

**GLENN COUNTY**  
**Planning & Public Works Agency**

P.O. Box 1070 / 777 N. Colusa Street  
Willows, CA 95988  
530.934.6530 Fax 530.934.6533  
[www.gcppwa.net](http://www.gcppwa.net)



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Bill Leveroni  
3042 Esplanade  
Chico, CA 95975

RE: Administrative Permit 2017-003, APN: 005-020-001

April 25, 2017

To Applicant,

The application for an Administrative Permit for a second residence in the “RE-NW” (Rural Residential Estate-North Willows) zoning district is an allowed use under the Glenn County Code.

On April 24, 2017, the Glenn County Planning & Public Works Agency approved the requisite Administrative Permit. Enclosed is one copy of the Staff Report for your reference. Also enclosed is a separate copy of the Conditions of Approval. Please sign the Conditions of Approval where indicated and submit to the Glenn County Planning & Public Works Agency, 777 North Colusa Street, Willows, CA 95988, prior to issuance of a building permit.

In accordance to Glenn County Code §15.360.040(B), the permit shall be posted in the planning authority for ten (10) days prior to issuing the permit. The permit will be posted by Planning Authority at 777 North Colusa Street, Willows, from Tuesday, April 25, 2017, through Thursday, May 4, 2017. Therefore, **Issuance of this Administrative Permit 2017-003, becomes effective on May 5, 2017.**

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,

A handwritten signature in blue ink, appearing to read 'Andy Popper', is written over a light blue scribble.

Andy Popper, Associate Planner  
[apopper@countyofglenn.net](mailto:apopper@countyofglenn.net)

Cc: Glenn County Building Inspector  
Glenn County Environmental Health  
Glenn County Engineering and Surveying

Patrick and Mary Ann Otterson  
1070 Pacific Ave.,  
Willows, CA 95988

Leonard and Roberta Krup  
6883 County Road 48  
Willows, CA 95988-9772

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PROJECT: ADMINISTRATIVE PERMIT 2017-003, SECOND RESIDENCE  
1070 Pacific Ave., Willows, CA 95988  
APN 005-020-001

APPLICANT: Bill Leveroni, Executive Homes

LANDOWNER: Patrick Otterson and Mary Ann Shadley-Otterson

I. ENVIRONMENTAL REVIEW:

California Government Code Section 65852.2 states that applications for second residences shall be considered ministerial without discretionary review; therefore, this project is Statutorily Exempt from environmental review pursuant to Section 15268, "Ministerial Projects", of the Guidelines of the California Environmental Quality Act.

II. PROJECT APPROVAL:

The project is permitted per Glenn County Code §15.360.040 (Uses Permitted With an Administrative Permit) Section (A) second residence per each parcel of land (refer to minimum residential construction standards);

III. PERMIT POSTING:

In accordance to Glenn County Code §15.360.040(B), this permit shall be posted in the planning authority for ten (10) days prior to issuing the permit.

Signature: \_\_\_\_\_

Di Aulabaugh, Deputy Director  
Planning and Public Works Agency

Date: April 24, 2017

*Posted by Planning Authority at 777 North Colusa Street, Willows, CA  
from Tuesday, April 25, 2017, though Thursday, May 4, 2017.*

: Jolene Swanson, Office Tech II

**GLENN COUNTY**  
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**STAFF REPORT**

DATE: April 24, 2017  
TO: Di Aulabaugh, Deputy Director  
FROM: Andy Popper, Associate Planner  
RE: Administrative Permit 2017-003  
Second Residence, "RE-NW" Zoning District

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Attachments:

1. Conditions of Approval
2. Application
3. Maps and Exhibit "A"

## **1 PROJECT SUMMARY**

Bill Leveroni of Executive Homes, on behalf of the landowners Patrick Otterson and Mary Ann Shadley-Otterson, has applied for an Administrative Permit to locate a 1,620 square foot second residence with overall dimensions of 27 feet by 60 feet on Assessor's Parcel Number 005-020-001. According to the site plan, the current residence at 1070 Pacific Ave., Willows, is located approximately 125 feet south of the proposed residence.

The project site is located on the south side of County Road 48, east of Pacific Avenue, north of 1<sup>st</sup> Avenue and west of Washington Street, north of the City of Willows, in the unincorporated area of Glenn County, California. The parcel is zoned "RE-NW" (Rural Residential Estate-North Willows, 40,000 square feet minimum parcel size) and is designated "Suburban Residential" in the Glenn County General Plan.

### **1.1 RECOMMENDATIONS**

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

Staff also recommends that the Deputy Director approve the Administrative Permit with the Findings as presented in the Staff Report and the Conditions of Approval as attached.

## **2 ANALYSIS**

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

### **2.1 ENVIRONMENTAL DETERMINATION**

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.

## 2.2 GENERAL PLAN AND ZONING CONSISTENCY

The parcel is designated “Suburban Residential” in the Glenn County General Plan and is zoned “RE-NW” (Rural Residential Estate- North Willows, 40,000 square feet minimum parcel size). The project site currently has one residence and the proposed second residence is a permitted use within the “RE-NW” zone with approval of an Administrative Permit (Glenn County Code Chapter 15.360.040.A).

The project is consistent with surrounding land use because the area consists of rural residential uses and nearby agricultural zoning. The proposal is consistent with zoning and the General Plan.

### 2.2.1 “RE-NW” Rural Residential Estate Zone-North Willows (Glenn County Code Chapter 15.360):

#### Purpose (Glenn County Code §15.360.010)

This zoning classification is established to provide for residential development within a range of densities compatible with a rural character and life-style, allow residential uses in areas where agriculture is a secondary use; use as a buffer zone between agricultural land and urbanized development; and to provide areas for hobby farms. The proposal of the second residence will be associated with the residential use of the property, and the project is consistent with the purpose of the RE-NW zone.

#### Uses Permitted With an Administrative Permit (Glenn County Code §15.360.040):

In accordance with §15.360.040(A), a Second residence, meeting minimum residential construction standards, per each parcel of land is permitted if an administrative permit has first been secured.

#### Sub-Zone and Lot Area (Glenn County Code §15.360.050):

The minimum parcel size for the “RE-NW” zone is 40,000 square feet. The parcel is 1.42± acres; therefore, it meets the minimum parcel size for this zone.

#### Minimum Yard Requirements (Glenn County Code §15.360.060)

The plot plan depicts the proposed 2<sup>nd</sup> residence at 30 feet from the north property line (County Road 48), 35 feet from the west property line (Pacific Avenue), 62 feet from the east property boundary, and 243 feet from the south property line. Therefore, the second residence as proposed on the site plan meets the required minimum yard setbacks of thirty feet for the front yard, fifteen for side yard, and twenty-five feet for the rear yard.

The proposed height of the residence is approximately 17 feet 6 inches; therefore, it will not exceed the maximum height of thirty-five feet for residential structures as stated in Glenn County Code §15.360.070.A.

Minimum Distance Between Structures (Glenn County Code §15.360.080):

The current residence is approximately 125 feet south of the proposed residence. The Building Inspection Division will verify that distances between structures are in compliance with the Uniform Building Code.

This project will be required to comply with the regulations of the Willows Rural Fire Protection District including any requirements for building spacing.

Based on the information as provided in the application and site plan, the proposal is consistent with Glenn County Code.

**2.2.2 Minimum Residential Construction Standards (Title 15 Unified Development Code)**

Standards (Glenn County Code §15.590.020):

- A. *All dwelling units shall be at least fourteen feet in width or diameter (excluding eaves) and at least seven hundred square feet in gross floor area. The overall maximum dimensions of the proposed residence are 27 feet by 60 feet and the maximum gross floor area is 1,620± square feet; therefore, the proposed residence will exceed the minimum width and the minimum square footage.*
- B. *Mobile homes shall be certified under the National Manufactured Home Construction and Safety Standards Act of 1974 and be at least constructed after 1979. All mobile homes on engineered Tie-down Systems shall have skirting approved by the building inspection division to be installed within sixty (60) days from the date of issuance of the Certificate of Occupancy by the building inspection division. The proposed residence is a mobile home and is a 2017 model. The Glenn County Building Inspection Division will ensure that the mobilehome meets this standard.*
- C. *All units shall be attached to a permanent foundation or permanent foundation system, pursuant to Health and Safety Code Section 18551. A mobile home used for a watchman or caretaker, who is employed by an on-going business on that parcel, in any commercial or industrial zone shall not be required to be attached to a permanent foundation system. The proposed residence will be placed on a permanent foundation system.*
- D. *All units shall be designed so that exterior walls look like wood or masonry or stucco regardless of their actual composition and must be framed with a minimum of two inch by four inch studs. The exterior walls of the proposed residence will be composed of wood panel siding. The walls will be framed with 2 inch by 6 inch studs.*
- E. *The roofing materials shall be designed to look like composition roofing, tile, shakes, shingles, or tar and gravel, or architectural metal roof sheathing with factory applied color coatings. The roofing material of the proposed residence will be composed of composition shingle.*
- F. *Unit siding shall extend to the ground level (wood excluded) except that when a solid concrete or masonry perimeter foundation is used, then siding need only extend one and one-half inches*

*below the top of the foundation.* The Glenn County Building Inspection Division will verify that this standard is met.

- G. *The slope of the main roof shall not be less than two (2) inches of vertical rise for twelve (12) inches of horizontal run. Ramadas encompassing manufactured housing shall be prohibited.* The slope of the roof will have 3 inches of vertical rise for every 12 inches of horizontal run.
- H. *All units shall have a perimeter roof overhang perpendicular to the axis of the roof line of not less than one foot measured from the vertical side of the home.* The proposed residence will have a perimeter roof overhang length of 12 inches.

Exceptions (Glenn County Code §15.590.050):

As provided with the below codes, there are no exceptions requested with this proposal.

- A. *The planning director may waive the requirements of subsections 15.590.020 (F), (G) and (H) of this chapter when additions to existing dwellings without pitched roofs or roof overhangs are proposed, or when a proposed new dwelling has an architectural design or style including but not limited to the French mansard, pole houses, domes or California mission styles. This is not applicable because the applicants are not requesting a waiver.*
- B. *Travel Trailers and mobile homes not meeting the above standards and mobile homes or manufactured housing home 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 proposed mobile home meets the required minimum residential standards.
- C. *Mobilehomes that meet all of the applicable requirements of section 15.590.020, 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 mobile home is a 2017 model and meets all of the applicable requirements of Section 15.590.020 of the Glenn County Code. The Building Inspector will confirm compliance prior to the final building inspection.
- D. *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 proposed mobile home is new and is not being relocated from one Glenn County property to another.

## 2.3 GENERAL PROVISIONS

Flood Zone Designation:

The project site lies within Flood Zone “X” (shaded) according to Flood Insurance Rate Map (FIRM) No. 06021C0612D, dated August 5, 2010, issued by the Federal Emergency Management

Agency (FEMA). Flood Zone “X” consists of areas of minimal risk outside the 1-percent annual chance floodplains. No base flood elevations or base flood depths are shown within this zone.

Environmental Health Regulations:

The proposal is required to comply with all domestic well and sewage disposal system regulations prior to issuance of a building permit.

**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-NW” 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 in all affected federal, state, and local agencies.

**5 FINDINGS**

Administrative permits may be approved after the Director makes findings similar to those required of a Conditional Use Permit. The Findings are listed within Section 15.220.020 of the Glenn County Code.

**Finding 1**

The proposed use at the particular location is necessary or desirable in providing a service or facility, which will contribute to the general well-being of the public. The proposed residence will contribute to the County’s housing stock. The location is desirable because the parcel has sufficient area to accommodate the proposed use.

**Finding 2**

The second residence will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity. The proposed use is compatible with the existing land use in the area. The second residence meets all required zoning standards. The Building Division and Environmental Health will verify that all applicable health and safety codes are met.

**Finding 3**

The site for the proposed second residence is of sufficient size and shape to meet all of the yards, setbacks, and other features required herein, as shown on the site plan provided with the application.

**Finding 4**

The Administrative Permit will not adversely affect the General Plan of Glenn County in that it will meet all land use and zoning requirements.

**CONDITIONS OF APPROVAL**

**Administrative Permit 2017-003**

APN: 005-020-001

Single-family (second) residence in the "RE-NW" (Rural Residential Estate-North Willows) zoning district.

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 & Public Works 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.

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: \_\_\_\_\_

Bill Leveroni, Executive Homes (Applicant)

\_\_\_\_\_

Date

ADM 2017-003

GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
WILLOWS, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)

**APPLICATION FOR ADMINISTRATIVE PERMIT –  
RESIDENTIAL DWELLING**

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

1. Applicant(s):

Name: Bill LEVERONI / EXECUTIVE HOMES

Mailing Address: 3042 ESPLANADE, CHICO 95973

Phone:(Business) 891-6992 (Home) 228-3738

Fax: 891-8753 E-mail: BILL@EXECUTIVEHOMESCHICO.com

2. Property Owner(s):

Name: PATRICK DITKORSON & MARY ANN SHADLEY-DITKORSON

Mailing Address: 1070 PACIFIC AVE., WILLOWS 95988

Phone:(Business) \_\_\_\_\_ (Home) 517-0081

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Name: Bill LEVERONI

Mailing Address: 3042 ESPLANADE, CHICO 95973

Phone:(Business) 891-6992 (Home) 228-3738

Fax: 891-8753 E-mail: BILL@EXECUTIVEHOMESCHICO.com

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: Bill Leveroni

Mailing Address: 3042 ESPLANADE, CHICO 95973

5. Request or Proposal: INSTALLATION OF NEW 27x60 MANUF. HOME AS 2<sup>ND</sup> RESIDENCE.

6. Address and Location of Project: 1070 PACIFIC AVE., WILLOWS, CORNER OF PACIFIC AVE & C/R 48

7. Current Assessor's Parcel Number(s): 005-020-001

8. Existing Zoning: \_\_\_\_\_

9. Existing Use of Property: SINGLE FAMILY RES.

10. Provide any additional information that may be helpful in evaluating this proposal: WE HAVE ALREADY DONE SITE EVALUATION WITH ENV. HEALTH & SEPTIC PERMIT IS READY TO PICK UP.

11. Please provide the following building information:

Height of structure: APPROX 17' 6"

Pitch of roof: 3:12

Dimensions: 27 ' x 60 ' ; 1620 ft<sup>2</sup>

Siding material: SMART PANEL SIDING, WOOD

Roof material: COMPOSITION SHINGLE

Exterior stud size: 2x6

Roof overhang length: 12"

Mobile home: Yes  No

Model Year: 2017

Model Number: 27603A

Manufacturer: KARSTEN

**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: Bill Leveroni FOR: EXECUTIVE HOMES

Date: 3-7-17

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:  

Print: MARY ANN OTTERSON Patrick Otterson

Date: 3/2/17

Address: 1070 Pacific Ave Willows, CA 95988

CLOS ENCLOSED

2012-2745

RECORDING REQUESTED BY:

North State Title Company

Order No.: 4233001136-BP  
APN: 005-020-001-0

Recorded at the request of:  
NORTH STATE TITLE CO

06/25/2012 02:45 PM  
Fee: \$263.50 Pgs: 2

OFFICIAL RECORDS  
Sheryl Thur, Clerk-Recorder  
Glenn County, CA

When Recorded Mail Document and Tax Statements to:

Patrick Otterson & Mary Ann Shadley-Otterson  
1070 Pacific Avenue  
Willows, CA 95988

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

### Grant Deed

The undersigned grantor(s) declare(s):

Documentary Transfer Tax is \$247.50

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

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

(X) Unincorporated area: ( ) City of

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
Cynthia Dawn Francis, Successor Trustee of The William C. and Dorothy M. Qualls Trust, established December 13, 1996

hereby GRANT(S) to

Mary Ann Shadley-Otterson and Patrick Otterson, wife and husband, as Community Property

that property in Unincorporated area of Glenn County, State of California, described as follows:

See "Exhibit A" attached hereto and made a part hereof.

Date: June 20, 2012

The William C. and Dorothy M. Qualls Trust, established  
December 13, 1996

By:

*Cynthia Dawn Francis*  
Cynthia Dawn Francis, Successor Trustee

State of California

County of Glenn

On 6-20-12 before me, Bernice Perry, a Notary Public, personally appeared Cynthia Dawn Francis, 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.

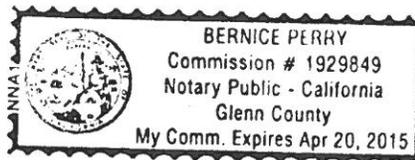
WITNESS my hand and official seal.

Signature

*Bernice Perry*

Name

Bernice Perry  
(typed or printed)



(Area reserved for official notarial seal)



## EXHIBIT "A"

### LEGAL DESCRIPTION

All that certain real property situate in the **Unincorporated Area of the County of GLENN**, State of California, and being more particularly described as follows:

**Parcel 1 of that certain Parcel Map filed November 27, 1972 in Book 2 of Parcel Maps, at page 12, Glenn County Records, that lies within the North one-half of Lot 9 of the Freeman & Belieu's Subdivision of the North half and a portion of Southeast quarter of Section 4, Township 19 North, Range 3 West, M.D.B. & M., according to the official map or plat thereof on file and of records in the office of the County Recorder of the County of Glenn, State of California, on October 17, 1911 in Book 2 of Maps, at page 247.**

**APN: 005-020-001-0**

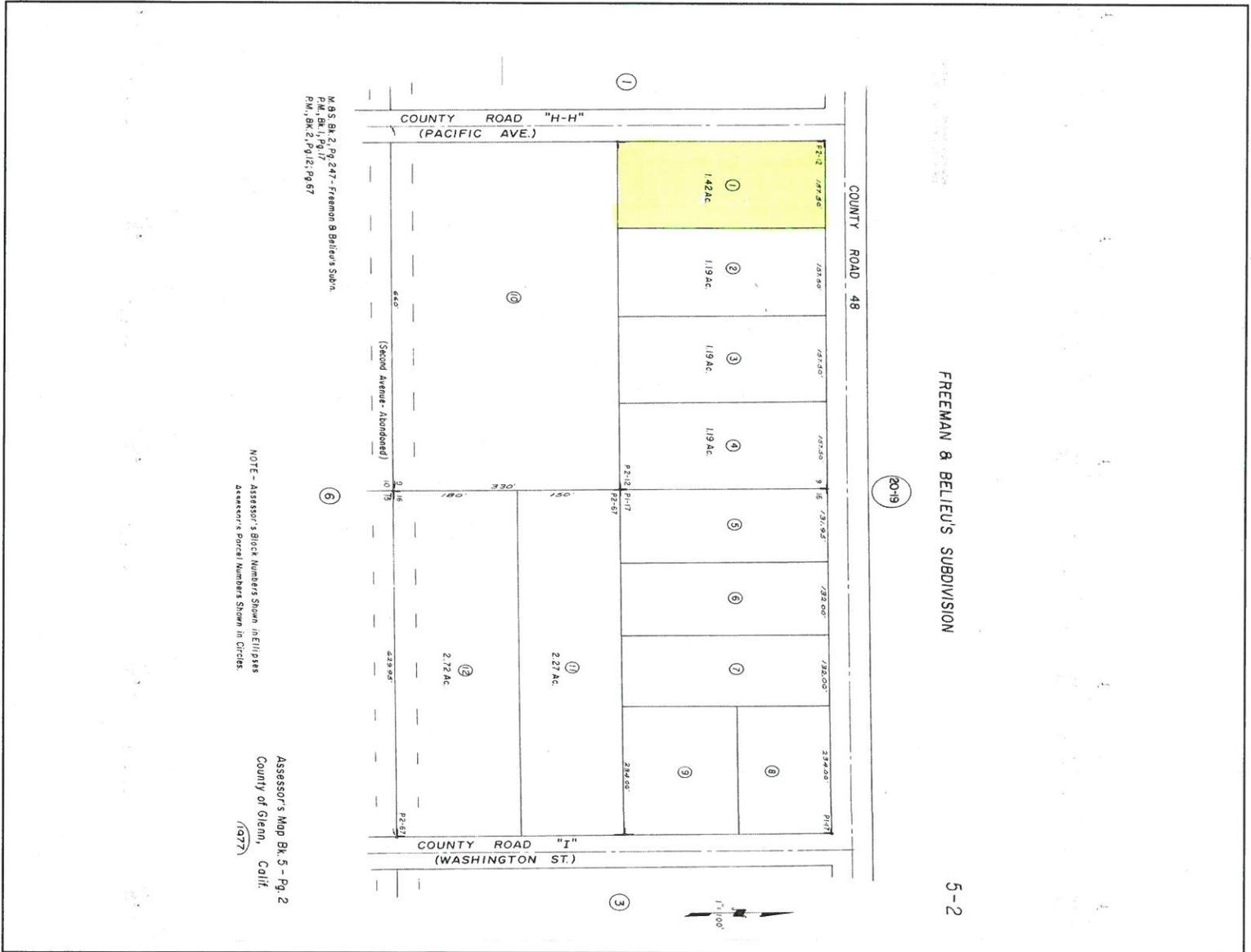




First American

myFirstAm® Tax Map

1070 Pacific Ave, Willows, CA 95988



M 85, Bk 2, Pg 247 - Freeman & Belleu's Subn.  
 P.M. Bk 1, Pg 17  
 P.M. Bk 2, Pg 12, Pg 67

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

Assessor's Map Bk 5 - Pg 2  
 County of Glenn, Calif.  
 (1277)

C/R 48

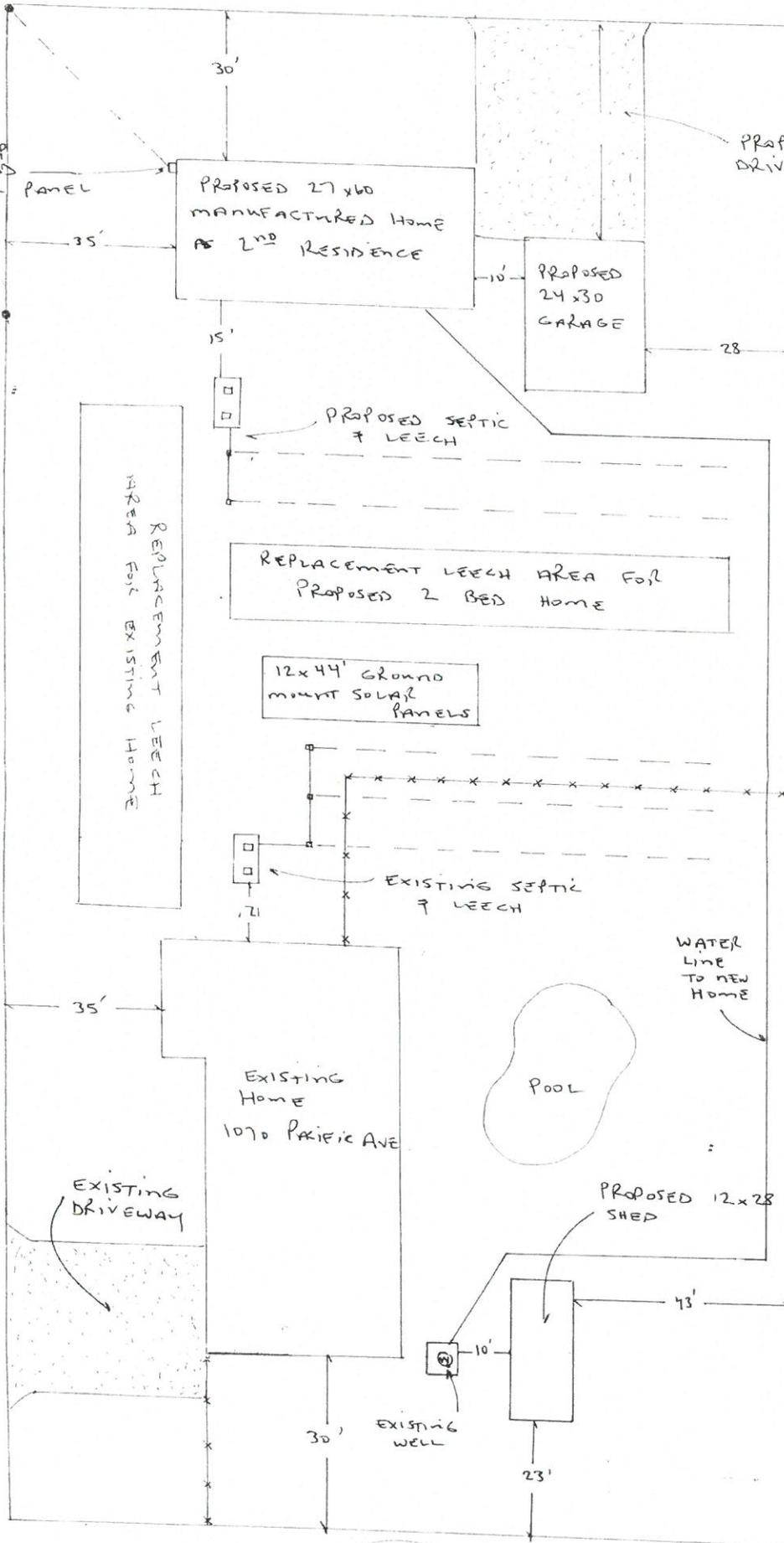
PG&E POLE

200 AMP OVERHEAD METER PANEL

PG&E POLE

N  
1" = 20'  
1.42 R

PACIFIC



300'

EXISTING WOOD FENCE

WATER LINE TO NEW HOME

POOL

EXISTING HOME  
1070 PACIFIC AVE

PROPOSED 12x28 SHED

EXISTING WELL

EXISTING DRIVEWAY

157'

EXHIBIT A

RECEIVED  
APR 13 2017  
Glenn County  
PPWA

OTTERSON  
1070 Pacific Ave  
Willows  
APN 005-020-001