

PLANNING COMMISSION

Candis Woods, Chair
Kerri Warren, Vice Chair
Amy Alves, Commissioner
Huston Carlyle, 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 6, 2013

7:00 p.m.

1. Call to Order - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. City Clerk to administer Oath of Office to new commissioner
5. Agenda Review: (Requested Changes by Commissioners or Staff?)
6. 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.*)
7. New Business/Non Public Hearing Item
Election of Planning Commission Chair and Vice Chair for 2013
8. Annual HCD Housing Element Progress Report for period from April 1, 2012 to March 31, 2013
Commission review/comments
9. Discussion of topics for CC/PC Joint meeting April 9, 2013
10. Commission Commentary
11. Adjournment

CERTIFICATION: Pursuant to Government Code § 54954.2 (a), the agenda for this meeting was properly posted on or before February 1, 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 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 6, 2013
TO: City of Willows Planning Commission
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 officers, appointments of the offices of Chair and Vice-chair shall be made during the first meeting of the Planning Commission after January 1st of each year. The Chair and Vice-Chair positions will be by majority vote of the Planning Commission.

Staff Recommendation: Elect Officer(s)

Submitted by:

Karen Mantele
Principal Planner

Project: General Plan Annual Progress Report
A review and discussion regarding the City of Willows General Plan Year End Review for period from April 1, 2012 to March 31, 2013

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:

The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, which reports the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Additionally the APR includes the RHNA numbers and where the City stands with meeting these numbers. (RHNA planning period covers from January 1, 2007 to June 30, 2014).

Analysis:

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.

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.

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.

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

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:

1. State General Plan Annual Element Progress report forms

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

Jurisdiction City of Willows
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(e)(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 the RHNA which meet the specific criteria as outlined in GC Section 65583.1(e)(1)

Activity Type	Approability by Household Incomes					(4) The Description should adequately document how each unit complies with subsection (c) (7) of Government Code Section 65583.1
	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	
(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	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*
	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 4/1/2012 3/31/2013

**Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability**

Income Level	RHNA Allocation by Income Level	Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.									Total Units to Date (all years)	Total Remaining RHNA by Income Level
		2007	2008	2009	2010	2011	2012	2013	2014	Year 9		
Very Low	Dead Restricted											85
	Non-dead restricted	104		3		14	2				19	
Low	Dead Restricted											67
	Non-dead restricted	82		3			12				15	
Moderate	Dead Restricted											103
	Non-dead restricted	103										
Above Moderate												182
Total RHNA by COG. Enter allocation number:											487	
Total Units		12	3	6	1	14	14	0			50 (10.2%)	437
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 4/1/2012 3/31/2013

General Comments:

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