

**MINUTES OF THE WILLOWS PLANNING COMMISSION MEETING**  
**WEDNESDAY, JUNE 21, 2017**

1. The meeting was called to order at 7:00 pm by Chair Griffith.
2. **Pledge of Allegiance:** Commissioner Michael led the Pledge of Allegiance.
3. **Roll Call:** Karen Mantele, Planner, Maria Ehorn, Minute Clerk

PRESENT: Griffith, White, Woods, Michael, Benningfield

ABSENT:

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. No comments were made.
6. **Approval of Minutes:** It was moved by Commissioner Michael and seconded by Commissioner Woods to approve the minutes of May 17, 2017.

AYES: Griffith, White, Woods, Michael, Benningfield

NOES:

ABSENT:

ABSTENTION:

7. **New Business/Public Hearing(s):**
  - a. **Use Permit (File #UP-17-02) Applicant/Owner: Angel Hernandez/Amkai Inc.**

Chair Griffith introduced the item. Ms. Mantele presented the agenda report. Ms. Mantele explained transient use being for brief stays and stated she explained this to the owner along with the information that the use permit must be applied for by June 30, 2017 or the business will have to cease operation. Staff also explained to the applicant that they cannot move people from room to room every 7 days in order to circumvent the short term transient use. Ms. Mantele noted she would like to strike #5 from the conditions of approval (COA) as it is not warranted at this time. Discussion was had among the commissioners and staff regarding length of stay and uses as approved by the municipal code.

7:22 pm Chair Griffith opened the public hearing.

Doug Ross spoke about people who may have a job that lasted longer than 7 days and living arrangements at the motel exceeding seven (7) days during their work stay.

Maryann Knowles, who lives in the neighborhood, also spoke about the motel opening and her concerns about the type of clientele utilizing the motel and what the tenants are doing. Coming and going at all hours day and night, getting into neighbors garbage, fights, police being called, etc. She is concerned about the neighborhood safety. There was a short discussion about length of review time and the enforcement the 7 day requirement. Ms. Mantele stated the commission approve the use permit with the added COA establishing the length of the review period.

Chair Griffith closed the public hearing at 7:41.

It was moved by Commissioner Woods and seconded by Commissioner White to approve the next resolution in line entitled, a resolution of the Planning Commission of the City of Willows granting Use Permit approval to Amkai Inc. (File #UP-17-02) to re-establish a motel within an existing structure and approval to use existing non conforming pole sign for property located in the central commercial zone at 251 Tehama Street, assessor's parcel number 003-061-009 with the addition of a COA regarding the review time period of two (2) months and striking COA #5.

AYES: Griffith, White, Woods, Michael, Benningfield

NOES:

ABSENT:

ABSTENTION:

Staff stated that there is a 10 day appeal period.

b. **Review and Discussion of Draft R-1 Single-Family Design Guidelines**

Chair Griffith introduced the item. Ms. Mantele presented the agenda report. An exchange of ideas was had considering the draft guidelines with the commission consensus to keep the first three items in the guideline text and to continue the process of crafting the guidelines at the next meeting.

8. **Commission Commentary:**

- a. Commissioner Woods asked about the trip to see a dispensary in Cotati. Ms. Mantele stated nothing has been arranged for a trip as yet.
- b. Commissioner Griffith asked about the store next to Starbucks and if anything was going on with it. Staff stated that it was a smoke shop going in.
- c. Commissioner Woods asked about the sign program for the Butte Street plaza and when the new signs would be in place. Ms. Mantele stated letters were sent after the last approval of the sign program but she has not received any response. Staff will be sending out another letter in hopes to get compliance with the sign program.
- d. Commissioner Michael asked about the marijuana dispensary guidelines. Ms. Mantele stated the city attorney is working on them. Ms. Mantele state she spoke with the city manager today about when and it will probably be in August for possibly two (2) meetings being on the first and second Wednesdays in August if all goes well. Ms. Mantele stated someone has contacted her regarding opening a dispensary. Staff also gave updates concerning current ongoing projects.

9. **Adjournment:** 8:19 pm.

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**ROBERT GRIFFITH – Chair**

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**Maria Ehorn – Minute Clerk**