



AGENDA

ADJOURNED REGULAR MEETING
OF THE PLANNING COMMISSION
CITY OF NEEDLES, CALIFORNIA
WEDNESDAY, OCTOBER 09, 2024 AT 4:00 PM
EL GARCES - 950 FRONT STREET, NEEDLES

**THE PUBLIC MAY ATTEND VIA TEAMS OR IN PERSON
AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO NOON ON THE DAY OF THE
MEETING BY EMAILING cclark@cityofneedles.com**

**TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at
www.cityofneedles.com to access the agenda and [Click here to join the meeting](#)**

**If asked, enter the following: Meeting ID: 327 659 90#
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 327 659 90#
The meetings are being recorded.**

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONFLICT OF INTEREST
CORRESPONDENCE
INTRODUCTIONS

**AS A COURTESY TO THOSE IN ATTENDANCE, WE WOULD ASK THAT CELL PHONES BE
TURNED OFF OR SET IN THEIR SILENT MODE. THANK YOU**

PUBLIC APPEARANCE - Persons wishing to address the Commissioners on subjects other than those scheduled are requested to do so at this time. When called by the Chair, please announce your name and address for the record. In order to conduct a timely meeting, a three-minute time limit per person has been established by Municipal Code Section 2-18. Amendments to the California Government Code Section 54950 prohibits the Commissioners from taking action on a specific item until it appears on the agenda.

PUBLIC HEARING

1. Public hearing noticed to consider all evidence and testimony for or against approval of Resolution 10-09-2024-PC recommending that the City Council adopt an ordinance approving an Amendment to the Needles Municipal Code ("Code") Amending Section 96.00 "Table Of Permissible Uses" And Section 96.08 "Dwelling Units." (ACT)
 - Staff Report
 - Commission questions of staff
 - Chair to open the public hearing
 - Public Comment
 - Chair to close the public hearing
 - Commission Discussion / Deliberation
 - Adopt Resolution 10-09-2024-PC recommending that the City Council adopt an ordinance approving an Amendment to the Needles Municipal Code ("Code") Amending Section 96.00 "Table Of Permissible Uses" And Section 96.08 "Dwelling Units."

REGULAR ITEMS

2. Approve the Minutes of August 7, 2024 (ACT)

COMMISSIONER REQUESTS

CITY MANAGER REPORT

City Manager's Report for the weeks of September 20 and September 27, 2024

ADJOURNMENT

INTERNET ACCESS TO PLANNING COMMISSION AGENDAS AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO PLANNING COMMISSION MEETINGS AT:

<http://www.cityofneedles.com>

Posted: October 4, 2024

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS - Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to a meeting is available for public inspection at the Needles Administrative Office, 817 Third Street, Needles, CA 92363.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Candace Clark, Assistant City Clerk, at (760) 326-2113 ext 133. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II)

If a decision is made at this hearing and you later disagree with the decision, only issues raised at the public hearing or in written form at or before the public hearing can be considered.

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting.

Dated this 4th day of October 2024

/s/ Candace Clark, CPMC, Assistant City Clerk



City of Needles, California Request for Commission Action

CITY COUNCIL PLANNING COMMISSION Regular Special

Meeting Date: October 9, 2024

Title: A Resolution of The Planning Commission of The City Of Needles, California, Recommending that the City Council Adopt an Ordinance approving an Amendment to the Needles Municipal Code ("Code") Amending Section 96.00 "Table Of Permissible Uses" And Section 96.08 "Dwelling Units."

Background: On July 22, 2024, the City of Needles received a comment letter from the California Department of Housing and Community Development (HCD) regarding Ordinance No. 652-AC, which amended Needles Municipal Code (NMC) Section 96.00 "Table of Permissible Uses" and Section 96.08 "Dwelling Unit" and was adopted by the Needles City Council on August 6, 2022. This ordinance was submitted to HCD for review on September 15, 2022.

In accordance with Government Code section 66326, subdivision (a), HCD's letter indicated that the City's current ordinance concerning dwelling units does not fully comply with State laws regarding Accessory Dwelling Units (ADUs) and junior accessory dwelling units (JADUs). The City has reviewed HCD's comments and proposes amendments to the ordinance, as detailed in Exhibit "A" (attached), to ensure compliance. These amendments address HCD comments and include updates to provide clarity related to ADUs, JADUs.

Additionally, on September 19, 2024, Governor Newsom signed Senate Bill 1211 (SB 1211) into law, introducing further changes to State ADU regulations. The proposed amendments to the City's ordinance also incorporate the new requirements mandated by this legislation.

A public hearing notice was published in the Needles Desert Star newspaper on Wednesday, September 25, 2024, and posted at the entrance of City Hall.

City staff, in collaboration with Placeworks (the City's state-funded planning consultant), has developed the necessary amendments to the ordinance to ensure compliance with State ADU Law. Upon approval by the City Council, the ordinance will be submitted to the California Department of Housing and Community Development (HCD) for review. The most significant changes amendments to NMC Section 96.00, "Table of Permissible Uses," and Section 96.08, "Dwelling Unit," are as follows:

- Removed JADUs as a permitted use in the C-2 zone.
- Revised the definition and building standards for Tiny Homes to allow enclosed spaces between 150 and 400 square feet.
- Updated the definition of a manufactured home to exclude park model homes.
- Removed Section 96.08(h), which set standards for Manufactured Homes and Tiny Homes.
- Eliminated all provisions regarding "Violations Considered an Infraction" in Sections 96.08(b), (c), and (d).
- Removed provisions prohibiting ADUs from being used as vacation rentals.
- Added a statement that the City shall not prohibit the development of an attached or detached ADU up to 800 square feet with four side and rear setbacks, regardless of underlying development standards.

- Included language allowing the creation of an ADU up to 800 square feet, regardless of the size of the primary unit.
- Revised parking and kitchen standards for JADUs.
- Updated the number of ADUs allowed on a single-family lot to permit one ADU through conversion of existing space, one new construction ADU, and one JADU, for a total of three accessory units.

Attachments: 1. Planning Commission Resolution 10-09-2024-PC
 2. Exhibit A – Amendment to Needles Municipal Code
 3. Exhibit B - Amendment (CLEAN COPY) to Needles Municipal Code

Fiscal Impact: None

Environmental Impact: Categorical exemption pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections 15060(c), 15061(B)(3) (the common-sense exemption), and 15378, that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Recommended Action: Approve Resolution 10-09-2024-PC Recommending that the City Council Adopt an Ordinance approving an Amendment to the Needles Municipal Code (“Code”) Amending Section 96.00 “Table Of Permissible Uses” And Section 96.08 “Dwelling Units.”

Submitted By: Irene Romero, City Planner

City Manager Approval: Patrick J. Martinez Date: 10/4/2024

Other Department Approval (when required): _____ Date: _____

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item: _____

PC RESOLUTION 10-09-2024-PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NEEDLES, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE APPROVING AN AMENDMENT TO THE NEEDLES MUNICIPAL CODE ("CODE") AMENDING SECTION 96.00 "TABLE OF PERMISSIBLE USES" AND SECTION 96.08 "DWELLING UNITS." PURSUANT TO A CATEGORICAL EXEMPTION IN ACCORDANCE WITH CEQA GUIDELINES SECTIONS 15060(C), 15061(B)(3) AND 15378.

WHEREAS, the Planning Commission of the City Needles is empowered to recommend amendments to the Zoning Ordinance. Modifications to the various Sections listed herein to further the purposes of the Zoning Ordinance and facilitate the implementation of State law; and

WHEREAS, the City of Needles ("City") is required by California Government Code Sections 65854 to 65857 to amend the Zoning Ordinance, as defined therein; and

WHEREAS, changes to various sections of the Zoning Code related to permitted uses and development standards are proposed to implement and ensure consistency with Government Code, Title 7, Division 1, Chapter 13 (sections 66310-66342); and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the Zoning Ordinance Amendment is exempt under Sections 15060(C), 15061(b)(3) and 15378 of the State CEQA Guidelines; and

WHEREAS, as contained here, the City has endeavored in good faith to set forth the basis for its decisions on the Project; and

WHEREAS, all of the findings and conclusions made of the Planning Commission pursuant to this Resolution is based upon the oral and written testimony; and

WHEREAS, a public hearing notice for the Needles Planning Commission meeting was published in the Needles Desert Star on September 25, 2024; and

WHEREAS, the Needles Planning Commission has sufficiently considered all testimony and evidence presented to them in order to make the following determination.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Needles as follows:

SECTION 1. Recitals. The recitals above are hereby incorporated by reference as a substantive component of this Resolution.

SECTION 2. Compliance with CEQA. The Planning Commission hereby recommends that the City Council determine that this ordinance qualifies for a categorical exemption pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections 15060(c), 15061(B)(3) (the common-sense exemption), and 15378, that this Ordinance is nonetheless exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can

be with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.; and

SECTION 3. The Planning Commission HEREBY FINDS AND DETERMINES that facts do exist to recommend to the City Council the amendments to the Needles Municipal Code and Needles Zoning Code, attached as "Exhibit "A".

SECTION 4. The Planning Commission HEREBY RECOMMENDS APPROVAL OF RESOLUTION NO. 10-09-2024-PC for an amendment to the Needles Municipal Code and Needles Zoning Code, attached as Exhibit "A".

SECTION 5. This action shall become final and effective 30 days after this decision by the City Council as provided by the Needles City Code.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Planning Commission of the City of Needles, California, held on the 9th day of October 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Bob Rath, Chairperson
Needles Planning Commission

Kathy Raasch
Development Services Director

Exhibit "A"

96.00 Table of Permissible Uses

Zones: R1 R2 R3 CRR C1 C2 C3 M1 M2 P										
1.00 Residential										
1.20 Accessory Dwelling Units	Z	Z	Z	Z		Z				
1.25 Junior Accessory Dwelling Units	Z	Z	Z	Z						
*S Applications that do not comply with the criteria for ministerial review are subject to the review and approval of the Planning Commission through a Special Use Permit w/o a public hearing										

96.08 Dwelling Units

(a) Definitions to be Added.

1. "Accessory dwelling unit." An attached or a detached residential dwelling unit which provides independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, eating, sleeping, cooking, and sanitation on the same parcel as a single-family dwelling or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home as defined in Section 18007 of the Health and Safety Code. (See also "Secondary dwelling unit").
2. "Accessory building or structure." A building or structure that is subordinate to the main building on the same site, or the use of which is incidental to the use of the site or the use of the main building on the site. A building that shares a common wall with a main building shall be deemed a part of the main building.
3. "Accessory use." A use customarily incidental, related, and subordinate to the principal legal use of the parcel or lot and located on the same.
4. "Architecturally and historically significant historic district" means a historic district established by the City of Needles.
5. "Attached accessory dwelling unit" means an accessory dwelling unit that shares a common wall with the primary unit, either by being constructed as a physical expansion (i.e., addition) of a primary unit, conversion of an existing garage attached to a primary unit, or installation of a new basement underneath an existing primary unit.
6. "Detached accessory dwelling unit" means an accessory dwelling unit that is constructed as a separate structure from the primary unit or is created

Exhibit "A"

through conversion (full or partial) of an existing lawfully-constructed detached accessory building into an accessory dwelling unit.

7. "Second Dwelling Unit." A "Second Dwelling Unit" is defined as a permanent dwelling unit that is equivalent to a primary dwelling on the same site. A second dwelling unit provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, sanitation, and parking. A second dwelling unit must be detached from the primary dwelling in R1 zones. A second dwelling unit may be attached to or detached from the primary dwelling in R2, R3, and CRR zones.
8. "Floorspace" means the gross floor area as measured to the outside surface of exterior walls, including its living area.
9. "Junior accessory dwelling unit." A unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. must be entirely contained within an existing or proposed single-family structure. This includes any enclosed space within the residence, such as an attached garage, which is considered part of the single-family structure. The JADU must include either its own separate sanitation facilities or share sanitation facilities with the existing or proposed single-family structure. In cases where a separate bathroom is not provided, the unit must have an interior entrance to the primary living area, along with an independent exterior entrance that is distinct from the main entrance of the primary dwelling. Furthermore, the JADU must be equipped with an efficiency kitchen.
10. "Living area" means the interior habitable area of a dwelling unit including the basement and attics but not including a garage or any accessory building or structure.
11. "Primary unit" means the building (or portion of the building in cases of an attached accessory dwelling unit) in which the principal residential use of the lot takes place. An accessory dwelling unit cannot constitute the primary unit.
12. "Public transit" means a signed and designated bus stop, train stop, ferry terminal or other public transit station where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
13. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

Exhibit "A"

14. "Secondary dwelling unit." The predecessor to an accessory dwelling unit under local zoning laws. Secondary dwelling unit permits were issued under local zoning laws in effect after February 3, 1984 and prior to January 1, 2017.
 15. "Tiny home" means a detached structure with an enclosed space between 150 and 400 square feet on a permanent foundation used for dwelling purposes that provides complete independent living facilities for one or more persons and is located on the same lot as the primary dwelling (single-family or multifamily) to which it is an accessory use. A tiny home that meets the requirements herein shall be considered an accessory dwelling unit.
 16. "Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with a permanent foundation and attached to the required utilities.
- (b) Accessory Dwelling Unit (ADU). This section provides for the establishment and reasonable regulation of accessory dwelling units in order to encourage housing opportunities for all segments of the population while ensuring the public health, safety, and welfare.
1. Application and Fee. Application for an accessory dwelling unit permit shall be accompanied by the appropriate fee(s). Impact Fees. Accessory dwelling units built on a lot with an existing primary dwelling unit are exempt from impact fees. Accessory dwelling units built in conjunction with a new primary dwelling unit are subject to the following:
 - A. For accessory dwelling units less than 750 square feet, no impact fees apply.
 - B. For accessory dwelling units 750 square feet and larger, the impact fee is proportional relative to the square footage of the primary dwelling unit.
 2. Director of the Development Services, or His/Her Designated Replacement, as Review Authority. Applications for accessory dwelling units shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of a complete application and fees, if the proposed site has an existing dwelling unit, otherwise a zoning permit application and fees for a site plan review are required. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient

Exhibit "A"

and a description of how the application can be remedied by the applicant within 60 days of submission of a complete application.

3. A temporary certificate of occupancy for an accessory dwelling unit may be issued before the certificate of occupancy is issued for the primary residence, with the following conditions: 1) Within 18 months of receiving the temporary certificate of occupancy, a building permit will be in place for the primary dwelling unit and construction completed within 24 months of issuance of building permit ; 2) A bond to be in place at the time the temporary Certificate of Occupancy is issued in an amount covering the cost of demolition and removal of the ADU if the primary dwelling unit is not completed within 24 months. Once both units are completed, permanent Certificate of Occupancy will be issued for both units.
4. Building Permits. A building permit shall be required in conjunction with the issuance of an accessory dwelling unit permit if repair, rehabilitation, or other work otherwise requiring a building permit is necessary.
5. Approved Secondary Dwelling Units Still Valid. Any secondary dwelling unit legally established with an approved secondary dwelling unit permit and in continued existence shall be deemed a legal, conforming dwelling unit. Secondary dwelling units established by any such permit shall continue to comply with all zoning requirements for secondary dwelling units in effect at the time of permit approval.
6. Premises Identification. Any assigned street address number for the accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
7. Expiration. Accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.
8. Reporting of Violations. All reporting of accessory dwelling unit permit or secondary dwelling unit permit violations shall be submitted in writing to the director, or his/her designee, and the director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered, within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.

Exhibit "A"

9. Density. Pursuant to California Government Code, Title 7, Division 1, Chapter 13, no accessory dwelling unit approved under these provisions shall be considered in calculating the density of the lot allowed by the land use designation contained in the land use element of the Needles General Plan, and accessory dwelling units are deemed a residential use that is consistent with the existing general plan and zoning for the lot.
- (c) Junior Accessory Dwelling Unit (JADU). This section provides for the establishment and reasonable regulation of junior accessory dwelling units to encourage housing opportunities for all segments of the population while ensuring the public health, safety, and welfare.
1. Zoning Permit Required. No junior accessory dwelling unit shall be established or used unless a junior accessory dwelling unit permit has been issued by the City.
 2. Application and Fee. Application for a junior accessory dwelling unit permit shall be accompanied by the appropriate filing fee. JADUs are exempt from impact fees.
 3. Director of the Development Services, or His/Her Designee, as Review Authority. Applications for junior accessory dwelling unit shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of complete application and fees. This approval or denial shall occur no more than 60 days following submission of a complete application. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
 4. Building Permits. A building permit and a certificate of occupancy shall be required in conjunction with the installation of a junior accessory dwelling unit. Any repair, rehabilitation, or other work associated with the installation of the junior accessory dwelling unit shall also obtain building permits where required by law.
 5. Premises Identification. Any assigned street address number for the junior accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
 6. Expiration. Junior accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.

Exhibit "A"

7. Reporting of Violations. All reporting of junior accessory dwelling unit violations shall be submitted in writing to the director, or his/her designee, The director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the current status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.

(d) Manufactured Homes and Tiny Homes. Manufactured homes and tiny homes are subject to all of the following provisions:

1. Shall meet the definition of ADU in Government Code section 66313, subdivision (a), and must comply with the standards of, and be approved as one of the following types of structures:
 - A. a HUD-Code manufactured home (MH),
 - B. a California Residential Code home or
 - C. a California Building Code home.
2. Shall adhere to all setback, height, and floor area limitations pursuant to Section 96.08(H).
3. Shall be secured to a permanent foundation.
4. Shall have at least 150 square feet of enclosed space.
5. Shall be directly connected to an approved water source, an onsite wastewater treatment system or sanitary sewer system, and electric utilities. Holding tanks that are incorporated into the original design of the structure shall not be used for the purposes of waste storage and shall be directly connected to the approved onsite wastewater treatment system or sanitary sewer.
6. Mechanical equipment shall be incorporated into the original design of the structure and shall not be located on the roof or added on to the exterior of the unit, except for HVAC units.
7. Shall have the following design elements:
 - A. Shall not include corrugated aluminum or fiberglass siding and shall not be a shipping container or cargo container.

Exhibit "A"

- B. Shall use cladding and trim materials on the exterior of movable tiny homes for residential appearance and to provide adequate thermal insulation and weather resistance. Materials may include, but are not limited to, single piece composite, vinyl siding, laminates, or interlocked sheathing.
 - C. Windows shall be at least double pane glass and labeled for building use and shall include exterior trim.
8. Application and Fee. Application for an accessory dwelling unit (manufactured home or tiny home) permit shall be accompanied by the appropriate fee(s).
9. Impact Fees. Accessory dwelling units built on a lot with an existing primary dwelling unit are exempt from impact fees. Accessory dwelling units added in conjunction with a new primary dwelling unit are subject to the following:
- A. For accessory dwelling units less than 750 square feet, no impact fees apply.
 - B. For accessory dwelling units 750 square feet and larger, the impact fee is proportional relative to the square footage of the primary dwelling unit.
10. Director of the Development Services, or his/her designated replacement, as review authority. Applications for accessory dwelling units shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of complete application and fees, if the proposed site has an existing dwelling unit, otherwise a zoning permit application and fees for a site plan review are required. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
11. Grant of Accessory Dwelling Unit Permit. To be approved and occupied as an ADU, a tiny home must meet the definition of ADU in Government Code section 66313, subdivision (a), and must comply with the standards of, and be approved as one of the following types of structures:
- A. a HUD-Code manufactured home (MH),
 - B. a California Residential Code home or
 - C. a California Building Code home.

Exhibit "A"

12. A temporary certificate of occupancy for an accessory dwelling unit may be issued before the certificate of occupancy is issued for the primary residence, with the following conditions: 1) Within 18 months of receiving the temporary certificate of occupancy, a building permit will be in place for the primary dwelling unit and construction completed within 24 months of issuance of building permit; 2) A bond to be in place at the time the temporary Certificate of Occupancy is issued in an amount covering the cost of demolition and removal of the ADU if the primary dwelling unit is not completed within 24 months. Once both units are completed, permanent Certificate of Occupancy will be issued for both units.
13. Building Permits. A building permit shall be required in conjunction with the issuance of an accessory dwelling unit permit if repair, rehabilitation, or other work otherwise requiring a building permit is necessary.
14. Approved Secondary Dwelling Units Still Valid. Any secondary dwelling unit legally established with an approved secondary dwelling unit permit and in continued existence shall be deemed a legal, conforming dwelling unit. Secondary dwelling units established by any such permit shall continue to comply with all zoning requirements for secondary dwelling units in effect at the time of permit approval.
15. Premises Identification. Any assigned street address number for the accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
16. Expiration. Accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.
17. Revocation. Upon written notice to the holder of an accessory dwelling unit permit or a secondary dwelling unit permit, and a hearing before the director, or his/her designee, the director may revoke or modify any accessory dwelling unit permit or secondary dwelling unit permit on any one or more of the following grounds:
 - A. That the approval was based on false information submitted by the applicant;
 - B. That the use for which such approval was granted has ceased to exist or has been suspended for one year or more;

Exhibit "A"

C. That the permit granted is being or recently has been exercised contrary to the terms or conditions of such approval, or in violation of any statute, ordinance, law or regulation.

18. Reporting of Violations. All reporting of accessory dwelling unit permit or secondary dwelling unit permit violations shall be submitted in writing to the director, or his/her designee, and the director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered, within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.

19. Density. Pursuant to Government Code, Title 7, Division 1, Chapter 13, no accessory dwelling unit approved under these provisions shall be considered in calculating the density of the lot allowed by the land use designation contained in the land use element of the Needles General Plan, and accessory dwelling units are deemed a residential use that is consistent with the existing general plan and zoning for the lot.

(e) Standards for Accessory Dwelling Units Created Through Construction of or Additions to an Accessory Structure or by Construction of or Additions to an Existing or Proposed Dwelling. (construction of new square footage)

1. Zones. The proposed unit would be located on a lot that contains a proposed or existing dwelling located in one of the following residential zones: R-1, R-2, R-3, CRR, and C-2.
2. Number of ADUs. One converted ADU is allowed per primary dwelling unit, notwithstanding the presence of a detached ADU of new construction and/or a JADU. On lots zoned for multi-family residential use, a maximum of eight ADUs detached from the multifamily structure are permitted, provided the number of ADUs does not exceed the number of existing units on the lot.
3. Rental. The Accessory Dwelling Unit may be rented but may not be rented for a period of less than 30 consecutive days.
4. Location on Lot. The Accessory Dwelling Unit shall either be attached to the existing dwelling or located within the Living Area of the existing dwelling or shall be detached from the existing dwelling and located on the same lot as the existing dwelling. If detached, the Accessory Dwelling Unit

Exhibit "A"

shall be separated from the Primary Unit and any Detached Accessory Building a minimum of three feet.

5. Zoning Development Standards. The proposed unit shall comply with development standards for the underlying zone in which it is located. Notwithstanding the underlying development standards, the City shall not prohibit the development of an attached or detached ADU of up to 800 square feet with four side and rear setbacks.
6. Separate Kitchen and Bathroom. The proposed Accessory Dwelling Unit shall contain a separate kitchen and bathroom; both the Primary Unit and the Accessory Dwelling Unit shall comply at a minimum with all requirements of the current residential code; and the Accessory Dwelling Unit shall comply with the building code at the time it was constructed.
7. Size. There is no limit on the size of an accessory dwelling unit that is attached to or detached from a primary unit, except that attached and detached accessory dwelling units shall not be larger than the primary unit, if the primary unit is at least 800 square feet or larger.
 - A. If the primary unit is 800 square feet or smaller, the primary unit's size shall not prohibit the development of a detached or attached accessory dwelling unit with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.
8. Height. An Accessory Dwelling Unit may be at least 18 feet in height, but otherwise shall not exceed the height of maximum height limit of its respective zone.
9. Passageway. No Passageway shall be required in conjunction with the construction of an Accessory Dwelling Unit.
10. Setback Exceptions. A detached Accessory Dwelling Unit must have a minimum set back of four feet from side and rear property lines. No setback shall be required for a lawfully constructed garage or other accessory structure in existence prior to execution of this Ordinance that is converted to an Accessory Dwelling Unit, and a setback of no more than four (4) feet from the side and rear lot lines shall be required for an Accessory Dwelling Unit that is constructed above a garage.
11. Parking. The application shall comply with parking provisions of Needles' Municipal Code Section 111, including parking setback limitations, except as set forth below:

Exhibit "A"

- A. One parking space per accessory dwelling unit or per bedroom, whichever is less, of the proposed Accessory Dwelling Unit in addition to those required for the Primary Unit(s).
 - B. Required parking for the Accessory Dwelling Unit may be uncovered.
 - C. Off-street parking for an Accessory Dwelling Unit may be in tandem with parking for the Primary Unit or may be allowed in the front setback, unless specific findings are made that such is not feasible based on specific site topographical or fire and life safety conditions. All parking spaces shall be on an Improved Parking Surface that satisfies City Standards.
 - D. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an Accessory Dwelling Unit, the City does not require that those parking spaces be replaced,
 - E. Subsections A through D of this Standard 11 shall not apply to a unit described in subsection 11F below.
 - F. On-site parking is not required for an Accessory Dwelling Unit in any of the following circumstances:
 - 1. The unit is located within one-half mile of Public Transit.
 - 2. The unit is part of the existing Primary Unit or an existing Accessory Building.
 - 3. When on-street parking permits are required but not offered to the occupant of the unit.
 - 4. When there is a car share vehicle located within one block of the unit.
 - 5. Where the unit is located within an architecturally and historically significant historic district.
 - 6. When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies any other criteria listed above.
12. Feasibility Inspection. Unless the project constitutes new construction, a building inspection shall be performed by the City's Building Division at

Exhibit "A"

applicant's cost, and a report establishing the feasibility of the project to meet applicable building and residential codes shall be provided to the Director, or his/her designee, of Development Services prior to approval of an Accessory Dwelling Unit permit.

13. Adequate sanitary service capacity for the additional increment of effluent resulting from the Accessory Dwelling Unit would be available. If the lot is connected to the public sewer system, the applicant has submitted a letter from the appropriate Sanitary District to that effect. If the lot is not connected to the public sewer system, the applicant will need to demonstrate that the individual or alternative sewage disposal system serving the lot has adequate capacity to accommodate the proposed Accessory Dwelling Unit.
 14. The Accessory Dwelling Unit would comply with all applicable Fire District regulations, subject to provisions and limitations set forth in Government Code, Title 7, Division 1, Chapter 13.
 15. The Accessory Dwelling Unit would comply with all applicable Water District regulations, subject to provisions and limitations set forth in Government Code, Title 7, Division 1, Chapter 13.
- (f) Standards for Accessory Dwelling Units Created Exclusively through Conversion of Existing Floorspace in a Single-Family Dwelling, Multifamily Structure, or a Accessory Building. (no construction of new square footage)
1. The unit shall be located in one of the following residential zones: R-1, R-2, R-3, CRR, and C-2.
 2. The unit shall be created within an existing legal structure (a single-family dwelling or a Detached Accessory Building appurtenant to a single-family dwelling) and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure.
 3. The unit shall provide independent exterior access from the Primary Unit.
 4. The unit has sufficient setbacks to meet fire safety requirements.
 5. One converted ADU is allowed per primary dwelling unit, notwithstanding the presence of a detached ADU of new construction and/or a JADU. On a multifamily lot, non-livable space may be converted into at least one ADU, and up to 25 percent of the number of existing multifamily dwelling units, if each converted unit complies with the state building standards for dwellings.

Exhibit "A"

6. Rental. The unit may be rented but may not be rented for a period less than 30 consecutive days.
7. Feasibility Inspection. A building inspection shall be performed by the City's Building Division at applicant's cost, and a memo establishing the feasibility of the project to meet applicable building and residential codes shall be provided to the Director, or his/her designee, of Community Development, prior to approval of a permit.

(g) Standard for Junior Accessory Dwelling Units.

1. The proposed junior accessory dwelling unit would be located in the R-1, R-2, R-3, and CRR zones.
2. One junior accessory dwelling unit is permitted on a single family lot.
3. Owner occupancy of one of the dwelling units on the site (either the primary residence or the junior accessory dwelling unit) is required, unless the owner is a governmental agency, a land trust, or a housing organization. For purposes of this standard, ownership is defined as a majority (i.e., fifty-one percent or greater) interest in the property in question. Property owned in joint tenancy shall be considered a single ownership for any party named. Property owned in tenancy in common shall be considered a single ownership for the party named, unless shares are specified, in which case ownership requires a majority interest.
4. The junior accessory dwelling unit would be in conformance with the current building codes adopted by the City. A memo prepared following inspection of the premises by the Needles Building Division, documenting the feasibility of the project to meet current building codes, shall be provided to the Director, or his/her designee, of Community Development prior to approval of a junior accessory dwelling unit permit.
5. The junior accessory dwelling unit must be entirely contained within an existing or proposed single-family structure. This includes any enclosed space within the residence, such as an attached garage, which is considered part of the single-family structure. would be created within an existing single-family structure.
6. The junior accessory dwelling unit would have a separate exterior entry from that of the primary residence. An interior entry may also be included.
7. The junior accessory dwelling unit shall include an efficiency kitchen, requiring and limited to the following components:

Exhibit "A"

- A. A cooking facility with appliances.
 - B. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
8. Adequate sanitation (bathroom) facilities are provided, either a) separately for the exclusive use of the junior accessory dwelling unit; or b) shared with the primary residence through internal access from the junior accessory dwelling unit to the primary residence.
9. The junior accessory dwelling unit shall comply with applicable requirements of the fire protection district serving the lot, subject to the provisions of Government Code, Title 7, Division 1, Chapter 13.
10. The junior accessory dwelling unit shall comply with applicable requirements of the public water agency serving the lot, subject to the provisions of Government Code, Title 7, Division 1, Chapter 13.
11. The property on which the junior accessory dwelling unit is located shall have deed restrictions recorded upon it as set forth below prior to issuance of a building permit for the unit. Said restrictions shall be reviewed and approved by the City Attorney and recorded with the San Bernardino County Recorder's Office.
- A. The junior accessory dwelling unit shall not be sold separately from the primary residence, unless the JADU meets all the requirements listed in Government Code Section 65852.26.
 - B. The junior accessory dwelling unit shall not exceed five hundred (500) square feet in floor area, shall not be smaller than allowed by applicable building regulations, and shall be entirely contained within an existing single-family structure.
 - C. The junior accessory dwelling unit shall be considered legal only so long as it or the single-family dwelling in which it is located is owner-occupied, unless the owner is a governmental agency, a land trust or a housing organization. Ownership is defined as a majority (i.e., fifty-one percent or greater) interest in the property in question. Property owned in joint tenancy shall be considered a single ownership for any party named. Property owned in tenancy in common shall be considered a single ownership for the party named, unless shares are specified, in which case ownership requires a majority interest.

Exhibit "A"

- D. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with any provisions of Needles Municipal Code Section 96.08 "C" and "G" may result in legal action against the property owner, including revocation of any right to maintain a junior accessory dwelling unit on the property.

Exhibit "B"

96.00 Table of Permissible Uses

	Zones:	R1	R2	R3	CRR	C1	C2	C3	M1	M2	P
1.00 Residential											
1.20 Accessory Dwelling Units		Z	Z	Z	Z		Z				
1.25 Junior Accessory Dwelling Units		Z	Z	Z	Z						
*S Applications that do not comply with the criteria for ministerial review are subject to the review and approval of the Planning Commission through a Special Use Permit w/o a public hearing											

96.08 Dwelling Units

(a) Definitions to be Added.

1. "Accessory dwelling unit." An attached or a detached residential dwelling unit which provides independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, eating, sleeping, cooking, and sanitation on the same parcel as a single-family dwelling or multifamily dwelling is or will be situated. An accessory dwelling unit also includes an efficiency unit as defined in Section 17958.1 of the Health and Safety Code, and a manufactured home as defined in Section 18007 of the Health and Safety Code. (See also "Secondary dwelling unit").
2. "Accessory building or structure." A building or structure that is subordinate to the main building on the same site, or the use of which is incidental to the use of the site or the use of the main building on the site. A building that shares a common wall with a main building shall be deemed a part of the main building.
3. "Accessory use." A use customarily incidental, related, and subordinate to the principal legal use of the parcel or lot and located on the same.
4. "Architecturally and historically significant historic district" means a historic district established by the City of Needles.
5. "Attached accessory dwelling unit" means an accessory dwelling unit that shares a common wall with the primary unit, either by being constructed as a physical expansion (i.e., addition) of a primary unit, conversion of an existing garage attached to a primary unit, or installation of a new basement underneath an existing primary unit.
6. "Detached accessory dwelling unit" means an accessory dwelling unit that is constructed as a separate structure from the primary unit or is created

Exhibit "B"

through conversion (full or partial) of an existing lawfully-constructed detached accessory building into an accessory dwelling unit.

7. "Second Dwelling Unit." A "Second Dwelling Unit" is defined as a permanent dwelling unit that is equivalent to a primary dwelling on the same site. A second dwelling unit provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, sanitation, and parking. A second dwelling unit must be detached from the primary dwelling in R1 zones. A second dwelling unit may be attached to or detached from the primary dwelling in R2, R3, and CRR zones.
8. "Floorspace" means the gross floor area as measured to the outside surface of exterior walls, including its living area.
9. "Junior accessory dwelling unit." A unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. must be entirely contained within an existing or proposed single-family structure. This includes any enclosed space within the residence, such as an attached garage, which is considered part of the single-family structure. The JADU must include either its own separate sanitation facilities or share sanitation facilities with the existing or proposed single-family structure. In cases where a separate bathroom is not provided, the unit must have an interior entrance to the primary living area, along with an independent exterior entrance that is distinct from the main entrance of the primary dwelling. Furthermore, the JADU must be equipped with an efficiency kitchen.
10. "Living area" means the interior habitable area of a dwelling unit including the basement and attics but not including a garage or any accessory building or structure.
11. "Primary unit" means the building (or portion of the building in cases of an attached accessory dwelling unit) in which the principal residential use of the lot takes place. An accessory dwelling unit cannot constitute the primary unit.
12. "Public transit" means a signed and designated bus stop, train stop, ferry terminal or other public transit station where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
13. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

Exhibit "B"

14. "Secondary dwelling unit." The predecessor to an accessory dwelling unit under local zoning laws. Secondary dwelling unit permits were issued under local zoning laws in effect after February 3, 1984 and prior to January 1, 2017.
 15. "Tiny home" means a detached structure with an enclosed space between 150 and 400 square feet on a permanent foundation used for dwelling purposes that provides complete independent living facilities for one or more persons and is located on the same lot as the primary dwelling (single-family or multifamily) to which it is an accessory use. A tiny home that meets the requirements herein shall be considered an accessory dwelling unit.
 16. "Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with a permanent foundation and attached to the required utilities.
- (b) Accessory Dwelling Unit (ADU). This section provides for the establishment and reasonable regulation of accessory dwelling units in order to encourage housing opportunities for all segments of the population while ensuring the public health, safety, and welfare.
1. Application and Fee. Application for an accessory dwelling unit permit shall be accompanied by the appropriate fee(s). Impact Fees. Accessory dwelling units built on a lot with an existing primary dwelling unit are exempt from impact fees. Accessory dwelling units built in conjunction with a new primary dwelling unit are subject to the following:
 - A. For accessory dwelling units less than 750 square feet, no impact fees apply.
 - B. For accessory dwelling units 750 square feet and larger, the impact fee is proportional relative to the square footage of the primary dwelling unit.
 2. Director of the Development Services, or His/Her Designated Replacement, as Review Authority. Applications for accessory dwelling units shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of a complete application and fees, if the proposed site has an existing dwelling unit, otherwise a zoning permit application and fees for a site plan review are required. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient

Exhibit "B"

and a description of how the application can be remedied by the applicant within 60 days of submission of a complete application.

3. A temporary certificate of occupancy for an accessory dwelling unit may be issued before the certificate of occupancy is issued for the primary residence, with the following conditions: 1) Within 18 months of receiving the temporary certificate of occupancy, a building permit will be in place for the primary dwelling unit and construction completed within 24 months of issuance of building permit ; 2) A bond to be in place at the time the temporary Certificate of Occupancy is issued in an amount covering the cost of demolition and removal of the ADU if the primary dwelling unit is not completed within 24 months. Once both units are completed, permanent Certificate of Occupancy will be issued for both units.
4. Building Permits. A building permit shall be required in conjunction with the issuance of an accessory dwelling unit permit if repair, rehabilitation, or other work otherwise requiring a building permit is necessary.
5. Approved Secondary Dwelling Units Still Valid. Any secondary dwelling unit legally established with an approved secondary dwelling unit permit and in continued existence shall be deemed a legal, conforming dwelling unit. Secondary dwelling units established by any such permit shall continue to comply with all zoning requirements for secondary dwelling units in effect at the time of permit approval.
6. Premises Identification. Any assigned street address number for the accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
7. Expiration. Accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.
8. Reporting of Violations. All reporting of accessory dwelling unit permit or secondary dwelling unit permit violations shall be submitted in writing to the director, or his/her designee, and the director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered, within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.

Exhibit "B"

9. Density. Pursuant to California Government Code, Title 7, Division 1, Chapter 13, no accessory dwelling unit approved under these provisions shall be considered in calculating the density of the lot allowed by the land use designation contained in the land use element of the Needles General Plan, and accessory dwelling units are deemed a residential use that is consistent with the existing general plan and zoning for the lot.
- (c) Junior Accessory Dwelling Unit (JADU). This section provides for the establishment and reasonable regulation of junior accessory dwelling units to encourage housing opportunities for all segments of the population while ensuring the public health, safety, and welfare.
1. Zoning Permit Required. No junior accessory dwelling unit shall be established or used unless a junior accessory dwelling unit permit has been issued by the City.
 2. Application and Fee. Application for a junior accessory dwelling unit permit shall be accompanied by the appropriate filing fee. JADUs are exempt from impact fees.
 3. Director of the Development Services, or His/Her Designee, as Review Authority. Applications for junior accessory dwelling unit shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of complete application and fees. This approval or denial shall occur no more than 60 days following submission of a complete application. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
 4. Building Permits. A building permit and a certificate of occupancy shall be required in conjunction with the installation of a junior accessory dwelling unit. Any repair, rehabilitation, or other work associated with the installation of the junior accessory dwelling unit shall also obtain building permits where required by law.
 5. Premises Identification. Any assigned street address number for the junior accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
 6. Expiration. Junior accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.

Exhibit "B"

7. Reporting of Violations. All reporting of junior accessory dwelling unit violations shall be submitted in writing to the director, or his/her designee, The director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the current status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.
- (d) Manufactured Homes and Tiny Homes. Manufactured homes and tiny homes are subject to all of the following provisions:
1. Shall meet the definition of ADU in Government Code section 66313, subdivision (a), and must comply with the standards of, and be approved as one of the following types of structures:
 - A. a HUD-Code manufactured home (MH),
 - B. a California Residential Code home or
 - C. a California Building Code home.
 2. Shall adhere to all setback, height, and floor area limitations pursuant to Section 96.08(H).
 3. Shall be secured to a permanent foundation.
 4. Shall have at least 150 square feet of enclosed space.
 5. Shall be directly connected to an approved water source, an onsite wastewater treatment system or sanitary sewer system, and electric utilities. Holding tanks that are incorporated into the original design of the structure shall not be used for the purposes of waste storage and shall be directly connected to the approved onsite wastewater treatment system or sanitary sewer.
 6. Mechanical equipment shall be incorporated into the original design of the structure and shall not be located on the roof or added on to the exterior of the unit, except for HVAC units.
 7. Shall have the following design elements:
 - A. Shall not include corrugated aluminum or fiberglass siding and shall not be a shipping container or cargo container.

Exhibit "B"

- B. Shall use cladding and trim materials on the exterior of movable tiny homes for residential appearance and to provide adequate thermal insulation and weather resistance. Materials may include, but are not limited to, single piece composite, vinyl siding, laminates, or interlocked sheathing.
 - C. Windows shall be at least double pane glass and labeled for building use and shall include exterior trim.
8. Application and Fee. Application for an accessory dwelling unit (manufactured home or tiny home) permit shall be accompanied by the appropriate fee(s).
9. Impact Fees. Accessory dwelling units built on a lot with an existing primary dwelling unit are exempt from impact fees. Accessory dwelling units added in conjunction with a new primary dwelling unit are subject to the following:
- A. For accessory dwelling units less than 750 square feet, no impact fees apply.
 - B. For accessory dwelling units 750 square feet and larger, the impact fee is proportional relative to the square footage of the primary dwelling unit.
10. Director of the Development Services, or his/her designated replacement, as review authority. Applications for accessory dwelling units shall be approved or denied ministerially without discretionary review or a public hearing, within 60 days following submission of complete application and fees, if the proposed site has an existing dwelling unit, otherwise a zoning permit application and fees for a site plan review are required. In the event of a denial, the City shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
11. Grant of Accessory Dwelling Unit Permit. To be approved and occupied as an ADU, a tiny home must meet the definition of ADU in Government Code section 66313, subdivision (a), and must comply with the standards of, and be approved as one of the following types of structures:
- A. a HUD-Code manufactured home (MH),
 - B. a California Residential Code home or
 - C. a California Building Code home.

Exhibit "B"

12. A temporary certificate of occupancy for an accessory dwelling unit may be issued before the certificate of occupancy is issued for the primary residence, with the following conditions: 1) Within 18 months of receiving the temporary certificate of occupancy, a building permit will be in place for the primary dwelling unit and construction completed within 24 months of issuance of building permit; 2) A bond to be in place at the time the temporary Certificate of Occupancy is issued in an amount covering the cost of demolition and removal of the ADU if the primary dwelling unit is not completed within 24 months. Once both units are completed, permanent Certificate of Occupancy will be issued for both units.
13. Building Permits. A building permit shall be required in conjunction with the issuance of an accessory dwelling unit permit if repair, rehabilitation, or other work otherwise requiring a building permit is necessary.
14. Approved Secondary Dwelling Units Still Valid. Any secondary dwelling unit legally established with an approved secondary dwelling unit permit and in continued existence shall be deemed a legal, conforming dwelling unit. Secondary dwelling units established by any such permit shall continue to comply with all zoning requirements for secondary dwelling units in effect at the time of permit approval.
15. Premises Identification. Any assigned street address number for the accessory dwelling unit shall be plainly visible and legible from the street fronting the property as required by the applicable building code.
16. Expiration. Accessory dwelling unit permits issued in compliance with this section shall expire and become null and void 18 months after issuance unless a certificate of occupancy has been issued by the building division.
17. Revocation. Upon written notice to the holder of an accessory dwelling unit permit or a secondary dwelling unit permit, and a hearing before the director, or his/her designee, the director may revoke or modify any accessory dwelling unit permit or secondary dwelling unit permit on any one or more of the following grounds:
 - A. That the approval was based on false information submitted by the applicant;
 - B. That the use for which such approval was granted has ceased to exist or has been suspended for one year or more;

Exhibit "B"

C. That the permit granted is being or recently has been exercised contrary to the terms or conditions of such approval, or in violation of any statute, ordinance, law or regulation.

18. Reporting of Violations. All reporting of accessory dwelling unit permit or secondary dwelling unit permit violations shall be submitted in writing to the director, or his/her designee, and the director, or his/her designee, shall notify the owner of record of the property that a complaint has been registered, within ten calendar days from receipt of any such complaint. The director, or his/her designee, shall investigate and issue a written report to the complainant within thirty days from the date of the issuance of the notice outlining the status of any alleged violation and the steps that have been requested of the owner of record to remedy the situation.

19. Density. Pursuant to Government Code, Title 7, Division 1, Chapter 13, no accessory dwelling unit approved under these provisions shall be considered in calculating the density of the lot allowed by the land use designation contained in the land use element of the Needles General Plan, and accessory dwelling units are deemed a residential use that is consistent with the existing general plan and zoning for the lot.

(e) Standards for Accessory Dwelling Units Created Through Construction of or Additions to an Accessory Structure or by Construction of or Additions to an Existing or Proposed Dwelling. (construction of new square footage)

1. Zones. The proposed unit would be located on a lot that contains a proposed or existing dwelling located in one of the following residential zones: R-1, R-2, R-3, CRR, and C-2.
2. Number of ADUs. One converted ADU is allowed per primary dwelling unit, notwithstanding the presence of a detached ADU of new construction and/or a JADU. On lots zoned for multi-family residential use, a maximum of eight ADUs detached from the multifamily structure are permitted, provided the number of ADUs does not exceed the number of existing units on the lot.
3. Rental. The Accessory Dwelling Unit may be rented but may not be rented for a period of less than 30 consecutive days.
4. Location on Lot. The Accessory Dwelling Unit shall either be attached to the existing dwelling or located within the Living Area of the existing dwelling or shall be detached from the existing dwelling and located on the same lot as the existing dwelling. If detached, the Accessory Dwelling Unit

Exhibit "B"

shall be separated from the Primary Unit and any Detached Accessory Building a minimum of three feet.

5. Zoning Development Standards. The proposed unit shall comply with development standards for the underlying zone in which it is located. Notwithstanding the underlying development standards, the City shall not prohibit the development of an attached or detached ADU of up to 800 square feet with four side and rear setbacks.
6. Separate Kitchen and Bathroom. The proposed Accessory Dwelling Unit shall contain a separate kitchen and bathroom; both the Primary Unit and the Accessory Dwelling Unit shall comply at a minimum with all requirements of the current residential code; and the Accessory Dwelling Unit shall comply with the building code at the time it was constructed.
7. Size. There is no limit on the size of an accessory dwelling unit that is attached to or detached from a primary unit, except that attached and detached accessory dwelling units shall not be larger than the primary unit, if the primary unit is at least 800 square feet or larger.
 - A. If the primary unit is 800 square feet or smaller, the primary unit's size shall not prohibit the development of a detached or attached accessory dwelling unit with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.
8. Height. An Accessory Dwelling Unit may be at least 18 feet in height, but otherwise shall not exceed the height of maximum height limit of its respective zone.
9. Passageway. No Passageway shall be required in conjunction with the construction of an Accessory Dwelling Unit.
10. Setback Exceptions. A detached Accessory Dwelling Unit must have a minimum set back of four feet from side and rear property lines. No setback shall be required for a lawfully constructed garage or other accessory structure in existence prior to execution of this Ordinance that is converted to an Accessory Dwelling Unit, and a setback of no more than four (4) feet from the side and rear lot lines shall be required for an Accessory Dwelling Unit that is constructed above a garage.
11. Parking. The application shall comply with parking provisions of Needles' Municipal Code Section 111, including parking setback limitations, except as set forth below:

Exhibit "B"

- A. One parking space per accessory dwelling unit or per bedroom, whichever is less, of the proposed Accessory Dwelling Unit in addition to those required for the Primary Unit(s).
 - B. Required parking for the Accessory Dwelling Unit may be uncovered.
 - C. Off-street parking for an Accessory Dwelling Unit may be in tandem with parking for the Primary Unit or may be allowed in the front setback, unless specific findings are made that such is not feasible based on specific site topographical or fire and life safety conditions. All parking spaces shall be on an Improved Parking Surface that satisfies City Standards.
 - D. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an Accessory Dwelling Unit, the City does not require that those parking spaces be replaced,
 - E. Subsections A through D of this Standard 11 shall not apply to a unit described in subsection 11F below.
 - F. On-site parking is not required for an Accessory Dwelling Unit in any of the following circumstances:
 - 1. The unit is located within one-half mile of Public Transit.
 - 2. The unit is part of the existing Primary Unit or an existing Accessory Building.
 - 3. When on-street parking permits are required but not offered to the occupant of the unit.
 - 4. When there is a car share vehicle located within one block of the unit.
 - 5. Where the unit is located within an architecturally and historically significant historic district.
 - 6. When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies any other criteria listed above.
12. Feasibility Inspection. Unless the project constitutes new construction, a building inspection shall be performed by the City's Building Division at

Exhibit "B"

applicant's cost, and a report establishing the feasibility of the project to meet applicable building and residential codes shall be provided to the Director, or his/her designee, of Development Services prior to approval of an Accessory Dwelling Unit permit.

13. Adequate sanitary service capacity for the additional increment of effluent resulting from the Accessory Dwelling Unit would be available. If the lot is connected to the public sewer system, the applicant has submitted a letter from the appropriate Sanitary District to that effect. If the lot is not connected to the public sewer system, the applicant will need to demonstrate that the individual or alternative sewage disposal system serving the lot has adequate capacity to accommodate the proposed Accessory Dwelling Unit.
 14. The Accessory Dwelling Unit would comply with all applicable Fire District regulations, subject to provisions and limitations set forth in Government Code, Title 7, Division 1, Chapter 13.
 15. The Accessory Dwelling Unit would comply with all applicable Water District regulations, subject to provisions and limitations set forth in Government Code, Title 7, Division 1, Chapter 13.
- (f) Standards for Accessory Dwelling Units Created Exclusively through Conversion of Existing Floorspace in a Single-Family Dwelling, Multifamily Structure, or a Accessory Building. (no construction of new square footage)
1. The unit shall be located in one of the following residential zones: R-1, R-2, R-3, CRR, and C-2.
 2. The unit shall be created within an existing legal structure (a single-family dwelling or a Detached Accessory Building appurtenant to a single-family dwelling) and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure.
 3. The unit shall provide independent exterior access from the Primary Unit.
 4. The unit has sufficient setbacks to meet fire safety requirements.
 5. One converted ADU is allowed per primary dwelling unit, notwithstanding the presence of a detached ADU of new construction and/or a JADU. On a multifamily lot, non-livable space may be converted into at least one ADU, and up to 25 percent of the number of existing multifamily dwelling units, if each converted unit complies with the state building standards for dwellings.

Exhibit "B"

6. Rental. The unit may be rented but may not be rented for a period less than 30 consecutive days.
7. Feasibility Inspection. A building inspection shall be performed by the City's Building Division at applicant's cost, and a memo establishing the feasibility of the project to meet applicable building and residential codes shall be provided to the Director, or his/her designee, of Community Development, prior to approval of a permit.

(g) Standard for Junior Accessory Dwelling Units.

1. The proposed junior accessory dwelling unit would be located in the R-1, R-2, R-3, and CRR zones.
2. One junior accessory dwelling unit is permitted on a single family lot.
3. Owner occupancy of one of the dwelling units on the site (either the primary residence or the junior accessory dwelling unit) is required, unless the owner is a governmental agency, a land trust, or a housing organization. For purposes of this standard, ownership is defined as a majority (i.e., fifty-one percent or greater) interest in the property in question. Property owned in joint tenancy shall be considered a single ownership for any party named. Property owned in tenancy in common shall be considered a single ownership for the party named, unless shares are specified, in which case ownership requires a majority interest.
4. The junior accessory dwelling unit would be in conformance with the current building codes adopted by the City. A memo prepared following inspection of the premises by the Needles Building Division, documenting the feasibility of the project to meet current building codes, shall be provided to the Director, or his/her designee, of Community Development prior to approval of a junior accessory dwelling unit permit.
5. The junior accessory dwelling unit must be entirely contained within an existing or proposed single-family structure. This includes any enclosed space within the residence, such as an attached garage, which is considered part of the single-family structure. would be created within an existing single-family structure.
6. The junior accessory dwelling unit would have a separate exterior entry from that of the primary residence. An interior entry may also be included.
7. The junior accessory dwelling unit shall include an efficiency kitchen, requiring and limited to the following components:

Exhibit "B"

- A. A cooking facility with appliances.
 - B. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
8. Adequate sanitation (bathroom) facilities are provided, either a) separately for the exclusive use of the junior accessory dwelling unit; or b) shared with the primary residence through internal access from the junior accessory dwelling unit to the primary residence.
9. The junior accessory dwelling unit shall comply with applicable requirements of the fire protection district serving the lot, subject to the provisions of Government Code, Title 7, Division 1, Chapter 13.
10. The junior accessory dwelling unit shall comply with applicable requirements of the public water agency serving the lot, subject to the provisions of Government Code, Title 7, Division 1, Chapter 13.
11. The property on which the junior accessory dwelling unit is located shall have deed restrictions recorded upon it as set forth below prior to issuance of a building permit for the unit. Said restrictions shall be reviewed and approved by the City Attorney and recorded with the San Bernardino County Recorder's Office.
- A. The junior accessory dwelling unit shall not be sold separately from the primary residence, unless the JADU meets all the requirements listed in Government Code Section 65852.26.
 - B. The junior accessory dwelling unit shall not exceed five hundred (500) square feet in floor area, shall not be smaller than allowed by applicable building regulations, and shall be entirely contained within an existing single-family structure.
 - C. The junior accessory dwelling unit shall be considered legal only so long as it or the single-family dwelling in which it is located is owner-occupied, unless the owner is a governmental agency, a land trust or a housing organization. Ownership is defined as a majority (i.e., fifty-one percent or greater) interest in the property in question. Property owned in joint tenancy shall be considered a single ownership for any party named. Property owned in tenancy in common shall be considered a single ownership for the party named, unless shares are specified, in which case ownership requires a majority interest.

Exhibit "B"

- D. The restrictions shall be binding upon any successor in ownership of the property and lack of compliance with any provisions of Needles Municipal Code Section 96.08 "C" and "G" may result in legal action against the property owner, including revocation of any right to maintain a junior accessory dwelling unit on the property.



MINUTES

**REGULAR MEETING OF THE PLANNING COMMISSION
CITY OF NEEDLES, CALIFORNIA
WEDNESDAY, AUGUST 07, 2024 AT 4:00 PM
EL GARCES - 950 FRONT STREET, NEEDLES**

CALL TO ORDER - Chair Rath called the meeting to order at 4:02 PM

ROLL CALL

PRESENT

Michael Wright
Barbara Beard
Bob Rath
Kevin Ostby

ABSENT

Charles Dressler
Will Bosboom

PLEDGE OF ALLEGIANCE led by Chair Rath

APPROVAL OF AGENDA

Motion made by Commissioner Ostby, second by Commissioner Wright to approve the agenda. Motion carried by the following vote:

Ayes: Commissioners Wright, Beard, Chair Rath, and Commissioner Ostby

Noes: None

Absent: Commissioners Dressler and Bosboom

Abstain: None

CONFLICT OF INTEREST - None

CORRESPONDENCE - None

INTRODUCTIONS - Chair Rath acknowledged Mayor Jernigan and Commissioners Campbell and Longbrake in attendance.

PUBLIC APPEARANCE - None

PUBLIC HEARING

1. Public Hearing noticed to consider all evidence and testimony for or against PC Resolution 08-07-2024-PC approving a Special Use Permit to establish a 1,200 square foot Pacific Clinics Social Center within the Needles Towne Center, located at 1060 E. Broadway Street, within the General Commercial (C-2) zoning designation, also known as APN 0186-222-09. Staff Report and Power Point Presentation given by City Planner Romero. Commission asked questions of staff and applicant. Considerable discussion ensued.

Candy Curiel, Sr. Clinical Director, and Mauricio Cruz, Program Director, spoke on the benefits of the program and answered questions.

Chair Rath opened the public hearing at 5:08

There was considerable public comment in favor of approval. Cheryl Carl, Ann McGrath, and Peter Tovar spoke in favor of the program, citing benefits to the community, and some personal experiences with the program.

Chair Rath closed the public hearing at 5:13 pm.

Commissioner Beard moved, second by Commissioner Ostby, to adopt PC Resolution 08-07-2024-PC approving a Special Use Permit to establish a 1,200 square foot Pacific Clinics Social Center within the Needles Towne Center, located at 1060 E. Broadway Street, within the General Commercial (C-2) zoning designation, also known as APN 0186-222-09, pursuant to a categorical exemption in accordance with CEQA guidelines section 15332.

REGULAR ITEMS

- 2. Approve the Minutes of July 10, 2024

Commissioner Wright moved, second by Commissioner Ostby, to approve the minutes of July 10, 2024. Motion carried by the following vote:

Ayes: Commissioners Wright, Beard, Chair Rath, and Commissioner Ostby
Noes: None
Absent: Commissioners Dressler and Bosboom
Abstain: None

COMMISSIONER REQUESTS

There were no commissioner requests.

CITY MANAGER REPORT given by City Manager Martinez

- 3. Manager's Reports for the weeks of July 19 and July 26, 2024

ADJOURNMENT

Chair Rath called for a motion to adjourn at 5:30 pm. Commissioner Beard moved, second by Commissioner Ostby and carried by the following vote:

Ayes: Commissioners Wright, Beard, Chair Rath, and Commissioner Ostby
Noes: None
Absent: Commissioners Dressler and Bosboom
Abstain: None

Robert Rath
Chair

Candace Clark, CPMC
Assistant City Clerk



City of Needles

817 Third Street, Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Kirsten Merritt
Councilmember Tona Belt
Councilmember Ellen Campbell
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: September 20, 2024

1. On **September 18, 2024**, City officials and staff attended this year's San Bernardino County "Empowering Tomorrow" State of the County event. Special thanks to Supervisor Dawn Rowe and San Bernardino County Transportation Authority Executive Director Ray Wolfe for their ongoing support and commitment to finding solutions for all cities in the county, with a special mention of Needles during their presentation. We also extend our gratitude to Andrew Goldfrach, CEO of Arrowhead Regional Medical Center, for his vision and dedication to ensuring all county residents, including those 200 miles away, receive the care they need. **Refer to the attached image for a snapshot of the event.**
2. On **September 19, 2024**, City officials and staff celebrated the groundbreaking of the **\$1.8 million Phase IV-A Street Improvement Project**. This project aligns with the City Council's ongoing commitment to revitalizing street and water infrastructure. In 2019, the City adopted an ambitious 15-year Pavement Management Plan (PMP) to maintain and improve 47 miles of city streets. To date, the City has successfully paved approximately 17 miles.

Vance Construction Company has already begun mobilizing equipment, with street grinding starting next Monday and paving scheduled to follow in a few weeks. Phase IV-A will focus on paving several main roads, including Desoto St., Cibola St., F St., E St., Downey St., Valley St., Fourth St., and G St. These improvements are designed to enhance road safety, reduce maintenance costs, and improve overall driving conditions for residents. By addressing these critical streets, we ensure our City remains well-maintained and accessible for years. **For additional information, refer to the attached image.**

We will hold a second groundbreaking on **October 1, 2024**, for the Obernolte Street Improvement Project, which will focus on streets near the school area. Additionally, the City Council has approved Phase IV-B, which includes water service

replacement in preparation for street paving in early 2025. Streets scheduled for paving in 2025 include Carty Way, Carty Circle, Carty Place, El Monte St., I St., H St., G St., Crestview Dr., and Desoto St. These improvements go beyond basic infrastructure and reflect our dedication to building a stronger, safer, and more resilient community for all residents.

3. IEHP Covered offers affordable health coverage for residents of San Bernardino and Riverside counties, providing essential healthcare services to those in need. All IEHP Covered plans include free preventative care, and eligible members may qualify for Enhanced or Cost Share Reduction (CSR) Silver plans with \$0 deductibles and low out-of-pocket costs. These plans cover 10 categories of Essential Health Benefits, as required by the Affordable Care Act. In addition, IEHP members have access to medical transportation services for appointments, including travel to facilities like Arrowhead Regional Medical Center, located over 200 miles away. For more details, call 1-877-273-IEHP (4347) or visit their website. **For more information about specific coverage options, click [here](#).**
4. On **Wednesday, October 2, 2024**, Needles Area Transit, in partnership with other transit providers from the San Bernardino County Transit Authority, will be offering free fares all day long. No reservations are required—just hop on a Needles Area Transit bus and enjoy your complimentary ride! For more details, **refer to the attached flyer** or contact Community Services at 760-326-2113 ext. 115, or via email at csallis@cityofneedles.com. Don't miss out—come out and ride!
5. This week, City Staff met with Jartino Spencer, a Victim Advocate from the Bureau of Victim Services stationed in Needles through the San Bernardino County District Attorney's Office. He assists crime victims by providing financial and healing resources. Mr. Spencer is located at 1111 Bailey Avenue and can be reached at 760-326-9245. The District Attorney assigns a Victim Advocate once charges are filed. **For more details, refer to the attached Bureau of Victim Services flyer.**
6. The City's Public Works staff is actively repairing deteriorated sidewalks to ensure public safety and improve infrastructure. Ongoing projects, such as the repair at the Women's Club (**refer to the attached image**), demonstrate our commitment to these efforts. We encourage residents to report any damaged sidewalks, potholes, or road issues by contacting the City of Needles Billing Office at 760-326-2115 (press #9) or through the Needles Connect app, available on both the [Apple App Store](#) or [Google Play Store](#). Your feedback is invaluable in helping us maintain and improve our streets. Please don't hesitate to reach out with concerns or to report issues—your involvement is essential to our community's progress.
7. The City's Public Works staff recently repainted the barriers of the Needles Bridge following vandalism, which costs the city thousands of dollars annually. For a visual update, **refer to the attached image**. To combat this, the city promptly repairs damage and reports incidents to law enforcement. In 2019, the City Council passed

Ordinance No. 624-AC, strengthening enforcement against vandalism, including graffiti on public and private property. If you witness vandalism, please report it to the San Bernardino County Sheriff's Office at (909) 387-8313. Additionally, contact the City (760) 326-2115 for graffiti removal or use the convenient Needles Connect app, available on both the [Apple App Store](#) or [Google Play Store](#).

8. **Last April**, the Needles Chamber of Commerce took over management of the Business Directional Sign Program, which provides travelers with key information about local landmarks and businesses within the City of Needles. Thanks to a generous donation of nearly \$8,700 from Supervisor Dawn Rowe, the revitalization of the signs is now underway and is expected to be completed by the end of the year. Businesses interested in participating in this program are encouraged to contact the Chamber directly at info@needleschamber.com.

Additionally, the Needles Chamber of Commerce is hosting the State of the City event on **October 3, 2024, from 6:00 p.m. to 8:00 p.m.** Businesses are invited to participate in the **Market Night earlier from 4:00 p.m. to 6:00 p.m.**, offering a great opportunity to showcase products and services to Needles residents. To reserve a table, please contact the Chamber at 760-326-2050 or email info@needleschamber.com. **Refer to the attached flyer for additional information.**

9. For the first time, [Ventura Circus](#) is coming to Needles! Come and experience the enchantment of "The Dream," a traditional American family circus showcasing everything from juggling and clowns to stunning aerial acrobatics. Performances will run from **October 10 through October 21, 2024**, with the opening night set for **7:00 p.m. on October 10 at 100 G Street in Downtown Needles**. Don't miss out on this unforgettable event—tickets can be purchased by clicking this [link](#).
10. The Needles Department of Motor Vehicles (DMV) Field Office temporarily closed for remodeling last May to enhance customer experience. We're excited to announce that the newly improved office is expected to reopen **on October 7, 2024**, with upgraded facilities designed to provide a more comfortable and efficient service experience for our community. We look forward to welcoming you back!
11. **IMPORTANT UPCOMING DATES:**
 - **Animal Shelter Spay/Neuter Clinic on September 26 and 27.** Is sold out.
 - **15th Annual Lynne's Little Ladies Tea Party on Saturday, September 21, 2024, from 1:00 to 3:00pm** at the Needles Women's Club.
 - **Annual Bridge to Bridge First Responders Appreciation Day on Saturday, October 12, 2024, from 11 am-2 pm** at the Mohave Valley Legacy Community Park at 9200 Aquarius, Mohave Valley.
 - **Ribbon Cutting Ceremony: The Well No. 11 Water Treatment Facility Project is anticipated for mid-October.** The date, time, and location are TBD.
 - **SBCSD/Needles Police 5th Annual Trunk or Treat Event on Wednesday, October 30, 2024, from 4:00 PM to 6:00 PM** at the Recreation Center parking

lot at 1705 J Street. If you're interested in participating, please get in touch with Misty Hunt at 760-526-9200 or mhunt@sbcisd.org.

- **Community Fall Festival: November 2, 2024, from 9:00 AM to 2:00 PM** at 950 Front Street. To participate vendors can contact Jennifer Valenzuela, Recreation Manager, via email at jvalenzuela@cityofneedles.com or directly at 760-326-2814.

1. STATE OF THE COUNTY



2. PHASE IV-A STREET GROUNDBREAKING



2. PHASE IV-A STREET GROUNDBREAKING



NEEDLES AREA TRANSIT

CLEAN AIR AND FREE FARES!



A PROJECT OF THE COALITION FOR CLEAN AIR

Celebrate California Clean Air Day on **Wednesday October 2** by riding public transit in the San Bernardino region.

Check with your local system for details.

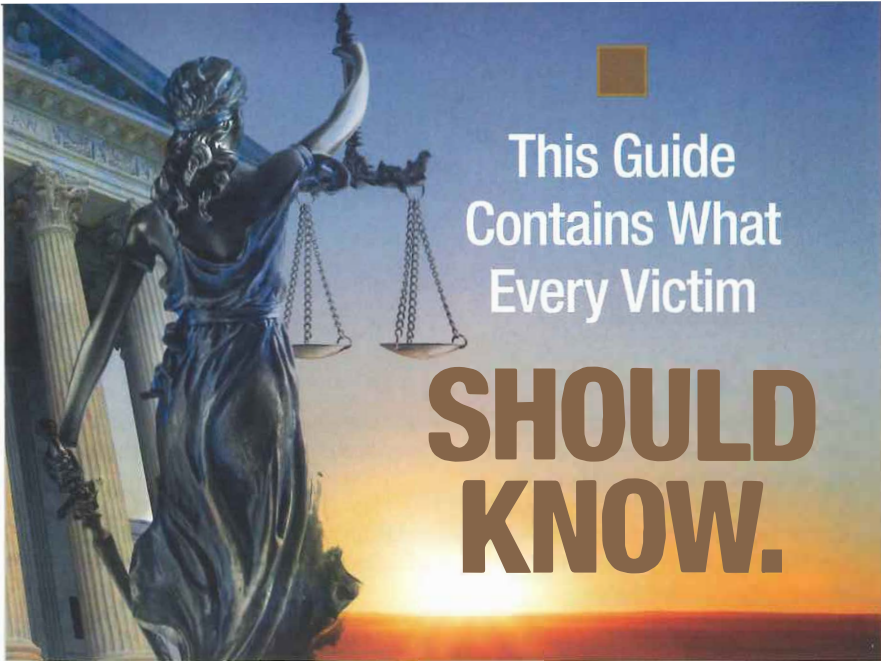
RIDE FREE ALL DAY AND HELP CLEAR OUR AIR!



Powered by



San Bernardino County
Transportation Authority



This Guide
Contains What
Every Victim

SHOULD KNOW.

As a **Victim** or **Witness** of a Crime,
You are Vital to the **Criminal Justice Process**.

The **Bureau of Victim Services**
Can Provide **Guidance** During this Process.



Jason Anderson
District Attorney | San Bernardino County

“ I recognize that being a victim and witness to a crime can cause fear and uncertainty. Our role is to alleviate that fear by honestly explaining what you can expect in court, explain what financial and healing services we can provide and assist with, and that victims of crime are protected under the California Constitution. This guide is intended to explain your value and the important role you serve in our criminal justice system.”

5. **VICTIM ADVOCATE**

Bureau of Victim Services

Monday - Friday 8:00AM - 5:00PM

SAN BERNARDINO

303 W. 3rd St.
909 382.3846

RANCHO CUCAMONGA

8303 Haven Ave., 4th Fl.
909 945.4241

MORONGO

6527 White Feather Rd.
760 366.5740

JUVENILE UNIT

303 W. 3rd St.
909 382.3846

VICTORVILLE

15371 Civic Drive
760 552.6947

VICTIM COMPENSATION CLAIMS UNIT

909.386.9130

Satellite Locations

SB SHERIFF'S HEADQUARTERS

655 E. 3rd St.
909.387.3586

ARROWHEAD REGIONAL MEDICAL CENTER

400 N. Pepper Ave., Colton
909 580.1443

ONTARIO POLICE DEPT.

2500 S. Archibald Ave.
909 408.1073

BARSTOW POLICE DEPT.

500 Melissa St.
760 255.5185

Needles Sheriff's Dept.
1111 Bailey Ave.
(760) 326-9245



Scan QR Code for Our Website and Social Media Links

**COURT
CASE NO.**

Fill In Your Court Case Number Here for Easy Reference.

This publication was supported by funding awarded by Federal Grant Fund Sub-Award number XC20 03 0360 through the California Governor's Office of Emergency Services (Cal OES).



BUREAU OF **VICTIM SERVICES**

Your Guide as Your Case Moves
Through the Criminal Justice System.



Criminal Justice System Guidelines



Victim & Witness Services

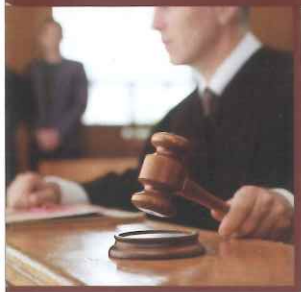


Victims' Bill of Rights

Our Program Values Diversity and does not Discriminate Based on Race, Religion, National Origin, Age, Physical Ability, Gender or Sexual Orientation.

For More Information Visit www.SBCountyDA.org

SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE



Criminal Justice System Guidelines

An Overview of Your Case Proceedings:

The Subpoena –Don't Ignore It

A subpoena is a court order requiring you to appear in court. You can receive it in person, by mail, or electronically.

Sometimes a case will be postponed or "continued." If your case is "continued" before your appearance date, we will make every effort to inform you.

Misdemeanor Trial

In misdemeanor cases, your testimony will be needed during trial.

The Preliminary Hearing

In felony cases, you may be required to testify. While not a trial, it is a hearing at which the judge determines if there is sufficient evidence to "hold the defendant to answer" for their actions and stand trial.

Arraignment in Superior Court

If the defendant is "held to answer" for their crimes, they will be arraigned again in Superior Court within fifteen days. You do not have to appear at this hearing.

Verdict and Sentencing

When the defendant is sentenced, you have the right to appear and make a statement about how the crime has affected you and your family, and what punishment you feel is appropriate. A Victim Advocate may accompany you to court to support you or can read your statement on your behalf.

Felony Trial

California law requires that a defendant charged with a felony be brought to trial within 60 days of the filing charges, unless that right is waived by the defendant. In some cases, this time could extend to several months or even longer. You will need to testify at the trial, even if you testified at the preliminary hearing. In some cases, a trial will not be held because the defendant pleads guilty.

Your Testimony

You may be called to testify in court by a deputy district attorney. After he/she has asked the questions, the defense attorney has the right to test your memory of the facts, or to "cross-examine" you. You may be excluded from the courtroom when other people are testifying. This is to ensure that the testimony or memory of one witness does not influence the testimony of another.

The Defense Attorney

The defense attorney may ask to speak with you to find out the nature of your testimony. There are no laws or rules prohibiting you from telling the defendant's attorney or representative what your testimony will be. **However, you are not required to do so; this is your decision.** You may discuss any of this with the deputy district attorney. If you choose to speak with the defense, you may wish to have another person present or record the interview to avoid later misquotations and misunderstandings.



Victim & Witness Services

We Can Help You in the Following Ways:

Case Information

Our team can provide court case status and hearing dates. They can also coordinate transportation when a victim has been subpoenaed to testify.

Crisis & Emergency Assistance

Our team provides crime related crisis intervention and when necessary, emergency services such as funeral and burial assistance, food, shelter, clothing, and referrals to medical and mental health care.

Support with Your Testimony

We can help coordinate your scheduled appearance and prepare you with what to expect. Upon request, Victim Advocates accompany victims, witnesses, and their family members to court proceedings for support and may sit on the stand while you testify.

Restitution & Creditor Assistance

If you have suffered a financial or property loss as a direct result of a crime, we can explain the process of a restitution order, and advise you on what documentation is needed. Also, injuries or court appearances may affect your earnings. Our staff can advocate on your behalf with creditors to explain your situation and encourage them to work with you.

Property Return

In some criminal cases, personal property is held as evidence by law enforcement or by the court. Our team can assist with the request for the return of your property when the case is concluded.

Victim Compensation Claims

Victims and their families may be eligible for reimbursement through the California's Victim Compensation Program for out-of-pocket expenses resulting from a crime. Funds may be available for medical expenses, lost wages or support, funeral expenses, mental health counseling, and physical therapy. We will advise you on your eligibility and help prepare and submit a claim on your behalf.

Counseling Assistance

Victim Advocates are familiar with local, state, and national resources and can provide referrals to the help for your specific needs.

Defendant Release Information

We can assist you in registering to receive notifications when any defendant that is housed in San Bernardino County Jail or a correctional facility is scheduled for release or transfer.

You can also call **877.411.5588** or visit www.VineLink.com



Victims' Bill of Rights

A Quick Look at Some of Your Rights:

Marsy's Law

On November 4, 2008, Proposition 9, the Victims' Bill of Rights Act of 2008: Marsy's Law was approved. This measure amended the California Constitution to provide additional rights to victims.

Crime victims may obtain additional information regarding Marsy's Law by contacting a local District Attorney's Victim Services Center, or by visiting www.sbcountyda.org.

As a Victim of Crime, You have the Right to:

- Be treated with dignity and compassion.
- Be protected from intimidation and harm.
- Be informed about the criminal justice system and the status of your case.
- Be informed of social services and resources available in the community.
- Have help in dealing with the system and be accompanied to court for support.
- Have your opinions considered at the sentencing and parole phases of a case.
- Be compensated for injuries, wage loss, and funeral expenses.

6. PUBLIC WORKS UPDATE



7. NEEDLES BRIDGE UPDATE



8. STATE OF THE CITY



Exhibit Your Business at "The State of the City" Market Night!

We wanted to let you know about a fantastic opportunity to showcase your business at our upcoming "STATE OF THE CITY " event. This year, prior to the meeting, we are creating an open-air market setting on the lawn of El Garces. We're inviting our members, including you, to reserve a space, bring a table, and take the opportunity to engage with the community, network with fellow business owners, and promote your products or services.

Event: State of the City

Date: October 3rd

Time: 6 p.m. to 8:00 p.m.

Location: Meeting -El Garces

Market Night: Park

Cost: Market Night participation is 25.00 for Chamber Members
125.00 for Non Chamber Members (includes membership)

If you are interested in reserving a table or have questions feel free to call the Chamber at 760-326-2050

Space is limited, Don't miss this opportunity!

Looking forward to hearing from you!

The Team at the Chamber!



NEEDLES
CHAMBER OF COMMERCE
AND
VISITOR CENTER

9. VENTURA CIRCUS

VENTURA Circus

**FIRST TIME EVER
IN NEEDLES!**

VENTURA CIRCUS!

\$5 OFF

**1 ADULT & 1 CHILD
WITH THIS FLYER**

NOT VALID WITH ANY OTHER OFFER.

The flyer features a vibrant purple and pink background with a starburst pattern. In the top left, a woman in a black leotard and boots hangs from a rope. In the center, a man in a blue and red outfit performs a handstand. On the left, a man in a black shirt and white pants is on a blue globe. In the bottom left, a clown with a green hat and a colorful striped shirt waves. On the right, two women in black and purple leotards pose. The Ventura Circus logo is in the top left, and the main offer is in a large, colorful starburst.

9. VENTURA CIRCUS



OCT 10 THRU OCT 21

VENTURA CIRCUS!

NEEDLES

CIRCUS EVENT - 100 G ST

THURSDAY OPENING NIGHT 7 PM

MON - FRI 7:30 PM

SAT & SUN 12, 4 & 7 PM

The poster features a vibrant background of pink and purple rays. In the center, a blue globe is surrounded by acrobats in various poses. To the left, two women in purple and black outfits are smiling. To the right, a woman in a black outfit is suspended in the air. The Ventura Circus logo is in the top right corner, and a calendar graphic shows the dates Oct 10 through Oct 21.



City of Needles

817 Third Street, Needles, California 92363
(760) 326-2113 • FAX (760) 326-6765
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Kirsten Merritt
Councilmember Tona Belt
Councilmember Ellen Campbell
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: September 27, 2024

1. The City of Needles invites the community to a groundbreaking ceremony for the Obernolte Street Improvement Project, a \$971,988.40 initiative funded through the Community Project Funding/Congressionally Directed Spending program, sponsored by Congressman Jay Obernolte, with \$757,803 contributed by the program and the remainder from the City's General Fund. As part of the Citywide Pavement Management Program, this project will repave key streets including 4th St., 5th St., Collins St., L St., Highland St., Park St., Orange St., Erin Dr., and Coronado St. The event will take place on **Tuesday, October 1, 2024, at 9 a.m. at the intersection of North Erin Drive and Bailey Avenue**. These critical upgrades will enhance road safety, reduce maintenance costs, and improve driving conditions for residents, ensuring a safer, more resilient, and well-maintained community for years to come. **Refer to the attached image for more information on the roads being paved.**
2. The City of Needles proudly highlighted its reputation as the "hottest economy in the United States" at the Innovating Commerce Serving Communities (ICSC) Western Conference from September 23-25, 2024. In partnership with our Economic Development Consultant, city officials made valuable connections with retailers, developers, and brokers, focusing on attracting a grocery store and other key retailers to our community. The response was overwhelmingly positive, with many affirming that it's not a question of *if* but *when*, given the current strength of our market. **Refer to the attached image of our dynamic conference booth.**
3. City staff is dedicated to proactively addressing streetlight outages while upgrading our infrastructure with energy-efficient LED lights. As part of this phased initiative, the City focuses on converting all lights in our parks to LEDs. This week, staff continued efforts to replace outdated streetlight bulbs across the City with LED technology. These upgrades will significantly reduce energy consumption, leading

to substantial cost savings for our utility. **Refer to the attached image for a behind-the-scenes look at this critical process.**

4. We're thrilled to share a sneak peek of the Duke Watkins Improvement Project, a **\$3,965,400** investment in our community. This week, the concrete for the Route 66-themed splash pad was poured, marking a significant milestone in the park's transformation. A ribbon-cutting ceremony is planned for mid-October to celebrate the completion of this exciting project. **Refer to the attached image for more details.**
5. The Animal Shelter successfully held its bi-annual spay and neuter clinic this week, serving over 25 dogs and cats. A special thank you goes to Dr. Angelina Beeks of Angel's Touch Mobile Veterinary Unit, a trusted partner since April 2022, for her continued support. This event aligns with our mission to promote animal welfare and responsible pet ownership in our community. Don't miss out on this valuable opportunity! **Refer to the attached image for more details.**
6. The Recreation Center is excited to announce that our fall programs are now in full swing! Next week marks the official start of our full programming schedule, featuring volleyball, football, and soccer. We're thrilled to have over 230 children signed up for these activities. Volleyball will be held on Mondays and Wednesdays, football on Tuesdays and Thursdays, and soccer on Saturday mornings. These programs provide our youth with opportunities to develop leadership skills while honing their athletic abilities. If you have any questions, please contact Jennifer Valenzuela, Recreation Manager, at jvalenzuela@cityofneedles.com or call 760-326-2814.
7. The Chamber of Commerce is excited to invite the community to the groundbreaking ceremony for the Business Directional Sign Renovation Program, taking place on **Monday, September 30, 2024, at 8:30 a.m.** at the Westside Shell and Carl's Jr. located at 2601 Needles Hwy, Needles, CA 92363. Thanks to a generous \$8,700 donation from Supervisor Dawn Rowe, the revitalization of the first of 11 directional signs is now underway, with completion expected by the end of the year. Businesses interested in participating in this program are encouraged to contact the Chamber directly at info@needleschamber.com.
8. Although the golf course is temporarily closed for overseeding **until October 4, 2024**, now is the perfect time to plan and book your tee times for the upcoming season. With cooler weather approaching, it's an excellent opportunity to participate in some of the exciting tournaments on the horizon. The season kicks off with a "Welcome Back" 3-person scramble on **October 19**, followed by the Needles Women's Club inaugural scholarship and operations fundraiser on **November 16** and the return of the Jason Smith Memorial Golf Tournament on **December 7**. These events offer a fun and competitive way to reconnect with the game and support local causes. For those interested in hosting their tournament or booking their tee time, contact Rivers Edge at 760-326-3931. We're excited about the many upcoming activities and remain dedicated to ensuring Rivers Edge remains a

valued asset in the community as it grows into a championship-caliber golf destination.

9. The WIC program operates in San Bernardino County, supporting eligible pregnant and postpartum women, infants, and children under age 5. Services include breastfeeding assistance, access to nutritious food, health and community resources referrals, and nutrition education to help families make healthier choices. For more information, contact the Community Action Partnership of Kern at 760-903-4508. **Refer to the attached flyer for eligibility details.** The City of Needles is committed to connecting residents with valuable resources like WIC to support our community's well-being.
10. The Needles Department of Motor Vehicles (DMV) Field Office, which temporarily closed last May for remodeling to improve customer service, has experienced a delay in its reopening. City staff have been informed that the reopening date remains uncertain. We will update the community and notify everyone once a confirmed reopening date is established.
11. A community-organized trunk-or-treat event will take place on **October 26, 2024, from 5 p.m. to 7 p.m.** on Front Street along Santa Fe Park. This event aims to support local youth and provide a safe environment for trick-or-treating. Sponsorships are available, and vendors interested in participating can register by contacting Mia at 760-881-9021 or Christin at 760-220-8751. **For more details, please refer to the attached flyer.**

12. IMPORTANT UPCOMING DATES:

- **California Clean Air Day on Wednesday, October 2, 2024**, Needles Area Transit will be offering free fares all day long. No reservations are required—just hop on a Needles Area Transit bus and enjoy your complimentary ride!
- **Needles Chamber of Commerce State of the City, October 3, 2024, from 6:00 p.m. to 8:00 p.m.** Businesses are invited to participate in the **Market Night earlier from 4:00 p.m. to 6:00 p.m.** at the historic El Garces located at 950 Front Street. To reserve a table, please contact the Chamber at 760-326-2050 or email info@needleschamber.com.
- **Ventura Circus** will be performing in town from **October 10 through October 21, 2024**, with the opening night set for **7:00 p.m. on October 10 at 100 G Street in Downtown Needles**. Don't miss out on this unforgettable event—tickets can be purchased by clicking this [link](#).
- **Annual Bridge to Bridge First Responders Appreciation Day on Saturday, October 12, 2024, from 11 am-2 pm** at the Mohave Valley Legacy Community Park at 9200 Aquarius, Mohave Valley.
- **Ribbon Cutting Ceremony: The Well No. 11 Water Treatment Facility Project is anticipated for mid-October.** The date, time, and location are TBD.
- **SBCSD/Needles Police 5th Annual Trunk or Treat Event on Wednesday, October 30, 2024, from 4:00 PM to 6:00 PM** at the Recreation Center parking

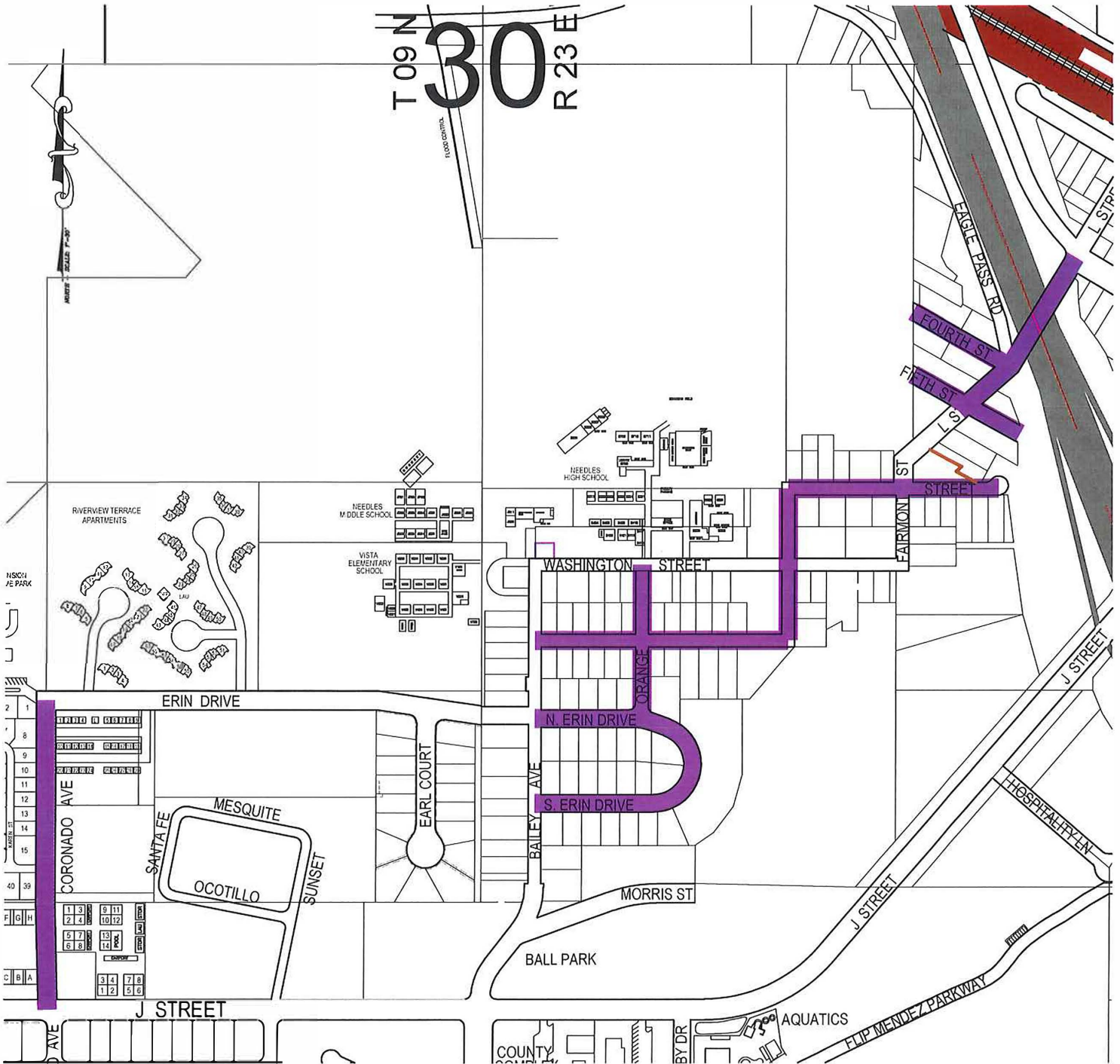
lot at 1705 J Street. If you're interested in participating, please get in touch with Misty Hunt at 760-526-9200 or mhunt@sbcasd.org.

- **Community Fall Festival: November 2, 2024, from 9:00 AM to 2:00 PM** at 950 Front Street. To participate vendors can contact Jennifer Valenzuela, Recreation Manager, via email at jvalenzuela@cityofneedles.com or directly at 760-326-2814.

1. STREET PAVING PROJECT

City of Needles Capital Projects Street Improvements & Water Service Replacement

OBERNOLTE STREET PROJECT



HIGH SCHOOL HILL

- L STREET (5th Street to W. Broadway Ave)
- 4TH STREET (L Street to End)
- 5TH STREET (L Street to End)
- HIGHLAND STREET (Park Ave to End)
- PARK AVE (Highland Street to Collins Street)
- ORANGE AVE (Washington Ave to Erin Drive)
- COLLINS STREET ((Bailey Ave to Park Ave)
- ERIN DRIVE (Bailey Ave - The Loop)
- CORONADO STREET (Erin Dr to J Street)

LEGEND



Obernolte Water Service Replacements & Street Improvements Project - Awarded by Rep. OBERNOLTE

2. ICSC WESTERN 2024



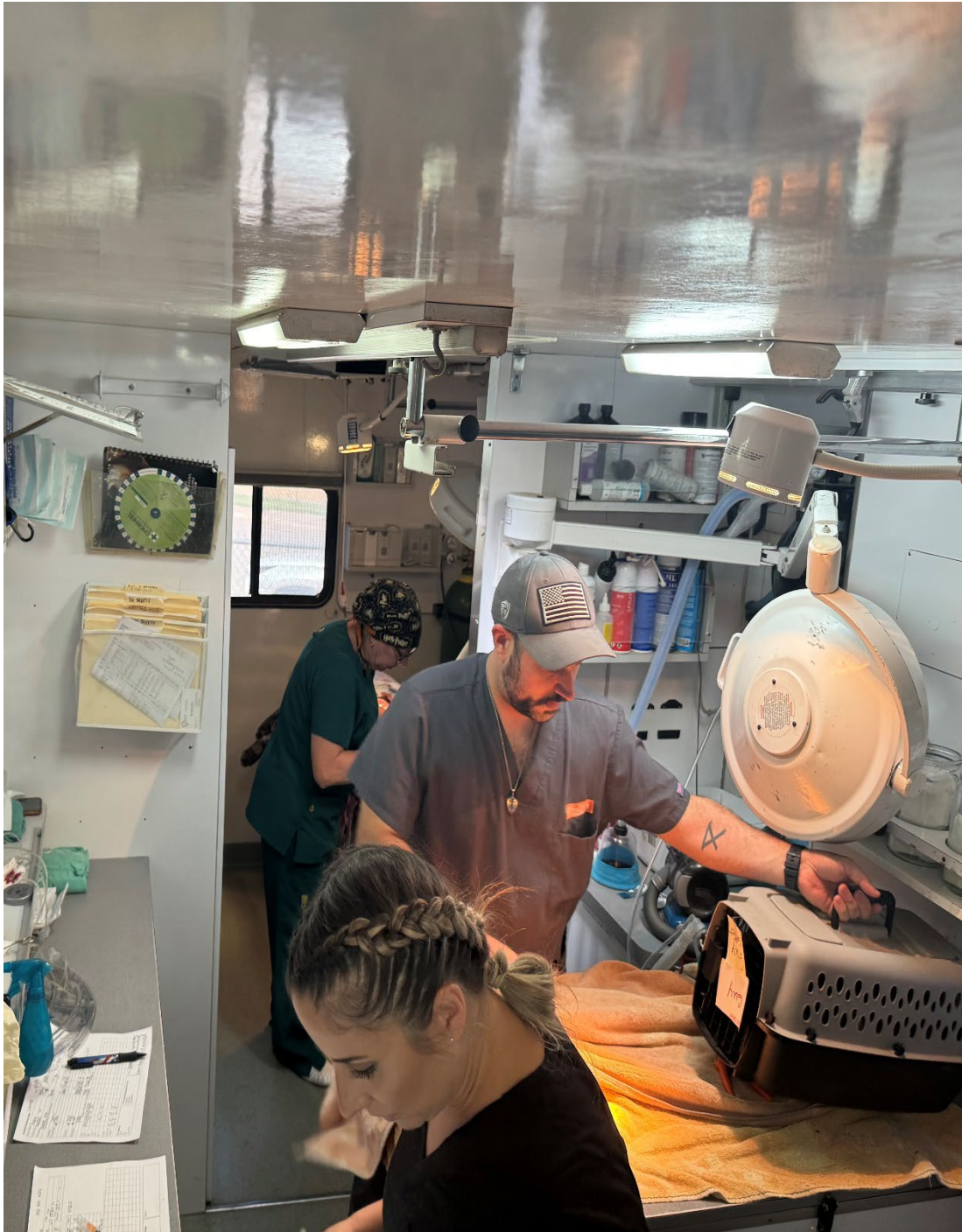
3. LED LIGHT UPGRADE



4. DUKE WATKINS UPDATE



5. ANIMAL SHELTER UPDATE



8. RIVERS EDGE GOLF COURSE



Upcoming Tournaments at The Edge

Don't miss out on all the fun with upcoming Golf Tournaments at Rivers Edge this Fall. With Rivers Edge Golf Course reopening back to fulltime hours on Friday, October 4th 2024, no better time to sign up than today.

Below are flyers with information regarding the upcoming events.

A flyer for an inaugural golf tournament. The top left shows a golf course with a dark banner that says 'GOLF TOURNAMENT'. The top right features the Rivers Edge Golf Course logo. The main text is 'INAUGURAL WELCOME BACK OUTING' in large white letters on a dark background. Below this, a green box contains 'OCTOBER 19TH 3-PERSON SCRAMBLE' and '\$70 PER PLAYER' with 'PAYOUTS/AWARDS AFTER GOLF - CASH PAYOUTS'. Another green box lists the schedule: '7 AM REGISTRATION', '8:00 AM SHOTGUN START', '1:30 PM AWARDS AT RIVERS EDGE'. A third green box says 'OPTIONAL TEAM SKINS/BUY-IN' and 'Drawing for a Monthly Membership for all paid participants'. At the bottom, it says 'SIGN UP TODAY BY CALLING (760) 326-3931' and 'RAFFLE & 50/50 AFTER GOLF ON COURSE PRIZES/CONTESTS ALL MONEY GOES BACK TO PLAYERS'. The footer includes 'Email : jjdeleon@golfneedlesca.com' and 'www.golfneedlesca.com'.

GOLF TOURNAMENT

INAUGURAL

WELCOME BACK OUTING

OCTOBER 19TH
3-PERSON SCRAMBLE

\$70 PER PLAYER
PAYOUTS/AWARDS
AFTER GOLF - CASH PAYOUTS

7 AM REGISTRATION
8:00 AM SHOTGUN START
1:30 PM AWARDS AT
RIVERS EDGE

OPTIONAL TEAM SKINS/BUY-IN
Drawing for a Monthly
Membership for all paid
participants

SIGN UP TODAY BY CALLING
(760) 326-3931

RAFFLE & 50/50 AFTER GOLF
ON COURSE PRIZES/CONTESTS
ALL MONEY GOES BACK TO PLAYERS

Email : jjdeleon@golfneedlesca.com
www.golfneedlesca.com

A flyer for a fundraising event. The top left says 'NEEDLES, CA'. The top right features the Rivers Edge Golf Course logo. The main text is 'NEEDLES WOMENS CLUB Scholarship & Operations Fundraiser 2024'. Below this, it says 'Saturday, November 16th 2024', '8:30am Shotgun Start (CA)', '3-Person Scramble w/ Handicap', '\$70PP Includes Golf, Cart, Range, Donation, Prizes & Payouts'. The contact number is '(760) 326-3931'. It also mentions 'Hole Sponsorships Available \$75 per Sign'. The bottom right shows a photograph of a golf course with palm trees and a building in the background. The footer includes '144 Marina Drive, Needles, CA 92363', '760.326.3931 • www.golfneedlesca.com'.

NEEDLES, CA

NEEDLES WOMENS CLUB

Scholarship & Operations
Fundraiser 2024

Saturday, November 16th 2024
8:30am Shotgun Start (CA)
3-Person Scramble w/ Handicap
\$70PP Includes Golf, Cart, Range,
Donation, Prizes & Payouts

(760) 326-3931

Hole Sponsorships Available
\$75 per Sign

144 Marina Drive, Needles, CA 92363
760.326.3931 • www.golfneedlesca.com



4TH ANNUAL

JASON SMITH MEMORIAL GOLF OUTING

SATURDAY
December
7th 2024



**Limited to First
48 Teams**

3-Person Scramble

\$75 PER PLAYER | \$225 PER TEAM

Sign up Deadline

Thursday, December 5th 2024

**OPTIONAL TEAM
SKINS/BUY-IN**

**On Course Prizes to Include
Closest to Pin - Longest Drive**

Rivers Edge Golf Course
www.golfneedlesca.com

144 Marina Drive Needles, CA 92363



CALL US FOR REGISTRATION
+760 326-3931

Made with PosterMyWall.com

Rivers Edge Golf Course

9. WIC PROGRAM

California Families Grow Healthy with WIC

WIC is a nutrition program for Women,
Infants, and Children.



You may qualify if you:

- Are pregnant, breastfeeding, or just had a baby;
- Have a child under age 5; and
- Have a low to medium income; and/or
- Receive Medi-Cal, CalWORKs (TANF), or CalFresh (Food Stamps) benefits; and
- Live in California



WIC provides:

- Nutrition tips and health information
- Breastfeeding support
- Monthly benefits for healthy foods (like fruits & vegetables)
- Referrals to medical providers and community services



Your family may qualify for WIC*

- A family of 2 can earn up to \$, 1455 per 2-week period
- A family of 3 can earn up to \$, 1838 per 2-week period
- A family of 4 can earn up to \$, 2220 per 2-week period



*Before tax income levels change annually. Contact your local WIC office or visit myfamily.wic.ca.gov for current information.

Yes!

Newly pregnant women, migrant workers, and working families are encouraged to apply.

Enroll early! Call today if you are pregnant or have an infant or child under age 5:



Needles : (760) 903-4508
Phone number: (866) 327-3074
Text or call : 1(888) 826-9867
Website: www.capkwic.org



California Department of Public Health, California WIC Program
This institution is an equal opportunity provider.
1-888-942-9675 (1-888-WIC-WORKS)

11. TRUNK OR TREAT

TRUNK

OR

TREAT

On Front Street

Saturday October 26th

5:00 – 7:00PM

Front Street along Santa Fe Park

**Sponsorships available – Vendors please contact
Mia 760 881 9021 or Christin 760 220 8751
to register**

