

CITY COUNCIL

Jeff Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
William "Bill" Spears, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL MEETING AGENDA

Tuesday, February 26, 2013

7:00 p.m.

1. **Call to Order Willows City Council Regular Meeting 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review: (Requested Changes by Council or Staff)**
 - a.) Consider acceptance, by motion, of City Council February 26, 2013, Agenda.
5. **Presentations and Proclamations:**
 - a.) Presentation(s) by Acting Chief Dahl – Explorer, VIP and Officer of the Year awards.
6. **Oral and Written Communications/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. (*Oral communications are generally restricted to three minutes*).
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of a Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Lighting and Landscape Assessment District and direct the completion of the annual Engineer's Report for the Fiscal Year 2013/14.
 - d) Approve by motion, appropriations reviewed by the Council during the February 20, 2013 Special Mid-Year Budget Review Mtg and detailed on the attached report as Exhibit 1.
8. **Public Hearings:**
 - a.) Review and Acceptance of Final Report – Willows Tower Theatre Commercial Renovation/Reuse & Revitalization Strategy - funded by Community Development Block Grant (CDBG) Planning and Technical Assistance Grant no. 11-PTEC-7647.

City of Willows will conduct a public hearing to solicit citizen input, as well as gain approval of the final product by the City Council. *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record)*

(Please Note – due to the size of the report document – only the Executive Summary is attached to the Agenda. A Full copy of the report is available at City Hall, the City Library and available in Electronic Format on the City Web-site/Agenda for February 26th City Council Meeting)

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

a). Downtown Bus Stop report requested by City Council will appear on the March 12th agenda – due to staff absences.

11. **New Business:**

a.) Approve by Resolution, the Use of Downtown Façade Improvement Funds for a Mini-Grant for Studio F.I.T. located at 130 N Butte Street. New Signs totaling expenditure of \$616.69 is requested for approval.

b.) Review and by motion, consider accepting the Annual Housing Element Progress Report and direct staff to forward to the Governor's Office of Planning & Research and the State Department of Housing & Community Development as required under Government Code 65400.

12. **Council Member Reports:**

13. **Executive Session:** Pursuant to California Government Code §54950 et seq., the City Council will hold a closed session. More specific information regarding this closed session is indicated below:

a) CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Govt. Code §54957.6

Agency Negotiators: City Manager, Steve Holsinger
Finance Director, Tim Sailsbery

Employee Organization: Willows Employees Association

13. **Report out of Closed Session:**

14. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before February 21, 2013.

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. 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.

AGENDA ITEM

February 26, 2013

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Landscape and Lighting Assessment District – Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2013 - 14

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2013 - 14.

SUMMARY

The Willows Landscaping and Lighting Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

- 1) Adopt a resolution appointing the Engineer of Work and directing the preparation of the annual Engineer's Report.
- 2) Approve the Engineer's Report, declare the City Council's intent to levy assessments and set a date for a public hearing.
- 3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The attached resolution begins the proceeding for the FY 2013 - 14. The Engineer's Report will analyze the anticipated costs and determine the corresponding assessments amounts. The City Council can make changes to the Engineer's Report once it has been prepared and filed. The Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year. In order to meet this schedule and comply with the regulations of the Streets and Highways code for this type of Assessment District, the assessment engineering process should begin now.

FINANCIAL CONSIDERATIONS - None; costs associated with the Annual District Assessment Engineering Services are covered expenses within the assessments ultimately levied.

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Approve the Resolution appointing Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscape and Lighting Assessment District; direct the preparation of the annual Engineer's Report for FY 2013 - 14.

Respectfully submitted,



Stephen A Holsinger
City Manager

Attachments: Resolution Appointing the Engineer of Work and directing the filing of the Annual Engineer's Report.

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. ____- 2013**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING
COASTLAND CIVIL ENGINEERING AS THE ENGINEER OF WORK FOR THE CITY
OF WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
AND DIRECTING THE PREPARATION AND FILING OF THE ENGINEER'S REPORT
FOR FISCAL YEAR 2009/2010 (PURSUANT TO THE LANDSCAPING AND
LIGHTING ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council adopted Resolution #22-2005; authorizing the formation of the Assessment District to levy and collect assessments pursuant to the Landscape and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2013 - 14, located in the City of Willows, Glenn County; and

WHEREAS, pursuant to Section 22622 of the Streets and Highways Code, the City Council must annually appoint the Engineer of Work and direct the preparation and filing of the annual Engineer's Report in order to levy and collect assessments on any following fiscal year; and

WHEREAS, Coastland Civil Engineering, serves in the capacity of City Engineer and has demonstrated the expertise necessary to prepare the annual Engineer's Report.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Willows does hereby appoint Coastland Civil Engineering as the Engineer of Work for the City of Willows Landscaping and Lighting Assessment District and is hereby directed to prepare and to file the Annual Engineer's Report showing any changes, pursuant to Section 22622 of the Streets and Highways Code.

PASSED AND ADOPTED by the City Council of the City of Willows this 26th day of February, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Jeff Cobb, Mayor

ATTESTED:

Natalie Butler, City Clerk

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Appropriation Request-Mid Year Review

RECOMMENDATION

Approve, by motion, the appropriations and transfers as noted in Exhibit 1

SITUATION (or BACKGROUND):

At the mid year budget review, held on February 20, staff presented several items to Council for requested appropriation and transfer. Those items are noted on Exhibits 1. Council, by consensus, instructed staff to return to a regularly scheduled City Council meeting to vote on the items noted.

FINANCIAL CONSIDERATIONS:

General Fund \$-0- net as item requested is a transfer rather than appropriation
Literacy Passthrough Fund \$37,024

ALTERNATE ACTIONS

1. Approve appropriations and provide direction to staff.
2. Request additional information from staff.
3. Reject items.

RECOMMENDATION

Approve, by motion, the appropriations and transfers as noted in Exhibit 1

Respectfully submitted,


Tim Sailsbery
Finance Director

Approved,


Steve Holsinger
City Manager

Attachments:

- Exhibit 1 Items for Appropriation and or Transfer
-

City of Willows
Items for Appropriation/Transfer Request
Based on FY 2012/13 Mid Year Presentation

EXHIBIT 1

		<u>Appropriation Request</u>
Departmental Transfer- Transfer \$18,000 from the City Council Departmental Budget to the City Attorney Departmental Budget.	301.4130.010	\$ (18,000)
	301.4120.020	\$ 18,000
Passthrough of Literacy Grant to GCOE- Grant funds for literacy projects undertaken by Glenn County Office of Education. Grant amount not known at the time of Budget Approval.	359.4030.120	\$ 37,024

FINAL REPORT

**WILLOWS TOWER THEATRE COMMERCIAL
RENOVATION/REUSE
AND REVITALIZATION STRATEGY**

CITY OF WILLOWS | JANUARY 2013

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ACKNOWLEDGEMENTS

This Final Report is a City of Willows document. It has been prepared by INDIGO | Hammond + Playle Architects, LLP, under contract to 3CORE, Inc. in coordination with City staff and consultants listed here. This project was made possible by a State Community Development Block Grant through the Economic Development Allocation Program.

PROJECT MANAGER

Sheri Nix, Deputy Director, Planning
3CORE, Inc.
3120 Cohasset Road, Suite 1
Chico, CA 95973

ECONOMIST

Matt Kowta, Principal
BAE Urban Economics
803 2nd Street, Suite A
Davis, CA 95616

STRUCTURAL ENGINEERING

Brad J. Rollins S.E., Principal
Point 2 Structural Engineers, Inc.
3701 Business Drive, Suite 100
Sacramento, CA 95820

HAZARDOUS MATERIAL

Michael C. Sharp, President/CEO
Hazard Management Services, Inc.
207 McHenry Avenue
Modesto, CA 95354

ARCHITECTURE

Jonathan Hammond, Principal
Indigo | Hammond + Playle Architects, LLP
231 G Street, Suite 2
Davis, CA 95616

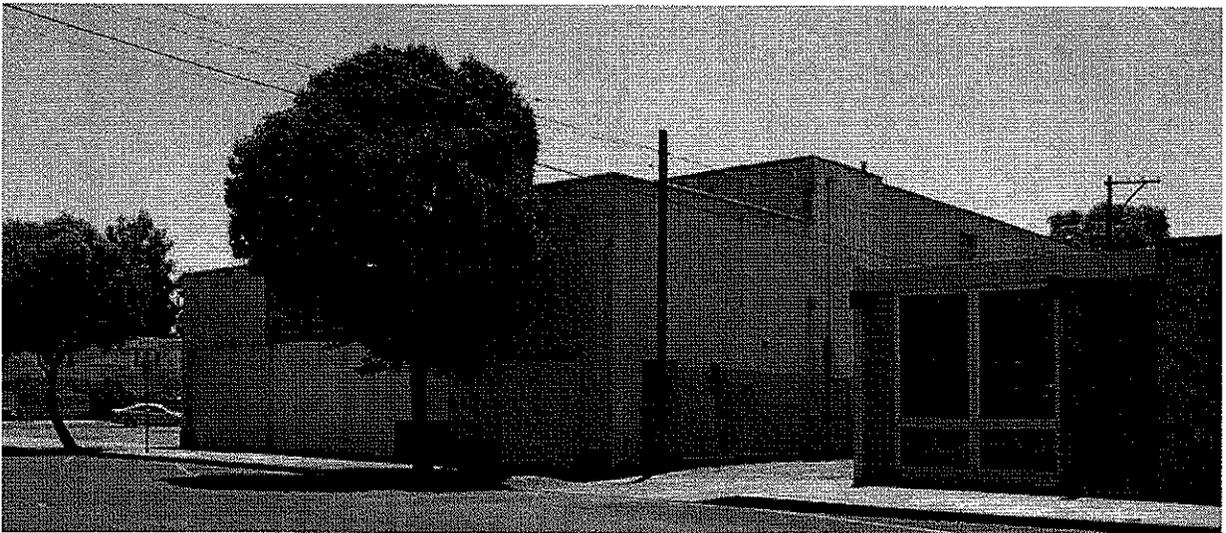


INTRODUCTION

Working under contract with 3CORE Inc. this report has been prepared by Indigo: Hamond+Playle Architects, LLP. This contract was funded by a grant awarded to the City of Willows by a State Community Development Block Grant through an Economic Development Allocation. The purpose of the Grant was to compile a Tower Theatre Commercial Renovation/Reuse and Revitalization Strategy.



EAST WALL OF THEATRE



NORTH VIEW OF THEATRE, SYCAMORE STREET

EXECUTIVE SUMMARY

This report is an analysis of the Willows Tower Theatre building and site located at 326 West Sycamore Street in Willows, CA. Specifically, the purpose of this report is to analyze the suspected presence of hazardous materials in the building; the structural status of the building; the commercial economic opportunities for the site; and the potential future uses, if any, for this site. The existing building has an approximate area of 10,251 square feet and an approximate site area of 26,250 square feet or .6 acres. The Tower Theatre building on the site is assumed to have been constructed in the mid 1940's and opened in May 1949.



Based on the findings in this report, there is an urgent need to address the Willows Tower Theatre building. The site is blighted and presents a stagnant space in the Willows commercial district. Recently, local citizens have become concerned that the building may be hazardous and leaking toxic materials into the area, putting people's health at risk.

The first priority of this report was to complete hazardous materials and structural engineering studies. In addition, an economic analysis to assess the best use of the site and an architectural study to determine how various uses could be fit onto the site were undertaken. As to the ownership status of the property, the current owner inherited the Tower Theatre property, which had previously been purchased "sight unseen". The current owner has indicated that she may not have the financial resources needed to address the problems detailed in this report. After permission was obtained by the owner, structural and hazardous materials evaluations were undertaken.



STRUCTURAL EVALUATION

A preliminary structural evaluation was carried out by Point 2 Structural Engineers Inc. (PT2). Their findings indicate that the building is in an extreme state of disrepair. PT2 recommends that the wooden roof structure be demolished and "strongly recommend[s] that braces be placed on the side walls of the main theatre to provide the redundancy needed to ensure the stability of the walls".

HAZARDOUS MATERIALS EVALUATION

A hazardous materials evaluation was also undertaken to determine if hazardous conditions are present in the building. This work was conducted by Hazard Management Services, Inc. (HMS). HMS notes dilapidated conditions, including water intrusion, inside the building due to a failing roof. Tests for asbestos and lead were undertaken, as well as for other possible hazardous materials. It was found that asbestos is present inside the building both in place and in a pile of rubble on the theatre floor. Lead paint is present inside the building and in the exterior paint. HMS describes three courses of action that would mitigate the current situation at the site and estimates preliminary costs for toxic remediation. Below are the three HMS alternatives combined with the architect's budget level estimate of other costs associated with securing or demolishing the building.



Secure and stabilize the building as is, with toxic materials left in place for later cleanup. This option involves stabilizing exterior paint material; repairing the roof structure and membrane; and preventing further entry. Stabilization of paint is estimated to be \$50,000-60,000 in cost; cost for roof repair is estimated at \$500,000. This option would stabilize the structure and defer clean up costs to a later date.

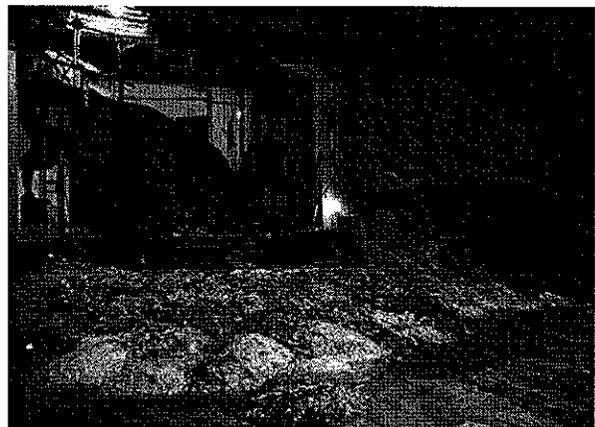
Budget level cost estimate: \$560,000



INTERIOR OF THEATRE



DEBRIS ON EAST SIDE OF BUILDING



INTERIOR OF THEATRE: PILES OF RUBBLE

Abate hazards and restore the building's structural elements for future use. This option involves stabilizing exterior building hazards; demolition and removal of interior hazards; salvaging and restoring existing structural elements for reuse on-site. Cost of stabilizing and removing hazards is estimated at \$250,000-\$350,000, an additional \$45,000 for abatement oversight, the cost for roof repair is estimated at \$500,000. Additional work to accommodate new uses has not been estimated.

Budget level cost estimate: \$850,000

Demolish existing building to allow future use of site. This option would include the disposal of all hazardous materials and is estimated at \$250,000-\$350,000, an additional \$45,000 for abatement oversight, and an estimated \$80,000-120,000 for building structure demolition. New construction on site to accommodate future use not estimated.

Budget level cost estimate range: \$375,000-\$515,000



ECONOMIC EVALUATION

A background economic analysis was undertaken by BAE Urban Economics. BAE has found that current market opportunities indicate that redevelopment of the site for a commercial use is unlikely. However, BAE notes that the 2012 Senior Housing Needs Assessment prepared for Glen County establishes the need for senior housing in Willows. A small senior housing development could be developed on the site.

BAE also investigated possible funding sources for site remediation. Their findings show that most available funding would require that the site be controlled by a government agency or non-profit organization. Architect notes that the owner of the site has expressed a willingness to cooperate with the City of Willows or other agencies to facilitate remediation of the site and further, has expressed a desire to give the property to the City or County Government.

ARCHITECTURAL EVALUATION

Three alternate plans for possible future use of the site are included in this report. Each illustrates a different scenario:

- 1) Retail or office development. This scenario retains the existing building's salvagable structure as well as adding additional commercial space and a public plaza.
- 2) Senior housing facility with 20+ units in a two-building, two-story community site plan concept. In this scenario, parking and generous open space are provided. Full demolition is required.
- 3) A small park and a permanent site for the Willows Farmers Market. This scenario would involve full demolition of the existing building.

Finally, the Willows tower Theatre does not appear to have historical status. It is not listed on any local, state or federal registries. However, some funding sources and tax abatement and incentive programs that include consideration of a building's historical status may be available. Demolition of the building will likely require review and /or approval by the State Office of Historic Preservation. The architect notes this review is not seen as an obstacle to demolition.



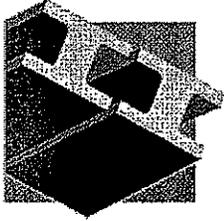
CONCLUSION

The Willows Tower Theatre building is dilapidated and unstable. It contains toxic and hazardous materials, including asbestos. The current owner accepted ownership of the building without knowledge of these problems and liabilities. It is recommended that the building be stabilized and secured at a minimum; or readied for future use by remediation or full demolition. It is estimated that abatement and/or demolition cost may be in the \$500,000 range. Remediation or "cleanup" funds are available through State and Federal government sources; however, securing these funds will require close cooperation between the owner and the City of Willows (or other government or non-profit agency). The owner has expressed willingness to cooperate with the City and County or other agencies.



STRUCTURAL ENGINEERING REPORT

POINT 2



**STRUCTURAL
ENGINEERS INC**

STRUCTURAL ENGINEERING REPORT



**Tower Theater Commercial
Renovation/Reuse and Revitalization
Strategy**

**326 W. Sycamore Street
Willows, California**

3701 BUSINESS DRIVE
SUITE 100
SACRAMENTO, CA
95820

PHONE
(916) 452-8200

FAX
(916) 452-8212



**Structural Report
Point 2 Job # 2012-067**



Executive Summary

The structural condition of the Tower Theatre on Sycamore Street was observed to be in an extreme state of disrepair. It was obvious that due exposure to the elements, the entire wood roof structure is inadequate as it currently stands and cannot be reused in the future. It should be demolished.

The existing condition provides very minimal support for the top of the heavy concrete walls currently standing. This condition could become a major safety concern in the event of an earthquake. **It is strongly recommended that braces be placed on the side walls of the main theatre to provide the redundancy needed to ensure the stability of the walls, and that no persons be allowed in the structure until such safety measures have been undertaken.**

Once bracing is completed, and the space cleaned up, further evaluation would be necessary by qualified engineers. The condition of the remaining steel in the roof, the concrete walls and the footings appear to be in a condition that may allow future use of the space pending further material and destructive investigation results.

Purpose

This document summarizes Point 2 Structural Engineers' findings from our preliminary evaluation of the subject building, which includes recommendations to strengthen the structure for future use.

The purpose is to develop a general understanding of the deficiencies and problem areas expected if this building undergoes a major renovation. It is understood that currently there is no future plan to renovate.

Scope of Study

This preliminary investigation is to evaluate the structure for deficiencies as they relate to the intent of the California Building Code, and the future use and performance of the structure.



The scope of our work consists of the following:

- Visit the site to observe the method of construction, the apparent structural systems and deterioration of structural materials if any. Note that destructive investigation is beyond the scope of this report.
- Evaluate potential of structure using preliminary investigative methods.
- Provide a written report of findings.

Note that the intent of this study is to provide a basic structural evaluation of the existing building for the desired occupancy performance level. The purpose is not to verify compliance with all structural provisions of the latest model building code.

Code Requirements

This study uses portions of the following documents:

2010 California Building Code-Existing Structures-Chapter 34 (CBC34)

Seismic Evaluation of Existing Buildings-ASCE/SEI 31-03 (ASCE31)

Minimum Design Loads for Buildings and Other Structures-ASCE/SEI 7-05 (ASCE7)

Building Description

The subject building is assumed to have been constructed in the mid to late 1940's, and opened in May 1949. It was constructed as a one-story theatre with a grand entrance lobby that led to a sloped seating area. The building is generally rectangular in shape, and approximately 65 feet in the east-west direction and 167 feet in the north-south direction. It was likely constructed as a Cinema only, since it has a stage without a backstage area or fly gallery usually seen in performance arts theatres. The main theatre area was fixed seating for 946 patrons.

The building is constructed primarily of concrete poured in place exterior walls with 12" wide x 25" deep pilasters at approximately 22 feet on center in the main theatre. The roof structure is constructed of diagonal 1x sheathing over wood rafters that span to steel beams over the seating area. The beams span approximately 65 feet between the exterior concrete walls and are supported at each end by the pilasters. Various other conditions of wood framing exists in the remainder of the structure that was visible, but the deterioration and access precluded developing a thorough understanding of the existing framing. The roof is approximately 28 feet above the ground level.



The original lateral force resisting system for this building consisted of the diagonal sheathed roof diaphragm spanning to concrete shear walls. This structure coincides with Building Type 9 (C2A) per Table 2-2 of ASCE31.

Site Visit

A site visit was performed on July 31, 2012 to view the construction and to assess the general condition of the building. This was a visual observation visit only. There was no physical testing, taking of samples or destructive investigation during this visit.

At the time, it was noted that there are no drawings of the structure available for research or use and the physical condition of the structure was extremely tenuous and poor.

Structural Analysis

The theatre building on Sycamore Street was evaluated using the methodology of ASCE31, which is not completely applicable, due to the absence of a roof diaphragm. However, the basic tenets of the methodology was quickly perused for the purposes of this evaluation, which is appropriate.

For the Tier 1 screening phase, structural checklists and 'quick check' calculations are completed to determine possible structural deficiencies. The parameters for the evaluation are as follows:

- Level of Seismicity per Table 2-1—High
- Building Type per Table 2-2—C2A Concrete Shear Walls with Flexible Diaphragms
- Level of Performance—Life Safety
- Checklists Required for Tier 1—Basic Structural, Supplemental Structural, Geologic Site Hazard and Foundation (not evaluated at this time), Basic Non-Structural, and Intermediate Non-Structural (not evaluated at this time)

The results of the Tier 1 screening resulted in several non-compliant items which deal primarily with the lack of the roof diaphragm. (See Checklist at the end of this report).

The compliant items provide a basis that future use of the structure is possible with a reconstructed roof.



Non-structural Analysis

Non-structural components refer to architectural, mechanical and electrical components. Generally, the key issue is to determine whether the component is braced or not braced.

Because of the dilapidated and dangerous collapse conditions observed during the site visit, non structural items are not a consideration at this time.

Discussion

The City of Willows, is classified to have a high level of seismicity, in accordance with the ASCE 31-03. This indicates a significant event could occur here, and is likely to cause an elevated level of shaking and subsequent damage when it does. This must be considered when evaluating this structure.

In general, the building is in a deteriorated condition, and will continue to deteriorate further unless measures are undertaken to control the situation. The concrete walls exhibit multiple cracks that may have an effect on their capacity, but may still be acceptable depending on the future demand expected of them. Further material evaluations and testing of concrete strength, rebar strength and locations, and wall base conditions will be necessary. The structural steel beams at the roof will need to undergo a similar evaluation to determine their capacities.

The condition of the roof presents a safety concern regarding the stability of the walls. Currently, the diaphragm is missing at the roof, which would normally provide a stabilizing element at the top of the walls. Without the diaphragm, the walls are freestanding and can topple, especially in a seismic event. The existence of the steel beams is helpful, but can not be counted on to make this structure safe.

It is imperative that bracing be installed to provide the stability to the walls needed. This bracing could be installed to the interior or exterior, and should be anchored to the wall and a heavy floor or foundation member to prevent the wall from pulling out the brace. The design of this bracing is beyond the scope of this report.

Recommendations

The cost of the measures needed to rehabilitate this structure will be the deciding factor, but should the intent be to do this, the following recommendations are provided:



- Install wall braces as indicated herein.
- Remove all debris from inside and remediate all hazardous materials
- Remove all wood roof and floor framing, leaving concrete and steel members.
- Remove interior slab on grade.
- Perform material testing as needed on concrete and steel members.
- Excavate a minimum of 6 locations around the structure to determine foundation conditions.
- Install a roof structure to the requirements of the current code.

The results of the investigations, and the eventual use and plan of the future occupancy will determine the ability of the remaining structural members to be reused.

Disclaimer

The opinions stated in this report are based on limited visual observations only and there is no claim, either stated or implied that all conditions were observed. This report does not provide any warranty either expressed or implied, for any portion of the existing structure.

I hope this analysis to be sufficient for your needs as you move forward for the future of this important historical building.

Thank you for using Point 2 Structural Engineers.

Sincerely,

Brad J. Rollins S.E.

Principal

Point2 Structural Engineers Inc.

HMS, Inc.
HAZARD MANAGEMENT SERVICES, INC.
207 McHenry Avenue
Modesto, CA 95354
(209) 551-2000 • (209) 575-5657 Fax

August 28, 2012

Jonathan Hammond, AIA
Indigo/ Hammond & Playle Architects, LLP
231 G. Street, Suite 2
Davis, CA 95616

Dear Mr. Hammond,

This letter contains the results of Hazard Management Services, Inc.'s (HMS, Inc.'s) hazardous materials inspection of the **Old Tower Theater** in Willows, CA. This work was conducted in support of the Tower Theater Commercial Renovation/Reuse and Revitalization Strategy project being undertaken by the City of Willows and 3CORE, Inc. The inspection was conducted on July 31, 2012 by Michael C. Sharp and Greyson J. Sharp of HMS, Inc. Greyson Sharp is an EPA Accredited Building Inspector. Michael Sharp is an EPA Accredited Building Inspector, Cal/OSHA Certified Asbestos Consultant and California Department of Public Health (CDPH) Certified Inspector/Risk Assessor. Documentation of accreditations and certifications of HMS, Inc. personnel are attached to the this report.

Procedures - Asbestos

HMS, Inc. visually inspected the structure for suspect asbestos-containing materials. Bulk samples were collected of each material suspected to contain asbestos either by cutting the material, using a copper core and a power drill, or simply picking up material from the floor of the Theater. The samples were sent, along with a proper chain of custody, to Forensic Analytical Laboratory, Inc. (FALI) of Hayward, CA. FALI is accredited by the National Institute of Standards and Technology's (NIST's) National Voluntary Laboratory Accreditation Program (NVLAP). FALI analyzed the samples by polarized light microscopy (PLM). Copies of FALI's laboratory reports and accreditation are attached.

Results - Asbestos

A total of 46 bulk samples was collected from twenty-four different materials seen which are considered suspect for containing asbestos. Of these twenty-four materials one was known to contain asbestos and was not sampled, and six were found by bulk analysis to contain asbestos. The materials seen in this building that were found to contain asbestos included transite flue pipe, roofing debris, floor tiles and mastic, the main debris pile in front of the stage, sound insulation board, and air cell duct wrap.

2124 F Street, #C
Bakersfield, CA 93301
(661) 636-0351 • (661) 636-0361 Fax

371 E. Bullard Ave., Ste. 109
Fresno, CA 93710
(559) 436-0277 • (559) 436-0279 Fax



HMS, Inc.

Jonathan Hammond, AIA
Indigo/ Hammond & Playle Architects, LLP
August 28, 2012
Page Two

Discussion - Asbestos

The two materials noted above of most concern, the **debris pile** and the **sound insulation board** are actually the same material. The debris has the sound insulation board mixed together with plaster, ceramic tiles, flooring, stage props and various other materials that have been gathered and pushed into a large pile in front of the stage area.

The sound insulation board and wall plaster (non-asbestos material found behind sound insulation board on walls of the theater) has been removed from the lower three to five feet of the Theater area walls and, apparently, simply swept into a pile in front of the stage. This debris pile has been used as a garbage dump for nearly all loose materials within the building, both items stored within the theater and construction materials (flooring, walls, ceiling plaster, wood components, etc.) that are no longer intact.

The debris pile has been in place and undisturbed for a long period of time as it has a significant amount of plant life that is growing in it. The growth of this plant life is due to the fact that the roof is in such poor shape that sufficient amounts of water and light enter the building to sustain the growth of plants. Seed for the plants to start growing were likely introduced into the debris pile from birds, rats, or other animal life using the theater as a nesting area. The potential health hazards associated with animal life within the building is discussed in the Other Potential Hazardous Material Section later in this report.

A transite (asbestos-cement) flue pipe was seen in the restroom area. Transite material is known to contain asbestos and was not sampled. This approximately eight foot long three inch outside diameter pipe will not add any significant cost during renovation, restoration or demolition. In fact, if the site is renovated or restored, this pipe can safely be left in place if it fits with the future use of the restroom.

Roofing debris is in piles in the lobby area of the theater, and exists in smaller amounts throughout both floors of the facility. The roof itself was not secure/stable enough to actually walk on, so roofing materials were sampled only from the debris piles and areas of scattered roofing debris within the building. The only layer of roofing that was found to contain asbestos was the silver paint on one layer of roofing. Unfortunately, this layer of roofing intermixed with other roofing materials to the point they cannot be cleaned up or removed separately. There is also the possibility that additional roofing materials and mastic exist on the roof of this building, which may contain asbestos, that were not accessible, and therefore not sampled, due to the inability to enter the roof structure.

HMS, Inc.

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Indigo/ Hammond & Playle Architects, LLP
August 28, 2012
Page Three

One material that could not be sampled but which could exist within the building and which could contain asbestos is the electrical wiring. HMS, Inc. did not observe any electrical wiring that appeared to have suspect insulation, but HMS, Inc. only looked at wiring exposed at electrical panels. Though unlikely in a building in this condition that any electrical wires would be carrying current, HMS, Inc. does not cut electrical wires, not even loose electrical wires, as a policy, unless a certified electrician has de-energized and locked out all power.

Procedures - Lead

A Niton X-Ray Fluorescence Spectrum Analyzer (XRF) was used to sample for lead paint and lead coatings. An XRF can measure the concentration of lead in a coating without damaging the coating during the sampling process. The XRF bombards suspected lead-containing paint with very low levels of radiation. It then analyzes the X-rays that are emitted from the coating. Lead molecules produce a distinct X-ray. The XRF counts the number of lead-emitted X-rays and calculates the number of lead molecules in the area. The instrument then calculates the weight of lead per a defined, measured area. The results are reported in milligrams of lead per square centimeter (mg/cm²).

Unfortunately, Cal/OSHA does not allow negative results (0.00 mg/cm²) to determine a coating to be lead free. In order to handle coatings as lead free they must be chip sampled and analyzed by Flame Atomic Absorption (Flame AA).

Results - Lead

HMS, Inc. did not chip sample any paints, as most contained at least low levels of lead according to the XRF testing. One paint tested at 0.00 mg/cm², the interior beige metal window sills. This component is such a small part of the overall painted and coated surfaces that proving it is lead free is not thought to be of any benefit.

All other paints and coatings seen during the inspection showed at least low levels of lead, many were lead-based paint. For Cal/OSHA purposes, it does not matter if a paint is lead-based paint (1.0 mg/cm² or more) or lead containing (between 0.00 and 1.0 mg/cm²), any paint that contains any amount of lead must be handled in a lead safe fashion.

High level lead paints and coatings included the orange metal I-beam exposed in the lobby, interior painted wood walls, ceramic tile glazes inside and outside the building, exterior doors and door frames.

Low level lead paints included the exterior stucco, metal down spouts, and interior plaster walls. The paint on the exterior of the building is in poor shape, and could be contributing to the lead content of the surrounding soils.

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August 28, 2012
Page Five

Results - Mercury

No mercury containing items were observed during this inspection. No light fixtures were seen at all, no thermostats, and no mercury switch controlled electrical systems were found. Of course, there is the possibility that mercury vapor light tubes are buried in the debris pile in front of the stage. If these items are encountered during cleanup activities they must be handled properly, and either recycled or disposed of as universal waste.

PCBs

HMS, Inc. was unable to access any window putties to sample for PCB content. While PCBs may exist in the window putty behind plywood the plywood that covers exterior openings to the building, this concern would be insignificant due to the small amount of window putty that might exist and when compared to the other issues that exist within the building.

Another component that could contain PCBs would be light ballasts and electrical transformers. Neither of these items were seen by HMS, Inc. during the inspection. As with other items, these could be buried in the debris pile in front of the stage.

Radiation Sources

Fire/smoke alarms and glow in the dark exit signs often contain radioactive sources. Neither of these items were seen by HMS, Inc. during the inspection. As with other items, these could be buried in the debris pile in front of the stage.

Other Potential Hazards

HMS, Inc. looked for any other obvious potential hazards which existed within the building, while inspection for hazardous materials. Those potential hazards noted by HMS, Inc. are discussed below. Other potential hazards may exist as well.

Disease From The Waste Pile

The theater building is obviously occupied by various form of animal life. Pigeons and rats were both observed, other animal life and transients may also occupy the building. These conditions lead to the possibility of Histoplasmosis and Hantavirus. Anyone spending extended time in the theater, especially those conducting cleanup of the materials currently in the building, should be protected from these diseases by using the proper personal protective equipment.

Histoplasmosis is an infection caused by breathing in spores of a fungus often found in bird and bat droppings. Histoplasmosis is most commonly transmitted when these spores become airborne, often during cleanup or demolition projects. Hantavirus is transmitted in a similar fashion.



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Page Four

Procedures - Mold

The mold inspection was conducted on a visual basis only. The following is information copied from the Center of Disease Control's website:

Generally, it is not necessary to identify the species of mold growing in a residence, and CDC does not recommend routine sampling for molds. Current evidence indicates that allergies are the type of diseases most often associated with molds. Since the reaction of individuals can vary greatly either because of the person's susceptibility or type and amount of mold present, sampling and culturing are not reliable in determining your health risk. If you are susceptible to mold and mold is seen or smelled, there is a potential health risk; therefore, no matter what type of mold is present, you should arrange for its removal. Furthermore, reliable sampling for mold can be expensive, and standards for judging what is and what is not an acceptable or tolerable quantity of mold have not been established.

Though the above references a person's residence, the logic can also be applied to an occupied building. It is also important to understand that while health related mold issues may exist, there is no such thing as toxic mold. The following is also copied from the Center for Disease Control's website:

The term "toxic mold" is not accurate. While certain molds are toxigenic, meaning they can produce toxins (specifically mycotoxins), the molds themselves are not toxic, or poisonous.

Results - Mold

The theater is full of mold and building issues caused by mold. Even a cursory inspection shows mold is growing on nearly every surface within the building. Dryrot, a mold caused deterioration of wood, is rampant throughout the areas of the building where wood exists. Wooden stairs, floors, roof joists, stage, stage rigging, and wall support systems all have areas where dryrot has caused damage. Many, if not all, of these materials would have to be completely removed in order to safely occupy this building. Of course, if the roof is not repaired, then replacement of the currently damaged wooden components would be a waste of time, materials and money.

Procedures - Mercury

Mercury was inspected for by looking for fluorescent light tubes, thermostats and mercury electrical switches.



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CO₂ Tanks

In the Lobby area, three tanks of CO₂ were observed. These tanks are old and are rusting. While the theater's exterior envelope is in sufficiently poor shape to prevent the CO₂ from building up to hazardous levels, even if the tanks were leaking, the tanks themselves could be a hazard if mishandled. If these tanks remain under pressure, and the valve is suddenly dislodged, the tanks could be propelled forward causing a projectile hazard. This could happen if the valves are sufficiently deteriorate and the tanks are knocked over or hit with enough force.

Hole in Sub-Stage Concrete

Under the stage a concrete slab exists. This slab is actually on top of the HVAC return air tunnels that run under the concrete slab floor of the theater's seating area. This concrete under the stage has a large hole that appears to have been created on purpose (jack hammered?). It is unclear as to the purpose of this opening, but if crawling under the stage without proper lighting, one could fall into the HVAC tunnel.

General Condition of Building

The building is in such a state of disrepair that simply being inside the building could actually be a physical hazard. While the issues noted above are potential hazards, the fact that many components of the building are deteriorated nearly to the point of failure, makes the entire building a physical hazard. Walls are ready to fall, stairs are rotted and ready to give out, ceiling framing is ready to fall, and has fallen in some areas, and the roof could collapse if sufficiently stressed.

The fact that the building envelope, specifically the roofing materials, has been compromised means that the interior conditions will continue to deteriorate.

Discussion and Recommendations

The Tower Theater Building is obviously not in any shape to be occupied, neither the theater area itself, nor the office suite to the east of the theater space. HMS, Inc. did not find any non-structural components that we feel are worth trying to save. Paint on interior wood has deteriorated allowing nearly all wood components within the building to start to deteriorate. Metal components, other than structural I-Beams coated with high levels of lead-based paint, are starting to rust, including the HVAC duct work seen within the building. Plaster walls and ceilings are compromised from water intrusion as well and the plaster is losing its cohesion. All of these issues are due to the fact the roof is no longer intact and the interior of the building is open to the environment.

If the building is to be renovated, rather than razed, HMS, Inc. would recommend that all non-structural support in this building be removed and replaced. The only components that HMS, Inc. feels may be able to remain would be the concrete floor, the concrete walls, and the I-Beams.



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Page Seven

The exterior paint on the building should be maintained in a stable fashion, whether the building is renovated, razed or left as is. While most exterior paints contain only a small amount of lead, any lead is bad for the environment. There are other components in paint that can be hazardous as well. All of the hazards associated with paint can be controlled by maintaining the paint in a stabilized, non-deteriorated, condition. If the building will remain, an exterior paint stabilization program should be instituted. Interior conditions will continue to deteriorate as long as the roof is not repaired, but this should not pose a significant risk to the environment, unless the roof is torn off the building by strong winds as opposed to falling into the building.

If the building is demolished or renovated, the asbestos-containing and lead-coated materials that exist within the building will require the services of a remediation contractor, registered with Cal/OSHA as an asbestos abatement contractor and who employs lead trained workers in order to demolish and dispose of the interior materials in a safe and legal fashion.

In order to assure asbestos, lead, other hazardous materials and other potential hazards are dealt with both legally and safely, HMS, Inc. strongly recommends a Scope of Work be written that assure the remediation contractor be required to follow not only applicable regulations but also State-Of-The-Art work practices. This approach, combined with documentation that the project was completed according to the specifications, will protect the City of Willows, Indigo / Hammond & Playle Architects, and everyone else associated with the project from liability associated with the handling and disposal of hazardous materials.

Cost Estimate

This cost estimate is time sensitive and can be affected by the time of year the work is conducted, whether the project is a renovation or demolition project, how long between now and when the remediation project takes place, and numerous other conditions.

Stabilization of the exterior paints if the building, including application of a new layer of paint would likely cost between \$50,000 and \$65,000. Much of this cost is due to the precautions that would be necessary to prevent the existing paint from being released into the environment.

Interior demolition, back to structural components only and clean up of all interior hazardous materials is likely to cost between \$200,000 and \$300,000 with the roof structure being a major variable. The roof will have to be covered with poly before the interior work can be conducted, this will be a difficult task, made more difficult the worse the roof becomes.

HMS, Inc. can write the Scope of Work for the remediation and demolition work for a flat rate fee of \$5000. This price includes all travel, meetings, research and coordination necessary to write the specifications, organize and conduct a bid walk for remediation contractors and review the bids submitted and received by the remediation contractors.

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The interior cleanup and demolition will likely require four to five weeks to complete. HMS, Inc. can monitor this work to assure it is conducted as required by the specifications and applicable regulations, document it was conducted properly by properly trained and protected workers, and clear the project at its conclusion. If the remediation contractor is given no more than 25 working days, HMS, Inc. could monitor, document, and clear this project for approximately \$40,000. This price includes all travel, meetings, report writing, project construction meetings, daily and clearance sampling costs necessary to provide the project team with both short and long term liability protection.

Summary

There are, basically three options for this building:

1. Leave it "as is" and prevent entry.
2. Renovate or restore it.
3. Demolish it.

Leaving the building "as is" would not trigger any requirements to address the hazardous materials inside the building. The exterior paint and the roof would need attention as noted above. Access to the building would need to be prohibited and protected against.

If the building is renovated, restored or demolished Cal/OSHA, EPA, Cal/EPA Department of Toxic Substance Control, California Department of Public Health and various other regulations would require the proper handling and disposal of all hazardous materials impacted by the work. In this building, that would include nearly everything on the interior, and some of the materials on the exterior, of the building. While the exterior paint would not need to be removed in its entirety, it would need to be stabilized at a minimum.

HMS, Inc. Minimum Recommendations

No matter what course of action is chosen for the building:

1. Stabilize exterior paints
2. Repair the roof structure and membrane

If the building is to be renovated, restored or demolished:

3. Write a Scope of Work that requires State-of-The Art remediation techniques
4. Hire a qualified contractor (asbestos, lead, mold, etc) to conduct the remediation in a fashion that protects the public's and the workers' health
5. Remove all interior non-structural components
6. Document and clear the hazardous materials remediation project in a fashion that protects everyone's liability



HMS, Inc.

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Indigo/ Hammond & Playle Architects, LLP
August 28, 2012
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It has been a pleasure working on this project with you. If you are in need of additional information, or have questions on the information provided in the report, please do not hesitate to call me at (209) 551-2000 or (209) 993-6123 (cell) or contact me via e-mail at msharp@hazmanage.com.

Sincerely,

Michael C. Sharp
President/CEO
Cal/OSHA CAC 94-1564
CDPH I/S/M 3763
MCSE NT 4.0 + I



BULK MATERIAL Analysis Request Form for Hazard Management Services, Inc.

Modesto - 1146

JOB ID: M12138

CLIENT: Indigo Architects - City of Willows

COLLECTED BY: Michael C. Sharp and Greyson J. Sharp

DATE COLLECTED: 7-31-12

DATE SUBMITTED: 8-1-12

LAB SUBMITTED TO: FALI

SPECIAL INSTRUCTIONS:

ANALYSIS REQUESTED: PLM with Dispersion Staining

TURNAROUND TIME: 48 hours (Results needed Friday before Noon - please!)

JOB SITE: Old Tower Theater in Willows, CA

	SAMPLE #	MATERIAL DESCRIPTION/LOCATION
1	HMS-M12138-01A	Plaster on Lath Lobby Entry
2	HMS-M12138-01B	Plaster on Lath East Wall of Theater
3	HMS-M12138-01C	Plaster on Lath Interior Walls (very hard plaster wall)
4	HMS-M12138-01D	Plaster on Lath Exterior Access Office - west wall
5	HMS-M12138-01E	Plaster on Lath 2 nd Floor Projector Room
6	HMS-M12138-02A	Plaster on Concrete West Side of Theater (debris from floor)
7	HMS-M12138-02B	Plaster on Concrete 2 nd Floor Projector Room Hallway Closet
8	HMS-M12138-02C	Plaster on Concrete West Wall of Theater
9	HMS-M12138-02D	Plaster on Concrete Ceiling Plaster (debris on Floor)
10	HMS-M12138-02E	Plaster on Concrete Stairwell to Projector Room
11	HMS-M12138-03A	Button-board Plaster S/W Storage Closet
12	HMS-M12138-03B	Button-Board Plaster West Wall
13	HMS-M12138-03C	Button-Board Plaster S/W Wall

DELIVERED BY: Michael C. Sharp

DATE: 8-1-12

RECEIVED BY: [Signature]

DATE: 8-1-12 @ 12 pm %

08-01-12 15:58 From: HMS, Inc.

To: 15138874218

:2095755657

2/ 2

BULK MATERIAL Analysis Request Form for Hazard Management Services, Inc.

Modesto - 1146

JOB ID: M12138

CLIENT: Indigo Architects - City of
WillowsCOLLECTED
BY:Michael O. Sharp and
Greyson J. Sharp

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TURNAROUND TIME:

48 hours (Results needed
Friday before Noon -
please!)

JOB SITE:

Old Tower Theater in Willows, CA

	SAMPLE #	MATERIAL DESCRIPTION/LOCATION
14	HMS-M12138-03D	Button-Board Plaster S/W Corner Wall
15	HMS-M12138-04A	Roofing Debris - 2 nd Floor Projector Room
16	HMS-M12138-04B	Roofing Debris - Main Area
17	HMS-M12138-04C	Roofing Debris - Lobby Floor
18	HMS-M12138-04D	Roofing Debris - Roof Moisture Barrier
19	HMS-M12138-05A	Terrazo Flooring - Interior of Lobby
20	HMS-M12138-06A	Floor Surfacing - West of Projector Room
21	HMS-M12138-07A	Tile Under Carpet - Women's Restroom Lobby

DELIVERED BY:

Michael O. Sharp

DATE:

8-1-12

RECEIVED BY:

John

DATE:

8-1-12 @ 12pm

indigo25

HAMMOND + PLAYLE ARCHITECTS, LLP



BULK MATERIAL Analysis Request Form for Hazard Management Services, Inc.

Modesto - 1146

JOB ID.: M12138 CLIENT: Indigo Architects - City of Willows COLLECTED BY: Michael C. Sharp and Greyson J. Sharp

DATE COLLECTED: 7-31-12 DATE SUBMITTED: 8-1-12 LAB SUBMITTED TO: FALI

SPECIAL INSTRUCTIONS:

ANALYSIS REQUESTED: PLM with Dispersion Staining TURNAROUND TIME: 48 hours (Results needed Friday before Noon - please!)

JOB SITE: Old Tower Theater in Willows, CA

	SAMPLE #	MATERIAL DESCRIPTION/LOCATION
22	HMS-M12138-08A	12" Carpet(?) Tile - In debris pile front of stage
23	HMS-M12138-09A	9" Floor Tile and Mastic - Exterior Access Office
24	HMS-M12138-10A	Exterior Stucco & Concrete - NW corner of Building
25	HMS-M12138-10B	Exterior Stucco & Concrete - West side of Building
26	HMS-M12138-10C	Exterior Stucco & Concrete - East Side of Building
27	HMS-M12138-11A	Debris on Floor of Theater - Main Theater
28	HMS-M12138-11B	Debris on Floor of Theater - Front of Stage
29	HMS-M12138-11C	Debris on Floor of Theater - Front of Stage
30	HMS-M12138-11D	Debris on Floor of Theater - Front of Stage
31	HMS-M12138-12A	Ceramic Tile Mortar Bed - West side Restroom
32	HMS-M12138-12B	Ceramic Tile Grout - Exterior North Side
33	HMS-M12138-12C	Ceramic Tile Mortar Base - Exterior North Side
34	HMS-M12138-13A	Concrete Patching Compound - Interior Walls (behind opened plaster walls)

DELIVERED BY: Michael C. Sharp

DATE: 8-1-12

RECEIVED BY: [Signature]

DATE: 8-1-12 @ 12pm 9/

BULK MATERIAL Analysis Request Form for Hazard Management Services, Inc.

Modesto - 1146

JOB ID: M12138

CLIENT: Indigo Architects - City of
WillowsCOLLECTED
BY:Michael C. Sharp and
Greyson J. Sharp

DATE COLLECTED: 7-31-12

DATE SUBMITTED: 8-1-12

LAB SUBMITTED TO: FALI

SPECIAL INSTRUCTIONS:

ANALYSIS REQUESTED: PLM with Dispersion Staining

TURNAROUND TIME:

48 hours (Results needed
Friday before Noon -
please!)

JOB SITE:

Old Tower Theater in Willows, CA

	SAMPLE #	MATERIAL DESCRIPTION/LOCATION
35	HMS-M12138-14A	Paint on Concrete - Interior Lobby Floor
36	HMS-M12138-15A	Paint on Wood - Lobby
37	HMS-M12138-16A	Concrete Coating and Paint - Exterior North Side
38	HMS-M12138-17A	Paint on Concrete and Metal - Exterior East Side
39	HMS-M12138-18A	Sheet Flooring - Debris Pile East Side Front of Stage
40	HMS-M12138-19A	Sound Insulation Board - Lobby to Theater
41	HMS-M12138-19B	Sound Insulation Board - East Side of Theater (on floor)
42	HMS-M12138-19C	Sound Insulation Board - West Wall of Theater

DELIVERED BY:

Michael C. Sharp

DATE:

8-1-12

RECEIVED BY:

ASND

DATE:

8-1-12 @ 12pm %



BULK MATERIAL Analysis Request Form for Hazard Management Services, Inc.

Modesto - 1146

JOB ID: M12138

CLIENT: Indigo Architects - City of Willows

COLLECTED BY: Michael C. Sharp and Greyson J. Sharp

DATE COLLECTED: 7-31-12

DATE SUBMITTED: 8-1-12

LAB SUBMITTED TO: FALI

SPECIAL INSTRUCTIONS:

ANALYSIS REQUESTED: PLM with Dispersion Staining

TURNAROUND TIME: 48 hours (Results needed Friday before Noon - please!)

JOB SITE: Old Tower Theater in Willows, CA

	SAMPLE #	MATERIAL DESCRIPTION/LOCATION
43	HMS-M12138-20A	Concrete Floor - Lobby
44	HMS-M12138-21A	Baseboard and Mastic - At Concession Stand Under Wood Baseboards
45	HMS-M12138-22A	Concrete Moisture Barrier-Interior East Wall
45	HMS-M12138-23A	Air Cell Pipewrap - Storage Closet West of Projector Room

DELIVERED BY: Michael C. Sharp

DATE: 8-1-12

RECEIVED BY: [Signature]

DATE: 8-1-12 @ 12:00 PM



Forensic Analytical Laboratories

Final Report

Bulk Asbestos Analysis

(EPA Method 600/R-93-116, Visual Area Estimation)

Hazard Mgmt Svcs-Modesto/Plst Hill
Mike Sharp
PO Box 576848

Modesto, CA 95357-6848

Client ID: 1146
Report Number: B166682
Date Received: 08/01/12
Date Analyzed: 08/02/12
Date Printed: 08/02/12
First Reported: 08/02/12

Job ID/Site: M12138 - Indigo Architects, City of Willows, Old Tower Theater in Willows, CA

FAEI Job ID: 1146

Date(s) Collected: 07/31/2012

Total Samples Submitted: 46

Total Samples Analyzed: 46

Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
HMS-M12138-01A	11285155						
Layer: Off-White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-01B	11285156						
Layer: White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-01C	11285157						
Layer: Grey Plaster			ND				
Layer: Green Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-01D	11285158						
Layer: Off-White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-01E	11285159						
Layer: White Plaster			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-02A	11285160						
Layer: White Plaster			ND				
Layer: Off-White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							



HAZARDOUS MATERIALS STUDY

Client Name: Hazard Mgmt Svcs-Modesto/Plst Hill

Report Number: B166682

Date Printed: 08/02/12

Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
HMS-M12138-02B	11285161						
Layer: White Plaster			ND				
Layer: Off-White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-02C	11285162						
Layer: White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-02D	11285163						
Layer: White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-02E	11285164						
Layer: White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-03A	11285165						
Layer: White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-03B	11285166						
Layer: White Plaster			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-03C	11285167						
Layer: Off-White Drywall			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20 %) Fibrous Glass (10 %)							
HMS-M12138-03D	11285168						
Layer: Off-White Drywall			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20 %) Fibrous Glass (10 %)							
HMS-M12138-04A	11285169						
Layer: Black Semi-Fibrous Tar			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20 %) Synthetic (5 %)							



Client Name: Hazard Mgmt Svcs-Modesto/Plst Hill

Report Number: B166682

Date Printed: 08/02/12

Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
HMS-M12138-04B	11285170						
Layer: Black Semi-Fibrous Tar			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20%) Synthetic (5%)							
HMS-M12138-04C	11285171						
Layer: Black Semi-Fibrous Tar			ND				
Layer: Silver Paint		Chrysotile	2%				
Total Composite Values of Fibrous Components:		Asbestos (Trace)					
Cellulose (20%) Fibrous Glass (10%) Synthetic (5%)							
HMS-M12138-04D	11285172						
Layer: Black Semi-Fibrous Tar			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20%) Synthetic (5%)							
HMS-M12138-05A	11285173						
Layer: Green Non-Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-06A	11285174						
Layer: Red-Brown Sheet Flooring			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (2%)							
HMS-M12138-07A	11285175						
Layer: Black Tile		Chrysotile	5%				
Layer: Black Mastic		Chrysotile	5%				
Total Composite Values of Fibrous Components:		Asbestos (5%)					
Cellulose (Trace)							
HMS-M12138-08A	11285176						
Layer: Yellow Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Synthetic (99%)							
HMS-M12138-09A	11285177						
Layer: Green Tile		Chrysotile	5%				
Layer: Black Mastic			ND				
Total Composite Values of Fibrous Components:		Asbestos (5%)					
Cellulose (Trace)							
HMS-M12138-10A	11285178						
Layer: Grey Cementitious Material			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							



HAZARDOUS MATERIALS STUDY

Report Number: B166682

Date Printed: 08/02/12

Client Name: Hazard Mgmt Svcs-Modesto/Plst Hill

Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
HMS-M12138-10B	11285179						
Layer: Grey Cementitious Material			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-10C	11285180						
Layer: Grey Cementitious Material			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-11A	11285181						
Layer: Brown Semi-Fibrous Material		Chrysotile	10 %				
Total Composite Values of Fibrous Components:		Asbestos (10%)					
Cellulose (50 %)							
HMS-M12138-11B	11285182						
Layer: Off-White Plaster			ND				
Layer: Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-11C	11285183						
Layer: White Drywall			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (20 %)							
HMS-M12138-11D	11285184						
Layer: Tan Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (95 %)							
HMS-M12138-12A	11285185						
Layer: Grey Mortar			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-12B	11285186						
Layer: Grey Grout			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-12C	11285187						
Layer: Grey Grout			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-13A	11285188						
Layer: Grey Cementitious Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							

Client Name: Hazard Mgmt Svcs-Modesto/Plst Hill

Report Number: B166682

Date Printed: 03/02/12

Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
HMS-M12138-14A	11285189						
Layer: Red-Brown Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-15A	11285190						
Layer: Red-Brown Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-16A	11285191						
Layer: Off-White Coating			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-17A	11285192						
Layer: Off-White Paint			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-18A	11285193						
Layer: Black Sheet Flooring			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-19A	11285194						
Layer: Tan Fibrous Material		Chrysotile	2 %				
Total Composite Values of Fibrous Components:		Asbestos (2%)					
Cellulose (85 %)							
HMS-M12138-19B	11285195						
Layer: Tan Fibrous Material		Chrysotile	2 %				
Total Composite Values of Fibrous Components:		Asbestos (2%)					
Cellulose (85 %)							
HMS-M12138-19C	11285196						
Layer: Tan Fibrous Material		Chrysotile	2 %				
Total Composite Values of Fibrous Components:		Asbestos (2%)					
Cellulose (85 %)							
HMS-M12138-20A	11285197						
Layer: Grey Cementitious Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-21A	11285198						
Layer: Red Non-Fibrous Material			ND				
Layer: Black Semi-Fibrous Mastic			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (2 %)							



HAZARDOUS MATERIALS STUDY

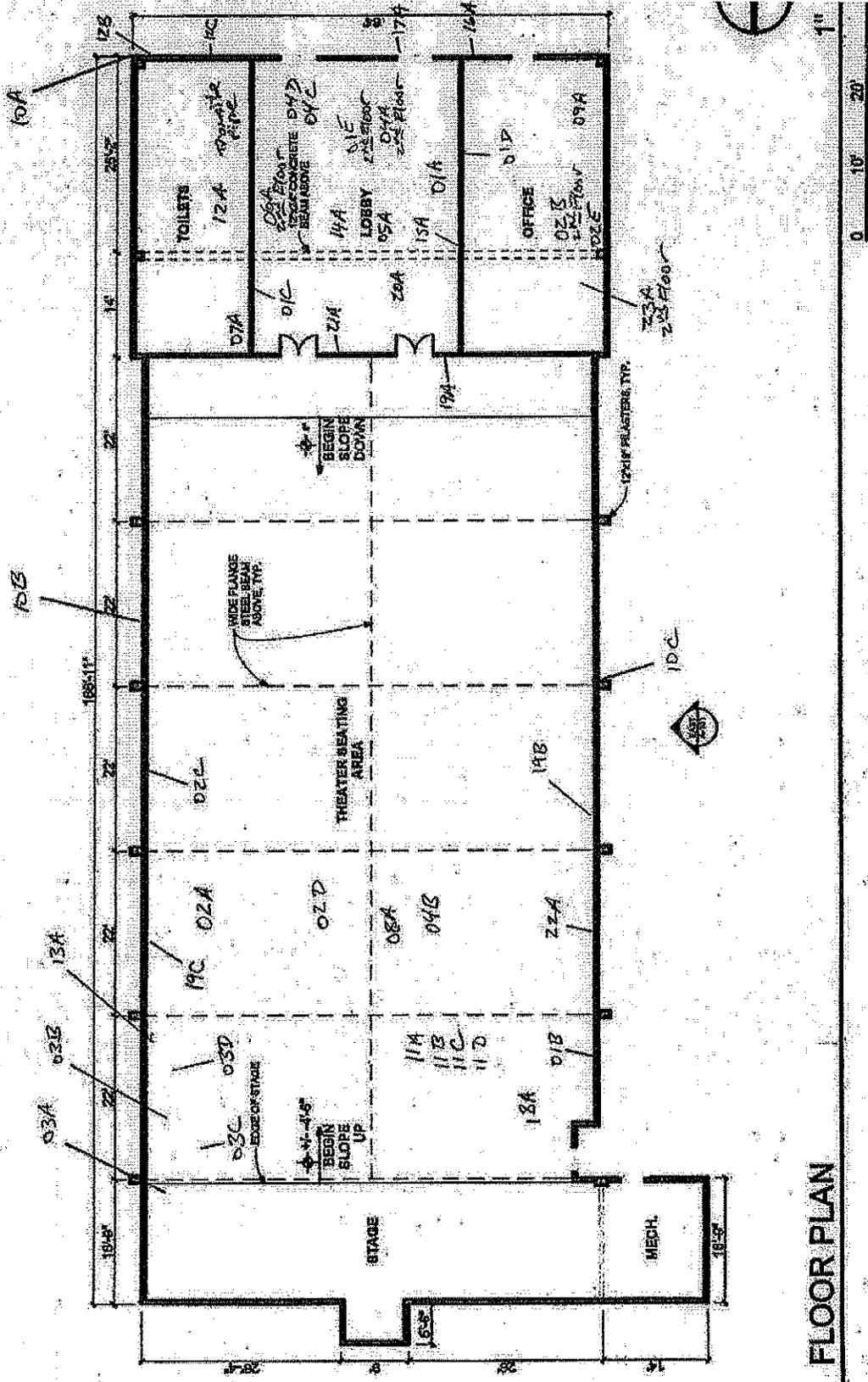
Sample ID	Lab Number	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer	Asbestos Type	Percent in Layer
Client Name: Hazard Mgmt Svcs-Modesto/Plst Hill		Report Number: B166682					
		Date Printed: 08/02/12					
HMS-M12138-22A	11285199						
Layer: Black Non-Fibrous Material			ND				
Total Composite Values of Fibrous Components:		Asbestos (ND)					
Cellulose (Trace)							
HMS-M12138-23A	11285200						
Layer: Light Grey Fibrous Material			70 %	Chrysotile			
Total Composite Values of Fibrous Components:		Asbestos (70%)					
Cellulose (25 %)							

Tad Throver

Tad Throver, Laboratory Supervisor, Hayward Laboratory

Note: Limit of Quantification (LOQ) = 1%. 'Trace' denotes the presence of asbestos below the LOQ. 'ND' = 'None Detected'. Analytical results and reports are generated by Forensic Analytical Laboratories Inc. (FALI) at the request of and for the exclusive use of the person or entity (client) named on such report. Results, reports or copies of same will not be released by FALI to any third party without prior written request from client. This report applies only to the sample(s) tested. Supporting laboratory documentation is available upon request. This report must not be reproduced except in full, unless approved by FALI. The client is solely responsible for the use and interpretation of test results and reports requested from FALI. Forensic Analytical Laboratories Inc. is not able to assess the degree of hazard resulting from materials analyzed. FALI reserves the right to dispose of all samples after a period of thirty (30) days, according to all state and federal guidelines, unless otherwise specified. All samples were received in acceptable condition unless otherwise noted.

Willows Tower Theater
Asbestos Sample Locations



FLOOR PLAN



XRF Form

Client Name: Indigo/Hammond + Playle Architects, LLP		Date: 7/31/12
Site Name: Old Tower Theater, Willows CA		HMS Job Number: M12138
Site Address:		Inspector: Mike Sharp
Calibration Time(s):		Documented by: Mike Sharp
		Niton Unit Number: 22265 XLD300A

Test #	Sample Location	Color	Substrate	Component	Condition	XRF Result* (mg/cm ²)	Comment
	I-Beam	Orange	Metal	I-Beam	Fair	6.2	
	Interior Painted Wood	Multi	Wood	Various	Poor	3-4	
	Ceramic Tile	Blue & Beige	Ceramic Tile	Wall	Intact	10.2	Interior
	Interior Window Frame	Beige	Metal	Window	Fair	0.00	
	Ceramic Tile	Burgandy	Ceramic Tile	Wall	Intact	10.1	Exterior
	Exterior Stucco	Beige & Green	Stucco	Wall	Poor	0.8	West Wall
	Exterior Stucco	Beige and Green	Stucco	Wall	Poor	0.15	East Wall
	Exterior Wood Door Frame	Beige	Wood	Door	Poor	9.2	Door to Exterior Access Office
	Exterior Metal Door	Green	Metal	Door	Fair	4.0	
	Exterior Wood Door Frame	Green	Wood	Door	Poor	4.0	
	Exterior Metal Down Spout	Beige	Metal	Down Spout	Poor	0.15	
	Exterior Metal Down Spout	Green	Metal	Down Spout	Poor	0.8	
	Interior Plaster Wall	Beige	Plaster	Wall	Poor	0.5	
	Interior Plaster Wall	Green	Plaster	Wall	Poor	0.5	
	Interior Plaster Wall	Blue	Plaster	Wall	Poor	0.5	

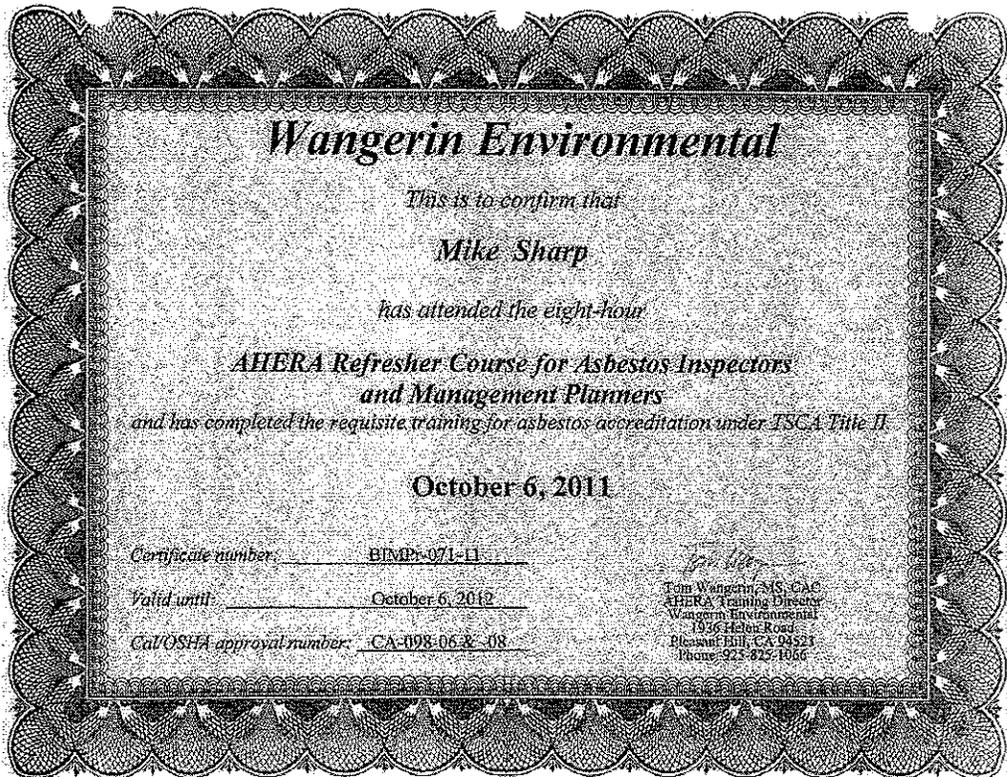


State of California Department of Public Health
 Lead-Related Construction Certificate

Category	Expiration Date
Inspector/Assessor	04/08/2013
Supervisor	04/08/2013
Project Monitor	04/08/2013

Michael C. Sharp ID # 3763

Mr. Michael C. Sharp
 Hazard Management Services, Inc.
 207 McHenry Avenue
 Modesto, California 95354



Wangerin Environmental

This is to confirm that

Mike Sharp

has attended the eight-hour

**AHERA Refresher Course for Asbestos Inspectors
and Management Planners**

and has completed the requisite training for asbestos accreditation under TSCA Title II

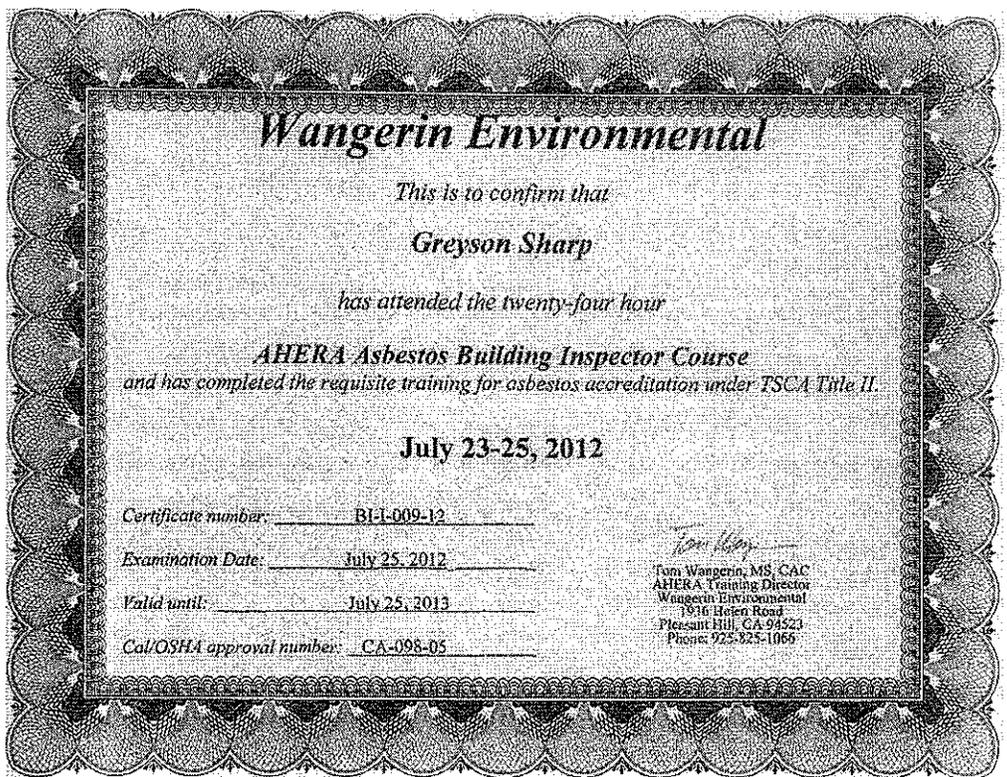
October 6, 2011

Certificate number: BIMP-071-11

Valid until: October 6, 2012

Cal/OSHA approval number: CA-098-06 & -08

Tom Wangerin
Tom Wangerin, MS, CAC
AHERA Training Director
Wangerin Environmental
1936 Heien Road
Pleasant Hill, CA 94523
Phone: 925-825-1066



Wangerin Environmental

This is to confirm that

Greyson Sharp

has attended the twenty-four hour

AHERA Asbestos Building Inspector Course

and has completed the requisite training for asbestos accreditation under TSCA Title II

July 23-25, 2012

Certificate number: BI-I-009-12

Examination Date: July 25, 2012

Valid until: July 25, 2013

Cal/OSHA approval number: CA-098-05

Tom Wangerin
Tom Wangerin, MS, CAC
AHERA Training Director
Wangerin Environmental
1936 Heien Road
Pleasant Hill, CA 94523
Phone: 925-825-1066



National Voluntary Laboratory Accreditation Program



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

Forensic Analytical Laboratories, Inc.
3777 Depot Road, Suite 409
Hayward, CA 94545-2761
Mr. David Sandusky
Phone: 510-887-8828 Fax: 510-887-4218
E-Mail: Daves@forensica.com
URL: http://www.forensica.com

BULK ASBESTOS FIBER ANALYSIS (PLM)

NVLAP LAB CODE 101459-0

<i>NVLAP Code</i>	<i>Designation / Description</i>
18/A01	EPA-600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples.

2011-07-01 through 2012-06-30

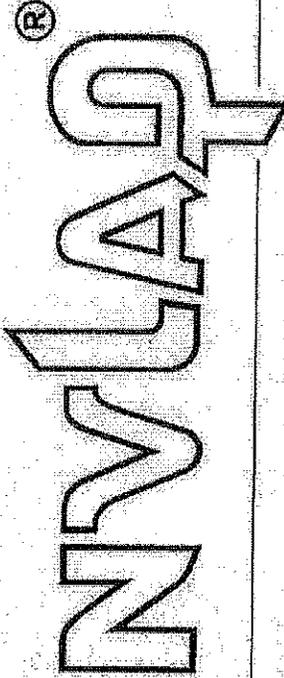
Effective dates

Sally S. Bruce

For the National Institute of Standards and Technology



United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 101459-0

Forensic Analytical Laboratories, Inc.
Hayward, CA

is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:

BULK ASBESTOS FIBER ANALYSIS

This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-LAC-IAF Communique dated January 2009).



2011-07-01 through 2012-06-30

Effective dates

Dolly J. Bruce
For the National Institute of Standards and Technology



CALIFORNIA STATE
ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM BRANCH

CERTIFICATE OF ENVIRONMENTAL ACCREDITATION

Is hereby granted to

FORENSIC ANALYTICAL LABORATORIES, INC.

HAYWARD LABORATORY

3777 DEPOT ROAD, #409

HAYWARD, CA 94545

Scope of the certificate is limited to the
"Fields of Testing"
which accompany this Certificate.

Continued accredited status depends on successful completion of on-site,
proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of
Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1202**

Expiration Date: **05/31/2012**

Effective Date: **06/01/2010**

Richmond, California
subject to forfeiture or revocation

George C. Kulasingam, Ph.D., Chief
Environmental Laboratory Accreditation Program Branch

State of California—Health and Human Services Agency

California Department of Public Health

LEAD HAZARD EVALUATION REPORT

Section 1 — Date of Lead Hazard Evaluation 7/31/12

Section 2 — Type of Lead Hazard Evaluation (Check one box only)

 Lead Inspection
 Risk assessment
 Clearance Inspection
 Other (specify) CPHA Compliance Inspection

Section 3 — Structure Where Lead Hazard Evaluation Was Conducted

Address (number, street, apartment (if applicable)) <u>340 W. Sycamore St.</u>		City <u>Willows</u>	County <u>Ca</u>	Zip Code <u>95988</u>
Construction date (year) of structure <u>unknown</u>	Type of structure <input type="checkbox"/> Multi-unit building <input type="checkbox"/> School or daycare <input type="checkbox"/> Single-family dwelling <input checked="" type="checkbox"/> Other <u>zoned</u>		Children living in structure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know	

Section 4 — Owner of Structure (if business/agency, list contact person)

Name <u>SCORE, Inc.</u>		Telephone number <u>530-750-0756</u>		
Address (number, street, apartment (if applicable)) <u>3120 Cohasset Road, #5</u>		City <u>Chico</u>	State <u>CA</u>	Zip Code <u>95973</u>

Section 5 — Results of Lead Hazard Evaluation (check all that apply)

 No lead-based paint detected
 Intact lead-based paint detected
 Deteriorated lead-based paint detected
 No lead hazards detected
 Lead-contaminated dust found
 Lead-contaminated soil found
 Other

Section 6 — Individual Conducting Lead Hazard Evaluation

Name <u>Michael Sharp</u>		Telephone number <u>(209) 551-2000</u>		
Address (number, street, apartment (if applicable)) <u>207 Medway Ave</u>		City <u>Madesto</u>	State <u>Ca</u>	Zip Code <u>95354</u>
CDPH certification number <u>3763</u>	Signature <u>Michael C. Sharp</u>		Date <u>8/6/12</u>	
Name and CDPH certification number of any other individuals conducting sampling or testing (if applicable)				

Section 7 — Attachments

- A. A foundation diagram or sketch of the structure indicating the specific locations of each lead hazard or presence of lead-based paint;
- B. Each testing method, device, and sampling procedure used;
- C. All data collected, including quality control data, laboratory results, including laboratory name, address, and phone number.

First copy and attachments retained by Inspector

Second copy and attachments retained by owner

Third copy only (no attachments) mailed or faxed to:

California Department of Public Health
Childhood Lead Poisoning Prevention Branch Reports
850 Marina Bay Parkway, Building P, Third Floor
Richmond, CA 94804-6403
Fax: (510) 620-5656

CDPH 6552 (6/07)



bae urban economics

To: Jon Hammond, INDIGO Architects

From: Matt Kowta, Principal
Jessica Luk, Associate

Date: October 31, 2012

Re: Background economic analysis for Willows Tower Theater Reuse

Introduction and Study Purpose

The purpose of this memo is to provide background economic analysis to assist in assessing the reuse potential for the Tower Theater building, located at 326 W. Sycamore Street, Willows, CA. BAE's assessment research focused primarily on the commercial reuse of the property; however, consideration was also given to potential use of the site for senior housing.

Methodology

To provide INDIGO Architects with information regarding the potential market support for reuse of the Tower Theater property, BAE's analysis include four steps:

1. Site visit/downtown reconnaissance
2. Review of background data
3. Compilation and analysis of updated data
4. Review of possible funding sources

BAE's work began with a visit to the Tower Theater building site and general reconnaissance or "windshield survey" of downtown Willows. Next, BAE reviewed available background data, including retail opportunity analysis conducted by the CSU Chico Center for Economic Development as part of 2003 downtown study, and the Glenn County Senior Housing study completed by Chi Partners for the County Glenn in summer of 2012. BAE also reviewed structural and hazardous materials assessments for the building completed for INDIGO by other subconsultants. Next, BAE compiled a range of basic economic and demographic data and analyzed the data for its implications for potential market support for reuse of the Tower Theater property.

Property and Area Description

The Tower Theater building is a former movie theater, which has been in disuse for a number of years. The building footprint is approximately 10,000 square feet on a 26,275 square foot site, and it is located in central Willows. The building is located directly across the street from the U.S. Post Office, somewhat on the edge of the downtown commercial district, which extends to the north, east, and south of the building for several blocks. Highway 162 runs west to east through the northern part of the downtown area, connecting downtown to I-5 on

San Francisco
1285 66th Street
Second Floor
Emeryville, CA 94608
510.547.9380

Sacramento
803 2nd Street
Suite A
Davis, CA 95616
530.750.2195

Los Angeles
5405 Wilshire Blvd.
Suite 291
Los Angeles, CA 90036
213.471.2666

Washington DC
1436 U Street NW
Suite 403
Washington, DC 20009
202.588.8945

New York City
121 West 27th Street
Suite 705
New York, NY 10001
212.683.4486



the west. Highway 99W/Tehama Street runs north-south through the eastern part of the downtown area.

The downtown is characterized by a mixture of low-density commercial buildings, arranged on a grid street pattern. Downtown Willows contains a range of commercial uses, including retail and service establishments, banks, and restaurants that serve the location population as well as the larger Glenn County community. There are a number of vacant or underutilized buildings and vacant lots interspersed with the occupied commercial spaces in the downtown area. Several blocks to the west of the building there is a clustering of governmental buildings occupied by Glenn County and the City of Willows. The Glenn Medical Center is located approximately one-half mile to the west of the Tower Theater building.

Willows is one of three incorporated cities in Glenn County, the others being Orland and Hamilton City. While Glenn County has historically been an agricultural community, the three cities are also tied to the larger economy centered on the City of Chico, to the east in neighboring Butte County. According to the U.S. Census, approximately ten percent of employed Willows and Orland residents and about seven percent of employed Hamilton City workers are employed in the City of Chico.¹

Demographic and Economic Overview

This section of the memo presents basic demographic and economic information that BAE has compiled in order to understand conditions in Willows and implications for potential reuse of the Tower Theater building.

Population Trends and Demographic Characteristics

With a 2010 population of approximately 6,200 people, Willows is a small town. The City's population has actually declined slightly since 2010, according to the data from the American Community Survey shown in Table 1. The community is predominantly families, and this is reflected in the age distribution of residents, with just under 29 percent of the population children under the age of 18; however, the City also has a sizable population of seniors aged 65 and over (12.7 percent), as well as a large group of middle-aged residents who are between the age of 45 and 64 (23.4 percent). To the extent that these residents age in place, this groups represents the population that will age and enter their senior years over the next two decades, increasing the proportion of the City's elderly population.

Incomes in Willows tend to be moderate, with an overall 2010 median of \$42,787 per year, which is below the California median of \$57,708. Willows has a significant concentration of households in the lower and middle income categories below \$50,000 per year, and relatively small proportions of households with high incomes of \$100,000 or more per year.

As of 2010, there are an estimated 2,620 jobs in Willows and the unemployment rate was 11.9 percent.

¹ www.onthemap.ces.census.gov


Table 1: Population, Households, and Employment Trends, City of Willows, 2000-2010

City of Willows	2000	2010	% Change
Population	6,220	6,166	-0.9%
Households	2,134	2,173	1.8%
Average Household Size	2.83	2.75	-2.8%
Household Type			
Families		68.9%	
Non-Families		31.1%	
Age			
Under 18		28.9%	
18-44		35.0%	
45-64		23.4%	
65+		12.7%	
Household Income (a)			
Less than \$24,999		34.6%	
\$25,000 to \$49,999		27.8%	
\$50,000 to \$99,999		26.0%	
\$100,000 to \$199,999		9.5%	
More than \$200,000		2.1%	
Median Household Income (a)		\$42,787	
Total Employment (August 2012)		2,620	
Unemployment Rate (August 2012)		11.9%	

Notes:

(a) The American Community Survey (ACS) publishes demographic estimates based on statistical sampling conducted continuously between 2008 and 2010.

Sources: US Census, 2000, 2010; ACS, 2006-2010; EDD, 2012; BAE, 2012.

Housing Stock

Consistent with the prevalence of family households in Willows, over 70 percent of the City's housing stock is single-family attached and detached homes. Of the supply of multifamily housing units, most are in relatively small buildings that incorporate between 2 and 9 units. As of January 1, 2012, the State Department of Finance estimated that the Willows housing stock had a 9.42 percent vacancy rate, compared to a statewide vacancy rate of 8.06 percent.²

² State Department of Finance, report E-5, 1/1/2012.

**Table 2: Housing Units by Type of Structure**

Type of Residence (a)	City of Willows
Single Family Detached	69.7%
Single Family Attached	2.7%
Multifamily 2-4 Units	13.3%
Multifamily 5-9 Units	6.3%
Multifamily 10-49 Units	2.5%
Multifamily 50+	4.5%
Mobile Home (b)	1.0%
Total	100.0%
Multifamily Housing Units	26.6%

Notes:

(a) The American Community Survey (ACS) publishes demographic estimates based on statistical sampling conducted between 2006-2010.

(b) Includes both standard mobile homes and boats, RVs, vans, and other vehicles that serve as a primary residence.

Sources: ACS, 2006-2010; BAE, 2012.

Employment by Industry

Table 3 presents an estimate of the employment by industry in the City of Willows for 2010, produced by the U.S. Census Bureau's On the Map online tool. This table shows that the employment within the City itself is dominated by Public Administration, which accounts for just under 37 percent of all jobs in the city, due the preponderance of employment associated with the Glenn County government functions that are located in Willows, in addition to Willows city government jobs. Education and Health Services are the next largest concentration of jobs, likely due to the fact that Willows' schools and the Glenn Medical Center likely serve not only city residents, but also serve as a hub of services for residents of surrounding rural areas. Other than Leisure and Hospitality, no other sectors account for more than ten percent of the city's employment base. It should be acknowledged; however, that the agricultural lands that surround Willows likely account for a significant proportion of jobs held by residents of Willows although the number of agricultural jobs located within the City of Willows itself is fairly small. These data indicate that aside from the agricultural economy, the Willows economy is largely based on spending for government, schools, and health services.



Table 3: Annual Average Employment by Industry, 2010

Industry (a)	City of Willows	
	Number	% Total
Farming	49	1.5%
Natural Resources, Mining, Utilities	115	3.5%
Construction	71	2.2%
Manufacturing	214	6.6%
Wholesale Trade	47	1.4%
Retail Trade	141	4.3%
Transportation, Warehousing & Utilities	10	0.3%
Information	4	0.1%
Finance and Real Estate	86	2.6%
Professional & Business Services	33	1.0%
Management & Administration	26	0.8%
Educational & Health Services	751	23.1%
Leisure & Hospitality	365	11.2%
Other Services	140	4.3%
Public Administration	<u>1,198</u>	<u>36.9%</u>
Total (a)	3,250	100.0%

Notes:

(a) Universe consists of all sector wage and salary employment. Does not include self-employed persons not on payroll. Industry classification is not-self reported by individual workers. Counts may vary from other tables due to differences in data sources.

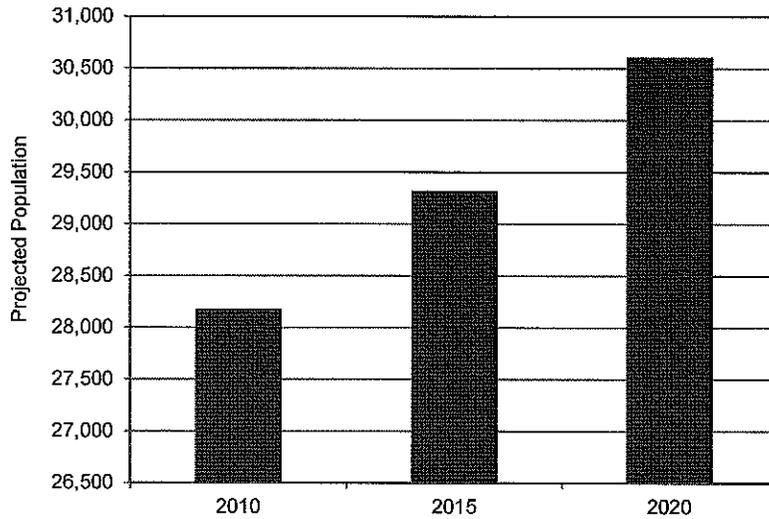
Sources: OnTheMap, 2010; BAE, 2012.

Population and Employment Growth Projections

Between 2010 and 2020, the State Department of Finance projects an increase of approximately 2,400 new residents in Glenn County to a total of 30,611 residents, an increase of 8.6 percent. See Figure 1. The City's proximity to I-5 positions it well to capture a share of countywide growth. In addition, Willows appears to be on par with Orland as an attractive location for commuters to jobs in Chico even though Willows is more distant from Chico. Further, Willows is the County seat for Glenn County. Given these factors, Willows should be capable of capturing at least its proportionate share of projected countywide growth. Growth of approximately 8.6 percent in line with the County average, from a base of 6,166 current residents, would suggest that the City's population will increase by approximately 530 residents by 2020.



Figure 1: Projected Population Growth, Glenn County, 2000 - 2050



Sources: California Department of Finance; BAE, 2012.

Projected Employment Growth

The State of California Employment Development Department (EDD) does not provide employment projections for Glenn County alone, but rather includes Glenn County in its job forecasts for the larger "North Valley" region, which includes Colusa, Glenn, and Tehama counties. The EDD forecast for the larger region is shown in Table 4, and anticipates an 8.5 percent increase in jobs within the region between 2008 and 2018, roughly keeping pace with the projected population growth discussed previously. The strongest growth rates are projected in the Professional & Business Services, Wholesale Trade, and Educational & Health Services sectors. Also, government employment is expected to grow just slightly above the average for the region.



Table 4: Projected Annual Average Employment by Industry, North Valley Region, 2008-2018

NORTH VALLEY REGION (a)					
Industry	2008		2018		% Change
	Number	% Total	Number	% Total	
Farm	5,480	16.6%	5,800	16.2%	5.8%
Natural Resources, Mining and Construction	1,210	3.7%	1,290	3.6%	6.6%
Manufacturing	3,410	10.3%	3,500	9.8%	2.6%
Wholesale Trade	1,140	3.5%	1,390	3.9%	21.9%
Retail Trade	3,110	9.4%	3,290	9.2%	5.8%
Transportation, Warehousing & Utilities	2,000	6.1%	2,090	5.8%	4.5%
Information	110	0.3%	100	0.3%	-9.1%
Financial Activities	750	2.3%	790	2.2%	5.3%
Professional & Business Services	960	2.9%	1,310	3.7%	36.5%
Educational & Health Services	2,740	8.3%	3,230	9.0%	17.9%
Leisure & Hospitality	2,630	8.0%	2,820	7.9%	7.2%
Other Services	570	1.7%	590	1.6%	3.5%
Government	<u>8,920</u>	<u>27.0%</u>	<u>9,690</u>	<u>27.0%</u>	<u>8.6%</u>
Total (b)	33,080	100.0%	35,890	100.0%	8.5%

Note:

(a) The North Valley Region consists of Colusa, Glenn, and Tehama counties.

(b) Totals may not sum from parts due to independent rounding.

Universe consists of all wage and salary employment by place of work. Does not include self-employed persons not on payroll. Industry classification is not-self reported by individual workers. Counts may vary from other tables due to these and other factors.

Sources: CA EDD, Current Employment Statistics Program (March 2009 Benchmark); BAE, 2012.

Retail Market Opportunity

According to the State Board of Equalization (SBOE), taxable retail sales in Willows totaled \$71.5 million in 2010. This was down about 10 percent from \$79.5 million in 2005. It is likely that a large portion of this decline is attributable to the general decline in retail sales that occurred statewide due to the economic recession that began in 2008.

Table 5 provides more detailed data on taxable retail sales in Willows, Glenn County overall, and the State of California for 2010. This is the most recent full year for which data are available from the State Board of Equalization. As noted in the table, due to the limited number of establishments reporting taxable sales in Willows in certain categories, the SBOE suppresses the sales data and includes the suppressed sales under the "Other Retail Group" category. This makes it impossible to compare Willows' sales performance in the affected categories with the performance in Glenn County and the State; however, on an overall basis, the data show that even though the City's taxable retail sales are down significantly from 2005, the City currently outperforms both the County and the State on a per capita sales basis by a substantial margin. For categories which are not affected by data suppression, Willows substantially outperforms the County and the State in per capita sales in Food and Beverage Stores, Gasoline Stations, and Food Services and Drinking Places. Willows' per capita sales are less than the State average in Motor Vehicle and Parts Dealers and Building Material and Garden Equipment and Supplies.

Willows' strong performance in Gasoline Stations and Food Services and Drinking Places may be attributable to the additional market support that is provided by I-5 travelers who patronize the City's freeway accessible gas stations and restaurants. Although the data are suppressed



for the General Merchandise category, given the presence of the recently expanded Wal-Mart store, Willows in all likelihood outperforms the state average for this category. The expansion of the Wal-Mart store, which was completed in spring of 2012, may contribute to changes the overall quantity of local retail sales and it also may contribute to changes in the distribution of retail sales among store types.

A 2003 retail gap analysis conducted for the City of Willows by the CSU Chico Center for Economic Development involved a more in-depth evaluation of potential opportunities for capture of additional retail sales. Although the findings from that study are dated, the study did make several observations which may still be valid, including the fact that I-5 travelers contribute substantial additional demand for certain retail categories, beyond that which would be expected from the City's resident population. In addition, the Thunder Hill Park Raceway attracts a substantial number of visitors every year, many of whom spend the night in the area, representing a captive audience for local retail establishments. However, an identified challenge was that many local stores do not remain open during the extended business hours that would be necessary to serve many of the freeway travelers or racetrack visitors.

Given the City's existing sales levels, and given that the City of Willows and the surrounding areas lack sufficient population to support many types of larger or more specialized retailers, which often require trade area populations of 50,000 or more, there is not likely substantial unmet retail demand that the City could target for further retail expansion. In addition, with relatively modest population growth projected for Glenn County and the likelihood that Willows' own population growth will be modest in the coming years, the overall increase in market area retail demand through 2020 can be expected to be limited.

Based on the Tower Theater's location at the edge of the downtown commercial area, combined with limited unmet retail demand, prospects for limited population growth, and a significant supply of existing vacant or underutilized commercial space in downtown Willows, there does not appear to be a market justification for renovation of the Tower Theater property for commercial reuse in the next five to ten years. It is likely that any new commercial ventures will seek to locate either in a more central location within the downtown, where there is potential to generate synergies with other commercial establishments and where rents for existing buildings are likely to be much less expensive than rents for a new, or newly rehabilitated structure at the Tower Theater site, or near the I-5 freeway exits, where visibility and access to freeway travelers will be the primary attraction.

**Table 5: Taxable Retail Sales, 2010**

Sales in 2010 \$000 (a) (b)	City of Willows	Glenn County	California
Motor Vehicle and Parts Dealers	\$3,829	\$19,692	\$47,355,568
Home Furnishings and Appliance Stores	#	\$807	\$22,492,004
Bldg. Matrl. and Garden Equip. & Supplies	\$2,691	\$10,462	\$24,750,865
Food and Beverage Stores	\$4,552	\$14,365	\$22,787,407
Gasoline Stations	\$19,810	\$47,050	\$45,226,491
Clothing & Clothing Accessories Stores	#	\$652	\$27,267,430
General Merchandise Stores	#	#	\$46,323,804
Food Services and Drinking Places	\$10,561	\$18,704	\$51,282,453
Other Retail Group	\$30,014	\$38,400	\$39,291,694
Retail Stores Total	\$71,457	\$150,133	\$326,777,717

Sales per Capita in 2010 \$ (b) (c)	City of Willows	Glenn County	California
Motor Vehicle and Parts Dealers	\$621	\$700	\$1,271
Home Furnishings and Appliance Stores	#	\$29	\$604
Bldg. Matrl. and Garden Equip. & Supplies	\$436	\$372	\$664
Food and Beverage Stores	\$738	\$511	\$612
Gasoline Stations	\$3,213	\$1,673	\$1,214
Clothing & Clothing Accessories Stores	#	\$23	\$732
General Merchandise Stores	#	#	\$1,243
Food Services and Drinking Places	\$1,713	\$665	\$1,377
Other Retail Group	\$4,868	\$1,365	\$1,055
Retail Stores Total	\$11,589	\$5,339	\$8,772

Population	City of Willows	Glenn County	California
	6,166	28,122	37,253,956

Notes:

(a) Analysis excludes all non-retail outlets (business and personal services) reporting taxable sales.

(b) Sales totals for some classes of retail businesses are not shown in this table (# symbols) because their publication would result in the disclosure of confidential information. These totals are included in the Other Retail Group category.

(c) Per capita sales calculated based on sales divided by population.

Sources: 2010 U.S. Census; State Board of Equalization, 2010; BAE, 2012.

Senior Housing Market Opportunity

Glenn County commissioned a study to analyze the need for senior housing, in anticipation of the emerging increase in the county's senior population. According to the Draft Senior Housing Needs Assessment study published by Chi Partners in September 2012, by 2017, 13.2 percent of the population in Glenn County, or 2,536 residents, are projected to be over the age of 65, which represents a 10 percent increase from 2012 levels. The study identified an unmet need for senior apartments in the Willows primary market area, which includes the City of Willows and surrounding towns.

Currently, there are few senior housing options in Willows. Based on information from the study, Willows has one independent living facility with 55 units, one skilled nursing facility with 66 beds, and one 49-unit independent living senior complex currently approved for construction. The independent living facility, Eskaton Kennedy Manor, is an older property built in the early 1980s, and maintains a 100 percent occupancy rate, with another 26 on the



waiting list. The nursing facility, Willows Care Center, which serves long-term care residents and sub-acute patients, features 76 beds and has a 95 percent occupancy rate. The high occupancy rates at these two facilities, combined with the wait list and projected increase in the senior population, suggest that the City can accommodate more senior housing options to address the unmet need in Willows. In fact, according to information collected during the study from interviews and focus groups, downtown Willows presents strategic advantages for senior housing development, because of the proximity to the Glenn Medical Center and related medical services. Reportedly, many seniors are relocating to Chico due to a lack of options in Glenn County, but would prefer to stay in the county if a good facility were available.

According to the Senior Housing Needs Assessment, the only currently planned new senior housing development in Willows is a 49-unit independent living project, which has recently completed the City's design review process. According to the Willows Journal, this project is planned to serve lower-income households, at 30 to 50 percent of area median income, and the project's construction is contingent upon the award of subsidy funds and tax credits from the State of California. If constructed, this facility would likely meet demand for affordable (i.e., below market rate) senior independent living units in Willows over the next five to ten years.

Based on preliminary analysis of the Tower Theater site, demolition of the existing structure might provide sufficient area to construct a small (10 to 25 unit) senior apartment complex. Because the small size of the project would not have sufficient scale to support congregate care, assisted living, or skilled nursing services, such a complex would in all likelihood be an independent living facility. Given the pending development of the 49-unit affordable senior housing facility, a senior housing development at the Tower Theater site could be targeted to moderate-income seniors who may be able to afford other existing rental units in Willows, but would be attracted to the central location and convenient access to shopping and services as well as a housing unit specifically designed and developed with the needs of seniors in mind, including accessibility and safety features. A two-story project would require elevator access to the upper floor units.

Funding

Based on the findings regarding market opportunities, which indicate that redevelopment of the Tower Theater site for commercial use is unlikely, and that a small senior housing complex is a more likely use, the City of Willows, other local stakeholders, and prospective developers should consider the range of funding sources that are available to support construction of housing for the elderly. The 2012 Senior Housing Needs Assessment prepared for Glenn County by Chi Partners contains an appendix listing various funding programs for senior housing. Based on the conclusion that moderate-income rental apartments could be a viable niche for the project, the HUD Section 221(d)(3) Mortgage program and or the USDA Rural Development Section 515 Rural Rental Housing Loans program may be viable debt funding options.

Based on the August 28, 2012 draft hazardous materials inspection letter prepared for INDIGO Architects by Hazard Management Services, Inc., cleanup and removal of existing hazardous materials will be required, irrespective of whether a decision is made to demolish or renovate the site. Funding sources currently available include the Brownfields Assessment Grant, Brownfields Cleanup Grant, and the Brownfield Revolving Loan Fund Grant available



from the U.S. Environmental Protection Agency (EPA),³ and the California Brownfields Cleanup Revolving Loan Fund (RLF) Program from the California Department of Toxic Substances Control (DTSC).

EPA's Brownfields Assessment Grant provides funding to conduct a Phase 1 analysis, which evaluates a property's environmental conditions, ascertains the likelihood of any contamination, and provides funding to develop a clean-up plan. Assuming the Phase 1 assessment is conducted in compliance with EPA standards, this can provide a subsequent owner with liability protections against future claims. Eligible applicants must not be potentially liable for site contamination, and may include government entities, including local governments, regional councils, or other land clearance authorities. The Brownfields Assessment Grant is a competitive grant subject to funding availability, and the request for proposals is due in November every year. For fiscal year 2013, sites are eligible for up to \$200,000.

Once the Phase 1 Assessment is completed, additional financing is available for cleanup, either through EPA Brownfields Assessment Grants or the EPA Brownfields Revolving Loan Fund Grants. Cleanup grants are only provided to sites owned by the applicant, which must be either a government authority or a non-profit organization. An individual applicant may request up to \$200,000 to mitigate hazardous substances. The Brownfields Revolving Loan Fund (RLF) Grants provides funding to capitalize a revolving loan fund that issues loans or subgrants to carry out cleanup activities. Under this program, an applicant can apply for up to \$1,000,000. Both clean-up sources are competitive grants, subject to funding availability, and the request for proposals is due in November each year.

The California Department of Toxic Substances Control also has some funding available through the California Brownfields Cleanup Revolving Loan Fund (RLF) Program. To be eligible for these funds, a site assessment must be completed, and a remediation plan must be approved and in place. Eligible applicants include government entities, site owners, and developers, provided they are not liable for site contamination. Available loans range from \$200,000 to \$900,000 per site, and funds are very limited. Interest rates are based on the length of the loan, and usually range from 2% to 4.5%, with borrowers responsible for a 10% owner equity participation match.

Additional sources of funding are available, if the property is acquired and improvements are made to change the use to residential, community facility, or other purpose. For example, a senior housing development can access federal HUD 202 funding, or additional sources through the California Department of Housing and Community Development (HCD). CDBG funding is also available from HCD for community facilities, which include day care centers, domestic violence shelters, food banks, community centers, medical and dental facilities, and fire stations.

Public Agency Involvement

In the event the property owner decides not to independently mitigate the hazardous substances or address the structural problems with the building, the City of Willows and/or

³ The EPA defines a brownfield as real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Eligible properties are not strictly limited to brownfield Superfund sites.



Glenn County are most likely to be the parties responsible for enforcing existing building codes. The State Department of Toxic Substances Control does not get involved in cases unless known toxins are being released into the soil or groundwater, which does not appear to be the case at this time. Additional discussions with the City and County are necessary to ascertain relevant building code violations and enforcement actions.

Alternatively, the City and property owner can collaborate to leverage existing funding sources to mitigate hazardous substances; however, this would require considerable due diligence on the City's part to ensure that it would not risk becoming liable for hazardous conditions at the site. Further, the funding grants available through EPA require that the applicant cannot be potentially liable for site contamination, so this would also require that the current owner disprove any liability for the site's current conditions. Then, in order to qualify for the Brownfield Assessment Grant, the City would have to negotiate some level of site control (i.e. letter of intent) with the property owner to be able to access the funds. Once a Phase 1 assessment and clean-up plan are completed, the City could negotiate a discount on the purchase price that reflects the clean-up costs. If the City can find a non-profit partner interested in acquiring the site to develop for future programmatic needs, either the non-profit or the City can apply for cleanup funds through the EPA or DTSC. Depending on the future use, the non-profit partner may be eligible for additional development funding from other government programs. Technical assistance during this process can be provided by groups like the Center for Creative Land Recycling, which has a strong track record for managing the conversion of hazardous sites into productive uses.

ARCHITECTURAL STUDY

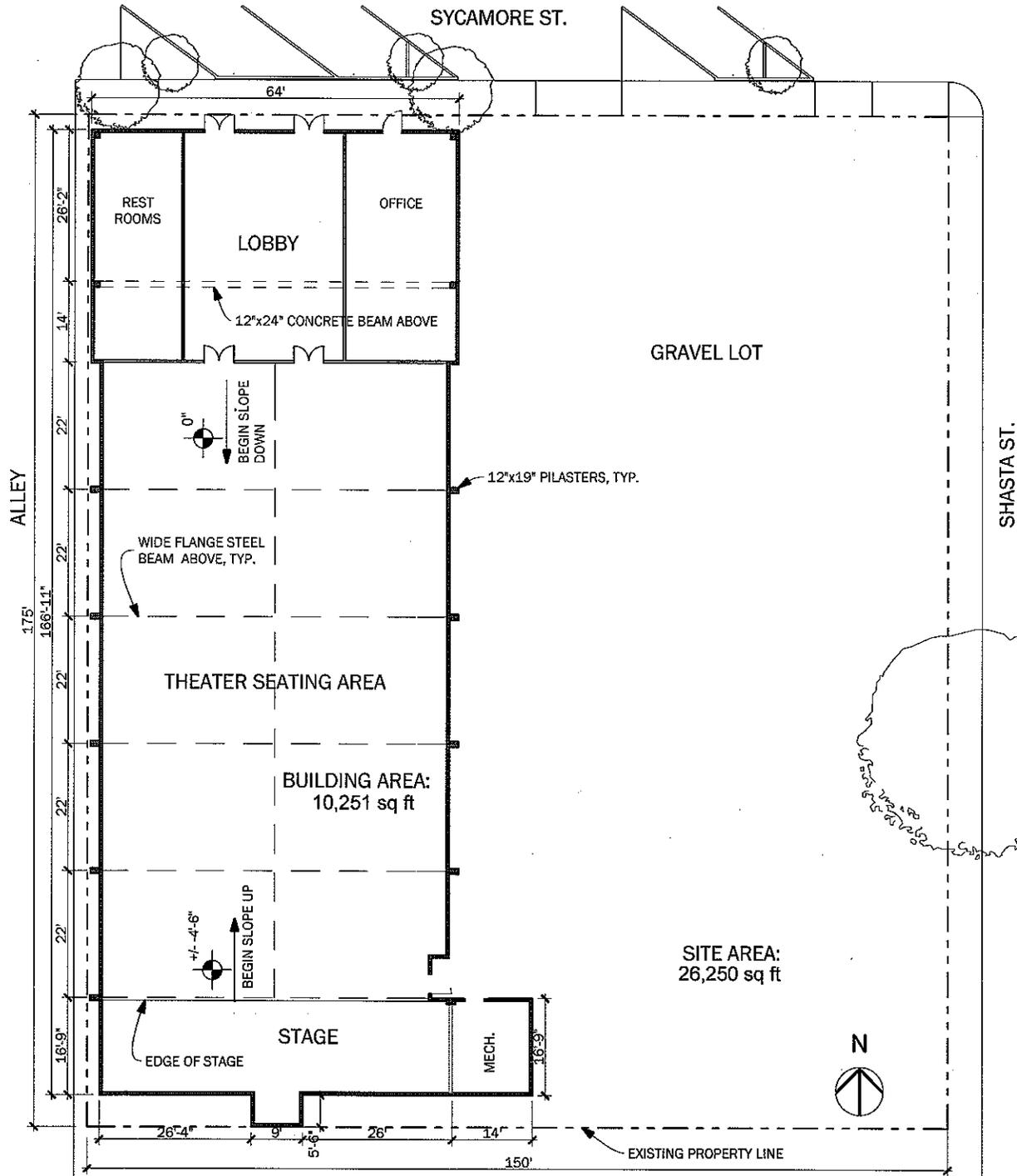
ARCHITECTURAL STUDY



Indigo: Hammond + Playle Architects, LLP is pleased to submit this Architectural Study of 326 West Sycamore Street: "The Willows Tower Theatre" in Willows, CA. Taking into account the Structural and Hazardous Materials analyses conducted and the deteriorating status of the building on site; our proposals focus on a site and a building (if it is to remain) that is remediated of all hazards. We also focused on the opportunities and needs raised in the Economic analysis. Based on these findings and our evaluation of the site's attributes: urban core, proximity to many historical buildings and parks; schools and shopping areas nearby and adjacency to the Interstate 5 Freeway, we submit three possible future uses for the site: Senior Housing, Commercial Development, and a Recreational Park/Farmers Market. Each of these proposals is intended to bring new life and energy not just to the site itself, but to the surrounding area and the City of Willows as a whole.

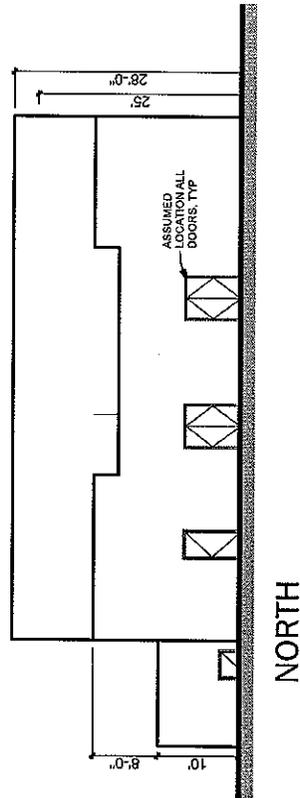
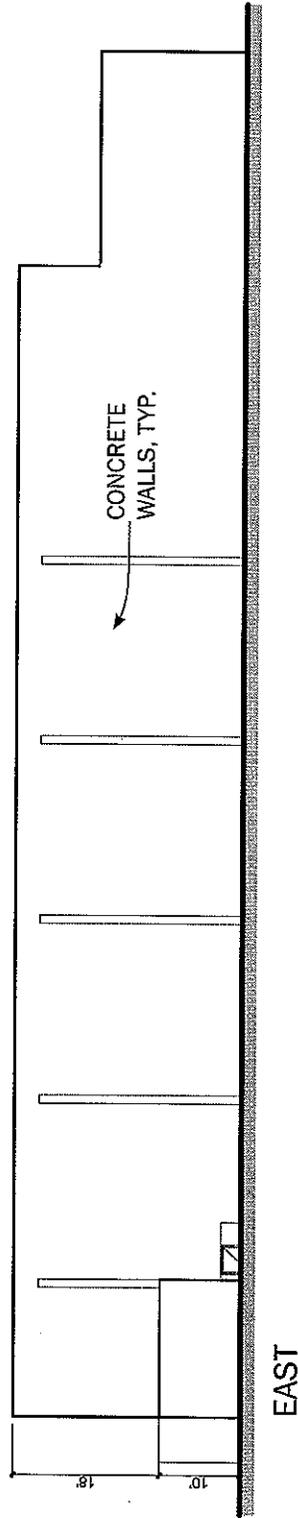


TOWER THEATRE SITE AND VICINITY MAP

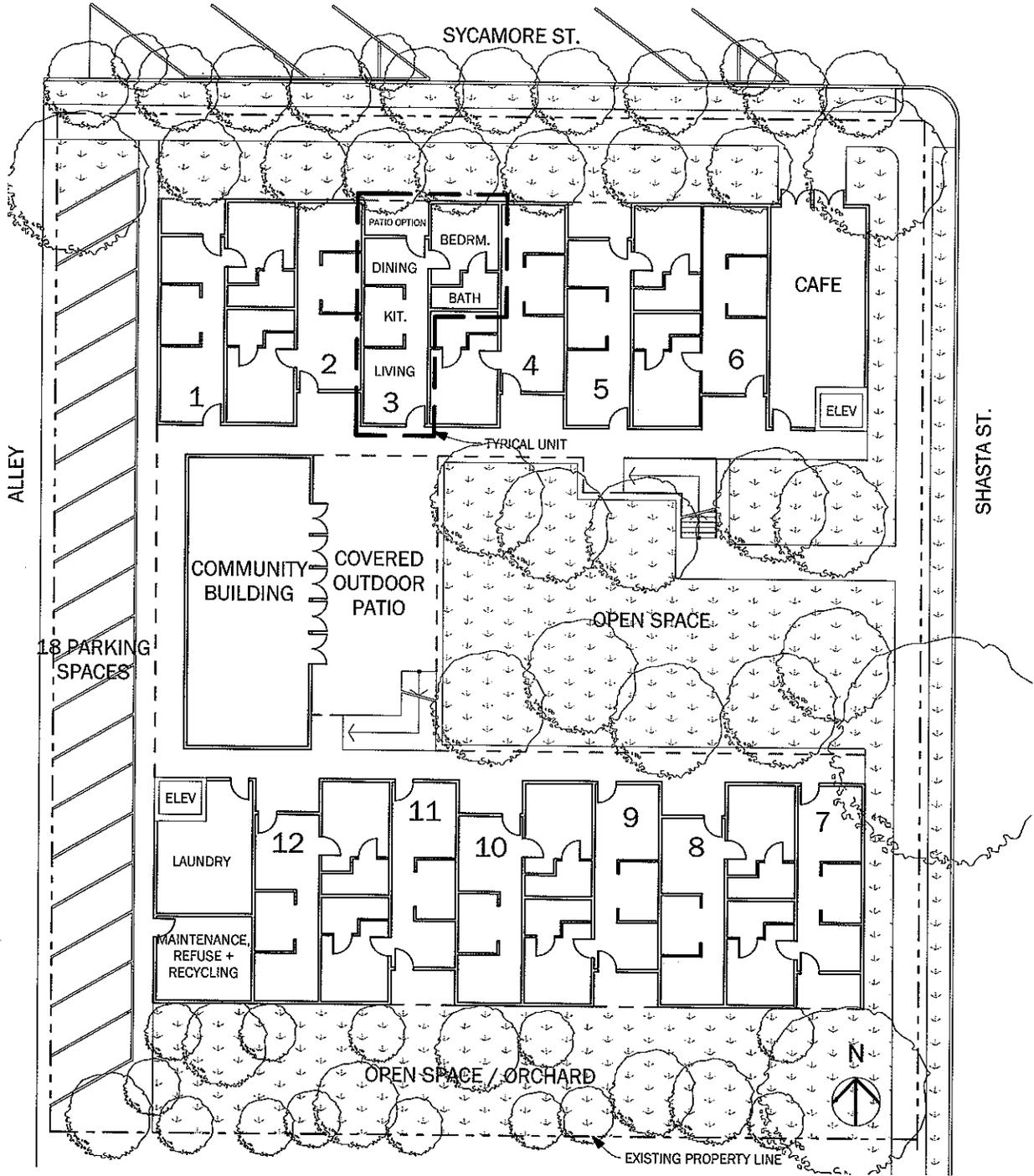


EXISTING BUILDING AND SITE PLAN

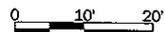
ALL DIMENSIONS ARE APPROXIMATE



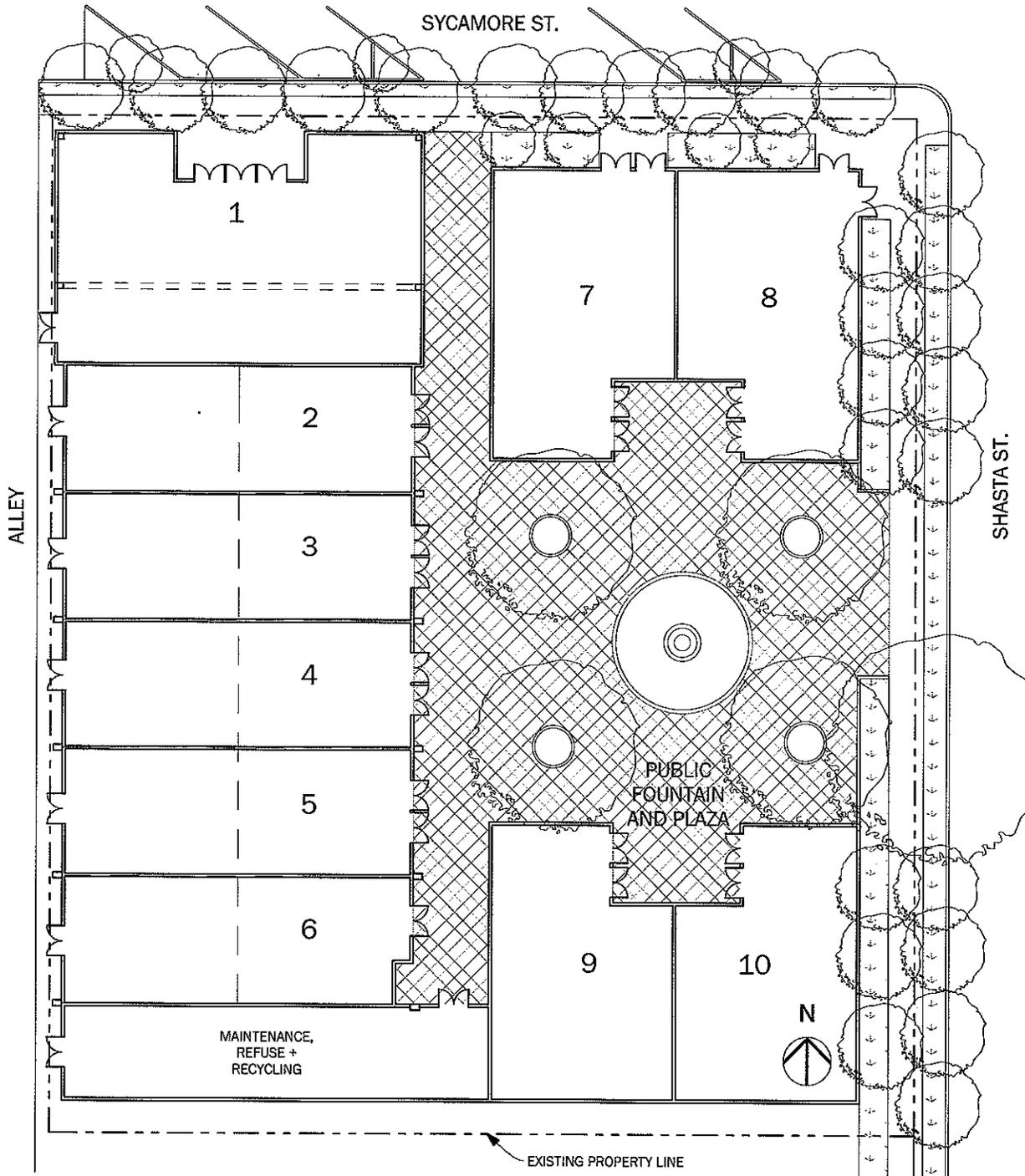
EXISTING BUILDING ELEVATIONS
ALL DIMENSIONS ARE APPROXIMATE



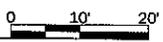
REUSE OPTION 1: SENIOR HOUSING COMMUNITY



Senior housing facility with 20+ units in a two-building, two-story community site plan concept. In this scenario, parking and generous open space are provided. Full demolition is required.



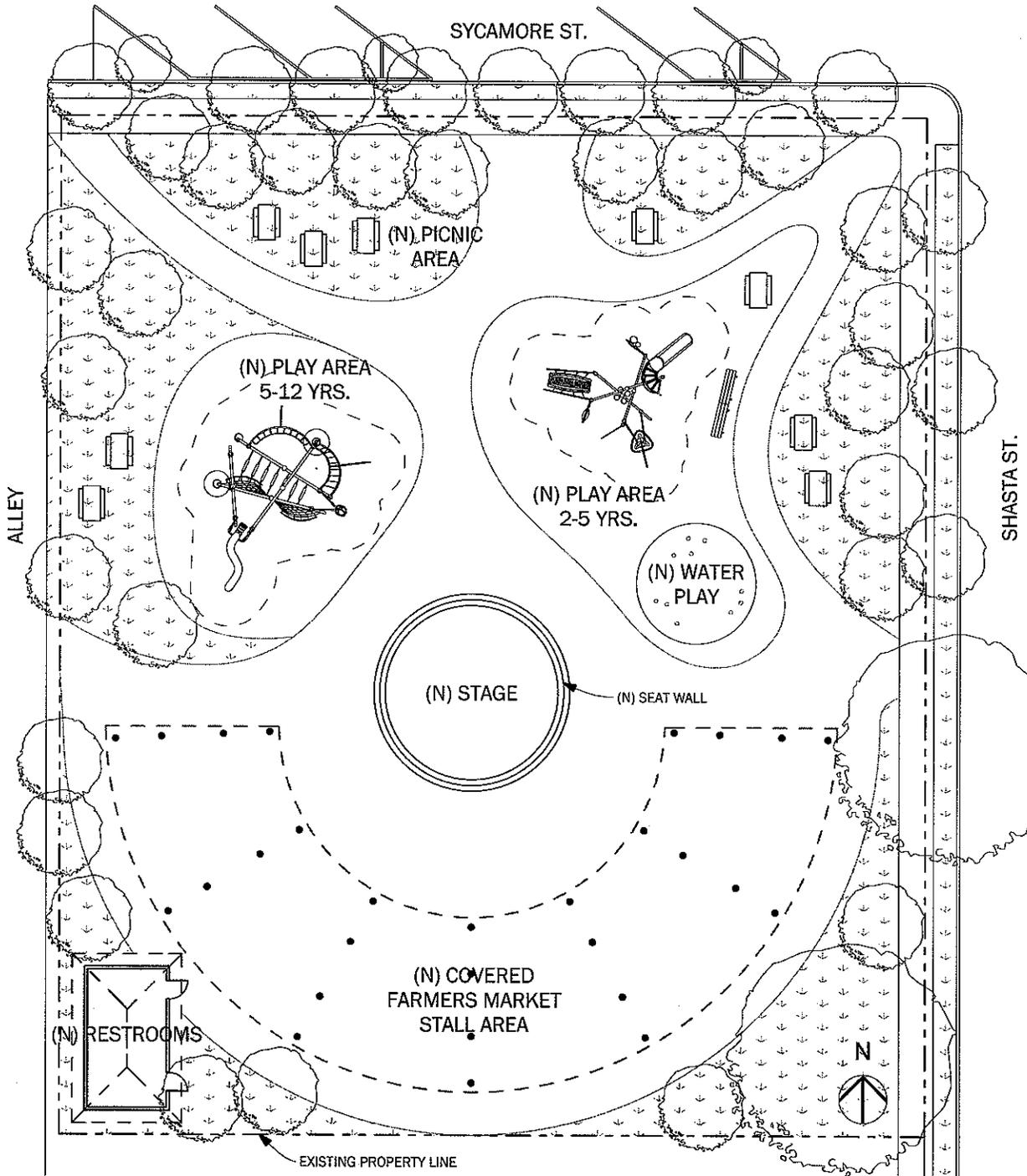
REUSE OPTION 2: COMMERCIAL DEVELOPMENT AND COMMUNITY PLAZA



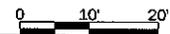
Retail or office development. This scenario requires site clean up, but retains the existing building's salvagable structure as well as adding additional commercial space and a public plaza.

indigo59

HAMMOND + PLAYLE ARCHITECTS, LLP



REUSE OPTION 3: COMMUNITY PARK AND FARMERS MARKET



A small park and a permanent site for the Willows Farmers Market. This scenario would involve site cleanup and full demolition of the existing building.

AGENDA ITEM

February 26, 2013

TO: Honorable Mayor Cobb and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Façade Improvement Program Funds Requests
130 N. Butte Street, Suite K, Willows, CA

RECOMMENDATION

Adopt the attached resolution approving the use of Downtown Façade Improvement Funds for a Mini Grant to install new signage at Studio F.I.T. located at 130 N. Butte Street, Suite K authorizing the commitment of \$616.69 for the Mini-Grant

SUMMARY

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. This resolution and funding will implement a community goal of the 2000 Community Vision and Action Plan which was to establish a Downtown Façade Improvement Program (PROGRAM) to support downtown revitalization efforts. The program was seeded by the Wal-Mart project conditions of approval, and funds were committed and deposited with the City to which a portion has been set aside for this PROGRAM. Mini Grant Funding is available up to a maximum of Twelve Hundred (\$1,200) per project with no "matching funds" required. Mini Grants are subject to all façade improvement program criteria and subject to approval by city staff and or Planning Commission as required.

A grant application has been submitted to the City for a Mini-Grant by Carissa Gokay, owner of Studio F.I.T., a business located at 130 N. Butte Street, Suite K for two new signs; one new sign above the entrance to her business and one new sandwich board sign. The total cost of construction for both signs per the attached invoice is \$616.69.

FINANCIAL CONSIDERATIONS

The approval of the attached resolution commits the City to \$616.69 in Downtown Façade Improvement matching funds. The source of funding is available through partial allocation of the Wal-Mart Economic Impacts contribution.

NOTIFICATION

Carissa Gokay (business owner) and Plaza de las Americas Rancho Square (property owner) have been notified.

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution approving the use of Façade Improvement Funds to assist Carissa Gokay with funds to construct new signage for her business not to exceed a total of \$616.69.

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:



Steve Holsinger
City Manager

Attachments:

- 1) Draft Resolution
- 2) Project cost estimates for Gokay request
- 3) City Council Resolution #31-2008

RESOLUTION No. ____-2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE USE OF MINI GRANT DOWNTOWN FAÇADE IMPROVEMENT FUNDS FOR CARISSA GOKAY FOR NEW SIGNAGE FOR HER BUSINESS LOCATED AT 130 N BUTTE STREET ASSESSORS PARCEL NUMBER 003-044-005

WHEREAS, on June 13, 2000, the City Council of the City of Willows adopted the Community Vision and Action Plan per Resolution No. 16-2000 which recommended a Community Goal to establish a Façade Improvement Program (PROGRAM), and

WHEREAS, on June 24, 2008 the City Council of the City of Willows adopted Resolution No. 31-2008 implementing a Downtown Façade Improvement Program, and,

WHEREAS, funding is available for the PROGRAM through partial allocation of the Wal-Mart Economic Impacts contribution, and

WHEREAS, Carissa Gokay has requested the use of Mini Grant PROGRAM funds not to exceed \$616.69, to assist with the construction of two new signs for property located at 130 N. Butte, Street, Suite K, within the Central Commercial Zoning district, and

WHEREAS, signage is an eligible improvement under the PROGRAM, and

WHEREAS, in an effort to further the goal of providing assistance to businesses within the Central Commercial Zoning District for downtown revitalization, it is recommended that the Council consider approving the use of PROGRAM funds for this window project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve as follows:

1. That the signage project qualifies as an eligible use of PROGRAM funds.
2. That the City Council hereby commits \$616.69 of the PROGRAM funds to Carissa Gokay for the signage project.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 26th day of February 2013, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Cobb

Natalie Butler, City Clerk

Cost Estimate for Carissa Gokay Sign project

GrafitGraphics
 Kirk Troughton
 127 S. Tehema St.
 Willows, CA 95988

Estimate

Date 2/5/2013
 Estimate # 8

Name: [Redacted]

13

P.O. #
 Terms

Due Date 2/5/2013
 Other

Description	Qty	Rate	Total
2x4 A-frame, 4x3, labor	1	575.00	575.00
Subtotal			\$575.00
Sales Tax (7.25%)			\$41.69
Total			\$616.69

GrafitGraphics
 ktroughton@hotmail.com

530-321-7416

RESOLUTION NO. 31-2008

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS APPROVING THE
IMPLEMENTATION OF A
FACADE IMPROVEMENT PROGRAM**

WHEREAS, The City is interested in revitalizing the downtown and other areas of the City within the Central Commercial Zoning District boundaries through improvements in streetscapes, architectural style, storefront upgrades, signage, and similar improvements visible from public streets and walkways; and

WHEREAS, the Community Vision and Action Plan adopted by the City Council in June 2000 recommended establishment of a Facade Improvement Program; and

WHEREAS, the City Council wishes to establish incentives to provide assistance to property and business owners in the Central Commercial Zoning District area; and

WHEREAS, funding is available for program implementation through partial allocation of the Wal Mart Economic Impacts contribution; and

WHEREAS, the City Council wishes to provide additional economic and business incubator incentive; for projects qualifying under the Façade Improvement Program by waiving the otherwise required fees, adopted under the Planning & Development Fee Schedule in March 2007; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows authorizes the city staff to implement the "Facade Improvement Program" as described in Exhibit A

It is hereby certified that the foregoing Resolution No. 31-2008 was duly introduced and legally adopted by the City Council of the City of Willows at its regular meeting held on this 24th day of June 2008 by the following roll call vote: ()

AYES: Baker, Holvik, Towne, Thrailkill & Yoder
NOES: None

AGENDA ITEM

February 26, 2013

TO: Honorable Mayor Cobb and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Annual Housing Element Progress Report for period from April 1, 2012 to March 31, 2013

RECOMMENDATION

Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400

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 Housing Element of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which current 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). As this time, 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 February 2012 income limits are based upon a median income of \$34,740 for a family of four.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability between 2007 and 2014, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	52	10.5%
Very Low	52	10.5%
Low	82	17%
Moderate	103	21%
Above Moderate	198	41%
TOTAL	487	100%

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element. The Annual Housing Element Progress report was brought before the City of Willows Planning Commission for their review and comment on February 6, 2013. The Commission had no revisions or comments for this report. In 2010 the Commission expressed that they would like to see a Senior Housing Needs Assessment prepared, as that is one of the programs listed within the Housing Element. This report includes the information that the City did make an application for a CDBG PT/A grant in 2012 for a Senior Needs Assessment Study but was denied.

Note there have been no new housing units issued a final Certificate of Occupancy during the reporting period from April 1, 2012 to March 31, 2013.

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.

FINANCIAL CONSIDERATIONS

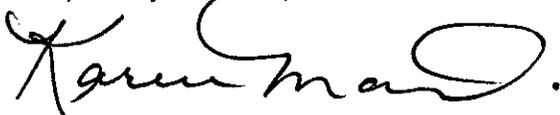
None

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:



Steve Holsinger
City Manager

Attachments:

1. Annual Housing Element Progress Report (HCD forms)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §8302)

Jurisdiction: City of Willow
 Reporting Period: 4/1/2012 - 3/31/2013

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

1	Housing Development Elements:				5a	Housing with Municipal Government Lead Development		8
	2	3	4	5		6	7	
(a) Total of Units and Above Moderate Rent Units								
(b) Total by Housing Type								
(c) Total by Housing Type								
(d) Total by Housing Type								
(e) Total by Housing Type								
(f) Total by Housing Type								
(g) Total by Housing Type								
(h) Total by Housing Type								
(i) Total by Housing Type								
(j) Total by Housing Type								
(k) Total by Housing Type								
(l) Total by Housing Type								
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(t) Total by Housing Type								
(u) Total by Housing Type								
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(w) Total by Housing Type								
(x) Total by Housing Type								
(y) Total by Housing Type								
(z) Total by Housing Type								

* Note: These fields are voluntary.

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)**

Jurisdiction City of Willoes
Reporting Period 4/1/2012 3/31/2013

**Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant
to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Income				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	(1) Rehabilitation Activity	(2) Preservation of Units At-Risk	(3) Acquisition of Units	(3) Total Units by Income	
(1) Rehabilitation Activity	0				
(2) Preservation of Units At-Risk		0			
(3) Acquisition of Units			0		
(3) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

**Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

No. of Units Permitted for Moderate	1.	2.	3.	4.	5.	6.	7.
	Single Family	2 - 4 Units	5+ Units	Second Unit	Mobile Homes	Total	Number of Infill units*
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Willows
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Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		RHNA Allocation by Income Level	Year									Total Units to Date (all years)	Total RHNA Remaining by Income Level	
Income Level			2007	2008	2009	2010	2011	2012	2013	2014	9			
Very Low	Dead Restricted Non-dead restricted	104			3		14		2				19	85
	Dead Restricted Non-dead restricted	92			3		12						15	
Moderate	Dead Restricted Non-dead restricted	103												103
	Dead Restricted Non-dead restricted	198	12	3		1							18	
Total RHNA by CCG. Enter allocation number:		487	12	3	6	1	14	14	0				50 (10.2%)	437
Total Units			12	3	6	1	14	14	0					
Remaining Need for RHNA Period														

Note: units serving extremely low-income households are included in the very low-income permitted units total.

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Attachment 1
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Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Objective	Timeframe in H.E.	Status of Program Implementation
HD-1.1.1	Increase densities in RPFes (R-3 zones) from a mix of 16 UP A to 16 R-3 zones densities in R-3 zones to 30 UP A densities in R-3 zones to 30 UP A uses in CUCG zones	year from cert year from cert 1 year from cert 1 year from cert	City Council adopted GPA on June 29, 2011 City Council adopted GPA on June 29, 2011 City Council adopted GPA on June 29, 2011 City Council adopted GPA on June 29, 2011
HD-1.1.4	Yield a CUP designation allowing 15 RPA, increase MER to allow 16-30 R-3 zone UU-350-U17 from R-1 to R-3	1 year from cert 1 year from cert	City Council adopted GPA on June 29, 2011 Verified in letter to state Aug 24, 2011 no need for reason to meet RHNA
HD-1.1.5	Real second unit dwelling ord to Mixed Code	1 year from cert	City Council adopted ZO amendments on June 29, 2011
HD-1.3.1	Mixed Code to allow MF Homes in SERZ zones	1 year from cert	City Council adopted ZO amendments on June 29, 2011
HD-1.5.1	above code by both Attorney apply for grant funds to include HOME and CDBG		in 2012 City applied for HOME funds for a 49 unit senior housing project. Initially awarded \$4.5 million. Awaiting Standard Aornt.
HD-1.5.3	Apply for Homeownership Opportunity Funds		City has not applied for housing ownership funds
HD-1.5.4	Conduct a SRHS needs assessment	by 12/2014	City applied in 2011 for a FTA to conduct a study however was not awarded. City will use City of Glenn SRHS Study prepared in 2012
RC-1.3.1	Amend ZO to allow resid care facilities by flight	1 year from cert	City council adopted ZO amendments on June 29, 2011
RD-1.3.2	Amend ZO defn of Family & adopt a permit review process for detisons	1 year from cert	City council adopted ZO amendments on June 29, 2011

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Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Willows
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General Comments:

There were no new housing units in 2012 report period that were issued a Certificate of Occupancy.