

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
3042 Esplanade
Chico, CA 95973
Phone: (530) 891-6992
Email: wendy@executivehomeschico.com

September 12, 2023

RE: Administrative Permit 2023-006, Executive Homes, Second Residence
APN: 037-260-011

To Whom It May Concern,

The application for an Administrative Permit to install a 1,782 sq. ft. second residence in the "AE-40" (Exclusive Agricultural) zoning district is an allowed use under Glenn County Code.

On September 12, 2023, the Glenn County Planning & Community Development Services Agency approved the Administrative Permit. Included is a copy of the Compliance Requirements. Please sign the Compliance Requirements as indicated and email or return 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,

Courtney Paget
Assistant Planner
cpaget@countyofglenn.net

Cc: Glenn County Assessor's Office
Glenn County Building Inspector
Glenn County Environmental Health
Glenn County Public Works

GLENN COUNTY

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225 North Tehama Street

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Mardy Thomas, Director

STAFF REPORT

DATE: September 12, 2023

FROM: Courtney Paget, Assistant Planner

RE: **Administrative Permit 2023-006, Second Residence**

Attachments:

1. Compliance Requirement(s)
2. Application and Documents
3. Site Plan

1 PROJECT SUMMARY

Executive Homes has applied to place a 1,782 ± sq. ft. second residence on Assessor Parcel Number: 037-260-011. There is one existing residence on the site; therefore, an Administrative Permit for a Second Residence is required per Glenn County Code §15.33.030.S. The proposed residence has overall dimensions of 29 ft. by 68 ft.

The 3.77± acre property is zoned “AE-40” Exclusive Agriculture (36-acre, minimum parcel size) and is designated “Intensive Agriculture” in the Glenn County General Plan. The project site is located at 7765 County Road 16 (existing residence), west of Hamilton City; east of County Road Vv, south of County Road 16, north of County Road 24, and west of County Road 203, 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 ANALYSIS

The proposed second residence is consistent with the land use in this area. The site’s zoning of Exclusive Agricultural permits a second residence with an approved Administrative Permit.

Parcels in this area of Glenn County are served by individual wells and onsite septic 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 “Intensive Agriculture” in the Glenn County General Plan and is zoned “AE-40” (Exclusive Agriculture, 36-acre minimum parcel size). The project site currently has one residence and the proposed second residence is a permitted use within “AE-40” zoning. The project is consistent with surrounding land use because the area consists agricultural uses with associated rural residences. The proposal is consistent with zoning and the General Plan.

2.2.1 “AE” EXCLUSIVE AGRICULTURAL ZONE (Glenn County Code Chapter 15.330):

Permitted Uses (Glenn County Code §15.33.030):

The proposed second residence is a permitted use under Glenn County Code §15.33.030. S.

Minimum Yard Requirements (Glenn County Code §15.33.080):

- A. Front Yard: The minimum front yard shall be thirty (30) feet. The measurement shall start at the edge of the existing “County Right-of-Way” as shown on the adopted Glenn County Circulation Plan, or the existing right-of-way for the road along the front of or through the property. According to the plot plan provided, this project meets county code, as the front yard is shown as 569 feet.
- B. Side Yards: The minimum side yards shall be twenty-five (25) feet. According to the plot plan provided, this project meets county code, as the side yards are 44 feet and 61 feet.
- C. Rear Yard: The minimum rear yard shall be twenty-five (25) feet. According to the plot plan provided, this project meets county code, as the rear yard is 84 feet.

Maximum Building Height (Glenn County Code §15.33.060):

The maximum building height in the “AE” zone shall be thirty-five (35) feet for residential structures; and according to the plot plan provided, this project meets county code, as the building height is listed as 16 feet.

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 15.300 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.
3. *Mobile homes shall be certified under the National Manufactured Home Construction and Safety Standards Act of 1974 and be at least constructed no more than 10 years prior to the date of building permit application, and no manufactured home or commercial coach shall be moved onto a property until an installation permit has been obtained from the building official. 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. All mobile homes shall install skirting prior to the final inspection by the building division. The Building Inspection Department verifies that an installed home was constructed not more than 10 years ago.*
4. *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 6-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.
3. *The requirements of Chapter 15.610 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 3.77± acres, with 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. *Mobile homes 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 proposed project is a new mobile home, which meets this code.*
- C. *Mobile homes 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 mobile home shall run with the land and shall be transferable to subsequent purchasers. If such mobile home is moved within the county, it must be installed in conformance with this chapter. If the home is relocated, permits would be required from the Building Division.*

2.3 GENERAL PROVISIONS

Flood Zone Designation:

The area of the proposal is located within Flood Zone “X”; according to Flood Insurance Rate Map (FIRM) No. 06021C0425D, 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.

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.

3 PUBLIC BENEFIT

A secondary residence 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 “AE-40” zoning. Additionally, the State Legislature has declared that “...second units are a valuable form of housing in California” (Government Code §65852.150).

4 NOTICE 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 the applicable secondary residence development code.

COMPLIANCE REQUIREMENTS

Administrative Permit 2023-006, Executive Homes, Second Residence

“AE-40” Exclusive Agriculture

APN: 037-260-011

Compliance Requirements:

1. That the project activities 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. That this Administrative Permit shall expire if it is not executed within one (1) year from its approval date. Execution of the permit is defined as having had substantial physical construction and/or use of the property in reliance on the permit or application for a building permit has been made.
3. Prior to Issuance of Building Permit (Zone Clearance) the Landowner shall submit a copy of a recorded (by Glenn County Recorder’s office) Agriculture Statement of Acknowledgement.
4. Prior to Issuance of Building Permit (Zone Clearance) all Environmental Health requirements/regulations shall be met including, not limited to; permit and fee submittals, septic system (re-)design, and verification of sufficient area on the parcel to accommodate the system.

Acknowledgment:

I hereby declare that I have read the foregoing conditions, that they are in fact the conditions 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.

Signed: _____ Date: _____
 Wendy Auer, Executive Homes

Signed: _____ Date: _____
 Randall Hinkley, Landowner

Signed: _____ Date: _____
 Lynn Hinkley, Landowner

Date Submitted: _____

**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 wandy@executivehomeschico.com

2. Property Owner(s):

Name: Randall & Lynn Hinkley

Address: 7765 County Rd 16, Hamilton City, CA 95951

Phone: 623-742-5848 E-Mail fizzer32@hotmail.com

3. Engineer/Person who Prepared Site Plan (if applicable):

Name: _____

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: open field

6. Request or Proposal: Install new 1782 sq ft. manuf. home and residence
7. Address and Location of Project: 7769 County Rd 16, Han: Han City CA, 95951
8. Current Assessor's Parcel Number(s): 037-260-011
9. Existing Zoning (<http://gis.gcppwa.net/zoning/>): AE-40
10. Provide any additional information that may be helpful in evaluating your proposal.

11. Setback Dimensions (Distance from property line to proposed structure):
North: 569 ft. South: 87 ft.
East: 46 ft. West: 61 ft.
Other Setback/s: _____ ft.
12. Provide the following information:
Size of Assessor Parcel: _____ sq.ft. _____ acres
Mean height of structure: _____ ft. Peak height of structure: 16 ft.
Dimensions of proposed including overhangs: 29 ft. x 68 ft.
Total Square Footage (Proposed): 1782 sq.ft.
Roof Overhang Length: 12" Exterior Stud Size: 2x6
Siding Material: Smart panel Roof Material: Comp
13. Total Residence Currently on Property: 1
14. Mobile Home: Yes No
Model Year 2023 Model Number 27623A
Manufacture Clayton

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: _____

Print: Executive Homes

Date: 8/29/23

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: Randall Hill Lynn M Hinkleley

Print: RANDALL E HINKLEY Lynn M Hinkleley

Date: 8/15/2023

Address: 7705 County RD 16 Hamilton City CA 95951

2020-0669

RECORDING REQUESTED BY:
Timios Title, A California Corporation
750 Main St.
Red Bluff, CA 96080
No: 71-00152833

CIOS RECVD BY ASSESSOR

Recorded at the request of:
TIMIOS TITLE COMPANY

02/18/2020 10:27 AM
Fee: \$20.00 Pgs: 3

OFFICIAL RECORDS
Sandy Perez, Clerk-Recorder
Glenn County, CA

**After Recording Return And
Mail Tax Statements To:**

RANDALL E HINKLEY
LYNN CLEVELAND-HINKLEY
7765 COUNTY ROAD 16
HAMILTON CITY, CA 95951

SPACE ABOVE THIS LINE FOR RECORDER'S USE

A.P.N. NO. 037-260-011-000

GRANT DEED

The undersigned Grantee(s) hereby acknowledges the Deed correction for the following described Grant Deed: to fix the legal description.

Grantor: Peter Billiou Twede and Judy P. Twede, husband and wife

Grantee: Randall E. Hinkley and Lynn Cleveland-Hinkley, husband and wife as community property with right of survivorship

Document #: 2019-4113

Dated: 10/15/2019

Transfer Tax paid: \$715.00

The undersigned grantor(s) declare(s):

City transfer tax is \$0.00

County Transfer Tax is \$0.00

Monument preservation fee is \$0.00

(X) computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

(X) Unincorporated area: () City of HAMILTON CITY, and

(X) This document is exempt from GC 27388.1, Building Homes & Jobs Tax as it is subject to the imposition of documentary transfer tax.

() This document is exempt from GC 27388.1, Building Homes & Jobs Tax as it transfers a residential dwelling to an owner-occupier.

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

PETER BILLIOU TWEDE AND JUDY P. TWEDE, HUSBAND AND WIFE

hereby GRANTS to

RANDALL E HINKLEY AND LYNN CLEVELAND-HINKLEY, HUSBAND AND WIFE AS COMMUNITY PROPERTY WITH RIGHT OF SURVIVORSHIP

the following described real property in the County of GLENN, State of California:

ALL THAT CERTAIN LAND SITUATED, LYING AND BEING IN THE COUNTY OF GLENN, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 1:

COMMENCING AT THE NORTHWEST CORNER OF LOT 1149 OF THE SACRAMENTO VALLEY



IRRIGATION COMPANY'S SUBDIVISION OF DIVISION NO. 2 OF HAMILTON UNIT AS SHOWN ON THAT CERTAIN MAP RECORDED IN BOOK 2, PAGE 258, OF MAPS AND SURVEYS, GLENN COUNTY OFFICIAL RECORDS; THENCE NORTH 89° 37' WEST 28.20 FEET; THENCE SOUTH 17.04 FEET TO THE TRUE POINT OF BEGINNING FOR THE PARCEL HEREIN DESCRIBED; THENCE FROM SAID TRUE POINT OF BEGINNING SOUTH 89° 37' EAST 183.00 FEET; THENCE SOUTH 251.13 FEET; THENCE SOUTH 69° 55' EAST 70.52 FEET; THENCE NORTH 87° 58' 30" EAST 136.85 FEET; THENCE SOUTH 202.85 FEET, THENCE NORTH 89° 37' WEST 215.00 FEET; THENCE SOUTH 209.00 FEET; THENCE NORTH 89° 17' WEST, 171.00 FEET; THENCE NORTH 681.00 FEET TO THE POINT OF BEGINNING.

PARCEL II:

AN EASEMENT FOR INGRESS AND EGRESS TO BE USED IN COMMON WITH OTHER OVER THE EAST 44' OF THE FOLLOWING DESCRIBED PARCEL OF LAND:

COMMENCING AT THE NORTHWEST CORNER OF LOT 1149 OF THE SACRAMENTO VALLEY IRRIGATION COMPANY'S SUBDIVISION OF DIVISION NO. 2 OF HAMILTON UNIT AS SHOWN ON THAT CERTAIN MAP RECORDED IN BOOK 2, PAGE 258, OF MAPS AND SURVEYS, GLENN COUNTY OFFICIAL RECORDS, THENCE NORTH 89° 37' WEST 28.20 FEET, THENCE SOUTH 17.04 FEET; THENCE SOUTH 89° 37' EAST 183.00 FEET TO THE TRUE POINT OF BEGINNING FOR THE PARCEL HEREIN DESCRIBED; THENCE FROM SAID POINT OF BEGINNING, SOUTH 89° 37' EAST 203.00 FEET; THENCE SOUTH 269.15 FEET; THENCE SOUTH 87° 58' 30" WEST 136.85 FEET; THENCE NORTH 69° 55' WEST 70.52 FEET; THENCE NORTH 251.13 FEET TO THE TRUE POINT OF BEGINNING.

More commonly known as: 7765 COUNTY ROAD 16, HAMILTON CITY, CA 95951



1/27/2020

Peter Billiou Tweede
PETER BILLIOU TWEDE

Judy P Tweede
JUDY P TWEDE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of CALIFORNIA
County of Sonoma

On 11 February, 20 20, before me, L. Black, a notary public, personally appeared PETER BILLIOU TWEDE AND JUDY P TWEDE, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

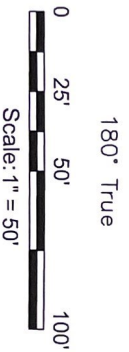
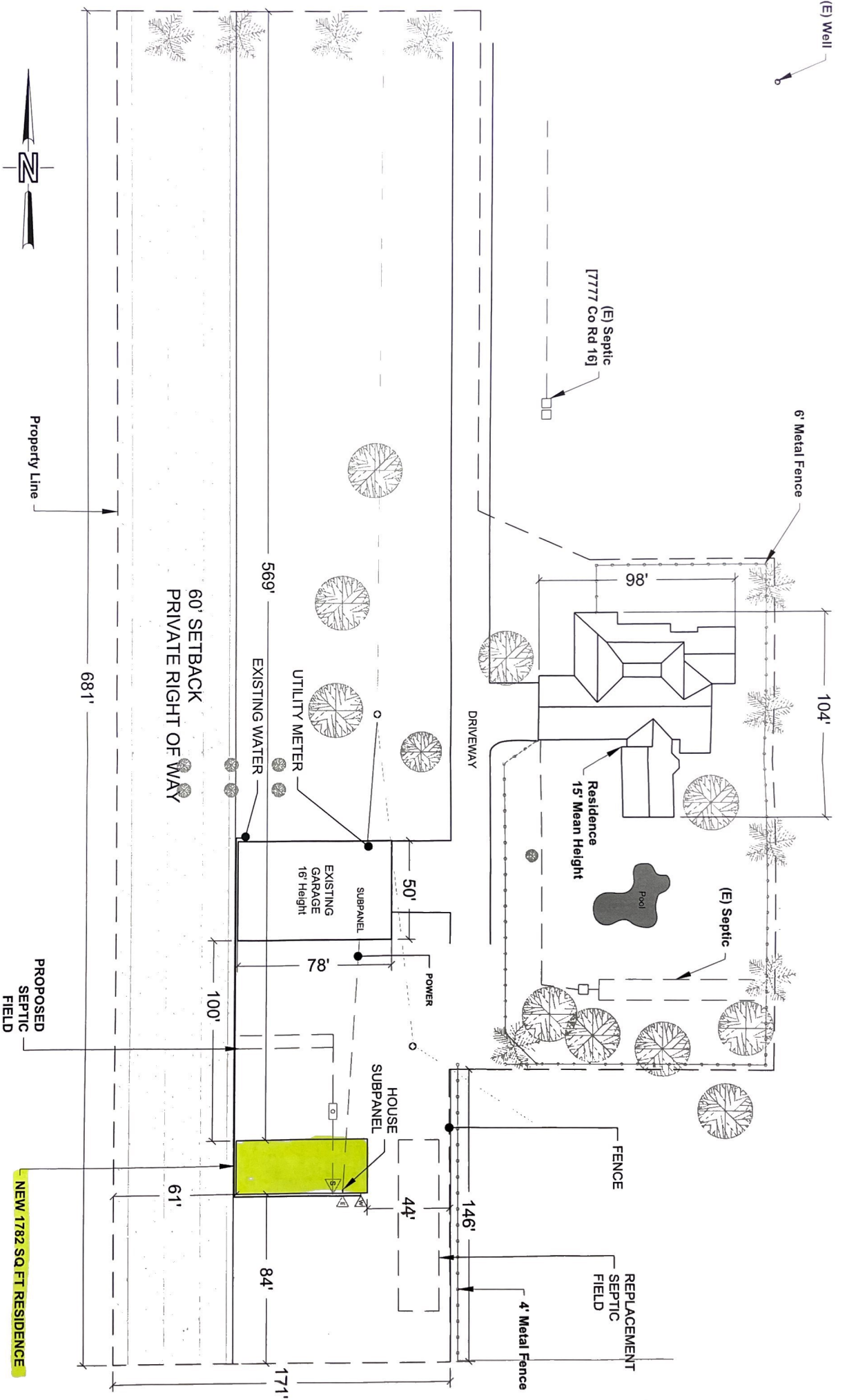
L. Black

Signature of Notary Public

(Notary Seal)



CO RD 16



Hinkley 7769 CO RD 16 Orland CA 95963		PROJECT NO.
PARCEL SHEET NO.	PV-	ENGINEER'S ST.
REVISIONS		DESC. DSG. DA.
1.		1.