



# Willows Planning Commission Meeting

Planning Commission

Keith Corum, Chair  
Michael McNeil, Vice Chair  
Robyn Nygard, Commissioner  
Sherry Brott, Commissioner  
Vacant, Commissioner

City Planner  
Delanie Garlick

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

City Clerk  
Karleen Price

## Agenda

Watch online via Zoom: <https://us06web.zoom.us/j/85258692220>

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](mailto: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 December 2, 2025, Planning Commission meeting.

Contact: Karleen Price, City Clerk, [kprice@cityofwillows.org](mailto:kprice@cityofwillows.org)

- 6. PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be 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. If you have any documentation that you would like distributed to the Commission, please give it to the City Clerk for distribution.

a. **Central Valley Automotors / Conditional Use Permit (File# CUP 25-05) / 201 S. Tehama St.**  
Recommended Action: Receive the Staff Report, attachments, discuss, and upon conclusion, consider approving the request to operate a used car dealership within an existing building located in Suite C of 201 S. Tehama Street.  
Contact: [planning@cityofwillows.org](mailto:planning@cityofwillows.org)

## 7. COMMENTS & REPORTS

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

## 8. ADJOURNMENT

**This agenda was posted on January 30, 2026.**

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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](http://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*



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# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**



# Willows Planning Commission

## Action Meeting Minutes

### December 2, 2025

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

#### 1. CALL TO ORDER– 6:00 PM

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL

Commissioners Present: Vice Chair Corum, Commissioner McNeil, Commissioner Ocampo  
Commissioners Absent: Chair Brott, Commissioner Nygard

#### 4. CHANGES TO THE AGENDA

#### 5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

##### a. Minutes Approval

**Motion to approve the amended minutes of July 17, 2024, and the minutes of October 7, 2025, Planning Commission Meeting.**

Moved/Seconded: Commissioner McNeil, Commissioner Ocampo

Yes: Vice Chair Corum, Commissioner McNeil, Commissioner Ocampo

No: None

Absent: Chair Brott, Commissioner Nygard

Abstain: None

#### 6. PUBLIC HEARING

##### a. Willows Travel Plaza / Design Review (File#25-05) and Lot Merger (File#25-01) / 1481 S. Tehama Street

**Hearing Open 6:08PM, Closed 6:23PM**

No public comments.

**Motion to approve the Design Review (File#25-05) and Lot Merger (File#25-01) and adopt Resolution 14-2025.**

**Moved/Seconded:** Commissioner Ocampo, Commissioner McNeil

**Yes:** Vice Chair Corum, Commissioner McNeil, Commissioner Ocampo

**No:** None

**Absent:** Chair Brott, Commissioner Nygard

**Abstain:** None

## 7. DISCUSSION & ACTION CALENDAR

### a. Wayfinding Sign Design Review

Action: Directed staff to revise the mockups by blending the tree styles shown in Attachment 1 and Attachment 2, and to reintroduce the sign mockups featuring the two different gold stripe treatments for final review and approval by the Planning Commission.

## 8. COMMENTS & REPORTS

### a. Commission Comments & Reports

Vice Chair Corum inquired of the status of the manufactured home on Lassen St and was provided an update by staff.

### b. Staff Comments & Reports

Community Development & Services Director Joe Bettencourt welcomed Commissioner McNeil to the Planning Commission.

Bettencourt announced the upcoming scheduled vacancies on the Planning Commission, with terms expiring December 31, 2025, and invited current commissioners and members of the public to apply.

Bettencourt also announced the Title 18 Zoning of the Municipal Code Public Workshop, to be held at the Ark Center, 222 N. Butte Street, on December 4, 2025, at 5:30 p.m.

Additionally, Bettencourt announced the Ribbon Cutting Ceremony at the Sycamore Street Lift Station, scheduled for December 4, 2025, at 11:30 a.m.

## 7. ADJOURNMENT – 6:54 PM

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Karleen Price, City Clerk



# PUBLIC HEARING



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Date: February 3, 2026

To: Planning Commission

From: Joe Bettencourt, Community Development & Service Director  
Amy Rossig, City Planner

Subject: Central Valley Automotors / Conditional Use Permit (File# CUP 25-05) / 201 S. Tehama St.

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**Recommendation:**

Receive the Staff Report, attachments, discuss, and upon conclusion, consider approving the request to operate a used car dealership within an existing building located in Suite C of 201 S. Tehama Street.

**Rationale for Recommendation:**

This matter is before the Planning Commission pursuant to City of Willows Municipal Code (WMC) Chapter 18.55.030(10) and 18.135.

**Background:**

The project site is located at 201 S. Tehama Street. The applicant is proposing a business operation with the hours of Monday – Friday from 9:00 a.m. – 5:30 p.m. and Saturday from 10:30 a.m. to 3:30 p.m. and closed on Sundays. Customer entrance to the business would be on Oak Street, with customer parking on Oak Street. All vehicles offered for sale would be stored and displayed inside of the existing building / garage. No vehicle repair or mechanical work will occur on site. No additional construction is proposed in order to operate the business.

**Discussion & Analysis:**

The Site is zoned Central Commercial. The intent of this zoning district is to establish a central business district with a concentration of retail sales and service uses. The zone allows for commercial uses, and new and used automobile sales, automotive rental establishments, and automotive repair, provided that these uses are along properties fronting on Tehama Street, are permitted with approval of a conditional use permit per WMC Chapter 18.55.030(10). The project site fronts Tehama Street with customer entrance being located on Oak Street.

**Parking**

City of Willows Municipal Code Chapter 10.50.160 prohibits vehicles for sale parked along the street. As noted in the background, all vehicles for sale will be stored and displayed inside of the existing building / garage. All customer parking would be located on Oak Street. Pursuant to WMC Chapters 18.55.060

and 18.120.060, customer parking is allowed on Oak Street and Tehama Street with no additional parking requirements as the project site is located in the downtown central commercial district.

**Nuisances**

The applicant has stated that no vehicle repair or mechanical work will occur on site. As a result, potential nuisances related to noise, vibration, or fumes associated with such activities would be avoided.

**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. As it is a new development within the City, it has the potential to contribute to economic growth. By creating jobs and attracting new businesses, the project can play a significant role in contributing to the local economy.

**Fiscal Impact:**

There is no cost to the City associated with this application as the project has a Cost Recovery Agreement and deposit on file.

**Attachments:**

- Attachment 1: Resolution XX-2026
- Attachment 2: Conditions of Approval
- Attachment 3: Project Site Photos
- Attachment 4: Site Plan
- Attachment 5: Signage Plan



**City of Willows  
Resolution XX-2026**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING THE  
CONDITIONAL USE PERMIT APPROVAL TO MOHAMMAD FARHAN MUNAWAR, ON BEHALF OF THE  
PROPERTY OWNER DANIEL MURTHA, FOR THE PROPERTY LOCATED AT 201 S. TEHAMA STREET, SUITE  
C, ASSESSOR'S PARCEL NUMBER 003-061-006 WITHIN THE CENTRAL COMMERCIAL ZONE**

**WHEREAS**, the applicant, Mohammad Farhan Munawar, on behalf of the property owner Daniel Murtha, has submitted an application for a Conditional Use Permit approval to operate a used car dealership within an existing building; and

**WHEREAS**, City of Willows Municipal Code Chapter 18.55.030(10) requires approval of a Conditional Use Permit for new and used automobile sales, automotive retail establishments, and automotive repair; and

**WHEREAS**, notice of the Planning Commission meeting held on February 3, 2026, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and

**WHEREAS**, the Planning Commission did, on February 3, 2026 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 does find that the proposed project qualifies as a Categorical Exemption under Section 15301 (Class 1) pursuant to the California Environmental Quality Act (CEQA); and

**WHEREAS**, pursuant to Chapter 18.135.050 of the Zoning Ordinance, the following findings are made:

- 1) That the use is consistent with the purposes of the district in which the site is located.
- 2) That the proposed location of the use and the conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare or materially injurious to properties or improvements in the vicinity.
- 3) That the proposed use is in conformance with the General Plan.

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the Conditional Use Permit to operate a used car dealership is consistent with the City of Willows Municipal Code and General Plan, and findings incorporated, and hereby approves Conditional Use Permit File #25-05, subject to the attached conditions of approval.

**PASSED AND ADOPTED** by the Planning Commission of the City of Willows this 3<sup>rd</sup> day of February 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Keith Corum, Chair

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Karleen Price, City Clerk

**Conditions of Approval  
Conditional Use Permit (CUP-25-05)  
For Central Valley Automotors  
201 S. Tehama Street /APN: 003-061-006  
Planning Commission Approval Date: February 3, 2026**

**GENERAL**

1. That the applicant/developer shall enter into a *Pass-Through* Agreement with the City of Willows to pay the cost of all planning review, plan checking and field inspection of this project.
2. If the use is not made on the project subject to the permit within one (1) year after the date of granting the permit, then without further action, the permit shall be null and void, and such use shall not be made of the property except upon the granting of a new permit.
3. All plans for additional uses, which are not covered by this review, shall be submitted to the City Manager and Planning Commission for review and approval prior to use.
4. All building mounted and site lighting shall be shielded lights, down lights, and or full cut off lights so that the bulb is not visible from off-site and light does not create glare or hazard onto adjoining properties/streets. Cut sheets shall be submitted with building plans. All lighting must meet the City Standards.
5. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.
6. Changes in hours, days, or operating procedures must be reported to the Community Development Department.
7. All vehicles offered for sale shall be stored and displayed within the existing building / garage. No vehicles for sale shall be parked on the street in accordance with City of Willows Municipal Code Chapter 10.50.160.

**BUILDING DEPARTMENT**

8. If you intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy of the building or structure or to erect, install, alter, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by code, or to cause any such work to be done, you shall first make application for a building permit and obtain the required permit for the development.
9. Any work conducted shall comply with current applicable Federal, State, local building codes and ordinances and be shown on the plans submitted for building permit review.
10. Prior to the installation of any signage, the applicant shall receive approval of a Building Permit.

**FIRE DEPARTMENT**

11. All applicable fire fees shall be paid prior to the issuance of a building permit.
12. All fire and alarm systems must meet the approval of the Fire Chief.
13. A Knox box shall be installed per Fire Chief approval. WMC 15.15.130
14. All exit doors shall be marked as such. Main entrance shall be marked with "This door is to remain unlocked during business hours".
15. The building address signing shall meet all WMC 15.15.100 criteria and be reviewed by the Fire Department prior to approval.
16. Provide fire extinguishers in accordance with the 2025 CFC.
17. Carbon Monoxide Detectors shall be installed per approval of the Fire Chief.
18. Emergency Lighting shall be installed and have battery back up installed in accordance with CFC 2025.

### Project Site Photos

Photo 1 – Location of customer entrance along Oak Street in red circle

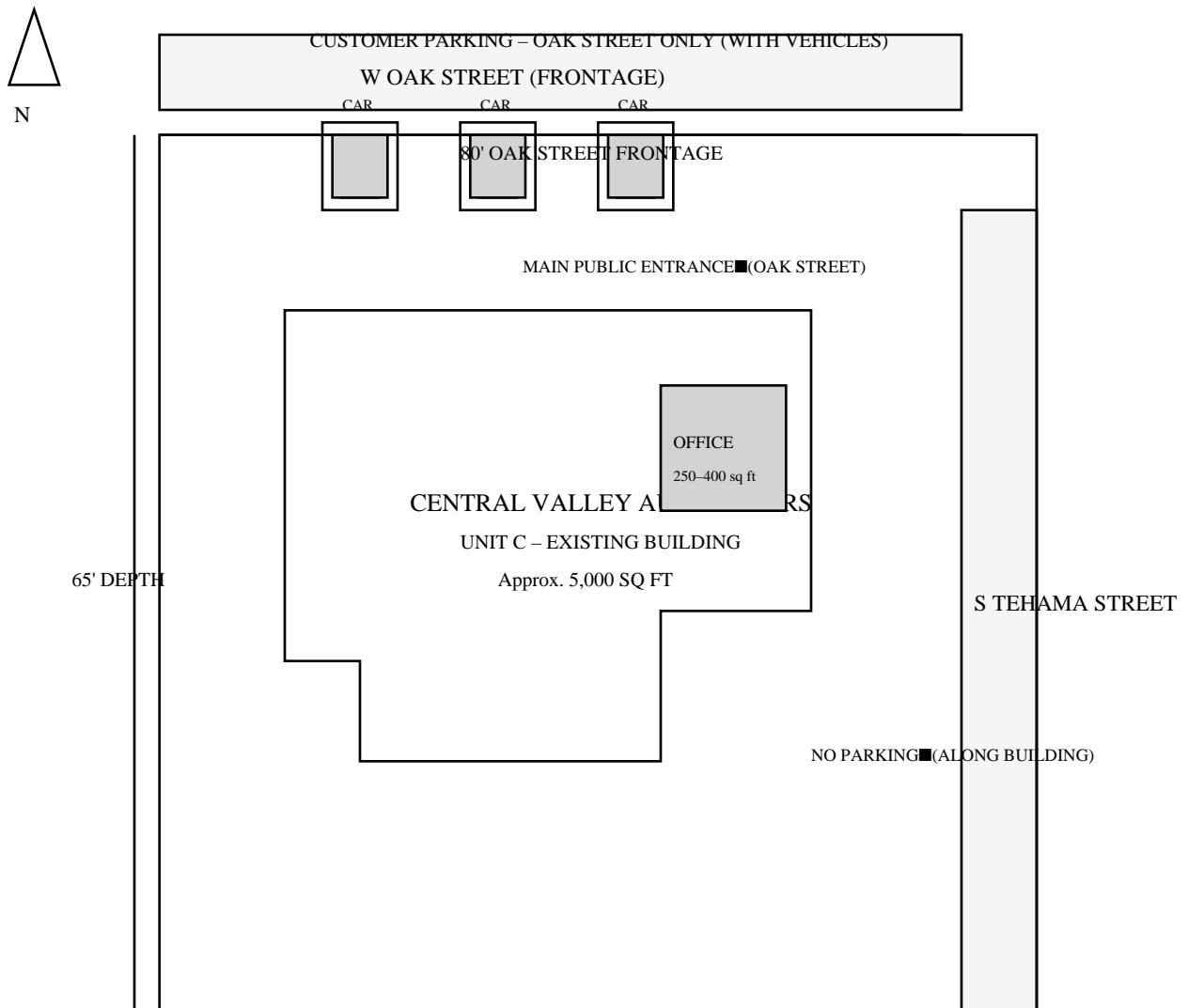


Photo 2 – View of project site from the intersection of S. Tehama Street and Oak Street.



# REVISED SITE PLAN – CENTRAL VALLEY AUTOMOTORS (UNIT C)

201 S Tehama Street, Willows, CA | Oak Street Parking with Vehicles Shown | Not to Scale



- Unit C fronts on Oak Street
- Customer parking shown with vehicles
- Vehicles for sale displayed inside site only

**Clarifying Notes:**

- This plan illustrates customer parking stalls with vehicles located on Oak Street only.
- No customer or inventory parking is provided along the Tehama Street side.
- Office space is located inside Unit C.
- Vehicles for sale are displayed entirely within the site boundaries.

Proposed Wall Sign





# COMMENTS AND REPORTS