



Willows Planning Commission Special Meeting

January 21, 2026
Willows City Hall
6:00 PM

Planning Commission

Keith Corum, Commissioner
Robyn Nygard, Commissioner
Michael McNeil, Commissioner
Sherry Brott, 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/83928229859>

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.

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. **Elect Chair and Vice Chair**

Recommended Action: Accept nominations and elect a Chair and Vice Chair to preside over the Planning Commission for the 2026 calendar year.

Contact: planning@cityofwillows.org

- b. **Wayfinding Sign Design Final Approval**

Recommended Action: Review and approve, with or without modifications, the “Welcome to Willows” wayfinding sign design prepared by SignCo (Attachment 1).

Contact: planning@cityofwillows.org

7. COMMENTS & REPORTS

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

8. ADJOURNMENT

This agenda was posted on January 16, 2026.

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



DISCUSSION & ACTION CALENDAR



Date: January 21, 2026
To: Planning Commission
From: Karleen Price, City Clerk
Subject: Election of Chair and Vice Chair

Recommendation:

Accept nominations and elect a Chair and Vice Chair to preside over the Planning Commission for the 2026 calendar year.

Rationale for Recommendation:

The Chair presides over Planning Commission meetings, ensuring that rules and regulations are followed. The Vice Chair serves as a backup, ensuring the Commission functions efficiently in the Chair's absence.

Background:

Per Willows Municipal Code 2.35.020, elections are to be held on the first Planning Commission meeting after January 1st to nominate and elect a Chair and Vice Chair to serve a one-year term.

Discussion & Analysis:

The Planning Commission has the option to either nominate and elect members to serve as Chair and Vice Chair or reappoint the current Chair and Vice Chair for the upcoming year.

Fiscal Impact:

There is no fiscal impact.



Date: January 21, 2026

To: Planning Commission

From: Joe Bettencourt, Community Development & Service Director

Subject: Wayfinding Sign Design Review

Recommendation:

Review and approve, with or without modifications, the “Welcome to Willows” wayfinding sign design prepared by SignCo (Attachment 1).

Rationale for Recommendation:

Approving the final “Welcome to Willows” wayfinding sign design will allow staff to proceed with purchasing and installing coordinated signs at key entry and decision points, improving navigation and reinforcing the City’s identity.

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.

At the October 2nd Planning Commission meeting, the Commission directed staff to refine the originally presented design (Attachment 3) into a final layout and return it to the Commission for approval. Based on that direction, staff worked with SignCo to incorporate Commission and working group comments, resulting in the design attached to this report.

At the December 2nd Planning Commission meeting, the Commission directed staff to work with the sign vendor to make several refinements to the proposed wayfinding sign mockups. Following further discussion with the Planning Commission, staff requested a series of design adjustments to enhance overall visual balance and consistency. These requested changes included reducing the size of the “Welcome to Willows” text so it aligns more closely with the adjacent tree graphic, modifying the tree design to feature a straight trunk while retaining the leaf elements, and preparing additional mockups that incorporate both the vendor’s proposed swoop design and the original swoop concept provided by

the Commission. These revisions were requested to ensure the final design best reflects the community's vision and aesthetic goals for the wayfinding program.

Discussion & Analysis:

Installation is proposed at key decision points within the city street network to guide visitors to parks, civic facilities, the historic downtown, and the museum. Staff will be purchasing wayfinding signs for the following locations:

Two signs at Wood St. and Lassen St.

Two signs at Tehama St. and Sycamore St.

One sign at Butte St. and Wood St.

One (new) sign at Lassen St. and Sycamore St.

Consistency with Council Priorities and Goals:

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

Fiscal Impact:

The not to exceed amount for wayfinding signs was established at \$9,729. The cost of the wayfinding signs is estimated at \$2,500 and the purchase of six poles (we will use regular street sign poles for the museum signs) is estimated at \$3,500. This leaves approximately \$3,729 remaining for additional signage.

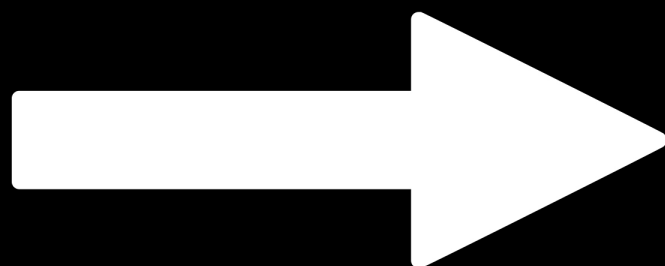
Attachments:

- Attachment 1: New Wayfinding mockup, Lassen St. at Sycamore St.
- Attachment 2: Original Committee Design



Welcome To
WILLOWS

PARKS

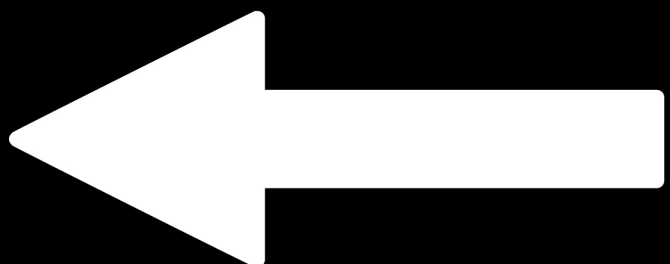


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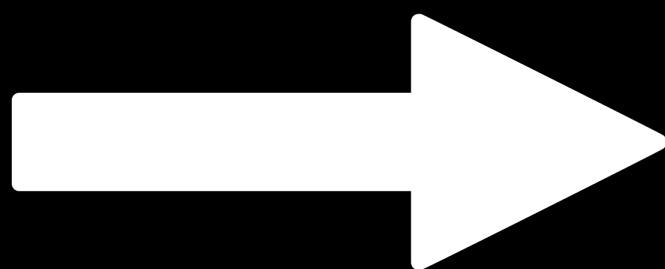
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Welcome To
WILLOWS

PARKS

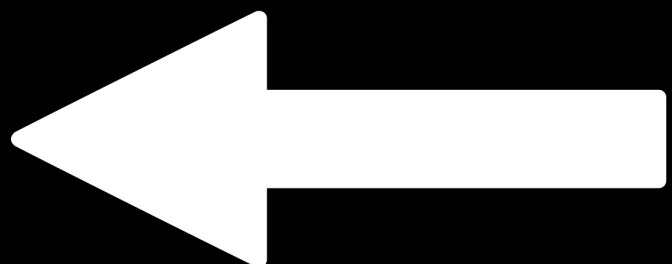


VETERANS HALL

COURTHOUSE

SHOPPING

& DINING





Welcome To
WILLOWS

PARKS



**VETERANS HALL
COURTHOUSE**

SHOPPING



& DINING



COMMENTS AND REPORTS