



ORLAND PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, April 17, 2025 at 5:30 PM
Carnegie Center, 912 Third Street and via Zoom

P: (530) 865-1600 | www.cityoforland.com

Commission: Stephen Nordbye | Wade Elliott

Sharon Lazorko | Vernon Montague | Alex Enriquez

City Clerk: Jennifer Schmitke

City Staff: Scott Friend, City Planner

Virtual Meeting Information:

<https://us02web.zoom.us/j/81185794858>

Webinar ID: 811 8579 4858 | Zoom Telephone: 1 (669) 900-9128

Public comments are welcomed and encouraged in advance of the meeting by emailing the City Clerk at jtschmitke@cityoforland.com or by phone at (530) 865-1610 by 4:00 p.m. on the day of the meeting

1. CALL TO ORDER - 5:30 PM
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ORAL AND WRITTEN COMMUNICATIONS

Public Comments:

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

5. CONSENT CALENDAR

A. Approve Planning Commission Minutes from March 20, 2024

6. PUBLIC HEARING

A. **Public Hearing:** 1) 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

- B. Public Hearing:** 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.)*

7. STAFF REPORTS

- A.** Special Events (Informational/Discussion)

8. COMMISSIONER REPORTS

9. FUTURE AGENDA ITEMS

10. ADJOURN

CERTIFICATION: Pursuant to Government Code Section 54954.2(a), the agenda for this meeting was properly posted on April 14, 2025.

A complete agenda packet is available for public inspection during normal business hours at City Hall, 815 Fourth Street, in Orland or on the City's website at www.cityoforland.com where meeting minutes and video recordings are also available.

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 530-865-1610 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.



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, 2024

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

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 Montague 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 1st 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



CITY OF ORLAND STAFF REPORT

MEETING DATE: April 17, 2025

TO: City of Orland Planning Commission

FROM: Scott Friend, AICP – City Planner

SUBJECT: **Municipal Code Amendment and Conditional Use Permit:** (2 actions)

- 1) 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.

Environmental Review:

- Staff is recommending that the Planning Commission determine that both actions (projects) are *exempt* from further environmental review pursuant to CEQA Guidelines Section 15061(b)(3) as it can be seen with certainty that there is no possibility that the proposed revisions to the City of Orland Municipal Code or the issuance of a Conditional Use Permit on the parcel would have a significant effect on the environment.

SUMMARY:

The proposed action is a request by the Glenn County Office of Education (GCOE) to add *Schools, public and private (vocational/technical)*, to the listing of land uses they are conditionally permitted in the City's *M-L, Limited Industrial* zoning district. Orland Municipal Code Section 17.48.030 provides a listing of those land uses that are permitted to be established within the *M-L, Limited Industrial* zoning district as principally permitted uses, administratively permitted uses or conditionally permitted uses. Currently, schools of any type are not a use listed as being permitted within the zone via any of the three permitting options. The proposed action would add "*School, public and private (vocational/technical)*" to the listing of uses permitted in the zoning district and subject to the issuance of a Conditional Use Permit.

In addition to modifying the listing of land uses permitted in the zoning district, the action would result in the issuance of Conditional Use Permit to the GCOE for the purpose of operating a school facility

(vocational/technical) on an existing parcel and inside of existing structure located in the M-L zoning district.

DISCUSSION / ANALYSIS:

The Glenn County Office of Education has made a request to the City of Orland to amend Title 17 – *Zoning* of the Orland Municipal Code (OMC) to permit the use of an existing parcel located within the M-L, Limited Industrial Zoning District for the purpose of operating a school subject to the issuance of a Conditional Use Permit (CUP).

The Glenn County Office of Education (GCOE) purchased a piece of property located at 512 South Street and alternately identified as Glenn County Assessor's Parcel Number 040-291-018 for the purpose of using the space for classroom learning purposes. The parcel was formerly used as a tire and automotive service facility and was known as "John's Tire." The GCOE purchased the property to provide additional classroom space for technical education classes and vocational education classes and desires to use the space for that purpose. The GCOE applied for a building permit to convert space within the existing building for classroom purposes and was subsequently denied by the Planning Department as classroom space is associated with the operation of a "school" and schools are not permitted in the zoning district. This action would amend the City's Municipal Code to permit the use of schools in this zoning district and result in the issuance of a Conditional Use Permit to the GCOE for the purpose of establishing classroom space in the exiting building.

The Orland Municipal Code defines the word "school" in Section 17.08.1370 as: "[s]chool means an institution, public or private, established for the purpose of educating a class of students at any grade level, either for profit or nonprofit purposes". At this time, schools (as defined) are not a land use type listed in the zoning ordinance as being permitted in the M-L zoning district. The proposed amendment to the Municipal Code would amend the listing of land uses permitted in the zoning district to include "schools" as defined by the City Code and as further defined by the CUP as occurring for vocational or technical education purposes. City staff is recommending that the proposed addition of "schools" be added to the listing of uses identified as being permitted in the zoning district subject to the issuance of a Conditional Use Permit.

OMC section 17.48.010 establishes that the purpose and applicability of the M-L, Limited Industrial zoning district is as follows:

"[t]he limited industrial or M-L zone is intended to apply to areas in which light manufacturing and heavy commercial uses of the non-nuisance type and large administrative facilities are the desirable predominant uses. The regulations of this chapter and the provisions of [Chapter 17.76](#) shall apply in all limited industrial or M-L zones."

City staff is recommending that OMC section 17.48.030 be modified to add "Schools, public and private (vocational/technical)" to the listing of land uses permitted in the zoning district subject to the issuance of a Conditional Use Permit. The phrasing of the proposed action would be consistent with the phrasing used in the City's C-2 zoning district with the addition of the notation as being specific to vocational education or technical education purposes. Additionally, it is noted that schools are a permitted conditional use in the M-U, Mixed Use zoning district and the City's existing residential zoning districts.

As noted previously, the M-L zoning district is intended to provide areas in the City that can be used by "non-nuisance type" land uses. Land uses that could generate nuisance conditions (e.g. noise, dust, light, odor, traffic, etc.) are generally handled via the approval of project specific conditions of approval or are directed to be located in the city's M-H, Heavy Industrial zoning district. In this instance, the M-L, Limited Industrial

zoning has been applied to those areas located adjacent to the California Northern Railroad line located immediately to the west of the proposed use as it would not be unreasonable to assign the potential for noise, vibration or the transport of hazardous materials to occur from an active railroad line.

In addition to modifying the list of uses permitted in the M-L, Limited Industrial Zoning District, the proposed action would issue a Conditional Use Permit to the GCOE for the operation of a “school” (as defined) on an existing parcel of land identified as Glenn County Assessor’s Parcel Number 040-291-018 and additionally know as 512 South Street. The action would permit the use of an existing building for the purpose of operating a “school” (inclusive of the development of classroom instructional space) at the location.

ENVIRONMENTAL DETERMINATION:

Staff recommends that the Planning Commission determine that the proposed action (Municipal Code Amendment) is determined to be categorically exempt pursuant to CEQA Guidelines Section 15061(b)(3) as it can be seen with certainty that there is no possibility that the proposed revisions to the City of Orland Municipal Code would have a significant effect on the environment, and therefore the proposed revision is not subject to CEQA. A Notice of Exemption was prepared for this project and has been included with this staff report as **Attachment D - Notice of Exemption**.

FISCAL IMPACTS: None. Costs associated with the revision of the OMC have been paid by the GCOE with the application for the action. No costs were incurred or charged by the City for the issuance of the Conditional Use Permit.

RECOMMENDATIONS:

Staff requests that the Planning Commission consider the proposed text amendment and recommend changes, if necessary. If no changes are considered necessary or if the proposed changes are minor in nature and can be addressed during the consideration of the matter, staff recommends that the Planning Commission recommend for approval to the City Council, adoption of the proposed text amendment request (**Attachment E**) as presented.

Staff recommends that the Planning Commission utilize the following process for consideration of this matter:

1. Accept a presentation of the project by staff;
2. Open the public hearing and take public testimony;
3. Close the public hearing and initiate consideration of the project by the Planning Commission;
and
4. Motion and vote by the Planning Commission.

If the Planning Commission determines that it intends to recommend for approval the Municipal Code Amendment, staff presents the following motions for consideration:

I move that the Planning Commission recommend to the City Council that the proposed actions are exempt from further environmental review pursuant to Government Code Section 15061(b)(3), and that the Planning Commission makes findings and approves Planning Commission Resolution #2025-XX recommending for approval to the City Council, the Municipal Code Amendment ZCA 2025-01, amending the use listing in the M-L, Limited Industrial zoning district to permit “Schools, public and private

(vocational/technical), and approve the issuance of a Conditional Use Permit to the GCOE for the purpose as presented herein.

ATTACHMENTS:

Attachment A. Location Map / Site Map for CUP #2025-02

Attachment B. General Plan Map for CUP #2025-02

Attachment C. Zoning Map for CUP #2025-02

Attachment D. Findings for CUP #2025-02

Attachment E. Letter from GCOE requesting the proposed action

Attachment F. DRAFT Code Amendment Text with Proposed Code Edit (ZCA 2025-01)

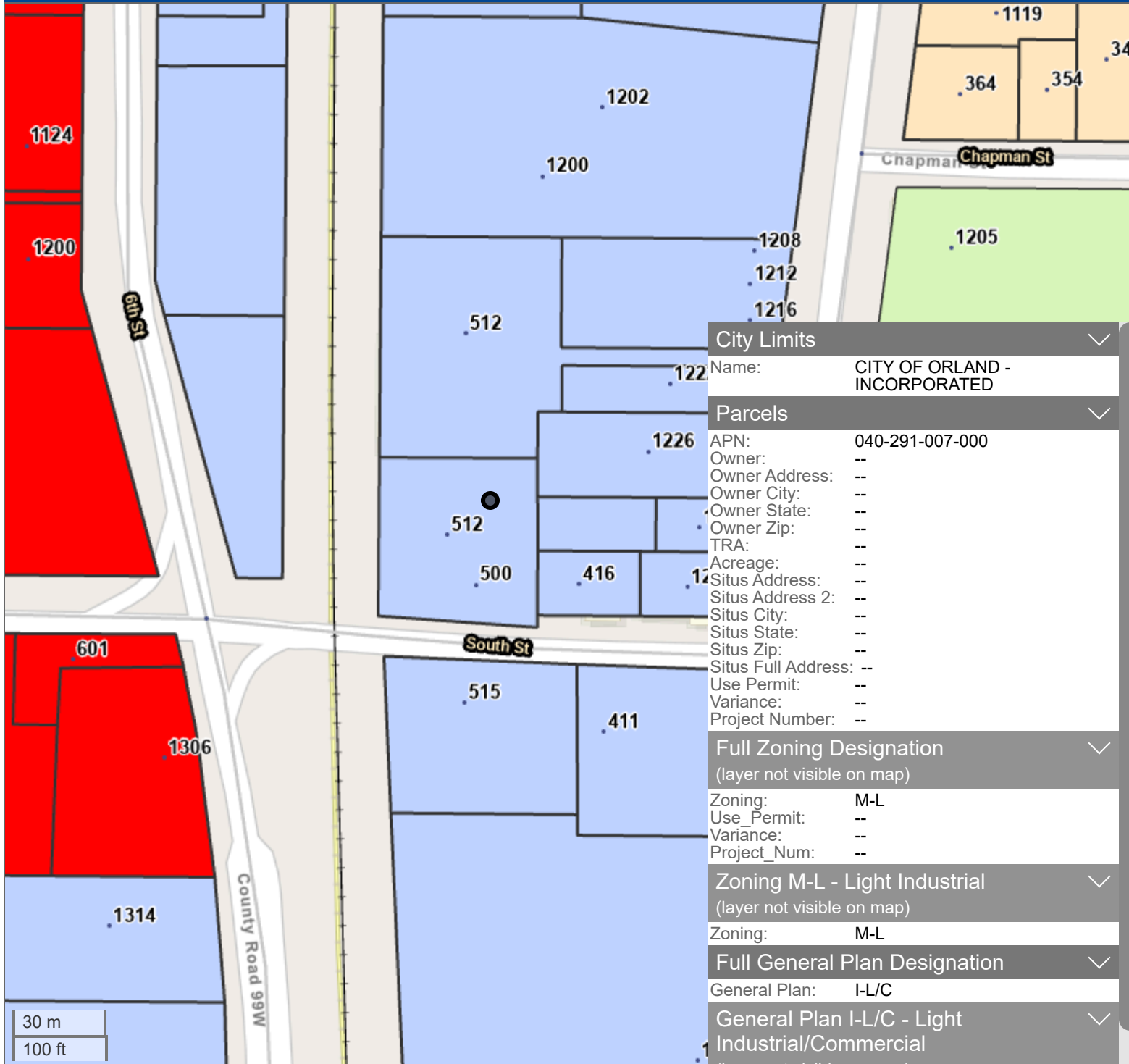
Attachment G. Notice of CEQA Exemption (Zoning Code Text Amendment 2025-01)

Attachment H. Notice of CEQA Exemption (CUP #2025-02)

Attachment I. Planning Commission Resolution 2025 -__ (Zoning Code Text Amendment)

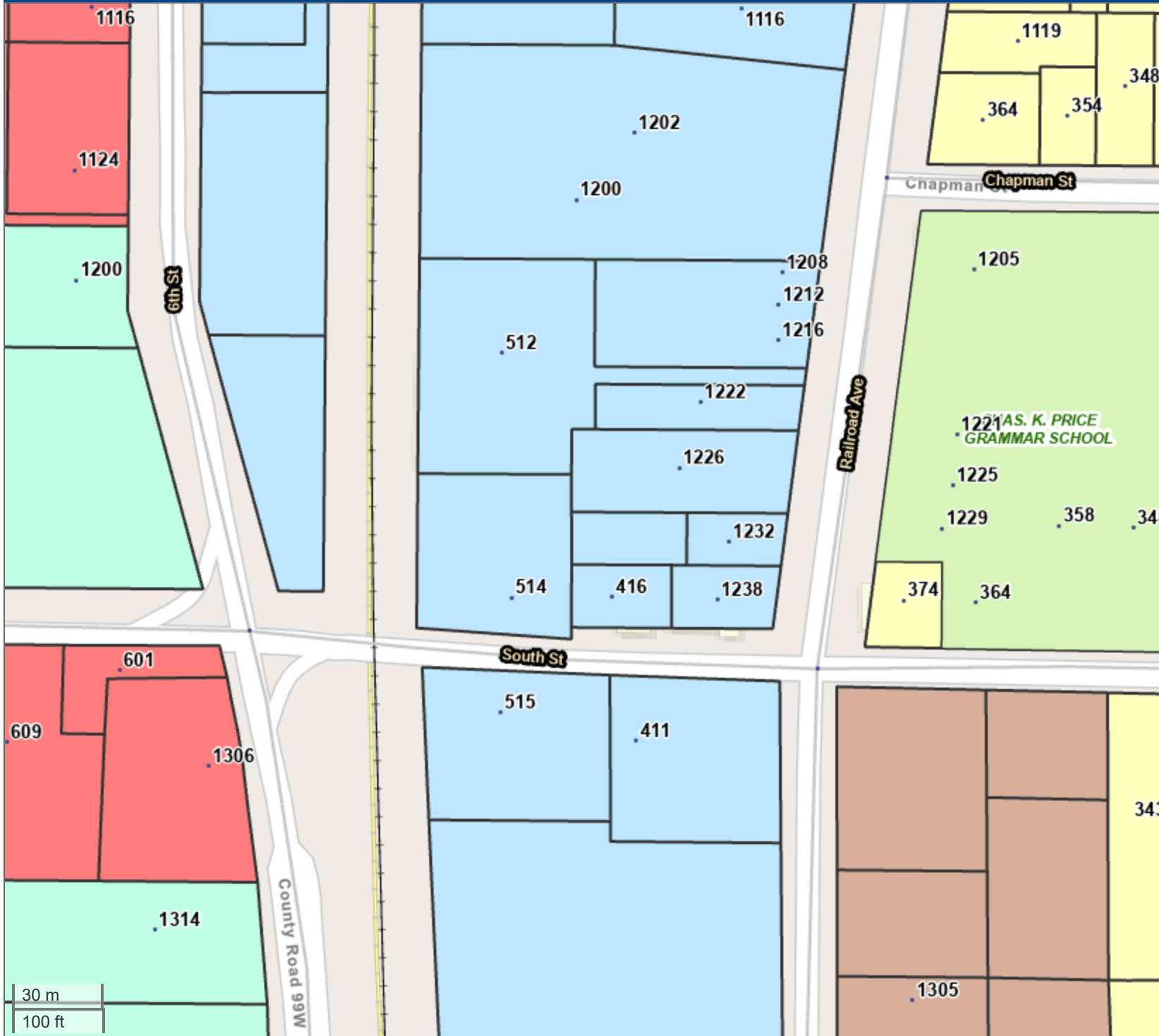
Attachment J. Planning Commission Resolution 2025 -__ (CUP #2025-02)





LEGEND

- Address
- City Limits
- Roads
- Railroad
- Places
- Pavement Survey Data
- Parcels
- Full General Plan Designation
 - C - Commercial
 - I-H - Heavy Industrial
 - I-L/C - Light Industrial/Commercial
 - MU - Mixed Use
 - OS/RC - Open Space/Resource Conservation
 - P-F - Public Facility
 - R-E - Residential Estate
 - R-H - High Density Residential
 - R-M - Medium Density Residential
 - R-L - Low Density Residential



LEGEND

- Address
- City Limits
- Roads
- Railroad
- Places
- Pavement Survey Data
- Parcels
- Full Zoning Designation
 - C-1 - Neighborhood Commercial
 - C-2 - Community Commercial
 - C-H - Highway Service Commercial
 - M-H - Heavy Industrial
 - M-L - Light Industrial
 - MU - Mixed Use
 - O-S - Open Space
 - P-D - Planned Development
 - P-F - Public Facilities
 - R-1 - Residential One-Family
 - R-1/C-2
 - R-2 - Residential Two-Family
 - R-3 - Residential Multiple Family
 - R-E - Residential Estates

CITY OF ORLAND
PLANNING COMMISSION FINDINGS OF APPROVAL FOR:
CONDITIONAL USE PERMIT #2025-02
 512 South Street, Orland, CA 95963
 Assessor's Parcel Number: 040-291-018

Findings for adoption of the Conditional Use Permit:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use;
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use;
3. The proposed use will not be detrimental or injurious to the general welfare of the City of Orland; and
4. The proposed use will be consistent with the policies, standards and any use designations of the general plan, any applicable specific plan and the PD, Planned Unit Development zoning district upon the issuance of the Permit.
5. The project will not have a significant or unmitigable impact on the physical environment.

Staff Analysis of Consistency with Required Findings:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use: *The proposed use is permitted with an approved Conditional Use Permit as established by the Orland Municipal Code and the request has been processed consistent with the provisions of Sections 17.48.030(A)(3) of the OMC. The proposed use would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as the approval of this request would allow for the use and development of the proposed facility on the parcel described as Glenn County Assessor's Parcel Number: 040-291-018 and further described as 512 South Street. The use would not result in any impacts to the existing environment, as the use will not create significant new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. As conditioned, potential impacts associated with the approved use would be addressed. Subject to the issuance of a Conditional Use Permit by the Planning Commission, and subject to the Conditions of Approval for the project, uses of the site would remain consistent with the intent of the General Plan designation and zone district. As such, the project will not be detrimental to the health, safety or general welfare of the project area.*
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use: *The proposed use would be compatible with the surrounding land uses and would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as permit approval would allow for the use of the existing structures on site in a manner permitted*

- by the City Municipal Code and does not include any requests for additional construction or development. The use would not result in any impacts to the existing environment, will not create significant new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. As conditioned, potential impacts associated with the approved use would be addressed. Subject to the issuance of a Conditional Use Permit by the Planning Commission, and subject to the Conditions of Approval for the project, uses of the site would remain consistent with the intent of the General Plan designation and zone district. As such, the project will not be detrimental to the health, safety or general welfare of the project area.*
3. The proposed use will not be detrimental or injurious to the general welfare of the city: *The proposed use is permitted with an approved Conditional Use Permit as established by the Orland Municipal Code and the request has been processed consistent with the provisions of Sections 17.48.030(A)(3) of the OMC. The proposed use would not jeopardize or be detrimental to the health, safety or general welfare of person residing or working in the neighborhood as the approval of this request would allow for a Conditional Use Permit to be assigned to parcel: 040-291-018. The proposed use is compatible with the surrounding environment as the project site is located in an area of predominantly mixed uses and none of the uses surrounding the proposed use is known to produce odors, noise, dust or other potentially negative attributes so as to negatively impact the proposed use. The proposed use would not result in any adverse impacts to the existing environment, as the use will not create new noise, and there are no scenic vista points or designated scenic roadways in the area that would be affected. The proposed use would not result in the use of hazardous substances or create a hazardous condition on the site. As such, the project will not be detrimental to the health, safety or general welfare of the city.*
 4. The proposed use will be consistent with the policies, standards and land use designations of the general plan and any applicable specific plan: *The City of Orland Municipal Code allows for the issuance of a Conditional Use Permit to be applied to a property zoned M-L, Limited Industrial, upon the approval of a Conditional Use Permit by the Planning Commission. With the issuance of a Conditional Use Permit, the project would be consistent with the City's codes and standards.*
 5. The project will not have a significant or unmitigable impact on the physical environment. *The proposed project meets the criteria for the use of the existing structure pursuant to the State CEQA guidelines Section 15301 a class one exemption and pursuant to Government Code Section 15061.B.3 and will not have a significant impact on the physical environment.*

March 17, 2025

City of Orland
Pete Carr
815 Fourth Street
Orland, CA 95963

Subject: Request to Amend Permitted Uses for Zoning Classification M-L

Dear Pete Carr and Scott Friend,

On behalf of the Glenn County Office of Education (GCOE), I am writing to formally request that "Schools" be added to the list of permitted uses under the Zoning Classification M-L (Light Industrial) within the City of Orland. This amendment would provide greater flexibility in the development and location of educational facilities, ensuring that schools can be established in areas that support the educational needs of our community.

As our county continues to grow, the need for accessible educational institutions becomes increasingly critical. Allowing schools in M-L zones would enable us to utilize existing infrastructure and facilities that may be well-suited for educational purposes, while also ensuring compliance with local zoning regulations. We believe that this modification aligns with the city's goals of fostering community development, supporting education, and making efficient use of available space.

We respectfully request that this proposed amendment be reviewed at the earliest convenience and considered for adoption. We would appreciate the opportunity to discuss this matter further and provide any additional information necessary to support this request. Please let us know if there are any upcoming meetings or public hearings where this request could be presented for further discussion.

Thank you for your time and consideration. We look forward to your response and the opportunity to collaborate in enhancing educational opportunities for the residents of Orland and Glenn County.

Sincerely,



Ryan Bentz, Superintendent

17.48.020 Principal permitted uses.**A. Principal permitted uses in the M-L zone are as follows:**

1. Administrative, business and professional offices;
2. Agricultural product processing;
3. Agricultural supplies and equipment sales;
4. Alcoholic beverage sales, on-site;
5. Automotive repair;
6. Automobile service stations;
7. Bottling plant;
8. Carpentry and cabinet making shops;
9. Clothing manufacture;
10. Contractor's yards;
11. Crop and tree farming;
12. Electric component assembly and manufacturing;
13. Equipment rental yards;
14. Fabrication of wood, metal and fiber products;
15. Fire station;
16. Government vehicle repair/storage yards;
17. Handicraft manufacture;
18. Light industrial uses within an enclosed building with no noticeable noise, odors or vibrations at the property line;
19. Manufacturing within enclosed buildings of electrical and electronic equipment and of household effects and appliances; metal working shops;
20. Motor repair;
21. Paint booth;
22. Plumbing shops;
23. Propane sales;
24. Public utility buildings;
25. Pump sales and repair;
26. Research and development facilities;
27. Recycling facility;
28. Recreational vehicle storage;
29. Restaurants and outdoor eating areas;
30. Storage warehouses;
31. Towing services;

32. Tractor sales equipment yards;
33. Truck storage, repair and distribution centers.
34. Accessory dwelling units and junior accessory dwelling units.

B. Other uses which the city planner determines by written findings are similar to the above.

(Ord. 2007-05 § 3 (part))

(Ord. No. 2020-06, (Exh. B))

17.48.025 Administratively permitted uses.

A. Administratively permitted uses in the M-L zone are as follows:

1. Catering trucks;
2. Food trucks;
3. Produce stand(s);
4. Fireworks sales;
5. Electric vehicle charging stations. For use in automobile service stations see Section 17.48.020.

B. Other uses which the city planner determines by written findings are similar to the above pursuant to Section 17.04.030.

(Ord. 2007-05 § 3 (part))

(Ord. No. 2012-06, § 1; Ord. No. 2015-01, § 1(Exh. A); Ord. No. 2022-02, Exh. A)

17.48.030 Conditional uses requiring use permits.

A. Conditional uses requiring use permits in the M-L zone are as follows:

1. Airports, heliports and landing strips;
2. Animal hospitals and kennels;
3. Bowling alley;
4. Catering truck(s)/food truck(s);
5. Churches;
6. Day care;
7. Dry cleaning plants;
8. Dwellings, motels and mobile home parks;
9. Explosives, sale and storage;
10. Flea market(s);
11. Health club;
12. Manufacturing uses not within an enclosed building;
13. Mini-storage;

14. Printing and lithography.

15. Schools, public and private (vocational/technical)

- B. Special regulations: all manufacturing and fabricating areas shall be enclosed in buildings, and all equipment and materials storage areas adjacent to R zones shall be screened by walls, fences or adequate plantings to a height of not less than six feet.
- C. Storage of gasoline and other petroleum products emitting a flammable vapor at less than one hundred (100) degrees Fahrenheit.
 - 1. Surplus sales.
- D. Other uses which the city planner determines by written findings are similar to the above pursuant to Section 17.04.030.

(Ord. 2007-05 § 3 (part))

Notice of ExemptionForm D 6. A.

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: Municipal Code Amendment to Title 17 – Conditional uses requiring use permits (17.48.030).

Project Location - Specific:

City of Orland – Citywide.

Project Location – City: Orland **Project Location – County:** Glenn

Description of Nature, Purpose, and Beneficiaries of Project: Amendment to Title 17, *Zoning* of the Orland Municipal Code to revise the listing of Conditionally Permitted Uses in the M-L, Limited Industrial zoning district.

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: §115061(b)(3) General rule
☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The City of Orland City Council has determined that this project is exempt from CEQA as it can be seen with certainty that there is no possibility that the proposed revisions to the City of Orland Municipal Code would have a significant effect on the environment. Therefore, the project is exempt pursuant to CEQA Guidelines Section 15061(b)(3).

Lead Agency

Contact Person: Scott Friend, AICP **Area Code/Telephone/Extension:** (530) 865-1608

Signature: _____ **Date:** _____ **Title:** City Planner

- ☒ Signed by Lead Agency

Date received for filing at OPR: N/A

Notice of ExemptionForm D **6. A.**

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☒ County Clerk
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526 West Sycamore Street
Willows, CA 95988

Project Title: Municipal Code Amendment to Title 17 – Conditional Use Permit (CUP 2025-02).

Project Location - Specific:

City of Orland – Citywide.

Project Location – City: Orland **Project Location – County:** Glenn

Description of Nature, Purpose, and Beneficiaries of Project: Issuance of a Conditional Use Permit (CUP) to the Glenn County Office of Education (GCOE) for the purposes of operating a School, public and private (vocational/technical) at 512 South Street and also referenced as Glenn County APN 040-291-018. The beneficiaries of the project will be the students attending and the residences of Glenn County.

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: §115061(b)(3) General rule
- ☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The City of Orland City Council has determined that this project is exempt from CEQA as it can be seen with certainty that there is no possibility that the proposed revisions to the City of Orland Municipal Code would have a significant effect on the environment. Therefore, the project is exempt pursuant to CEQA Guidelines Section 15061(b)(3).

Lead Agency

Contact Person: Scott Friend, AICP **Area Code/Telephone/Extension:** (530) 865-1608

Signature: _____ Date: _____ Title: City Planner

☒ Signed by Lead Agency

Date received for filing at OPR: _____ N/A

**CITY OF ORLAND
PLANNING COMMISSION RESOLUTION PC 2025-__**

**MAKING A RECOMMENDATION FOR
APPROVAL OF AN AMENMENT TO TITLE 17 – ZONING OF THE
CITY OF ORLAND MUNICIPAL CODE AMENDING
SECTION 17.48.030 – CONDITIONAL USES REQUIRING
USE PERMIT TO ADD A NEW USE LISTING TO THE
LIST OF USES ENTITLED *SCHOOLS, PUBLIC AND PRIVATE*
(*VOCATIONAL/TECHNICAL*)**

WHEREAS, the Planning Commission held a duly noticed public hearing to accept public comments and to review and consider the application on April 17, 2025; and

WHEREAS, the Planning Commission deliberated on the proposed request and has determined that the request is consistent with the Orland General Plan; and

WHEREAS, the Planning Commission has determined the project is Categorically Exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Sections 15061.B.3 and 15301 Existing Facilities of the Government Code and State CEQA guidelines further described as the 'Common Sense Exemption' and 'Existing Facilities' Exemption; and

WHEREAS, the Planning Commission, in a staff report dated April 17th, 2025, has made the following findings with respect to the requested action:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use.
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use.
3. The proposed use will not be detrimental or injurious to the general welfare of the city.
4. The proposed use will be consistent with the policies, standards and any use designations of the general plan, any applicable specific plan and the M-L, Limited Industrial zoning district upon the issuance of the Permit.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Orland does hereby approve Zoning Code Text Amendment #2025-01, subject to the following conditions:

General Conditions:

1. The applicant shall file a Declaration of Acceptance of the following conditions by submitting a signed copy of the conditions to the Planning Department within ten (10) days of Planning Commission approval.
2. Failure to comply with the conditions specified herein as the basis for approval of application and issuance of permit constitutes cause for the revocation of said permit. Unless otherwise provided for in a special condition to this Use Permit, all conditions must be completed prior to or concurrently with the establishment of the granted use.
3. The use granted by this permit shall be established within one (1) year of the date of approval or the permit shall become null and void.
4. The applicant shall submit a check or money order in the amount of **\$100.00 made payable to the City of Orland** for the preparation of the Notice of Exemption from CEQA within five (5) days of the date of approval.

5. The applicant shall submit a check or money order in the amount of **\$50.00 made payable to the Glenn County Recorder's Office** for the fee to record the Notice of Exemption from CEQA within five (5) days of the date of approval.
6. Neither the applicant, or any agent nor representative of the applicant shall intentionally omit or misrepresent any material fact in connection with the application. Any alleged material misrepresentation shall constitute grounds for the City of Orland to commence a revocation hearing and constitute grounds to revoke the permit.
7. The project applicant and/or contractor shall obtain all necessary permits from the City and pay all appropriate fees for any required utilities modification, construction, and connection work associated with the project. Project shall also obtain permits all necessary and required building permits from the City of Orland Building Department and pay all appropriate fees for construction work to be undertaken as a result of this approval.
8. If changes are requested to the plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the Planning Commission prior to implementing the changes.

The foregoing Resolution was adopted by the Planning Commission on the 17th day of April, 2025 by the following vote:

AYES: Commission Members:

NOES: Commission Members:

ABSENT: Commission Members:

ABSTAIN: Commission Members:

ATTEST:

Jennifer T. Schmitke, City Clerk / Clerk of the Planning Commission

**CITY OF ORLAND
PLANNING COMMISSION RESOLUTION PC 2025-__**

**APPROVAL OF CONDITIONAL USE PERMIT #2025-02
512 South Street / APN: 040-291-018**

WHEREAS, the Planning Commission held a duly noticed public hearing to accept public comments and to review and consider the application on April 17, 2025; and

WHEREAS, the Planning Commission deliberated on the proposed request and has determined, subject to approval of the Conditional Use Permit, the request is consistent with the Orland General Plan and the requirements of the Orland Zoning Code; and

WHEREAS, the Planning Commission has determined the project is Categorically Exempt from further review under the California Environmental Quality Act (CEQA) pursuant to Sections 15061.B.3 and 15301 Existing Facilities of the Government Code and State CEQA guidelines further described as the 'Common Sense Exemption' and 'Existing Facilities' Exemption; and

WHEREAS, the Planning Commission, in a staff report dated April 17th, 2025, has made the following findings with respect to the requested Conditional Use Permit:

1. The proposal will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use.
2. The proposed use will not be detrimental or injurious to property and improvements in the neighborhood of the proposed use.
3. The proposed use will not be detrimental or injurious to the general welfare of the city.
4. The proposed use will be consistent with the policies, standards and any use designations of the general plan, any applicable specific plan and the M-L, Limited Industrial zoning district upon the issuance of the Permit.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Orland does hereby approve Conditional Use Permit #2025-02, subject to the following conditions:

General Conditions:

1. The applicant shall file a Declaration of Acceptance of the following conditions by submitting a signed copy of the conditions to the Planning Department within ten (10) days of Planning Commission approval.
2. Failure to comply with the conditions specified herein as the basis for approval of application and issuance of permit constitutes cause for the revocation of said permit. Unless otherwise provided for in a special condition to this Use Permit, all conditions must be completed prior to or concurrently with the establishment of the granted use.
3. The use granted by this permit shall be established within one (1) year of the date of approval or the permit shall become null and void.
4. The applicant shall submit a check or money order in the amount of **\$100.00 made payable to the City of Orland** for the preparation of the Notice of Exemption from CEQA within five (5) days of the date of approval.
5. The applicant shall submit a check or money order in the amount of **\$50.00 made payable to the Glenn County Recorder's Office** for the fee to record the Notice of Exemption from CEQA within five (5) days of the date of approval.
6. Neither the applicant, or any agent nor representative of the applicant shall intentionally omit or misrepresent any material fact in connection with the application. Any alleged material

misrepresentation shall constitute grounds for the City of Orland to commence a revocation hearing and constitute grounds to revoke the permit.

7. The project applicant and/or contractor shall obtain all necessary permits from the City and pay all appropriate fees for any required utilities modification, construction, and connection work associated with the project. Project shall also obtain permits all necessary and required building permits from the City of Orland Building Department and pay all appropriate fees for construction work to be undertaken as a result of this approval.
8. If changes are requested to the plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the Planning Commission prior to implementing the changes.
9. No changes shall be made to any approved plan(s), which would alter the character of the site plan or the use of the property, without prior approval of the City Planner and City Engineer.
10. If changes are requested to the site plan or the Conditions of Approval, a Conditional Use Permit Amendment shall be required, with all applicable fees, and approved by the City Council, prior to implementing the changes.

The foregoing Resolution was adopted by the Planning Commission on the 17th day of April, 2025 by the following vote:

AYES: Commission Members:

NOES: Commission Members:

ABSENT: Commission Members:

ABSTAIN: Commission Members:

ATTEST:

Jennifer T. Schmitke, City Clerk / Clerk of the Planning Commission



CITY OF ORLAND STAFF REPORT

MEETING DATE: April 17, 2025

TO: City of Orland Planning Commission

FROM: Scott Friend, AICP – City Planner

SUBJECT: **Special Events (informational only / discussion only)**

- Information to support a discussion regarding Special Event Permits / Permitting in the City of Orland

Environmental Review:

- N/A

SUMMARY:

The Planning Commission has requested that planning staff provide information concerning the City of Orland's regulations regarding Special Events and has asked staff to undertake research in other incorporated cities in the region to assist in informing the dialogue on this matter. This report is prepared for this purpose.

DISCUSSION / ANALYSIS:

The City of Orland regulates "Special Events" via the use of an application that can be found on the City's website at the following location: <https://www.cityoforland.com/wp-content/uploads/2025/01/Special-Event-Permit-Full-Packet-2025-1.pdf>. Additionally, the Special Event packet can be found on the Planning Department webpage, the Police Department webpage and the Public Works Department webpage and is available from both the Police Department and City Hall proper locations.

As noted above, the Special Event Permit Application is the permitting process that the City has utilized to address non-permanent, transient, temporary uses in the City. Title 17 – *Zoning* of the Orland Municipal Code (OMC) does not contain any direction, definition(s) or details about a "special event". The only known reference in the Orland Municipal Code to something that could reasonably be considered to be a "special event" is found in OMC Title 5 – *Business Licenses and Regulations* in OMC Section 5.28. Specifically, OMC Section 5.28 establishes rules, regulations, procedures and guidelines for "Public Dances, Exhibitions, Carnivals and Other Public Entertainment". Specifically, OMC Section 5.28 establishes the following:

5.28.020 Permit application.

Any person, firm, corporation, club, organization or association desiring to hold or conduct a public dance, exhibition, carnival or public entertainment in the city, shall file an application for a permit to hold such public dance, exhibition, carnival or public entertainment with the chief of police not less than three days prior to the date of such event. The application shall be on a form prescribed by the chief of police and shall set forth the following:

- A. The name of the person, firm, corporation, club, organization or association holding or conducting the event;*
- B. The date, time and place of the event;*
- C. The amount of the admission charge to the event, if any;*
- D. The type of music to be played at the event (live instrumental or recorded), and whether or not amplifiers will be used;*
- E. The number of persons expected to be in attendance at the event.*

(Prior code § 5401)

It is noted that this section of the City Code, along with the City's existing Special Event Permit Application, indicates that permit for these events are to "obtain" a valid permit from the Chief of Police (OMC 5.28.020 et seq).

Consistent with the guidelines established in Title 5 of the OMC, it is staff's understanding that the Orland Police Department established the current special events application form and process as a more formal method to consider, approve and track such permits. From a historical perspective, it is the understanding of Planning staff that such permits were used primarily for the purposes of providing information to the Police Department (and subsequently the Fire Department, Parks and Recreation Department and Public Works Department) of activities occurring in the City and/or on public property such that the applicable departments could appropriately staff, monitor, plan for or schedule planned events.

As noted above, the current practice of issuing Special Event Permits has evolved over time as a method to understand and plan for events in the City. With this approach, there was not an intention to create a formal mechanism to address events or activities in the City. Rather, the issuance of special event permits was evolutionarily done as a way to track and plan for events in the City with no intention of creating a formal "process" for such actions. As a general principal, the intention of the City of Orland has always been to keep approval costs low and to minimize bureaucratic actions that have the result of creating or increase approval times or the minimum level of effort necessary to achieve the goal.

Example Agencies / Regional Practice Survey:

As noted previously, the Planning Commission requested that Planning Department staff conduct a summary-level survey of other agencies to assess how other agencies handle similar requests (short-term sales / special events). The matrix below seeks to summarize a very complex and multi-dimensional regulatory structure:

City	Permitting Methodology	Approval Type / Entity	Standards/Regulations
City of Orland (\$17.76.030)	Special Event Permit	City Manager/Designee	Special Event Permit is circulated to Fire, Parks, Public Works and OPD.
City of Chico (\$19.22.030)	Temporary Use, Administrative Use Permit	Director's Approval (subject to conditions)	Temporary Use may occur for up to 10 days.
City of Redding (\$18.17)	Temporary Use Permit	Director's Approval (subject to conditions)	Only allowed on commercially zoned properties
			Shall be limited to 10 calendar days per event and no more than 4 events of any one type per property per year.
City of Oroville (\$17.16.060)	Administrative Use Permit	Zoning Administrator Approval	May occur for a maximum of 5 days in any 30-day period.
			Only allowed in the Public/Quasi-Public Facilities (PQ) & Open Space (OS) Zones.
City of Red Bluff (\$25.194)	Administrative Use Permit	Director's Approval (subject to conditions)	Temporary outdoor events <u>occurring on public property</u> and have a reasonable possibility of attracting 50+ ppl. shall obtain a setup permit.
	Setup Permit	Technical Advisory Committee	

In summary, it can be relayed to the Planning Commission that the existing parameters for the approval of special event permits in the City of Orland involves an evolutionary process seeking to impart minimal cost and regulation on special events. The current process does not involve a notification process, does not set any significant requirements, does not involve any substantial lead-times, does not seek to create cost incentives or disincentives for applicants, and, is intended primarily to give advanced notice to City departments above activities expected in the City. It is acknowledged that this approach may result in the periodic occurrence of events that cause friction in the community.

ENVIRONMENTAL DETERMINATION:

N/A

FISCAL IMPACTS: N/A.

RECOMMENDATIONS: N/A

ATTACHMENTS:

Attachment A. Special Event Permit Application Form (original)

Attachment B. Special Event Permit Application Form (current)



City of Orland

7. A.

Special Event Permit Application

All event permit applications must be received at least ten business days prior to the event. The application must be approved by all of the relevant departments. For questions, please call Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

From: am/pm **To:** am/pm

Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: am/pm **To:** am/pm

Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

Please answer the following questions:

Circle:

Is this an annual event? How many years have you been holding this event? _____

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? _____

Yes / No

Will there be amplified sound/music at event? Specify Type: _____

Yes / No

Band Name: _____

Will there be any entertainment apparatus? (Stage, etc.)

Yes / No

Specify: _____

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? _____

Yes /

Please answer the following questions:

Circle:

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? _____

Please include any other information regarding the event that the City of Orland may need to know about.

Park Rules

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040

Insurance

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: _____

NOTE: PLEASE SEE **ATTACHMENT A** FOR INSURANCE REQUIREMENTS.

(Attach copy of certificate of Insurance)

Signature of Applicant

Print/Type Name

Date

For Department Use Only

Requirements & Remarks

Police Department

NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.

Security Officers Needed _____

Public Works Department

Fire Department

Recreation Department

Police Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Recreation Department

Date



City of Orland

7. A.

Special Event Permit Application

All event permit applications must be received at least twenty-one (21) business days prior to the first date, or date, of the Special Event. Event noticing shall be undertaken, by the event applicant, to all residences and businesses within 500 ft at least fourteen (14) days prior the event with evidence of such provided to the Planning Department upon the mailing or distribution of notices.

The application must be approved by all relevant departments.

If the event will take place on private property, an Administrative Use Permit shall be required.

For questions, please call the Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

From: am/pm **To:** am/pm
Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: am/pm **To:** am/pm
Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

Please answer the following questions:

Circle:

Is this an annual event? How many years have you been holding this event? _____

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? _____

Yes / No

Will there be amplified sound/music at event? Specify Type: _____

Yes / No

Will there be any entertainment apparatus? (Stage, etc.) Band Name: _____
Specify: _____

Yes / No

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? _____

Yes / No

Please answer the following questions:

Circle:

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? _____

PLEASE NOTE: ANY AND ALL NOISE AND LIGHTING MUST CEASE PRIOR TO 10 PM

Please include any other information regarding the event that the City of Orland may need to know about.

Park Rules

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040

Insurance

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: _____

NOTE: PLEASE SEE ATTACHMENT A FOR INSURANCE REQUIREMENTS.

(Attach copy of certificate of Insurance)

Signature of Applicant

Print/Type Name

Date

For Department Use Only

Requirements & Remarks

Police Department

NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.

Security Officers Needed _____

Public Works Department

Fire Department

Recreation Department

Planning Department

Building Department

Administration Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Recreation Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Planning Department

Date

Authorizing Signature – Building Department

Date

Authorizing Signature – Administration Department

Date

Attachment A

Insurance Requirements for Rental of City Facilities

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his/her guests, agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City of Orland, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Renter hereby grants to Entity a waiver of any right to subrogation which any insurer of said Renter may acquire against the Entity by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Renter shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. All certificates and endorsements are to be received and approved by the Entity at least five days before Renter commences activities.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance

In some cases, the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the Entity.

Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from Entity.

Special Risks or Circumstances

Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.