



Willows Planning Commission Regular Meeting

March 17, 2021
Willows City Hall
7:00 p.m.

Agenda

PLANNING COMMISSION
Hilgard Muller, Chair
Jose Hansen, Vice Chair
Candis Woods, Commissioner
Robert Griffith, Commissioner
Pedro Bobadilla, 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 17, 2021.

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. Housing Element Annual Progress Report / A review and discussion regarding the City of Willows Housing Element Year End Review for period From January 1, 2020 to December 31, 2019.

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

- a. Commission reports/Comments.
b. Staff Reports/Comments.

8. **ADJOURNMENT**

This agenda was posted on March 11, 2021

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

Planning Commission Agenda Report

March 17, 2021

- 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, 2020 to December 31, 2020
- 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. The City is underway with starting the process to update the General Plan (all elements except the Housing Element which is being updated separately. It is anticipated that both the Housing Element Update and the General Plan Update will be completed by the end of 2021.

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 according to the programs listed within the Element.

2020 Accomplishments:

The City has issued two certificates of occupancies for new SFD’s within the City within the past year; both permits were initially issued in 2019. One new building permit was issued for a SFD to start construction, and a building permit was issued in 2020 for the 24-unit multi-family apartment project, which is now under construction and moving along to completion by April of 2021. This apartment complex was a result of a HOME grant award. The City is working with the developer with payment of the development impact fees until final of the project. The City was awarded an HCD/LEAP grant of \$65,000 in 2020 to assist the City with preparation of the Housing Element Update. The City is working with the selected contractor in preparation of the Housing Element Update which will be on an eight-year cycle from here on. The Update is required to be completed by November 2021.

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 County 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 2021.

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 yet.

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 had inquiries within the past year for new affordable housing construction, however no specific inquiries about density bonuses. 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 yet.

Program EO-1.1.1 requires the City to disperse information to the public 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 yet been developed.

STAFF RECOMMENDATION:

That the Planning Commission review the Housing Element Annual Progress Report for year 2020, 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 2020

Please Start Here

General Information	
Jurisdiction Name	Willows
Reporting Calendar Year	2020
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

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.

v3_4_21

Jurisdiction	Willows	
Reporting Year	2020	(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

Income Level	RHNA Allocation by Income Level	2									3	4
		2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted		49					24				
	Non-Deed Restricted	15									73	
Low	Deed Restricted	11		2				2			4	7
	Non-Deed Restricted											
Moderate	Deed Restricted	11									3	8
Above Moderate	Non-Deed Restricted			1			2			2		
Total RHNA		63									5	21
Total Units			49	3	2			5	26		85	36

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Willows	
Reporting Year	2020	(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 residential land in the city to ensure adequate sites are available for the development of housing.	As developers approach the City and as funding is available	<i>Staff has worked with a developer to issue a building permit to start construction of a MF apt complex for 24 units of affordability</i>
Program HD-1.1.2	Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas	The City will meet with County staff on an as-needed basis when future annexations are proposed	<i>No annexations have been proposed</i>
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	<i>Zoning Ordinance revisions Completed in 2015.</i>
			<i>The City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis.</i>

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 PC to prepare R1 Design Guidelines for implementation for future projects. Zoning and Land use maps have been discussed with the PC in the past year
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 through the Planning Department	<i>Public information handouts for Design Review are made available to prospective developers as well as other entitlements</i>
Program HD-1.4.1:	Assist in the development of affordable housing	Annually apply for funds as NOFAs are released	<i>A 2016 MF apt project that was approved applied for HOME funding in 2017 but not awarded, however application was made in 2018 with an award of funds</i>
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	<i>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</i>
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	<i>As housing funds become available they will be made public</i>
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	<i>A 49 unit senior housing complex was completed in 2015 .No new developers have come before the City to propose senior housing</i>

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 continues to work with developers to bring about special housing needs to the City.

Program HD-1.4.5

			<i>An informational brochure to promote all forms of housing opportunities has not been prepared as of yet</i>
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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 HD-1.4.6

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.

Program EC-1.1.1:

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.	<i>The City supports free energy audits to homes in the City</i>
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	<i>The City Building Department has issued numerous solar energy permits for residents within the City over the past year</i>
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	<i>Public informational meetings are held annually to announce the availability of grant funding</i>
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	<i>The City Building Department enforces all building, electrical and fire codes with all residential permits issued and thereafter inspected.</i>
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	<i>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.</i>
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	<i>A survey has not been conducted yet;</i>
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	<i>Completed in 2015</i>
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	<i>Completed in 2015</i>

Jurisdiction	Willows
Reporting Year	2020 (Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	24
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		0
Total Units		26

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
Very Low	0	0
Low	0	0
Moderate	0	0
Above Moderate	0	0
Total	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Willows
Reporting Year	2020 (Jan. 1 - Dec. 31)

<p>Please update the status of the proposed uses listed in the entity's application for funding and the c 50515.02 or 50515.03, as applicable.</p>	
Total Award Amount	\$

Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested
Update Housing Element	55,000	
New Policies & Procedures	10,000	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Tat Completed Entitlement Issued by Affordability Summary

Income Level	
Very Low	Deed Restricted Non-Deed Restricted
Low	Deed Restricted Non-Deed Restricted
Moderate	Deed Restricted Non-Deed Restricted
Above Moderate	Deed Restricted Non-Deed Restricted
Total Units	

Building Permits Issued by Affordability Summary

Income Level	
Very Low	Deed Restricted Non-Deed Restricted
Low	Deed Restricted Non-Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the

65,000.00

Total award amount is auto-populated based on amounts entered in rows 15-26.

Task Status
In Progress
In Progress

Table A2)

Current Year
0
0
0
0
0
0
0
0
0

Current Year
24
0
0
0

Moderate	Deed Restricted
Above Moderate	Non-Deed Restricted
Total Units	

Certificate of Occupancy Issued by Affordability Summary

Income Level	
Very Low	Deed Restricted
	Non-Deed Restricted
Low	Deed Restricted
	Non-Deed Restricted
Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	

0
0
0
24

Current Year
0
0
0
0
0
2
0
2