



**MINUTES OF THE WILLOWS PLANNING COMMISSION
REGULAR MEETING HELD AUGUST 16, 2017**

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

PRESENT: Griffith, White, Michael, Benningfield

ABSENT: Woods

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 White to approve the minutes of July 19, 2017.

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

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

a. **Two-month Commission review – Use Permit (UP#17-02) Safari Motel, 251 S. Tehama Street/APN: 003-061-009**

Chair Griffith introduced the item. Ms. Mantele presented the staff report. She reported she has been in contact with the applicant, Mr. Hernandez, regarding the use permit requirements and notification of the upcoming meeting. A short exchange was had by the Commission and staff. Commissioner Michael and Commissioner White stated they would be in favor of extending the next review period for 3 months. A short discussion was had by the commission and staff.

The consensus of the commission was to extend the use permit for another 3 months.

ACTION:

Motion: Commissioner Michael/Second: Commissioner White

Motion to extend the conditional use permit for 3 months (UP#17-02) for applicant/owner Angel Hernandez/Amkai Inc.

The motion passed unanimously 4/0 by the following Roll Call Vote:

AYES: Griffith, White, Benningfield, Michael

NOES:

ABSENT: Woods

ABSTENTION:

b. **Design Review (File# Dr-17-01) Applicant/Owner: HUPP Signs/First United Methodist Church
544 N. Shasta Street/Assessors Parcel Number 005-362-001/R-1 (Single Family Residential) zone/ Low
Density Residential Land Use Designation/Design Review for new electronic sign board**

Chair Griffith introduced the item. Ms. Mantele presented the staff report.

David Rick, the spokesman for the First United Methodist Church, was in attendance and stated the existing sign needs replacing as it is old and peeling. Kathy Cunningham with Hupp signs was also in attendance and answered questions. She spoke about the sign, the lighting in the sign and the timetable for use so as not to disturb the neighbors.

ACTION:

Motion: Commissioner Benningfield/Second: Commissioner White

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-17-01) to the First United Methodist Church for installation of an electronic message board sign for property located at 544 N. Shasta Street, Assessor Parcel Number 005-363-001.

The motion passed unanimously by the following voice vote:

AYES: Griffith, White, Michael, Benningfield

NOES:

ABSENT: Woods

ABSTENTION:

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

Chair Griffith introduced the item. Ms. Mantele presented the item. Starting with "Corner Lots", the Commission discussed and worked on the guideline items one by one and by consensus decided which items to keep, remove and/or revise.

8. COMMISSION COMMENTARY:

1. Ms. Mantele stated the next meeting will be on September 20, 2017 and may have 2 projects to bring to the commission.
2. Commissioner Michael asked about the Cali Smoke Shop status. Ms. Mantele stated she had sent out a letter to the applicant, copies of which she provided to the commission.
3. Ms. Mantele reported on the status of the master sign program at the Butte Street Plaza.
4. Commissioner Michael asked when the hospital will be built. Discussion was had.
5. Ms. Mantele gave the status on the Mercado project and also spoke about getting a lot of interest in the 601 N. Tehama Street property and what the allowed uses are.
6. Commissioner Michael stated there was an interesting article in the paper regarding Orland and how the City of Orland is addressing properties that the owners are neglecting and letting dilapidate.

9. ADJOURNMENT: 8:10 pm

ROBERT GRIFFITH – Chair

Maria Ehorn – Minute Clerk