



# Willows City Council Regular Meeting

September 25, 2018

Willows City Hall

7:00 p.m.

## Agenda

201 North Lassen Street

Willows, CA 95988

(530) 934-7041

### City Council

Kerri Warren, Mayor  
Lawrence Mello, Vice Mayor  
Gary Hansen, Council Member  
Jeff Williams, Council Member  
Jim Yoder, 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) within the jurisdiction of the city 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 (36169-36264, Z09403-Z09484, 37564-37612)
- b. Approval of minutes of the Regular City Council Meeting held on August 28, 2018.
- c. Approval of minutes of the Special City Council Meeting held on September 4, 2018

*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. PUBLIC HEARING

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

- a. Staff recommends that the City Council approve the resolution accepting the improvements associated with the West Sycamore Rehabilitation Project and authorize the filing of the Notice of Completion and release of surety.
- b. Staff is seeking two members to be assigned to an Ad Hock committee to review the Waste Management Contract for possible extension and term options.
- c. Staff is seeking one member to replace/affirm Mr. Yoder on the Glenn County Ambulance Task Force Committee.
- d. By Motion, direct staff to advertise the available opportunity to lease city property for agricultural purposes in accordance with Terms and Conditions specified in an Agricultural Land Lease Agreement.
- e. Staff is recommending the Council receive the staff report, discuss and provide comment, and adopt the Draft R-1 Single-family residential design guidelines for implementation.

## 8. COUNCIL/ STAFF REPORTS/COMMENTS

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

## 9. ADJOURNMENT

**This agenda was posted on September 20<sup>th</sup> 2018**

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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

8/23/2018 TO 9/21/2018

General Checking	36169	TO	36264
Payroll Direct Deposit	Z09403	TO	Z09484
Payroll Checks	37564	TO	37612

APPROVAL DATE 9/25/2018

APPROVED \_\_\_\_\_

REPORT.: Sep 18 18 Tuesday  
 RUN...: Sep 18 18 Time: 10:31  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Automatic Check Listing/Update  
 Control Date.: 09/18/18 Cash Account No.: 000 1045

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

Invoice No	Description	Invoice	Actual	Discount		Gross	Discount	Net
		Date	Period	G/L	Account No			
		Due Date	Fiscal Tm			Amount	Amount	Amount
Check #: 036264 Check Date.: 09/18/18		Vendor I.D.: WIL17 (WILLDAN)						
712544-	CONTRACT PLANNING THROUGH 5/25/18	06/21/18	09-18			7252.01	.00	7252.01
		09/18/18	03-19					
712570-	CONTRACT PLANNING SERVICES THROUGH 6/29/18	08/23/18	09-18			6739.51	.00	6739.51
		09/18/18	03-19					
** Vendor's Subtotal ----->						13991.52	.00	13991.52
** Total Checks Paid ----->						13991.52	.00	13991.52

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036245	09/13/18	AME02	AMERIPRIDE UNIFORM SVCS.	236.28	.00	236.28	B80911	AUGUST STMT PER ATTACHED
036246	09/13/18	APP05	THE APPEAL-DEMOCRAT	54.70	.00	54.70	B80911	SUBSCRIPTION RENEWAL
036247	09/13/18	FP000	FRANCOTYP-POSTALIA, INC.	87.84	.00	87.84	103707288	POSTBASE METER
036248	09/13/18	GAN01	GANDY-STALEY OIL CO.	628.57	.00	628.57	B80911	AUGUST STMT PER ATTACHED
036249	09/13/18	HUN00	JEPPSON & GRIFFIN LLP	45.00	.00	45.00	21344	LEGAL SERVICES/SOLAR REPR
036250	09/13/18	INK01	THE INKWELL	134.54	.00	134.54	B80911	AUGUST STMT PER ATTACHED
036251	09/13/18	IWO00	iWorQ SYSTEMS	2600.00	.00	2600.00	10680	INTERNET PERMIT AND FEE T
036252	09/13/18	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	9111819	PEST CONTROL FD SEPT 2018
036253	09/13/18	KNI03	KNIFE RIVER CONSTRUCTION	203.81	.00	203.81	201216	WET PATCH
036254	09/13/18	LIF01	LIFE ASSIST	312.10	.00	312.10	876003	MEDIC SUPPLIES
036255	09/13/18	MAT01	MATSON & ISOM TECHNOLOGY	2268.75	.00	2268.75	64971	WEBSITE REDESIGN
				2843.00	.00	2843.00	65225	MANAGED PARTNER AGREEMENT
				180.00	.00	180.00	65264	OFFSITE BACKUP SEPT 2018
Check Total.....:				5291.75	.00	5291.75		
036256	09/13/18	MEN02	MENDES SUPPLY COMPANY	94.40	.00	94.40	R03025500	TISSUE
				42.26	.00	42.26	R03030800	CAN LINERS
Check Total.....:				136.66	.00	136.66		
036257	09/13/18	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1217430	CYLINDER RENTAL
036258	09/13/18	NOR10	NORTH STATE AIR COND. &	4015.13	.00	4015.13	WEB001570	CONDENSING UNIT
036259	09/13/18	NSW00	NSWTS	100.00	.00	100.00	1545	MONTHLY SERVICE CHARGE
036260	09/13/18	PGE01	PG & E	21.68	.00	21.68	B80911	P.G. & E. 1600 S TEHAMA
036261	09/13/18	RAD00	RADIO GUYS	966.60	.00	966.60	19887	REPEATER REPAIR
036262	09/13/18	THO06	THOMPSON GAS LLC	33.50	.00	33.50	B80913	BUSINESS LICENSE OVERPMT
036263	09/13/18	THR00	3CORE	1190.00	.00	1190.00	2167	EDA SUPPORT AUG 2018
Cash Account Total.....:				16131.16	.00	16131.16		
Total Disbursements.....:				16131.16	.00	16131.16		

REPORT.: Sep 07 18 Friday  
 RUN...: Sep 07 18 Time: 09:59  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 09-18 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
036223	09/07/18	CAS03	CASCADE FIRE EQUIPMENT	1966.97	.00	1966.97	094001	UNIFORM
036224	09/07/18	COM16	COMCAST CABLE	145.93	.00	145.93	B80906	ADMIN INTERNET 8/29-9/28/
036225	09/07/18	EWI00	EWING IRRIG. PRODUCTS, INC	374.13	.00	374.13	6076987	IRRIGATION
036226	09/07/18	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	876698A	BACTI ANALYSIS
036227	09/07/18	GRE09	GREAT NORTHERN EQUIPMENT	196.20	.00	196.20	SI252639	TOOTH 800 SERIES LEFT
036228	09/07/18	HEL01	HELENA CHEMICAL COMPANY	5620.23	.00	5620.23	98326682	CHEMICALS
				427.93	.00	427.93	98326728	CHEMICALS
				1339.34	.00	1339.34	98326729	CHEMICALS
			Check Total.....:	7387.50	.00	7387.50		
036229	09/07/18	HUN02	ROBERT W HUNT	2137.50	.00	2137.50	18-09	GENERAL LEGAL SERVICES TH
036230	09/07/18	INT16	INTERSTATE BATTERY SYSTEM	226.05	.00	226.05	30051868	BATTERIES-FLATBED & STUMP
036231	09/07/18	ITF01	INDUSTRIAL TRUCK & FARM	79.79	.00	79.79	B80906	AUGUST STMT PER ATTACHED
036232	09/07/18	KHE00	KHEX RADIO SERVICES	73.00	.00	73.00	821209303	RADIO SERVICES
036233	09/07/18	MEN02	MENDES SUPPLY COMPANY	139.46	.00	139.46	R02958900	CLEANING SUPPLIES
036234	09/07/18	OFF05	OFFICE DEPOT, INC.	112.57	.00	112.57	200578001	OFFICE SUPPLIES
036235	09/07/18	REG00	REGIONAL RADIOLOGICAL ASC	77.00	.00	77.00	RRAS69147	DUPLEX SCAN
036236	09/07/18	SAF03	SAFETY TIRE SERVICE	902.44	.00	902.44	35667	TIRES #5 UT
036237	09/07/18	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	33620	WILLOWS OPERATION SEPT 20
036238	09/07/18	SUN07	SUN LIFE FINANCIAL	2539.52	.00	2539.52	B80906	PREMIUM 8/1-8/31/18
036239	09/07/18	USB04	U.S. BANK CORPORATE PAYME	1645.42	.00	1645.42	B80907	AUGUST STMT PER ATTACHED
036240	09/07/18	VER02	VERIZON WIRELESS	284.53	.00	284.53	813557686	TELEPHONE EXP. 7/27-8/26/
036241	09/07/18	WILHD	WILLOWS HARDWARE, INC.	447.81	.00	447.81	B80906	AUGUST STMT PER ATTACHED
036242	09/07/18	WILHI	WILLOWS ACE HARDWARE	265.57	.00	265.57	B80906	AUGUST STMT PER ATTACHED
036243	09/07/18	WILHQ	WILLOWS AUTO PARTS	594.62	.00	594.62	B80906	AUGUST STMT PER ATTACHED
036244	09/07/18	ZUM01	ZUMAR INDUSTRIES, INC.	198.36	.00	198.36	0179014	PREFAB
			Cash Account Total.....:	74035.78	.00	74035.78		
			Total Disbursements.....:	74035.78	.00	74035.78		
			Cash Account Total.....:	.00	.00	.00		

REPORT.: Aug 30 18 Thursday  
 RUN...: Aug 30 18 Time: 11:16  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 08-18 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
036196	08/30/18	ABO00	STEVE ABOLD	296.53	.00	296.53	B80830	PUB. WKS. TOOL PARKS/PUB.
036197	08/30/18	AME02	AMERIPRIDE UNIFORM SVCS.	340.18	.00	340.18	B80830	AUGUST STMT PER ATTACHED
036198	08/30/18	ATT01	A.T.& T.	989.60	.00	989.60	11788619	TELEPHONE EXP. 7/19-8/19/
036199	08/30/18	CAL01	CALIFORNIA WATER COMPANY	3884.13	.00	3884.13	B80830	WATER EXPENSE 7/12-8/10/1
036200	08/30/18	COM16	COMCAST CABLE	160.93	.00	160.93	B80830	FD INTERNET 8/19-9/18/18
036201	08/30/18	COM20	COMP INC	176.50	.00	176.50	18065-00	PRE EMPLOYMENT PHYSICAL
036202	08/30/18	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B808151	CONT.SERV. FINANCE SEPT 2
036203	08/30/18	COR10	CORNING LUMBER CO., INC.	141.51	.00	141.51	B80830	JULY/AUGUST STMT PER ATTA
036204	08/30/18	CRE01	CREATIVE COMPOSITION	129.97	.00	129.97	2070	LEAVE REQUEST
036205	08/30/18	DEM01	DEMCO, INC.	317.98	.00	317.98	6430854	LIBRARY SUPPLIES
036206	08/30/18	ENT00	ENTENMANN-ROVIN CO.	448.25	.00	448.25	137826-IN	BADGE/SEAL
036207	08/30/18	EWI00	EWING IRRIG. PRODUCTS, INC	374.13	.00	374.13	8448777A	SPRINKLER REPAIR
036208	08/30/18	LIF01	LIFE ASSIST	35.66 38.34	.00 .00	35.66 38.34	871668 871745	MEDIC SUPPLIES MEDIC SUPPLIES
			Check Total.....:	74.00	.00	74.00		
036209	08/30/18	NOR03	NORTHNET LIBRARY SYSTEM	587.70	.00	587.70	1742	MEMBERSHIP FEES 18/19
036210	08/30/18	NOR18	NORTHERN CALIF. GLOVES	385.41	.00	385.41	508746	GLOVES
036211	08/30/18	OFF05	OFFICE DEPOT, INC.	114.63 -80.39	.00 .00	114.63 -80.39	395449001 978937001C	OFFICE SUPPLIES OFFICE SUPPLIES-RETURN
			Check Total.....:	34.24	.00	34.24		
036212	08/30/18	PEA00	WAYNE PEABODY	200.00	.00	200.00	B80830	TECHNOLOGY ALLOWANCE SEPT
036213	08/30/18	PET02	PETERSON TRACTOR CO.	2.21 4.42	.00 .00	2.21 4.42	580016443 580016444	PIN PIN
			Check Total.....:	6.63	.00	6.63		
036214	08/30/18	RAD00	RADIO GUYS	303.48	.00	303.48	19812	ANTENNA REPAIR
036215	08/30/18	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2182589	PROF. SERVICES GENERAL OF
036216	08/30/18	SAF03	SAFETY TIRE SERVICE	341.82	.00	341.82	35500	TRAILER TIRES
036217	08/30/18	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B80830	VEHICLE ALLOW. FINANCESEP
036218	08/30/18	STA01	STANDARD INSURANCE CO.	468.65	.00	468.65	B80830	LIFE INSURANCE 9/18-2/19
036219	08/30/18	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B80830	E.C. LIBRARY RENT SEPT 20
036220	08/30/18	SUC01	SUCCESS PRINTING	3.00	.00	3.00	5081	COPIES
036221	08/30/18	UNI02	UNIFORMS, TUXEDOS & MORE	44.94	.00	44.94	162412	FD UNIFORM
036222	08/30/18	WIL07	WILLOWS CHAMBER	440.81	.00	440.81	33007	EXPENSE REIMBURSEMENT
			Cash Account Total.....:	10921.54	.00	10921.54		
			Total Disbursements.....:	10921.54	.00	10921.54		



Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
36169	08/15/18	GLE13	GLENN CO. CLERK-RECORDER	50.00	.00	50.00	B80815P	FILING FEE NOE
36170	08/23/18	TIT00	TITUS PROPERTIES	6083.46	.00	6083.46	B80821	139 N LASSEN ROOF REPAIR
36171	08/23/18	USB04	U.S. BANK CORPORATE PAYME	759.49	.00	759.49	B80821	JUNE STMT PER ATTACHED
36172	08/23/18	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	2958926	#16 SWEEPER REPAIR
36173	08/23/18	CAL04	CALIFORNIA DEPT. OF JUSTI	47.00	.00	47.00	317299	FINGERPRINTS
36174	08/23/18	CAL17	CALPERS	1750.00	.00	1750.00	15403032	GASB-68 REPORTS & SCHEDUL
36175	08/23/18	COA00	COASTLAND CIVIL ENGINEERI	405.00 36630.76 762.50 3625.00 4714.33	.00 .00 .00 .00 .00	405.00 36630.76 762.50 3625.00 4714.33	44126 44131 44258 44265 44269	WILLOWS LLAD W SYCAMORE ST REHAB SOUTH WILLOWS CFD WILLOWS CITY ENGINEERING EDA GRANT
Check Total.....:				46137.59	.00	46137.59		
36176	08/23/18	CRE01	CREATIVE COMPOSITION	311.03	.00	311.03	2056	BUSINESS CARDS
36177	08/23/18	ECO00	ECONOMIC & PLANNING SYSTE	287.50	.00	287.50	172008-9	FEASIBILITY DISTRICT STUD
36178	08/23/18	FED00	FEDEX	73.22	.00	73.22	627891336	SHIPPING
36179	08/23/18	GAN01	GANDY-STALEY OIL CO.	46.80	.00	46.80	B80822	CARDLOCK JULY 2018
36180	08/23/18	HIN02	HINDERLITER DELLAMAS & AS	25.80	.00	25.80	29728IN	SALES TAX AUDIT QTR 1 201
36181	08/23/18	HUN01	HUNT & SONS, INC.	1752.73	.00	1752.73	886405	FUEL
36182	08/23/18	KIT00	SHELLY M KITTLE	639.52	.00	639.52	108	STAFF TRAINING/MILEAGE
36183	08/23/18	MAT01	MATSON & ISOM TECHNOLOGY	2843.00 180.00	.00 .00	2843.00 180.00	64818 64875	MANAGED PARTNER AGREEMENT OFFSITE BACKUP AUGUST 201
Check Total.....:				3023.00	.00	3023.00		
36184	08/23/18	OFF05	OFFICE DEPOT, INC.	105.51 37.47 102.98 -18.77 18.77 90.59 240.85 80.39	.00 .00 .00 .00 .00 .00 .00 .00	105.51 37.47 102.98 -18.77 18.77 90.59 240.85 80.39	344441001 345704001 394775001 438402001C 844711001 846691001 846692001 846693001	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES CREDIT OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES
Check Total.....:				657.79	.00	657.79		
36185	08/23/18	PGE01	PG & E	15669.73	.00	15669.73	B80823	P.G. & E. 7/13-8/13/18
36186	08/23/18	POP00	POPULAR SUBSCRIPTION SERV	419.60	.00	419.60	SW02970	MAGAZINE SUBSCRIPTIONS
36187	08/23/18	RUS03	TARA RUSTENHOVEN	33.79	.00	33.79	B80822	MILEAGE REIMBURSEMENT
36188	08/23/18	SAC08	SACRAMENTO VALLEY MIRROR	110.93	.00	110.93	15527	LEGAL AD-CANNABIS
36189	08/23/18	SAF03	SAFETY TIRE SERVICE	1703.73	.00	1703.73	35529	TIRES #16 SWEEPER
36190	08/23/18	SCH00	ED SCHNURBUSCH	100.00	.00	100.00	252106385	SAFETY REIMBURSEMENT
36191	08/23/18	SPP00	SPP FUND III, LLC	7921.13	.00	7921.13	154250203	SOLAR ELECTRICITY JULY 20
36192	08/23/18	UNI10	UNITED ROTARY BRUSH CORP.	284.08	.00	284.08	CI223234	HEAD CURTAIN SET
36193	08/23/18	VAL14	VALLEY TRUCK & TRACTOR CO	65.00	.00	65.00	829427	#31 JD MOWER REPAIR
36194	08/23/18	WAL07	WAL-MART COMMUNITY	736.56	.00	736.56	B80822	JULY STMT PER ATTACHED
36195	08/23/18	WIL17	WILLDAN	74.71 341.52	.00 .00	74.71 341.52	00219742 00219743	PLAN CHECK SERVICES THROU PLAN CHECK SERVICES THROU
Check Total.....:				416.23	.00	416.23		
Cash Account Total.....:				443572.96	.00	443572.96		
Total Disbursements.....:				443572.96	.00	443572.96		
Cash Account Total.....:				.00	.00	.00		



## SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD August 28, 2018

*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 Warren called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Council Member Hansen.

### **Roll Call:**

**Council Members Present:** Council Members Williams, Hansen and Vice Mayor Mello and Mayor Warren.

**Council Members Absent:** Yoder

**Staff Present:** Administrative Services Director Tim Sailsbery, Interim City Manager Wayne Peabody and City Clerk Tara Rustenhoven.

### **Public Comment/ Written Communications:**

Glenn County Community Development Director Jody Samons invited City Council to the North State Huling community "Meet and Greet" at the Hamilton City School Library August 30, 2018 at 6pm.

### **Consent Agenda:**

- a. Approval of general checking (36130-36168).
- b. Approval of minutes of the Regular Meeting held on August 14, 2018

Council Member Williams inquired on check #36131 in the amount of \$12,300 for the Firefighter Length of Service Award Program.

Administrative Services Director Sailsbery explained, generally the bill is around \$4,000/per year. Unfortunately, we had not received a bill in the last three years due to the change in the Investment Manager. Therefore, the check was more than usual.

Council Member Williams inquired on check #36133 in the amount of \$2,600. 57 and check #36160 in the amount of \$2,539.52 for Gap Coverage for the months of June and July 2018.

Administrative Services Director Sailsbery explained that the two checks were to backfill the GAP Insurance that covers some of the high deductible insurance costs.

**Action:**

Motion: Hansen /Second: Williams

*Moved to approve the Consent Agenda as presented above and the following item(s).*

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Williams, Hansen, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT: Yoder

ABSTAIN:

**Regular Business:**

- a. By Motion, Authorize the Interim City Manager, Fire Chief, and/or Mayor, as Appropriate to Sign and Submit the Responses to the Glenn County Grand Jury.

Administrative Service Director Sailsbery gave a brief explanation on the request from the Glenn County Grand Jury in regards to the 2017-18 Final Report regarding the Cal PERS and the Unfunded Liability and The Effectiveness of the Willows/Rural Fire Protection District.

Gary Hansen commented that he thought the letters were well presented and written.

Council Member Williams reported that he attended the Orland City Council meeting where they also discussed the response to the Grand Jury. In 2009 City of Orland Finance Director suggested taking out a loan to pay down the unfunded liability at a lower rate than what Cal PERS was charging. Williams wanted to know if there was a possibility that we could look into this as well.

Administrative Services Director Sailsbery wanted to point out that they did not “refinance” the unfunded liability, it was the side fund. City of Willows had looked into this at the time and chose not to pursue.

**Action:**

Motion: Hansen /Second: Vice-Mayor Mello

*Moved by motion to authorize the Interim City Manager, Fire Chief, and/or Mayor, as Appropriate to Sign and Submit the Responses to the Glenn County Grand Jury.*

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Williams, Hansen, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT: Yoder

ABSTAIN:

- b. Adopt the Resolution of the City Council of the City of Willows Authorizing Investment of Monies in the Local Agency Investment Fund.

Administrative Services Director Sailsbery explained that this Resolution is simply taking former City Clerk Robyn Johnson off the signing list and to adding new City Clerk Tara Rustenhoven.

**Action:**

Motion: Vice-Mayor Mello /Second: Williams

*Moved to Adopt the Resolution of the City Council of the City of Willows to authorize Investment of Monies in the local Agency Investment Fund.*

The motion passed unanimously 4/0 carried by the following voice vote:

AYES: Williams, Hansen, Vice-Mayor Mello, Mayor Warren

NOES:

ABSENT: Yoder

ABSTAIN:

**Council/Staff Reports/Comments:**

a. Staff Reports/Comments:

Interim City Manager Peabody gave an update on the Sycamore Street project is near being complete with a few touch up items. Wanted to thank the Willows community for all the support during this project.

Also wanted to remind the Council if they have any direction or operational needs within the City, to please come to him first and he will direct staff accordingly.

Administrative Services Director Sailsbery let the council know that CAL Water has filed for a rate increase for all jurisdictions with the Public Utilities Commission. This is still in the preliminary stage and once we hear more on the public hearing and public outreach, he will let Council know and the City will work with CAL Water on getting something up on the City website.

b. City Council Reports/Comments:

**Council Member Williams:**

- August 16<sup>th</sup> attended the Waste Management meeting. There was discussion on a transfer station and the closing of the dump site.
- August 23<sup>rd</sup> attended the City and Counties Economic Development meeting along with Council Member Hansen and Vice Mayor Mello. Wanted to compliment Jody Samons on pulling people together in getting projects to move forward.
- Announced the birth of the newest addition to his family, granddaughter Brooklyn, born on August 18<sup>th</sup>.
- Gave condolence to the Vierra family for the loss of Jennifer Vierra.

Council Member Hansen:

- August 16<sup>th</sup> attended the Sectional 3 Community Health Needs Assessment meeting at Glenn Medical Center where they received information from various data sources and current information.
- Gave kudos to Jody Samons as being a fantastic resource for the City of Willows.
- Also wanted to congratulate the President of the Willows Car and Bike Association, Kevin Nelson and his community members/team for pulling off a great car show. Moving the venue Friday night to Jensen Park was a great idea.

Vice Mayor Mello:

- August 18<sup>th</sup> attended the Willows Car & Bike show where he was a judge for the motorcycles.

**Adjournment:**

The Meeting was adjourned at 7:27 p.m.

Dated: August 29, 2018

  
Tara Rustenhoven, City Clerk

  
**SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL  
SPECIAL MEETING HELD September 4, 2018**

*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 Warren called the meeting to order at 3:00 p.m.

The meeting opened with the Pledge of Allegiance led by City Council member Hansen

**Roll Call:**

**Council Members Present:** Council Members Williams, and Hansen and Mayor Warren.

**Council Members Absent:** Council Member Yoder and Vice Mayor Mello

**Staff Present:** Administrative Services Director Steve Sailsbery, Interim City Manager Wayne Peabody and City Clerk Tara Rustenhoven

**CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**

Mayor Warren recognized the following:

- a. National POW/MIA Recognition Day September 21, 2018
- b. "A Day to Remember" September 11, 2001.

Barbara LaDoucer of the American Legion Auxiliary gave the Mayor pictures of the tables that are presented at these events and wanted to thank the City Council and the City of Willows for taking the time to do this for her.

**Public Comment/ Written Communications:** None

**Adjournment:**

The Meeting was adjourned at 3:06 p.m.

Dated: September 12, 2018

  
\_\_\_\_\_  
Tara Rustenhoven, City Clerk



**REGULAR BUSINESS**

**AGENDA ITEM**

September 25, 2018

**TO:** Wayne Peabody, Interim City Manager

**FROM:** John Wanger, City Engineer

**SUBJECT:** Acceptance of the West Sycamore Street Rehabilitation Project

**RECOMMENDATION**

Staff recommends that the City Council approve the resolution accepting the improvements associated with the West Sycamore Street Rehabilitation Project and authorize the filing of the Notice of Completion and release of surety.

**SUMMARY**

This project involved rehabilitation of a portion of West Sycamore Street (between Lassen Street and Tehama Street). The rehabilitation of West Sycamore Street included a grind and overlay of the pavement surface course, replacement of portions of broken curb, gutter, sidewalk, and replacement/reconstruction of non-conforming curb ramps and accessible paths of travel to the maximum extent practicable. Also included were the replacement of the existing sanitary sewer main as it crosses Sycamore Street at the alley between Plumas Street and Shasta Street, and the installation of a 48" storm drain manhole and 18" storm drain pipe at the corner of Butte Street.

The project has recently been completed by Northwest Paving, Inc. (NWP) to the City's satisfaction. The total construction cost was \$806,566.05. As can be seen in the Financial Consideration portion, the overall project came in under the total approved budget.

Based upon the satisfactory completion of the work, Staff is recommending that the City Council accept the improvements, authorize the City Engineer to file the Notice of Completion and authorize the release of all bonds for this project except for the maintenance bond, which will be retained for 1 year to cover any issues that may come up.

**FINANCIAL CONSIDERATIONS -**

The overall budget and expenditures for this project is summarized as follows:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction Contract (incl. contingency)	\$ 817,660	\$806,566.05
Const. Mgmt./Inspection/Testing	\$ 151,170	\$104,548.56
Total Cost	\$ 968,830	\$911,114.61

Please note that there may be additional Construction Management costs incurred in closing out the project; however, they should be minor.



The project is funded by State Funding Gas Tax 2103 Funds (Fund 372), Fund 318-Sewer Maintenance Enterprise Fund, Fund 306-SB1 and Fund 310-RSTP.

**NOTIFICATION**

None required

**ALTERNATE ACTIONS**

None recommended

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**RECOMMENDATION**

Staff recommends that the City Council approve the resolution accepting the improvements associated with the West Sycamore Street Rehabilitation Project and authorize the filing of the Notice of Completion and release of surety.

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Respectfully submitted,

Approved,

John Wanger  
City Engineer

Wayne Peabody  
Interim City Manager

Attachments: Resolution

## RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
ACCEPTING THE IMPROVEMENTS ASSOCIATED WITH THE TEHAMA STREET RECONSTRUCTION  
PROJECT, AUTHORIZING THE RELEASE OF RETENTION AND AUTHORIZING THE NOTICE OF  
COMPLETION TO BE FILED FOR THE PROJECT**

**WHEREAS**, at the April 24, 2018 City council meeting, the City Council approved entering into a contract with Northwest Paving, Inc. ("NWP") for the West Sycamore Street Rehabilitation Project ("Project"); and

**WHEREAS**, the Project has been inspected and determined to have been completed in accordance with the contract requirements; and

**WHEREAS**, based upon the foregoing, staff recommends acceptance of the Project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:**

1. The city hereby accepts the improvements associated with the Project.
2. Authorizes the City Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the City Engineer is authorized to release said bond if the improvements remain in good condition and there are no issues to be resolved.
3. Authorizes and directs the City Engineer to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
4. This Resolution shall become effective immediately.
5. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 25<sup>th</sup> day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Kerri Warren, Mayor

\_\_\_\_\_  
Tara Rustenhoven, City Clerk

WHEN RECORDED RETURN TO:  
 City Clerk  
 City of Willows  
 201 N. Lassen Street  
 Willows, CA 95988

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN that the undersigned City of Willows, 201 N. Lassen Street, Willows, California, owners in fee of West Sycamore within the City of Willows, California, observed certain construction work to be performed within the City of Willows, County of Glenn, which work is generally described as follows:

The rehabilitation of West Sycamore Street included a grind and overlay of the pavement surface course, replacement of sections of broken curb, gutter, sidewalk, and replacement/reconstruction of non-conforming curb ramps and accessible paths of travel to the maximum extent practicable. Also included the replacement of the existing sanitary sewer main as it crosses Sycamore Street at the alley between Plumas Street to Shasta Street, and the installation of a 48" storm drain manhole and 18" storm drain pipe at the corner of Butte Street.

That the contractor for the performance of such work was awarded to Northwest Paving, Inc. and that said work was satisfactorily completed on August 31, 2018 in accordance with the Project Plans and Specifications. The final construction cost for the project was \$806,566.05.

This notice is given pursuant to Section 3094 and 3129 of the Civil Code of the State of California.

<p>This is to certify that the Notice of Completion above is hereby authorized by order of the Council of the City of Willows pursuant to Council Resolution No. ____ dated September 25, 2016, and owner consents to recordation thereof by its duly authorized officer.</p>	<p style="text-align: center;"><b>City of Willows                  A Municipal Corporation</b></p> <p>I declare under penalty of perjury that the information is true and correct.</p> <p>By: _____, City Engineer</p> <p>Dated: September 25, 2018</p>
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**AGENDA ITEM**

TO: Honorable Mayor Warren and Members of the City Council  
FROM: Wayne Peabody, Interim City Manager  
SUBJECT: Solid Waste Collection Service and Contract

**RECOMMENDATION:**

Staff is seeking two members to be assigned to an Ad Hock committee to review the Waste Management Contract for possible extension and term options.

**SITUATION (or BACKGROUND):**

In light of the impending contract end date as well as uncertainty of the current landfill closure cost and transfer station/hauling/tipping cost. Staff and Waste Management representative have discussed some possible terms that could be included in a contract extension. I would request two members to review the options and bring a recommendation back to Council in a future meeting.

**FINCIAL CONSIDERATIONS:**

None at this point

**NOTIFICATION:**

Waste Management  
City of Orland  
County of Glenn

**ALTERNATE ACTIONS:**

- 1: Request additional information from staff
- 2: Reject staff recommendation and/or direct item to return.

**RECOMMENDATION:**

Staff is seeking two members to be assigned to an Ad Hock committee to review the Waste Management Contract for possible extension and term options.

Respectfully Submitted

Wayne Peabody  
Interim City Manager

**AGENDA ITEM**

TO: Honorable Mayor Warren and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Ambulance Taskforce Appointment

**RECOMMENDATION:**

Staff is seeking one member to replace/affirm Mr. Yoder on the Glenn County Ambulance Task Force Committee.

**SITUATION (or BACKGROUND):**

In 2016 Counsel Member Yoder was assigned to this Task Force, a request from Westside Ambulance to start the task force again. I am requesting one member to represent the City of Willows during discussion at the meetings.

**FINCIAL CONSIDERATIONS:**

None at this point

**NOTIFICATION:**

WPSA  
Enloe Ambulance

**ALTERNATE ACTIONS:**

- 1: Request additional information from staff
- 2: Reject staff recommendation and/or direct item to return.

**RECOMMENDATION:**

Staff is seeking one member to replace/affirm Mr. Yoder on the Glenn County Ambulance Task Force Committee.

Respectfully Submitted

Wayne Peabody  
Interim City Manager

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Lease of City Owned Property for Agricultural Purposes

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**RECOMMENDATION**

By Motion, Direct Staff to Advertise the Available Opportunity to lease City Property for Agricultural Purposes in Accordance with Terms and Conditions Specified in an Agricultural Land Lease Agreement.

**SITUATION (or BACKGROUND):**

The City owns 58.1 of farmable real estate for which Council has authorized the lease for agricultural purposes. The land is located adjacent to the southeasterly corner of the city limits (SW ¼ of S. 15 Township 19N, Range 3W, MDB&M, County of Glenn, State of California, City of Willows Wastewater Treatment Plant Site).

In 2008, the lease was modified to extend from a 3 year period to a 5 year period. Said lease was then advertised for a 5 year period again in 2013, with Gary Simlerness awarded the lease. The current lease period will expire on November 30, 2018, with the new lease commencing on December 1, 2018. Staff will determine bid period and return to Council for bid award either the second meeting in October or first meeting in November.

**FINANCIAL CONSIDERATIONS:**

Dependent upon winning bid of first year lease payment

**NOTIFICATION**

Public Notification in Sacramento Valley Mirror  
Notification on City Website and Facebook Page  
Courtesy Notification to Prior Period Bidders

**ALTERNATE ACTIONS**

1. Direct by motion
2. Change proposed lease period
3. Reject staff recommendation and end leasing of property

**RECOMMENDATION**

By Motion, Direct Staff to Advertise the Available Opportunity to lease City Property for Agricultural Purposes in Accordance with Terms and Conditions Specified in an Agricultural Land Lease Agreement.

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Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director

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Attachment:

Bid Sheet Sample  
Draft Lease Document (from prior lease period)

**BID FOR LEASE OF REAL PROPERTY LOCATED AT CITY OF WILLOWS  
WASTEWATER TREATMENT PLANT SITE FOR AGRICULTURAL  
PURPOSES**

TO THE CITY COUNCIL OF THE CITY OF WILLOWS:

1. The undersigned having become familiar with said real property and the stipulations of the associated lease agreement thereof, hereby proposes to lease said property.

The award of this contract, if it be awarded, will be to the highest responsible bidder whose proposal complies with all of the requirements of the lease agreement. The right is reserved to reject any and all proposals..

The undersigned hereby certify that this bid is genuine and not collusive and not made in the interest or on behalf of any person not therein named.

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Leasing of approximately 58.1 acres of real property located SW1/4 of S. 15, Township 19 N., Range 3 W., M.D.B.&M., County of Glenn, State of California (City of Willows Wastewater Treatment Plant Site)

FIRST YEAR BID \$ \_\_\_\_\_  
(Amount subject to change annually per terms of lease)

2 In submitting this bid, the bidder understands that the right is reserved by the City of Willows to reject any and all bids. If written notice of the acceptance of this bid is mailed, ,faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form ten (10) days after the agreement is presented for signature.

Date: \_\_\_\_\_

(Print name of bidder)

Official Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Signature of bidder)

(Phone)



# LEASE

THIS LEASE is executed in duplicate at Willows, California, on December \_\_\_\_\_, 2013 between the CITY OF WILLOWS, a municipal corporation, hereinafter referred to as "Lessor," and \_\_\_\_\_, hereinafter referred to as "Lessee."

## W I T N E S S E T H

DESCRIPTION OF PREMISES: 58.1 acres located in the southwest quarter of Section 15, Township 19 North, Range 3 West, M.D.B&M., located in the County of Glenn, State of California. Use by the Lessee of any connected or adjacent property, real or personal, owned by the Lessor is prohibited without expressed written consent of the Lessor.

TERM: The term of this lease shall commence December \_\_\_\_\_, 2013 and terminate on November 30, 2018. The term for this lease is hereinabove called the "Lease Term."

RENT: Lessee agrees to and shall pay to Lessor, at 201 North Lassen Street, Willows, California, or at such other place or places as Lessor shall from time to time in writing designate, as rent for the leased premises, the annual sum of \$\_\_\_\_\_, for the first year. Subsequent years' rent shall be adjusted in accordance with the Bureau of Labor Statistics, Consumer Price Index, West Urban, Size B/C Cities (February to February adjustment). Lease payments are payable in equal semi-annual installments, in advance on the 1st day of the months of April and August during each year of the term of this lease, commencing on April 1, 2014.

LEASE: The lease period is for five years; however, the Lessee and Lessor, each, shall have the option to terminate the lease with written notice by September 30 of each year.

USE: The premises are leased exclusively to the Lessee for the planting, growing and harvesting of agricultural crops. Lessee shall not use or permit to be used, any part of the premises for any purpose other than purposes for which the premises are leased, nor shall the Lessee purvey water to be made available by Glenn Colusa Irrigation District or any alternative water source. Lessee is further responsible to determine that vendors purveying goods and services to the lessee pertaining to said leased land abide by all laws, including, but not limited to Sections 5.05.010 to 5.05.390 of the Willows Code of Ordinances.

WATER: Lessor and Lessee acknowledge that the premises are within the Glenn-Colusa Irrigation District and that water for the irrigation of the crops to be grown on the property is available only from the Glenn-Colusa Irrigation District. Lessee accepts the risk as to the availability of water from the Glenn-Colusa

Irrigation District and acknowledges that there will be no reduction of the rent during the term hereof by reason of unavailability or reduction in irrigation water.

Lessee shall pay all district taxes and assessments levied against the premises. All water tolls and charges shall be paid by Lessee. All costs and expenses arising from the operation, maintenance and repairs necessary to diversion structures, canals, laterals, drains or other water works related to the irrigation water system on the premises shall be paid by Lessee.

LEASE SUBJECT TO EXISTING AND FUTURE RIGHTS OF OTHERS: This lease is subject to (a) all existing easements, servitudes, licenses, and rights-of-way for canals, ditches, levees, roads, highways, and telegraph, telephone, and electric power lines, railroads, pipelines, and other purposes, whether recorded or not; (b) the rights of other lessees under any existing or future oil, gas, and mineral lease or leases from Lessor affecting the entire or any portion of the premises, whether recorded or not.

ENTRY BY OWNER: Lessee shall permit Lessor, and Lessor's agents and assigns, at all reasonable times, to enter the leased premises, and to use the roads established on the premises now or in the future, for the purposes of inspection, in compliance with the terms of this lease, exercise of all rights under this lease, posting notices, and all other lawful purposes.

Lessee shall supply Lessor, and his agents and assigns, with keys and other instruments necessary to affect entry on the premises.

Lessee shall make and keep pertinent records of all operations and conduct under this lease and shall make them available to Lessor and Lessor's agents and assigns at all reasonable times for inspection.

TERMINATION OF LEASE/SURRENDER OF LEASED PROPERTY: Should the Lessee or Lessor terminate this lease prior to expiration submit a bid for a subsequent lease, or be unsuccessful for same, Lessee shall make the premises available to the new lessee not later than two weeks after completion of harvest. Notification of harvest completion shall be given to Lessor in writing.

CONDITION OF PREMISES: By entry under this lease Lessee accepts the premises in their present condition; and Lessee agrees, on the last day of the term or on sooner termination of this lease, to surrender the premises and the appurtenances to Lessor in the same condition as when received, reasonable use, wear, and damage by fire, act of God, or the elements excepted and to remove all of Lessee's property from the premises.

Prior to conclusion of this lease agreement, the lessee shall be responsible for leaving the leased property available and usable for the next growing season. This specifically requires the lessee to remove the crop stubble from the previous harvest by an approved agricultural process to include stumping and flooding, plowing, cutting and bailing, and burning when specifically permitted. The property is on a one-in-four burn rotation schedule and will not be available for burn until the 2016 crop year. This availability is subject to change without notification by the Lessor.

WASTE: Lessee shall not commit, or permit others to commit, on the premises, waste, or a nuisance, or any other act that could disturb the quiet enjoyment of Lessor or any other tenant of Lessor on reserved or adjacent property.

OIL, GAS, AND MINERAL RIGHTS: All rights in all minerals, oil, gas, and other hydrocarbons located on or under the leased premises are particularly reserved to Lessor and are particularly excepted from the property covered by the terms of this lease. Lessee expressly grants to Lessor, and to Lessees of these oil, gas, and mineral rights, and to Lessor's agents and licensees, a right of entry and a right-of-way for ingress and egress in and to, over and on, the leased premises during the term of this lease for the exploration, drilling, and mining of minerals, oil, gas, and other hydrocarbons on the leased premises; provided that Lessor shall reimburse Lessee for any reasonable damages that Lessee sustains as a result of any interference with the agricultural operations conducted on the leased premises under the terms of this lease arising from exploration, drilling, or mining operations.

HUNTING RIGHTS: All hunting rights and privileges on the leased premises are particularly reserved to Lessor.

MAINTENANCE: Lessee shall care for both the leased premises and the approaches to and appurtenances of the leased premises, including, but not limited to, all fences, corrals, wells, ditches, and roadways, and maintain them in the same order and condition in which received, ordinary wear and tear excepted.

INDEMNITY AGREEMENT: Lessee shall indemnify and hold Lessor and the property of Lessor free and harmless from any and all liability, claim, loss, damages, or expenses resulting from Lessee's occupation and use of said premises. Specifically including, but not limited to, any liability, claim, loss, damage, or expense rising by reason of (a) the death or injury of any person from any cause; (b) straying of livestock from the leased premises; or (c) flooding of county roads or neighboring lands because of improper or inadequate drainage or escaping irrigation waters.

INSURANCE: Lessee shall provide to the City a certificate of insurance duly executed by the Lessee's liability insurance carrier which names the City of Willows as an additional insured against loss or liability caused by or connected with the Lessee's occupation and use of said premises under this lease in the amounts not less than:

(a) \$1,000,000.00 for injury to or death of one person and, subject to such limitation for the injury or death of one person, of not less than \$2,000,000.00 for injury to or death of two or more persons as result of any one accident or incident; and

(b) \$100,000.00 for damage to or destruction of any property of others. Lessee shall keep fully insured at his own expense all persons employed by him in connection with this agreement as required under California Worker's Compensation Laws and shall hold the City free and harmless from all liabilities that may arise by reason of the injuries to any of the employees of the Lessee who are injured while performing work or labor on or about the premises.

REMEDIES OF OWNER ON DEFAULT: If Lessee breaches this lease, Lessor shall have, in addition to other rights or remedies, the right of reentry, after having given fifteen (15) days' notice, and the right to take possession of all crops, harvested or unharvested, and to remove all persons and property from the premises; Lessor may store the property, including crops and all other property, removed in a public warehouse or elsewhere at Lessee's expense and for his account. Lessor, at his election, shall become the owner of all crops of which he has so taken possession.

If Lessor elects to reenter, as provided above, or to take possession under legal proceedings or under any notice provided for by law, Lessor may (1) terminate this lease or (2) from time to time, without terminating this lease, relet the entire or any part of the premises for such terms (which may extend beyond the term of this lease) and at such rentals and other conditions as Lessor in Lessor's sole discretion deems advisable. Lessor also has the right to make alterations and repairs to the premises.

On each reletting, either Subparagraph (a) or (b) shall apply:

(a) Lessee shall be immediately liable for payment to Lessor of (1) Lessor's expenses of reletting and making alterations and repairs, (2) the amount by which the rent specified in this lease for the period of the reletting (up to but not beyond the term of this lease) exceeds the amount agreed to by the new Lessee to be paid as rent for the leased premises, and (3) all other indebtedness due under the lease; or,

(b) At Lessor's option rents received by Lessor from reletting shall be applied: First, to the payment of any indebtedness, except rent, due under this lease from Lessee to Lessor; second, to the payment of expenses of

reletting and of alterations and repairs; third, to the payment of rent due under the lease and unpaid, with the residue, if any, being held by Lessor and applied in payment of future rent as it becomes due and payable under the lease.

If Lessee has been credited with rent to be received by reletting under the option in Subparagraph (a) above and the rent shall not be promptly paid to Lessor by the new tenant; or if the rentals received from reletting under the option in Subparagraph (b) above during any month are less than to be paid during that month by Lessee under the lease, Lessee shall pay the deficiency to Lessor. This deficiency shall be calculated and paid monthly.

No reentry or taking possession of the premises by Lessor shall be construed as an election by Lessor to terminate this lease unless written notice of such an intention is given to Lessee or the lease is declared to be terminated by a court of competent jurisdiction. Even though the reletting was without termination by Lessor, Lessor may at any future time elect to terminate the lease for the previous breach by Lessee. If Lessor terminates the lease for a breach, in addition to any other remedy Lessor may have, Lessor may recover from Lessee all damages Lessor incurs by reason of the breach, including both the cost of recovering the premises and the worth, at the time of termination, of the excess of the amount of rent and charges equivalent to rent specified in this lease, for the remainder of the stated term, over the then reasonable rental value of the premises for the remainder of the term. All of these amounts shall be immediately due from Lessee to Lessor.

All of these rights shall be concurrent and cumulative and are in addition to, and not in derogation of, all other rights and remedies available to Lessor.

Nothing contained in this lease, and no security or guarantee of the Lessee that Lessor holds now or in the future under the lease, shall in any way constitute a bar or defense to an action by Lessor in unlawful detainer or for recovery of the premises.

ASSIGNMENT OR SUBLETTING: Lessee shall not assign this lease or any rights under it, and shall not sublet the entire or any part of the premises, or any right or privilege appurtenant to the premises, or permit any other person (the agents and servants of Lessee excepted) to occupy or use the entire or any portion of the premises, without first obtaining Lessor's written consent; provided that Lessor shall not unreasonably withhold consent to assignment, sublease, or other transfer of use or possession of the premises. A consent to one assignment, subletting, occupation, or use by another person is not a consent to a future assignment, subletting, occupation, or use by another person. An assignment or a subletting without Lessor's consent shall be void, and shall, at Lessor's option, terminate this lease. No interest of Lessee in this

lease shall be assignable by operation of law without Lessor's written consent.

NOTICE OF POSSESSORY INTEREST: The possessory interest created by this lease may be subject to property taxes and the lessee may be subject to the payment of such property taxes. If any property taxes are assessed against the lessee's interest in this lease, lessee shall be solely responsible for payment thereof.

ATTORNEY'S FEES: In any action or proceeding by either party to enforce this lease or any provision thereof, the prevailing party shall be entitled to all costs incurred and to reasonable attorney's fees.

NOTICES: Any notice to be given to either party by the other shall be in writing and shall be served either personally or by certified, return receipt requested, mail addressed as follows:

Lessor: CITY OF WILLOWS  
201 North Lassen Street Willows, California 95988

Lessee: \_\_\_\_\_  
\_\_\_\_\_

LEGAL EFFECT: All covenants of Lessee contained in this lease are expressly made conditions.

WAIVER: The waiver by Lessor of a breach of any term, covenant, or condition contained in this lease shall not be treated as a waiver of such terms, covenants, or conditions, or as a waiver of a future breach of the same or any other term, covenant, or condition contained in this lease. The acceptance of rent by Lessor shall not be treated as a waiver of a previous breach by Lessee of any term, covenant, or condition of this lease, other than the failure of Lessee to pay the particular rental so accepted, regardless of Lessor's knowledge of a previous breach at the time of acceptance of rent.

POSSESSORY INTEREST TAXES: Lessee recognizes and understands that this lease may create a possessory interest subject to property taxation and that the Lessee may be subject to the payment of property taxes levied on such interest.

BINDING ON SUCCESSORS: The covenants and conditions herein contained shall, subject to the provisions as to assignment, apply to and bind the heirs, successors, executors,

administrations, and assigns of all of the parties hereto; and all of the parties hereto shall be jointly and severally liable hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this lease the day and year first hereinabove written.

LESSOR:

\_\_\_\_\_  
Timothy L. Sailsbery, City Treasurer for CITY OF WILLOWS, a municipal corporation

LESSEE:

\_\_\_\_\_

The City of Willows is an Equal Opportunity Provider

September 25, 2018

**AGENDA ITEM****TO:** Honorable Mayor Warren and Members of City Council**FROM:** Karen Mantele, Principal Planner**SUBJECT:** Draft R-1 Single Family Design Guidelines**RECOMMENDATION**

Staff is recommending the Council receive the staff report, discuss and provide comment, and adopt the Draft R-1 Single-family residential design guidelines for implementation

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**Project Description**

The Planning Commission had expressed the desire to implement R-1/Single-Family Residential Design Guidelines to augment the Design Review section of the Municipal Code. Beginning in June 2017, Staff brought to the Commission several samples of other city's single family design guidelines to review and consider. The guidelines were discussed at several meetings until the October 2017 meeting. Staff brought the revised draft guidelines to the Commission at the July 2018 meeting for their final review and recommendation. The Commission approved the draft guidelines and recommended staff bring them to the City Council for review and approval.

**Background**

In 2014 the City Council adopted a set of Multi-family design guidelines for that type of development. These guidelines have been used for a project and served the Commission well in approving a design that was consistent with these guidelines. The City's Willows Municipal Code, Section 2.45 Architectural Design Review, spells out the criteria for Design Review Approval; however is general in its development standards and not specific to single-family residential developments. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway zone. Implementing guidelines that will augment the other design guidelines but will be specific to single family developments is the goal. These new guidelines will be implemented on any new single family subdivisions that are developed within the City.

**Environmental Review**

The project was reviewed pursuant to and under the California Environmental Quality Act (CEQA). City Staff determined the project is exempt from CEQA guidelines and is exempt per Section 15262.

**FINANCIAL CONSIDERATIONS**

No financial considerations will be made with respect to implementation of these guidelines.

**ALTERNATE ACTION**

None are recommended for consideration by the City Council.



**STAFF RECOMMENDATION**

Staff is recommending the Council receive the staff report, discuss and provide comment, and adopt the R-1 Single-family residential design guidelines

Respectfully submitted,

Approved by

Karen Mantele  
Principal Planner

Wayne Peabody  
Interim City Manager

Attachments:

- 1) Draft Resolution adopting Guidelines
- 2) Draft R-1 Single Family Design Guidelines

**ATTACHMENT 1**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
ADOPTING THE R-1 SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES FOR THE CITY OF  
WILLOWS**

**WHEREAS**, the City of Willows desires to implement a set of single-family residential design guidelines to guide developers with development projects; and

**WHEREAS**, the Planning Commission has undertaken the task of drafting a set of guidelines over the past year; and

**WHEREAS**, the Planning Commission on July 18, 2018 made a motion to forward the draft guidelines to the City Council for review and adoption; and

**WHEREAS**, the City Council on September 25, 2018 has reviewed all evidence submitted in connection with the single-family residential design guidelines, including public testimony, staff report, supporting documentation, and all other relevant documents and evidence which are part of the record of proceedings; and

**WHEREAS**, the City Council makes the following findings:

1. That the design guidelines are exempt from CEQA review per Section 15262 of the CEQA Guidelines.
2. That guidelines will be a stand-alone document used in conjunction with Section 2.45 of the WMC.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Willows does hereby adopt the R-1 Single-family residential design guidelines for implementation.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 25<sup>th</sup> day of September, 2018, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

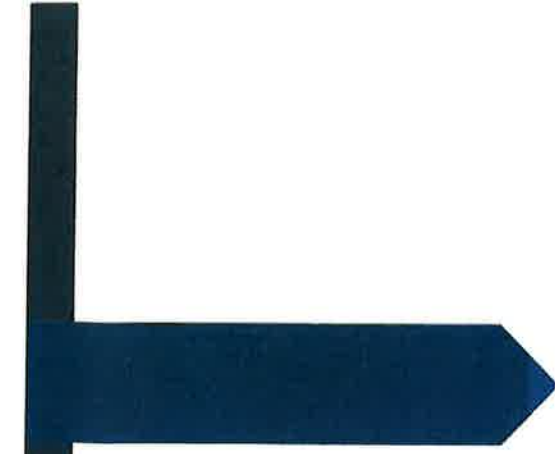
ATTESTED:

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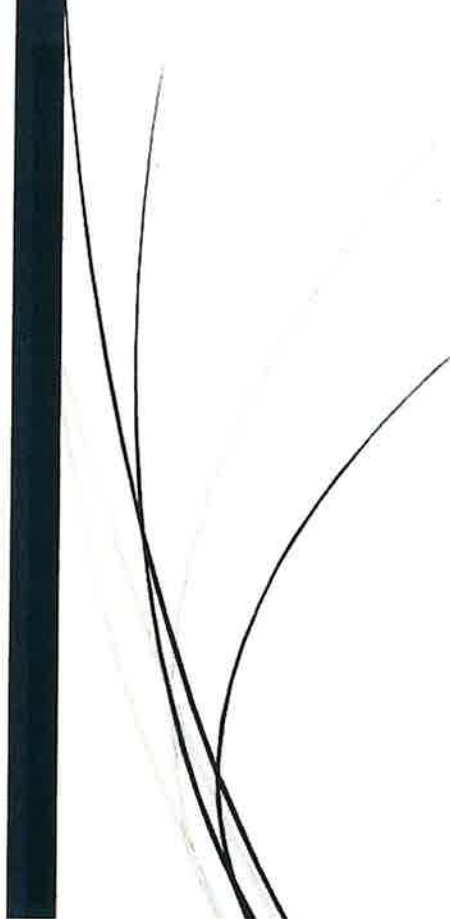
Tara Rustenhoven, City Clerk

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Mayor Warren, Mayor



# SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES



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# SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES

## Note/Purpose:

*These guidelines primarily address zoning districts to include R-1 and R-2 which both allow for single family dwellings. Parcels within the General Plan land use designations of Estate Residential and Low Density Residential are areas subject to these guidelines.*

*The overall layout of neighborhoods and subdivisions in the City of Willows is intended to promote a varied yet cohesive residential environment with a strong focus upon the pedestrian and human-scale streetscapes. Throughout the neighborhoods, the intermixing of residential densities, lot sizes, and product types is encouraged. The local street network should be designed to provide connectivity within and between individual neighborhoods and provide choices between routes. Variety in street and residential block layouts is encouraged*

*Design Review is intended to promote high-quality design and well-built and maintained buildings, landscaping and public amenities in order to further the relationship between the appearance of buildings and structures, property values and the taxable value of property in the city.*

**Diversity in housing not only allows builders to provide a greater spread of housing choice and affordability for residents, but also allows for a varied yet cohesive residential environment. Diversity in housing types also helps to create variety in neighborhood design, with a strong focus upon the pedestrian and human-scale streetscapes.**

## ARCHITECTURAL DESIGN

Regardless of its architectural style, the architecture of a house is comprised of three basic components; the building facades, roofs, and detail elements. Together, when these components are designed appropriately, a cohesive yet diverse residential neighborhood environment will be realized.

### Articulated Building Massing

Boxy two-story building forms that overwhelm the street scene are discouraged. Rather the building mass should be broken down into smaller elements, where feasible, to provide visual interest and articulation to the neighborhood street scene.



Ranch Style



Craftsman



Colonial



Modern

## Building Facades

Variety in building forms provide diversity and visual interest to the neighborhood street scene and can be used to create a desirable human scale.

The following elements should be incorporated into the design of residential structures: building wall planes, particularly on the front elevation, should be staggered to create interest along the street scene; projections and recesses should be used to provide shadow and depth; combinations of one and two-story forms should be used to help to create variety in setback and overall building form.



## Building Materials and Color

- Building materials (including accent materials, roof materials, and paint colors) are important elements to the visual quality of homes and should be consistent with the architectural style of the residence.
- All surface treatments or materials should be designed to appear as an integral part of the design, and not merely applied. All materials should wrap columns, porches, or balconies in their entirety.
- Material changes should occur at inside corners or other meaningful location. Materials applied to any elevation should turn the outside corner of the building a minimum of 3' before terminating.
- The color palette should be selected with the design objectives of avoiding monotony, providing a variety of colorful schemes, and promoting visual diversity.
- Selected finish materials should be of durable material and of high quality.
- No homes adjacent to each other or immediately across the street from each other should have the same color scheme or same body color.

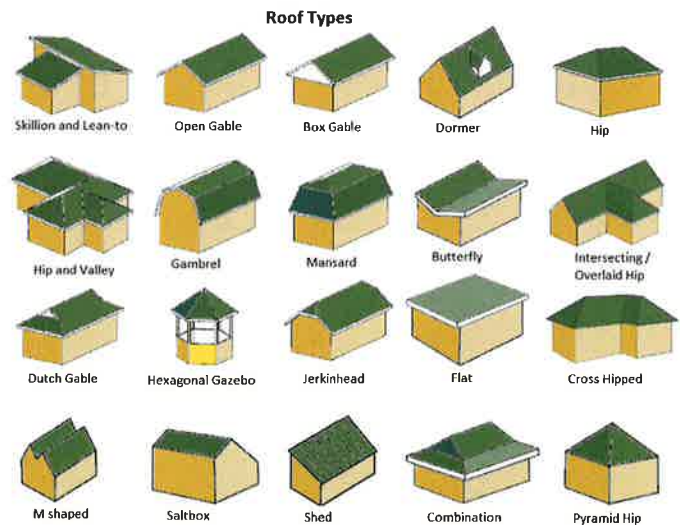
BARN RED	SALEM RED	SALMON	PUMPKIN	MARIGOLD
MUSTARD	BAYBERRY	TAVERN GREEN	LEXINGTON	SEA GREEN
FEDERAL BLUE	SOLDIER BLUE	SLATE BLUE	PITCH BLACK	DRIFTWOOD
CHOCOLATE	BUTTERMILK	LIGHT CREAM	SNOW WHITE	OYSTER WHITE

## ROOFS

### Roof Form and Slope

Similar to building materials and color, roof form and slope are also important design elements in creating a well-developed street scene.

- Roof treatments should be consistent with the architectural style of the dwelling.
- Variety of roof design and treatment is encouraged to provide visual interest to the neighborhood roofscape throughout the development, including the use of gable, cross-gable, hip, or a combination of these roof forms.
- Likewise, variety in roof lines is encouraged to avoid a common roof line along neighborhood streets. Rooflines of adjoining residences should vary ridge heights, roof forms, and direction of gables.





- Repetitious gable ends framed side to side on rear elevations are not permitted along perimeter edges of residential neighborhoods, when visible from a public space or street.
- Broken roof pitches extending over porches, patios or other similar features are encouraged where appropriate to the architectural style.

### **Materials**

In order to avoid a monotonous roofscape appearance, a variety of roof materials is encouraged throughout the development.

- Roof materials should be compatible with the architectural style of the residence and should have a matte finish to minimize glare.
- Permitted Roof Materials: Clay or Concrete “S” Tiles; Clay or Concrete Flat Tiles; Clay or Concrete Shakes; Slate; Low profile S-tiles; Architectural Grade Composition.
- Prohibited Material: Wood Shake; Rolled roofing material.
- Fascia: may be either stucco, wood, or tile. If wood is used, it should be stained or painted.
- Skylights are permitted but should be designed as an integral part of the roof. White “bubble” skylights are not permitted. Skylight framing material should be bronze anodized or colored to match the adjacent roof materials.



### **DETAIL ELEMENTS**

- Entries: The entry of a residential dwelling should be articulated as a focal point of the building’s front elevation. Roof elements, columns, porticos, recesses or projections, window or other architectural features should be used to accentuate the entryway.
- Courtyards: Courtyards provide a transition from the public space of the street to the entrance of the dwelling. Courtyard walls, when provided, should be finished to match the house. Stone, ceramic tiles, steps, recesses, cut-outs, or wrought iron accents appropriate to the architectural style of the residence are encouraged.
- Porches: Porches not only provide pedestrian scale elements to the building massing but also allow for an area for residents to enjoy the outdoor climate and a place converse with neighbors. When provided, porches should be designed as an integral component of the building’s architecture, with dimensions significant to create a usable outdoor space. Porches should have railings and be fully covered in one of the following ways; roof element and tile matching the





residence; trellis structure, second floor balcony or overhang.

- **Columns & Archways:** The use of columns and archways adds articulation to the character of the residence and is encouraged where appropriate to the architectural style. Columns and archways should be scaled appropriately to provide a sense of strength and support compatible with the architectural style of the home.
- **Trellis & Arbors:** Trellises and arbors, when used, should be designed to maintain their appearance considering the climatic conditions of the area.
- **Patio covers and balconies:** The use of rear patio covers and second story balconies provide an excellent opportunity for the articulation of rear facades, particularly along visible perimeter conditions (i.e., public spaces or streets). Second story balconies provide further visual interest to the street scene by increasing the perceived front setback of the second story. Patio covers and balconies should be designed as an integral component of the architecture. Columns used in conjunction with the patio covers and balconies should convey a sense of strength and support.
- **Principal Window Treatment:** At least one principal window is required on front elevations. Principal windows are defined as having one of the following characteristics; Recessed window or a pop-out surround; A bay window with projection and detailing appropriate to the architectural style of the residence; A enhanced sill with corresponding roof element and corbels; An overhead trellis element or; Decorative iron window grille projecting forward of the wall plane.



Rear and side elevations that are visible from perimeter conditions should have at least one principal window as defined above. The use of shutters is an acceptable principal window treatment on visible rear elevations when used in conjunction with an enhanced sill or other form of articulation. All other windows on the front elevations and visible side and rear elevations should feature trim surrounds, headers or sills. The minimum reveal for trim elements is 1". The style of windows should be compatible with the architectural style of the residence.

**Detail Elements Include:**

Shutters; exposed rafter ends or cross beams. Decorative grill work, decorative stucco or clay pipe vents, decorative ceramic tile/and or other similar features. Exposed gutters and downspouts should be colored to



match or complement the surface to which they are attached.

## **GARAGES & DRIVEWAYS**

### **Maximum Width of Driveway**

In order to limit the unappealing amount of hardscape in front of a home, the use of contrasting materials, Tapered driveway, or Landscape planter strips is encouraged.

### **Garages**

Garages should be set back a minimum of 5 feet from the primary front façade of the residence. Garages are also encouraged to be located further back toward the rear yard area of a lot to accommodate a more traditional design. Garages should be set back sufficiently enough so that vehicles parked on driveways do not extend or block the sidewalk or public right-of-way. The minimum recommended distance from the face of the garage to the front property line is 20 feet.

### **De-emphasis of Garages**

Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the active, visually interesting features of the house, to dominate the streetscape. Garages may be sited in several ways; Recessed Garage, Corner Lot with Side-street Entry Garage, Forward Swing-In Garage, Split Garage, Alley-Loaded Garage, Detached Garages, Garage Forward.

### **Garage Design**

Attached or detached garages should be designed to de-emphasize their architectural prominence. To achieve this desired effect, these structures should incorporate the following;

- Garage doors should vary with respect to windows and/or color as appropriate to individual architectural styles of the house.
- On conventional home plotting, in effort to buffer the view impact of garages and garage doors from the sidewalk or street, optional treatments such as a trellis or porte-cochere are encouraged. A recessed garage plan with a porte-cochere can create an additional partially covered parking space, and also can serve as an outdoor private space.
- **Rear loaded homes are also encouraged.** The garages of these homes generally take access from drive aisles and court streets, allowing more architecture to front onto the neighborhood streets and open spaces. When plotting rear loaded units, since the garage side of the homes will only be visible to the drive aisles, it is not necessary to recess the garage doors.



## Garage Placement

Residential garages should be positioned to de-emphasize their visual impact on the street. This will allow the visually interesting features of the house to dominate the streetscape. All garage doors should be recessed a minimum of 6 inches behind the garage wall plane. **Tandem parking in garages may be used to minimize the number or width of garage doors.**

SEE FIGURE 1 FOR  
ILLUSTRATION OF TYPES  
OF GARAGE PLACEMENTS

## 3 Car Garages

When a 3-car front-facing garage is used, in addition to standard garage requirements, at least one of the following front-facing plan elements is required: A minimum 6 foot deep by 10 foot wide porch on the front elevation; an offset at single door of at least 2 feet from the double door; a double and single garage door separated by at least 1 foot of wall mass between doors and the garages are located at least 5 feet behind the front façade of the dwelling's living space.

**\*Optional treatments such as a trellis or porte-cochere that occur forward of the garage can be used to buffer the view impact of garages and garage doors from the sidewalk or street. For example, a recessed garage plan with a porte-cochere can create an additional, partially covered, parking space and also can serve as an outdoor private space.**



## ACCESSORY STRUCTURES

Guest houses, detached garages, greenhouses, and other similar accessory structures should be compatible in design, materials, and color as the main residence. Such structures should be visually related to the main residence through the use of garden walls, or other landscape elements.

## Secondary Units

Secondary units (also referred to as ancillary or granny units) help to increase affordability and diversity throughout a neighborhood.

When used, secondary units should be designed with the same level of detail and should match the architectural style of the primary residence.



## Preserving Views

Careful building placement and street orientation can help protect visual quality for residents throughout the neighborhood.

## Privacy

Privacy is an important consideration in residential site planning. Innovative site design techniques should be used to preserve privacy while promoting social opportunities in residential neighborhoods. In particular, windows of homes should be located to minimize visual intrusion on neighbors' windows and backyards. Innovative site design techniques, including landscaping, should be incorporated where appropriate to provide privacy to residents.



## PLOTTING AND VARIABLE SETBACKS

Plotting is an important site planning consideration for neighborhoods. The plotting of residences should be done in a manner that achieves diversity and visual interest to the neighborhood street scene. Such diversity can be achieved through varying setbacks, articulated building massing, de-emphasized garages, and enhanced elevations.

- Floor plans should be reversed and plotted so that garages and entries are adjacent to each other to create an undulating setback.
- Adjacent homes should have different elevations and color schemes to avoid a repetitious street scene.

### Variable Setbacks



## Lot Orientation

In order to avoid visual monotony and a repetitious street scene, rotating block orientations should be used to avoid lengthy streets.

## Corner Lots

Corner lots should present attractive facades to both adjoining streets through elements such as wraparound porches, bays, entries, window treatments, and the use of alternative materials such as brick and stone.



## Varied Lot Widths

Making some lots wider and some narrower than the average can provide different amounts of open space between structures. It also allows placement of different shapes and sizes of homes. On narrow lots, a variation of only 3 or 4 feet can make a perceptible difference.



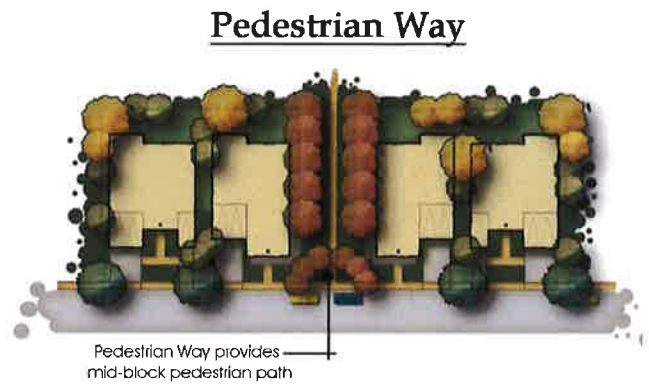
## PEDESTRIAN CONNECTIVITY

Pedestrian pathways providing strong connectivity among the residential neighborhoods and various amenities such as commercial, office, and recreational amenities are encouraged. These pathways can be located in paseos (greenbelt areas that are separate from the vehicular circulation system), while other pedestrian paths can be located adjacent to the community's roadways. *Together these pathways afford a strong*

pedestrian orientation, providing the opportunity for alternative modes of travel to specific destinations. Two pedestrian access concepts that should be incorporated into residential site design are the pedestrian way, abutting cul-de-sac bulbs, and the view cul-de-sac.

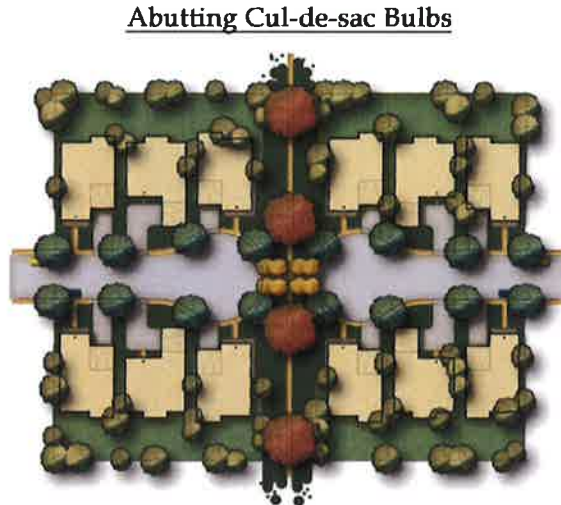
### **Pedestrian Way**

Where other options for pedestrian connectivity are not plausible, mid-block pedestrian ways can help to provide pedestrian connectivity throughout and into adjacent neighborhoods. These short-cuts provide pedestrian access at mid-block points, thus providing an alternative route.



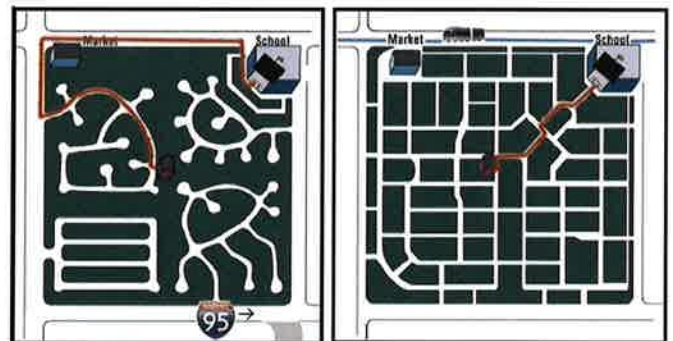
### **Abutting Cul-de-sac Bulbs**

Similar to pedestrian ways, abutting cul-de-sac bulbs provide pedestrian connectivity without allowing for auto circulation to cut through. When designed in conjunction with a paseo, these access points provide for pedestrian connectivity throughout the neighborhoods.



### **View Cul-de-sacs**

Similar to pedestrian ways and abutting cul-de-sac bulbs, view cul-de-sacs provide pedestrian connectivity without allowing for auto circulation to cut through. Generally, the cul-de-sac bulbs stub into open space areas or main auto thoroughfares. By creating an open-ended bulb, the cul-de-sacs not only allow for pedestrian connectivity, but they also provide view corridors into and out of the neighborhoods, thus creating a more open neighborhood feel.



Driving-only transportation pattern      Walkable connected transportation network

### **Neighborhood Street Design**

Neighborhood streets should be site planned to promote connectivity to adjacent neighborhoods and provide alternative routes for both vehicular and pedestrian traffic.

### **Traffic Calming Measures**

To encourage a pedestrian friendly environment through safer streets for pedestrians and enhance the overall visual quality of neighborhoods, traffic calming measures are encouraged in the design of the residential neighborhoods. Such devices may include:

\**Chicanes* – (also referred to as tapered streets) are a traffic calming measure used in traditional neighborhood design. Although the traffic lanes are the same width (the chicanes only project as far as the on-street parking areas), the tapered street appears to be narrowing, thus encouraging vehicles to slow their speeds. These landscape fingers also provide a visible raised waiting area for pedestrians intending to cross the street. At intersections with chicanes, pedestrians are more visible

### **Chicanes**





than they would be if they were cutting between parked cars.

### **Commercial/ Residential Interface**

Site planning is an important consideration when situations exists and there is an interface between residential and commercial land uses. Residential units should rear or side the service side of commercial. On rear loaded homes, this can be done by paralleling the commercial and residential alleys or stubbing the residential alleys perpendicular to the commercial alley.

### **Residential/ Park Interface**

The location of residential neighborhoods to a park is an important consideration in the overall community design. Special care must be taken to ensure that this reciprocal relationship is reflected in the interface between these two land uses. Special attention should be given to the physical and visual transition between development areas and a park. These transition areas should be designed, landscaped, and graded to blend residential development and the park together smoothly. Where feasible and as part of the plan, homes should front a park, thus creating eyes on the park. Rear Loaded homes are encouraged in these neighborhoods this allows for the fronts of homes to face the park, while allowing garage access off an alley.

## **SPECIAL SITING CONDITIONS**

### **Corner Lots**

Homes that are plotted on corner lots should feature enhanced elevations that provide a similar level of detail to the corner side elevations as is applied to the front elevation. Such enhancements may include elements such as, wrap-around porches or courtyards; principal window treatments; roof plane breaks; accent colors, materials and detailing.

### **Perimeter Edge Conditions**

On lots adjacent to perimeter streets, open space, canals or other public areas, the side and rear elevations that face such areas should be enunciated and treated to provide visual interest to the edge condition. Particular consideration should be given to the treatment of second stories and roof elements. Enunciation to visible side and rear elevations along perimeter areas can be achieved through the use of the following elements:

- Patio covers or second story decks
- Principal window treatments
- Off-set wall planes (two-foot minimum offset)
- Roof plane breaks



### **Color blocking**

- Introduction of accent building materials and colors
- Introduction of accent elements such as clay vents, out lookers, and decorative grille work consistent with the front elevation
- Other similar features that provide articulation to the visible side or rear elevation



### **Exterior Lighting**

The level of on-site lighting as well as lighting fixtures, should comply with any and all applicable requirements and policies of the City of Willows code. Energy conservation, safety and security should be emphasized when designing any lighting system.

Streetlights contribute to neighborhood character and security. Unique street lighting fixtures can enhance identity, provide a pedestrian scale, and promote continuity of the street scene. Lighting also can enhance the nighttime visual environment.

Lighting considerations include illumination of roadways, parking lots, and pedestrian areas, as well as architectural and landscape lighting for visual enhancement. Lighting systems should be designed with consideration of visual quality, architectural compatibility, safety, glare, and energy conservation. Glare from lighting fixtures should be controlled through the use of shields, fixture selection and placement, and fixture orientation.



### **Mechanical Equipment**

Special care should be made so that mechanical treatment does not detract from the architecture of the primary residence.

- Mechanical equipment such as air conditioners, heaters, evaporative coolers, television and radio antennas, and other such devices should not be mounted on any roof.
- Mechanical devices such as exhaust fans, vents and pipes should be painted to match adjacent roof surfaces.
- Ground mounted air conditioning units must be located behind side yard privacy return walls.
- All antenna and satellite dishes visible from any public or private street, sidewalk, open space or adjacent lot subject to all federal regulations.



### **Energy Efficiency**

Commitment should be made to meet or exceed statewide energy-efficiency requirements. It is also encouraged to offer energy efficient amenities such as:

- Roof-integrated photovoltaic cells (which are designed to blend seamlessly to maintain the architectural roofline of the homes.



- Energy Star appliances (which use a minimal amount of energy).
- Shade elements (such as extended roof treatments over porches and outdoor areas) as well as deciduous trees (these elements can also help to protect the homes from excess sun entering through primary windows).
- Low-flow water fixtures.
- Drip landscape watering systems.
- Energy-saving, dual-glazed LoE2 windows.

## LANDSCAPE ELEMENTS

### Walls & Fences

Walls and fences that are visible from street, open space, or other public areas should be in accordance with master developer specifications and meet noise attenuation requirements where applicable.

The design of fencing should be uniform throughout each subdivision. Fencing designs, materials, and colors may vary between subdivisions

- Neighborhood fences should be 6 feet high and be comprised of cedar, fir, or redwood, or stucco walls. Wood may be left natural or have a semi-transparent stain in natural tones of light browns and grays applied. Chain link fencing is prohibited.
- Low wood fences and picket fences (between 30 inches and 36 inches in height) are permitted along front yards and at side yard property lines within the front yard, or along corner side yards. Fencing within a designated front yard area should be open and of a “rail fence” nature. The design and height of these fences are encouraged to vary within each subdivision to provide interest and diversity. In the case of the low fences, white paint or stain is permitted. Fencing 36 inches or lower may be placed immediately behind the walk.
- Fences are to be located on the rear and side property lines of residential lots, except at neighborhood entries and other locations where the community wall is used. With respect to corner conditions, the fence will return back to the residential unit at a logical point related to the specific architecture of the unit.
- Gates, courtyards, and/or arbors placed along the walk to a unit’s entry are encouraged.



### Street Trees

Tree-lined streets are an important design element in a residential community and are an effective way of providing a high-quality neighborhood image, while also providing shade and other functional purposes.



- Street trees should be planted at regular intervals to provide shade and visual interest
- One street tree should be planted for each 50 feet of street frontage and single family residential should have a minimum of two street trees for each 50 feet of street frontage.
- A variety of tree species should be used to create distinctive street hierarchy and identities.
- In order to provide maximum shading benefits, large-canopy trees should be planted.



### Energy Conservation

Structures and plantings should be used to help shield buildings from unwanted summer heat gain, while allowing winter sun and light. Where feasible, east and west walls should be shaded with trees and vines. Deciduous trees should be used to provide summer shade while admitting winter sun. All plantings should be designed to maintain solar access for passive and active solar systems. Where feasible, a landscaped buffer should be provided between buildings and pavement, so that reflected heat buildup within buildings is minimized.



Native and drought-tolerant plants should be used in landscaping, where feasible. Water conservation principles should be integrated into the landscaping design of the community, including water-efficient irrigation systems.



### Plant Palette

For the list of plant species allowed in residential subdivision, refer to the **Plant Palette** in the **Appendix of this document** (The City does not have a list of plants for use within the city only a master tree list which is used for off-site landscaping).

### Neighborhood Entries

By creating a visual gateway into the neighborhoods, neighborhood entries create a sense of arrival. Neighborhood entries should incorporate landscaping and other design elements that reinforce the traditional community identity



In order to emphasize key internal community intersections, special landscape features should be used. Such features include:

- Enhanced pavement
- Flowering accent trees
- Enhanced landscaped parkways

FIGURE 1

