# Willows Planning Commission
# Regular Meeting

March 18, 2020
Willows City Hall
7:00 p.m.

# Agenda

PLANNING COMMISSION
Robert Griffith, Chair
Jose Hansen, Vice Chair
Dana Owens, Commissioner
Candis Woods, Commissioner
Hilgard Muller, Commissioner

CITY PLANNER
Karen Mantele

MINUTE CLERK
Maria Ehorn

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

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 Commission on any item(s) not on the agenda may do so at this time when recognized by the Chair; however, no formal action will be taken unless a majority consensus of the Commission 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 Planning Commission and will be enacted in one motion. There will be no separate discussion on these items unless a Commission Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Commission:

   a. Approval of minutes of the Regular Planning Commission Meeting held on February 19, 2020.

*Comments from the public are welcome. The Chair 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 Commission the opportunity to continue its consideration of the item without interruption.*

6. **REGULAR BUSINESS AGENDA/PUBLIC HEARING(S)**
   a. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution for Tentative Parcel Map, File #TPM-19-01

      **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE MALIGNAGGI TRUST TENTATIVE PARCEL MAP (#TPM-19-01) FOR THE SUBDIVISION OF ONE PARCEL INTO ONE PARCEL AND A REMAINDER PARCEL FOR PROPERTY LOCATED AT 655 PACIFIC AVENUE, ASSESSORS PARCEL NUMBER 005-330-003**
   b. Housing Element Annual Progress Report/A review and discussion regarding the City of Willows Housing Element Year End Review for period from January 1, 2019 to December 31, 2019
7. **COMMISSION/STAFF REPORTS/COMMENTS**
   a. Staff Reports/Comments:

## 8. ADJOURNMENT

**This agenda was posted on March 13, 2019**

Maria Ehorn, Minute 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.

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*

# ACTION MINUTES OF THE WILLOWS PLANNING COMMISSION
# REGULAR MEETING HELD FEBRUARY 19, 2020

*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 Planning Commission Meeting.*
*Please visit www.cityofwillows.org for free PodBean recordings.*

1. Chair Griffith called the meeting to order at 7:02 p.m.
2. The meeting opened with the Pledge of Allegiance led by Chair Griffith.
3. **Roll Call:**

   Commissioners Present: Griffith, Hansen, Woods, Owens, Muller

   Absent:

   Staff Present: Karen Mantele, Planner; Maria Ehorn, Minute Clerk; Wayne Peabody, Interim City Manager
4. **Public Comment/ Written Communications:** No public comments or written communications.
5. **Consent Agenda**:

   a. Approval of minutes of the Regular Planning Commission meeting held on December 18, 2019.

   **Action**:

   Motion: Commissioner Woods/Second: Commissioner Hansen

   *Moved to approve the minutes of Regular Planning Commission meeting as presented.*

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

   AYES: Griffith, Hansen, Woods, Owens, Muller

   NOES:

   ABSENT:

   ABSTAIN:
6. **REGULAR BUSINESS AGENDA/ITEMS REQUIRING COMMISSION ACTION**

   a. Election of Planning Commission Chair and Vice Chair.
   Commissioner Hansen moved to nominate as Bob Griffith as Chair.

   Motion: Commissioner Hansen/Second: Commissioner Owens

   *Moved to approve the nomination of Commissioner Griffith as Chair.*

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

   AYES: Griffith, Hansen, Woods, Owens, Muller

   NOES:

   ABSENT:

   ABSTAIN:

   Commissioner Woods nominated Commissioner Hansen as Vice Chair.

   **Action**:

   Motion: Commissioner Woods /Second: Commissioner Muller

   *Moved to approve the nomination of Commissioner Hansen as Vice Chair.*

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

   AYES: Griffith, Hansen, Woods, Owens, Muller

   NOES:

DRAFT

ABSENT:

ABSTAIN:

b. Staff recommends Commission receive the staff report, discuss and upon conclusion, consider the adoption of the attached resolution for Design Review, File #DR-20-01 and Use Permit, File #UP-20-01.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS GRANTING DESIGN REVIEW APPROVAL (FILE #DR-20-01) FOR A REIMAGE PROJECT TO PAINT AN EXISTING COMMERCIAL BUILDING (AM PM), INSTALL NEW LOGO PRICING AND USE PERMIT APPROVAL (FILE #UP-20-01) TO ALLOW ADDITIONAL 15.12 SQUARE FEET OF INCIDENTAL SIGNAGE AND 59.02 SQUARE FEET OF IDENTITY SIGNAGE TO RUSSELL MORGAN FOR PROPERTY LOCATED AT 1399 W. WOOD STREET (AM PM) ASSESSORS PARCEL NUMBER 005-370-003.**

7:33p.m. Chair Griffith opened the public hearing.

7:33p.m. closed the public hearing.

**Action**:

Motion: Commissioner Owens/Second: Commissioner Muller

*Moved by motion to approve the next resolution in line entitled, a Resolution of the Planning Commission of the City of Willows granting design review approval (File #DR-20-01) for a reimage project to paint an existing commercial building (AM PM) , install new logo pricing and use permit approval (File #UP-20-01) to allow additional 15.12 square feet of incidental signage and 59.02 square feet of identity signage to Russell Morgan for property located at 1399 W. Wood Street (AM PM) Assessors Parcel Number 005-370-003.*

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

AYES: Griffith, Hansen, Woods, Owens, Muller

NOES:

ABSENT:

ABSTAIN:

c. Review and Acceptance of Draft Single-Family Residential Design Guidelines.

The consensus of the Commission was to approve the guidelines.

**7. COMMISSION/STAFF REPORTS/COMMENTS**:

a. Staff Reports/Comments: Ms. Mantele gave brief update/status of upcoming and ongoing projects. Interim City Manager, Wayne Peabody, gave a report on the Basin Street project.

b. Commission Reports/Comments: Commissioners gave comments/reports on activities and various meetings they attended.

**8. ADJOURNMENT:**

The meeting was adjourned at 7:52 p.m.

**BOB GRIFFITH – Chair**

**Maria Ehorn – Minute Clerk**

DRAFT

**Item 6a**

# Willows Planning Commission Agenda Report: March 18, 2020

| | |
|---|---|
| Project: | Tentative Parcel Map File #TPM-19-01 |
| Applicant/Owner: | Paul Malignaggi/Paul Malignaggi & Barbara Malignaggi 2001 Trust |
| Project Location: | 655 Pacific Avenue, Willows, CA |
| Parcel No(s): | 005-330-003 |
| General Plan | Low Density Residential |
| Zone: | R-1 A (Single Family Residential Housing/Agriculture) |

**Review Process**
Willows Municipal Code Title 17, Section 17.55.200 stipulates that the City Council has approval authority over parcel maps. As such, the Planning Commission will review the subject application and make a recommendation to the City Council related to project approval, denial, revisions, conditions of approval, etc.

**Project Description:**
The applicant and property owner, Paul Malignaggi, has submitted a Tentative Parcel Map application to subdivide one lot (2.38 acres) into one parcel and a remainder. Parcel 1 would be 27,332 SF/0.63 acres, (*where an existing single-family dwelling and garage is located*), and the remainder parcel would be 76,668.5 square feet/1.76 acres (*where a barn and two sheds are located*). The existing barn and sheds will remain.

**Zoning**
The subject property is located on Pacific Avenue in the northern part of the City. The applicant does not propose any new construction with this project. As proposed, and with conditions of approval as described in this report, the subdivision is consistent with the zoning standards found in Title 18, Chapter 18.30 (R-1 Single Family Residential Housing District) of the City's Municipal Code regarding minimum size lot, as well as Title 17 (Subdivisions).

**General Plan**
The Land Use Designation for this property is Low Density Residential pursuant to the City's General Plan Land Use Map. The proposed subdivision is consistent with this designation.

**Environmental Review**
The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposal is exempt from further CEQA pursuant to CEQA Section 15315, Minor Land Divisions, Class 15 which reads as follows:

> Class 15 consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in

a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

**Findings**

In accordance with City Code, notice of this public hearing for a proposed subdivision was legally noticed in the local newspaper ten (10) days prior to the public hearing and direct notices were sent to property owners as indicated on the latest secured Assessor's records within 400 feet of the subject property. No written or verbal comments have been received from the adjoining property owners.

City Municipal Code 17.15.070 states that the approval of a tentative or final map shall be denied if any of the following findings can be made:

(1) That the proposed map or the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.
(2) That the site is not physically suitable for the type of development or for the density of development proposed.
(3) That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat or that they do not provide reasonable public access to public resources per Article 3.5 of the Subdivision Map Act.
(4) That the design of the subdivision or the type of improvements is likely to cause serious public health problems.
(5) That the design of the subdivision or the type of improvements will conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision. The city council may approve a map if it finds that alternate easements, for access or for use, will be provided and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction. The city does not have authority to determine that the public at large has acquired easements for access through or use of property within a proposed subdivision.
(6) That the discharge of waste from the proposed subdivision into the city sewer system would result in violation or add to a violation of existing requirements prescribed by a California Regional Water Quality Control Board. [Ord. 550-79, 5-8-79. Prior code § 14-402].

Staff has determined that none of the above findings have been made with respect to this the proposed project.

The Planning Commission may recommend approval of the subject Tentative Parcel Map with making the following findings:

A. That the project is consistent with the City of Willows General Plan and Zoning Ordinance.
B. That the parcel is physically suitable for the type of use proposed.
C. That the proposed use of the parcel will not cause substantial environmental damage or substantially injure wildlife or their habitat.
D. That the approval of the proposed tentative map will not cause serious public health problems.

E. That the project is consistent with the State Subdivision Map Act.

The project was reviewed internally by city departments for comments/conditions which attached proposed conditions of approval reflect those comments.

**Staff Recommendation:**
Adopt the attached resolution approving Tentative Parcel Map (file #TPM-19-01)-for property located at 655 Pacific Avenue subject to the attached conditions of approval.

**Planning Commission Options**:

1) Approve the Malignaggi Trust Parcel Map (#TM-19-01) with findings as described in the resolution and subject to Conditions of Approval as described in Attachment #2
2) Deny the application with appropriate findings for denial

**Attachments**:

1. Draft Resolution
2. Conditions of Approval
3. Tentative Parcel Map
4. APN map

Submitted by:

Karen Mantele
Principal Planner

PC RESOLUTION NO. _____-2020

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE MALIGNAGGI TRUST TENTATIVE PARCEL MAP (#TPM-19-01) FOR THE SUBDIVISION OF ONE PARCEL INTO ONE PARCEL AND A REMAINDER PARCEL FOR PROPERTY LOCATED AT 655 PACIFIC AVENUE, ASSESSORS PARCEL NUMBER 005-330-003**

**WHEREAS**, the applicant, Paul Malignaggi, has submitted a Tentative Parcel Map application to subdivide one 2.39-acre parcel into one 0.63-acre parcel and a 1.76-acre remainder parcel for property located at 655 Pacific Avenue: and

**WHEREAS,** notices of the Planning Commission meeting held on March 18, 2020 were published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 400 feet were sent; and

**WHEREAS,** the Planning Commission did, on March 18, 2020, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

**WHEREAS**, the Planning Commission finds that the proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15315, Minor Land Divisions, Class 15 which states that Class 15 exemptions which consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent; and

**WHEREAS,** the following findings are made:

A. That the project is consistent with the City of Willows General Plan and Zoning Ordinance.
B. That the parcel is physically suitable for the type of use proposed.
C. That the proposed use of the parcel will not cause substantial environmental damage or substantially injure wildlife or their habitat.
D. That the approval of the proposed tentative parcel map will not cause serious public health problems.
E. That the project is consistent with the State Subdivision Map Act

**NOW THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Willows does hereby find that the subdivision request (#TPM-19-01) to allow one parcel to be split into one parcel and a remainder, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, the City of Willows Zoning Ordinance; and the Subdivision Map Act, and hereby recommends approval of #TPM-19-01 to the City Council, subject to the findings contained in this resolution and attached conditions of approval set forth in Attachment #2.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 18th day of March 2020, by the following vote, to wit:

AYES _____
NOES _____
ABSTAIN _____
ABSENT _____

APPROVED: _____
Robert Griffith, Chairperson

ATTEST: _____
Maria Ehorn, Recording Secretary

**ATTACHMENT 2**

**CONDITIONS OF APPROVAL FOR**
**Malignaggi Tentative Parcel Map (#TM-19-01)**
**655 Pacific Avenue/APN: 005-330-003**
**Adopted by Planning Commission _____, 2020**

## GENERAL

1. That the applicant/developer shall enter into a Pass-Through Agreement with the City of Willows to pay the cost of all planning review, plan checking of this project.

2. The approval of this project shall be subject to the latest adopted Ordinances, Resolutions, Policies and fees of the City of Willows.

3. Notwithstanding the provisions of any other of these Conditions of Approval, this tentative map shall expire 24 months from the date of approval unless extended pursuant to the Subdivision Map Act.

4. That the application to extend the filing period for this map shall be received by the City of Willows sixty (60) days prior to the expiration date.

5. Any action or condition of the Planning Commission regarding this Map may be appealed in writing to the City Council in accordance with Section 66452.5 of the Government Code (filing fee is required). This Map shall not be filed with the Recorder until the expiration of the 15-day appeal period following the date of approval. The expiration date of the appeal period is _____, 2020.

6. Pursuant to section 66474.9 of the California Government Code the subdivider shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the County, its agents, officers, or employees to attack, set aside, void, or annul, an approval by the Planning Commission or City Council concerning this subdivision, which action is brought within the time period provided for in Section 66499.37. The City shall promptly notify the applicant of any such claim, action or proceeding and shall cooperate fully in the defense of the action. If the City fails to so notify the applicant or to cooperate fully in the defense, the applicant shall not be obligated by this condition.

7. That prior to the filing of the Parcel Map for recording, the developer shall file a properly executed Tax Collector's Certificate with the County Recorder. A copy of this executed Certificate shall be included with the Parcel Map at the time the Map is submitted to the City for recording. In lieu of the above-mentioned requirements the developer may choose to have the County Tax Collector execute a Tax Collector's Certificate placed on the face of the Parcel Map. The Certificate shall be executed by the Tax Collector prior to submitting the Final Parcel Map to the City for recording.

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**FIRE DEPARTMENT**

8. At the time of construction on the remainder parcel, WMC Section 15.15.090 (Fire Apparatus Access Roads) will come into effect.

**PUBLIC WORKS/ENGINEERING DEPARTMENT**
**Parcel map Conditions:**

9. A parcel map, as defined in the State Subdivision Map Act, shall be prepared by a licensed surveyor or civil engineer, showing all parcels, rights-of-way, and easement(s) shall be filed with the City Engineers Office. The parcel map shall be substantial conformance with the approved Tentative Map and all applicable conditions of approval. The parcel map in not valid until it has been approved and recorded.

10. The developer shall secure all necessary rights-of-way and easements for both onsite and offsite improvements. Rights-of-way and easements shall be dedicated on the map or provided by separate instrument. The developer shall prepare all necessary legal descriptions and deeds.

11. The applicant shall transmit by certified mail a copy of the conditionally approved Tentative Map together with a copy of Section 66436 of the State Subdivision Map Act to each public entity or public utility that is an easement holder of record. Written compliance shall be submitted to the City of Willows.

12. The parcel map shall contain a local agency sheet that shall contain the following conditions to be fulfilled prior to the issuance of a building permit on either Parcel One or the Remainder Parcel:

    a. Prior to issuance of a building permit for Parcel One or the Remainder Parcel as shown hereon, the following conditions shall be fulfilled.

    b. No building permit shall be issued on the remainder parcel until such time that both Parcel 1 and the Remainder Parcel have individual water, sewer, electric, phone, gas and any other utility services. Any existing utilities that cross common property lines of Parcel 1 and the Remainder Parcel created by the final map shall be disconnected and properly abandoned prior to either the sale of Parcel 1 or any development on the Remainder Parcel. Additionally, prior to development of the remainder parcel, the septic system serving Parcel 1 shall be properly abandoned and Parcel 1 shall be connected to the City's public sewer system.

    c. The developer of the Remainder Parcel shall design and construct all improvements and facilities submitted for permit approval, in accordance with the Willows Municipal Code (WMC), and the City of Willows Design and Construction Standards.

    d. The developer the Remainder Parcel shall be responsible for all City plan check, map check and inspection costs for any improvements installed on the parcel. The developer shall deposit funds with the City upon the initiation of plan check

services. The amount of the initial deposit shall be determined by the City Engineer. Additional funds may be required based upon actual plan check and inspection costs.

13. All proposed utilities within either the Remainder Parcel or Parcel 1, both on-site and along project frontages, shall be placed underground. This does not include surface mounted transformers, pedestal mounted terminal boxes and meter cabinets.

14. Unless otherwise explicitly permitted, all existing wells, septic tanks and/or underground fuel storage tanks on both Parcel One and the Remainder Parcel shall be abandoned under permit and inspection of Glenn County Department of Health Services or other designated agency. If there are none, the project engineer shall provide a letter describing the scope of the search done to make this determination.

15. The developer of the Remainder Parcel shall construct a driveway in conformance with City Standard 206.

16. With any building permit application filed for improving the Remainder Parcel, the developer shall submit civil improvement plans with the building permit application. The plans shall be prepared by a California Registered Civil Engineer for the construction of all necessary and required on-site and off-site improvements including grading, water, sanitary sewer, storm drain facilities, roadway improvements, curbs, gutters and sidewalks. All design and construction shall conform to the City of Willows Design and Construction Standards, as applicable.

17. A detailed Soils Investigation/Geotechnical Report shall be prepared and submitted with any development proposed for the Remainder Parcel. The civil improvement plans and building plans shall incorporate all design and construction criteria recommended in the Geotechnical Report.

18. If ground disturbance on the Remainder Parcel is over 1 acre for any proposed development, the improvements plans shall include a storm water pollution prevention plan. Erosion control measures shall include hydroseeding of all graded areas within 60 days of completion of grading.

19. Any structure constructed on the Remainder Parcel shall be elevated such that the ultimate finished floors are a minimum of 12” above upstream sewer manhole or clean-out rim elevations. Inadequate elevation differentials or grade on private laterals, as determined by the City, must be mitigated by either raising finished floor elevation(s) or installing privately owned and operated sewer lift station(s) with grinder/ejector pump(s) on site.

20. Any drainage improvements on the Remainder Parcel shall be designed in accordance with the Design Criteria utilizing the rationale method and any applicable adopted City drainage plans.

    *The applicant shall submit for review and approval, drainage plans and hydraulic calculations prepared by a Registered Civil Engineer. The drainage plans and

calculations shall indicate the following conditions before and after development:

*Quantities of water, water flow rates, major water courses, drainage areas and patterns, diversions, collection systems, flood hazard areas, sumps and drainage courses.

21. Post-development off-site flows from the Remainder Parcel shall not exceed pre-development flows.

22. No grading or other construction shall be performed until the building and/or improvement plans have been approved and signed by the City Engineer for any development on the Remainder Parcel. Encroachment Permits will not be issued prior to the approval of the building plans. An Encroachment Permit is required for any work within the City's rights of way.

23. The developer of the Remainder Parcel shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the City Engineer.

24. Before or any construction activity that would result in a land disturbance of one acre or larger on the Remainder Parcel, the developer shall provide evidence that a Notice of Intent has been submitted and received by the Regional Water Quality Control Board for a General Construction Activity Storm Water Permit. A copy of the project Storm Water Pollution Protection Plan shall be submitted to the City.

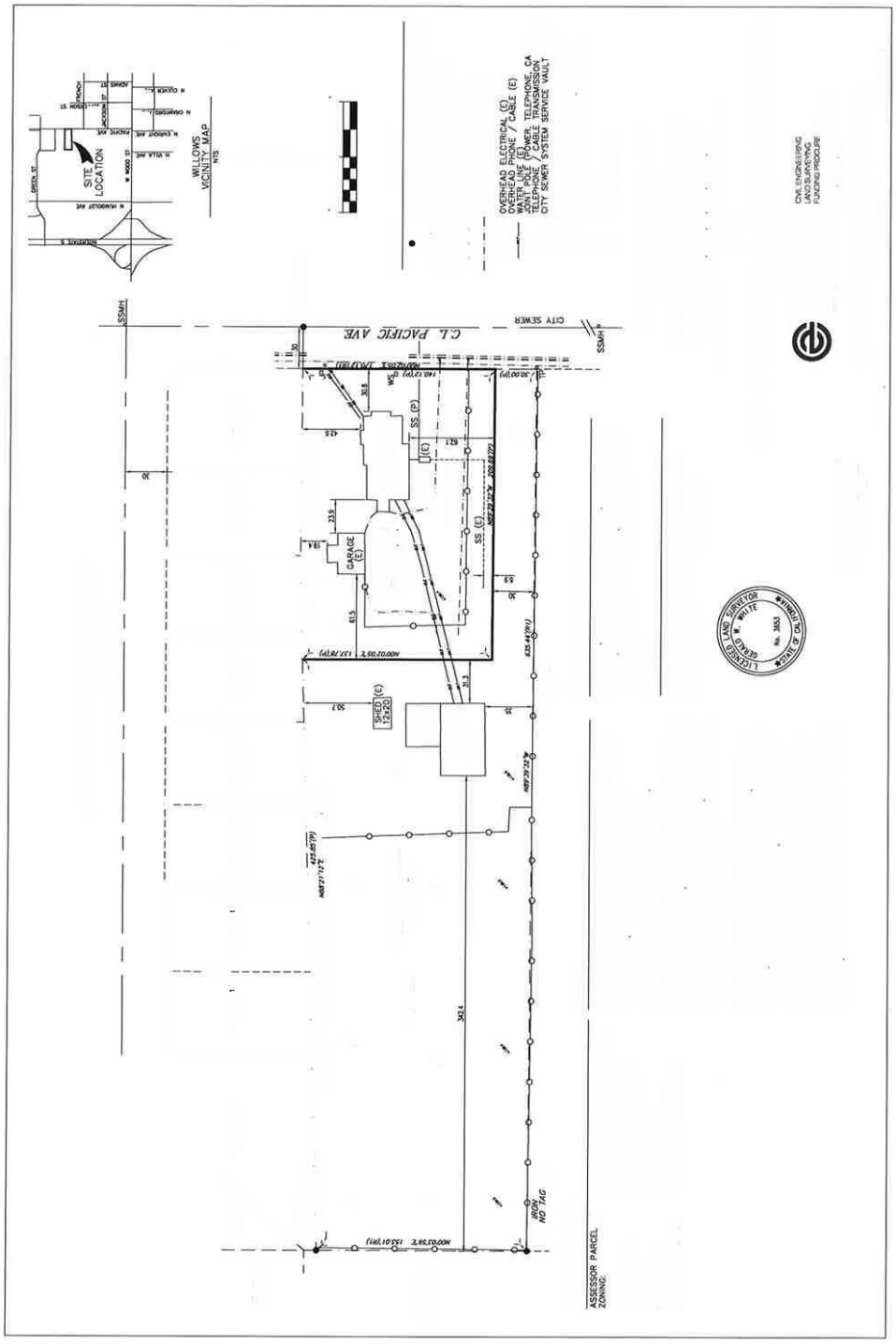
25. If any hazardous waste is encountered during the construction on the Remainder Parcel, all work shall be immediately stopped and the Glenn County Environmental Health Department, the Fire Department, the Glenn County Sherriff, and the City Inspector shall be notified immediately. Work shall not proceed until clearance has been issued by all of these agencies.

26. Any streets, curbs, gutters, sidewalks or other public facilities damaged in the course of construction associated with the development of the Remainder Parcel shall be the responsibility of the Developer and shall be repaired to the satisfaction of the City at the Developer's expense.

27. Working hours for any work on the Remainder Parcel shall be restricted to the hours of 7:00 a.m. to 6 p.m., Monday through Friday.

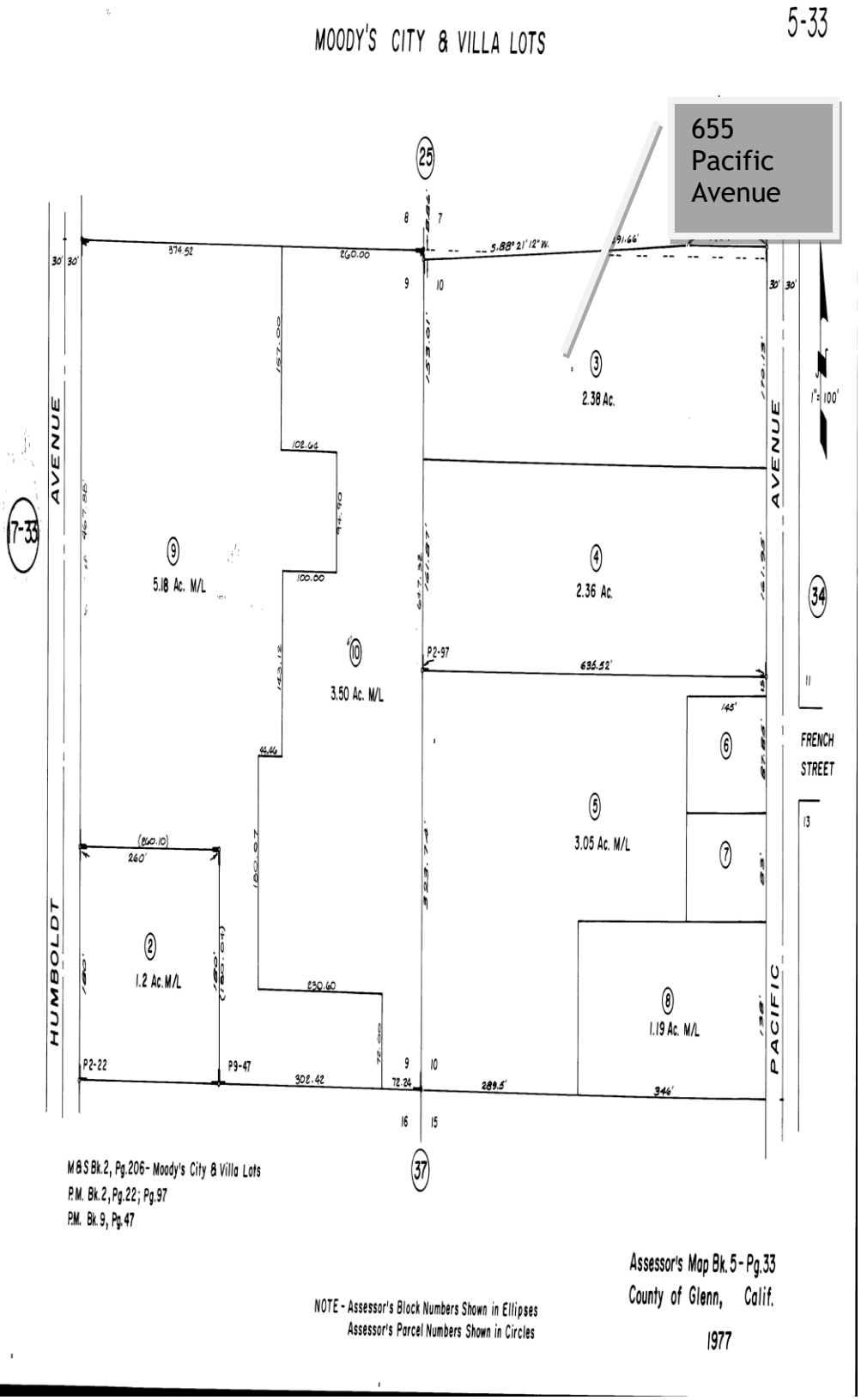
**ATTACHMENT 3**

## Tentative Parcel Map



**ATTACHMENT 4**

**APN MAP**



**Item 6b**

## Planning Commission Agenda Report March 18, 2020

Project: **Housing Element Annual Progress Report**
**A review and discussion regarding the City of Willows Housing Element Year End Review for period from January 1, 2019 to December 31, 2019**

Project Location: **City Wide**

Environmental**:** **This Housing Element Annual Progress Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306**

**Project Description:**
The preparation of a Housing Element Annual Progress Report (APR) per Government Code Section 65400, is required for each city. The APR details the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Additionally the APR includes the RHNA numbers and where the City stands with meeting these numbers. (*The current RHNA planning period covers from January 1, 2014 to June 30, 2019- however because the City is on an eight-year cycle for updating the Housing Element, this planning period extends until 2021*).

**Analysis:**
The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, and updated Housing Elements in 2005, 2010 and 2015. However, currently the City is underway with starting the process to update the General Plan (all elements), which process will take another year at least to complete.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (*Glenn County for Willows*) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing units the City of

Willows must plan for at varying levels of affordability to be developed between the years of 2014 to 2019 (*2021*), broken into those income categories.

| **Household Income Level** | **Units** | **Percentage** |
|---|---|---|
| Extremely low | 7 | 11.1 |
| Very Low | 8 | 12.7 |
| Low | 11 | 17.5 |
| Moderate | 11 | 17.5 |
| Above Moderate | 26 | 4.3 |
| **TOTAL** | **63** | **100%** |

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element.

**2019 Accomplishments:**
There has been some single-family residential development within the City within the past year. One unit was finaled and four more single-family units have been issued building permits. The City was notified in 2019 that the HOME award for the 24-unit Multi-family complex has been granted, and the building plans have been submitted for plan check review. This housing development will begin construction in 2020 and anticipate completion the same year.

**Programs to Accomplish before end of Housing Element timeframe**:

Program HD-1.2.1 refers to the Planning Commission meeting at least twice during the 2014-2019 planning period to review the zoning map and land use map with consideration of meeting future housing needs, and to work closely with Glenn Count to ensure orderly development of unincorporated lands. The Commission has completed the development of single-family residential design guidelines to be used on any future subdivisions for housing. Staff will be preparing a text amendment to the code before implementation of the guidelines. This should take place in 2020.

Program HD-1.4.5 requires the City to promote market rate and affordable housing sites, housing program and support services by developing an informational brochure discussing the opportunities by June 2015. Staff has not prepared this brochure as of yet, but anticipate completion by end of the year.

Program RC-1.1.1 requires the City to periodically re-examine the Zoning Ordinance for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations. The City has not had any inquiries within the past year for new housing construction or considerations for reducing cost of such. The Density Bonus section of the City's zoning ordinance allows for the City to take into consideration, requests for reductions such as parking, and will continue to work with future developers with their needs and requests.

Program RC-1.2.1 requires the City to survey other cities in Glenn County area to ensure that local development fees do not become a constraint on housing production. *Survey to be*

*completed by 12/2016.* The survey has been started but has not been completed as of yet. Staff anticipates this survey will be done prior to the end of the year.

Program EO-1.1.1 requires the City to disperse information to the pubic regarding an Equal Housing Opportunity Program and fair housing laws. This informational program is to be completed by 12/2016. The program/brochure has not been developed as yet, however Staff is in communication with the County regarding this topic and intends to prepare the program by the end of the year.

**STAFF RECOMMENDATION:**
That the Planning Commission review the Housing Element Annual Progress Report, and by motion forward the report with any amendments to the City Council, and thereafter direct Staff to send the report to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:

Karen Mantele
Principal Planner

**Attachments**:

1. State Housing Element Annual Element Progress report forms for year 2019

# Please Start Here

| General Information | |
|---|---|
| Jurisidiction Name | Willows |
| Reporting Calendar Year | 2019 |
| **Contact Information** | |
| First Name | Karen |
| Last Name | Mantele |
| Title | Principal Planner |
| Email | kmantele@cityofwillows.org |
| Phone | 5309347041 |
| **Mailing Address** | |
| Street Address | 201 N. Lassen Street |
| City | Willows |
| Zipcode | 95988 |

**Import Last Year's Data**

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 2_27_20

| Jurisdiction | Willows | |
|---|---|---|
| Reporting Year | 2019 | (Jan. 1 - Dec. 31) |

# ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

### Table A
### Housing Development Applications Submitted

| Project Identifier | | | | | Unit Types | | Date Application Submitted | Proposed Units - Affordability by Household Incomes | | | | | | | | Total Approved Units by Project | Total Disapproved Units by Project | Streamlining | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | 5 | | | | | | | 6 | 7 | 8 | 9 | 10 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Date Application Submitted | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low-Income Deed Restricted | Low-Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Total PROPOSED Units by Project | Total APPROVED Units by project | Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten) | Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining) | Notes+ |
| Summary Row: Start Data Entry Below | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

| Jurisdiction | Willows | |
|---|---|---|
| Reporting Year | 2019 | (Jan. 1 - Dec. 31) |

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

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

### Table A2
**Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units**

| Project Identifier | | | | | Unit Types | | Affordability by Household Incomes - Completed Entitlement | | | | | | | | | Affordability by Household Incomes - Building Permits | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | 2 | 3 | 4 | | | | | | | 5 | 6 | 7 | | | | | | | 8 | 9 |
| Prior APN+ | Current APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Unit Category (SFA,SFD,2 to 4,5+,ADU,MH) | Tenure R=Renter O=Owner | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Entitlement Date Approved | # of Units issued Entitlements | Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Building Permits Date Issued | # of Units Issued Building Permits |
| Summary Row: Start Data Entry Below | | | | | | | 0 | 0 | 0 | 0 | 0 | 1 | 0 | | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 3 | | 5 |
| | 005-282-005 | 680 N. Shasta St | | | MH | O | | | | | | 1 | | 1/30/2019 | 1 | | | | | | | | | 0 |
| | 005-402-015 | 431 N. Butte St | | | SFA | O | | | | | | | | | 0 | | | | | | | 1 | 7/3/2019 | 1 |
| | 002-281-016 | 342 Cedar St | | | SFD | O | | | | | | | | | 0 | | | | 1 | | | | 6/3/2019 | 1 |
| | 003-152-004 | 245 Ventura St | | | SFD | O | | | | | | | | | 0 | | | | | | | 1 | 6/25/2019 | 1 |
| | 005-187-003 | 889 Glennwood Ct | | | SFA | O | | | | | | | | | 0 | | | | | | | 1 | 6/12/2019 | 1 |
| | 005-401-012 | 411 N. Shasta St | | | SFA | O | | | | | | | | | 0 | | | | 1 | | | | 7/30/2019 | 1 |

## TABLE A2 CONT.

| Affordability by Household Incomes - Certificates of Occupancy | | | | | | | | | | Streamlining | Infill | Housing with Financial Assistance and/or Deed Restrictions | | Housing without Financial Assistance or Deed Restrictions | Term of Affordability or Deed Restriction | Demolished/Destroyed Units | | | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10 | | | | | | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | 21 |
| Very Low-Income Deed Restricted | Very Low-Income Non Deed Restricted | Low- Income Deed Restricted | Low- Income Non Deed Restricted | Moderate-Income Deed Restricted | Moderate-Income Non Deed Restricted | Above Moderate-Income | Certificates of Occupancy or other forms of readiness (see instructions) Date Issued | # of Units issued Certificates of Occupancy or other forms of readiness | How many of the units were Extremely Low Income?+ | Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N | Infill Units? Y/N+ | Assistance Programs for Each Development (see instructions) | Deed Restriction Type (see instructions) | For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions) | Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)+ | Number of Demolished/Destroyed Units+ | Demolished or Destroyed Units+ | Demolished/Destroyed Units Owner or Renter+ | Notes+ |
| 0 | 0 | 0 | 0 | 0 | 1 | 0 | | 1 | 0 | 0 | | | | | | 1 | 0 | 0 | |
| | | | | | 1 | | 1/30/2019 | 1 | | N | Y | | | based on building permit valuation | | | | | to my knowledge no streamline was requested for any of these new units. Normal processing of building permit apps |
| | | | | | | | | 0 | | N | Y | | | based on building permit valuation | | | | | |
| | | | | | | | | 0 | | N | N | | | based upon building permit valuation | | | | | |
| | | | | | | | | 0 | | N | Y | | | based upon building permit valuation | | | | | |
| | | | | | | | | 0 | | N | Y | | | based on building permit valuation | | | | | |
| | | | | | | | 11/18/2019 | 0 | | N | N | | | based on building permit valuation | | 1 | Demolished | O | removal of old house and garage by owner |

| | | |
|---|---|---|
| **Jurisdiction** | Willows | |
| **Reporting Year** | 2019 | (Jan. 1 - Dec. 31) |

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

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

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

| | | 1 | 2 | | | | | | | | | 3 | 4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Income Level** | | **RHNA Allocation by Income Level** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** | | | | **Total Units to Date (all years)** | **Total Remaining RHNA by Income Level** |
| Very Low | Deed Restricted | 15 | | 49 | 23 | | | | | | | 72 | |
| | Non-Deed Restricted | | | | | | | | | | | | |
| Low | Deed Restricted | 11 | | | 2 | | | | | | | 4 | 7 |
| | Non-Deed Restricted | | | | | | | 2 | | | | | |
| Moderate | Deed Restricted | 11 | | | | | | | | | | 1 | 10 |
| | Non-Deed Restricted | | | | 1 | | | | | | | | |
| Above Moderate | | 26 | | | | 2 | | 3 | | | | 5 | 21 |
| Total RHNA | | 63 | | | | | | | | | | | |
| Total Units | | | | 49 | 26 | 2 | | 5 | | | | 82 | 38 |

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

Cells in grey contain auto-calculation formulas

| Jurisdiction | Willows | |
|---|---|---|
| Reporting Year | 2019 | (Jan. 1 - Dec. 31) |

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

**Note: "+" indicates an optional field**

Cells in grey contain auto-calculation formulas

### Table C
### Sites Identified or Rezoned to Accommodate Shortfall Housing Need

| Project Identifier | | | | Date of Rezone | RHNA Shortfall by Household Income Category | | | | Type of Shortfall | Sites Description | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | 3 | | | | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 |
| APN | Street Address | Project Name+ | Local Jurisdiction Tracking ID+ | Date of Rezone | Very Low-Income | Low-Income | Moderate-Income | Above Moderate-Income | Type of Shortfall | Parcel Size (Acres) | General Plan Designation | Zoning | Minimum Density Allowed | Maximum Density Allowed | Realistic Capacity | Vacant/Nonvacant | Description of Existing Uses |
| Summary Row: Start Data Entry Below | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

# ANNUAL ELEMENT PROGRESS REPORT
## Housing Element Implementation

(CCR Title 25 §6202)

| | | |
|---|---|---|
| **Jurisdiction** | Willows | |
| **Reporting Year** | 2019 | (Jan. 1 - Dec. 31) |

**Table D**

**Program Implementation Status pursuant to GC Section 65583**

**Housing Programs Progress Report**

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

| 1 | 2 | 3 | 4 |
|---|---|---|---|
| **Name of Program** | **Objective** | **Timeframe in H.E** | **Status of Program Implementation** |
| **Program HD-1.1.1** | Continue to monitor the available | As developers approach | The City has been approached by individual potential buyers of vacant lots as well |
| **Program HD-1.1.2** | Work in close cooperation with Glenn | The City will meet with | No annexations have been proposed |
| **Program HD-1.1.3**: | Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts | Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually | Zoning Ordinance revisions Completed in 2015. |
| **Program HD-1.2.1**: | Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas | Attend monthly meetings and review the zoning and land use maps twice during the planning period | Staff has worked with the Planning Commission on developing Single Family Design Guidelines/standards. The City has begun the process in conjunction with the County in updating our General Plan Elements, with process to take up to another year to complete. |
| **Program HD-1.3.1:** | The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement | Ongoing, as projects are processed though the Planning Department | Public information handouts for Design Review are made available to prospective developers as well as other entitlements |
| **Program HD-1.4.1**: | Assist in the development of affordable housing | Annually apply for funds as NOFAs are released | In 2016 city approved a 24 unit MF apt complex and made a HOME application for funding assistance for the complex. Obtained a HOME grant of award in 2018 with construction to start in 2020. |
| **Program HD-1.4.2**: | Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing | Ongoing | The City works in conjunction with the County of Glenn HR department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of Glenn |
| **Program HD-1.4.3**: | Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available | Apply for CDBG allocations | As housing funds become available they will be made public |
| **Program HD-1.4.4** | The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding | Offer incentives on an ongoing basis as developers show interest in developing senior housing | A 49 unit senior housing development was completed in 2015. Parking incentives were provided to the development by way of reduced covered parking. |
| **Program HD-1.4.5** | Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs | Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015 | The City works with any developer who will develop for special needs. In 2015 the city applied for HOME funds to assist with a senior housing development. The informational brochure will be completed by the end of 2020. |
| **Program HD-1.4.6** | Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually | Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available | The city encourages affordable housing and has in conjunction with an affordable housing developer, submitted a HOME application last year which the city has just been notified recently that the application was granted and the 24 MF apt project is expected to begin development in 2019. No SRO's have been requested. The city takes inquiries from interested developers on proposed housing development projects. Recently (2019) the city made text amendments to the code to allow SF and MF use of structures built as houses which have lost their allowable use under the code to re-establish a residential use with an approved use permit. |
| **Program EC-1.1.1:** | Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric | Ongoing as funding is available. | The City works with the Glenn County HRA to administer these programs |
| **Program EC-1.1.2** | Continue to support the energy audits free to all homes located within the city limits | Ongoing as funding is available. | The City supports free energy audits to homes in the City |
| **Program EC-1.2.1**: | Encourage use of solar energy considerations in new residential construction | Ongoing and as projects are processed through the planning dept | The City Building Department has issued numerous solar energy permits for residents within the City over the past year |
| **Program MI-1.1.1** | Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs | Annually apply for CDBG, HOME, and other state and federal funding | Public informational meetings are held annually to annouce the availability of grant funding |
| **Program MI-1.2.1** | Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments | Ongoing | The Code Enforcement officer for the City of Willows enforces code violations regularly. |
| **Program RC-1.1.1** | Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations | Biannually, 2014–2019 | The City is held to comply with the California Building Codes regarding basic health and safety. Staff will bring forth any ideas for the Zoning Ordinance to re-examined for possible amendments to reduce housing construction costs. |
| **Program RC-1.2.1** | Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production | Survey by December 2016 | Survey is underway and will be completed by end of 2020 |
| **Program RC-1.3.1** | amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones | Amend Zoning Ordinance by June 2015 | Completed in 2015 |
| **Program RC-1.3.2** | amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family" | Amend Zoning Ordinance by June 2015 | Completed in 2015 |
| **Program EO-1.1.1** | In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows | Establish Equal Housing Opportunity Program by December 2015 | An informational EHO program/brochure has not been completed as yet, anticiapte completion by end of 2020. |

| | | |
|---|---|---|
| **Jurisdiction** | Willows | |
| **Reporting Period** | 2019 | (Jan. 1 - Dec. 31) |

# ANNUAL ELEMENT PROGRESS REPORT

# Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

## Table E

## Commercial Development Bonus Approved pursuant to GC Section 65915.7

| Project Identifier | | | | Units Constructed as Part of Agreement | | | | Description of Commercial Development Bonus | Commercial Development Bonus Date Approved |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 2 | | | | 3 | 4 |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Very Low Income** | **Low Income** | **Moderate Income** | **Above Moderate Income** | **Description of Commercial Development Bonus** | **Commercial Development Bonus Date Approved** |
| Summary Row: Start Data Entry Below | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| Jurisdiction | Willows | | ANNUAL ELEMENT PROGRESS REPORT | Note: "+" indicates an optional field |
|---|---|---|---|---|
| Reporting Period | 2019 | (Jan. 1 - Dec. 31) | Housing Element Implementation | Cells in grey contain auto-calculation formulas |
| | | | (CCR Title 25 §6202) | |

## Table F

### Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

| Activity Type | Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only | | | | Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields. | | | | The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1+ |
|---|---|---|---|---|---|---|---|---|---|
| | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | Extremely Low-Income+ | Very Low-Income+ | Low-Income+ | TOTAL UNITS+ | |
| Rehabilitation Activity | | | | | | | | | |
| Preservation of Units At-Risk | | | | | | | | | |
| Acquisition of Units | | | | | | | | | |
| Total Units by Income | | | | | | | | | |

| | | | | |
|---|---|---|---|---|
| **Jurisdiction** | Willows | | **NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.** | Note: "+" indicates an optional field |
| **Reporting Period** | 2019 | (Jan. 1 - Dec. 31) | | Cells in grey contain auto-calculation formulas |

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

### Table G
**Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of**

| **Project Identifier** | | | | | | |
|---|---|---|---|---|---|---|
| **1** | | | | | | **4** |
| **APN** | **Street Address** | **Project Name+** | **Local Jurisdiction Tracking ID+** | **Realistic Capacity Identified in the Housing Element** | **Entity to whom the site transferred** | **Intended Use for Site** |
| Summary Row: Start Data Entry Below | | | | | | |
| | | | | | | |
| | | | | | | |

| | | |
|---|---|---|
| **Jurisdiction** | Willows | |
| **Reporting Year** | 2019 | (Jan. 1 - Dec. 31) |

| Building Permits Issued by Affordability Summary | | |
|---|---|---|
| **Income Level** | | **Current Year** |
| Very Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Low | Deed Restricted | 0 |
| | Non-Deed Restricted | 2 |
| Moderate | Deed Restricted | 0 |
| | Non-Deed Restricted | 0 |
| Above Moderate | | 3 |
| Total Units | | **5** |

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

| Housing Applications Summary | |
|---|---|
| Total Housing Applications Submitted: | 0 |
| Number of Proposed Units in All Applications Received: | 0 |
| Total Housing Units Approved: | 0 |
| Total Housing Units Disapproved: | 0 |

| Use of SB 35 Streamlining Provisions | |
|---|---|
| Number of Applications for Streamlining | 0 |
| Number of Streamlining Applications Approved | 0 |
| Total Developments Approved with Streamlining | 0 |
| Total Units Constructed with Streamlining | 0 |

| Units Constructed - SB 35 Streamlining Permits | | | |
|---|---|---|---|
| **Income** | **Rental** | **Ownership** | **Total** |
| Very Low | 0 | 0 | 0 |
| Low | 0 | 0 | 0 |
| Moderate | 0 | 0 | 0 |
| Above Moderate | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Cells in grey contain auto-calculation formulas

Check for potential errors

**Optional:** This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Format A2 for easy printing

**Optional:** Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Ensure all dates are valid

**Optional:** This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

**Link to the online system:** https://apr.hcd.ca.gov/APR

## Submittal Instructions

**Please save your file as Jurisdictionname2019 (no spaces).** Example: the city of San Luis Obispo would save their file as SanLuisObispo2019

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System (Preferred) - Please see the link to the online system to the left.** This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.