

**PLANNING COMMISSION MINUTES  
January 19, 2023**

**1. Call to Order** – The meeting was called to order by Chairperson Wade Elliott at 5:30 PM. Chairperson Elliott welcomed new Planning Commissioner Vern Montague to the Commission.

**2. Pledge of Allegiance** – Led by Commissioner Vern Montague

**3. Roll Call:**

Commissioner’s present –	Chairperson Wade Elliott, Vice Chairperson Stephen Nordbye, Commissioners Sharon Lazorko, Michelle Romano, and Vern Montague
Commissioner’s absent -	None
Councilmember present -	None
Staff present-	City Planner Scott Friend and City Clerk Jennifer Schmitke

**4. ORAL AND WRITTEN COMMUNICATIONS**

**Citizen Comments** – None

**5. ELECTION OF COMMISSION CHAIR AND VICE CHAIR FOR 2023**

Mr. Friend thanked Chairperson Elliott for his services and asked for nominations for Chairperson for calendar year 2023.

Upon motion made by Commissioner Elliott, Commissioner Nordbye was elected Chairperson for 2023. The motion carried unanimously by a voice vote, 5-0.

Chairperson Nordbye thanked the Commission for the nomination and opened nominations for Vice Chairperson for 2023.

Upon motion made by Chairperson Nordbye, Commissioner Elliott was elected as Vice Chairperson for 2023. The motion carried unanimously by a voice vote, 5-0.

**6. CONSENT CALENDAR**

Approval of Prior Minutes: November 17, 2022

Vice Chairperson Elliott stated his appreciation for delaying the meeting minutes to allow for clarity on the McDonald’s CUP and noted that the general consent and direction provided to staff and documented in the minutes is accurate. He clarified that it was the intention of the Planning Commission’s approval that the proposed sign was intended to be a multi-tenant sign for the joint benefit of the two commonly owned parcels. Mr. Friend shared that the December minutes which will be included in the February agenda will also clarify the actions from the Commission. Mr. Friend mentioned that he has sent McDonalds a formal letter but has not heard from them since sending the letter.

ACTION: Vice Chairperson Elliott moved, seconded by Commissioner Romano to approve consent calendar as presented. Motion carried unanimously by a voice vote, 5-0.

## 7. PUBLIC HEARING

- A. Conditional Use Permit CUP#2022-10: A request to approve a Conditional Use Permit (CUP) to permit the erection of a “Digital Display Monument Sign” on an existing parcel identified as 129 East Walker Street and further as Glenn County APN 041-071-050. The parcel is currently occupied by the Glenn County Office of Education and Papa Murphy’s Pizza. The subject parcel is designated Commercial C) on the General Plan land use map and is in the C-2 (Community Commercial) zoning district.**

Mr. Friend presented a request to approve a Conditional Use Permit (CUP) to permit the erection of a “Digital Display Monument Sign” on an existing parcel identified as 129 East Walker Street, Glenn Success Square. The proposed project would permit the installation of a Digital Display Monument sign to be seen by passenger vehicles traveling on East Walker Street (Hwy 32). The subject parcel is designated Commercial (C) on the General Plan land use map and is in the C-2 (Community Commercial) zoning district.

Mr. Friend reminded the Commission that pursuant to Orland Municipal Code (OMC) Chapter 17.78.405(A), the proposed action requires the approval of a Conditional Use Permit (CUP) by the Planning Commission due to the request involving an increase in the permitted sign advertising square footage, total sign height and to approve the digital signage. Currently the OMC provides a maximum advertisement space of 24 square feet and maximum sign height of 8 feet for a monument sign. Pursuant to OMC 17.78.405(A)(10) and further 17.78.450(C)(I), a CUP may be granted to exceed the allowable advertising surface for the monument signs and to exceed the maximum permitted sign height. Mr. Friend stated the proposed sign would have approximately 34 square feet of total advertising space and would be 8.3 feet in height.

Mr. Friend stated that the Digital Display Monument Sign site plan indicated the proposed sign would partially take up a parking space and partially go into the landscaping area, causing the loss of a parking space. The current parking space in which the proposed sign would be located is 10’x18’. The OMC section 17.76.100 states standard parking spaces shall be 10’x 20’ in size, private and employee parking spaces shall be 9’x18’ in size and compact spaces shall be 8.5’x16’ in size. Mr. Friend clarified that the parking spaces in the proposed project area are wider than the OMC requires and indicated that there is adequate space to erect the proposed sign and keep the same number of parking spaces, the spaces would just be restriped and shifted over to make room for the proposed sign.

Mr. Friend explained that a Condition of Approval has been added to the CUP, #18, stating the applicant shall not install the proposed sign in a manner that encroaches on either the Caltrans ROW, nor the landscaped space between the sidewalk and parking lot. The proposed sign in its entirety shall be installed within the parking lot only. Mr. Friend stated he has reviewed a few different Caltrans right of way maps and has reached out to Caltrans but has not yet received notification back on where the Caltrans right of way lies.

Mr. Friend stated that Shane Anderson from the Glenn County Office of Education was at the meeting if anyone had any question. Mr. Friend shared that Glenn County Office of Education has been wonderful to work with and thanked them for being patient while City Staff was figuring out the logistics.

Commissioner Romano asked if the sign was non digital would the dimension be the same. Mr. Friend stated that specific dimensions are not required, but overage size parameters are established in the City Code. Mr. Friend shared that the digital component, square footage and the height of the sign is the reason this request was brought forward tonight.

Chairperson Nordbye opened the Public Hearing at 5:42 PM.

With no comments, Chairperson Nordbye closed the Public Hearing at 5:42 PM.

Vice Chairperson Elliott asked about previous signs for schools that had their signs granted by right and didn't have to go through the same CUP requirements. Mr. Friend shared that the Glenn County Office of Education wanted to follow all the rules and steps to make sure they had the full consent of the Commission. Vice Chairperson Elliott thanked Mr. Anderson for coming before the Commission to get their approval.

Commissioner Romano asked about the square footage of the sign and wondered if the City should look into changing the sign code in the OMC. Mr. Friend agreed with Commissioner Romano and stated that a code amendment will be coming back to the Commission in March for the Commission to review.

ACTION: Commissioner Lazorko moved, seconded by Commissioner Romano that the Planning Commission approve the project (CUP 2022-10) and determine that the proposed action is exempt from further review pursuant to Sections 15303 and 15311 of the Public Resources Code and approve Planning Commission Resolution 2023-01, approving Conditional Use Permit application #2022-10 subject to the Conditions of Approval provided in the attachments. Motion carried, 5-0 by a voice vote.

**B. Conditional Use Permit CUP#2022-11: A request to approve a Conditional Use Permit (CUP) to permit the erection of a "Digital Display Pole Sign" on an existing parcel identified as 1366 Cortina Drive and further as Glenn County APN 040-310-013. The parcel is currently occupied by the Butte College Glenn County Center. The subject parcel is designated Commercial (C) on the General Plan land use map and is in the P-D (Planned Development) zoning district.**

Mr. Friend presented a request to approve a Conditional Use Permit (CUP) to permit the erection of a "Digital Display Monument Sign" on an existing parcel identified as 1366 Cortina Drive, currently known as the Butte College Glenn County Center. The proposed project would permit the installation of a Digital Display Monument sign to be seen by vehicles traveling on Interstate 5. The subject parcel is designated Commercial (C) on the General Plan land use map and is in the P-D (Planned Development) zoning district.

Mr. Friend reminded the Commission that pursuant to Orland Municipal Code (OMC) Chapter 17.78.405(A) and 17.78.450(B), the proposed action requires the approval of a Conditional Use Permit (CUP) by the Planning Commission due to the request involving an increase in the permitted sign advertising square footage and being located within 310 feet of an existing digital display sign. Pursuant to OMC 17.78.405(A)(10) and further 17.78.450(B)(1), a CUP may be granted to exceed the allowable

advertising surface for digital pole signs and to be erected within 310 feet of an existing digital display pole sign (Speedway).

Chairperson Nordbye opened the Public Hearing at 5:52 PM.

With no comments, Chairperson Nordbye closed the Public Hearing at 5:52 PM.

Kim Jones, Director of Facilities for Butte College, stated appreciation to Mr. Friend for all the work he has put into the project. Ms. Jones is hopeful the sign will bring new students to the new Glenn County location.

Commissioner Montague asked for clarification on whether the sign would be on the eastern side of I-5 or western. Mr. Friend stated along the western boundary of the parcel and adjacent to I-5.

Commissioner Romano asked if the sign is perpendicular to the freeway and Mr. Friend confirmed it was proposed to be perpendicular.

Vice Chairperson Elliott asked for clarification on sign height whether the sign will be 30 ft tall or 40 ft tall. Mr. Friend stated that the pole is technically 30 ft tall, and the sign is technically 10 ft tall making the total height of pole and sign 40 ft tall. Vice Chairperson Elliott verified that the sign from ground level at the bottom of the pole to the top of the sign is a total of 40 ft tall.

ACTION: Vice Chairperson Elliott moved, seconded by Commissioner Montague that the Planning Commission approve the project (CUP 2022-11) and determine that the proposed action is exempt from further review pursuant to Sections 15311 of the Public Resources Code and approve Planning Commission Resolution 2023-02, approving Conditional Use Permit application #2022-11 subject to the Conditions of Approval provided in the attachments, clarifying this is a 40 ft sign from the ground to the top of the sign. Motion carried, 5-0 by a voice vote.

## **8. STAFF REPORT**

### **A. Development Activity Update**

Mr. Friend shared that Maverik has contacted the City to let them know they will be getting their tanks in the ground very soon.

Mr. Friend stated that the City has received multiple inquiries about Orland Park phase I and he noted that he was informed that the parcel currently was in escrow.

Mr. Friend shared that a proposal has been delivered to the City Manager for the Quiet Creek project (North of Bryant St.) and is being prepared for the Orland Park phase II property (south of Hwy 32 headed east toward Chico).

Mr. Friend shared with the Commission that the California League of Cities is putting on some workshop trainings in Oroville and Redding and would like some or all of the Planning Commissioner to attend. Mr. Friend stated that he will let the Commission know as soon as a date is available so arrangements can be made.

### **B. Annexation Status Update**

Mr. Friend shared that the Westside Annexation and Kraemer Annexation were both approved by the Glenn County LAFCO and are now within City Limits.

### **C. DWR Project Update**

Mr. Friend shared that the Department of Water Resources (DWR) project is still in progress, phase I is in progress and people are getting connected within City limits, applications are coming in daily and the City is hopeful that bids for contractors, to begin installing main lines, will be going out in January or February. Mr. Friend reminded the Commission that new wells and a new ground-level water storage tank will also be included to support the new infrastructure.

### **D. 2022 City Council Commission and Committee Appointments**

Mr. Friend shared that Councilmember Jeffrey Tolley is the new liaison for the Planning Commission and John McDermott is the alternate.

## **9. COMMISSIONERS REPORTS**

- Chairperson Nordbye nothing to report.
- Commissioner Romano nothing to report.
- Commissioner Montague asked questions about the general plan, codes for ADU's and westside annexation. Mr. Friend invited Commissioner Montague to come visit him at City Hall on a Thursday to bring him up to date in on what the City has been working on.
- Vice Chairperson Elliott had nothing to report.
- Commissioner Lazorko had nothing to report.

## **10. FUTURE AGENDA ITEMS**

Mr. Friend asked the Planning Commission to start thinking about meeting topics they may be interested in for future agendas, trainings they may want to attend, code amendments that may be needed, etc. so that he can bring the ideas back to the staff to work on. Vice Chairperson Elliott asked to review the notes from the joint meeting with the City Council, Planning Commission and Economic Development Commission back in February to identify the areas of that meeting that the Planning Commission could start working on. Commissioner Romano shared an interest in the Commission to discuss design standards, signage, and streetscapes on future agendas.

## **11. ADJOURNMENT – 6:29 PM**

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson