



Willows Planning Commission Meeting

September 2, 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
Delainie 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/89252496214>

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 Councilmembers 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 minutes of the August 5, 2025 Planning Commission Meeting.

Contact: Karleen Price, City Clerk, kprice@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. **Rezone (File# RZ-25-01) & General Plan Amendment (File# GPA-25-01) / 103 S Plumas Street**

Recommended Action: Receive the staff report and attachments, discuss the item, and consider adopting a resolution (Attachment 1) recommending City Council approval of an ordinance (Attachment 2) to amend the zoning for 103 South Plumas Street from Central Commercial (CC)

to Multiple Residence – Professional Office (RP), and approve a General Plan Amendment to change the land use designation from General Commercial (GC) to Office Professional (OP).
Contact: planning@cityofwillows.org

b. Wayfinding Sign Design Review

Recommended Action: Provide direction on the preferred wayfinding sign style and related design elements based on the attached mockups (Attachment 1).

Contact: planning@cityofwillows.org

7. COMMENTS & REPORTS

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

8. ADJOURNMENT

This agenda was posted on August 29, 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 August 5, 2025

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

1. CALL TO ORDER– 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Commissioners Present: Chair Brott, Vice Chair Corum, Commissioners Ocampo and Nygard

Commissioners Absent: Commissioner Valencia

4. CHANGES TO THE AGENDA

Action: Motion to move Sparks by Hilton Hotel Agenda Item #6c to be heard first as Item #6a.

Moved/Seconded: Commissioner Nygard/Vice Chair Corum

Yes: Chair Brott, Vice Chair Corum, Commissioners Ocampo and Nygard

No: None

Absent: Commissioner Valencia

Abstain: None

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Minutes Approval

Action: Approved the minutes of the July 1, 2025, Planning Commission Meeting.

Moved/Seconded: Commissioner Nygard/Commissioner Ocampo

Yes: Chair Brott, Vice Chair Corum, Commissioners Ocampo and Nygard

No: None

Absent: Commissioner Valencia

Abstain: None

6. PUBLIC HEARING

- a. Sparks by Hilton Hotel / Design Review (File# DR-25-03) and Conditional Use Permit (File# CUP-25-03) / 457 N. Humboldt Avenue

Hearing Open 6:16PM, Closed 6:16PM

No public comments.

Action: Motion to approve the item as presented.

Moved/Seconded: Vice Chair Corum/Commissioner Nygard

Yes: Chair Brott, Vice Chair Corum, Commissioners Ocampo and Nygard

No: None

Absent: Commissioner Valencia

Abstain: None

b. Cali Love LLC/Conditional Use Permit (File# CUP-25-01)/157 N. Butte St

Hearing Open 6:23PM, Closed 6:25PM

Public Comment #1: Steven Sutton on behalf of Cali Love LLC.

Hearing Reopened 6:28PM, Closed 6:30

Public Comment #2: Reverend Linda Robert, Santa Rosa 1st Church of God

Action: Motion to approve Cali Love LLC/Conditional Use Permit.

Moved/Seconded: Commissioner Ocampo/Vice Chair Corum

Roll Call Vote:

Yes: Vice Chair Corum, Commissioners Ocampo and Nygard

No: Chair Brott

Absent: Commissioner Valencia

Abstain: None

Motion Passes 3-1

c. WWCRS, Inc./Conditional Use Permit (File# CUP 25-02)/130 N. Butte St

Hearing Open 7:56PM, Closed 8:15PM

Public Comment #1: Reverend Linda Robert, Santa Rosa 1st Church of God

Public Comment #2: Joshua Owens, Resident of Willows

Public Comment #3: Doug Ross, Resident of Willows

Public Comment #4: Shirley Bennigfield, Resident of Willows

Action: Motion for a Resolution of the Planning Commission granting Conditional Use Permit approval of a new Retail / Dispensary Cannabis Business License (Cup 25-02) to WWCRS, Inc. for the property located at 130 N Butte Street, Assessors Parcel Number 003-044-005 within the Central Commercial Zone.

Moved/Seconded: Vice Chair Corum/Commissioner Ocampo

Roll Call Vote:

Yes: Vice Chair Corum, Commissioner Ocampo

No: Chair Brott, Commissioner Nygard

Absent: Commissioner Valencia

Abstain: None

Motion Fails 2-2

7. COMMENTS & REPORTS

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

7. ADJOURNMENT – 8:25 PM

Karleen Price, City Clerk



DISCUSSION & ACTION CALENDAR



Date: September 2, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development & Services Director

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

Recommendation:

Receive the staff report and attachments, discuss the item, and consider adopting a resolution (Attachment 1) recommending City Council approval of an ordinance (Attachment 2) to amend the zoning for 103 South Plumas Street from Central Commercial (CC) to Multiple Residence – Professional Office (RP), and approve a General Plan Amendment to change the land use designation from General Commercial (GC) to Office Professional (OP).

Rationale for Recommendation:

This matter is before the Planning Commission pursuant to City of Willows Municipal Code (WMC) Chapters 18.20, 18.45 and 18.55.

Background:

The project site, located at 103 S Plumas Street (Assessor Parcel Number 002-113-001), consists of 0.43 acres and is currently developed with a structure originally constructed in 1920 as a single-family residence, along with a detached two-car garage. The site is zoned Central Commercial (CC) and has a General Plan land use designation of General Commercial (GC).

The property is presently used as an office for the owner's law firm. However, the owner wishes to additionally use the building as their residence. A kitchen exists on the first floor, as documented in Attachment 3. Under the current zoning ordinance [Chapter 18.55.020\(18\)](#), residential uses are only permitted on the second story when the first story contains nonresidential uses. To comply, the property owner would be required to construct a second-floor kitchen, which they have stated would be financially infeasible.

Discussion & Analysis:

The project site is located at the southwest corner of Plumas Street and Sycamore Street. Surrounding zoning and development are summarized below:

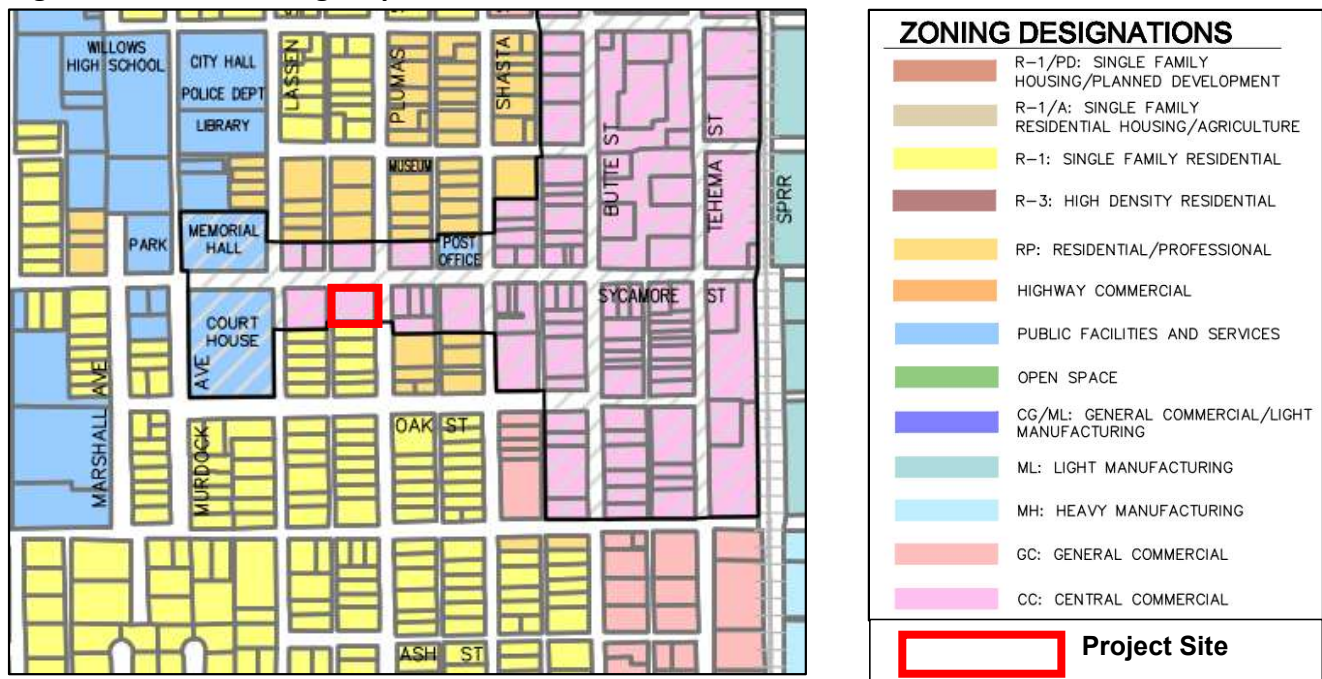
Direction	Zoning	Use
North	Central Commercial	Undeveloped
South	Single Family Residential	Single family residence

East	Central Commercial	Henry's Trading Post
West	Central Commercial	State Farm office

No construction is proposed as part of this project. As shown in Attachment 3, the existing structure retains the appearance of a single-family residence, and approval of the rezone would not alter the character or development pattern of the neighborhood.

As illustrated in Figure 1, several surrounding parcels are already zoned RP, including the property to the southeast along Plumas Street and properties north of Sycamore Street. The rezoning would therefore be consistent with the established land use pattern.

Figure 1: Current Zoning Map



The proposed Multiple Residence – Professional Office (RP) zoning district would allow the property owner to both reside on the property and maintain a professional office (e.g. law office). This district is similar to the Central Commercial (CC) zoning district, which allows for a range of commercial uses, but the RP district also permits residential uses on the first floor.

Table 1 provides a comparison of permitted uses in the CC and RP districts pursuant to the Willows Municipal Code.

Table 1: Permitted uses in the CC and RP Districts

Central Commercial (CC)	Multiple Residence – Professional Office (RP)
(1) Banks, business offices, food, hardware, variety, department, drug, jewelry, clothing stores, and general retail establishments.	(1) Uses permitted in the R-3 district as set forth in WMC 18.40.020 .

<p>(2) Music and dance studios.</p> <p>(3) Blueprint shops and photographic stores.</p> <p>(4) Cafes, restaurants, and catering shops.</p> <p>(5) Art and antique shops, pawnshops, and florists.</p> <p>(6) Newspapers and commercial printing shops, and repair shops.</p> <p>(7) Laundries.</p> <p>(8) Barber shops and beauty parlors.</p> <p>(9) Libraries.</p> <p>(10) Movie theaters.</p> <p>(11) Museums and galleries.</p> <p>(12) Bakeries, including only retail sales on the premises and baking to supply not more than three retail outlets.</p> <p>(13) Outdoor advertising signs and structures pertaining to the use or operation on the site and not exceeding one and one-half square feet of sign per linear foot of site frontage.</p> <p>(14) Professional offices, studios, and clinics.</p> <p>(15) Public utility offices, substations, communications equipment buildings and related structures and uses unless a conditional use permit is required for such uses by other provisions of this title.</p> <p>(16) Incidental storage when contained within an enclosed building and when it is clearly incidental to and integral to the operation of the primary business.</p> <p>(17) Other uses which, in the opinion of the planning commission, are similar to those uses listed above.</p> <p>(18) Residences, boardinghouses, transitional and supportive housing, and group dwellings; provided, that residential units and quarters occupy only the second story or higher of structures whose first stories contain nonresidential uses, either permitted or permitted by conditional use permits in the CC district, except as authorized under WMC 18.110.090(8)</p>	<p>(2) Offices occupied by accountants, architects, dentists, physicians, engineers, attorneys, counselors, drugless practitioners, electrologists, geologists, optometrists, and psychologists.</p> <p>(3) Transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14.</p> <hr/> <p><i>Uses permitted in the R-3 District:</i></p> <p>(1) One- or two-family dwellings, manufactured homes, including private garages, accessory buildings and uses.</p> <p>(2) Agriculture, horticulture, gardening, and keeping of animals as permitted by city ordinance but not including stands or structures for the sale of agricultural or nursery products.</p> <p>(3) Underground utility installations and aboveground utility installations for local service except that substations, generating plants, public utility communication buildings, and gas holders must be approved by the planning commission prior to construction. The route of any proposed transmission line shall be discussed with the planning commission prior to acquisition.</p> <p>(4) Rooming and boarding of not more than two persons.</p> <p>(5) Family day care homes serving 12 or fewer children exclusive of children who reside at the home.</p> <p>(6) Residential care facilities in accordance with Health and Safety Code Sections 1267.8, 1566.3, and 1568.08 (serving six or fewer persons).</p> <p>(7) Transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14.</p>
---	--

Environmental Review:

The project is categorically exempt from the preparation of environmental documentation under the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15303 (Class 3) as no new construction is proposed.

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.

The project is also consistent with Priority #2: Economic Development by supporting a professional office use and maintaining an active property within the city, the project contributes to the local economy and business environment.

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: Resolution XX-2025
- Attachments 2: DRAFT City Council Ordinance
- Attachments 3: Photographs of Project Site



**City of Willows
Resolution XXX-2025**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE THAT WOULD AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.

WHEREAS, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

WHEREAS, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

WHEREAS, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

WHEREAS, the Planning Commission did, on September 2, 2025, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

WHEREAS, the Planning Commission finds the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the Municipal Code and the goals and policies of the General Plan; and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows recommends that the City Council [adopt/modify/reject] the proposed ordinance titled: AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.

PASSED AND ADOPTED by the Planning Commission of the City of Willows this 2nd day of September 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Sherry Brott, Chair

Karleen Price, City Clerk



City of Willows
Ordinance XXX-2025

AN ORDINANCE OF THE WILLOWS CITY COUNCIL GRANTING THE REZONE TO AMEND THE ZONING FROM CENTRAL COMMERCIAL (CC) TO MULTIPLE RESIDENCE-PROFESSIONAL OFFICE (RP) AND A GENERAL PLAN AMENDMENT TO AMEND THE LAND USE DESIGNATION FROM GENERAL COMMERCIAL (GC) TO OFFICE OF PROFESSIONAL (OP) FOR THE PROPERTY LOCATED AT 103 SOUTH PLUMAS STREET, ASSESSOR'S PARCEL NUMBER 002-113-001.

WHEREAS, the applicant and property owner, Jane E. Stansell, has submitted an application for a Rezone to amend the zoning from Central Commercial (CC) to Multiple Residence-Professional Office (RP) and a General Plan Amendment to amend the land use designation from General Commercial (GC) to Office and Professional (OP); and

WHEREAS, the project site is developed with a structure originally constructed in 1920 as a single family residence. No construction will be conducted as part of this rezone and general plan amendment; and

WHEREAS, the City of Willows Municipal Code Section Chapters 18.20.030 and 18.20.040 allows the Planning Commission to hold a public hearing and following the aforesaid hearing, submit a report of its findings and a summary of the hearing, together with its recommendation with respect to the proposed amendment to the City Council; and

WHEREAS, the Planning Commission did, on September 2, 2025, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and

WHEREAS, the Planning Commission provided a recommendation to the City Council to approve the proposed Rezone and General Plan Amendment as the proposed project qualifies as a Categorical Exemption under Section 15303 (Class 3) pursuant to the California Environmental Quality Act (CEQA) and consistent with the goals and policies of the General Plan; and

WHEREAS, the City Council has reviewed the recommendations of the Planning Commission following a public hearing held on <DATE OF HEARING>; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby find that the Rezone and General Plan Amendment is consistent with the City of Willows Municipal Code and General Plan, hereby approves Rezone # RZ-25-01 and General Plan Amendment # GPA-25-01, subject to the attached conditions of approval.

PASSED AND ADOPTED by the City Council of the City of Willows this XX day of XXX 202X, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Evan Hutson, Mayor

Karleen Price, City Clerk

DRAFT

Site Photos

East Elevation¹



North eastern Elevation

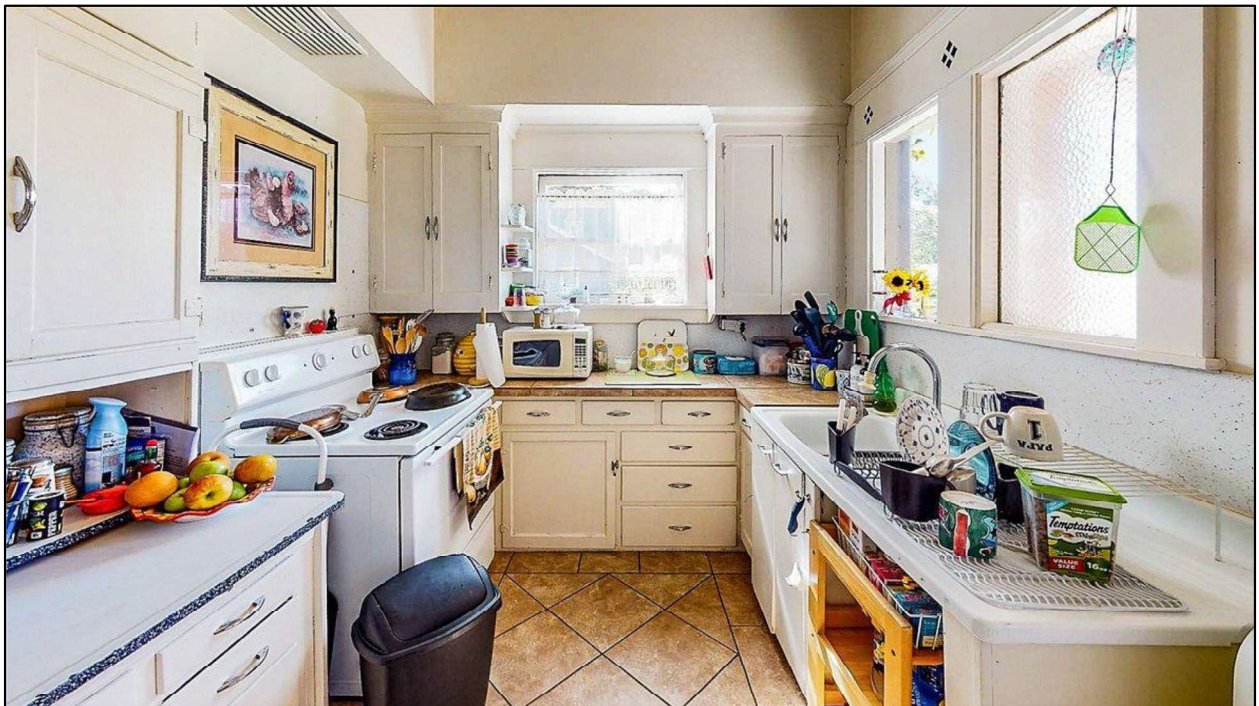


¹ Source: Zillow, referenced August 8, 2025: https://www.zillow.com/homedetails/103-S-Plumas-St-Willows-CA-95988/2077441777_zpid/

South Elevation



Full service kitchen on first floor





Date: September 2, 2025

To: Planning Commission

From: Joe Bettencourt, Community Development & Services Director

Subject: Wayfinding Sign Design Review

Recommendation:

Provide direction on the preferred wayfinding sign style and related design elements based on the attached mockups (Attachment 1).

Rationale for Recommendation:

A consistent, legible wayfinding system will help visitors and residents identify civic destinations and downtown amenities while improving the City's overall image and readability. Updating the current signs (Attachment 2) in a unified style will replace the mix of aging, faded, and mismatched signs currently installed and will better support navigation and local commerce.

Background:

In late 2023, former Councilmember Sprague inquired about the \$4,729.64 in remaining Greater Willows Improvement League (GWIL) funds and requested the matter be re-agendized for Council discussion. At the February 13, 2024, City Council meeting, Councilmember Sprague submitted written correspondence and remarks on the topic. The item was continued to the March 12, 2024, meeting, at which time the Council authorized him to continue discussions with relevant stakeholders and return with a report and recommendations. However, Councilmember Sprague resigned before presenting his findings.

In August 2024, the City received a \$5,000 charitable contribution from PG&E to support the purchase and installation of wayfinding signs. At the July 8, 2025, City Council meeting, the Council granted spending authority to purchase wayfinding signs using GWIL funds and the PG&E grant. Staff also stated they would bring designs to the Planning Commission for input.

Discussion & Analysis:

Current wayfinding signs exist at four locations on Wood Street east and west of Lassen Street; two on Tehama Street north and south of Sycamore Street; and two on Butte Street south of Wood Street (one funded by GWIL), as well as a museum directional sign at Lassen and Oak Streets (Attachment 2).

Staff requests input on:

1. Destination hierarchy/wording
2. Colors
3. Shape
4. Design options

Additional wayfinding signs could also be placed near I-5 off-ramps as funding allows (Attachment 3). Staff will also explore decorative poles at all or some locations, subject to available funding.

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

No General Fund impact. The PG&E Grant and GWIL funds will be used in an amount not to exceed \$9,729.

Attachments:

- Attachment 1: Styles/Colors for New Wayfinding Signs
- Attachment 2: Current Wayfinding Signs
- Attachment 3: Current/Potential New Locations



**CITY OF
WILLOWS**

LIBRARY →

CIVIC CENTER →

DOWNTOWN →

MUSEUM



**CITY OF
WILLOWS**

LIBRARY →

**CIVIC →
CENTER**

DOWNTOWN →

MUSEUM →



**CITY OF
WILLOWS**

LIBRARY →

**CIVIC
CENTER →**

DOWNTOWN →

MUSEUM →

CITY OF WILLOWS

LIBRARY →

CIVIC CENTER →

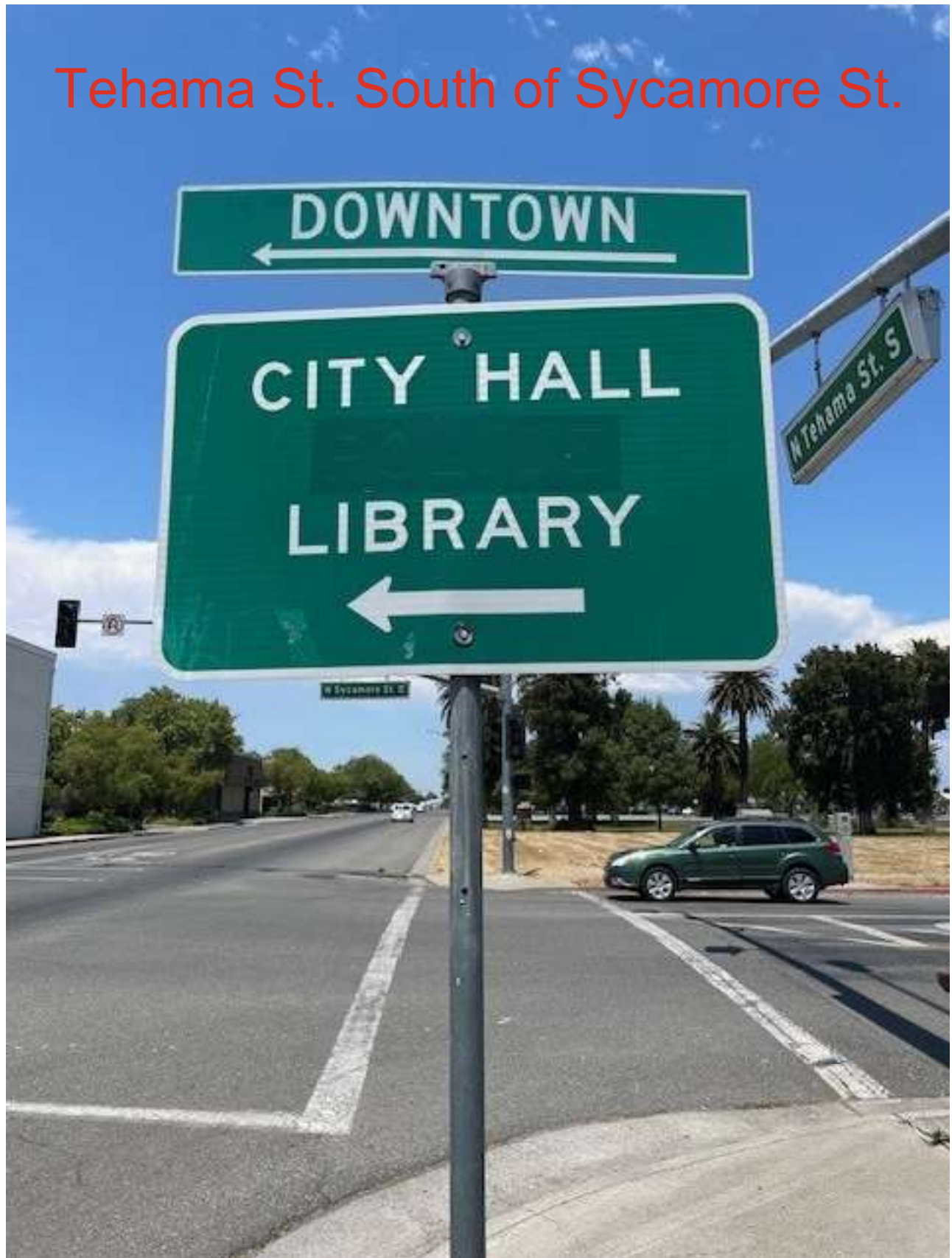
DOWNTOWN →

MUSEUM →

Wood St. West of Lassen St.



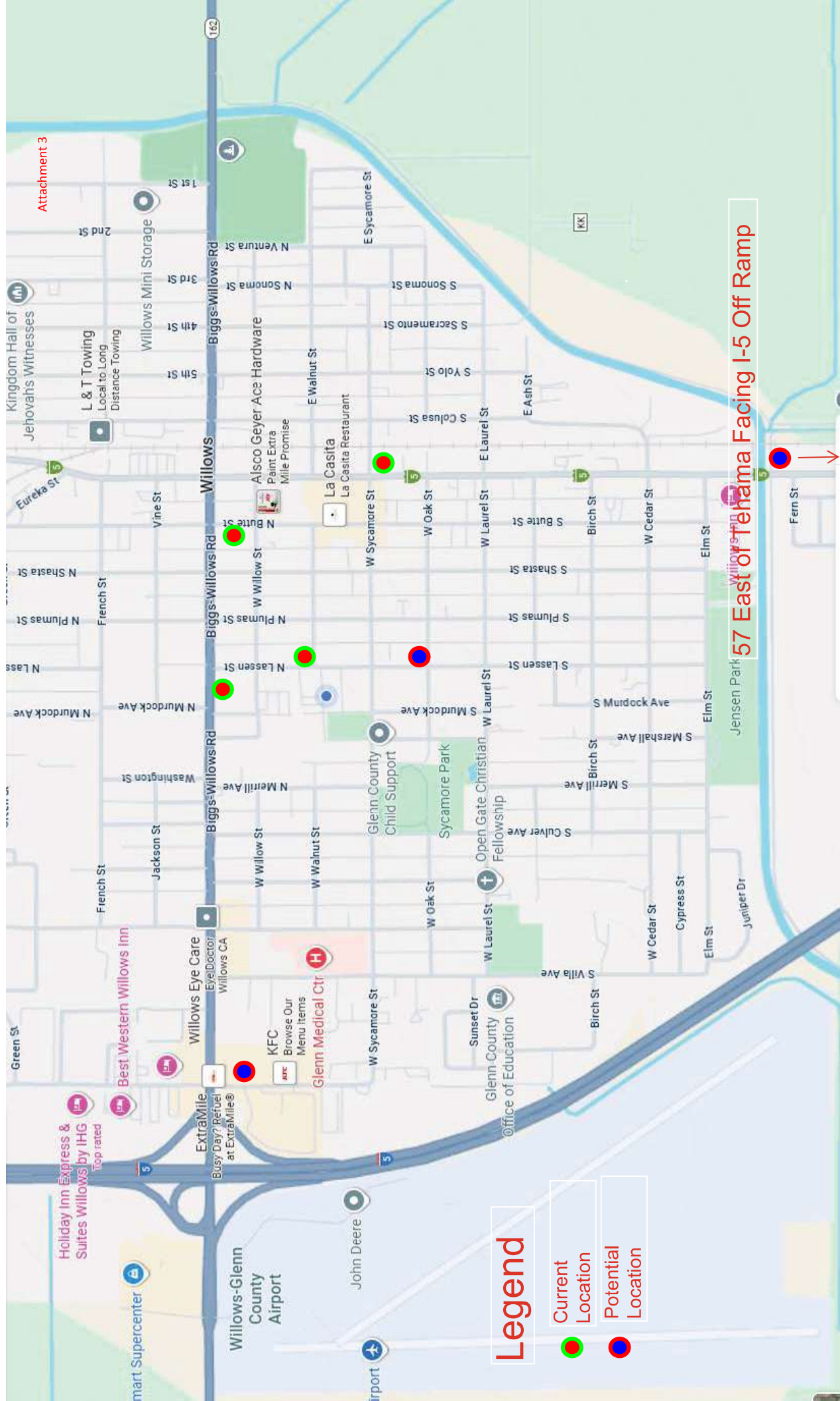
Tehama St. South of Sycamore St.



Butte St. South of Wood St.







Attachment 3



COMMENTS AND REPORTS