



## AGENDA

### CITY OF NORCO

CITY COUNCIL

REGULAR MEETING

CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE

AUGUST 15, 2012

- 
- CALL TO ORDER: 7:00 p.m.
- ROLL CALL: Mayor Kevin Bash  
Mayor Pro Tem Kathy Azevedo  
Council Member Berwin Hanna  
Council Member Herb Higgins  
Council Member Harvey C. Sullivan
- PLEDGE OF ALLEGIANCE: Mayor Pro Tem Azevedo
- INVOCATION: The River – A Foursquare Church  
Pastor Jared G. Vieyra
- PRESENTATION: Information Regarding Norco Pride Awards
1. CITY COUNCIL CONSENT CALENDAR ITEMS: *(All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Council, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Council or the audience request specific items be removed from the Consent Calendar. Items removed from the Consent Calendar will be separately considered under Item No.2 of the Agenda)*
    - A. City Council Minutes:  
Regular Meeting of July 18, 2012 (Amended)  
Special Meeting of August 1, 2012  
Regular Meeting of August 1, 2012  
Recommended Action: **Approve the City Council Minutes** (City Clerk)
    - B. Procedural Step to Approve Ordinance after Reading of Title Only.  
**Recommended Action: Approval** (City Clerk)
    - C. Recap of Actions Taken at the Planning Commission Regular Meeting of August 8, 2012. **Recommended Action: Receive and File** (Planning Director)
    - D. Acceptance of the Temescal Avenue, Reservoir Drive, Detroit Street and Pedley Avenue Street Overlay Project as Complete. **Recommended Action: Accept the Temescal Avenue, Reservoir Drive, Detroit Street and Pedley Avenue Street Overlay Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Deputy Director of Public Works/Senior Engineer)
  2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:

3. CITY COUNCIL PUBLIC HEARING:

- A. City Initiated Proposal to Change the Zoning from A-1 (Agricultural Low-Density) to H-D (Hospitality Development) Including the Adoption of a Specific Plan for Regulations on about 6.76 Acres Located at 1510 and 1550 Second Street (APNs 125-180-007 & 010)

*This City-initiated proposal was considered at a Planning Commission public hearing at which time the above noted subject was discussed and considered. Resolution 2012-29 was presented as a recommendation for approval from the Planning Commission of the proposed zone change from the A-1-20 zone to the HD zone. Resolution 2012-30 was presented as a recommendation from the Planning Commission for approval of Hospitality Development Specific Plan 2 to establish the development standards for the property in question. After consideration and approval of recommended changes to the Draft Specific Plan, the Planning Commission then voted to deny both resolutions for approval. At its August 1, 2012 meeting, the City Council voted to set the project for an appeal hearing.*

**Recommended Actions:**

1.) Adopt Resolution No. 2012-\_\_\_, concurring with the action of the Planning Commission and deny the appeal.

or

2.) a.) Adopt a Negative Declaration, and b.) Adopt Ordinance No. \_\_\_ for first reading, approving Zone Change 2012-08 with corresponding Hospitality Development Specific Plan 2, and General Plan Amendment 2012-02 to apply the Hospitality Development zone (HD) on 6.75 acres on the southwest corner of Second Street and Valley View Avenue. (Planning Director)

4. CITY COUNCIL DISCUSSION/ACTION ITEMS:

- A. Revisions to Code Compliance Policies and Procedures. **Recommended Action: Approve the recommended change to the Code Compliance Administrative Policy that requires a written complaint requirement before a residential violation is investigated.** (City Manager)
- B. Discussion of Norco Citizens Patrol's Role and Parking Citation Authority. **Recommended Action: Discuss and provide direction as needed.** (City Manager)

5. PUBLIC COMMENTS OR QUESTIONS - THIS IS THE TIME WHEN PERSONS IN THE AUDIENCE WISHING TO ADDRESS THE CITY COUNCIL REGARDING MATTERS NOT ON THE AGENDA MAY SPEAK. PLEASE BE SURE TO COMPLETE THE CARD IN THE BACK OF THE ROOM AND PRESENT IT TO THE CITY CLERK SO THAT YOU MAY BE RECOGNIZED.
  
6. CITY COUNCIL COMMUNICATIONS:
  - A. Reports on Regional Boards and Commissions
  
  - B. City Council Announcements
  
7. CITY MANAGER REPORTS:
  
8. ADJOURNMENT:

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office, (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).*

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*Staff reports are on file in the Office of the City Clerk. Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be available for public inspection at the City Clerk's Counter in City Hall located at 2870 Clark Avenue.*



**AMENDED MINUTES**  
**CITY OF NORCO**  
CITY COUNCIL/SUCCESSOR AGENCY  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
JULY 18, 2012

**CALL TO ORDER:** Mayor Bash called the meeting to order at 7:00 p.m.

**ROLL CALL:** Mayor Kevin Bash, **Present**  
Mayor Pro Tem Kathy Azevedo, **Present**  
Council Member Berwin Hanna, **Present**  
Council Member Herb Higgins, **Present**  
Council Member Harvey C. Sullivan, **Present**

**PLEDGE OF ALLEGIANCE:** Council Member Higgins

**INVOCATION:** Council Member Sullivan

**PROCLAMATIONS:** United Way  
*Allen Villalobos, Executive Director*

**Mayor Bash and Mayor Pro Tem Azevedo presented Mr. Villalobos with a certificate of appreciation recognizing the United Way's contributions to the UNLOAD Committee and the events that they hold.**

Parks Make Life Better Month  
*Month of July*

**Mayor Bash recognized the City's Parks, Recreation & Community Services Department and proclaimed the month of July 2012 as Parks Make Life Better Month.**

**1. CITY COUNCIL CONSENT CALENDAR ITEMS:**

**M/S Higgins/Sullivan to approve the items as recommended on the City Council Consent Calendar. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- A. City Council Minutes:  
Regular Meeting of June 20, 2012  
Recommended Action: **Approve the City Council Minutes** (City Clerk)
- B. Procedural Step to Approve Ordinance after Reading of Title Only.  
Recommended Action: **Approval** (City Clerk)

- C. Ratification of the Fiscal Year 2012-2013 Western Riverside County Regional Wastewater Authority Budget. **Recommended Action: Adopt Resolution No. 2012-59, approving the 2012-2013 Western Riverside County Regional Wastewater Authority Budget.** (Director of Public Works)
  - D. Acceptance of Bids and Award of Contract for the Hamner Avenue Widening Project and Related Construction Services. **Recommended Action: Accept bids submitted for the widening of Hamner Avenue and award a contract to Griffith Company in the amount of \$4,133,320.25 for the Base Bid and \$1,188,610.00 for Add Alternate Bid No. 1; and additional related construction services in the amount of \$238,031, and authorize the City Manager to approve contract change orders up to 10 percent of the base bid and construction service contract amounts.** (Deputy Public Works Director/Senior Engineer)
  - E. Acceptance of Hemborg Ford's Low Bid to Replace Vehicle No. 432. **Recommended Action: Approval** (Deputy City Manager/Director of Finance)
  - F. Ratification of a Change Order in the amount of \$3,000 to an Existing Contract for Environmental Services with Michael Brandman & Associates to Complete the Revised Scope of Work Related to the Widening of Hamner Avenue. **Recommended Action: Approval** (Planning Director)
  - G. Award of Professional Services Contract to RKA Consulting Group for City Engineering Services through June 30, 2013. **Recommended Action: Approval** (Director of Public Works)
  - H. Approval of Addendum No. 7 to the Western Riverside County Regional Wastewater Authority ("WRCRWA") Joint Exercise of Powers Agreement. **Recommended Action: Approve Addendum No. 7 to the WRCRWA Joint Exercise of Powers Agreement, subject to non-substantive changes and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Amendment.** (Director of Public Works)
  - I. Quarterly Investment Report for Quarter Ended June 30, 2012 **Recommended Action: Receive and File** (Deputy City Manager/Director of Finance)
2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:

3. CITY COUNCIL DISCUSSION/ACTION ITEMS:

- A. Designation of Voting Delegate and Alternate for the 2012 League of California Cities Annual Conference. **Recommended Action: Appoint one Voting Delegate and one Alternate Voting Delegate to represent the City of Norco at the 2012 League of California Cities Annual Conference.** (City Clerk)

**M/S Azevedo/Bash to appoint Council Member Sullivan to serve as the City's voting Delegate at the 2012 League of California Cities Annual Conference. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE**

**M/S Bash/Higgins to appoint Council Member Hanna as the City's Alternate voting Delegate at the 2012 League of California Cities Annual Conference. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE**

- B. Appointment of Two Council Members to Serve on the Zoning and Development Issues Working Group **Recommended Action: Appoint Two City Council Members to serve on a Zoning and Development Issues Working Group.** (City Manager)

**City Manager Groves** presented the item for Council discussion.

**M/S Hanna/Higgins to appoint Council Member Sullivan and Mayor Pro Tem Azevedo to serve on the Zoning and Development Issues Working Group. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE**

- C. Approval of the Striping of Certain Streets for Bikeway as Part of the Santa Ana River Trail and Parkway Program. **Recommended Action: That the City Council approve the striping of a Class II bikeway along Corydon Avenue/Norco Drive from River Road to Cedar Avenue; a Class III bikeway from Cedar Avenue to Crestview Drive along Alhambra Street, Taft Street, Old Hamner Road, Detroit Street, Sierra Avenue, Pedley Avenue and River Drive as part of the Santa Ana River Trail and Parkway Program and provide direction on the Alternative "By-Pass" Route.** (Deputy Public Works Director/Senior Engineer)

**Deputy Public Works Director/Senior Engineer Askew** presented the item for Council discussion.

**Rod Holland.** Mr. Holland commented as an avid cyclist and noted his concerns regarding numerous City locations and streets.

**Public Works Director Thompson** stated that there will be capital improvements made to the streets involved in the bike routes. He also noted that all of the Class III bikeways are temporary.

**Parks, Recreation & Community Services Director Petree** stated that there will be many organizations, including bicycle clubs, involved in this process and Mr. Holland's comments will be passed on for review.

**Mayor Pro Tem Azevedo** commented on her concerns regarding the signs being placed in the right-of-way on lawns, noting the residents that are being impacted. She further asked if any of the bike lanes will be in conflict with the NEV lanes. In response, City Manager Groves stated that only the plan was developed and there is no funding for the lanes. Mayor Pro Tem Azevedo stated that she concurs with the Commission on not using Sixth Street as an alternate route.

**Council Member Hanna** commented on the block between Sierra and Woodward and the traffic that moves fast through that area and further asked if the street will be widened. Staff responded that the bicyclists will be in the vehicular travel lane and not on the horse trail side, noting the improvements that will be made to the City's trails and the grant funding that will be available.

**Council Member Higgins** commented on his concerns regarding the speed of travel for bikes, horses and autos; noting the congestions added from parking on the streets. He stated that he is assuming that this is temporary and asked how much say the Council has in the improvements. Staff responded that all improvements would be brought back to the Council for its approval.

**M/S Azevedo/Hanna to approve the striping of a Class II bikeway along Corydon Avenue/Norco Drive from River Road to Cedar Avenue; a Class III bikeway from Cedar Avenue to Crestview Drive along Alhambra Street, Taft Street, Old Hamner Road, Detroit Street, Sierra Avenue, Pedley Avenue and River Drive as part of the**

**Santa Ana River Trail and Parkway Program with the exception of Sixth Street as the Alternative "By-Pass" Route.**

**Under Discussion:** Council Member Higgins received confirmation that any change to this plan would be brought back to Council

The motion was carried by the following roll call vote:

**AYES:** AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAIN:** NONE

**4. CITY COUNCIL PUBLIC HEARING:**

- A. Public Hearing Ordering the Continuation of Landscape Maintenance Districts and Confirming a Diagram and Assessment and Providing for an Annual Assessment Levy for Districts No. 1 - Beazer, Tract 28765; No. 2 – Western Pacific, Tract 25779; No. 3 – Centex, Tract 28626; No. 4 – Norco Ridge Ranch, Tracts 29588 and 29589; and No. 5 – Hawk's Crest, Tract 30230

*The "Landscaping and Lighting Act of 1972 requires an Engineer's Report for existing landscape maintenance districts (LMDs) must be reviewed and approved annually to continue assessments for the districts. The formation of the five districts allows for an annual increase not to exceed the Consumer Price Index (CPI). The CPI ending March 31, 2012 adjustment per parcel assessment in all districts is 2.0%.*

**Recommended Actions:** That the City Council open the Public Hearing and if no more than 50 percent of the property owners within the District protest, it would be appropriate to adopt Resolution No. 2012-\_\_\_, (Beazer); Resolution No. 2012-\_\_\_, (Western Pacific); Resolution No. 2012-\_\_\_, (Centex); Resolution No. 2012-\_\_\_, (Norco Ridge Ranch); Resolution No. 2012-\_\_\_, (Hawk's Crest), Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy. (City Engineer)

**City Engineer Milano** presented the public hearing item. He noted that all five LMDs had the consumer price index adjustment applied to them, as allowed by each of them, and varies from district to district. He commented on the future use of the reserve for LMD No. 4 and the need for a reserve for future maintenance. He stated that staff recommends keeping the LMD No. 4 fund balance there and once the fencing begins to fail, the plans and project will be brought back to the Council. He further stated that the other districts do not have the same reserve for these types of repairs.

**Mayor Bash OPENED** the public hearing, indicating that proper notification had

**been made and asked for the appearance of those wishing to speak.**

**Lance Gregory.** Mr. Gregory spoke in opposition of any increase in the fees assessed for all of the LMDs. He noted the inconsistent services of Valley Crest.

**Rosa Green.** Ms. Green spoke in support of the additional tax and noted that she is pleased with Valley Crest. She noted that she is opposed to giving funds back to the residents.

**Jodie Webber.** Ms. Webber spoke in opposition of the proposed resolutions and commented specifically on LMD No. 4. She noted that the budget for this year is less than last year and commented on the surplus, which was not noted in the engineer's report. She stated that she did her own research regarding what should be included in the report and commented on what needs to be included, noting that the surplus amount is required to be included. She requested that a resolution be adopted stating the use of the reserves before they are used.

**Roy Hungerford.** Mr. Hungerford commented on the assessments and stated that he would like the reserves kept for future improvements and added to the line item budget. He noted that he would like to see the second phase of drains completed. He commented on Valley Crest, noting that he would like to see the weeds in the streets addressed. He further suggested holding community meetings with LMD No. 4 residents. Lastly, he stated that he would like to see LMDs spread throughout the entire City.

**Bill Green.** Mr. Green commented on the amount of money designated for water and asked if there is any consideration for reclaimed water to reduce the costs.

**Mayor Bash CLOSED the public hearing.**

**Mayor Pro Tem Azevedo** commented on waiving the CPI for one year.

**Council Member Higgins** commented on reserves, noting that if there is a reserve, it needs to be designated for a specific project. City Engineer Milano stated that in LMD No. 4, the reserve has been identified as trail fencing reserve and not a traditional surplus. City Attorney Harper stated that there is no statutory requirement to identify the use of the reserve. Council Member Higgins stated that he wants to see the reserve listed in the engineer's report.

**Council Member Sullivan** noted the comments made about the dead trees. He also commented on the comment made regarding LMDs in the City and stated that he would not have a problem with an LMD and would be in favor of that.

**Mayor Bash** commented on the lack of dead trees in the hills. He added that the Council is assessable for residents to forward any concerns, which will then be forwarded to staff to be addressed. He added that he is in favor of an assessment to maintain the trails.

**M/S Higgins/Sullivan to adopt Resolution No. 2012-60, (Beazer); Resolution No. 2012-61, (Western Pacific); Resolution No. 2012-62, (Centex); Resolution No. 2012-63, (Norco Ridge Ranch); Resolution No. 2012-64, (Hawk's Crest), Ordering the Continuation of a Landscaping Maintenance District and Confirming a Diagram and Assessment and Providing for Annual Assessment Levy, and further to amend the Engineer's Reports to reflect the reserves and identify the purpose for those reserves. and further to amend the Engineer's Reports to reflect the actual total amount of the reserves and indicate what the purpose for those reserves is as identified in the staff report. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**5. PUBLIC COMMENTS OR QUESTIONS:**

**Dave Henderson.** Mr. Henderson commented on the Horsetown USA Hall of Fame Casino Night to be held on Saturday, August 18<sup>th</sup>.

**Karen Leonard.** Ms. Leonard commented on a theft in her neighborhood, noting that items that were stolen were located at a business in Norco.

**Danny Azevedo.** Mr. Azevedo spoke as President of the NHA noting the ride that was held the past weekend and the proceeds that were received that will be donated for the Corydon Staging Area.

**Roy Hungerford.** Mr. Hungerford thanked the Public Works Department for its assistance with the back yard cleanup. Partnership between the Norco Regional Conservancy and the City.

**Vern Showalter.** Mr. Showalter noted that the Streets, Trails and Utilities Commission has brought up LMDs throughout the rest of the City at different times, further noting that if there is support now, they will pursue it again.

**RECESSED:** Mayor Bash recessed the meeting at 9:05 p.m.

**RECONVENE** Mayor Bash reconvened the meeting at 9:15 p.m.

**CITY COUNCIL AGENDA -- ACTING AS THE GOVERNING BODY OF THE SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:**

**6. SUCCESSOR AGENCY CONSENT CALENDAR ITEM:**

- A. Former Norco Community Redevelopment Agency Housing Program Subordination Agreements. **Recommended Action: That the Successor Agency authorize the execution by the Executive Director of subordination agreements in the event of refinancing which do not increase principal sum of trust deeds in a superior position to the Agency's trust deed and do not result in a cash out to the borrower.**  
(Successor Agency Legal Counsel)

**M/S Sullivan/Hanna to authorize the execution by the Executive Director of subordination agreements in the event of refinancing which do not increase principal sum of trust deeds in a superior position to the Agency's trust deed and do not result in a cash out to the borrower. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**7. OTHER MATTERS – CITY COUNCIL, CITY MANAGER AND STAFF:**

- A. City Council Updates from Regional Boards and Commissions/Other Matters:

**Council Member Hanna:**

- Provided an update on the 91 Freeway Widening Project.
- Stated that it is noted on the next Northwest Mosquito Abatement District Agenda that there are cases of West Nile in California.
- Reported on two (2) NART calls responded to.

**Mayor Pro Tem Azevedo:**

- Commented on calls she has received regarding mosquitos along the river and the West Nile threat.
- Reported on the WRCOG General Assembly and the WRCOG-sponsored HERO Program, which is the most successful in state.
- Commented on Master Chef program that aired.
- Asked Lt. Hedge to look into the business allegations reported during public comments.
- Commented on the Day of the Cowboy events to be held on Saturday, July 28<sup>th</sup>.

**Council Member Higgins:**

**M/S Higgins/Bash to place an item on a future City Council agenda to discuss revisions to the code compliance regulations for the City. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**M/S Higgins/Bash to place an item on a future City Council agenda to discuss revising the Mission Statement for the Norco Citizens on Patrol to be able to write parking citations and parking on the trail enforcement regulations. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**Council Member Sullivan:**

- Reported on the potential week-long event for the next Extreme Mustang Makeover. He noted that they are working to secure the date.

**Mayor Bash:**

- Reported on a telephone call he received regarding the sale of bunny rabbits, noting that the City may want to look at revising the fees for the sale of bunny rabbits.
- Requested that the speed sign be fixed on Sixth Street.
- Stated that there will be a 90<sup>th</sup> Birthday Party for Bob Allen on Saturday at the Hillside Farm.
- Received confirmation from Parks, Recreation & Community Services Director Petree that enough donations have been received to order the Rose Eldridge Senior Center monument sign.

**M/S Bash/Higgins to hold a Council study session to receive information on and discuss the existing PERS retirement and health care plans, as well as existing laws. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

B. Staff Other Matters

**City Manager Groves:**

- Reported that she spoke at RURAL and will be speaking at the NHA meeting on Thursday, July 19<sup>th</sup>.

**Public Works Director Thompson:**

- Reported that the telephone number for the Northwest Vector Control District is on the City's website.

**Lt. Hedge:**

- Commented on the request to investigate the alleged business incident noted during public comments and stated that the specifics of investigations are not revealed and may take some time to complete.

8. ADJOURNMENT: There being no further business to come before the City Council, Mayor Bash adjourned the meeting at 9:40 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK



## MINUTES CITY OF NORCO

CITY COUNCIL

SPECIAL MEETING – STUDY SESSION  
NORCO CITY HALL, CONFERENCE ROOMS A AND B  
2870 CLARK AVENUE, NORCO, CA 92860  
AUGUST 1, 2012

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1. CALL TO ORDER: Mayor Bash called the meeting to order at 5:00 p.m.
2. ROLL CALL:  
Mayor Kevin Bash, **Present**  
Mayor Pro Tem Kathy Azevedo, **Present**  
Council Member Berwin Hanna, **Present**  
Council Member Herb Higgins, **Present**  
Council Member Harvey C. Sullivan, **Present**  
  
PLEDGE OF ALLEGIANCE: Brian Petree, Director of Parks, Recreation & Community Services
3. PUBLIC COMMENTS OR QUESTIONS: None
4. DISCUSSION ITEM:
  - A. Overview of Current City CalPERS Contract Provisions Related to Pension and Medical Benefits.

**City Manager Groves and Deputy City Manager/Director of Finance Okoro** presented detailed information regarding the City's current CalPERS pension and medical benefits.

The City Council Members briefly commented on the City's current CalPERS miscellaneous plan.

**Mayor Pro Tem Azevedo** asked if the inflated salaries of the City of Bell effect Norco, as the City is in the same Risk Pool. In response, Deputy City Manager/Director of Finance Okoro noted how each cities contribution rates are set.

**Council Member Sullivan** commented on cities that are filing bankruptcy and if they still have this liability. Deputy City Manager/Director of Finance Okoro responded that all cities are responsible for their unfunded liabilities. City Attorney Harper added that bankruptcy does not void the contracts.

**Mayor Bash** stated that he would like to look at a 2% at 60 formula for new hires. City Manager Groves noted that this would be discussed through the MOU process.

**Council Member Higgins** commented on the Medicare contribution at the age of 65. He noted that he would suggest going to 2% at 65.

The City Council Members briefly commented on the City's current CalPERS Medical Insurance Contract. Concerns were noted regarding the unfunded liability and how many years the City can continue to defer the contribution. Deputy City Manager/Director of Finance Okoro stated that any changes to the present contract would affect current employees and retirees and added that this would be a part of collective bargaining discussions.

5. ADJOURNMENT: There being no further business to come before the City Council, Mayor Bash adjourned the meeting at 5:50 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK



**MINUTES**  
**CITY OF NORCO**  
CITY COUNCIL/SUCCESSOR AGENCY  
REGULAR MEETING  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
AUGUST 1, 2012

---

CALL TO ORDER: Mayor Bash called the meeting to order at 7:00 p.m.

ROLL CALL: Mayor Kevin Bash, **Present**  
Mayor Pro Tem Kathy Azevedo, **Present**  
Council Member Berwin Hanna, **Present**  
Council Member Herb Higgins, **Present**  
Council Member Harvey C. Sullivan, **Present**

PLEDGE OF ALLEGIANCE: Council Member Sullivan

INVOCATION: Calvary Chapel – Norco  
*Pastor Louie Monteith*

PRESENTATION: A selection of the 2012 National Day of the American Cowboy event opening ceremony was shown. A proclamation was read by Mayor Pro Tem Azevedo as received from the City of Jurupa Valley honoring the National Day of the American Cowboy.

**REGULAR CITY COUNCIL AGENDA AS FOLLOWS:**

1. CITY COUNCIL CONSENT CALENDAR ITEMS:

Items 1.A. and 1.E. were pulled by the public for comments and City Council discussion. Council Member Sullivan pulled Item 1.B. for discussion. Mayor Pro Tem Azevedo and Mayor Bash pulled Item 1.C. for discussion.

**M/S Bash/Hanna to approve the remaining items as recommended on the City Council Consent Calendar. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

- A. City Council Minutes:  
Regular Meeting of July 18, 2012  
Recommended Action: **Approve the City Council Minutes (City Clerk)**  
**PULLED FOR DISCUSSION**

- B. Recap of Actions Taken at the Planning Commission Regular Meeting of July 25, 2012. **Recommended Action: Receive and File** (Planning Director) **PULLED FOR DISCUSSION**
- C. Adoption of Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines. **Recommended Action: Adopt the Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines.** (Director of Parks, Recreation and Community Services) **PULLED FOR DISCUSSION**
- D. Approval of the Project and Capacity Agreement for the Expansion of the Western Riverside County Regional Wastewater Authority ("WRCRWA") Treatment Plant. **Recommended Action: Approve the Project and Capacity Agreement for the expansion of the WRCRWA Treatment Plant, subject to non-substantial changers and approval by all WRCRWA Member Agencies; and authorize the Mayor to execute the Agreement.** (Director of Public Works)
- E. Acceptance of the Second Street Improvement Project as Complete. **Recommended Action: Accept the Second Street Improvement Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Deputy Public Works Director/Senior Engineer) **PULLED FOR DISCUSSION**
- F. Approval of Amendment No. One to the Economic Incentive Agreement with Excel Hotel Group. **Recommended Action: Approve Amendment No. One to the Economic Incentive Agreement with Excel Hotel Group.** (Deputy City Manager/Director of Finance)
- G. Acceptance of the Dedication of an Easement for Underground Public Utility Purposes at Mt. Rushmore Drive. **Recommended Action: Accept a property dedication of a 20 foot easement for public utility purposes at 367 Mt. Rushmore Drive, authorize staff to execute an exemption of the sewer connection fee and the water meter fee agreement with the property owner, and authorize the City Clerk to record the easement grant deed.** (Public Works Director)

2. ITEM(S) PULLED FROM CITY COUNCIL CONSENT CALENDAR:

- Item 1.A.** City Council Minutes:  
Regular Meeting of July 18, 2012  
Recommended Action: **Approve the City Council Minutes** (City Clerk)

**Jodie Webber.** Ms. Webber commented on Item 4.A. on the minutes submitted for approval, noting that the motion does not accurately reflect the motion that was on the floor. She added that the motion should have stated that for LMD No. 4, the Engineer's

Report will be amended to reflect the surplus of \$320,000, as indicated in the staff report, and further specify that the surplus use is for the drainage project.

**M/S Azevedo/Bash to table the approval of the Regular Meeting Minutes of July 18, 2012 to the next meeting. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**Item 1.B.** Recap of Actions Taken at the Planning Commission Regular Meeting of July 25, 2012. **Recommended Action: Receive and File** (Planning Director)

**M/S Sullivan/Higgins to appeal Item No. 6.A. on the Recap of Actions taken at the July 25, 2012 Planning Commission meeting**

Resolution 2012-\_\_\_; Zone Change 2012-08 (City of Norco): A Request for Approval to Change the Zoning from A-1 (Agricultural Low-Density) to H-D (Hospitality Development) Including the Adoption of a Specific Plan for Regulations on about 6.76 Acres Located at 1510 and 1550 Second Street (APNs 125-180-007 and -010).

**and, set the item for a City Council Public Hearing. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**Item 1.C.** Adoption of Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines **Recommended Action: Adopt the Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines.** (Director of Parks, Recreation and Community Services)

**Mayor Pro Tem Azevedo** stated that she feels that the City needs to be an advocate for the project staying equestrian friendly. She recommended that the sign stating "riding and hiking trail" should be changed to "equestrian riding and hiking trail". Director Petree responded that he would provide that recommendation for review.

**Mayor Bash** stated that he would like to see a City-wide trail courtesy posted throughout Norco, as stated in the Guidelines.

**M/S Azevedo/Hanna to Adopt the Policy Guidelines for the Santa Ana River Trail and Parkway Project for Signage Policy, Public Art Policy and Minimum Maintenance Guidelines. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

Item 1.E. Acceptance of the Second Street Improvement Project as Complete. **Recommended Action: Accept the Second Street Improvement Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.** (Deputy Public Works Director/Senior Engineer)

**Pat Overstreet.** Ms. Overstreet congratulated City staff on the design and execution of the improvements, noting that the traffic flow has improved. She commented on a 50-foot portion of the trail fence on the corner of Valley View that has been wiped out. She also stated her interest in future tree landscaping.

**M/S Hanna/Azevedo to accept the Second Street Improvement Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

**3. CITY COUNCIL DISCUSSION/ACTION ITEMS:**

- A. Discussion of Code Compliance Program. **Recommended Action: That the City Council review and discuss code compliance policies and practices and provide any desired direction.** (City Manager)

**City Manager Groves** introduced the City Council item, clarifying that the number of trained code compliance volunteers as 5.

**David Overstreet.** Mr. Overstreet commented on his observance of the program noting that it needs to have 100% backing from the City Council. He added that there are so many codes that need to be enforced and the volunteers need clarification on enforcement. He stated that either enforce the codes or take them off the books. Mr. Overstreet stated that he has seen a lot of improvements in the City, adding that there should be something done regarding the requirements of garage sale permits.

**Glenn Hedges.** Mr. Hedges commented on the volunteer code compliance program, noting the process and asked for support from the Council and respect for City staff. He added that 95% of the citizens do self-voluntary code compliance.

**Vern Showalter.** Mr. Showalter stated that he supports the previous comments made, noting that the biggest problem is that it is really not clear what the volunteers should and should not do. He stated that there are a lot of codes on the books and they are not all enforced, adding that the Council has responsibility for guidance.

**Council Member Higgins** commented on the public comments made, stating that he agrees that the codes need to be enforced or changed. He commented on the need to enforce what is visible. He also noted his concern for the overseeing of the process and the follow-up, noting that the department responsibilities are dispersed in so many directions. He further stated that 20 hours a week is not enough enforcement. Council Member Higgins commented on the need for one department to be in charge.

**Council Member Sullivan** commented on how the code compliance program has evolved throughout the years, noting some of the problems in the past, adding that this is why it went to a written complaint driven program. He stated that he is not in favor of going to a stronger enforcement policy. He further commented on the letters sent out by the Code Compliance Officer, noting that they need to include better explanations of the violation.

**Mayor Pro Tem Azevedo** thanked the code compliance volunteers and commented on how much better the City looks after the program began, adding that the visibility of the cars driving around has lessened the complaints. She stated that the program needs stricter guidelines. She further stated that her philosophy is that she represents the residents.

**Council Member Hanna** commented on the volunteers, noting that they do a good job. He commented on his concerns regarding the requirement to receive a written complaint. Code Compliance Officer Swank briefly commented on the process currently followed, noting that the first priority is the signed complaints. Council Member Hanna further commented on his concerns that residents in the City be protected from businesses that are not in compliance.

**Mayor Bash** commented on how this policy was created, noting that he does not agree with having to turn in a written complaint. He noted the importance of code compliance in the City as the City needs to be competitive in commercial zones. He stated that he wants the volunteers to be able to site, adding that he also wants the codes enforced in commercial and residential zones and also wants the requirement for a signed complaint removed.

**City Manager Groves** clarified that the code compliance policy discussed is an Administrative Policy. She commented on the history of the policy, noting that the program was centralized through the Planning Division and noted that the policy can be re-drafted for Council approval. She further stated that there will be a meeting held with the code compliance volunteers in the next week where discussions will be held regarding the policy and program.

**Council Member Sullivan** thanked the volunteers, cautioning them not to get strong with residents and not get too forceful with sign removal. He added that he is not in favor of removing the requirement for the signed complaint.

The City Council unanimously agreed to review a revised Administrative Policy at its next meeting.

4. PUBLIC COMMENTS OR QUESTIONS:

**Jodie Webber.** Ms. Webber stated that she is not in favor of receiving information on the LMDs only once a year, noting that the public needs the opportunity to understand where the money is going, specifically in LMD No. 4. She commented on the need for discussions with the residents regarding the use of surplus funds, noting that she recommends that staff provide quarterly reports to the residents.

**CITY COUNCIL AGENDA -- ACTING AS THE GOVERNING BODY OF THE SUCCESSOR AGENCY TO THE NORCO COMMUNITY REDEVELOPMENT AGENCY AS FOLLOWS:**

5. SUCCESSOR AGENCY CONSENT CALENDAR ITEM:

- A. Successor Agency Minutes:  
Regular Meeting of July 18, 2012  
Recommended Action: **Approve the Successor Agency Minutes.**  
(Secretary)

**M/S Bash/Higgins to approve the Successor Agency Minutes. The motion was carried by the following roll call vote:**

**AYES: AZEVEDO, BASH, HANNA, HIGGINS, SULLIVAN**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

6. OTHER MATTERS – CITY COUNCIL, CITY MANAGER AND STAFF:

- A. City Council Updates from Regional Boards and Commissions and Other Matters:

**Council Member Hanna:**

- Reported that there was not a RCTC regular meeting held this month and there will be a RCTC 91 Freeway Sub-Committee meeting held on Friday.

**Mayor Pro Tem Azevedo:**

- Reported that the first meeting of the Zoning and Development Issues Working Group was held and noted that the group is discussing key planning issues.
- Reported that 27 Beautification Award applications have been received.

**Mayor Bash:**

- Reported on graffiti by the River Road Bridge and noted that the 35 mph sign on Sixth Street needs to be fixed again. He also reported on a complaint he received regarding marijuana being grown and sold. He further reported on a large pile of dirt on Pedley Avenue that needs to be removed.
- Stated that on September 13, the Norco College Art Gallery will begin a month long showing on the City's history. He added that Peter Clark will be present at the opening.
- Recommended that the Council consider naming each room at the Community Center after significant people. He specifically stated that he would like to name a room, or place a plaque above a fire place, after Bob and Karlene Allen. Council Member Higgins seconded the recommendation and the City Council unanimously agreed to consider the item at a future City Council meeting. Mayor Pro Tem Azevedo stated that she would also like to place a plaque on the cement at the Community Center stating that it is the original home of the talent show.
- Stated that the Jurupa Valley City Council Chambers will be moving to its new location on Thursday, August 2<sup>nd</sup>.

**Council Member Sullivan:**

- Thanked Council Member Hanna and Mayor Pro Tem Azevedo for their work on the National Day of the American Cowboy event.
- Reported that there is tagging on Seventh Street on the stop signs and speed limit signs and asked that it be removed.

B. Staff Other Matters

**Public Works Director Thompson:**

- Reported that the plans and specifications have been received for the Storm Drain Improvements Project Phase II for LMD No. 4.

**Deputy Public Works Director/Senior Engineer Askew:**

- Reported that the pre-construction meeting was held for the Hamner Widening Project, noting that construction will begin next week. She added that Hamner Avenue will be a mess for a while, but will remain open with delays expected.

**City Manager Groves:**

- Stated that beginning in September, the residents of LMD No. 4 will be contacted to begin holding quarterly meetings.
- Reported that Director Thompson, Deputy Director/Senior Engineer Askew and herself will be attending the August 8<sup>th</sup> Eastvale City Council meeting at which time the Draft EIR for the Horse Manure to Energy Conversion Facility will be discussed as well as the Hamner Avenue Widening Project.
- Stated that the Corona City Council commended Lt. Cooper on his retirement at its meeting held tonight.

7. ADJOURNMENT: There being no further business to come before the City Council, Mayor Bash adjourned the meeting at 9:05 p.m.

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BRENDA K. JACOBS, CMC  
CITY CLERK

/bj-81599



**RECAP OF ACTIONS TAKEN  
CITY OF NORCO  
PLANNING COMMISSION  
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
AUGUST 8, 2012**

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**CALLED TO ORDER: 7:00 p.m.**

**ROLL CALL: Chair Wright, Vice-chair Henderson, Commission Members Hedges, Leonard. Commission Member Jaffarian absent.**

**STAFF PRESENT: Planning Director King, Senior Planner Robles, Deputy City Clerk Germain**

**PLEDGE OF ALLEGIANCE: Commission Member Hedges**

1. **APPEAL NOTICE: Read by staff.**
2. **HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: Received.**
3. **APPROVAL OF MINUTES:**
  - ❖ Minutes of July 25, 2012
  - Recommended Action: Continue to the meeting of September 12, 2012 (Deputy City Clerk); **Action: Continued to September 12, 2012**
4. **CONTINUED ITEM: None**
5. **PUBLIC HEARINGS:**
  - A. Resolution 2012-\_\_\_; Zone Code Amendment 2012-04 (City of Norco): A City-Initiated proposal to amend the Norco Municipal Code, Chapter 18.37 "Signs" to revise and update the provision of signage in the City of Norco and to amend Chapter 18.02 "Definitions" to add definitions pertaining to signage. Recommendation: Approval to City Council (Senior Planner)  
**Action: Recommended approval (4-0) to the City Council. This will be advertised for the next available public hearing meeting.**
  - B. Resolution 2012-\_\_\_; Conditional Use Permit 2012-07 (HC& D Architecture): A request for approval to allow a 1,440 square-foot accessory structure (workshop) at 2451 Roundup Road in the A-1-20 zone. Recommendation: Approval (Senior Planner)  
**Action: Approved (4-0), this action is final unless appealed to City Council.**

- C. Minor addition to the approved site plan for Conditional Use Permit 2011-15 for a carwash at 2100 Hamner Avenue in the Norco Auto Mall Specific Plan.  
Recommendation: Approval (Planning Director)  
**Action: Denied (3-1), this action is final unless appealed to City Council.**

6. BUSINESS ITEMS:

- A. Resolution 2012-\_\_\_: Site Plan 2012-10 (Mendez): A request for approval to allow a 590 square-foot garage addition to an existing accessory garage building at 545 Seventh Street located within the A-1-20 (Agricultural Low-Density) zone.  
Recommendation: Approval (Senior Planner)  
**Action: Approved (4-0), this action is final unless appealed to City Council.**

7. CITY COUNCIL: **Received and Filed**

- ❖ City Council Minutes dated July 18, 2012

8. PLANNING COMMISSION: Oral Reports from Various Committees; **Received**

9. ADJOURNED: **9:30 p.m.**

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Lori J. Askew, Deputy Director of Public Works/Senior Engineer 

DATE: August 15, 2012

SUBJECT: Acceptance of the Temescal Avenue, Reservoir Drive, Detroit Street and Pedley Avenue Street Overlay Project as Complete

RECOMMENDATION: That the City Council Accept the Temescal Avenue, Reservoir Drive, Detroit Street and Pedley Avenue Street Overlay Project as complete and authorize the City Clerk to file the Notice of Completion with the County Recorder's Office.

**SUMMARY:** This project consisted of grinding and overlaying of asphalt pavement on Temescal Avenue, Reservoir Drive, Detroit Street and Pedley Avenue in addition to street striping and signing.

**BACKGROUND/ANALYSIS:** On December 7, 2011, the City Council awarded a public works contract in the amount of \$328,000 to All American Asphalt for the grinding and overlay of multiple streets. The streets included in the contract were Temescal Avenue from Second Street to Reservoir Drive; Reservoir Drive from Curtis Drive to Temescal Avenue; Detroit Street from Old Hamner Road to Valley View; and Pedley Avenue from Sixth Street to 1,500 feet south of Sixth Street. Installation of the appropriate street striping and signage were also included within these street limits.

The Contractor submitted one invoice in the amount of \$344,330.42. The additional amount above the contract amount was a result of staff requesting extra coldmilling and AC overlay to fit field conditions and additional striping and signing along Temescal Avenue in front of the Norco High School. The additional \$16,330.42 was within the 10% contingency approved by Council.

Work on the project has been completed to the satisfaction of the City Engineer and a Notice of Completion has been prepared. Staff is requesting that the City Council accept the work performed by All American Asphalt., and authorize the City Clerk to record the Notice of Completion with the County Recorder's Office.

**FINANCIAL IMPACT:** None.

/lja-81639

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

PREPARED BY: Steve King, Planning Director 

DATE: August 15, 2012

SUBJECT: City-initiated proposal for a zone change and a change in the corresponding General Plan Land Use designation to apply the Hospitality Development Specific Plan zone on approximately 6.75 acres on the southwest corner of Valley View Avenue and Second Street with the corresponding Hospitality Development Specific Plan 2 (APNs 125-180-010 & 007)

RECOMMENDATION: 1. Adopt **Resolution No. 2012-\_\_\_**, concurring with the action of the Planning Commission and deny the appeal.  
or  
2. a.) Adopt a **Negative Declaration**; and b.) Adopt **Ordinance No. \_\_\_ for first reading**, approving Zone Change 2012-08 with corresponding Hospitality Development Specific Plan 2, and General Plan Amendment 2012-02 to apply the Hospitality Development zone (HD) on 6.75 acres on the southwest corner of Second Street and Valley View Avenue.

**SUMMARY:** This City-initiated proposal was considered at a Planning Commission public hearing at which time the above noted subject was discussed and considered. Resolution 2012-29 was presented as a recommendation for approval from the Planning Commission of the proposed zone change from the A-1-20 zone to the HD zone. Resolution 2012-30 was presented as a recommendation from the Planning Commission for approval of Hospitality Development Specific Plan 2 to establish the development standards for the property in question. After consideration and approval of recommended changes to the Draft Specific Plan, the Planning Commission then voted to deny both resolutions for approval. At its August 1, 2012 meeting, the City Council voted to set the project for an appeal hearing.

**BACKGROUND:** The approval process for changing the zoning from A-1-20 to HD would consist of two actions. The first action is the adoption of a negative declaration. The second action is the adoption of an ordinance to change the zoning and General Plan land use designation along with the adoption of Hospitality Development Specific Plan - 2. The proposal was considered by the Planning Commission at two public hearings at which time changes were made to the text of the Draft Specific Plan as shown in Planning Commission Resolution 2012-30. The first hearing occurred on June 13, 2012 and the second on July 25, 2012.

Zone Change 2012-08 would change the existing A-1-20 zone to HD zone on approximately 6.75 acres on the southwest corner of Second Street and Valley View Avenue. Corresponding General Plan Amendment 2012-02 changes the Land Use from Residential Agriculture to Community Commercial. The HD zone requires approval of a specific plan prior to any development occurring. Approving the Ordinance also adopts Hospitality Development Specific Plan 2 (ref. Exhibit "B" – Hospitality Development Specific Plan 2) which establishes the development standards for the 6.75 acres.

The development standards for Hospitality Development Specific Plan 2 (HDSP – 2) are based on the development standards of other commercial zones in the Norco Municipal Code but with a different list of allowed uses. These specific uses are designed to encourage and sustain the development of hospitality uses at this site. HDSP – 2 requires approval of a concept site plan which is included as part of HDSP – 2.

PLANNING COMMISSION JUNE 13, 2012 MEETING RECAP/RESPONSE (where there were text changes to the Draft HDSP – 2 in Planning Commission Resolution 2012-30 it is notated with underlines):

Resident Issues:

- For one of the adjacent homes the bedroom is only eight feet from the property line. *There would be an additional home built to the north of the last residence going north on the west side of Valley View Avenue (south of Second Street) so the distance would be to another residence which is allowed now.*
- This type of use will bring vagrants and decrease surrounding property values. *Draft HDSP – 2 was amended to allow only a hotel development (internal room access) as opposed to allowing motels and motor hotels (external room access) which should significantly reduce reasons for people to be on the exterior of the building.*
- Negative light impact to the neighborhood. *It is a standard City requirement that a lighting plan be submitted for any new project. Since no "project" is being approved there is no lighting plan. Draft HDSP – 2 was amended with a requirement under "Site Plan Review" requiring all lighting to incorporate latest technologies available to prevent spillage onto adjacent properties and streets.*
- Impact to the safety of children walking along Second Street to school. *Ultimate project design and development will include a sidewalk on Second Street which will increase safety for children walking this stretch of Second Street. Any other design features to increase safety will be incorporated.*
- A representative of the property owner on the north side of Sixth Street spoke in favor of the project as the City is going to need more hotel rooms.

Planning Commission Issues:

- Traffic study based on a design that shows an access onto Valley View Avenue. *Staff requested an update report from the consultant that prepared the traffic study which was provided by email (ref. Exhibit "E"). The number of vehicles projected to*

*use Valley View was so small there was no measurable increase to Second Street as a result of eliminating the Valley View access.*

- Hotel behind residences not the best scenario, maybe move hotel farther north to Second Street so that hotel is not looking into back yards.  
*Draft HDSP – 2 was amended with a provision to the “Approved Concept Plan” section to require moving the hotel as far north to Second Street, and as far west to the off-ramp as possible so as to provide greatest distance possible to existing residences.*
- A berm is a good feature but what is there to prevent it from coming down in the future.  
*Draft HDSP – 2 was amended with a clause in the “Landscaping” section requiring that berms be a condition of approval such that removal is a violation of the approved project unless the owner has received prior approval from the Planning Commission through the standard project modification review process.*
- Access should only be on Second Street.  
*Draft HDSP – 2 was amended with a provision in the “Approved Concept Plan” section requiring final site design to either eliminate access to Valley View Avenue or only allow exiting to make left-turns through control of a pork chop island.*
- In the concept plan parking dominates the site.  
*The amount of parking will ultimately be determined by the site plan submitted for review.*
- There should be a middle-ground between maxing out the site (concept plan) and something less intense.  
*Draft HDSP – 2 was amended with a clause in the “Approved Concept Plan” section stating that the Concept Plan is based on maximum utilization of land taking into account parking and landscaping requirements and that ultimate development plans need to show something less intense. This could include the addition of another single family home lot on Valley View Avenue.*
- Larger landscape buffers should be considered in the ultimate design.  
*Draft HDSP – 2 was amended by increasing the required setback for buildings and parking to 40 feet along Valley View Avenue.*
- Is a 4-lane access appropriate?  
*Ultimate site plan designs will determine the needed access requirements. Draft HDSP – 2 was amended with a clause in the “Approved Concept Plan” section requiring ultimate site design to limit this access to two lanes separated by a landscaped median with a long queuing length before interior driveway intersections provided that safe access can be maintained.*
- Grading should be required to lower the site to street grade depending on the proposed height of the structure.  
*Draft HDSP – 2 was amended with provisions in the “Approved Concept Plan” and “Landscaping” sections to require grading to lower the elevation of the site to street level or to a level such that visibility of structures is not possible from residences on Valley View Avenue.*
- This is not a suitable site for residential development.
- Concern with changing A-1 zoning to commercial, maybe consider more residential along Valley View.
- Is there enough queuing space for a signal at the entrance on Second Street.

*It was reported at the meeting that a signal could be installed at the entrance. Queuing would not likely be a concern as the light would be in a state of continual green and would only change if triggered by approaching traffic from the project site. It is likely, however, that traffic generated by a project may not even warrant the installation of a signal (the traffic study did not recommend a signal).*

- An access on Valley View Avenue could work with a pork chop median that would force exiting traffic to go only north on Valley View Avenue. Draft HDSP – 2 was amended with a statement in the "Approved Concept Plan" section requiring final site design to either eliminate any access onto Valley View Avenue or only allow exiting that would be forced north in a left-turn that is controlled with raised curbs.

PLANNING COMMISSION JULY 25, 2012 MEETING RECAP/RESPONSE (where there were text changes to the Draft HDSP – 2 in Planning Commission Resolution 2012 – 30 it is notated with underlines):

Planning Commission Issues:

- Is there a minimum distance requirement between intersections?  
*The City does not have and adopted minimum distance between intersections. Generally 200 feet is considered a good distance to start with but it is not a requirement and smaller distances can be accommodated.*
- The Draft Specific Plan shows a sidewalk/parkway in the Second Street cross-section (if the site was changed to HDSP) but a trail was installed with the recent widening of Second Street. If the trail is not going to be part of a development why was one installed? *The adopted Master Trail Plan does not show a trail on Second Street between Mountain Avenue west of the freeway, to Valley View Avenue east of the freeway. The recent trail improvement that was installed with the widening of Second Street was put in so that there would be a better defined path of access because of the number of students that walk this section of street.*
- Future plans need to show where a freeway sign would be located.  
Draft HDSP – 2 was amended stating that any future plan for development show the location of a freeway sign whether for immediate or future development. *The NMC already requires any freeway signs be approved by the Planning Commission.*
- Section 18.63:2.02 be amended to state development WILL be designed to REQUIRE visible public landscaping. Done.
- Section 18.63:2.02 be amended to state that rather than the single-family home being constructed that the lot be created and re-zoned A-1. Done.
- Section 18.63:2.04 be amended to take out "Uses include but are not limited to:" since the uses are what they are, no more. Done.
- Section 18.63:2.04 be amended taking out "Bed and breakfast inns" and "Hotel/vacation ownership resorts" as permitted uses. Done.
- Section 18.63:2.06 be amended to take out #2 relating to allowing the same uses as are allowed by CUP in the A-1 zone since the lot will be re-zoned to A-1. Done.
- Section 18.63:2.08 be amended changing the grading of the property such that the height of any structure does not exceed 45 feet above the grade of Second Street. Done.
- Section 18.63:2.08 be amended taking out allowance for minor deviations without modification of the specific plan. Done.

- Section 18.63:2.32 be amended to state that trash enclosures of sufficient volume will be installed. Done.
- Section 18.63:2.34 be amended changing the parking area landscaping requirement to other than 25% of the total since the site will already be starting with more landscaping than is required in standard commercial zones. Done.
- Section 18.63:2.36: a trail could be included instead of sidewalk/parkway since the trails are pedestrian also. Option added to be determined during formal site plan review.

The HD zone was established to encourage development of hospitality-related uses at locations in the City that are conducive to drawing tourist traffic but are not appropriate for all uses typically allowed in a general commercial zone such as the C-G zone. The intent at this site is to attract integrated facilities in attractive settings for retail businesses that are directly related to lodging and lodging services for tourists and visitors in a way that protects the equestrian, animal-keeping nature of the surrounding neighborhood.

The Silverlakes Equestrian and Sports Park and the City's location within the I-15 corridor south of the LA-Ontario Airport creates an opportunity for the City to cater to the demand of hospitality related businesses. Given that most of the available land for development in the City is mostly smaller infill properties, new development in the HD zone will help provide a stable tax base for the community in the future.

The HD zone was previously considered by the Planning Commission for this site on August 31, 2011 along with two other sites. The Planning Commission recommended denial of all three sites. Since it was an application initiated by staff it was withdrawn without going to City Council. The basis for the Planning Commission recommendation for denial was the lack of a site plan upon which to base the required specific plan. As stated the HD zone requires approval of a specific plan before any building permits can be issued for development. For this proposal the draft specific plan (HDSP – 2) was included in Planning Commission Resolution 2012-30. The finished draft specific plan with all of the recommendations from the two Planning Commission hearings is attached (Exhibit "B").

ANALYSIS: The property being considered is vacant and currently zoned A-1-20 on the southwest corner of Second Street and Valley View Avenue (ref. Exhibit "C" – General Plan Designation and Zone Change Map). The property is adjacent to the northbound freeway off-ramp at Second Street. The high traffic volume of the area surrounding the freeway interchange and the noise created by the freeway itself creates a condition where new residential zoning is not necessarily the highest and best use of the property. In contrast the traffic volumes make the parcel in question highly suitable for hospitality uses. A traffic impact analysis was prepared for the site and is attached (ref. Exhibit "C" – Traffic Impact Analysis). The conclusion of the traffic impact analysis is that the additional trip generation from a development consisting of a hotel and two restaurants will not create a significant impact to surrounding streets. A landscape/buffer treatment plan was also prepared to help buffer adjoining residences to the west and south. That plan is included as part of the Draft HDSP – 2.

August 15, 2012

The Draft HDSP – 2 contains permitted uses designed to promote only the development of a hospitality-related project on this site. The intent is to allow retail that only serves as ancillary uses to the primary intent which is the development of a hotel. A strip center for the listed allowed uses without a hotel would not be allowed. Restaurants are also a primary permitted use so a full service restaurant could be developed prior to a hotel, however no drive-throughs are allowed. Finally, no construction is approved or authorized with the approval of HDSP – 2. Final site plans, architecture, landscaping, a tentative map, and conditions of approval would still need approval by the Planning Commission through the normal application submittal and review procedures before anything could be constructed.

Attachment: Ordinance No. \_\_\_\_, for first reading. (ZC 2012-08/GPA 2012-02)  
Planning Commission Resolution 2012-29 (ZC 2012-08/GPA 2012-02)  
Planning Commission Resolution 2012-30 HDSP-2 (with recommended changes to the text of HDSP-2)  
Exhibit "A" – Location Map  
Exhibit "B" – Hospitality Development Specific Plan 2 with Concept Plan  
Exhibit "C" – Commercial Development Design Standard Illustrations  
Exhibit "D" – Traffic Impact Analysis  
Exhibit "E" – Traffic Impact Analysis Follow-up (if Valley View access is eliminated)

/sk-81646

## ORDINANCE NO. \_\_\_\_

**A ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORCO APPROVING ZONE CHANGE 2012-08 TO CHANGE EXISTING ZONING FROM AGRICULTURAL LOW DENSITY (A-1) TO HOSPITALITY DEVELOPMENT (HD), ADOPT HOSPITALITY DEVELOPMENT SPECIFIC PLAN 2, AND CHANGE THE GENERAL PLAN LAND USE DESIGNATION FROM RESIDENTIAL AGRICULTURAL (RA) TO COMMERCIAL COMMUNITY (CC) ON APPROXIMATELY 6.75 ACRES ON THE SOUTHWEST CORNER OF SECOND STREET AND VALLEY VIEW AVENUE. ZONE CHANGE 2012-08; GENERAL PLAN AMENDMENT 2012-02 (APNS 125-180-010 & 007)**

WHEREAS, the City of Norco, California initiated Zone Change 2012-08 and General Plan Amendment 2012-02 on property generally described as:

A Portion of a PSEC 13 T.3S., R. 7W SEC. 18 T. 3S., R. 6W of Map Book 6/74 Riverside Orange Heights Tract in Maps, Records of Riverside County, California.

WHEREAS, said application has been duly submitted to the Planning Commission for the City of Norco for decision at a public hearing for which proper notice was given; and

WHEREAS, notice of public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on May 9, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was advertised for hearing before the Planning Commission for the City of Norco; and

WHEREAS, said petition was continued to June 13, 2012 for re-advertising before the public hearing was opened; and

WHEREAS, said petition was continued to an unspecified date and was re-advertised for July 25, 2012; and

WHEREAS, at the time set at 7 p.m. on July 25, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and

WHEREAS, the Planning Commission voted to not adopt a resolution to recommend to the City Council that Zone Change 2012-08 and General Plan Amendment 2012-02 be approved; and

WHEREAS, on August 1, 2012 the City Council voted to set the matter for an appeal hearing; and

WHEREAS, said application has been duly submitted to the City Council of the City of Norco for decision at a public hearing for which proper notice was given; and

WHEREAS, notice of public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on August 15, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the City Council for the City of Norco; and

WHEREAS, at said time and place, said City Council heard and considered both oral and written evidence, and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project will not create a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and a Negative Declaration has been adopted.

NOW, THEREFORE, the City Council of the City of Norco does hereby find as follows:

- A. The proposed zone change complies with all applicable requirements of the Norco Municipal Code, the Zoning Ordinance and the General Plan in that the proposed zoning is consistent with the proposed General Plan Land Use Designation of Community Commercial.
- B. The proposed zone change and general plan amendment is reasonably compatible with the area immediately surrounding the project site in that development on the property requires approval of a specific plan to insure compatibility to surrounding areas.
- C. The proposed HDSP-2 is reasonably compatible with the area immediately surrounding the project site in that measures have been established for the design of the an ultimate project in HDSP-2 to insure compatibility to surrounding areas.

- D. The proposal is not detrimental or non-desirable to the public convenience or general welfare of the persons residing or working in the surrounding neighborhood because of the requirement for a specific plan.
- E. The proposal is not injurious to surrounding properties, nor does the project significantly adversely impact the use of adjoining parcels.
- F. The City of Norco has been determined to be the lead agency for environmental reporting purposes pursuant to State and local environmental guidelines, and has determined that the project will not have a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and Negative Declaration has been adopted.

NOW, THEREFORE, the City Council of the City of Norco does hereby ordain as follows:

SECTION 1: The zoning on 6.75 acres located on the southwest corner of Second Street and Valley View Avenue, otherwise identified as 1510 and 1550 Second Street and by APNs 125-180-010 and 125-180-007 is changed from Agricultural Residential (A-1-20) to Hospitality Development (HD), corresponding Hospitality Development Specific Plan-2 is hereby adopted; and the corresponding General Plan Land Use Designation is changed from Residential Agricultural to Commercial Community;

SECTION 2: EFFECTIVE DATE: This Ordinance shall become effective 30 days after final passage thereof.

SECTION 3: SEVERABILITY: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase, hereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases hereof be declared invalid or unconstitutional.

SECTION 4: POSTING: The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall cause the same within 15 days of its passage to be posted at no less than five public places within the City of Norco.

PASSED AND ADOPTED by the City Council of the City of Norco at a regular meeting held September 5, 2012.

\_\_\_\_\_  
Mayor of the City of Norco, California

ATTEST:

\_\_\_\_\_  
Brenda K. Jacobs, City Clerk  
City of Norco, California

I, BRENDA K. JACOBS, City Clerk of the City of Norco, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Norco, California, duly held on August 15, 2012 and thereafter at a regular meeting of said City Council duly held on September 5, 2012, it was duly passed and adopted by the following vote of the City Council:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Norco, California, on September 5, 2012.

\_\_\_\_\_  
Brenda K. Jacobs, City Clerk  
City of Norco, California

/sk-81659

## **RESOLUTION 2012-29**

**A RESOLUTION BY THE PLANNING COMMISSION OF THE CITY OF NORCO, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONE CHANGE 2012-08 CHANGING EXISTING ZONING FROM AGRICULTURAL-LOW DENSITY (A-1-20) TO HOSPITALITY DEVELOPMENT AND CHANGE THE GENERAL PLAN LAND USE DESIGNATION FROM RESIDENTIAL AGRICULTURAL (RA) TO COMMERCIAL COMMUNITY (CC) ON APPROXIMATELY 6.75 ACRES ON THE SOUTHWEST CORNER OF SECOND STREET AND VALLEY VIEW AVENUE. ZONE CHANGE 2012-08; GENERAL PLAN AMENDMENT 2012-02 (APNS 125-180-010 & 007)**

WHEREAS, the City of Norco, California initiated Zone Change 2012-08 and General Plan Amendment 2012-02 on property generally described as:

A Portion of a PSEC 13 T.3S , R. 7W SEC. 18 T 3S., R. 6W of Map Book 6/74 Riverside Orange Heights Tract in Maps, Records of Riverside County, California

WHEREAS, said application has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, notice of public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on May 9, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was advertised for hearing before the Planning Commission for the City of Norco; and

WHEREAS, said petition was continued to June 13, 2012 for re-advertising before the public hearing was opened; and

WHEREAS, said application has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, at the time set at 7 p.m. on June 13, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and

WHEREAS, at said time and place the Planning Commission closed the public hearing and continued the project off-calendar, and

WHEREAS, said public hearing was re-noticed in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on July 25, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project will not create a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and a Negative Declaration has been adopted.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

- A. The proposed zone change complies with all applicable requirements of the Norco Municipal Code, the Zoning Ordinance and the General Plan in that the proposed zoning is consistent with the proposed General Plan Land Use Designation of Community Commercial.
- B. The proposed zone change and general plan amendment is reasonably compatible with the area immediately surrounding the project site in that development on the property requires approval of a specific plan to insure compatibility to surrounding areas.
- C. The proposal is not detrimental or non-desirable to the public convenience or general welfare of the persons residing or working in the surrounding neighborhood because of the requirement for a specific plan.
- D. The proposal is not injurious to surrounding properties, nor does the project significantly adversely impact the use of adjoining parcels.
- E. The City of Norco has been determined to be the lead agency for environmental reporting purposes pursuant to State and local environmental guidelines, and has determined that the project will not

have a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and Negative Declaration has been adopted.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Norco, California, in session assembled July 25, 2012, does recommend to the City Council that Zone Change 2012-09 and General Plan Amendment 2012-02 are approved.

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VOTED FOR DENIAL by the Planning Commission at a regular meeting held July 25, 2012.

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Robert E. Wright, Chair  
Planning Commission  
City of Norco, California

ATTEST:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was voted for denial by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on July 25, 2012, by the following roll call vote:

AYES: Hedges, Henderson, Jaffarian, Leonard, Wright  
NOES: None  
ABSENT:  
ABSTAIN:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

/sk-81536



**DRAFT**

## **RESOLUTION 2012-30**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL APPROVE HOSPITALITY DEVELOPMENT SPECIFIC PLAN 2 ON APPROXIMATELY 6.75 ACRES LOCATED ON THE SOUTHWEST CORNER OF SECOND STREET AND VALLEY VIEW AVENUE. HOSPITALITY DEVELOPMENT SPECIFIC PLAN 2 (APN S125-180-010 & 007)**

WHEREAS, the City of Norco, California initiated Zone Change 2012-08 and General Plan Amendment 2012-02 which requires approval of Hospitality Development Specific Plan (HDSP) 2 on property generally described as:

A Portion of a PSEC 13 T.3S., R. 7W SEC. 18 T. 3S., R. 6W of Map Book 6/74 Riverside Orange Heights Tract in Maps, Records of Riverside County, California.

WHEREAS, said application for HDSP 2 has been duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, notice of public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on June 13, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and

WHEREAS, at said time and place the Planning Commission closed the public hearing and continued the project off-calendar, and

WHEREAS, said public hearing was re-noticed in the manner and for times required by law; and

WHEREAS, at the time set at 7 p.m. on July 25, 2012, within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence, and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the project will not create a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and a Negative Declaration has been adopted.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

- A. The proposed Hospitality Development Specific Plan 2 (HDSP-2) complies with all applicable requirements of the Norco Municipal Code, the Zoning Ordinance and the General Plan in that the proposed specific plan is a requirement of the Hospitality Development zone.
- B. The proposed HDSP-2 is reasonably compatible with the area immediately surrounding the project site in that measures have been established for the design of the an ultimate project in HDSP-2 to insure compatibility to surrounding areas.
- C. The proposed HDSP-2 is consistent with the intent of the Hospitality Development zone.
- D. The proposal is not detrimental or non-desirable to the public convenience or general welfare of the persons residing or working in the surrounding neighborhood because of development standards established with HDSP-2.
- E. The proposal is not injurious to surrounding properties, nor does the project adversely impact the use of adjoining parcels.
- F. The City of Norco has been determined to be the lead agency for environmental reporting purposes pursuant to State and local environmental guidelines, and has determined that the project will not have a significant negative impact pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and Negative Declaration has been adopted.

II. DETERMINATION:



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NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Norco, California, in regular session assembled July 25, 2012 does recommend to the City Council that Hospitality Development Specific Plan – 2 be approved.



## Chapter 18.63:2

### HOSPITALITY DEVELOPMENT SPECIFIC PLAN: 2 HDSP-2

#### Sections:

- 18.63:2.02 Intent and Purpose.
- 18.63:2.04 Permitted Uses.
- 18.63:2.06 Uses or Structures Permitted by Conditional Use Permit.
- 18.63:2.08 Approved Concept Plan.
- 18.63:2.10 Conduct of Uses.
- 18.63:2.12 Lot Requirements.
- 18.63:2.14 Yards.
- 18.63:2.16 Height.
- 18.63:2.18 Coverage.
- 18.63:2.20 Distance between Buildings.
- 18.63:2.22 Walls, Fences, and Structures in the Setback Areas.
- 18.63:2.24 Outdoor Storage
- 18.63:2.26 Off-Street Parking and Loading.
- 18.63:2.28 Air Conditioning Equipment.
- 18.63:2.30 Signs.
- 18.63:2.32 Trash Areas.
- 18.63:2.34 Landscaping.
- 18.63:2.36 Street Sections
- 18.63:2.38 Site Plan Review.

#### **18.63:2.02 Intent and Purpose.**

Hospitality Development Specific Plan 2 is intended to provide for the coordinated development of a planned commercial project oriented to the traveling public in an orderly and aesthetically pleasing manner that buffers surrounding land uses as needed and preserves the City's equestrian lifestyle and promotes the western design theme. This specific plan establishes a more comprehensive review procedure with flexibility in development standards to accommodate the distinct features, constraints, and opportunities for this particular site. It is intended that development reflects the surrounding neighborhood by blending the built environment with the rural equestrian characteristics. Development ~~should~~ will be designed to ~~encourage~~ require visible public landscaping and buffering, pedestrian walks, equestrian trails, carefully sited parking areas, discreet signage, a western motif in building design, and/or other such amenities as determined desirable to carry out the western and equestrian theme.

Development of the Specific Plan shall be in two land use categories. The first ~~is a residential land use~~ and will be the construction of one single-family residence on a lot to be created accomplished with the



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creation of one single-family residential site adjacent to and north of the most northerly existing home on the west side of Valley View Avenue adjacent to the Specific Plan area project. (residential site). Prior to any development on the commercial portion of the Specific Plan, the single-family lot shall be subdivided and re-zoned A-1-20 consistent with those standards. The remainder portion of the property will be developed as a master-planned hospitality commercial project (commercial site).

**18.63:2.04 Permitted Uses.**

The following uses are permitted and the land shall be used and buildings and structures shall hereafter be erected, altered, enlarged or otherwise modified for the following uses only. Ancillary and accessory uses which are clearly incidental and subordinate to a primary use, are permitted. These uses will be reviewed concurrently with the development plans of the primary use or as an amendment to an approved project through standard City review procedures.

**COMMERCIAL SITE**

(1) Master-planned hospitality commercial project (does not include agricultural, work, or recreational camps). ~~Uses include, but are not limited to:~~

(a) Hotel (interior room access)

i. Minimum one overnight stay required.

~~(b) Motels (exterior room access)~~

~~i. Minimum one overnight stay required.~~

~~(c) Bed and breakfast inns~~

~~i. May include one permanent on-site inn-keeper residence with no more than 10 rooms available and advertised for tourist-related overnight stays in addition to the operators' residence rooms.~~

~~ii. Length of stay in a bed and breakfast shall not exceed 14 consecutive overnight stays.~~

~~iii. Minimum one overnight stay required.~~

~~(d) Hotel/vacation ownership resort~~

~~i. May include up to 50% of available units in a hotel (motel, and bed and breakfast uses not included) for fractional ownership with an annual limitation on the number of days in residence. When not in residence, the fractional ownership units shall be available for standard room rental.~~

- (e) Full-service restaurants
  - i. Servers take orders and deliver food and drinks to customers at tables.
  - ii. Counter and/or bar seating does not account for more than 10 percent of the total seating.
  - iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses).
  - iv. Does not include drive-through service or car-serve restaurants.
  - v. Take-out service allowed as an ancillary use only.
  
- (f) Fast casual restaurants
  - i. Servers deliver food or drinks to customers at tables, or the ordering and payment of food is done at different stations along a preparation line while food is prepared.
  - ii. Restaurant contains on-premise seating for on-premise dining for a minimum of 40 customers at one time.
  - iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses).
  - iv. Does not include drive-through service or car-serve restaurants.
  - v. Take-out service may be allowed as an ancillary use only.
  
- (g) Buffet restaurants
  - i. Self-service of food and/or drinks. Does not require service of food or drinks to customers at tables.
  - ii. Restaurant contains on-premise seating for on-premise dining for a minimum of 80 customers at one time.
  - iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses)
  - iv. Does not include drive-through service, take-out service, or car-serve restaurants
  
- (h) Theater or entertainment restaurants not otherwise prohibited by this Code
  - i. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses)



- ii. Theater or other entertainment not otherwise prohibited by this Code shall be part of the dining experience.
- iii. Does not include drive-through service, take-out service, or car-serve restaurants.

(2) Ancillary uses when built in conjunction with a hotel or vacation ownership resort. The following accessory uses may be conducted where clearly incidental to and integrated with either of a hotel or vacation ownership resort:

The following are interior hotel access only:

- (a) Amusement arcade.
- (b) Banking facilities including automatic tellers.
- (c) Book store, newsstand
- (d) Business, postal center.
- (e) Continental breakfast room.
- (f) Confectionary shop/bakery.
- (g) Convenience/drug store.
- (h) Day care services (for guests and employees).
- (i) Gift, souvenir, floral shop
- (j) Gym, physical fitness center, health spa.
- (k) Laundry, dry cleaning.
- (l) Meeting room.
- (m) Sale of alcohol for off-premise consumption
- (n) Spa, massage (in accordance with City processing requirements)
- (o) Ticket agency.
- (p) Tobacco shop

The following recreational uses may include exterior access:

- (q) Aviary.
- (r) Equestrian riding ring.
- (s) Gardens (not included in the minimum landscaping requirements).
- (t) Miniature golf.
- (u) Playground.
- (v) Petting zoo.
- (w) Recreational sport facilities (pool, tennis and racquetball courts, putting greens)

RESIDENTIAL SITE:



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(1) Single-family detached dwelling. No more than one primary dwelling shall be permitted on the residential lot. This lot is subject to the same permitted and conditionally-permitted uses and development standards of the A-1 zone.

**18.63:2.06 Uses or Structures Permitted by Conditional Use Permit.**

(1) For the Commercial Site buildings that exceed the development standards of this specific plan. Allowance for additional height shall generally only be considered for architectural purposes such as finishing the height of a roof pitch.

~~(2) For the Residential Site the same allowed uses (by conditional use permit) as the A-1 zone.~~

**18.63:2.08 Approved Concept Plan.**

Development shall be in substantial conformance with the Approved Concept Site Plan for HDSP-2. In the actual development plan designs, however, the hotel location should be placed as close to Second Street on the north, and as close to the off-ramp on the west, as possible without any other buildings in between. Prior to application for building permits the developer shall submit applications, including payment of all applicable application fees, for approval of the finalized site plan, building elevations, floor plans, architectural plans, lighting plans, landscaping plans, and tentative map by the Planning Commission.

Ultimate site design should eliminate project access to Valley View Avenue (excepting emergency access) or access to Valley View Avenue should only be allowed restricting outbound traffic to left-turns only with the installation of a pork chop control median.

The approved Concept Plan is based on maximum development in accordance with parking and landscaping requirements. This is not an approval for development of the site or design of entitlement application plans. Ultimate development plans shall be designed to be less intense either through a reduction of the number of hotel rooms or elimination of a restaurant. Less intensity could also be accomplished with another single-family residential unit on the west side of Valley View Avenue.

The approved Concept Plan shows a 4-lane access on Second Street. Ultimate site design should restrict this to two lanes separated by a landscaped median with a long queuing length before interior driveway intersections if that can be achieved and still maintain safe access.

Valley View Avenue shall be designed either with no access, or shall be designed with an exit-only access that physically directs outbound traffic to go north only by means of raised curbs.

Development of the property should include grading to lower the elevation of the site to street level, or to a level that will allow effective screening by the required berming to buffer any proposed buildings from residences on Valley View Avenue.



The maximum height of any structure, including grading, shall not exceed 45 feet above the grade of Second Street.

~~Minor deviations to the Approved Concept Site Plan for HDSP-2 can be approved without modification of HDSP-2. However, substantial changes, at the discretion of the Planning Director, may require a new public hearing for reconsideration of the Specific Plan, or a modification thereto.~~

**18.63:2.10 Conduct of Uses.**

(1) Accessory Use Processing (Commercial Site): Processing, treatment, storage, or repair of products which is clearly incidental to the primary uses conducted on the premises is permitted provided that no more than 25 percent of the ground floor area shall be used for such purposes:

(2) Performance Standards: The Planning Commission or City Council on appeal, may, as a part of the Site Plan Review procedure, impose any or all of the Performance Standards as specified in Section 18.25.14 of the M-2 zone. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.12 Lot Requirements.**

(1) Area: The minimum lot size for HDSP-2 Commercial Site is the remainder acreage after the Residential Site, approximately 5.4 acres. Smaller lots for financing purposes can be created after development of the 5.4 acres has occurred.

The minimum lot size for HDSP-2 Residential Site is .53 acre and should match, at a minimum, the lot width and depth of the existing A-1 lots to the southeast of the site.

(2) Width: Commercial Site: no requirement; Residential Site: 82' frontage width along the street, average 80' lot width behind the front yard setback.

(3) Depth: Commercial Site: no requirement; Residential Site: same as lots immediately adjacent to the south that exist at the time the lot is created.

(4) Common areas: Driveway and parking easements used in common between two or more commercial lots shall be considered as part of the lot dimension standards. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.14 Yards.**

(1) Commercial Site: Street-Front Yards: Minimum of ~~30~~ 40 feet landscaped from the right-of-way to parking and buildings. The minimum front yard along Second Street may be varied by the Planning Commission to 10 feet from the right-of-way if in the opinion of ~~the~~ Planning Commission, sufficient fea-

tures are incorporated into the site and architectural plans to warrant the increased exposure to accent the City's western and/or equestrian theme.

(2) Commercial Site: Interior Yards Adjacent to A-1 Zones: Minimum 30 feet to parking and buildings.

(3) Residential Site: Same setback standards of the A-1 zone.

**18.63:2.16 Height.**

Commercial Site: The maximum height of any building or structure shall not exceed 35 feet unless otherwise approved through a conditional use permit and generally only for architectural purposes such as finishing the peak of a roof.

Residential Site: Same height restrictions of the A-1 zone.

**18.63:2.18 Coverage.**

Commercial Site: No requirement.

Residential Site: Same requirements as the A-1 zone.

**18.63:2.20 Distance between Buildings.**

Buildings on the same lot shall be separated by a distance not less than 10 feet. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.22 Walls, Fences, and Structures in the Setback Areas.**

The provisions of Section 18.31.08 (Walls, Fences, and Structures in the Setback Areas) shall apply. In addition, where the Commercial Site (regardless of any future subdivisions) abuts an A-1 zone, a masonry wall six feet in height shall be erected and maintained along the abutting lot line separating the Commercial Site from the A-1 zone.

**18.63:2.24 Outdoor Storage.** Commercial Site: No open storage areas are allowed.

**18.63:2.26 Off –Street Parking and Loading.**

Off-street parking and loading facilities shall be provided in accordance with the provisions of Chapter 18.38 of the Norco Municipal Code (OFF-STREET PARKING AND LOADING REQUIREMENTS).

**18.63:2.28 Air Conditioning Equipment.**

All air conditioning equipment shall be so designed and located so as to be architecturally integrated into the design of the building being served and transmit no noise or vibration to adjacent properties, insofar as practicable. Furthermore, such equipment shall be screened from view from adjacent properties or public street by use of landscaped screens, walls or other devices; and such screening shall consider the view of

air conditioning equipment from adjacent multi-story building. Determination of the adequacy of screening shall be made at the time of Site Plan Review. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.30 Signs.**

The provisions of Chapter 18.37 of the Norco Municipal Code (SIGNS) shall apply. No signs oriented to the east shall be permitted with the exception of one monument sign at the intersection of Second Street and Valley View Avenue. Any site plan for development shall show the location of a freeway sign for approval whether the sign is constructed with the first phase or a future phase.

**18.63:2.32 Trash Areas.**

Commercial Site: A special trash pick-up area shall be provided for each building at a location and of a certain-size sufficient volume as established after Site Plan Review and approval. Said trash area shall be completely enclosed in such a manner as to prevent the attraction of flies thereto, unless the trash receptacle in such area is a dumpster, having a volume of fifty (50) cubic feet or more, and is kept shut in a manner as to prevent the attraction of flies. Any such dumpster shall be screened from view by the public on adjacent streets, which screening may include buildings and structures on the site. The final determination as the adequacy of the proposed screening as to height and component materials shall be determined by the Planning Commission during Site Plan Review.

**18.63:2.34 Landscaping.**

Commercial Site: Notwithstanding anything to the contrary contained in the Norco Municipal Code, site development shall have landscaping in an amount equal to not less than fifteen percent (15%) of the total area of the property having land improvements thereon. ~~At least twenty-five percent (25%) of such required landscaping shall be located in that portion of the property being used for off-street parking.~~ Off-street parking areas shall be designed and constructed with tree well diamonds every eight parking spaces along with endcap planters on each side of a parking aisle. These minimum requirements may be varied if the architectural review subcommittee determines that an amount lesser or greater is appropriate for the site as it relates to the uses of the site, its location and relationship with land on adjacent developments and public rights-of-way. In addition to said amount of landscaping there shall be additional landscaping installed to a depth not less than five feet (5') immediately adjacent to any lot line that abuts a public right-of-way. Any landscaping installed immediately adjacent to a public right-of-way shall provide for appropriate vehicular site distance from any driveway or street. Any portion of and all of said required landscaped area shall be separated from any portion of the property which is used for parking or movement of vehicles, or public equestrian trail, by a wall or curb not less than six inches higher in elevation than the adjacent area being used for vehicular parking or movement.

A permanent irrigation system shall be installed and maintained in an operable conditional at all time for irrigation of all such required landscaped areas and said landscaped area shall at all times be maintained in a clean, neat and health condition which maintenance shall include but not be limited to pruning, weed-



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ing, fertilizing, moving of lawns, removal of litter, regular watering and replacement of landscaping when it has become incurable unhealthy or had died.

No building permit shall be issued for any building or structure until landscaping plans for the property on which a building or structure is proposed has been submitted for review and approval by the city's Planning Division and/or Planning Commission pursuant to Site Plan approval. Such plans shall include, but not be limited to showing the following information on drawings and plans:

- (1) The size and dimension of all landscaped area;
- (2) The type and location of irrigation system to be installed and maintained;
- (3) The type, size and support of proposed plant material for each area to be landscaped including a balance of trees, shrubs, and ground cover;
- (4) Manner of constructing planter curbs, including location thereof, height, width and type of materials therefor.

Landscaped buffering including berms to a minimal height of 10 feet shall be incorporated along the eastern project boundary (except the Residential Site). The berms shall be a condition of approval on any future development plans such that removing them would be a violation of the approved project unless the owner has received prior approval from the Planning Commission through the standard project modification review process. The height of the berms should be the minimum necessary (but not less than 10 feet) such that viewsheds from residences on Valley View Avenue cannot see any project structures. Site-line analyses should be included as part of project entitlement development plans.

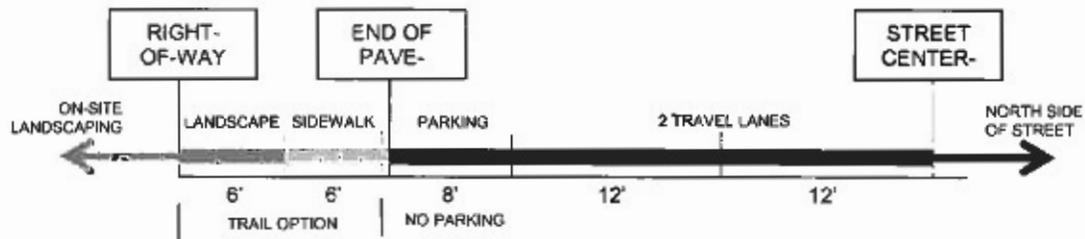
Commercial Development Design Standard Illustrations are incorporated into HDSP – 2.

#### **18.63:2.36 Street Sections.**

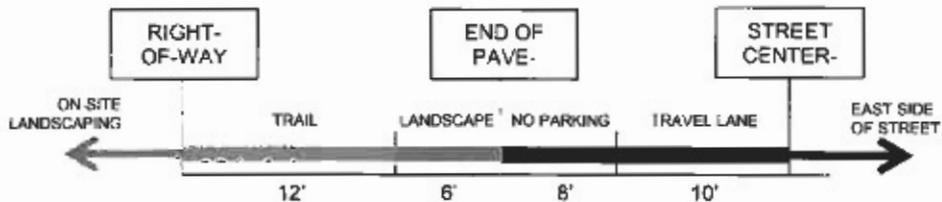
Second Street is categorized as a Collector Street (88' right-of-way) where the project fronts between the freeway and Valley View Avenue. Valley View Avenue is categorized as a Local Street (60' right-of-way). The horse trail on Valley View Avenue is on the west side of the street per the Horse Trail Plan which is the same side as the project. There is no designated trail on the Horse Trail Plan for Second Street between Mountain Avenue west of the freeway and Valley View Avenue east of the freeway. A trail along Second Street may be considered during Site Plan Review instead of a sidewalk/parkway section.



The standard half-street section for the south side of Second Street where the project fronts is:



The standard half-street section for the west side of Valley View Avenue where the project fronts is:



**18.63:2.38 Site Plan Review.** The provisions of Chapter 18.40 (SITE PLAN REVIEW) shall apply. All lighting shall be designed with the best shielding and cut-off designs feasible to prevent light spillage onto adjacent properties and streets.

#



**DRAFT**

July 25, 2012

VOTED FOR DENIAL by the Planning Commission at a regular meeting held July 25, 2012.

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Robert E. Wright, Chair  
Planning Commission  
City of Norco, California

ATTEST:

---

Steve King, Secretary  
Planning Commission  
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was voted for denial by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on July 25, 2012 by the following roll call vote:

AYES: Hedges, Henderson, Jaffarian, Leonard, Wright  
NOES: None  
ABSENT:  
ABSTAIN:

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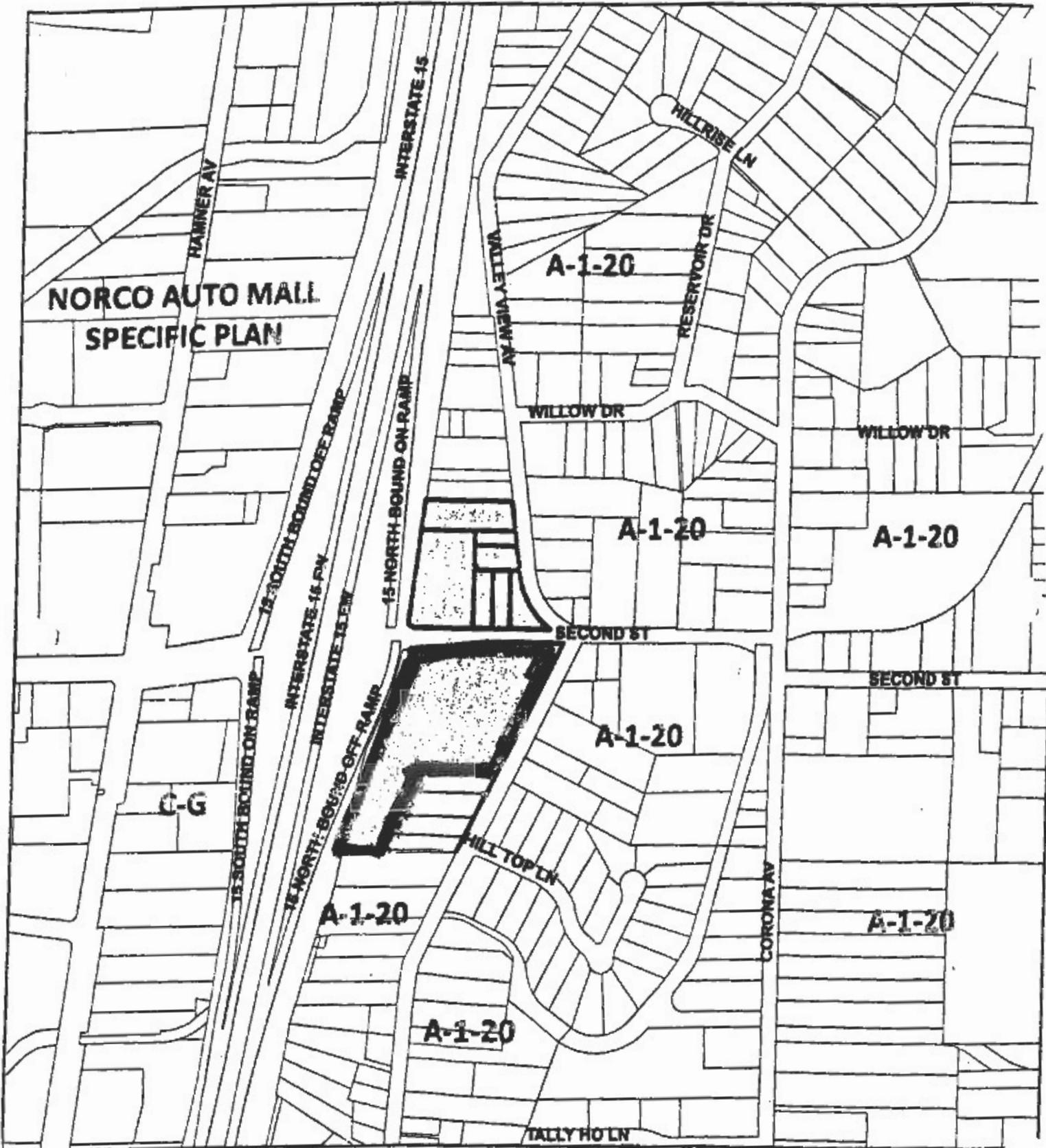
Steve King, Secretary  
Planning Commission  
City of Norco, California

/sk-81534



**DRAFT**

# EXISTING AND PROPOSED ZONING DESIGNATIONS



Existing Zoning Designation: A-1-20  
(Agricultural Low Density)

Proposed Zoning Designation: HD  
(Hospitality Development Zone)

Exhibit **A**

## HOSPITALITY DEVELOPMENT SPECIFIC PLAN: 2 HDSP-2

Sections:

- 18.63:2.02 Intent and Purpose.
- 18.63:2.04 Permitted Uses.
- 18.63:2.06 Uses or Structures Permitted by Conditional Use Permit.
- 18.63:2.08 Approved Concept Plan.
- 18.63:2.10 Conduct of Uses.
- 18.63:2.12 Lot Requirements.
- 18.63:2.14 Yards.
- 18.63:2.16 Height.
- 18.63:2.18 Coverage.
- 18.63:2.20 Distance between Buildings.
- 18.63:2.22 Walls, Fences, and Structures in the Setback Areas.
- 18.63:2.24 Outdoor Storage
- 18.63:2.26 Off-Street Parking and Loading.
- 18.63:2.28 Air Conditioning Equipment.
- 18.63:2.30 Signs.
- 18.63:2.32 Trash Areas.
- 18.63:2.34 Landscaping.
- 18.63:2.36 Street Sections
- 18.63:2.38 Site Plan Review.

**18.63:2.02 Intent and Purpose.**

Hospitality Development Specific Plan 2 is intended to provide for the coordinated development of a planned commercial project oriented to the traveling public in an orderly and aesthetically pleasing manner that buffers surrounding land uses as needed and preserves the City's equestrian lifestyle and promotes the western design theme. This specific plan establishes a more comprehensive review procedure with flexibility in development standards to accommodate the distinct features, constraints, and opportunities for this particular site. It is intended that development reflects the surrounding neighborhood by blending the built environment with the rural equestrian characteristics. Development will be designed to require visible public landscaping and buffering, pedestrian walks, equestrian trails, carefully sited parking areas, discreet signage, a western motif in building design, and/or other such amenities as determined desirable to carry out the western and equestrian theme.

Development of the Specific Plan shall be in two land use categories. The first is a residential land use and will be accomplished with the creation of one single-family residential site adjacent to and north of the most northerly existing home on the west side of Valley View Avenue adjacent to the Specific Plan area. Prior to any development on the commercial portion of the Specific Plan, the single-family lot shall be subdivided and re-zoned A-1-20 consistent with those standards. The remainder portion of the property will be developed as a master-planned hospitality commercial project (commercial site).

**Exhibit "B"**

**18.63:2.04 Permitted Uses.**

The following uses are permitted and the land shall be used and buildings and structures shall hereafter be erected, altered, enlarged or otherwise modified for the following uses only. Ancillary and accessory uses which are clearly incidental and subordinate to a primary use, are permitted. These uses will be reviewed concurrently with the development plans of the primary use or as an amendment to an approved project through standard City review procedures.

**COMMERCIAL SITE**

(1) Master-planned hospitality commercial project (does not include agricultural, work, or recreational camps).

(a) Hotel (interior room access)

- i. Minimum one overnight stay required.

(b) Full-service restaurants

- i. Servers take orders and deliver food and drinks to customers at tables.
- ii. Counter and/or bar seating does not account for more than 10 percent of the total seating.
- iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses).
- iv. Does not include drive-through service or car-serve restaurants.
- v. Take-out service allowed as an ancillary use only.

(c) Fast casual restaurants

- i. Servers deliver food or drinks to customers at tables, or the ordering and payment of food is done at different stations along a preparation line while food is prepared.
- ii. Restaurant contains on-premise seating for on-premise dining for a minimum of 40 customers at one time.
- iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses).
- iv. Does not include drive-through service or car-serve restaurants.
- v. Take-out service may be allowed as an ancillary use only.

(g) Buffet restaurants

- i. Self-service of food and/or drinks. Does not require service of food or drinks to customers at tables.
- ii. Restaurant contains on-premise seating for on-premise dining for a minimum of 80 customers at one time.
- iii. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses)
- iv. Does not include drive-through service, take-out service, or car-serve restaurants

(h) Theater or entertainment restaurants not otherwise prohibited by this Code

- i. May include the service of alcohol as an ancillary use (ABC Type 41 and 47 Licenses)
- ii. Theater or other entertainment not otherwise prohibited by this Code shall be part of the dining experience.
- iii. Does not include drive-through service, take-out service, or car-serve restaurants.

(2) Ancillary uses when built in conjunction with a hotel or vacation ownership resort. The following accessory uses may be conducted where clearly incidental to and integrated with either of a hotel or vacation ownership resort:

The following are interior hotel **access** only:

- (a) Amusement arcade.
- (b) Banking facilities including automatic tellers.
- (c) Book store, newsstand
- (d) Business, postal center.
- (e) Continental breakfast room.
- (f) Confectionary shop/bakery.
- (g) Convenience/drug store.
- (h) Day care services (for guests and employees).
- (i) Gift, souvenir, floral shop
- (j) Gym, physical fitness center, health spa.
- (k) Laundry, dry cleaning.
- (l) Meeting room.
- (m) Sale of alcohol for off-premise consumption
- (n) Spa, massage (in accordance with City processing requirements)

- (o) Ticket agency.
- (p) Tobacco shop

The following recreational uses may include exterior access:

- (q) Aviary.
- (r) Equestrian riding ring.
- (s) Gardens (not included in the minimum landscaping requirements).
- (t) Miniature golf.
- (u) Playground.
- (v) Petting zoo.
- (w) Recreational sport facilities (pool, tennis and racquetball courts, putting greens)

#### RESIDENTIAL SITE:

(1) Single-family detached dwelling. No more than one primary dwelling shall be permitted on the residential lot. This lot is subject to the same permitted and conditionally-permitted uses and development standards of the A-1 zone.

#### **18.63:2.06 Uses or Structures Permitted by Conditional Use Permit.**

(1) For the Commercial Site buildings that exceed the development standards of this specific plan. Allowance for additional height shall generally only be considered for architectural purposes such as finishing the height of a roof pitch.

#### **18.63:2.08 Approved Concept Plan.**

Development shall be in substantial conformance with the Approved Concept Site Plan for HDSP-2. In the actual development plan designs, however, the hotel location should be placed as close to Second Street on the north, and as close to the off-ramp on the west, as possible without any other buildings in between. Prior to application for building permits the developer shall submit applications, including payment of all applicable application fees, for approval of the finalized site plan, building elevations, floor plans, architectural plans, lighting plans, landscaping plans, and tentative map by the Planning Commission.

Ultimate site design should eliminate project access to Valley View Avenue (excepting emergency access) or access to Valley View Avenue should only be allowed restricting outbound traffic to left-turns only with the installation of a pork chop control median.

The approved Concept Plan is based on maximum development in accordance with parking and landscaping requirements. This is not an approval for development of the site or design of entitlement application plans. Ultimate development plans shall be designed to be **less** intense either through a reduction of

the number of hotel rooms or elimination of a restaurant. Less intensity could also be accomplished with another single-family residential unit on the west side of Valley View Avenue.

The approved Concept Plan shows a 4-lane access on Second Street. Ultimate site design should restrict this to two lanes separated by a landscaped median with a long queuing length before interior driveway intersections if that can be achieved and still maintain safe access.

Valley View Avenue shall be designed either with no access, or shall be designed with an exit-only access that physically directs outbound traffic to go north only by means of raised curbs.

The maximum height of any structure, including grading, shall not exceed 45 feet above the grade of Second Street.

**18.63:2.10 Conduct of Uses.**

(1) **Accessory Use Processing (Commercial Site):** Processing, treatment, storage, or repair of products which is clearly incidental to the primary uses conducted on the premises is permitted provided that no more than 25 percent of the ground floor area shall be used for such purposes:

(2) **Performance Standards:** The Planning Commission or City Council on appeal, may, as a part of the Site Plan Review procedure, impose any or all of the Performance Standards as specified in Section 18.25.14 of the M-2 zone. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.12 Lot Requirements.**

(1) **Area:** The minimum lot size for HDSP-2 Commercial Site is the remainder acreage after the Residential Site, approximately 5.4 acres. Smaller lots for financing purposes can be created after development of the 5.4 acres has occurred.

The minimum lot size for HDSP-2 Residential Site is .53 acre and should match, at a minimum, the lot width and depth of the existing A-1 lots to the southeast of the site.

(2) **Width:** Commercial Site: no requirement; Residential Site: 82' frontage width along the street, average 80' lot width behind the front yard setback.

(3) **Depth:** Commercial Site: no requirement; Residential Site: same as lots immediately adjacent to the south that exist at the time the lot is created.

(4) **Common areas:** Driveway and parking easements used in common between two or more commercial lots shall be considered as part of the lot dimension standards. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.14 Yards.**

(1) Commercial Site: Street-Front Yards: Minimum of 40 feet landscaped from the right-of-way to parking and buildings. The minimum front yard along Second Street may be varied by the Planning Commission to 10 feet from the right-of-way if in the opinion of the Planning Commission, sufficient features are incorporated into the site and architectural plans to warrant the increased exposure to accent the City's western and/or equestrian theme.

(2) Commercial Site: Interior Yards Adjacent to A-1 Zones: Minimum 30 feet to parking and buildings.

(3) Residential Site: Same setback standards of the A-1 zone.

**18.63:2.16 Height.**

Commercial Site: The maximum height of any building or structure shall not exceed 35 feet unless otherwise approved through a conditional use permit and generally only for architectural purposes such as finishing the peak of a roof.

Residential Site: Same height restrictions of the A-1 zone.

**18.63:2.18 Coverage.**

Commercial Site: No requirement.

Residential Site: Same requirements as the A-1 zone.

**18.63:2.20 Distance between Buildings.**

Buildings on the same lot shall be separated by a distance not less than 10 feet. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.22 Walls, Fences, and Structures in the Setback Areas.**

The provisions of Section 18.31.08 (Walls, Fences, and Structures in the Setback Areas) shall apply. In addition, where the Commercial Site (regardless of any future subdivisions) abuts an A-1 zone, a masonry wall six feet in height shall be erected and maintained along the abutting lot line separating the Commercial Site from the A-1 zone.

**18.63:2.24 Outdoor Storage.** Commercial Site: No open storage areas are allowed.

**18.63:2.26 Off –Street Parking and Loading.**

Off-street parking and loading facilities shall be provided in accordance with the provisions of Chapter 18.38 of the Norco Municipal Code (OFF-STREET PARKING AND LOADING REQUIREMENTS).

**18.63:2.28 Air Conditioning Equipment.**

All air conditioning equipment shall be so designed and located so as to be architecturally integrated into the design of the building being served and transmit no noise or vibration to adjacent properties, insofar as practicable. Furthermore, such equipment shall be screened from view from adjacent properties or public street by use of landscaped screens, walls or other devices; and such screening shall consider the view of air conditioning equipment from adjacent multi-story building. Determination of the adequacy of screening shall be made at the time of Site Plan Review. (Ord. 802, 2003; Added by Ord. 539 Sec. 1 (part), 1985)

**18.63:2.30 Signs.**

The provisions of Chapter 18.37 of the Norco Municipal Code (SIGNS) shall apply. No signs oriented to the east shall be permitted with the exception of one monument sign at the intersection of Second Street and Valley View Avenue. Any site plan for development shall show the location of a freeway sign for approval whether the sign is constructed with the first phase or a future phase.

**18.63:2.32 Trash Areas.**

Commercial Site: A special trash pick-up area shall be provided for each building at a location and of a certain-size sufficient volume as established after Site Plan Review and approval. Said trash area shall be completely enclosed in such a manner as to prevent the attraction of flies thereto, unless the trash receptacle in such area is a dumpster, having a volume of fifty (50) cubic feet or more, and is kept shut in a manner as to prevent the attraction of flies. Any such dumpster shall be screened from view by the public on adjacent streets, which screening may include buildings and structures on the site. The final determination as the adequacy of the proposed screening as to height and component materials shall be determined by the Planning Commission during Site Plan Review.

**18.63:2.34 Landscaping.**

Commercial Site: Notwithstanding anything to the contrary contained in the Norco Municipal Code, site development shall have landscaping in an amount equal to not less than fifteen percent (15%) of the total area of the property having land improvements thereon. Off-street parking areas shall be designed and constructed with tree well diamonds every eight parking spaces along with endcap planters on each side of a parking aisle. These minimum requirements may be varied if the architectural review subcommittee determines that an amount lesser or greater is appropriate for the site as it relates to the uses of the site, its location and relationship with land on adjacent developments and public rights-of-way. In addition to said amount of landscaping there shall be additional landscaping installed to a depth not less than five feet (5') immediately adjacent to any lot line that abuts a public right-of-way. Any landscaping installed immediately adjacent to a public right-of-way shall provide for appropriate vehicular site distance from any driveway or street. Any portion of and all of said required landscaped area shall be separated from any portion of the property which is used for parking or movement of vehicles, or public equestrian trail, by a wall or curb not less than six inches higher in elevation than the adjacent area being used for vehicular parking or movement.

A permanent irrigation system shall be installed and maintained in an operable conditional at all time for irrigation of all such required landscaped areas and said landscaped area shall at all times be maintained in a clean, neat and health condition which maintenance shall include but not be limited to pruning, weeding, fertilizing, moving of lawns, removal of litter, regular watering and replacement of landscaping when it has become incurable unhealthy or had died.

No building permit shall be issued for any building or structure until landscaping plans for the property on which a building or structure is proposed has been submitted for review and approval by the city's Planning Division and/or Planning Commission pursuant to Site Plan approval. Such plans shall include, but not be limited to showing the following information on drawings and plans:

- (1) The size and dimension of all landscaped area;
- (2) The type and location of irrigation system to be installed and maintained;
- (3) The type, size and support of proposed plant material for each area to be landscaped including a balance of trees, shrubs, and ground cover;
- (4) Manner of constructing planter curbs, including location thereof, height, width and type of materials therefor.

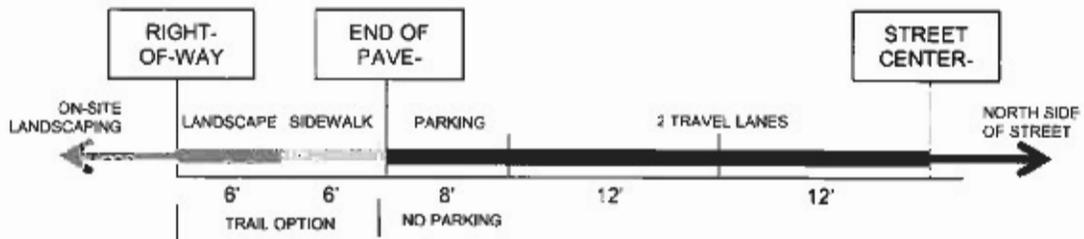
Landscaped buffering including berms to a minimal height of 10 feet shall be incorporated along the eastern project boundary (except the Residential Site). The berms shall be a condition of approval on any future development plans such that removing them would be a violation of the approved project unless the owner has received prior approval from the Planning Commission through the standard project modification review process. The height of the berms should be the minimum necessary (but not less than 10 feet) such that viewsheds from residences on Valley View Avenue cannot see any project structures. Site-line analyses should be included as part of project entitlement development plans.

Commercial Development Design Standard Illustrations are incorporated into HDSP – 2.

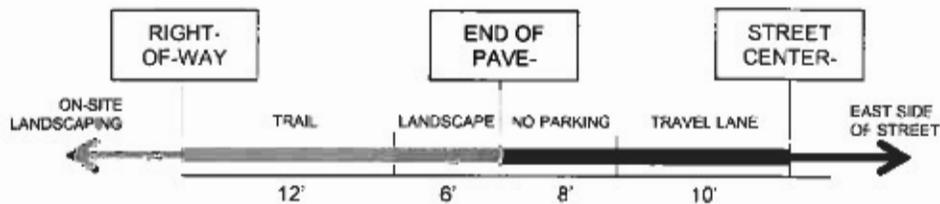
**18.63:2.36 Street Sections.**

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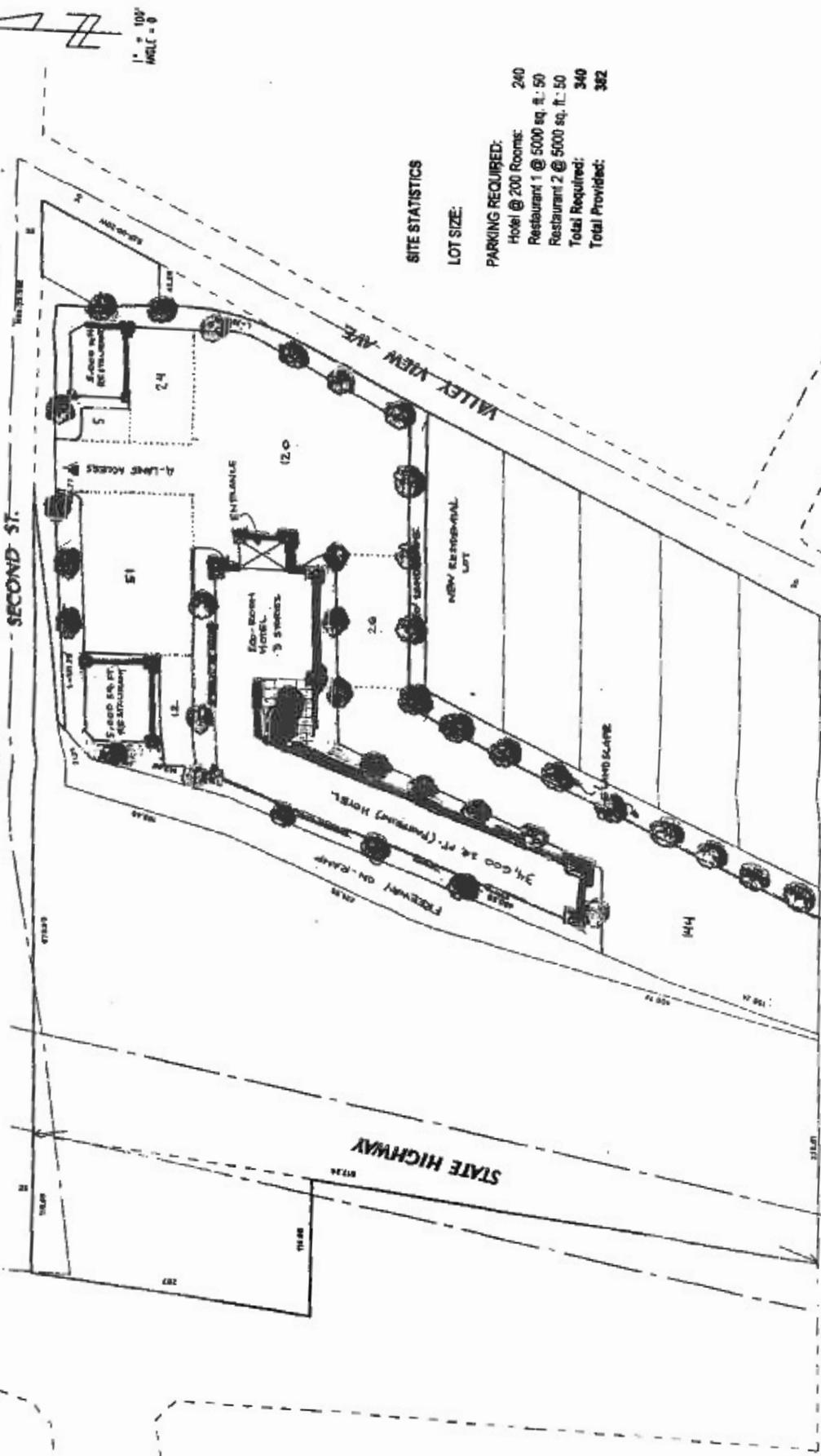


**18.63:2.38 Site Plan Review.** The provisions of Chapter 18.40 (SITE PLAN REVIEW) shall apply. All lighting shall be designed with the best shielding and cut-off designs feasible to prevent light spillage onto adjacent properties and streets.

/sk-81662

125-18  
 1" = 100'  
 NAD 83  
 T.R.A. 015-002  
 015-003  
 15

POR. PSEC 13 T. 35. R. 7W 10  
 SEC. 18 T. 35. R. 6W  
 CITY OF MORCO



**SITE STATISTICS**  
 LOT SIZE:  
**PARKING REQUIRED:**  
 Hotel @ 200 Rooms: 240  
 Restaurant 1 @ 5000 sq. ft.: 50  
 Restaurant 2 @ 5000 sq. ft.: 50  
**Total Required: 340**  
**Total Provided: 382**

NO.	DATE	BY	REVISION
1			
2			

1:11 2010

16 6/74 RIVERSIDE ORANGE HEIGHTS TRACT

23

22

ASSESSOR'S MAP KEY 18  
 Riverside County, Calif.  
 01/17

17

City of Norco - Commercial Development Design Standard Illustrations

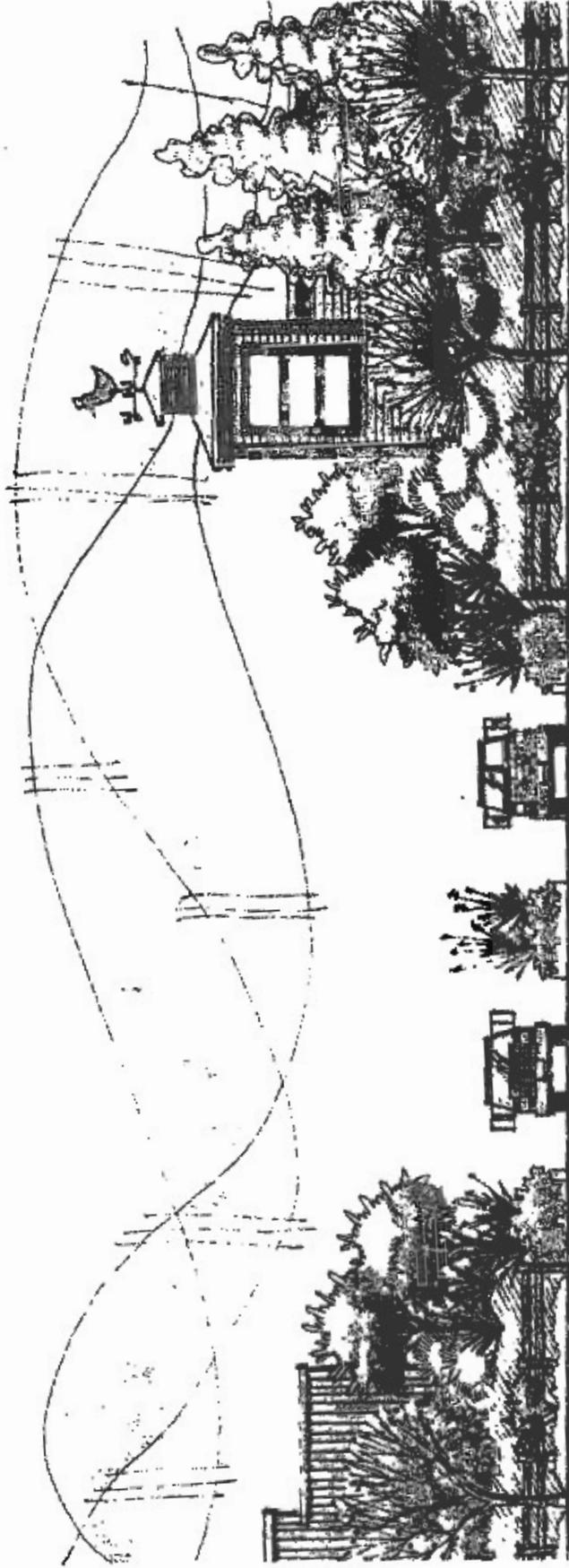


EXHIBIT      'C'

**TBLA**  
Landscape Architecture  
763 Chardonway Place Hemet, CA 92344  
(951) 638-7590 FAX (951) 260-8003 License 36650  
www.tblandscape.com email: toddb@tbla.net

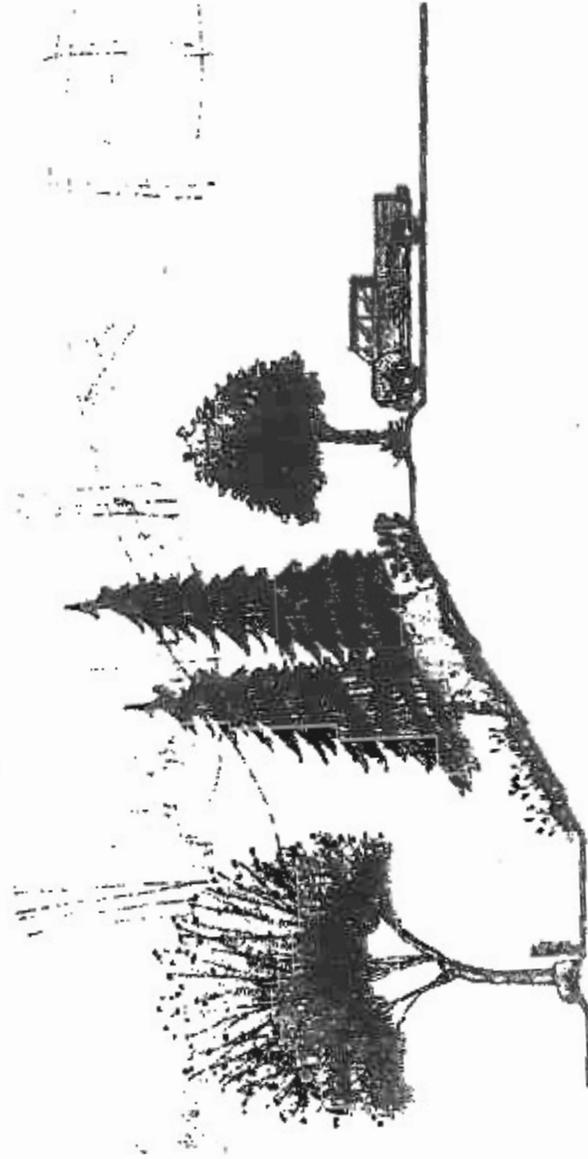
DESIGN STANDARDS

It is the intent of these design standards and sketches to provide an expression of the intended design for streetscape, parkways, slopes, buffering and screening. The accompanying sketches show the intended placement of trees, shrubs, groundcovers to provide screening, buffering and beautification to commercial developments. The sketches and standards have been developed to direct the design and development of screening and buffering of commercial developments which interface with existing and proposed residences.

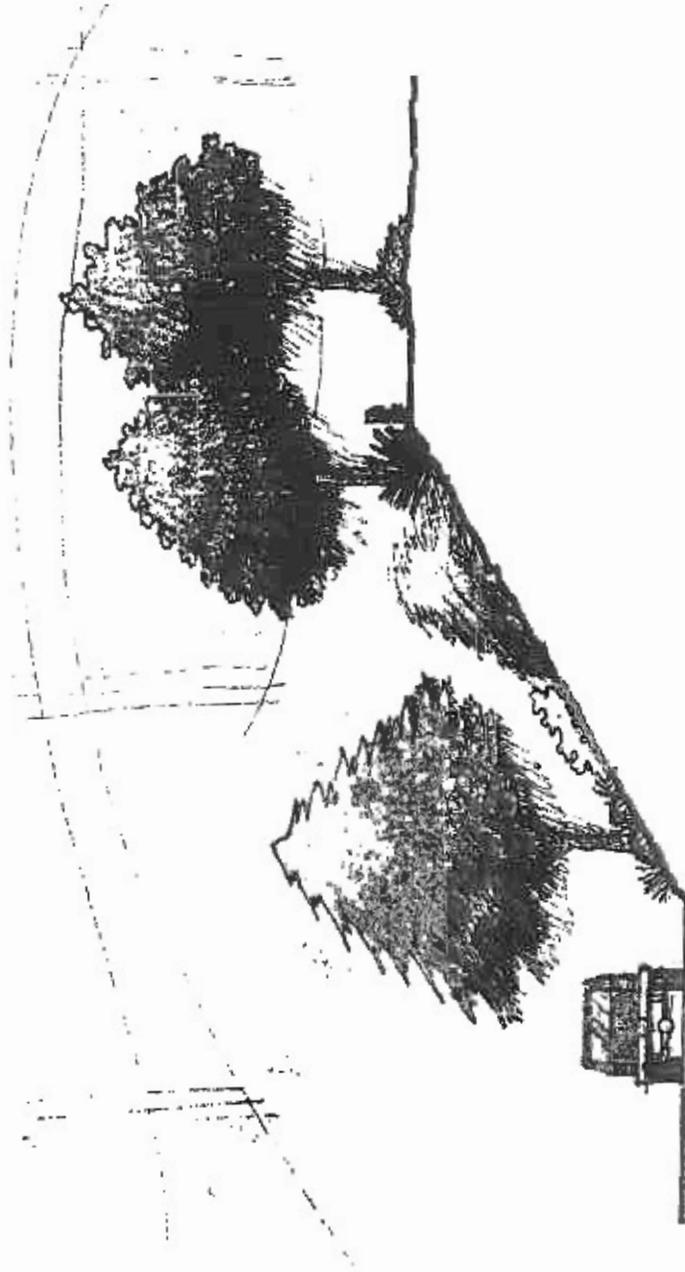
Project designs shall incorporate buffering and edge treatments as depicted in the design standards drawings. Whenever feasible, commercial landscape buffering shall incorporate both vertical and horizontal separation / buffering of the street edge and or horse trail. Plant material selections shall be comprised of water wise trees, shrubs, perennials and groundcovers. Inert landscape materials such as crushed stone fines, cobble or mulch shall be combined with plant materials.

Placement of commercial, business and shopping center signs coordinated with the placement of trees and plant materials to allow visual access to signs. Signs shall not dominate the landscape, but be located to function within the landscape.

The sketches illustrate three landscape planting zones. Zone A is the landscape area which occurs within the parkway strip between the edge of the street and the edge of the horse trail. Zone B is the slope planting between the edge of the horse trail and the top of the slope or for projects without a slope. Zone C is the landscape area at the top of the slope to the face of the buildings.

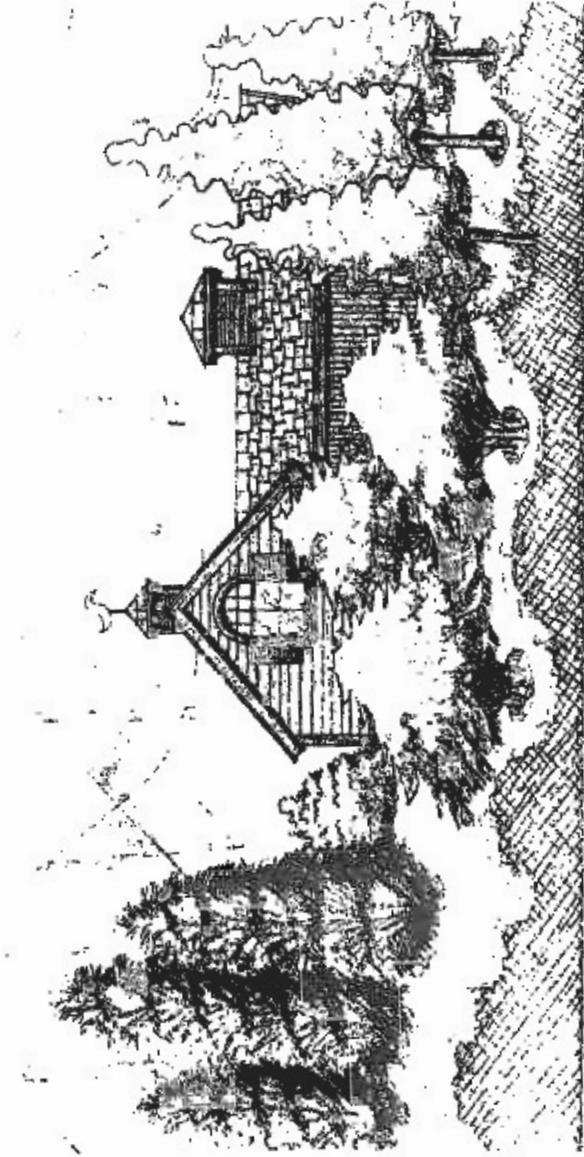


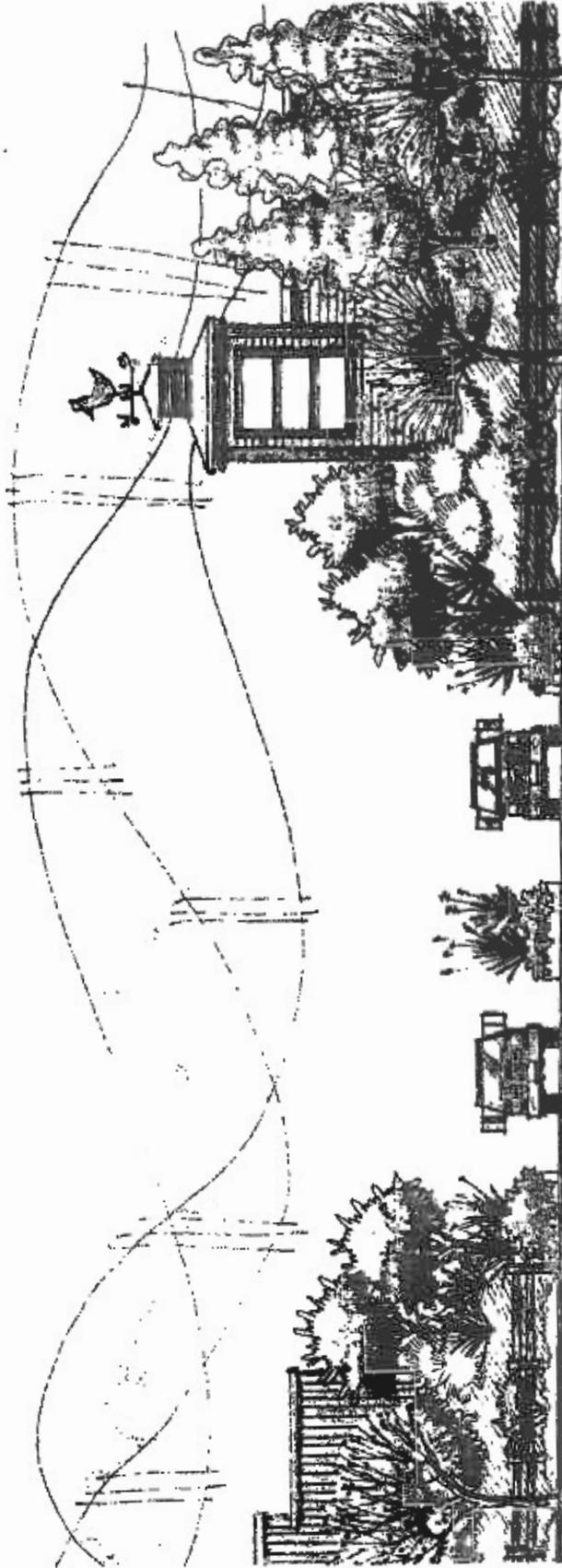
For landscapes where the horse trail is located on the commercial site side of the road. The horse trail is separated from the street by a 4' to 6' wide parkway planting strip. Within the parkway strip street trees are placed, groundcover and flowering vines placed on the horse trail fence. The pedestrian path is placed at the top of slope. The pedestrian path services the commercial area. Trees, shrubs and groundcovers are placed on the slope to provide a buffer for the commercial development. Parking areas will be screened by planting.



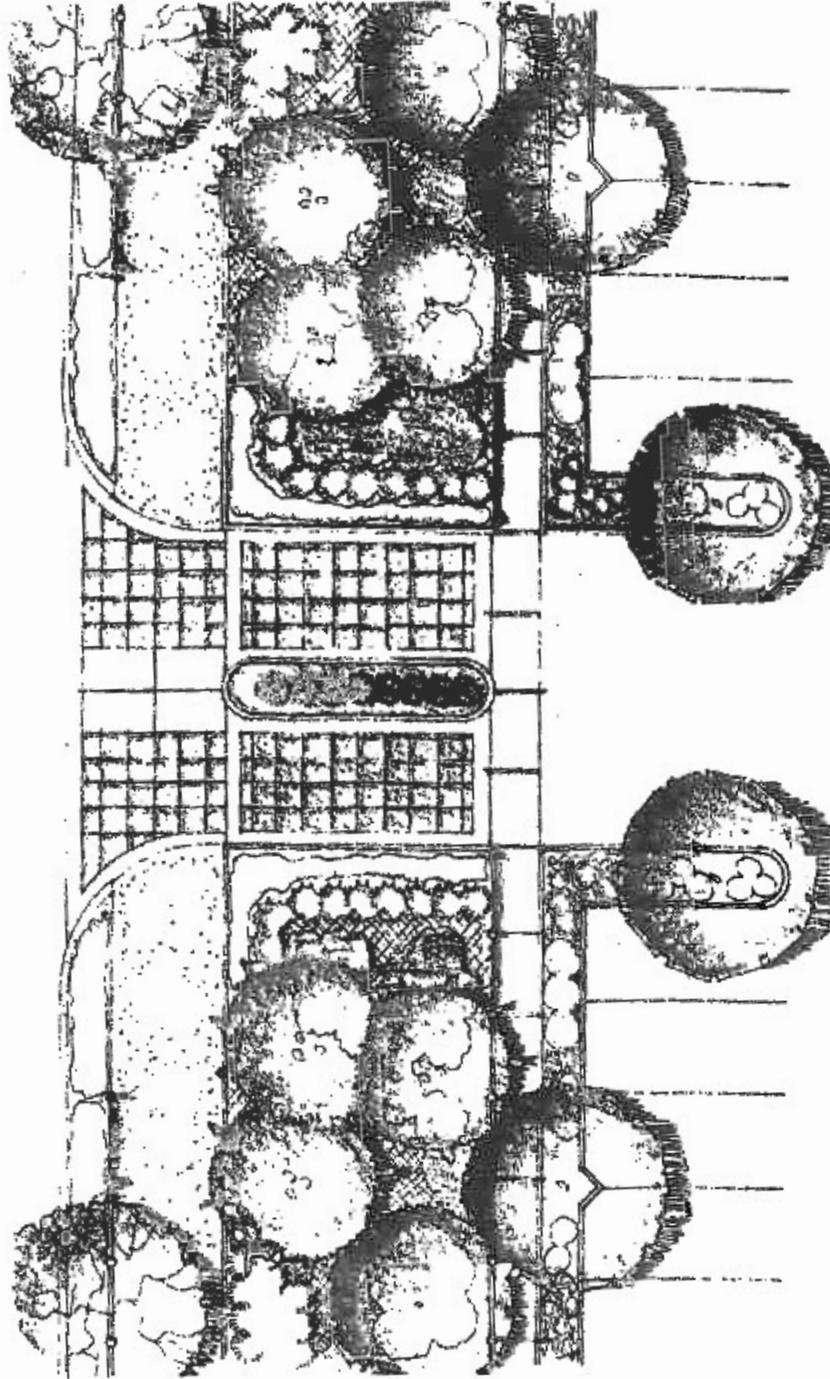
For landscapes where the horse trail is located on the residential side of the road. The pedestrian path is placed at the top of slope. The pedestrian path services the commercial area. Trees, shrubs and groundcovers are placed on the slope to provide a buffer for the commercial development.

Plantings of trees, shrubs and groundcovers shall screen the lower portions of the building from the street. The building edges shall be softened by plant materials. Lower growing trees shall be used in front of the building façade.



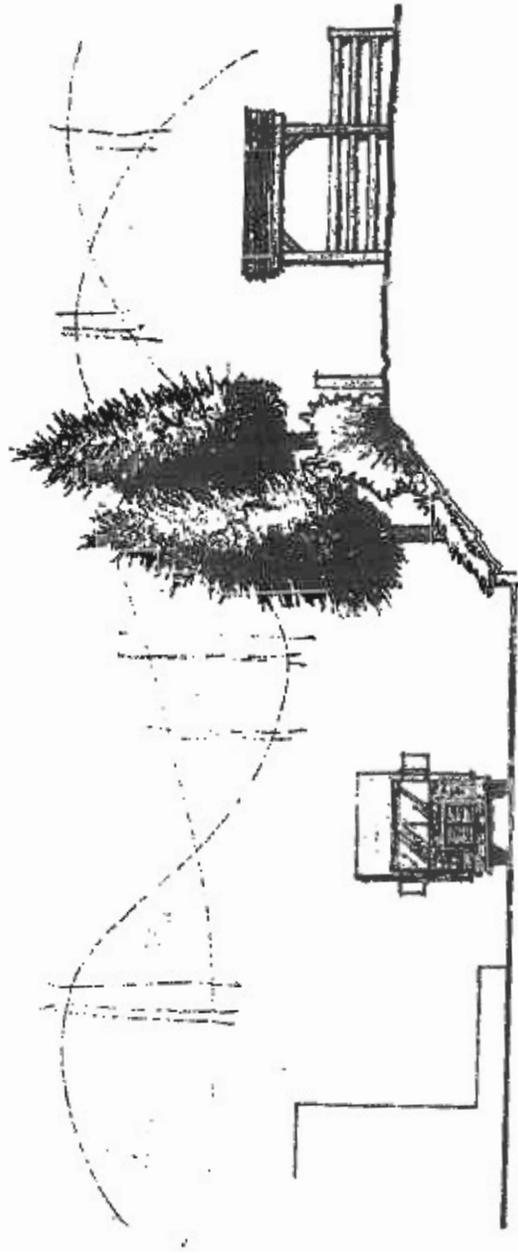


Center entries shall be enhanced with small flowering trees, shrubs, perennials and annuals. Slope plantings adjacent to the entries shall be planted with ornamental flowering shrubs, groundcovers and ornamental grasses. Buildings shall be set at the top of the slopes.



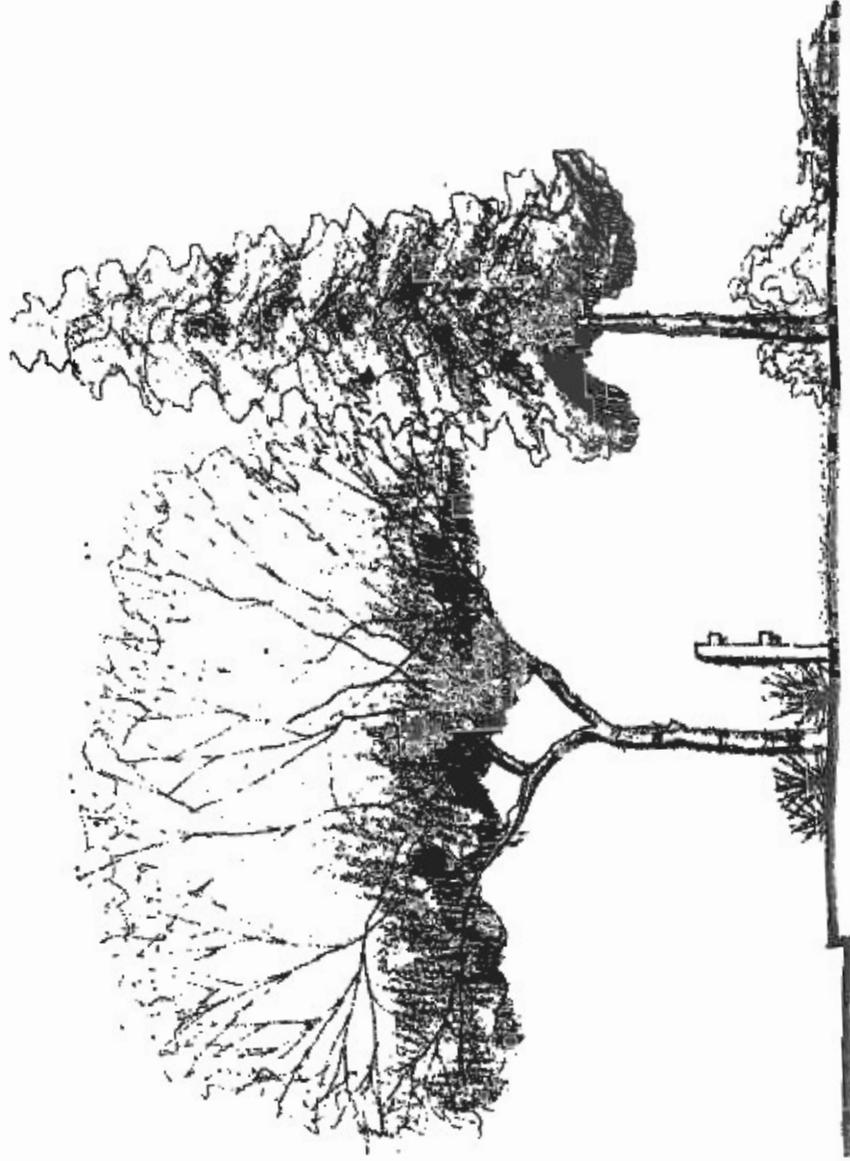
Enhanced paving such as colored concrete or concrete pavers shall be used at entries. Small flowering trees, flowers, perennials and annuals shall be used to enhance entries.

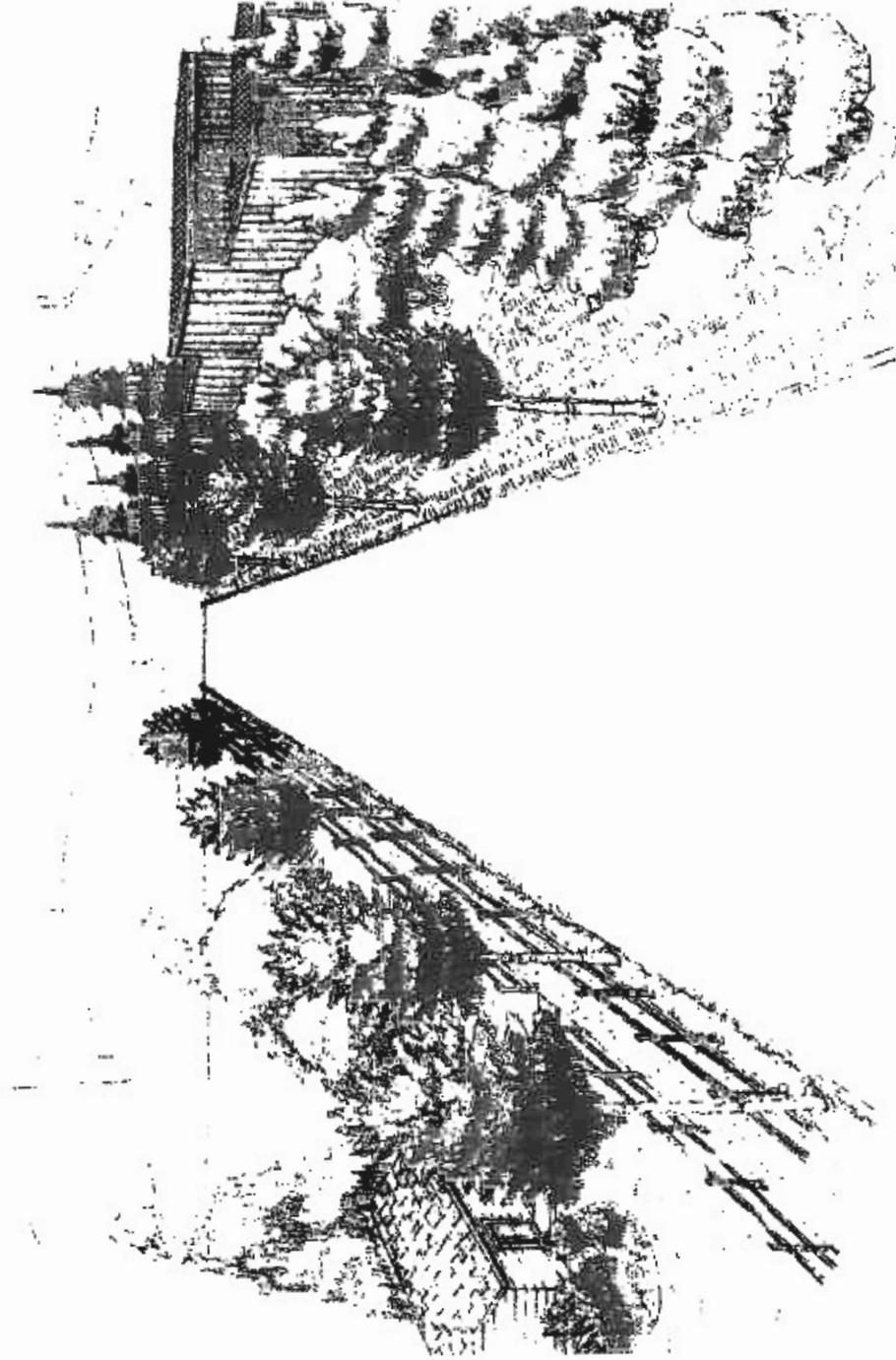
Small median planters shall be used at entries.



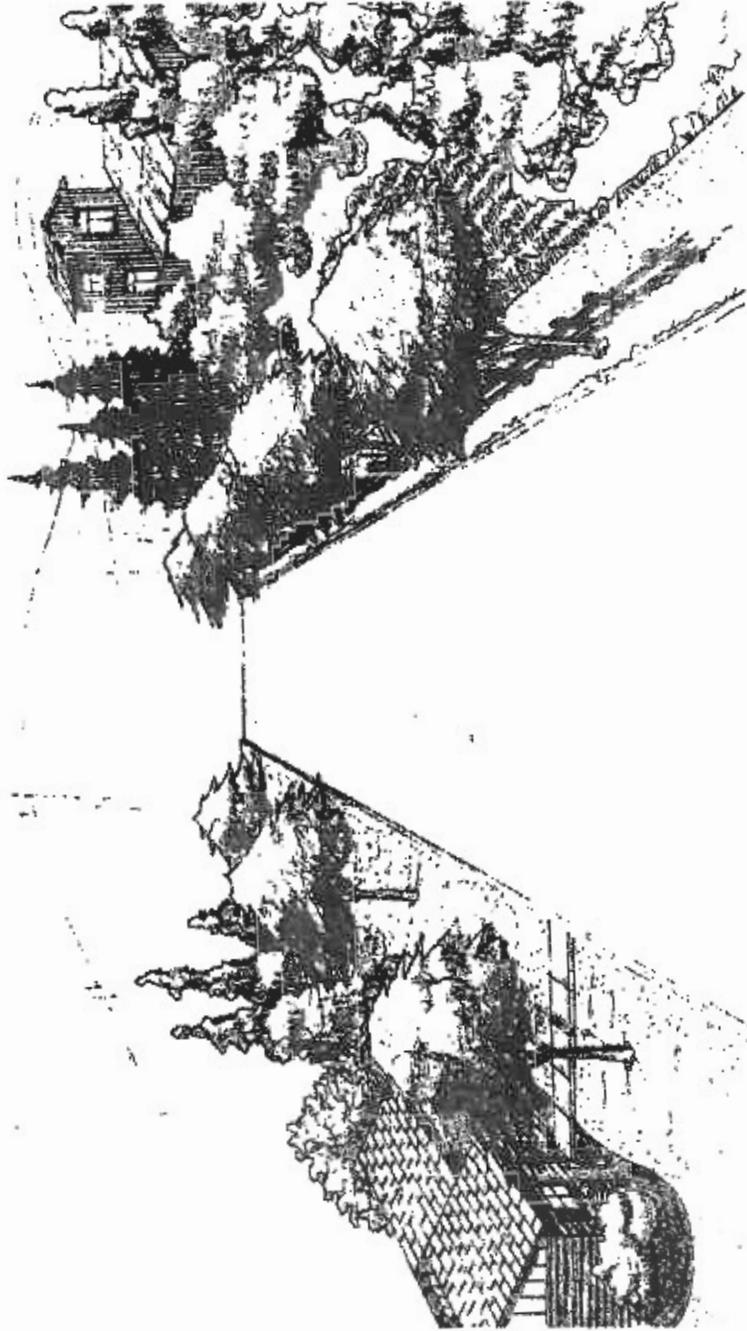
Delivery and service areas shall be screened by evergreen trees and shrubs. When possible the site shall be graded to provide a grade separation between residential lots adjoining the commercial development.

Provide a landscape screen and buffer between the edge of the horse trail and the commercial building and / or the parking area. Screen the parking lot with medium shrubs.





Sketch indicates a grade separation between the street grade and commercial development. Buildings are screened by trees and shrubs. Buildings are visible through the vegetation.



A mixture of trees, shrubs are used on the slope to screen and buffer raised commercial buildings, offices or shops.

Planting General Stipulations:

Slope planting areas shall be designed with trees providing a 40% coverage of the total slope planting area. Shrub materials shall cover 60% of the total planting area. Areas adjacent to entries and building may have an increased plant density.

Planting Pallet

Zone A - Parkway Landscape Strip

Street Tree: Refer to the approved City of Norco street tree list

Groundcover / Shrubs:

Abelia x grandiflora 'Prostrata' / Prostrate Abelia – space plants 3' oc \*

Cotoneaster dammeri 'Lowfast' / Lowfast Contoneaster – place plants at 3' oc \*

Mahonia repens / Creeping Mahonia – place plants at 2 ½' oc \*

Myoporum parvifolium / Myoporum – place plants at 4' oc \*

Vines (to be places on fence):

Bougainvillea – Place on every third fence section \*



Gelsemium sempervirens / Carolina Jesamine – place every third fence section \*

Zone B – Slope Stabilization / Landscape Buffer Zone

Slope Entry Accent Trees:

Bauhinia variegata / Orchid Tree

Cercis occidentalis / Western Redbud

Cionanthus retusus / Chinese Fringe Tree

Chorisia speciosa / Floss Silk Tree (use on slopes only)

Lagerstroemia x fauriei / Crape Myrtle

Malus 'Prairiefire' / Crabapple

Slope / Buffer Zone Trees:

Brachydon acerifolius / Flame Tree

Brachydon populneus / Bottle Tree

x Chitalpa tashkentensis / Chitalpa

Geijera parvilora / Australian Willow

Olea europaea 'Swan Hill' / Fruitless Olive

Pinus canariensis / Canary Island Pine

Pinus eldarica / Eldarica pine

Podocarpus gracilior / Fern Pine

Quercus agrifolia / Coast Live Oak

Quercus ilex / Holly Oak

Slope / Buffer Shrubs:

- Acacia redonlens 'Lowboy' / Carpet Acacia (place 6' oc)
- Baccharis pilularis / Coyote Brush (place 4' oc)
- Bougainvillea 'La Jolla' / La Jolla Bougainvillea (place 6' oc)
- Dietes bicolor / Peacock Iris (place 5' oc)
- Elaeagnus pungens 'Fruitlandii' / Silverberry (place 8' oc)
- Heteromeles arbutifolia / Toyon or California Christmas Berry (place 10' oc)
- Plumbago auriculata / Cape Plumbago (place 10' oc)
- Punica grantum / Pomegranate (place 12' oc)
- Rhamnus californica / California Coffeeberry (place 6' oc)

Slope Groundcovers:

- Slope Saver Grass Hydro Seed Mix
  - Lonicera / Honeysuckle (place 6' oc)
  - Myoporum parvifolium / Myoporum (place 6' oc)
- Entry Accent Shrubs:
- Agapanthus / Lilly of the Nile (place 18" to 3' oc as required by species used)
  - Anigozanthus / Kangaroo Paws (place 18" to 4' oc as required by species used)
  - Hemorcallis evergreen species / Daylily (place 12" oc)
  - Iris douglasiana / Pacific Iris (place 12" oc)
  - Miscanthus 'Variegatus' / Variegated Silver Grass (place 3' oc)

Pennisium 'Rubrum' / Red Fountain Grass (place 3'  
oc)

Lantana montevidensis / Trailing Lantana (place 3'oc)

Phorium / New Zealand Flax (space as is suitable for  
the species selected)

Rhaphiolepis indica / Indian Hawthorne (place 4' oc)

Rose – Carpet Rose / Carpet Rose (place 3 ½' oc)

Salvia leucaphylla 'Midnight' / Midnight Sage (place  
3' oc)

Salvia greggii 'Furmans Red' / Furmans Red Sage  
(place 2' oc)

Zone C – Adjacent to the Commercial Building

Agapanthus / Lilly of the Nile (place 18" to 3' oc as required by species used)

Anigozanthus / Kangaroo Paws (place 18" to 4' oc as required by species used)

Arbutus unedo compacta / Dwarf Strawberry Tree (place 8' oc)

Hemerocallis evergreen species / Daylily (place 12" oc)

Iris douglasiana / Pacific Iris (place 12" oc)

Miscanthus 'Variegatus' / Variegated Silver Grass (place 3' oc)

Pennisetum 'Rubrum' / Red Fountain Grass (place 3' oc)

Lantana montevidensis / Trailing Lantana (place 3' oc)

Mahonia aquafolium / Oregon Grape Holly (place 5' oc)

Phorium / New Zealand Flax (space as is suitable for the species selected)

Punica grantum 'Nana' / Dwarf Pomegranate (place 4' oc)

Rhaphiolepis indica / Indian Hawthorne (place 4' oc)

Rose – Carpet Rose / Carpet Rose (place 3 ½' oc)

Salvia leucaphylla 'Midnight' / Midnight Sage (place 3' oc)

Salvia greggii 'Furmans Red' / Furmans Red Sage (place 2' oc)

# TRAFFIC IMPACT ANALYSIS

NORCO ZONE CHANGE

CITY OF NORCO

RIVERSIDE COUNTY, CALIFORNIA

Prepared for:

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LSA Project No. NOR1001

# LSA

December 8, 2010

EXHIBIT "D"

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## INTRODUCTION AND SUMMARY

This traffic impact analysis (TIA) has been prepared to assess the potential circulation impacts associated with the potential zone change of approximately 9.85 acres of land currently zoned for Agriculture Low Density (A-1-20) to Commercial (C-G). The site under consideration is west of Valley View Avenue, with approximately 6.51 acres located on the north of Second Street and approximately 3.34 acres located south of Second Street. Currently, there are 16 residential units located on the subject property. This report is intended to satisfy the requirements for the disclosure of potential impacts and mitigation measures per the California Environmental Quality Act (CEQA), and generally follows the Riverside County Transportation Department *Traffic Impact Analysis Preparation Guide*, dated April 2008. Figure 1 illustrates the regional and project location.

This report analyzes existing traffic conditions and traffic impacts attributed to the potential zone change. Specifically, this study addresses the following four scenarios:

- Existing conditions;
- Existing plus project conditions;
- Opening Year (2013) without project conditions; and
- Opening Year (2013) with project conditions.

This TIA analyzes a.m. and p.m. peak hour conditions. Based on consultation with City staff, the a.m. peak hour is defined as the one hour of highest traffic volumes occurring between 7:00 a.m. and 9:00 a.m. while the p.m. peak hour is defined as the one hour of highest traffic volumes occurring between 4:00 p.m. and 6:00 p.m.

### Project Description

CEQA defines a "project" as any activity that has a potential to directly change or lead to a foreseeable indirect change in the physical environment. Therefore, even though the zone change does not have a discrete development project attached to it, it is considered a project under CEQA. The proposed project is for the potential zone change of approximately 9.85 acres of land currently zoned for A-1-20 to C-G. There are currently no development plans proposed in conjunction with the potential zone change. However, based on consultation with City staff, this analysis uses a worst-case build out approach and assumes that a 95-room hotel will be constructed on 3.34 acres north of Second Street, and an 85,000-square foot shopping center will be constructed on 6.51 acres south of Second Street.

This study assumes that access to the site will be provided via three driveways. One full-access driveway on Second Street will serve both the hotel and commercial components of the project. Additionally, the hotel and commercial components of the project will each have a right-in/right-out driveway on Valley View Avenue. As part of the project design feature, a signal will be installed at the full-access driveway on Second Street.

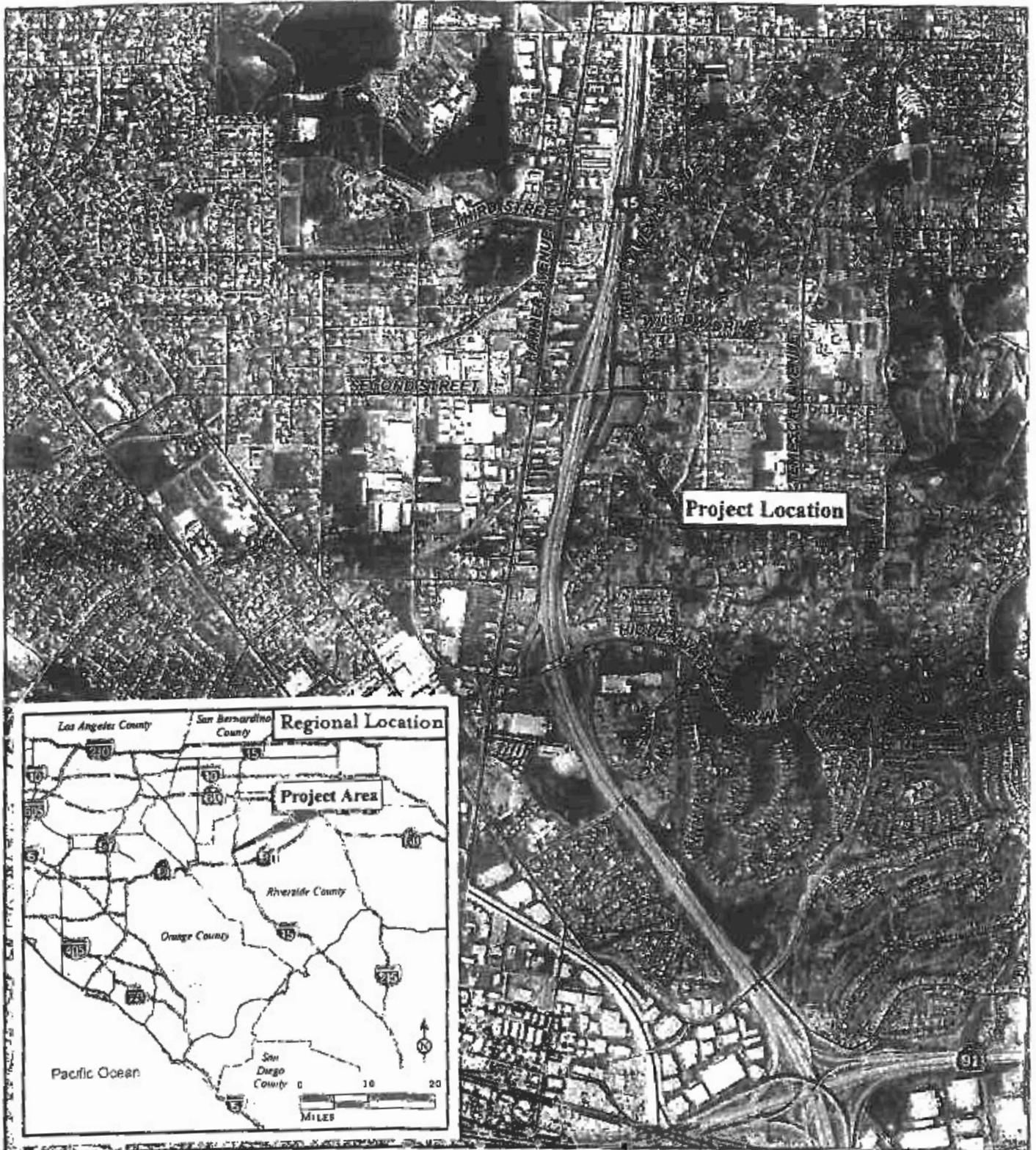
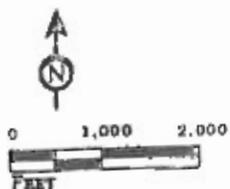


FIGURE 1

LSA



SOURCE: AirPhotoUSA, 2008; Thomas Bros., 2009  
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Norco Zone Change  
 Traffic Study

Regional and Project Location

## Study Area

The study area for the TIA was determined based on consultation with City staff. The study area includes the following nine intersections:

1. Hamner Avenue/Second Street;
2. Interstate 15 (I-15) Southbound Ramps/Second Street;
3. I-15 Northbound Ramps/Second Street;
4. Project Driveway 1/Second Street;
5. Valley View Avenue/Third Street;
6. Valley View Avenue/Willow Drive;
7. Valley View Avenue/Project Driveway 2;
8. Valley View Avenue/Second Street; and
9. Valley View Avenue/Project Driveway 3.

Figure 2 illustrates the locations of study intersections.

In addition, a freeway merge/diverge analysis was conducted at the I-15 Northbound and Southbound Ramps on Second Street for disclosure to Caltrans.

## LEVEL OF DEFINITIONS AND PROCEDURES

Roadway operations and the relationship between capacity and traffic volumes are generally expressed in terms of levels of service (which are defined using the letter grades A through F). These levels recognize that, while an absolute limit exists as to the amount of traffic traveling through a given intersection (the absolute capacity), the conditions that motorists experience rapidly deteriorate as traffic approaches the absolute capacity. Under such conditions, congestion is experienced. There is general instability in the traffic flow, which means that relatively small incidents (e.g., momentary engine stall) can cause considerable fluctuations in speeds and delays. This near-capacity situation is labeled Level of Service (LOS) E. Beyond LOS E, capacity has been exceeded, and arriving traffic will exceed the ability of the intersection to accommodate it. An upstream queue will then form and continue to expand in length until the demand volume again declines.

A complete description of the meaning of level of service can be found in the Transportation Research Board Special Report 209, *Highway Capacity Manual*. The Manual establishes levels of service A through F. Table A provides brief descriptions of the six levels of service, as abstracted from the Manual.

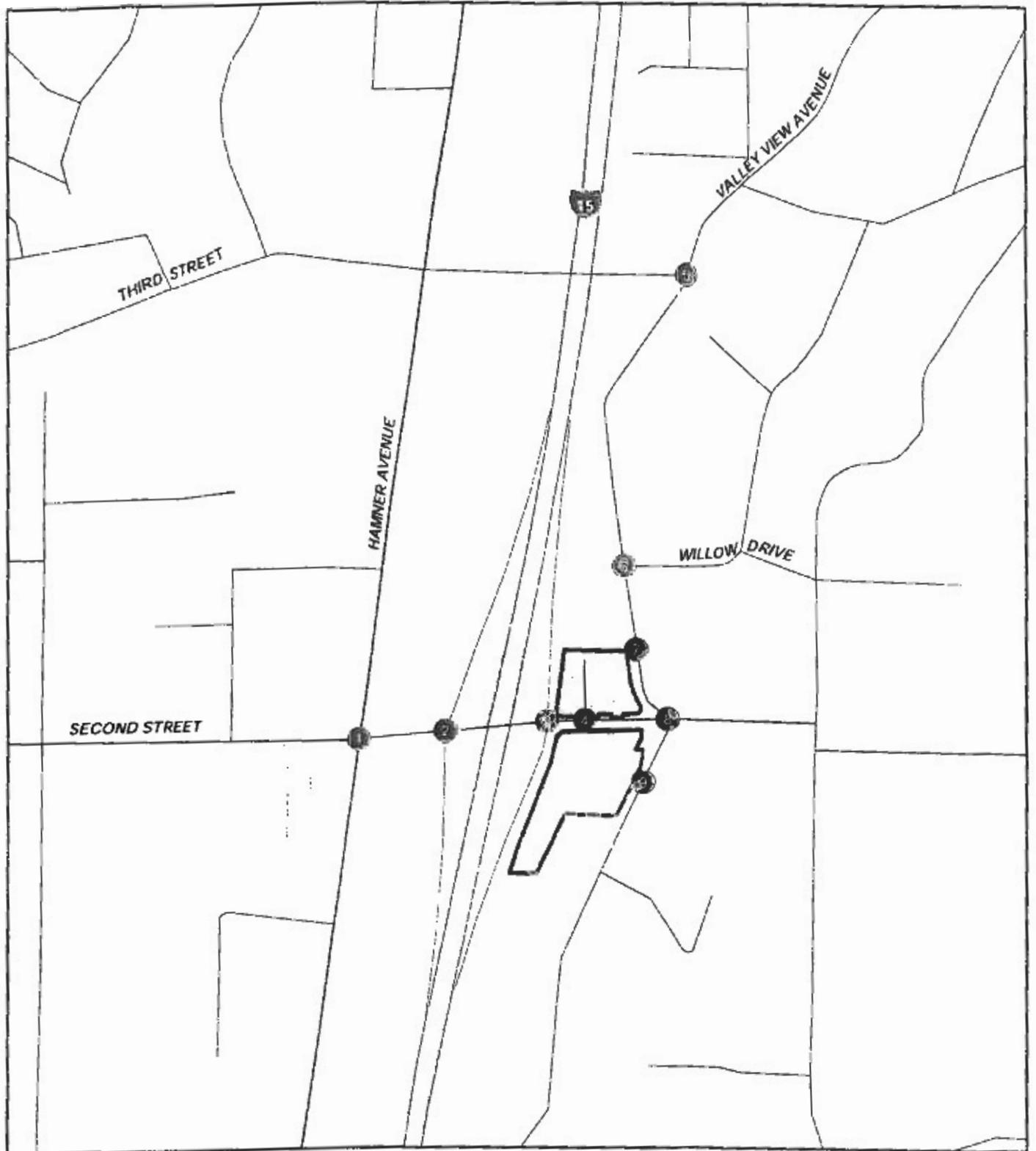


FIGURE 2

LSA



- Project Location
- Study Area Intersection

Norco Zone Change  
Traffic Study

Study Area Intersections

SOURCE: Thomas Bros., 2009

**Table A: Level of Service Definitions**

LOS	Description
A	No approach phase is fully utilized by traffic and no vehicle waits longer than one red indication. Typically, the approach appears quite open, turns are made easily, and nearly all drivers find freedom of operation.
B	This service level represents stable operation, where an occasional approach phase is fully utilized and a substantial number are approaching full use. Many drivers begin to feel restricted within platoons of vehicles.
C	This level still represents stable operating conditions. Occasionally drivers may have to wait through more than one red signal indication, and backups may develop behind turning vehicles. Most drivers feel somewhat restricted, but not objectionably so.
D	This level encompasses a zone of increasing restriction approaching instability at the intersection. Delays to approaching vehicles may be substantial during short peaks within the peak period; however, enough cycles with lower demand occur to permit periodic clearance of developing queues, thus preventing excessive backups.
E	Capacity occurs at the upper end of this service level. It represents the most vehicles that any particular intersection approach can accommodate. Full utilization of every signal cycle is seldom attained no matter how great the demand.
F	This level describes forced flow operations at low speeds, where volumes exceed capacity. These conditions usually result from queues of vehicles backing up from a restriction downstream. Speeds are reduced substantially and stoppages may occur for short or long periods of time due to the congestion. In the extreme case, both speed and volume can drop to zero.

Table B shows the level of service criteria for unsignalized and signalized intersections.

**Table B: Level of Service Criteria for Unsignalized and Signalized Intersections**

Level of Service	Unsignalized Intersection Average Delay per Vehicle (sec.)	Signalized Intersection Average Delay per Vehicle (sec.)
A	≤ 10	≤ 10
B	> 10 and ≤ 15	> 10 and ≤ 20
C	> 15 and ≤ 25	> 20 and ≤ 35
D	> 25 and ≤ 35	> 35 and ≤ 55
E	> 35 and ≤ 50	> 55 and ≤ 80
F	> 50	> 80

For all study area intersections, the 2000 *Highway Capacity Manual* (HCM 2000) analysis methodologies were used to determine intersection levels of service. Levels of service at all intersections were calculated using the Traffix version 8.0 software and Synchro 7.0 software, which use the HCM 2000 methodologies. Saturation flow rates consistent with Riverside County Congestion Management Plan (CMP) guidelines for existing conditions and opening year analyses were used in the calculations of intersection capacity. In accord with Riverside County CMP guidelines, any intersection at which the volume-to-capacity ratio is greater than 1.0 is considered to be operating at LOS F, regardless of delay.

### Level of Service Standard

All ramp terminus intersections and State highways are under the jurisdiction of Caltrans. The remaining study intersections are under the jurisdiction of the City of Norco. Caltrans endeavors to maintain LOS E for freeway segments and a level of service between C and D at all intersections under its jurisdiction; this has been interpreted to mean that a maximum average delay at a Caltrans intersection exceeding 45 seconds is considered an impact. The City of Norco uses LOS D as the minimum level of service standard for intersection operations.

For the disclosure of potential impacts and mitigation measures per the California Environmental Quality Act (CEQA), the City of Norco has requested that project-related impacts at study intersections be identified. The City has requested that impacts be identified using a sliding scale from the City of Riverside *Traffic Impact Analysis Preparation Guide*, dated May 2009. The sliding scale helps identify specific project-related impacts and mitigation measures. Based on the City of Riverside Guidelines, an impact occurs at a study intersection when addition of project-generated trips causes either the peak hour LOS (A through D) to deteriorate to unacceptable LOS (E or F), or causes the peak hour delay to increase as follows: For LOS A/B, a decrease of 10.0 seconds; LOS C, a decrease of 8.0 seconds; LOS D, a decrease of 5.0 seconds; LOS E, a decrease of 2.0 seconds; and LOS F, a decrease of 1.0 second.

## EXISTING CONDITIONS

### Existing Traffic Controls and Intersection Geometrics

LSA conducted an inventory of the existing study area street system in November 2010. In the project vicinity, Second Street is an east/west undivided roadway that is four lanes west of the I-15 interchange and two lanes east of the I-15 interchange. Valley View Avenue is a north/south undivided roadway that is two lanes north and south of Second Street. Figure 3 illustrates existing intersection geometrics and stop controls.

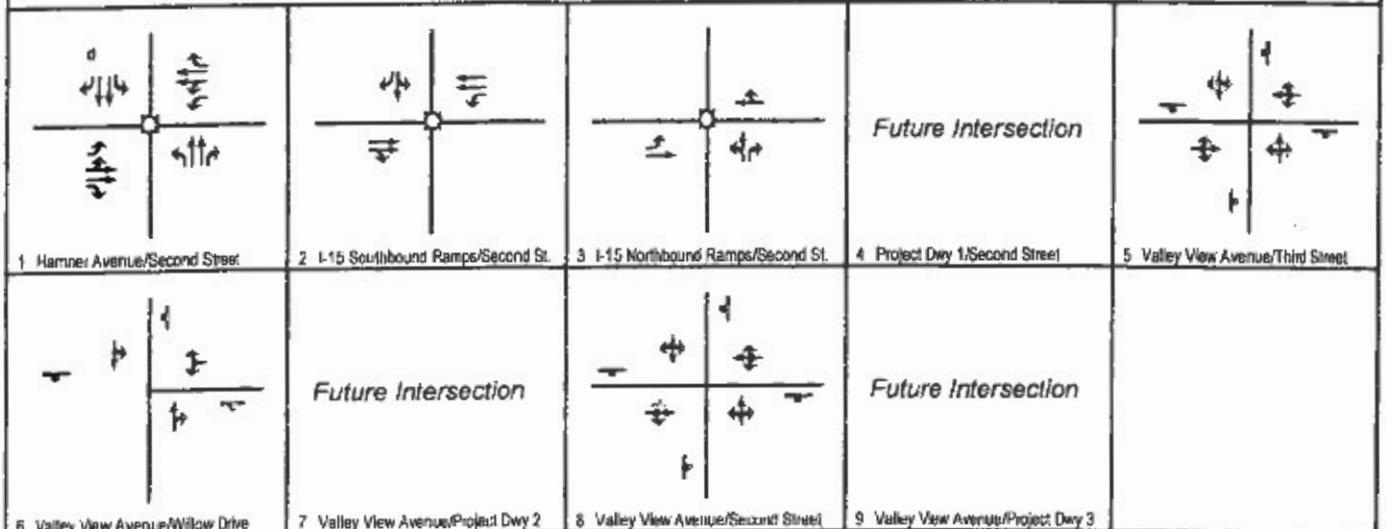
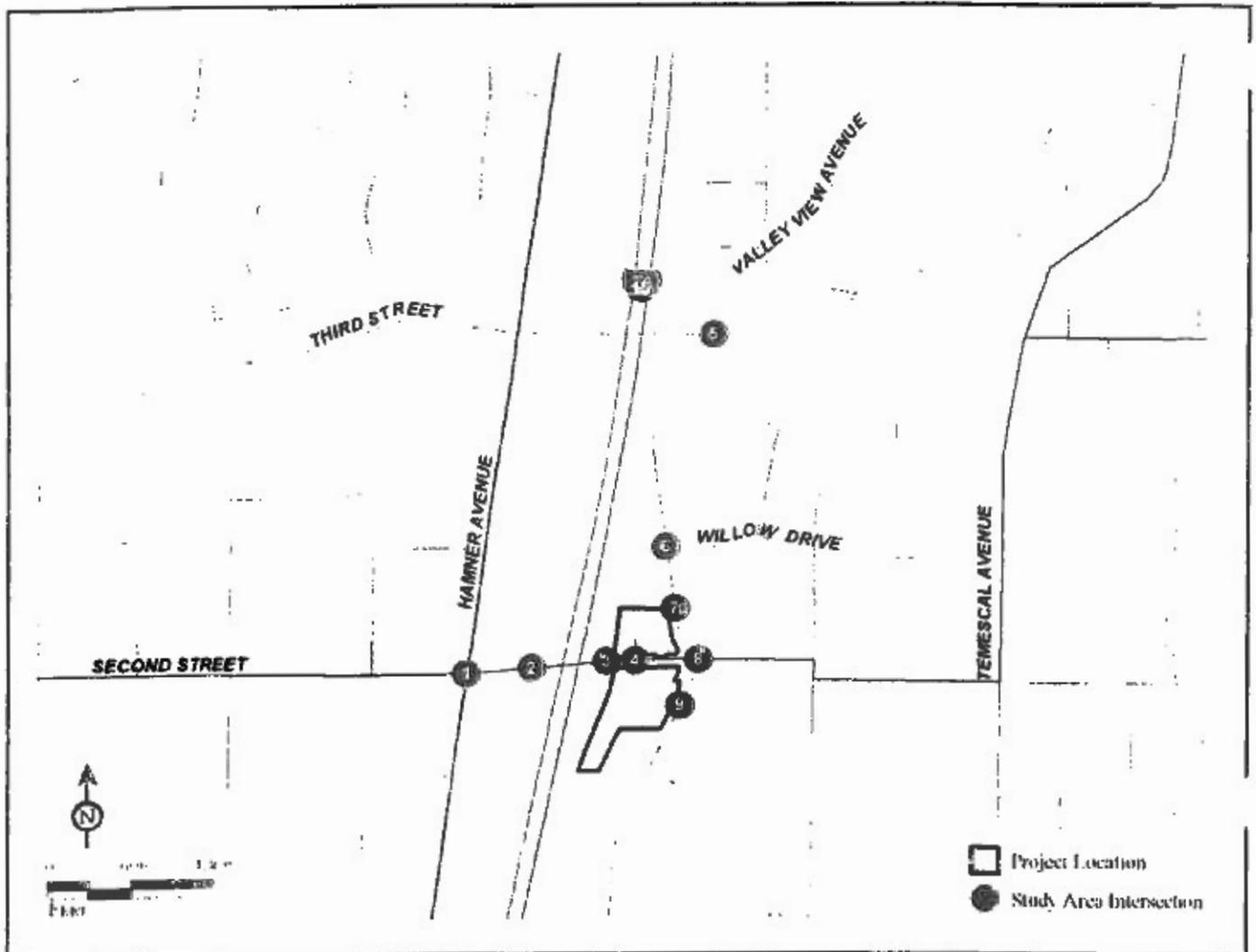
### Existing Traffic Volumes

Existing traffic volumes at study area intersections are based on peak hour intersection turn movement counts collected by National Data and Surveying Services (NDS) in November 2010. Figure 4 illustrates existing a.m. and p.m. peak hour intersection traffic volumes. Count sheets are contained in Appendix A.

For freeway segments, existing freeway segment bidirectional volumes are derived from the Annual Average Daily Traffic (AADT) volume data published by the Caltrans in 2009.

For ramp influence areas, vehicles entering and exiting I-15 at Second Street are based on peak hour turning movement counts collected by NDS in November 2010. Table C shows existing volumes at study area freeway segments and ramps during the a.m. and p.m. peak hours.

Detailed volume development worksheets are included in Appendix B.



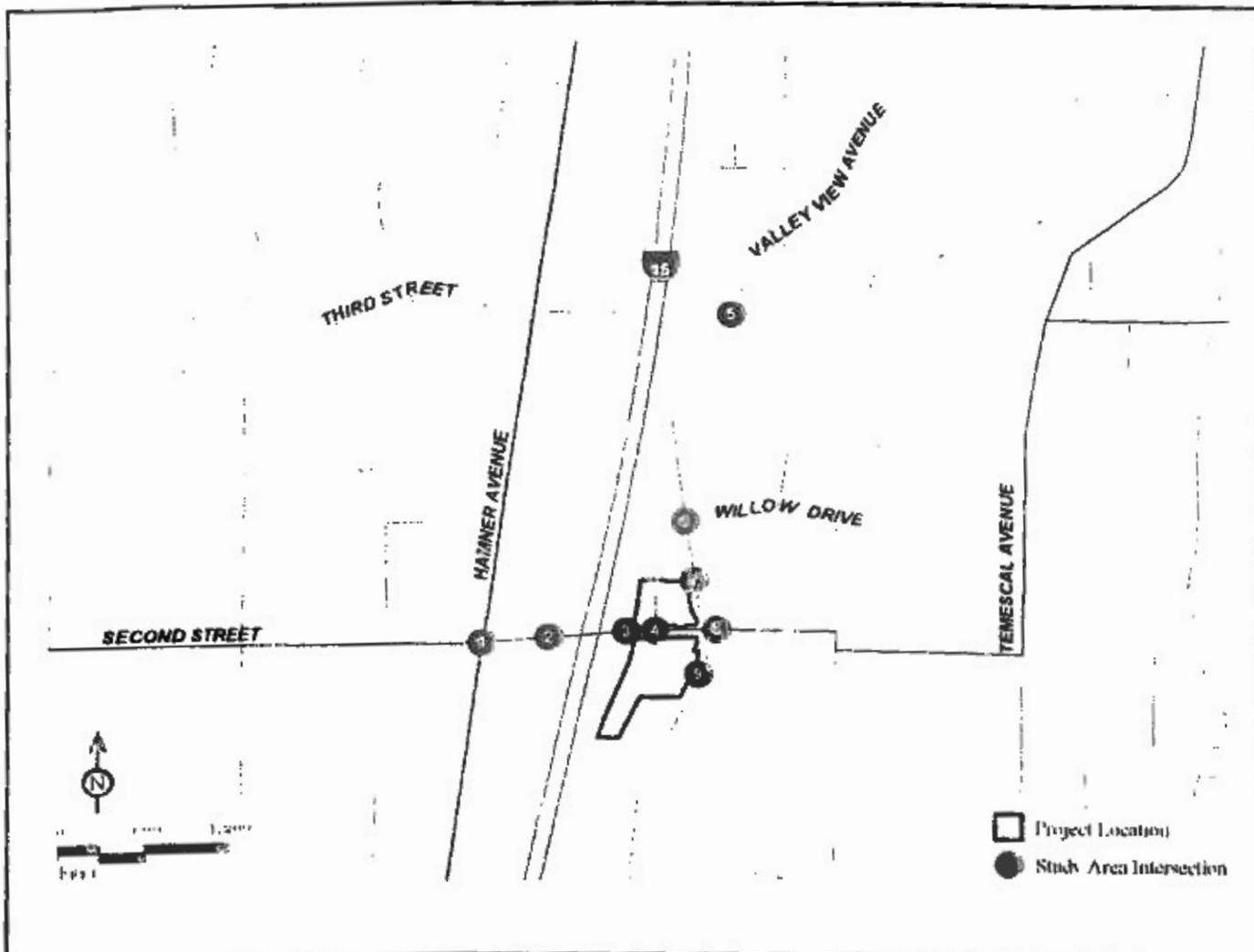
LSA

FIGURE 3

Legend

- Signal
- ⊖ Stop Sign
- ⊖ Defacto right turn

Norco Zone Change  
Existing Intersection Geometrics and Stop Control



<p>1 Hazner Avenue/Second Street</p>	<p>2 I-15 Southbound Ramps/Second St.</p>	<p>3 I-15 Northbound Ramps/Second St.</p>	<p>4 Project Dwy 1/Second Street</p> <p><i>Future Intersection</i></p>	<p>5 Valley View Avenue/Third Street</p>
<p>6 Valley View Avenue/Willow Drive</p>	<p>7 Valley View Avenue/Project Dwy 2</p> <p><i>Future Intersection</i></p>	<p>8 Valley View Avenue/Second Street</p>	<p>9 Valley View Avenue/Project Dwy 3</p> <p><i>Future Intersection</i></p>	

FIGURE 4

LSA

xxx/yyy AM/PM Peak Hour Volumes

Norco Zone Change  
Existing Without Project Conditions

Table C - Existing I-15 Freeway Segment and Ramp Volumes

Freeway Segment	Northbound					
	AM Peak Hour			PM Peak Hour		
	Without Project	Project Trips	With Project	Without Project	Project Trips	With Project
<b><u>I-15</u></b>						
North of Second St.	5,938	26	5,964	5,776	61	5,837
Second St. On-Ramp	210	26	236	545	61	606
Between Second St. Ramps	5,728		5,728	5,231		5,231
Second St. Off-Ramp	1,052	37	1,089	827	54	881
South of Second St.	6,780	37	6,817	6,058	54	6,112

Freeway Segment	Southbound					
	AM Peak Hour			PM Peak Hour		
	Without Project	Project Trips	With Project	Without Project	Project Trips	With Project
<b><u>I-15</u></b>						
North of Second St.	6,308	37	6,345	6,885	54	6,939
Second St. Off-Ramp	501	37	538	341	54	395
Between Second St. Ramps	5,807		5,807	6,544		6,544
Second St. On-Ramp	557	26	583	790	61	851
South of Second St.	6,364	26	6,390	7,334	61	7,395

### Existing Levels of Service

A level of service analysis was conducted to evaluate existing a.m. and p.m. peak hour traffic operations at study area intersections. Table D summarizes the results of this analysis. Level of service worksheets are included in Appendix C. As shown in Table D, all study area intersections are currently operating at satisfactory levels of service with the exception of the following:

- Hammer Avenue/Second Street (a.m. and p.m. peak hours); and
- I-15 Northbound Ramps/Second Street (a.m. and p.m. peak hours).

Table E summarizes existing a.m. and p.m. peak hour freeway segment and ramp levels of service. As shown in Table E, the following freeway segments/ramps are projected to operate at unsatisfactory levels of service:

- I-15 Northbound: Second Street On-Ramp (a.m. peak hour);
- I-15 Southbound: Segment north of Second Street (a.m. and p.m. peak hours);
- I-15 Southbound: Second Street Off-Ramp (a.m. and p.m. peak hours); and
- I-15 Southbound: Segment between Second Street Off-Ramp and Lane Addition (p.m. peak hour).

## PROJECTED FUTURE TRAFFIC

### Project Trip Generation

Trip generation for the proposed project was developed using rates for Land Use 820 "Shopping Center" and Land Use 310 "Hotel" from the Institute of Transportation Engineers (ITE) *Trip Generation*, 8<sup>th</sup> Edition. Table F summarizes the a.m. and p.m. peak hour and daily project trip generation. As Table F indicates, the project is expected to generate a total of 4,497 gross daily trips, with 149 trips occurring during the a.m. peak hour and 384 trips during the p.m. peak hour. However, retail establishments typically draw some trips from traffic passing the site on an adjacent street. These trips are not "new" trips made for the sole purpose of visiting the site but are trips made as an intermediate stop en route to an ultimate destination. These trips are referred to as "pass-by" trips and only affect traffic at the project driveways and on streets adjacent to the project. Pass-by rates were developed using rates for Land Use 820 "Shopping Center" and Land Use 310 "Hotel" from the ITE, *Trip Generation Handbook*, 2<sup>nd</sup> Edition. Because there are no data available on a.m. and daily pass-by trips, no reduction has been taken for a.m. and, for daily, the p.m. numbers have been used. After accounting for pass-by trips the project is expected to generate a total of 4,411 net new daily trips, with 149 net new trips occurring in the a.m. peak hour and 298 net new trips in the p.m. peak hour.

### Project Trip Distribution

Trip distribution patterns for project trips were developed based on consultation with City staff. Figure 5a illustrates project trip distribution for the Hotel Component at each of the study

Table D - Existing Intersection Levels of Service

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1 . Hamner Avenue/Second Street	Signal	1.08	69.4	F *	1.08	64.3	F *
2 . I-15 Southbound Ramps/Second Street	Signal	0.62	13.1	B	0.57	9.7	A
3 . I-15 Northbound Ramps/Second Street	Signal	1.00	59.1	E *	1.00	61.4	E *
4 . Project Driveway 1/Second Street	Signal	<i>Future Intersection</i>			<i>Future Intersection</i>		
5 Valley View Avenue/Third Street	AWSC	0.47	10.7	B	0.33	9.2	A
6 Valley View Avenue/Willow Drive	AWSC	0.41	9.5	A	0.35	9.0	A
7 Valley View Avenue/Project Driveway 2	TWSC	<i>Future Intersection</i>			<i>Future Intersection</i>		
8 Valley View Avenue/Second Street	AWSC	0.93	29.3	D	0.77	16.6	C
9 Valley View Avenue/Project Driveway 3	TWSC	<i>Future Intersection</i>			<i>Future Intersection</i>		

\*Exceeds level of service standard

Notes:

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

Table E - Existing Freeway Segment and Ramp Levels of Service

Segment/Ramp	Type	Mainline Lanes	Without Project			With Project								
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour					
			Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS			
<b>Interstate 15 Northbound</b>														
1 . North of Second St.	Basic	3	57.6	39.6	E	59.6	37.2	E	57.3	40.0	F*	58.9	38.1	E
2 . Second St. On-Ramp	1 Lane On	3	48.0	34.5	F*	48.0	34.6	D	48.0	34.7	F*	48.0	35.1	E
3 . Lane Drop to Second St. On-Ramp	Basic	3	60.1	36.6	E	64.7	31.1	D	60.1	36.6	E	64.7	31.1	D
4 . Second St. Off-Ramp to Lane Drop	Basic	4	69.2	23.9	C	69.8	21.6	C	69.2	23.9	C	69.8	21.6	C
5 . Second St. Off-Ramp	2 Lane off	4	48.1	4.0	A	48.4	0.5	A	48.0	4.3	A	48.3	1.1	A
6 . South of Second St.	Basic	4	65.7	29.7	D	68.4	25.5	C	65.5	30.0	D	68.3	25.8	C

Segment/Ramp	Type	Mainline Lanes	Without Project			With Project								
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour					
			Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS			
<b>Interstate 15 Southbound</b>														
7 . North of Second St.	Basic	3	†	†	F*	†	†	F*	†	†	F*	†	†	F*
8 . Second St. Off-Ramp	1 Lane Off	3	48.8	39.6	F*	49.0	41.5	F*	48.7	39.8	F*	48.9	41.8	F*
9 . Second St. Off-Ramp to Lane Addition	Basic	3	59.2	37.7	E	†	†	F*	59.2	37.7	E	†	†	F*
10 . Lane Addition to Second St. On-Ramp	Basic	4	69.0	24.2	C	66.8	28.2	D	69.0	24.2	C	66.8	28.2	D
11 . Second St. On-Ramp	Lane Addition <sup>1</sup>	4	Lane Addition <sup>1</sup>	Lane Addition <sup>1</sup>	C	Lane Addition <sup>1</sup>	Lane Addition <sup>1</sup>	C	Lane Addition <sup>1</sup>	Lane Addition <sup>1</sup>	C	Lane Addition <sup>1</sup>	Lane Addition <sup>1</sup>	C
12 . South of Second St.	Basic	5	69.9	21.0	C	68.9	24.5	C	69.9	21.1	C	68.8	24.8	C

Notes:

† Volume exceeds capacity; speed and density not defined for over capacity segment

<sup>1</sup> As stated in the HCM 2000, where a single-lane on-ramp results in a lane addition, the capacity of the ramp is governed by the ramp geometry itself, and not by the ramp-freeway junction. The downstream segment is simply considered to be a basic freeway segment with an additional lane.

Table F - Project Trip Generation

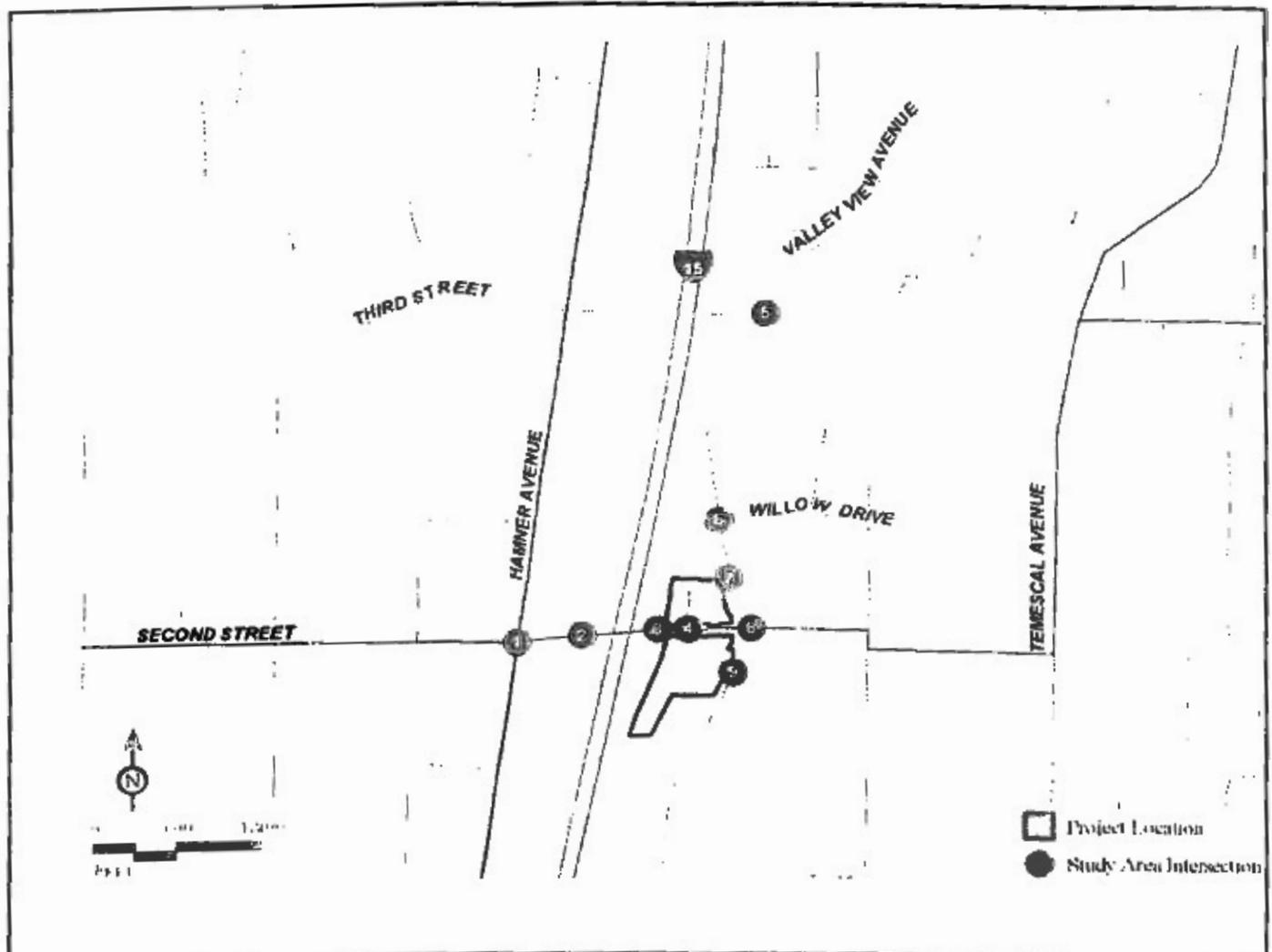
Land Use	Units	A.M. Peak Hour			P.M. Peak Hour			Daily
		In	Out	Total	In	Out	Total	
<b>Shopping Center</b>	85.00 TSF <sup>1</sup>							
Trips/Unit <sup>2</sup>		0.61	0.39	1.00	1.79	1.94	3.73	42.94
Trip Generation		52	33	85	152	165	317	3,650
Pass-by Trips <sup>3</sup>	27%				(43)	(43)	(86)	(86)
<b>Net New Trips</b>		<b>52</b>	<b>33</b>	<b>85</b>	<b>109</b>	<b>122</b>	<b>231</b>	<b>3,564</b>
<b>Hotel</b>	95 Rooms							
Trips/Unit <sup>4</sup>		0.39	0.28	0.67	0.34	0.36	0.70	8.92
Trip Generation		37	27	64	32	35	67	847
<b>Total Trip Generation</b>		<b>89</b>	<b>60</b>	<b>149</b>	<b>141</b>	<b>157</b>	<b>298</b>	<b>4,411</b>

<sup>1</sup> Thousand Square feet

<sup>2</sup> Rates for Land Use 820 - 'Shopping Center' from Institute of Transportation Engineers (ITE) *Trip Generation*, 8th Edition.

<sup>3</sup> Pass-by rates based on rates for Land Use 820 - 'Shopping Center' from ITE *Trip Generation Handbook*, 2<sup>nd</sup> Ed. Because there are no data available on AM and daily pass-by trips, no reduction has been taken for AM, and for daily the PM numbers have been used.

<sup>4</sup> Rates for Land Use 310- 'Hotel' from the ITE *Trip Generation*, 8th Edition.



□ Project Location  
● Study Area Intersection

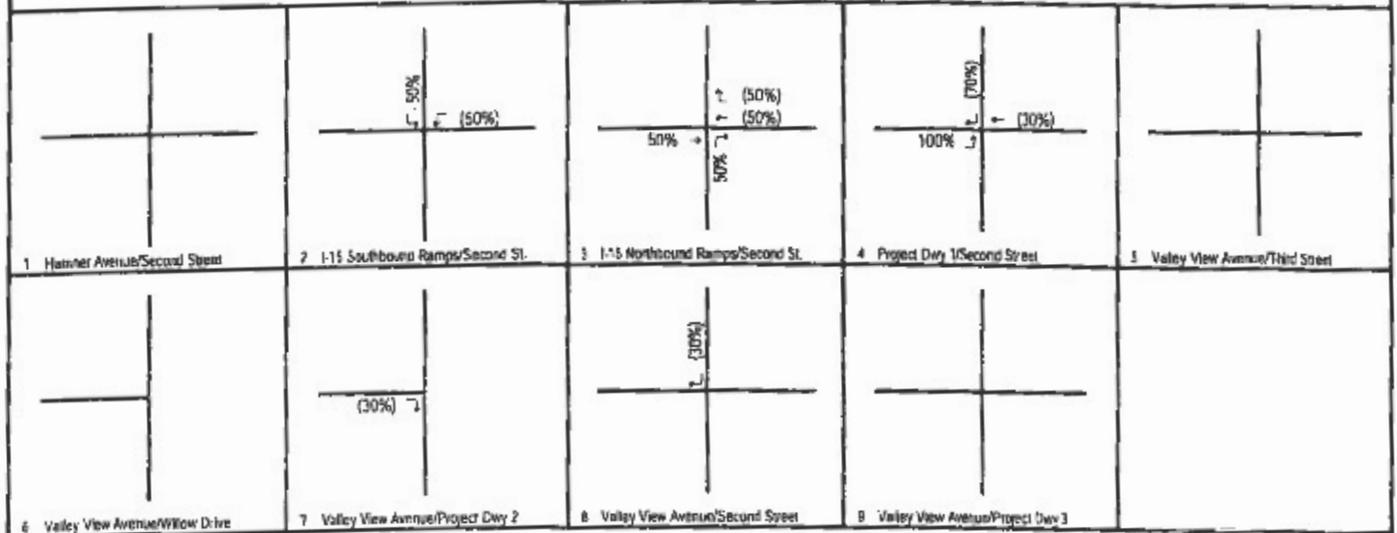


FIGURE 5A

LSA

XX% (YY%) Inbound (Outbound) Distribution

Norco Zone Change  
Hotel Trip Distribution

intersections. Figure 5b illustrates project trip distribution for the Commercial Component at each of the study intersections.

### **Project Trip Assignment**

Trip assignment for project trips is the trip generation multiplied by the trip distribution percentages. Figure 6 illustrates total project trips at study area intersections during the a.m. and p.m. peak hours.

### **Existing with Project Traffic Volumes**

Existing with peak hour traffic volumes in the project vicinity were developed by adding the project traffic to existing volumes. In addition, trips generated by the 16 residential units currently on the project site were reduced from the project traffic volumes, as these trips are already accounted for in the existing traffic counts. Residential credits are illustrated in Figure 7. Figure 8 illustrates existing with project traffic volumes at study area intersections during the a.m. and p.m. peak hours.

For study area freeway segments and ramps, project trips were also added to existing volumes at study area freeway segments and ramps. Previously referenced Table C shows existing with project volumes at study area freeway segments and ramps during the a.m. and p.m. peak hours.

Detailed volume development worksheets are included in Appendix B.

### **Opening Year (2013) Background Traffic Volumes**

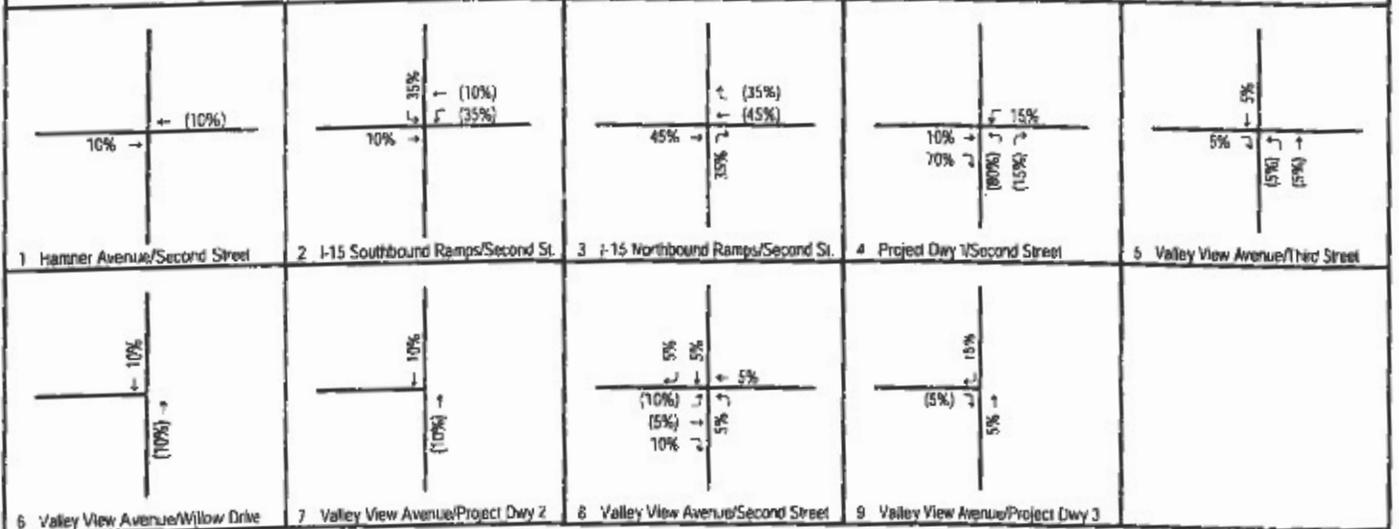
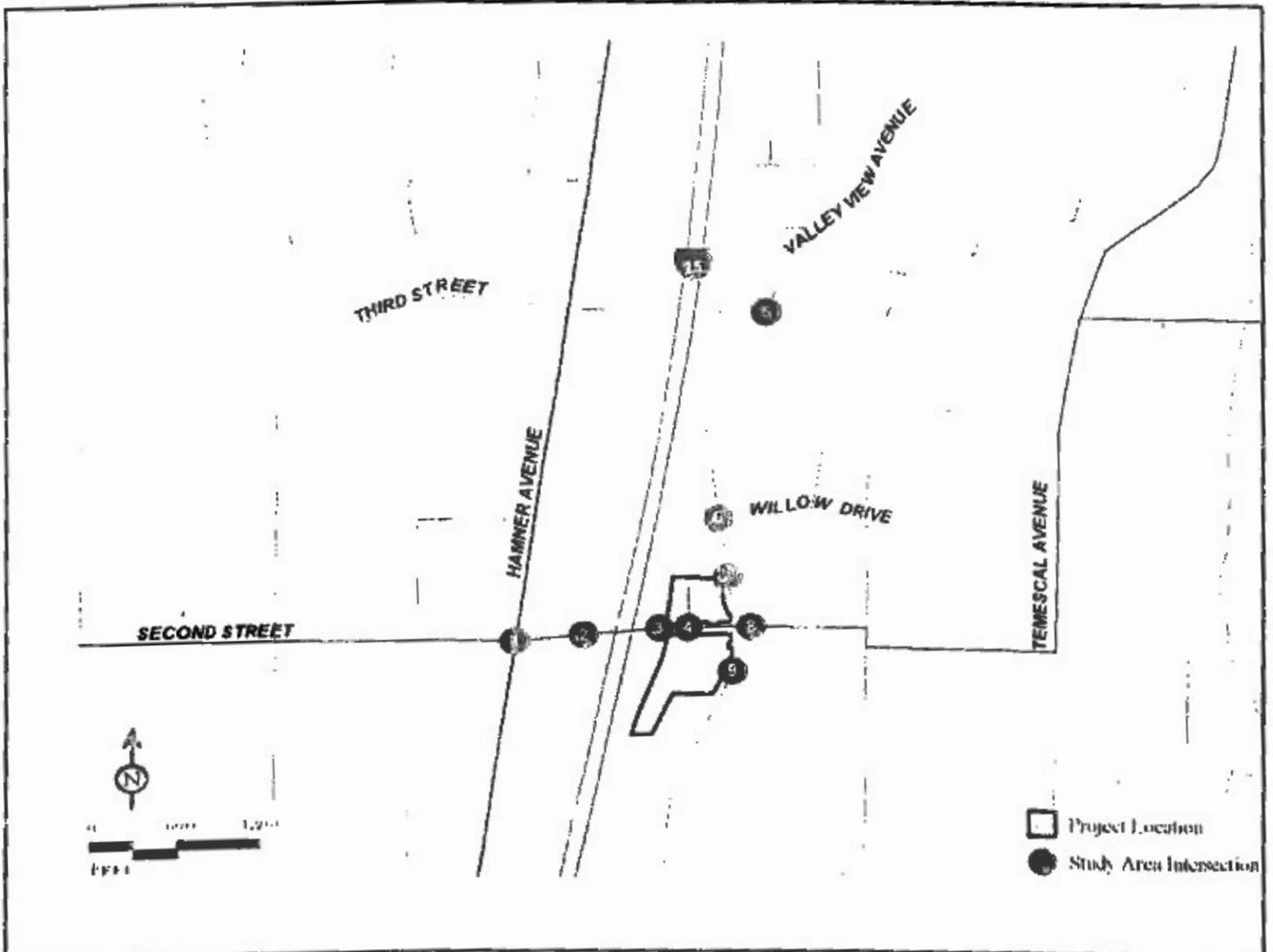
To forecast Opening Year (2013) traffic volumes, a 1.42 percent per annum growth rate was derived from ADT counts on Second Street collected on by the City in 2000 and 2006. The growth rate was applied to existing without project traffic volumes to develop opening year without project traffic volumes at study area intersections. No cumulative projects were identified by the city. Figure 9 illustrates opening year without project traffic volumes during the a.m. and p.m. peak hours.

For freeway segments, a 2.4% per annum growth rate was derived from AADT data collected by Caltrans in 2000 and 2009. This growth rate was applied for three years (9.7 percent) and then applied to 2009 peak hour traffic volumes derived from the AADT. Opening year without project a.m. and p.m. peak hour volumes at study area freeway segments and ramps are shown in Table G.

Detailed volume development worksheets are included in Appendix B.

### **Opening Year (2013) with Project Traffic Volumes**

Opening year with project traffic volumes in the project vicinity were developed by adding project traffic to the year 2013 background traffic volumes. In addition, trips generated by the 16 residential units currently on the project site was reduced from the project traffic volumes, as these trips are already accounted for in the existing traffic counts. Residential credits are illustrated in previously referenced Figure 7. Figure 10 illustrates opening year with project a.m. and p.m. peak hour traffic volumes at study area intersections.

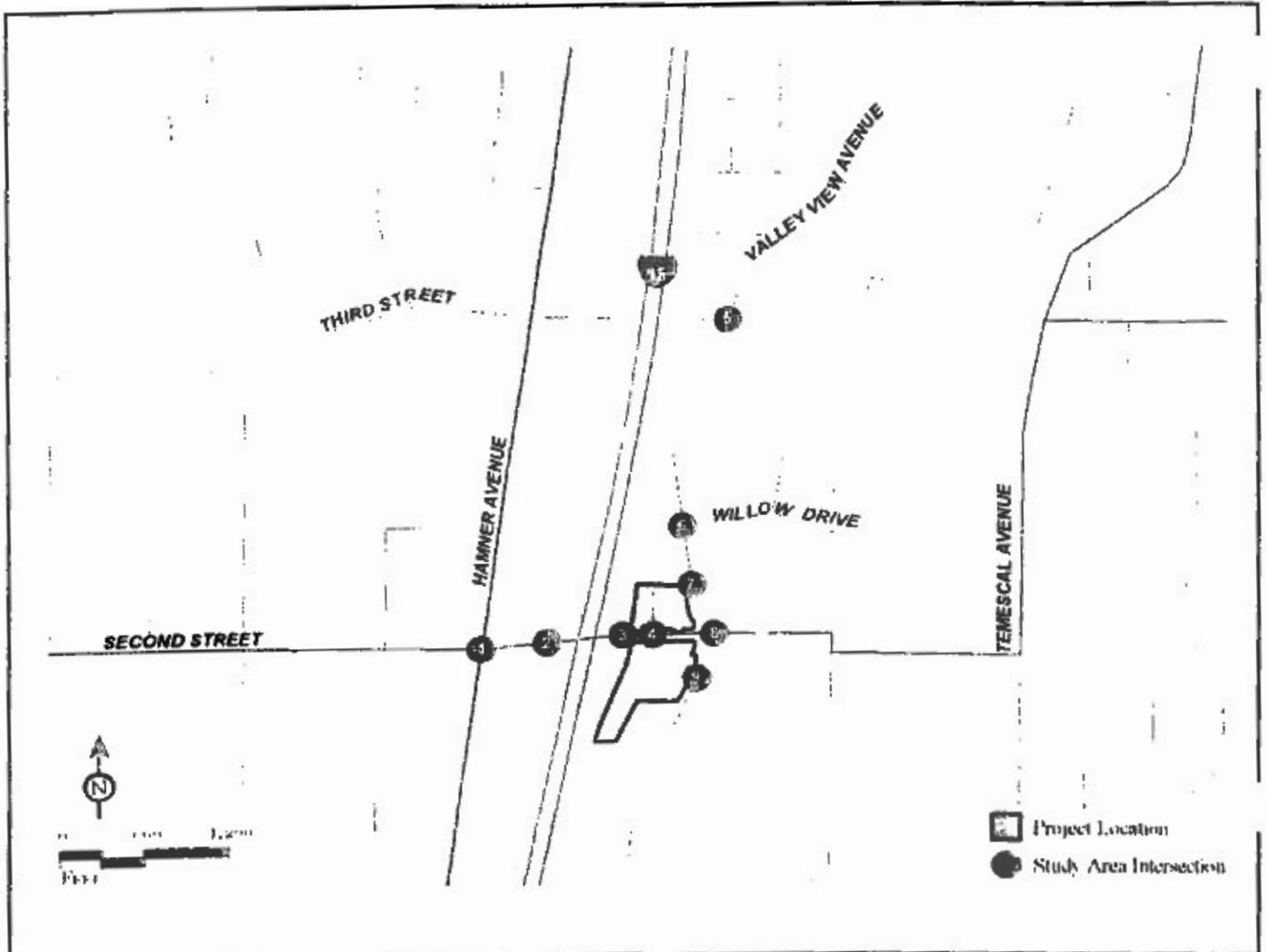


LSA

FIGURE 5B

XX% (YY%) Inbound (Outbound) Distribution

Norco Zone Change  
Commercial Trip Distribution



<p>1 Hammer Avenue/Second Street</p>	<p>2 I-15 Southbound Ramps/Second St.</p>	<p>3 I-15 Northbound Ramps/Second St.</p>	<p>4 Project Dwy 1/Second Street</p>	<p>5 Valley View Avenue/Third Street</p>
<p>6 Valley View Avenue/Willow Drive</p>	<p>7 Valley View Avenue/Project Dwy 2</p>	<p>8 Valley View Avenue/Second Street</p>	<p>9 Valley View Avenue/Project Dwy 3</p>	

FIGURE 6

LSA

XXX/YYY AM/PM Peak Hour Volumes

Norco Zone Change  
Total Project Trips

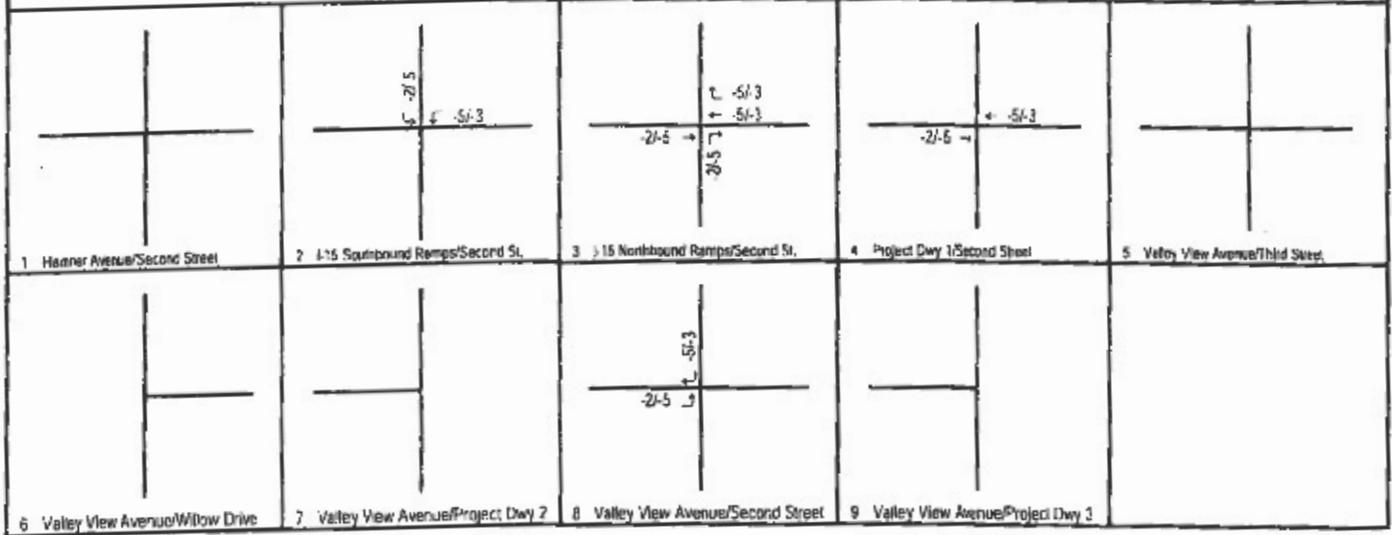
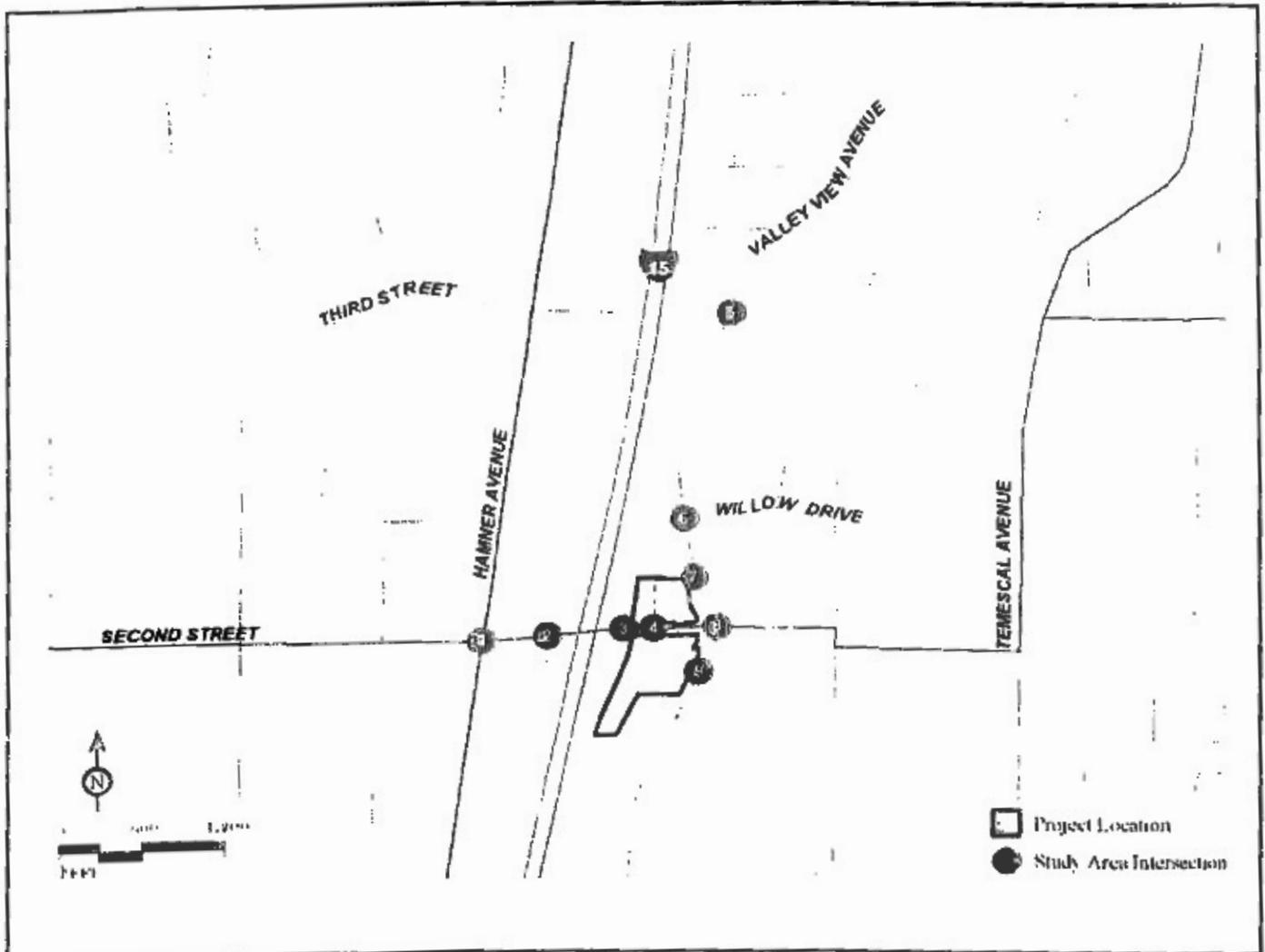


FIGURE 7

# LSA

XXX/YY AM/PM Peak Hour Volumes

Norco Zone Change  
Residential Credits

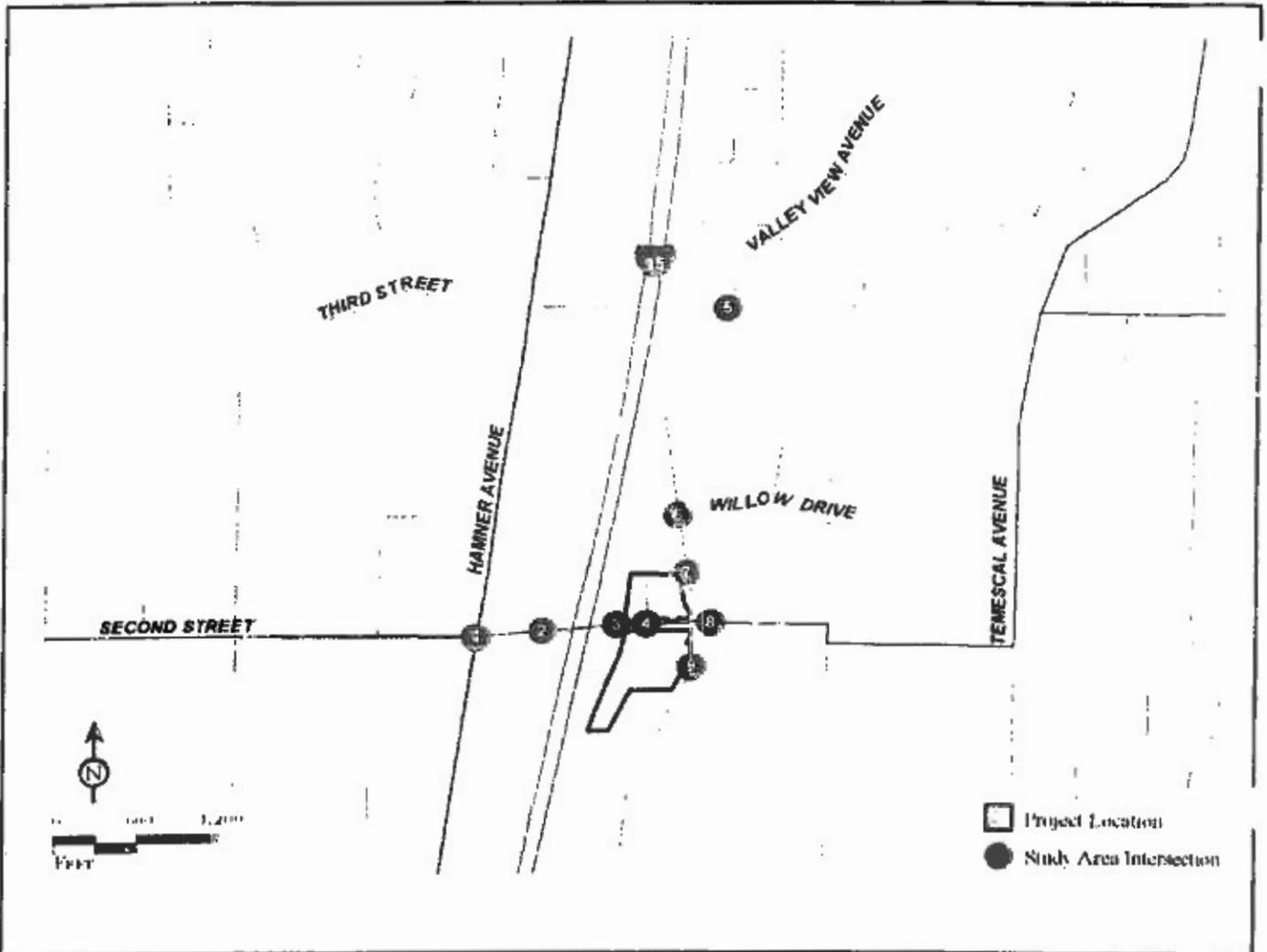
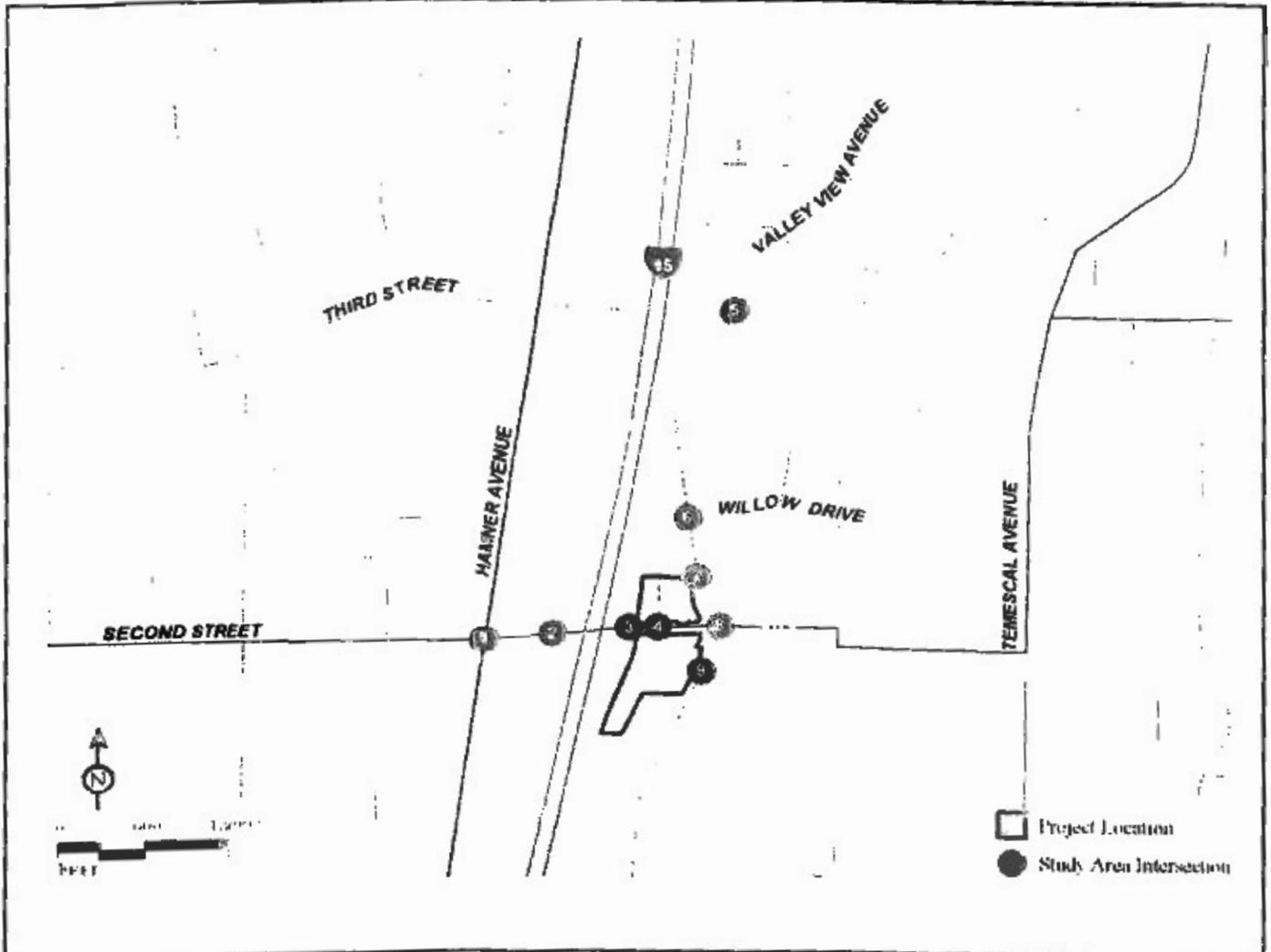



FIGURE 8

LSA

XXX/YYY AM/PM Peak Hour Volumes

Norco Zone Change  
Existing With Project Conditions



<table border="1"> <tr> <td>147/190</td> <td>695/484</td> </tr> <tr> <td>474/883</td> <td>361/275</td> </tr> <tr> <td>729/431</td> <td>409/244</td> </tr> <tr> <td>270/253</td> <td>25/39</td> </tr> <tr> <td>396/442</td> <td>738/727</td> </tr> <tr> <td>24/41</td> <td>137/432</td> </tr> </table> <p>1 Hammer Avenue/Second Street</p>	147/190	695/484	474/883	361/275	729/431	409/244	270/253	25/39	396/442	738/727	24/41	137/432	<table border="1"> <tr> <td>466/287</td> <td>1000/710</td> </tr> <tr> <td>1/1</td> <td>173/179</td> </tr> <tr> <td>368/659</td> <td></td> </tr> <tr> <td>407/643</td> <td></td> </tr> </table> <p>2 I-15 Southbound Ramps/Second St.</p>	466/287	1000/710	1/1	173/179	368/659		407/643		<table border="1"> <tr> <td>138/517</td> <td>68/49</td> </tr> <tr> <td>289/224</td> <td>458/341</td> </tr> <tr> <td>735/554</td> <td>142</td> </tr> <tr> <td></td> <td>348/207</td> </tr> </table> <p>3 I-15 Northbound Ramps/Second St.</p>	138/517	68/49	289/224	458/341	735/554	142		348/207	<p>Future Intersection</p>	<table border="1"> <tr> <td>176/77</td> <td>0/1</td> </tr> <tr> <td>131/84</td> <td>0/1</td> </tr> <tr> <td>0/1</td> <td>217/95</td> </tr> <tr> <td>55/57</td> <td>137/113</td> </tr> </table> <p>5 Valley View Avenue/Third Street</p>	176/77	0/1	131/84	0/1	0/1	217/95	55/57	137/113
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FIGURE 9

LSA

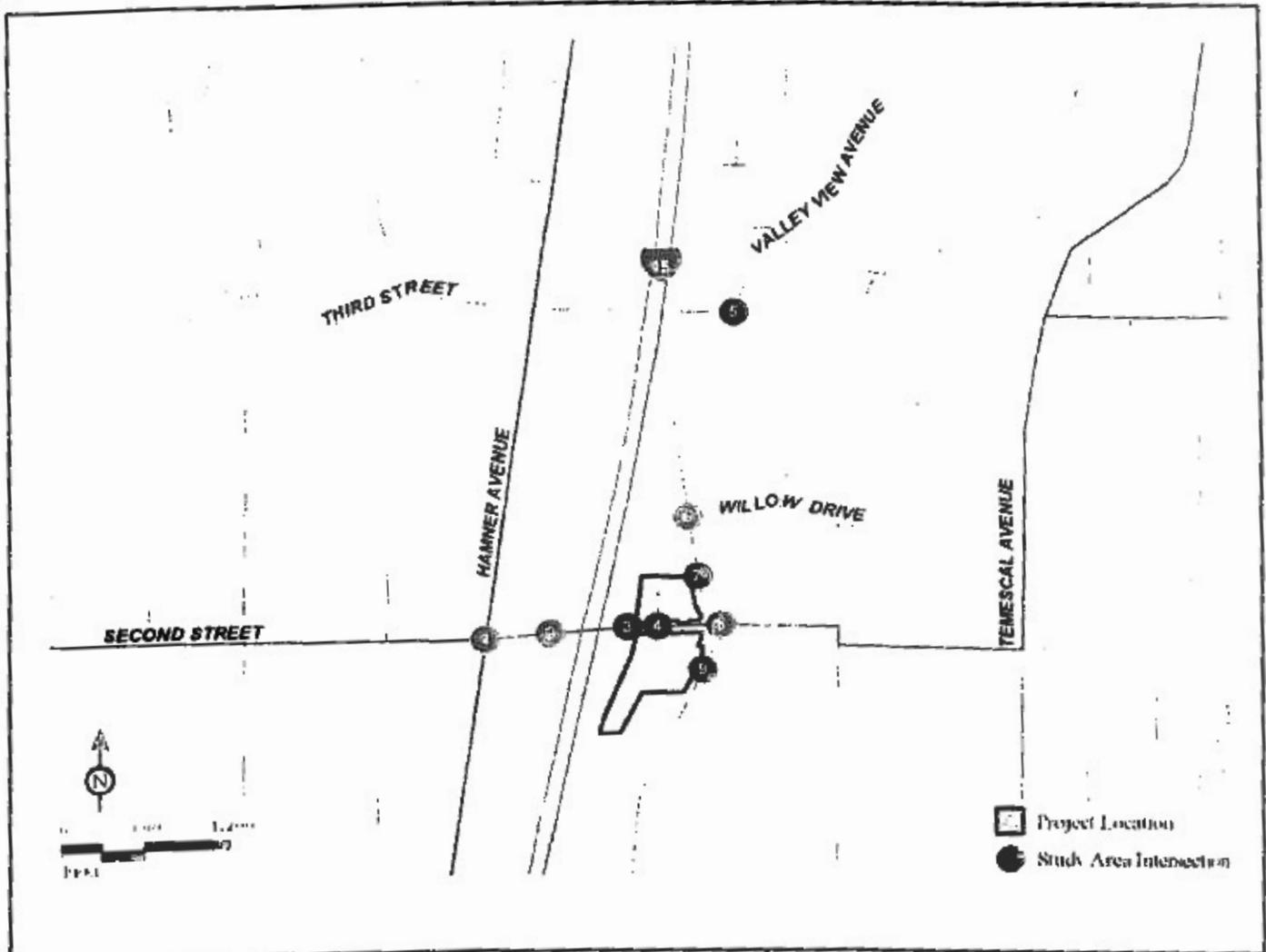
XXX/YYY AM/PM Peak Hour Volumes

Norco Zone Change  
Opening Year Without Project Conditions

Table G - Opening Year Freeway Segment and Ramp Volumes

Freeway Segment	Northbound					
	AM Peak Hour			PM Peak Hour		
	Without Project	Project Trips	With Project	Without Project	Project Trips	With Project
<b>I-15</b>						
North of Second St.	6,363	26	6,389	6,189	61	6,250
Second Street On-Ramp	219	26	245	568	61	629
Between Second St. Ramps	6,144		6,144	5,620		5,620
Second Street Off-Ramp	1,097	37	1,134	862	61	923
South of Second St.	7,240	37	7,277	6,483	61	6,544

Freeway Segment	Southbound					
	AM Peak Hour			PM Peak Hour		
	Without Project	Project Trips	With Project	Without Project	Project Trips	With Project
<b>I-15</b>						
North of Second St.	6,759	37	6,796	7,377	54	7,431
Second Street Off-Ramp	522	37	559	356	54	410
Between Second St. Ramps	6,236		6,236	7,022		7,022
Second Street On-Ramp	581	26	607	824	61	885
South of Second St.	6,817	26	6,843	7,845	61	7,906



<p>1 Hammer Avenue/Second Street</p> <table border="1"> <tr><td>147190</td><td>695484</td></tr> <tr><td>474883</td><td>364287</td></tr> <tr><td>228431</td><td>408244</td></tr> <tr><td>770253</td><td>2539</td></tr> <tr><td>401453</td><td>736727</td></tr> <tr><td>2441</td><td>137432</td></tr> </table>	147190	695484	474883	364287	228431	408244	770253	2539	401453	736727	2441	137432	<p>2 I-15 Southbound Ramps/Second St.</p> <table border="1"> <tr><td>484287</td><td>1003722</td></tr> <tr><td>171</td><td>927117</td></tr> <tr><td>373680</td><td>194237</td></tr> <tr><td>407643</td><td></td></tr> </table>	484287	1003722	171	927117	373680	194237	407643		<p>3 I-15 Northbound Ramps/Second St.</p> <table border="1"> <tr><td>138517</td><td>88707</td></tr> <tr><td>379264</td><td>482411</td></tr> <tr><td>735654</td><td>1472</td></tr> <tr><td></td><td>383356</td></tr> </table>	138517	88707	379264	482411	735654	1472		383356	<p>4 Project Dwy 1/Second Street</p> <table border="1"> <tr><td>1825</td><td>555356</td></tr> <tr><td>3754</td><td>837</td></tr> <tr><td>588512</td><td>578</td></tr> <tr><td>36777</td><td>27720</td></tr> </table>	1825	555356	3754	837	588512	578	36777	27720	<p>5 Valley View Avenue/Third Street</p> <table border="1"> <tr><td>17677</td><td>11194</td></tr> <tr><td>15784</td><td>81</td></tr> <tr><td>5</td><td></td></tr> <tr><td>5852</td><td>218707</td></tr> <tr><td></td><td>133719</td></tr> <tr><td></td><td>81</td></tr> </table>	17677	11194	15784	81	5		5852	218707		133719		81
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FIGURE 10

LSA

XXX/YYY AM/PM Peak Hour Volumes

Norco Zone Change  
Opening With Project Conditions

For study area freeway segments and ramps, project trips were also added to existing volumes at study area freeway segments and ramps. Opening year with project a.m. and p.m. peak hour traffic volumes at study area freeway segments and ramps are shown in previously referenced Table G.

Detailed volume development worksheets are included in Appendix B.

## TRAFFIC ANALYSIS

### Existing with Project Conditions

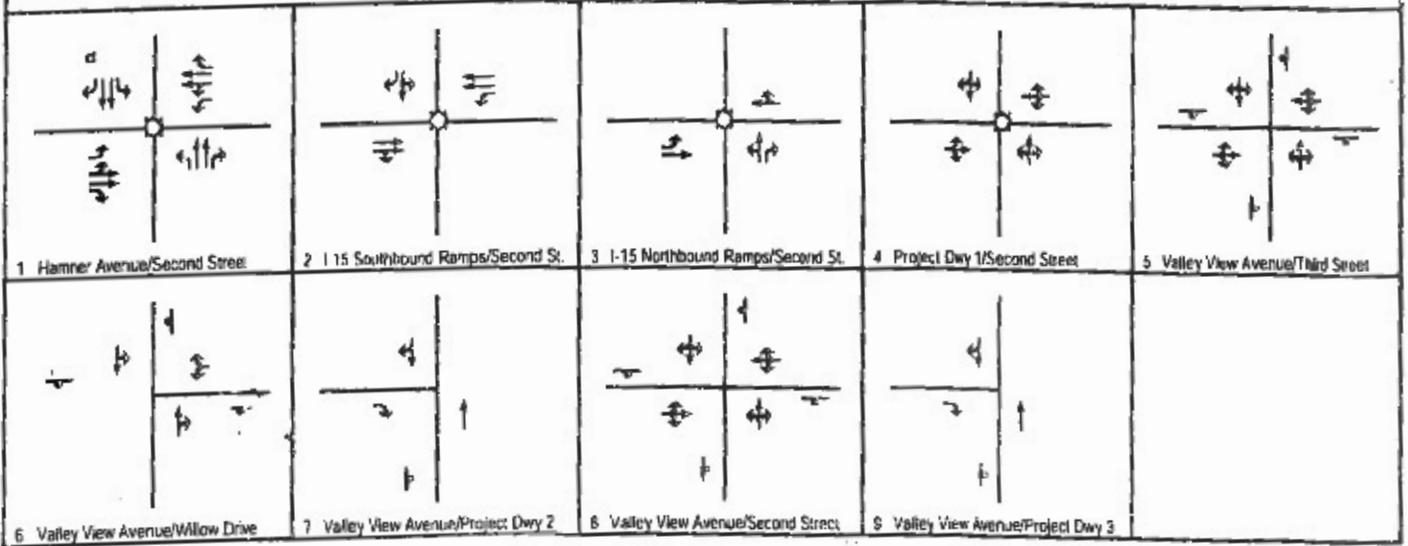
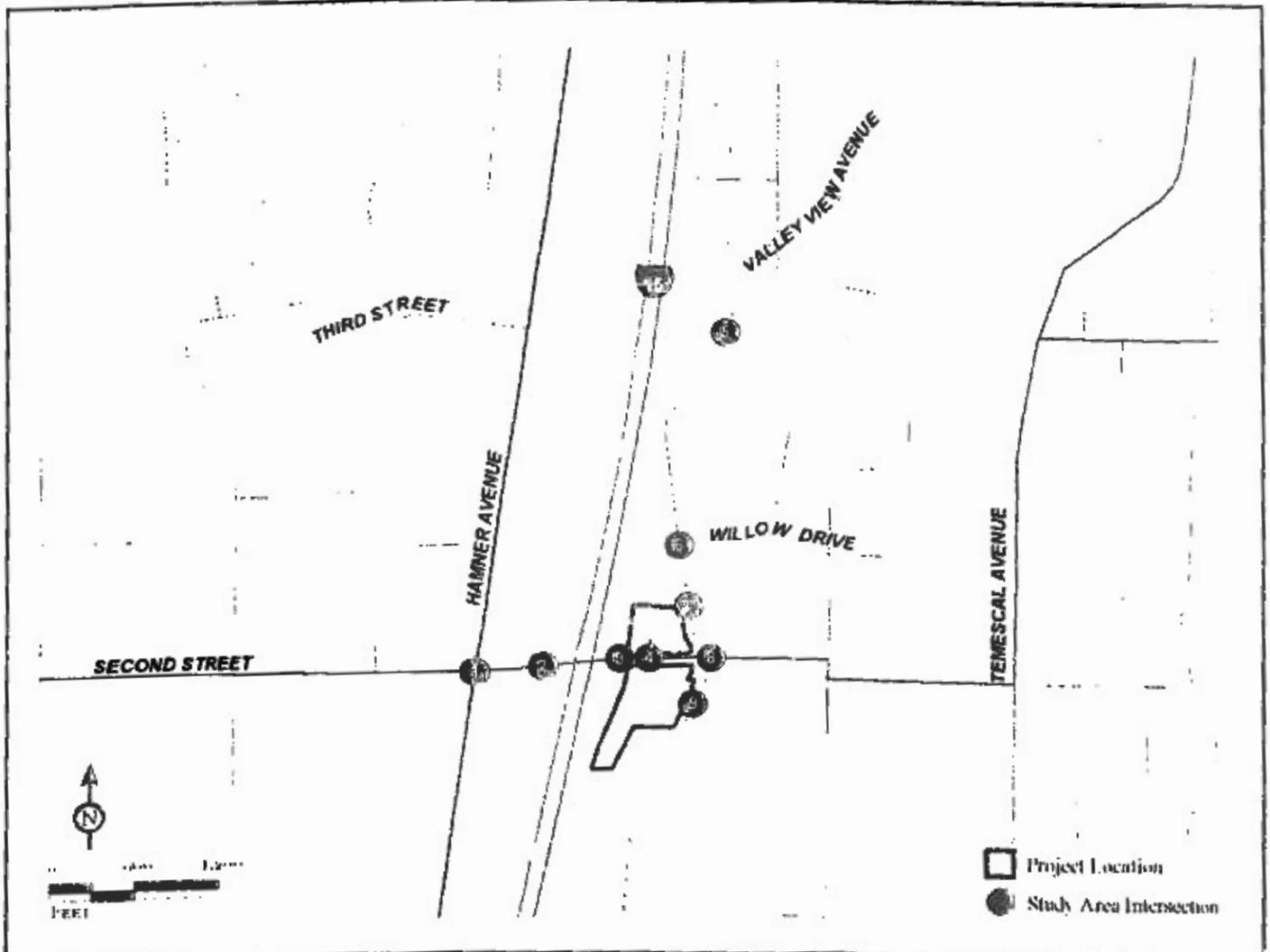
When the project site is developed, it is anticipated that a traffic signal will be installed on Second Street as a project design feature. Figure 11 illustrates existing with project geometrics. Existing with project traffic volumes are illustrated in previously referenced Figure 8. A level of service analysis was conducted to evaluate existing with project a.m. and p.m. peak hour traffic operations at study area intersections. Level of service worksheets are included in Appendix C. As shown in Table H, all study area intersections are projected to operate at satisfactory levels of service with the exception of the following:

- Hamner Avenue/Second Street (a.m. and p.m. peak hours): The project does not create an impact since the project does not increase delay by more than 1.0 second (this intersection is LOS F in existing conditions); and
- I-15 Northbound Ramps/Second Street (a.m. and p.m. peak hours). Although the project does not cause the deficiency at this intersection, an impact is created as result of the project since the delay increases by more than 2.0 seconds in the a.m. and p.m. peak hours with the addition of project traffic. However, the City currently has initiated the Second Street roadway improvement project which will widen Second Street to four lanes to east of the I-15 Interchange. The project is now underway and will be completed prior to construction of the project site. Implementation of this roadway project would improve the LOS and eliminate any impacts created by project traffic.

Previously referenced Table E summarizes existing with project a.m. and p.m. peak hour freeway segment and ramp levels of service. As shown in Table E, the following freeway segments/ramps are projected to operate at unsatisfactory levels of service:

- I-15 Northbound: Segment north of Second Street (a.m. peak hour);
- I-15 Northbound: Second Street On-Ramp (a.m. peak hour);
- I-15 Southbound: Segment north of Second Street (a.m. and p.m. peak hours);
- I-15 Southbound: Second Street Off-Ramp (a.m. and p.m. peak hours); and
- I-15 Southbound: Segment between Second Street Off-Ramp and Lane Addition (p.m. peak hour).

Project impacts on study area freeway segments and ramps were not examined since the freeway merge/diverge analysis was conducted only for informational purposes and disclosure to Caltrans.



LSA

FIGURE 11

- Legend
- Signal
  - ← Stop Sign
  - d Defacto right turn

Norco Zone Change  
Existing With Project Intersection Geometrics and Stop Control

Table H - Existing With Project Intersection Levels of Service

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1 . Hamner Avenue/Second Street	Signal	1.08	69.6	F *	1.08	64.7	F *
2 . I-15 Southbound Ramps/Second Street	Signal	0.63	13.4	B	0.64	11.2	B
3 . I-15 Northbound Ramps/Second Street	Signal	1.06	69.3	E *	1.09	74.4	E *
4 . Project Driveway 1/Second Street	Signal	0.41	3.5	A	0.51	11.2	B
5 Valley View Avenue/Third Street	AWSC	0.48	10.8	B	0.35	9.4	A
6 Valley View Avenue/Willow Drive	AWSC	0.42	9.5	A	0.38	9.2	A
7 Valley View Avenue/Project Driveway 2	TWSC	-	9.0	A	-	9.1	A
8 Valley View Avenue/Second Street	AWSC	0.95	32.1	D	0.82	19.0	C
9 Valley View Avenue/Project Driveway 3	TWSC	-	8.5	A	-	8.6	A

\*Exceeds level of service standard

Notes:

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

### **Opening Year (2013) without Project Conditions**

Under opening year without project conditions, Second Street will be improved to a four-lane undivided roadway east of the I-15 interchange. Figure 12 illustrates opening year without project intersection geometrics and stop control. Opening year without project traffic volumes are illustrated in previously referenced Figure 9.

A level of service analysis was conducted to evaluate opening year without project a.m. and p.m. peak hour traffic operations at study area intersections. Level of service worksheets are included in Appendix C. As shown in Table I, all study area intersections are projected to operate at satisfactory levels of service with the exception of the intersection of Hanner Avenue/Second Street (a.m. and p.m. peak hours).

Table J summarizes opening year without project a.m. and p.m. peak hour freeway segment and ramp levels of service. As shown in Table J, the following freeway segments/ramps are projected to operate at unsatisfactory levels of service:

- I-15 Northbound: Segment north of Second Street (a.m. peak hour);
- I-15 Northbound: Second Street On-Ramp (a.m. and p.m. peak hours);
- I-15 Southbound: Segment north of Second Street (a.m. and p.m. peak hours);
- I-15 Southbound: Second Street Off-Ramp (a.m. and p.m. peak hours); and
- I-15 Southbound: Segment between Second Street Off-Ramp and Lane Addition (p.m. peak hour).

### **Opening Year (2013) with Project Conditions**

Figure 13 illustrates opening year with project intersection geometrics and stop control. Opening year with project traffic volumes are illustrated in previously referenced Figure 9.

A level of service analysis was conducted to evaluate opening year with project a.m. and p.m. peak hour traffic operations at the study area intersections. Level of service worksheets are included in Appendix C. As shown in Table K, all study area intersections are projected to operate at satisfactory levels of service with the exception of the intersection of Hanner Avenue/Second Street (a.m. and p.m. peak hours). However, the project does not create an impact since it does not increase delay by more than 1.0 second.

Table J summarizes opening year with project a.m. and p.m. peak hour freeway segment and ramp levels of service. As shown in Table J, the following freeway segments/ramps are projected to operate at unsatisfactory levels of service:

- I-15 Northbound: Segment north of Second Street (a.m. peak hour);
- I-15 Northbound: Second Street On-Ramp (a.m. and p.m. peak hours);
- I-15 Southbound: Segment north of Second Street (a.m. and p.m. peak hours);

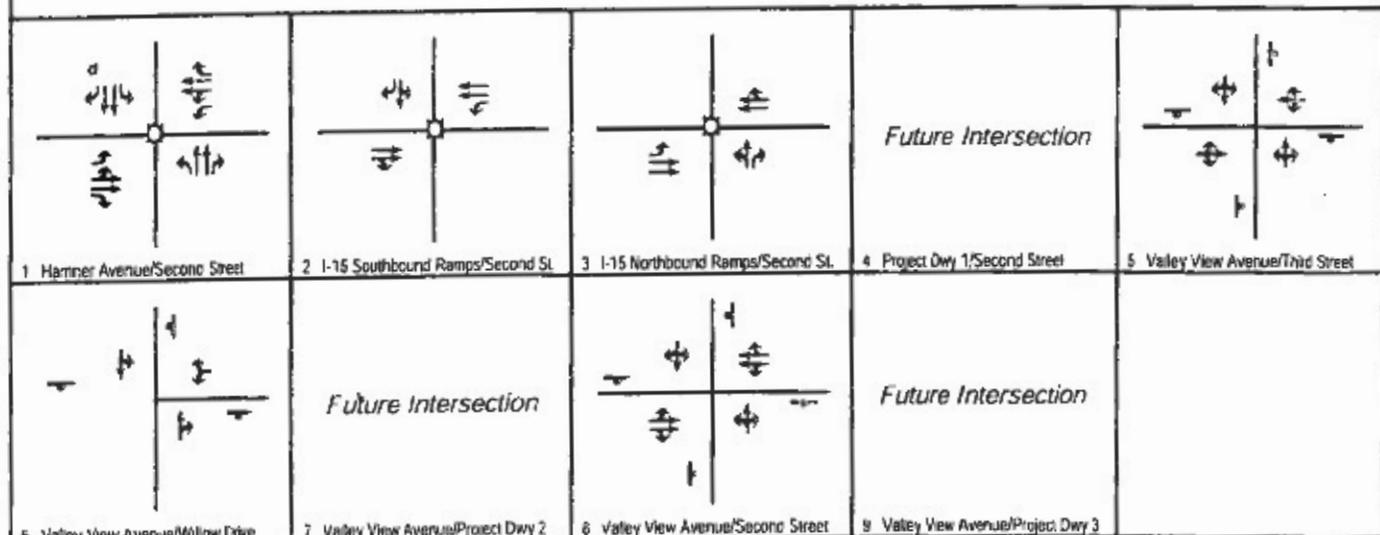
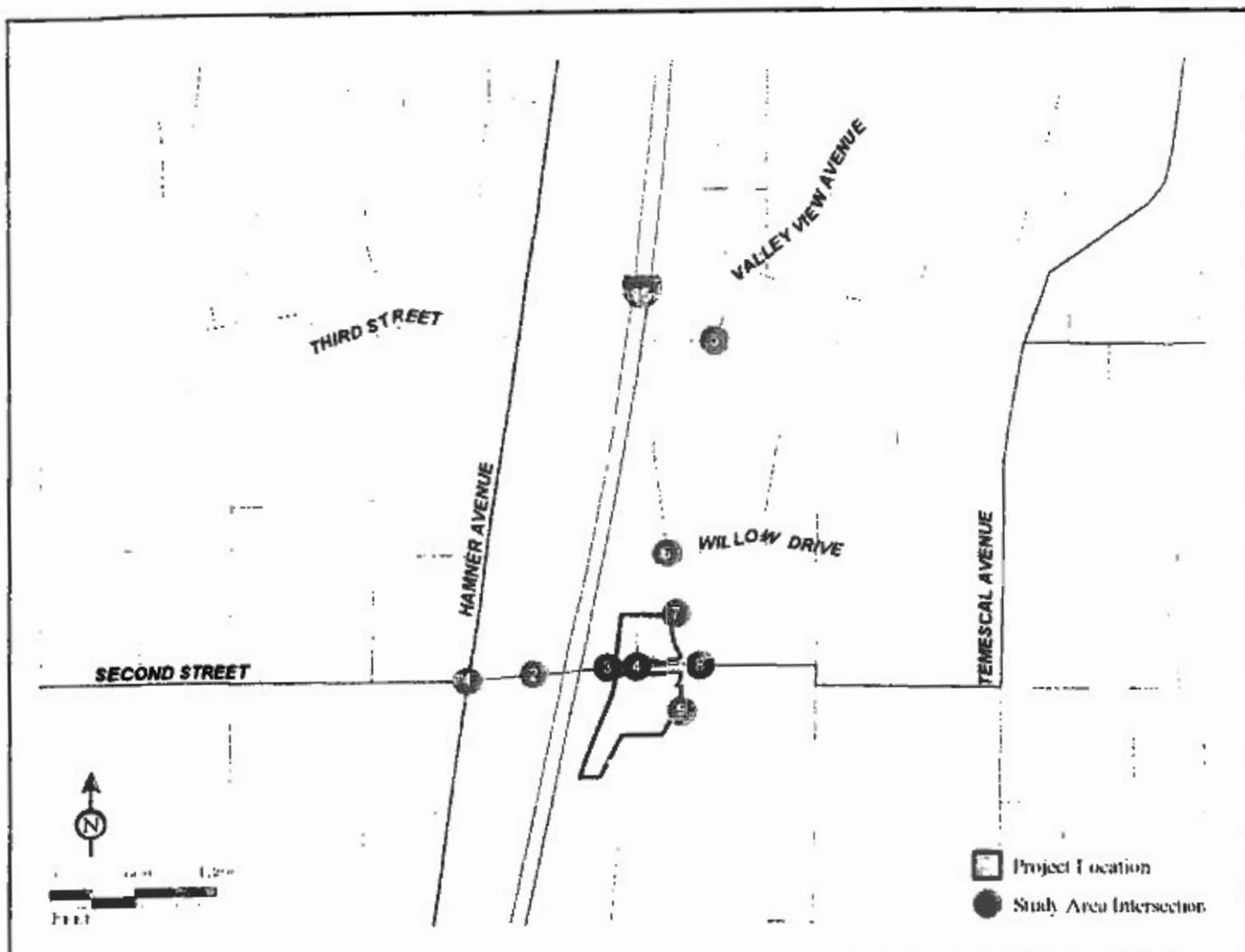


FIGURE 12

LSA

- Legend
- Signal
  - ⊖ Stop Sign
  - ↔ Defacto right turn

Norco Zone Change

Opening Year Without Project Intersection Geometrics and Stop Control

Table I - Opening Year Without Project Intersection Levels of Service

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1. Hamner Avenue/Second Street	Signal	1.12	78.9	F *	1.12	72.2	F *
2. I-15 Southbound Ramps/Second Street	Signal	0.63	12.7	B	0.59	11.4	B
3. I-15 Northbound Ramps/Second Street	Signal	0.79	30.2	C	0.90	41.5	D
4. Project Driveway 1/Second Street	Signal	<i>Future Intersection</i>			<i>Future Intersection</i>		
5. Valley View Avenue/Third Street	AWSC	0.49	11.0	B	0.35	9.4	A
6. Valley View Avenue/Willow Drive	AWSC	0.43	9.7	A	0.37	9.1	A
7. Valley View Avenue/Project Driveway 2	TWSC	<i>Future Intersection</i>			<i>Future Intersection</i>		
8. Valley View Avenue/Second Street	AWSC	0.57	13.9	B	0.48	11.5	B
9. Valley View Avenue/Project Driveway 3	TWSC	<i>Future Intersection</i>			<i>Future Intersection</i>		

\*Exceeds level of service standard

Notes:

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

Table J - Opening Year Freeway Segment and Ramp Levels of Service

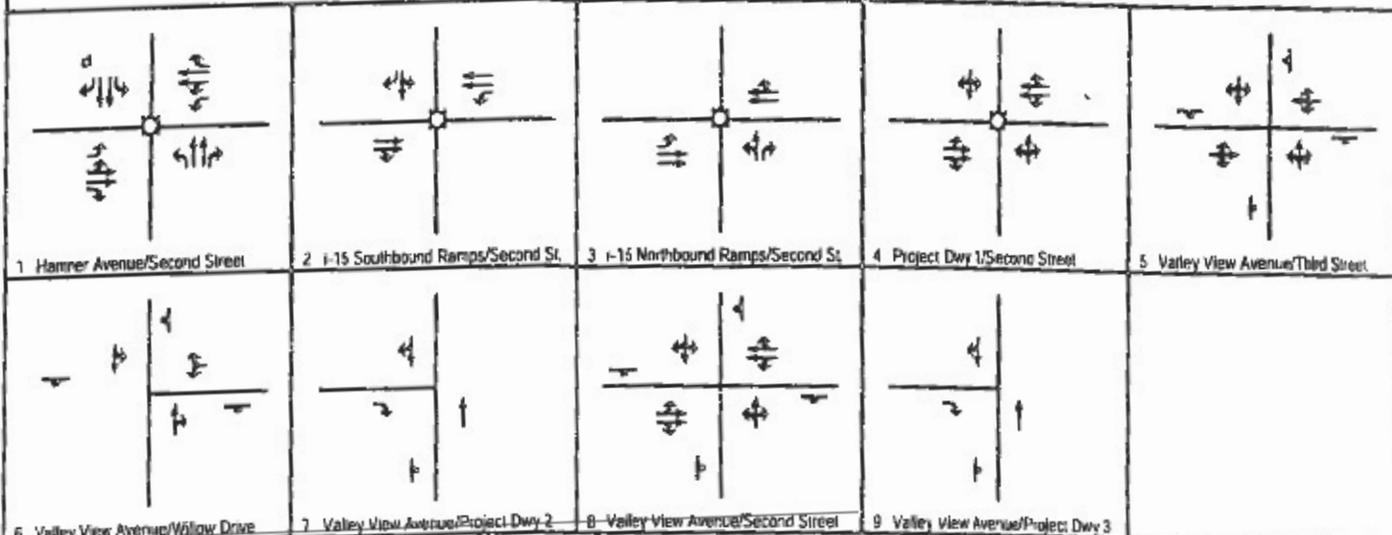
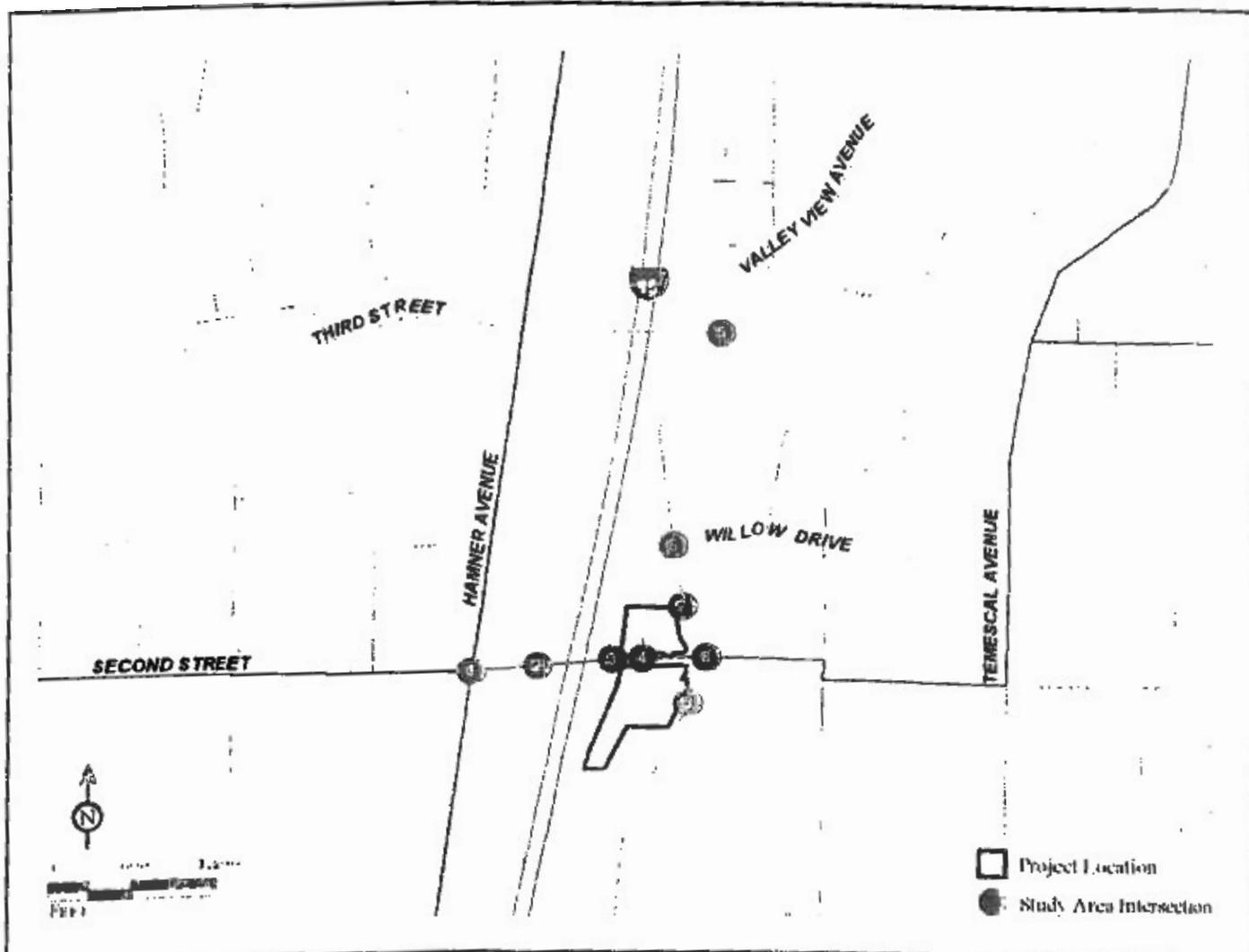
Segment/Ramp	Type	Mainline Lanes	Without Project			With Project							
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour				
			Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS		
<b>Interstate 15 Northbound</b>													
1 . North of Second St.	Basic	3	†	43.8	F *	†	43.8	F *	†	53.3	45.0	E	
2 . Second St. On-Ramp	1 Lane On	3	†	36.9	F *	†	36.9	F *	†	34.7	47.0	F *	
3 . Lane Drop to Second St. On-Ramp	Basic	3	54.9	43.0	E	54.9	43.0	E	54.9	61.3	35.2	E	
4 . Second St. Off-Ramp to Lane Drop	Basic	4	68.2	26.0	C	68.2	23.4	C	68.2	26.0	69.3	23.4	C
5 . Second St. Off-Ramp	2 Lane off	4	48.0	5.5	A	48.3	1.9	A	48.0	5.8	48.2	2.4	A
6 . South of Second St.	Basic	4	63.1	33.1	D	67.0	27.9	D	62.8	33.4	66.8	28.2	D

Segment/Ramp	Type	Mainline Lanes	Without Project			With Project							
			AM Peak Hour		PM Peak Hour		AM Peak Hour		PM Peak Hour				
			Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS	Speed (m/hr)	Density (pc/m/ln)	LOS		
<b>Interstate 15 Southbound</b>													
7 . North of Second St.	Basic	3	†	41.3	F *	†	41.3	F *	†	48.9	43.4	F *	
8 . Second St. Off-Ramp	1 Lane Off	3	53.5	44.7	E	†	44.7	E	53.5	44.7	†	†	F *
9 . Second St. Off-Ramp to Lane Addition	Basic	3	67.9	26.5	D	64.4	31.4	D	67.9	26.5	64.4	31.4	D
10 . Lane Addition to Second St. On-Ramp	Basic	4	†	22.6	C	†	22.6	C	†	22.7	†	†	D
11 . Second St. On-Ramp	Lane Addition <sup>1</sup>	4	69.6	22.6	C	67.8	26.7	D	Lane Addition <sup>1</sup>	69.5	22.7	Lane Addition <sup>1</sup>	D
12 . South of Second St.	Basic	5	†	22.6	C	†	22.6	C	†	22.7	†	†	D

Notes:

† Volume exceeds capacity; speed and density not defined for over capacity segment

<sup>1</sup> As stated in the HCM 2000, where a single-lane on-ramp results in a lane addition, the capacity of the ramp is governed by the ramp geometry itself, and not by the ramp-freeway junction. The downstream segment is simply considered to be a basic freeway segment with an additional lane.



LSA

FIGURE 13

- Legend
- Signal
  - ⊕ Stop Sign
  - ⊔ Defacto right turn

Norco Zone Change  
Opening Year With Project Intersection Geometrics and Stop Control

Table K - Opening Year With Project Intersection Levels of Service

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1 Hamner Avenue/Second Street	Signal	1.12	79.2	F *	1.13	72.7	F *
2 I-15 Southbound Ramps/Second Street	Signal	0.68	13.0	B	0.67	13.2	B
3 I-15 Northbound Ramps/Second Street	Signal	0.80	30.5	C	0.95	41.4	D
4 Project Driveway 1/Second Street	Signal	0.25	3.5	A	0.35	12.4	B
5 Valley View Avenue/Third Street	AWSC	0.50	11.1	B	0.37	9.6	A
6 Valley View Avenue/Willow Drive	AWSC	0.44	9.7	A	0.39	9.3	A
7 Valley View Avenue/Project Driveway 2	TWSC	0.01	9.0	A	0.01	9.1	A
8 Valley View Avenue/Second Street	AWSC	0.59	14.2	B	0.51	12.0	B
9 Valley View Avenue/Project Driveway 3	TWSC	0.00	8.5	A	0.01	8.6	A

\*Exceeds level of service standard

Notes:

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

- I-15 Southbound: Second Street Off-Ramp (a.m. and p.m. peak hours); and
- I-15 Southbound: Segment between Second Street Off-Ramp and Lane Addition (p.m. peak hour).

Project impacts on study area freeway segments and ramps were not examined since the freeway merge/diverge analysis was conducted only for informational purposes and disclosure to Caltrans.

## CIRCULATION IMPROVEMENTS

At intersections where the level of service is forecast to be unsatisfactory or where the project would have an impact, the City requires that improvements be identified to maintain conformance with City level of service standards or pre-project level of service conditions. Therefore, the following improvements have been recommended:

### Existing With Project Conditions

- Hamner Avenue/Second Street: The modification of signal phasing to provide a westbound right-turn overlap. Please note that this impact is not created by the project and improvements are recommended to maintain the City's level of service standard.
- I-15 Northbound Ramps/Second Street: Add one eastbound through lane. This is a project impact. The City has already initiated the Second Street roadway improvement project, which will widen Second Street to four lanes to east of the I-15 Interchange. The project is now underway and will be completed prior to construction of the project site. Implementation of this improvement would improve the LOS and eliminate any impacts created by project traffic.

Table L summarizes existing with project with improvements levels of service and shows all study intersections would operate at a satisfactory LOS with the implementation of the recommended improvements under existing with project conditions.

### Opening Year (2013) With Project Conditions

- Hamner Avenue/Second Street: The modification of signal phasing to provide a westbound right-turn overlap. Please note that this impact is not created by the project, and improvements are recommended to maintain the City's level of service standard.

Table M summarizes existing with project with improvements levels of service and shows all study intersections would operate at a satisfactory LOS with the implementation of the recommended improvements under existing with project conditions.

## CONCLUSIONS

Based on the definition of a project impact described in the "Level of Service Standard" section of this report, the potential zone change of approximately 9.85 acres of land currently zoned for Agriculture Low Density (A-1-20) to Commercial (C-G) will create significant, but mitigable impact

**Table L - Existing With Project With Planned Improvements Intersection Levels of Service**

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1 Hamner Avenue/Second Street	Signal	0.92	43.4	D	0.85	36.2	D
2 I-15 Southbound Ramps/Second Street	Signal	0.63	13.40	B	0.64	11.20	B
3 I-15 Northbound Ramps/Second Street	Signal	0.77	28.60	C	0.91	37.50	D
4 Project Driveway 1/Second Street	Signal	0.41	3.5	A	0.51	11.2	B
5 Valley View Avenue/Third Street	AWSC	0.48	10.8	B	0.35	9.4	A
6 Valley View Avenue/Willow Drive	AWSC	0.42	9.5	A	0.36	9.2	A
7 Valley View Avenue/Project Driveway 2	TWSC	0.01	9.0	A	0.01	9.1	A
8 Valley View Avenue/Second Street	AWSC	0.95	32.1	D	0.62	19.0	C
9 Valley View Avenue/Project Driveway 3	TWSC	0.00	8.5	A	0.01	8.6	A

**Notes:**

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

Table M - Opening Year With Project With Improvements Intersection Levels of Service

Intersection	Control	AM Peak Hour			PM Peak Hour		
		V/C	Delay	LOS	V/C	Delay	LOS
1. Hamner Avenue/Second Street	Signal	0.96	47.9	D	0.88	38.5	D
2. I-15 Southbound Ramps/Second Street	Signal	0.68	13.0	B	0.67	13.2	B
3. I-15 Northbound Ramps/Second Street	Signal	0.80	30.5	C	0.95	41.4	D
4. Project Driveway 1/Second Street	Signal	0.25	3.5	A	0.35	12.3	B
5. Valley View Avenue/Third Street	AWSC	0.50	11.1	B	0.37	9.6	A
6. Valley View Avenue/Willow Drive	AWSC	0.44	9.7	A	0.39	9.3	A
7. Valley View Avenue/Project Driveway 2	TWSC	0.01	9.0	A	0.01	9.1	A
8. Valley View Avenue/Second Street	AWSC	0.59	14.2	B	0.51	12.0	B
9. Valley View Avenue/Project Driveway 3	TWSC	0.00	8.5	A	0.01	8.6	A

## Notes:

TWSC = Two-Way Stop Control

V/C = Volume/capacity ratio

Delay = Average control delay in seconds. At TWSC intersections, worst-case approach is reported.

LOS = Level of Service

to traffic operations at the intersection of I-15 Northbound Ramps and Second Street under existing with project conditions. The City currently has initiated the Second Street roadway improvement project which will widen Second Street to four lanes east of the I-15 Interchange prior to construction on the project site. This roadway project would improve the LOS and eliminate any impacts created by the project under existing with project conditions. Therefore, if construction of the land uses on the project site occurs after the roadway improvement project, the project will not have a significant impact at this location.

The intersection of Hamner Avenue/Second Street operates at unsatisfactory conditions under both without and with project conditions. It is recommended that the signal phasing be modified to provide a westbound right-turn overlap. Please note that this impact is not created by the project and improvements are recommended to maintain the City's level of service standard.

Hi Steve,

Hope everything is well. We have reviewed the traffic volumes for the Norco Zone Change project to check what impacts would change if the Project Driveway 3 on Valley View Avenue were closed.

The number of trips turning at the intersection of Valley View Avenue/Second Street would decrease and use the driveway on Second Street. Therefore, traffic operations at the intersection of Valley View Avenue/Second Street would improve, and since Project Driveway 3 on Valley View Avenue will be closed, there will be no stopped delay for vehicles at that intersection.

The only intersection where traffic volumes are likely to increase is the intersection of Project Driveway 1/Second Street. Since that intersection is forecast to operate at LOS A, addition of 27 vehicles during the worst peak hour will not worsen traffic operations to less than acceptable operations.

Therefore, in summary, closing the driveway would not worsen traffic operations in the area and in fact is likely to improve overall operations in the area. Hope this helps in your decision. Please call me if you have any questions.

Thanks,  
Sandipan

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Associate  
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Riverside, CA 92507  
(951) 781-9310 (Phone)  
(951) 781-4277 (Fax)

Exhibit "E"

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: August 15, 2012

SUBJECT: Revisions to Code Compliance Policies and Procedures

RECOMMENDATION: That the City Council approve the recommended change to the Code Compliance Administrative Policy that requires a written complaint requirement before a residential violation is investigated.

**SUMMARY:** At its August 1, 2012 meeting, the City Council directed staff to bring back a revised administrative policy regarding code compliance policies and practices for consideration. An administrative policy is set and implemented by the City Manager. The policy issue regarding a "written complaint requirement" for residential properties is a policy decision that is set by the City Council.

**BACKGROUND:** Since December of 2009, code compliance efforts in the City are handled by one part-time Code Compliance Officer who works up to 20 hours per week. The Code Compliance Officer is supervised by the Planning Director. Additionally, there are five (5) trained code compliance volunteers who work at the direction of the Code Compliance Officer, primarily on enforcement of the sign ordinance. Code compliance volunteers do not have citation authority. They do, however, write warning notices.

On October 28, 2009, the City Council held a study session on code compliance issues and preparing to transition of the function from the Fire Department to the Planning Division. Changes to the Code Compliance Administrative Policy were made at that time to identify responsibilities within the code compliance process. The policy went into effect on December 1, 2009.

At present, the City's code compliance procedures differ between residential and commercial zones. For example, a violation in a residential or agricultural zone is not acted upon without a written complaint. A written complaint is not required in commercial and industrial zones; however, due to our limited resources, violations in these zones are currently responded to on a complaint basis, rather than through a proactive process.

After the Council discussion on August 1, staff was directed to bring back a suggested policy revision in order to reconsider the written complaint requirement. Attached to this report is a Draft revised Code Compliance Administrative Policy.

Regardless of what avenue is used to file a complaint, any immediate threat to public health and safety will continue to be given highest priority.

Even if the "written complaint" policy is changed, anonymous reports are not accepted. The Code Compliance Officer is still required to document the initial contact. The identity of the reporting person is held in confidence. However, if formal legal action becomes necessary, the identity may be disclosed. Also, if a complaint is not resolved with voluntary compliance and is pursued through court action, it will be necessary for the reporting person to file a written statement of complaint.

Once a code violation investigation is closed, the identity of the reporting person is public record.

**FINANCIAL IMPACT:** This action does not allocate any additional revenues for code compliance functions.

/81648

Attachment: Revised Draft Code Compliance Administrative Policy



# CITY OF NORCO

## ADMINISTRATIVE POLICY STATEMENT

**SUBJECT:** CODE COMPLIANCE POLICIES AND PROCEDURES  
**POLICY NUMBER:** 105  
**DATE ISSUED:** February 22, 2006  
**DATE REVISED:** August 15, 2012

**PURPOSE:** To establish and standardize policies and procedures by which municipal code violations are investigated and corrected by City personnel.

**GENERAL POLICY:** As a general rule, the following principles and procedures will govern the City's actions toward gaining code compliance. City personnel, representatives and agents are authorized to follow different procedures in order to protect or preserve public health, safety or welfare, when, in the judgment of the City, the circumstances in a particular instance merit or require such procedures.

### Procedures:

1. Complaints are received in person at City Hall, via Mail, fax, email and by telephone. Complaints are received from outside governmental agencies as well as departmental staff from all city divisions.
2. Complaints are logged and recorded on the City's computerized software which is available for review by staff and some line employees. Confidential information as to the identity of the complaining person is not recorded or shared with anyone. Confidential information is used solely for communication between investigator and complainant and, if necessary, to demonstrate to a legal authority that "probable cause" exists to substantiate a violation of law.
3. Once received, complaints are inspected within 48 hours to ensure a timely response. At this point, complaints are either determined to be unfounded and closed, or substantiated. Personal contact is made with the property owner or, if unavailable, a City of Norco "Courtesy Notice" is left on the door with a brief description of the violation and an invitation to call upon the investigator for a detailed account of what is required to clear the complaint with compliance met. The violator is given 5 days to either comply or make arrangements for further time.
4. At the end of five days, a second inspection is conducted and the complaint is either closed out with compliance, or, a violation letter is written and sent. All letters are personally written specifically for the violation at hand and unique to the circumstances involved. Impersonal form-letters are not used because they fail to bring the violator into the consensus of the best way to bring about compliance. Violators are encouraged to work with investigators in order to bring the complaint to a logical and satisfactory conclusion. First violation letter affords the violator 15 additional days to comply with the city ordinance. Again, violators are encouraged to contact the investigator, establish a working relationship and agree upon a time-line stipulation in order to resolve the matter at hand.

5. At the conclusion of the 15-day time extension, in instances where we have not heard from the violator and no additional time-line stipulations agreed upon, and the code violation still exists, the complaint is formalized. A 30-day demand letter is sent informing the violator that the property is considered a public nuisance and if not resolved the City will seek remedies utilizing administrative citations, court prosecution, tax liens and credit reporting agencies in order to gain compliance.
6. At the conclusion of the 30-day time extension, the investigator will once again try to make personal contact with the violator, using evenings and weekends in an effort to make personal contact and determine if there's an unusual circumstance that is causing the non-compliance. This "last ditch" effort to gain compliance has proven to be very successful with all but the very adamant and unmoved property owner.
7. Without compliance, three stages of Administrative Citations are issued in 20-day intervals based on the city's adopted fee schedule. At present: \$100 - \$200 - \$500 dollar fees are applied to each violation cited.
8. When the Citation remedies are tried and failed to gain compliance, the complaint is turned over to the city attorney for further handling.

#### **Complaint Prioritizing:**

1. Situations that involve an immediate threat to public health or safety are handled first and foremost over all other complaints. They are considered "High Priority."
2. Signed and written complaints, whether in residential or commercial areas.
3. All other forms of complaint reporting will be accepted and will be investigated and brought to a conclusion as time allows.

#### **Coordination with City Departments:**

- The code enforcement investigator retains the investigative function, documentation, communications, and eventual disposition of all complaints. Division heads and their staff are utilized for consultation and expertise when necessary.
- Anticipated results of centralized function:
  1. One-call answer to public inquiries
  2. Timely response to the community
  3. Uniform – measured response to all complaints.
  4. Interaction with both complainant and violator.
  5. Accurate documentation and court presentation.
  6. Tracking and accounting of all complaints.
  7. Harmonious relationship between staff and community.
  8. Swift and satisfactory resolution to a complaint from the community.
  9. High percentage rate of success.

City Manager \_\_\_\_\_  
/bj-81657

Date \_\_\_\_\_

## CITY OF NORCO STAFF REPORT

TO: Honorable Mayor and Members of the City Council

FROM: Beth Groves, City Manager 

DATE: August 15, 2012

SUBJECT: Discussion of Norco Citizens Patrol's Role and Parking Citation Authority

RECOMMENDATION: Discuss and provide direction as needed.

**SUMMARY:** At its July 18, 2012 meeting, the City Council voted to have a discussion item placed on a future agenda related to utilizing the Norco Citizens Patrol for the issuance of parking violation citations.

**BACKGROUND/ANALYSIS:** The Norco Citizens Patrol (NCP) was established in 1995 to assist the Riverside County's Sheriff's Department, Norco Station, as a civilian patrol auxiliary. NCP members are City volunteers under the direction of the Sheriff's Department. The primary function is to conduct high visibility patrols throughout the community, thereby deterring and reducing crime.

NCP members currently have the authority to issue City parking warnings for violations such as handicapped parking, parking on horse trails or within no parking areas. They serve to issue warnings, rather than actual citations. They are used by the Sheriff's Department as a community outreach tool by providing warnings; hoping to get voluntary compliance, and to prevent citations from being issued.

The Riverside County Sheriff's Department does not support using this volunteer corps for the issuance of parking violation citations. Attached is a memorandum to this effect from Lt. Daniel Hedge.

/81653  
Attachment

## Memorandum

**To:** Beth Groves, City Manager  
**From:** Daniel Hedge, Lieutenant *DH*  
**Re:** Norco Citizens Patrol  
**Date:** August 6, 2012

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### BACKGROUND

On July 18, 2012, City Council approved a motion to agendaize a discussion on the topic of giving authority to Norco Citizens Patrol (NCP) members to issue parking citations. The Sheriff's Department does not support this change in the program. Several concerns will be discussed within this memorandum.

The Norco Citizens Patrol was established in 1995 to assist the Riverside County Sheriff's Department, Norco Office, as a civilian patrol auxiliary. Norco Citizens Patrol members are city volunteers under the direction and control of the Sheriff's Department.<sup>1</sup> The primary function and primary mission of the organization, in part, is to assist sheriff's staff by conducting high visibility patrols throughout the community, thereby deterring and reducing crime. NCP was established to be an "eyes and ears" patrol, not one that takes enforcement or follow-up action.<sup>2</sup> The role of Citizen Patrol members does not include the duty to investigate crimes, pursue, apprehend, or prosecute law breakers.<sup>3</sup> Since its inception, the organization has enjoyed the reputation of instilling public safety awareness, while developing positive community relations.

### DISCUSSION

The NCP program currently has 20 participants, but has fluctuated since its inception with up to 50 participants. Membership qualifications, in part, include being 18 years of age or older, good moral character, good driving record, pass background check, and possess a valid California Driver's License. The NCP's daily operation is coordinated by a board of directors and eleven program coordinators selected from the membership. The program has remained unincorporated. As a small part of their primary duties, the program is supervised by one Sergeant, one Community Oriented Policing Deputy, and one non-sworn city employee. Final authority on all matters regarding operational policy, procedure and personnel fall under the Sheriff's Lieutenant.<sup>4</sup>

Norco Citizens Patrol members currently have the authority to issue city parking violation warnings for miscellaneous infractions, such as handicapped parking, parking on horse trails, or within no parking areas. The goal for the Norco Citizens Patrol has been one of positive

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<sup>1</sup> Funded within the city budget, just over \$15,000.

<sup>2</sup> Memorandum titled "Citizen on Patrol Program" (09/28/1995).

<sup>3</sup> NCP Value Statement.

<sup>4</sup> Citizens Patrol Operations Manual (p?).

community relations. Issuing parking violation warnings, versus issuing parking citations, supports this goal by using warnings as a public relations tool within the context of demonstrating a concern for citizens to prevent a citation from being issued. It is believed the issuing of citations will jeopardize NCP's positive reputation that has been developed as a result of favorable interactions within the community.

In addition to eroding public confidence and the positive community relationships it has developed and enjoyed over the last 17 years, staff has concerns relating to the patrol members personal safety during enforcement contacts. The age of active members ranges from 40-82 years. Based on past experience, it is not uncommon to be contacted by hostile, aggressive, or uncooperative citizens while issuing these types of citations. The concern for risk of injury to an NCP member during this type of contact is increased and should be avoided.

In order to assist sworn deputies, the City currently funds two dedicated Sheriff's Community Service Officers (CSO's). These officers are trained in public contacts and conduct parking enforcement as part of their regular duties, which includes proactive parking enforcement and responding to parking complaints.<sup>5</sup> It is believed that these resources that supplement patrol functions, although minimal are adequate.

Staff has surveyed six local citizen patrol groups that are supervised by Riverside County Sheriff's Department Stations (figure 1). The Moreno Valley Police Citizens Patrol was the only organization that issues parking warnings and enforcement citations. As a result, this was the only group that requires a dedicated deputy sheriff to be funded and on-duty to supervise patrol members at all times, while a citizen patrol unit is in the field. NCP was the only program that only issues warning citations, but does not require a dedicated supervisor on-duty during field work. Staff believes having a full time on duty supervisor to monitor enforcement activity would be necessary, but cost prohibitive for Norco.

**Figure 1**

Citizen Patrol Survey							
	Menifee	Perris	Homeland	Jurupa Valley	Eastvale	Moreno Valley	Norco
Warnings	N	N	N	N	N	Y	Y
Citations	N	N	N	N	N	Y	N
Supervision <sup>6</sup>	N	N	N	N	N	Y	N

Source: Telephone Survey

As previously mentioned, NCP currently has limited direct supervision. This is adequate based on the current duties of the program. It is expected if NCP enforcement authority is approved, current direct supervision and oversight will be inadequate. It is also anticipated that patrol resources will be strained if resources are redirected from primary assignments to assist NCP members in the event of negative contacts. As an example, on several past occasions during non-enforcement contacts, sworn personnel have had to respond and mediate conflicts between NCP members and irate citizens. This has included several incidents where citizens were uncooperative over road closures, which were not the fault of NCP, and one occasion when an

<sup>5</sup> CSO's issued 79 parking citations between January and May, 2012.

<sup>6</sup> Direct supervision required at all times while in the field.

NCP member inappropriately blocked in a vehicle and refused to move while issuing a warning citation. It is expected that these types of incidents will increase.

The Sheriff's Department recommends the city take these concerns into consideration and not authorize enforcement authority to Norco Citizens Patrol.

**ATTACHMENTS:**

- Citizens Patrol Memorandum date September 28, 1995
- Citizens Patrol Operations Manual
- Norco Citizens Patrol Membership Brochure

ATTACHMENT



**RIVERSIDE COUNTY SHERIFF**

**NORCO LIAISON**

**MEMORANDUM**

TO: George Lambert  
City Manager

FROM: Ross Cooper  
Sergeant

DATE: September 28, 1995

RE: Norco Citizens Patrol Implementation Issues

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The Norco Citizen Patrol (NCP) program started out as a program that would be autonomous. It was envisioned that the NCP would recruit, select, control and supervise itself. We anticipated training about 20 volunteers who would then run the program themselves and that our only involvement would be to respond to calls of suspicious activity that they would generate. Several concerns with the direction of the program lead to a change in how the NCP would operate and who would control it. We changed from a program that would have almost no Sheriff's involvement to one that would be controlled by the Sheriff's department.

On April 5, 1995 the Council approved the Law Enforcement Task Force's (LETF) recommendation to implement a Citizens Patrol program. On May 8 the Council met with the LETF and asked them to assist in implementing the recommendations. On June 21 the Council appointed Robert Seigler as the volunteer coordinator of the NCP. It was not until recruitment at the Jamboree on July 4 netted 40 volunteers that my involvement switched to full time on this program. On August 7 the LETF supported the Sheriff's Department in the recommendation that we control the NCP. On August 8 Riverside Station Commander Jeff Turley, you, and I met with the NCP Board to resolve several issues, some of which included:

1. NCP wanted badges to signify their authority. When they were told "no badges" they continued to insist that they could have them. It was not until they were told that as city volunteers they will do as the City and Sheriff dictate that they agreed to give up on having badges.
2. NCP wanted to enforce laws and detain suspects.
3. Some NCP applicants wanted to carry weapons and handcuffs.
4. Obtaining liability insurance for the NCP as a separate corporation would be much more

difficult and costly than as City volunteers who operate under the control of the City. NCP members are City volunteers who will be acting on behalf of the City. Some of this liability exposure can be reduced by having a deputy in the field who would have one of their radios, respond to calls and provide training in the field.

5. NCP wanted to control its own portion of the city budget without oversight or city control.

6. Instructions from me were viewed only as suggestions to consider, because the NCP was autonomous it did not fall under my or the City's control.

7. NCP applicants would be required to pass a Sheriff's background investigation. This requirement alone adds about 4 hours of Sheriff's staff time for each applicant.

8. NCP currently has over 100 applicants which if approved could result in 18 hours of patrol coverage per day, 7 days per week. (16 hours/month per person equals 1,600 hours, divided by 3 person teams equals 533 patrol hours per month, divided by 30 days equals 18 hours of patrol per day.)

Once the issue of who controls the Citizens Patrol program was solved we were able to successfully resolve these issues in accordance with the City's desires. We agreed that NCP members will be City volunteers who work for the City under the direction and control of the Sheriff's Department. NCP will be an "eyes and ears" patrol, not one that takes enforcement or follow-up action.

Based on the LETF recommendations not to negatively impact patrol in Norco, and on my own assessment of the situation I began taking a more active role in the program. This program needed full time involvement from a sworn officer to get it moving in the right direction. The only options, since the Council ruled out additional staff at the May 8 joint meeting, were to do the job myself or to reduce patrol by assigning it to a deputy.

Since July the Sheriff's Department has spent about 40 hours per week working on this program. Captain Turley assigned full time assistance to me, at no cost to the City, when I fell behind on several tasks critical to the effective and efficient delivery of police services in Norco. Important, but not critical tasks, such as my interaction with deputies to advise them of Norco issues, my contact with detectives to follow-up on specific investigations, answering questions from citizens... are not being done as they were prior to starting the NCP. My inability to complete these tasks is having a negative impact on the delivery of police services to Norco.

Prior to the start of the NCP I was responsible for the direct supervision of half of the Sheriff's staff assigned to Norco. Supervision of these staff was reassigned to patrol sergeants and has allowed me time to work on NCP. I now direct Norco deputies who contact me for guidance to a patrol sergeant instead of handling it myself.

I was relieved of the responsibility of reviewing all police reports generated in Norco. While this saves me time it results in not knowing about many cases until several days after they occur. This

lack of knowledge on my part makes it difficult for me to insure dissemination of necessary information to all of the patrol deputies. My overall knowledge of and involvement in incidents related to Norco has been reduced.

I now frequently direct citizens with questions to other sergeants or to deputies because I do not have the time to research the incident and get back to them.

My ability to keep up with routine administrative work has been reduced. Many staff projects that have the potential to improve the delivery of police services are on hold. For instance, improving the traffic collision reporting system, insuring radar equipment is operational, providing Norco City Ordinance training, addressing problems at bars, addressing neighbor disputes at an early stage, and studying crime patterns are some of the tasks that I used to perform.

In short, my position has changed from that of a "police chief" to a citizens patrol chief. Critical tasks are "farmed out" to other staff resulting in a lack of continuity. Over all, police service is still being accomplished, but in a different manner.

One of the most time consuming aspects of this program is conducting background investigations. We reviewed background investigation options with you and the LETF and followed those recommendations. The background investigation includes several questionnaires, finger print checks, release of liability waivers, and an interview. It takes about 4 hours of staff time to complete each applicant. We have completed 40 backgrounds, and approved 35 applicants so far (5 subjects were processed and then either withdrew or were eliminated as not suitable for the program). Approximately 75 applications are still pending.

Most Citizen Patrol organizations turnover more than half of their membership every year. This results in a constant need for recruiting, conducting background investigations and training. We are unable to keep up with the demand of simply processing applicants.

A rough estimate of the time I have spent on this program since June is as follows:

160 hours	applicant processing
100 hours	curriculum development
60 hours	operations manual review and selection
40 hours	staff reports for City and my Department and meetings reference: Badges, Radios, Vehicles, Budget, Control....
20 hours	contacting and reviewing other citizen patrol programs

Citizen Patrol programs can be very beneficial to citizens. They are an inexpensive way to increase visibility and there by reduce crime. They do however, have a cost. In order to start this program correctly it requires a full time peace officer.

The NCP volunteers, and their Board in particular, are people who want to donate something back to their community. Many of the problems that we have faced in getting the NCP started resulted from their strong desire to help the community as much as possible, and from their lack of

knowledge about law enforcement and citizens patrol programs. They are dedicated volunteers who want to serve, they just need direction.

In summary, the City needs to hire a sworn officer because:

1. We told them we would provide the direction and control
2. NCP needs direction and control
3. 75 applicants have yet to be processed, and turn over rates make this an ongoing need
4. NCP should be provided with in-field supervision to reduce City liability
5. Coordination between NCP and patrol deputies requires the assignment of a sworn officer
6. NCP will benefit from direct involvement with a deputy.

If the City is unable to fund a full time deputy for the NCP it should consider postponing its implementation. Starting the NCP with a smaller group such as 20 volunteers would still leave us without the ability to provide oversight or direction to the program. Having me attend a monthly NCP Board meeting will not address the issues of processing new applicants or providing oversight to the volunteers in the field.

ATTACHMENT

**RIVERSIDE COUNTY  
SHERIFF'S DEPARTMENT**

**AND**

**CITY OF NORCO**

**CITIZENS PATROL  
OPERATIONS MANUAL**

Revised 03/2006

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## **CITY MISSION STATEMENT**

It is our mission to serve Norco residents and businesses in a professional, ethical and cost effective manner with excellent customer service and to provide a high quality of life in a community that values a rural atmosphere.

## **NORCO CITIZENS PATROL MISSION STATEMENT**

The mission of Norco Citizens Patrol is to enhance the individual and collective safety and general welfare of all people of the City of Norco by assisting the Riverside County Sheriff's Department in deterring crime in Norco. The primary method used to deter crime will be to provide high visibility patrol within the City.

## **VOLUNTEER EXPECTATIONS**

The Department requires all members to subscribe to its ethical standard of conduct and to act in a reasonable, considerate and professional manner to fellow members and the public at all times. The Department has adopted a Value Statement, written by the employees. It is each volunteer's responsibility to read, understand, and uphold his or her role within the context of the Value Statement.

## **VALUE STATEMENT**

We, the members of the Riverside County Sheriff's Department, fill a variety of difficult and demanding roles, as we provide law enforcement and related services to our communities. We recognize that trust and support are not automatically granted, but must be earned.

To achieve and maintain superior service we proudly commit ourselves to exercise and display the following values:

### **I. INTEGRITY**

We are dedicated to honesty and integrity in all our actions and will uphold our ethical beliefs regardless of the consequences. Our actions must be above reproach. We will:

- Promote and recognize ethical behavior and actions.
- Demand honesty over loyalty.
- Prevent abuse of the laws and violation of civil rights. Report and confront employees who violate laws and the basic values of the organization.

## **II. LOYALTY**

We are dedicated and loyal to the citizens of our communities, our Department, and our co-workers. Above all, we will be loyal to the Law Enforcement Code of Ethics. We will:

- Reward and recognize those who contribute to the development of effective ways of providing the policing service.
- Take all reasonable steps and precautions to protect both the employees' and the Department's interest in incidents that present either danger or civil exposure.

## **III. PROFESSIONALISM**

We will serve with honor and vitality. Our professionalism dictates critical self-appraisal and objective analysis, with a commitment to community betterment. We will maintain the position of honor entrusted to us by those we serve. We will:

- Openly discuss both ethical and operational issues.
- Promote an atmosphere that encourages reasonable risk-taking and recognizes that growth and learning may be spawned by honest mistakes.
- Recognize that it is our duty to prevent, report, and investigate crimes; pursue, apprehend, and prosecute lawbreakers.
- Require professional performance from all members of the Department.

## **IV. LEADERSHIP**

We are mandated by law and public expectation to be leaders. We will lead by example and by adherence to our professional ethics and values. We will:

- Listen to and promote suggestions emanating from all levels of the Department.
- Review and react to individual performance based upon the totality of the circumstances surrounding a decision or action.
- Publicly acknowledge and praise employees who excel at their jobs.

Citizen Patrol members are expected to uphold their role within the context of this Value Statement. The role of Citizen Patrol members does not include the duty to investigate crimes, pursue, apprehend, or prosecute law beakers.

## **DEFINITION / STATUS**

Members of Norco Citizens Patrol will be registered with the City of Norco as City Volunteers. Any U.S. Citizen who is at least 18-years-old may become a member of Norco Citizens Patrol, provided they are of good moral character, free of felony conviction, and successfully complete the application, background, and training process. A volunteer is a non-salaried individual who offers his/her services for a limited time, acting in a specific capacity willingly by one's own accord. A volunteer has no salary, benefits or labor relations rights of a City employee and serves "at the will" of the Sheriff's Lieutenant. A volunteer can be placed in or removed from volunteer duties by the Sheriff's Lieutenant with or without cause.

## **STRUCTURE**

Norco Citizens Patrol operates under the control of an advisor who is either a sheriff or city staff person appointed by the Sheriff's Lieutenant. Five Norco Citizens Patrol Members who are elected by the membership to the Board of Directors assist the Advisor. Task oriented Coordinators who are appointed by the Advisor are responsible for assisting the Board in running the day-to-day operations of Norco Citizens Patrol. All members of Norco Citizens Patrol, including coordinators and board members, are of equal rank. No hierarchy exists between individual members. The Board, acting in its official capacity, has authority to make decisions regarding policy and procedure. Individual board members and coordinators do not.

The Advisor or their designee shall preside over all Citizens Patrol meetings and be responsible for the administration of all business.

The Advisor shall act as principle liaison between Citizens Patrol and the Riverside County Sheriff's Department. The Advisor shall appoint any committees as necessary; shall appoint the coordinators responsible for running day-to-day operations; shall act as Ex-Officio Chairman over all committees; and shall ensure the financial and administrative integrity of Citizens Patrol. The Advisor will appoint a board member and/or coordinator to preside at all meetings and perform the duties of the Advisor in his/her absence.

## **BOARD OF DIRECTORS**

The Board of Directors shall have the authority and responsibility to adopt such rules and regulations as they deem necessary and as are consistent with the laws of the State of California, Norco City Ordinances and policies of the Riverside County Sheriff's Department.

Any member in good standing, with six months Norco Citizen Patrol service, may be nominated for election to a board position. All board members will serve a two-year term

from January 1 through December 31, with the capability to serve a maximum of two (2) consecutive terms being eligible for re-election one year after the second term ends. Board members serve on a voluntary basis and will receive no compensation for services.

Board members will be elected by a majority count of the absentee ballots and the vote of the members present at the annual meeting, which is held in November of each year. The designated date, time and location of the meeting will be announced at least two weeks prior to the meeting, with notice given to the general membership of Citizens Patrol. The ballot shall include provisions for write-in candidates.

The Advisor shall appoint a Nomination Committee in or about September of each year. It shall consist of at least three members of Citizens Patrol.

The Nominating Committee shall select a slate of candidates for the offices to be filled. The candidates must have indicated a willingness to serve, if elected. The Advisor and another Sheriff Department or city employee will count ballots after the November annual meeting and announce the newly elected officers.

In the event that a board member fails to perform the duties of their office, or shows a lack of interest in Citizens Patrol by failure to attend board meetings, they may be removed from office by the Advisor or by a majority vote of the Board of Directors. However, before such action is taken, a written notice will be sent to their address of record, advising that such action is being contemplated. A vacancy in the Board of Directors will be filled by appointment of the person who received the next highest number of votes in the prior election. If this member is no longer able or willing to serve, the remaining Board members may appoint any member in good standing to the Board or they may call for a special election at a subsequent General Membership Meeting to fill the vacant board position.

## **COORDINATORS**

The day-to-day operations of Norco Citizens Patrol shall be organized and run by coordinators that are appointed by the Advisor. Each coordinator will have a specific area of responsibility and will be supported by a secondary coordinator. The secondary coordinator will assist the primary coordinator in carrying out their duties when necessary, or act as the primary coordinator in their absence. A member may serve as both a coordinator and a board member simultaneously. Members are limited to one coordinating position. The coordinating positions cover the following areas of responsibility:

### **OFFICE MANAGER:**

The Office Manager is responsible for the maintenance of records and preparing the monthly statistical reports for the Sheriff's Department and the City of Norco. The Office Manager shall also ensure that time cards, logs and other forms are properly filled out and filed correctly, and that the NCP office is stocked with the necessary forms and supplies.

**SCHEDULER:** The Scheduler is responsible for ensuring that patrol slots are filled in advance and will work with other coordinators to schedule the necessary personnel needed to staff recruiting booths, special events and assigning patrol partners to members.

**PERSONNEL:** The Personnel Coordinator is responsible for handling member complaints and grievances that do not involve allegations of wrong doing likely to result in criminal allegations which must be referred to the Advisor. The Personnel Coordinator will consult with the Board if the complaint findings cause or result in termination or suspension to suggest and implement solutions to personnel oriented problems.

#### **EQUIPMENT/RADIO**

**MAINTENANCE:** The Equipment/Radio Maintenance Coordinator is responsible for the maintenance and repair of the unit and hand-held radios, scanners, flashlights, uniforms, retrieving equipment and uniforms from former NCP members, surplus uniforms, and turbo flares.

#### **VEHICLE**

**MAINTENANCE:** The Vehicle Maintenance Coordinator is responsible for the maintenance, repair and cleaning of the Citizens Patrol vehicles.

**RECRUITMENT:** The Recruitment Coordinator is responsible for coordinating and implementing recruitment efforts.

#### **TRAINING**

**COORDINATOR:** The Training Coordinator is responsible for the maintenance of the FTO program, ensuring new recruits complete training and shall be tasked in determining training needs and finding trainers to make presentations to the general membership.

**CALL- OUTS:** The Call-Out Coordinator is issued an NCP cell phone and is required to be available to coordinate all call-outs; traffic control, crime scene, fingerprinting, etc. The Call-Out Coordinator shall ensure that NCP personnel have the necessary equipment to perform their duties and maintain a current list of qualified call-out members to assist the Sheriff's Department upon request.

#### **SPECIAL EVENTS**

**AND MEDIA:** The Special Events and Media Coordinator is responsible for coordinating and organizing all special events and assignments. The Special Events Coordinator will work in conjunction with other coordinators to organize and prepare for special assignments and events, such as participating in various civic activities, recruiting booths, public appearances, parades, etc. This Coordinator is also responsible for interacting with the local media dealing with

advertising, and special profile events at the direction of the Advisor. The coordinator in this position shall not provide the media with news releases related to law enforcement cases involving criminal, non-criminal or traffic investigations.

**AWARDS AND BANQUET:**

The Awards Coordinator is responsible for organizing and implementing the awards program and the banquet, in addition to soliciting contributions and donations from businesses and individuals.

**NEWSLETTER:**

The Newsletter Coordinator is responsible for recording of minutes and gathering updates from all coordinators and the Advisor for inclusion in the monthly newsletter. Articles should also be solicited from the general membership for inclusion into the newsletter. The Newsletter Coordinator shall then edit, publish and distribute the newsletter to all NCP members.

Several areas of responsibility overlap each other. The use of task specific coordinators is designed to maximize the number of personnel working on a specific project. This system allows for the necessary duties to be performed without overwhelming a coordinator.

For example, if a recruitment booth were needed at a certain civic function, the Recruitment Coordinator would be in charge of getting the booth and needed materials together and organized. The Recruitment Coordinator would have a designated secondary person to assist if necessary.

The Recruitment Coordinator could also contact the Schedule Coordinator to assist in signing up the personnel needed to staff the booth. The Schedule Coordinator also has an assigned secondary person to assist if necessary. This would bring the total number of staff organizing the event to four.

If more assistance is needed, one of the parties could contact the Special Events Coordinator, who would assist because this event falls within the realm of their duties as well. The Special Event Coordinator has an assigned secondary person to help if necessary, bringing the total number of staff organizing the event to six. This system allows for efficient use of personnel and provides for adequate staffing of any situation or scenario likely to arise.

### **FIELD TRAINING OFFICER SELECTION**

The Training Coordinator will make recommendations and provide a list of Field Training Officer candidates to the Advisor who will appoint members to the position of Field Training Officer.

## RELATIONSHIPS / CHAIN OF COMMAND

The Sheriff's Lieutenant is the final authority on all matters regarding operational policy, procedure and personnel.

The Riverside County Sheriff's Department will provide training and guidance to the program. An Advisor will be assigned to coordinate and manage the program and to act as a liaison between Norco Citizens Patrol and the Sheriff's Lieutenant.

All members of Norco Citizen Patrol, including coordinators and board members, are of equal rank. No hierarchy exists between individual members. The Board, acting in its official capacity, has authority to make decisions regarding policy and procedure. Individual board members and coordinators do not.

The chain of command will be adhered to in all matters and operations regarding the program as follows:

- a. Citizens Patrol Member, Coordinator, or Board Member
- b. Board of Directors at official meetings
- c. Advisor
- d. Sheriff's Sergeant
- e. Sheriff's Lieutenant

## PERSONNEL / CONDUCT

Volunteers will behave in a professional manner at all times. Volunteers are to exercise common sense and good judgment when participating in the program. Volunteers should avoid physical confrontation whenever possible. Physical arrest should be avoided; however, this does not preclude you from making a citizens' arrest. **Remember, our goal is to observe and report.**

Volunteers will be responsible for their own acts and they shall not shift this burden to others. Volunteers will execute and complete any and all duties to which they have been assigned.

**NO WEAPONS ARE AUTHORIZED** for use by any member of the program. Any member of the program that is found in possession of any weapon may be terminated from the program. (Note: This does not preclude a member from possessing a legal knife.)

No member of the patrol will consume alcoholic beverages for a period of less than eight hours prior to reporting to duty. At no time shall a Volunteer drink an alcoholic beverage when on duty or in uniform.

Prescribed medications that cause drowsiness or in any way hamper the members' safe performance of duty will not be used while in a duty status.

Volunteers shall not use or divulge any information or records derived from any law enforcement source without prior approval from the Riverside County Sheriff's Department.

Public Relations - Volunteers must maintain proper relations with the public while performing their duties. Volunteers may not make statements to the press regarding Citizens Patrol activities without prior approval from the Advisor. All inquiries from the press will be referred to a law enforcement officer at the scene of the incident.

Chain of Command - Members shall respect and follow the chain of command as it applies within the organization and to the Sheriff's Department in general.

Report of Arrests - Any member who is arrested for any crime shall submit all information relating to the details of the incident in writing to the Advisor. This shall be done no later than one (1) day after the incident or as soon as possible.

Damage or Loss of Property - Members shall not maliciously damage any equipment or property.

Individual member responsibilities include, but are not limited to, the following:

- a. Proper execution of all assigned duties.
- b. Maintenance of proper community relations.
- c. Maintenance of discipline.
- d. Adherence to rules, regulations, and policies of the Department and this Operations Manual.
- e. Reporting through the chain of command any development that may affect the Department and its operations, or may impact the general public.
- f. Proper care, control, and use of any departmental resources, equipment, materials or supplies.

#### **GOOD STANDING REQUIREMENTS**

- a. Volunteer a minimum of 16 hours of service to the Norco Citizens Patrol per month,

- b. Adhere to the Norco Citizens Patrol Operations Manual and training instruction, and
- c. Possess a valid City of Norco Volunteer Citizens Patrol ID card.

### **MEMBERS NOT IN GOOD STANDING**

- a. All members are presumed to be in good standing until the Board, by majority vote, moves a member out of good standing.
- b. The Board of Directors will review the hours volunteered on a quarterly basis.
- c. The Board of Directors, upon a majority vote may assign a Board Member to call a volunteer who has worked some time but less than 16 hours per month for each of the three prior months to encourage them to increase their hours.
- d. The Board of Directors, upon a majority vote may move a member out of good standing when the member has not volunteered 16 hours per month during any of the six prior months. The member will be advised of this pending action by letter and given the option to return to good standing or to remain a member who will not be in good standing.
- e. The Board of Directors, upon a majority vote will send a letter to a member not on a leave of absence, who has not volunteered any time during the three previous months, to advise them they have been moved out of good standing.
- f. A member who is not in good standing will be returned to good standing, upon their request, when they have volunteered at least 16 hours per month for three consecutive months.

### **SEPARATION FROM SERVICE**

- a. The Board of Directors, upon a majority vote, will send a letter to a member not on a leave of absence who has not volunteered any time during the six previous months, to advise them they will be separated from service unless they contact the Board of Directors prior to the next board meeting. The Board may, at that meeting, by a majority vote, separate a volunteer from service.

- b. A member may resign or be separated from service by the Sheriff's Lieutenant at any time.

### **ORDERS / LAWFULNESS / INSUBORDINATION**

An order is an instruction, written or verbal, issued by a sworn officer or the Advisor.

All orders, when issued by a sworn officer or Advisor are presumed to be lawful. All members of the program shall obey orders promptly and willingly.

The failure, or a deliberate refusal, of any member to obey an order given by a sworn officer or Advisor shall be deemed insubordination. Flouting the authority of any sworn officer or Advisor by wanton disrespect, by disputing his or her order, or refusing to obey an order, is also insubordination.

All members of the program shall refrain from public criticism or comment on orders they have received.

A member who has been given an order and subsequently given a second and conflicting order, shall call this fact to the attention of the person giving the second order. The sworn officer or Advisor giving the second order has the authority to direct the sequence in which the orders shall be accomplished.

A member who arrives at a call-out scene is required to follow the direction of the first member arriving at a Sheriff's call-out, who will be tasked with directing all other members who arrive at the scene until relieved by Sheriff's personnel. Failure of members to follow direction shall be immediately reported to the Advisor.

### **DISCIPLINARY PROCEDURES**

The Riverside County Sheriff's Department has developed this manual to outline the program operations as well as the expectations of Norco Citizen Patrol volunteers. These expectations are reasonable and have been explained to each volunteer.

All General Orders, Departmental Policies, Procedures or Rules and Regulations of the Department shall be presumed known and familiar to the member on the first working day after issuance.

Any member of the program may be disciplined ranging from suspension through dismissal depending upon the gravity of the offense for any one of the following reasons:

- a. Any violation of this Operations Manual.
- b. Any violation of any codified law related to law enforcement or the enforcement of those laws.
- c. Misconduct, including sexual harassment, or that which is harmful to the good order of the program.

At the discretion of the Sheriff's Lieutenant, a thorough investigation will be conducted by the Sheriff's Department regarding an alleged violation. The sole authority for dismissal from the program is the Sheriff's Lieutenant. Members of the program are volunteers who serve at the will of the Sheriff's Lieutenant. Members can be dismissed with or without cause.

### **LEAVE OF ABSENCE**

Any member of the program may request a leave of absence for a period of time not to exceed six (6) months. The request is to be submitted in writing to the Personnel Coordinator who will forward it with his recommendation to the Board of Directors for their determination.

### **REINSTATEMENT**

Members who begin volunteering after their approved leave of absence will be returned to good standing. Former NCP members who have resigned may be granted reinstatement by the Advisor in accordance with the following provisions:

- a. Successful update of background check.
- b. Successful completion of training as required by the Training Coordinator.

### **TRAINING**

The Training Coordinator is responsible for providing an overview of Department policy, procedures and the goals of the program. Update or refresher training will also be provided.

New members will receive and must successfully complete the following training:

- a. A four (4) hour ride-along orientation with a Norco Citizens Patrol Member.

- b. Eight (8) hours of classroom instruction.
- c. Sixteen (16) or more hours of training by a Citizen Patrol FTO.
- d. Eight (8) hours of First Aid and CPR training.
- e. Four (4) hours of training while riding along with a patrol deputy.
- f. Four (4) hours of training while riding along with a CSO.

### **PATROL**

- a. While on-duty or representing the program, members will be properly attired.
- b. Members are not to engage in activities while on-duty that exceed their authority as volunteers.
- c. Members are to obey all laws at all times.
- d. Members who operate a department or personal vehicle will be in possession of a valid California Driver's License.
- e. Members will not use personal vehicles for program operations without the prior approval of Advisor, Norco Sergeant, or Sheriff's Lieutenant.
- f. Members on patrol are to note any suspicious circumstances and report them to Sheriff's Dispatch.
- g. Patrol Members will only transport citizens in the event of a wrecked or disabled vehicle, or when the Patrol Member thinks that leaving the citizen at their current location is less safe than taking them to another location. Two or more Patrol Members must be in the patrol vehicle whenever a citizen is taken anywhere. The Patrol Members must document the transportation on their Activity Log and with an incident report. The Patrol Members may transport the citizen to a business or residence of the citizens choosing only within the city limits of Norco.
- h. Two Norco Citizens Patrol members are required for any patrol assignment. At least two members must be in each patrol vehicle. One member, with the permission of the Advisor may complete special details or assignments.

- i. Members unable to report for their scheduled shift will notify the Scheduling Coordinator and their scheduled partner(s) so that other arrangements can be made to avoid the loss of the patrol shift.

## **VEHICLES**

- a. Safety belts will be worn at all times while the vehicle is in motion.
- b. Patrol vehicles will be locked at all times when not in use.
- c. Patrol vehicles shall not be operated off paved roadways unless directed for special assignment or function.
- d. All rules of the road will be adhered to at all times. At no time will a volunteer commit an intentional traffic infraction in an effort to observe or report any criminal offense.
- e. Patrol vehicles will not be used for any purpose other than normally assigned duties such as patrol, unless the Advisor grants permission for a different use.
- f. No statements relating to an accident shall be made in the presence of persons involved in the accident, witnesses, the news media, or other citizens. The information should be given to the on-scene supervisor and/or traffic officer investigating the accident.
- g. Members involved in a collision while on duty must report the incident to Sheriff's dispatch to have a deputy dispatched to the scene. In addition to giving the deputy your statement the NCP member must complete the City of Norco Collision Report.
- h. Members will not operate the overhead light bar of the patrol unit while responding to or from a call or traffic collision scene. The light bar will only be activated while the patrol unit is stationary and only when a caution warning is necessary for public safety.

## **DOCUMENTS DEFINED / REPORTS / LEGAL DOCUMENTS**

All documents are deemed to be official records, accurate in detail, and the sole property of the Sheriff's Department. Documents are defined as any form, report, memo or citation and

computer files, whether they are completed or not. A document does not have to be on official letterhead or carry an official title to be an official record.

Documents shall not be taken from the Norco Citizens Patrol office without the prior permission of a sworn officer or Advisor.

Volunteers are expressly prohibited from maintaining a personal home file based on information obtained during their work with the program.

The designated coordinator shall maintain a complete and current roster of the members. The roster shall include the name, address and telephone numbers (home & work) and status of each volunteer.

Members conducting patrol shall maintain a patrol log.

Members will document their service time on the time cards provided in the Citizens Patrol office. The time card will be used to record and compute necessary information. All hours spent in service to the Norco Citizens Patrol will be logged.

## **ATTIRE**

Volunteers who are on Patrol must wear the approved NCP uniform. All members are responsible for the proper care and maintenance of uniform and assigned equipment. Uniforms shall remain clean, pressed, and provide a professional appearance. Members are encouraged to use the City funded dry cleaning service. Members who have uniforms that are no longer serviceable should contact the Equipment Coordinator who will authorize their replacement at City expense.

The identification card is the sole property of the City of Norco and shall be returned to the Equipment Coordinator upon request, or upon the resignation or dismissal of the volunteer from the program.

The following items are purchased and issued by the City of Norco for each member:

1. Navy polyester or cotton blend pants – 2
2. Light blue short sleeve uniform shirt with name plate – 2
3. Light blue long sleeve uniform shirt with name plate – 2
4. Black basket weave uniform belt – 1

5. Baseball cap and jacket for inclement weather – 1
6. Polo style shirt for special event functions only – 1
7. Name plate – 1

The following items are required and must be provided by each member:

1. Black uniform boots or black shoes
2. Black socks

The following items are optional and may be purchased by individual members:

1. Navy class C pants (BDU)
2. Blue jeans which may only be worn with the polo style shirt and only when authorized by the Advisor
3. Navy or black shorts which may only be worn with the polo style shirt, black tennis shoes and white socks and only during warm weather events

Volunteers working in the office are encouraged to wear their uniforms; however, other attire will be allowed, provided the articles of clothing are in good taste and condition. Tank tops, beachwear, or similar garments, or clothing that is in ill repair, obscene or distasteful in nature is prohibited.

Norco Citizen Patrol members are to wear no more than four pins at a time on the uniform shirt. The pins are categorized as four different types and will be worn in four different locations.

- Service pins: These include American flags, City of Norco seals, NCP and NACOP. These are to be worn  $\frac{1}{4}$ " from the inside edge of the right shirt pocket flap, equal distance from the top and bottom of the flag.
- Field Training Officer: These are worn centered on the left collar with the pin parallel to the top seam of the lower edge of the collar.
- Riverside Sheriff Service Ribbon: These are worn on the left shirt pocket flap  $\frac{1}{4}$ " from the top of the flap and centered. The maroon and white "Unit Citation" award awarded in 2005 shall be worn with the maroon side closest to the center shirt button.

- **Presidents Volunteer Service pins:** These are worn on the left shirt pocket flap, centered above the flap button. If worn with a service ribbon, it will be beneath the ribbon.

### **IDENTIFICATION CARD**

The identification card is valid for three years from date of issuance and must be renewed through the city upon expiration. Identification cards shall be in possession during volunteer service and worn in plain view when conducting business in civilian attire on behalf of the organization or when in any city facility when not in full uniform.

### **MONTHLY TIME ACCOUNTING**

Volunteers are required to complete their monthly time sheet prior to the 1st day of each new month. The time sheet will account for all time donated to the Norco Citizens Patrol program.

### **BULLETIN BOARDS AND TELEPHONES**

All materials posted must have the approval of the Advisor.

Calls made from the Norco Citizens Patrol office or from NCP cellular phones will be official calls only.

### **RIDE ALONG PROGRAM**

Volunteers in good standing may ride with a Deputy Sheriff. Volunteers must complete and present the required waivers to the Advisor at least one week prior to the ride date. Volunteers riding along will wear the approved NCP uniform. Citizens who have submitted an application to join the Norco Citizens Patrol will be scheduled for a ride-along on a Citizens Patrol shift prior to their ride-along with a Deputy Sheriff.

### **OFF-DUTY ENCOUNTERS WITH LAW ENFORCEMENT OFFICERS**

When volunteers encounter a law enforcement officer who appears to be off-duty or in civilian attire, they should not contact or recognize the officer until the officer recognizes the volunteer.

## COMPLAINTS BY THE PUBLIC

Complaints about Citizens Patrol operations or members shall be thoroughly and accurately investigated. Any person may file a complaint. Persons may either identify themselves or remain anonymous. A member who receives a complaint from the public must advise the Advisor of the complaint.

## PUBLIC PRESENTATIONS

The Advisor may authorize Citizen Patrol Members to make public presentations or give interviews regarding the volunteer program. Members making public appearances shall refrain from releasing information, reports, photographs or other material regarding operation of the Department or program, which is not public information.

A Citizen Patrol member shall not attend meetings officially representing the program without first securing permission from the Advisor, Norco Sergeant, or the Sheriff's Lieutenant.

A public presentation appearance should be made in the Citizen Patrol uniform. A public appearance may be made in professional business attire. The discretion of attire shall be based on the type of presentation, audience and the reason for the appearance.

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I, \_\_\_\_\_ have received a copy of the Norco Citizens Patrol  
(Print Name)  
Manual dated March 2006. I agree to abide by the rules and regulations outlined in this  
manual.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

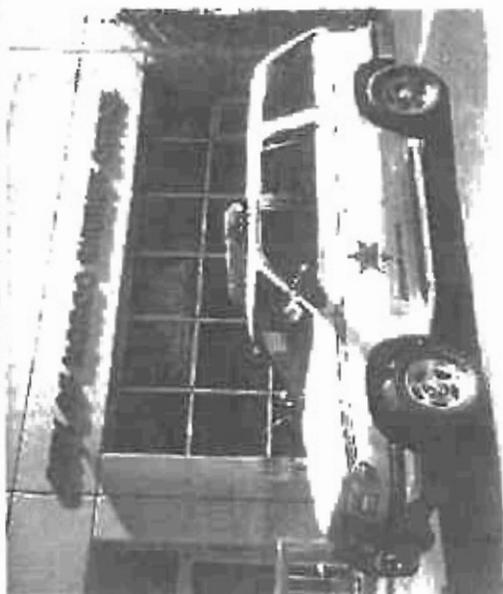
The City of Norco and the  
Riverside County Sheriff's  
Department invite you to  
become a member of the

# Norco Citizens Patrol



## Membership Brochure

[www.nacop.org/norco](http://www.nacop.org/norco)



Norco  
Citizens Patrol  
2870 Clark Avenue  
Norco, California  
92860  
951-270-5673 - phone  
951-270-5666 - fax  
[www.nacop.org/norco](http://www.nacop.org/norco)



Founding Member of the  
National Association Citizens On Patrol

This brochure developed as a service of the NACOP

NCP2002bbr

### Norco Citizens Patrol Volunteer Data

Please Print

Full Name \_\_\_\_\_

Street Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

D.O.B. \_\_\_\_\_ Driver's License# \_\_\_\_\_

Have you ever been arrested or convicted of any offense other than a minor traffic violation? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, please explain on a separate piece of paper.

I hereby state that all information supplied in this application is true. I also authorize the City of Norco and the  
Riverside County Sheriff's Department to verify this information and to conduct a criminal history check.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Mail completed volunteer applications to: City Hall, Attn: Norco Sheriff's Office, 2870 Clark Ave., Norco, CA 92860

## Why become a Citizens Patrol Volunteer?

- Contribute to positive communications between your community and law enforcement.
- To assist in controlling, reducing, and preventing crime in Norco.
- To meet new people in varied settings.
- To gain valuable work experience.
- To offer your area of professional expertise.

Join our team by completing and turning in the form on the reverse side of this brochure.

You may drop-off, FAX, or mail your application to the Norco Sheriff's Office

Interested individuals are invited to schedule a "ride along" with one of our patrol teams to see if this is for you!

## Who are we?

The Norco Citizens Patrol is a team of highly trained volunteers who enhance vital crime prevention services and community awareness through proactive law enforcement principles.

NCP members do not take enforcement action, carry weapons, or make arrests. All suspicious activity is reported to the Sheriff's Department by the patrol vehicle radio or cell phone and the dispatch center.

The NCP volunteer will receive training in:

- Orientation and Organization
- Crime Prevention
- CPR and First Aid
- Introduction to Law
- Driver Awareness
- Patrol Procedures
- Traffic Control
- Radio Communications
- Basic Report Writing

Volunteers also complete one ride-along with a Deputy Sheriff as part of the training program.

## Qualifications

- 18 years of age or older
- Good moral character
- Good driving record
- No felony convictions
- Current U.S. citizen
- Pass background check
- Have valid California Drivers License

## Requirements

- Good people skills
- Wear approved uniform (provided)
- Attend monthly NCP meetings
- Have at least 2 patrol members per vehicle
- Volunteer at least 16 hours per month
- Maintain a positive attitude
- Enjoy your time
- Present a professional appearance at all times

