



# Willows City Council Regular Meeting

February 26, 2019  
Willows City Hall  
7:00 p.m.

## Agenda

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

City Council  
Gary Hansen, Mayor  
Kerri Warren, Vice Mayor  
Lawrence Mello, Council Member  
Joe Flesher, Council Member  
Larry Domenighini, Council Member

Interim City Manager  
Wayne Peabody

City Clerk  
Tara Rustenhoven

1. **CALL TO ORDER- 7:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **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 Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers 36600-36664, Z09774-Z09798, 37846-37870.
- b. Approval of minutes of the Special Public Safety Meeting held on February 8, 2019.
- c. Approval of the appropriations directed by the City Council to be brought forward for formal action as a result of the February 20, 2019 Mid-Year Budget Review.

*Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.*

## 6. ORDINANCES

- a. Consider reading by title only and passage of the second reading of the attached two Ordinances AMENDING SECTIONS OF CHAPTER EIGHTEEN OF THE ZONING ORDINANCE OF THE CITY OF WILLOWS.
  - i. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.110 GENERAL PROVISIONS AND EXCEPTIONS OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTIONS 18.110.090 ADDING TEXT TO NONCONFORMING USES ALLOWING AN EXCEPTION TO THE CODE WITH ALL OTHER TEXT TO REMAIN UNCHANGED.**
  - ii. **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.50 ENTRYWAY DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.50.030(8) ADDING AN EXCEPTION TO THE CODE TO ALLOW RESIDENTIAL USE WITH ALL OTHER TEXT TO REMAIN UNCHANGED.**
- b. It is recommended that the Council read by title only, pass second reading, and consider possible adoption of an ordinance entitled, **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 8.10.170 OF TITLE 8 OF THE WILLOWS MUNICIPAL CODE PERTAINING TO ALTERNATIVE REMEDIES FOR THE ABATEMENT OF PUBLIC NUISANCES.**

## 7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

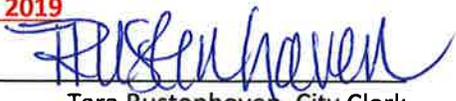
- a. Review of the Special Public Safety Meeting.
- b. Consider appointment of Dana Owens to a vacant seat on the Willows Planning Commission.

## 8. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

## 9. ADJOURNMENT

**This agenda was posted on February 22, 2019**

  
Tara Rustenhoven, City Clerk

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 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.

*The City of Willows is an Equal Opportunity Provider*



# CONSENT AGENDA



Period

**2/9/2019 TO 2/22/2019**

**General Checking 36600 TO 36664**

**Payroll Direct Deposit Z09774 TO Z09798**

**Payroll Checks 37846 TO 37870**

**APPROVAL DATE 2/26/2019**

**APPROVED \_\_\_\_\_**

REPORT.: Feb 07 19 Thursday  
 RUN...: Feb 07 19 Time: 09:55  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 02-19 Bank Account.: 1045

PAGE: 001  
 ID #: PY-DP  
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036600	02/09/19	ABO00	STEVE ABOLD	200.00	.00	200.00	B90206	PUB. WKS. TOOL PARKS/PUB.
036601	02/09/19	CAL01	CALIFORNIA WATER COMPANY	1490.51	.00	1490.51	B90206	WATER EXPENSE 12/11/18-1
036602	02/09/19	COM16	COMCAST CABLE	145.93	.00	145.93	B90206	ADMIN INTERNET 1//29-2/28
				150.93	.00	150.93	AB90206	FD INTERNET 1/19-2/28/19
			Check Total.....:	296.86	.00	296.86		
036603	02/09/19	COR00	CORNING FORD MERCURY	180.66	.00	180.66	172835	FORD F250 MAINTENANCE/INS
036604	02/09/19	COR10	CORNING LUMBER CO., INC.	165.80	.00	165.80	B90206	JANUARY STMT PER ATTACHED
036605	02/09/19	GAN01	GANDY-STALEY OIL CO.	2275.08	.00	2275.08	B90207	JANUARY STMT PER ATTACHED
036606	02/09/19	GLE25	GLENN CO. FIRE CHIEF'S	300.00	.00	300.00	19-0012	FIRE REPEATER FUND FY 18/
036607	02/09/19	ITF01	INDUSTRIAL TRUCK & FARM	183.45	.00	183.45	B90206	JANUARY STMT PER ATTACHED
036608	02/09/19	KNI03	KNIFE RIVER CONSTRUCTION	217.50	.00	217.50	207232	WET PATCH
036609	02/09/19	LEA01	LEAGUE OF CA. CITIES	4300.00	.00	4300.00	189569	MEMBERSHIP 2019
036610	02/09/19	LIF01	LIFE ASSIST	1024.16	.00	1024.16	899749	MEDIC SUPPLIES
036611	02/09/19	MAT01	MATSON & ISOM TECHNOLOGY	3840.00	.00	3840.00	23598-IN	MS OFFICE SUBSCRIPTION
036612	02/09/19	MEN02	MENDES SUPPLY COMPANY	95.19	.00	95.19	R032344	TOWELS/LINERS
036613	02/09/19	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1235760	CYLINDER RENTAL
036614	02/09/19	NOR18	NORTHERN CALIF. GLOVES	286.70	.00	286.70	513797A	WORK APPAREL
				60.02	.00	60.02	513797B	WORK APPAREL
			Check Total.....:	346.72	.00	346.72		
036615	02/09/19	NOR43	ACCESS	58.51	.00	58.51	3031503	SHREDDING SERVICES
				28.48	.00	28.48	3088899	SHREDDING SERVICES
			Check Total.....:	86.99	.00	86.99		
036616	02/09/19	O'R01	O'REILLY AUTO PARTS	16.29	.00	16.29	B90206	JANUARY STMT PER ATTACHED
036617	02/09/19	OSC01	OSCAR'S	186.68	.00	186.68	207742	JERSEYS
036618	02/09/19	PEA00	WAYNE PEABODY	200.00	.00	200.00	B90206	TECHNOLOGY ALLOWANCE FEB
036619	02/09/19	RUR02	RURAL COMMUNITY	3750.00	.00	3750.00	B90206	WASTEWATER RATE STUDY
036620	02/09/19	SAC08	SACRAMENTO VALLEY MIRROR	53.55	.00	53.55	15796	LEGAL AD-LAND DEV
				263.85	.00	263.85	15818	CLASS AD-LEAF/MAINT WORKE
			Check Total.....:	317.40	.00	317.40		
036621	02/09/19	SAF03	SAFETY TIRE SERVICE	55.00	.00	55.00	B90207	JANUARY STMT PER ATTACHED
036622	02/09/19	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B90206	VEHICLE ALLOW. FINANCEFEB
036623	02/09/19	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	37902	WILLOWS OPERATION FEB 201
036624	02/09/19	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B90206	RENT EC LIBRARY FEB 2019
036625	02/09/19	SUN07	SUN LIFE FINANCIAL	2539.52	.00	2539.52	B90206	GAP PREMIUM 1/1/19-1/31/1
036626	02/09/19	SYK01	GENE SYKES	165.00	.00	165.00	B90206	DRIVER'S LICENSE PHYSICAL
036627	02/09/19	USB02	US BANK	482.38	.00	482.38	376446936	EQUIP. LEASE 1/20-2/20/19
036628	02/09/19	USB04	U.S. BANK CORPORATE PAYME	1568.90	.00	1568.90	B90207	JANUARY STMT PER ATTACHED
036629	02/09/19	VER02	VERIZON WIRELESS	188.13	.00	188.13	B90206	TELEPHONE EXP. 12/27/18-1
036630	02/09/19	WILHD	WILLOWS HARDWARE, INC.	441.78	.00	441.78	B90206	JANUARY STMT PER ATTACHED
036631	02/09/19	WILHI	WILLOWS ACE HARDWARE	217.92	.00	217.92	B90206	JANUARY STMT PER ATTACHED
036632	02/09/19	WILHQ	WILLOWS AUTO PARTS	611.10	.00	611.10	B90206	JANUARY STMT PER ATTACHED
			Cash Account Total.....:	80300.43	.00	80300.43		
			Total Disbursements.....:	80300.43	.00	80300.43		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036633	02/20/19	ALE02	ALERE TOXICOLOGY SERVICES	84.50	.00	84.50	L192520	DRUG TESTS
036634	02/20/19	AME02	AMERIPRIDE UNIFORM SVCS.	251.16	.00	251.16	B90220	JANUARY STMT PER ATTACHED
036635	02/20/19	AME43	AMERICAN RED CROSS HEALTH	21.00	.00	21.00	22164124	BASIC LIFE SUPPORT COURSE
036636	02/20/19	BAK06	BAKER & TAYLOR BOOKS	453.54	.00	453.54	2459305	NEW PRINT MAT. LIBRARY
036637	02/20/19	BID01	BIDWELL H2O	165.00	.00	165.00	3007	COOLER/FILTER INSTALLATIO
036638	02/20/19	CAL04	CALIFORNIA DEPT. OF JUSTI	45.00	.00	45.00	353260	FINGERPRINTS-CANNIBIS
036639	02/20/19	CHA05	LORENA CHAVEZ	35.00	.00	35.00	B90220	JENSEN PARK REFUND
036640	02/20/19	COA00	COASTLAND CIVIL ENGINEERI	442.50	.00	442.50	45316	MCDONALD'S THROUGH 1/31/1
				131.25	.00	131.25	45318	BASIN RESIDENTIAL THROUGH
				1356.53	.00	1356.53	45319	EDA GRANT THROUGH 1/31/19
Check Total.....				1930.28	.00	1930.28		
036641	02/20/19	COL08	COLE HUBER LLP	528.00	.00	528.00	31032	LEGAL SERVICES THROUGH 1/
				777.36	.00	777.36	31033	LEGAL SERVICES THROUGH 1/
Check Total.....				1305.36	.00	1305.36		
036642	02/20/19	CRE01	CREATIVE COMPOSITION	308.88	.00	308.88	3987	BUSINESS CARDS
036643	02/20/19	DEM01	DEMCO, INC.	513.57	.00	513.57	6539563	LIBRARY SUPPLIES
036644	02/20/19	EAG00	EAGLE ENGRAVING INC	49.80	.00	49.80	2019-826	ID TAGS
036645	02/20/19	ENT01	ENTERPRISE-RECORD	333.83	.00	333.83	B90220	SUBSCRIPTION RENEWAL
036646	02/20/19	ESP03	ESPLANADE OFFICE	3884.58	.00	3884.58	1591-1	OFFICE FURNITURE
036647	02/20/19	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	970962A	BACTI ANALYSIS
036648	02/20/19	GLE23	GLENN CO. PLANNING & PUB.	1319.74	.00	1319.74	B90219	I-5 SEWER CONNECTION ANNU
036649	02/20/19	HUN02	ROBERT W HUNT	5116.89	.00	5116.89	19-02	GENERAL LEGAL SERVICES TH
036650	02/20/19	INT16	INTERSTATE BATTERY SYSTEM	46.65	.00	46.65	30052963	RD 57 LIGHTS
				42.85	.00	42.85	30053065	BATTERY-EQUIPMENT TRAILER
Check Total.....				89.50	.00	89.50		
036651	02/20/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	215199	PEST CONTROL FD FEB 2019
036652	02/20/19	JON00	JON'S BACKFLOW	703.00	.00	703.00	355	TEST CITY WIDE VALVES
036653	02/20/19	KNI03	KNIFE RIVER CONSTRUCTION	199.12	.00	199.12	207908	WET PATCH
036654	02/20/19	LIF01	LIFE ASSIST	141.68	.00	141.68	901384	MEDIC SUPPLIES
				996.00	.00	996.00	901606	MEDIC SUPPLIES
				199.85	.00	199.85	901638	MEDIC SUPPLIES
Check Total.....				1337.53	.00	1337.53		
036655	02/20/19	MAT01	MATSON & ISOM TECHNOLOGY	180.00	.00	180.00	67472	OFFSITE BACKUP FEB 2019
036656	02/20/19	MEN02	MENDES SUPPLY COMPANY	49.34	.00	49.34	R03290200	NAPKINS
				139.70	.00	139.70	R03314000	TISSUE/LINERS
Check Total.....				189.04	.00	189.04		
036657	02/20/19	NOR03	NORTHNET LIBRARY SYSTEM	2539.00	.00	2539.00	1764	CALPERS CONTRIBUTION FY 1
036658	02/20/19	NSW00	NSWTS	100.00	.00	100.00	183	MONTHLY SERVICES CHARGE F
036659	02/20/19	PGE01	PG & E	20.37	.00	20.37	B90219	P.G. & E. 1600 S TEHAMA
036660	02/20/19	SAC08	SACRAMENTO VALLEY MIRROR	274.70	.00	274.70	15832	LEGAL ADS
036661	02/20/19	SEI01	ROY SEILER, C.P.A.	8600.00	.00	8600.00	28989	ANNUAL AUDIT
036662	02/20/19	TRA02	TRACTOR SUPPLY CREDIT PLA	125.47	.00	125.47	B90219	JANUARY STMT PER ATTACHED
036663	02/20/19	USA02	DIG SAFE BOARD	271.77	.00	271.77	132720201	DIG SAGE REGULATORY FEES
036664	02/20/19	WIL17	WILLDAN	656.45	.00	656.45	2-20517	PLAN CHECK SERVICES 12/31
				162.00	.00	162.00	2-20518	PLAN CHECK SERVICES 12/31
				74.71	.00	74.71	2-20519	PLAN CHECK SERVICES 12/31
Check Total.....				893.16	.00	893.16		
Cash Account Total.....				31397.79	.00	31397.79		
Total Disbursements.....				31397.79	.00	31397.79		
Cash Account Total.....				.00	.00	.00		



## SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD FEBRUARY 8, 2019

*Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.  
Please visit [www.cityofwillows.org](http://www.cityofwillows.org) for free PodBean recordings.*

Mayor Hansen called the meeting to order at 10:00 a.m.

Council Members Present: Council Members Flesher, Mayor Hansen

Staff Present: Interim City Manager Wayne Peabody, Code Enforcement Officer Skip Sykes, Engineer and Public Safety Association Representative Lance Chapman and City Clerk Tara Rustenhoven.

Public Comment/ Written Communications: No public comments or written communications.

**Business Items:**

- a. Fire Chief Peabody will provide an overview and status report on current service levels available for Willows' Ambulance Services and alternatives for Advanced Life Support Services in Glenn County.
- b. Fire Chief Peabody will provide an overview and status report concerning Code Enforcement Operations.
- c. Fire Chief Peabody will provide an overview and status report concerning Dispatch operations at the Willows Fire Department.

On February 8th, the Public Safety Subcommittee met and discussed three main items. Service levels of current Ambulance service, current code enforcement efforts and south county fire dispatch services. This report is a highlight of the meeting.

**CURRENT AMBULANCE SERVICE LEVEL** for the City of Willows is provided by Enloe Medical center based out of Glenn Medical center. The ambulance is staffed with one paramedic, one EMT, one ambulance and a backup ambulance. As per state of California response time standards within town 10min response 90% and all other 30min response in a 90%. See **Attachment A** for response times for 2018.

Last year the Willows Fire Department responded to a total of 725 medical aid calls which accounts for 88% of our calls, the average on scene time was 36 minutes. Here is the list of our secondary ambulance for City of Willows.

Westside:	20 minutes
Enloe Williams:	30 minutes
St E's Corning:	30 minutes
Enloe Colusa:	40 minutes
St E's Red Bluff:	45 minutes

Steps Willows Fire has done to provide better service to our citizens:

Glenn County Ambulance Taskforce has been developed and have been meeting since 2014. The goal of this task force is to look at the system as a whole and develop a plan and funding source. See **Attachment B** for minutes of the last meeting.

Willows Fire has expanded our EMT scope of practice to include all the optional scope per Sierra Sac Valley EMS: **See Attachment C.**

**CURRENT CODE ENFORCEMENT** efforts in the City of Willows. With the reorganization at the fire station code enforcement was added. Job duties for this position is code enforcement and fire prevention inspection. Currently Code enforcement officers use Willows Municipal Code for code enforcement and Ca Title 19 for fire inspections. By state law we have to make an effort to inspect every commercial building once a year along with apartment complexes that is an estimate of 500 inspections a year. Current Code enforcement report see **Attachment D.**

Steps Willows Fire is doing to improve the Code Enforcement department:

- Set a number of Fire inspection per day
- Set a number of patrol mileage per week
- Capture the information on the monthly report
- Look at a targeted approach for inspection
- We have retained special Counsel

**DISPATCH** at Willows Fire is handled by on duty firefighters and when they leave on a call we depend upon our Volunteers to come back. Last year Willows Fire ran 865 calls and dispatched an additional 340 calls to a total of 1205 out of the Willows dispatch. We have tried numerous solutions from staff picking a day a month for 24hr coverage, to assigning companies to cover a week at a time. When we started using this model in the 1950's. The call volume was greatly smaller and our on scene times would range from 10-20min max. For numerous years we have discussed the central dispatch concept, we are to a point of call volume, time on scene and a reduction of volunteers. That the current system is not effective and is a major safety concern. **Attachment E** shows times of calls for the calendar year of 2018.

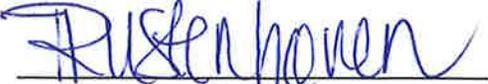
Steps Willows Fire has looked at for possible solutions:

- Assigned Willows Fire Department Volunteer Company's to cover
- Discussion with Corning Fire, not an option
- Discussion with Cal Fire, no improvement to the current system
- Discussion with GCSO, best option

**Adjournment:**

The Meeting was adjourned at 11:42 a.m.

Dated: February 21, 2019

  
Tara Rustenhoven, City Clerk

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Appropriation Requests-Mid Year Review

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**RECOMMENDATION**

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

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**SITUATION (or BACKGROUND):**

At the mid year budget review, held on February 20, Staff presented several items to Council for requested appropriation. Those items are noted on Exhibit 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- \$55,000

**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 as noted in Exhibit 1

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Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director

Attachments:

- Exhibit 1 Items for Appropriation-General Fund
-

**City of Willows**  
**Items for Appropriation/Transfer Request**  
**FY 2018/19 Mid Year Presentation**

<b>City Attorney</b>	<b>Additional legal counsel to assist with the code enforcement process.</b>
<b>Planning</b>	<b>Planning Income associated with Cannabis Retail applications will be treated as General Fund revenue. Corresponding planner efforts regarding this will be charged to the General Fund.</b>
<b>Police/ General Office</b>	<b>Unemployment costs associated with positions that were thought to be beyond the period of allowable UI.</b>
<b>Fire</b>	<b>Implementation of intern stipend program and enhancement of temporary wage line item.</b>
<b>Fire</b>	<b>Requirements regarding supplying medical aid via engines has increased significantly. Purchase and re-stock of medical items to meet requirements.</b>

**Exhibit 1**

	<b>Appropriation Request</b>	
<b>301.4122.020</b>	<b>\$</b>	<b>5,000</b>
<b>301.4120.060</b>	<b>\$</b>	<b>10,000</b>
<b>301.4013.070</b>	<b>\$</b>	<b>12,000</b>
<b>301.4013.100</b>	<b>\$</b>	<b>8,000</b>
<b>301.4004.150</b>	<b>\$</b>	<b>10,000</b>
<b>301.4030.150</b>	<b>\$</b>	<b>10,000</b>

**AGENDA ITEM**

February 26, 2019

**TO:** Honorable Mayor Hansen and Members of City Council

**SUBJECT:** Zoning Text Amendments (file# ZTA-19-01) Modify text within the Municipal Code to Sections 18.110.090(9) (Non-Conforming uses); and 18.50.030(8) (Entryway District)

**RECOMMENDATION**

- (1) Consider reading by title only and passage of the second reading of the attached two Ordinances **AMENDING SECTIONS OF CHAPTER EIGHTEEN OF THE ZONING ORDINANCE OF THE CITY OF WILLOWS**

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**Project Description**

Staff has received an application to amend the City's Municipal Code/Zoning Ordinance; specifically adding text to Section 18.50.030 E (*Entryway District*); and Section 18.110.090 (*Non-Conforming*). The changes to these sections would add an exception to the code that would allow existing structures, built as single or multiple residential dwelling units, who have lost their original use, to be allowed to re-gain that residential use via an approved use permit from the Planning Commission. The caveat is that no new residential uses are permitted; only an existing structure built for a residential use as of the date of code adoption.

At the February 12, 2019 regular meeting the City Council read by title only and passage of the first reading of the attached two ordinances.

**Environmental Review**

Staff has determined that the project, Text Amendments to the Zoning Ordinance, is exempt from CEQA per Section 15061(3). A Notice of Exemption will be filed upon City Council review, second reading, and approval of text amendments.

**ALTERNATE ACTION**

None are recommended for consideration by the City Council.

**STAFF RECOMMENDATION**

Consider reading by title only and passage of the second reading of the attached two Ordinances **AMENDING SECTIONS OF CHAPTER EIGHTEEN OF THE ZONING ORDINANCE OF THE CITY OF WILLOWS.**

Respectfully submitted,

  
Karen Mantele  
Principal Planner

Approved by

  
Wayne Peabody  
Interim City Manager

Attachments:

- 1) Ordinances Exhibits A-1 through A-2

ORDINANCE NO. \_\_\_\_\_ - 2019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.110 GENERAL PROVISIONS AND EXCEPTIONS OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.110.090 ADDING TEXT TO NONCONFORMING USES ALLOWING AN EXCEPTION TO THE CODE WITH ALL OTHER TEXT TO REMAIN UNCHANGED

THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The City Council does hereby amend Chapter 18.110 of the Willows Municipal Code, adding a section to 18.110.090(9) of the Municipal Code, City of Willows, California, is hereby amended to read as follows:

Chapter 18.110  
GENERAL PROVISIONS AND EXCEPTIONS

Sections:

- 18.110.010 Scope.
- 18.110.020 Accessory buildings.
- 18.110.030 Accessory uses.
- 18.110.040 Bed and breakfast.
- 18.110.050 Fences.
- 18.110.060 Height exceptions.
- 18.110.070 Home occupations.
- 18.110.080 Temporary use.
- 18.110.090 Nonconforming uses.
- 18.110.100 Yards.
- 18.110.110 Storage containers.
- 18.110.111 Emergency shelter development and managerial standards.
- 18.110.112 Second dwelling units.
- 18.110.113 Reasonable accommodation request under the Fair Housing Acts.
- 18.110.114 Density bonus.

**18.110.010 Scope.**

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Each and every district shall be subject to the provisions of this chapter in addition to the requirements and regulations set out in each of the district regulations. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.01), 3-11-08; Ord. 632-91 § 7.01, 10-22-91].

### **18.110.020 Accessory buildings.**

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Accessory buildings conforming to the building code of the city of Willows shall be permitted as follows:

(1) Attached Accessory Building. An accessory structure may be attached to the main building; provided, that it shall be made structurally a part of and have a common wall with the main building and it shall comply with all other requirements, including setbacks, for main buildings.

(2) Detached Accessory Buildings. Detached accessory buildings shall be located as follows:

(a) To comply with side and front yard requirements for main buildings.

(b) Three feet from the rear property line, unless the property abuts an alley. If abutting an alley, no rear setback is required.

(c) Ten feet from any property line abutting a public street.

(3) Accessory building(s) shall not be erected in any R district, unless and until the main building is erected and occupied or until a use permit is first secured. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.02), 3-11-08; Ord. 632-91 § 7.02, 10-22-91].

### **18.110.030 Accessory uses.**

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Accessory uses as defined in WMC 18.25.010 shall be permitted as appurtenant to any permitted use without the necessity of securing an administrative use permit or use permit, unless particularly provided in this chapter. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.03), 3-11-08; Ord. 632-91 § 7.03, 10-22-91].

### **18.110.040 Bed and breakfast.**

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These regulations shall apply wherever the bed and breakfast use is permitted.

(1) A maximum of five guest bedrooms or 10 guests at one time shall be provided by a bed and breakfast establishment.

(2) The owner/operator shall reside on the property.

(3) Meals shall not be provided to other than guests of the establishment.

(4) All facilities shall meet with the health and safety regulations of the Glenn County health department. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.04), 3-11-08; Ord. 632-91 § 7.04, 10-22-91].

### **18.110.050 Fences.**

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(1) Fences shall not be placed or erected on public property unless an encroachment permit has been first obtained from the director of public works.

(2) In R districts, fences in side and rear yards may not exceed six feet in height and may not exceed three and one-half feet in height inside the 25-foot front yard setback. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.05), 3-11-08; Ord. 632-91 § 7.05, 10-22-91].

### **18.110.060 Height exceptions.**

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Towers, spires, chimneys, machinery penthouses, scenery lofts, cupolas, water tanks, radio aerials, television antennas and similar architectural and utility structures and necessary mechanical appurtenances may be built and used to a height not more than 10 feet above the height limit established for the district in which the structures are located; provided, however, no such architectural or utility structure in excess of the allowable building height shall be used for sleeping or eating quarters or for any commercial advertising purposes. Additional heights for public utility structures may be permitted upon the approval of the planning commission. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.06), 3-11-08; Ord. 632-91 § 7.06, 10-22-91].

### **18.110.070 Home occupations.**

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A home occupation as defined in WMC 18.25.080 shall be permitted in any residence upon first securing a use permit only if all the following regulations can be met:

(1) Is confined completely within a legal structure and occupies not more than 25 percent of the floor space of a dwelling or 50 percent of that of an accessory building.

(2) Involves no sales of merchandise other than that produced on the premises or directly related to and incidental to the services offered.

(3) Is carried on by the member of the family occupying the dwelling with no other persons employed.

(4) Produces no evidence of its existence upon or beyond the premises such as external alteration creating nonresidential or unsightly appearance of a structure, noise, smoke, odors, vibrations, etc., except one sign not to exceed two square feet in area and pertaining directly to the particular home occupation. The sign must be approved by the planning commission with regard to design and placement.

(5) Does not generate pedestrian or vehicular traffic beyond that normal in the neighborhood in which such use is located.

(6) Meets the requirements of the chief building inspector and fire district of the jurisdiction. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.07), 3-11-08; Ord. 632-91 § 7.07, 10-22-91].

### **18.110.080 Temporary use.**

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Notwithstanding any of the provisions of this title to the contrary, the following uses shall be permitted in any zoning district of the city upon the issuance of an administrative use permit in the manner hereinafter provided by Chapter

#### **18.130 WMC:**

- (1) Circuses, carnivals, and amusement parks.
- (2) Temporary use of trailer, mobile homes, manufactured housing, or modular units for temporary office or caretaker quarters.
- (3) Temporary uses not specifically identified in this section and not normally associated with or accessory to uses permitted in the zoning districts. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.08), 3-11-08; Ord. 632-91 § 7.08, 10-22-91].

### **18.110.090 Nonconforming uses.**

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- (1) Continuation.

(a) The lawful use of land existing at the time of the passage of the ordinance codified in this title, although such use does not conform to the provisions hereof, may be continued. However, nonconforming commercial and industrial uses operated on open land not accessory to a permanent building on the site may be continued for a period not longer than five years after such uses become nonconforming.

(b) If any nonconforming use is abandoned or discontinued for any reason, subsequent use of such land shall be in conformity with the provisions of this title. The discontinuance of a nonconforming use for a period of six months or more is, in itself, prima facie evidence of abandonment.

(2) Changing to Another Such Use. If no structural alterations are made, a nonconforming use of a building may be changed to another nonconforming use of the same or more restricted classification.

(3) Alterations of Buildings. No existing building designed, arranged or intended for or devoted to a use not permitted under the regulations of this title for the district in which such building or premises is located shall be enlarged, extended, reconstructed, or structurally altered, unless such use is changed to a use permitted under the regulations specified by this title for such district in which said building is located. However, authorized maintenance shall be permitted not exceeding a total amount (during a period of five years) of 50 percent of the assessed value of the building according to the assessments thereof by the assessor of the county.

Notwithstanding the above, an owner of a nonconforming building intended for residential use may apply for a conditional use permit to allow maintenance of the building in excess of the amount specified.

(4) Destruction of Building. If at any time any building in existence or maintained at the time of the adoption of the ordinance codified in this title or amendments thereto which does not conform to the regulations for the district in which it is located shall be destroyed by fire, explosion, act of God, or act of the public enemy, to the extent of more than 50 percent of the value thereof, then and without further action by the city council, said building and the land on which said building was located or maintained shall from and after the date of such destruction be subject to all the regulations of the district in which such land and/or building is located. For the purposes of this title, the value of any building shall be the estimated cost of the replacement of the building in kind, as determined by the building official.

Notwithstanding the above, nonconforming residential structures solely for residential use located in an office, commercial or industrial zone may be continued as a residential use; provided, that there shall be no increase in the number of dwelling units or total floor area of the former structure. An owner of a nonconforming building intended for residential use may at any time apply to the city manager or his/her designee for a zoning clearance letter to allow the continued use, maintenance and improvement of the nonconforming structure including its reconstruction in the event it is destroyed more than 50 percent by any of the enumerated acts; provided, that the following conditions are met:

(a) A building permit for reconstruction is issued within six months of destruction.

(b) Reconstruction conforms to the current development standards regarding parking, height, setback, and other provisions of this code.

(5) Applicability of Chapter to New or Changed Districts. The foregoing provision shall also apply to nonconforming uses in districts hereafter changed or established, and any time limit for the suspension of a nonconforming use of the land shall date from the date of the enactment of the ordinance codified in this title or any amendment of district boundaries which first creates a nonconforming use or uses.

(6) Certificate of Use and Occupancy. The owner or occupant of any land or building classified as a nonconforming use under provisions of this title shall, upon notification by the planning commission, make application for a certificate of use and occupancy and shall, on a schedule established by the planning commission, thereafter apply for renewal of said certificate. The planning commission may waive the requirement for initial application for a certificate of use and occupancy and/or periodic renewal, either on a case-by-case basis or categorically for a class or classes of nonconforming properties.

(7) Enlargement of Nonconforming Use. Any nonconforming use or building may be permitted to be enlarged, extended, reconstructed, or structurally altered in cases where an application for a use permit is first approved, as provided in Chapter 18.135 WMC, Use Permits. The regulations of this chapter are subject to this section.

(8) Residential Use Exemption for Existing Structure(s). Existing single-story structure(s) located within the CC (central commercial) or CG (general commercial) zoning districts may be allowed for use as a residential unit(s) by way of a

conditional use permit. No enlargement, extension, reconstruction, or structural alteration may be permitted to the structure. The planning commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC 18.135.060. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.09), 3-11-08; Ord. 664-00 § 7.09, 6-27-00; Ord. 632-91 § 7.09, 10-22-91].

**(9) Residential Use Exemption for Existing Structure(s).** Existing structure(s) constructed for single or multiple residential use prior to current code and located within the Entryway zoning district may be allowed for use as a residential unit(s) by way of a conditional use permit. Enlargement, extension, reconstruction, or structural alteration may be permitted to the structure in accordance with 18.110.090(7) and 18.50.050. The Planning Commission is authorized to approve, conditionally approve or deny a request subject to appeal provisions of WMC 18.135.060.

### **18.110.100 Yards.**

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- (1) No yard or other open space provided about any building for the purpose of complying with the regulations of this title shall be considered as providing a yard or open space for any other building or structure.
- (2) In any case where a setback line, building line or official plan line has been established, the required yards on the street frontage of lots shall be measured in accordance with such lines and in no case shall the provisions of this title be construed as permitting any structure to extend beyond such lines.
- (3) Garages, carports and other accessory buildings may be attached to and have a common wall with the main building or, when located as required by this title, may be connected thereto by a breezeway.
- (4) Cornices, eaves, canopies, fireplaces, and similar architectural features, but not including any flat wall or window surface, may extend into any required yard a distance not to exceed two feet.
- (5) Uncovered porches or stairways, fire escapes or landing places may extend into any required front or rear yard a distance not to exceed six feet and into any required side yard a distance not to exceed one-half of the width of the side yard required for the lot.
- (6) In any R district where 50 percent or more of the building sites in any one block or portion thereof in the same district have been improved with buildings, the required front yard shall be a depth equal to the average of the front yards of the improved building sites, to a minimum requirement of that specified for the district, but in no case less than 16 feet.
- (7) In any full block frontage lots, the front yards may be varied so that the required yard depth is not reduced more than five feet, the average of all lots equals the required yard depth and corner lot yards are not reduced.
- (8) No yard may be used or allowed to be used for the storage, accumulation or placement of junk, automobiles or other motor vehicles, machinery, or building materials except:

(a) Automobiles regularly in use which are parked within the off-street parking space provided for on said property.

(b) Building materials as may necessarily be required for construction upon the lot wherein said yard is located immediately prior to and during such construction.

(c) As may be allowed by the specific regulations applicable to the district wherein said yard lies. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 680-08 § 1(7.10), 3-11-08; Ord. 632-91 § 7.10, 10-22-91].

### **18.110.110 Storage containers.**

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Storage container units shall be permitted subject to the following:

(1) Storage containers shall be permitted within all residential zones (R-1, R-2, R-3 and R-P), subject to the following:

(a) An administrative use permit, pursuant to provisions of Chapter 18.130 WMC, must be obtained prior to placement of a storage container on a property.

(b) Containers may not be located in front, side, or rear yard setbacks, or be located forward of the principal residence on the lot. Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) The maximum height of a storage container is limited to eight feet above finished grade.

(d) Containers cannot be located on a property prior to placement of the principal residence.

(e) Containers require issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(f) Containers cannot be placed in any city-designated entryway locations.

(g) No more than one storage container may be allowed per lot.

(2) Storage containers may be permitted in the following commercial and industrial zones (CG, CH, ML and MH), subject to the following:

(a) The placement of storage containers shall be subject to a use permit, pursuant to the provisions of Chapter 18.135 WMC, before the planning commission.

(b) Containers may not be located in front, side, or rear yard setbacks.

(i) In zones where no setback is otherwise required, a minimum setback shall be established through the use permit process, taking into account existing and planned land uses on adjoining properties.

(ii) Storage containers may not be located within utility line easements and are subject to applicable city fire code compliance, including maintaining defensible space around the container and separation from other buildings.

(c) Containers require the issuance of a building permit, and must meet design criteria and foundation criteria noted herein.

(d) Containers cannot be placed in any city-designated entryway locations.

(e) The maximum height of a storage container is limited to 10 feet above finished grade.

(3) The following design criteria shall apply to placement of a storage container:

(a) The container shall be maintained in quality condition, free of rust or other signs of deterioration.

(b) The container shall be painted (colors consistent with city design criteria as noted in Chapter 2.45 WMC).

(c) Screening shall be utilized as necessary to reduce visibility from public vantage points, and may include use of solid fencing or fencing with screening slats, landscaping and similar measures.

(4) The following foundation and building criteria shall apply to the placement of a storage container:

(a) Use of a foundation or other system which, in the opinion of the building official, provides necessary support for the storage container. The foundation may include, but not be limited to, use of a concrete pad or similar durable surface able to adequately support the structure.

(b) Storage containers shall be outfitted with a safely locking door mechanism.

(c) No electrical power may be provided to a storage container.

(5) No advertising is allowed on storage containers.

(6) The temporary use of a storage container shall be allowed in any residential, commercial or industrial zone pursuant to the following:

(a) A temporary use permit shall be obtained, pursuant to provisions of Chapter 18.130 WMC.

- (b) The permit shall be granted for a period not to exceed 12 months.
- (c) The permit shall expire when the project receives a certificate of occupancy or the building permit expires, whichever occurs first.
- (d) Depending upon the term of the use and location of the proposed temporary storage container, temporary screening requirements and other design considerations may apply.
- (e) Zoning district setbacks shall apply to the placement and location of the storage container.
- (f) Storage containers shall not be used for any type of advertising.

(7) Nonconforming Storage Container(s). All storage container(s) lawfully existing prior to the adoption of the ordinance codified in this section may continue in use, subject to the provisions of this section, even when later amendments or prior amendments to any provision of this title have caused such lawfully existing storage container(s) to become nonconforming under the terms of this chapter. Storage container(s) not lawfully existing prior to the adoption of the ordinance codified in this section must be brought into conformance or removed.

(a) Nonconforming Storage Container(s). The owner of a nonconforming container shall within six months of notification of nonconformity either:

- (i) Remove the container; or
- (ii) Obtain a new permit, with variances to allow the nonconforming aspect; or
- (iii) Obtain a new permit subject to modification or relocation of the container to achieve conformity with this division; or
- (iv) Obtain an extension of time within which the container must be moved under the amortization provisions of subsection (7)(b) of this section; or
- (v) Apply for a permit to allow a nonconforming storage container to remain on the property as described under subsection (7)(e) of this section.

(b) Amortization.

- (i) An owner of a nonconforming container(s) may delay removal, modification, or relocation of the container(s) for a reasonable period in order to recover the original costs where, at the time specified for removal, the costs were not yet fully amortized. The amortization period shall be proportionate with the investment involved.

(ii) The owner of a nonconforming container(s) may apply to the city manager for an extension of time within which the container(s) must be removed. The application shall contain the following information:

(A) Address and detailed location of the container(s);

(B) The date the container(s) was placed;

(C) Whether and when a permit was issued;

(D) The cost of container placement;

(E) The remaining term of the container(s) owner's lease of the real property, if applicable; and

(F) The present value of the container(s).

(iii) The city manager shall consider the information presented on the application in acting on the request for extension. If the city manager finds that the circumstances warrant granting an extension of time for amortization of the container, the city manager may grant the extension for a reasonable time not to exceed three years.

(c) Use Permit or Planned Development Permit. Nonconforming storage container(s) that were permitted and installed pursuant to a conditional use permit or planned development permit, prior to the adoption of the ordinance codified in this section, may continue in use until changes, expansions, or alterations other than normal maintenance and upkeep are proposed for or made to such container(s). At the time of such change, any such container(s) must be brought into conformance with the provisions of this chapter.

(d) Alterations to Existing Development. When structural alterations, additions or remodeling with a value, as determined by the building official, of 25 percent or more of the full value of the improvements as shown on the last equalized assessment roll or \$15,000, whichever is greater, are made to the exterior of a building or to a site containing a nonconforming container(s), any and all such nonconforming storage container(s) must be brought into conformance with the provisions of this chapter whether or not changes or alterations are proposed for or made to the container(s), or such storage container(s) must be removed.

(e) Retention of Nonconforming Storage Containers. Any owner or user of such nonconforming storage container(s) wishing to maintain such a container(s) in its existing condition may apply to the city manager for a permit to allow continued maintenance and use of the container(s). Application shall be made within 30 days of the container's owner or user being notified of the need to bring such container(s) into conformance. Such permit, if granted, shall establish a specific period of time for continued use and

maintenance, based upon an individual assessment of the facts and circumstances relating to the particular container(s). Factors to be considered in approving or denying such a permit shall be the initial container's cost, the container's age, the value of any proposed structural alterations to the existing storage container, existing placement of the container on the subject property, its overall condition and appearance, and similar facts and circumstances. However, the intent of the city is to ensure compliance with the provisions of this chapter and the keeping of storage containers on private properties, and in no instance shall a nonconforming storage container be approved by city permit for a period of more than three years. Failure to apply for a permit within the 30 days specified herein shall constitute a waiver of the right to request any longer period for maintenance or use of an existing nonconforming container(s).

(f) Annexation – Change of Zone. Any container(s) that becomes nonconforming after the adoption of the ordinance codified in this section because of annexation, zone change, or other city action shall be subject to the provisions of this section. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11; Ord. 685-09 § 2, 8-11-09].

### **18.110.111 Emergency shelter development and managerial standards.**

An emergency shelter shall comply with the requirements of this section, where allowed by WMC 18.60.020(8) and 18.60.030(10).

(1) Purpose. The provisions of this section are intended to provide opportunities for the development of permanent emergency shelters to provide temporary housing, with minimal supportive services for homeless persons, and to establish standards for these shelters.

(2) Location. An emergency shelter shall be proposed in the CG general commercial zoning district, subject to the permit requirements of WMC 18.60.020(8); provided, that a minimum distance of 300 feet shall be maintained from any other emergency shelter, as measured from the property line.

(3) Project Review and Approval.

(a) Emergency shelters with up to 50 beds are principally permitted in the CG zoning district; provided, that, during seasonal or emergency events of flooding, extreme temperature, or natural disaster, such shelters shall not be limited with regard to the number of persons served, subject to occupancy limits of the fire department and the California Building Code, so long as the operating conditions set forth in this section are met.

(b) Emergency shelters with greater than 50 beds in the CG zoning district shall require approval of a conditional use permit in compliance with WMC 18.60.030(10).

(c) An emergency shelter with 50 beds or less in the CG zoning district is exempt from design review. An emergency shelter with greater than 50 beds in any zoning district, including the CG zoning district, shall require design review in compliance with WMC 2.45.010.

(4) Development Standards.

(a) Maximum Number of Beds. As determined by CUP, except that a maximum of 50 beds shall be permitted, by right, in the CG zoning district.

(b) Length of Stay. Temporary shelter shall be available to residents for no more than 180 days in any 12-month period.

(c) Intake/Waiting Area. A client intake/waiting area shall be provided at a minimum of 10 square feet per bed provided at the facility, with a minimum of 100 square feet. Said intake/waiting area shall be in a location not adjacent to the public right-of-way. If located at the exterior of a building, the intake/waiting area shall be visually separated from public view by a minimum of six-foot-tall visually screening mature landscaping or a minimum six-foot-tall decorative masonry wall, and shall provide consideration for shade/rain provisions.

(d) Lighting. Adequate external lighting shall be provided for security purposes.

(e) Security. Security personnel shall be provided during the hours that the emergency shelter is in operation.

(f) On-Site Management. At least one facility manager shall be on site at all hours that the facility is open. Additional support staff shall be provided, as necessary, to ensure that at least one staff member is provided in all segregated sleeping areas, as appropriate. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

### **18.110.112 Second dwelling units.**

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(1) Purpose. The provisions of this section are intended to provide opportunities for the development of second dwelling units which provide complete independent living facilities for one or more persons.

(2) Requirements. The requirements of this section apply to the development and construction of secondary dwelling units. This section establishes development standards in compliance with Government Code Section 65852.1. Second dwelling units, as permitted by this title, are subject to the following requirements or conditions:

- (a) May be constructed in any R-1 or R-2 zone if the subject property contains one legal single-family dwelling; provided, that the second unit does not exceed the allowable density for the lot upon which the second unit shall be located.
- (b) The second unit is either attached to the existing dwelling, or detached from the existing dwelling and located on the same lot as the existing dwelling.
- (c) No more than one second dwelling unit shall be allowed on any parcel.
- (d) The design of the second dwelling unit is compatible with the design of the primary dwelling unit and the surrounding neighborhood in terms of exterior treatment and scale.
- (e) The total floor area of an attached second unit shall not exceed 30 percent of the existing living space.
- (f) The total floor space for a detached second dwelling unit shall not exceed 1,200 square feet and may not have more than one bedroom.
- (g) New construction for second dwelling units shall conform to all requirements of this title and all provisions of the current California Building Code.
- (h) Payment of all costs attendant thereto, for providing additional city services.
- (i) Shall comply with the setback and height requirements of the applicable residential zoning district for the primary dwelling.
- (j) The second dwelling unit shall provide for utilities separate from the primary residential dwelling.
- (k) The second dwelling unit shall comply with the lot coverage of the applicable zoning district.
- (l) The second dwelling unit shall be required to provide one off-street uncovered parking space.
- (m) Deed Restrictions. One unit on the property shall be owner-occupied and shall be the primary residence of the property owner, the other may be rented. Prior to issuance of any permit pursuant to this chapter, or occupancy of the second dwelling unit, an affidavit of owner occupancy and declaration or agreement of restrictions, in a form acceptable to the city attorney, shall be executed by the property owner(s) and recorded in the office of the recorder of Glenn County, stating that:
  - (i) The second dwelling unit shall not be sold separately;
  - (ii) The second dwelling unit is considered legal only so long as either the primary residence or the second dwelling unit is occupied by the owner of record of the property;

(iii) The restrictions shall be binding upon any successor in ownership of the property and lack of compliance shall void the approval of the unit and may result in legal action against the property owner.

(3) The developer of a subdivision that includes second dwelling units shall record a declaration of owner occupancy prior to the recordation of the final map or parcel map. Each lot with a second dwelling unit shall remain unoccupied until the property transfers ownership, allowing for compliance with the recorded owner occupancy restriction.

(4) Environmental Determination. The council finds that the adoption and implementation of the ordinance codified in this section are exempt from the provisions of the California Environmental Quality Act in that the council finds there is no possibility that the implementation of this section may have significant effects on the environment. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

### **18.110.113 Reasonable accommodation request under the Fair Housing Acts.**

(1) Purpose. The purpose of this section is to establish a formal procedure for persons with disabilities seeking equal access to housing under the Federal Fair Housing Act and the California Fair Employment and Housing Act (the Acts) in the application of zoning laws and other land use regulations, policies and procedures.

(2) Findings. The council of the city of Willows finds as follows:

(a) Housing that is accessible to people with disabilities has been identified as a special housing need in the housing element of the city's current general plan.

(b) Policy RC-1.3.2 of the 2009-2014 Housing Element calls for amendment of the municipal code to provide a formal process for a person with disabilities to make a reasonable accommodation request seeking equal access to housing and reasonable accommodation in the application of the city's zoning laws.

(c) Both the Federal Fair Housing Act and the California Fair Employment and Housing Act impose an affirmative duty on local governments to make reasonable accommodation (modifications or exceptions) in their land use regulations and practices when such accommodation may be necessary to afford disabled persons an equal opportunity to housing.

(d) The city of Willows has historically provided for reasonable accommodation through the use of existing regulatory procedures not specifically designed for people with disabilities.

(e) Codification of a formal process for persons with disabilities seeking equal access to housing to request reasonable accommodation in the application of the city's land use regulations and establishment

of relevant criteria to be used when considering such requests will ensure prompt, fair and efficient handling of such requests in accordance with the fair housing laws' reasonable accommodation mandate.

(3) **Applicability.** A request for reasonable accommodation may be made by any person with a disability, their representative or any entity, when the application of a zoning law or other land use regulation, policy or practice acts as a barrier to fair housing opportunities. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment. This section is intended to apply to those persons who are defined as disabled under the Acts.

A request for reasonable accommodation may include a modification or exception to the rules, standards and practices for the siting, development and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice. Requests for reasonable accommodation shall be made in the manner prescribed by subsection (4) of this section.

(4) **Application Requirements.**

(a) **Application.** Requests for reasonable accommodation shall be submitted on an application form provided by the planning department, or in the form of a letter, to the city manager and shall contain the following information:

(i) The applicant's name, address and telephone number.

(ii) Address of the property for which the request is being made.

(iii) The current actual use of the property.

(iv) The basis for the claim that the individual is considered disabled under the Acts.

(v) The zoning code provision, regulation or policy from which reasonable accommodation is being requested.

(vi) Why the reasonable accommodation is necessary to make the specific property accessible to the individual.

(b) **Review with Other Land Use Applications.** If the project for which the request for reasonable accommodation is being made also requires some other discretionary approval (including but not limited to conditional use permit, design review, general plan amendment, zone change, annexation, etc.), then the applicant shall file the information required by subsection (4)(a) of this section together for concurrent review with the application for discretionary approval.

(5) Review Authority.

(a) The City Manager. Requests for reasonable accommodation shall be reviewed by the city manager or his/her designee if no approval is sought other than the request for reasonable accommodation.

(b) Other Review Authority. Requests for reasonable accommodation submitted for concurrent review with another discretionary land use application shall be reviewed by the authority reviewing the discretionary land use application.

(6) Review Procedure.

(a) City Manager Review. The city manager, or his/her designee, shall make a written determination within 45 days and either grant, grant with modifications, or deny a request for reasonable accommodation in accordance with subsection (7) of this section (Findings and Decision).

(b) Other Reviewing Authority. The written determination on whether to grant or deny the request for reasonable accommodation shall be made by the authority responsible for reviewing the discretionary land use application in compliance with the applicable review procedure for the discretionary review. The written determination to grant or deny the request for reasonable accommodation shall be made in accordance with subsection (7) of this section (Findings and Decision).

(7) Findings and Decision.

(a) Findings. The written decision to grant or deny a request for reasonable accommodation will be consistent with the Acts and shall be based on consideration of the following factors:

(i) Whether the housing which is the subject of the request will be used by an individual disabled under the Acts.

(ii) Whether the request for reasonable accommodation is necessary to make specific housing available to an individual with a disability under the Acts.

(iii) Whether the requested reasonable accommodation would impose an undue financial or administrative burden on the city.

(iv) Whether the requested reasonable accommodation would require a fundamental alteration in the nature of a city program or law, including but not limited to land use and zoning.

(v) Potential impact on surrounding uses.

(vi) Physical attributes of the property and structures.

(vii) Alternative reasonable accommodations which may provide an equivalent level of benefit.

(b) Conditions of Approval. In granting a request for reasonable accommodation, the reviewing authority may impose any conditions of approval deemed reasonable and necessary to ensure that the reasonable accommodation would comply with the findings required by subsection (7)(a) of this section.

(8) Appeal of Determination. A determination by the reviewing authority to grant or deny a request for reasonable accommodation may be appealed to the planning commission in compliance with WMC 18.130.060. [Ord. 734-17 § 1, 11-14-17; Ord. 703-11 § 1, 7-12-11].

### **18.110.114 Density bonus.**

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(1) Purpose. The purpose of this section is to implement Government Code Section 65915. If any provision of this section should conflict with a provision of such statute, the statutory provision shall prevail.

(2) Definitions. Terms defined in Government Code Section 65915 shall have the same meaning in this section.

(3) Eligibility.

(a) The city shall grant a density bonus, the amount of which shall be as specified in Government Code Section 65915(f), and incentives or concessions, the amount of which shall be as specified in Government Code Section 65915(d)(2), when a housing development applicant seeks and agrees to construct a housing development, excluding any units permitted by the density bonus, that will contain at least any one of the following:

(i) Ten percent of the total units for lower income households, as defined in Health and Safety Code Section 50079.5.

(ii) Five percent of the total units for very low income households, as defined in Health and Safety Code Section 50105.

(iii) A senior citizen housing development, as defined in Civil Code Sections 51.3 and 51.12, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Civil Code Section 798.76 or 799.5.

(iv) Ten percent of the total dwelling units in a common interest development as defined in Civil Code Section 1351 for persons and families of moderate income, as defined in Health and Safety

Code Section 50093; provided, that all units in the development are offered to the public for purchase.

(b) The city shall grant the concession or incentive requested by the applicant unless the city council makes a written finding, based upon substantial evidence, of any of the following:

(i) The concession or incentive is not required in order to provide for affordable housing costs, as defined in Health and Safety Code Section 50052.5, or for rents for the targeted units to be set as specified in Government Code Section 65915(c).

(ii) The concession or incentive would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.

(iii) The concession or incentive would be contrary to state or federal law.

(4) Continued Affordability.

(a) A housing development applicant shall agree to continued affordability of all low- and very-low-income units that qualified the applicant for the award of the density bonus for 30 years or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program. Rents for the lower-income density bonus units shall be set at an affordable rent as defined in Health and Safety Code Section 50053. Owner-occupied units shall be available at an affordable cost as defined in Health and Safety Code Section 50052.5.

(b) A housing development applicant shall agree that the initial occupant of the moderate-income units that are directly related to the receipt of the density bonus in the common interest development, as defined in Civil Code Section 1351, are persons and families of moderate income as defined in Health and Safety Code Section 50093, and that the units are offered at an affordable cost as defined in Health and Safety Code Section 50052.5. The city shall enforce an equity sharing agreement consistent with Government Code Section 65915(c) unless it is in conflict with the requirements of another public funding source or law.

(5) Projects with a Child Care Facility.

(a) When an applicant proposes to construct a housing development that conforms to the requirements of subsection (3)(a) of this section and includes a child care facility that will be located on the premises of, as part of, or adjacent to the project, the city shall grant either of the following:

(i) An additional density bonus that is an amount of square feet of residential space that is equal to or greater than the amount of square feet in the child care facility.

(ii) An additional concession or incentive that contributes significantly to the economic feasibility of the construction of the child care facility.

(b) The city shall require, as a condition of approval of the housing development, that all of the following occur:

(i) The child care facility shall remain in operation for a period of time that is as long as or longer than the period of time during which the density bonus units are required to remain affordable.

(ii) Of the children who attend the child care facility, the children of very-low-income households, lower-income households or families of moderate income shall equal a percentage that is equal to or greater than the percentage of dwelling units that are required for very-low-income households, lower-income households, or families of moderate income pursuant to subsection (3)(a) of this section.

(c) Notwithstanding any other provision of this section, the city shall not be required to provide a density bonus or concession or incentive for a child care facility if it finds, based upon substantial evidence, that the community has adequate child care facilities. [Ord. 734-17 § 1, 11-14-17; Ord. 709-14 § 1, 4-22-14].

**SECTION 2:** The City Council of the City of Willows finds that the foregoing amendment and adoption of Ordinance No. \_\_\_\_ is consistent with the General Plan, all applicable specific plans and the City of Willows Zoning Ordinance.

**SECTION 3:** The City Council of the City of Willows further finds that the project is exempt from the California Environmental Quality Act pursuant to Section 15061(3) and Resolution No.01-2019 passed by the Planning Commission prior to the adoption of this amendment.

**SECTION 4. *Severability.*** Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

**SECTION 5. *Judicial Review.*** The time within which judicial review must be sought is governed by California Code of Civil Procedure Section 1094.6.

**SECTION 6. *Effective Date.*** This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

**SECTION 7. Posting.** The City Clerk shall cause this Ordinance to be published and/or posted within fifteen days after its adoption.

INTRODUCED for first reading on the 12<sup>th</sup> day of February 2019.

**PASSED AND ADOPTED at a public meeting** of the City Council of the City of Willows on the \_\_\_\_ day of \_\_\_\_ 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

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Gary Hansen, Mayor

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Tara Rustenhoven, City Clerk

ORDINANCE NO. \_\_\_\_\_ - 2019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING CHAPTER 18.50 ENTRYWAY DISTRICT OF THE WILLOWS MUNICIPAL CODE OF THE CITY OF WILLOWS SPECIFICALLY SECTION 18.50.030(8) ADDING AN EXCEPTION TO THE CODE TO ALLOW RESIDENTIAL USE WITH ALL OTHER TEXT TO REMAIN UNCHANGED

THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

**SECTION 1.** The City Council does hereby amend Chapter 18.50.030 Entryway District of the Willows Municipal Code adding an exception to the code allowing residential uses within existing structures built as single or multiple residential use with a conditional use permit, that section 18.50.030(8) of the Municipal Code, City of Willows, California, is hereby amended to read as follows:

**Chapter 18.50  
E ENTRYWAY DISTRICT**

Sections:

- 18.50.010 Purpose.
- 18.50.020 Permitted uses.
- 18.50.030 Uses permitted with a conditional use permit.
- 18.50.040 Prohibited uses.
- 18.50.050 Other regulations.

**18.50.010 Purpose.**

The entryway or E district is intended to apply to arterial streets leading into downtown, where a mix of commercial, office, and residential uses is appropriate in an aesthetically appealing corridor, in which new developments and modifications to existing developments shall occur in accordance with design guidelines. Permitted uses and uses permitted with a conditional use permit are intended to be compatible with residential uses within and adjacent to the E district. [Ord. 664-00 § 14B.01, 6-27-00; Ord. 632-91 § 14B.01, 10-22-91].

**18.50.020 Permitted uses.**

The following uses and structures are permitted in the E district:

- (1) Offices occupied by accountants, architects, dentists, physicians, engineers, attorneys, counselors, drugless practitioners, electrologists, geologists, optometrists, psychologists, and other occupations and enterprises.

(2) Retail stores and businesses or service enterprises, including the following:

(a) Banks and business offices.

(b) Food, hardware, variety, drug, and clothing stores not to exceed 2,500 square feet of retail sales floor area. All on-site storage related to such uses shall be within an enclosed building and shall be clearly incidental to and integral to the operation of the primary business.

(c) Music and dance studios.

(d) Blueprint shops and photographic stores.

(e) Cafes, restaurants, and catering shops.

(f) Art and antique shops.

(g) Florists.

(h) Barber shops and beauty parlors.

(i) Bakeries, including only retail sales on the premises and baking to supply not more than three retail outlets.

(3) Other uses, which, in the opinion of the planning commission, are similar to those uses listed above; and

(4) Outdoor advertising signs and structures pertaining to the use or operation of the site, subject to the following:

(a) Signs shall not exceed one and one-half square feet for each lineal foot of building frontage. The total surface area of all incidental signs, including services, trading stamps, prices, credit cards, or product advertising shall not exceed 40 square feet.

(b) Signs shall be no higher than 30 feet above grade. Freestanding signs in excess of 10 feet in height are prohibited.

(c) The above restrictions shall not apply to "directional signs" and "exempt signs" as defined in Chapter 18.125 WMC. [Ord. 664-00 § 14B.02, 6-27-00; Ord. 632-91 § 14B.02, 10-22-91].

**18.50.030 Uses permitted with a conditional use permit.**

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The following uses and structures are permitted in the E district only if a conditional use permit has first been secured. Uses and structures which, in the opinion of the planning commission, are similar to the following may be permitted if a conditional use permit has first been secured:

- (1) Permitted uses in the R-2 district, as set forth in WMC 18.35.030.
- (2) Pet shops and veterinary offices.
- (3) Mortuaries and funeral parlors.
- (4) Private schools.
- (5) Bed and breakfast establishments with five or fewer guest quarters.
- (6) Martial arts or exercise studios.
- (7) Health clubs. [Ord. 664-00 § 14B.03, 6-27-00; Ord. 632-91 § 14B.03, 10-22-91].
- (8) Residential uses as authorized under WMC 18.110.090(9)**

#### **18.50.040 Prohibited uses.**

- (1) Uses permitted in the ML district, as set forth in WMC 18.70.020(2) et seq.
- (2) Uses permitted in the MH district, as set forth in WMC 18.75.020(2) et seq.
- (3) Automobile service stations and mini-markets with gasoline sales.
- (4) Outside sales and transient or mobile business operations.
- (5) Bars and cocktail lounges, except as incidental to and contained within an otherwise permitted restaurant or cafe.
- (6) Adult entertainment businesses subject to Chapter 18.115 WMC.
- (7) Uses and structures with drive-through windows.
- (8) Uses not expressly listed or determined by the planning commission to be similar to uses in WMC 18.50.020 or 18.50.030. [Ord. 664-00 § 14B.04, 6-27-00; Ord. 632-91 § 14B.04, 10-22-91].

#### **18.50.050 Other regulations.**

(1) Residential Uses. Minimum lot area, front, side, and rear setbacks, maximum building height, maximum lot coverage and parking requirements for residential uses shall be subject to the regulations of the residential zone(s) in which the use is considered a principally permitted use.

(2) Nonresidential Uses.

(a) Minimum lot area: 5,000 square feet.

(b) Maximum lot coverage by structures: 50 percent.

(c) Minimum Yard Requirements.

(i) Front: 12 feet from the inner edge of the sidewalk or, in the absence of a sidewalk, 18 feet from the outer edge of the curb.

(ii) Side: six feet from the inner edge of the sidewalk or, in the absence of a sidewalk, 12 feet from the outer edge of the curb.

(iii) Rear: 12 feet where accessible from street or alley for loading purposes. Buildings may project over the rear yard, providing 14 feet clear vertical distance from ground level is maintained. Building code and other regulations shall apply. Signs may be located in required yard areas, subject to design review.

(d) Maximum building height: 30 feet.

(e) Loading Space. Private off-street space for handling all materials and equipment shall be provided.

(f) Minimum Parking. Off-street parking shall be provided in an amount in accordance with the regulations of Chapter 18.120 WMC. No off-street parking shall be provided in the front of any structure.

(g) When applying the regulations contained in the E district to parcels adjoining Wood Street, the Wood Street frontage shall always be considered the front yard.

The city of Willows zoning map is hereby amended by designating the areas shaded on the following map as entryway E zoning district.<sup>1</sup> [Ord. 664-00 § 14B.05, 6-27-00; Ord. 632-91 § 14B.05, 10-22-91].

**SECTION 2:** The City Council of the City of Willows finds that the foregoing amendment and adoption of Ordinance No. \_\_\_\_ is consistent with the General Plan, all applicable specific plans and the City of Willows Zoning Ordinance.

**SECTION 3:** The City Council of the City of Willows further finds that the project is exempt from the California Environmental Quality Act pursuant to Section 15061(3) and Resolution No.01-2019 passed by the Planning Commission prior to the adoption of this amendment.

**SECTION 4. Severability.** Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

**SECTION 5. Judicial Review.** The time within which judicial review must be sought is governed by California Code of Civil Procedure Section 1094.6.

**SECTION 6. Effective Date.** This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

**SECTION 7. Posting.** The City Clerk shall cause this Ordinance to be published and/or posted within fifteen days after its adoption.

INTRODUCED for first reading on the 12<sup>th</sup> day of February 2019.

**PASSED AND ADOPTED at a public meeting** of the City Council of the City of Willows on the \_\_\_\_ day of \_\_\_\_ 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

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Gary Hansen, Mayor

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Tara Rustenhoven, City Clerk

**AGENDA ITEM**

**TO:** Honorable Mayor Gary Hansen and City Council Members

**FROM:** Robert W. Hunt, City Attorney

**SUBJECT:** Introduction of Ordinance 2019-\_\_\_\_\_, “An Ordinance of the City of Willows Amending Chapter 8.10.170 of Title 8 of the Willows Municipal Code Pertaining to Alternative Remedies for the Abatement of Public Nuisances.”

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**RECOMMENDATION**

Introduce and waive the first reading of Ordinance 2019-\_\_\_\_\_, “An Ordinance of the City of Willows Amending Chapter 8.10.170 of Title 8 of the Willows Municipal Code Pertaining to Alternative Remedies for the Abatement of Public Nuisances,” providing the City of Willows with alternative remedies when abating public nuisances, including but not limited to providing addition recoupment of expenses incurred in dealing with such public nuisances.

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**BACKGROUND**

It is the responsibility of the City to remedy code violations within the City of Willows that result in nuisances adversely affecting the health, safety and welfare of the City’s residents.

The Willows Municipal Code, Title 8, Chapter 8.10 defines “nuisances,” provides procedures to be used to abate such nuisances, including due process rights and associated hearings and appeals. Chapters 8.10.130 - 8.10.150, inclusive, authorize the City to abate such nuisances that are not abated by the property owner, and to notice and collect, via special assessment, the “expenses” the City incurs in performing such abatement. However, although the Municipal Code authorizes the City Council to direct the City Attorney to institute legal action to force a property owner to abate a nuisance (Chap. 8.10.170), there appears to be no mechanism in the Municipal Code for the City to recoup attorney’s fees and costs incurred in any such legal action.

**THE PROPOSED ORDINANCE:**

The proposed Ordinance fills this gap. It authorizes the award of attorney’s fees and expenses to the prevailing party in an action to enforce the abatement of public nuisances, and specifically incorporates the provisions of Government Code § 38773.5 which explicitly authorizes an award of attorney’s fees and expenses in any such legal action brought pursuant to the Willows Municipal Code, or any Penal or Civil provision

of State Law. It further permits recoupment of such fees and expenses, in the event the liable property owner does not pay within 90 days, via lien or special assessment against the subject property.

**FINANCIAL CONSIDERATIONS:**

Undetermined. However, the proposed Ordinance may reimburse or offset costs incurred by the City in pursuing the abatement of public nuisances within the City of Willows.

**ALTERNATE ACTIONS**

1. Direct changes or modifications to the terms of the proposed ordinance as directed.
2. Request additional information from staff.
3. Reject ordinance, permit current WMC provisions to remain unchanged.

**RECOMMENDATION**

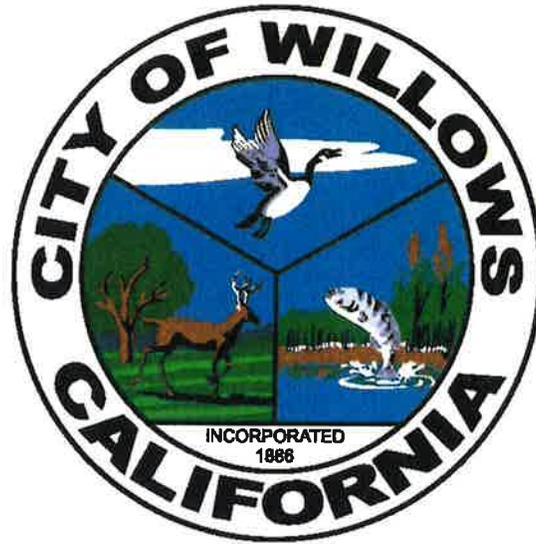
Introduce and waive the first reading of Ordinance 2019-\_\_\_\_, "An Ordinance of the City of Willows Amending Chapter 8.10.170 of Title 8 of the Willows Municipal Code Pertaining to Alternative Remedies for the Abatement of Public Nuisances," and plan final adoption of the Ordinance at the next regularly scheduled City Council meeting on February 26, 2019.

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Respectfully submitted,

Robert W. Hunt  
City Attorney

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# REGULAR BUSINESS

**AGENDA ITEM**

TO: Mayor Hansen and Member of the City Council  
FROM: Wayne Peabody, Interim City Manager  
SUBJECT: Review of Public Safety Subcommittee Special Meeting

**RECOMMENDATION:**

No recommendation at this time, informational only.

**SITUATION (or BACKGROUND):**

On February 8<sup>th</sup>, the Public Safety Subcommittee met and discussed three main items. Service levels of current Ambulance service, current code enforcement efforts and south county fire dispatch services. This report is a highlight of the meeting.

**CURRENT AMBULANCE SERVICE LEVEL** for the City of Willows is provided by Enloe Medical center based out of Glenn Medical center. The ambulance is staffed with one paramedic, one EMT, one ambulance and a backup ambulance. As per state of California response time standards within town 10min response 90% and all other 30min response in a 90%. See **Attachment A** for response times for 2018.

Last year the Willows Fire Department responded to a total of 725 medical aid calls which accounts for 88% of our calls, the average on scene time was 36 minutes. Here is the list of our secondary ambulance for City of Willows.

Westside:	20min
Enloe Williams:	30min
St E's Corning:	30min
Enloe Colusa:	40min
St E's Red Bluff:	45min

Steps Willows Fire has done to provide better service to our citizens:

Glenn County Ambulance Taskforce has been developed and have been meeting since 2014. The goal of this task force is to look at the system as a whole and develop a plan and funding source. See **Attachment B** for minutes of the last meeting.

February 26, 2019

Willows Fire has expanded our EMT scope of practice to include all the optional scope per Sierra Sac Valley EMS: See **Attachment C**.

**CURRENT CODE ENFORCEMENT** efforts in the City of Willows. With the reorganization at the fire station code enforcement was added. Job duties for this position is code enforcement and fire prevention inspection. Currently Code enforcement officers use Willows Municipal Code for code enforcement and Ca Title 19 for fire inspections. By state law we have to make an effort to inspect every commercial building once a year along with apartment complexes that is an estimate of 500 inspections a year. Current Code enforcement report see **Attachment D**.

Steps Willows Fire is doing to improve the Code Enforcement department:

- Set a number of Fire inspection per day
- Set a number of patrol mileage per week
- Capture the information on the monthly report
- Look at a targeted approach for inspection
- We have retained special Counsel

**DISPATCH** at Willows Fire is handled by on duty firefighters and when they leave on a call we depend upon our Volunteers to come back. Last year Willows Fire ran 865 calls and dispatched an additional 340 calls to a total of 1205 out of the Willows dispatch. We have tried numerous solutions from staff picking a day a month for 24hr coverage, to assigning companies to cover a week at a time.

When we started using this model in the 1950's. The call volume was greatly smaller and our on scene times would range from 10-20min max. For numerous years we have discussed the central dispatch concept, we are to a point of call volume, time on scene and a reduction of volunteers. That the current system is not effective and is a major safety concern. **Attachment E** shows times of calls for the calendar year of 2018.

Steps Willows Fire has looked at for possible solutions:

- Assigned Willows Fire Department Volunteer Company's to cover
- Discussion with Corning Fire, not an option
- Discussion with Cal Fire, no improvement to the current system
- Discussion with GCSO, best option

**FINACIAL CONSIDERATIONS:**

Unknown at this point

February 26, 2019

**NOTIFICATION:**

Willows Public Safety Association  
County of Glenn

**ALTERNATE ACTIONS:**

- 1: Request additional information from Staff
- 2: Reject Staff recommendation and/or direct item to be returned.

**RECOMMENDATION:**

No recommendation at this time, informational only.

Respectfully Submitted



Wayne Peabody  
Interim City Manager

**ATTACHMENT:**

- A: Sierra Sacramento Valley EMS Ambulance Response Time Report
- B: Glenn Ambulance Task Force Meeting Minutes from 12-12-18
- C: Sierra Sacramento Valley EMS EMT Scope of Practice with expanded scope
- D: Code Enforcement Report
- E: Willows Fire Responses by Time of Day





Glenn County  
Ambulance Taskforce Meeting

12-12-18 0900-100 hrs

*WestHaven Senior Living – The Neighborhoods – Flex Room*

**Attendees:** Amy Travis- GCSO-OES, John Viegas – BOS, Wayne Peabody – City of Willows, Gary Hansen – City of Willows, Grinnell Norton – HHSA-PH, Christine – Westside Ambulance BofD, Pete Carr – City of Orland, John McDermott – OVFD, Mark Walker – Enloe Ambulance, Amy Micheli – GMC, John Lord - SSVEMS

**Review October meeting minutes** – Amy T. provided a quick summary of the events and discussions that have transpired for the ATF group over the past few years.

**Glenn Medical Center update** – Amy M. discussed the current status in relation to EMS service at Glenn Med. Interfacility Transfers (IFTs) from GMC to Colusa have increased due to no telemetry provided at GMC. The private IFT bus was discontinued due to costs and not enough revenue to offset the costs.

**Review current call data from Enloe** – Mark provided a review of the ambulance call data for 11 months of 2018. We have seen an increase of approximately 200 calls for ambulance service in the 11 months of 2018 over the 12 month period of 2017. The 0800-2100 remains the peak time for service calls.

**Review SCI proposal** – SCI proposal was provided and reviewed. SCI's proposal is scalable; we are able to pick and choose what services we would like them to provide and request a customized quote.

**Discuss initiative** - BOS to identify if a countywide ballot initiative can be created vs a county and each city. Discussion on this would be a countywide service, with an ambulance that is not stationed, but rather a posting bus which moves around to locations as needed for 911 system coverage.

**SSV – Westside Exclusive Operating Area** – SSV has reviewed Enloe’s financials and operations. SSV will request to meet with Westside to review operations and financials to ensure the EOA is not in jeopardy if expansion occurs and to ensure Westside stays whole. SSV will also provide recommendations for areas where operations can be enhanced for Westside to consider.

**Action Items to complete by next meeting:** 1. SSV to meet with Westside to review financials and operations 2. SSV to provide recommendations 3. Update response times and review expectations with providers and the BOS 4. BOS to review the data from SSV

**Adjourn meeting 0950**

**Next meeting – March 13, 2019 at 0900 at Willows Fire Department**

<b>Sierra – Sacramento Valley EMS Agency Program Policy</b>			
<b>Emergency Medical Technician (EMT) Scope Of Practice</b>			
	Effective: 12/01/2018	Next Review: 12/2021	<b>801</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: Victoria Pinette – Executive Director		SIGNATURE ON FILE

**PURPOSE:**

To establish the Emergency Medical Technician (EMT) scope of practice in the S-SV EMS region.

**AUTHORITY:**

- A. California Health and Safety Code, Division 2.5.
- B. California Code of Regulations, Title 22, Division 9, Chapter 2, § 100063 and 100064.

**POLICY:**

- A. The scope of practice of an EMT in the S-SV EMS region shall not exceed those activities specified in this policy.
- B. During a mutual aid response into another jurisdiction, an EMT may utilize the scope of practice for which s/he is trained and authorized according to the policies, procedures and protocols established by S-SV EMS where the EMT is employed as part of an organized EMS system.

C. Basic Scope of Practice:

During training, while at the scene of an emergency, during transport of the sick or injured, or during interfacility transfer (IFT), a certified EMT or supervised EMT student is authorized to do any of the following:

- 1. Evaluate the ill and injured.
- 2. Render basic life support, rescue and emergency medical care to patients.
- 3. Obtain diagnostic signs to include, but not be limited to, temperature, blood pressure, pulse and respiration rates, pulse oximetry, level of consciousness and pupil status.

4. Perform cardiopulmonary resuscitation (CPR), including the use of mechanical adjuncts to basic cardiopulmonary resuscitation (as approved by S-SV EMS).
5. Administer oxygen.
6. Use the following adjunctive airway and breathing aids:
  - Oropharyngeal airway;
  - Nasopharyngeal airway;
  - Suction devices;
  - Basic oxygen delivery devices for supplemental oxygen therapy including, but not limited to, humidifiers, partial rebreathers, and venturi masks; and
  - Manual and mechanical ventilating devices designed for prehospital use including continuous positive airway pressure.
7. Use various stretchers and spinal motion restriction/immobilization devices.
8. Provide initial prehospital emergency care to patients, including, but not limited to:
  - Bleeding control through the application of S-SV EMS approved commercial tourniquet devices;
  - Use of S-SV EMS approved hemostatic dressings;
  - Spinal motion restriction or immobilization;
  - Seated spinal motion restriction or immobilization;
  - Extremity splinting; and
  - Traction splinting.
9. Administer oral glucose or sugar solutions.
10. Extricate entrapped persons.
11. Perform field triage.
12. Transport patients.
13. Apply mechanical patient restraint.
14. Set up for ALS procedures, under the direction of an AEMT or Paramedic.
15. Perform automated external defibrillation.
16. Assist patients with the administration of physician-prescribed devices including, but not limited to, patient-operated medication pumps, sublingual nitroglycerin, and self-administered emergency medications, including epinephrine devices.

**D. Expanded Scope of Practice:**

1. In addition to the basic scope of practice activities authorized above, a certified EMT may use any or all of the expanded scope of practice items listed in this section of the policy, under the following conditions:
  - The individual is part of the organized EMS system, functioning under the oversight of an S-SV EMS approved prehospital service provider.
  - The individual has been authorized by the S-SV EMS approved prehospital service provider to utilize the expanded scope of practice.
  - The individual has received adequate training on the expanded scope of practice items they have been authorized to use.
  - The expanded scope of practice items are not mandatory. S-SV EMS approved prehospital service providers may determine which, if any, expanded scope of practice items to use based on organizational or community needs.
  
2. Authorized expanded scope of practice items include the following:
  - Administration of aspirin in accordance with S-SV EMS policies/protocols.
  - Performance of finger stick blood glucose testing in accordance with the S-SV EMS policies/protocols.
  - Monitoring of intravenous lines delivering glucose solutions or isotonic balanced salt solutions including Ringer's lactate for volume replacement under the following conditions:
    - If in the prehospital setting, no other ALS procedures have been initiated.
    - If during an IFT, the patient is non-critical and deemed stable by the transferring physician, the physician approves transport by an EMT and nothing has been added to the intravenous fluids.
    - The EMT may monitor, maintain, and adjust, if necessary, in order to maintain a preset rate of flow and turn off the flow of intravenous fluid.
  - Transferring a patient, who is deemed appropriate for transfer by the transferring physician, and who has nasogastric (NG) tubes, gastrostomy tubes, heparin locks, foley catheters, tracheostomy tubes and/or indwelling vascular access lines, excluding arterial lines under the following conditions:
    - Nasogastric Tubes:
      - Nasogastric tubes shall be clamped. No form of suction shall be allowed during transport.
      - A nasogastric tube shall be appropriately secured to the nose and shall also be secured to the patients clothing to prevent accidental dislodgement or patient discomfort.
      - Any tubing shall be clamped and no feedings shall be infused during transport to prevent the possibility of aspiration.
      - Unless contraindicated by medical condition, any patient fed within the last two (2) hours shall be placed on the gurney in semi-fowlers position to help prevent the possibility of aspiration.

- Abdominal Tubes (gastrostomy tubes, ureterostomy tubes, etc.):
  - EMTs shall check that abdominal tubes are secured in place in an appropriate fashion, the integrity of the drainage system is intact and drainage bags are emptied prior to transfer, with the time noted. Drainage amount and characteristics shall be noted.
  - Drainage bags shall be secured to the patient in an appropriate fashion to prevent dislodgement, disconnection, or backflow.
  - Any dressing drainage shall be noted.
  - Dislodged tubes shall not be reinserted. A clean, dry dressing shall be applied to the site. Time and circumstances of dislodgement shall be noted.
- Foley Catheters:
  - Catheters shall be checked prior to transfer to assure that the catheter is appropriately secured to the patient, the system is intact and the drainage bag is secured to prevent dislodgement, disconnection and backflow.
  - Amount and characteristics of urine shall be noted.
  - If the drainage system becomes disconnected or dislodged during transport, the EMT will clamp the Foley if disconnected, but in no circumstances shall the catheter be reinserted if dislodged.
- Tracheostomy Tubes:
  - Tracheostomy tubes shall be checked to assure they are secured to the patient in an appropriate fashion.
  - EMTs may suction at the opening only to remove secretions the patient is unable to clear. Amount and characteristic of secretions shall be noted.
  - If the inner cannula becomes dislodged or is expelled, the EMT shall rinse it in sterile sodium chloride and gently reinsert it, or allow the patient to reinsert it if capable.

**E. Optional Skills:**

1. In addition to the basic and expanded scope of practice activities authorized above, a certified EMT may use any or all of the optional skills listed in this section of the policy, under the following conditions:
  - The individual is part of the organized EMS system, functioning under the oversight of an S-SV EMS approved BLS optional skills provider.
  - The individual has been authorized by the S-SV EMS approved BLS optional skills provider to use the optional skills.
  - The individual has received adequate training on the optional skills that they have been authorized to use.

2. Authorized optional skills items include the following:

- Administration of IN naloxone in accordance with S-SV EMS policies/protocols.
- Administration of epinephrine by auto-injector for suspected anaphylaxis and/or severe asthma in accordance with S-SV EMS policies/protocols.
- Use of a size 3,4, or 5 King LT or i-gel airway device in accordance with S-SV EMS policies/protocols.
- Administration of atropine and pralidoxime chloride by auto-injector in accordance with S-SV EMS policies/protocols.



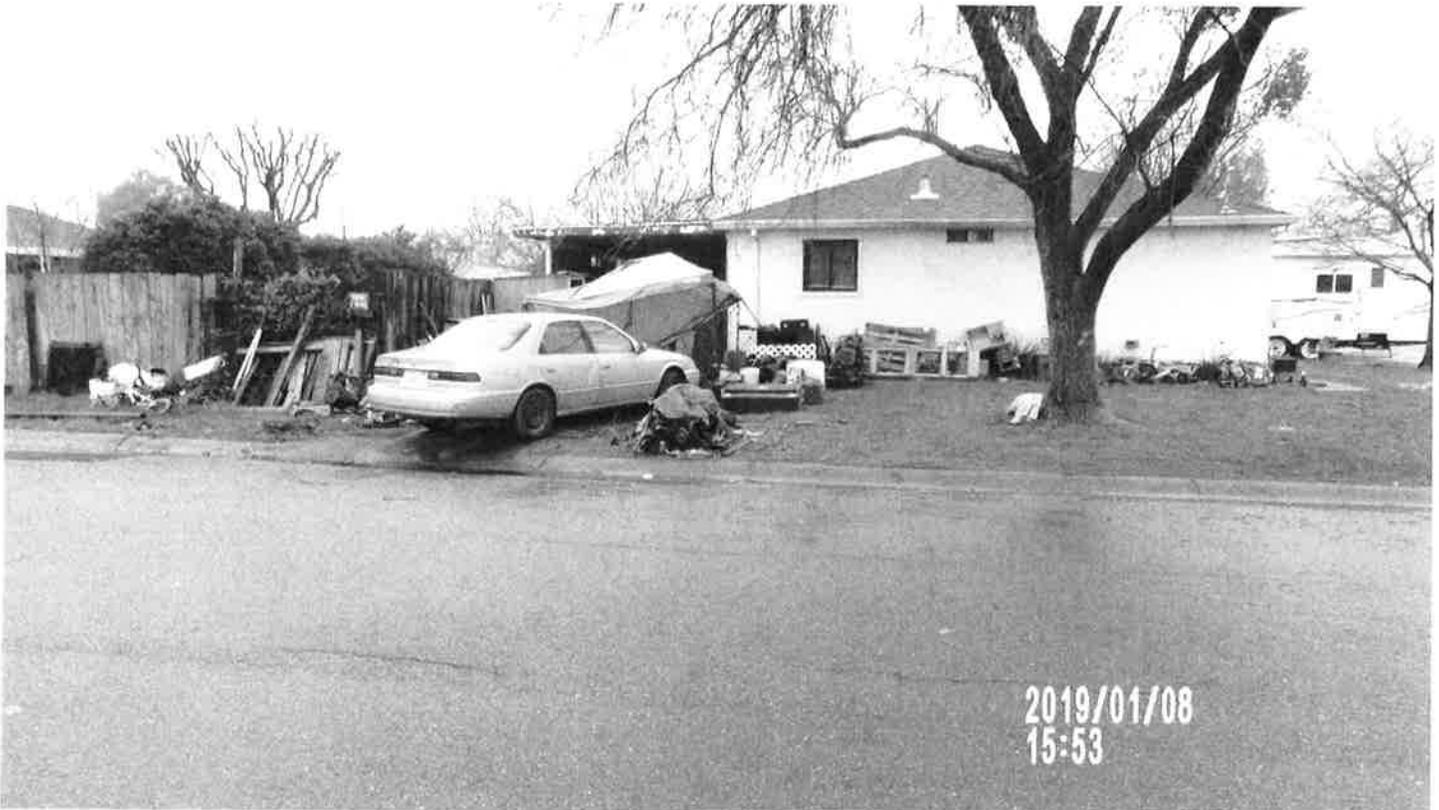
# City of Willows

## Fire Prevention/Code Enforcement

445 S. Butte St. · Willows, Ca 95988 · (530) 934-3323 · FAX (530) 934-5969

### 2019 Code Enforcement Report

The following list indicates problem areas in Willows, what codes that are being violated, what has been done and possible future steps that may be taken.



#### 10 Donnie Ln.

This is an ongoing issue with all sorts of vehicles coming and going, the yard has a large assortment of vehicles and parts in various stages of repair and occasionally and un-registered and or unlicensed vehicle(s) parked in the street, and numerous complaints from nearby neighbors about noisy late night mechanic work. There has been two registered letters sent to the owner of the property and the problems are reduced for a short while. Presently the property violates WMC 8.10.020, (5,6) which states:

**Continued**

**8.10.020 Public nuisance designated – Site.**

It is declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in the city to maintain upon such premises, or to permit, cause, or allow to exist on such premises, any condition which is detrimental to the public health, safety, or general welfare or which constitutes a public nuisance as defined by WMC 8.10.010. Such conditions shall include but shall not be limited to the following:

- (5) To store any materials, equipment, vehicles (including trailers, campers, and boats), broken or discarded furniture or equipment (including refrigerators, freezers, and stoves), boxes, lumber, junk, trash, or debris in any yard area in such a manner or in such condition as to be detrimental to the public health, safety, or general welfare.
  
- (6) To store trash or garbage cans, bins, boxes, or other such containers in other than single-family residential areas which are unclean, uncovered, or damaged in a front or side yard such that they may be visible from a highway as defined herein on other than regularly scheduled pick-up days and are detrimental to health, safety, or general welfare.

**Code Enforcement Log**

**01-23-2017** The homeowner that lives west of this property came into the Fire Station and wanted to file or make us aware that there is problems with working on vehicles late at night and creating a lot of noise. There are issues with cats and dogs, Dogs barking all the time with she is in her backyard and cat feces in her yard (she has no animals). The front and back yards are eyesores and possibly health hazards. I told her that I would look into the matter this afternoon or first thing tomorrow.

**07-17-2017** The owner and occupant of the property that is west of this property advised that there was a lot of trash and debris in the front yard. I advised her that I would notify the tenants of this property of the situation and encourage them to clean the front yard area up.

**07-20-2017** I drove by this property and advised one of the tenants to clean up the front yard area. I will recheck next week.

**06-18-2018** I have received several complaints from one person regarding late night noisy vehicle repair and heavier than usual traffic as well as a front yard that is cluttered. I advised the tenant as well as the property owner that the yard needs to be cleaned up and to curtail noisy mechanic work after dark.

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## 420 Green St

This case falls under basically the same codes as the first case:

### **8.10.020 Public nuisance designated – Site**

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### **WCE1810060-LGRE420W**

#### **Code Enforcement Log**

**10-16-2018** Ray Spence(?) came in to WFD and asked about any Municipal Codes that deal with car bodies in a front yard. I advised that there were a few, mainly, one that disallows any yards to be used as storage. I assigned a case number and will advise the new home owner of the applicable codes regarding yards. **WCE1810060-LGRE420W**

**10-17-2018** I spoke to the new owners of the property regarding the vehicle (parts) in the side yards. He agreed to move the vehicle parts as soon as he can, he also asked me for advise on how high can the fence be in his side yard.

**11-05-2018** While downtown Willows I spoke one of the people that live at this address and advised them to make an appointment with Steve Soeth regarding the fence that they want to construct.

**12-28-2018** I spoke with the people that own the property and they advised that they have sold the car body in question and it will be picked up in approx. 30 days



### **826 Green St.**

The main two complaints here is the owners of this property live on Green St. in a spot that is directly south of Baywood, and whenever the north wind blows all the leaves end up in their yard. Another complaint is that when the garage service dumps the trash cans and the north wind is blowing some of the loose papers and trash that blows out of the trash cans when are being emptied end up in their yard. I do not know of any Willows Municipal Codes that that would be applicable to these complaints. I did place a phone call to Waste Management to advise them of this situation, they stated that they will pass this information along to their drivers to be more careful. The fact that there are not codes that pertain to these complaints there has been no case number assigned.



**249 N. Humboldt Ave.**

**WCE1806037-LHUM249N**

**06-15-2018** A certified letter was sent to the owners of this property on this day. A copy was also sent to the City Manager and the City's attorney. There are pics on the pic. Drive.

On 07-15-2017 This building suffered a major structure fire, WFD incident #17-735. The entire complex was shut down and fenced off. Approx. 8 months later the burnt debris were removed. The property is still fenced off but continues to draw homeless to the still standing rooms. Almost all of the doors are battered in to the point that they are difficult to secure. Letters have been sent to the property owner with no response. The matter has been turned over to the City's attorney. This is in violation of Willows Municipal Code:

Continued

8.10.020 Public nuisance designated – Site.

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(1) To maintain buildings or structures, or portions thereof, which are damaged, dilapidated, or inadequately or improperly maintained such that they are structurally unsafe, or do not provide adequate egress, or which constitute a fire hazard, or which are otherwise dangerous to human life or which in relation to existing use constitute a hazard to the public health, safety, or general welfare. This includes any building, structure or property which has been constructed or is maintained in violation of any specific requirement or prohibition applicable to the building, structure or property contained in the building regulations of this city or any law or ordinance of the city or state relating to the condition, location, maintenance or construction of buildings or property. Such buildings or structures shall include those which are abandoned hazardously or inadequately boarded up, partially destroyed, or in a state of partial construction.

(2) To maintain other conditions related to buildings, structures, walls, fences, or landscaping which are of a hazardous nature and require immediate correction, repair, or adequate and proper maintenance, including but not limited to the existence of broken glass in doors or windows which are located in an area of public access, surfaces showing evidence of dry rot, warping, termite infestation or graffiti; absence of paint, stain, varnish or similar coating intended to protect the weatherability of any structural member; doors, aisles, passageways, stairways, or other means of exit which do not provide a safe and adequate means of exit; any wall or other vertical structural member which lists, leans, or is buckled to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base; or any other condition which because of lack of proper sanitation or soundness, or as a result of dilapidation, decay, damage or faulty construction or arrangement, is likely to cause sickness, disease, or threat to the public health, safety, or general welfare; or to maintain any building or structure which has any of the following conditions or defects to a significant degree:

(h) Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.

(j) Whenever the building or structure used or intended to be used for dwelling purposes has light, air, and sanitation facilities inadequate to protect the health, safety or general welfare of persons living within.

(k) Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electric wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as

to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment the spread and intensity of fire arising from any cause.

(11) To maintain or fail to maintain the property, or any building or structure thereon, in such a condition so that it is defective, unsightly, or in such condition of deterioration or disrepair that it causes or will cause a health or safety hazard.



**Eureka St.**

**North of Hiway Truck and Trailer**

**WCE1811064-L005-283-010**

**11-26-2018** In my travels I noticed a travel trailer with a lot of what appears to be junk stacked around it. I will photograph it and send a registered letter to the owner of the property. The only way to identify these properties is by parcel numbers. I will modify the case file system to accommodate utilizing the parcel numbers. I took photos of the trailer and surrounding junk and will draft a letter to the property owner tomorrow. I was able to find out the reason that the trailer was there. Upon interviewing the owner of the business directly to the south, "Hiway Truck and Trailer Parts", he stated that he let the owner of the trailer stay in his yard for one month, the guy was still there about 7 months later so he threw him out. The owner of the trailer as no tow vehicle, and the trailer has no license plates, and there is a small utility trailer that is fully loaded, with no plates. The owner of the trailers' name is **Buckley Baker, 530-517-8367**.

**11-29-2018** After several attempts to call Mr. Baker to no avail, the voicemail box has not been set up or is full, I sent a registered letter today to the owners requesting the lot be cleaned up within 30 days.

**12-10-2018** I was able to speak to somebody that wished to remain nameless, I told him that I was looking for **Buckley Baker**, who I believe owns the travel trailer and one the vehicles that are in question in this case. I advised him that I have sent a certified letter to the owner of the property that states that the Willows Municipal Code does now allow any sort of storage of travel trailers, travel trailer parts, vehicles or vehicle parts, appliances, appliance parts, furniture, junk, household refuse. I also advised him that the owner has 30 days to clean up the property (starting approx. Two weeks ago). I gave him my card and requested that if he saw Mr. Baker to have him contact me.

**12-11-2018** I received a phone call from Mukhtar Amad, **WCE1811064-L005-283-010**, I stated what needs to be done and suggested that the he may be able to work out a deal with the City's contract towing company, and that I will research the issue and get back to him. I also told him that I will email him the owner of the trailer house and one of the cars. I also received the registered mail receipt for the letter that was sent

**01-08-2019** I spoke with the owner of Hiway Truck and Trailer (WCE1811064-L005-283-0010) Buddy advised me that he has set up a lease agreement with the owner of the property and as soon as they come up with a lease agreement his first order of business is to clear off all the junk.

This property violates Willows Municipal Code :

#### **8.10.020 Public nuisance designated – Site.**

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(5) To store any materials, equipment, vehicles (including trailers, campers, and boats), broken or discarded furniture or equipment (including refrigerators, freezers, and stoves), boxes, lumber, junk, trash, or debris in any yard area in such a manner or in such condition as to be detrimental to the public health, safety, or general welfare.

(6) To store trash or garbage cans, bins, boxes, or other such containers in other than single-family residential areas which are unclean, uncovered, or damaged in a front or side yard such that they may be visible from a highway as defined herein on other than regularly scheduled pick-up days and are detrimental to health, safety, or general welfare.

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**262 S. Plumas**  
**WCE1803019-LPLU262S**

Presently there are no code enforcement issues at this time. This property has had several code enforcement cases, one involving the garage out back being in a state of disrepair. While the building is in rough shape, I feel that it does not fall in to the category that the Willows Municipal Code describes as described in 8.10.020 which describes:

**8.10.020 Public nuisance designated – Site.** It is declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in the city to maintain upon such premises, or to permit, cause, or allow to exist on such premises, any condition which is detrimental to the public health, safety, or general welfare or which constitutes a public nuisance as defined by WMC 8.10.010. Such conditions shall include but shall not be limited to the following:

(1) To maintain buildings or structures, or portions thereof, which are damaged, dilapidated, or inadequately or improperly maintained such that they are structurally unsafe, or do not provide adequate egress, or which constitute a fire hazard, or which are otherwise dangerous to human life or which in relation to existing use constitute a hazard to the public health, safety, or general welfare. This includes any building, structure or property which has been constructed or is maintained in violation of any specific requirement or prohibition applicable to the building, structure or property contained in the building regulations of this city or any law or ordinance of the city or state relating to the condition, location, maintenance or construction of buildings or property. Such buildings or structures shall include those which are abandoned hazardously or inadequately boarded up, partially destroyed, or in a state of partial construction.

(2) To maintain other conditions related to buildings, structures, walls, fences, or landscaping which are of a hazardous nature and require immediate correction, repair, or adequate and proper maintenance, including but not limited to the existence of broken glass in doors or windows which are located in an area of public access, surfaces showing evidence of dry rot, warping, termite infestation or graffiti; absence of paint, stain, varnish or similar coating intended to protect the weatherability of any structural member; doors, aisles, passageways, stairways, or other means of exit which do not provide a safe and adequate means of exit; any wall or other vertical structural member which lists, leans, or is buckled to such an extent that a plumbline passing through the center of gravity does not fall inside the middle one-third of the base; or any other condition which because of lack of proper sanitation or soundness, or as a result of dilapidation, decay, damage or faulty construction or arrangement, is likely to cause sickness, disease, or threat to the public health, safety, or general welfare; or to maintain any building or structure which has any of the following conditions or defects to a significant degree:

(3) (a) Whenever any portion thereof has been damaged by earthquake, wind, flood, or by any other cause, in such a manner that the structural strength or stability thereof is appreciably less than the minimum requirements of this code for a new building or similar structure, purpose or location.

(1) (c) Whenever any building, portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not anchored, attached, or fastened in place so as to be capable of resisting wind pressure and earthquake forces as specified in the building code without exceeding the working stresses permitted in the building code.

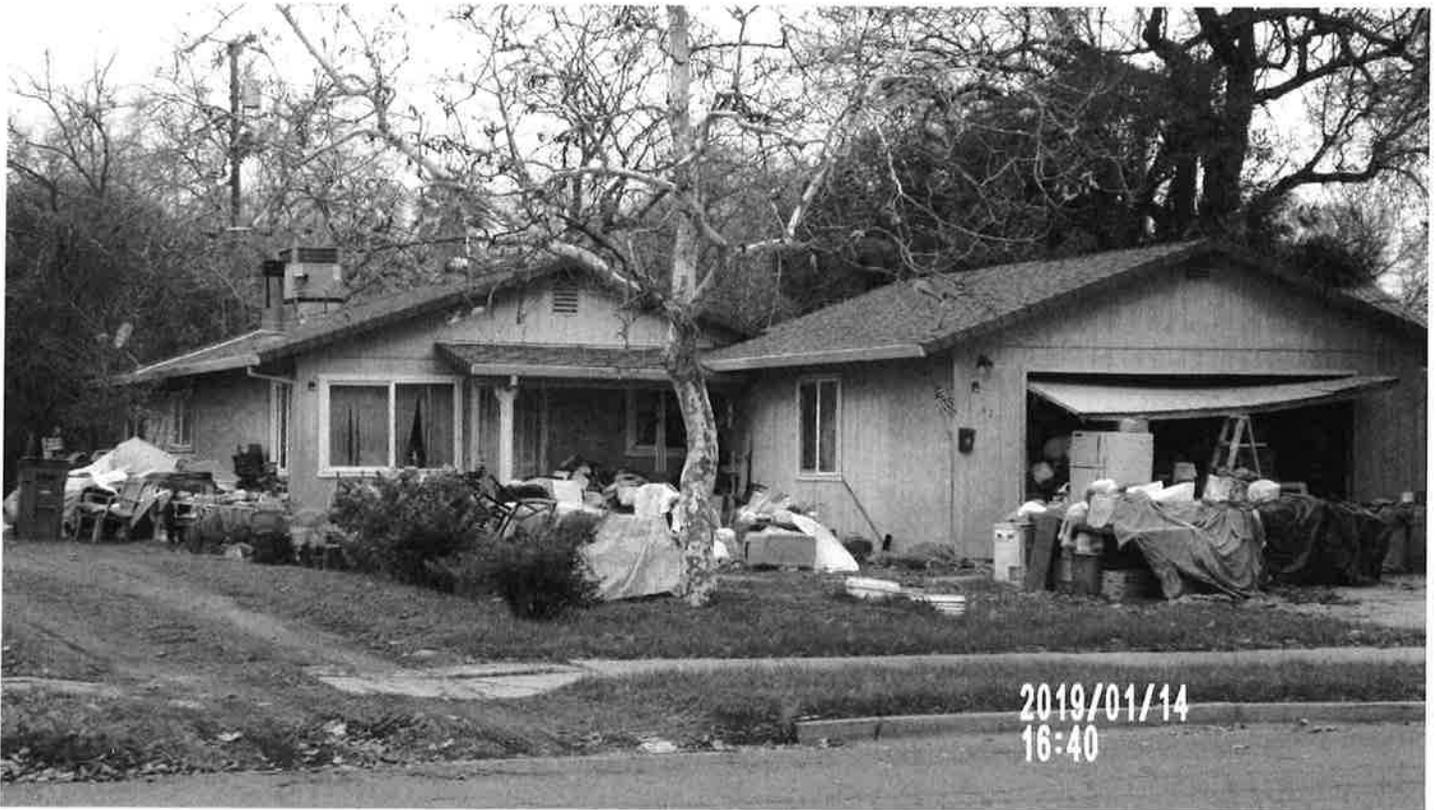
There has been at this property several vehicle code issues, one involving a vehicle parked on a sidewalk, violating several California Vehicle codes. There have been several vehicles that violate Willows Municipal Code:

**10.50.120 Parking for consecutive period exceeding 120 hours – Prohibited.**

No person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street or alley for more than 120 hours.

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### 429 N. Shasta St.

This property has been an ongoing code enforcement issue regarding Willows Municipal Code:

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- 
- (2) To store any materials, equipment, vehicles (including trailers, campers, and boats), broken or discarded furniture or equipment (including refrigerators, freezers, and stoves), boxes, lumber, junk, trash, or debris in any yard area in such a manner or in such condition as to be detrimental to the public health, safety, or general welfare      Continued
- This property was cleaned up approx. 4 years ago by taking legal action against the owner that lives on site. The site was cleaned up but did not stay clean very long. Several certified letters have been sent but the owner would not accept them. I spoke to the owner on site twice and both times she got very agitated and now will not answer the door. The City Manager and all involved have decided to try involving mental health to get her some help but it has not yet been successful.
-



610 S. Tehama

**Tehama 610 S.**

**The Roadhouse/Rolax**

**Old Hwy 99 Steakhouse and Lounge**

This building was used in an attempt to start up a new restaurant as well as a "night club" like atmosphere on Saturday nights with live music that was directed to the Hispanic sector of the community. The people that were going to run the restaurant had the fire sprinkler system and cooking hoods brought up to current codes and they are now certified, they did a lot of work bringing the building up to current codes and cleaning up the building. The restaurant never really got up to speed and was not open for business as promised and with numerous complaints from the "Club Rolax", the Planning Commission revoked their use permit and now the building is now vacant. All commercial buildings in Willows typically get an annual external inspection to check that the building is secured and doesn't have any hazardous conditions.

#### **Code Enforcement Log**

**03-12-2014** Left pre-inspection letter with the instructions to have one of the owners contact me to schedule the annual Fire and Safety Inspection. I gave them a tentative time of Friday 14th between 10:00 and 10:30. There was no response from the business owners.

Cont.

**01-24-2017** This building is now vacant however there were vehicles parked on the Canton St. side. I spoke with a man inside and he advised that he was in the process of buying the business but was not sure when he would be open. He also advised that the new business owner was Lucia Sanchez, 530-321-0603.

**12-17-2017** Jesus Anla (530-321-0603) is attempting to get a business up and running at this address. He has not done any work on the fire sprinkler system. He requested to open one Saturday for a special event, Wayne granted him one day only and specifically one day only.

**12-21-2017** I received an anonymous phone call regarding this property stating that they are selling alcohol every weekend without a license. I checked and there is a current ABC license for this address, however I have not been able to determine that they are open every Saturday. The caller stated that they are running a "nightclub" like experience under the name of "Rolex".

**WCE1712025-LTEH610S**

**01-25-2018** I noticed several vehicles at this address so I stopped in and found several people working on cleaning the place, none of the people that were working there spoke any English but I was able to walk through the place. Before I left I got a pre-inspection letter and left it on the bar with what appeared the person in charge, I circled the fire sprinkler inspection section, the fire extinguisher annual inspection, and tried to communicate that all the items on the list must be done before we could allow customers in the building. When I came back to the Fire Station there was a note on my desk to call Anna Camacho at 925-518-3026. We set up an appointment for Friday, 01-26-2018 at 10:00 hrs.

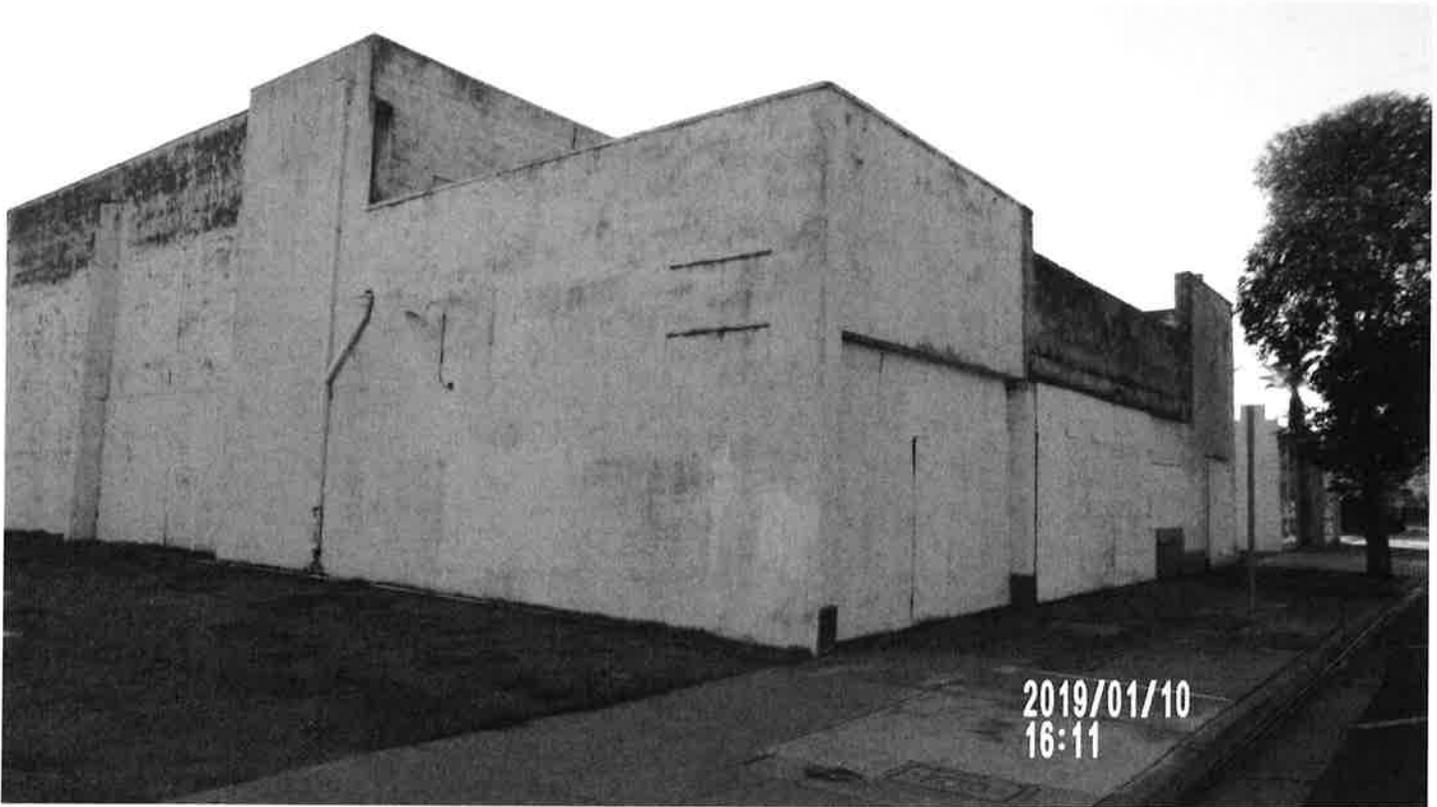
**02-15-2018** I made contact with Anna Comacho and she advised that Foothill Fire Protection has certified all the fire extinguishers and added a few and certified the range hoods. They have received a bid/quote, signed it and returned back to Foothill. I contacted Foothill and they confirmed that they were going to certify the fire sprinkler system either Friday (02-16-2018) or Tuesday (02-20-2018).

**09-26-2018** I received a request from Karen Mantelli for the latest Fire Safety Report from the Roadhouse. I sent her a note that once the fire sprinklers were certified I did do an inspection and verified that all the exit signs were in place and operational, all the fire extinguishers were in place and certified, and the fire sprinkler system was brought back in to current certification. I checked with the County Health (Environmental Health) and they stated that the restaurant had passed their inspection and was ready to start serving.

**10-02-2018** I was able to contact **Ruben Comacho, 530-228-4563**, this may be Anna Comacho's phone number. Ruben advised that they were planning to open the restaurant possibly Thursday (10-04-2018) around 16:30 hours. I told Mr. Comacho that a 6 month inspection was due and that I also needed to draw a floor plan. He stated that the building would be open tomorrow (Thurs.) around 12:30 and it would be okay to do the inspection then. Anna called back about an hour later and I advised her that the City Planner wanted to contact management for the "Roadhouse" and gave her the phone number for City Hall. Anna advised me that she was no longer "management" or worked at the Roadhouse however it was okay to call her to contact her brother through her at **530-228-4563**.

**01-03-2019** As of this time, the use permit was revoked by the planning commission and now the building is vacant.

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**322 W. Sycamore St.  
Old Tower Theater**

This property has been vacant for at least 10 years for the front of the building and more like 20-30 years as a theater. Part of the roof in the main part of the structure has fallen through allowing rain and birds inside the structure. In the past there were occasional weed abatement issues however recently the property has changed ownership and the upkeep and responses from this department have been good. Presently there are no code enforcement issues.

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### **245 S. Tehama St.**

This property has been vacant for over ten years and currently has no current Willows Municipal Code violations. Aside from occasionally having a door pried open and is always mitigated by notifying the owner of the property. It is coming close to be violating the Willows Municipal code 8.10.020 which states:

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(e) Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, decay, faulty construction, or because of the removal or movement of some portion of the ground necessary for the purpose of supporting such building or portion thereof, or some other cause is likely to partially or completely collapse, or some portion of the foundation or underpinning is likely to fall or give way.

(f) Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used.

(g) Any building whose structural members are not capable of resisting live load, dead load, wind load and earthquake load as specified in the building code.

(h) Whenever the building or structure has been so damaged by fire, wind, earthquake, or flood, or has become so dilapidated or deteriorated, as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminals or immoral persons to resort thereto for the purpose of committing nuisance or unlawful or immoral acts.



**251 S. Tehama**  
**Old Safari Motel**

This property is now well secured and in compliance with the City of Willows Municipal Code however it has been problematic in the last several years there have been issues with trying to make this an income producing property. When it was opened for business about half of the rooms did not meet the minimum requirements to be occupied. There were about five rooms that did meet minimum requirements. The place was closed when it was found out that the water and power was discontinued.

Continued

## Code Enforcement Log

**09-20-2016** This property was checked externally and two doors, Rm. #2 and Rm. #4 were not secured as well as window in the NE corner was broken out. The door for the electrical room in the center of the complex was open. A letter will be sent to the property owner regarding these issues.

**09-27-2016** Chief Peabody made me aware of some graffiti on the southwest wall and the wall facing the alley. I was also able to speak to Dan Schuller that has a relationship with the owners of this property and he stated that the owners have scheduled somebody to re-secure the place and mitigate the graffiti and this should take place within the next two weeks.

**08-07-2017** A follow up inspect was performed and all items that were identified in the inspection on 07-31-2017 were addressed satisfactorily.

**10-05-2016** This building is still not secured and now several more doors are open, the laundry room and access to the office and living quarters for the manager or open, #1,2,4, the electrical room and #15 are not locked.

**11-03-2016** Property inspection reveals that there has been some work done, still both electrical room doors and the door north of the west electrical room need to be secured.

**02-06-2017** A representative from the owner of this property contacted me to see what the Fire Department required. I advised him that I had a handout that explained what we looked for during a safety inspection. I left the handout on the front counter and he picked it up the next day.

**03-28-2017** The manager of this property was advised to contact WFD when he got the rooms ready to rent, as of now it appear that some of the rooms are being rented. I checked the property around 14:15 hrs. This day and could not find anybody there, there were no fire extinguishers. I will attempt to contact the manager and get this straightened out.

**07-31-2017** A fire safety inspection was performed by request of Planning Dept. Several items were noted and were mitigated and verified on 08-07-2017. The initial and follow-up reports are in this folder.

**08-07-2017** A follow up inspect was performed and all items that were identified in the inspection on 07-31-2017 were addressed satisfactorily.

On 06-28-2018 I assigned a code enforcement case.

**06-28-2018** I received an email from Glenn County Sheriff advising that a law enforcement action took place at this location. During that action it was discovered that an electrical cord was run from the building at 241 S. Tehama (an abandoned house) to this address, indicating a possible "power stealing" situation. This morning I contacted PG&E and they advised that the power and gas is off this location and Cal Water was contacted and they verified that the water was shut off on Tuesday. Today a meeting with Wayne peabody, the City Manager, Todd James and Trisha Simpson from Glenn County Sheriff and Kevin Bacus from Glenn County Environmental Health was held at 13:00 hrs. To discuss these issues. An Official Notice to Appear and a Notice of Violation & Order to Abate was prepared to give to the manager, Angel Hernandez, however he was not present when we all left the meeting and went to 251 S. Tehama. All the doors were knocked on but there was nobody there. I will affix copies of these two documents on the office door. A phone call was placed to Angel Hernandez, 530-361-9157, there was no answer or voicemail to leave a message. 14:40 hrs. I returned to this location and affixed a "Official Notice to Appear" and a "Notice of Violation and Order to Abate" in weather resistant plastic sleeves on the office door and photographed them.

**06-28-2018 15:20hrs.** While driving by this address I noticed somebody walking in to room #5. I knocked on the door, "Enya", a male voice replied what do you want. I advised that this place has 24 hrs. to re-establish power and water to make the building "habitable". If these two things are not done, we will be back at "14:00 hrs or 2:PM tomorrow, Friday for immediate eviction. He never came to the door and did not answer any more questions.

**006-29-2018 14:30 hrs.** I met Officer Simpson and Officer Thompson at this address to perform eviction, the signage I posted was gone, I posted four signs indicating that the building was unsafe. There was nobody at the location, only two vehicles were there, a white Ford Aerostar and a dark green small SUV. Several of the doors were open, all were locked yesterday. Photos were taken of the new signage.

**16:35 hrs.** I got a phone call from R & R Autobody letting me know that there were several people at this address. I contacted the S. O. and requested the same officers that were here before to return to the scene. Upon my arrival I greeted Mr. Hernandez and served him the papers regarding the eviction. We agreed to allow Mr. Hernandez to return here tomorrow or Sunday only during daylight hours. To pack and remove his belongings.



## **601 N. Tehama**

This property is now under permit and work is now underway to rehab this structure in to what I believe will be apartments.

### **Code Enforcement Log**

**11-28-2016** While driving by this property I noticed a man going into one of the doors, I drove into the parking lot and the man came to me and introduced himself as Dennis Rios and he had permission from the new owner of the property, Jesus Campos, who intends to make the motel into a tarted that he would notify the owners.homeless shelter.

**04-03-2017** The City's contractor came in and cut all the weeds and secured the door. Pictures were taken. WFD was also notified this day that the fire hydrant was leaking water out the stem, I notified Cliff at Cal Water of the problem and he stated that they will take care of it.

Cont.

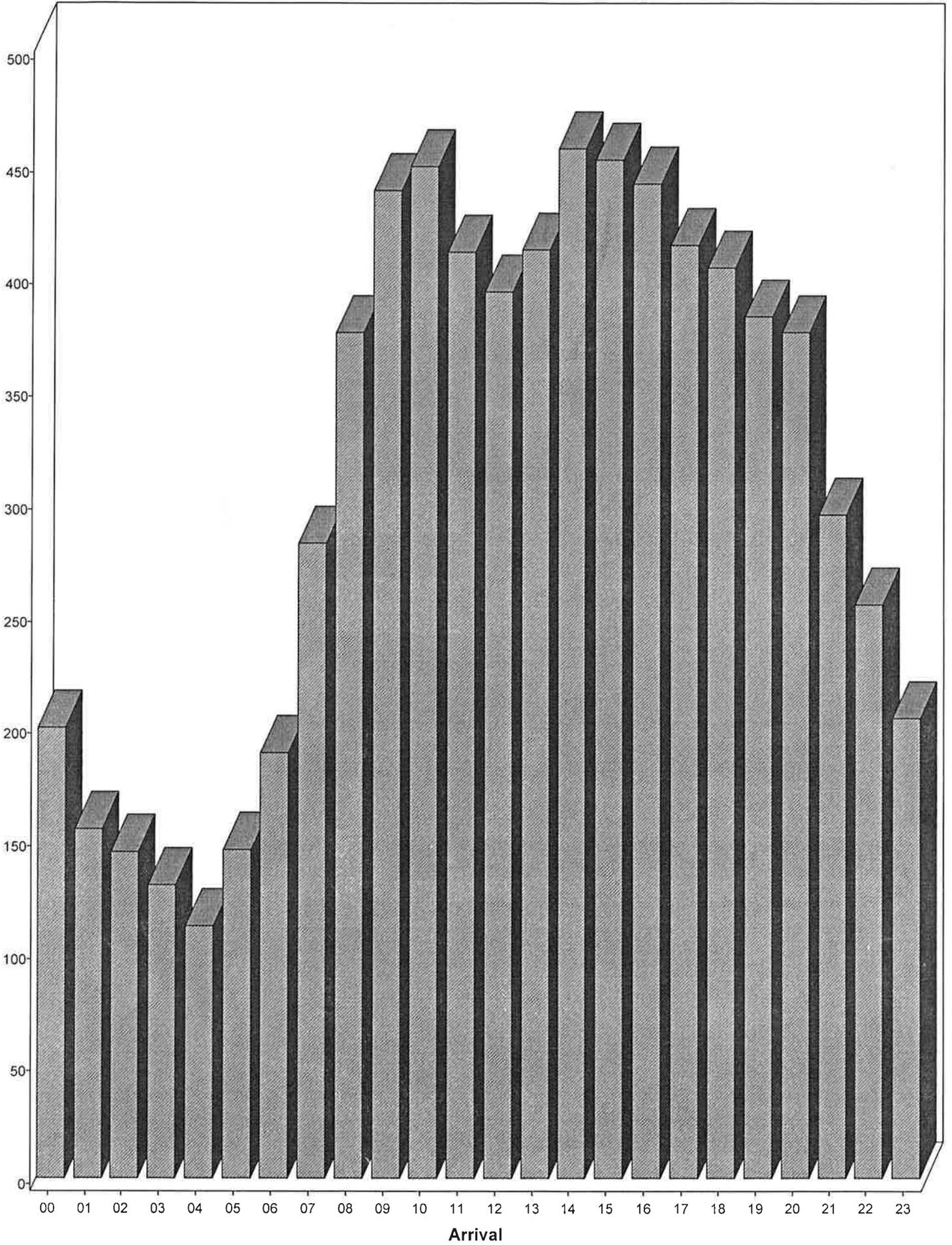
**06-06-2017** I notified the realtor, Century 21, John Wallace, that the weeds need to be abated, he stated that he would notify the owners.

**06-20-2017** I phoned the realtor regarding the weed problem and asked to have the property owner contact me to work out a way to get this property cleaned up.

**07-24-2017** A certified letter was sent to the listed owner of the property, stating that they had thirty days to abate the weeds and dry grass and that there would be a hearing on 09-01-2017 at City Hall at 10:00 A. M. to show just cause. Chief Peabody sent me an email stating that Titus Property Management would be taking care of the issue probably by Tues. (09-05-2017) of next week.

**05-14-2018** I was asked by C-1 to see if the power was still on at this location, on outside plugs were live and there was no access to the interior. I contacted PGE and they stated that there were three meters, one gas and two electric that were still live however they will be shut off soon. The property is still well secured.

Alarm Times



**AGENDA ITEM**

**TO:** Honorable Mayor Hansen and Members of the Council

**FROM:** Tara Rustenhoven, City Clerk

**SUBJECT:** Planning Commission Appointment

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**RECOMMENDATION**

Consider by motion, the recommendation of Vice Mayor Warren and Council Member Domenighini to appoint Dana Owens to the Willows Planning Commission to fill a seat left vacant by the resignation of Walter Michael. Ms. Dana Owens term of office will begin immediately and will expire on December 31, 2019.

**SUMMARY:**

On January 16, 2019 Walter Michael gave his resignation at the Willows Planning Commission meeting (his term running through December 31, 2019)

Ms. Dana Owens turned in an application to fill the vacant seat on the Planning Commission. On February 21, 2019 Vice Mayor Warren and Council Member Domenighini interviewed Ms. Owens and directed staff to place an item on the agenda for the February 26, 2019 City Council Meeting, in which they will make their recommendation to the Council to appoint Ms. Owens to the vacant Planning Commission seat.

**NOTIFICATION**

Dana Owens

**ALTERNATE ACTIONS**

No alternatives are recommended

**RECOMMENDATION**

By motion, appoint Dana Owens to the Willows Planning Commission to fill a seat left vacant by the resignation of Walter Michael. Ms. Dana Owens term of office will begin immediately and will expire of December 31, 2019.

Respectfully submitted,

/s/ Tara Rustenhoven

Tara Rustenhoven  
City Clerk

Approved,



Wayne Peabody  
Interim City Manager

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**Attachments:**