



PLANNING COMMISSION REGULAR MEETING MINUTES

Thursday, April 17 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL:

Commissioners 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 Attorney Scott Drexel and City Clerk Jennifer Schmitke

Chairperson Nordbye welcomed the City's new Attorney, Scott Drexel of the law firm Jones Mayer, and introduced him to the group.

ORAL AND WRITTEN COMMUNICATIONS:

Rebecca Konkin, the new owner of 501 Walker Street, introduced herself and her family and shared her vision for the building and the goals of the proposed project.

Councilmember Terrie Barr inquired about why an administratively permitted use of a residence on a second floor in a mixed-use zone would require a conditional use permit. Chairperson Nordbye explained that the matter had previously been agendaized and discussed, and is currently under review, with hopes for an additional discussion for an upcoming meeting.

CONSENT CALENDAR

Approval of Prior Minutes: March 20, 2025

Chairperson Nordbye requested corrections to the date and voting record in the minutes from the previous meeting.

ACTION: Chairperson Nordbye moved, seconded by Commissioner Montague to approve the Consent calendar with noted changes. Motion carried unanimously by a voice vote, 5-0. Commissioner Elliott did not vote as he was not at the last meeting and had not reviewed the minutes.

PUBLIC HEARING

A. An amendment to the Orland Municipal Code Title 17 – Zoning to modify the list of

Conditionally Permitted Uses to include a new land use entitled School, public and private (vocational/technical) to the list of land uses permitted in the zoning district subject to the issuance of a Conditional Use Permit (OMC Section 17.48.030), and, 2) issuance of a Conditional Use Permit (CUP) to the Glenn County Office of Education (GCOE) for the purpose of operating a School, as defined, on Glenn County Assessor's Parcel Number 040-291-018 / 512 South Street

Mr. Friend presented a request from the Glenn County Office of Education (GCOE) to amend Title 17 of the Orland Municipal Code to modify the list of conditionally permitted uses in the M-L (Limited Industrial) zoning district. The proposed amendment would add "Schools, public and private (vocational/technical)" as a conditionally permitted use under OMC Section 17.48.030.

In conjunction with the code amendment, Mr. Friend also presented a request to issue a Conditional Use Permit (CUP) to GCOE for the operation of a school, as defined, on Assessor's Parcel Number 040-291-018, located at 512 South Street, the former site of John's Tires. The intent is to convert the existing building into classroom space for vocational and technical education.

Mr. Friend noted that this item is a public hearing, and proper notice and advertisement had been completed. He explained that the request involves a two-part action:

1. A recommendation from the Planning Commission to the City Council to amend the Municipal Code and add vocational/technical schools as a conditionally permitted use in the M-L zoning district; and
2. The concurrent issuance of a Conditional Use Permit to GCOE for the proposed school use at the 512 South Street location.

He emphasized that the CUP is contingent upon City Council approval of the code amendment. If the Council does not approve the amendment, the CUP will not move forward. However, if the Council adopts the Planning Commission's recommendation, the CUP would become valid. Mr. Friend described the process as a "two-part, conditional action" and encouraged Commissioners to keep that in mind during deliberation.

Commissioners reviewed the parcel map related to the request and asked questions regarding the associated parcel numbers. Mr. Friend provided a brief overview of the map, addressing easements as well as points of ingress and egress.

Chairperson Nordbye opened the Public Hearing at 5:47 pm.

Orland resident and Economic Development Commission Chairperson Ron Lane asked whether the proposed zoning amendment would negatively impact Cruz's Auto Tinting. City Planner Scott Friend responded that staff does not believe the amendment would harm existing businesses and, in fact, sees it as enhancing the value of the zoning district by expanding permitted uses.

Shane Anderson, Facilities Director for the Glenn County Office of Education (GCOE), clarified that GCOE owns both 512 and 514 South Street. He briefly outlined the future use of the property, noting a planned collaboration between GCOE and Glenn County HHSA to establish an Emergency Medical Services (EMS) Core program—essentially a training college for EMS technicians.

Commissioner Lazorko asked about smoking on the property. Mr. Anderson confirmed that smoking is prohibited, as the site will function as a school, and noted that this restriction is also included in Mr. Cruz's lease.

Orland resident Jeffrey Tolley raised concerns about potential limitations on existing businesses. Mr. Friend clarified that the proposed action solely adds a new use type—vocational/technical schools—to the list of conditionally permitted uses in the M-L zone. It does not affect existing businesses, their entitlements, or impose any new regulatory requirements.

Chairperson Nordbye closed the Public Hearing at 5:54 pm.

Councilmember Enriquez requested clarification on the definition of vocational/technical education and whether there would be age-related restrictions, particularly concerning minors. Mr. Friend explained that the zoning amendment would allow vocational/technical schools in general, but specific uses—such as preschools or adult education—would require separate review and approval through a Conditional Use Permit (CUP). While the code does not set age limits, the Planning Commission can impose conditions during the CUP process.

Chairperson Nordbye emphasized the importance of separating the two steps: first approving the zoning amendment to permit the use, then addressing any specific conditions through the CUP. Vice Chairperson Lazorko raised concerns about the lack of a CUP fee, asking if GCOE planned to pay it later. Mr. Friend clarified that a fee was paid for the zoning amendment, but not the CUP, possibly due to a misunderstanding. He recommended including the CUP fee as a condition of approval to maintain consistency with other applicants.

The City Attorney advised against processing both actions simultaneously to avoid legal issues, as a CUP cannot be issued for a use not yet permitted by zoning. Mr. Friend confirmed the Commission is only being asked to recommend both actions to the City Council, with the CUP contingent on zoning approval. Chairperson Nordbye suggested pausing CUP discussion until after the zoning amendment vote, and Mr. Friend agreed, emphasizing the proper order of motions.

Commissioner Elliott thanked Mr. Anderson for attending and commended GCOE's commitment to the community. He strongly supported the proposed program, citing the urgent need for emergency medical services in elder care and senior housing. He also questioned the City's policy of charging CUP fees to public schools, requesting clarification. Elliott noted the project's approval would trigger zoning restrictions on certain nearby businesses, such as cannabis dispensaries, liquor stores, tobacco shops, firearm dealers, and shooting ranges. However, he expressed no concern about these impacts, stating they align with community values and past commission decisions. He concluded by affirming the regulatory effects as entirely positive for the community.

ACTION: Commissioner Elliott moved, seconded by Chairperson Nordbye that the Planning Commission recommend that the City Council determine that the action to amend Orland Municipal code 17.48.030, making a land use permissible for public or private school within the M-L Zoning district be further exempt and that these actions are further exempt from environmental review pursuant to Government 15 061B.3, and that we recommend that the City Council approve the zoning change. Motion carried unanimously by a voice vote, 5-0. Commissioner

ACTION: Commissioner Elliott moved, seconded by Chairperson Montague that the Planning Commission make a recommendation to the City Council, Resolution 2025-04 that they would approve

a conditional use, permit, with findings, as indicated in the staff, report to approve a conditional use, permit, pursue, permit to the Glenn County Office Education for the purpose as was presented herein. Motion carried unanimously by a voice vote, 5-0. Commissioner

- B. General Plan Amendment and Change of Zoning (GPA 2024-01/Z 2024-014) and known as the Penbrook Parcel project. Applicant: Lakeport Parkside LLC / Precision Surveying. *(The item has been continued indefinitely.)*

STAFF REPORT

Mr. Friend explained that the Special Events item on the agenda was for discussion only, with no action being requested or required at this time. He provided context for how the item originated—specifically in response to concerns raised following the recent circus event.

He noted that the topic of Special Events continues to raise important questions: *What qualifies as a special event? How are such events processed? What procedures are currently in place?* Mr. Friend outlined the City of Orland's existing approach to special event permitting.

After reviewing Titles 1 through 17 of the Orland Municipal Code, Mr. Friend found no direct reference to special events. The only somewhat related language appears in Title 5, Section 5.28, under Business Licenses and Regulations, which addresses *public dances, exhibitions, carnivals, and other public entertainment*.

In response to this gap, the City created a Special Event Permit Application to help formalize the process. Mr. Friend walked through how these applications are handled—describing the internal routing and review process among City departments. He also shared examples of the permit forms, both in their original and current formats, which were included in the staff report.

Commissioner Elliott emphasized the need for proper event documentation to ensure interdepartmental coordination and successful event execution. He also sought clarification on permitting requirements, confirming with staff that events on public rights-of-way require permits, while those on private property do not. Commissioner Elliott mentioned events in different locations including the Glenn County Fairgrounds and Memorial Hall.

Vice Chairperson Lazorko asked whether Mike Gleason had reviewed the proposed changes to the Special Event Permit and inquired if those changes addressed the concerns he had previously raised. Mr. Gleason shared he didn't have a chance to review the corrections but Mr. Friend stated he believes the changes addressed Mr. Gleason's concerns.

Commissioner Enriquez inquired about the time required to complete the special event permit process. Mr. Friend responded that the timeline varies depending on the nature of the event and staff availability.

The Commission agreed to continue monitoring the current permit routing process to determine whether it is improving communication and ensuring that all departments feel well-informed and prepared about upcoming events.

Orland resident Mike Gleason clarified that he had not yet reviewed the updated permit document but expressed optimism about the changes after hearing Mr. Friend's explanation.

Mr. Friend noted that the updated document is available on the City's website and can be accessed through the Planning, Public Works, and Police Department pages.

Orland resident Ron Lane noted that the fairgrounds are governed by state regulations, and as such, state rules take precedence over city ordinances.

Councilmember Terrie Barr expressed concern that new administrative use permit requirements were implemented without City Council approval or public input, emphasizing the need for proper notice and community involvement in such decisions. Attorney Scott Drexel clarified that no changes have been made to the City's Municipal Code. He explained that it is the Police Department's responsibility to circulate special event permits to relevant departments, and the Police Chief has the authority to approve or deny the permit. This is an internal process designed to ensure that all department heads are informed of events that may impact their operations. Mr. Friend added that if an event is planned on private property, an Administrative Use Permit is required. For public-facing events, however, there have been no changes to existing procedures. Councilmember Barr asked whether there is an appeals process if City Hall denies a special event permit. Mr. Friend confirmed that there is, and outlined the steps an applicant can take to appeal a denial.

Commissioner Elliott expressed interest in ensuring that applicants receive formal written notice if a permit is denied. He emphasized the importance of clear communication, suggesting that the denial letter should include the reason for the decision and outline what issues would need to be addressed to potentially receive approval upon resubmission.

Attorney Scott Drexel clarified that the Planning Commission was not taking action on this item. Mr. Friend noted that he planned to speak with the City Administrator about modifying the permit form to include an appeal provision.

Mr. Friend also provided a brief update on upcoming items:

- Penbrook 3.0 will return at a future meeting as both a General Plan Amendment and Rezoning item. Both actions will require recommendations from the Planning Commission to the City Council.
- The South Point Apartments project has submitted an application. These apartments will be located on the southwestern side of 8th Street and are proposed to be 100% affordable housing, restricted to seniors, veterans, and low-income individuals.
- Due to the fair, the May Planning Commission meeting is expected to be canceled.

Finally, Mr. Friend shared that this meeting would be his last as City Planner. He expressed his appreciation for the opportunity to serve the City of Orland, noting that it has been a pleasure to work with the community. He thanked City staff and the Planning Commission for their ongoing support throughout his tenure.

COMMISSIONERS REPORTS

- **Commissioner Montague:** Expressed appreciation to Mr. Friend for his dedicated service to the community.
- **Commissioner Enriquez:** Expressed sincere appreciation to Mr. Friend for his contributions and the valuable support he has provided to the community.
- **Commissioner Elliott:** Expressed appreciation for all that Mr. Friend has contributed to the community over the past 17 years, particularly in supporting the growth of new businesses and

housing. He noted that Mr. Friend's impact on the City has been a positive one and extended his best wishes for the future.

- **Vice Chairperson Lazorko**: Thanked Mr. Friend for his support throughout her journey as a Planning Commissioner, noting that his dedication to the community, wealth of knowledge, professionalism, and thorough preparation have been invaluable. She shared that she will miss working alongside him in their shared efforts to better the community.
- **Chairperson Nordbye**: Thanked Mr. Friend for all he had taught him over the past four years as a Planning Commissioner, adding that he would miss their weekly meetings where they discussed agendas, City updates, and ideas for helping Orland grow and reach its full potential. **Chairperson Norbye** stated that he always recognized Mr. Friend's sincere commitment to doing what was right for the City of Orland and expressed his deep appreciation for that dedication.

FUTURE AGENDA ITEMS - Nothing

ADJOURNMENT – 6:56 PM

Respectfully submitted,

Jennifer Schmitke, City Clerk

Stephen Nordbye, Chairperson