

GLENN COUNTY
Planning & Community Development Services Agency

225 N. Tehama Street
Willows, CA 95988
530.934.6540

www.countyofglenn.net



Mardy Thomas, Director

Executive Homes
4068 County Road M
Orland, CA 95963

RE: Administrative Permit 2023-002, Executive Homes
APN: 047-260-030

February 8, 2023

To Whom It May Concern,

Executive Homes has applied for an Administrative Permit (Second Residence) to place a 1,368± square foot manufactured home on Assessor Parcel Number 047-260-003. An Administrative Permit to install a second residence in the RE-5 zoning district is a permitted use under Glenn County Code.

On February 8, 2023, the Glenn County Planning & Community Development Services Agency approved the Administrative Permit. Included is a copy of the Compliance Requirements. **Please sign and review the Compliance Requirements as indicated** and email or submit to the Glenn County Planning & Community Development Services Agency, 225 North Tehama Street, Willows, CA 95988, prior to issuance of a building permit.

Please note that this is not a building permit. Please contact the Glenn County Building Inspection Division at (530) 934-6546 for information on acquiring a building permit.

Sincerely,

Boniface Chifamba
Assistant Planner
bchifamba@countyofglenn.net

Cc: Jennifer McDonald, Landowner
Robert McDonald, Landowner
Glenn County Assessor's Office
Glenn County Building Inspector
Glenn County Environmental Health
Glenn County Public Works

GLENN COUNTY Planning & Community Development Services Agency

225 North Tehama Street
Willows, CA 95988
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Mardy Thomas, Director

STAFF REPORT

DATE: February 8, 2023

FROM: Boniface Chifamba, Assistant Planner

RE: **Administrative Permit 2023-002, Executive Homes**

Attachments:

1. Compliance Requirement(s)
2. Agency Comments
3. Application Materials
4. Site Plan

1. **PROJECT SUMMARY**

Executive Homes has applied for an Administrative Permit (Second Residence) to place a 1,368± square foot manufactured home on Assessor Parcel Number 047-260-003. There is one existing residence on the site; therefore, an Administrative Permit for a Second Residence is required per Glenn County Code §15.35.030. S.

The 3.3± acre property is zoned “RE-5” (4.25-acre, minimum parcel size) and is designated “Rural Residential Zone” in the Glenn County General Plan. The project site is located to the east of County Road M, west of County Road 21, east of K, and north of County Road 24, in the unincorporated area of Glenn County, California.

1.1 **RECOMMENDATIONS**

Staff recommends that the Director find that this project qualifies as a statutory exemption within section 15268 of the California Environmental Quality Act.

Staff also recommends that the Director approve the Administrative Permit with the information as presented in the Staff Report and the Compliance Requirements as attached.

2 **ANALYSES**

The proposed second residence is consistent with the land use designation in this area. The site’s zoning of Rural Residential permits an additional residence or mobile home with an approved Administrative Permit.

The existing residence, with a proposed second residence, is consistent with the Rural Residential zoning which allows for a second residence with an approved Administrative Permit. Parcels in this area of Glenn County are served by individual wells and sewage disposal systems.

2.1 **ENVIRONMENTAL DETERMINATION**

The second residence as proposed is not anticipated to introduce potentially significant impacts to the environment. California Government Code Section 65852.2 states that applications for second residences shall be considered ministerial without discretionary review. Government Code Section 65852.2(a) (3) states the following:

(3) When a local agency receives its first application on or after July 1, 2003, for a permit pursuant to this subdivision, the application shall be considered ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits.

Therefore, this project is Statutorily Exempt from environmental review pursuant to Section 15268, “Ministerial Projects”, of the Guidelines of the California Environmental Quality Act (CEQA) Article 18 (Statutory Exemptions), §15268(a) & (c) (Ministerial Projects).

2.2 GENERAL PLAN AND ZONING CONSISTENCY

The site is designated “Rural Residential” in the Glenn County General Plan and is zoned “RE-5” (Rural Residential Estate, 4.25-acre minimum parcel size). The project site currently has one residence and the proposed second residence is a permitted use within the “RE-5” zoning. The project is consistent with surrounding land use because the area consists of rural residential uses. The proposal is consistent with zoning and the General Plan.

2.2.1 “RE-5” Rural Residential Zone (Glenn County Code Chapter 15.35)

Permitted Uses (Glenn County Code §15.35.020)

The proposed second residence is a permitted use under Glenn County Code §15.35.020.

Maximum Building Height (Glenn County Code §15.35.070)

The peak height of the proposed structure is 16 ft. and 6 in. and will not exceed the maximum 35 ft. height requirement for the Rural Residential Zone.

Minimum Yard Requirements (Glenn County Code §15.35.060)

The minimum yard requirements for the Rural Residential Zone will be met. The site plan indicates a front yard of more than 30 ft. (approximately 313 ft.), therefore meeting the minimum. The smallest side yard distance is listed as over 15 feet and meets the minimum side yard requirement of 15 ft. The rear yard distance is shown as approximately 155 ft., also meeting the minimum yard requirement of 25 ft.

2.2.2 MINIMUM RESIDENTIAL CONSTRUCTION STANDARDS (Title 15 Unified Development Code, Chapter 15.59):

Standards (Glenn County Code §15.59.020):

- A. *All single-family dwelling units permitted under the zones established under Chapter 15.30 shall meet the following:*
1. *All units shall be attached to a permanent foundation, pursuant to Health and Safety Code Section 18551. The proposed residence shall be placed on a permanent foundation system.*
 2. *An efficiency dwelling unit, as defined in Section 17958.1 of the California Health and Safety Code, shall be allowed provided that it meets all requirements of the building code. The proposed secondary residence is not an efficiency dwelling.*

- i. *Manufactured homes, as defined in Section 18007 of the California Health and Safety Code shall be allowed provided, they meet the requirements of this chapter and that they are no more than 10 years old.*
 - ii. *In Addition, all mobile homes shall install skirting prior to the final inspection by the building division.*
 3. *All units shall be designed so that exterior walls are framed with a minimum of two inch by four-inch (nominal) studs. The walls will be framed with at least 2 by 4-inch studs.*
- B. *All second dwelling units shall meet the following:*
 1. *All units shall meet the requirements of paragraph (A) of this subdivision.*
 2. *Attached second units shall have their own entrance separate from the primary dwelling. An entrance common area which then provides access to each individual dwelling unit shall be acceptable. The proposed secondary residence is not attached to the primary dwelling; therefore, not applicable.*
 3. *The requirements of Chapter 15.61 shall be waived in the event that there is insufficient space to park one vehicle in addition to the parking required for the primary dwelling. The lot size is approximately 3.300 ± acres, and there isn't sufficient space for additional parking.*
 4. *In accordance with California Government Code Sections 65852.2 (a)(1)(B)(i) and 68582.2(c), no maximum size is imposed on second dwellings provided that it does not exceed lot coverage requirements. The second residence will not exceed lot coverage requirements.*
- C. *Travel trailers, recreational vehicles, or other similar vehicles capable of travel on public roadways shall not be allowed as a dwelling. The proposed development is a permanent home structure; therefore, this section is not applicable.*

Exceptions (Glenn County Code §15.59.050):

- A. *Travel Trailers and mobile homes not meeting the above standards located in mobile home or manufactured housing parks or trailer parks subject to the applicable provisions of the Health and Safety Code of the State of California, or in any public camping ground. The proposal is not a travel trailer; therefore, not applicable.*
- B. *Mobilehomes that meet all of the applicable requirements of section 15.59.020, except for the requirement that the mobile home be 1980 model year or newer, may be permitted in the Agricultural zone, provided that an inspection by the Building Inspector confirms compliance with all other requirements in this Chapter. The proposal is less than 10 years old; therefore, not applicable.*

- C. *Mobilehomes placed on an individual lot in accordance with applicable laws and ordinances at the time of installation may remain at the existing location. The permitted use of such mobilehome shall run with the land and shall be transferable to subsequent purchasers. If such mobilehome is moved within the county it must be installed in conformance with this chapter. The second residence is not being moved from another location within the county.*

2.3 GENERAL PROVISIONS

Environmental Health Regulations:

The applicant will be required to comply with all domestic well and sewage disposal system regulations prior to issuance of a building permit for the second residence.

Flood Zone Designation:

The area of the proposal is located within Flood Zone "X"; according to Flood Insurance Rate Map (FIRM) No. 06021C0400D, dated August 5, 2010, issued by the Federal Emergency Management Agency (FEMA). Flood Zone "X" (unshaded) consists of areas of minimal risk outside the 1-percent and 0.2-percent annual chance floodplains. No base flood elevations or base flood depths are shown within this zone.

Violations:

The provided (updated) plot plan, air imagery, and building permit records indicate structures on the property that do not have associated building permits. Therefore, based on the existing unpermitted structures, the following Compliance Requirement is being included as an approval of the review.

Compliance Requirement:

Prior to the issuance of a Building Permit/Zone Clearance for the proposed (1,368 sq. ft.) second residence, the applicant shall submit a site plan, and apply for Building Permits (with building plans) for the existing unpermitted structures.

3 PUBLIC BENEFIT

Housing is desirable because it will increase the housing stock in the County and housing opportunities for families. The proposed second residence is consistent with the "RE" zoning. Additionally, the State Legislature has declared that "...second units are a valuable form of housing in California" (Government Code §65852.150).

4 NOTICES TO APPLICANT/AGENT

This Administrative Permit is not a building permit. It is the applicant's responsibility to secure the necessary permits from all pertaining federal, state, and local agencies.

5 STANDARDS

In accordance with §15.175.020 of the Glenn County Code, and with this review, it is determined that the proposed second dwelling meets all applicable Glenn County codes.

COMPLIANCE REQUIREMENTS

Administrative Permit 2023-002, Executive Homes

Second Residence

“RE-5” Rural Residential Estate

APN: 047-260-003

Compliance Requirements:

1. That the area of operation shall be confined to those areas as shown on the site plan being identified as Exhibit “A” as submitted and on file at the Glenn County Planning & Community Development Services Agency.
2. Prior to the issuance of a Building Permit/Zone Clearance for the proposed (1,368 sq. ft.) second residence, the applicant shall submit a site plan, and apply for Building Permits (with building plans) for the existing unpermitted structures.

Acknowledgment:

I hereby declare that I have read the foregoing requirements that they are in fact the requirements that were imposed upon the granting of this permit, and that I agree to abide fully by said conditions. Additionally, I have read the staff report and I am aware of codified county, state, and/or federal standards and regulation that shall be met with the granting of this permit.

Signature: _____ Date: _____

Wendy Auer, Applicant, Executive Homes

Signature: _____ Date: _____

Jennifer McDonald, Landowner

Signature: _____ Date: _____

Robert McDonald, Landowner

Date Submitted: 1/12/23

**GLENN COUNTY
PLANNING AND COMMUNITY
DEVELOPMENT SERVICES AGENCY**
225 North Tehama Street
Willows, CA 95988
(530) 934-6540
planning@countyofglenn.net

APPLICATION FOR ADMINISTRATIVE PERMIT - RESIDENTIAL

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):
Name: Executive Homes
Address: 3042 Esplanade Chico, CA 95973
Phone: 891-6992 E-Mail wendy@executivehomeschico.com
2. Property Owner(s):
Name: Robert S. & Jennifer A. McDonald
Address: 4068 CLR m Orland, CA 95963
Phone: 530-518-7845 E-Mail Jennifer.mcdonald@NVIH.org
3. Engineer/Person who Prepared Site Plan (if applicable):
Name: N/A
Address: _____
Phone: _____ E-Mail _____
4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (§65091 California Government Code).
Name: Executive Homes
Mailing Address: 3042 Esplanade Chico, CA 95973
5. Existing Use of Property: residential

6. Request or Proposal: Install 1368 sq. ft. (2 bdrm) manufactured home as 2nd dwelling.
7. Address and Location of Project: 4068 C/R M Orland
8. Current Assessor's Parcel Number(s): 047-260-003
9. Existing Zoning (<http://gis.gcppwa.net/zoning/>): _____
10. Provide any additional information that may be helpful in evaluating your proposal.

11. Setback Dimensions (Distance from property line to proposed structure):
North: 172 ft. South: 30 ft.
East: 243 ft. West: 255 ft.
Other Setback/s: _____ ft.
12. Provide the following information:
Size of Assessor Parcel: 134,142 sq.ft. 3.3 acres
Mean height of structure: _____ ft. Peak height of structure: 16'6"
Dimensions of proposed including overhangs: 29 ft. x 60 ft.
Total Square Footage (Proposed): 1368 sq.ft.
Roof Overhang Length: 12" Exterior Stud Size: 2x4
Siding Material: Hardi cement Roof Material: Arch. composition
13. Total Residence Currently on Property: _____
14. Mobile Home: Yes No
Model Year 2023 Model Number _____
Manufacture cmh manufacturing

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: Wendy Auer

Print: Wendy Auer

Date: 12/16/22

Address: 3042 Esplanade Chico, CA 95973

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: Jennifer McDonald Robert Scott McDonald

Print: Jennifer McDonald Robert Scott McDonald

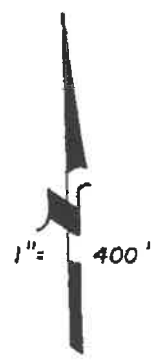
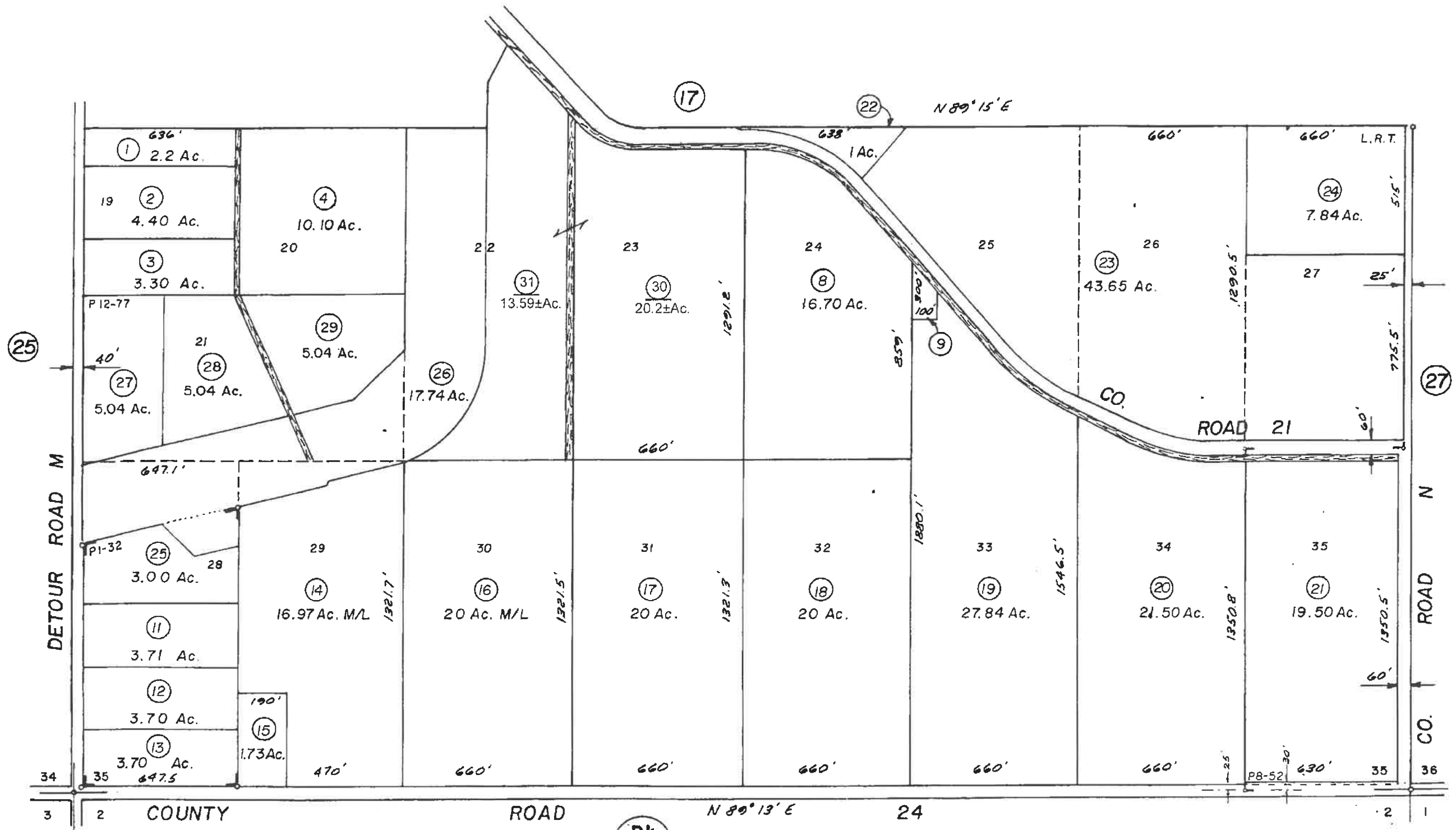
Date: 10-5-22

Address: 4068 Co/Rd M Orland Ca 95963

NOTE: ALL INFORMATION SHOWN ON ASSESSOR'S PARCEL MAPS ARE FOR ASSESSOR'S OFFICE USE AND DO NOT NECESSARILY CONSTITUTE LEGAL LOTS. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN.

POR. LOAM RIDGE TRACT &
POR. SEC. 35, T. 22 N., R. 3 W., M.D.B. & M.

47-26



Bk 24

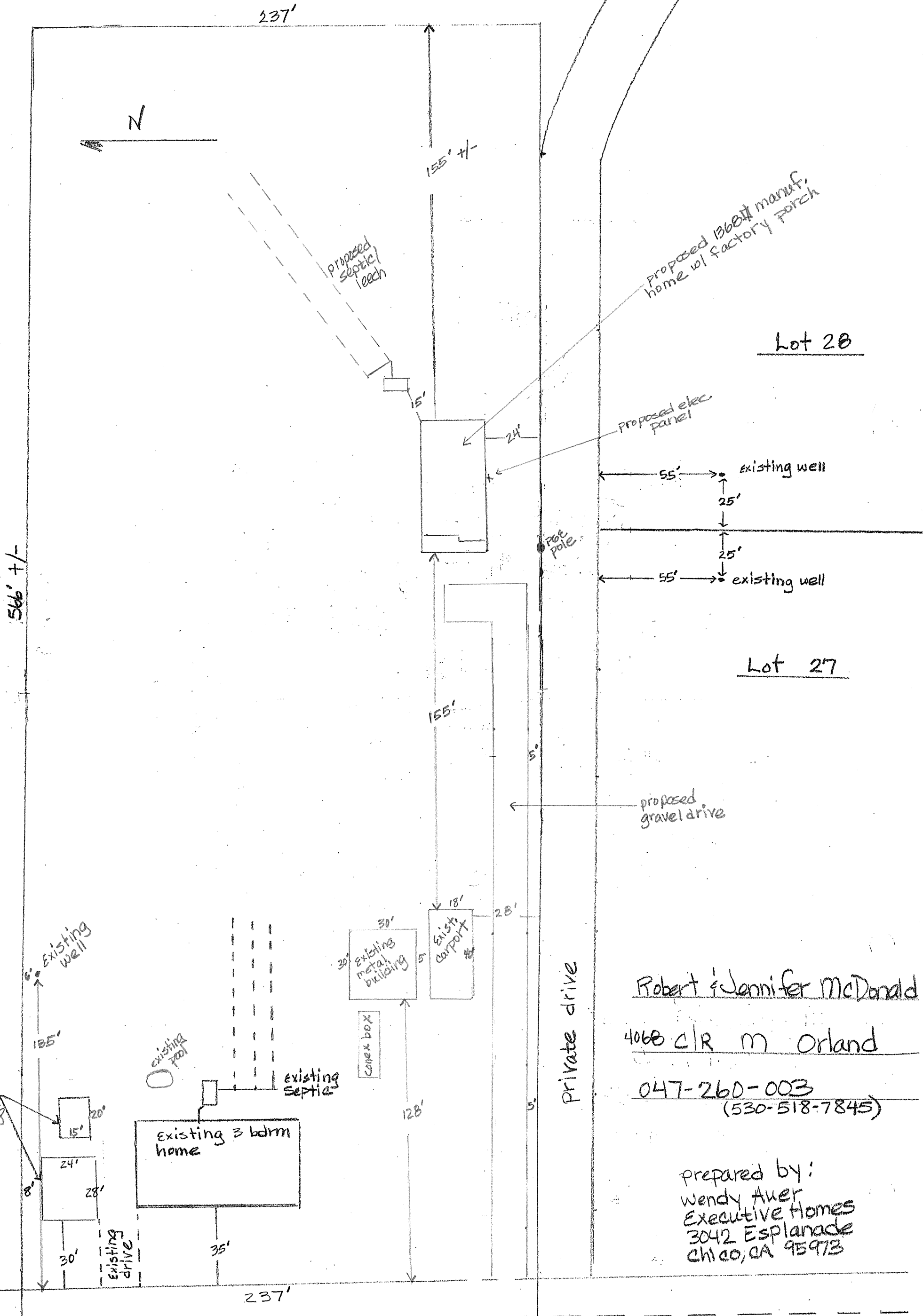
M. & S., Bk. 4, Pg. 8 - Loam Ridge Tract
P.M., Bk. 1, Pg. 32; Bk. 8, Pg. 52; Bk. 12, Pg. 77
M & S Bk. 14, Pg. 68

NOTE - Assessor's Block Numbers Shown in Ellipses
Assessor's Parcel Numbers Shown in Circles

Assessor's Map Bk. 47 - Pg. 26
County of Glenn, Calif.

2012

1" = 40'



Lot 28

Lot 27

Robert & Jennifer McDonald

4068 CLR M Orland

047-260-003
(530-518-7845)

prepared by:
Wendy Auer
Executive Homes
3042 Esplanade
Chico, CA 95973

County RD M.