

MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING

WEDNESDAY, MAY 17, 2017

1. The meeting was called to order at 7:02 pm by Chair Griffith.
2. **PLEDGE OF ALLEGIANCE**: Commissioner White led the Pledge of Allegiance.
3. **ROLL CALL**: Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Griffith, White, Woods, Michael

ABSENT: Benningfield

4. **AGENDA REVIEW**: Chair Griffith 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 Griffith introduced the item. Doug Ross spoke complementing Ms. Mantele and Commissioner Woods in regards to the signage around town.
6. **APPROVAL OF MINUTES**: It was moved by Commissioner Michael and seconded by Commissioner Woods to approve the minutes of April 19, 2017.

AYES: Griffith, White, Woods, Michael

NOES:

ABSENT: Benningfield

ABSTENTION:

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

a. **Review and Discuss samples of R-1 Single-Family Design Guidelines**

Chair Griffith introduced the item. Ms. Mantele presented the agenda report. Discussion was had between Staff and Commissioners regarding the design guidelines sample information provided. The Basin Street project map was also provided for discussion in regards to drafting the single-family design guidelines. Doug Ross spoke and asked about infill history and possible projections of infill along the main I-5 highway corridor. A short discussion was had. Suggestions/ideas/comments were made by Commissioners and the consensus of the Commission was to have Staff continue with the process of developing the single-family design guidelines utilizing some of the suggestions/ideas/comments offered by the Commission and the various samples provided in the agenda report. They especially like the City of Dixon guidelines.

8. **COMMISSION COMMENTARY**:

- a. Ms. Mantele stated she is anticipating having a use permit submittal for the Safari Motel for the next meeting agenda.
- b. Commissioner Woods asked about the Economic Development Administration (EDA) grant extension. Ms. Mantele stated that the City requested a grant extension, and received a response however it did not address the extension request as EDA stated the grant does not expire until September. The City is continuing to work towards addressing the required clearances.
- c. Commissioner Griffith asked about the Gateway Center project. Staff stated that she has been in communication with the developer regarding detachment from the Glenn Colusa Irrigation District (GCID) which entails a Local Agency Formation Commission (LAFCO) process. The project also has several required clearances that need to be obtained.
- d. Commissioner Woods asked about the Soeth property south of town and if there had been any interest in it. Ms. Mantele stated she had received a call regarding the property just the other day. Commissioner Woods enquired about the NVIH project and the progress on the project. Commissioner Woods asked about the sign program for the Butte Street complex. Ms. Mantele gave a brief account of the progress. Staff will continue to follow up on the sign program for the complex.
- e. Commissioner Michael spoke regarding public records request, the effects on private email accounts and possibly the City being able to provide city email addresses for the commission.

f. The next Planning Commission meeting is set for June 21, 2017.

ADJOURNMENT: Meeting adjourned at approximately 8:05 pm.

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk