



Willows Planning Commission Meeting

October 7, 2025
Willows City Hall
6:00 PM

Planning Commission
Sherry Brott, Chair
Keith Corum, Vice Chair
Cristina Ocampo, Commissioner
Robyn Nygard, Commissioner
Vacant, Commissioner

City Planner
Delanie Garlick

City Clerk
Karleen Price

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

Watch online via Zoom: <https://us06web.zoom.us/j/87844632235>

Remote viewing of the Planning Commission meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the Planning Commission reserves the right to conduct the meeting without remote viewing.

If you have documents you would like to submit to the Planning Commission, please deliver or mail them to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: planning@cityofwillows.org.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All items on the Consent Calendar are considered routine and may be approved with a single vote unless removed for separate discussion by the Chair and Commissioners. Individuals wishing to speak on Consent items or matters not on the agenda are asked to complete a Speaker Card and submit it to the City Clerk. All remarks shall be directed to the Chair and Commissioners and are limited to three minutes. By law, the Commission cannot discuss or take action on items not listed on the posted agenda.

a. **Minutes Approval**

Recommended Action: Approve the minutes of the September 2, 2025 Planning Commission Meeting.

Contact: Karleen Price, City Clerk, kprice@cityofwillows.org

b. **245 S Sonoma St / Lot Merger Application / LM25-02**

Recommended Action: Receive the Staff Report and consider approving the request to merge the two parcels, identified as Assessor Parcel Numbers 003-181-009 and 003-181-011, into one parcel.

Contact: planning@cityofwillows.org

6. **DISCUSSION & ACTION CALENDAR**

All matters on the Discussion & Action calendar will be discussed and acted on individually. Individuals wishing to speak on these items are asked to complete a Speaker Card and submit it to the City Clerk. Comments should

be directed to the Chair and Commissioners and are limited to three minutes. By law, the Commission cannot discuss or take action on items not listed on the posted agenda.

a. **Taco Bell Paint / Design Review (File# DR25-06) and Conditional Use Permit / 1301 W. Wood St.**

Recommended Action: Receive the Staff Report, discuss, and approve Design Review DR25-06.

Contact: planning@cityofwillows.org

b. **Wayfinding Sign Design Review and Approval**

Recommended Action: Review and approve, with or without modifications, the proposed wayfinding sign general design.

Contact: planning@cityofwillows.org

7. COMMENTS & REPORTS

- a. Commission Comments & Reports
- b. Staff Comments & Reports

8. ADJOURNMENT

This agenda was posted on October 3, 2025.

Karleen Price, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



PUBLIC COMMENT & CONSENT CALENDAR FORUM



Willows Planning Commission Action Meeting Minutes September 2, 2025

Planning Commission
Sherry Brott, Chair
Keith Corum, Vice Chair
Cristina Ocampo, Commissioner
Robyn Nygard, Commissioner
Vacant, Commissioner

1. CALL TO ORDER— 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Brott, Vice Chair Corum, Commissioner Nygard

Commissioners Absent: Commissioner Ocampo

4. CHANGES TO THE AGENDA

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Action: Approved the minutes of the August 5, 2025, Planning Commission Meeting.

Moved/Seconded: Vice Chair Corum/Commissioner Nygard

Yes: Chair Brott, Vice Chair Corum, Commissioner Nygard

No: None

Absent: Commissioners Ocampo

Abstain: None

6. DISCUSSION & ACTION CALENDAR

a. Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 S Plumas Street

Public Comments:

Public Comment #1: Jane Stansell, Property Owner

Motion to approve a Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) at 103 S Plumas Street.

Moved/Seconded: Commissioner Nygard/ Vice Chair Corum

Yes: Chair Brott, Vice Chair Corum, Commissioner Nygard

No: None

Absent: Commissioner Ocampo

Abstain: None

b. **Wayfinding Sign Design Review**

Motion to form an Ad-Hoc Committee that consists of Vice Chair Corum, Commissioner Nygard, one Council Member, and two Business Owners.

Moved/Seconded: Commissioner Nygard/ Commissioner Nygard

Yes: Chair Brott, Vice Chair Corum, Commissioner Nygard

No: None

Absent: Commissioner Ocampo

Abstain: None

7. **COMMENTS & REPORTS**

a. **Commission Comments & Reports**

b. **Staff Comments & Reports**

Community Development & Services Director Joe Bettencourt advised the Commission that Llanira Valencia has resigned from the Planning Commission and expressed appreciation for her time.

Chair Brott also extended well wishes to former Commissioner Valencia.

7. **ADJOURNMENT – 6:30 PM**

Karleen Price, City Clerk



Date: October 7, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development & Service Director

Subject: Lot Merger (File# LM 25-02) / 245 S. Sonoma Street

Recommendation:

Receive the Staff Report and consider approving the request to merge the two parcels, identified as Assessor Parcel Numbers 003-181-009 and 003-181-011, into one parcel.

Rationale for Recommendation:

This matter is before the Planning Commission pursuant to City of Willows Municipal Code (WMC) [Chapter 17.55.240](#).

Background:

On September 8, 2025 the property owner of 245 S. Sonoma Street submitted an application for a voluntary lot merger involving Assessor Parcel Numbers (APNs) 003-181-009 and 003-181-011. Both parcels are under the same ownership, are zoned Single-Family Residential (R-1), and have a General Plan land use designation of Low Density Residential.

Assessor Parcel Number 003-181-009 is developed with a single-family residence, while APN 003-181-011, which measures approximately 5,000 square feet (40 feet by 125 feet), contains a detached garage. The property owner is requesting the voluntary lot merger due to the existing improvements which are split between the two parcels. Merging the parcels into one is the more preferred option which will allow a logical and functional property configuration.

Discussion & Analysis:

Merging the parcels into one parcel is consistent with the City of Willows Zoning Ordinance. Pursuant to [WMC Chapter 18.30.040\(1\)](#), interior lots are required to have a minimum lot size of 6,000 square feet, and Chapter 18.30.040(2) requires a minimum lot width of 60 feet. By consolidating the parcels, the resulting lot will meet both the minimum size and width requirements, thereby achieving full conformance with applicable zoning standards.

Consistency with Council Priorities and Goals:

The project is consistent with Priority #4: Community Engagement as the project would offer an opportunity for public input and engagement, allowing residents to share their thoughts and concerns during a public hearing.

Fiscal Impact:

There is no cost to the City associated with this request as the project has a PTA deposit on file.

Attachments:

- Attachments 1: Lot Merger Legal Description
- Attachments 2: Lot Merger Plot Map

EXHIBIT "A"**Lot Merger No. 2025- _____****Legal Description**

All that certain real property situated in the City of Willows, County of Glenn, State of California , being more particularly described as follows:

Merged together, Lots 14, 15, and the South 25 feet of Lot 16 of Block 39 of Pittsburg Addition to the Town of Willows, Glenn County, California according to the Official Map or Plat of the Pittsburg Addition and Re-subdivision of Block 23 to 34 inclusive Town of Willows, Glenn County, California, filed in the Office of the County Recorder of the County of Glenn, State of California on the 21st Day of April, 1910 in Book 2 of Maps and Surveys at Page 220.

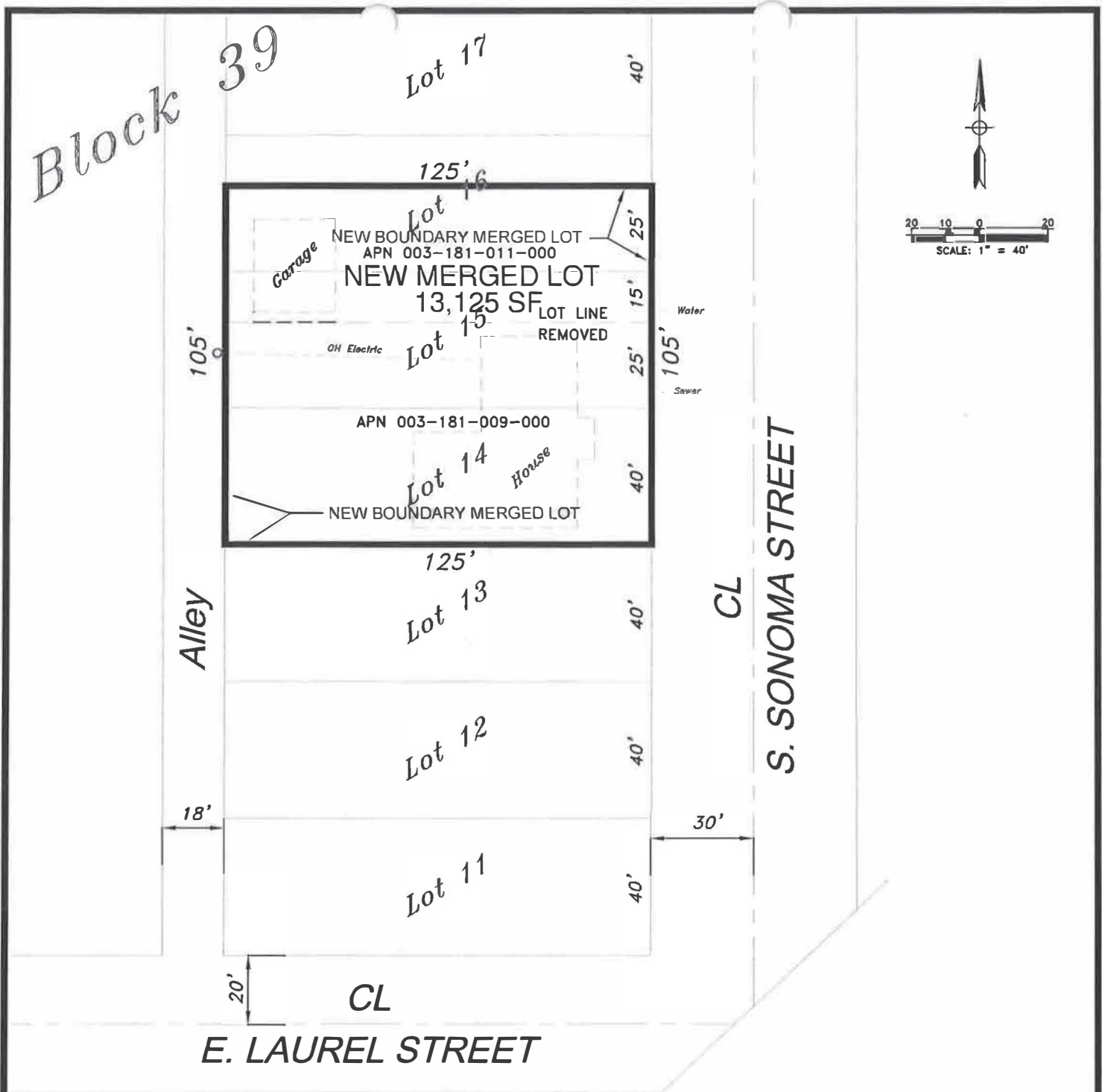
Said Merged Lot contains 13,125 square feet more or less.

End of Description

The purpose of this description is to effect the above referenced Lot Merger as approved by the City of Willows. All boundary lines contained within the interior of the described property are hereby deleted.

Daryl K. Pride LS 9150

Date



20 10 0 20
 SCALE: 1" = 40'

EXHIBIT "B" (PLOT MAP)
For
Lot Merger No. 2025-_____

SHOWING A LOT MERGER WITHIN BLOCK 39 OF THE PITTSBURG ADDITION
 TO THE TOWN OF WILLOWS

COUNTY OF GLENN

STATE OF CALIFORNIA

LEGEND

NEW EXTERIOR BOUNDARY MERGED LOT
 REMOVED LOT LINE
 STREET CENTERLINE
 BUILDING AND UTILITIES

EXISTING PARCEL NUMBERS

APN 003-181-009-000
APN 003-181-011-000

The Above Exhibit is Based on Record Information Obtained from
 Book 2 Maps and Surveys Page 220 (Pittsburg Addition to the Town
 of Willows) and Not an Actual Field Survey

For
JONATHAN L. STEWART FAMILY TRUST
 June M. Stewart, Sole Trustee
 245 S. Sonoma Street Willows, CA 95988

Prepared By
DARYL PRIDE SURVEYING
 P. O. Box 2069 Willows, CA 95988

September 3, 2025



DISCUSSION & ACTION CALENDAR



Date: October 7, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development & Service Director

Subject: Taco Bell Paint / Design Review (File# DR25-06) and Conditional Use Permit / 1301 W. Wood St.

Recommendation:

Receive the Staff Report, discuss, and approve Design Review DR25-06.

Rationale for Recommendation:

The proposed finish limits purple to a small percentage of the façade as an entry and trim accent. The majority of wall areas remain earth tone colors. No changes to architecture, materials, site layout, signage, or lighting are proposed. This item focuses solely on approval of the purple accent color.

Background:

The site is an existing Taco Bell located at 1301 W. Wood St, Willows, CA 95988, which was last remodeled and painted in the current color scheme (Attachment 1) in 2011.

Discussion & Analysis:

Earth tones, including Sherwin Williams Worldly Gray, Aged White, Brainstorm Bronze, and Enduring Bronze, remain the dominant wall colors. A small percentage of purple is added as an accent to select trim and entry feature. The proposed color placement and proportions are shown in Attachment 2, and the color names and manufacturer information are provided in Attachment 3.

Consistency with Council Priorities and Goals:

Goal 5: Improve city appearance to attract businesses and visitors.

Fiscal Impact:

Permit fees have been paid.

Attachments:

- Attachment 1: Existing Paint Scheme
- Attachment 2: Proposed Color Elevations and Placement
- Attachment 3: Exterior Color Names









REGARDING SLATS:
G.C. TO VERIFY DIMENSIONS FOR SLATS &
PROVIDE CONFIRMATION TO SIGN
VENDOR PRIOR TO FABRICATION.

SIGNAGE UNDER
SEPARATE PERMIT



SEE SHEET A4.0
FOR KEYNOTES.

NOTE:
REPLACE DAMAGED STONE, FLASHING, ETC.
PRESSURE STONE AFTERWARD.

ENTRANCES SHALL BE IDENTIFIED WITH
A SIGN OR STICKER OF THE STANDARD
ACCESSIBILITY LOGO

SOUTH (DRIVE-THRU) ELEVATION 1/4" = 1'-0" A

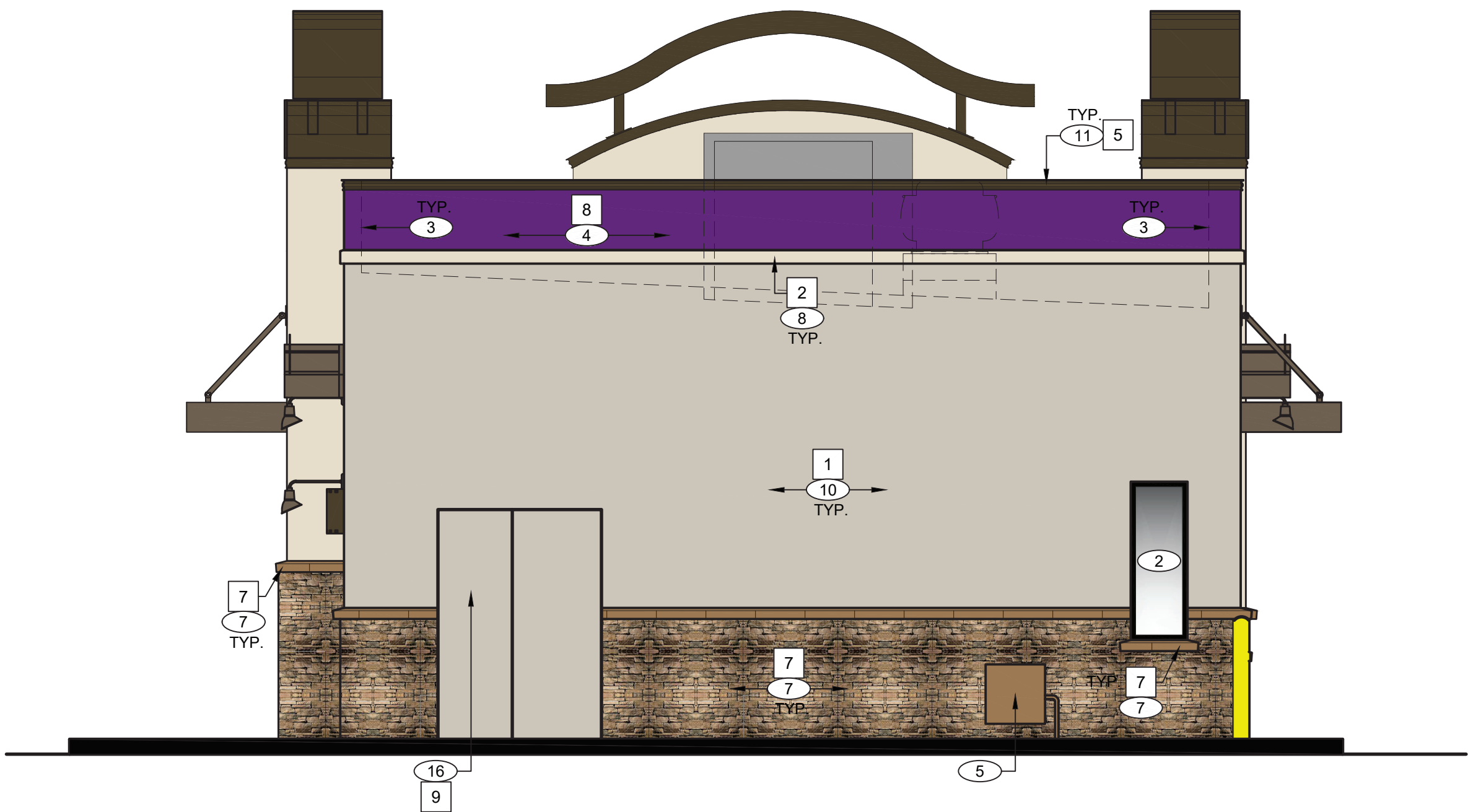
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NOTE:
REPLACE DAMAGED STONE, FLASHING, ETC.
PRESSURE STONE AFTERWARD.

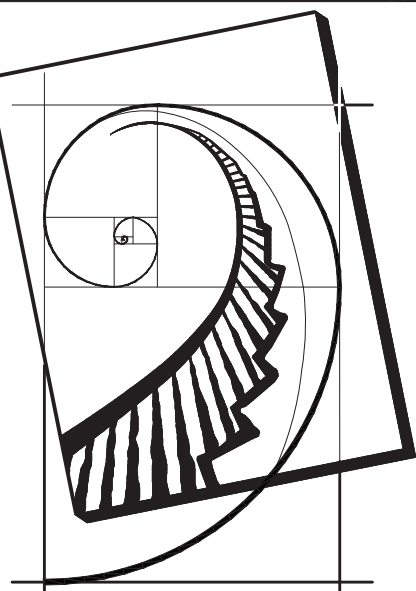
ENTRANCES SHALL BE IDENTIFIED WITH
A SIGN OR STICKER OF THE STANDARD
ACCESSIBILITY LOGO

EAST ELEVATION 1/4" = 1'-0" C



ENTRANCES SHALL BE IDENTIFIED WITH
A SIGN OR STICKER OF THE STANDARD
ACCESSIBILITY LOGO

WEST ELEVATION 1/4" = 1'-0" B



VMI architecture
Design · Planning · Interiors
637 5th Avenue San Rafael, CA 94901
415-451-2500 415-451-2595 fax
www.vmarch.com

VMI JOB NUMBER
25027



RECORD DATES
DD SUBMITTAL
BLDG. SUBMITTAL
BID SET
CONTRACT SET

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CLIENT
JAS PROPERTIES
1199 N. STATE STREET
UKIAH, CA 95482
ANDREW HENNAN
(530) 529-0038

PROJECT
TACO BELL REMODEL
1301 W. WOOD STREET
WILLOWS, CA 95988
APN: 017-330-020-000



COLOR
EXTERIOR
ELEVATION
A4.3

EXTERIOR FINISH SCHEDULE

Attachment 3

SYMBOL	AREA	MANUFACTURER	COLOR
1	EXTERIOR WALLS	SHERWIN WILLIAMS	PAINT SW7043 WORLDLY GREY
2	EXTERIOR WALLS / TRIM BAND	SHERWIN WILLIAMS	PAINT SW9180 AGED WHITE
3	EXTERIOR WALLS	SHERWIN WILLIAMS	PAINT SW7033 BRAINSTORM BRONZE
4	METAL CANOPIES / TRELLIS	SHERWIN WILLIAMS	DRYLAC POWDER COATINGS SW7033 BRAINSTORM BRONZE
5	PARAPET CAP / ACCENT BAND	SHERWIN WILLIAMS	PAINT SW7055 ENDURING BRONZE
6	ACCENT BAND	SHERWIN WILLIAMS	PAINT SW7033 BRAINSTORM BRONZE
7	STONE	EXISTING	POWER WASH
8	ACCENT COLOR	SHERWIN WILLIAMS	PAINT TB2603C SW PURPLE
9	ELEC. METER ENCLOSURES	SHERWIN WILLIAMS	PAINT SW7043 WORLDLY GREY
10	SERVICE DOOR	SHERWIN WILLIAMS	PAINT SW9180 AGED WHITE



Date: October 7, 2025
To: Planning Commission
From: Joe Bettencourt, Community Development & Service Director
Subject: Wayfinding Sign Design Review and Approval

Recommendation:

Review and approve, with or without modifications, the proposed wayfinding signs general design.

Rationale for Recommendation:

The mockups present a cohesive family of wayfinding signs that improve legibility, create a consistent “Welcome to Willows” identity, and direct visitors to civic destinations and the downtown. The design is ready for final Planning Commission input on content, layout and design.

Background:

At the July 8th City Council meeting, the Council authorized staff to purchase wayfinding signs and requested Planning Commission input on design options. At the September 2nd Planning Commission meeting, staff presented initial mockups, which were subsequently refined by a designated working group. The group consisted of Vice Chair Corum, Commissioner Nygard, Councilmember Pride in her role as Planning Commission Liaison, Downtown business owner Holly Myers, and Chamber of Commerce Office Manager Colleen Carter-Watkins. Staff extends their sincere appreciation to this team for the time and dedication they devoted to developing a clear, attractive, and functional design that supports community wayfinding and the overall improvement of Willows.

The proposed signs feature a black field, white lettering, and a gold accent arc beneath the “Welcome to Willows” header, with clear directional arrows and destination lists. The design emphasizes high contrast for readability and consistent branding across locations. Final fabricated signs may vary slightly from the mockups to address production best practices and field conditions, for example rounded corners, arrow dimensions, and similar minor adjustments. Three representative mockups accompany this report, including a multi-destination panel for corridor locations, a simplified directional panel for high-speed approaches, and a museum-specific panel with a heritage subtitle. Attachment 1 shows the Lassen St. at Sycamore St. concept, Attachment 2 shows the Wood St. at Lassen St. concept, and Attachment 3 shows the museum concept that will be placed at Butte St. and Lassen St. directing motorists toward Walnut St.

Discussion & Analysis:

Installation is proposed at key decision points within the city street network. Two signs will be placed at Wood St. and Lassen St., one sign at Butte St. and Wood St., one sign at Lassen St. and Sycamore St., two signs at Tehama St. and Sycamore St., and a sign at Lassen St. and Butte St. for the museum.

If there is funding available after the purchase of the above-mentioned signs, staff will examine the purchase of a classic antique style black signpost (e.g. Attachment 4), replacing the “Welcome to Willows” parking signs to match new the wayfinding signs (Attachment 5) or purchasing additional wayfinding signs to place near freeway off-ramps and/or SR 162 westbound coming into Willows.

Consistency with Council Priorities and Goals:

This action aligns with the Council’s priority #2 Economic Development.

Fiscal Impact:

Funding for fabrication and installation is within previously authorized non-general fund appropriations.

Attachments:

- Attachment 1: Wayfinding mockup, Lassen St. at Sycamore St.
- Attachment 2: Wayfinding mockup, Wood St. at Lassen St.
- Attachment 3: Wayfinding mockup, Museum panel for Butte St. at Lassen St.
- Attachment 4: Classic Antique Signposts
- Attachment 5: Welcome To Willows Parking Signs and New Mockup.



Welcome To
WILLOWS

PARKS



VETERANS HALL

COURTHOUSE

SHOPPING



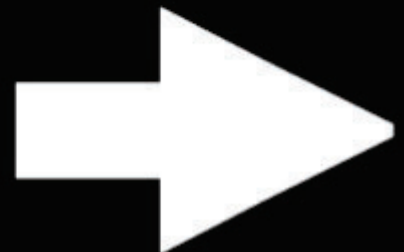
& DINING

Lassen @ Sycamore



Welcome To
WILLOWS

**CIVIC CENTER
LIBRARY
MUSEUM
COURTHOUSE
VETERANS HALL
DOWNTOWN**



Attachment 3



Welcome to
WILLOWS



MUSEUM

CARNEGIE LIBRARY - 1812

