



# Willows Planning Commission Regular Meeting Agenda

September 21, 2022, 6:00 pm

Willows City Hall  
201 N Lassen Street  
Willows, CA 95988

Planning Commission  
Pedro Bobadilla, Chair  
Candis Woods, Vice Chair  
Kelly Burt, Commissioner  
Lorri Pride, Commissioner  
Rose Marie Thraillkill-Pellizzari,  
Commissioner

City Planner  
Karen Mantele

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote unless Commission Members or the City Planner first requests that a matter be removed for separate discussion and action. Individuals wishing to address the Commission concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Chairman and Commission members, and not to staff and/or the audience. By State law, the Commission is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the Commission, please mail it to the City Planner at 201 North Lassen Street, Willows, CA 95988 or email it to: [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org).

**a. Minutes Approval**

Recommended Action: Approve minutes of the August 17, 2022 Regular Planning Commission Meetings.  
Contact Karen Mantele, City Planner, [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org).

**6. REGULAR BUSINESS/DISCUSSION & ACTION CALENDAR**

**a. Way-finding Signage**

Recommended Action: Staff recommends Commission receive the staff report, discuss, and provide staff direction  
Contact Karen Mantele, City Planner, [kmantele@cityofwillows.org](mailto:kmantele@cityofwillows.org)

**7. COMMENTS & REPORTS**

- a. Commission reports/Comments
- b. Staff Reports/Comments

**8. ADJOURNMENT**

**This agenda was posted on September 16, 2022**

Tara Rustenhoven, Deputy 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*



# Draft Action Meeting Minutes of the Willows Planning Commission Regular Meeting August 17, 2022

Planning Commission  
Vice Chair, Pedro Bobadilla  
Commissioner Candis Woods,  
Commissioner Kellie Burt,  
Commissioner Lorri Pride,  
Commissioner Rosemary  
Thraikill

City Planner  
Karen Mantele

1. **CALL TO ORDER** - Vice Chair Bobadilla (6:00 pm)

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Commissioners Present: Vice Chair Bobadilla, Commissioners Woods, Pride, Burt, & Thraikill  
Commissioners Absent: None

4. **CHANGES TO THE AGENDA** - No changes to the agenda

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

No comments received

a. **Minutes Approval**

Action:

**Approved minutes of the July 20, 2022 Planning Commission meeting.**

Moved/Seconded: Commissioner Pride, Commissioner Woods

Action:

Approved minutes of the June 15, 2022 Planning Commission Meeting.

Moved/Seconded: Commissioner Pride, Commissioner Burt

6. **REGULAR BUSINESS/PUBLIC HEARING**

a. **Chair and Vice Chair Elections**

Action:

Nominate and elect Chair and Vice Chair

Vice Chair Bobadilla was nominated for Chair

Moved/Seconded: Commissioner Woods, Commissioner Pride

Commissioner Woods was nominated for Vice Chair

Moved/Seconded: Vice Chair Bobadilla, Commissioner Pride

b. **Façade Improvement Fund/Wayfinding Signage**

Staff recommends Commission receive the staff report, discuss, and provide staff direction.

Action:

By Consensus, the Commission will use the remaining Façade Improvement Funds to be used for additional signage to guide people to the downtown area of the city.

c. **Two-year review Use Permit Wrong Way Home Saloon (File#UP-19-03)-222 W. Walnut Street/APN: 002-162-006/ CC (Central Commercial zoning district.**

Staff recommends Commission receive the staff report, discuss and upon conclusion, consider allowing the continuance of use.

Action:

By Consensus, the Commission will allow the Wrong Way Home Saloon to operate under the above referenced use permit for the next two years, and will bring back for review to reinstate a use permit.

**7. COMMENTS & REPORTS**

- a. Commission reports/Comments
- b. Staff Reports/Comments

**8. ADJOURNMENT -6:57 pm.**

DRAFT



---

Date: September 21, 2022  
From: Karen Mantele, Principal Planner  
Project: Wayfinding Signage

---

**Background:**

This item went to the City Council for discussion and action at their May 10, 2022 meeting. The consensus of the Council was to allow the balance of the Façade Improvement funds to be used for wayfinding signage. Oversight for the project will be with the ADRB, to work with GWIL on the process.

On August 17, 2022 staff took this item back to the Planning Commission for discussion on proceeding forward with implementation of wayfinding signage. The Commission discussed the next steps in bringing downtown wayfinding signage to the city. Staff was asked to find out about use of the county property across from WalMart, and the use of city ROW on Humboldt and Sycamore Streets. Updates will be provided at the next regular meeting.

**Discussion & Analysis:**

Commissioner Woods contacted staff stating GWLI is in the process of scheduling the first meeting with the GWIL members, and an update will be provided to the Commission at the September meeting with the next steps that will be taken.

Staff contacted the county and found out that the property they own across from WalMart cannot be used for any signage, nor can the use of the tower be used for signage. The city does have ROW at the southern corner of Humboldt and Sycamore Streets that can be used for signage, according to the City Engineer.

**Fiscal Impact:**

There is no fiscal impact other than staff time to manage the project.



Current sign on corner of Butte and Wood Street



ROW area at Humboldt and Sycamore Streets



County of Glenn property