



PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, April 18, 2024

Call to Order – The meeting was called to order by Chairperson Stephen Nordbye at 5:30 PM.

Pledge of Allegiance

Roll Call:

Commissioner's present: Chairperson Stephen Nordbye, Commissioners Sharon Lazorko, Vice Chairperson Michelle Romano and Vern Montague
Commissioner's absent: Commissioner Wade Elliott
Councilmember(s) present: Councilmember John McDermott and Jeffery Tolley
Staff present: City Planner Scott Friend; City Clerk Jennifer Schmitke

ORAL AND WRITTEN COMMUNICATIONS - None

CONSENT CALENDAR

Approval of Prior Minutes: March 21, 2024

ACTION: Vice Chairperson Romano moved, seconded by Commissioner Lazorko to approve consent calendar as presented. Motion carried unanimously by a voice vote, 4-0.

PUBLIC HEARING

- A.** Rezoning (Z2023-01), Tentative Subdivision Map (TSM 2022-01/2023-02) and Initial Study / Mitigated Negative Declaration - Addendum (IS/MND) - Penbrook Subdivision Project
Applicant: Precision Surveying (Applicant)/Lakeport Parkside LLC (Applicant/Owner(s)). TSM 2022-01/Zoning 2022-01)

City Planner Scott Friend announced that Precision Surveying (applicant) has rescinded the application for the proposed Penbrook Tentative Subdivision Map (TSM 2022-01/2023-02) on behalf of Lakeport Parkside LLC (property owner(s)). Mr. Friend shared that it was conveyed to him that the applicant and property owner(s) were reworking their proposal to deal with issues to include emergency access, street orientation and drainage. Commissioners discussed and asked questions about the rescinding and Mr. Friend answered.

ITEMS FOR DISCUSSION

- A. Use of Bollards Vs. Gates for Emergency Access Points**

Mr. Friend discussed the recent fire at Paigewood Apartments, emphasizing the problems and dangers posed by using physical barriers to control entry and exit. Mr. Friend noted that currently, the City of Orland's General Plan and Orland Municipal Code lack specific standards or policies for using barriers and identified that the use and installation of barriers is an topic that could be addressed during the project consideration phase for projects involving a discretionary action.

Commissioners reviewed different barriers like bollards, Knox boxes, gates, tire spikes, and k-rails and deliberated with Mr. Friend on the City's policy regarding such barriers and inquired about the City sending out letters to all businesses/apartments regarding exercising barriers.

Staff and the Commission discussed the use of the various types of barrier options and addressed options for how the City could guide and regulate the use of barriers at existing projects.

B. Review of Sign Code Provisions

Mr. Friend presented the topic of sign code provisions to the Planning Commission, highlighting their importance for providing information and directions and serving as guides or points-of-interest in the City. Mr. Friend shared that the goal is to assess the current sign code's adequacy and consider any needed changes. He explained that in Orland, signs are regulated by the Orland Municipal Code (Chapter 17.78, *Sign Ordinance*) and the California Building Code.

Mr. Friend also discussed recently approved signs for McDonald's, Maverik, and the Orland Unified School District, as well as new signs on State property to include the Butte College site and at the Glenn County Fairgrounds.

The Commissioners reviewed recently approved and constructed signs in the City and examined the current sign code provisions. They discussed strategies for managing sign codes, including limiting the number of signs in one area, enhanced enforcement of Code provisions, and requesting funds from the City Council for sign cleanup. They also asked City staff to research sign codes from other cities, limiting the number of signs in an area and Caltrans copy requirements.

C. Review of Setback Provisions of Title 14

Mr. Friend introduced a discussion on setbacks, which are regulated by the Orland Municipal Code (Title 17, *Zoning*). He explained that each zone district has specific standards for primary and accessory buildings, with exceptions for features like swimming pools, shade structures, ADU's and detached garages. Setbacks are designed to ensure safety, privacy, and access to sunlight and ventilation by separating structures. In residential zones, the Code specifies the required distances between structures and property lines.

Mr. Friend and the Commissioners discussed whether the current Code is clear and user-friendly or if revisions are needed. Additionally, the Commissioners talked about sending reminders with water bills regarding the allowed sizes for sheds.

STAFF REPORT

Mr. Friend informed the Commission that there are no public hearings or new projects scheduled for the next few months. Chairperson Nordbye suggested canceling the May meeting and Commissioners agreed.

COMMISSIONERS REPORTS

- Commissioner Montague: Nothing to Report.
- Commissioner Lazorko: Nothing to Report.
- Chairperson Nordbye: Nothing to Report.
- Vice Chairperson Romano: Nothing to Report.

FUTURE AGENDA ITEMS

Vice Chairperson Romano requested that the Commission agenda be distributed on the Friday before meetings to allow for weekend preparation. Mr. Friend agreed to try to accommodate this request. Mrs. Romano also expressed a desire to discuss buildings that face the street and garage requirements, and Mr. Friend indicated these topics could be added to a future agenda.

Councilmember McDermott inquired about addressing the remaining underground gas tanks in Orland, which are causing delays in current projects. Mr. Friend suggested consulting the Department of Substance Control for assistance with Leaking Underground Storage Tanks (LUST) information and maps and noted that he was unaware of any delays in projects by the City as a result of known or unknown underground fuel storage tanks.

ADJOURNMENT – 6:55 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson