

PLANNING COMMISSION

Kerri Warren, Chair  
Candis Woods Vice Chair  
Shirley Benningfield, Commissioner  
Robert Griffith, Commissioner  
Peggy White, Commissioner

CITY PLANNER  
Karen Mantele

MINUTE CLERK



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

**PLANNING COMMISSION MEETING AGENDA**  
**Wednesday February 18, 2015**  
**7:00 p.m.**

1. **Call to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)
5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. (***Public Comments are generally restricted to three minutes.***)
6. **New Business**  
Election of Planning Commission Chair and Vice Chair
7. **Annual HCD Housing Element Progress Report** for period from April 1, 2014 to March 31, 2015  
Commission review/comments
8. **Commission Commentary**
9. **Adjournment**

**CERTIFICATION:** Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before February 13, 2015.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at [www.cityofwillows.org](http://www.cityofwillows.org). In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

**PLANNING COMMISSION  
AGENDA REPORT**

MEETING DATE: February 18, 2015  
TO: City of Willows Planning Commission  
FROM: Karen Mantele, Principal Planner  
SUBJECT: Election of Chair & Vice Chair

Per Section 2.35.020 of the Willows Municipal Code and Policy Number 6-1, and in order to facilitate a consistent and orderly selection of officer, appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1<sup>st</sup> of each year. The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

**Staff Recommendation:**

Elect Officer(s)

**Planning Commission Agenda Report:**

**February 18, 2015**

**Project: General Plan Annual Progress Report  
Review and discuss the City of Willows Annual General Plan Year End  
Review from April 1, 2014 to March 31, 2015**

**Project Location: City Wide**

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

**Project Description:**

Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (*which planning period covers from January 1, 2014 to June 30, 2019*), 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. However a major revision to the Land Use Element was completed in 1987 with the annexation of land, also some revisions to the Element and Land Use Map took place in 2000, an updated Housing Element in 2005 and 2010, and most recently the current 2014-2019 Housing Element Update. The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for their final 90 day review/approval. 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). At this time the City has no plans in the near future to update their General Plan.

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) and the Department of Finance (DOF)

This report is within a new planning period for the city (2014-2019). The following table- taken from the adopted Housing Element - prescribes how many units the City of Willows must plan for at varying levels of affordability between those years, broken into income categories.

TABLE 34: 2014–2019 REGIONAL HOUSING NEEDS ALLOCATION

Household Income Level	Units	Percentage	Units Permitted Since 1/1/2014	Remaining RHNA
Extremely Low	7	11.1%	0	7
Very Low	8	12.7%	49 <sup>1</sup>	0
Low	11	17.5%	0	11
Moderate	11	17.5%	0	11
Above Moderate	26	41.3%	0	26
<b>Total</b>	<b>63</b>	<b>100%</b>	<b>49</b>	

Source: County of Glenn County Regional Housing Needs Allocation 2014–2019

Notes: <sup>1</sup> 49-unit senior housing complex with income restrictions established at 45% of AMI or less.

The attached Annual Element Progress Report includes the Programs detailed in the adopted Housing Element report which the City will undertake over the next five years.

**STAFF RECOMMENDATION:**

That the Planning Commission review the General Plan Annual Report, and by motion forward the report with any amendments to the City Council, Governor’s Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:



Karen Mantele  
Principal Planner

**Attachments:**

- \*General Plan Year End report



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

Jurisdiction City of Willows  
Reporting Period 4/1/2014 - 3/31/2015

**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 it 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 Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) 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. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
							0
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  
 Reporting Period 4/1/2014 - 3/31/2015

**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.		2014	2015	2016	2017	2019	Year 6	Year 7	Year 8	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed											15
	Restricted Non-deed restricted											
	Deed											
Low	Restricted Non-deed restricted											11
	Deed											
	Restricted Non-deed restricted											
Moderate	Deed											11
	Restricted Non-deed restricted											
Above Moderate												26
Total RHNA by COG.												26
Enter allocation number:		63										
Total Units												63
Remaining Need for RHNA Period												

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

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction City of Willows  
 Reporting Period 4/1/2014 - 3/31/2015

**Table C**  
**Program Implementation Status**

Program Description (By Housing Element Program Names)	Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.	Housing Programs Progress Report - Government Code Section 65583.	Status of Program Implementation
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
HD-1.1	Maintain sufficient supply of land for residential use DR process	staff time	on going
HD-1.3	Apply for CDBG allocations	staff time	on going
HD-1.4.3	Encourage dev of affordable hsg	staff time	Develop informational brochure by June 2015
HD-1.4.5	continue to chg dev fees not unreasonable allow trans. & supportive nsg in all residential zones	staff time	survey other cities in Glenn County for dev fees on housing
HD-1.4.6	RC-1.2.1	staff time	Amend ZO to remove ref limiting household sizes for family def
RC-1.3.1	EO-1.1.1	staff time	Establish Equal Housing Opp Program by Dec 2015
EO-1.1.1	HD-1.1.3	staff time	Amend ZO by June 2015
HD-1.1.3	HD-1.2	staff time	Review Zoning & Land Use Map
HD-1.2			

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

Jurisdiction City of Willows

Reporting Period 4/1/2014 - 3/31/2015

General Comments: