

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

P.O. Box 1070 / 777 N. Colusa Street  
Willows, CA 95988  
530.934.6540 Fax 530.934.6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



Donald Rust, Director

---

Paul Poston  
PO Box 228  
Elk Creek, CA 95939

October 24, 2018

RE: Administrative Permit 2018-004  
APN: 022-312-008 & 022-312-014  
Approval Notice

Dear Landowners:

The application for an Administrative Permit for a second residence in the “R-1” (Single Family Residential) zoning district is an allowed use under the Glenn County Code.

On October 24, 2018, the Glenn County Planning & Community Development Services 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 & 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,

John Lanier  
Assistant Planner  
[jlanier@countyofglenn.net](mailto:jlanier@countyofglenn.net)

Cc: Glenn County Building Inspector  
Environmental Health

---

## **CONDITIONS OF APPROVAL**

### **Administrative Permit 2018-004**

APN: 022-312-014 & 022-312-008

Single-family (second) residence in the "R-1" (Single Family Residential) 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: \_\_\_\_\_  
Paul Poston - Applicant & Landowner

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

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

P.O. Box 1070 / 777 N. Colusa Street  
Willows, CA 95988  
530.934.6540 Fax 530.934.6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



Donald Rust, Director

---

**STAFF REPORT**

DATE: October 22, 2018  
TO: Donald Rust, Director  
FROM: John Lanier  
RE: Administrative Permit 2018-004  
Second Residence, "R-1" Zoning District

---

Attachments:

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

## **1      PROJECT SUMMARY**

Paul Poston has applied for an Administrative Permit to construct a 360 square foot second residence with overall dimensions of 12 feet by 30 feet on Assessor's Parcel Number 022-312-008 & 022-312-014. According to the site plan, the current residence at 135 Glenn Dr., Elk Creek is located approximately 60 feet south of the proposed residence.

The address assigned is 125 Glenn Drive. The site is on the east side of Elk Creek, south of County Road 309, situated between Glenn Drive and County Road 306, with the primary access to the parcel from Glenn Drive, located in the unincorporated area of Glenn County, California. The parcel is zoned "R-1" (Single Family Residential, 20,000 square foot minimum parcel size) and is designated "Single Family Residential" in the Glenn County General Plan.

### **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 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 Elk Creek Community Services District for water and have individual septic 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.

## **2.2 GENERAL PLAN AND ZONING CONSISTENCY**

The parcel is designated “Single Family Residential” in the Glenn County General Plan and is zoned “R-1” (Single Family Residential, 20,000 square foot minimum parcel size). The project site currently has one residence and the proposed second residence is a permitted use within the “R-1” zone (Glenn County Code Chapter 15.370.030(G)). The project is consistent with surrounding land use because the area consists of residential uses. The proposal is consistent with zoning and the General Plan.

### Second Dwellings (Glenn County Code §15.175):

In accordance with §15.175.020(A) a second dwelling is permitted if an application has first been submitted to the planning authority and meets all county standards including Chapter 15.590.

### Purpose (Glenn County Code §15.370.010):

The single family residential zoning classification is established to provide living area within an area where development is limited to low density concentrations of single-family dwellings, to promote and encourage a suitable environment for family life, to provide space for community facilities needed to complement urban residential areas and for institutions which require a residential environment, and to minimize traffic congestion and to avoid an overload of utilities designed to service only low density residential use. The proposal of the second residence is consistent with surrounding land use because the area consists of residential structures. The proposal will not adversely affect surrounding uses in the area and will not adversely affect the General Plan.

### **2.2.1 “R-1” Single Family Residential (Glenn County Code Chapter 15.370):**

#### Site Area (Glenn County Code §15.370.060):

The minimum parcel size for the “R-1” zone is 20,000 square feet. The 33,541 square foot parcel meets the 20,000 square foot minimum, and the site is adequate in size and shape to accommodate the proposed project.

#### Maximum Building Height (Glenn County Code §15.370.080)

The proposed height of the residence is approximately 18 feet; therefore, it will not exceed the maximum height of thirty feet for residential structures as stated in Glenn County Code §15.370.080(A).

#### Minimum Distance Between Structures (Glenn County Code §15.370.090):

The closest structure a residence that is approximately 60 feet south of the proposed second residence. The Building Inspection Division will not issue a building permit if it is found not to be in compliance with building and fire codes.

*The fire protection regulations of the affected fire district shall be complied with.* This project will be required to comply with the regulations of the Elk Creek Fire Protection District.

Minimum Yard Requirements (Glenn County Code §15.370.070)

The plot plan depicts that the proposed second residence will be at least twenty-two feet from the front property line, twelve feet from the nearest side property line, and at least one hundred feet from the rear property line. Therefore, the second residence as proposed on the site plan meets the required minimum yard setbacks of twenty feet for the front yard, five for side yard, and twenty-five feet for the rear yard.

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, Chapter 15.590):**

Applicability (Glenn County Code §15.590.010):

A. *Glenn County Code §15.590.010.A: All single-family dwellings, mobilehomes, modular homes and temporary dwellings shall meet the minimum residential construction standards set forth in this Chapter.*

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 will be placed on a concrete slab and footing foundation.*
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. At 360 square feet, the proposed secondary residence is an efficiency dwelling and will meet all applicable building codes.*
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. 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 main structure of the building is an engineered steel building with interior walls that 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, it is 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 proposed residence is 12 feet by 30 feet and the floor area is 360± square feet.
- 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.

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

## **2.3 GENERAL PROVISIONS**

Flood Zone Designation:

The project site lies within Flood Zone “X” (unshaded) according to Flood Insurance Rate Map (FIRM) No. 06021C0550D, 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 and 0.2-percent annual chance floodplains. No base flood elevations or base flood depths are shown within these zones.

Environmental Health Regulations:

The proposal is required to comply with all Elk Creek Community Service District 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 “R-1” 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**

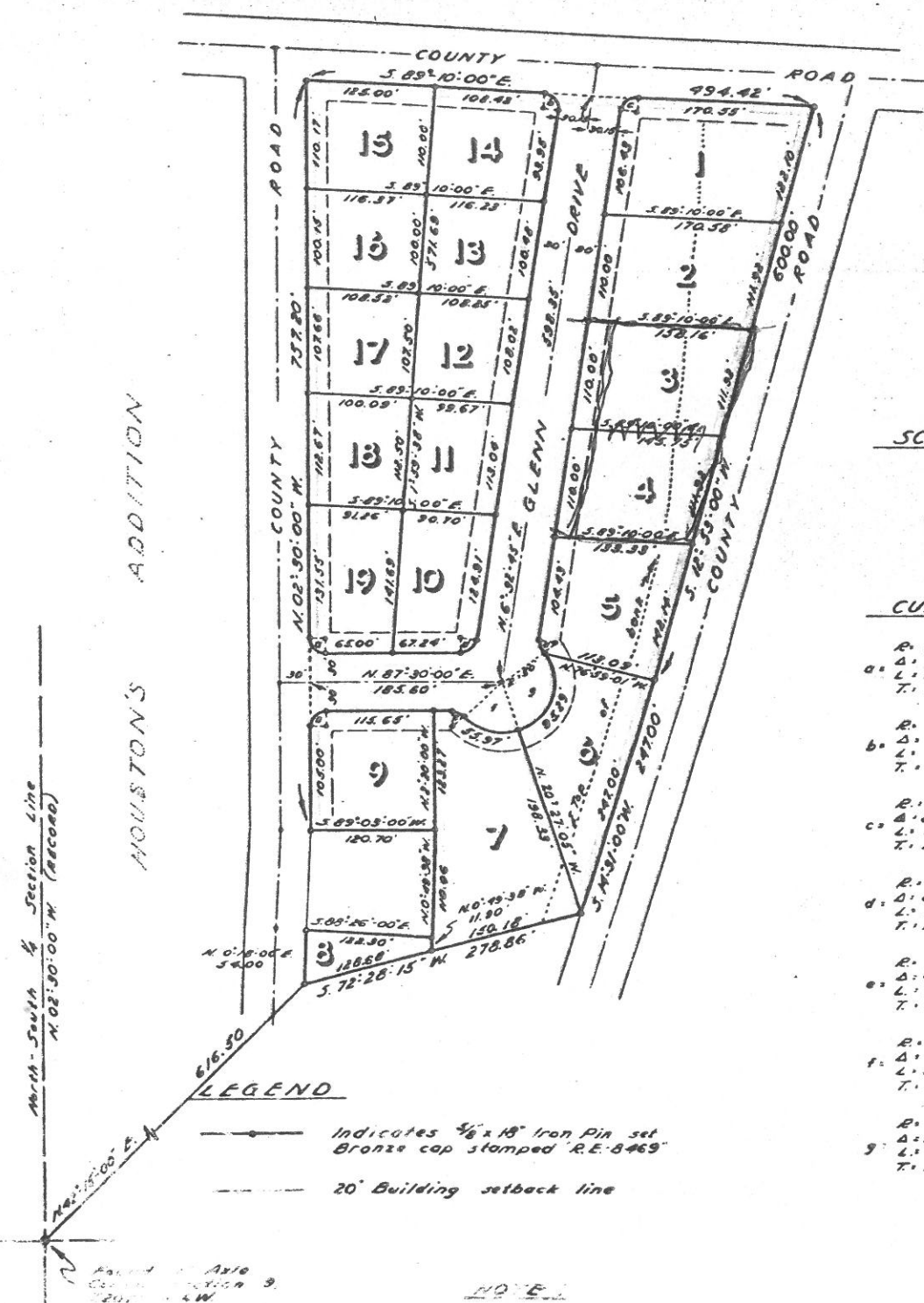
This Administrative Permit is not a building permit. It is the applicant’s responsibility to secure the necessary permits in all affected federal, state, and local agencies.

**5      FINDINGS**

**Finding 1**

The proposed residence meets all applicable Glenn County codes.





SCALE = 1" = 100'

#### CURVE DATA

a. R. 15.00'  
Δ. 90°00'00"  
L. 23.36'  
T. 15.00'

b. R. 15.00'  
Δ. 95°42'45"  
L. 25.06'  
T. 16.58'

c. R. 15.00'  
Δ. 64°17'15"  
L. 22.07'  
T. 13.57'

d. R. 15.00'  
Δ. 60°47'15"  
L. 21.15'  
T. 12.76'

e. R. 5.00'  
Δ. 46°11'13"  
L. 12.03'  
T. 6.40'

f. R. 50.00'  
Δ. 64°08'18"  
L. 55.97'  
T. 31.53'

g. R. 10.00'  
Δ. 109°11'23"  
L. 95.29'  
T. 70.94'

#### BASIS OF BEARINGS

The basis of bearings shown on this map is the North - South  $\frac{1}{4}$  Section Line of Section 9, T.20N., R.6W., M.D.B.F.M. which bears N. 02°30'00" W.

#### SURVEYORS CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirements of Chapter 15 of Division 3 of the Business and Professions Code at the request of BOARD OF SUPERVISORS in April 1962

*John W. Renteria*  
County Surveyor, R.E.-8469

#### COUNTY SURVEYORS CERTIFICATE

This map has been examined for conformance with the requirements of Chapter 15 of Division 3 of the Business and Professions Code this 26 day of APRIL 1962.

*John W. Renteria*  
County Surveyor

#### RECORDERS CERTIFICATE

Filed for record this 26 day of APRIL 1962 at 4:50 P.M. in Book 7 of MAPS & SURVEYS, at page 3 at the request of JOHN W. RENTERIA, COUNTY SURVEYOR

*Jessie R. King*  
County Recorder

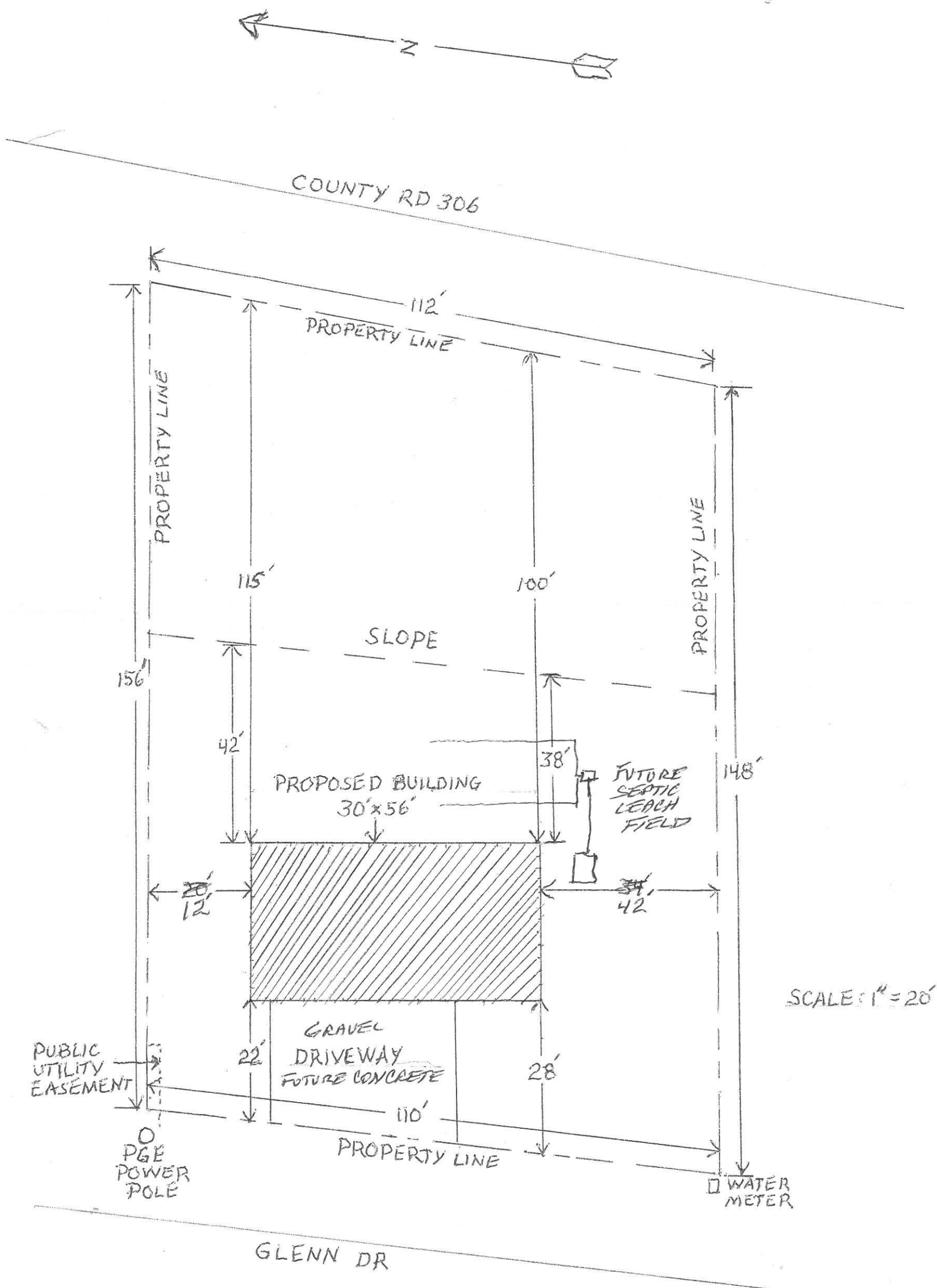
Fee - NO FEE

#### RECORD OF SURVEY

IN THE N.E.  $\frac{1}{4}$  OF SECTION 9, T.20N., R.6W., M.D.B.F.M. CALIFORNIA  
GLENN COUNTY

FOR  
**COUNTY OF GLENN**





PAUL POSTON.  
125 GLENN DR  
ELK CREEK, CA 95939  
APN# 022-312-014-000