



## PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, March 20, 2025

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

### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

Commissioner's present: Chairperson Stephen Nordbye, Vice Chairperson Sharon Lazorko, Alex Enriquez, Wade Elliott and Vern Montague  
Commissioner absent: None  
Councilmember(s) present: Terrie Barr  
Staff present: City Planner Scott Friend; City Clerk Jennifer Schmitke

**ORAL AND WRITTEN COMMUNICATIONS:** None

### CONSENT CALENDAR

Approval of Prior Minutes: January 16, 2025

**ACTION:** Commissioner Montague moved, seconded by Commissioner Enriquez to approve the Consent calendar as presented. Motion carried unanimously by a voice vote, 4-0. Commissioner Elliott did not vote as he was not at the last meeting and had not reviewed the minutes.

### PUBLIC HEARING

- A. Conditional Use Permit CUP#2024-02:** A request to approve a Conditional Use Permit (CUP) to permit the residential use on the second floor of an existing structure located at 715 4th Street, on Glenn County Assessor's Parcel Number (APN) 040-157-004.

Mr. Friend presented Conditional Use Permit (CUP #2024-02) for the property at 715 4th Street (APN 040-157-004) in Orland. The ±0.09-acre site houses a two-story building with a retail business, Roots, on the ground floor. The property is designated as Mixed Use in the General Plan, zoned C-2 Community Commercial, and falls within the Downtown Area/Special Parking overlay.

The owners, Reyes Alejandro and Patricia Adame, are requesting approval to establish a residential unit on the second floor. No changes to development standards are proposed.

The property is exempt from standard on-site parking requirements due to its location within the Downtown Area/Special Parking overlay. Nearby street and median parking, along with short-term alley access, provide adequate parking.

The surrounding area features a mix of commercial and residential uses, including other second-story residential units. Adjacent properties include retail businesses, a utility building, and a single-family home.

Mr. Friend noted that, according to the Orland Municipal Code, the Planning Commission may approve the CUP if the proposed use is compatible with the zoning and not detrimental to the neighborhood. Staff determined that the request is consistent with similar developments and does not pose harm to public health or welfare.

Staff recommends approval of CUP #2024-02, allowing residential use on the second floor, subject to the listed conditions.

Chairperson Nordbye opened the Public Hearing at 5:37 pm.

Occupant, Ms. Patricia Adame explained with help from City Treasurer Leticia Espinosa that the residents share a trash receptacle with the Panaderia Reyes building that she rents and runs a business out of.

Orland resident Ron Lane shared concerns regarding parking for the residents in the downtown area.

City Councilmember Terrie Barr requested that the City Planner read the definitions of "residence" and "dwelling" from the Orland Municipal Code (OMC). In response, Mr. Friend read the definition of "dwelling." Councilmember Barr then raised concerns regarding OMC Section 17.40.030 and asked Mr. Friend to read from that section; however, he did not have the code readily available. Councilmember Barr continued by referencing a personal experience involving Mr. Friend related to a project at 501 Walker Street. She also pointed out a potential inconsistency within the OMC and suggested that the matter be forwarded to the City Council for further discussion. Chairperson Nordbye noted that if an anomaly in the code exists, the Planning Commission could address it at a future meeting and then determine whether a formal recommendation to the Council is warranted. Chairperson Nordbye shared he would also like to address the cost of Administrative Use Permits at a future meeting.

Chairperson Nordbye closed the Public Hearing at 5:48 pm.

Commissioners discussed parking availability and restrictions in the downtown area and raised questions about the location of the main residential entrance, as well as the historical background of the building.

**ACTION:** Commissioner Elliott moved, seconded by Commissioner Enriquez, to approve the project (CUP 2024-02) and determine that the proposed action is exempt from further review pursuant to Section 15301 of the Public Resource Code. Motion carried unanimously by a roll call vote, 5-0.

**AYES:** Commissioners Enriquez, Elliott, Montague, Vice Chairperson Lazorko and Chairperson Nordbye

**NOES:** None

**ACTION:** Commissioner Elliott moved, seconded by Commissioner Enriquez to approve the conditional use permit Planning Commission Resolution PC 2025-01, approving Conditional Use Permit application #2024-02 subject to the Conditions that were provided. Motion carried unanimously by a roll call vote, 5-0.

- B. Conditional Use Permit CUP#2025-01:** A request to approve a Conditional Use Permit (CUP) to permit the professional office (Cabrera's Income Tax) use at an existing structure located at 909 3rd Street, on Glenn County (APN) 040-218-001.

Mr. Friend presented to the City Council a request for a Planned Development/Conditional Use Permit (PD-UP/CUP#2024-01) for the property at 909 Third Street, identified as Glenn County APN 040-218-001. The parcel is designated as Residential Low Density (R-L) on the Orland General Plan land use map and is situated within the Planned Development (PD) zoning district. It is located outside the formally designated Downtown Area/Special Parking Overlay District.

The property owner, Susana Cabrera, is requesting a Planned Development Use Permit (PD-UP) to establish a non-residential use (commercial) on the parcel. No development standards modifications have been requested, nor are any proposed. Additionally, no physical alterations or structural changes to the property are included in this request.

Following Orland Municipal Code (OMC) Section 17.60.020, the Planning Commission is responsible for providing recommendations on planned development applications to the City Council.

The applicant, Susana Cabrera, shared her vision for the building's future use and expressed gratitude to the Commission for considering her request.

Chairperson Nordbye opened the Public Hearing at 6:07 p.m.

Orland resident Jan Walker encouraged the applicant to preserve the building's historic character. Ms. Cabrera acknowledged the suggestion and stated she would keep it in mind moving forward.

Chairperson Nordbye closed the Public Hearing at 6:10 p.m.

Following the hearing, Commissioners asked clarifying questions regarding the lot's location and unanimously agreed that the proposed recommendation would be beneficial for the owner / applicant.

**ACTION:** Commissioner Enriquez moved, seconded by Vice Chairperson Lazorko, to approve the project (PD-UP/CUP 2024-01) and determine that the proposed action is exempt from further review pursuant to Section 15301 of the Public Resource Code. Motion carried unanimously by a roll call vote, 5-0.

**AYES:** Commissioners Enriquez, Elliott, Montague, Vice Chairperson Lazorko and Chairperson Nordbye

**NOES:** None

**ACTION:** Commissioner Elliott moved, seconded by Commissioner Montague to recommend to City Council for approval of Planning Commission Resolution PC 2025-02, approving Conditional Use Permit application #2024-01 subject to the Conditions that were provided. Motion carried unanimously by a roll call vote, 5-0.

- C. General Plan Amendment/Zone Change GPA/Z#2024-02:** A request to approve a General Plan Amendment (GPA) and Zone Change (Z) located at 1310 Papst Avenue, on Glenn County Assessor's Parcel Number (APN) 041-262-028...(This item will be continued to the next Planning Commission Meeting: April 17, 2025)

Mr. Friend announced that this item would be continued to the next Planning Commission meeting, scheduled for April 17, 2025.

## **STAFF REPORT**

Mr. Friend shared that the General Plan Amendment and Zoning Change GPA/Z #2024-02 will be included on the agenda for the April 17th Planning Commission meeting. The Commission will also continue its discussion on special event permits at that time.

He also noted that the discussion on Accessory Structures is scheduled to return for a second hearing on April 1<sup>st</sup> at the City Council meeting.

Mr. Friend mentioned that Planning Department staff are currently focused on completing state-mandated reporting requirements for the City.

Finally, he announced that the City Manager has submitted his resignation, with his final day of service set for April 10th.

## **COMMISSIONERS REPORTS**

- **Commissioner Montague**: Nothing to report.
- **Commissioner Enriquez**: Shared he has been coaching Little League for his kid's team.
- **Commissioner Elliott**: Nothing to report.
- **Vice Chairperson Lazorko**: Shared concerns about potholes on East Street.
- **Chairperson Nordbye**: Thanked City Staff for all they do for the community and thanked the community for coming to the meeting.

Jan Walker approached the podium to express her dismay regarding what she perceived as the inappropriate treatment of a member of the public by City staff.

## **FUTURE AGENDA ITEMS - Nothing**

**ADJOURNMENT** – 6:23 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson