

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

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



Donald Rust, Director

John McIntosh  
P.O. Box 145  
Glenn, CA 95943

**RE: Administrative Permit 2020-003, McIntosh, Second Residence**  
APN: 160-020-010

June 2, 2020

To Whom It May Concern,

The application for an Administrative Permit for a second residence in the “AE-40” (Exclusive Agriculture) zoning district is an allowed use under the Glenn County Code.

On June 1, 2020, the Glenn County Planning & Community Development Services Agency approved the requested Administrative Permit. Enclosed is one copy of the Staff Report for your reference. Also enclosed is a separate copy of the Compliance Requirements. Please sign the Compliance Requirements where indicated and submit to the Glenn County Planning & Community Development Services Agency, 777 North Colusa 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,

Greg Conant  
Assistant Planner  
[gconant@countyofglenn.net](mailto:gconant@countyofglenn.net)

Cc: Glenn County Building Official  
Glenn County Environmental Health  
Glenn County Assessor’s Office  
Glenn County Public Works

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Donald Rust, Director

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**STAFF REPORT**

DATE: June 2, 2020  
TO: Donald Rust, Director  
FROM: Greg Conant, Assistant Planner  
RE: **Administrative Permit 2020-003, McIntosh, Second Residence**  
"AE-40" Exclusive Agriculture

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Attachments:

1. Compliance Requirement
2. Application Materials
3. Site Plan

## **1      PROJECT SUMMARY**

Executive Homes have applied for an Administrative Permit (Second Residence) to establish a 1,782± square foot manufactured home on Assessor Parcel Number 016-020-010. There is one existing residence on the site; therefore, an Administrative Permit for Second Residence is required per Glenn County Code §15.330.030.S. The proposed residence has overall dimensions of 27 feet by 66 feet with a peak height of approximately 16 feet.

The site is zoned “AE-40” Exclusive Agriculture (36-acre minimum parcel size) and is designated “Intensive Agriculture” in the Glenn County General Plan. The site is located at 8079 State Route 162, south of the Community of Glenn; on the southwest corner of State Route 162 and State Route 45, north of County Road 56 and east of County Road WW, in the unincorporated area of Glenn County, California. The Assessor’s Parcel Number (APN) for the 79.75± acre site is 016-020-010.

### **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 Findings as presented in the Staff Report and the Conditions of Approval as attached.

## **2      ANALYSIS**

The proposed is consistent with the land use in this area. The sites zoning of Exclusive Agriculture allows for a second residence with and approved Administrative Permit.

The existing residence, with a proposed second residence, is consistent with the zoning of Exclusive Agriculture. This zoning allows for a second residences 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 “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 of rural residential uses associated with agricultural use. The proposal is consistent with zoning and the General Plan.

### **2.2.1 “AE” EXCLUSIVE AGRICULTURE ZONE (Glenn County Code Chapter 15.330):**

#### Permitted Uses (Glenn County Code §15.330.030):

The proposed second residence is a permitted use under Glenn County Code §15.330.030.S.

#### Maximum Building Height (Glenn County Code §15.330.060):

The peak height of the proposed structures (16 feet) will meet the height requirement for the Exclusive Agriculture Zone (35 Feet). §15.330.060.A.

#### Minimum Yard Requirements (Glenn County Code §15.330.080):

The proposals front, side, and rear yards exceed 30 feet; therefore, the minimum yard requirements for the Exclusive Agriculture Zone will be met. §15.330.080.

### **2.2.2 MINIMUM RESIDENTIAL CONSTRUCTION STANDARDS (Title 15 Unified Development Code, Chapter 15.590):**

#### Standards (Glenn County Code §15.590.020):

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 after 1979. 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 is a new manufactured home; therefore, 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 2 inch 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; therefore, not applicable.
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.* There is sufficient space for one additional parking space.
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 structure; therefore, this section is not applicable.

Exceptions (Glenn County Code §15.590.050):

- 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 proposed is not a travel trailer; therefore, not applicable.
- B. *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.* Glenn County Building Division will confirm compliance with all Building Requirements.
- 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.* If relocated permits would be required by Glenn County Building Division.

## **2.3 GENERAL PROVISIONS**

### Flood Zone Designation:

Flood Zone “A” according to Flood Insurance Rate Map (FIRM) No. 06021C0650D, dated August 8, 2010 issued by the Federal Emergency Management Agency (FEMA). Flood Zone “A” (unshaded) consists of areas subject to inundation by the 1-percent-annual-chance flood event generally determined using approximate methodologies. Because detailed hydraulic analyses have not been performed, no Base Flood Elevations (BFEs) or flood depths are shown. Since the project site is within Flood Zone “A” as designated by FEMA, a Flood Elevation Certificate will be required before issuance of a Building Permit in accordance to Glenn County Code § 15.540.

### 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**

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 “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 affected federal, state, and local agencies.

## **5 STANDARDS**

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

**COMPLIANCE REQUIREMENTS**

**Administrative Permit 2020-003**

APN: 016-020-010

Administrative Permit – Second Residence

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.

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: \_\_\_\_\_  
Executive Homes, Applicant

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

Signed: \_\_\_\_\_  
John McIntosh, Landowner

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

ADM \_\_\_\_\_

GLENN COUNTY  
PLANNING AND COMMUNITY DEVELOPMENT SERVICES 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: Executive Homes

Mailing Address: 3042 Esplanade Chico, CA 95973

Phone: (Business) 530-891-6992 (Home) \_\_\_\_\_

Fax: 530-891-8753 E-mail: wendy@executivehomeschico.com

2. Property Owner(s):

Name: John Thomas McIntosh and Marjorie Diane McIntosh 2019 Revocable Inter Vivos Trust

Mailing Address: P.O. Box 145 Glenn, CA 95943

Phone: (Business) 805-570-1050 (Home) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: tim@fatco.com

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

Name: N/A

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

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

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

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: Timothy and Cassandra Burnvoth

Mailing Address: P.O. Box 145 Glenn, CA 95943

5. Request or Proposal:

Install new 1,782 sq ft manufactured home as second dwelling.

6. Address and Location of Project: 8079 Hwy 162 Glenn, CA 95943

7. Current Assessor's Parcel Number(s): 016-020-010

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

9. Existing Use of Property: Walnut Production

10. Provide any additional information that may be helpful in evaluating this proposal

11. Please provide the following building information:

Height of structure: 16'

Pitch of roof: 3:12

Dimensions: 27 ' x 66' ', 1,782 ft<sup>2</sup>

Siding material: Smart Panel

Roof material: 30 year architectural comp

Exterior stud size: 2X6

Roof overhang length: 12"

Mobile home: Yes  No

Model Year: 2020

Model Number: Hylton Elite

Manufacturer: CMH Manufacturing West, Inc

**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 for: Executive Homes

Print: Wendy Auer

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

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: [Signature]

Print: John McIntosh

Date: 3-26-2020

Address: P O Box 145, Glenn, CA 95943

CLOS ENCLOSED

2019-4787

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL DOCUMENT TO:

NAME *McIntosh*

STREET ADDRESS *P.O. Box 145*

CITY, STATE & ZIP CODE *Glenn, CA 95943*

Recorded at the request of:  
ATTORNEY

11/26/2019 03:42 PM  
Fee: \$23.00 Pgs: 4

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

SPACE ABOVE FOR RECORDER'S USE ONLY

*Grant Deed*

Title of Document

Pursuant to Senate Bill 2 – Building Homes and Jobs Act (GC Code Section 27388.1), effective January 1, 2018, a fee of seventy-five dollars (\$75.00) shall be paid at the time of recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of recording fees, per each single transaction per parcel of real property. The fee imposed by this section shall not exceed two hundred twenty-five dollars (\$225.00).

Reason for Exemption:

- Exempt from fee per GC 27388.1 (a) (2); recorded concurrently "in connection with" a transfer subject to the imposition of documentary transfer tax (DTT).
- Exempt from fee per GC 27388.1 (a) (2); recorded concurrently "in connection with" a transfer of real property that is a residential dwelling to an owner-occupier.
- Exempt from fee per GC 27388.1 (a) (1); fee cap of \$225.00 reached.
- Exempt from the fee per GC 27388.1 (a) (1); not related to real property.

Failure to include an exemption reason will result in the imposition of the \$75.00 Building Homes and Jobs Act fee. Fees collected are deposited to the State and may not be available for refund.

I hereby declare under penalty of perjury that the information provided above is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

At Chico, \_\_\_\_\_, CA

\_\_\_\_\_  
City State  
Signature

THIS COVER SHEET ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION  
(\$3.00 Additional Recording Fee Applies)



**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

Law Offices of  
SPENCER M. GYSIN  
1395 Ridgewood Drive, Suite #300  
Chico, CA 95973

**MAIL TAX STATEMENTS TO:**

JOHN MCINTOSH and  
MARJORIE MCINTOSH  
P.O. Box 145  
Glenn, CA 95943

**GRANT DEED**

The Undersigned Grantor(s) Declare(s) that the Documentary Transfer Tax is: \$0. THIS CONVEYANCE IS EXCLUDED AS A CHANGE IN OWNERSHIP BECAUSE TRANSFER IS FROM A REVOCABLE TRUST FOR GRANTORS' BENEFIT AND NOT PURSUANT TO A SALE. Rev & T C §11930.

For no value,

Grantor(s): JOHN MCINTOSH and MARJORIE MCINTOSH, HUSBAND AND WIFE AS  
JOINT TENANTS,

hereby GRANT(S) to

Grantee(s): JOHN THOMAS MCINTOSH and MARJORIE DIANE MCINTOSH,  
TRUSTEES OF THE JOHN THOMAS MCINTOSH and MARJORIE DIANE  
MCINTOSH 2019 REVOCABLE INTER VIVOS TRUST DATED  
November 20 2019

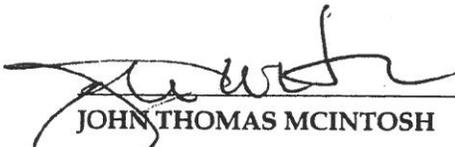
The following real property in the County of Glenn, State of California:

See Exhibit A attached hereto and made a part hereof.

Property Commonly Known as: 8079 HWY 162 Glenn, CA 95943

APN: 016-020-010-000

Dated: NOV 20 2019

  
JOHN THOMAS MCINTOSH

  
MARJORIE DIANE MCINTOSH

Mail Tax Statements To: JOHN MCINTOSH and MARJORIE MCINTOSH, P.O. Box 145  
Glenn, CA 95943.



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.

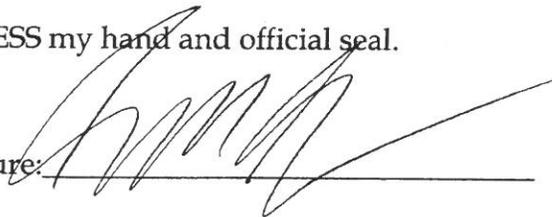
STATE OF CALIFORNIA )  
 ) ss

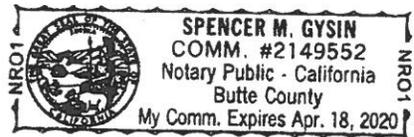
COUNTY OF BUTTE )

On NOV 20 2019, before me, Spencer M. Gysin, a Notary Public, personally appeared JOHN MCINTOSH and MARJORIE MCINTOSH, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument, and acknowledged that they executed the same in their authorized capacities, and that by their signatures on the instrument the persons, or the entity upon behalf of which the persons 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:  (Seal)



1. Notary's name: Spencer M. Gysin
2. The notary's principal place of business: Butte County
3. Notary's commission number: 2149552
4. Notary's commission expires: April 18, 2020



# EXHIBIT A

That portion of the Rancho known as the Larkin's Children's Rancho, being more particularly described by the survey and map thereof and of the Glenn Ranch made by H. B. Shackelford, a licensed surveyor in May and June, 1900, (said map being recorded in the office of the County Recorder, August 23, 1900) and described as follows:

Beginning at the Quarter Section Corner between Sections 65 and 68 of the Glenn Ranch Survey, thence East 150 feet along the South line of said Section 65; to the True Point of Beginning; thence North 2640 feet to the center line of said Section 65; thence East along said center line to the West side of the County Road; thence Southerly and along the West side of the County Road to the Section line between Sections 65 and 68; thence West to the True Point of Beginning.

EXCEPTING THEREFROM an 80 foot strip for canal running along and adjacent to the East line of the above described land.

ALSO EXCEPTING THEREFROM 3 acres located in the Northeast corner of the above described tract of land particularly described as follows: Starting in the center of the Willows Glenn Road on the West right of way line of the River Branch Canal, thence Southerly along and with the West right of way line of said canal 30 feet to the place of beginning; thence South  $89^{\circ} 00'$  West 368 feet; thence South 406 feet to a point; thence North  $89^{\circ} 00'$  East 276 feet, more or less, to the West right of way line of said River Branch Canal; thence Northerly along said West right of way line of said River Branch Canal to the Place of Beginning.

ALSO EXCEPTING THEREFROM all public roads as dedicated on the above referred to map.

ALSO EXCEPTING FROM THE ABOVE all that portion conveyed to the State of California by Deed recorded December 31, 1958 in Book 378 of Official Records, at page 489.

Certificate of Compliance recorded March 22, 1985 in Book 767 at page 598 as Glenn County Recorder's Instrument No. 1442.

More commonly known as: 8079 HWY 162, GLENN, CA 95943



Signature of Landlord [Handwritten Signature]

Signature of Landlord [Handwritten Signature]

Printed Name of Tenant Cassandra Burnvoth

Printed Name of Tenant Timothy Burnvoth

Signature of Tenant [Handwritten Signature]

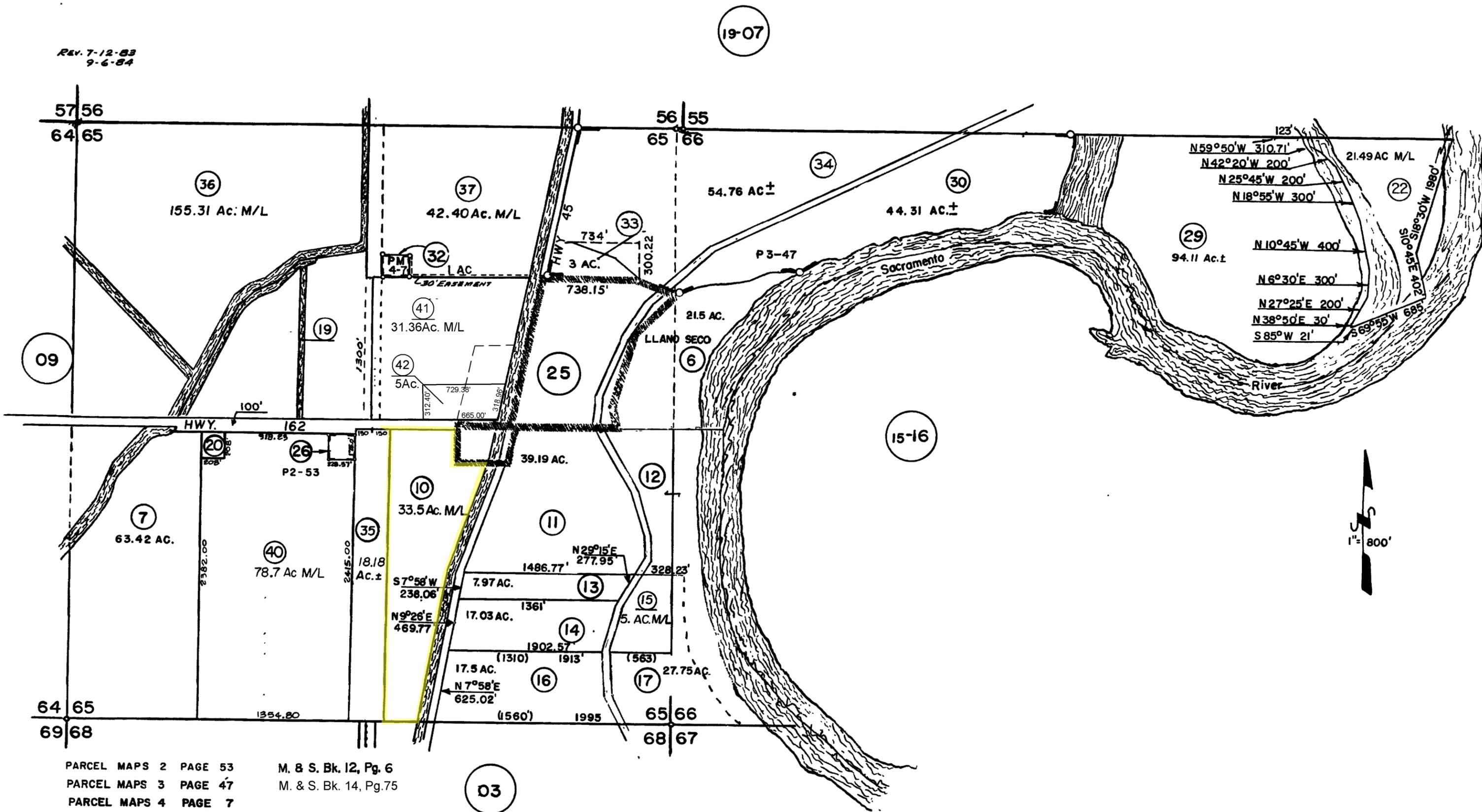
Signature of Tenant Tim Burn

This map is for assessment purposes only. All acreages are more or less.

G.R.S.

T.C.A. 16-02

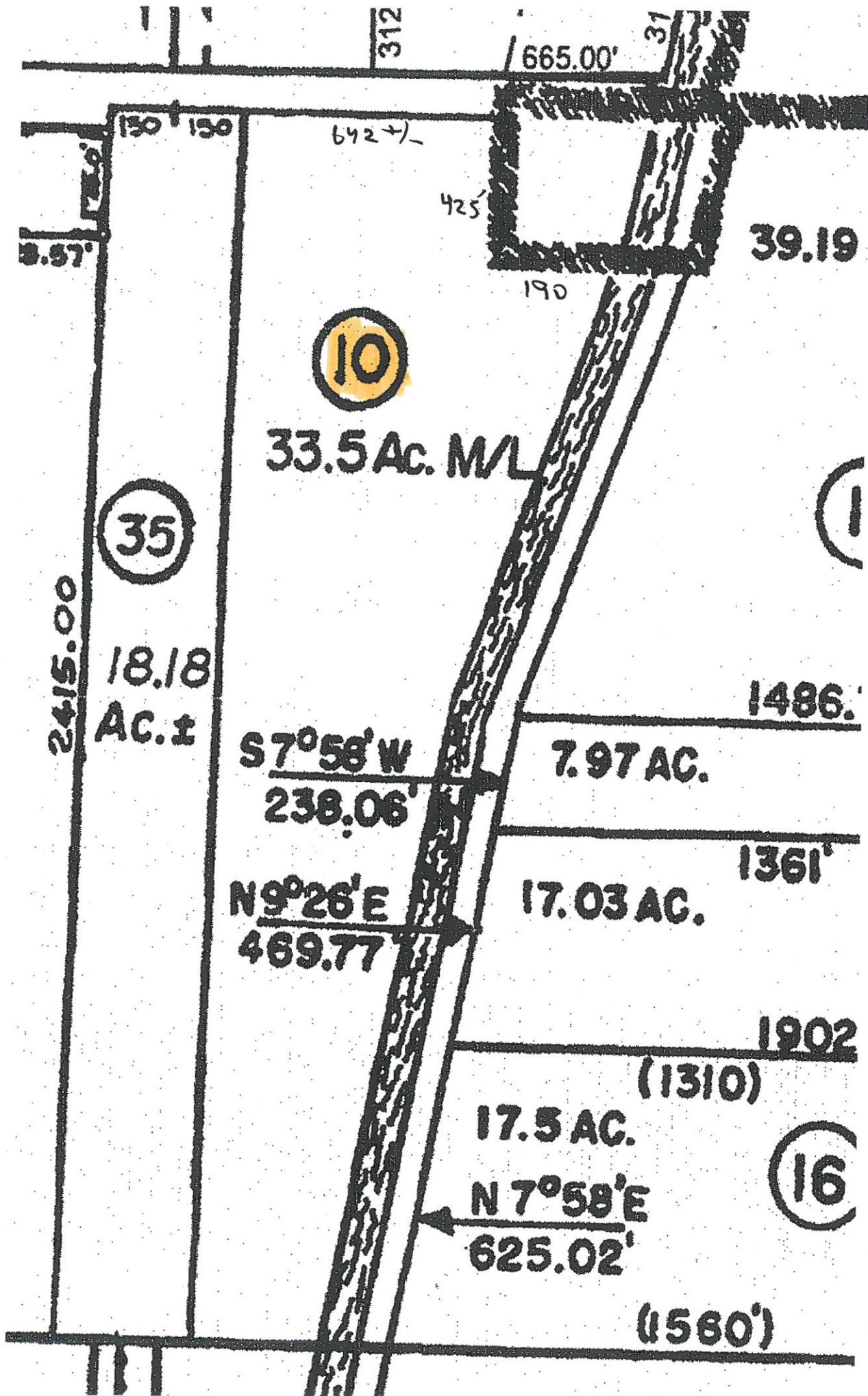
REV. 7-12-83  
9-6-84



PARCEL MAPS 2 PAGE 53  
PARCEL MAPS 3 PAGE 47  
PARCEL MAPS 4 PAGE 7

M. & S. Bk. 12, Pg. 6  
M. & S. Bk. 14, Pg. 75

03



312

665.00'

37

150 150

642 +/-

425'

39.19

8.97'

190

10

33.5 Ac. M/L

35

2415.00

18.18  
Ac. ±

1486'

S 7° 58' W  
238.06'

7.97 AC.

N 9° 26' E  
469.77'

17.03 AC.

1361'

1902

(1310)

17.5 AC.  
N 7° 58' E  
625.02'

16

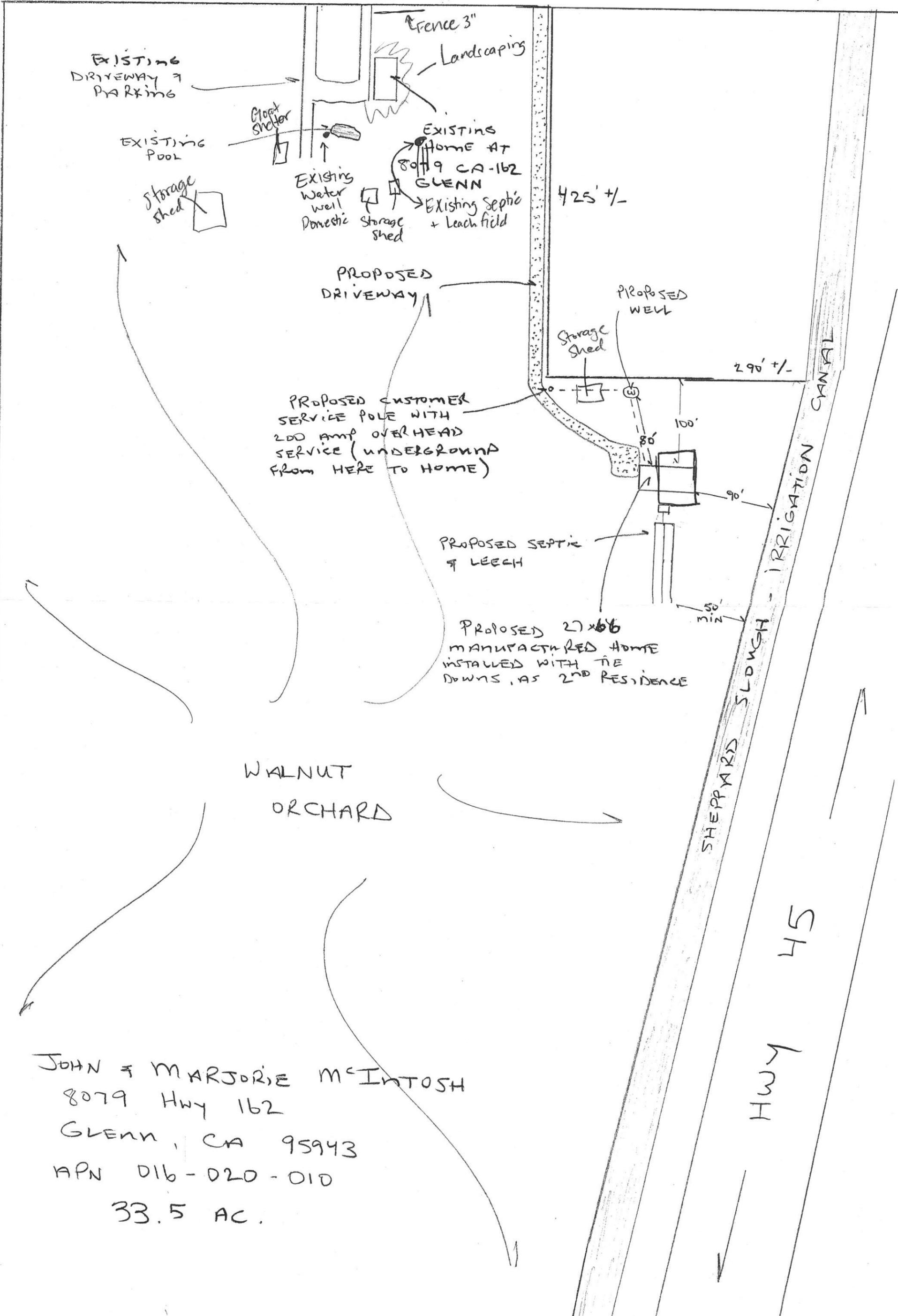
(1560')

CA-162

642' +/-

1" = 100'

N



EXISTING DRIVEWAY & PARKING

EXISTING POOL

Storage shed

Closet shed

EXISTING Water well Domestic

Storage shed

EXISTING HOME AT 8079 CA-162 GLENN

EXISTING Septic + Leach field

Fence 3"

Landscaping

PROPOSED DRIVEWAY

PROPOSED WELL

Storage shed

290' +/-

PROPOSED CUSTOMER SERVICE POLE WITH 200 AMP OVERHEAD SERVICE (UNDERGROUND FROM HERE TO HOME)

PROPOSED SEPTIC & LEECH

PROPOSED 27x66 MANUFACTURED HOME INSTALLED WITH TIE DOWNS, AS 2ND RESIDENCE

WALNUT ORCHARD

SHEPPARD SLOUGH - IRRIGATION CANAL

HWY 45

JOHN & MARJORIE MCINTOSH  
 8079 Hwy 162  
 GLENN, CA 95943  
 APN 016-020-010  
 33.5 AC.