



# Willows City Council Regular Meeting

May 28, 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. SCHEDULED PUBLIC AND/OR STAFF PRESENTATIONS**

- a. Bob Ritchie with De Novo Planning Group will conduct a brief power-point presentation on the General Plan.**

**6. 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 36903-36936, Z09946-Z09970, 38045-38061.**  
**b. Approval of minutes of the Special Public Safety Meeting held on May 7, 2019.**  
**c. Approval of minutes of the Regular City Council Meeting held on May 14, 2019.**

*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.*

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

- a. Staff Recommends Council discuss and provide comments for future adoption of the R-1 design guidelines.
- b. Adopt a resolution entitled:

**ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON  
IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE  
CITY OF WILLOWS FOR FISCAL YEAR 2019/2020 FOR THE USE AND/OR  
ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM.**

**8. COUNCIL/ STAFF REPORTS/COMMENTS**

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

**9. ADJOURNMENT**

**This agenda was posted on May 23, 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



	<u>Period</u>		
	5/9/2019	TO	5/22/2019
<b>General Checking</b>	<b>36903</b>	<b>TO</b>	<b>36936</b>
<b>Payroll Direct Deposit</b>	<b>Z09946</b>	<b>TO</b>	<b>Z09970</b>
<b>Payroll Checks</b>	<b>38045</b>	<b>TO</b>	<b>38061</b>

**APPROVAL DATE**                      **5/28/2019**

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

REPORT.: May 08 19 Wednesday  
 RUN...: May 08 19 Time: 13:46  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 05-19 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
036903	05/09/19	ADA02	ADAMS ASHBY GROUP INC	3100.00	.00	3100.00	2690	2019 HOME LTM
036904	05/09/19	AME02	AMERIPRIDE UNIFORM SVCS.	375.74	.00	375.74	B90507	APRIL STMT PER ATTACHED
036905	05/09/19	CAL56	CALIFA GROUP	3981.06	.00	3981.06	2035	BROADBAND OCT-DEC 2018
036906	05/09/19	CUR01	L.N. CURTIS & SONS	2474.29	.00	2474.29	277263	ANNUAL FLOW TEST
036907	05/09/19	GAN01	GANDY-STALEY OIL CO.	4605.38	.00	4605.38	B90507	APRIL STMT PER ATTACHED
036908	05/09/19	GLE09	GLENN CO. OFFICE OF EDUCA	318.00	.00	318.00	190503	LIVE SCANS
036909	05/09/19	MAT01	MATSON & ISOM TECHNOLOGY	600.00	.00	600.00	68554	CONFIGURE NEW LAPTOP
036910	05/09/19	MEN02	MENDES SUPPLY COMPANY	86.69	.00	86.69	R03502000	LINERS
036911	05/09/19	MOR01	MORRISON	1712.25	.00	1712.25	2825	BIOMASS FEASIBILITY STUDY
036912	05/09/19	NOR43	ACCESS	57.99	.00	57.99	C284888	SHREDDING SERVICES
036913	05/09/19	OFF05	OFFICE DEPOT, INC.	205.07	.00	205.07	438226001	OFFICE SUPPLIES
036914	05/09/19	SAC09	THE SACRAMENTO BEE	479.62	.00	479.62	B90508	SUBSCRIPTION RENEWAL
036915	05/09/19	SAF03	SAFETY TIRE SERVICE	30.00	.00	30.00	38238	FLAT REPAIR #16 SWEEPER
036916	05/09/19	SEV00	INFRAMARK, LLC	8614.00	.00	8614.00	40685	LABORATORY SERVICES MARCH
036917	05/09/19	VER02	VERIZON WIRELESS	191.73	.00	191.73	B90507	TELEPHONE EXP. 3/27-4/26/
036918	05/09/19	WILB1	WILBUR-ELLIS COMPANY	180.77	.00	180.77	12513262	CHEMICALS
036919	05/09/19	WILHD	WILLOWS HARDWARE, INC.	1004.15	.00	1004.15	B90507	APRIL STMT PER ATTACHED
036920	05/09/19	WILHR	WILLOWS LAMB DERBY	50.00	.00	50.00	B90508	PARADE ENTRY
Cash Account Total.....:				28066.74	.00	28066.74		
Total Disbursements.....:				28066.74	.00	28066.74		

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 05-19 Bank Account.: 1045

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
036921	05/20/19	ACM00	ACME RIGGING & SUPPLY COM	377.44	.00	377.44	301856	GUTTERBROOM WIRE
036922	05/20/19	BAK06	BAKER & TAYLOR BOOKS	252.98	.00	252.98	401254007	NEW PRINT MAT. LIBRARY
036923	05/20/19	CAL04	CALIFORNIA DEPT. OF JUSTI	64.00	.00	64.00	371227	FINGERPRINTS
036924	05/20/19	COA00	COASTLAND CIVIL ENGINEERI	935.00	.00	935.00	45911	EDA GRANT THROUGH 4/30/19
				182.50	.00	182.50	45917	WILLOWS CITY ENGINEERING
				1462.50	.00	1462.50	45929	CITY PARKING LLA THROUGH
				626.25	.00	626.25	45948	WALDEN THROUGH 4/30/19
				193.75	.00	193.75	45950	MURDOCK LLA THROUGH 4/30/
				44.25	.00	44.25	45956	MCDONALDS THROUGH 4/30/19
				1006.25	.00	1006.25	45960	BASIN ST RESIDENTIAL THRO
				3202.50	.00	3202.50	46021	WILLOWS LLAD THROUGH 4/30
			Check Total.....:	7653.00	.00	7653.00		
036925	05/20/19	COL08	COLE HUBER LLP	458.00	.00	458.00	31657	249 N HUMBOLDT THROUGH 4/
036926	05/20/19	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	973211A	BACTI ANALYSIS
036927	05/20/19	GLE42	GLENN COUNTY SOLID WASTE	26.60	.00	26.60	000923	COMM MIXED WASTE
036928	05/20/19	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	57196	PEST CONTROL FD
036929	05/20/19	MAT01	MATSON & ISOM TECHNOLOGY	2949.00	.00	2949.00	68870	MANAGED PARTNER AGREEMENT
036930	05/20/19	ORL08	ORLAND SAW & MOWER	47.94	.00	47.94	030218	ETHONOL
036931	05/20/19	PGE01	PG & E	21.03	.00	21.03	B90515	1600 S TEHAMA 4/4-5/5/19
036932	05/20/19	SEC00	SECRETARY OF STATE	10.00	.00	10.00	B90515	NAME RESERVATION REQUEST
036933	05/20/19	SUN07	SUN LIFE FINANCIAL	2742.74	.00	2742.74	B90514	GAP COVERAGE 4/1-4/30/19
036934	05/20/19	THR00	3CORE	2218.75	.00	2218.75	347	CDBG CONTRACT
036935	05/20/19	WIL17	WILLDAN	74.71	.00	74.71	00220919	PLAN CHECK THROUGH 4/26/1
				74.71	.00	74.71	00220920	PLAN CHECK THROUGH 4/26/1
				216.00	.00	216.00	00220921	PLAN CHECK THROUGH 4/26/1
				634.60	.00	634.60	002208412	PLAN CHECK THROUGH 3/29/1
			Check Total.....:	1000.02	.00	1000.02		
036936	05/20/19	WUN01	WUNSCH'S GARAGE	233.90	.00	233.90	071949	2003 CHEVROLET REPAIR
			Cash Account Total.....:	18112.40	.00	18112.40		
			Total Disbursements.....:	18112.40	.00	18112.40		
			Cash Account Total.....:	.00	.00	.00		



**ACTION MINUTES OF THE WILLOWS PUBLIC SAFETY COMMITTEE  
SPECIAL PUBLIC SAFETY MEETING HELD MAY 7, 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 3:30 p.m.

Council Members Present: Council Member Flesher and Mayor Hansen

Staff Present: Interim City Manager Wayne Peabody 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 Advance Life Support Services in Glenn County.
- b. Fire Chief Peabody will provide an overview and status report concerning Dispatch Operations at the Willows Fire Department.

On May 7th, the Public Safety Committee met and discussed two items. Service levels of current Ambulance service and south county fire dispatch services.

**Adjournment:**

The Meeting was adjourned at 4:03 p.m.

Dated: May 9, 2019

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Tara Rustenhoven, City Clerk



## ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MAY 14, 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 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Vince Holvik.

### **Roll Call:**

**Council Members Present:** Council Members Flesher, Domenighini, Mayor Hansen

**Council Members Absent:** Council Member Mello, Vice Mayor Warren

**Staff Present:** Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, City Planner Karen Mantele and City Clerk Tara Rustenhoven.

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

### **Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers 36826-36902; Z09888-Z09945; 37960-38044
- b. Approval of minutes of the Regular City Council Meeting held on April 9, 2019.
- c. Approval of minutes of the Regular City Council Meeting held on April 23, 2019.

### **Action:**

Motion: Council Member Domenighini /Second: Council Member Flesher

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

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mayor Hansen

NOES:

ABSENT: Mello, Vice Mayor Warren

ABSTAIN:

### **Ordinances:**

- a. Consider and Adopt an Ordinance Amending Certain Sections of Chapter 9.20 of the Willows Municipal Code Regarding Cannabis Sales and Delivery in the City of Willows.

*No Action was taken. This item will be presented at the next meeting held at a future meeting.*

**Regular Business:**

- a. Re-appoint Vincent Holvik as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term.

**Action:**

Motion: Council Member Domenighini /Second: Council Member Flesher

*Moved to re-appoint Vincent Holvik as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term.*

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Flesher, Domenighini, Mello, Vice Mayor Warren, Mayor Hansen

NOES:

ABSENT:

ABSTAIN:

**Council/Staff Reports/Comments:**

a. Staff Reports/Comments:

- Chief Peabody was pleased to announce the Willows Lamb Derby was a success and we appreciate the Lamb Derby Committee for all the jobs and efforts for moving things along, including our City Clerk.
- South Willows Project is moving forward and all other projects with Jody Samons, are also moving along. We are also working hard on getting other projects here in the near future.

b. City Council Reports/Comments:

**Mayor Hansen:**

- Wanted to give kudos to the Willows Lamb Derby Fundraising Committee for pulling off a successful Lamb Derby.
- May 7<sup>th</sup> attended the Special Public Safety Meeting.
- May 8<sup>th</sup> attended a Special Meeting of the Glenn Groundwater Authority.
- May 13<sup>th</sup> attended the Glenn County Groundwater Authority Meeting.

**Council Member Flesher:**

- May 7<sup>th</sup> attended the Special Public Safety Meeting.

**Council Member Domenighini:**

- May 13<sup>th</sup> attended the LAFCO Meeting.

**Adjournment:**

The Meeting was adjourned at 7:29p.m.

Dated: May 15, 2019

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Tara Rustenhoven, City Clerk



# REGULAR BUSINESS

## **AGENDA ITEM**

May 28, 2019

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

**FROM:** Karen Mantele, Principal Planner

**SUBJECT:** Draft R-1 (Single Family Residential) Design Guidelines

## **RECOMMENDATION**

Staff is recommending the Council receive the staff report, discuss and provide comments for future adoption of the R-1 (Single-family residential) design guidelines

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## **Background**

Discussion began in April of 2013 at a Joint Commission/City Council workshop, wherein the Commission expressed the desire to implement design guidelines for future multi-family development projects. Currently there are two districts in the City which have specific Design Standards; Downtown Willows and the Entryway district. Section 2.45 of the Willows Municipal Code for Architectural Design Review, spells out the criteria for Design Review Approval, however is not specific to multiple family residential developments. The process began in late 2013 with the Planning Commission drafting a set of multi-family design guidelines which were brought to the City Council in January of 2015 for adoption. These guidelines were utilized for implementation on the senior housing development project.

The Planning Commission had expressed the desire to also implement R-1/Single-Family Residential Design Guidelines into the Architectural Design Review section of the Municipal Code. Beginning in June 2017, the Commission began developing single family residential design guidelines. The guidelines were discussed at several Commission meetings until the October 2017 meeting with Staff bringing the revised draft guidelines to the Commission at the July 2018 meeting for their final review. The Commission approved the draft guidelines and recommended staff bring them to the City Council for review and approval prior to implementing them.

## **Project Description**

At this time, Staff is bringing forward to the Council, the draft R-1 design guidelines for review. These design guidelines will be implemented on any new single family subdivisions that are developed within the City. Prior to initiating text amendments to incorporate both the multi-family and the R- design guidelines into the code, Staff is requesting the City Council review the R-1 guidelines and provide any comment.

## **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 prior to Staff processing a text amendment which will incorporate the design guidelines into the code.

Respectfully submitted,



Karen Mantele  
Principal Planner

Approved by

Wayne Peabody  
Interim City Manager



Attachments:

- 1) January 2014 City Council Resolution adopting Multi-family design guidelines
- 2) Draft R-1 Single Family Design Guidelines

City Council January 2015 Resolution

RESOLUTION # 02-2015

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, ADOPTING THE MULTI-FAMILY RESIDENTIAL DESIGN GUIDELINES FOR THE CITY OF WILLOWS

WHEREAS, the City of Willows desires to implement a set of multi-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 December 17, 2014 made a motion to forward the draft guidelines to the City Council for review and adoption; and

WHEREAS, the City Council on January 13, 2015 has reviewed all evidence submitted in connection with the Multi-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.

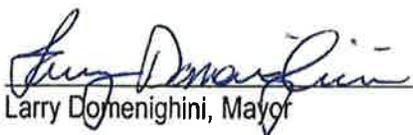
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby adopt the Multi-family residential design guidelines for implementation.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 13<sup>th</sup> day of January, 2015, by the following vote:

AYES:	Williams, Yoder, Mello, Hansen & Mayor Domenighini
NOES:	None
ABSENT:	None
ABSTAIN:	None

APPROVED:

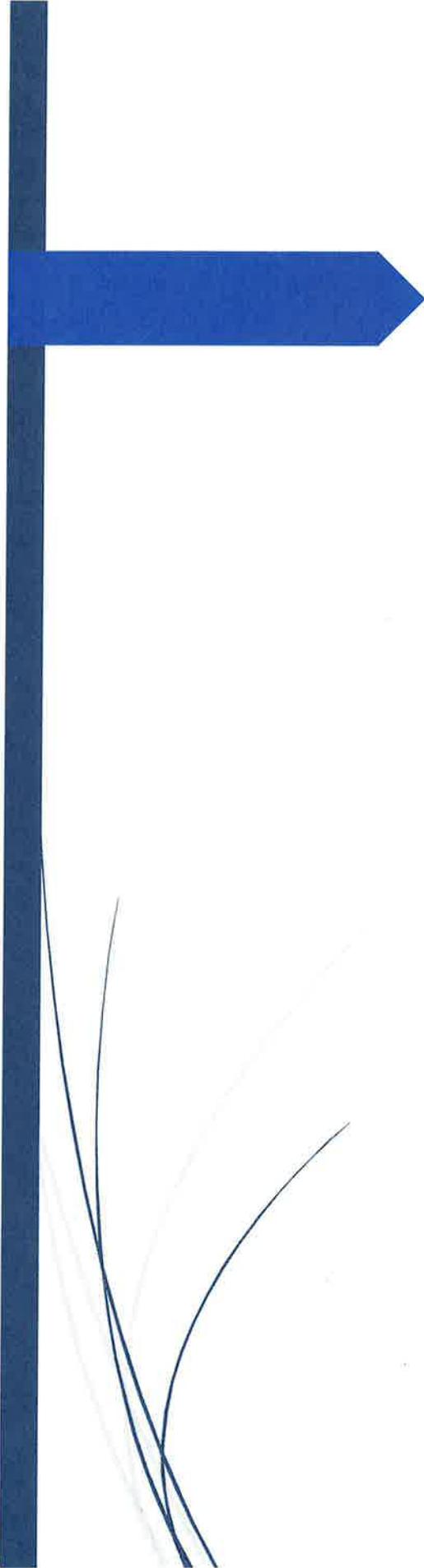
ATTESTED:

  
 \_\_\_\_\_  
 Larry Domenighini, Mayor

  
 \_\_\_\_\_  
 Natalie Butler, City Clerk

**Draft R-1 Single Family Residential Design Guidelines**

**ATTACHMENT 2**



SINGLE FAMILY  
RESIDENTIAL  
DESIGN GUIDELINES

# Table of Contents

<b>Note/Purpose:</b> .....	1
<b>ARCHITECTURAL DESIGN</b> .....	1
<b>Articulated Building Massing</b> .....	1
<b>Building Facades</b> .....	2
<b>Building Materials and Color</b> .....	2
<b>ROOFS</b> .....	2
<b>Roof Form and Slope</b> .....	2
<b>Materials</b> .....	3
<b>DETAIL ELEMENTS</b> .....	3
<b>Detail Elements Include:</b> .....	4
<b>GARAGES &amp; DRIVEWAYS</b> .....	5
<b>Maximum Width of Driveway</b> .....	5
<b>Garages</b> .....	5
<b>De-emphasis of Garages</b> .....	5
<b>Garage Design</b> .....	5
<b>Garage Placement</b> .....	6
<b>3 Car Garages</b> .....	6
<b>ACCESSORY STRUCTURES</b> .....	6
<b>Secondary Units</b> .....	6
<b>Preserving Views</b> .....	6
<b>Privacy</b> .....	6
<b>PLOTTING AND VARIABLE SETBACKS</b> .....	7
<b>Lot Orientation</b> .....	7
<b>Corner Lots</b> .....	7
<b>Varied Lot Widths</b> .....	7
<b>PEDESTRIAN CONNECTIVITY</b> .....	7
<b>Pedestrian Way</b> .....	8
<b>Abutting Cul-de-sac Bulbs</b> .....	8
<b>View Cul-de-sacs</b> .....	8
<b>Neighborhood Street Design</b> .....	8
<b>Traffic Calming Measures</b> .....	8
<b>Commercial/ Residential Interface</b> .....	9
<b>Residential/ Park Interface</b> .....	9
<b>SPECIAL SITING CONDITIONS</b> .....	9
<b>Corner Lots</b> .....	9

<b>Perimeter Edge Conditions</b> .....	9
<b>Color blocking</b> .....	10
<b>Mechanical Equipment</b> .....	10
<b>Energy Efficiency</b> .....	10
<b>LANDSCAPE ELEMENTS</b> .....	11
<b>Walls &amp; Fences</b> .....	11
<b>Street Trees</b> .....	11
<b>Energy Conservation</b> .....	12
<b>Plant Palette</b> .....	12
<b>Neighborhood Entries</b> .....	12

# 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.

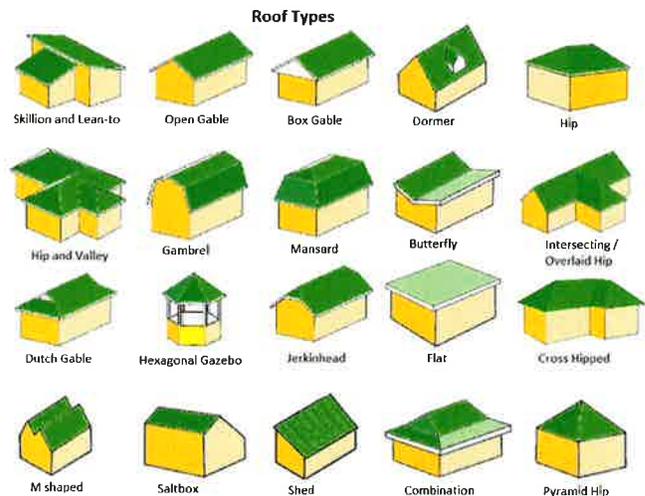
BARN RED	SALEM RED	SALMON	PUMPKIN	MARIGOLD
MUSTARD	BAYBERRY	TAVERN GREEN	LEXINGTON	SEA GREEN
FEDERAL BLUE	SOLDIER BLUE	SLATE BLUE	PITCH BLACK	DRIFTWOOD
CHOCOLATE	BUTTERMILK	LIGHT CREAM	SNOW WHITE	OYSTER WHITE

**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

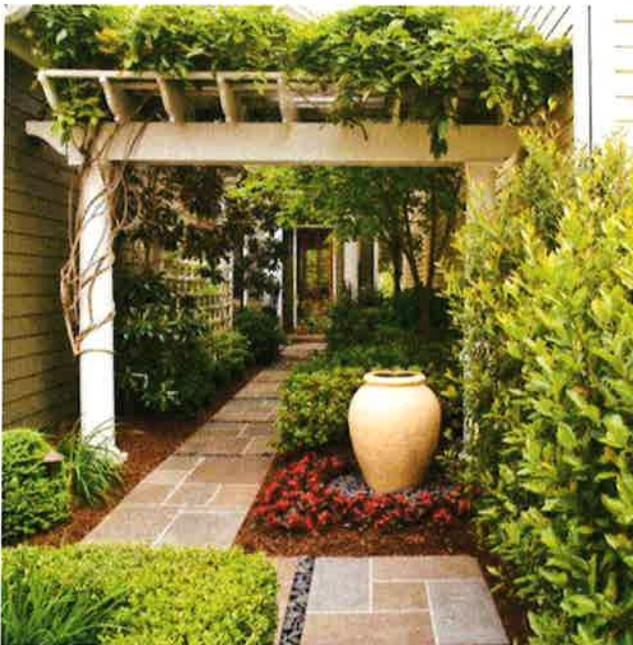
In order to avoid a monotonous roofscape appearance, a variety of roof materials is encouraged throughout the development.

- 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.**

### 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.

SEE FIGURE 1 FOR  
ILLUSTRATION OF TYPES  
OF GARAGE PLACEMENTS



## 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.

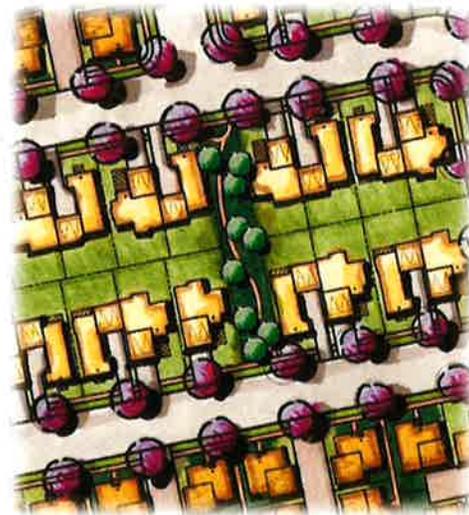


## Corner Lots

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.



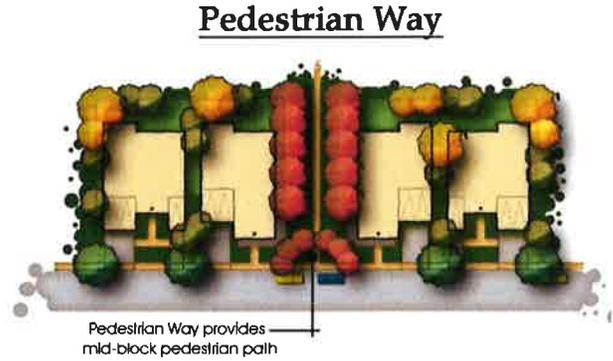
## PEDESTRIAN CONNECTIVITY

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**

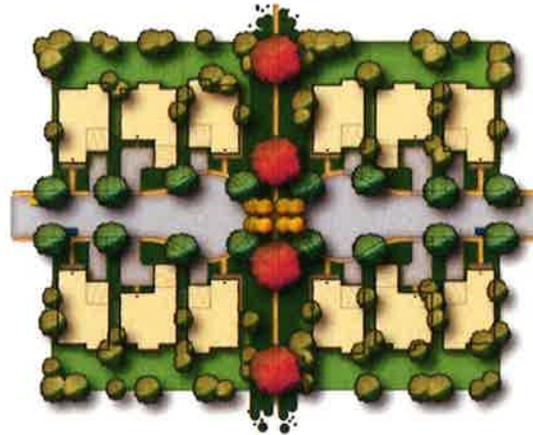
Where other options for pedestrian connectivity are not plausible, mid-block pedestrian ways can help to provide pedestrian connectivity throughout and into adjacent neighborhoods. These short-cuts provide pedestrian access at mid-block points, thus providing an alternative route.



**Abutting Cul-de-sac Bulbs**

**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.

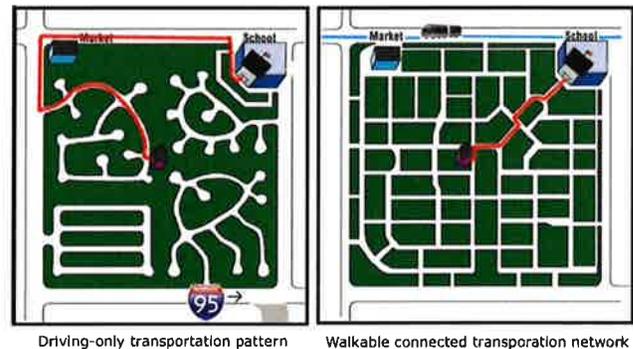
**Neighborhood Street Design**

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**

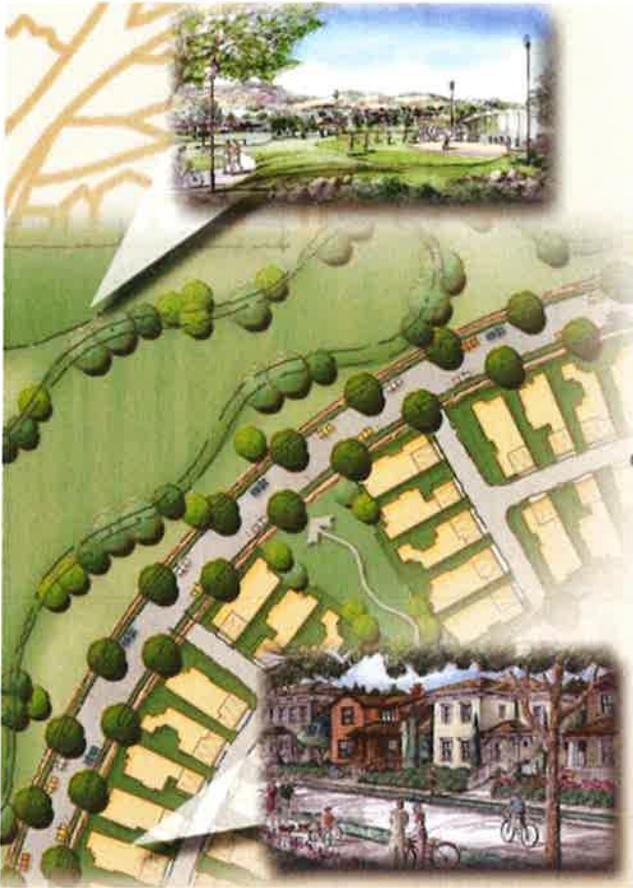
To encourage a pedestrian friendly environment through safer streets for pedestrians and enhance the overall visual quality of neighborhoods, traffic calming measures are encouraged in the design of the residential neighborhoods. Such devices may include:

\**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 exist 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.

May 28, 2019

**AGENDA ITEM**

**TO:** Honorable Mayor Hansen and Members of the City Council  
**FROM:** Wayne Peabody, Interim City Manager  
**SUBJECT:** **ANNUAL RESOLUTION CONSENTING TO THE IMPOSITION OF Fiscal Year 2018/2019 SOLID WASTE MANAGEMENT PARCEL FEE**

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**RECOMMENDATION**

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2019/2020 for the use and/or ability to use the Glenn County Solid Waste System.

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**SITUATION (or BACKGROUND):**

Each residential, commercial, and industrial parcel within the City is charged a fee for disposal of solid waste at the Glenn County Disposal site.

Sections 5470 -5473 of the California Health and Safety Code provide for the Board of Supervisors of any county to establish a schedule of fees to be imposed for the operation and maintenance of county waste disposal sites. Section 5471 also provides that prior to imposing this fee, the Board of Supervisors shall obtain the consent of the legislative bodies of the cities.

For the fiscal year 2019/2020 the parcel fee is proposed to be \$42.74 per unit. This reflects no increase from the previous year.

**FINANCIAL CONSIDERATIONS**

None

**ALTERNATE ACTIONS**

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

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**RECOMMENDATION**

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2018/2019 for the use and/or ability to use the Glenn County Solid Waste System.

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Respectfully submitted,



Wayne Peabody  
Interim City Manger

**Attachments:**

Exhibit A: Resolution XX-2019

May 28, 2019



**RESOLUTION NO. XX-2019**

**ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2019/2020 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM**

**WHEREAS**, California Health and Safety Code Section 5471 authorizes the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

**WHEREAS**, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer, and/or sanitation systems; and

**WHEREAS**, California Health and Safety Code Section 5473 provides for said fees to be collected on the tax roll; and

**WHEREAS**, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in the County to have the ability to use the Glenn County Solid Waste System; and

**WHEREAS**, the Willows City Council, as a member of the Glenn County Waste Management Agency, supports the operation of the Glenn County Solid Waste System; and

**WHEREAS**, the City of Willows does not have a City solid waste disposal site;

**NOW THEREFORE, BE IT RESOLVED** that the Willows City Council does hereby consent to the extension of an annual fee of \$42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

THIS RESOLUTION was passed by the Willows City Council this 28th day of May 2019 by the following roll call vote

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Gary Hansen, Mayor

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