



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

Karleen Price, City Clerk