PLANNING COMMISSION

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

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

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

PLANNING COMMISSION MEETING AGENDA
Wednesday March 16, 2016
7:00 p.m.

1. **Call to Order - 7:00 p.m.**

2. **Pledge of Allegiance**

3 **Roll Call**

4. **Agenda Review:** (Requested Changes by Commissioners or Staff?)

5. **Public Comment:** Persons wishing to speak on a matter *not on the agenda* may be heard at this time; however, no action will be taken unless placed on a future agenda. ***(Public Comments are generally restricted to three minutes.)***

6. **Approval of Minutes:** Minutes of Planning Commission meeting held February 17, 2016

7. **Public Hearing(s)/New Business**

   Annual HCD Housing Element Progress Report for period from January 1, 2015 to December 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 March 11, 2016.

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

MINUTES OF THE WILLOWS PLANNING COMMISION MEETING

WEDNESDAY, FEBRUARY 17, 2016

The meeting was called to order at 7:00 pm by Vice Chair Commissioner Griffith.

PLEDGE OF ALLEGIANCE: Commissioner Griffith led the Pledge of Allegiance.

ROLL CALL: Karen Mantele, Planner, Maria Ehorn, Minute Clerk
Present: Benningfield, Woods, Griffith,
Absent: White

AGENDA REVIEW: Commissioner Griffith asked if there were any changes to the agenda by staff or Commissioners. Staff and Commission had no changes to the agenda.

PUBLIC COMMENT: Commissioner Griffith introduced the item. No comments were made.

APPROVAL OF MINUTES: It was moved by Commissioner Woods and seconded by Commissioner Benningfield to approve the Minutes of the Planning Commission Meeting held January 20, 2016.

AYES: GRIFFITH, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

PUBLIC HEARING(S)/NEW BUSINESS:

a. **CONTINUED FROM January 20, 2016 MEETING/Design Review (File#DR-16-01) Applicant/Owner: St. Monica's Catholic Church**

Assessors' Parcel Number 005-370-101/1129 W Wood Street/R-1 Zone/Low Density Residential Land Use Designation/Request to approve installation of two ground mounted photovoltaic solar structures and a six foot high fence

Commissioner Griffith introduced the agenda item. Ms. Mantele presented the agenda report the Commission with updates and suggestions for screening the structures. Ms. Mantele stated that Keith Huff of Alternative Energy Systems, a representative for the applicant, was in the audience if the Commission had any questions. Commissioner Griffith suggested, in regards to the fencing, enclosing only 3 sides keeping the south side open. Mr. Huff stated that they would be agreeable to this. John Joyce, representing the Church, was also in attendance. Mr. Joyce stated that St. Monica's would be agreeable to fencing 3 sides only also. A short discussion ensued. The determination was made to change condition #3 regarding fencing with slats to enclose 3 sides, the North, West and East sides of the fencing.

It was moved by Commissioner Benningfield, seconded by Commissioner Woods to approve the next Resolution in line entitled, A Resolution of the Planning Commission of the city of Willows Granting Design Review approval (File#DR-16-01) to St. Monica's Catholic Church for installation and construction of two structures for a ground mounted photovoltaic solar system to encompass 3331.88 square feet and fencing to encompass the North, West and East sides with the South side being un-slatted for property located at 1149 W. Wood Street, Assessors Parcel Number 005-370-010.

AYES: GRIFFITH, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

b. **Use Permit (File #UP-16-01) and Design Review (File # DR-16-02) Applicant/Owner: Edgar & Julia Mercado/Robert Carter**

Assessors' Parcel Number 005-364-001/560 N. Tehama Street/General Commercial Zone/General Commercial Land Use Designation/Request to establish a wholesale meat distribution business within an existing commercial building ad approve exterior building and site improvements.

Commissioner Griffith introduced the agenda item. Ms. Mantele presented the agenda report to the Commission. The applicants Edgar and Julia Mercado and their representative Matt Amaro were in the audience to speak and answer questions from the Commission. Mr. Amaro stated that the applicants would like to just reseal/restripe the parking lot

at this time due to cost issues and eventually concrete the parking lot as monies become available. Mr. Mercado reiterated this statement. Commissioner Woods thanked the Mercado's for bringing their business to Willows. A short discussion was held regarding trucks maneuvering around in the parking lot. Mr. Amaro stated that they had a trial run with a 50 foot semi and the results were that there was no problem in turning a truck around in the parking lot.

Commissioner Griffith then opened the public hearing. Hearing no public comments Commissioner Griffith closed the public hearing.

It was moved by Commissioner Woods, seconded by Commissioner Benningfield to approve the next Resolution in line entitled, A Resolution of the Planning Commission of the City of Willows granting Use Permit and Design Review approval (File #UP-16-01 and #DR-16-02) to Edgar & Julia Mercado for establishment of a wholesale meat distribution use, to remodel an existing building and do site improvements for property located at 560 N Tehama Street, Assessors Parcel number 005-364-001.

AYES: GRIFFITH, WOODS, BENNINGFIELD

NOES: NONE

ABSTENTION: NONE

Staff reminded applicants that all use permits have a 10 day appeal period.

c. Use Permit (File #UP-16-02) Applicant/Owner: Michael & Monica Schwenne

Assessors' Parcel Number 005-403-012/459 N. Tehama Street/General Commercial Zone/General Commercial Land Use Designation/Request to allow establishment of a residential use of an existing structure

Scott Taylor, City Manager, requested at this time to move on to Item 7d as the applicant for Item 7c was in route to the meeting from the bay area and was not in the audience yet. The Commission moved on to Item 7d.

d. Review and recommend to the City Council an application by California Land Investors, LLC to enter in to a development agreement with the City of Willows pertaining to the development of a parcel of land in the southern part of the City of Willows for 453 single family residential units and approximately 65 acres of commercial/industrial uses for property located at the SW corner of Tehama Street and C/R 53, east of Interstate 5, and identified by Assessor Parcel Number(s) 017-170-011; 001-091-012; 001-102-014; 001-101-003 and 017-170-017

Mr. Taylor presented the item stating it was a procedural process only wherein the Planning Commission would be approving a resolution recommending to the City Council to adopt an ordinance approving the development agreement between the City of Willows and California Land Investors. LLC. Mr. Taylor spoke briefly regarding the location and scope of the project as stated in the Planning Commission agenda report.

Commissioner Griffith then opened the public hearing. Hearing no public comments Commissioner Griffith closed the public hearing.

It was moved by Commissioner Benningfield, seconded by Commissioner Woods to approve the next Resolution in line entitled, A Resolution of the Planning Commission of the City of Willows recommending to the City Council to adopt an ordinance approving the development agreement between the City of Willows and California Land Investors, LLC.

AYES: GRIFFITH, WOODS, BENNINGFIELD

NOES: NONE

c. Use Permit (File #UP-16-02) Applicant/Owner: Michael & Monica Schwenne

Assessors' Parcel Number 005-403-012/459 N. Tehama Street/General Commercial Zone/General Commercial Land Use Designation/Request to allow establishment of a residential use of an existing structure

Commissioner Griffith introduced the agenda item. Ms. Mantele presented the agenda report the commission. Ms. Mantele presented the use permit project scope, to allow the establishment of a residential use, which included parking requirements. Mr. Taylor, City Manager, stated he had received a written request from Mr. Schwenne to grant a parking exception for his property as it is located within the Commercial zone and was 50 feet in width. The request was denied and the applicant was so advised. A short discussion was held between staff and Commissioners regarding parking, existing permits and the conditions of approval.

Commissioner Griffith then opened the public hearing. Doug Ross asked about the use and if the structure was to be used as commercial and residential at the same time, would the process have to start all over again to be revised as commercial/residential combination and would the commercial use be voided. Commissioner Woods stated that if the residential use was abandoned it would convert back to commercial use. Mr. Ross then asked if it went back to commercial use could you then apply for a dual use under the current processes. Mr. Taylor stated no, that once a non-conforming use has been abandoned it would revert to the commercial use and stay a commercial use in so far as this particular instance and parcel are concerned.

Ms. Mantele then advised the Commission that the applicant was now in the audience. Michael Schwenne came forward, apologized for being late and spoke on his educational background, construction experience and his reasons for doing the project. He again asked to be exempted from the parking requirements due to cost of constructing a garage. Commissioner Woods stated that since this request is to make the use a residential use, then the parking requirements for the use will need to be met.

Commissioner Griffith closed the public hearing.

It was moved by Commissioner Woods, seconded by Commissioner Benningfield to approve the next Resolution in line entitled, A Resolution of the Planning Commission of the City of Willows Granting Use Permit approval (File #UP-16-02) to Michael & Monica Schwenne to establish a residential use (Duplex) within an existing structure for property located at 459 N. Tehama Street, Assessors Parcel Number 005-403-012

AYES: GRIFFITH, WOODS, BENNINGFIELD

ABSTENTION: NONE

Staff reminded applicants that all use permits have a 10 day appeal period.

COMMISSION COMMENTARY:

1. Ms. Mantele stated the next meeting would be March 16, 2016. There should be at least 1 agenda item and possibly a couple others.
2. Commissioner Griffith asked about the solar structure project from the last meeting and the handicap spot which is to be under the structure. Building Official, Clay Dawley, stated that the owner was not done yet and at the last inspection a correction notice was issued to restripe the handicap parking area under the solar structure.

ADJOURNMENT: Meeting adjourned at approximately 8:12 pm.

Robert Griffith, Vice Chair

Maria Ehorn – Minute Clerk

Planning Commission Agenda Report March 16, 2016

Project: **General Plan Annual Progress Report**
A review and discussion regarding the City of Willows General Plan Year End Review for period from January 1, 2015 to December 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:
The preparation of a General Plan Annual Progress Report (APR) per Government Code Section 65400, 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. (*The current RHNA planning period covers from January 1, 2014 to June 30, 2019*).

Analysis:
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 final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. 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, and updated Housing Elements in 2005, and 2010.

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 the years of 2014 to 2019, broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	7	11.1
Very Low	8	12.7
Low	11	17.5
Moderate	11	17.5
Above Moderate	26	4.3
TOTAL	**63**	**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.

2015 Accomplishments:
The City has issued a final Certificate of Occupancy to a 49 unit senior housing complex that has been constructed during the reporting period (January 1, 2015 to December 31, 2015). This new housing assists the City with meeting their RHNA numbers of providing housing to extremely low income groups.

Amendments to the Zoning Ordinance to comply with two program goals, have been completed in 2015. One of these amendments added to the zoning ordinance the allowance of transitional and supportive housing in all zones allowing residential uses and which do not require any conditions other than those conditions identified for residential uses in those zones. To date no requests for transitional or supportive housing has been received by the City of Willows.

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
2. List of 2014-2019 Housing Element Programs

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

Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

Table A

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

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Rental O=Owner	Affordability by Household Incomes Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total Units per Project	Est. # of Units*	Assistance Programs for Each Development See instructions	Deed Restricted Units See instructions	See instructions
1340 W. Sycamore St 6+		R	49				49	49	HOME		
(9) Total of Moderate and Above Moderate from Table A2 ►					0	0	0				
(10) Total by Income Table A/A3 ► ►			49					49			
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

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

Jurisdiction City of Willows
Reporting Period 1/1/2015 - 12/31/2015

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

Note: Units may only be counted on 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 whenever the specific criteria are 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.
	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	
(4) 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)

	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 Moderate						0	
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

Attachment 1
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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Willows
Reporting Period 1/1/2016 - 12/31/2015

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 Instructions			2014	2015	2016	2017	2018	**				Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted		0	49								49	-49
	Non-deed restricted												
Low	Deed Restricted												
	Non-deed restricted												
Moderate	Deed Restricted												
	Non-deed restricted												
Above Moderate													
Total RHNA by COG. Enter allocation number:				49								49	49
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

Attachment 1
Page 4 of 5

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

Jurisdiction City of Willows
Reporting Period 1/1/2016 - 12/31/2015

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. 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.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
Program HD-1.4.4	offer incentives to interested developers of senior hsg	on going	The City has worked with a developer of a new 48 unit senior hsg
Program HD-1.4.5	continue to allow special needs hsg dev/apply for funding to	on going	The City has worked with a developer of a new 48 unit senior hsg
Program HD-1.1.1	Monitor available res land/consider partnering with cove	on going	City has met with affordable hsg dev/3.2015 & 1.2016
Program HD-1.1.2	work with Glenn Cty to ensure orderly deve of unincorporated	on going	No annexations have been proposed
Program HD-1.1.3	Revise PC in R-3 & R-P zone for consistency with Gen Plan Desig	by 10/2015	Completed the zone text amendments
Program HD-1.2.1	PC to meet twice during RHNA planning period review /map	2x during period	Have not met with PC yet to discuss Zoning Map/Land Use Map
Program HD-1.3.1	Offer pre-app consultations to interested deve & make info	on going	Public info handouts have been prepared and made avail to deve
Program HD-1.4.1	Assist in deve of affordable hsg & ID sites for deve/apply for grants	annually	City has met with affordable hsg dev/3.2015 & 1.2016
Program HD-1.4.2	Support Emergency hsg program/facilitate coordination	on going	City works in conjunction with City HRA Dept re: requests for hsg
Program HD-1.4.3	Expand owner ship of re use of CDBG funds	annually	City currently does not qualify for CDBG funds because of TIGs
Program HD-1.4.6	Monitor needs for extremely low income specifically SROs	monitor by 8/2015 and	City continues to monitor hsg needs/no request for SROs
Program EC-1.1.1	promote weatherization program	on going	City works with City HRA to administer programs
Program EC-1.2.1	Support energy audits	on going	City supports free energy audits to homes in city
Program MI-1.1.1	apply for rehab funding	annually	City holds public informations hearings with CC to inform residents
Program MI-1.2.1	continue code enf of hsg, ele, & fire codes	ongoing	City Building Dept enforces all CBC codes for residential construction
ProgramRC 1.1.1	Periodically re-examine zoning ord for amendments to reduce hsg const costs	ongoing	City is held to enforce& comply with CBC/ZO will be re examined for poss amend
Program RC-1.2.1	Survey other cities in g and cty re dev fees	by 12/2016	a survey has not been coducted
Program RC-1.3.1	Amend ZO to allow transitional & supp hsg	by 6/2015	completed
Program RC-1.3.2	amend ZO to remove references to dde family	by 6/2015	completed

eb

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

Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

General Comments:

Over all the city of Willows is working towards meeting the present goals and in some instances has met and completed the goals set forth in the most recent housing element

LIST OF HOUSING ELEMENT PROGRAMS

2014-2019 Housing Element/City of Willows

A Program is an action or procedure that carries out the goals and policies of the Housing Element.

PROGRAM	TIMEFRAME	STATUS
Program HD-1.1.1: Continue to monitor the available residential land in the city to ensure adequate sites are available for the development of housing. The City will consider partnering with a developer interested in developing affordable housing and/or housing for seniors or persons with disabilities, to provide financial assistance (as funding is available	As developers approach the City and as funding is available	*City staff has met with affordable housing developers in March 2015 and January 2016 One Site has been purchased by developer for affordable housing*
Program HD-1.1.2 Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas.	The City will meet with County staff on an as-needed basis when future annexations are proposed	*No annexations have been proposed*
Program HD-1.1.3: Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts. In the interim, between Housing Element adoption and the revision of the Zoning Ordinance, the City shall allow a density of 16-30 units in the R-3 and R-P zoning districts in order to be consistent with the General Plan densities for those corresponding land use designations. Additionally, the City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis as required by state law.	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for Internal consistency annually	***Completed***
Program HD-1.2.1: The City Planning Commission will meet at least twice during the 2014–2019 planning period to review the City zoning map and land use map with consideration of meeting future housing needs. Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands	Attend monthly meetings and review the zoning and land use maps twice during the planning period	*Have not met with PC yet to discuss zoning map or land use map*

1

adjacent to the city and the consistency of land use policies and development standards in those areas. The City will continue to participate in the monthly joint meetings of the Glenn County Board of Supervisors and the two City Councils		
Program HD-1.3.1: The City's architectural design review process applies to all zoning districts in the city. Two specific areas of the city have overlay design guidelines, the "Historic Downtown" and "Wood Street." These guidelines are used to preserve historic design characteristics and guide future design to create buildings worth preserving. The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement	Ongoing, as projects are processed though the Planning Department	*Public information handouts for Design Review are made available to prospective developers*
Program HD-1.4.1: Assist in the development of affordable housing by continuing to work with entities such as Self-Help Housing and CHIP Housing in support of the application for funds and the identification of appropriate sites for potential development of units affordable to extremely low-, very low-, and low-income households. Grants that the City will apply for (when available) in the future include HOME and CDBG General Allocation funds	Annually apply for funds as NOFAs are released	*The City has met with affordable housing developers in March 2015 and January 2016 to discuss possible affordable housing projects*
Program HD-1.4.2: Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing. The City will continue to facilitate coordination between city residents in need and the services provided through the County program. Specifically, persons needing emergency shelter are provided contact information for the County Office of Emergency Services.	Ongoing, 2014 2019.	*The City works in conjunction with the County of Glenn HR department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of glenn.*

Program HD-1.4.3: Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available	Apply for CDBG allocations annually	*As housing funds become available they will be made public*
Program HD-1.4.4: Glenn County recently conducted a senior housing needs assessment to identify the existing and future housing needs of senior citizens. According to this survey, Willows could support a small project that provides a continuum of care, with a combination of independent housing, assisted living, and memory care. The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding	2014–2019. Offer incentives on an ongoing basis as developers show interest in developing senior housing	*A 49 unit senior housing complex was completed in 2015 and the City worked with the developer on incentives for the project.*
Program HD-1.4.5: Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. The City will promote market-rate and affordable housing sites, housing programs, and financial assistance available from the city, county, state, and federal governments by developing and informational brochures discussing housing opportunities in the City and providing this information at City Hall and City Planning Department. In addition, as appropriate, the City will apply for or support others' applications for funding under state and federal programs designated specifically for special needs groups.	Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015	*The City has worked with developers to bring about special housing needs to the City. An informational brochure has not been produced yet.*

3

Program HO-1.4.6: Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually. As funding becomes available, the City will prioritize a portion of the funds to encourage the development of housing (i.e., SROs) for extremely low-income households. In addition, the City will consider incentives or regulatory concessions to encourage the development of SROs as new development is proposed in the City	Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available	*The City continues to monitor the housing needs for extremely low income households through requests for this type of housing. The City has not received any requests or inquires for SRO's within the City.*
Program EC-1.1.1: Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric	Ongoing, 2014–2019, and as funding is available	*The City works with the Glenn County HRA to administer these programs.*
Program EC-1.1.2: Continue to support the energy audits free to all homes located within the city limits	Ongoing, 2014- 2019, and as funding is available	*The City supports free energy audits to homes in the City.*
Program EC-1.2.1: Encourage use of solar energy considerations in new residential construction	Ongoing, 2014–2019, and as projects are processed through the Planning Department	*The City Building Department has issues numerous solar energy permits for residents within the City.*
Program MI-1.1.1: Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs. When funding is obtained, the City will make information regarding the program available at City Hall and at the Glenn County Human Resource Agency	2014–2019. Annually apply for CDBG, HOME, and other state and federal funding	*The City holds a public informational hearing with the City Council in the spring to inform the residents of CDBG/HOME funding.*
Program MI-1.2.1:	Ongoing, 2014 2019	*The City Building Department enforces all building, electrical and fire*

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

Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

Table A

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

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes: Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development: See Instructions	Deed Restricted Units: See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
1340 W. Sycamore St	5+	R	49				49	49	HOME		
(9) Total of **Moderate and Above Moderate** from Table A3 ►					0	0	0				
(10) Total by income Table A/A3 ► ►			49					49			
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

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

Jurisdiction City of Willows

Reporting Period 1/1/2015 - 12/31/2015

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 whichmeet 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)

	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 **Moderate**						0	
No. of Units Permitted for **Above Moderate**						0	

* Note: This field is voluntary

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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.			2014	2015	2016	2017	2018	##				Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted		0	49								49	-49
	Non-deed restricted												
Low	Deed Restricted												
	Non-deed restricted												
Moderate	Deed Restricted												
	Non-deed restricted												
Above Moderate													
Total RHNA by COG. Enter allocation number:				49								49	-49
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

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Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. 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.		
Name of Program	**Objective**	**Timeframe in H.E.**	**Status of Program Implementation**
Program HD-1.4.4	offer incentives to interested developers of senior hsg	on going	The City has worked with a developer of a new 49 unit senior hsg
Program HD-1.4.5	continue to allow special needs hsg deve/apply for funding to	on going	The City has worked with a developer of a new 49 unit senior hsg
Program HD-1.1.1	Monitor available res land/consider partnering with deve	on going	City has met with affordable hsg deve/3.2015 & 1.2016
Program HD-1.1.2	Work with Glenn Cty to ensure orderly deve of unincorporated	on going	No annexations have been proposed
Program HD-1.1.3	Revise ZO in R-3 & R-P zone for consistency with Gen Plan Desig	by 10/2015	Completed the zone text amendments
Program HD-1.2.1	PC to meet twice during RHNA planning period review Zmap	2x during period	Have not met with PC yet to discuss Zoning Map/Land Use Map
Program HD-1.3.1	Offer pre-app consultations to interested deve & make info	on going	Public Info handouts have been prepared and made avail to deve
Program HD-1.4.1	Assist in deve of affordable hsg & ID sites for deve/apply for grants	annually	city has met with affordable hsg deve/3.2015 & 1.2016
Program HD-1.4.2	Support Emergency hsg program/facilitate coordination	on going	City works in conjunction with Cty HRA Dept re: requests for hsg
Program HD-1.4.3	Expand ownership thru use of CDBG funds	annually	City currently does not qualify for CDBG funds because of TIG#s
Program HD-1.4.6	Monitor needs for extremely low income specifially SROs	monitor by 6/2015 and	City continues to monitor hsg needs/no request for SROs
Program EC-1.1.1	promote weatherization program	on going	City works with Cty HRA to administer programs
Program EC-1.2.1	Support energy audits	on going	City supports free energy audits to homes in city
Program MI-1.1.1	apply for rehab funding	annually	City holds public informational hearings with CC to inform residents
Program MI-1.2.1	continue code enf of hsg, ele, & fire codes	ongoing	City Building Dept enforces all CBC codes for residential construction
ProgramRC 1.1.1	Periodically re-examine Zoning Ord for amendments to reduce hsg const costs	ongoing	City is held to enforce& comply with CBC/ZO wil be re examined for poss amend
Program RC-1.2.1	Survey otgher cities in glenn cty re dev. fees	by 12/2016	a survey has not been coducted
Program RC-1.3.1	Amend ZO to allow transitional & supp hsg	by 6/2015	completed
Program RC-1.3.2	amend ZO to remove		

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General Comments:

over all the city of willows is working towards meeting the program goals and in some instances has met and completed the goals set forth in the most recent housing element