

**PLANNING COMMISSION MINUTES**  
**April 20, 2023**

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

**2. Pledge of Allegiance**

**3. Roll Call:**

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

**4. ORAL AND WRITTEN COMMUNICATIONS**

**Citizen Comments**

Steve Butler, Precision Surveying, and applicant representative for the proposed Penbrook Tentative Subdivision Map project, presented a letter on behalf of Lakeport Parkside, LLC (Penbrook Subdivision) proposing a text change to the City’s Circulation Element and requesting that the matter be placed on the next Planning Commission meeting agenda for discussion/action.

City Planner Scott Friend shared that item can only be added to next month’s agenda as a discussion/direction item due to State requirements for such action and due to mandatory timeframes contained in State statutes.

Chairperson Nordbye stated the item would be added to the next agenda.

**5. CONSENT CALENDAR**

Approval of Prior Minutes: March 16, 2023

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

**6. PUBLIC HEARING**

**Conditional Use Permit: CUP 2023-01 – Harvest Baptist Church Temporary Tent Structure (1202 Railroad Avenue)**

City Planner Scott Friend presented a request to approve a Conditional Use Permit (CUP) to permit the erection of a temporary event tent structure to act as an interim sanctuary for the Harvest Baptist Church on an existing parcel identified as 1202 Railroad Avenue. Mr. Friend stated that the parcel is currently developed with existing Sanctuary and Parsonage, the parcel is designated *Light Industrial/Commercial (I-L/C)* on the General Plan land use map and located in the *M-L (Limited Industrial)* zoning district.

Mr. Friend explained that the parcel is currently owned by the Harvest Baptist Church, due to the small size of the building they are requesting the use of a temporary tent structure that would be 40'X60' in size to accommodate the growing number of patrons for large attendance weekends and events.

Mr. Friend shared with the Commission an amendment to the staff report where condition #26 was changed to reflect that the duration of time in which the proposed tent structure is permitted to be erected onsite shall be a max of 180 days from date of approval of the Conditional Use Permit, instead of 12 months as noted in the project Conditions of Approval.

Isaac Davis, Harvest Baptist Church Pastor shared that it is his goal is to build a whole new church but until then the church plans on upgrading the sanctuary and the temporary tent will allow for services to still take place will upgrades are happening. Mr. Davis stated the use of the tent is usually around Easter Sunday and that 180 days would work for his growing congregation.

Chairperson Nordbye asked if the Commission would use wording that states the tent can be up for 180 calendar days. Mr. Friend asked City Building Official Wyatt Paxton, who confirmed that is the way he would phrase the text.

Commissioners asked questions to City Staff and Mr. Davis about their needs and about the CUP. Mr. Davis noted that he appreciated the Commissions help and consideration for his needs.

Chairperson Nordbye opened the Public Hearing at 5:48 PM.

With no comments, Chairperson Nordbye closed the Public Hearing at 5:48 PM.

**ACTION:** Vice Chairperson Elliott moved, seconded by Chairperson Nordbye that the Planning Commission approve the project (CUP 2023-01) and determine that the proposed action is exempt from further review pursuant to Section 15311 of the Public Resources Code and approve Planning Commission Resolution PC 2023-01, approving Conditional Use Permit 2023-01 as recommended in the staff report and amending Condition of Approval number 26 to identify that the use permit will be granted with the restriction of not to exceed 180 days in one calendar year and would continue with the land moving forward. Motion carried, 5-0 by a voice vote.

## 7. ITEMS FOR DISCUSSION

Mr. Friend brought to Commission a discussion about Streetscapes and Roundabouts.

Mr. Friend referred to "Streetscapes" as the natural and built fabric of the street and defined it as the design quality of the street and its visual effect.

1: The appearance or view of a street

2: A work of art depicting a view of a street

Mr. Friend spoke about Streetscape design guidelines, explained typical Streetscape objectives, and described Streetscape public art, utilities, and roadway reconfiguration.

Mr. Friend gave examples and showed pictures of nearby communities with a Streetscape plan. Mr. Friend shared the City's vision for the Walker Street Streetscape Improvement Master Plan describing the concept and the goals for the project.

Commission members discussed concerns they have with the Walker Street Streetscape project and asked questions about funding. The Commission was in consensus that they would like to see a recommendation from staff to move forward with the Streetscape project, upgrading and updating downtown to make it ready for Caltrans to begin the project.

Mr. Friend described “Roundabouts”, also known as a rotary or traffic circle, is a type of circulation intersection or junction in which road traffic is permitted to flow in one direction around a central island, and priority is typically given to traffic already in the junction.

Mr. Friend spoke about opportunities for roundabouts in Orland, explained pros and cons and showed pictures of different types of roundabouts.

The Commission discussed roundabouts and asked questions about where they would be useful within the City.

## **8. STAFF REPORT**

Mr. Friend thanked the Commissioners that were able to attend the Planning Commissioner training in Oroville.

Mr. Friend shared that the City Council held a public hearing at the April 18<sup>th</sup> meeting for the multi-tenant sign zoning code amendment and that was approved unanimously by the City Council and will be put on the May 2<sup>nd</sup> agenda for final review and approval.

Mr. Friend reminded Commissioners that when they want to discuss a matter with fellow Commissioners Staff need 72 hours before the meeting to review the item and add it to the agenda to be discussed unless it is an emergency item.

## **9. COMMISSIONERS REPORTS**

- Chairperson Nordbye nothing to report.
- Vice Chairperson Elliott nothing to report.
- Commissioner Romano attended Planning Commissioner training in Oroville.
- Commissioner Montague attended the Planning Commissioner training in Oroville.
- Commissioner Lazorko attended the Planning Commissioner training in Oroville.

## **10. FUTURE AGENDA ITEMS**

Mr. Friend shared that Commissioner Romano has a presentation on streetscapes and roundabouts that she would like to add to the next agenda.

## **11. ADJOURNMENT – 6:48 PM**

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson