



## PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, December 19, 2024

**CALL TO ORDER** – The meeting was called to order by Chairperson Stephen Nordbye at 5:30 PM.

### OATH OF AFFIRMATION OF ALLEGIANCE FOR NEW COMMISSIONER

City Clerk Jennifer Schmitke administered the Oath of Affirmation to newly appointed Commissioner Alex Enriquez. Commissioner Enriquez will serve a four-year term.

### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

Commissioner's present: Chairperson Stephen Nordbye, Commissioners Wade Elliott, Alex Enriquez and Vern Montague  
Commissioner present via zoom: Vice Chairperson Sharon Lazorko  
Councilmember(s) present: Terrie Barr  
Staff present: City Planner Scott Friend; City Clerk Jennifer Schmitke

### ORAL AND WRITTEN COMMUNICATIONS

City Planner Scott Friend shared that Vice Chairperson Lazorko can participate in the discussion via Zoom but cannot participate in any voting via Zoom.

### CONSENT CALENDAR

Approval of Prior Minutes: October 17, 2024

**ACTION:** Commissioner Elliott moved, seconded by Commissioner Montague to approve consent calendar as presented. Motion carried unanimously by a voice vote, 4-0.

### ITEMS FOR DISCUSSION OR ACTION

#### A. Zoning Code Amendments- Accessory Structures

City Planner Scott Friend introduced Ruby Triguero, who presented proposed updates to the standards for accessory structures outlined in Title 17 of the Orland Municipal Code (OMC) to the Planning Commission. Ms. Triguero highlighted that accessory structures—including detached garages, storage buildings, and patio covers—are designed to complement primary residential structures and must meet specific design and placement criteria.

Ms. Triguero provided an overview of the current standards for accessory structures within the R-1 (Residential One-Family), R-2 (Residential Two-Family), and R-3 (Residential Multiple Family-Professional) zones. She outlined key design standards for the following:

- **Detached Garages:** Minimum dimensions of 20' x 20', maximum height of 15', equipped with a 208/240-volt outlet, and required to include a 16' wide garage door.
- **Storage/Shop Buildings:** Height limit of 15', utilities prohibited in R-1 zones, not allowed in front yards, and materials must match the primary structure.
- **Patio Covers:** Maximum height of 12', open on at least two sides, and required to be consistent with the roof pitch and materials of the primary residence.

Ms. Triguero emphasized how these standards ensure consistency and alignment with the character of the residential zones.

Ms. Triguero reviewed the current setback standards and introduced staff's proposed amendments aimed at enhancing clarity and consistency in the regulations for accessory structures. The recommended changes reflect a commitment to aligning standards with best practices and ensuring they are easily understood and effectively implemented.

1. **Utility Allowance:** Remove the restriction on electrical and plumbing utilities for detached storage buildings in R-1 zones.
2. **Prohibit Dwelling Use:** Explicitly ban residential use of storage/shop buildings in all zones.
3. **Reduced Setback Requirements:**
  - Minimum side and rear setbacks reduced to 4'.
  - Structures taller than six feet require 1' additional setback per foot of height, capped at 15'.
  - Street-facing side setbacks increased to 10'.
4. **Exemptions for Small Structures:** Structures under 120 square feet and not requiring a permit are exempt from design and setback requirements.
5. **Front Yard Clarity:**
  - Confirm garages as the only accessory structure allowed in front yards, maintaining a 20' setback.
  - Consider allowing exceptions for nonconforming lots with insufficient rear yard space.

Councilmember Barr asked questions on matching rooflines and shared her opinion on the issue.

Commissioners discussed, shared concerns and asked questions regarding accessory structures. Commissioners asked City Staff to come back at the next meeting with a few options of amendments to the code stating the importance of streamlining.

## **STAFF REPORT**

Mr. Friend highlighted the City's ongoing efforts to enhance its website, noting the recent addition of ADU plans to better serve the community. He also announced that he will soon deliver the Planning Department's annual presentation, which will be shared again in January or February. Additionally, Mr. Friend informed the commission that the Modoc Annexation is scheduled for reconsideration at the LAFCo meeting on January 13th. Finally, he extended a warm welcome to the new council liaison, Terrie Barr, joining the Planning Commission.

## COMMISSIONERS REPORTS

- **Commissioner Montague**: Asked for an update on Modoc Annexation.
- **Commissioner Elliott**: Welcomed Commissioner Enriquez to the Commission.
- **Commissioner Enriquez**: Shared he is happy to be apart of the conversation and would like to meet up with Scott Friend and the Commission Chairperson soon.
- **Chairperson Nordbye**: Welcomed Commissioner Enriquez and Councilmember Barr to the Commission.

## FUTURE AGENDA ITEMS - Nothing

**ADJOURNMENT** – 7:03 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson