

**GLENN COUNTY**  
**Planning & Community Development Services Agency**

225 N. Tehama Street  
Willows, CA 95988  
530.934.6540  
[www.countyofglenn.net](http://www.countyofglenn.net)



Mardy Thomas, Director

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Casey Moore  
205 S. Sacramento St.  
Willows, CA 95988  
Phone: (530) 518-9816  
Email: [camarochico@yahoo.com](mailto:camarochico@yahoo.com)

**RE: Administrative Permit 2023-008, Moore, Second Residence**  
APN: 016-200-024

November 21, 2023

To Whom It May Concern,

The application for an Administrative Permit to install a 2,208± square foot second residence and a 624± square foot garage in the "AE-40" (Exclusive Agricultural) zoning district is an allowed use under Glenn County Code.

On November 21, 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](mailto:cpaget@countyofglenn.net)

Cc: 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

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### STAFF REPORT

DATE: November 21, 2023

FROM: Courtney Paget, Assistant Planner

RE: **Administrative Permit 2023-008, Second Residence**

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#### Attachments:

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

## **1 PROJECT SUMMARY**

Casey Moore has applied to place a 2,208± square foot second residence, and a 624± square foot garage, on Assessor Parcel Number: 016-200-024. 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 36.54± 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 1724 County Road R (existing residence), east of the City of Willows; east of County Road Q, south of Highway 162, north of County Road 54, and west of County Road S, in the unincorporated area of Glenn County, California. The address of the new residence will be 1732 County Road R.

### **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 “Exclusive Agriculture” in the Glenn County General Plan and is zoned “AE-40” (Intensive 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 15.33):**

#### 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 to the house is shown as 40 feet, and the front yard to the garage is 33 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 over 200 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 over 1000 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 22 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 15.30 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.*
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 proposed development is a permanent home structure; therefore, this section is not applicable.*
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 36.54± 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 not a mobile home; therefore, not applicable.*
  
- 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. The proposed project is a not a mobile home; therefore, not applicable.*

## **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. 06021C0650D, 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 2023-008, Moore, Second Residence**

**“AE-40” Exclusive Agriculture**

APN: 016-200-024

**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: \_\_\_\_\_  
                  Casey Moore, Applicant/Landowner



# GLENN COUNTY Planning & Community Development Services Agency

225 North Tehama Street  
Willows, CA 95988  
530.934.6540  
[www.countyofglenn.net](http://www.countyofglenn.net)



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## **AGRICULTURAL STATEMENT OF ACKNOWLEDGMENT**

In accordance with the provisions of Glenn County Code Section 15.580.050, as set forth in Glenn County Board of Supervisor's Ordinance No. 943, Right to Farm Ordinance, an Agricultural Statement of Acknowledgement is required to be recorded prior to any residential building permit being issued.

This list is intended to meet the above mentioned requirements:

1. **Obtain DEED** and a copy of the Agricultural Statement of Acknowledgment.
2. **THE NAMES ON THE DEED AND THE SIGNERS OF THE STATEMENT MUST BE WRITTEN THE SAME.**
3. **ALL OWNERS MUST SIGN** the Agricultural Statement of Acknowledgement in the presence of a Notary Public.
4. Make a **COPY** of the Statement.
5. Take the original and copy to the **Glenn County Recorder's Office** located at, 516 W. Sycamore St., Willows, California.
6. Have original recorded. The fee is as listed in the Glenn County Master Fee schedule.
7. Have the Recorder stamp the copy.
8. Return the copy to the Glenn County Planning & Community Development Services Agency at 225 North Tehama Street, Willows, CA.

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

**AGRICULTURAL STATEMENT OF ACKNOWLEDGEMENT**

If your real or leased property is adjacent to property used for agricultural operations or included within an area zoned for agricultural purposes, you may be subject to inconveniences or discomforts arising from such operations, including but not limited to noise, odors, fumes, dust, the operation of machinery of any kind during any 24-hour period (including aircraft), the storage and disposal of manure and the application by spraying or otherwise of chemical fertilizers, soil amendments and pesticides. Glenn County has determined that the use of real property for agricultural operations is a high priority and favored use to the county and will not consider to be a nuisance those inconveniences or discomforts arising from agricultural operations, if such operations are consistent with accepted customs and standards.

Property Description:

Date: \_\_\_\_\_

APN: \_\_\_\_\_

Address: \_\_\_\_\_

*PROPERTY OWNERS:*

\_\_\_\_\_  
\_\_\_\_\_

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 the document.

**CERTIFICATE OF ACKNOWLEDGEMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_

personally appeared \_\_\_\_\_

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

\_\_\_\_\_  
Signature

Date Submitted: 10.25.23

**GLENN COUNTY  
PLANNING AND COMMUNITY  
DEVELOPMENT SERVICES AGENCY**  
225 North Tehama Street  
Willows, CA 95988  
(530) 934-6540  
[planning@countyofglenn.net](mailto: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: Casey Moore  
Address: 205 S Sacramento St, Willows Ca 95988  
Phone: (530) 518-9816 E-Mail: camarochico@yahoo.com

2. Property Owner(s):

Name: John Amaro  
Address: 1819 County Road R, Willows, CA 95988  
Phone: (530) 517-0107 E-Mail: JOHNAMARO@MSN.COM

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

Name: Mathew Amaro  
Address: 504 S. Plumas St., Willows  
Phone: (530) 592-9912 E-Mail: amaromathew@gmail.com

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: Mathew Amaro  
Mailing Address: 504 S. Plumas St. Willows

5. Existing Use of Property: Agriculture - field crops

6. Request or Proposal: To build a second home  
on one parcel.

7. Address and Location of Project: 1724 Co. Rd. R, Willows, CA

8. Current Assessor's Parcel Number(s): 016-200-024

9. Existing Zoning (<http://gis.gcppwa.net/zoning/>): AE

10. Provide any additional information that may be helpful in evaluating your proposal.  
\_\_\_\_\_  
\_\_\_\_\_

11. Setback Dimensions (Distance from property line to proposed structure):  
North: ± 75 ft. South: ± 1290 ft.  
East: ± 240 ft. West: ± 900 ft.  
Other Setback/s: \_\_\_\_\_ ft.

12. Provide the following information:  
Size of Assessor Parcel: 1655.280 sq.ft. 38 acres  
Mean height of structure: 14 ft. Peak height of structure: 22 ft.  
Dimensions of proposed including overhangs: 84 ft. x 75 ft.  
Total Square Footage (Proposed): 2208 sq.ft.  
Roof Overhang Length: 24" Exterior Stud Size: 2x6  
Siding Material: Fiber cement Roof Material: Metal

13. Total Residence Currently on Property: (1)

14. Mobile Home: Yes  No   
Model Year \_\_\_\_\_ Model Number \_\_\_\_\_  
Manufacture \_\_\_\_\_

**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: Casey Moore

Print: Casey Moore

Date: 10/18/23

Address: 205 S. SACRAMENTO ST., WILLOWS, CA. 95988

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: John Amako

Print: JOHN AMAKO

Date: 10/18/23

Address: 1819 COUNTY RD. R, WILLOWS, CA. 95988

COPIES ENCLOSED

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:  
ELTON R. GARNER, JR.  
Attorney at Law  
P.O. Box 908  
Willows, California 95988

RECORDED IN OFFICIAL RECORDS  
OF GLENN COUNTY, CALIFORNIA  
AT THE REQUEST OF

DOCUMENTARY TRANSFER  
TAX \$ 75.35 PAID

ATTORNEY  
98 JUL 16 PM 2:05

98-4112

VINCE T. HINTO  
GLENN COUNTY RECORDER

MAIL TAX STATEMENTS TO:  
Mr. and Mrs. John L. Amaro  
1819 County Road R  
Willows, California 95988

3  
Pages

FEE  
\$13

GRANT DEED

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$ 75.35

( ) computed on full value of property conveyed, or

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

(xx) Unincorporated area: ( ) City of \_\_\_\_\_, and

DANIEL J. AMARO and LAURA M. AMARO, Trustees of the DANIEL J. and  
LAURA M. AMARO TRUST hereby GRANT to JOHN L. AMARO and PEGGIE C. AMARO,  
husband and wife, as community property, the real property located in the County of Glenn, State  
of California, described in Exhibit "A" attached hereto and made a part hereof by this reference.

Dated: June 15, 1998.

DANIEL J. and LAURA M. AMARO TRUST

x Daniel J. Amaro  
DANIEL J. AMARO, Trustee

x Laura M. Amaro  
LAURA M. AMARO, Trustee

MAIL TAX STATEMENTS AS DIRECTED ABOVE

98-4112



EXHIBIT "A"

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE COUNTY OF GLENN, STATE OF CALIFORNIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A PORTION OF SECTION 84 OF THE JACINTO UNIT OF THE SACRAMENTO VALLEY IRRIGATION PROJECT AND A PORTION OF SECTION 7, TOWNSHIP 19 NORTH, RANGE 2 WEST, M.D.B.&M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL ONE:

PARCEL THREE AS SHOWN ON THAT CERTAIN MAP ON FILE IN BOOK 10 OF PARCEL MAPS AT PAGE 87.

EXCEPTING THEREFROM ALL OIL, GAS, MINERALS, AND OTHER HYDROCARBON SUBSTANCES, TOGETHER WITH THE RIGHT TO REMOVE THE SAME, AS RESERVED IN DEED DATED JULY 27, 1981 EXECUTED BY MARIE SOUZA ET AL, AND RECORDED AUGUST 14, 1981 IN BOOK 690 OF OFFICIAL RECORDS, AT PAGE 220.

PARCEL TWO:

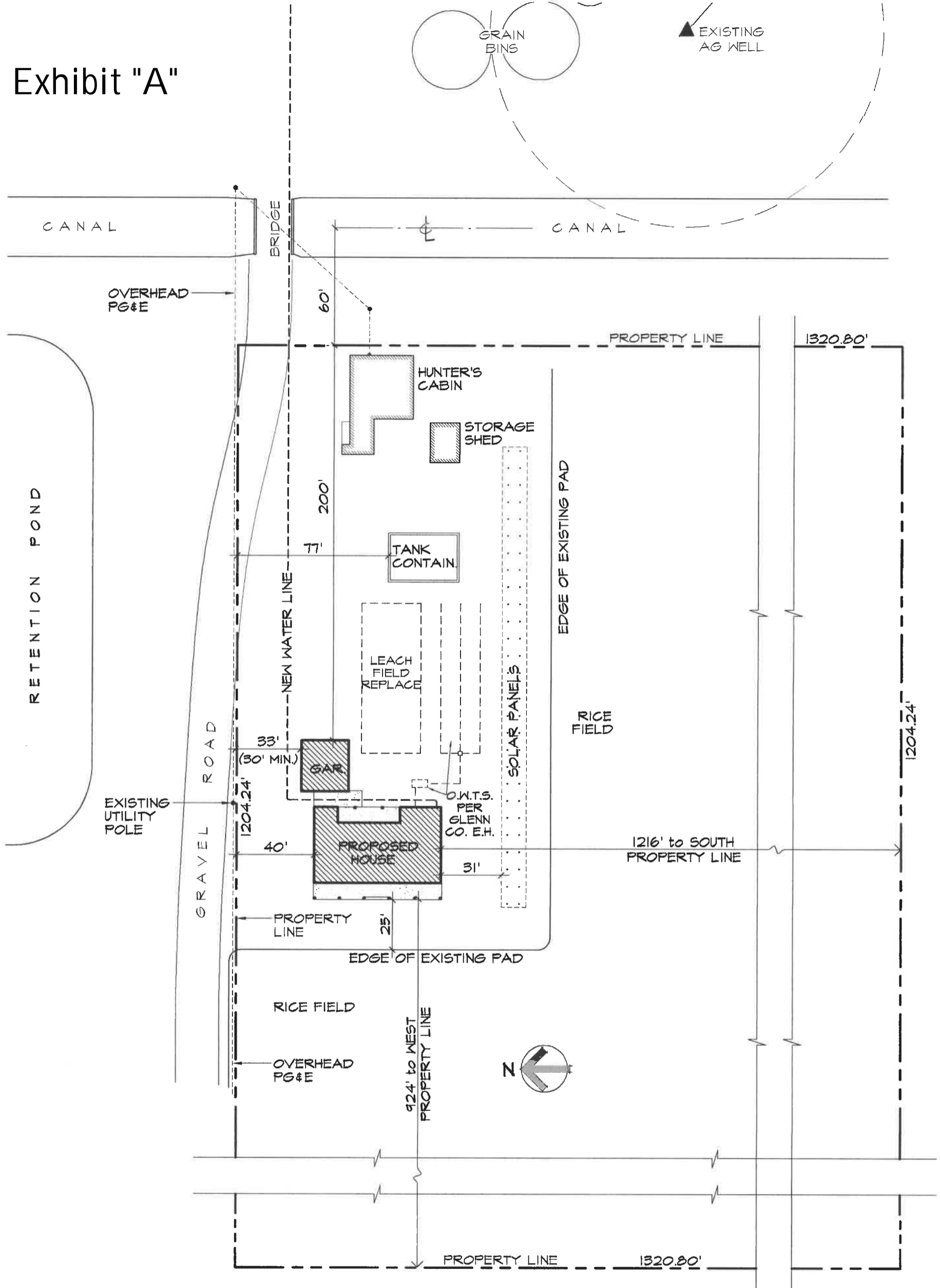
A 40.00 FOOT WIDE NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS AND PUBLIC UTILITY PURPOSES OVER THE EAST 40.00 FEET OF THE NORTH 690.00 FEET OF PARCEL TWO AS SHOWN ON THAT CERTAIN MAP ON FILE IN BOOK 10 OF PARCEL MAPS, AT PAGE 87.

APN: 016-210-012-9 AND 016-200-024-9



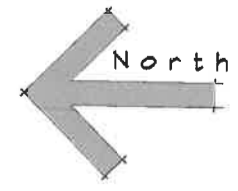


# Exhibit "A"



**PROJECT INFORMATION**

PROJECT SITE ADDRESS: 1724 COUNTY RD. R, WILLOWS, CA  
 PROJECT APN.: 016-200-024  
 PROJECT APPLICANT: CASEY MOORE, 205 S. SACRAMENTO AVE., WILLOWS, CA  
 PROJECT OWNER: JOHN AMARO, 1819 CO. RD. R, WILLOWS, CA (530) 517-0107



## SITE PLAN

1" = 50'

Date: 11-15-23