Willows Planning Commission Meeting

March 3, 2026
Willows City Hall
6:00 PM

Planning Commission

Keith Corum, Chair
Michael McNeil, Vice Chair
Robyn Nygard, 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/81392321042

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 January 21, 2026 and the February 3, 2026 Planning Commission meetings.
      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. **CaliLove Sign Permit**
Recommended Action: Receive the staff report and attachments, discuss, and upon conclusion, consider approving with or without modifications, the proposed Cali Love projecting, double-sided sign for the commercial cannabis storefront located at 157 N. Butte Street (APN 002-162-006-000) within the Central Commercial (CC) zoning district.
Contact: planning@cityofwillows.org

7. **COMMENTS & REPORTS**
   a. Commission Comments & Reports
   b. Staff Comments & Reports

8. **ADJOURNMENT**

This agenda was posted on February 27, 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.
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 January 21, 2026

Planning Commission
Keith Corum, Commissioner
Robyn Nygard, Commissioner
Michael McNeil, Commissioner
Sherry Brott, Commissioner
Vacant, Commissioner

1. **CALL TO ORDER– 6:00 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Commissioners Present*:* Commissioners Corum, Nygard, McNeil, and Brott
   Commissioners Absent*:* None

4. **CHANGES TO THE AGENDA**

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

6. **DISCUSSION & ACTION CALENDAR**

   a. **Elect Chair and Vice Chair**
   Elected a Chair and Vice Chair to preside over the Planning Commission for the 2026 calendar year.

   Motion to nominate Commissioner Corum for Chair.

   Moved/Seconded: Commissioner Nygard, Commissioner McNeil
   Yes: Commissioners Corum, Nygard, McNeil, and Brott
   No: None
   Absent: None
   Abstain: None

   Motion to nominate Commissioner McNeil for Vice Chair.

   Moved/Seconded: Commissioner Nygard, Commissioner Brott
   Yes: Commissioners Corum, Nygard, McNeil, and Brott
   No: None
   Absent: None
   Abstain: None

   b. **Wayfinding Sign Design Review**

   Approved the "Welcome to Willows" Wayfinding Sign Design #1 by consensus.

7. **COMMENTS & REPORTS**
    a. **Commission Comments & Reports**
    Commissioners commented on various community events attended.

    b. **Staff Comments & Reports**
    Community Development & Services Director Joe Bettencourt reported on the Municipal Code Public Meeting held on December 4, 2025.

    Bettencourt provided an update on the Chevron Lot Merger and traffic study.

    Bettencourt announced an upcoming agenda item regarding a Conditional Use Permit for a Used Car Dealership.

    Bettencourt announced a vacancy on the Planning Commission and invited interested members of the public to apply.

    Bettencourt provided an update on Vehicle Abatement Funding. Participating agencies include City of Orland and County of Glenn, with City of Willows' participation to be considered for approval at a future City Council Meeting.

8. **ADJOURNMENT – 6:24 PM**

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Karleen Price, City Clerk

Willows Planning Commission Action Meeting Minutes February 3, 2026

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

1. **CALL TO ORDER– 6:04 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Commissioners Present*:* Chair Corum, Vice Chair McNeil, Commissioner Nygard
   Commissioners Absent*:* Commissioner Brott

4. **CHANGES TO THE AGENDA**

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

   a. **Minutes Approval**

   Motion to approve the minutes of the December 2, 2025, Planning Commission meeting.

   Moved/Seconded: Commissioner Nygard, Vice Chair McNeil
   Yes: Chair Corum, Vice Chair McNeil, Commissioner Nygard
   No: None
   Absent: Commissioner Brott
   Abstain: None

6. **PUBLIC HEARING**

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

   Hearing Open 6:13PM, Closed 6:15PM
   Public Comment #1: Doug Ross, Resident

   Motion to approve Resolution 01-2026 granting the Conditional Use Permit approval.

   Moved/Seconded: Commissioner Nygard, Vice Chair McNeil
   Yes: Chair Corum, Vice Chair McNeil, Commissioner Nygard
   No: None
   Absent: Commissioner Brott
   Abstain: None

7. **COMMENTS & REPORTS**

   a. **Commission Comments & Reports**

   b. **Staff Comments & Reports**

      Community Development & Services Director Joe Bettencourt provided an update on an upcoming item regarding a sign review for CaliLove.
      Bettencourt announced the vacancy on the Planning Commission, invited interested members of the public to apply.

8. **ADJOURNMENT – 6:16 PM**

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Karleen Price, City Clerk

DISCUSSION & ACTION CALENDAR

Date: March 3, 2026

To: Planning Commission

From: Joe Bettencourt, Community Development & Services Director

Subject: Sign Permit Design Review – Cali Love Willows LLC (File No. S26-01), 157 N. Butte Street (CC District).

Recommendation:

Receive the staff report and attachments, discuss, and upon conclusion, consider approving with or without modifications, the proposed Cali Love projecting, double-sided sign for the commercial cannabis storefront located at 157 N. Butte Street (APN 002-162-006-000) within the Central Commercial (CC) zoning district.

Rationale for Recommendation:

The proposed sign design options (Attachment 1 and Attachment 2) consist of a projecting, double-sided identity sign measuring 36" by 36" mounted to the building façade on existing exterior brackets (Attachment 3). The sign is intended to identify the business at the street level in a manner consistent with the downtown storefront pattern, and its projecting orientation improves visibility for pedestrians and vehicles traveling in either direction along Butte Street.

Background:

The proposed signage can be processed under the administrative sign permit authority because it is a sign permit request for a single tenant storefront and does not constitute a planned sign program or a signage package that exceeds the thresholds requiring a use permit. While this request could be processed administratively, staff is presenting the item publicly due to heightened community interest and sensitivity surrounding the first cannabis business to open in the City of Willows. Staff believes Planning Commission review provides an opportunity for open discussion and a clear record demonstrating that the City is applying objective sign standards consistently and transparently.

Discussion & Analysis:

The site is located in the City's traditional downtown commercial area. The surrounding buildings are characterized by one-and-two story storefronts with parapet lines and varied façade materials, including painted masonry and stucco. The streetscape includes a mix of business signage that is generally wall-mounted or storefront-oriented and scaled to building frontage. In this context, a projecting, double-sided sign is compatible with the established downtown pattern because it is oriented for pedestrian-scale visibility and can be seen from both directions of travel without requiring

an oversized wall sign or new freestanding sign structures that could alter the character of the streetscape.

The proposed sign is a projecting, double-sided logo-style sign mounted to brackets that extend outward from the storefront façade. The submitted materials include two sign-face design options; the designs are consistent in overall branding and layout but differ in the style and presentation of the words "cannabis dispensary." The applicant has indicated a preference for the first design option but has requested flexibility for either of the two designs shown in Attachment 1 and Attachment 2. Regardless of which face option is selected, the sign functions as an identity sign rather than a message board or product advertisement. The color palette is bright and visually engaging, but the overall design remains simple and limited to the business name and brand logo, without cannabis leaf imagery or product depictions. Staff finds this approach is appropriate for the downtown commercial setting because it provides visibility and recognition without creating an excessive or attention-dominating display related to cannabis.

Staff also reviewed the Conditions of Approval applicable to the business and notes that the conditions prohibit cannabis products and graphics depicting cannabis or cannabis products from being visible from the exterior of the premises, but do not expressly prohibit descriptive identification text on exterior signage. Staff finds that the words "cannabis dispensary," as shown on the proposed sign face options, are part of the store's identification and are not presented as product imagery or promotional advertising.

The sign is solar powered and includes internal illumination. Staff will ensure that the internal illumination is installed and operated in accordance with the Willows Municipal Code, including requirements that lighting avoid glare or reflection onto adjacent property or onto a street in a manner that could create a traffic hazard, that open or unshielded light bulbs are prohibited, and that light sources remain steady, stationary, shielded, and directed to avoid undue glare for pedestrians, motorists, and neighboring properties, consistent with WMC 18.125.110(7).

If approved, the sign shall be installed as presented in the application materials, including the approved mounting method as a projecting, double-sided sign on brackets, and shall utilize one of the two sign-face design options.

Consistency with Council Priorities and Goals:
This item is consistent with the Council Priority of Community Engagement.

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: Sign Design Option #1
- Attachment 2: Sign Design Option #2
- Attachment 3: Sign Placement and Existing Brackets

16130 Highway 156, Salinas, CA 93907
(831) 663-2663
www.signsbyvan.com
License #: 866499

Client: **Cali Love**

02.24.26

PREPARED BY

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Your signature below tells us you have OK'd the work and assume full and final responsibility for accuracy.

- ☐ PROOF OK
- ☐ PROOF OK WITH CHANGES
- ☐ CHANGE & EMAIL NEW PROOF

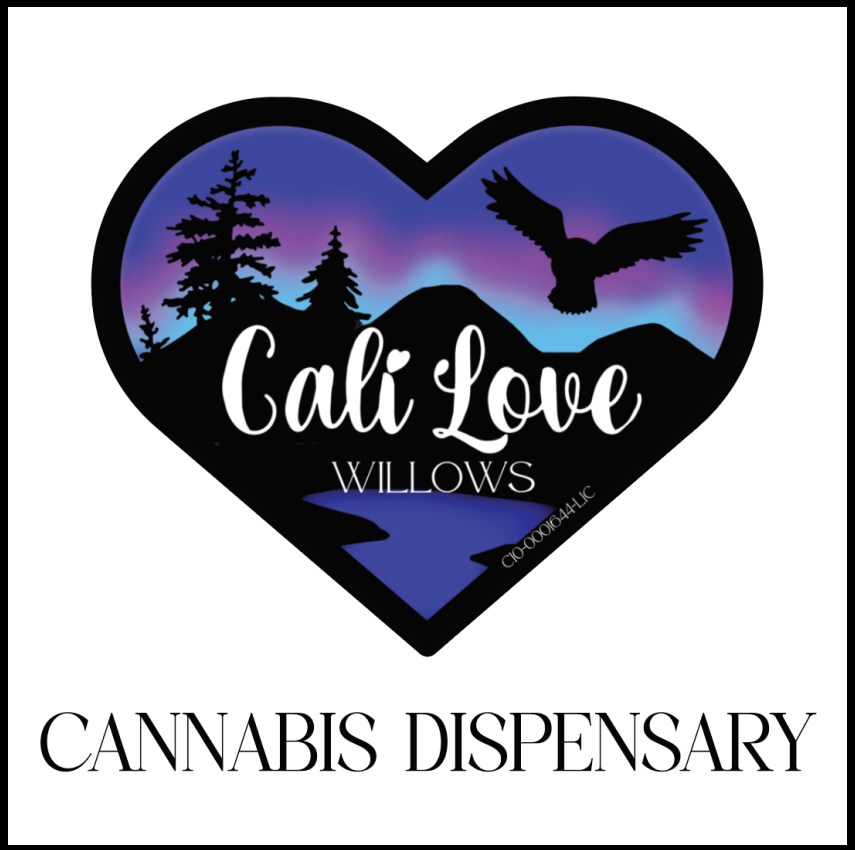
APPROVAL SIGNATURE

DATE

Attachment 1

36″

36″



Material/Substrate: ACP Digital Print
Sign Size: 36″ x 36″
Signage Weight: 5lbs
Thickness: 1/4″
Background color: *White*
Letter Color: *Black*
3D: No
Attachment Method: *Page 2*
Quantity: 2, Single Sided

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Client: **Cali Love**

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- ☐ PROOF OK
- ☐ PROOF OK WITH CHANGES
- ☐ CHANGE & EMAIL NEW PROOF

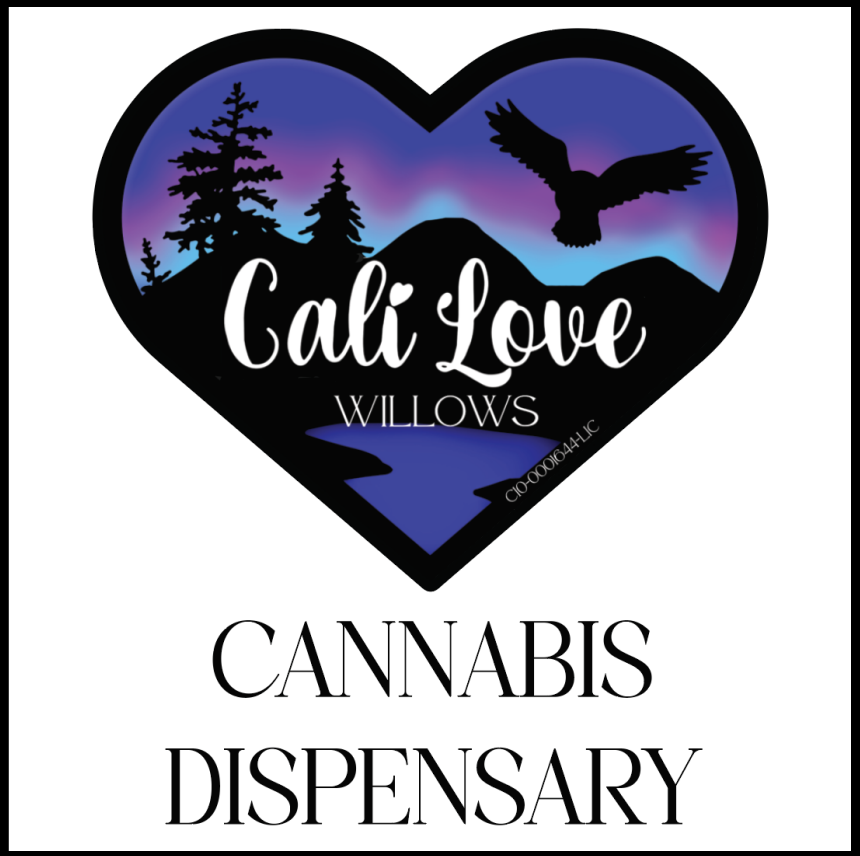
APPROVAL SIGNATURE _____

DATE _____

Attachment 2

36″

36″



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Attachment 3

157
Cali Love

COMMENTS AND REPORTS