potential business owner would have to qualify, have business plan etc. Commissioner Griffith did not think this is a good fit for the area.

Ms. Mantele gave information about the parking requirements and information from other jurisdictions that allow live-work already. She stated there would be requirements in order for this site to be used as a live-work and gave examples per the information she obtained from other jurisdictions.

Commissioner Woods asked about what would happen if the business did not continue, would code enforcement be in charge of removing the people from the living space? Commissioner Hansen thinks that the city needs to encourage business and would like to give this idea some thought. Discussion was then had between Staff and Commission regarding the above and what the process would be if they moved forward with the project. Ms. Mantele stated if the Commission thinks this would be a good fit and that this is something that they would approve moving forward with, then the next step would be for the applicant to apply for a use permit.

A motion was made to **not** allow live-work units at this particular location at this time.

Motion: Commissioner Griffith/Second: Commissioner Michael.

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

AYES: White, Woods, Griffith, Hansen, Michael

NOES:

ABSENT:

ABSTENTION

It was then the consensus of the commission to direct staff to create a text amendment for live-work units.

**b. Review and Consideration of Draft R-1 (Single Family Dwelling) Design Guidelines**

Chair White introduced the item. Ms. Mantele presented the staff report. Staff also presented a revised master tree/shrub list to be included with the guidelines and possibly update the older list the city already has. Discussion was had among the commission and staff. Consensus of the commission was to have staff continue with the project.

**8. COMMISSION COMMENTARY:**

- a. Commissioner Hansen said he would be unable to attend the April planning commission meeting.
- b. Ms. Mantele stated the next meeting Planning Commission meeting will be on April 18<sup>th</sup>. The agenda, so far, is a conditional use permit application, an advisory request and some text amendments regarding the cannabis dispensary. Staff also gave updates on other projects. The Northern Valley Indian Health project is looking at May for final. Mercado is up and running and has only a few minor things to final the project. The Wunsch office project is moving along.
- c. Commissioner Michael thanked the city for the opportunity to go to the planning commission academy.

**9. ADJOURNMENT: 8:05p.m.**

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**PEGGY WHITE – Chair**

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**Maria Ehorn – Minute Clerk**