

**CITY COUNCIL**

Charles Gee, Mayor  
Dennis G. Hoffman, Vice Mayor  
Bruce T. Roundy  
James Paschall Sr.  
Salina J. Edwards

# CITY OF ORLAND

INCORPORATED 1909

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632



**CITY OFFICIALS**

Angela Crook  
Assistant City Manager/City Clerk  
Pamela Otterson  
City Treasurer

**CITY MANAGER**

Peter R. Carr

If anyone wishes to address the City Council on an item to be considered at this meeting, please fill out a Speaker Request Form and submit to the City Clerk before the meeting begins. (optional)

Meeting Place: Carnegie Center  
912 Third Street  
Orland, CA 95963

**AGENDA**  
**REGULAR MEETING, ORLAND CITY COUNCIL**  
**Monday October 21, 2013**

**Closed Session – 7:00 p.m.**  
**Regular Session – 7:30 p.m.**

**I. CALL TO ORDER**

1. Roll Call
2. Public comment on closed session items.

**II. CLOSED SESSION**

Pursuant to California Government Code Sections 54950 et sq., the City Council will hold a Closed Session. More specific information regarding this meeting is indicated below.

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section: 54956.9(d)(4)  
Initiation of litigation  
One potential case: nuisance abatement  
226 E. Mill Street

**B. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**

Government Code Section: 54956.9(d)(2)  
Significant exposure to litigation  
One potential case: law enforcement records  
Sacramento Valley Mirror

**III. REPORT FROM CLOSED SESSION**

(If the Closed Session is not completed before 7:30 p.m., it will resume immediately following the Regular Meeting).

**IV. RECONVENE TO REGULAR SESSION**

Roll Call

**V. PLEDGE OF ALLEGIANCE**

**VI. ORAL AND WRITTEN COMMUNICATIONS**

Citizen Comments:

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor; however, no formal action or discussion will be taken unless placed on a future agenda. *Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes).*

**VII. CITY COUNCIL COMMUNICATIONS AND REPORTS**

**VIII. CONSENT CALENDAR**

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for October 7, 2013.
- C. Receive and file Orland Arts Commission minutes for June 19, 2013.
- D. Receive and file Economic Development Commission minutes for July 9, August 13, and Sept. 10, 2013.
- E. Accept resignations from Gary Campbell and Larry Bates which serve on the Economic Development Commission and Public Safety Commission; advertise to fill unexpired term at time of annual Public Notice of commission vacancies.
- F. Approve Public Notice of commission vacancies which expire December 31, 2013 and 2014 and notice to advertise for those vacancies.
- G. Authorize City Manager or designee to negotiate a contract with Rolls Anderson & Rolls to complete water system capacity study.

**IX. PUBLIC HEARING -**

**(Public Hearing comments will be limited from three to five minutes).**

Conduct Public Hearing for introduction and consider first reading of ordinance by title only:

**Zoning Ordinance Text Amendment – Portable Signs (ZCA#2013-01)** A city-initiated amendment to Chapter 17.78, Sign Ordinance, of the City of Orland Municipal Code to add definitions for Community Event Signs, Flag Signs, Seasonal Signs, and Special Event Signs and to modify the existing definitions for Advertising Surface, Off-Site Sign and Portable Sign. The amendment would also add Farmers' Market Signs to Chapter 17.78.752, Exempt Signs and would add Chapters 17.78.420, Portable Signs; 17.28.430, Flag and Banner Signs; and, 17.78.440 Special and Community Event Signs.

**X. ADMINISTRATIVE COMMUNICATIONS**

A. City Manager– Pete Carr

- 1. Consider designation of an Administrative Hearing Officer.
- 2. Consider roof repairs for public building located at 824 Fourth Street.

**XI. ADJOURN**

**CERTIFICATION:** Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on October 17, 2013.

Orland City Council  
October 21, 2013  
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A complete agenda packet is available for public inspection online at [www.cityoforland.com](http://www.cityoforland.com) and during normal business hours at City Hall, 815 Fourth Street, Orland, CA.

In compliance with the Americans with Disabilities Act, the City of Orland will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's Office 865-1601 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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City Treasurer

## WARRANT LIST

October 21, 2013

WARRANT	10/17/13	\$	240,149.97
PAYROLL	10/3/13	\$	49,546.91
PAYROLL	10/3/13	\$	23,507.03
<b>TOTAL</b>		<b>\$</b>	<b><u>313,203.91</u></b>

**APPROVED BY**

\_\_\_\_\_  
Charles Gee, Mayor

\_\_\_\_\_  
Dennis G. Hoffman, Vice-Mayor

\_\_\_\_\_  
Bruce T. Roundy, Councilmember

\_\_\_\_\_  
James Paschall, Sr., Councilmember

\_\_\_\_\_  
Salina J. Edwards, Councilmember

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
39510	10/17/13	ABD00	ADVANCED DOCUMENT	2.81 213.48 137.84	.00 .00 .00	2.81 213.48 137.84	38909 178672 IN413206	BD;Plan/copies Copies PD/equip repair
			Check Total.....:	354.13	.00	354.13		
39511	10/17/13	AFF01	Affiliated Computer Svcs	312.50	.00	312.50	951865	FD/upgrade
39512	10/17/13	ALL01	ALL SEASONS SCREEN PRINT	16.40	.00	16.40	3123	Rec/Soccer shirts
39513	10/17/13	ATT06	A T & T	16.53 16.26	.00 .00	16.53 16.26	66008 766007	PW/lift station PW/lift station
			Check Total.....:	32.79	.00	32.79		
39514	10/17/13	ATT07	A T & T	31.65	.00	31.65	100713	PW/well communications
39515	10/17/13	AYR01	Ian Ayres	945.00	.00	945.00	Nov2013	PD/FTO class
39516	10/17/13	BAS00	Basic Laboratory, Inc	175.00	.00	175.00	595;332	PW/lab svcs
39517	10/17/13	BJO01	Beth Bjorklund	50.00	.00	50.00	Oct 2013	AC/gallery hanging
39518	10/17/13	BOS04	Sandy Bostrom	30.00	.00	30.00	100713	AC/model fee
39519	10/17/13	BRO02	DARYL R. BROCK CPA	5600.00	.00	5600.00	10-15-13	FinDir/acct svcs
39520	10/17/13	BSN04	BSN Sports	144.69	.00	144.69	95598055	Rec/field paint
39521	10/17/13	BUC00	BUCKE'S FEED & GRAIN	6.40	.00	6.40	186862	PD/K9 expenses
39522	10/17/13	BUR03	Burton's Fire, Inc.	943.95	.00	943.95	S17018	FD/mechanical seal for #2
39523	10/17/13	C&R00	C & R Radio	1931.74	.00	1931.74	878;879	FD/mobile radio
39524	10/17/13	CAL04	CA Building Standards Com	74.70	.00	74.70	7-9/2013	BD/CBSC fees
39525	10/17/13	CAL14	Cal Signal Corp	5092.30	.00	5092.30	4530	PW/SixthSt light
39526	10/17/13	CAR02	CARDMEMBER SERVICE	97.95 318.95 458.34 187.17 334.35 411.20 160.00	.00 .00 .00 .00 .00 .00 .00	97.95 318.95 458.34 187.17 334.35 411.20 160.00	092613 9-26-13 9/26/13 09262013 10-14-13 20130926 Sept 2013	CM/travel&clean-up suppli PD/misc expense Lib/postage;blinds;office Water class; ChicoER sub Rec/sport balls Coun/travel expense PW/CAWaterAssn dues
			Check Total.....:	1967.96	.00	1967.96		
39527	10/17/13	CAS00	CASHIER	60.00	.00	60.00	2014	PW/license renewal
39528	10/17/13	CHE00	CHEVRON	1.43	.00	1.43	8/23/13	PD/gas usage
39529	10/17/13	CHI01	Chief Corporation	159.24	.00	159.24	1697;9551	PD/misc supplies
39530	10/17/13	CLE01	CLEVELAND'S UPHOLSTERY	160.00	.00	160.00	809618	PW/seat repair
39531	10/17/13	CLE02	CLEAR'S	50.00	.00	50.00	2014Dues	PD/dues
39532	10/17/13	COM02	Comcast	85.60	.00	85.60	9/28/13	Multi-depts/internet conn
39533	10/17/13	CVS00	CVS Pharmacy	43.64	.00	43.64	9/28/13	Coun water; ins meetings
39534	10/17/13	DEP11	DEPART. OF CONSERVATION	164.03	.00	164.03	7-9/13	BD/strong motion fee
39535	10/17/13	DIA01	Lalo Diaz	40.00	.00	40.00	10-9-13	Rec/youth soccer
39536	10/17/13	DMV02	DMV Renewal	36.00	.00	36.00	2014-15	PW/WWTP boat registration
39537	10/17/13	EIN02	Gregory P. Einhorn	3350.00	.00	3350.00	11545	CA/professional svcs
39538	10/17/13	ENL00	ENLOE MEDICAL CENTER	1000.00 80.00	.00 .00	1000.00 80.00	10-1-13 1862295	PD/examination PW/physical
			Check Total.....:	1080.00	.00	1080.00		
39539	10/17/13	EVE03	EverGreen Printing Suppli	284.50	.00	284.50	38521	Toner supplies
39540	10/17/13	FLO00	FLOR'S	150.48 205.83	.00 .00	150.48 205.83	2751 2752	FD/cleaning supplies FD/cleaning supplies
			Check Total.....:	356.31	.00	356.31		
39541	10/17/13	GAN00	Gandy & Staley Oil Co.	1822.56	.00	1822.56	149869	PW/dyed diesel
39542	10/17/13	GAR01	Garnet Hill	43.00	.00	43.00	1348	Plant
39543	10/17/13	GAR14	Julie Garcia	30.00	.00	30.00	10-9-13	Rec/youth soccer ref
39544	10/17/13	GLE05	GLENN COUNTY/LAFCO	7448.00	.00	7448.00	10813	2013-14 Contribution

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
139545	10/17/13	GLE30	GLENN COUNTY	30.00	.00	30.00	2014	PW/burn permit
139546	10/17/13	GLS01	GLENN CO. FLEET SERVICES	3875.41	.00	3875.41	FL1440	PD/vehicle lease
139547	10/17/13	GOL01	GOLDEN STATE RISK	42094.69	.00	42094.69	11/2013	Health ins.premium
139548	10/17/13	GOL02	GOLDEN STATE FLOW	443.87	.00	443.87	I-39112	PW/handheld repair
139549	10/17/13	GRO00	Ferguson Enterprises Inc	32.25	.00	32.25	887	PW/sewer part
139550	10/17/13	HAY01	HAYDEN FIRE PROTECTION	28.50	.00	28.50	41761	Rec/extinguisher inspecti
				256.13	.00	256.13	41764	Lib/extinguisher svc
			Check Total.....:	284.63	.00	284.63		
139551	10/17/13	HEI01	VIRGIL HEISE	100.00	.00	100.00	685086	FD/janitorial svcs
139552	10/17/13	HYD02	HYDROTEX	724.65	.00	724.65	172852	PW/essential lube
139553	10/17/13	J&M00	J&M Boots & Shoe Repair	645.00	.00	645.00	9-24-13	FD/wildland boots
139554	10/17/13	JOH02	SEAN JOHNSON	640.00	.00	640.00	NovTrain	PD/conference
139555	10/17/13	JWC03	JWC Environmental	77195.76	.00	77195.76	54446	Auger monster
139556	10/17/13	KYO00	GE CAPITAL	47.31	.00	47.31	30443	BD;Plan/copier taxes
				73.78	.00	73.78	31656	Copier taxes
			Check Total.....:	121.09	.00	121.09		
139557	10/17/13	LAN04	Lannie's Septic Svc	41.39	.00	41.39	092313	Parks/rental
139558	10/17/13	LAN06	Cecilia Lanzarin	30.00	.00	30.00	10-13-13	Rec/park refund
139559	10/17/13	LES00	LES SCHWAB	13.50	.00	13.50	93631	PW/lawn mower tire
139560	10/17/13	LIT00	Tammy Littrel	30.00	.00	30.00	101413	AC/model fee
139561	10/17/13	MAT04	MATSON & ISOM	337.50	.00	337.50	43813	AC/web site update
				600.00	.00	600.00	43990	Website hosting
				7500.00	.00	7500.00	44019	ContractSvcs/IT support
				64.00	.00	64.00	44054	Multi-depts/postini
			Check Total.....:	8501.50	.00	8501.50		
139562	10/17/13	MEZ00	JODY MEZA	200.00	.00	200.00	Sept2013	Lib/travel reimb
139563	10/17/13	MID02	MID STATE SURGE	641.40	.00	641.40	100113	PW/sanichlor
139564	10/17/13	MIK00	MIKE'S REPAIR SHOP	114.81	.00	114.81	459603	PW/parks
139565	10/17/13	NOR06	NOR-MAC INC.	10.06	.00	10.06	530879	PW/parks
139566	10/17/13	O'R00	O'Reilly Auto Inc	3.23	.00	3.23	9/28/13	PD/parts
139567	10/17/13	ORL12	Orland-Laurel Masonic Hal	29.57	.00	29.57	092513	AC/water usage
139568	10/17/13	PAU00	Paulos Collision Repair	1000.00	.00	1000.00	Oct 2013	PD/repairs to hood
139569	10/17/13	PER00	STATE OF CALIF PERS	17655.31	.00	17655.31	10-2013-3	PERS PAYABLE
139570	10/17/13	PET07	PETTY CASH PUBLIC WORKS	25.57	.00	25.57	101513	Misc expense
139571	10/17/13	PGE00	PG&E	32587.58	.00	32587.58	092513	Utility usage
				300.51	.00	300.51	100813	FD/utility usage
				157.92	.00	157.92	100913	Rec/LelyPark lights
				22.66	.00	22.66	10/10/13	PW/WalkerStpedestal
				9.53	.00	9.53	10/082013	Rec/LLpitching machine
			Check Total.....:	33078.20	.00	33078.20		
139572	10/17/13	PMC00	PACIFIC MUNICIPAL CONSULT	7397.50	.00	7397.50	38540	Impact Fee Update
				5215.00	.00	5215.00	38543	Plan/contract svcs
			Check Total.....:	12612.50	.00	12612.50		
139573	10/17/13	QUI02	QUILL CORP.	101.66	.00	101.66	10/16/13	Office supplies
139574	10/17/13	ROU01	Bruce Roundy	81.59	.00	81.59	10/15/13	Coun/mileage reimb
139575	10/17/13	SAV00	North State Grocery	13.41	.00	13.41	9/30/13	Health meeting supplies
139576	10/17/13	SCA03	ScanMD Fire & Rescue Solu	1368.92	.00	1368.92	90095	FD/3 pagers
139577	10/17/13	SCH03	MIKE SCHROER	100.50	.00	100.50	101313	PW/boots reimb
139578	10/17/13	SEN00	SENSUS METERING SYSTEMS	171.53	.00	171.53	46140046	PW/battery for handheld
139579	10/17/13	STB01	STATE BOARD OF EQUAL.	72.40	.00	72.40	3rdQtr13	PW/fuel tax
139580	10/17/13	STO04	STONYCREEK PEST CONTROL	92.00	.00	92.00	100713	Pest control

RUN....: Oct 17 13 Time: 11:46  
 Run By.: FINANCE

Cash Disbursement Detail Report  
 Check Listing for 10-13 Bank Account.: 1001

ID #: PY-DP  
 CTL.: ORL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
139581	10/17/13	TRI00	Tri-County Newspapers Inc	9.75	.00	9.75	093013	PW/mechanic position
				68.27	.00	68.27	160353	Legal ad
			Check Total.....:	78.02	.00	78.02		
139582	10/17/13	TRI03	Tri-County Portable Toile	80.00	.00	80.00	973	Green waste
139583	10/17/13	UMP00	Umpqua Bank	450.00	.00	450.00	Nov 2013	HSA deposit
139584	10/17/13	UNI10	Uniforms Tuxedos & More	225.00	.00	225.00	124815	FD/station boots
				900.00	.00	900.00	587-720	FD/station boots
			Check Total.....:	1125.00	.00	1125.00		
139585	10/17/13	VAL10	Valley Truck & Tractor	9.77	.00	9.77	378824	PW/parts
139586	10/17/13	VAN00	VANTAGE POINT TRANSFER AG	1683.08	.00	1683.08	9/18-10/2	DefCompPay# 304591
139587	10/17/13	WES00	WESTSIDE CARD LOCK	721.87	.00	721.87	093b43	FD/fuel usage
139588	10/17/13	WIL01	WILBUR-ELLIS COMPANY	644.36	.00	644.36	7552464	PW/Reckon
139589	10/17/13	XER00	XEROX CORP.	201.15	.00	201.15	10-1-13	PD/copier lease
139590	10/17/13	ZEE00	ZEE MEDICAL SERVICE CO	56.80	.00	56.80	29219	PW/1stAid supplies
			Cash Account Total.....:	240149.97	.00	240149.97		
			Total Disbursements.....:	240149.97	.00	240149.97		
Cash Account Total.....:				.00	.00	.00		

MINUTES OF REGULAR MEETING, ORLAND CITY COUNCIL, Monday October 7, 2013

7:30 p.m.

## CALL TO ORDER

Meeting called to order by Mayor Gee. Meeting opened with the pledge of allegiance.

## ROLL CALL

Councilmembers present: Salina Edwards, Bruce Roundy, Vice Mayor Hoffman and Mayor Gee

Councilmembers absent: Jim Paschall

Staff present: Sgt. Joe Vlach, Library Director Jody Meza, City Attorney Greg Einhorn,  
Deputy City Clerk Pamela Otterson and City Manager Pete Carr

## ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments:

Byron Denton, 127 Tanner Way, was very thrilled about the car show that was held in Orland. He also said that Public Works is doing a good job with the green waste and appreciated the help of the County trucks. Mr. Denton said the Democrats met in the new library room and said it was very nice.

## CITY COUNCIL COMMUNICATIONS AND REPORTS

Councilmember Edwards reported on the following:

- Attended car show and thought it was a raving success;
- Attended transportation meeting and will attend the October meeting as well to approve the minutes.

Councilmember Roundy reported on the following:

- Bruce and Pete attended the League of CA Cities conference; there were two key speakers that were very good and informative on how technology will help cities;
- Sales tax is slowly going down because of internet usage;
- Town & Country Humane Society golf tournament successful;
- LAFCO meets Oct. 8 to reorganize. Municipal review done this year for Orland and Willows;
- Orland farmer's market is done for the year, Willows will still continue.

Mayor Gee reported on the following:

- Attended Chamber of Commerce meeting;
- EDC meeting to be held Oct. 8<sup>th</sup>;
- Attended car show to pick a car for the Mayor plaque for the City of Orland.

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CONSENT CALENDAR

- A. Approve Warrant List (payable obligations).
- B. Approve City Council minutes for September 16, 2013.
- C. Receive and file Planning Commission minutes for May 23, July 18 and August 15, 2013.
- D. Approve and authorize City Manager to execute agreement with Pacific Municipal Consultants for Housing Element Update project.

Councilmember Roundy moved, seconded by Vice Mayor Hoffman to accept the consent calendar as present. Motion carried with no abstentions and Councilmember Paschall absent.

PUBLIC HEARING

None

ADMINISTRATIVE COMMUNICATIONS

City Manager:

City Manager Carr requested Council discussion and possible action to consider Property Tax Administration Fee settlement and funds allocation. City Manager Carr presented the following options for the fund allocations:

- A. Direct \$16,800 to the Water Fund as this calendar year's loan repayment, balance to the General Fund.
- B. Direct \$44,000 to the Water Fund to pay down 10% of the outstanding debt related to the intra-fund loan on purchase of the property, balance to the General Fund.
- C. Direct entire reimbursement to the General Fund as reserves and potentially for specific projects to be determined.

Mayor Gee received a phone call from Councilmember Paschall with item A and B in his favor. Councilmember Edwards thought \$50,000.00 should be allocated to the water department until debt is paid off. Councilmember Roundy favored option A and would like to wait until end of year to relook at funds before he would pick option B. Vice Mayor Hoffman agreed with Councilor Roundy to wait until the end of fiscal year with Option B. Mayor Gee stated that \$3000 of the monies need to be allocated to the library.

Councilmember Edwards moved, seconded by Vice Mayor Hoffman to authorize the City Manager to execute the settlement agreement. Motion carried with no abstentions and Councilmember Paschall absent.

Councilmember Roundy moved, seconded by Vice Mayor Hoffman to direct \$16,800 to the Water Fund as this calendar year's loan repayment, balance to the General Fund. Motion carried 3-1, Councilmember Edwards voting no and Councilmember Paschall absent.

City Manager Carr requested Council discussion and possible action to consider funding for the library renovation project. Library Director Meza said that the flooring in the library was not just a cosmetic issue but a hazard as the flooring is wrinkling for patrons to trip on. Councilmember

Roundy agreed with Ms. Meza. Friends of the Library will also donate to the General Fund to help the library.

Vice Mayor Hoffman moved, seconded by Councilmember Edwards to authorize City staff to proceed and complete the library renovation project utilizing \$6300 in CDBG Re-use funds, \$16,000 of library impact fee funds and up to \$11,000 in PTAF settlement revenues. A portion is expected to be offset by Friends donations. Motion carried with no abstentions and Councilmember Paschall absent.

City Manager Carr requested Council discussion and possible action to approve and authorize City Manager to execute a contract between Julie van Tol and the City of Orland to lease property located at 824 Fourth Street. Ms. Edwards had questions and concerns about the roof at 824 Fourth St. and when was the last time it was inspected. City Manager said he would look at roof again to make sure it would be adequate.

Vice Mayor Hoffman moved, seconded by Councilmember Edwards to approve agreement as presented and authorize City Manager to execute same. Motion carried with no abstentions and Councilmember Paschall absent.

City Manager Carr requested Council discussion and possible action to consider ADA improvements to 824 Fourth Street exterior. Council discussed and said that property improvements for ADA access at 824 4<sup>th</sup> Street will have to be done.

Councilmember Edwards moved, seconded by Vice Mayor Hoffman to proceed with necessary repairs and improvements to the City-owned property at 824 Fourth Street at an expected cost of \$4600 from the general fund and lease rent. Motion carried with no abstentions and Councilmember Paschall absent.

ADJOURN

Meeting adjourned at 8:23 p.m.

\_\_\_\_\_ Deputy City Clerk

\_\_\_\_\_ Mayor

CITY OF ORLAND  
ORLAND ARTS COMMISSION MEETING  
Wednesday, June 19, 2013  
7:00 p.m.

The June 19, 2013 meeting of the Orland Arts Commission was brought to order at 7:00 p.m. by co - chair Rae Turnbull. The following Arts Commission members were present: Rae Turnbull, George Turnbull, Pam Roundy, Mary Rose Kennedy, Steve Elliott, Pat Mullanix and City Liaison Bruce Roundy. Commissioner Jane King was absent.

As there was no formal meeting in May, the motion to approve the April 17 minutes via email was voted on . (Steve Elliott and Mary Rose Kennedy) Motion carried.

The Treasurer's report was read and filed for audit. (Attached). It was noted that \$166 in commission fees was received from the April and May shows and \$1200 in entry fees. There will be an additional \$75 from commissions collected from the June show.

The Gallery is also conducting a Fundraiser July 18<sup>th</sup>. See flyer attached.

Under Commissioner Reports, Co-Chair Rae stated that handwritten letters of gratitude have been sent to those who donated their time and/or materials to the bronze horse statue: Chris Lapp Company, Scott Trammel of North Valley Stone, Goeff Miller Plastering and Kraemer Manufacturing. It was reported that several hundred dollars were saved by these generous donations.

The second art project for the City of Orland involves Tamara Bonet's sculpture of two children, which will be placed in a spot yet to be determined. This second sculpture is just in the beginning stages, not destined to be ready for installation until late 2015 or early 2016.

Ms. Bonet was recently named as an ARC International Finalist in the top group of 30 out of 2000 entries. She received the American Women Artists 2013 Grand Prize in Sculpture category. So, this second public Art sculpture will be as beautifully crafted as our first one now sitting on Fourth Street.

A letter of commendation was read from Orland Unified School District Superintendent Chris von Kleist regarding the Commission's work in providing the gallery as an educational resource for Orland's school children.

Items for Discussion included the need for upgrades to the gallery space including painting of the walls, flooring, etc and projected costs and timing. The work would need to be done during the gallery closures between events. Commissioner Pam Roundy will contact local painters for costs and time so we are ready when funds become available.

The Art Gallery is booked clear into the middle of 2014. Events on second page.

The next meeting will be held Wednesday, July 17, 2013 at 7:00 p.m. The meeting was adjourned at 7:50 p.m.

Pat Mullanix  
Secretary

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## Upcoming Events

### ***2013 Exhibits at the Orland Art Center:***

- August** "Fourth Annual Group Show" Features 30 different Tri –Counties artists
- September** "An Autumn Mosaic" Features 4 area artists
- October** "Fine Art and Fine Furniture" Features Furniture design and Watercolors
- November** "Tilting at Tiles" Features unique ceramic tiles and large scale photography
- December** "Christmas Color and Light" Features noted Jackson, California artist

### ***Coming up in 2014:***

- January** "Wildlife Wonders III" Features wildlife scenes as part of the Snow Goose Festival
- February** "Through the Artist's Lens " Features Fine Art photography
- March** "The Fascination of Faces" Features a noted Southern California artist
- April** "Spring Surprises" Features 3 different northstate artists
- May** not yet titled... Features two Internationally renowned calligraphers from Colorado.

City of Orland Arts Commission  
4/17/13 Through 6/17/13

	<u>Income</u>	<u>Expenses</u>
4/22/13 Donation	350.00	
4/23/13 Drawing Class fees	90.00	
4/26/13 PG&E		-194.64
4/30/13 Drawing Class fees	60.00	
4/30/13 May rent		-350.00
4/30/13 Gallery Show posters		-58.48
5/2/13 Model fee		-15.00
5/2/13 Model fee		-30.00
5/2/13 Model fee		-30.00
5/11/13 Cilax Bronze Expense		-3,218.00
5/13/13 Donation by Contractors	700.00	
5/16/13 Model fee		-30.00
5/16/13 Gallery garbage service		-100.00
5/16/13 Entry postage		-35.42
5/23/13 Assessment Fee received	400.00	
5/26/13 PG&E		-333.76
5/28/13 Gallery Show entry fees	1,100.00	
5/28/13 May show	166.00	
5/28/13 Website update		-298.87
5/28/13 June rent		-350.00
6/10/13 Drawing class fees	84.00	
6/13/13 Model fee		-30.00
6/13/13 Gallery set-up fee		-50.00
6/13/13 Model fee		-30.00
6/13/13 Website & newsletter update		-348.75
6/13/13 Gallery water use		-28.13
6/13/13 Workshop fees received	100.00	
6/13/13 Gallery Show entry fees	100.00	

TOTAL INCOME	3,150.00
TOTAL EXPENSES	<u>-5,531.05</u>
NET TOTAL	-2,381.05

BALANCE REMAINING	-449.19
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*Join us for a special **Summer Fundraiser**  
for the Orland Art Center Gallery.*

## ***Remembering...***

***Readings by author & poet Rae Turnbull***

You're invited to share a pleasant summer evening with Rae. Enjoy a refreshing glass of iced tea, and light refreshments as you remember why you looked forward to her syndicated weekly columns and kept your favorites on the refrigerator or tucked away in a special keepsake place all these years. Hear some of those old favorites read again, and discover Rae's warm short stories, read for the very first time at this special summertime evening performance.

**When:** Thursday evening, **July 18<sup>th</sup>**, 7 p.m.

**Where:** The Orland Art Center, 732 Fourth Street, Orland

**Donation:** \$10. per person.

Please make your check out to "**The City of Orland**" and write "Summer Gallery Fundraiser" on your check.

***Mail to: The Orland Art Center  
732 Fourth Street, Orland, CA 95963***

***Please note:*** In order to ensure enough seating, we should *receive* your check no later than *Monday, July 15<sup>th</sup>*.

***When we receive your check, your name will be entered in a drawing for a FREE set of Rae's poetic essay books !***

CITY OF ORLAND  
ECONOMIC DEVELOPMENT COMMISSION MEETING  
July 9, 2013

The meeting was called to order by Chairman Campbell at 6:07 P.M. and opened with the Pledge of Allegiance.

Commissioners Present: Helen Duree, Mike Wyser, and Gary Campbell  
Commissioners Absent: None  
Councilmembers Present: Mayor Charles Gee and Salina Jessie-Edwards  
Staff Present: Pete Carr and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

Citizens Comments – None

CONSENT  
CALENDAR

M/S/C Duree-Wyser            Approved minutes of June 11, 2013  
(Passed 3-0)

ITEMS FOR DISCUSSION OR ACTION

Discussion was held on creating a theme for Orland. Commissioner Duree suggested “Smile City” could be used and would put Orland as a friendly city. She also suggested Black Butte Lake could be used and businesses could use a picture of the buttes on placemats, window decals, advertisements, etc. Chairperson Campbell stated he thought the idea was good but thinks it would be hard to brand. He suggested using the Arch, Swift Adobe or particularly the Orland Butte because these are specific to Orland. Commissioner Duree stated this would be worked through the Chamber of Commerce. Commissioner Wyser asked if the Chamber uses the Arch on their information bulletins. Commissioner Duree stated they do but something larger is needed to draw people to the area. Park Ranger Maryann Deeming of Black Butte Lake says they have a need to draw more people to their facility. Chairperson Campbell stated it has to be started with directional signs on I5. Commissioner Duree stated Lake personnel are working on that but at present, Orland has more control over how they can market the area. Commissioners Duree and Wyser will work on getting flyers out about using Black Butte Lake as a theme.

Chairperson Campbell asked Council members present what the EDC should focus on. Mayor Gee stated small business development is the backbone of Orland and the EDC and the Chamber should be concentrating on that. Council member Jessie-Edwards sees Orland increasing their recreation possibilities and not just at Black Butte but others. Commissioner Duree added “Come and Play in Orland” could be used as a theme to promote that.

Chairperson Campbell stated he had met with a representative of Members First Credit Union and he told him Orland would qualify for grants to start a credit union.

M/S/C Wyers-Duree                      Recommend the City Council add investigating a credit union  
(Passed 3-0)                                for Orland to their Project and Priorities list

## STAFF REPORTS

City Manager Carr presented the *Economic Development Strategy – Draft* from the Cities & County Economic Development Steering Committee. Among the findings from the report were cities are concerned with fiscal responsibilities, they want to create revenue with jobs and sales tax and they have development opportunities in filling empty buildings, developing sites and new investments. The report suggested the County’s biggest opportunity is to focus on large and small farms and micro/medium sized ag-related businesses. Establishment of a “farmbudsman” was suggested by the consultant to assist and facilitate these businesses navigating through State and federal regulations. Farm Bureau is looking at this closely.

Commissioner Duree asked Mayor Gee if there was ag land to expand. He replied there are orchards being planted but the Duché manufacturing plant needs to be asked what they need. City Manager Carr stated there are ag related businesses such as beekeeping, box production, etc that can expand to serve those business’ needs, rather than simply expanding acreage.

City Manager Carr stated the document will go to the Board of Supervisors August 6 for their review. Yassi Lam, a member of the steering committee, added the ag producers will also be helped with legislative issues.

City Manager Carr presented draft City of Orland Objectives FY13-14, Projects and Priorities to show Commissioners what City Council intends to work on for the next fiscal year. He noted the ED-related items and suggested Commissioners talk with Council members regarding these projects and priorities.

City Manager Carr stated he spoke with officials of AT&T and they say fiber optics is available (similar to what Comcast offers) but there would be a considerable cost for a business to take advantage of it. If he receives additional information, he will report to the EDC at a later meeting.

KVB has been contacted and would like to present their project at the EDC’s September 2013 meeting. The Glenn County Farm Bureau would like EDC to attend one of their meetings and speak during Public Comments. All Commissioners stated they will attend the August 14 meeting as representatives of the EDC.

City Manager Carr gave an update on business activities:

- Dollar General will start construction in September and plans to be open by Christmas; (subsequently acquired info indicates they may be well ahead on that timeline)
- Dollar Tree's lease has been signed and will be requesting a sign variance;
- CalTrans will be trimming and/or removing trees that have been obstructing the Orland Inn sign along I5;
- CalTrans is chip sealing Walker Street from the east to the west City limits;
- Owens Pharmacy will be open in a few months, they are behind schedule;
- North Valley Collision & Frame took advantage of façade improvement funds;
- A lease for a bakery/café will be considered by the City Council for the City's Fourth Street building;
- Schulps Pottery will locate in the former Inkwell building on Fourth Street;
- The Planning Commission will consider a conditional use permit to allow a social/for hire hall at the former Kountry Kitchen on Fourth Street at their July 18 meeting.

Chairperson Campbell asked what was going on at the lot east of Tri-Counties Bank. City Manager Carr stated the owner was removing an unoccupied residential home since the property is zoned commercial.

COMMISSIONER REPORTS – None

ADJOURNMENT – 7:18 P.M.

Respectfully submitted,

Janet Wackerman, Secretary

Gary Campbell, Chairperson

CITY OF ORLAND  
ECONOMIC DEVELOPMENT COMMISSION MEETING  
August 13, 2013

The meeting was called to order by Chairperson Campbell at 6:00 P.M.

Commissioners Present: Helen Duree, and Gary Campbell  
Commissioners Absent: Mike Wyser  
Councilmembers Present: Mayor Charles Gee and Salina Jessie-Edwards  
Staff Present: Pete Carr

ORAL AND WRITTEN COMMUNICATIONS

Citizen Comments – None

CONSENT CALENDAR

Approval of minutes of July 9, 2013 was deferred to September 10, 2013 meeting.

ITEMS FOR DISCUSSION OR ACTION

City Manager Carr reported rangers from Black Butte Lake will attend EDC's meeting of September 10, 2013.

STAFF REPORTS

Chairperson Campbell explained why he feels a credit union is important to Orland's economic progress. City Manager Carr reported that the City Council reviewed EDC's recommendation to authorize him to pursue a credit union and advised the Chamber of Commerce was better suited to conduct this activity.

City Manager Carr provided an update on KVB's progress in their business plan, technology and financing. KVB is not yet ready for a town hall-style public meeting.

Commissioners planned presentation to the Farm Bureau Board of Directors is set for August 14, 2014. City Manager Carr will give a presentation, on behalf of the EDC with Commissioners Duree and Campbell present, seeking further dialog with the Farm Bureau and the city.

City Manager Carr provided updates on various current local business enterprises and the Façade Improvement Program.

ADJOURNMENT – 6:56 PM

Respectfully submitted,

Pete Carr, Acting Secretary

Gary Campbell, Chairperson

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CITY OF ORLAND  
ECONOMIC DEVELOPMENT COMMISSION MEETING  
September 10, 2013

The meeting was called to order by Chairperson Campbell at 6:00 P.M.

Commissioners Present: Mike Wyser, Helen Duree, Maurice Salinas, David Allee and Gary Campbell  
Commissioners Absent: None  
Councilmembers Present: Mayor Charles Gee  
Staff Present: Pete Carr, Angie Crook and Janet Wackerman

ORAL AND WRITTEN COMMUNICATIONS

City Manager Carr and City Clerk Crook reviewed with Commissioners the highlights of the City of Orland Commissioner Guide.

Citizen Comments – None

CONSENT CALENDAR

M/S/C Duree-Wyser Approval of minutes of July 9, 2013 and August 13, 2013 meetings.  
*(Passed unanimously with Salinas & Allee abstaining)*

ITEMS FOR DISCUSSION OR ACTION

City Manager Carr introduced Mary Ann Deeming of Black Butte Lake. Discussion was held on activities at the Lake and how they relate to Orland. Ms. Deeming stated she has contacted CalTrans about signage on the freeway and has received a quote of \$8,000 for signs for County roads. Commissioner Duree asked if the Lake has connected with the City to post events on the web site. Secretary Wackerman responded that there is a link to the Corps of Engineer's web site regarding the Lake and any events are posted on the City events page and Facebook. Ms. Deeming stated there is a need for a "friends of the Lake" group to facilitate events on behalf of the Black Butte Lake. She stated their budget depends on how many visitors they serve. If visitation goes down, so does their budget. Chairman Campbell suggested the Corps hold the boat drag races that used to be held in Red Bluff. Ms. Deeming stated she will take the suggestion to her supervisor. She added the Corp's focus is on safety and preventing drowning. Discussion was held on the triathlon held in the Spring. Chairman Campbell asked how Orland businesses can be more involved with this activity. Ms. Deeming stated the organizer of the event has to be contacted by the businesses.

Ms. Deeming stated they have a contribution plan in place to accept donations for any projects. She suggested a fundraiser could be held for more signs. City Manager Carr stated he will add discussion of signs when the City meets with Caltrans on other matters.

*(Commissioner Duree left at 7:07PM)*

#### STAFF REPORTS

City Manager Carr reported he, Chairman Campbell and Commissioner Duree attended the Farm Bureau's August meeting. No action was taken and the Board's Executive Committee will consider our outreach after harvest season.

City Manager Carr provided updates on various current local business enterprises and the Façade Improvement Program. He also referred to a recent article about Orland's economic development published in the Chico ER that has generated interest in businesses and the façade improvement program.

#### COMMISSIONER REPORTS

Commissioner Allee thanked the City Council for appointing him to the Commission and read a statement regarding his employment with the County of Glenn and affiliation with the County's Strike Team Navigation process. He asked that if anyone sees a conflict of interest while he is on the Economic Development Commission to let him know.

Commissioner Allee requested a client, which is the first company to go thru the Strike Team process, come before the EDC for a presentation on their software development. Upon the consensus of the Commission, this item will be placed on the October 8<sup>th</sup> meeting.

Commissioner Salinas also thanked the City Council for appointing him to the Commission and stated he is willing, ready and available to help with any projects. He would like to see progress in the City and suggested creating a brochure in some form as a way of attracting businesses. Chairman Campbell stated a CD had been developed to inform businesses what Orland has to offer and suggested Commissioner Salinas be given a copy for his review.

ADJOURNMENT – 7:26 PM

Respectfully submitted,

Janet Wackerman, Secretary

Gary Campbell, Chairperson

**Angie Crook**

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**From:** Peter Carr  
**Sent:** Thursday, October 17, 2013 8:21 AM  
**To:** Angie Crook  
**Subject:** RE: commission resignation letter

I Gary R Campbell respectfully resign from the Orland Economic Development Commission after serving 6 years. Respectfully my business Ventures is consuming a large majority of my time after having a successful run with the Economic Development Commission it's time to turn over the gavel and get some fresh faces into my seat. I would like to thank the commissioners and the City Council and the city staff for all the good jobs they have done.

Sincerely Gary R Campbell cmd

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**From:** Larry Bates [<mailto:lbates4304@sbcglobal.net>]  
**Sent:** Monday, October 07, 2013 7:03 PM  
**To:** Caryn Brown  
**Subject:** Re: OPSC

Dear Caryn

It would be in the best intrest for me to resign from the safety commission i had other issue come up .

Larry Bates

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**PUBLIC NOTICE**  
**NOTICE OF COMMISSION VACANCIES**

Notice is hereby given that the City of Orland encourages residents to apply for positions on city commissions that will have vacancies on December 31, 2013.

At the end of each year, the City publishes a list of expiring appointed terms for the year, names of incumbents, dates of their appointment, and current membership requirements. Two positions have terms that will expire on December 31, 2014 due to recent resignations.

<u>Commission &amp; Member</u>	<u>Appointment Date</u>	<u>Expiration Date</u>
<b>Economic Development Commission</b>		
<b>(2 year term):</b>		
*Gary Campbell (resigned)	12/2012	12/31/2014
Helen Duree	1/2012	12/31/2013
Maurice Salinas	8/2013	12/31/2013
Mike Wyser	9/2012	12/31/2013
<b>Library Commission</b>		
<b>(2 year term):</b>		
Karli Olsen	1/2012	12/31/2013
Sherry Romano	1/2012	12/31/2013
Trudy Waldroop	2/2012	12/31/2013
<b>Parks &amp; Recreation Commission</b>		
<b>(2 year term):</b>		
Roger Hansen	1/2012	12/31/2013
Casey Johnson	1/2012	12/31/2013
<b>Public Safety Commission</b>		
<b>(2 year term):</b>		
*Larry Bates (resigned)	2/2013	12/31/2014
Gary Campbell	1/2012	12/31/2013
Debbie Demarco	1/2012	12/31/2013
<b>Public Works Commission</b>		
<b>(2 year term):</b>		
Tim Boehm	1/2012	12/31/2013
William H. Tasto	1/2012	12/31/2013

Applicants must be a city resident or live within the 95963 postal zip code area. Each commission shall be composed of a membership consisting of a majority of the members residing within the city limits and the remaining members may be filled with those who reside within the 95963 postal zip code.

Application forms are available online at [www.cityoforland.com](http://www.cityoforland.com) or in City Hall, 815 Fourth Street, Orland, CA 95963, phone 865-1600.

**Applications will be accepted through November 22, 2013**

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**CITY OF ORLAND**

**CITY COUNCIL AGENDA ITEM #: VIII.G**

**MEETING DATE: October 21, 2013**

**TO:** Honorable Mayor and Council  
**FROM:** Janet Wackerman, Grants Administrator  
**SUBJECT:** Consultant for Water System Capacity Study

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Staff seeks City Council approval to authorize City Manager, or his designee, to negotiate a contract with an engineering firm to conduct a water system capacity study.

**BACKGROUND**

The City of Orland was awarded Grant No. 12-CDBG-8404 to fund a water system capacity study.

**DISCUSSION**

Following CDBG procurement procedures, Request for Proposals were mailed to qualified engineering firms. The RFP was also advertised in the Glenn County Transcript and listed on the City's website. Three (3) responses were received.

Rolls, Anderson & Rolls submitted a proposal and upon review, it was determined they would best meet the needs of the City. The firm has a contract with the City but it does not include services covered by this grant.

**RECOMMENDATION**

Authorize City Manager, or his designee, to negotiate a contract with Rolls Anderson & Rolls to complete a water system capacity study.

**Fiscal Impact of Recommendation:**

Grant funds will be used. There is a match requirement of \$1,250.00 that will be paid from the water enterprise account.

## CITY OF ORLAND

CITY COUNCIL AGENDA ITEM #: IX.

MEETING DATE: October 21, 2013

**TO:** Honorable Mayor and Council

**FROM:** Scott Friend, AICP – City Planner

**SUBJECT:** **ZCA#2013-01: Portable, Flag and Banner Signs.** An amendment to Chapter 17.78, *Sign Ordinance* of the Orland Municipal Code modifying or adding various definitions and modifying or establishing standards for Portable; Flag and Banner; and, Community and Special Event signs.

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### **Summary:**

A public hearing and presentation of a draft Ordinance for an amendment to Section 17.78, *Sign Ordinance* of the City of Orland Municipal Code (OMC) adding or modifying various definitions related to signs and modifying or establishing new or amended standards for the use of Portable, Flag and Banner, and Community and Special Event signage.

Staff is recommending that the City Council hold a public hearing to consider the proposed project, conduct the first reading of the Ordinance and determine that the project meets the requirements for an *Exemption* from CEQA pursuant to Section 15305 of the Public Resources Code as a class 5 exemption.

### **Discussion:**

Acting at the direction of the City Manager and based upon input received from members of the public, local business owners/operators, and the Planning Commission, staff prepared a draft ordinance amending Title 17 of the Orland Municipal Code, to modify and/or establish new definitions for *Advertising Surface, Community Event Signs, Flag Signs, Seasonal Signs, Off-Site Sign, Portable Sign, and Special Event Signs*; add *Farmers' Market Signs* to the Exempt Signs Section; add three new Chapters entitled *Portable Signs, Flag and Banner Signs, and Special and Community Event Signs*; and delete section 17.78.704, *Portable Signs*.

The proposed text amendment, presented as **Attachment B** to this report, would make the following changes to the City's existing sign regulations:

### **Definitions:**

- Modify the existing definition of *Advertising surface* to establish that the calculation of total advertising surface area for portable, flag and banners signs would be the full exterior dimensions of the physical sign. This would differ from the calculation of advertising copy for other types of signs in the City.

- Modify the existing definition of *Off-site sign* to establish that off-site signs shall not be permitted within the public right-of-way except as otherwise specifically permitted (within the Mixed Use commercial downtown area only) and establishing that off-site signs may not be permitted, except in association with a Community Event.
- Modify the existing definition of *Portable sign* to provide enhanced definitions for the types of signs considered portable and establishing criteria to be used in making a determination as to what constitutes a portable sign.
- Add a new definition for *Community Event signs, Flag sign, Seasonal signs, and Special Event signs.*

**Standards:**

*Portable Signs:*

<b>General Standards</b>	<b>Existing</b>	<b>Proposed</b>
Max. permitted advertising area	16 sq. ft.	12 sq. ft.
Max. single dimension	none	4 feet
Maximum sign height	none	4 feet
Advertising copy restrictions	no	yes
Permitted w/in a Residential zone dist.	no	no
Maximum number of signs allowed	no standard	1
<b>Sign Usage Limitations</b>		
Prohibited within the public right-of-way except within the designated Mixed Use downtown commercial area – <b>Currently Permitted</b>		
Permitted on commercial zoned properties immediately adjacent to Walker Street / Newville Road / South Street – <b>Currently Permitted</b>		
Permitted on industrially zoned properties – <b>Currently Permitted</b>		
Permitted to be utilized during open business hours only - <b>New</b>		
Permitted immediately in front of the business being advertised only - <b>New</b>		
Limitation on advertising copy face - <b>New</b>		

*Flag and Banner Signs:*

<b>General Standards</b>	<b>Existing</b>	<b>Proposed</b>
Max. permitted advertising area	not addressed	25 sq. ft.
Max. single dimension	not addressed	10 feet
Maximum sign height	not addressed	10 feet
Advertising copy restrictions	not addressed	yes
Permitted w/in a Residential zone dist.	no	no
Maximum number of signs allowed	not addressed	2

<b>Sign Usage Limitations</b>
Prohibited within the public right-of-way except within the designated Mixed Use downtown commercial area – <b>Not Currently Addressed</b>
Permitted on commercial zoned properties immediately adjacent to Walker Street / Newville Road / South Street – <b>Not Currently Addressed</b>
Permitted on industrially zoned properties – <b>Not Currently Addressed</b>
Permitted to be utilized during open business hours only – <b>Not Currently Addressed</b>
Permitted immediately in front of the business being advertised only – <b>Not Currently Addressed</b>
Limitation on advertising copy face – <b>Not Currently Addressed</b>
Official flags of the United States, the State of California, and other states of the nation, counties, municipalities, official flags of foreign nations and nationally or internationally recognized organizations or flags flown by or sponsored by the City or Orland for special events, programs or municipal purposes – <b>No Change</b>

**New Chapters:**

The draft amendment would strike existing OMC Section 17.78.704 *Portable Signs* as the newly proposed Chapter 17.78.420 would replace the existing text of this section. A new Chapter 17.78.430 *Flag and Banner Signs* would be added. The overall standards for Portable, and Flag and Banner Signs are listed in the tables above.

In addition, a new Chapter 17.78.430 would be added for *Special and Community Event Signs*. Under the new provisions, an Administrative Use Permit would be required for Special Event signage which serves the purpose of identifying businesses, uses, services or special events for for-profit or business-related uses. Community Event signage, which serves to identify an upcoming community event, is exempt from the Administrative Use Permit requirement. Signs for both Special and Community Events are temporary with set time limits for display.

**Environmental determination:**

Staff recommends that the City Council determine that the proposed amendment action meets the criteria of a Class 5, exemption pursuant to Section §15305, *Minor Modifications in Land Use Limitations* of the Public Resources Code as the proposed amendment action does not affect land use or density and is not located on or relating to lands having a slope in excess of 20%.

**Planning Commission Review and Recommendation:**

At its regular meeting of September 19, 2013, the Planning Commission of the City of Orland held a noticed public hearing to consider ZCA#2013-01. Following public input and deliberation by the Planning Commission, the Commission voted 4-0 (unanimous) via separate motions to recommend that the City Council approve and adopt the determination that the project is *Exempt* from further CEQA review pursuant to Section 15305 of the CEQA Guidelines and to recommended that the City Council approve Zoning Code Amendment ZCA#2013-01 as presented. The approval motions were made by Commissioner Shoop and seconded by Commissioner Arano.

**City Council Review and Consideration Process Summary:**

The Planning Commission is recommending that the City Council approve ZCA#2013-01 subject to any modifications determined to be necessary and appropriate by the Council and staff recommends the following process for the consideration of this matter:

1. Accept report by staff
2. Open the Public Hearing and take public testimony;
3. Close the public hearing and initiate consideration of the project;
4. Motion and vote by the Council to introduce Ordinance 2013-\_\_ by reading of title only.

If the City Council determines that it is appropriate to take action on the Ordinance, staff recommends that the Council make the following motion:

Move that the City Council approve ZCA#2013-01, and conduct the first reading of Ordinance #2013-\_\_ amending Section 17.78 – *Sign Ordinance* of the City of Orland Municipal Code, and determine that the proposed project is exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Section §15305.

However, if the City Council believes that revisions are necessary to the Ordinance as presented that cannot be addressed during the meeting, it is recommended that the Council refer the matter back to staff with appropriate direction so that the proposed amendment action can be revised and resubmitted.

**ATTACHMENTS:**

- **Attachment A** – Existing OMC Code Language – Section 17.78.010, Definitions; Section 17.78.050, General Standards; Section 17.78.704, Prohibited Signs; Section 17.78.750 Exempt Signs – *Code Excerpts Only*.
- **Attachment B** – Draft Code Amendment Language – Portable, Flag and Banner Signs.
- **Attachment C** – Draft Notice of Exemption
- **Attachment D** – City Council Ordinance #2013 - \_\_

Effective Date: FEBRUARY 1, 2007

**CHAPTER 17.78**  
**SIGN ORDINANCE**  
**(EXCERPTS ONLY)**

17.78.010 – Definitions .....2  
17.78.050 – General Standards .....6  
17.78.700 – Prohibited Signs .....23  
17.78.750 – Exempt Signs .....26

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**CHAPTER 17.78.010**  
**DEFINITIONS**

- 17.78.011 – Generally
- 17.78.012 – Advertising surface (facing)
- 17.78.013 – Appurtenant sign
- 17.78.025 – Facing or surface
- 17.78.032 – Off-site sign
- 17.78.033 – On-site sign
- 17.78.035 – Portable sign
- 17.78.049 – Window sign

**17.78.011 Generally**

As used in this title, the following words and phrases shall have the meanings respectively ascribed to them by this chapter. Explanatory diagrams of some of the sign definitions set forth herein are provided at the end of this chapter.

**17.78.012 Advertising surface (facing)**

“Advertising surface (facing)” means the entire surface on which any type of letter, figure, emblem, trademark, logo, picture, or other advertising material is placed, or may be placed.

**17.78.013 Appurtenant sign**

“Appurtenant sign” means a sign pertaining to the business or activity carried on at the premises upon which the sign is located, constructed or erected.

**17.78.025 Facing or surface**

“Facing or surface” means the surface of the sign upon, against, or through which the copy or message is displayed or illustrated on the sign.

**17.78.032 Off-site sign**

A sign identifying a use, facility, service, or product that is not located, sold, or manufactured on the same premise as the sign. Off-site signs require an administrative use permit to assure setbacks are met.

**17.78.033 On-site sign**

A sign identifying a use, facility, service, or product that is located, sold, and/or manufactured on the same premise as the sign.

**17.78.035 Portable sign**

“Portable sign” means any sign or sign device which is designed to be set on the ground without any substantial attachment thereto. Sandwich sign boards are considered a portable sign.

**17.78.045 Temporary signs**

“Temporary signs” as regulated by this title includes any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wall board, or other light materials, with or without frames, intended to be displayed for three months or less only. An Administrative Use Permit will be required for all temporary signs to ensure compliance with setbacks.

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**CHAPTER 17.78.050  
GENERAL STANDARDS**

Sections:

- 17.78.051 Total advertising surface limitations.
- 17.78.052 Advertising surface calculation.
- 17.78.058 Quasi-public uses identification.
- 17.78.062 Sign Permits.
- 17.78.064 Flashing Signs.
- 17.78.065 Moving Signs.

**17.78.051 Total advertising surface limitations.**

The maximum, total exterior advertising surface permitted for any one lot or parcel shall be one hundred (100) square feet for a single use and two hundred fifty (250) square feet for multiple uses. A use permit may be granted by the Planning Commission to exceed the maximum sign area as provided in Chapter 17.80.

**17.78.052 Advertising surface calculation.**

The “advertising surface (facing)” of a sign shall be either the area of the entire sign face, or where individual sign letters and/or other components are mounted individually on a building surface, the area calculated by enclosing the extreme limits of all writing, logo, representation, emblem, or other display within no more than three (3) parallelograms or triangles.

**17.78.058 Quasi-public uses identification.**

In addition to any other allowed signing, churches, schools, hospitals and other uses of a quasi-public nature, as determined by the Planning Director, shall be allowed one (1) monument sign and one (1) wall sign. However, the sign permit and the review and approval process shall be required. Said monument sign shall not exceed eight (8) feet in height and the advertising surface shall not exceed twenty-four (24) square feet per side; the wall sign shall not exceed twelve (12) square feet in area. Both types of signs may be internally or externally illuminated.

**17.78.062 Sign Permits.**

All signs, except those exempted by Section 17.78.750, will require an administrative use permit, to be processed by the City Planner, with appeal to the City Manager, on forms as approved by the City of Orland.

**17.78.064 Flashing signs.**

All electrical signs intended to attract attention by any flashing on and off, or simulating any motion through a series of rapid light changes shall require an approved Administrative Use Permit. These signs shall be appropriate to the surrounding environment and shall not cause potential safety issues. Flashing signs shall be permitted by approval of a conditional use permit in the C-H zoning district in order to ensure that such an electronic sign will not have a negative effect on traffic safety or otherwise negatively affect the neighborhood.

**17.78.064 Moving signs.**

Signs with movement or moving parts which is generated by electronic means shall be allowed with an approved Administrative Use Permit and engineered plans shall be required. Moving signs shall be evaluated prior to approval to ensure that they will not create a safety hazard.

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**CHAPTER 17.78.700  
PROHIBITED SIGNS**

Sections:

- 17.78.704 Portable signs.
- 17.78.706 Parking of advertising vehicles prohibited.
- 17.78.752 Exempt Signs

**17.78.704 Portable Signs.**

Permitted in all commercial and industrial zoning districts. Prohibited in public right of way, except in downtown district. Portable signs may not exceed 16 square feet.

**17.78.706 Parking of advertising vehicles prohibited.**

No person shall park any vehicle or trailer in a public right-of-way, or on private property so as to be visible from a public right-of-way, which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business. This section is not intended to apply to standard advertising or identification practices where such signs or advertising devices are painted on or permanently attached to a business or commercial vehicle and are used in conjunction with the business that it identifies or advertises including vehicles utilized for the delivery of business products.

**17.78.752 Exempt signs.**

D. Temporary signs promoting short-term retail sales programs, special products, activities, or events are exempt provided they comply with the following standards:

1. The sign shall not be displayed for more than ninety (90) days.
2. No more than one (1) such sign is allowed for each street frontage.
3. Maximum sign area not to exceed fifty (50) square feet. The area of an inflatable device shall be measured like

a sphere as described in Section 17.78.020 and shall not exceed one hundred (100) square feet with an aggregate maximum of two hundred (200) square feet.

4. If temporary signs are placed in windows, they shall not exceed fifty (50) square feet or twenty (20) percent of the total window and glass door area, whichever is the most restrictive requirement.
5. Portable signs are not permitted as a temporary sign.

**Zoning Code Amendment ZCA#2013-01**  
**Proposed Text Amendments to Chapter 17.78 - Sign Ordinance**  
**of the City of Orland**

The following definitions would be amended or added to Section 17.78.010 - *Definitions* of the Orland Municipal Code:

(amended)	17.78.012	Advertising surface.
(new/added)	17.78.017.5	Community Event signs.
(new/added)	17.78.025.5	Flag signs.
(amended)	17.78.032	Off-site sign.
(amended)	17.78.035	Portable sign.
(new/added)	17.78.038.5	Seasonal signs.
(new/added)	17.78.041.5	Special Event signs.

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**DEFINITIONS:**

**17.78.012 Advertising surface. (amended)**

***Existing Definition:***

“Advertising surface (facing)” means the entire surface on which any type of letter, figure, emblem, trademark, logo, picture, or other advertising materials is placed, or may be placed.

***Proposed Definition:***

“Advertising surface (facing)” means the entire surface on which any type of letter, figure, emblem, trademark, logo, picture, or other advertising materials is placed, or may be placed unless otherwise described pursuant to Sections 17.78.052 or .053. For Portable Signs, the “advertising surface” area of the sign shall be calculated as the full exterior dimensions of the physical sign.

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**17.78.017.5 Community Event signs. (new/added)**

Any signs which are displayed for the purpose of identifying an upcoming community and/or non-profit event, such as a benefit dinner, a home and garden show, a sporting event, or a school theater performance.

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**17.78.025.5 Flag signs. (new/added)**

Any cloth, bunting, plastic, paper, or similar non-rigid material used for advertising purposes attached to any structure, staff, pole, line, framing, or vehicle, not including 17.78. Flag signs and Banner signs are all considered to be portable signs.

**17.78.032 Off-site sign. (amended)**

***Existing Definition:***

A sign identifying a use, facility, service or product that is not located, sold or manufactured on the same premise as the sign. Off-site signs require an administrative use permit to assure setbacks are met.

***Proposed Definition:***

A sign identifying a use, facility, service, event or product that is not located, sold, held, offered or manufactured on the same premise as the sign. Off-site signs shall not be permitted, except for exempted Community Event signs per Chapter 17.78.440.

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**17.78.035 Portable sign. (amended)**

***Existing Definition:***

“Portable sign” means any sign or sign device which is designed to be set on the ground without any substantial attachment thereto. Sandwich sign boards are considered a portable sign.

***Proposed Definition:***

“Portable sign” means any sign which is designed to be portable or readily moveable by a person to identify the location of a business, the sales of merchandise or to advertise an event and which is generally to be located on the ground or on a legal and permanent fixture attached to the ground. Sandwich signs; T-, H-, and A-Frame signs; signs with wheels, Banner signs, Flag signs and similar types of signage are all considered to be portable signs.

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**17.78.038.5 Seasonal signs. (new/added)**

Any signs which are displayed in conjunction with an approved use permit for a seasonal event, such as pumpkin patches, Christmas tree lots, and firework displays. Seasonal signs must adhere the conditions of the use permit and to Chapter 17.78.700 – Prohibited Signs, but are otherwise exempt.

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**17.78.041.5 Special Event signs. (new/added)**

Any signs which are displayed for the purpose of identifying a business, use, service or a special business-related event. Such signs shall not be used for the purpose of advertising specific products. Examples of special events are grand openings, special sales, and moving sales.

The following new section is proposed to be added as Chapter 17.78.420 of the Orland Municipal Code:

**Chapter 17.78.420**

**PORTABLE SIGNS**

**Sections:**

**17.78.421 Permitting.**

**17.78.422 General Standards.**

**17.78.423 Portable Sign Limitations.**

**17.78.424 Enforcement**

**17.78.421 Permitting.**

Permits for portable signs shall be considered as part of the administrative use permit process, as defined in Section 17.80. Portable signs should primarily be for the purpose of identifying a business, use, service or special event and not for the purpose of advertising specific products.

**17.78.422 General Standards.**

A. A portable sign shall not exceed a maximum size of twelve (12) square feet in total area and shall not have any dimension greater than four (4) feet. Only one side of a portable sign will be counted for the purposes of determining sign advertising area. The vertical dimension of the sign (height) including any support structures, handles or hinges may be no greater than forty-eight (48) inches.

B. Portable signs shall not contain any copy or advertising other than the identification of the business, use or service and address, location or directional information which it is advertising.

C. Portable signs may not be located in any residential zoning district and shall only be permitted within the Mixed Use designated commercial downtown area; on commercial zoned properties immediately adjacent to Walker Street, Newville Road and South Street; and on industrially zoned properties.

D. Portable signs shall be prohibited in the public right-of-way, except in the Mixed Use designated commercial downtown area and as further defined in Section 17.78.423.

**17.78.423 Portable Sign Limitations.**

Portable signs, when permitted, shall meet the following standards and requirements:

**ATTACHMENT B**

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- Portable signs shall be allowed to be displayed only during the business hours of the business for which the sign has been established;
- A maximum of one (1) portable sign may be permitted per occupied tenant space or individual business;
- Portable signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;
- Portable signs shall not use, incorporate or affix materials or items to include streamers, balloons, wind socks, reflectors, etc., to increase visibility;
- Portable signs shall be weighted down or secured as to minimize sign-related hazards;
- Portable signs shall not be attached permanently or temporarily to any object, structure, or the ground (for example: utility poles, fences, trees, or traffic signs).
- All portable signs shall clearly identify the owner of the sign and shall provide a name, address and contact phone number for the person or party responsible for the sign;
- Portable signs shall only be placed immediately in front of the business to which the sign is advertising and shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

**17.78.424 Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

The following new section is proposed to be added as Chapter 17.78.430 of the Orland Municipal Code:

**Chapter 17.78.430**

**FLAG and BANNER SIGNS**

Sections:

17.78.431 Permitting.

17.78.432 General Standards.

17.78.433 Portable Sign Limitations.

17.78.434 Enforcement

**17.78.431 Permitting.**

Permits for Flag and Banner signs shall be considered as part of the administrative use permit process, as defined in Section 17.80. Flag and banner signs should primarily be for the purpose of identifying a business, use, service or a special event and shall not be used for the purpose of advertising specific products.

**17.78.432 General Standards.**

- A. A Flag or Banner sign shall not exceed a maximum size of twenty-five (25) square feet in total area. Only one side of a flag or banner sign will be counted for the purposes of determining sign advertising area.
- B. The maximum single dimension of the sign (height) including any support structures, poles or hinges may be no greater than ten (10) feet.
- C. Flag or Banner signs shall not contain any copy or advertising other than the identification of a business, use or service existing on the site whereby the flag or banner sign is being displayed or to advertise a specific special event.
- D. Flag or Banners signs may not be located in a residential zoning district and shall only be permitted within the Mixed Use designated commercial downtown area; on commercial zoned properties immediately adjacent to Walker Street, Newville Road and South Street; and on industrially zoned properties.
- E. Flag and Banners signs shall be prohibited in the public right-of-way, except in the Mixed Use designated commercial downtown area and as further permitted in Section 17.78.433.

17.78.433      **Flag and Banners Sign Limitations.**

Flag and Banners signs, when permitted, shall meet the following standards and requirements:

- Flag and Banners signs advertising a business, use or service shall be allowed to be displayed only during the business hours of the business for which the flag or banner signs has been established;
- A maximum of two (2) flag or banner signs may be permitted per occupied tenant space or individual business;
- Flag or Banner signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;
- Flag or Banner signs shall not use, incorporate or affix materials accessory attachments not a part of the flag or banner itself (streamers, balloons, wind socks, reflectors, etc.) to increase visibility;
- Flag and Banner signs shall not be attached to utility poles, light fixtures, traffic control devices or similar objects;
- Flag and Banner signs shall only be placed immediately in front of the business to which the sign is advertising and shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

17.78.434      **Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

The following new section is proposed to be added as Chapter 17.78.440 of the Orland Municipal Code:

**Chapter 17.78.440**

**SPECIAL and COMMUNITY EVENT SIGNS**

**Sections:**

**17.78.441 Permitting.**

**17.78.442 Exemptions.**

**17.78.443 General Standards.**

**17.78.441 Permitting.**

Special Event signage requires an administrative use permit, as defined in Chapter 17.80, and are subject to the provisions under Chapters 17.78.420 and 17.78.430. Community Event signage shall be exempt from the requirement of obtaining an administrative use permit.

**17.78.443 General Standards**

**A. Special Event Sign standards:**

1. Special Event signs can include portable signs, banners, flags, pennants, balloons, or other forms of advertising.
2. Signs for Special Events shall only be temporary signs. No permanent signage is allowed.
3. Special Event signage may be displayed for a maximum of thirty (30) days within a one hundred and twenty (120) day period.

**B. Community Event Sign standards:**

1. Signs for Special Events shall only be temporary signs. No permanent signage is allowed.
2. Community Event signage may be displayed for a maximum of thirty (30) days before the event and must be removed within three (3) days upon event completion.
3. Except in the Historic Downtown Area, no sign shall be placed on public property or within any public right of way;
4. No sign shall be placed on private property without the permission of the property owner;
5. Signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;

**ATTACHMENT B**

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6. Signs shall not use, incorporate, or affix materials or accessory attachments not a part of the flag or banner itself (streamers, balloons, wind socks, reflectors, etc.) to increase visibility;
7. Signs shall not be attached to utility poles, light fixtures, traffic control devices or similar objects; and
8. Signs shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

**17.78.444 Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

The following Orland Municipal Code Section 17.78.704, Portable signs is proposed to be deleted:

~~17.78.704 — Portable signs~~

~~Permitted in all commercial and industrial zoning districts. Prohibited in public rights of way, except in downtown district. Portable signs may not exceed 16 square feet.~~

The following is proposed to be added to Orland Municipal Code Section 17.78.752, Exempt signs:

**17.78.752 Exempt signs.**

A. The provisions and regulations of this title shall not apply to the following signs:

- 15) Farmers' market signs. City approved Farmers' markets are allowed two on-site temporary signs with a maximum area of thirty-two square feet each and two off-site temporary signs with a maximum area of twelve square feet with permission from the property owner. Each vendor may display one temporary sign with a maximum area of twenty square feet. No sign shall be located in the public right-of-way.

**ATTACHMENT B**

Zoning Code Amendment- ZCA2013-01 (Signs)

Chapter 17.78 – Sign Ordinance

October 21, 2013

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Notice of Exemption

Form D

To:  Office of Planning and Research
PO Box 3044, 1400 Tenth Street, Room 212
Sacramento, CA 95812-3044

From: (Public Agency) City of Orland
815 Fourth Street
Orland, CA 95963
(Address)

County Clerk
County of Glenn
526 West Sycamore Street
Willows, CA 95988

Project Title: Zoning Code Amendment (ZCA2013-01): Portable, Flag and Banner, and Community and Special Event Signs.

Project Location - Specific:

The project is an amendment to Chapter 17.78, Sign Ordinance of the Orland Municipal Code modifying or adding various definitions and modifying or establishing standards for Portable; Flag and Banner; and, Community and Special Event signs.

Project Location - City: Orland Project Location - County: Glenn

Description of Nature, Purpose, and Beneficiaries of Project: The project is an amendment to Title 17 - Zoning Ordinance, Chapter 17.78 - Sign Ordinance of the Orland Municipal Code to establish new or modify existing definitions and regulations associated with portable, off-site, flag, special event, and community event signs.

Name of Public Agency Approving Project:

City of Orland

Name of Person or Agency Carrying Out Project:

City of Orland

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
Categorical Exemption. State type and section number: §15305 - Minor Alterations in Land Use Limitations, a class 5 exemption
Statutory Exemptions. State code number:

Reasons why project is exempt:

The project is exempt from the California Environmental Quality Act under §15305 of the CEQA Guidelines as the project is a minor alteration of an existing section of the Orland Municipal code not affecting land use or density and not located on or relating to lands having a slope in excess of 20%.

Lead Agency

Contact Person: Scott Friend, AICP Area Code/Telephone/Extension: (530) 894-3469 ext. 13214

Signature: Date: Title: City Planner

Signed by Lead Agency

Date received for filing at OPR:

Signed by Applicant

January 2004

**CITY OF ORLAND  
CITY COUNCIL ORDINANCE CC 2013-\_\_\_**

**AN ORDINANCE OF THE CITY OF ORLAND CITY COUNCIL  
AMENDING TITLE 17 – ZONING ORDINANCE; CHAPTER 17.78 - SIGN ORDINANCE TO  
MODIFY AND ESTABLISH NEW REGULATIONS RELATED TO PORTABLE; OFF-SITE;  
FARMERS' MARKET; FLAG; SEASONAL; SPECIAL EVENT;  
AND COMMUNITY EVENT SIGNS**

**WHEREAS**, the City staff has proposed amendments to Chapter 17.78, Sign Ordinance, of the City of Orland Municipal Code to add new definitions for Community Event Signs (17.78.017.5); Flag Signs (17.78.025.5); Seasonal Signs (17.78.038.5); and Special Event Signs (17.78.041.5) and modify the existing definitions for Advertising Surface (17.78.012); Off-site Sign (17.78.032); and Portable Sign (17.78.035); and to modify time, place and manner restrictions for said signs; modify Section 17.78.752 Exempt Signs to include Farmers' Market Signs; and, add new Chapters 17.78.420 Portable Signs, 17.28.430 Flag and Banner Signs, and 17.78.440 Special and Community Event Signs; and,

**WHEREAS**, the Planning Commission reviewed the proposed amendments to Chapter 17.78, Sign Ordinance at a duly noticed public hearing held at the Commission's regularly scheduled meeting of September 19, 2013 and recommended that the City Council approve ZCA2013-01 as presented; and,

**WHEREAS**, the City Council reviewed the proposed amendments to Chapter 17.78, Sign Ordinance at the Council's regularly scheduled meeting on October 21, 2013; and,

**WHEREAS**, the City Council held a public hearing on the proposed amendments to Chapter 17.78, Sign Ordinance in order to provide the community an opportunity to comment on the proposed amendments; and,

**WHEREAS**, the City Council determined the proposed minor amendments to Chapter 17.78, Sign Ordinance are exempt from the California Environmental Quality Act (CEQA) under Section 15305, Minor Alteration in Land Use Limitations of the CEQA Guidelines.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ORLAND:**

**Chapter 17.78.010**

**DEFINITIONS**

**17.78.012 Advertising surface.**

"Advertising surface (facing)" means the entire surface on which any type of letter, figure, emblem, trademark, logo, picture, or other advertising materials is placed, or may be placed unless otherwise described pursuant to Sections 17.78.052 or .053. For Portable Signs, the "advertising surface" area of the sign shall be calculated as the full exterior dimensions of the physical sign.

**17.78.017.5 Community Event signs.**

Any signs which are displayed for the purpose of identifying an upcoming community and/or non-profit event, such as a benefit dinner, a home and garden show, a sporting event, or a school theater performance.

**17.78.025.5 Flag signs.**

Any cloth, bunting, plastic, paper, or similar non-rigid material used for advertising purposes attached to any structure, staff, pole, line, framing, or vehicle, not including 17.78. Flag signs and Banner signs are all considered to be portable signs.

**17.78.032 Off-site sign.**

A sign identifying a use, facility, service, event or product that is not located, sold, held, offered or manufactured on the same premise as the sign. Off-site signs shall not be permitted, except for exempted Community Event signs per Chapter 17.78.440.

**17.78.035 Portable sign.**

“Portable sign” means any sign which is designed to be portable or readily moveable by a person to identify the location of a business, the sales of merchandise or to advertise an event and which is generally to be located on the ground or on a legal and permanent fixture attached to the ground. Sandwich signs; T-, H-, and A-Frame signs; signs with wheels, Banner signs, Flag signs and similar types of signage are all considered to be portable signs.

**17.78.038.5 Seasonal signs.**

Any signs which are displayed in conjunction with an approved use permit for a seasonal event, such as pumpkin patches, Christmas tree lots, and firework displays. Seasonal signs must adhere the conditions of the use permit and to Chapter 17.78.700 – Prohibited Signs, but are otherwise exempt.

**17.78.041.5 Special Event signs.**

Any signs which are displayed for the purpose of identifying a business, use, service or a special business-related event. Such signs shall not be used for the purpose of advertising specific products. Examples of special events are grand openings, special sales, and moving sales.

## Chapter 17.78.420

### PORTABLE SIGNS

#### Sections:

- 17.78.421 Permitting.
- 17.78.422 General Standards.
- 17.78.423 Portable Sign Limitations.
- 17.78.424 Enforcement

#### 17.78.421 **Permitting.**

Permits for portable signs shall be considered as part of the administrative use permit process, as defined in Section 17.80. Portable signs should primarily be for the purpose of identifying a business, use, service or special event and not for the purpose of advertising specific products.

#### 17.78.422 **General Standards.**

- A. A portable sign shall not exceed a maximum size of twelve (12) square feet in total area and shall not have any dimension greater than four (4) feet. Only one side of a portable sign will be counted for the purposes of determining sign advertising area. The vertical dimension of the sign (height) including any support structures, handles or hinges may be no greater than forty-eight (48) inches.
- B. Portable signs shall not contain any copy or advertising other than the identification of the business, use or service and address, location or directional information which it is advertising.
- C. Portable signs may not be located in any residential zoning district and shall only be permitted within the Mixed Use designated commercial downtown area; on commercial zoned properties immediately adjacent to Walker Street, Newville Road and South Street; and on industrially zoned properties.
- D. Portable signs shall be prohibited in the public right-of-way, except in the Mixed Use designated commercial downtown area and as further defined in Section 17.78.423.

#### 17.78.423 **Portable Sign Limitations.**

Portable signs, when permitted, shall meet the following standards and requirements:

- Portable signs shall be allowed to be displayed only during the business hours of the business for which the sign has been established;
- A maximum of one (1) portable sign may be permitted per occupied tenant space or individual business;
- Portable signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;
- Portable signs shall not use, incorporate or affix materials or items to include streamers, balloons, wind socks, reflectors, etc., to increase visibility;

- Portable signs shall be weighted down or secured as to minimize sign-related hazards;
- Portable signs shall not be attached permanently or temporarily to any object, structure, or the ground (for example: utility poles, fences, trees, or traffic signs).
- All portable signs shall clearly identify the owner of the sign and shall provide a name, address and contact phone number for the person or party responsible for the sign;
- Portable signs shall only be placed immediately in front of the business to which the sign is advertising and shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

**17.78.424 Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

## Chapter 17.78.430

### FLAG and BANNER SIGNS

Sections:

- 17.78.431 Permitting.
- 17.78.432 General Standards.
- 17.78.433 Portable Sign Limitations.
- 17.78.434 Enforcement

#### 17.78.431 **Permitting.**

Permits for Flag and Banner signs shall be considered as part of the administrative use permit process, as defined in Section 17.80. Flag and banner signs should primarily be for the purpose of identifying a business, use, service or a special event and shall not be used for the purpose of advertising specific products.

#### 17.78.432 **General Standards.**

- A. A Flag or Banner sign shall not exceed a maximum size of twenty-five (25) square feet in total area. Only one side of a flag or banner sign will be counted for the purposes of determining sign advertising area.
- B. The maximum single dimension of the sign (height) including any support structures, poles or hinges may be no greater than ten (10) feet.
- C. Flag or Banner signs shall not contain any copy or advertising other than the identification of a business, use or service existing on the site whereby the flag or banner sign is being displayed or to advertise a specific special event.
- D. Flag or Banners signs may not be located in a residential zoning district and shall only be permitted within the Mixed Use designated commercial downtown area; on commercial zoned properties immediately adjacent to Walker Street, Newville Road and South Street; and on industrially zoned properties.
- E. Flag and Banners signs shall be prohibited in the public right-of-way, except in the Mixed Use designated commercial downtown area and as further permitted in Section 17.78.433.

#### 17.78.433 **Flag and Banners Sign Limitations.**

Flag and Banners signs, when permitted, shall meet the following standards and requirements:

- Flag and Banners signs advertising a business, use or service shall be allowed to be displayed only during the business hours of the business for which the flag or banner signs has been established;

- A maximum of two (2) flag or banner signs may be permitted per occupied tenant space or individual business;
- Flag or Banner signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;
- Flag or Banner signs shall not use, incorporate or affix materials accessory attachments not a part of the flag or banner itself (streamers, balloons, wind socks, reflectors, etc.) to increase visibility;
- Flag and Banner signs shall not be attached to utility poles, light fixtures, traffic control devices or similar objects;
- Flag and Banner signs shall only be placed immediately in front of the business to which the sign is advertising and shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

**17.78.434 Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

## Chapter 17.78.440

### SPECIAL and COMMUNITY EVENT SIGNS

Sections:

- 17.78.441 Permitting.
- 17.78.442 Exemptions.
- 17.78.443 General Standards.

#### 17.78.441 **Permitting.**

Special Event signage requires an administrative use permit, as defined in Chapter 17.80, and are subject to the provisions under Chapters 17.78.420 and 17.78.430. Community Event signage shall be exempt from the requirement of obtaining an administrative use permit.

#### 17.78.443 **General Standards**

A. Special Event Sign standards:

1. Special Event signs can include portable signs, banners, flags, pennants, balloons, or other forms of advertising.
2. Signs for Special Events shall only be temporary signs. No permanent signage is allowed.
3. Special Event signage may be displayed for a maximum of thirty (30) days within a one hundred and twenty (120) day period.

B. Community Event Sign standards:

1. Signs for Special Events shall only be temporary signs. No permanent signage is allowed.
2. Community Event signage may be displayed for a maximum of thirty (30) days before the event and must be removed within three (3) days upon event completion.
3. Except in the Historic Downtown Area, no sign shall be placed on public property or within any public right of way;
4. No sign shall be placed on private property without the permission of the property owner;
5. Signs shall not be placed within a street site visibility triangle area measuring (30'x30') or in an area where they would in any way block the view of drivers of vehicles or pedestrians when at or approaching intersections or driveways;
6. Signs shall not use, incorporate, or affix materials or accessory attachments not a part of the flag or banner itself (streamers, balloons, wind socks, reflectors, etc.) to increase visibility;
7. Signs shall not be attached to utility poles, light fixtures, traffic control devices or similar objects; and
8. Signs shall be located so that it does not interfere with pedestrian movement or in a manner that presents a safety hazard to pedestrians or vehicles.

**17.78.444 Enforcement.**

The City shall enforce the provisions of this section of the Code with enforcement to include the physical removal of signs not legally placed pursuant to this section. In the event that the sign is removed from the public right-of-way due to safety hazard concerns, signs shall be stored by the City for a period of not less than sixty (60) days after which the time the sign may be disposed of. Signs that are placed illegally but that are not determined to be safety hazards shall be subject to normal enforcement through the Code Enforcement process.

**17.78.752 Exempt signs.**

A. The provisions and regulations of this title shall not apply to the following signs:

- 15) Farmers' market signs. City approved Farmers' markets are allowed two on-site temporary signs with a maximum area of thirty-two square feet each and two off-site temporary signs with a maximum area of twelve square feet with permission from the property owner. Each vendor may display one temporary sign with a maximum area of twenty square feet. No sign shall be located in the public right-of-way.

This ordinance was introduced at the regular meeting of the City Council for a Public Hearing of the first reading on **October 21, 2013**.

PASSED AND ADOPTED by the Orland City Council on this \_\_\_\_\_ day of \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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CHARLES GEE, MAYOR  
CITY OF ORLAND

ATTEST:

APPROVED AS TO FORM:

---

ANGIE CROOK,  
CITY CLERK

---

GREG EINHORN, ESQ.  
CITY ATTORNEY

CODIFY \_\_\_\_\_

UNCODIFY \_\_\_\_\_

Attachment D

00045

**CITY OF ORLAND**

**CITY COUNCIL AGENDA ITEM #: X.A.1.**

**MEETING DATE: October 21, 2013**

**TO:** Honorable Mayor and Council  
**FROM:** Pete Carr, City Manager  
**SUBJECT: Designation of Administrative Hearing Officer for Nuisance Abatement**

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Council is asked to ratify City Manager's designation of a hearing officer for the City's nuisance abatement hearings.

**BACKGROUND**

Orland Municipal Code section 14 provides for designation of a hearing officer for forums where decisions are made relative to enforcement and appeal of administrative citations.

OMC 14.05 ABATEMENT – SUBSTANDARD BUILDINGS AND PUBLIC NUISANCES state the city manager will appoint an abatement hearing officer for a two-year term, subject to ratification by the majority of the city council.

**DISCUSSION**

City Manager appoints City Clerk/Assistant City Manager Angela Crook as Hearing Officer per OMC 14.05.

**RECOMMENDATION:**

Approve action by ratification vote.

# CITY OF ORLAND

## CITY COUNCIL AGENDA ITEM #: X.2.

**MEETING DATE: October 21, 2013**

**TO:** Honorable Mayor and Council  
**FROM:** Pete Carr, City Manager  
**SUBJECT: Roof Repairs for Public Facility: 824 Fourth Street  
(Discussion/Action)**

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Council will consider authorization for City staff to proceed with necessary roof repairs to the City-owned building located at 824 Fourth Street.

### **BACKGROUND**

The City owns the real property and 8000 sq ft structure at 824 Fourth Street, formerly "Purity Market." A portion of the building is now leased to a private business. The aged and unusually structured roof is in need of comprehensive repair.

### **DISCUSSION**

City Public Works has been making patch repairs for several years with limited success, recommends a complete reroofing. Most roofing contractors contacted did not want to provide a bid estimate, and several would provide a bid without a warranty on the work due to the unique nature of the job.

Of the acceptable bids received, staff recommends proceeding with a spray-on application (polyurethane, flexible elastomeric basecoat + white topcoat) that has been successfully used on Caltrans and CSU Chico buildings. The result is a self-sealed, lightweight, durable and energy efficient surface. Cost estimate is \$33,500 for the entire surface, approximately \$18,500 to do just the front half of the building. The work carries a ten-year renewable warranty.

It should be noted that repairing the roof is necessary no matter who or what entity is using the building, is needed to protect the structural and interior integrity of the facility, and is a responsibility of the City as owner and lessor of the property.

### **RECOMMENDATION:**

Authorize City staff to proceed with necessary roof repairs to the City-owned property at 824 Fourth Street by engaging the best (lowest and most responsible) bidder at an expected cost of \$33,500.

### **FISCAL IMPACT OF RECOMMENDATION:**

\$33,500 in General Fund expenses, partially offset by lease revenue in future years and by reduced costs in maintenance labor & materials.

00047