

PLANNING COMMISSION

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CITY PLANNER
Karen Mantele

MINUTE CLERK



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

PLANNING COMMISSION MEETING AGENDA
Wednesday, November 17, 2010
7:00 p.m.

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (*Public Comments are generally restricted to three minutes.*)
6. **Approval of Minutes:** None
7. **New Business/Public Hearing**

Discussion of Sign Ordinance regarding signage in residential zones
8. **Regular Business**

Review and discussion of General Plan Annual Progress Report
9. **Commission Commentary:**
10. **Adjournment:**

CERTIFICATION:

Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before November 11, 2010.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours Monday through Thursday between 7:30 a.m. and 5:30 p.m. at the Civic Center located at 201 North Lassen Street in Willows.

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. The public should contact the City Clerk's office 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

Planning Commission Agenda Report: November 17, 2010

Project: **General Plan Annual Progress Report**
A review and discussion regarding the City of Willows General Plan Year End Review for January 1, 2010 to October 30, 2010

Project Location: **City Wide**

Environmental: **This General Plan Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306**

Project Description:

Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which planning period covers from January 1, 2007 to June 30, 2014), and efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing.

Analysis:

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974), Seismic (1974), Noise (1974), and Scenic Highways (1974). The City Council in 2008 contemplated a General Plan Maintenance Fee which would have been assessed on all building permits, to set aside funds for a comprehensive update to the General Plan. However, with strong public opposition, the Council voted against implementing such a fee to each building permit. As such the City has no plans in the near future to update their General Plan.

Affordability levels for the City of Willows is based upon Glenn County income limit information (adjusted for household size) provided by HCD each year. In Glenn County, the 2010 income limits are based upon a median income of \$33,780 for a family of four. Willows' fair share housing allocation represents 37 percent of Glenn County's total housing allocation needs.

The attached housing unit report includes the unit count of new housing produced during the calendar years from 2007 to 2010 (those years within the RHNA Planning period) and provides a ten year over view of building permit issuance.

STAFF RECOMMENDATION:

That the Planning Commission review the General Plan Annual Report, and by motion forward the report with any amendments to the City Council, Governor's Office of Planning and Research, and the State

Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:

Karen Mantele

Karen Mantele
Contract Planner

Attachments:

1. General Plan Year End report



City of Willows General Plan Year End Report, including Housing Need Production as required by Government Code Section 65400(b)

General Plan Year End Report

The City of Willows has not prepared a comprehensive update to their General Plan; only revisions to the Land Use Element in 1987 and again in 2000, and an update to the Housing Element in 2005, and most recently the 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010 and certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010.

Lack of a comprehensive updated General Plan could be looked at as an issue to be addressed; however with lack of funds to complete one, the City is left to implement its current General Plan in meeting future housing needs of the City.

The General Plan has Goals, Objectives, and Policies contained within the Land Use Element that addresses development, land use compatibility, community services, facilities and infrastructure, wastewater treatment capacity reserve, hazards, natural amenities, economic vitality, housing population growth, development opportunities and constraints, and special development areas. Recently a 448 unit subdivision housing project located within a special development area was approved in conjunction with the goals and policies laid out in the General Plan so that new residential development will contribute to not detract from, the character of the community. Subdivision regulation like zoning is a principle instrument in general plan implementation as all subdivisions must be consistent with the General Plan. This project will assist the City in meeting its future housing units needed per the RHNA figures.

Housing Needs Production Form

Organization: City of Willows, California
 Address: 201 North Lassen Street, Willows, CA 95988
 Contact: Karen Mantele, Project Planner
 Phone: 530-934-7041

Progress Towards Achieving Housing Needs Allocation:

Accounting for residential activity since the start of the current planning period (2007) is an important step in determining the remaining balance of fair share housing units to be accommodated through the remainder of the planning period. In 2007, the City issued 7 building permits for the construction of new single family dwelling units, which are assumed to be available to above moderate-income households. The City issued 3 building permits for new residential construction in 2008 and 2009 and 1 building permit in 2010. There have not been any applications for second-units (a.k.a. granny units) within the City during the current planning period either.

The following table provides the prescribed number of housing units that must be planned for at varying levels of affordability between 2007 and 2014, and the unit count of housing produced within the 2007-2014 Regional Housing Needs Allocation (RHNA) cycle.

Unit Count of Housing Produced for the 2007-2014 Regional Housing Needs Allocation (RHNA) Cycle
Report Time Period: Calendar Years 2007 - 2010

Identified Affordability Categories Percent of Glenn County median income (AMI)	2007-2014 RHNA (New Construction Needed)	Units Added 2007	Units Added 2008	Units Added 2009	Units Added 2010	Deed Restricted (Y/N)	Total Units added 2007-2010	Housing Units Needed
Very Low (Up to 50% AMI)	52	0	0	3	0	N	3	49
Low (51% to 80 AMI)	52	0	0	3	0	N	3	49
Moderate (81% to 120% AMI)	82	0	0	0	0	N	0	82
Above Moderate (over 120% of AMI)	103	12	3	0	1	N	16	87
Total	487	12	3	6	1		22 (4.5% of RHNA needs)	465

Building Permit Issuance Tracking History:

The City of Willows like many other jurisdictions across California have experienced a decline in building in the past couple of years as the economic recession has slowed housing construction. Below is an over view of the past ten years of new single family building permits issued by the City of Willows:

2000	0 permits
2001	4 permits for SFD
2002	1 permit for SFD
2003	2 permits for SFD
2004	6 permits for SFD
2005	19 permits for SFD
2006	11 permits for SFD
2007	12 permits for SFD
2008	3 permits for SFD
2009	6 permits for MFD
2010	1 permit for SFD

*Based upon final certificate of occupancy being issued

Government Code Section 65400 mandates that cities include in their annual report the local efforts to remove governmental constraints to the development of housing, as defined in Government code Section 65583(c)(3) and 66584. The following policies, summarized below, are described within the newly certified Housing Element as the strategies the City's will implement in order to promote development of sufficient housing and remove governmental constraints to development of housing, especially housing affordable to extremely low-, very-low-, and low-income households.

Program#	Program Action	Timeframe
HD-1.1.1	<p>Amendments to the Zoning Ordinance and Land Use Element to include:</p> <ul style="list-style-type: none"> *Increase densities in the High Density Residential (R-3) zone from a max of 14 units per acre to 16-30 units per acre *Increase densities in the Multiple Residence-Office Professional (R-P) zone to allow up to 30 units per acre *Increase the density in the Two-Family Residential (R-2) zone to allow up to 15 units per acre *Allow for residential uses on all floors except the ground level as a permitted use in both the Central Commercial (CC) and General Commercial (CG) zones without a conditional use permit *Amend the Land Use Element to be in compliance with the Housing Element by incorporating a Medium Density Residential (MDR) designation which will allow 7-15 units per acre and increase the Multifamily Residential designation (MFR) to allow for 16-30 units per acre. *Rezone APN 001-330-017-to the R-3 zone, allowing exclusively residential uses and a minimum of 16 units per acre 	Within one year of Certification of the Housing Element
HD-1.1.4	*Implement a second dwelling unit ordinance that follows the requirements of state law Government Code Section 65852.1	Within one year of certification of the Housing Element
HD-1.1.5	*Amend the Zoning Ordinance to allow for the development of manufactured housing in single family residential zones	Within one year of certification of the Housing Element
HD-1.4.1	*Amend the Zoning Ordinance to allow for residential development above commercial and mixed used by right without any discretionary review	Within one year of certification of the Housing Element
HD-1.5.1	*Annually apply for grant funds to include HOME and CDBG General Allocation funds	Apply for funds as NOFA's are released
HD-1.5.3	*Expand homeownership opportunities for very low and low income and first time homebuyers	Apply for funds as NOFA's are released

HD-1.5.4	*Conduct a senior needs assessment to identify the existing and future housing needs of senior citizens to determine need for housing & care facilities for senior citizens	Utilize County survey results by December 2014; Offer incentives on an on-going basis as developers show interest in developing senior housing
RC-1.3.1	*Adopt provisions to approve residential care facilities by right in accordance with Health and Safety Code Section 1267.8, 1566.3, and 1568.08	Within one year of certification of the Housing Element
RC-1.3.2	*Develop and formalize a general process that will streamline the permit review process for a person with disabilities to make a reasonable accommodation request. *Amend the Zoning Ordinance definition of family to reflect occupancy standards for up to six unrelated persons	Within one year of certification of the Housing Element
RC-1.3.3	*Amend the Zoning Ordinance to allow emergency shelters as a permitted use in the General Commercial (CG) District *City will evaluate adopting development and managerial standards that will be consistent with Government Code Section 65583(a)(4)	Within one year of certification of the Housing Element
RD-1.3.4	*Update the Zoning Ordinance to include separate definitions of transitional and supportive housing as defined in Health and Safety Code Sections 50675.2 and 50675.14 , with both uses allowed as a permitted use in all residential zones subject to only the same restrictions on residential uses contained in the same type of structure	Within one year of certification of the Housing Element
RC-1.3.5	*Update the Zoning Ordinance to allow for the development of single-room occupancy units (a type of residential hotel offering one-room units for long-term occupancy	Within one year of certification of the Housing Element
RC-1.3.6	*Amend the Zoning Ordinance to include employee housing in the Agriculture General District as defined by Health and Safety Code Section 17021.6	Within one year of certification of the Housing Element